ATTENDANCE:
Mayor Stephen Molnar
Councillor Penny Esseltine
Andrew Gilvesy, Chair
Jesse Goossens (Arrived at 12:26pm)
Rick Strouth
John Veldman
David Calder, CAO
Dave Rushton, Director of Finance/Treasurer
Cephas Panschow, Development Commissioner
Laurie Kirwin, Purchasing Coordinator
Lana White, Executive Assistant/Deputy Clerk

1. Call to Order
The meeting was called to order at 12:15pm.

2. Adoption of Agenda
   Moved by R.Strouth
   Seconded by J.Veldman THAT the Town Hall Project Steering Committee Agenda dated
   June 24, 2019 be approved.
   Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof
   None

4. Adoption of Minutes – November 5, 2018
   Moved by R.Strouth
   Seconded by Councillor Esseltine THAT the Town Hall Project Steering Committee Minutes
   dated November 5, 2018 be approved.
   Carried
5. **New Business**

a) **Elections**

Andrew Gilvesy advised that he would be resigning from the position of Chair, but that he would like to remain a member of the Town Hall Project Steering Committee. The resignation was accepted.

Rick Strouth nominated John Veldman for the position of Chair of the Town Hall Project Steering Committee.

John Veldman accepted the nomination.

There were no further nominations.

Moved by R.Strouth
Seconded by Mayor Molnar THAT John Veldman be appointed to the position of Chair of the Town Hall Project Steering Committee.

Carried

Mayor Molnar nominated Rick Strouth for the position of Vice-Chair of the Town Hall Project Steering Committee.

Rick Strouth accepted the nomination.

There were no further nominations.

Moved by Mayor Molnar
Seconded by Andrew Gilvesy THAT Rick Strouth be appointed to the position of Vice-Chair of the Town Hall Project Steering Committee.

Carried

b) **Tour of Administration Buildings**

i) **Notes from Tour**

C.Panschow reviewed his notes as attached to the Agenda.

ii) **Additional Tours**

The three buildings toured were very useful.

Examples of the architect’s work for each proponent would be beneficial.

Additional tours to be scheduled at a later time.
In regards to the regional review, the Committee is committed to finishing what it started, and fulfilling its mandate. Recognizing there may be significant changes, the Committee will proceed and make its recommendation to Council.

c) Proposal Review and Evaluations
   i) Proposals - previously circulated
   ii) Proposal Evaluation and Scoring Documents
       Discussion was held regarding evaluation and scoring. Selection will be based on the highest point average following interviews and discussions.
       The Proposal Evaluation Worksheet to be used to rate the proposals provided and updated following the proponent interviews.
       It was noted that it is unfortunate that Additional Rent was included in the pricing scoring formula as each proponent included different items in the pricing, which makes it more challenging to compare. There are also slight differences with respect to the square footage.
       Opportunity was given for each Committee member to comment on all three proposals.
       Further questions to be asked include:
         - Why did each proponent include difference items in the Additional Rent?
         - Where is the additional space for lease (D)
         - Where is the public access? (S)

   iii) Compliancy
       C.Panschow and L.Kirwin reviewed the proposals in terms of compliancy.
       While there are slight differences in the information provided, there is nothing that would restrict any of them from being considered.

       Moved by A.Gilvesy
       Seconded by R.Strouth
       THAT the Town Hall Steering Committee accepts the staff recommendation that the three proposals have been deemed compliant, and the Committee accepts the proposals for consideration.
       Carried
iv) Financial Scoring Matrix

Financial score to be inserted by staff based on formula. Committee members to provide their scoring worksheet to C. Panschow by July 2.

d) Stipend Recommendations

Discussion was held regarding stipends. Committee agreed that, based on the substantial work undertaken by all three proponents, they should each receive the stipend, especially because of the regional review and inability to make a final decision until that process is complete. This will be part of the recommendation made to Council.

Payment will be held off until following interviews.

6. Next Meeting

6.1. Scheduling of Proponent Interviews

Proponent interviews to be scheduled August 6-9. Public info sessions tentatively being planned for July???. Need to determine methodology and what requirements were included in the Request for Proposal document as well as the Town’s Public Engagement Policy.

NEXT MEETING – July 8, 2019 @ 12:00noon, to discuss public consultation and proponent interviews.

C.Panschow to compile scoring worksheets received and send out the aggregated scoring matrix to the Committee in advance of the next meeting.

7. Adjournment

Moved by J.Goossens

Seconded by R.Strouth THAT the June 24, 2019 Town Hall Project Steering Committee meeting be adjourned at 2:27pm.