ATTENDANCE:
Councillor Penny Esseltine
Andrew Gilvesy
Jesse Goossens
Rick Strouth
John Veldman, Chair
Cephas Panschow, Development Commissioner
Laurie Kirwin, Purchasing Coordinator
Amelia Jaggard, Legislative Services Coordinator

REGRETS:
Mayor Stephen Molnar
Dave Rushton, Director of Finance/Treasurer
David Calder, CAO

1. **Call to Order**
The meeting was called to order at 12:20 p.m.

2. **Adoption of Agenda**
   **Proposed Resolution #1**
   **Moved by:** Penny Esseltine
   **Seconded by:** Jesse Goossens
   THAT the Town Hall Project Steering Committee Agenda dated July 8, 2019 be approved.
   Carried.

3. **Disclosures of Pecuniary Interest and the General Nature Thereof**
   There were no disclosures of pecuniary interest declared.

4. **Adoption of Minutes**
   **Proposed Resolution #2**
   **Moved by:** Rick Strouth
   **Seconded by:** Jesse Goossens
   THAT the Town Hall Project Steering Committee Minutes dated June 24, 2019 be approved.
   Carried.
5. New Business
   a) Proposal Review and Evaluations

Development Commissioner provided an overview of the combined scoring matrices submitted by committee members. The three bids are close to each other so more analysis is required.

One proposal indicated lower construction costs, but the lease rate is higher. There is a variation in per square foot cost between proposals. Need to investigate these differences further in order to ensure value to the tax payer.

It was noted that the parking lot next to the building in this proposal would be an added advantage.

The next step is to have staff schedule interviews with each of the proponents, who will be asked to present on the material contained in their proposals and in the main areas on which they are being evaluated.

Additional questions to be asked:

1. Provide an explanation of per square foot price? How would minor (and major) changes be handled during negotiations and what would the impact be to the lease rate?

   Staff noted that requests for design changes would be handled as part of the negotiation stage. It was suggested that the question should be along the lines of what the process would look like to make changes happen and how would this be reflected in the costs.

   It was suggested that sharing a simplified cost breakdown per proposal would be a benefit to the public; provide current rent versus what the Town would be paying for the new building.

   Staff to set a date(s) for interviews with proponents.

b) Public Engagement Process
   i) Town Public Engagement Policy

   At the last meeting, there was discussion regarding what the Town had communicated to the proponents with respect to sharing their information as part of the Public Information Sessions. Staff reviewed the RFP document and the schedule provided in that document would appear to take precedence with the Public Information Sessions shown as being scheduled after the Proponent Interviews.

   On the whole, staff’s opinion is that, while all the designs can be made public for the information sessions, the name of the preferred proponent will be released only after they are selected. This would mean that we would have to remove any identifying information from the designs prior to the sessions.
Staff to ask the proponents if they want to remain anonymous or not. If they wish to stay anonymous they must provide new design documents without their logo prior to the public information sessions.

Staff to compile financial information per proponent (square foot cost vs. annual cost vs. actuals) for use during the public engagement process.

Based on the period for which the proposals are valid (120 days or until October 6, 2019), it was suggested that the public engagement sessions should be held in early September in order to allow for the information to be back to Council by the end of September.

In addition to this, staff and Chair will prepare an update report to Council regarding the public consultation sessions at their August 12, 2019 meeting.

In terms of the sessions, suggestions were to consider:

- Using a room such as the Lion’s Den or the meeting room at the Library
- Have feedback sheets for residents to submit
- It was suggested to consider having a social event (wine and cheese) to start the public engagement process
- Staff to promote the engagement sessions online and to invite the news, Town Advisory Committees, the Chamber of Commerce and the BIA.
- Ensure that session information is made available online and through social media

It was noted that Level 3 of the Town’s Public Engagement Policy appears to be the most appropriate and the public’s involvement in this committee is actually part of the engagement.

6. **Next Meeting**

6.1. Scheduling of Proponent Interviews (August 6 – 9)

It was suggested to request that John Alley be invited to the proponent interviews.

Each interview will be approximately two hours. There will be a 15 to 30 minute break in between interviews. The committee will have a summary session at the end of the day.

Staff to see if the proponents would be available either Wednesday, August 14, 2019 or Thursday, August 15, 2019.
7. **Adjournment**

*Proposed Resolution #3*

**Moved by:** Rick Strouth  
**Seconded by:** Andrew Gilvesy

THAT the July 8, 2019 Town Hall Project Steering Committee meeting be adjourned at 1:19 pm.  
**Carried.**