

Windsor, Ontario August 20, 2014

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 2:00 o'clock p.m. in the Public Works Board Room, 1266 McDougall, there being present the following members:

Councillor Fulvio Valentinis, Chair
Councillor Jo-Anne Gignac
Councillor Ron Jones

Guests in attendance:

Lisa Wright, Lord Cultural Resources
David Hanna

Also present are the following resource personnel:

Jill Braido, Marketing & Communications Officer
Valerie Clifford, Financial Planning Administrator
Madelyn Della Valle, Project Manager (Exhibitions)
Cheryl Glassford, Legal Counsel
Frances Isabelle-Tunks, Senior Management, Development & Geomatics
Cathy Masterson, Manager of Cultural Affairs
Colleen Middaugh, Project Manager (Construction)
Jason Moore, Senior Manager of Communications & Customer Service
Jelena Payne, Community Development & Health Services Commissioner
Jan Wilson, Executive Director, Recreation & Culture
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 2:03 o'clock p.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. DECLARATIONS OF CONFLICT

None disclosed.

3. **ADOPTION OF THE MINUTES**

Moved by Councillor Jones, seconded by Councillor Gignac,
That the minutes of the Museum Development Project Steering Committee of its meeting held July 22, 2014 **BE ADOPTED** as presented.
Carried.

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

C. Middaugh provides an overview of the summary of the proposed project schedule and the anticipated completion date as follows:

- | | |
|---|--------------------|
| • RFQ Closing Date | July 24, 2014 |
| • Request for Tenders for Construction Improvements | September 12, 2014 |
| • Award Construction Contract | Early October 2014 |
| • Construction Start Ceremony | Early October 2014 |
| • Construction Start | Early October 2014 |
| • Request for Tenders for Exhibition Fabrication/Installation | November 2014 |
| • Construction of Grant Eligible Components Complete | March 2015 |

J. Payne advises any grant eligible costs must be submitted by March 31, 2015.

In the matter of the Chimczuk Estate, C. Glassford reports it is currently at the *examinations for discovery* stage. Councillor Gignac requests an update relating to the Chimczuk Estate be provided at the next meeting of the Steering Committee.

Moved by Councillor Gignac, seconded by Councillor Jones,
That the report of the Project Administrator (Construction) dated August 8, 2014 entitled "Project Manager Update - August 2014" **BE RECEIVED**.
Carried.

4.2 **Financial Summary Update**

V. Clifford provides the following highlights as it relates to the Financial Summary Update:

- As of July 31, 2014, the project has incurred gross expenditures of \$413,536.
- Grants received from the Canada Cultural Spaces Fund to date amount to \$371,900 in addition to the 2013 pre-approved funding that has been transferred to the capital project in the amount of \$405,000.
- The Museum Development capital project #7139006 has received a total of \$776,900 in funding as of July 31, 2014.

- Since July 22 2014, no expenditures have been approved to be applied to the project contingency account by the Executive Committee to date.
- To date, the unencumbered and unspent balance in the overall project contingency account is \$330,000.

Councillor Gignac expresses concern relating to the \$402,321 shortfall in funding and requests options for mitigating the shortfall be derived from the current budget.

J. Payne reports the architect has discovered efficiencies within the budget as the cost for some items were overestimated.

F. Isabelle-Tunks indicates that provisional items will be carried in the tender which can be removed if necessary to keep the project costs within budget.

In response to a question asked by Councillor Gignac regarding sponsors for the Museum Project, J. Payne responds the Recreation and Communications Departments will be championing the effort relating to sponsors and naming rights.

F. Isabelle-Tunks indicates there are eight contractors prequalified to bid on the project. The Chair requests the list of prequalified contractors be provided to the Steering Committee.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the report of the Financial Planning Administrator - Recreation & Culture dated August 8, 2014 entitled "Financial Summary Update -July 31, 2014" **BE RECEIVED.**
Carried.

4.3 Plans for Temporary Gallery Spaces (Verbal Update)

M. Della Valle provides an overview of "Current/Past Temporary Exhibitions Developed in House" as follows:

- Living in 1812: Life on the Sandwich Frontier (daily life of the inhabitants of this area in 1812)
- Pontiac's War: Resistance in a Changing Frontier (Developed to commemorate the 250th anniversary of Pontiac's Siege of Detroit 1763)
- Some Assembly Required: A History of Auto Work and Workers in Windsor
- Boblo: Remember When You Were a Kid
- Brewed in Windsor
- One Hundred Years of Music: Windsor Federation of Musicians 1911-2011
- SOS Saving Our Strait: Restoring Our Detroit River Together (in partnership with the Essex Region Conservation Authority and the Detroit River Canadian Cleanup)

In terms of "Future Potential Exhibitions" M. Della Valle provides the following:

- 100th anniversary of electrification in Windsor
- Windsor in 1867 - a Sesquicentennial exhibit (in honour of Canada's 150th birthday)

- Dieppe retrospective - Its effect on Windsor (WWII)
- The Wyandotte Street Corridor - Past and Present
- Border Cities
- Transportation history
- Windsor Disasters
- Windsor Street Names
- Virtue and Vice in Windsor
- Black History month display

Future travelling exhibitions (actual and potential) are provided by M. Della Valle as follows:

- Ice Age Mammals (Canadian Museum of Nature)
- Iroquois Beadwork: Through the Voices of Beads (Royal Ontario Museum)
- War of 1812: The Chippewa Experience (Chippewas of the Thames)
- Arts of China (Royal Ontario Museum)
- In the Money (Currency Museum/Bank of Canada)
- A Queen and Her Country (Canadian Museum of History)

In response to a question asked by Councillor Gignac regarding if there are sponsors that support the exhibitions, M. Della Valle responds affirmatively, i.e. Casino Windsor.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the verbal report of the Project Manager (Exhibitions) regarding plans for temporary gallery spaces **BE RECEIVED**.
Carried.

4.4 Consultant Presentation of the "Interpretive Plan and Concept Design" for Exhibitions

Lisa Wright, Lord Cultural Resources is present to provide information relating to the Interpretive Plan and Concept Design for Exhibitions. The "Museum Expansion Project - The Corporation of the City of Windsor - Interpretive Plan and Concept Design dated August 15, 2014" is attached as Appendix "A".

L. Wright provides the following salient points of discussion as it relates to the design concepts:

Concourse Exhibition Option 1 - Historical mural interactive on wall, suspended inverted river map with printed graphic wall, suspended ship models, and motion sensitive fish projections on floor

Aboriginal Exhibition Gallery - Central to the Aboriginal Exhibition space is a large circular wood event floor laid flush into the existing floor. Hanging above this space is a drum like fabric form. A collage of notable First Nations figures, both past and present, are printed on the inside surface of the drum. Adjacent and moveable bench seating is available surrounding the event floor. One large two-sided display case is located nearby as are interpretive panels lining the gallery walls.

Concourse Exhibition Option 2 - Horse Ferry wall mural and partial ferry reproduction. Flock of suspended dimensional printed bird models.

Permanent Exhibition Gallery - G/WB partitions running in north-south direction, wood screen 'trellis' partitions running in east-west direction, interpretive 'ribbon' with integrated interpretive panels and cases runs between and links gallery spaces, underwater light effect projected onto Section B floor and wall, immersive tunnel zone surrounds visitors with graphics, projections, artifacts and sounds on all sides, central walls form large V-shaped tower element that anchors gallery and provides immersive space for Underground Railroad story.

Children's Gallery-The three zones of the Children's Gallery (Explore! Make! and Imagine!) are reflected in three different floor finishes. The Explore! section features resilient flooring to allow for the splashing from the stylized river interactive. Carpet tiles in the central section outline the Make! section where workbenches allow for hands-on projects. Finally wood flooring in the Imagine! section reflects the more performance-based nature of those activities. Bright colours and playful graphics throughout lend a unifying and cheery atmosphere to the entire gallery.

Baby House 1812/1838 Gallery - The largest and most prominent exhibit element in this refurbished gallery space is a hands-on model of a carmon which visitors can pretend to load with carmonball and ramrod. This sits in the centre of the gallery space on a small raised platform with a short partition backdrop and plenty of space in front to allow for activity as well as a small group gathering. Tecumseh's flag is featured in its' own display case immediately adjacent while a large wall-mounted monitor with casual seating fills one corner. Behind the centre partition lies the 1838 displays with wall panels and seating.

Francophone Heritage and Culture Gallery - Interpretive panel with built-in cases line all walls of this gallery, but the focus is on the semi-immersive recreation of an early French dwelling, complete with wood flooring, stone fireplace and miscellaneous furniture and props.

Councillor Gignac requests the City of Windsor Seal, and the motto 'The River and Land Sustain Us...' be incorporated into the concept design.

Councillor Jones provides a historical background relating to the slave traders in this area circa early 1800's. He advises gospel hymns were sung by the refugee slaves (with a covert message) i.e. warning of impending danger and to flee, or that they were safe. He requests information relating to the interpretation of gospel hymns be made available to the public.

In response to a question asked by Councillor Gignac regarding the small, unmaneuverable space devoted to the Underground Railroad, L. Wright responds they will look at reconfiguring the shape of the space.

In response to a question asked by Councillor Gignac regarding the proximity of the Immigration tunnel to the east wall of the gallery, L. Wright responds they will look at shifting the tunnel to allow for sufficient room to enter/exit the tunnel at both ends. L. Wright will also explore options to cover the tunnel in a manner which will allow removal in the future to be easily accommodated.

Councillor Gignac is in favour of the proposed mini-theatre in the Permanent Gallery space, particularly the re-use of the Windsor Arena seating and the ability to highlight local sports history.

Councillor Jones inquired as to whether there are photos available of the former houses located on the north side of Riverside Drive during the prohibition.

J. Payne wants to ensure there is sufficient space for traffic flow in the exhibition rooms.

- Moved by Councillor Jones, seconded by Councillor Gignac,
- I. That the Interpretive Plan and Concept Design dated August 15, 2014 from Lord Cultural Resources **BE APPROVED IN PRINCIPLE.**
 - II. That the footprint/floor plan of the museum sites as identified in the Interpretive Plan and Concept Design **BE APPROVED.**
 - III. That the Executive Committee **BE DIRECTED** to develop the Concept Design for the Concourse Exhibition to include:
 - Historical Mural on Wall from Concourse Option I, to incorporate the build-out and to add the Horse Ferry Wall Mural and the Partial Ferry Reproduction from Concourse Option 2 provided there is sufficient funding.
 - Suspended Inverted River Map with Printed Graphic Wall, Optional Suspended Ship Model and Motion Sensitive Projections on Floor from Concourse Option I.
 - IV. That where modifications to the Interpretive Plan and Concept Design are required to meet budget targets and/or construction constraints, the Executive Committee **BE AUTHORIZED** to do so.
- Carried.

5. **WINDSOR COMMUNITY MUSEUM EXPANSION EXECUTIVE COMMITTEE MINUTES**

Moved by Councillor Gignac, seconded by Councillor Jones,
That the minutes of the Museum Development Project Executive Committee of its meeting held July 16, 2014 **BE RECEIVED.**
Carried.

6. **DATE OF NEXT MEETING**

The next meeting will be held on October 7, 2014 at 2:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall.

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 3:24 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR