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Windsor, Ontario February 13, 2015

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 2:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Councillor Jo-Anne Gignac, Chairperson
Councillor Rino Bortolin
Councillor Fred Francis

Guest in attendance:

David Hanna

Also present are the following resource personnel:

Sandra Bradt, Executive Initiatives Coordinator
Madelyn Della Valle, Project Manager (Exhibitions)
Cheryl Glassford, Legal Counsel
Josie Gualtieri, Financial Planning Administrator (A)
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
France Isabelle Tunks, Senior Manager, Development Projects & Right-of-Way
Karen Kadour, Committee Coordinator

1. **CALL TO ORDER**

The Committee Coordinator 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. **ELECTION OF CHAIRPERSON**

The Committee Coordinator calls for nominations from the floor for the position of Chairperson. Councillor Francis nominates Councillor Gignac. The Committee Coordinator

asks if there are further nominations from the floor for the position of Chairperson. Seeing none, the Committee Coordinator asks Councillor Gignac if she accepts. Councillor Gignac accepts.

Moved by Councillor Francis, seconded by Councillor Bortolin,
That Councillor Gignac **BE ELECTED** Chairperson of the Museum Development Project Steering Committee.
Carried.

4. **PRESENTATION**

Jelena Payne, Project Sponsor Community Development & Health Commissioner provides an update and progress to date relating to the Museum Development Project. The PowerPoint presentation entitled "New Museum Development Steering Committee Update" is **attached** as Appendix "A". The salient points of discussion relating to the presentation are as follows:

- The Museum facility to open in October/November 2015
- In terms of potential cost overruns, exterior canopy, lighting upgrades and HVAC upgrades have been eliminated.
- Cost for exhibits will be covered municipally.
- In terms of the "hub and spoke" model, visitors to the Museum will be directed to the Francois Baby House (which will house artifacts relating to the French Community and the War of 1812), or Fort Malden, etc.
- Staff will be available to provide one on one service.
- No food services will be available. Visitors will be directed to the concessions at the Aquatic Centre or to downtown restaurants.
- Parking will be shared with the Museum and Art Gallery.
- Media and the public will be invited to the Grand Opening of the Museum.

Moved by Councillor Bortolin, seconded by Councillor Francis,
That the presentation by the Project Sponsor Community Development & Health Commissioner providing an update of the Museum Development Project **BE RECEIVED**.
Carried.

5. **ADOPTION OF THE MINUTES**

Moved by Councillor Bortolin, seconded by Councillor Francis,
That the minutes of the Museum Development Project Steering Committee of its meeting held November 25, 2014 **BE ADOPTED** as presented.
Carried.

6. **BUSINESS ITEMS**

6.1 **Project Manager's Update**

C. Middaugh provides an overview of the work to date which includes the planning, design and construction work on the Museum Expansion project.

J. Payne refers to CR234/2013 clause "D" approved by City Council at its meeting held November 18, 2013 which states the following:

"That City Council commit to funding all capital costs associated with the museum development and funded through the Canada Cultural Spaces Fund".

J. Payne advises there is currently a \$402,321 project shortfall. The project shortfall pertains to the difference between the City's funding request to Canada Cultural Spaces Fund in the amount of \$2,400,321 and the approved amount of funding in the amount of \$ 1,998,000.

A report outlining the impacts of the grant funding shortfall will be brought to the Steering Committee.

Moved by Councillor Francis, seconded by Councillor Bortolin,
That the report of the Project Manager dated February 4, 2015 entitled "Project Manager Update-February 2015" **BE RECEIVED**.
Carried.

6.2 **Naming Rights for the New Museum Development**

Moved by Councillor Francis, seconded by Councillor Bortolin,
That the report of the Manager of Cultural Affairs and the Senior Manager of Communications & Customer Service entitled "Naming Rights for the New Museum Development" **BE DEFERRED** pending further information.
Carried.

6.3 **Financial Summary Update**

Moved by Councillor Bortolin, seconded by Councillor Francis,
That the report of the Financial Planning Administrator dated February 4, 2015 entitled "Financial Summary Update - December 31, 2014" **BE RECEIVED**.
Carried.

7. **NEW BUSINESS**

None.

8. **MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**

Moved by Councillor Francis, seconded by Councillor Bortolin,
That the minutes of the Museum Development Project Executive Committee of its
meetings held November 18, 2014, December 10, 2014 and January 8, 2015 **BE RECEIVED.**
Carried.

9. **DATE OF NEXT MEETING**

At the call of the Chair.

10. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 2:52 o'clock p.m.

CHAIRPERSON

COMMITTEE COORDINATOR

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Friday, February 13, 2015
2:00 o'clock p.m.
Room 407, 400 City Hall Square East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ELECTION OF CHAIRPERSON**

4. **PRESENTATION**

The Community Development and Health Commissioner to provide an overview of the Museum Development Steering Committee.

The report of the Manager of Cultural Affairs and the Executive Initiatives Coordinator dated November 13, 2013 entitled "New Museum Development - Response to M150-2013" and Council Resolution 234/2013 are **attached** as background information.

5. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held November 25, 2014 - **attached**.

6. **BUSINESS ITEMS**

6.1 **Project Manager's Update**

The report of the Project Manager dated February 4, 2015. entitled "Project Manager Update - February 2015" is **attached**.

6.2 **Naming Rights for the New Museum Development**

The report of the Manager of Cultural Affairs and the Senior Manager of Communications & Customer Service entitled "Naming Rights for the New Museum Development" - **to be e-mailed**.

6.3 **Financial Summary Update**

The report of the Financial Planning Administrator dated February 4, 2015 entitled "Financial Summary Update-December 31, 2014" is **attached**.

7. **NEW BUSINESS**

8. **MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**

Meeting Dates -November 18, 2014, December 10, 2014 and January 8, 2015 - *attached.*

9. **DATE OF NEXT MEETING**

To be determined.

10. **ADJOURNMENT**

New Museum Development Steering Committee Update

*Jelena Payne, Project Sponsor
Community Development & Health Commissioner*

February 13, 2015



Background

- Municipal Cultural Master Plan
 - Approved by City Council May 3, 2010 CR163/2010
 - Recommendation #5 - Undertake feasibility assessment for a new City of Windsor Museum
- Museum Feasibility Study - Lord Cultural Resources
 - Authorized by 811/2011 -April 6, 2011
 - Presented to SDHC Standing Committee in October 2012 and approved by City Council on April 22, 2013
 - M150-2013 also directed Administration to provide detailed report and recommendations
- Report to Council November 2013
 - Approved by CR234/2013
 - Authorizes Administration to proceed with new museum development
 - \$6.18 million dollar budget
 - Authorizes application to Canada Cultural Spaces Fund for \$2.4 million

Museum Improvements

- A new, permanent, engaging exhibit on Windsor at 401 Riverside West
- New auditorium/programming/temporary gallery space
- Dedicated gallery space for the Aboriginal story
- A new Children's Gallery with dynamic exhibits and interactivity
- Development of exhibition/display space in the Concourse
- Development of retail space in the southwest area of the Concourse
- Development of a permanent gallery on Francophone Heritage in the Francois Baby House
- Development of a permanent gallery on the War of 1812 and Battle of Windsor at the Francois Baby House
- Creation of additional storage
- Expansion of space in the Francois Baby House to showcase the Museum's archives
- Improvements to the infrastructure to preserve and protect the collections

Work to Date

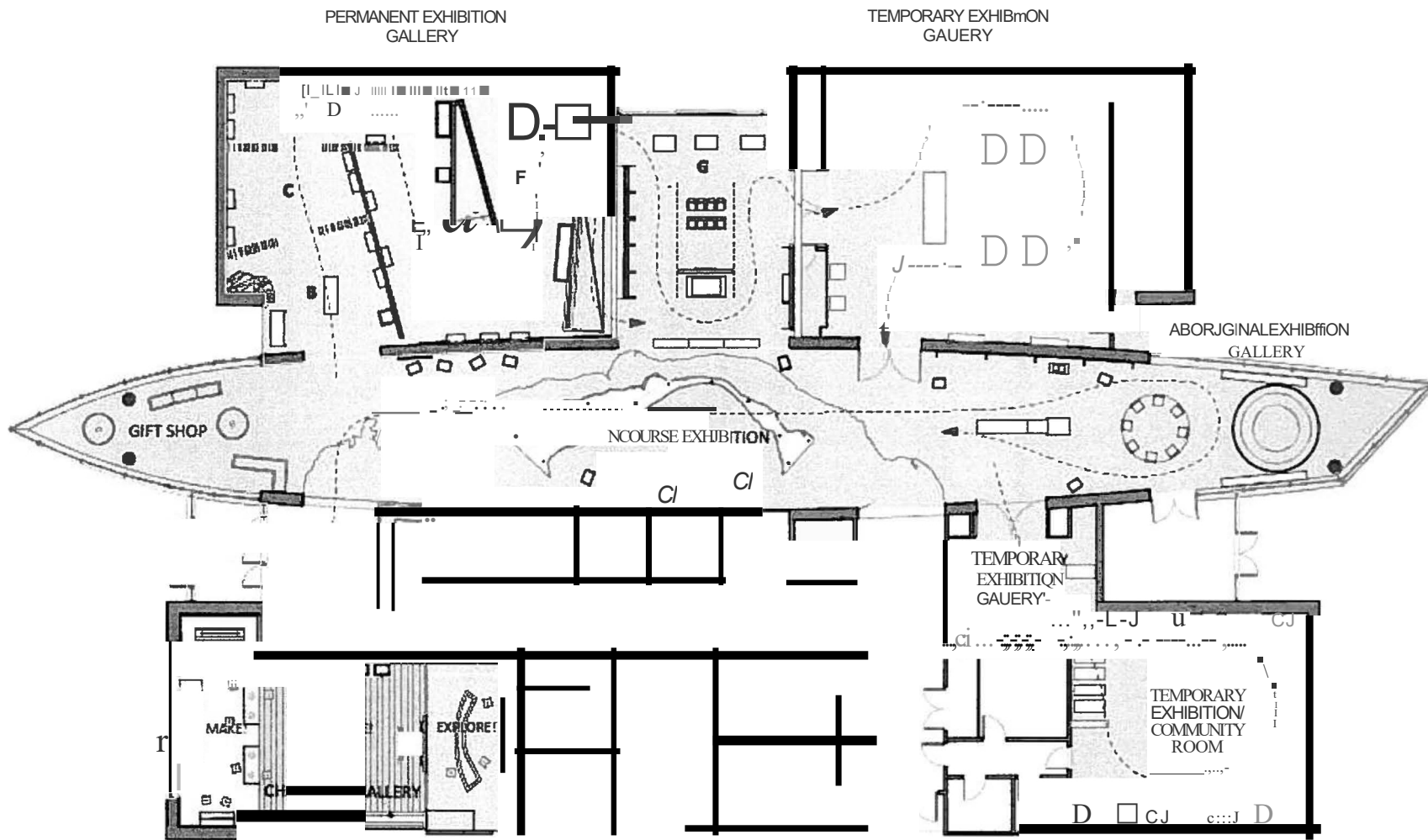
- Canada Cultural Spaces Fund Application
 - Canadian Heritage granted the City \$1,998,000 - nearly 1/3 of the available funds - for the Museum. Awards in excess of \$1 million are very rare.
 - Grant eligible components required to be completed by March 31, 2015
 - Communication Report to City Council April 7, 2014
- Consulting Services
 - RFP 39-14 Museum Expansion Project- Consulting Services
 - Hariri Pontarini Architects (HPA) successful proponent
 - Lord Cultural Resources retained as sub-consultant to HPA
 - Communication Report to City Council May 20, 2014

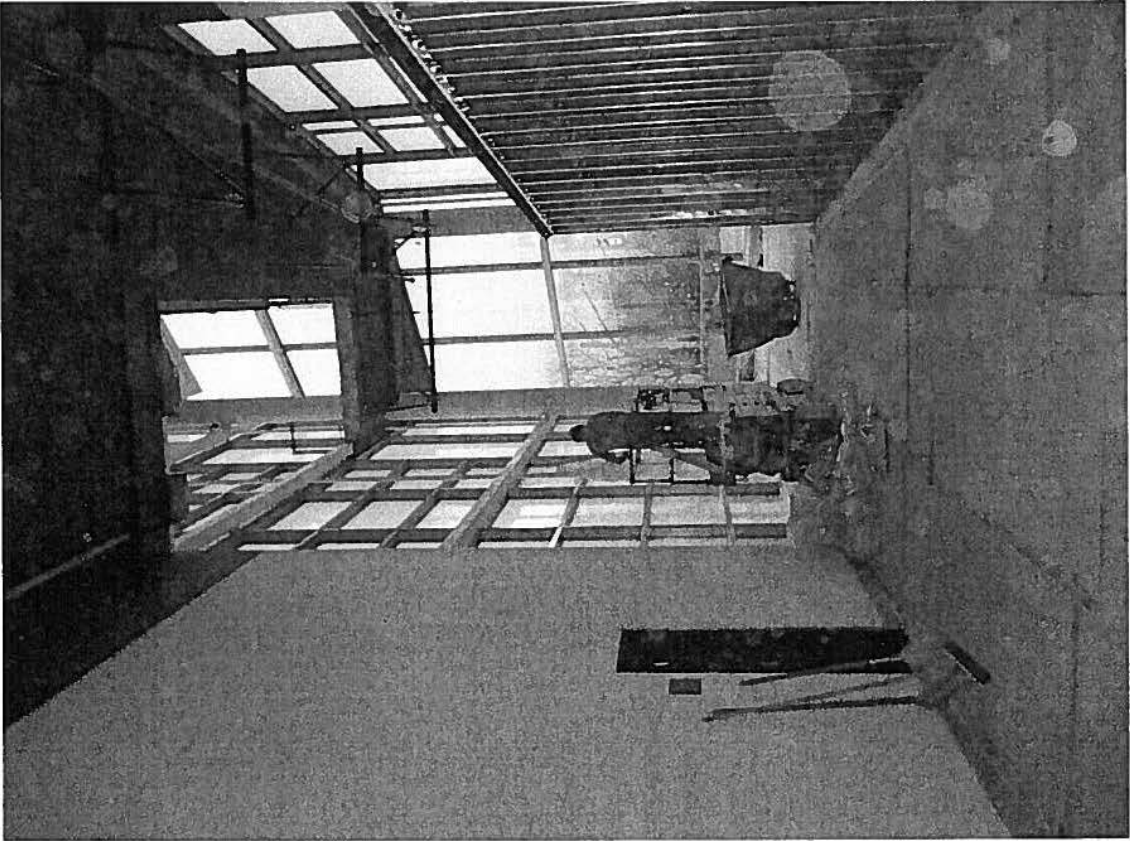
Work to Date - Continued

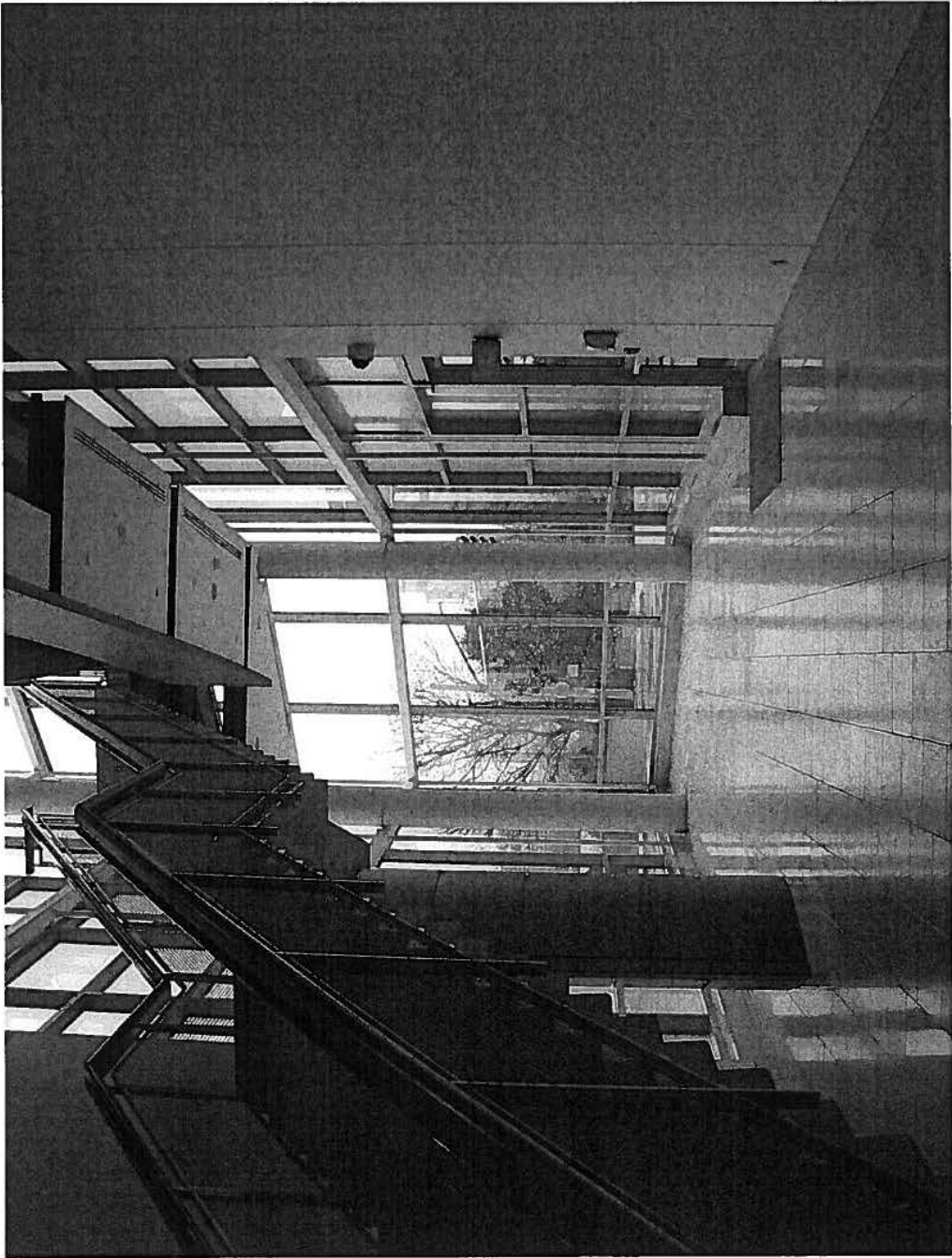
- Visioning Session with Steering Committee, Staff
 - June 2014
- Consultations
 - Stakeholder Consultation - July 24
 - Public Open House - July 24
 - Art Gallery of Windsor - June 4
 - Aboriginal Community - July 9
 - Francophone Community - July 22
 - Steering Committee - museum exhibits
- Development of Draft Interpretive Plan
 - Developed in consultation with Steering Committee July/August 2014

Work to Date - Continued

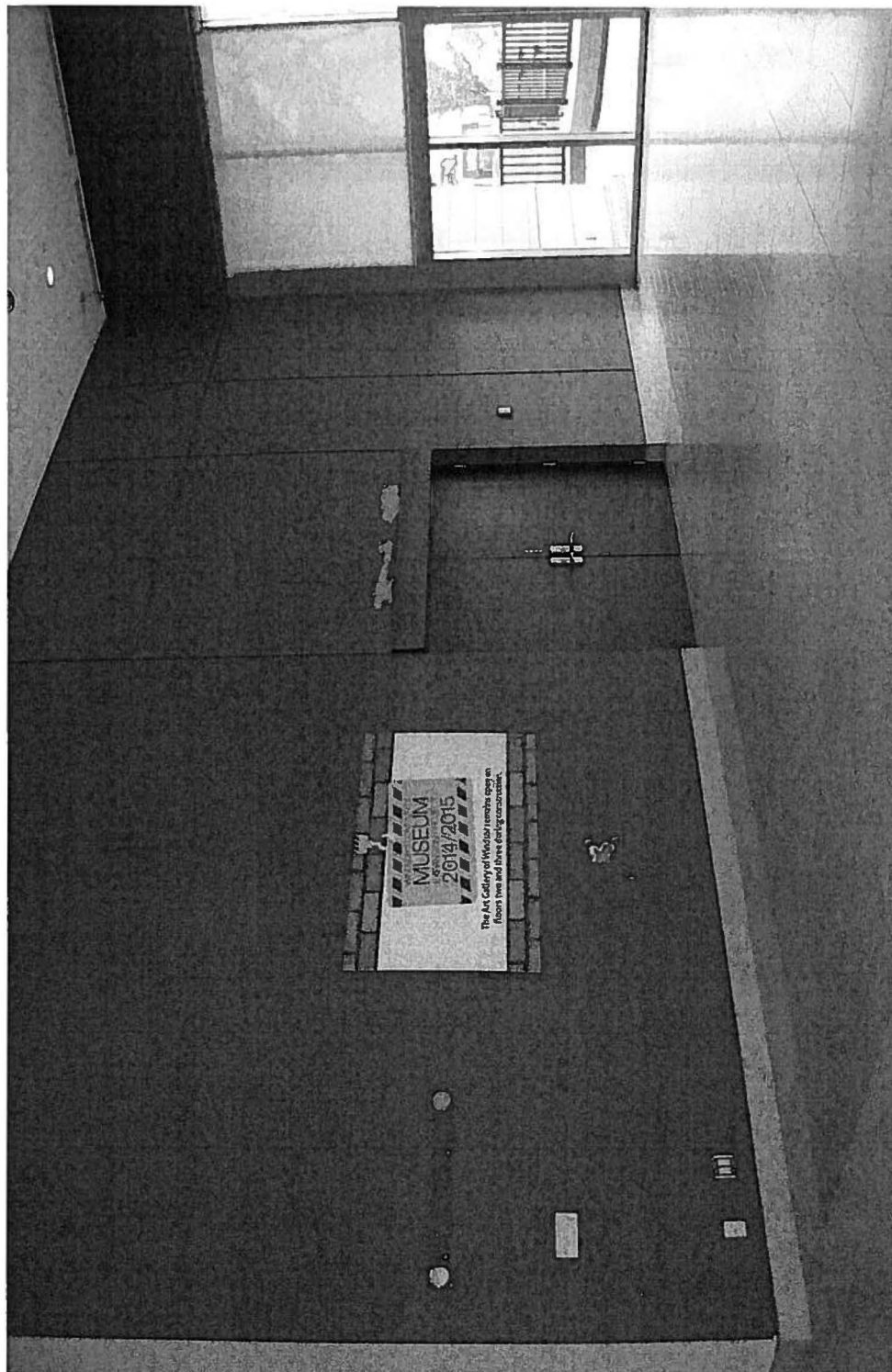
- Construction Contract
 - Companies prequalified
 - Approval from Council to award -LL#17019 CR174/2014
- Construction Kick-off
 - Friday, October 17, 2014
 - Oscar Construction announced as successful proponent for construction contract
 - Interior renovations begin
- Exhibit Fabricator Contract
 - Companies prequalified
 - Approval from Council to award -LL# 17019 CR174/2014

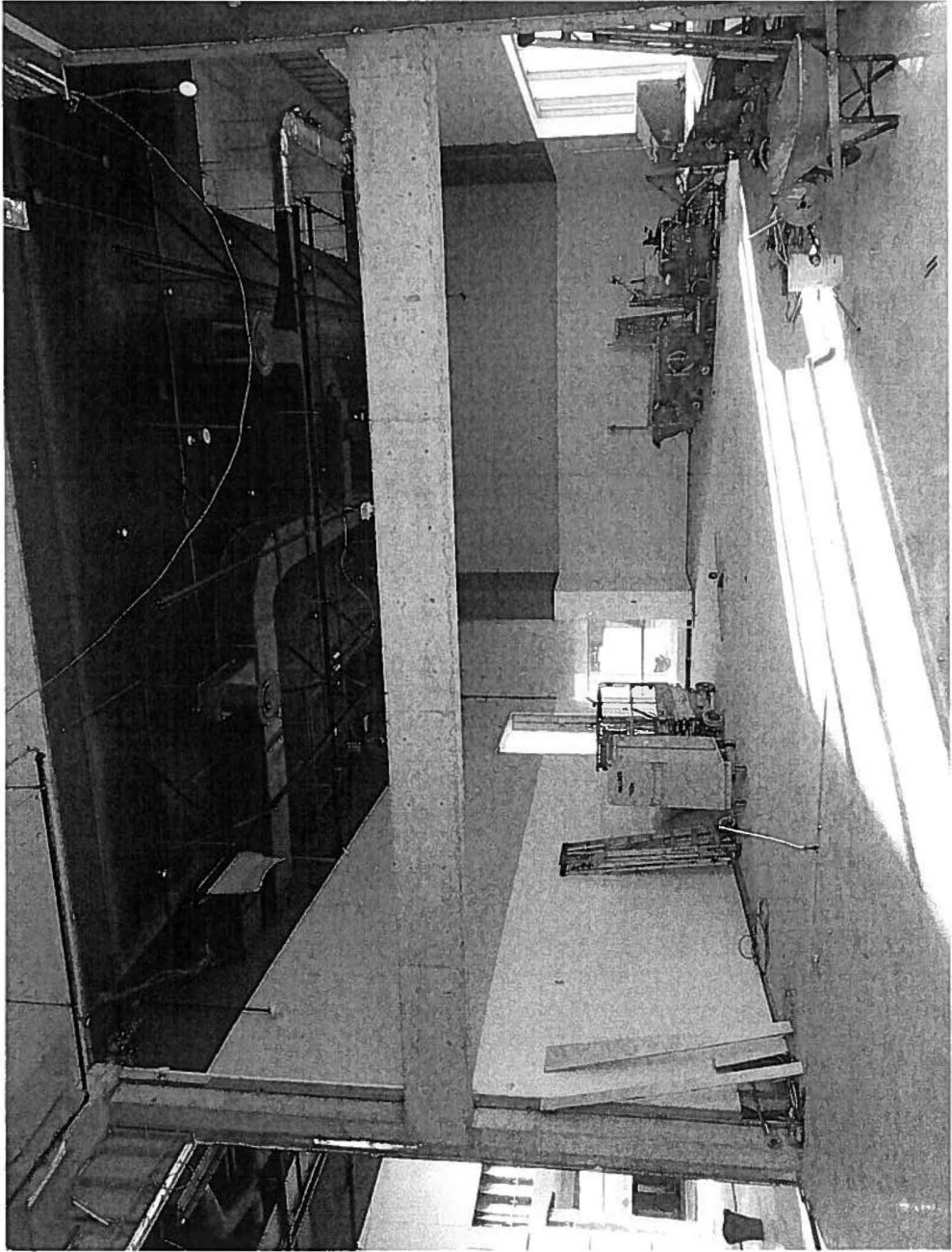


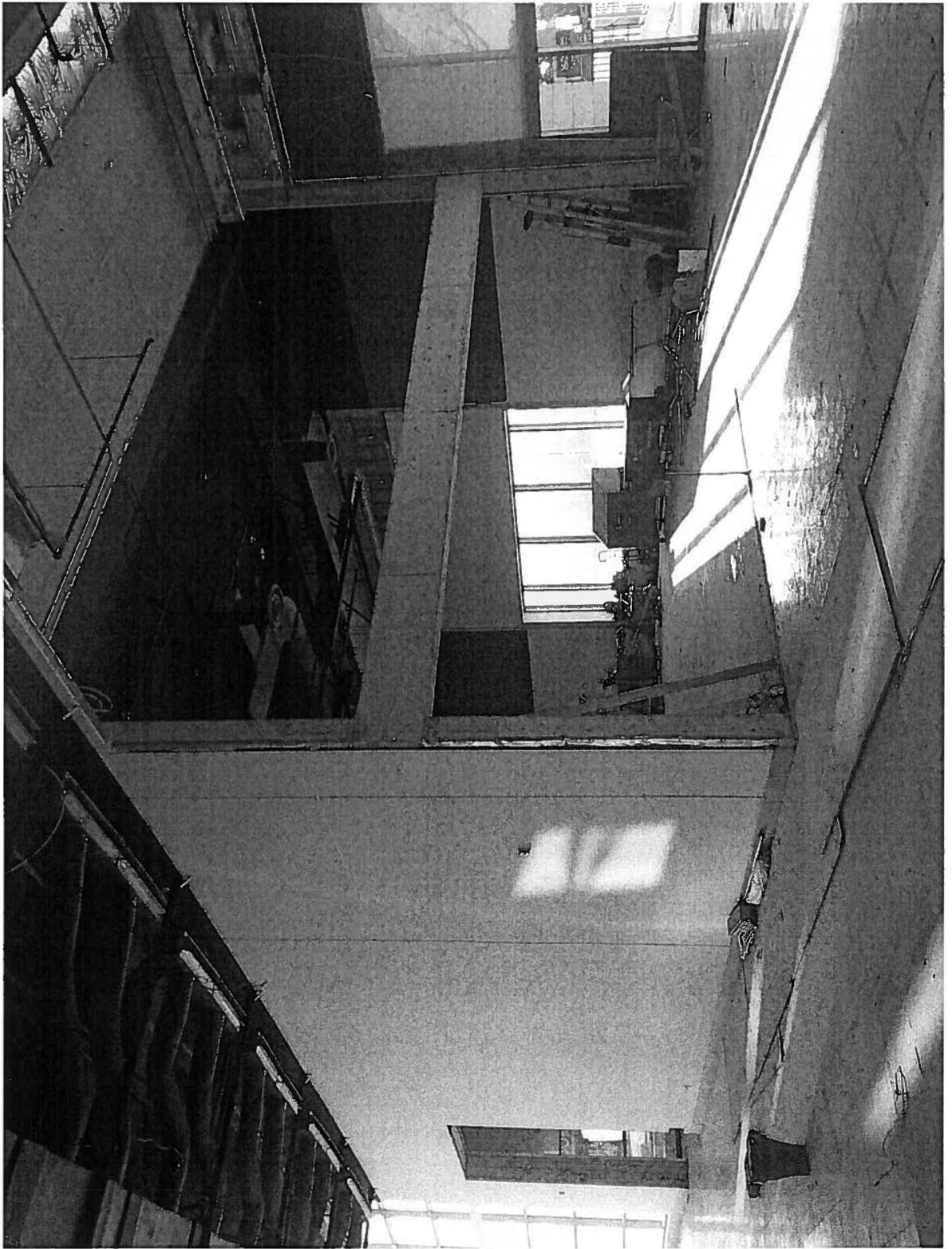


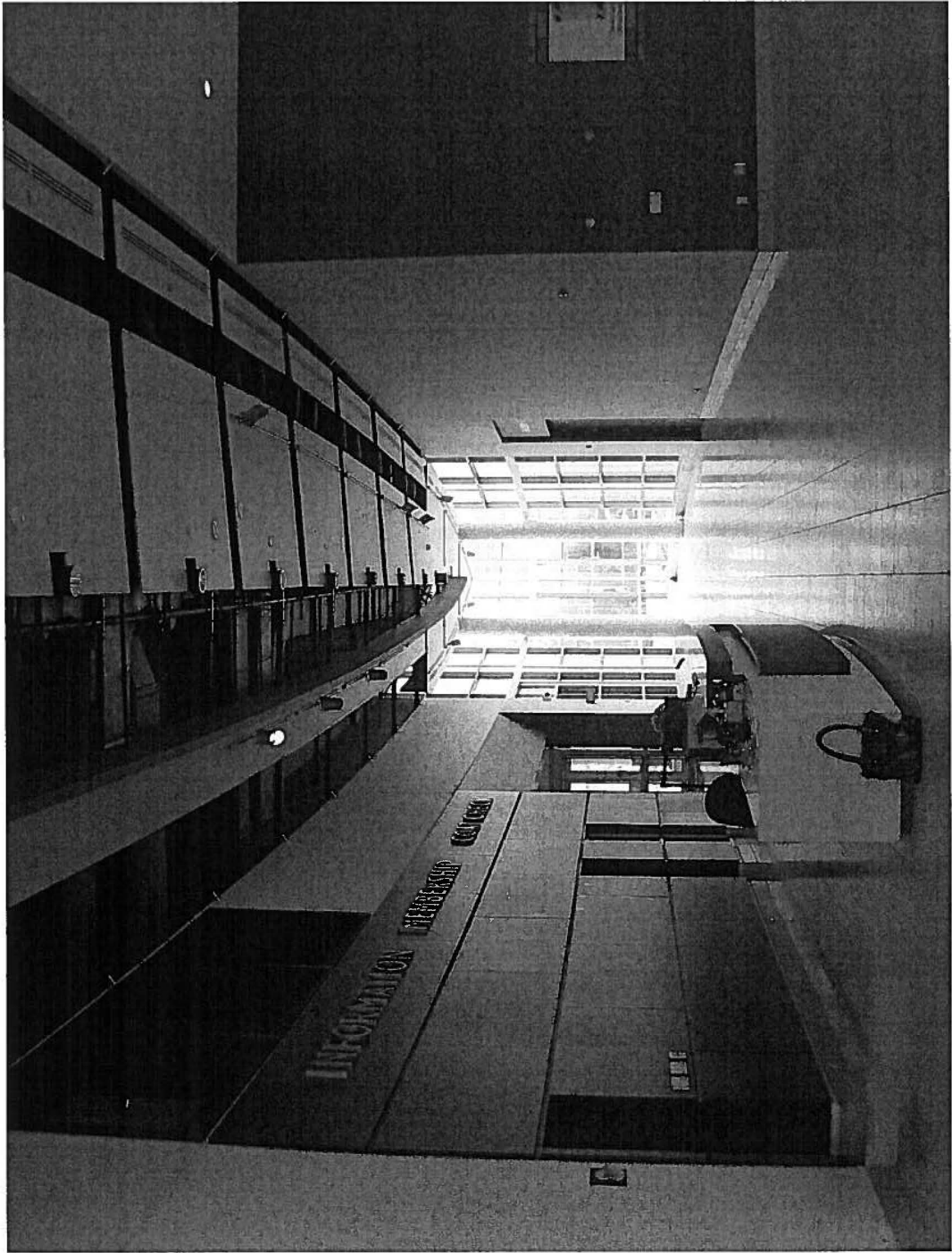


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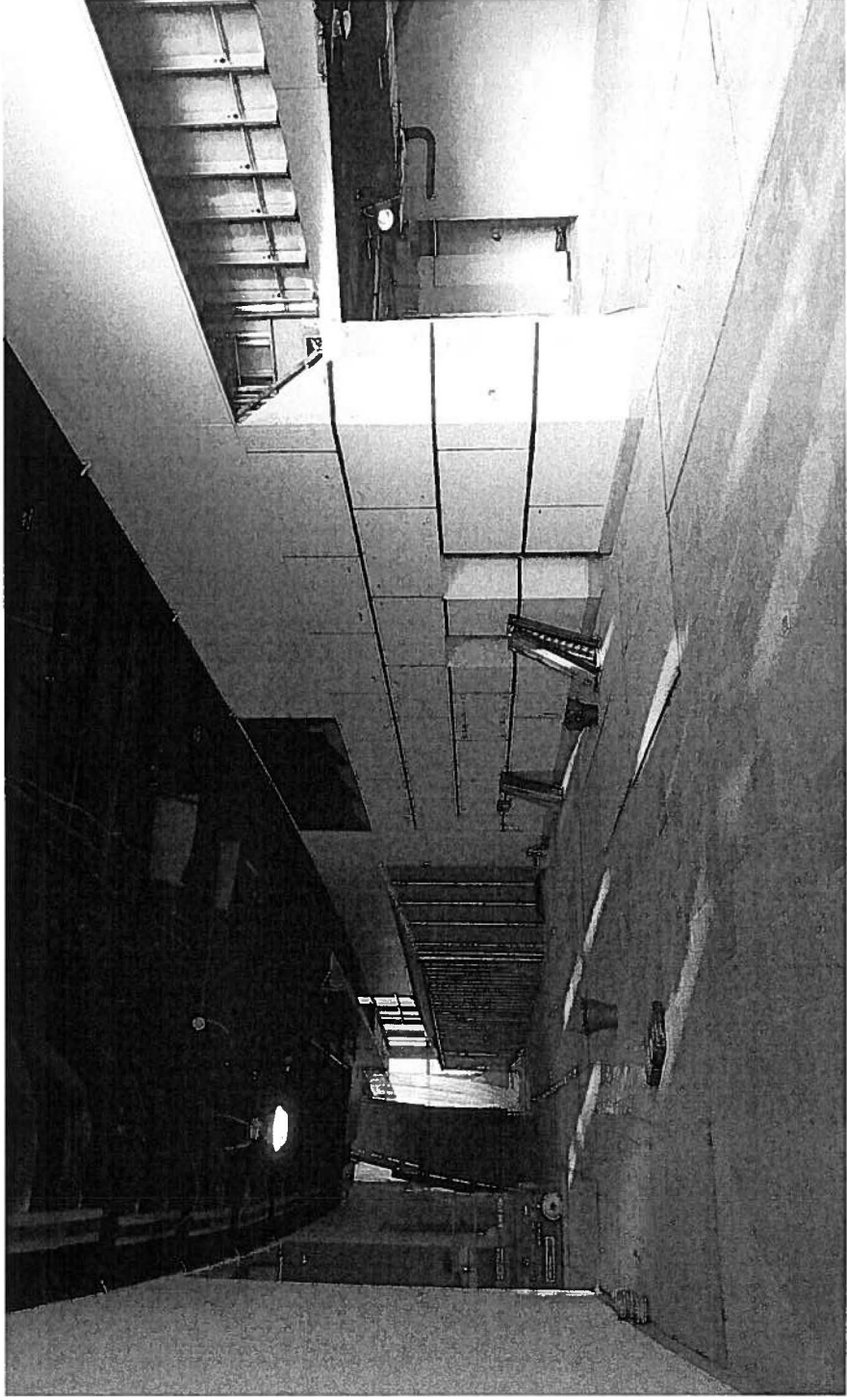




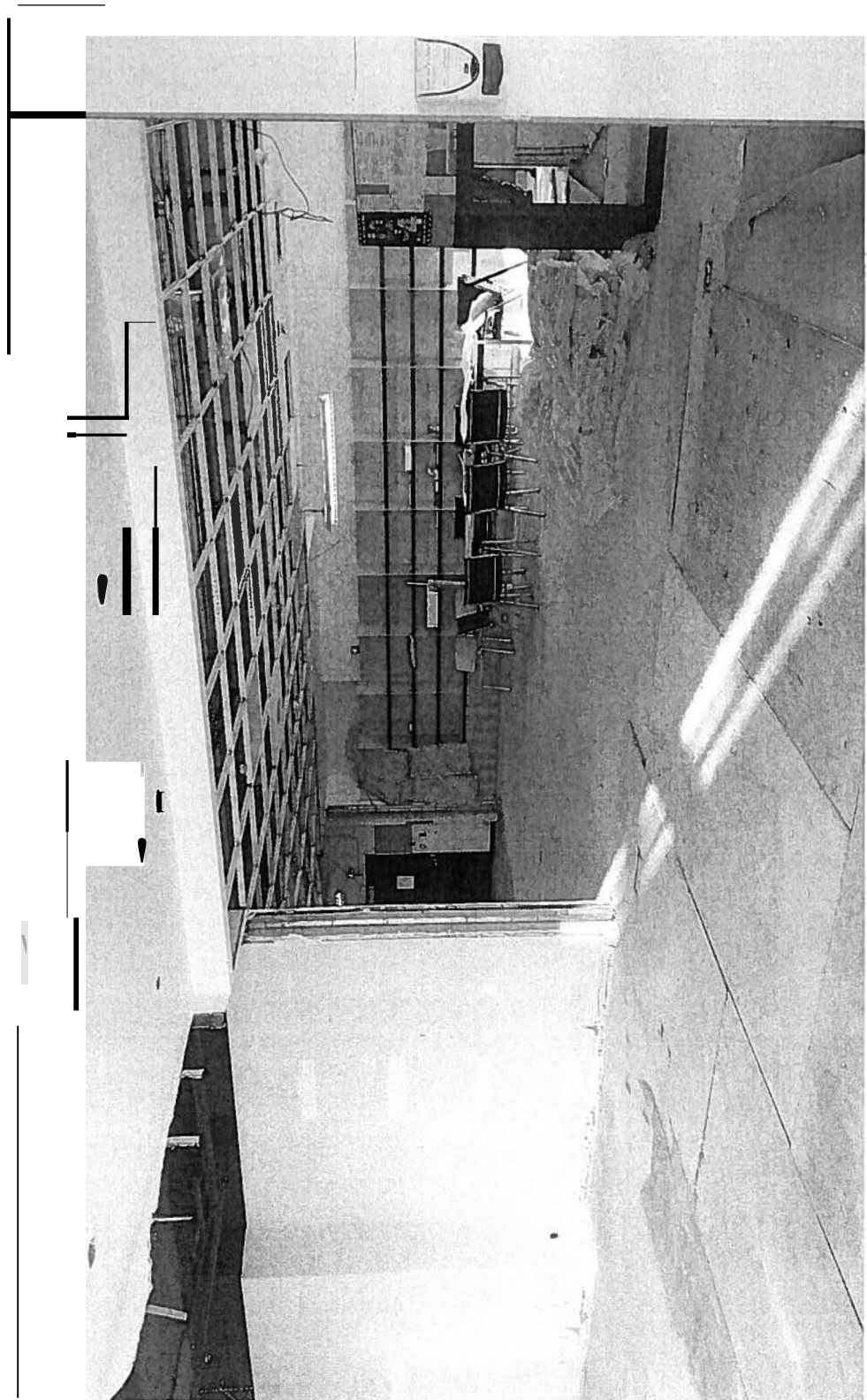




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South Entrance – Ch'ōngōō'ē Gallery

