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Windsor, Ontario July 22, 2014

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 9:00 o'clock a.m. in Room 409, 400 City Hall Square East, there being present the following members:

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

**Guests in attendance:**

Lisa Wright, James Bruer, and Nicole Dawkins, Lord Cultural Resources  
Doran Meinhard, Hariri Pontarini Architects  
David Hanna, citizen

**Also present are the following resource personnel:**

Shelby Askin-Hager, City Solicitor  
Sandra Bradt, Executive Initiatives Coordinator  
Valerie Clifford, Financial Planning Administrator  
Madelyn Della Valle, Project Manager (Exhibitions)  
Cathy Masterson, Manager of Cultural Affairs  
Colleen Middaugh, Project Manager (Construction)  
Jelena Payne, Community Development & Health Services Commissioner  
Jan Wilson, Executive Director, Recreation and Culture  
Karen Kadour, Committee Coordinator

**CALL TO ORDER**

The Chair calls the meeting to order at 9:07 o'clock a.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 Gignac, seconded by Councillor Jones,  
That the minutes of the Museum Development Project Steering Committee of its meeting held June 25, 2014 **BE ADOPTED** as presented.  
Carried.

### 4. BUSINESS ITEMS

#### 4.1 Project Manager's Update

C. Middaugh provides an overview of the following work to date:

- Finalization and submission of the grant
- Striking Committee approved for Steering Committee
- Finalization of the Project Charter
- Site visit to Waterloo Regional Museum to discuss their museum development project
- Award of contract for security system upgrades at 401 Riverside Drive West
- Commencement of work on security system upgrades
- Award of contract for Architectural Consulting Services and Exhibition Planning Services
- Commencement of consultant/design services:
  - o Visioning sessions with project team members
  - o Development and presentation of conceptual design plans and exterior renderings
  - o Consultation with the Art Gallery of Windsor, Windsor Accessibility Advisory Committee and the members of the Aboriginal Community.
- Issued Request for Pre-Qualification of Contractors

C. Middaugh indicates the Canadian Heritage has granted the City a substantial, amount of funding for the new museum development. That funding is contingent upon the work that is eligible for payment out of those funds being completed by March 31, 2015. Delay may result in additional funding requirements.

In terms of deadlines/ milestones, C. Middaugh provides the following including the Anticipated Completion Date:

|                                                                                                |                            |
|------------------------------------------------------------------------------------------------|----------------------------|
| <i>Presentation to Steering Committee on Exhibition Interpretive Plan &amp; Concept Design</i> | <i>July 22, 2014</i>       |
| <i>Focus Group Meeting with Members of the Francophone Community</i>                           | <i>July 22, 2014</i>       |
| <i>Stakeholder Meeting &amp; Public Open House</i>                                             | <i>July 24, 2014</i>       |
| <i>RFQ Closing Date</i>                                                                        | <i>July 28, 2014</i>       |
| <i>Request for Tenders for Construction Improvements</i>                                       | <i>August 28, 2014</i>     |
| <i>Award Construction Contract</i>                                                             | <i>September 25, 2014</i>  |
| <i>Construction Start Ceremony</i>                                                             | <i>Late September 2014</i> |

C Middaugh indicates that a report to the Steering Committee on the AGW donor naming relocation plan is forthcoming.

A website with up-to-date information on the project progress, milestone dates, media coverage, etc. has been created for the project.

City staff is working on developing a shared Team Site for use by both Museum and AGW staff. The site will allow for scheduling and delivery information to be shared between both parties.

Moved by Councillor Jones, seconded by Councillor Gignac,  
That the report of the Project Manager (Construction) dated July 24, 2014 entitled "Project Manager Update - July 2014" **BE RECEIVED.**  
Carried.

#### **4.2 Financial Summary Update**

V. Clifford reports as of June 30, 2014 the project has incurred gross expenditures of \$397,860. Grants received from the Canada Cultural Spaces Fund to date amount to \$371,900 in addition to the 2013 preapproved 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 June 30, 2014. As of June 25, 2014, no expenditures have been approved to be applied to the project contingency account by the Executive Committee to date. At this point in time, the project is expected to be completed on budget.

Moved by Councillor Gignac, seconded by Councillor Jones,  
That the report of the Financial Planning Administrator - Recreation and Culture dated July 14, 2014 entitled "Financial Summary Update- June 30, 2014" **BE RECEIVED.**  
Carried.

#### **4.3 Project Charter**

This item is not discussed as no further amendments to the Project Charter are required.

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

Lisa Wright, James Bruer, and Nicole Dawkins, Lord Cultural Resources are present to provide information relating to the Draft Interpretive Plan and Concept Design for Exhibitions. The "Museum Expansion Project - The Corporation of the City of Windsor - Draft Interpretive Plan and Concept Design dated July 16, 2014 by Lord Cultural Resources" is attached as Appendix "A";

L. Wright provides a PowerPoint Presentation entitled "Steering Committee Meeting Windsor Museum Expansion Project - July 22, 2014 from Lord Cultural Resources and Hariri Pontarini Architects", ***attached*** as Appendix "B".

The salient points of discussion relating to the Draft Interpretive Plan and Concept Design for Exhibitions are as follows:

- The Windsor Museum exhibits will be located in two sites - 401 Riverside Drive and the Francois Baby House. Each of these two sites has multiple exhibition galleries, which will tell different stories and offer different experiences for visitors.
- The ***Main Concourse*** of 401 Riverside will be used to present orientation exhibits to visitors that will prime them for their visits to the other galleries and create visual interest in a large space.
- The former Barbaro Gallery provides 1,905 sq. ft. of climate-controlled permanent collection exhibition space where the story of Windsor will be told. This will be the core exhibition experience for most visitors.
- The former Tepperman Sculpture Court will be dedicated as an ***Aboriginal Gallery*** in the new Museum space. This gallery will be adjacent to the permanent collection exhibition, and visitors will flow through one into the other, but it will allow the Museum and its community stakeholders a space to focus on Aboriginal culture and heritage.
- The space formerly occupied by the AGW Gift Shop will be a ***Children's Gallery*** of approximately 1,000 sq. ft. in the new Windsor Museum. Geared towards children 8 year of age and under and their caregivers, this space will offer hands-on experiences and space for programming related to the City of Windsor.
- The 401 Riverside Drive site will also have two dedicated temporary exhibition galleries that will be used to show temporary exhibitions created by the Museum, community members and groups, or borrowed from external organizations.
- The 460 sq. ft. ***East Gallery*** on the ground floor of the Francois Baby House will be devoted to telling the history of the house as well as the War of 1812 and Rebellion of 1837-38 as they relate to the site.
- The 460 sq. ft. ***West Gallery*** on the ground floor of the Francois Baby House will be devoted to exploring the heritage and culture of the Francophone community in the Windsor area.
- A visible storage space will be accessible to visitors in what is now the Hands-On History Room at the Francois Baby House. This will allow more access to the museum's collection and artefacts not on display in the permanent gallery.
- In terms of the Interpretive Plan, this section identifies the role of the exhibition, core messages and the thematic framework for the visitor experience. The chronological history sections that will comprise the main permanent collection exhibition gallery in the 401 Riverside Drive are as follows:
  - o Before People
  - o Aboriginal Lands and History
  - o European Arrival (until mid-late 18<sup>th</sup> century)
  - o A Border Appears (late 18<sup>th</sup> to early 19<sup>th</sup> century)
  - o Windsor Emerges (mid to late 19<sup>th</sup> century)
  - o The Expanding City (20<sup>th</sup> century to present)

The following draft concept designs are presented as they relate to the respective areas in the Museum:

- o Concourse Option I, Concourse Option 2
- o Permanent Exhibit Option I, Permanent Exhibition Option 2
- o Aboriginal Exhibition Gallery
- o Children's Gallery
- o Baby House, West Gallery
- o Baby House, East Gallery
- o Visible Storage

Also presented are the various graphic specifications.

Councillor Gignac refers to the draft concept design for the Concourse and she expresses concern with the placement of a "minivan" in the Concourse. She indicates the Canadian Transportation Museum and Heritage Village located on the Arner Townline in Kingsville hosts minivans and their mandate is to "promote the preservation of rare, classic and antique vehicles and other historical artefacts from the area". She states older vintage minivans can be viewed at this Museum.

J. Payne states the Draft Interpretive Plan and Concept Design is a "work in progress" and asks the Steering Committee to provide any concerns or enhancements.

J. Bruer explains the concept regarding the "minivan" relates to opening up the rear hatch of the minivan which allows a few patrons to experience a small theatre space illustrating some of Windsor's history.

M. Della Valle advises the "minivan" experience could essentially draw others to the Canadian Transportation Museum and Heritage Village in Kingsville.

The Chair agrees with the focus on the automobile history, however, Ford's the Dodge Brothers are not included in the display. He notes the biggest criticism of the AGW is the lack of displays.

D. Meinhard suggests the rear of the minivan could be a "Brady Bunch" photo opportunity for families.

Options I and 2 of the various design concepts are reviewed.

Discussion ensues regarding the space devoted to the Aboriginal Gallery. Councillor Gignac suggests the relocation of the Aboriginal Gallery to the Concourse area; to move the graphic of the Detroit River further down the Concourse (north) and to remove the public art and the minivan. D. Meinhard suggests the removal of the southern wall of the proposed Permanent Gallery; to combine the two spaces into a larger space, and to place the Aboriginal Gallery in the Concourse.

Councillor Gignac proposes the history of the Underground Railroad be placed in the "tunnel" portion of the Museum.

Councillor Jones wants to ensure the history of the Underground Railroad is told, including the journey from the Deep South with the Quakers. He states the North Star and colour scheme is crucial.

The Chair thanks the Consultants for their presentation. He notes the community has waited a long time for a museum.

Moved by Councillor Gignac, seconded by Councillor Jones,

That the separating wall between the Permanent Gallery and the Aboriginal Gallery at 401 Riverside Drive **BE REMOVED** thereby expanding the size of the Permanent Gallery, and further, that the Aboriginal Gallery **BE RELOCATED** to an area within the Concourse.

Carried.

Councillor Gignac suggests the suspension of a canoe, or other elements of the shipping history, in the Concourse area.

It was noted that it's important to have sufficient contrast in the graphics for clarity of reading.

D. Meinhard states a revised concept design will be provided for the meetings with the public and stakeholders to be held on July 24, 2014 at the 401 Riverside Drive building.

## 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 June 18, 2014 **BE RECEIVED**.

Carried.

## 6. **DATE OF NEXT MEETING**

The next meeting will be held at the call of the Chair.

## 7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 10:51 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA  
MEETING of the  
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE  
Tuesday, July 22, 2014  
9:00 o'clock a.m.  
Room 409, 400 City Hall Square East

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held June 25, 2014 *-(attache!!)*.

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated July 14, 2014 entitled "Project Manager Update -July 14, 2014" is *attached*.

4.2 **Financial Summary Update**

The report of the Financial Planning Administrator dated June 30, 2014 entitled "Financial Summary Update -June 30, 2014" is *attached*.

4.3 **Project Charter Amendment**

Amendments to the Project Charter (updated July *2014*)-*to be e-mailed*.

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

The foregoing report will be available on the City of Windsor's Website on or before July 18, 2014.

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

Meeting Date -June 18, 2014 - *attached*.

6. **DATE OF NEXT MEETING**

7. **ADJOURNMENT**



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