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Windsor, Ontario June 2, 2015

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 2:00 o'clock p.m. in the Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall, there being present the following members:

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

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

Shelby Askin-Hager, City Solicitor  
Sandra Bradt, Executive Initiatives Coordinator  
Onorio Colucci, City Treasurer  
Madelyn Della Valle, Project Manager (Exhibitions)  
Tom Graziano, Senior Manager of Facilities  
Josie Gualtieri, Financial Planning Administration (A)  
France Isabelle-Tunks, Senior Manager, Development Projects & Right-of-Way  
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  
Helga Reidel, CAO  
Jan Wilson, Executive Director of Recreation and Culture  
Gazmon Tahiri, University of Windsor Master's Student  
Kadour Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chairperson calls the meeting to order at 2:00 o'clock p.m. and the 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 Bortolin, seconded by Councillor Francis,  
That the minutes of the Museum Development Project Steering Committee of its meeting held February 13, 2015 **BE ADOPTED** as presented.  
Carried.

### 4. **BUSINESS ITEMS**

#### 4.1 **Project Manager's Update**

J. Payne reports the Project is on budget and scheduled timelines.

Moved by Councillor Bortolin, seconded by Councillor Francis,  
That the report of the Project Manager (Construction) dated May 25, 2015 entitled "Project Manager Update -June 2015" **BE RECEIVED**.  
Carried.

#### 4.2 **Chimczuk Request Update**

S. Askin Hager indicates the matter relating to Chimczuk Museum Inc. is resolved and the funds are now available for use. She notes the museum will be called the "Chimczuk Museum". The Chairperson states that since 2013 when the project budget was established, the bequest has grown by upwards of \$130,000.

Moved by Councillor Francis, seconded by Councillor Bortolin,  
That the verbal update by the City Solicitor relating to the status of the Chimczuk funds **BE RECEIVED**, and;

That all funds accumulated through the Chimczuk Bequest, less legal expenses, **BE ALLOCATED** to the new museum development project and further;

That the amount of Capital budget dollars previously allocated to the project **BE REDUCED** in an amount equivalent to the corresponding increase in the Chimczuk funding applied to the project.  
Carried.

#### 4.3 **Museum Budget Updates**

It is noted the budget that was presented to City Council in 2013 reflected a request to the Canadian Cultural Spaces Fund in the amount of \$2,400,321. The City was granted \$1,998,000.

In response to a question asked by Councillor Bortolin regarding why the City budgeted so high (\$2,400,321) when they only received \$1,998,000, J. Payne responds it is common practice to request the highest amount with the knowledge that the full amount will most likely not be received.

S. Bradt reports this Fund, a program of Canadian Heritage, offered successful applicants up to 50% of a project's eligible expenses. With a project budget of \$6,180,642, Administration requested \$2,400,321, the maximum amount possible based on the project scope. Although awards over \$1 million are rare and a considerable portion of the funding envelope for this region was granted to Windsor's museum project, the Canadian Heritage grant of \$1,998,000 is \$402,321 less than the original request.

Moved by Councillor Bortolin, seconded by Councillor Francis,  
That the report of the Executive Initiatives Coordinator dated March 17, 2015 entitled "Museum Budget Updates" **BE RECEIVED**.  
Carried.

#### 4.4 Financial Summaa..!J!date

Moved by Councillor Francis, seconded by Councillor Bortolin,  
**THAT** the Financial Summary Report and April 30, 2015 comment **BE RECEIVED** for information and further;

**THAT** the previous approval by the Executive Committee for the use of \$100,000 in contingency funds **BE RESCINDED** and further;

**THAT** \$100,000 of the contingency funds **BE APPROVED** by the Steering Committee to award the construction contract (RFT 108-14).  
Carried.

#### 4.5 Sponsorship for the New Museum Development

J. Payne advises the report relating to sponsorship for the New Museum development has been delayed due to the parameters of the Chimczuk outcome. She notes four rooms have been identified for sponsorship and states a report will be provided for the next meeting of the Steering Committee.

Moved by Councillor Francis seconded by Councillor Bortolin,  
That the verbal update by the Community Development & Health Services Commissioner regarding sponsorship for the New Museum development **BE RECEIVED**.  
Carried.

**S . NEW BUSINESS**

None.

**6. 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 February 4, 2015, February 24, 2015, March 25, 2015 and April 22, 2015 **BE RECEIVED.**

Carried.

Councillor Gignac requests a site visit of the Museum. J. Payne suggests a site visit be provided at the next meeting of the Committee.

**7. DATE OF NEXT MEETING**

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

**8. ADJOURNMENT**

There being no further business, the meeting is adjourned at 2:18 o'clock p.m.

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CHAIRPERSON

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COMMITTEE COORDINATOR

**AGENDA**  
**MEETING of the**  
**MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE**  
**June 2, 2015**  
**2:00 o'clock p.m.**  
**Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall**

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**1. CALL TO ORDER**

**2. DECLARATIONS OF CONFLICT**

**3. ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held February 13, 2015 - *attached.*

**4. BUSINESS ITEMS**

**4.1 Project Manager's Update**

The report of the Project Manager dated May 25, 2015 entitled "Project Manager Update - June 2015" is *attached.*

**4.2 Chimczuk Bequest Update**

Verbal update

**4.3 Museum Budget Update**

The report of the Executive Initiatives Coordinator Community Development & Health Services dated March 17, 2015 entitled "Museum Budget Update" is *attached.*

**4.4 Financial Summary Update**

The report of the Financial Planning Administrator dated May 19, 2015 entitled "Financial Summary Update - April 30, 2015" is *attached.*

**4.5 Sponsorship for the New Museum Development**

Verbal update.

**5. NEW BUSINESS**

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

Meeting Dates - February 4, February 24, March 25 and April 22, 2015 -  
*attached.*

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**