

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

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

Also present are the following resource personnel:

Shelby Askin-Hager, City Solicitor
Valerie Clifford, Financial Planning Administrator
Madelyn Della Valle, Project Manager (Exhibitions)
Tom Graziano, Manager of Facility Operations (A)
France Isabelle-Tunks, Senior Management, Development and Geomatics
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

1. CALL TO ORDER

The Chair calls the meeting to order at 3:00 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 Gignac, seconded by Councillor Jones,
That the minutes of the Museum Development Project Steering Committee of its meeting held April 30, 2014 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

4.1 Project Update (Construction)

C. Middaugh refers to Communication #20 (May 20, 2014 Council Meeting), attached as Appendix "A" entitled "Proposal No. 39-14: Museum Expansion Project - Consulting Services". Based on the weighted scoring system prescribed in the RFP, Hariri Pontarini Architects received the highest score for the Cost proposal and is the successful proponent. She notes Lord Cultural Resources has been retained as the Sub Consultant to Hariri Pontarini Architects.

C. Middaugh provides the following construction updates:

- Preliminary upgrades to the security system at 401 Riverside Drive (CCTV, card access, intrusion alarm, fire safety and building management system) are currently underway. A completion date of June 2, 2014 is anticipated.
- The Project Manager(s) will continue to provide updates (via e-mail) to the Art Gallery identifying progress made, key milestone dates, and upcoming work. The CAO and Project Sponsor will maintain communication with the Art Gallery as well.

In response to a question asked by the Chair regarding when preliminary sketches will be presented to the Steering Committee, C. Middaugh responds the consultants are prepared to provide options and to attend a minimum of two meetings of the Steering Committee.

C. Middaugh notes the construction will commence the end of August/ beginning of September 2014.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the report of the Project Administrator regarding the Project Update (Design/Construction) dated May 7, 2014 **BE RECEIVED**.
Carried.

4.2 Financial Summary Update

V. Clifford states as of April 30, 2014, the project has incurred gross expenditures of \$384,729. Grants received from the Canada Cultural Spaces Fund 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. As of this date, no expenditures have been approved to be applied to the project contingency account by the Executive Committee.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the report of the Financial Planning Administrator dated May 12, 2014 entitled "Financial Summary Update -April 30,2014" **BE RECEIVED**.
Carried.

4.3 Communications Plan

In terms of the Chimczuk Fund, S. Askin-Hager, indicates a Summary Judgment Motion has been served regarding this matter.

T. Graziano reports discussions have been held with the Art Gallery of Windsor regarding movable walls and the relocation of sponsorship naming within the facility. Additional coordination is required to finalize the details of the sponsorship naming relocation plan and corresponding notification to donors.

Councillor Gignac requests an Administrative report outlining options for sponsoring /dedicating rooms within the building be provided for the Steering Committee.

The Chair suggests donors/sponsors of the rooms within the AGW be invited to the opening ceremonies.

S. MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES

The minutes of the Museum Development Project Executive Committee of its meeting held May 14, 2014 are distributed and *attached* as Appendix "B".

Moved by Councillor Gignac, seconded by Councillor Jones,
That the minutes of the Museum Development Project Executive Committee of its meeting held May 14, 2014 **BE RECEIVED**.
Carried.

6. OTHER BUSINESS

None.

7. DATE OF NEXT MEETING

The next meeting will be held on June 25, 2014 at 3:00 o'clock p.m. in Room 406, 400 City Hall Square East.

8. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:25 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Wednesday, May 21, 2014
3:00 o'clock p.m.
Town of Walkerville Meeting Room, 3rd floor, City Hall

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**
Adoption of the minutes of the meeting held April 30, 2014 *(previously distributed)*.

4. **BUSINESS ITEMS**
 - 4.1 **Project Update (Construction)**
The Project Update (Construction) dated May 7, 2014 - *(attached)*.
 - Communication Report to City Council dated May 20, 2014 entitled "Proposal No. 39-14, Museum Expansion Project - Consulting Services" - *(verbal update)*

 - 4.2 **Financial Summary Update**
The report of the Financial Planning Administrator dated May 12, 2014 entitled "Financial Summary Update - April 30, 2014" - *(attached)*.

 - 4.3 **Communications Plan**
The Communications Plan - Windsor's Community Museum Expansion dated May 14, 2014 - *(attached)*.
 - Museum *Naming-(verbal update)*
 - Ceremony - *(verbal update)*

 - 4.4 **Council Pre-Approval for Construction Services and Exhibition Services - (verbal update)**

5. **MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the Museum Development Project Executive Committee of its meeting held May 14, 2014 *(to be e-mailed)*.

6. **OTHER BUSINESS**

7. **ADJOURNMENT**