

**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**

---

**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

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



**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY ENGINEER - Engineering**



**MISSION STATEMENT:**

*"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"*

<b>LiveLink REPORT #:</b>	<b>Report Date: May 25, 2015</b>
<b>Author's Name: Colleen Middaugh</b>	<b>Date to Committee: June 2, 2015</b>
<b>Author's Phone: 519 255 6100 ext. 6603</b>	<b>Classification #:</b>
<b>Author's E-mail: cmiddaugh@city.windsor.on.ca</b>	

**To: Museum Development Steering Committee**

**Subject: Project Manager Update – June 2015**

**1. RECOMMENDATION: City Wide:  Ward(s): 3**

**THAT** the Museum Development Steering Committee **RECEIVE FOR INFORMATION** the Project Update Report dated May 25, 2015.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

At their meeting November 18, 2013, City Council approved CR234/2013:

*B. THAT City Council **APPROVE** Proposal B (Table 4) with an upset capital funding limit for the new museum development at 401 Riverside Drive West in the amount of \$6,180,642; to be funded as follows: \$2,400,321 to be requested from the Canada Cultural Spaces Fund; \$405,000 from the 2013 pre-approved funding, \$3,272,856 from the Bequest of Joseph Chimczuk and the remaining \$102,456 as a precommitment to the 2015 capital budget;*

*D. THAT City Council **COMMIT** to funding all capital costs associated with the museum development not funded through the Canada Cultural Spaces Fund*

At their meeting July 7, 2014, City Council approved CR174/2014:

*That subject to the tender results falling within the revised budget as a result of the reduced Canadian Culture Spaces Funding received, that the City Clerk and Chief Administrative Officer BE AUTHORIZED to sign an agreement with the successful bidders, satisfactory in legal form to the City Solicitor, in financial content to the Chief Financial Officer and City Treasurer and in technical content to the City Engineer, with a Communication Report to Council to follow, in order to expedite the building renovations and exhibit fabrication/installation at 401 Riverside Drive West, and the Francois Baby House.*

### **3. DISCUSSION:**

As authorized by City Council, the planning, design and construction work on the Museum Expansion project is underway.

Work to date includes:

#### Project Management/Design:

- Finalization and submission of the grant
- Striking Committee approval for Steering Committee
- Finalization of the Project Charter – approved June 30, 2014 by M284-2014
- Site visit to Waterloo Regional Museum to discuss their museum development project
- Award of contract for Architectural Consulting Services and Exhibition Planning Services (RFP39-14) - Hariri Pontarini Architects and Lord Cultural Resources
- Ongoing Consulting/Design services, including:
  - Visioning sessions with project team members.
  - Development and presentation of conceptual design plans and exterior renderings
  - Consultation with the Art Gallery of Windsor, Windsor Accessibility & Advisory Committee, members of the Aboriginal and Francophone Communities, various stakeholders and the public
  - Architectural, Mechanical, Structural and Electrical design development
  - Exhibit development, based on the approved Interpretive Plan and Concept Design for the exhibitions
- Ongoing internal project management of design/construction works

#### Building Construction:

- Completed security system upgrades at 401 Riverside Drive West
- Issued a Request for Pre-Qualification of Contractors and reviewed submissions
- Finalized the Tender Drawings and Specifications for the building renovation works
- Issued a Request for Tender (No. 108-14) to the Pre-Qualified Contractors for the building renovation work and awarded the contract to Oscar Construction Company Limited
- Hosted the Construction Kick-off Ceremony (Friday, October 17, 2014)
- Construction progress includes:
  - Completion of interior demolition

- Ongoing mechanical and electrical building system improvements (including HVAC improvements, and new lighting upgrades)
- Ongoing interior work (finishes, flooring, millwork, framing, etc.)
- Completion of exterior work (canopy painting, door painting, etc.)
- Completion of new passenger elevator installation
- Removal of interior and exterior hoarding

Exhibit Fabrication:

- Issued a Request for Pre-Qualification of Exhibition Fabricators and reviewed submissions
- Finalized the Tender Drawings and Specifications for the exhibition fabrication works
- Issued a Request for Tender (No. 3-15) to the Pre-Qualified Contractors for the exhibition fabrication work and awarded the contract to Holman Exhibits
- Ongoing exhibit development, including content and design review

Details on the project deadlines and milestones are included as Appendix A.

**4. RISK ANALYSIS:**

A detailed risk analysis was provided to Council as part of the project approval process and as part of the project charter.

Delays in the work will compromise release of the full amount of funding for the grant eligible components.

**5. FINANCIAL MATTERS:**

A Financial Summary Update is presented to the Museum Development Steering Committee as a separate document. Refer to the financial statement as at April 30, 2015.

**6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

THAT the Museum Development Steering Committee **RECEIVES** the Project Update report for June 2015 and comments as noted above.

  
\_\_\_\_\_  
**Colleen Middaugh**  
**Project Administrator**  
**Project Manager (Construction)**

  
\_\_\_\_\_  
**Madelyn Della Valle**  
**Curator, Windsor Community Museum**  
**Project Manager (Exhibitions)**

  
\_\_\_\_\_  
**Jelena Payne**  
**Community Development & Health**  
**Services Commissioner – Project Sponsor**

CLM

**APPENDICES:**  
**Appendix A: Project Update Report (dated May 25, 2015)**

**DEPARTMENTS/OTHERS CONSULTED:**  
**Name:**  
**Phone #: 519                      ext.**

<b>NOTIFICATION :</b>				
Name	Address	Email Address	Telephone	FAX

## APPENDIX A

PROJECT UPDATE	
<b>Project Name:</b>	<b>Museum Expansion Project</b>
<b>Project Lead:</b>	<b>Colleen Middaugh, Project Administrator</b>
<b>Date:</b>	<b>May 25, 2015</b>
<b>Status:</b>	<b>Construction Stage</b>

**2013 Budget: \$6,180,642**  
**2014 Budget: \$5,778,321**

### Project Approval

- Approved by City Council under CR234/2013 & CR174/2014

### Consulting Services

- Architectural Services Consultant: *Hariri Pontarini Architects (HPA)*
- Exhibit Planning Sub-Consultant: *Lord Cultural Resources*

### Award of Construction Contract

- Contractor: *Oscar Construction Company Limited*
- Contract Amount: *\$3,017,965.00*

### Award of Exhibition Fabrication Contract

- Contractor: *Holman*
- Contract Amount: *\$1,338,495.77*

### Deadlines/Milestones

Below is a summary of the proposed project schedule and the actual completion dates:

Museum Expansion Project			
Milestones	Original Date	Target Date	Actual Date
Construction Start (Mobilization)	August 2014	xx	November 3, 2014
Exhibition Fabrication and Installation Start	January 2015	xx	March 3, 2015
Construction of Grant Eligible Components Complete	March 2015	June 2015	
Exhibit Installation Complete	October 2015	October 2015	
Museum Grand Opening	November 2015	November 2015	

**Contractor's Interim Schedule Dates:**

Note: Progress reflects actual construction. Engineering, material orders, deposits, and fabrication are not included in the percent complete.

<b>Activity</b>	<b>Scheduled Completion Date</b>	<b>Approximate % Complete as of: May 21, 2015</b>
Mobilization & Start-up	November 3, 2014	100%
Interior Demolition (general and concrete, mechanical, electrical, etc.)	March 31, 2015	100%
Building Systems Mechanical	May 31, 2015	98%
Building Systems Electrical	May 31, 2015	98%
Elevator Installation	May 19, 2015	100%
TSSA Elevator Inspection	May 22, 2015	100%
Interior Work (finishes, painting, flooring, millwork, framing, etc.)	May 31, 2015	98%
System Commissioning	May 31, 2015	80%
Exterior Works (Canopy Painting)	May 15, 2015	100%
Remove Hoarding	May 15, 2015	100%
As-Built/Maintenance Manuals	May 31, 2015	50%
Deficiencies	May 31, 2015	10%

**THE CORPORATION OF THE CITY OF WINDSOR**  
**Community Development and Health Services - Recreation Culture**



**MISSION STATEMENT:**

*"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."*

<b>LiveLink REPORT #:</b>	<b>Report Date: March 17, 2015</b>
<b>Author's Name: Sandra Bradt</b>	<b>Date to Council: June 2, 2015</b>
<b>Author's Phone: 519 255-5200 ext. 5354</b>	<b>Classification #:</b>
<b>Author's E-mail: sbradt@city.windsor.on.ca</b>	

**To: Museum Steering Committee**

**Subject: Museum Budget Updates**

**1. RECOMMENDATION: City Wide: \_\_\_\_\_ Ward(s): 3**

**THAT the New Museum Development Budget Update report BE RECEIVED FOR INFORMATION.**

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

In November 2013 City Council approved the New Museum Development Project by CR234/2013 (attached as Appendix "A"). Two significant funding sources for the project included the Chimczuk Bequest and the Canada Cultural Spaces Fund (CCSF). 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, Canadian Heritage granted \$1,998,000, which was \$402,321 less than the original request.

At their August 2014 meeting, the Steering Committee requested information on how the Executive Committee planned to mitigate the reduced funding.

### **3. DISCUSSION:**

The Executive Committee continues work to find efficiencies and deliver the project on time and within budget. The original projections for construction and exhibition costs were based on the Lord Cultural Resources report and Administration's experience. Until the tenders were evaluated, it was not possible to determine through which areas the reduced grant funding could be mitigated, hence the time it has taken to deliver this report.

When the construction tenders were evaluated, the lowest bid was over budget. Considering a reduced budget and in keeping with the direction of City Council (CR174/2014–Appendix “A”), Administration negotiated a reduced construction contract price. This reduction was achieved through the elimination of provisional items, material substitutions, deletion of the lighting conversion to LED on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, a \$50,000 reduction to the exhibit budget line, a decrease in the contingency line and additional negotiations and discussions with the contractor.

The exhibit fabrication tender came in slightly over budget, but through material substitutions and negotiations with the successful proponent, this line item was brought within the reduced budget.

Where mitigation efforts fall outside of the authority granted to staff through the Project Charter, or would have a substantial impact on any component of the project, they would be brought to the Steering Committee for a decision. At this point in time the project is within budget and considers the reduced amount of funding from Canada Cultural Spaces.

Oscar Construction has worked closely with the Project Manager to deliver the project on budget and within the timeframes required by Canadian Heritage. However, earlier this year Oscar did apprise the Project Manager of the possibility of:

- Delays in delivery of the elevator system
- Possible delays in delivery of the new lighting
- Possible delay in delivery of HVAC components
- Possible delay in the delivery of flooring materials
- Signage issues relative to the Chimczuk Bequest

Should any grant eligible work be delayed, the portion of the fees charged to the budget for the Project Manager and consultants to oversee those components will also be delayed.

As a result of these possibilities, Administration contacted Canadian Heritage to broach the possibility of an extension to the grant deadline. An extension allows for completion of the work and final paperwork with the appropriate due diligence to ensure adherence to grant and corporate regulations and to secure best value for funding received. Given that the possible delays were beyond the control of the committee and the contractor, Canadian Heritage agreed to the extension. A formal amendment to the contribution agreement has been signed extending the deadline for grant eligible components to August 31, 2015.



#### **4. RISK ANALYSIS:**

The community has been waiting for a new museum for quite some time. There is considerable pressure to deliver an experience worth the wait. Canadian Heritage is also monitoring the project for adherence to the parameters of the grant proposal. There is reputational risk should any reductions in scope occur, which could influence the review of any future grant submissions by the City.

There is a moderate financial risk in that the museum development is a major project with many components and a finite budget. The Museum is one of a number of priorities of City Council and the Executive Committee has committed to delivering the project on budget. Items which pose a risk to the budget at this time include:

- Exhibit Fabrication:
  - There is a risk to completing the exhibit fabrication within budget as \$50,000 was removed as part of the mitigation of the \$402,000 reduction. The responses to the RFP for this contract varied widely. While the successful proponent has pledged to complete the exhibit fabrication within the budget allocated, it is early in the process and there is a risk that unforeseen circumstances may result in higher costs.
- Signage:
  - Preliminary quotes for signage on 401 Riverside Drive West have exceeded the budget. This item will be brought before the Steering Committee for further discussion as more concrete information becomes available.
- Exterior landscaping:
  - The walkway approaching the south entrance needs to be assessed after the construction to determine if any repairs are required
  - An attractive and engaging entrance entices visitors to enter the facility. Some exploration to achieve this within the allocated budget is warranted.

Originally the project had a major timing risk in that grant eligible components of the project had to be completed by March 31, 2015. As noted above, this risk has been mitigated through a request to extend the contribution agreement with Canadian Heritage, which has been approved.

#### **5. FINANCIAL MATTERS:**

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 order to award the construction contract pursuant to CR174/2014, the Executive Committee made the following adjustments/reductions to each budget line item:

Building Renovations (Museum)	\$134,669
Exhibitions (Museum)	\$ 50,000
Project Contingency	\$100,000
Consultant	\$ 39,138
Project Management & Admin	\$ 50,514
Interim Financing Cost	\$ 20,000
Communication/Events	<u>\$ 8,000</u>
Total Reductions	\$402,321

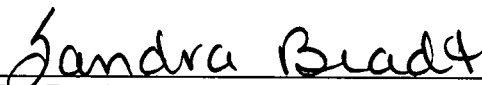
The adjustments were made by the Executive Committee in compliance with the authority outlined in the Project Charter approved by City Council by M284-2014 on June 30, 2014.


**6. CONSULTATIONS:**


Museum Project Working Group and Executive Committee

**7. CONCLUSION:**

An expanded museum for Windsor that appropriately shares the stories of Windsor's history has been anticipated by the community for many years. Work continues to deliver on an experience worth the wait, while considering City Council's commitment and the community's expectation of fiscal responsibility.

  
Sandra Bradt  
Executive Initiatives Coordinator

  
Jelena Payne  
Community Development and Health  
Commissioner and Corporate Leader Social  
Development, Health, Recreation & Culture

  
Onorio Colucci  
Chief Financial Officer & City Treasurer  
Corporate Leader Finance and  
Technology

  
Helga Keidel  
Chief Administrative Officer

**APPENDICES:**  
Appendix "A" – relevant Council Resolutions

**DEPARTMENTS/OTHERS CONSULTED:**  
Name:  
Phone #: 519                      ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

CR234/2013

- A. **THAT** the report of the Manager of Cultural Affairs responding to M150-2013 regarding the recommendations of Lord Cultural Resources' Museum Feasibility Development Study **BE RECEIVED AND**;
- B. **THAT** City Council **APPROVE** Proposal B ( Table 4) with an upset capital funding limit for new museum development at 401 Riverside Drive West in the amount of \$6,180,642; to **BE FUNDED** as follows: \$2,400,321 to be requested from the Canada Cultural Spaces Fund; \$405,000 from 2013 pre-approved funding, \$3,272,856 from the Bequest of Joseph Chimczuk and the remaining \$102,465 as a precommitment to the 2015 capital budget **AND**;
- C. **THAT** City Council **CONFIRM** their direction to the Executive Director of Recreation and Culture to apply to the Canada Cultural Spaces Fund to request up to 50% of the museum development's eligible capital expenses **AND**, as required by the Grant guidelines;
- D. **THAT** City Council **COMMIT** to funding all capital costs associated with the museum development not funded through the Canada Cultural Spaces Fund **AND**;
- E. **THAT** Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the CAO and City Clerk **BE AUTHORIZED** to execute any required documents for that purpose, subject to legal approval by the City Solicitor, financial approval by the City Treasurer, and technical approval by the Community Development and Health Commissioner; **AND**
- F. **THAT** any such steps taken **BE REPORTED** to City Council as soon as is practical following the action **AND**;
- G. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue an RFP - Consulting Services for Architectural Services and Exhibition Planning Services pursuant to the Purchasing Bylaw to a combined upset limit of \$607,000 **AND**; subject to the results falling within those parameters;
- H. **THAT** the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to award and execute an Agreement with the successful architectural services and exhibition planning services proponent(s) subject to technical content satisfactory to the Executive Director of Recreation and Culture and the Executive Director of Parks and Facilities, in form to the City Solicitor, and in financial content to the City Treasurer, with a Communication Report to Council to follow **AND**;
- I. **THAT** Parks and Facilities **BE AUTHORIZED** to issue a tender for scope of work developed by the consultants and approved by the Executive Director of Recreation and Culture and the Executive Director of Parks and Facilities **AND**;
- J. **THAT** the results of the tender and a Project Charter **BE BROUGHT BACK** to City Council for approval **AND**;

- K. **THAT** City Council **APPROVE IN PRINCIPLE** a baseline net annual operating budget for Windsor's Community Museum in 2015 of \$774,941, (this includes the original \$352,417 for the current Francois Baby House and the incremental increase of \$422,524 for the new Museum site) based upon the City operating model, with an expected staff complement total of 10.5 FTE positions (reflecting an incremental increase of 4.5 FTE positions), and resultant projections by Administration, subject to annual inflationary and other business adjustments.

CR174/2014

That subject to the tender results falling within the revised budget as a result of the reduced Canadian Culture Spaces Funding received, that the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to sign an agreement with the successful bidders, satisfactory in legal form to the City Solicitor, in financial content to the Chief Financial Officer and City Treasurer and in technical content to the City Engineer, with a Communication Report to Council to follow, in order to expedite the building renovations and exhibit fabrication/installation at 401 Riverside Drive West, and the Francois Baby House.

**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY TREASURER - Finance**



**MISSION STATEMENT:**

*"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"*

<b>LiveLink REPORT #:</b>	<b>Report Date: May 19, 2015</b>
<b>Author's Name: Josie Gualtieri</b>	<b>Date to Committee: June 2, 2015</b>
<b>Author's Phone: 519 253-2300 ext. 2732</b>	<b>Classification #:</b>
<b>Author's E-mail: jgualtieri@city.windsor.on.ca</b>	

**To: Museum Development Steering Committee**

**Subject: Financial Summary Update – April 30, 2015**

P&R 11-065

**1. RECOMMENDATION: City Wide:  Ward(s): 3**

**THAT** the Financial Summary Report and April 30, 2015 Comments **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).

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

At their meeting November 18, 2013, City Council approved CR234/2013:

*B. THAT City Council **APPROVE** Proposal B (Table 4) with an upset capital funding limit for the new museum development at 401 Riverside Drive West in the amount of \$6,180,642; to be funded as follows: \$2,400,321 to be requested from the Canada Cultural Spaces Fund; \$405,000 from the 2013 pre-approved funding, \$3,272,856 from the Bequest of Joseph Chimczuk and the remaining \$102,456 as a precommitment to the 2015 capital budget;*

*D. THAT City Council **COMMIT** to funding all capital costs associated with the museum development not funded through the Canada Cultural Spaces Fund*

At their meeting July 7, 2014, City Council approved CR174/2014:

*That subject to the tender results falling within the revised budget as a result of the reduced Canadian Culture Spaces Funding received, that the City Clerk and Chief Administrative Officer BE AUTHORIZED to sign an agreement with the successful bidders, satisfactory in legal form to the City Solicitor, in financial content to the Chief Financial Officer and City Treasurer and in technical content to the City Engineer, with a Communication Report to Council to follow, in order to expedite the building renovations and exhibit fabrication/installation at 401 Riverside Drive West, and the Francois Baby House.*

A Financial Summary Report is presented to the Executive Committee of the Museum Development on a regular basis. Attached is Appendix A for a summary of the current expenditures as at April 30, 2015.

### **3. DISCUSSION:**

As of April 30, 2015, the Museum Development project has incurred gross expenditures of \$3,622,879. As of this date capital project #7139006 has received a total of \$3,005,665, which includes grant monies received from the Canada Cultural Spaces Fund in the amount of \$1,798,200, \$405,000 from pre-approved funding in 2013, \$102,465 from pre-approved funding in 2015, and \$700,000 from the Chimczuk Bequest.

As of April 30, 2015, the remaining unencumbered and unspent balance in the overall project contingency account is \$210,965.19

At this point in time the project is expected to be completed on budget.

### **4. RISK ANALYSIS:**

A detailed risk analysis was provided to Council as part of the project approval process and as part of the project charter.

### **5. FINANCIAL MATTERS:**

#### ***Budget***

The budget that was presented to Council reflected a request to be made to the Canadian Cultural Spaces Fund in the amount of \$2,400,321. On April 7, 2014, a communication report (LiveLink Report #17093) was submitted to City Council announcing that the application to the Canada Cultural Spaces Fund was successful. The City was approved for \$1,998,000 which is \$402,321 short of the \$2,400,321 requested.

In November 2014, Administration was able to mitigate the \$402,321 funding variance through negotiations with the contractor, a reduction in the exhibit budget line, and use of contingency funds. Details on the specific reductions/adjustments made are further outlined in the 'Museum Budget Update' report presented to the Museum Development Steering Committee as a separate document.

Originally the project had a major timing risk in that grant eligible components had to be completed by March 31, 2015 (Canadian Heritage has since approved an extension to August 31, 2015). With this deadline in mind, and in compliance with the authority outlined in the Project Charter, the Executive Committee approved the use of \$100,000 in contingency funds in order to award the construction contract.

For reference, an excerpt from the Project Charter on the 'Rules for Spending' is attached as Appendix 'B'.

The overall contingency budget on this project is \$330,000. The cumulative approval limit for staff is 50% of the overall contingency, or \$165,000. The approval of \$100,000 from the contingency funds leaves only \$65,000 in contingency funds available to staff.

Although the use of the \$100,000 in contingency funds falls within the authority granted to staff through the Project Charter, due to the substantial impact on the delivery of the project, the Executive Committee requests that the Steering Committee consider transferring the allocation of these funds to fall under the limit of approval designated for the Steering Committee. This action will mitigate the requirement to hold frequent additional Steering Committee meetings to seek approval for amendments, regardless of cost magnitude. A delay in meeting would delay authorization for actions and could impede the overall project schedule, and inevitably the grand opening of the new museum.

At time of writing, the remaining unencumbered and unspent balance in the overall project contingency account is approximately \$168,000.

Although significant changes to the remaining scope are not anticipated, unforeseen amendments to the design may arise in the field, particularly as it relates to the exhibit fabrication and installation phase of the project which has just recently commenced. Recall, the exhibit budget line item was reduced by \$50,000 in an effort to mitigate the \$402,321 shortfall.

A detailed financial summary report is attached as Appendix A for review.

### ***Interest***

As per the Capital Project Interim Financing Policy, the City charges interest to projects in an unfunded position by using an average of the City's one year borrowing rate and one year investing rate. This is to evenly recognize the benefits of internal financing to the project and to also ensure that the reserves receive interest on funds that would otherwise be invested. While to some extent the City's rate fluctuates independently of the Bank of Canada rate, we consider forecasts of the Bank of Canada rate to be an appropriate indicator of how the City's rate may change in the future.

As of March 31, 2015 the capital project started to have insufficient funding to cover the costs of current purchases which have resulted in \$72 in borrowing charges from the City of Windsor to date. In spite of this starting in May we should have sufficient funding to cover our cost and will not be anticipating any additional borrowing cost after May 2015

## **6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

THAT the Museum Development Steering Committee **RECEIVES** the financial summary report, cash flow statement and comments as noted above.



**Josie Gualtieri**  
**Financial Planning Administrator –**  
**Recreation & Culture**



**Onorio Colucci**  
**Chief Financial Officer & City Treasurer /**  
**Corporate Leader Finance and Technology**



**Jelena Payne**  
**Community Development & Health**  
**Services Commissioner – Project Sponsor**



**Colleen Middaugh**  
**Project Administrator**  
**Project Manager (Construction)**



**Madelyn Della Valle**  
**Curator, Windsor Community Museum**  
**Project Manager (Exhibitions)**

JG

**APPENDICES:**

**Appendix A: Financial Summary Report (as at April 30, 2015)**

**Appendix B: Excerpt from Project Charter (June 30, 2014) on Rules of Spending**

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Phone #: 519                      ext.**

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX



Appendix 'A'

MUSEUM EXPANSION - 401 RIVERSIDE DRIVE WEST - FINANCIAL SUMMARY REPORT as at April 30, 2015

Description	Original Budget \$		Revised Budget \$		Grant Eligible		Non-Grant Eligible		Current Revenue/Expenditures		Estimated Future Revenue/Expenditures		Total Estimated Project Revenue/Expenditures		Variance Surplus / (Deficit)	
									Eligible		Non-Eligible					
<b>EXPENSES</b>																
Consolidated:																
Building Renovations (Museum)	\$	3,010,634	\$	2,875,965	\$	2,875,965	\$	2,875,965	\$	2,668,659	\$	207,006	\$	2,875,965	\$	-
Building Renovations (Baby House)		142,000		142,000		142,000		142,000		-		142,000		142,000		-
CCTV Security (CCTV/Card Access/Alarm/BAS)(401 only)		370,085		370,085		370,085		370,085		357,991		12,084		370,085		-
Permits		47,588		47,588		47,588		47,588		39,406		8,082		47,588		-
Exhibitions (Museum)		1,130,000		1,080,000		1,080,000		1,080,000		-		1,080,000		1,080,000		-
Exhibitions (Baby House)		253,000		253,000		253,000		253,000		-		253,000		253,000		-
Project Contingency		330,000		230,000		230,000		253,000		12,700		217,300		230,000		-
Subtotal Construction	\$	5,283,307	\$	4,998,638	\$	4,998,638	\$	1,333,000		3,079,146		1,919,492		4,998,638		-
External Professional Consultant (Architectural/Engineering)	\$	357,000	\$	366,377	\$	366,377	\$	366,377		304,305		62,072		366,377		-
Consultant (Exhibits)		250,000		201,485		201,485		201,485		-	138,600	62,885		201,485		-
Subtotal External Professional	\$	607,000	\$	567,862	\$	567,862	\$	201,485		304,305		124,957		567,862		-
Miscellaneous:																
Project Management & Administration	\$	195,335	\$	144,821	\$	144,821	\$	144,821		97,965		46,826		144,821		-
Interim Financing Costs		75,000		55,000		55,000		55,000		72		54,928		55,000		-
Advertising		5,000		5,000		5,000		5,000		-	1,891	3,109		5,000		-
Communication/Events		15,000		7,000		7,000		7,000		-	870	6,130		7,000		-
Subtotal Miscellaneous	\$	290,335	\$	211,821	\$	211,821	\$	12,000		98,067		2,761		211,821		-
<b>TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES</b>	\$	6,180,642	\$	5,778,321	\$	5,778,321	\$	1,646,485		3,481,518		141,381		5,778,321		-
<b>LESS PROJECT RECOVERIES</b>																
Cananda Cultural Spaces Fund (CCSF)	\$	2,400,321	\$	1,998,000	\$	1,998,000	\$	1,998,000		1,798,200		199,800		1,998,000		-
<b>TOTAL PROJECT RECOVERIES</b>	\$	2,400,321	\$	1,998,000	\$	1,998,000	\$	-		1,798,200		199,800		1,998,000		-
<b>NET PROJECT COSTS (Prior to Corporate Recoveries)</b>	\$	3,780,321	\$	3,780,321	\$	3,780,321	\$	1,646,485		1,683,318		141,381		3,780,321		-
Less: Corporate Recoveries Building Permits Fees		47,588		47,588		47,588		47,588		39,496		8,092		47,588		-
<b>NET CITY COSTS</b>	\$	3,732,733	\$	3,732,733	\$	3,732,733	\$	1,646,485		1,643,821		1,947,651		3,732,733		-
<b>PROJECT FUNDING</b>																
Anticipated J. Chimizuk Fund	\$	3,272,866	\$	3,272,866	\$	3,272,866	\$	3,272,866		700,000		2,572,866		3,272,866		-
2013 Pre-approved Capital Projects		405,000		405,000		405,000		405,000		405,000		-		405,000		-
2015 Capital Budget Pre-commitment		102,465		102,465		102,465		102,465		102,465		-		102,465		-
<b>TOTAL CITY FUNDING</b>	\$	3,780,321	\$	3,780,321	\$	3,780,321	\$	3,780,321		700,000		2,572,866		3,780,321		-

## Appendix 'B'

Excerpt taken from the approved Project Charter (June 30, 2014 approved by M284-2014):

### Rules for Spending

- *City Council would have sole approval authority for overall budget increases and funding requirements, except as noted herein.*
- *The Steering Committee will review and make recommendations to Council for any increases to the overall budget, as needed. The committee can approve changes to the budget allocations within the total project budget for values in excess of \$150,000 including the approval of overall contingency funds for items greater than \$100,000 and above the cumulative limit of the Executive Committee.*
- *The Executive Committee can approve changes to the budget allocations up to \$150,000 per budget line including approval of the overall contingency funds for items up to \$100,000 for individual items to a maximum total use of up to 50% of the overall contingency.*
- *The Project Sponsor can approve construction change orders up to a value of \$50,000 per item to a maximum total use of up to 50% of the overall contingency. All change orders will be reported out to the Executive Committee.*
- *The Project Manager can approve construction change orders within the overall budget for items up to \$25,000 per item to a maximum total use of up to 50% of the overall contingency. All change orders will be reported out to the Executive Committee.*

# MUSEUM EXPANSION PROJECT EXECUTIVE COMMITTEE

## Minutes

February 4, 2015

350 City Hall Sq, Walkerville Room

### In Attendance:

#### Executive

##### Committee:

Jelena Payne – Project Sponsor – Community Development & Health Services Commissioner  
Jan Wilson – Executive Director of Recreation & Culture  
France Isabelle-Tunks – Senior Manager of Development, Projects and Right-of-Way/Deputy City Engineer  
Tom Graziano – Manager of Facility Operations

#### Regrets:

Helga Reidel – Chief Administrative Officer  
Onorio Colucci – City Treasurer  
Shelby Askin Hager – City Solicitor

#### Working

##### Team:

Colleen Middaugh – Project Administrator  
Madelyn Della Valle – Museum Curator  
Cathy Masterson – Manager of Cultural Affairs  
Josie Gualtieri - Finance Resource  
Sandra Bradt – Executive Initiatives Coordinator  
Matt Caplin – IT Resource  
Leslie Prieur – Administrative Support

#### Regrets:

Jill Braido – Communications and Customer Service  
Jason Moore – Communications and Customer Service  
Elaine Castellan – Purchasing Resource  
Alex Vucinic – Purchasing Manager

### 1. Call to Order

The meeting was called to order at 3:05 p.m.

## 2. Approval of Minutes – January 8, 2015

The Museum Expansion Executive Committee approves the minutes of January 8, 2015.

### 2.1 Review of Action Items

#### Action Item #1

The Steering Committee has requested a report from Administration related to sponsorship & naming rights for the museum. The Recreation and Communication Departments will lead this effort. **CARRY FORWARD**

**(Action: S.Bradt/N.Romero/C. Masterson/M. Della Valle)**

*Report is being prepared on Naming Rights for the February Steering Committee meeting. A report on Sponsorship will be prepared for a future Steering Committee meeting. Sandra Bradt will follow up with Nora Romera on the status of the report*  
**POST MEETING NOTE: The Naming Rights report will be presented to the Steering Committee at a future meeting.**

#### Action Item #2

##### Potential Shareholder Partnership

Madelyn Della Valle and Cathy Masterson are working on a business case. **CARRY FORWARD**

**(Action: M. Della Valle & C. Masterson)**

*Sandra will follow up on the status of this.*

**(Action: S. Bradt)**

#### Action Item #3

It was recommended that a report be brought to Council for the Feb 2<sup>nd</sup> Council meeting or soon after, to provide Council with an update on all the confirmed funding dollars to date and current expenses related to the museum project. And, to obtain a CR# that provides direction to Administration on the original budget commitment of \$6,180,642.

**(Action: S. Bradt)**

*The Executive Committee will wait for the results of the exhibit tender and then decide on whether to prepare a report to the Steering Committee on this item.*

**Action Item #4**

Recommendations for exterior signage will be brought to the Steering Committee.

**(Action: C. Middaugh)**

*Colleen Middaugh will review the City's obligation to AGW regarding signage. This item will be carried forward.*

**Action Item #4**

Madelyn will consult with Legal regarding any potential issues/concerns arising from a new museum name.

**(Action: M. Della Valle)**

**COMPLETE**

**3. Regular Business**

**Project Manager Update (dated February 3, 2015)**

Colleen Middaugh reviews the Project Manager Update. The project remains on schedule and she highlights the contractor's interim schedule as shown on the update. Colleen also reviews the Change Order Summary noting that we currently have an overall balance of \$223,361.80 in the contingency fund. There are four contemplated change orders that have not yet been finalized but are anticipated to be within the Project Manager's approval authority.

The exhibit tender closes on February 10, 2015. Colleen advises the Committee that three proponents were pre-qualified. However, one has since dropped out so we are expecting two tender submissions.

Colleen advises that the Art Gallery of Windsor has been kept informed of the construction schedule. The contractor is undertaking ongoing efforts to mitigate and control dust and noise.

The Museum Expansion Executive Committee accepts the Project Manager Update.

**Issues/Task Tracking Update (dated February 3, 2015)**

Colleen will review the lease agreement with AGW with respect to parking and signage and distribute the relevant sections to the committee via email.

**(Action: C. Middaugh)**

Financial Update (dated December 31, 2014)

Josie Gualtieri reviews the financial update. Josie notes that the cash flow report for grant money was submitted January 30, 2015.

The Museum Expansion Executive Committee accepts the Financial Update.

**4. Agenda for Steering Committee meeting dated February 13, 2015**

The Executive Committee sets the Steering Committee agenda as follows:

Project Manager Update

Financial Update

Naming Rights report (**Post Meeting Note: This report will not be presented at this time**)

Historical information package and presentation for new committee members

**5. Next Executive Committee Meeting**

The next Executive Committee meeting is Tuesday, February 24, 2015 at 3:30 pm in the Walkerville Room, 350 City Hall Square.

**6. Other Items**

No other items at this time.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh

# MUSEUM EXPANSION PROJECT EXECUTIVE COMMITTEE

## Minutes

February 24, 2015

350 City Hall Sq, Walkerville Room

### In Attendance:

#### Executive

#### Committee:

Jelena Payne – Project Sponsor – Community Development & Health Services Commissioner  
Jan Wilson – Executive Director of Recreation & Culture  
France Isabelle-Tunks – Senior Manager of Development, Projects and Right-of-Way/Deputy City Engineer  
Tom Graziano – Manager of Facility Operations  
Onorio Colucci – City Treasurer

#### Regrets:

Helga Reidel – Chief Administrative Officer  
Shelby Askin Hager – City Solicitor

#### Working

#### Team:

Colleen Middaugh – Project Administrator  
Madelyn Della Valle – Museum Curator  
Cathy Masterson – Manager of Cultural Affairs  
Jill Braido – Communications and Customer Service  
Sandra Bradt – Executive Initiatives Coordinator  
Matt Caplin – IT Resource  
Leslie Prieur – Administrative Support

#### Regrets:

Josie Gualtieri - Finance Resource  
Jason Moore – Communications and Customer Service  
Elaine Castellan – Purchasing Resource  
Alex Vucinic – Purchasing Manager

### 1. Call to Order

The meeting was called to order at 3:35 p.m.

## 2. Approval of Minutes – February 4, 2015

The Museum Expansion Executive Committee approves the minutes of February 4, 2015.

### 2.1 Review of Action Items

#### Action Item #1

The Steering Committee has requested a report from Administration related to sponsorship & naming rights for the museum. The Recreation and Communication Departments will lead this effort. **CARRY FORWARD**

**(Action: S.Bradt/N.Romero/C. Masterson/M. Della Valle)**

*Report is being prepared on Naming Rights for the February Steering Committee meeting. A report on Sponsorship will be prepared for a future Steering Committee meeting. Sandra Bradt will follow up with Nora Romera on the status of the report*  
**POST MEETING NOTE:** *The Naming Rights report will be presented to the Steering Committee at a future meeting.*

*The naming rights matter will be discussed by the CLT to determine where proceeds of the naming rights will be allocated.*

#### Action Item #2

##### Potential Shareholder Partnership

Madelyn Della Valle and Cathy Masterson are working on a business case. **CARRY FORWARD**

**(Action: M. Della Valle & C. Masterson)**

*Sandra advises that this is being discussed by the potential shareholder board and is still pending.*

#### Action Item #3

It was recommended that a report be brought to Council for the Feb 2<sup>nd</sup> Council meeting or soon after, to provide Council with an update on all the confirmed funding dollars to date and current expenses related to the museum project. And, to obtain a CR# that provides direction to Administration on the original budget commitment of \$6,180,642.

**(Action: S. Bradt)**

*The Executive Committee will provide a report for the Steering Committee (target April meeting) outlining the impacts of the grant funding shortfall.*

**(Action: C. Middaugh, S. Bradt & J. Gualtieri)**



#### **Action Item #4**

Recommendations for exterior signage will be brought to the Steering Committee.

**(Action: C. Middaugh)**

*The Committee asks Colleen to have the consultant begin design work on the exterior signage plan in anticipation for a final decision on the building name to be confirmed shortly. Colleen will discuss the AGW sign on the building with the Art Gallery of Windsor*

**(Action: C. Middaugh)**

#### **Action Item #4**

Madelyn will consult with Legal regarding any potential issues/concerns arising from a new museum name.

*Madelyn will send Legal's email regarding naming of the Museum to the Executive Committee.*

**(Action: M. Della Valle)**

#### **Action Item #5**

Colleen will review the lease agreement with AGW with respect to parking and signage and distribute the relevant sections to the committee via email.

**(Action: C. Middaugh)**

**COMPLETE**

### **3. Regular Business**

#### **Project Manager Update (dated February 20, 2015)**

Colleen Middaugh reviews the Project Manager Update. She notes that there has been a delay in the delivery of the elevator, which could potentially delay the schedule for project completion. She highlights the contractor's interim schedule as shown on the update. Colleen also reviews the Change Order Summary noting that we currently have an overall balance of \$227,024.80 in the contingency fund.

There are contemplated change orders that have not yet been finalized but are anticipated to be within the Project Manager's approval authority.

The exhibit tender closed on February 10, 2015. Colleen states that the contract has been awarded to Holman for \$1,338,495.77. She advises that two provisional items were

removed to meet the budget and the remaining approximately \$5,500 overage will be covered by the MacDonald Fund for the display of artefacts at the Francois Baby House. The contract will be circulated for signature in the near future.

Colleen advises that the Art Gallery of Windsor has been kept informed of the construction schedule. The contractor is undertaking ongoing efforts to mitigate and control dust and noise.

The Museum Expansion Executive Committee accepts the Project Manager Update.

#### Issues/Task Tracking Update (dated February 20, 2015)

Colleen reviews the Issues/Task Tracking Update for the Committee.

#### Financial Update (dated January 31, 2015)

Colleen reviews the financial update. She notes that the contractor's January invoice is not reflected in this statement.

Sandra Bradt states she has received the agreement from Canadian Heritage granting an extension to the funding date. This extension was requested due to material delays.

The Museum Expansion Executive Committee accepts the Financial Update.

#### **4. Next Executive Committee Meeting**

The next Executive Committee meeting is Wednesday, March 25, 2015 at 1:30 pm in the Walkerville Room, 350 City Hall Square. The Committee agrees to monthly Executive Committee meetings going forward.

#### **5. Other Items**

No other items at this time.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh

# MUSEUM EXPANSION PROJECT EXECUTIVE COMMITTEE

## Minutes

March 25, 2015

350 City Hall Sq, Walkerville Room

### In Attendance:

#### Executive

##### Committee:

Jelena Payne – Project Sponsor – Community Development & Health Services Commissioner  
Cathy Masterson – Manager of Cultural Affairs for Jan Wilson  
France Isabelle-Tunks – Senior Manager of Development, Projects and Right-of-Way/Deputy City Engineer  
Tom Graziano – Senior Manager of Facility Operations  
Onorio Colucci – City Treasurer

#### Regrets:

Helga Reidel – Chief Administrative Officer  
Shelby Askin Hager – City Solicitor  
Jan Wilson – Executive Director of Recreation & Culture

#### Working

##### Team:

Colleen Middaugh – Project Administrator  
Madelyn Della Valle – Museum Curator  
Cathy Masterson – Manager of Cultural Affairs  
Jason Moore – Communications and Customer Service  
Jill Braido – Communications and Customer Service  
Sandra Bradt – Executive Initiatives Coordinator  
Josie Gualtieri - Finance Resource  
Leslie Prieur – Administrative Support

#### Regrets:

Matt Caplin – IT Resource  
Elaine Castellan – Purchasing Resource  
Alex Vucinic – Purchasing Manager

### 1. Call to Order

The meeting was called to order at 1:35 p.m.

## 2. Approval of Minutes – February 24, 2015

The Museum Expansion Executive Committee approves the minutes of February 24, 2015.

### 2.1 Review of Action Items

#### Action Item #1

The Steering Committee has requested a report from Administration related to sponsorship & naming rights for the museum. The Recreation and Communication Departments will lead this effort. **CARRY FORWARD**

**(Action: S.Bradt/N.Romero/C. Masterson/M. Della Valle)**

*Report is being prepared on Naming Rights for the February Steering Committee meeting. A report on Sponsorship will be prepared for a future Steering Committee meeting. Sandra Bradt will follow up with Nora Romero on the status of the report*  
**POST MEETING NOTE: The Naming Rights report will be presented to the Steering Committee at a future meeting.**

*The naming rights matter will be discussed by the CLT to determine where proceeds of the naming rights will be allocated.* **CARRY FORWARD**

*Jelena states that a committee has been struck with Jelena and Jason Moore as co-chairs to review corporate wide sponsorship/naming.*

#### Action Item #2

##### Potential Shareholder Partnership

Madelyn Della Valle and Cathy Masterson are working on a business case. **CARRY FORWARD**

**(Action: M. Della Valle & C. Masterson)**

*Sandra advises that this is being discussed by the potential shareholder board and is still pending.* **CARRY FORWARD - ONGOING**

#### Action Item #3

It was recommended that a report be brought to Council for the Feb 2<sup>nd</sup> Council meeting or soon after, to provide Council with an update on all the confirmed funding dollars to date and current expenses related to the museum project. And, to obtain a CR# that provides direction to Administration on the original budget commitment of \$6,180,642.

**(Action: S. Bradt)**

*The Executive Committee will provide a report for the Steering Committee (target April meeting) outlining the impacts of the grant funding shortfall.*

**(Action: C. Middaugh, S. Bradt & J. Gualtieri)**

*Sandra will send the draft report to the committee for input. This report will go directly to City Council with a verbal update provided to the Steering Committee.*

**Action Item #4**

Recommendations for exterior signage will be brought to the Steering Committee.

**(Action: C. Middaugh)**

*The Committee asks Colleen to have the consultant begin design work on the exterior signage plan in anticipation for a final decision on the building name to be confirmed shortly. Colleen will discuss the AGW sign on the building with the Art Gallery of Windsor*

**(Action: C. Middaugh)**

*Colleen advises that she and Madelyn are reviewing the preliminary concepts with the consultants. They will ask the consultants to provide additional options. Colleen also notes that she has a meeting with the Art Gallery representatives on Tuesday, March 31, 2015 to review signage.*

**(Action: C. Middaugh)**

**Action Item #4**

Madelyn will consult with Legal regarding any potential issues/concerns arising from a new museum name.

*Madelyn will send Legal's email regarding naming of the Museum to the Executive Committee. **COMPLETE***

**3. Regular Business**

**Project Manager Update (dated March 23, 2015)**

Colleen Middaugh reviews the Project Manager Update. She highlights the contractor's interim schedule as shown on the update. Colleen also reviews the Change Order Summary noting that we currently have an overall balance of \$195,660.11 in the contingency fund.

There are contemplated change orders that have not yet been finalized but are anticipated to be within the Project Manager's approval authority.

Colleen advises that the Art Gallery of Windsor has been kept informed of the construction schedule. The contractor is undertaking ongoing efforts to mitigate and control dust and noise.

The Museum Expansion Executive Committee accepts the Project Manager Update.

Issues/Task Tracking Update (dated March 23, 2015)

Colleen reviews the Issues/Task Tracking Update for the Committee. She will make the minor revisions as discussed.

Colleen will discuss the potential of changing the parking lot between the AGW and Family Aquatic Centre to pay and display with John Wolf.

**(Action: C. Middaugh)**

Financial Update (dated March 23, 2015)

Colleen reviews the financial update.

The Museum Expansion Executive Committee accepts the Financial Update.

**4. Agenda for Next Steering Committee Meeting (Tuesday, April 14, 2015)**

- Project Manager Update
- Financial Update
- Verbal Update on Council Report (J. Payne)
- Verbal Update on Naming Rights (Legal)
- Determine May Steering Committee meeting.

**5. Next Executive Committee Meeting**

The next Executive Committee meeting is Wednesday, April 22, 2015 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

**6. Other Items**

No other items at this time.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh

# MUSEUM EXPANSION PROJECT EXECUTIVE COMMITTEE

## Minutes

April 22, 2015

350 City Hall Sq, Walkerville Room

### In Attendance:

#### Executive

#### Committee:

Jelena Payne – Project Sponsor – Community Development & Health Services Commissioner  
Jan Wilson – Executive Director of Recreation & Culture  
Cheryl Glassford for Shelby Askin Hager - Legal  
Tom Graziano – Senior Manager of Facility Operations

#### Regrets:

Helga Reidel – Chief Administrative Officer  
Shelby Askin Hager – City Solicitor  
Onorio Colucci – City Treasurer  
France Isabelle-Tunks – Senior Manager of Development, Projects and Right-of-Way/Deputy City Engineer

#### Working

#### Team:

Colleen Middaugh – Project Administrator  
Madelyn Della Valle – Museum Curator  
Cathy Masterson – Manager of Cultural Affairs  
Jason Moore – Communications and Customer Service  
Sandra Bradt – Executive Initiatives Coordinator  
Josie Gualtieri - Finance Resource  
Leslie Prieur – Administrative Support

#### Regrets:

Matt Caplin – IT Resource  
Jill Braido – Communications and Customer Service  
Elaine Castellan – Purchasing Resource  
Alex Vucinic – Purchasing Manager

### 1. Call to Order

The meeting was called to order at 1:05 p.m.

## 2. Approval of Minutes – March 25, 2015

The Museum Expansion Executive Committee approves the minutes of March 25, 2015.

### 2.1 Review of Action Items

#### Action Item #1

The Steering Committee has requested a report from Administration related to sponsorship & naming rights for the museum. The Recreation and Communication Departments will lead this effort.

*Jelena states that a committee has been struck with Jelena and Jason Moore as co-chairs to review corporate wide sponsorship/naming.*

*The naming rights matter will be discussed by the CLT to determine where proceeds of the naming rights will be allocated.*

*The CLT asked for a recommendation on where proceeds of the naming rights should be allocated based on what other museums are doing. General discussion takes place among the Executive Committee. It is suggested that donor membership monies, general donations or gifts go to operating, and monies received for sponsorship/naming (i.e. room, donor wall) go to a reserve fund for exhibits. **CARRY FORWARD***

#### Action Item #2

##### Potential Shareholder Partnership

Madelyn Della Valle and Cathy Masterson are working on a business case.

**(Action: M. Della Valle & C. Masterson)**

*Administration scheduled a meeting with the potential partner on May 5th. It should be noted that this discussion was initiated by the potential partner. **CARRY FORWARD – ONGOING***

#### Action Item #3

It was recommended that a report be brought to Council for the Feb 2<sup>nd</sup> Council meeting or soon after, to provide Council with an update on all the confirmed funding dollars to date and current expenses related to the museum project. And, to obtain a



CR# that provides direction to Administration on the original budget commitment of \$6,180,642.

*The Executive Committee will provide a report for the Steering Committee (target June 2nd meeting) outlining the items modified to manage within the project budget.*

**(Action: S. Bradt)**

*The original report advising on the tender results will go to City Council on May 4<sup>th</sup> as a communication item.*

#### **Action Item #4**

Recommendations for exterior signage will be brought to the Steering Committee.

*The Committee asks Colleen to have the consultant begin design work on the exterior signage plan in anticipation for a final decision on the building name to be confirmed shortly. Colleen will discuss the AGW sign on the building with the Art Gallery of Windsor*

*Colleen advises that she and Madelyn are reviewing the preliminary concepts with the consultants. They will ask the consultants to provide additional options. Colleen also notes that she has a meeting with the Art Gallery representatives on Tuesday, March 31, 2015 to review signage.*

*Recommendations for exterior signage will be brought to the Steering Committee on June 2<sup>nd</sup>. Colleen will have a package for review at the May 14<sup>th</sup> Executive Committee meeting.*

**(Action: C. Middaugh)**

### **3. Regular Business**

#### **Project Manager Update (dated April 20, 2015)**

Colleen Middaugh reviews the Project Manager Update. She highlights the contractor's interim schedule as shown on the update. She notes the major challenge has been the delay of installation of the elevator. Based on OTIS schedule she anticipates this should be completed by April 30<sup>th</sup>. However, the elevator will require TSSA approval and they will not schedule an inspection until the installation is complete. Colleen also reviews the Change Order Summary noting that we currently have an overall balance of \$211,110.89 in the contingency fund.

There are contemplated change orders that have not yet been finalized but are anticipated to be within the Project Manager's approval authority.

Colleen advises that the Art Gallery of Windsor has been kept informed of the construction schedule. The contractor is undertaking ongoing efforts to mitigate and control dust and noise.

The Museum Expansion Executive Committee accepts the Project Manager Update.

Issues/Task Tracking Update (dated April 20, 2015)

Colleen reviews the Issues/Task Tracking Update for the Committee.

Financial Update (dated March 31, 2015)

Colleen reviews the financial update.

**POST MEETING NOTE:** The Chimczuk Bequest has been approved for City use in this project.

The Museum Expansion Executive Committee accepts the Financial Update.

**4. Agenda for Next Steering Committee Meeting (Tuesday, June 2, 2015)**

- Project Manager Update
- Financial Update
- Report to Steering Committee regarding items modified to manage within budget
- Verbal Update on Chimczuk Bequest (Legal)
- Report to Steering Committee on Naming Rights/Sponsorship.

**5. Next Executive Committee Meeting**

The next Executive Committee meeting is Thursday, May 14, 2015 at 11:00 am in the Walkerville Room, 350 City Hall Square.

**6. Other Items**

No other items at this time.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh