

**AGENDA**  
and Schedule "A"  
to the minutes of the  
**Community Public Art Advisory Committee**  
meeting held  
Wednesday, May 1, 2013  
at 3:00 o'clock p.m.  
Room 406, 400 City Hall Square East

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1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

- 3.1 Adoption of the minutes of the meeting of the Community Public Art Advisory Committee held November 27, 2012 *attached*
- 3.2 Adoption of the minutes of the Museum Subcommittee of the Public Arts Advisory Committee at its meeting held January 25, 2012 - *attached*.

4. **BUSINESS ITEMS**

4.1 **Public Art Policy Update**

The City of Windsor Art Policy is *attached*.

4.2 **Tall Ships Art Update**

4.3 **Loan of Carved Tecumseh to the Town of Tecumseh**

4.4 **You and Me Sculpture - Commissioned through the International Relations Committee**

Background information relating to the You and Me Sculpture by Laura Shintani - *attached*.

4.5 **Flag Project**

4.6 **Windsor Star Murals Update**

4.7 **Museum Update**

4.8 **Arm's Length Funding Potential Opportunity**

4.9 **Museum Policy Changes**

4.10 **Minutes of the Museum Capital Fund Committee**

The minutes of the Museum Capital Fund Committee at its meetings held December 4, 2012 and March 5, 2013 - *attached* for information only.

5. **DATE OF NEXT MEETING**

To be determined.

6. **ADJOURNMENT**

A meeting of the **Community Public Art Advisory Committee** is held this day commencing at 3:00 o'clock p.m. in Room 302, 400 City Hall Square East, there being present the following members:

Leisha Nazarewich, Chairperson  
Justin Langlois  
Dr. Terry Lawrence Tayler

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

Mike Clement, Manager, Parks Development  
Madelyn Della Valle, Museum Curator  
Cathy Masterson, Manager of Cultural Affairs  
Karen Kadoute, Committee Coordinator

**I. CALL TO ORDER**

The Chairperson calls the meeting to order at 3:00 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 J. Langlois, seconded by L. Nazarewich,  
That the minutes of the meeting of the Community Public Art Advisory  
Committee held October 9, 2012 **BE ADOPTED** as presented.  
Carried.

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 Mahoney Family Memorial**

M. Clement provides the following *revised* wording for the Mahoney Family Memorial Plaque:

"MAHONEY FAMILY

This Monument is dedicated to all members of the Mahoney Family for their many years of service and devotion to the citizens of the City of Windsor and the Town of Riverside

Harry Mahoney  
Windsor Postmaster

Charles Mahoney  
Superintendent Royal Canadian Mounted Police

Denis J. Mahoney  
First Chief of Police Town of Riverside

John Mahoney  
Deputy Chief- Windsor Police Services

Wilma Oates (Mahoney)  
Riverside Hydro-Electric Commission"

M. Clement advises the monument will consist of a simple stone with the foregoing wording on a plaque.

Moved by J. Langlois, seconded by Dr. T. Lawrence Tayler,

That the placement of the Mahoney Family Monument in St. Paul Park, Windsor **BE SUPPORTED**, and further, that any costs incurred with the placement and maintenance of the monument to be at the expense of the Mahoney Family.

Carried.

In terms of the request from John Muir (former Principal of General Brock Public School) to update the wording on "The Stone College Plaque", M. Della Valle provides the following information:

- A previous plaque (erected 1965 or before) was installed by the Essex Historical Society
- There is no evidence of affiliation with the provincial or federal governments regarding the current plaque
- The plaque may have been installed by the General Brock School or the Library
- The cost to redo the plaque is approximately \$3,000
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Moved by J. Langlois, seconded by Dr. T. Lawrence Tayler,

That the verbal update by the Museum Curator regarding the rewording of "The Stone College Plaque" **BE RECEIVED** for information.

Carried.

The minutes of the Museum Capital Reserve Fund Committee at its meeting held September 18, 2012 are distributed and attached as Appendix "A".

Moved by Dr. T. Lawrence Taylor, seconded by J. Langlois,  
That the minutes of the Museum Capital Reserve Fund Committee at its meeting held September 18, 2012 **BE RECEIVED** for information.  
Carried.

5. **DATE OF NEXT MEETING**

The next meeting of the Community Public Art Advisory Committee will be held in March 2013 (date to be determined).

6. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 3:15 o'clock p.m.

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CHAIRPERSON

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COMMITTEE COORDINATOR

**.AGENDA**  
and Schedule "A"  
to the minutes of the  
**Community Public Art Advisory Committee**  
meeting held  
Tuesday, November 27, 2012  
at 3:00 o'clock p.m.  
Room 302, 400 City Hall Square East

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I. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting of the Community Public Art Advisory Committee held October 9, 2012 ***attached***

Adoption of the minutes of the Museum Subcommittee of the Public Arts Advisory Committee at its meeting held September 25, 2012 - ***attached***.

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 **Mahoney Family Memorial**

CPAAC at its meeting held October 9, 2012 approved the following motion:

*"That the request by J. Oates, applicant to place a stone and brass Mahoney Family Memorial in St. Paul Park BE DEFERRED pending further information relating to the significance of the family members. ..*

Update to be provided.

5. **DATE OF NEXT MEETING**

To be determined.

6. **ADJOURNMENT**

MINUTES Windsor, Ontario January 25, 2013

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 4:55 o'clock p.m. at the Windsor Community Museum, 254 Pitt Street West, there being present the following members:

Leisha Nazarewich, Chair  
Neil Helmer  
Jeffrey Mellow

Regrets from Rosemarie Denunzio and Dr. Terri Lawrence-Taylor

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

Madelyn DellaValle, Museum Curator, Cultural Affairs  
Cathy Masterson, Manager, Cultural Affairs

1. **CALL TO ORDER**

The Chair calls the meeting to order at 4:55 o'clock p.m. and the Subcommittee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. **ADDITIONS TO THE AGENDA**

None added.

3. **DECLARATIONS OF CONFLICT**

None declared.

4. **MINUTES**

Due to the absence of sub-committee members who attended at the last meeting, the adoption of the minutes of the Museum Subcommittee of

the Public Arts Advisory Committee held September 25, 2012 meeting will be deferred until the next meeting.

## **5. BUSINESS ARISING FROM THE MINUTES**

### **5.1 Update on War of 1812 initiatives**

M. Della Valle noted that the Living in 1812: Life on the Sandwich Frontier exhibition is being extended through October 5<sup>th</sup> of this year.

L. Nazarewich remarked that the Museum Volunteer Group will be hosting a bus tour to War of 1812 sites in Kent County in May.

C. Masterson updated the committee on plans for the Tall Ships Festival upcoming August 30, 31 and September 1<sup>st</sup>

### **5.2 Update on building maintenance**

M. Della Valle updated the committee on the last Facility Committee meeting including problems with leaking in the storage area, downspout overflow on south side of house and upcoming Stage 1 archaeological assessment.

### **5.3 Museum Development Feasibility Study (MDFS)**

C. Masterson noted that the MDFS has been through Standing Committee and is now going through further administrative investigation, and that it will go to the full city council. She noted that the City has purchased the Art Gallery of Windsor building. The link for the MDFS is as follows: [http://www.citywindsor.ca/cityhall/committeesofcouncil/standing-committees/social-development.-health-and-culture-committee/documents/1894%20windsor%20museum%20finalreport%20%20compiled\\_may15%20\(2\).pdf](http://www.citywindsor.ca/cityhall/committeesofcouncil/standing-committees/social-development.-health-and-culture-committee/documents/1894%20windsor%20museum%20finalreport%20%20compiled_may15%20(2).pdf)



## **6. NEW BUSINESS**

### **6.1 Community Museum Operating Grant (CMOG) questionnaire results**

M. Della Valle explained that the CMOG is an annual provincial grant to the museum and that in the last few years the province has issued a number of questionnaires related to museum practice and policies in order to ascertain that museums receiving this grant are following best practices. Windsor's Community Museum received the evaluation of these questionnaires in the fall and it was requested to make changes to a few areas of museum operation. M. Della Valle went through the proposed changes (these revisions are attached to the minutes as appendices):

#### **6.1a) revised mission statement for museum, and revision of exhibitions policy (Appendix A)**

Current museum standards require an answer to a "why" we do what we do, therefore the mission statement has been updated to answer this. The other corrections to the exhibition policy are focused on housekeeping issues and also the need for a commitment to evaluation.

#### **6.1b) development of process of evaluation for exhibits (Appendix B)**

This is not a policy - it is an internal document meant to guide museum staff in the types of exhibition evaluation.

#### **6.1c) creation of museum accessibility plan with timeline and responsibilities (Appendix C)**

One of the requirements from the province was that the museum creates a museum-specific museum accessibility plan with timelines and responsibilities. The document created is not a policy but it does come under the auspices of the Corporation of the City of Windsor Accessible Customer Service Policy (which is clearly indicated in this plan).

#### **6.1d) revised collections policy (Appendix D)**

Some changes to this policy were required bring it into current standards of museum practice.

#### **6.1e) revised conservation policy (Appendix E)**

Some changes to this policy were required bring it into current standards of museum practice.

**6. If) policies need to reviewed/revised every 3 years**

The museum will commit to reviewing/revising its policies as required by the province.

Moved by N. Helmer, seconded by J. Mellow that the changes to museum policies presented here be approved in principal and be referred to the Community Public Arts Advisory Committee, and also that the proposed changes be sent to the Museum & Heritage Advisor, Culture Programs Unit, Ministry of Tourism, Culture and Sport for comment. Carried unanimously.

**7. REVIEW OF MUSEUM ACTIVITIES**

M. Della Valle noted that the Museum Newsletter was being sent out this past week and covers all the upcoming events. It is attached as Appendix F.

**8. DATE OF NEXT MEETING**

The next meeting will be Friday, April 19, 4:30pm at Windsor's Community Museum, 254 Pitt St. W.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:45 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR