

KK/  
Windsor, Ontario April 30, 2014

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 4:00 o'clock p.m. in the Town of Walkerville Meeting Room, there being present the following members:

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

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

Marianna Arpino, Legal Counsel  
Shelby Askin-Hager, City Solicitor  
Sandra Bradt, Executive Initiatives Coordinator  
Jill Braido, Marketing & Communications Officer  
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  
Helga Reidel, CAO, Arbitrator  
Karen Kadour, Committee Coordinator

1. **CALL TO ORDER**

J. Payne calls the meeting to order at 4:01 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 Gignac nominates Councillor Valentinis. The Committee Coordinator asks if there are further nominations from the floor for the position of Chairperson. Seeing none, the Committee Coordinator asks if Councillor Valentinis accepts. Councillor Valentinis accepts.

Moved by Councillor Gignac, seconded by Councillor Jones,  
That Councillor Fulvio Valentinis **BE ELECTED** Chair of the Museum  
Development Project Steering Committee.  
Carried.

Councillor Valentinis assumes the Chair.

#### 4. **BUSINESS ITEMS**

##### 4.1 **Project Charter**

C. Middaugh provides an overview of the Project Charter and the salient points of discussion are as follows:

- The Project Scope includes renovations to the ground floor of 401 Riverside Drive West to accommodate expansion of the Windsor Community Museum into that space as well as modifications to the Francois Baby House to better store and display the artifacts at that location.
- A request for a grant in the amount of \$2,400,321 was made to the Canadian Cultural Spaces Fund. In March, the City of Windsor was approved for \$1,998,000. Options for mitigating the \$402,321 shortfall in funding will be brought forward to the project Steering Committee.
- 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.

In response to a question asked by Councillor Gignac regarding why there was a shortfall in the grant from the Canadian Cultural Spaces Fund, S. Bradt responds the Federal Government declined to provide an explanation.

Moved by Councillor Jones, seconded by Councillor Gignac,  
That the Project Charter dated April 2014 for the Windsor Community Museum  
Expansion Project **BE APPROVED**.  
Carried.

Councillor Gignac asks if there will be cost-sharing with the Art Gallery for the Museum expansion. H. Reidel responds there are no plans for cost sharing; however, consideration could be given to “shared” admission packages in the future.

Councillor Gignac suggests thought be given to acquiring sponsorships for the various galleries.

Councillor Valentinis questions which rooms at the Art Gallery were named by donors. S. Askin-Hager indicates the Art Gallery is owned by the City now and the donor named rooms may be relocated. She notes clarification is required respecting this issue.

H. Reidel states the Request for Proposal has been issued, returned and will be awarded shortly. She advises the Steering Committee is tasked to review the design items, themeing and displays of community interest.

M. Della Valle indicates there are six individual spaces to be designed.

In terms of the meeting frequency for the Steering Committee, J. Payne suggests monthly meetings be scheduled.

C. Middaugh provides an overview of the "Windsor Community Museum Expansion Risk Matrix" document. She notes the Art Gallery will be apprised on a weekly basis (via e-mail) of the happenings at the site.

In response to a question asked by C. Gignac if the parking for patrons and contractors at the site has been addressed, C. Middaugh responds there is no resolution for this issue at this time.

#### **4.2 Project Update (Construction)**

C. Middaugh reports the milestones identified for the Museum Expansion Project include:

- Request for Proposal issued for Architect/Exhibit Consultant
- RFP Closing Date
- Award RFP
- Completion of Preliminary Security System – Upgrades at 401 Riverside Drive West
- Request for tenders for improvements
- Award construction contract
- Construction start
- Construction of Grant Eligible components
- Exhibit installation

C. Middaugh advises seven proposals were received for the project. H. Reidel indicates the Steering Committee and Council will be notified of the awarded proponent once determined.

Councillor Gignac requests costs associated with the Francois Baby House and the Art Gallery be presented as separate entities.

H. Reidel reports the Chimczuk Funds are invested at a fairly good investment rate and states it is not the intention to add to the \$402,321 shortfall.

#### **4.4 Communications Plan**

J. Braido states the Communications Plan is being finalized with the addition of Councillor Valentinis as the spokesperson for the Museum Development Project Steering Committee.

#### **4.5 Ceremonies**

H. Reidel indicates the Museum Development Project is a “renovation” and not a “new construction”. She suggests a ceremony be held following the completion of the renovation.

Councillor Gignac states the community has waited a long time for a museum and suggests a groundbreaking ceremony be held following the award of the tender.

### **5. MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**

Moved by Councillor Jones, seconded by Councillor Gignac,  
That the minutes of the Museum Development Project Executive Committee of its meeting held April 7, 2014 **BE RECEIVED**.  
Carried.

### **6. OTHER BUSINESS**

None.

### **7. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday, May 21, 2014 at 3:00 o'clock p.m. in the Town of Walkerville Meeting Room.

### **8. ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:45 o'clock p.m.

COUNCILLOR VALENTINIS, CHAIR

COMMITTEE COORDINATOR

**AGENDA**  
**of the**  
**MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE**  
**Wednesday, April 30, 2014**  
**4:00 o'clock p.m.**  
**Town of Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall**

---

1. **CALL TO ORDER**
  
2. **DECLARATIONS OF CONFLICT**
  
3. **ELECTION OF CHAIRPERSON**
  
4. **BUSINESS ITEMS**
  - 4.1 **Project Charter**

The report of the Project Manager dated April 7, 2014 entitled "Windsor Community Museum Expansion – Project Charter" – *attached.*
  
  - 4.2 **Project Update (Construction)** – *attached.*
  
  - 4.3 **Financial Summary Update**
    - Unaudited Financial Summary – *attached.*
    - The Communication Report to City Council dated April 7, 2014 entitled "Canada Cultural Spaces Fund Announcement" – *attached.*
    - Update on the Chimczuk Bequest – Verbal Update.
  
  - 4.4 **Communications Plan**

Verbal Update.
  
  - 4.5 **Ceremonies**

Verbal Update.
  
5. **MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**

Minutes of the Museum Development Project Executive Committee – (*attached*)  
Meeting date – April 7, 2014
  
6. **OTHER BUSINESS**
  
7. **ADJOURNMENT**