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Windsor, Ontario November 25, 2014

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 2:00 o'clock p.m. in Room 204, 400 City Hall Square East, there being present the following members:

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

**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)  
France Isabelle-Tunks, Senior Management, Development & Geomatics  
Cathy Masterson, Manager of Cultural Affairs  
Colleen Middaugh, Project Manager (Construction)  
Jelena Payne, Community Development & Health Services Commissioner  
Jan Wilson, Executive Director, Recreation & Culture  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 2:04 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 October 7, 2014 **BE ADOPTED** as presented.  
Carried.

#### 4. BUSINESS ITEMS

##### 4.2 Potential Stakeholder Partnership

Moved by Councillor Gignac, seconded by Councillor Jones,  
That Item 4.2 – Potential Stakeholder Partnership **BE DEFERRED** to the January 30, 2015 meeting of the Museum Development Project Steering Committee to allow for additional information.

Carried.

##### 4.1 Project Manager's Update

C. Middaugh provides the following as it relates to work to date:

- 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 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 on Friday, October 17, 2014.
- Oscar Construction commenced with interior and external hoarding installation, as well as demolition.
- Issued a Request for Pre-Qualification of Exhibition Fabricators.

In response to a question asked by the Chair regarding the removal of the staircase, C. Middaugh responds the staircase removal will commence within the week.

##### 4.3 Financial Summary Update

J. Gualtieri states as of October 31, 2014, the project has incurred gross expenditures of \$602,059. Grants received from the Canada Cultural Spaces Fund to date amount to \$1,353,113 in addition to the 2013 pre-approved funding that has been transferred to the capita project in the amount of \$405,000. The Museum Development capital project #7139006 has received a total of \$1,758,113 in funding as of October 31, 2014.

J. Gualtieri advises on November 4, 2014 the negotiated changes as well as a revised overall project budget was approved by the Executive Committee through an e-mail poll. This included \$100,000 applied to the project contingency. The approved changes accounts for the \$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.

In response to a question asked by Councillor Gignac regarding “negotiated changes”, C. Middaugh responds the LED lighting conversion on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of 401 Riverside Drive West and exterior sidewalk work at 401 Riverside Drive West to be undertaken by Oscar Construction are no longer part of the scope of the work.

C. Middaugh reports the LED lighting conversion will be deferred to a later date.

Moved by Councillor Gignac, seconded by Councillor Jones,  
That the report of the Financial Planning Administrator – Recreation and Culture dated November 17, 2014 entitled “Financial Summary Update – October 31, 2014” **BE RECEIVED**.  
Carried.

**5. NEW BUSINESS**

J. Payne states the Museum Development Project is proceeding on time and on budget.

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

Moved by Councillor Gignac, seconded by Councillor Jones,  
That the minutes of the Museum Development Project Executive Committee of its meetings held September 23, 2014 and October 15, 2014 **BE RECEIVED**.  
Carried.

Councillor Gignac thanks Councillor Valentinis and Councillor Jones for their leadership on the Museum Development Project Steering Committee.

Councillor Valentinis advises the community has waited a long time for this Museum. He commends the Committee for their commitment to this project.

**7. DATE OF NEXT MEETING**

The next meeting will be held on Friday, January 30, 2015 at 2:00 o'clock p.m. in the Town of Walkerville Meeting Room.

**8. ADJOURNMENT**

There being no further business, the meeting is adjourned at 2:20 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR

**AGENDA**  
**MEETING of the**  
**MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE**  
**Tuesday, November 25, 2014**  
**2:00 o'clock p.m.**  
**Room 204, 400 City Hall Square East**

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1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held October 7, 2014 – *(previously distributed)*.

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated November 17, 2014 entitled "Project Manager Update – November 2014" is *attached*.

4.2 **Potential Stakeholder Partnership (Verbal Update)**

4.3 **Financial Summary Update**

The report of the Financial Planning Administrator dated November 17, 2014 entitled "Financial Summary Update – October 31, 2014" is *attached*.

5. **NEW BUSINESS**

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

Meeting Dates – September 23, 2014 and October 15, 2014 – *attached*.

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**