

KK/
Windsor, Ontario November 9, 2015

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 9:30 o'clock a.m. in the Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Councillor Jo-Anne Gignac, Chairperson
Councillor Rino Bortolin
Councillor Fred Francis

Also present are the following resource personnel:

Sandra Bradt, Executive Initiatives Coordinator
Onorio Colucci, City Treasurer
Madelyn Della Valle, Project Manager (Exhibitions)
Josie Gualtieri, Financial Planning Administration (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
Jan Wilson, Executive Director of Recreation & Culture
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chairperson calls the meeting to order at 9:30 o'clock a.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 Francis, seconded by C. Bortolin,
That the minutes of the Museum Development Project Steering Committee of its meeting held September 14, 2015 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

4.1 Project Manager's Update

Colleen Middaugh, Project Manager provides the following updates relating to the 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
- Site visit to Holman's Office/Warehouse to review prototypes and fabrication progress
- Ongoing exhibit development, including content and design review
- Ongoing exhibit installation at both the 401 Riverside Drive West and Francois Baby House sites.

Moved by Councillor Francis, seconded by Councillor Bortolin,
That the report of the Project Manager dated October 28, 2015 entitled "Project Manager Update – October 2015" **BE RECEIVED.**
Carried.

4.2 Financial Summary Update

J. Gualtieri reports the remaining unencumbered and unspent balance in the overall project contingency account is approximately \$109,372.

Moved by Councillor Bortolin, seconded by Councillor Francis,
That the report of the Financial Planning Administrator dated October 28, 2015 entitled "Financial Summary Update – October 15, 2015" **BE RECEIVED.**
Carried.

4.3 Exhibit Planning/Fabrication Update and Museum Opening

C. Middaugh advises the exhibit fabrication tender was issued in January 2015, approximately two months behind the projected schedule for this component of the work. Design modifications were required to address the comments received by the Steering Committee and to ensure the scope remained within the project budget. Additional time was also required to prequalify proponents prior to the tendering period to ensure competency and quality workmanship. She states a portion of the contingency funds have been directed to the exhibition budget as needed.

Councillor Francis expresses concern with the delayed timelines and the reported "Soft Opening" of the Chimczuk Museum & Francois Baby House to be held during the week of January 12-15, 2016 and the "Grand Opening" to be held during the week of February 19, 2016.

M. Della Valle states the delay has resulted from ensuring that the content is correct, this has included consultation with the community partners. She notes that a portion of the final content has not been provided to the fabricators.

J. Payne indicates a "Soft Opening" can technically be rushed for December 18, 2015; however, the lack of consistent open hours of operation during the Holidays may be problematic. She advises the Grand Opening will be held during Heritage Week.

Moved by Councillor Francis, seconded by Councillor Bortolin,
That the report of the Project Administrator and the Curator, Windsor Community Museum entitled "Exhibit Planning/Fabrication Update and Museum Opening" dated October 28, 2015 **BE RECEIVED**.

Carried.

5. **NEW BUSINESS**

Discussion ensues regarding the possible allocation of dollars for a local art organization to provide an art piece on the transformer casing at 401 Riverside Drive West. J. Payne states a nominal fee could be provided (from the exterior sign budget) for this undertaking.

In response to a question asked by the Chairperson regarding if the videos (featuring J. Payne) commenting on the transformation of the Chimczuk Museum can be shown at the Windsor International Aquatic and Training Centre, J. Wilson responds affirmatively.

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

Moved by Councillor Bortolin, seconded by Councillor Francis,
That the minutes of the Museum Development Project Executive Committee of its meetings held July 22, 2015 and August 26, 2015 **BE RECEIVED**.

Carried.

7. **DATE OF NEXT MEETING**

The next meeting will be held at the call of the Chair.

8. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:52 o'clock a.m.

CHAIRPERSON

COMMITTEE COORDINATOR

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Monday, November 9, 2015
9:30 o'clock a.m.
Walkerville Meeting Room, 3rd floor, City Hall

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held September 14, 2015— *attached*.

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated October 28, 2015 entitled "Project Manager Update – October 2015" is *attached*.

4.2 **Financial Summary Update**

The report of the Financial Planning Administrator dated October 28, 2015 entitled "Financial Summary Update – October 15, 2015" is *attached*.

4.3 **Exhibit Planning / Fabrication Update and Museum Opening**

The report of the Project Managers dated October 28, 2015 entitled "Exhibit Planning / Fabrication Update and Museum Opening" is *attached*.

5. **NEW BUSINESS**

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

Meeting Dates — July 22 & August 26, 2015 - *attached*.

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**