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Windsor, Ontario October 7, 2014

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 2:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

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

Also present are the following resource personnel:

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)
France Isabelle-Tunks, Senior Management, Development & Geomatics
Cathy Masterson, Manager of Cultural Affairs
Colleen Middaugh, Project Manager (Construction)
Jason Moore, Senior Management of Communications & Customer Service
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 2:01 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. ADOPTION OF THE MINUTES

Moved by Councillor Jones, seconded by Councillor Gignac,
That the minutes of the Museum Development Project Steering Committee of its meetings held July 9, 2014 and August 20, 2014 **BE ADOPTED** as presented.
Carried.

4. BUSINESS ITEMS

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 works. Tender closing date extended to October 10, 2014.
- Commenced with planning and preparation for the Construction Kick-off Ceremony.

Moved by Councillor Gignac, seconded by Councillor Jones,
That the report of the Project Administrator (Construction) dated September 30, 2014
entitled "Project Manager Update – September 2014" **BE RECEIVED.**
Carried.

4.2 Construction Kick-off Ceremony

J. Moore reports the Museum Expansion Construction Kick-off will be held on October 17, 2014 at 11:00 a.m. on the first floor, 401 Riverside Drive West. He notes Mayor Francis, Jeff Watson, and a representative from the Province will be attending. J. Payne suggests the Art Gallery Board be invited to attend.

4.3 Art Gallery of Windsor Named Spaces Report to Steering Committee

The report of the Manager of Cultural Affairs and the Museum Curator dated September 22, 2014 entitled "Named Spaces at the Art Gallery of Windsor" is distributed and attached as Appendix "A".

It is noted on September 9, 2014 the Art Gallery of Windsor verbally confirmed that agreements had been reached with the donors associated with these spaces and that the names would be relocated to Gallery space on the second and third floors.

In response to a question asked by Councillor Gignac regarding if there is a finalized agreement with the donors, J. Payne responds affirmatively.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the report of the Manager of Cultural Affairs and the Museum Curator dated September 22, 2014 entitled "Named Spaces at the Art Gallery of Windsor" **BE RECEIVED.**
Carried.

4.4 Financial Summary Update

V. Clifford states as of September 15, 2014 the project has incurred gross expenditures of \$520,725. 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 capital project in the amount of \$405,000. The Museum Development capital project #7139006 has received a total of \$1,753,113 in funding as of September 15, 2014.

Moved by Councillor Gignac, seconded by Councillor Jones,
That the report of the Financial Planning Administrator – Recreation and Culture dated September 30, 2014 entitled “Financial Summary Update – September 15, 2014” **BE RECEIVED.**

Carried.

5. IN CAMERA

No In Camera session is held.

6. MUSEUM SUBCOMMITTEE OF THE COMMUNITY PUBLIC ARTS ADVISORY COMMITTEE MINUTES

M. Della Valle indicates in order to receive the Community Museum Operating Grant from the province, minutes of the Museum Subcommittee of the Community of Public Arts Advisory Committee must be received by this body as the Community Public Arts Advisory Committee has not met in 2014.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the minutes of the Museum Subcommittee of the Community Public Arts Advisory Committee of its meetings held May 30, 2013, September 24, 2013, November 26, 2013, January 28, 2014, March 18, 2014 and June 3, 2014 **BE RECEIVED.**

Carried.

7. MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES

In response to a question asked by Councillor Gignac regarding the meaning of a Class ‘AA’ rating, as referenced in the August 7, 2014 minutes, M. Della Valle responds the Class ‘AA’ rating allows the museum to bring in “environmentally sensitive exhibits” which may include art or artifacts.

Moved by Councillor Gignac, seconded by Councillor Jones,

That the minutes of the Museum Development Project Executive Committee of its meetings held August 7, 2014 and September 10, 2014 **BE RECEIVED.**

Carried.

8. DATE OF NEXT MEETING

The next meeting will be held on Tuesday, November 25, 2014 at 2:00 p.m. in Room 204, 400 City Hall Square East.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 2:37 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Tuesday, October 7, 2014
2:00 o'clock p.m.
Town of 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 July 9 and August 20, 2014 – (*attached*).

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated September 30, 2014 entitled "Project Manager Update – September 2014" is *attached*.

4.2 **Construction Kick-off Ceremony (Verbal Update)**

4.3 **Art Gallery of Windsor Named Spaces Report to Steering Committee**

Report to be e-mailed.

4.4 **Financial Summary Update**

The report of the Financial Planning Administrator dated September 30, 2014 entitled "Financial Summary Update – September 15, 2014" is *attached*.

5. **IN CAMERA**

Item No.	Subject	Section – Pursuant to Municipal Act 2001, as amended
5.1	Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board	s. 239 (e)

6. **MUSEUM SUBCOMMITTEE OF THE COMMUNITY OF PUBLIC ARTS
ADVISORY COMMITTEE MINUTES**

Memo from the Museum Curator dated September 30, 2014 entitled "Museum Subcommittee of the Community Public Arts Advisory Committee Minutes" is attached.

Meeting Dates - May 30, 2013, September 24, 2013, November 26, 2013, January 28, 2014, March 18, 2014, and June 3, 2014 – attached.

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

Meeting Dates – August 7, 2014 and September 10, 2014 – attached.

8. **DATE OF NEXT MEETING**

To be determined.

9. **ADJOURNMENT**

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."

LiveLink REPORT #:	Report Date: September 22, 2014
Author's Name: Cathy Masterson and Madelyn DellaValle	Date to Committee: October 7, 2014
Author's Phone: 519-243-2300 ext 2724, 519-253-1812, 519-255-6100 ext. 1774	Classification #:
Author's E-mail: cmasterson@city.windsor.on.ca, mdellavalle@city.windsor.on.ca,	

To: Members of the Museum Steering Committee

Subject: Named Spaces at the Art Gallery of Windsor

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

THAT the report on the Named Spaces in the Art Gallery of Windsor, formerly located on the main floor of 401 Riverside Drive West, **BE RECEIVED FOR INFORMATION.**

2. BACKGROUND:

In January 2013 the Corporation of the City of Windsor completed the purchase of 401 Riverside Drive. As a result of the purchase and the development of new museum space on the main floor, the Art Gallery of Windsor (AGW) has moved its operations to the second and third floor of the facility.

The Art Gallery of Windsor had named various spaces on the main floor through a sponsorship process. At the Museum Steering Committee of April 30, 2014 a question was raised about how those named spaces would be addressed as the Art Gallery of Windsor was physically relocating. Subsequently the Commissioner and project staff met with the Art Gallery of Windsor Executive Director and Board members. Dr. Mastin agreed to reach out to the Art Gallery's donors to discuss their move to AGW space. Several conversations occurred over the summer with the AGW and their donors, and the AGW and City staff.

On September 9, 2014 the Art Gallery of Windsor verbally confirmed that agreements had been reached with the donors associated with these spaces and that the names would be relocated to Gallery space on the second and third floors.

3. DISCUSSION:

A Steering Committee and Executive Committee have been established to oversee the Museum Expansion Project. Architectural plans are being developed to most effectively and efficiently utilize all of the space on the main floor of 401 Riverside Drive.

Recreation and Culture will work with the Communications department to develop naming and sponsorship opportunities within the new museum development at the appropriate time.

4. RISK ANALYSIS:

The risk to the Corporation of the City of Windsor is low and unlikely to occur as the named spaces at 401 Riverside Drive West were the responsibility of the Art Gallery of Windsor and they have relocated those names to their space on the second and third floors to the satisfaction of their donors.

5. FINANCIAL MATTERS:

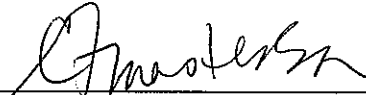
Relocating the named spaces from the first floor of 401 Riverside Drive West to the Art Gallery of Windsor's space on the second and third floors has no financial impact on the City. As noted above, naming and sponsorship opportunities will be pursued in the future to positively contribute to the Museum budget.

6. CONSULTATIONS:

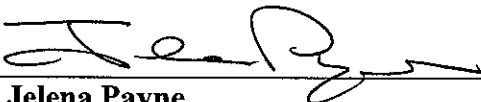
Dr. Catharine Mastin, Executive Director, Art Gallery of Windsor
Cheryl Glassford, Legal Counsel

7. CONCLUSION:

Administration is pleased to report that the Art Gallery of Windsor addressed the named spaces with their donors and successfully negotiated alternate spaces in which to recognize their supporters.


Cathy Masterson
Manager of Cultural Affairs


Madelyn DellaValle
Museum Curator


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


Shelby Askin-Hager
City Solicitor


Helga Reidel
Chief Administrative

cfm

APPENDICES:

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

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX