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Windsor, Ontario September 14, 2015

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 8:30 o'clock a.m. in Room 406, 400 City Hall Square East, 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)  
Tom Graziano, Senior Manager of Facilities  
Josie Gualtieri, Financial Planning Administration (A)  
France Isabelle-Tunks, Senior Manager, Development Projects & Right-of-Way  
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 8:30 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 Councillor Bortolin,  
That the minutes of the Museum Development Project Steering Committee of its meeting held August 21, 2015 **BE ADOPTED** as presented.  
Carried.

#### 4. BUSINESS ITEMS

##### 4.1 Exterior Signage

J. Payne advises \$45,000 has been reserved for exterior signage. Example of possible signage for the Chimczuk Museum/Art Gallery of Windsor is distributed and attached as Appendix "A".

Councillor Francis indicates \$45,000 is the maximum limit for the exterior signage. He suggests viewing the murals the city currently has in storage and to look into potential avenues for partnerships/resources.

Moved by Councillor Francis, seconded by Councillor Bortolin,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$45,000 for the exterior signage of the Chimczuk Museum/Art Gallery of Windsor, and that Administration **BE DIRECTED** to explore the opportunity for a cultural hub sign and to report back.

Carried.

Councillor Francis suggests the possibility of naming rights for the digital sign be investigated.

The Chair states there are several murals in storage and proposes the largest areas of the building be left available for these murals. She suggests art organizations within the city be approached to determine interest in providing an art piece on the transformer casing.

Moved by Councillor Francis, seconded by Councillor Bortolin,

That Administration **BE REQUESTED** to investigate interest in the art community to assist in endeavours related to the Chimczuk Museum/Art Gallery of Windsor and to report back.

Carried.

##### 4.2 Ceiling Repainting in the Galleries

C. Middaugh indicates she received a quote in the amount of approximately \$16,000 to paint the entire ceiling in 2 of the exhibit spaces in a full black colour. She notes that only areas directly disturbed by the construction had been painted previously as part of the building renovation contract.

J. Payne states there are contingency funds which could be used to fund the repainting of the two ceilings.

Moved by Councillor Francis, seconded by Councillor Bortolin,

That Administration **BE DIRECTED** to utilize the contingency funds for the repainting of the two ceilings in the gallery in the Chimczuk Museum and to report back.

Carried.

5. **NEW BUSINESS**

None.

6. **DATE OF NEXT MEETING**

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

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:10 o'clock a.m.

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CHAIRPERSON

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COMMITTEE COORDINATOR

**AGENDA**  
**SPECIAL MEETING of the**  
**MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE**  
**Monday, September 14, 2015**  
**8:30 o'clock a.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**

Adoption of the minutes of the meeting held August 21, 2015 – *attached.*

4. **BUSINESS ITEMS**

4.1 **Exterior Signage**

The report of the Project Manager and the Executive Initiatives Coordinator - Community Development & Health Services dated August 27, 2015 entitled "Museum Windsor – 401 Riverside Drive West – Exterior Signage" – *attached.*

4.2 **Ceiling Repainting in the Galleries**

Verbal update.

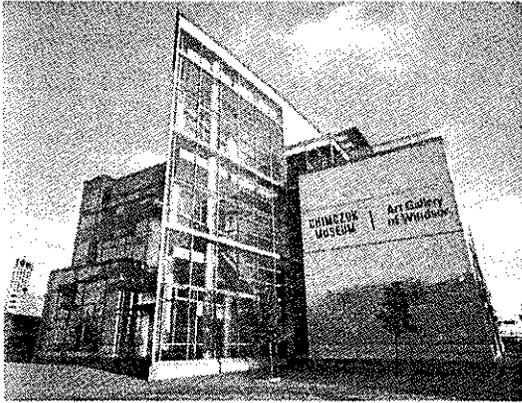
5. **NEW BUSINESS**

6. **DATE OF NEXT MEETING**

To be determined.

7. **ADJOURNMENT**

# CHIMCZUK MUSEUM | Art Gallery of Windsor AT COUNCIL'S DIRECTION



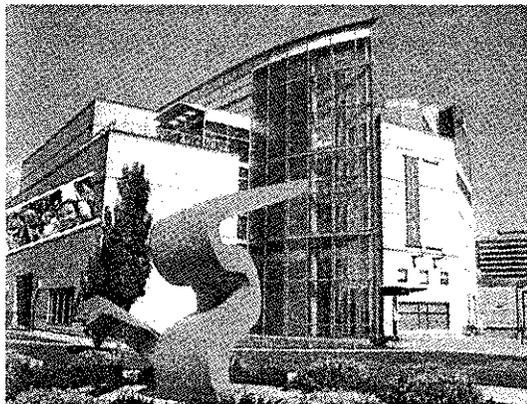
1E. North Side. Riverside View.  
- LED Channel Lettered Sign.  
- New Hardware & Lighting.



1F. South Side. Parking / Street View.  
- LED Channel Lettered Sign.  
- New Hardware & Lighting.



1G. East Side. Visitor Experience Wrap /  
Graphics. - New Hardware & Lighting.



1H. West Side. Visitor Experience Wrap /  
Graphics. - New Hardware & Lighting.



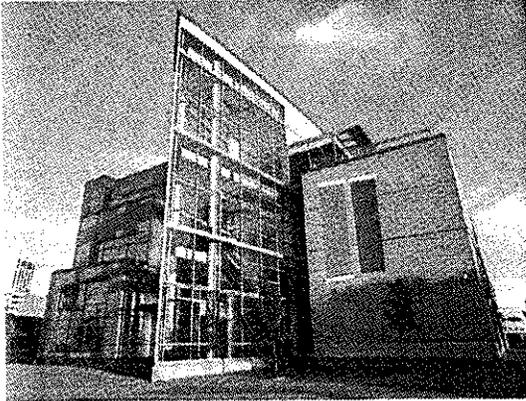
1I. South/East Side(s). Visitor Experience Wrap / Graphics. New Hardware & Lighting.

## NOT PICTURED:

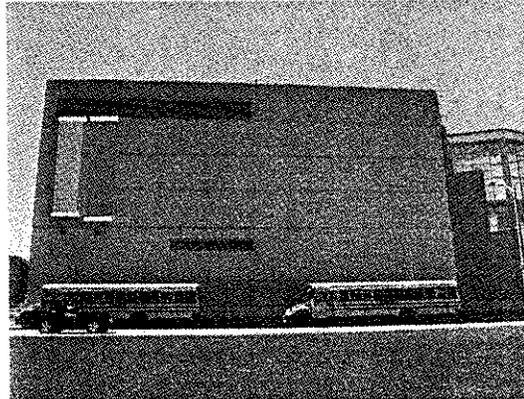
- Landmark Digital Sign. Grounds of 401 Riverside Drive. Cost Estimate: \$200,000 to \$300,000.

# CHIMCZUK MUSEUM | Art Gallery of Windsor

## IMMEDIATE NEEDS



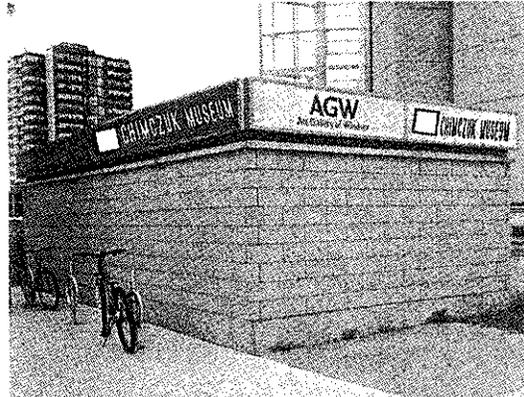
1A. North Side. Riverside View. Wall Banners.  
- New + Existing Hardware & Lighting.



1B. East Side. Wall Banners.  
- New + Existing Hardware & Lighting.



1C. South Side. Entrance View. Wall Banners.  
- New + Existing Hardware & Lighting.



1D. South Side. Transformer Casing.  
- Existing Hardware & Space for Logo.

### NOT PICTURED:

- Vinyl Graphics on glass doors. North & South Entrance.
- Vinyl Directional Graphic on Loading Dock Door. South Side.
- Replace Front Lawn Sign at Francois Baby House.

### VERTICAL BANNER EXAMPLES

- Chimczuk Museum Banner.
- Visitor Experience Wrap / Graphics Banner
- Art Gallery of Windsor Banner.

