



THE CITY OF WINDSOR
COUNCIL SERVICES DEPARTMENT

VALERIE CRITCHLEY
CITY CLERK

IN REPLY, PLEASE REFER
TO OUR FILE NO. _____

April 22, 2014

TO: MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE

Attached is the Agenda for the meeting to be held:

**Wednesday, April 30, 2014
At 4:00 o'clock p.m.
Town of Walkerville Meeting Room
3rd floor, City Hall**

Please notify the undersigned at 519-255-6222, ext. 6430, if you are unable to attend.

Yours truly,

Karen Kadour
Committee Coordinator

Attachments

To view minutes and agendas on the web, go to: www.citywindsor.ca

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

MUSEUM EXPANSION PROJECT EXECUTIVE COMMITTEE

Minutes

April 7, 2014

Walkerville Room, City Hall

In Attendance:

Executive

Committee:

Jelena Payne – Project Sponsor/Chair – Community Development & Health Services Commissioner

Jan Wilson – Executive Director of Recreation & Culture

Onorio Colucci – City Treasurer

Shelby Askin Hager – City Solicitor

France Isabelle-Tunks – Senior Manager of Development & Geomatics

Helga Reidel – Chief Administrative Officer

Regrets: John Miceli – Executive Director – Parks & Facilities

Working

Team:

Colleen Middaugh – Project Administrator

Cathy Masterson – Manager of Cultural Affairs

Sandra Bradt – Executive Initiatives Coordinator

Cheryl Glassford – Project Legal Resource

Mike Smithson – Facilities Resource

Tom Graziano – Facilities Resource

Jill Braido – Communications and Customer Service

Elaine Castellan - Purchasing

Leslie Prieur – Administrative Support

Regrets: Madelyn DellaValle – Museum Curator

Matt Caplin – IT Resource

1. Report to Steering Committee/Project Charter

Colleen Middaugh reviews the Steering Committee report and the Project Charter for the committee. This will be brought to the Steering Committee at its meeting on April 15th. Once the Project Charter has been approved by the Steering Committee it will be circulated for signatures.

2. Project Update

The Project Update will be presented in two forms, Construction Update and Exhibits Update. The Exhibits Update will be available at a later Executive Committee meeting, once a consultant has been selected and design is underway.

Colleen Middaugh reviews the Construction Update. The RFP for Architect/Exhibit Consultant has been issued and is due to close on April 16, 2014. The RFP is expected to be awarded in May 2014.

It is noted that the successful consultant will be expected to communicate with the Steering Committee and City Council as required.

The intent is to have the consultant give recommendations on size, design of exhibit, etc. and to identify items that will be eligible to take full advantage of the funding.

Cathy Masterson advises that a visit to the City of Waterloo to tour their new museum was very informative. Information obtained on this tour was incorporated into the RFP.

3. Budget/Funding

On November 18, 2013 City Council approved the Museum Expansion project to go forward (CR234/2013). The total budget for this project is \$6,180,642.

Colleen Middaugh notes that options for mitigating the shortfall Federal Grant funding (\$402,321) will be brought forward to the Steering Committee once the results of the Construction Tender are received.

Shelby Askin Hager advises the court matter pertaining to the Joseph Chimczuk Bequest is pending and continues to move forward.

There is an amount for interim financing costs included in the budget. Onorio Colucci will review to ensure the amount is adequate to cover potential delay of Chimczuk funding and shortfall of federal grant.

(Action: O. Colucci)

Onorio Colucci states he will work with Valerie Clifford (Liza Webb) on some format changes to the budget reporting format.

(Action: O. Colucci)

4. Communications Plan

Jill Braido is developing a draft communications plan that will be ready for the next Executive Committee meeting. She notes that the plan will use social media to raise the profile of this project as well as culture throughout the city. She intends to produce monthly update videos on the project's progress. These types of videos have been well received by the public.

Jelena Payne notes that a critical part of the communications plan is to keep the Art Gallery informed and up to date. The project managers will send a weekly update (or as required) via email to the Art Gallery. They will also liaise with the Art Gallery on any concerns/issues that may arise.

5. Meeting Schedule

The next Executive Committee meeting will be scheduled for mid-May and then bi-weekly or as needed after that. The Committee members are asked to assign a designate in the event they are unable to attend a meeting.

(Action: All)

6. Agenda for Steering Committee Meeting on Tuesday April 15, 2014

The agenda will include the following:

- Election of Chair
- Executive Committee minutes – April 7, 2014 (Be Received)
- Report on Project Charter (For Approval)
- Copy of Communications Report on Funding that is going to City Council on April 7, 2014
- Project Update Report
- Budget Report
- Verbal Update on Communications Plan
- Verbal Update on Chimczuk Bequest
- Verbal Update on Ceremonies

7. Other Items

The Committee agrees to develop an ongoing Issues List to be reviewed at each meeting. Discussion ensues on parking requirements. Helga Reidel asks that she be kept informed on any issues regarding parking around the site. Tom Graziano notes we will have to determine contractor parking areas. This will be added to the issues list.

(Action: C. Middaugh)

The next meeting of the Museum Expansion Project Executive Committee will be on May 14, 2014 at 10:00 a.m. in the Walkerville Room.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Colleen Middaugh