

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
August 21, 2015
2:00 o'clock p.m.
401 Riverside Drive West
Board Room (use elevator "0" level)

1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held June 2, 2015 - *attached.*

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated August 7, 2015 entitled "Project Manager Update - August 2015" is *attached.*

4.2 **Financial Summary Update**

The report of the Financial Planning Administrator dated August 12, 2015 entitled "Financial Summary Update - July 31, 2015" is *attached.*

4.3 **Proposed Logo for Museum Windsor**

The report of the Manger of Cultural Affairs, Recreation & Culture dated July 23, 2015 entitled "Proposed Logo for Museum Windsor" is *attached.*

4.4 **Sponsorship and Naming Rights Opportunities for Museum Windsor**

The report of the Senior Manager of Communications & Customer Service and the Manager of Cultural Affairs, Recreation & Culture dated June 10, 2015 entitled "Sponsorship and Naming Rights Opportunities for Museum Windsor" is *attached.*

5. **NEW BUSINESS**

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

Meeting Dates -May 14, 2015 and June 24, 2015 - *attached.*

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**

Windsor, Ontario June 2, 2015

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 2:00 o'clock p.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:

Shelby Askin-Hager, City Solicitor
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
Helga Reidel, CAO
Jan Wilson, Executive Director of Recreation and Culture
Gazmon Tahiri, University of Windsor Master's Student
Kadour Kadour, Committee Coordinator

1. CALL TO ORDER

The Chairperson calls the meeting to order at 2:00 o'clock p.m. and the 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 Bortolin, seconded by Councillor Francis,
That the minutes of the Museum Development Project Steering Committee of its meeting held February 13, 2015 **BE ADOPTED** as presented.
Carried.

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

J. Payne reports the Project is on budget and scheduled timelines.

Moved by Councillor Bortolin, seconded by Councillor Francis,
That the report of the Project Manager (Construction) dated May 25, 2015 entitled "Project Manager Update -June 2015" **BE RECEIVED**.
Carried.

4.2 **Chimczuk Request Update**

S. Askin Hager indicates the matter relating to Chimczuk Museum Inc. is resolved and the funds are now available for use. She notes the museum will be called the "Chimczuk Museum". The Chairperson states that since 2013 when the project budget was established, the bequest has grown by upwards of \$130,000.

Moved by Councillor Francis, seconded by Councillor Bortolin,
That the verbal update by the City Solicitor relating to the status of the Chimczuk funds **BE RECEIVED**, and;

That all funds accumulated through the Chimczuk Bequest, less legal expenses, **BE ALLOCATED** to the new museum development project and further;

That the amount of Capital budget dollars previously allocated to the project **BE REDUCED** in an amount equivalent to the corresponding increase in the Chimczuk funding applied to the project.

Carried.

4.3 **Museum Budget Updates**

It is noted the budget that was presented to City Council in 2013 reflected a request to the Canadian Cultural Spaces Fund in the amount of \$2,400,321. The City was granted \$1,998,000.

In response to a question asked by Councillor Bortolin regarding why the City budgeted so high (\$2,400,321) when they only received \$1,998,000, J. Payne responds it is common practice to request the highest amount with the knowledge that the full amount will most likely not be received.

S. Bradt reports this Fund, a program of Canadian Heritage, offered successful applicants up to 50% of a project's eligible expenses. With a project budget of \$6,180,642, Administration requested \$2,400,321, the maximum amount possible based on the project scope. Although awards over \$1 million are rare and a considerable portion of the funding envelope for this region was granted to Windsor's museum project, the Canadian Heritage grant of \$1,998,000 is \$402,321 less than the original request.

Moved by Councillor Bortolin, seconded by Councillor Francis,
That the report of the Executive Initiatives Coordinator dated March 17, 2015 entitled "Museum Budget Updates" **BE RECEIVED**.
Carried.

4.4 Financial Summary Update

Moved by Councillor Francis, seconded by Councillor Bortolin,
THAT the Financial Summary Report and April 30, 2015 comment **BE RECEIVED** for information and further;

THAT the previous approval by the Executive Committee for the use of \$100,000 in contingency funds **BE RESCINDED** and further;

THAT \$100,000 of the contingency funds **BE APPROVED** by the Steering Committee to award the construction contract (RFT 108-14).
Carried.

4.5 Sponsorship for the New Museum Development

J. Payne advises the report relating to sponsorship for the New Museum development has been delayed due to the parameters of the Chimczuk outcome. She notes four rooms have been identified for sponsorship and states a report will be provided for the next meeting of the Steering Committee.

Moved by Councillor Francis seconded by Councillor Bortolin,
That the verbal update by the Community Development & Health Services Commissioner regarding sponsorship for the New Museum development **BE RECEIVED**.
Carried.

5. **NEW BUSINESS**

None.

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

Moved by Councillor Francis, seconded by Councillor Bortolin,

That the minutes of the Museum Development Project Executive Committee of its meetings held February 4, 2015, February 24, 2015, March 25, 2015 and April 22, 2015 **BE RECEIVED.**

Carried.

Councillor Gignac requests a site visit of the Museum. J. Payne suggests a site visit be provided at the next meeting of the Committee.

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 2:18 o'clock p.m.

CHAIRPERSON

COMMITTEE COORDINATOR

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
June 2, 2015
2:00 o'clock p.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 February 13, 2015 - *attached*.

4. **BUSINESS ITEMS**

4.1 **Project Manager's Update**

The report of the Project Manager dated May 25, 2015 entitled "Project Manager Update - June 2015" is *attached*.

4.2 **Chimczuk Bequest Update**

Verbal update

4.3 **Museum Budget Update**

The report of the Executive Initiatives Coordinator Community Development & Health Services dated March 17, 2015 entitled "Museum Budget Update" is *attached*.

4.4 **Financial Summary Update**

The report of the Financial Planning Administrator dated May 19, 2015 entitled "Financial Summary Update -April 30, 2015" is *attached*.

4.5 **Sponsorship for the New Museum Development**

Verbal update.

5. **NEW BUSINESS**

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

Meeting Dates - February 4, February 24, March 25 and April 22, 2015 - attached.

7. **DATE OF NEXT MEETING**

To be detennined.

8. **ADJOURNMENT**

**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY ENGINEER - Engineering**

MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #:	Report Date: August 7, 2015
Author's Name: Colleen Middaugh	Date to Committee: August 21, 2015
Author's Phone: 519 255 6100 ext. 6603	Classification #:
Author's E-mail: cmiddaugh@city.windsor.on.ca	

To: Museum Development Steering Committee

Subject: Project Manager Update -August 2015

1. RECOMMENDATION: City Wide: Ward(s): **J**

THAT the Museum Development Steering Committee **RECEIVE FOR INFORMATION** the Project Update Report dated August 7, 2015.

EXECUTIVE SUMMARY:

NIA

2. BACKGROUND:

At their meeting November 18, 2013, City Council approved CR234/2013:

*B. **THAT** City Council **APPROVE** Proposal B (Table 4) with an upset capital funding limit for the new museum development at 401 Riverside Drive West in the amount of \$6,180,642; to be funded as follows: \$2,400,321 to be requested from the Canada Cultural Spaces Fund; \$405,000 from the 2013 pre-approved funding, \$3,272,856 from the Bequest of Joseph Chimczuk and the remaining \$102,456 as a precommitment to the 2015 capital budget;*

*D. **THAT** City Council **COMMIT** to fonging all capital costs associated with the museum development not funded through the Canada Cultural Spaces Fund*

At their meeting July 7, 2014, City Council approved CRI 74/2014:

That subject to the tender results falling within the revised budget as a result of the reduced Canadian Culture Spaces Funding received, that the City Clerk and Chief Administrative Officer BE AUTHORIZED to sign an agreement with the successful bidders, satisfactory in legal form to the City Solicitor, in financial content to the Chief Financial Officer and City Treasurer and in technical content to the City Engineer, with a Communication Report to Council to follow, in order to expedite the building renovations and exhibit fabrication/installation at 401 Riverside Drive West, and the Francois Baby House.

3 . DISCUSSION:

As authorized by City Council, the planning, design and construction work on the Museum Expansion project is underway.

Work to date includes:

Project Management/Design:

- Finalization and submission of the grant
- Striking Committee approval for Steering Committee
- Finalization of the Project Charter-approved June 30, 2014 by M284-2014
- Site visit to Waterloo Regional Museum to discuss their museum development project
- Award of contract for Architectural Consulting Services and Exhibition Planning Services (RFP39-14) - Hariri Pontarini Architects and Lord Cultural Resources
- Ongoing Consulting/Design services, including:
 - o Visioning sessions with project team members.
 - o Development and presentation of conceptual design plans and exterior renderings
 - o Consultation with the Art Gallery of Windsor, Windsor Accessibility & Advisory Committee, members of the Aboriginal and Francophone Communities, various stakeholders and the public
 - o Architectural, Mechanical, Structural and Electrical design development
 - o Exhibit development, based on the approved Interpretive Plan and Concept Design for the exhibitions
- Ongoing internal project management of design/construction works

Building Construction:

- Completed security system upgrades at 401 Riverside Drive West
- 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 (No. 108-14) 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 (Friday, October 17, 2014)
- Construction progress includes:

- o Completion of interior demolition
- o Completion of mechanical and electrical building system improvements (including HVAC improvements, and new lighting upgrades)
- o Completion of interior work (finishes, flooring, millwork, framing, etc.)
- o Completion of exterior work (canopy painting, door painting, etc.)
- o Completion of new passenger elevator installation
- o Removal of interior and exterior hoarding
- o Ongoing work on finalizing As-Built Drawings, Maintenance Manuals and addressing remaining outstanding deficiencies.

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

Details on the project deadlines and milestones are included as Appendix 'A'.

4 . RISK ANALYSIS:

A detailed risk analysis was provided to Council as part of the project approval process and as part of the project charter.

Delays in the work will compromise release of the full amount of funding for the grant eligible components.

5 . FINANCIAL MATTERS:

A Financial Summary Update is presented to the Museum Development Steering Committee as a separate document. Refer to the financial statement as at July 31, 2015.


6 . CONSULTATIONS:

N/A

7. CONCLUSION:

THAT the Museum Development Steering Committee **RECEIVES** the Project Update report for August 2015 and comments as noted above.

Colleen Middaugh
Project Administrator
Project Manager (Construction)


Madelyn Della Valle
Curator, Windsor Community Museum
Project Manager (Exhibitions)

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Community Development & Health
Services Commissioner - Project Sponsor

CLM

NOTIFICATION:				
Name	Address	Email Address	Telenhone	FAX