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Windsor, Ontario February 11, 2016

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 9:30 o'clock a.m. in Room 407, 400 City Hall Square East, there being 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  
Valerie Clifford, Financial Planning Administration  
Madelyn Della Valle, Project Manager (Exhibitions)  
Tom Graziano, Senior Manager Facilities  
Josie Gualtieri, Financial Planning Administration  
Cathy Masterson, Manager of Cultural Affairs  
Colleen Middaugh, Project Manager (Construction)  
Jelena Payne, Community Development & Health Services Commissioner  
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 Councillor Bortolin,  
That the minutes of the Museum Development Project Steering Committee of its meeting held November 9, 2015 **BE ADOPTED** as presented.  
Carried.

#### 4. **BUSINESS ITEMS**

##### 4.1 **Dedication Plaques**

C. Middaugh states the Recommended Dedication Plaque Package includes three separate plaques as follows:

##### **Chimczuk Museum Project Plaque**

- o This plaque recognizes the Mayor and City Council, the Project Steering Committee, the Government of Canada, Joseph Chimczuk, and the City of Windsor.

##### **Francois Baby House Renovations Plaque**

- o The work at the Baby House can be more accurately described as a renovation and enhancement, rather than new development. Although the exhibits are new, changes to the physical space were modest.
- o This plaque recognizes the Mayor and City Council, the Project Steering Committee, the Government of Canada, and the City of Windsor.

##### **Canadian Heritage Plaque**

- o The agreement with Canadian Heritage requires that the city install a plaque acknowledging contribution to the project. The plaque has been supplied by the government and will be installed at the Chimczuk site by city personnel. Canadian Heritage has confirmed that a federal plaque is not necessary at the Francois Baby House site, as the majority of eligible expenses were incurred at 401 Riverside Drive West.

Moved by Councillor Francis, seconded by Councillor Bortolin,

That the Plaque to be placed at the Chimczuk Museum **BE APPROVED AS AMENDED** to remove the phrase "and funding from the Government of Canada" as per the stipulation of the Canadian Cultural Space Grant agreement that they will supply a plaque and further, that no plaque will be placed at the Francois Baby House.

Carried.

##### 4.2 **Chimczuk Exhibit/Display**

M. Della Valle reports a display has been created in the concourse of the Museum that provides a history including pictures of the benefactor, Mr. Joseph Chimczuk.

C. Middaugh states exterior banners identifying the "Chimczuk Museum" and the "Art Gallery of Windsor" will be hung along with the placement of decals to be placed on the north/south windows.

**5. IN CAMERA**

Verbal Motion is presented by Councillor Francis, seconded by Councillor Bortolin, to move In Camera at 9:47 o'clock a.m. for discussion of the following item:

Item No.	Subject	Section - Pursuant to Municipal Act 2001, as amended
5.1	Personal matter about an identifiable individual, including municipal or local board employees	s. 239(2)(b)

**Motion Carried.**

Discussion on the item of business.

**Verbal Motion is presented by Councillor Bortolin, seconded by Councillor Francis to move back into public session at 9:50 o'clock a.m.**

**Motion Carried.**

**Moved by Councillor Bortolin, seconded by Councillor Francis,,  
That the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Museum Development Project Steering Committee meeting held February 11, 2016 directly to the Museum Development Project Steering Committee for consideration at the next Regular Meeting.**

**Carried.**

Moved by Councillor Francis, seconded by Councillor Bortolin,  
That the In Camera report relating to a personal matter about an identifiable individual **BE RECEIVED** and further, that Administration **BE REQUESTED** to proceed in accordance with the verbal direction of the Museum Development Project Steering Committee.

Carried.

**6. NEW BUSINESS**

None.

**7. DATE OF NEXT MEETING**

At the call of the Chair.

8. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:51 o'clock a.m.

CHAIRPERSON

COMMITTEE COORDINATOR

AGENDA  
 MEETING of the  
 MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE  
 Thursday, February 11, 2016  
 9:30 o'clock a.m.  
 Room 407,400 City Hall Square East

1. CALL TO ORDER

2. DECLARATIONS OF CONFLICT

3. ADOPTION OF THE MINUTES

Adoption of the minutes of the meeting held November 9, 2015-  
attached.

4. BUSINESS ITEMS

4.1 Dedication Plaques

The report of the Project Manager and the Museum Curator dated February 1, 2016 entitled "Museum Windsor - Recommended Dedication Plaque Package" is *attached*.

4.2 Chimczuk Exhibit/Display

Verbal update.

5. IN CAMERA

<u>Item No.</u>	<u>Subject</u>	<u>Section Pursuant to Municipal Act 2001, as amended</u>
5.1	Personal matter about an identifiable individual , including municipal or local board employees	s. 239(2)(b)

6. **NEW BUSINESS**

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**