

AGENDA
MEETING of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Tuesday, July 22, 2014
9:00 o'clock a.m.
Room 409, 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 June 25, 2014 - *attached*.

4. BUSINESS ITEMS

4.1 Project Manager's Update

The report of the Project Manager dated July 14, 2014 entitled "Project Manager Update -July 14, 2014" is *attached*.

4.2 Financial Summary Update

The report of the Financial Planning Administrator dated June 30, 2014 entitled "Financial Summary Update -June 30, 2014" is *attached*.

4.3 Project Charter Amendment

Amendments to the Project Charter (updated July 2014) - *to be e-mailed*.

4.4 Consultant Presentation of the "Draft Interpretive Plan and Concept Design" for Exhibitions

The foregoing report will be available on the City of Windsor's Website on or before July 18, 2014.

5. WINDSOR COMMUNITY MUSEUM EXPANSION EXECUTIVE COMMITTEE MINUTES

Meeting Date -June 18, 2014- *attached*.

6. DATE OF NEXT MEETING

7. ADJOURNMENT

A meeting of the **Museum Development Project Steering Committee** is held this day commencing at 3:00 o'clock p.m. in Room 406, 400 City Hall Square East, there being present the following members:

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

Guest in attendance:

Doron Meinhard, Hariri Pontarini Architects

Also present are the following resource personnel:

Sandra Bradt, Executive Initiatives Coordinator
Jill Braido, Marketing & Communications Officer
Valerie Clifford, Financial Planning Administrator
Onorio Colucci, Chief Financial Officer and City Treasurer
Madelyn Della Valle, Project Manager (Exhibitions)
Cheryl Glassford, Legal Counsel
France Isabelle-Tunks, Senior Management, Development & Geomatics
Cathy Masterson, Manager of Cultural Affairs
John Miceli, Executive Director of Parks & Facilities
Colleen Middaugh, Project Manager (Construction)
Jelena Payne, Community Development & Health Services Commissioner
Helga Reidel, Chief Administrative Officer
Alex Vicinic, Purchasing Manager
Jan Wilson, Executive Director, Recreation and Culture
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 3:00 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.

3. **ADOPTION OF THE MINUTES**

Moved by Councillor Gignac, seconded by Councillor Valentinis,
That the minutes of the Museum Development Project Steering Committee of its meeting held May 21, 2014 **BE ADOPTED** as presented.

Carried.

4. **ADDITION TO THE AGENDA**

Moved by Councillor Gignac, seconded by Councillor Valentinis,
That Rule 3.3 (c) of the *Procedure By-law 98-2011* be waived to add the following addition to the Agenda:

5.5 Amendment to the Project Charter

Carried.

5. **BUSINESS ITEMS**

5.1 **Project Update (Construction)**

Councillor Gignac refers to an excerpt in Clause B of CR234/2013 which states:

"THAT City Council APPROVE Proposal B (Table 4) with an upset capital limit for the new museum development at 401 Riverside Drive West *in the amount of \$6,180,642...*"

In response to a question asked by Councillor Gignac regarding if the foregoing amount of 6,180,642 in CR234/2013 includes both projects (Francois Baby House and 401 Riverside Drive West), C. Middaugh responds affirmatively.

M. Della Valle advises a Visioning Workshop to Review Interpretive Goals of Exhibition was held June 3-4, 2014 with Hariri Pontarini Architects and Lord Cultural Resources. She notes it was primarily a "listening session" on the types of artifacts available and a discussion on possible themes for the exhibitions. Lord Cultural Resources provided information relating to exhibits and themes including Francophone and Aboriginal exhibits.

J. Payne states Catharine Mastin was invited to attend the second day of the Visioning Workshop. The Chair, one member of the Board and Catherine Mastin attended a meeting with Hariri Pontarini and City personnel following the Visioning Workshop.

The following requests were provided by the AGW Board:

- To be apprised of the construction

- Provide interior/exterior signage to indicate the Art Gallery is open during the construction phase.
- Requesting a "joint opening" ceremony
- Want to ensure the collections in the Gallery will be protected during construction.
- Requesting "joint" programming with the Art Gallery and Museum on the first floor following the completion of the construction.

H. Reidel remarks the first floor of the building is City space. Perhaps joint events could be held on the upper floors.

1-1. Reidel suggests Council be afforded the opportunity to participate in a Visioning Session.

In response to a question asked by Councillor Valentinis regarding if there is a "master list" of artifacts, for the Museum, M. Della Valle responds this list will be provided to the Steering Committee.

Moved by Councillor Gignac, seconded by Councillor Jones,
That the Project Manager (Construction), Museum Expansion Project **BE REQUESTED** to coordinate a "Visioning Workshop to Review Interpretive Goals of Exhibition" with the Exhibit Planning Sub-Consultant, and further that the Mayor and City Council **BE INVITED** to attend the session to be held on a date to be determined in July 2014.

Carried.

Following the Visioning Workshop with City Council, the Lord Group will attend a meeting with the Steering Committee to present the Draft Interpretive Plan and Concept Design for the Exhibits.

C. Middaugh provides an overview of the deadlines/milestones of the Project.

C. Middaugh reports she will be attending the July 3, 2014 Windsor Accessibility Advisory Committee (WAAC) meeting to provide an update relating to the Museum Project. She notes WAAC will be invited to a public open house of the facility.

Councillor Jones wants to ensure ethnic groups are recognized, i.e. Chinese in the exhibits. M. Della Valle states she will be undertaking the multicultural elements of the exhibits.

J. Payne states a ceremony to mark the start of construction for the Museum Project will be held prior to construction commencement.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the report of the Project Manager (Construction) dated June 16, 2014 entitled "Project Manager Update - June 2014" **BE RECEIVED**.
Carried.

5.2 Parking and Equipment/Material Storage Area During Construction

C. Middaugh states recognizing the importance of managing the impacts the museum construction will have on the adjacent facilities and surrounding area (i.e. Family Aquatic Centre, Art Gallery of Windsor), consideration for construction related parking, disposal bin placement and equipment/material storage are being reviewed at this time. She notes there is an existing truck/bay loading area at the south east corner of 401 Riverside Drive West which is available for the Contractor's shared use with City staff, including the AGW. It is expected that construction disposal bin(s) will be stored in-doors within the truck bay-loading area. In the event the Contractor requires additional storage/staging space, the following options may be considered to accommodate this need:

- Provisions for a segregated area within the Caron Avenue/University Avenue parking lot or,
- Provisions for a segregated area immediately adjacent to the 401 Riverside Drive West building (to the west), in a manner that will minimize disruption to the existing Vision Corridor.

In response to a question asked by Councillor Gignac and the delivery schedule for the AGW, C. Middaugh responds the Art Gallery will be contacted for their schedule to accommodate their needs.

The Chair suggests the Caron Avenue parking lot be utilized rather than Bruce Avenue for additional storage/staging space.

Moved by Councillor Gignac, seconded by Councillor Jones,
That the report of the Project Manager (Construction) dated June 16, 2014 entitled "Parking and Equipment/Material Storage Area During Construction" **BE RECEIVED.**
Carried.

5.3 Financial Summary Update

V. Clifford states as per the Contribution Agreement for Canada Cultural Spaces Funding, the Corporation of the City of Windsor is required to submit a cash flow statement per the schedule provided within 3.1 of the agreement.

0. Colucci states the biggest issue is the City was approved for \$1,998,000 which is \$402,321 short of the \$2,400,321 requested.

Moved by Councillor Jones, seconded by Councillor Gignac,
That the report of the Financial Planning Administrator, Recreation and Culture dated June 16, 2014 entitled "Financial Summary Update-May 31, 2014" **BE RECEIVED.**
Carried.

5.4 Consultant Presentation of Modified Entrance Options (Verbal Update)

Doron Meinhard, Hariri Pontarini Architects is present to provide information relating to the modified entrance options. He presents three conceptual designs to address the separate entrances as Options 1, 2 and 3 as follows:

Option 1 -.North entrance for Art Gallery and south entrance for the Museum. Separate welcome desks for each facility. Shared Museum and Art Gallery exhibition space at north end of concourse. Pivoting wall provides ability to close off the passage through the concourse for separate hours or events.

Option 2 - One main south entrance for both the Museum and the Art Gallery with one wide reception desk for both facilities. Clear separation of the Museum/ Art Gallery once inside the building. By removing the stairs, it would add an extra 1,300 square feet of exhibition space. This option makes it easy for visitors to go to both institutions, while still keeping distinct identities.

Option 3 - North entrance for Art Gallery and south entrance for the Museum. Distinct passage to elevator from the north entrance. The downside of this option is the former restaurant/cafe area (now repurposed for temporary display/programming space) is located quite a distance from the Museum's program space. It is preferable to have a building with one entrance as two entrances takes away from the shared synergy.

In terms of the stairs, D. Meinhard reports the AGW does not use the stairs. He notes the speed of the existing pedestrian elevator will be increased. He will further review whether removal of the stairs falls within the established project budget, and whether doing so is in line with the requirements of the Building Code.

In response to a question asked by Councillor Gignac regarding if the AGW wants a separate entrance, J. Payne responds the AGW prefers to keep the south entrance as this is the entrance the patrons have become accustomed to using.

The Chair expresses concern with Option 2 as there is a long corridor with no natural light. He suggests moving the offices to the opposite side and to install glass walls. He notes walking through the building should be an experience and not just a corridor.

In response to a question asked by H. Reidel regarding if any of the options are less costly, D. Meinhard responds the options are partially cost neutral at this point. J. Payne states the options presented do not exceed the budget for the project.

Moved by Councillor Gignac, seconded by Councillor Jones,
That Option 2 for the modified entrance for the Museum Development Project as presented by Doron Meinhard, Hariri Pontarini Architects **BE APPROVED** subject to meeting the established budget and the local Building Codes.

Carried.

D. Meinhard distributes four conceptual drawings for the exterior of the building (pathways, landscape, signage) as identified by Options A, B and C and D as follows:

Option A - Simple hedge, two large banners on the south wall, three trees to provide a welcoming entrance with a suggested name for the building - 401 Culture Hub.

Option B - Less focus over the receiving area and more focus to the entrance of the building with trees and signage.

Option C - Two large linear banners with trees located in the park zone.

Option D - Signage and banners located on the extreme west portion of the building.

D. Meinard states his preference is Option A as it is well balanced.

Moved by Councillor Gignac, seconded by Councillor Jones,
As part of the activity and design work surrounding the entrance to the Museum Development Project, that the Consultants **BE AUTHORIZED** to consider the external elements in the design work associated with the entrance to the facility.

Carried.

5.5 Project Charter

The "Windsor's Community Museum 2014 Expansion Project Charter - Updated June 2014" is distributed and *attached* as Appendix "A".

J. Payne advises the Project Charter has been amended to add the *"Reporting Relationship - The Steering Committee reports directly to City Council"*.

Moved by Councillor Gignac, seconded by Councillor Jones,
That the Windsor's Community Museum 2014 Expansion Project Charter - Updated June 2014" **BE APPROVED AS AMENDED** to add the following phrase *"Reporting Relationship - The Steering Committee reports directly to City Council"*.

Carried.

6. MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES

Moved by Councillor Jones, seconded by Councillor Gignac,
That the minutes of the Museum Development Project Executive Committee of its meetings held May 28, 2014 and June 12, 2014 **BE RECEIVED**.

Carried.

7. **OTHER BUSINESS**

None.

8. **DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for July 22, 2014 at 9:00 o'clock a.m. in Room 409, 400 City Hall Square East.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:20 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

AGENDA
of the
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE
Wednesday, June 25, 2014
3:00 o'clock p.m.
Room 406, 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 May 21, 2014 *(attached)*.

4. **BUSINESS ITEMS**
 - 4.1 **Project Update (Construction)**
The report of the Project Manager (Construction) dated June 16, 2014 entitled "Project Manager Update June 2014" - *attached*.

 - 4.2 **Parking and Equipment/Material Storage Area During Construction**
The report of the Project Manager (Construction) dated June 16, 2014 entitled "Parking and Equipment/Material Storage Area During Construction" - *attached*.

 - 4.3 **Financial Summary Update**
The report of the Financial Planning Administrator dated May 31, 2014 entitled "Financial Summary Update - May 31, 2014" - *attached*

 - 4.4 **Consultant Presentation of Modified Entrance Options (Verbal Update)**

5. **MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the Museum Development Project Executive Committee of its meetings held May 28, 2014 and June 12, 2014- *attached*

6. **OTHER BUSINESS**

7. **DATE OF NEXT MEETING**

8. **ADJOURNMENT**