

AGENDA  
of the  
MUSEUM DEVELOPMENT PROJECT STEERING COMMITTEE  
Wednesday, May 21, 2014  
3:00 o'clock p.m.  
Town of Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall

1. **CALL TO ORDER**
  
2. **DECLARATIONS OF CONFLICT**
  
3. **ADOPTION OF THE MINUTES**  
Adoption of the minutes of the meeting held April 30, 2014 *(previously distributed)*.
  
4. **BUSINESS ITEMS**
  - 4.1 **Project Update (Construction)**  
The Project Update (Construction) dated May 7, 2014- *(attached)*.
    - Communication Report to City Council dated May 20, 2014 entitled "Proposal No. 39-14, Museum Expansion Project - Consulting Services" - *(verbal update)*
  
  - 4.2 **Financial Summary Update**  
The report of the Financial Planning Administrator dated May 12, 2014 entitled "Financial Summary Update - April 30, 2014" - *(attached)*.
  
  - 4.3 **Communications Plan**  
The Communications Plan - Windsor's Community Museum Expansion dated May 14, 2014 - *(attached)*.
    - Museum Naming- *(verbal update)*
    - Ceremony - *(verbal update)*
  
  - 4.4 **Council Pre-Approval for Construction Services and Exhibition Services - (verbal update)**
  
5. **MUSEUM DEVELOPMENT PROJECT EXECUTIVE COMMITTEE MINUTES**  
Minutes of the Museum Development Project Executive Committee of its meeting held May 14, 2014 *(to be e-mailed)*.
  
6. **OTHER BUSINESS**

7. **ADJOURNMENT**

**PROJECT UPDATE (DESIGN/CONSTRUCTION)**

<b>Project Name:</b>	<b>Museum Expansion Project</b>
<b>Project Lead:</b>	<b>Colleen Middaugh, Project Administrator</b>
<b>Date:</b>	<b>May 7, 2014</b>
<b>Status:</b>	<b>Design Stage</b>

**Budget: \$6,180,642**

**Project Approval**

- Approved by City Council under CR234/2013.

**Consulting Services**

- RFP for Consulting Services closed on April 16, 2014.
- Evaluation Committee met during the week of April 28, 2014.
  - o Architectural Services Consultant: *TBA*
  - o Exhibit Planning Sub-Consultant: *TBA*
- Communication Report to go to Council on May 20, 2014.
- Pre-start meeting with Consultant: *TBD*

**Award of Construction Contract**

- Contractor: *TBD*.

**Deadlines/Milestones**

Below is a summary of the proposed project schedule and the actual completion dates:

<b>Museum Expansion Project</b>		
<b>Milestones</b>	<b>Original Date</b>	<b>Completion Date</b>
Request for Proposal Issued for Architect/Exhibit Consultant	March 2014	March 26, 2014
RFP Closing Date	April 16, 2014	April 16, 2014
Award RFP (Pre- Approval, upset limit of \$607,000)	May 2014	<i>May 12 2014</i>
Completion of Preliminary Security System Upgrades at 401 Riverside Drive west	May 15, 2014	<i>June 2, 2014</i>
Request for Tenders for Improvements	July 2014	
Award Construction Contract	August 2014	
Construction Start	August 2014	
Construction of Grant Eligible Components Complete	March 2015	
Exhibit Installation Complete	October 2015	

Dates noted in *italics*, are targeted completion dates.



**THE CORPORATION OF THE CITY OF WINDSOR  
Museum Development Steering Committee**

*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"*

<b>LiveLink REPORT#:</b>	<b>Report Date: May 12,2014</b>
<b>Author's Name: Valerie Clifford</b>	<b>Date to Committee: May 21, 2014</b>
<b>Author's Phone: 519 253-2300 ext. 2732</b>	<b>Classification #:</b>
<b>Author's E-mail: vclifford@city.windsor.on.ca</b>	

**To: Museum Development Steering Committee**

**Subject: Financial Summary Update -April 30, 2014**

**P&R 11-065**

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

**THAT** the Museum Development Steering Committee **RECEIVE FOR INFORMATION** the Financial Summary Report and Comments as of April 30, 2014.

**EXECUTIVE SUMMARY:**

*N/A*

**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 funding all capital costs associated with the museum development not funded through the Canada Cultural Spaces Fund*

A Financial Summary Report is presented to the Executive Committee of the Museum Development on a regular basis. Attached is Appendix A for a summary of the current expenditures as at April 30, 2014.

### **3. DISCUSSION:**

As of April 30, 2014, the project has incurred gross expenditures of \$384,729. Grants received from the Canada Cultural Spaces Fund to date amount to \$371,900 in addition to the 2013 pre-approved funding that has been transferred to the capital project in the amount of \$405,000. The Museum Development capital project #7139006 has received a total of \$776,900 in funding as of April 30, 2014.

Since the last meeting, held 2014, no expenditures have been approved to be applied to the project contingency account by the Executive Committee to date.

To date, the remaining unencumbered and unspent balance in the overall project contingency account is \$330,000.

At this point in time the project is expected to be completed on budget.

### **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.

### **5. FINANCIAL MATTERS:**

#### ***Budget***

The budget that was presented to Council reflected a request to be made to the Canadian Cultural Spaces Fund in the amount of \$2,400,321. On April 7, 2014, a communication report (LiveLink Report #17093) was submitted to City Council to announce the application to Canada Cultural Spaces Fund for the museum was successful. The City was approved for \$1,998,000 which is \$402,321 short of the \$2,400,321 requested. Options for mitigating the \$402,321 shortfall in funding will be brought forward to the project Steering Committee once detailed cost estimates and/or construction tender costs are known.

A detailed financial summary report is attached as Appendix A for review.

#### ***Interest***

As per the Capital Project Interim Financing Policy, the City charges interest to projects in an unfunded position by using an average of the City's one year borrowing rate and one year investing rate. This is to evenly recognize the benefits of internal financing to the project and to also ensure that the reserves receive interest on funds that would otherwise be invested. While to some extent the City's rate fluctuates independently of the Bank of Canada rate, we consider forecasts of the Bank of Canada rate to be an appropriate indicator of how the City's rate may change in the future.

As of April 30, 2014 the capital project has received sufficient funding to cover the costs of current purchases which have resulted in no borrowing charges from the City of Windsor to date.

### **6. CONSULTATIONS:**

N/A

**7. CONCLUSION:**

THAT the Museum Development Steering Committee RECEIVES the financial summary report and comments as noted above.

Financial Planning Administrator -  
Recreation & Culture

- Onorio Colucci  
Chief Financial Officer & City Treasurer /  
Corporate Leader Finance and Technology

Jelena Payne  
Community Development & Health  
Services Commissioner - Project Sponsor

Colleen Middaugh  
Project Administrator  
Project Manager (Construction)

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

**VC**

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

**APPENDIX A**

MUSEUM EXPANSION - 401 RIVERSIDE DRIVE WEST- FINANCIAL SUMMARY REPORT as at April 30, 2014



# Windsor BoR

## COMMUNICATIONS PLAN Windsor's Community Museum Expansion (May 14, 2014)

**CITY OF WINDSOR Communication Services**  
Phone: (519) 255-6100 ext 6686

<b>Date of Plan</b>	May 14, 2014
<b>Service Unit</b>	Engineering/Recreation and Culture
<b>Name of Project or Program</b>	Windsor's Community Museum Expansion
<b>Service Unit Project Lead</b>	Colleen Middaugh - Project Manager Construction Madelyn Della Valle - Project Manager, Exhibitions
<b>Approval</b>	(example of process from FAC construction)  Preliminary review by designated content experts on committee for accuracy of facts. Following approval by Executive Committee, forward as follows: Project Sponsor - Jelena Payne - CDHS Commissioner Project Sponsor forwards to Helga Reidel, CAO. Final approval as determined appropriate for content from Chair of Steering Committee and Mayor.
<b>Communication Services Project Lead</b>	Jill Braido - Communications and Marketing Officer
<b>Background</b>	Windsor's Community Museum is dedicated to the acquisition, preservation, documentation, illustration and promotion of the unique history and the natural, social, technological and cultural development of the City of Windsor and area for the benefit and education of current and future generations. The Museum is responsible for the care and the preservation of the artifacts and archival material in its collection, entrusted to it by the community. It will provide for the best possible physical environment, preventive maintenance program and conservation services to meet this responsibility for both collection storage and exhibitions. However, it is a challenge to deliver on this mandate due the space limitations at the Francois Baby House. The current museum space is not large enough to present a fulsome

	<p>exhibition on Windsor's history, nor does space allow the current exhibits on Aboriginal and French contributions to Windsor's development to be fully explored. Gaps exist in the Museum's presentation from the First World War to present, nor is there appropriate representation of Windsor's immigrant populations. Currently only 3% of the Museum's collection is on display, compared to a museum norm of 10-15%. To expand the current museum is not possible due to its heritage designation and the limited space adjacent to it. The Art Gallery of Windsor at 401 Riverside Drive West was built to museum standards and recently acquired by the City. The museum feasibility study identified the creation of a Community Museum "hub" by renovating the first floor of the Gallery in order to deliver a more compelling visitor experience.</p>
<p><b>Committees</b></p>	<p><b>STEERING COMMITTEE</b>  Committee Chair - City Councillor - Fulvio Valentinis  City Councillor - Jo-Anne Gignac  City Councillor - Ron Jones</p> <p><b>EXECUTIVE COMMITTEE</b>  Project Sponsor - CDHS Commissioner - Jelena Payne  Exec. Dir. of Recreation &amp; Culture - Jan Wilson  Exec. Dir. of Parks &amp; Facilities - John Miceli  Sr Mgr, Development &amp; Geomatics - France Isabelle-Tunks  City Treasurer - Onorio Colucci  City Solicitor - Shelby Askin-Hager</p> <p><b>WORKING TEAM</b>  Mgr of Facilities Operations - Tom Graziano  Mgr of Cultural Affairs - Cathy Masterson  Architect/ Exhibit Consultant - TBD  Financial Planning Administrator, Finance - Valerie Clifford (Liza Webb)  Communications and Customer Service - Jill Braid  IT - Matt Caplin  Legal - Cheryl Glassford  Administrative Resources - Leslie Prieur (Working Team &amp;</p>

	<p style="text-align: center;">Executive Committee)</p> <p style="text-align: center;">- Karen Kadour (Steering Committee)</p> <p><b>Additional Resources (as required)</b>  Executive Initiatives Coordinator - Sandra Bradt  Facilities - Mike Smithson  Purchasing - Elaine Castellan</p>
<b>Goal</b>	<p>The goals of this project include expansion of Windsor's Community Museum into the main floor of 401 Riverside Drive West; modification of the space to provide for an enhanced, permanent exhibition dealing with the history of Windsor; develop flexible gallery spaces conducive to short-term exhibitions, travelling exhibitions, performances, lectures and special events; develop an interactive Children's space with programming in tandem with Adventure Bay Family Water Park opportunities; and modification of the Francois Baby House to improve its ability to deliver service as one of the spokes in the cultural hub - focus on French and military history.</p> <p>Proactive communication with residents, immediate community, employees of the City of Windsor, and user groups on construction details.</p> <p>Internal communication with Steering Committee and Executive Committee, as required.</p>
<b>Stakeholders, Key Partners</b>	<p>Mayor and City Council  The Corporation of the City of Windsor  Media  Recreation and Culture departments  Art Gallery of Windsor  Windsor's Community Museum  Construction and trades industry  Windsor Historic Sites Association</p>
<b>Key Audiences</b>	<p>Windsor Residents  Cultural groups  School students</p>

	<p>Art Gallery of Windsor</p> <p>Nearby businesses</p>
<b>Issues Identification</b>	<p>Size, cost, and complexity of the construction</p> <p>Requirement to stay on schedule and on budget</p> <p>Multiple partners and committees may result in overlapping of communication responsibilities.</p> <p>Building design: accessibility and environmental impact- what is possible within the budget?</p> <p>Possible impact on neighbourhood</p> <p>Benefits to the city, region and neighbourhood</p>
<b>Key Messages</b>	<p>The City of Windsor will coordinate an innovative construction management structure that will result in a quality facility constructed on time, on budget to provide quality services to the community and region.</p> <p>The City of Windsor will coordinate with other partners and stakeholders in designing and building this facility</p> <p>The City of Windsor has a pro-active communications plan in conjunction with partners to communicate internally and externally on the project.</p>
<b>Spokespersons</b>	<p>Fulvio Valentinis - Committee Chair</p> <p>Jelena Payne, Project Sponsor - Community Development &amp; Health Services Commissioner</p> <p>Colleen Middaugh - Project Manager, Construction</p> <p>Madelyn Della Valle - Project Manager, Exhibitions (French Interviews)</p>
<b>Suggested Internal Communications Approach</b>	<p>Ensure that timely information is provided to staff during the planning and construction phases of the project.</p>
<b>Suggested Internal Communications Methods and Tools</b>	<p>Frequently Asked Questions</p> <p>Information to 311</p> <p>City Circuit</p> <p>Emails</p> <p>Meetings with staff</p> <p>Dashboard</p>

<b>Suggested External Communications Approach</b>	<p>Update the public through media updates at milestones in the project Public Information Centre - date and location tbd</p> <p>Construction Start Ceremony</p> <p>Grand Opening Ceremony</p>																				
<b>Suggested External Communications Methods and Tools</b>	<p>Pro-active media relations including releases, photos, videos, events to inform and engage the community.</p> <p>Steering Committee Minutes</p> <p>News Releases</p> <p>Social Media</p> <p>City Website</p> <p>Monthly Construction videos</p>																				
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	Exhibit Installation Complete	October 2015
	Grand Opening Ceremony	October 2015