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Item No.

**THE CORPORATION OF THE CITY OF WINDSOR**

**Community Development and Health Services - Recreation Culture**

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**MISSION STATEMENT:**

"Our City is built on relationships- between citizens and their government, businesses and public institutions, city and region - all interconnected, mutually supportive, and focused on the brightest future we can create together."

<b>LiveLink REPORT#: 17093</b>	Report Date: March 21, 2014
Author's Name: Sandra Bradt	Date to Council: April 7, 2014
Author's Phone: 519 255-5200 ext. 5354	<b>Classification #:</b>
<b>Author's E-mail: sbradt@city.windsor.on.ca</b>	

**To: Mayor and Members of City Council**

**Subject: Canada Cultural Spaces Fund Announcement**

**311 AG**  
**COMMUNICATIONS**  
**APR 07 2014**  
 NO. 43

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

THAT the report by the Executive Initiatives Coordinator regarding the Canada Cultural Spaces Fund announcement **BE RECEIVED** for information.

**EXECUTIVE SUMMARY:**

N/A

**CITY OF WINDSOR  
COUNCIL SERVICES**

**APR 07 2014**

**2. BACKGROUND:**

**RECEIVED**

This report is being submitted to City Council to announce that the application to the Canada Cultural Spaces Fund for new museum development was successful.

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

- A. **THAT** the report of the Manager of Cultural Affairs responding to M1 50-2013 regarding the recommendations of Lord Cultural Resources' Museum Feasibility Development Study **BE RECEIVED AND;**
- B. **THAT** City Council **APPROVE** Proposal B ( Table 4) with an upset capital funding limit for 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 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 **AND;**

- C. **THAT** City Council **CONFIRM** their direction to the Executive Director of Recreation and Culture\_ to apply to the Canada Cultural Spaces Fund to request up to 50% of the museum development's eligible capital expenses **AND**, as required by the Grant guidelines;
- D. **THAT** City Council **COMMIT** to funding all capital costs associated with the museum development not funded through the Canada Cultural Spaces Fund **AND**;
- E. **THAT** Administration **BE AUTHORIZED** to take any other steps as may be required to bring effect to these resolutions, and that the CAO and City Clerk **BE AUTHORIZED** to execute any required documents for that purpose, subject to legal approval by the City Solicitor, financial approval by the City Treasurer, and technical approval by the Community Development and Health Commissioner; **AND**;
- F **THAT** any such steps taken **BE REPORTED** to City Council as soon as is practical following the action **AND**;
- G. **THAT** the Purchasing Manager **BE AUTHORIZED** to issue an RFP - Consulting Services for Architectural Services and Exhibition Planning Services pursuant to the Purchasing Bylaw to a combined upset limit of \$607,000 **AND**; subject to the results falling within those parameters;
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- H **THAT** the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to award and execute an Agreement with the successful architectural services and exhibition planning services proponent(s) subject to technical content satisfactory to the Executive Director of Recreation and Culture and the Executive Director of Parks and Facilities, in form to the City Solicitor, and in financial content to the City Treasurer, with a Communication Report to Council to follow **AND**;
- I **THAT** Parks and Facilities **BE AUTHORIZED** to issue a tender for scope of work developed by the consultants and approved by the Executive Director of Recreation and Culture and the Executive Director of Parks and Facilities **AND**;
- J **THAT** the results of the tender and a Project Charter **BE BROUGHT BACK** to City Council for approval **AND**;
- K **THAT** City Council **APPROVE IN PRINCIPLE** a baseline net annual operating budget for Windsor's Community Museum in 2015 of \$774,941, (this includes the original \$352,417 for the current Francois Baby House and the incremental increase of \$422,524 for the new Museum site) based upon the City operating model, with an expected staff complement total of 10.5 FTE positions (reflecting an incremental increase of 4.5 FTE positions), and resultant projections by Administration, subject to annual inflationary and other business adjustments.

In broad terms City Council approved:

- A new, permanent, engaging exhibit on Windsor in what is now called the Barbaro Gallery at 401 Riverside West
- Exhibition/progranuning space in what is now called the Tepperman Sculpture Court - with a proposed theme of First Nations/Original Peoples
- Efficient auditorium/progranuning/temporary gallery space to be created in what is now the Wilkinson Room

- A new Children's Gallery with dynamic exhibits and interactivity to be created from the former gift shop and art rental and sales space
- Development of exhibition/display space in the Concourse
- Development of retail space in the southwest area of the Concourse
- Development of temporary exhibit and programming space in the former restaurant area
- Development of a permanent gallery on Francophone Heritage in the Francois Baby House
- Development of a permanent gallery on the War of 1812 and Battle of Windsor at the Francois Baby House
- Creation of additional storage space through restructuring the mezzanine of 401 Riverside West, repurposing the former gift shop storage room into artefact storage at 401 Riverside West, and converting the children's activity area in the Francois Baby House to visible storage space
- Expansion of space in the Francois Baby House to showcase the Museum's archives
- Improvements to the infrastructure to preserve and protect the collections
- Addition of sufficient staff to effectively operate two museum sites

### **3 . DISCUSSION:**

As authorized by City Council, Administration submitted an application to the Canada Cultural ~~pac;es-Fund-in-Dec;ember-20-1-3.-'Fhe-applie-ation-requestecl-\$±;4-00;3-2-1.representing-5-e"/4-of-th=e---~~ project's expenses eligible under the grant guidelines. After considering the application, the Minister of Canadian Heritage and Official Languages approved \$1,998,000 to assist with the development of a new museum in 401 Riverside Drive West and improvements at the Francois Baby House. A copy of the letter is attached as Appendix A. The contribution agreement has been signed and returned to Canadian Heritage, as per their requirements and as authorized by CR234/2013.

A portion of the funding (expected to be received shortly) has been allocated to the 2013-2014 fiscal year. These funds will be used for the enhancements of the security and monitoring system at 401 Riverside Drive West and a portion of the Project Manager's wages. The remaining funds will cover costs incurred between April 1, 2014 and March 31, 2015. All eligible expenses must be incurred prior to March 31, 2015. It is an aggressive timeline in which to complete the work.

Work to date includes:

- Finalization and submission of grant
- Striking committee approval for Steering Committee
- Formulation of draft project charter
- Site visit to Waterloo Regional Museum to discuss their museum development project
- Award of contract for security system upgrades at 401 Riverside Drive West
- Commencement of work on security system upgrades.
- Issuance of RFP for project consultants

The first meeting of the Steering committee of the appointed city councillors will occur in the near future. This memo is intended to provide the good news about the approval of the Grant.

The RFP for the consultants closes on April 16, 2014. The timeline for the consultants is very tight, given the requirement to complete work eligible under the Canada Cultural Spaces Fund by March 31, 2015. Significant milestones are noted in the table below.

<b>Milestone</b>	<b>Tari,etDate</b>
Issue Tenders for Construction	July 2014
Contract Awarded (with pre-approval)	August 2014
Construction Commences	August 2014
Construction Complete (Eligible Expenditures)	March 2015
Start of Museum Operations, including Exhibits	October 2015

#### **4. RISK ANALYSIS:**

Canadian Heritage has granted the City a substantial amount of money for the new museum development. That funding is contingent upon the work that is eligible for payment being completed by March 31, 2015. This development is a major undertaking with a very aggressive timeline. There is a risk that any delays in the work will compromise release of the full amount of funding.

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of writing, the application before the Ontario Superior Court for Court approval to use those funds remains outstanding.

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

City Council approved a total project budget of \$6,180,642 in November 2013, which reflected a request to be made to the Canada Cultural Spaces Fund in the amount of \$2,400,321. The City was approved for \$1,998,000. \$371,900 is allocated for 2013/14 fiscal year and the balance of \$1,626,100 is to be spent in 2014/15.

<b>Museum Development Fundine: Projections</b>	<b>November 2013</b>	<b>March 2014</b>	<b>Difference</b>
Council Approved Budget	\$6,180,642	\$6,180,642	\$0
Canada Cultural Spaces Fund	\$2,400,321	\$1,998,000	\$402,321
Funding previously allocated	\$405,000	\$405,000	\$0
Cimczuk Bequest*	\$3,272,856	\$3,272,856	\$0
Municipal contribution	\$102,465	\$102,465	\$0

\*As noted above, the ability to use the Cimczuk Bequest for this project remains subject to court approval.


Options for mitigating the \$402,321 shortfall in Federal Grant funding will be brought forward to the project Steering Committee once the results of the consultant RFP and subsequent tender are available.

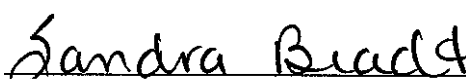
**6. CONSULTATIONS:**

Museum Development Working Group

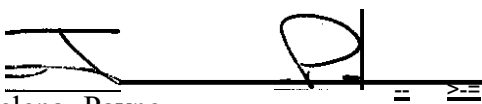
**7. CONCLUSION:**

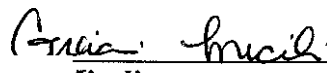
The new Museum project approved by City Council will be a wonderful addition to the developing cultural hub. Administration recognizes and appreciates the significant financial contribution towards the cost of the development from the Minister of Canadian Heritage and Official Languages.

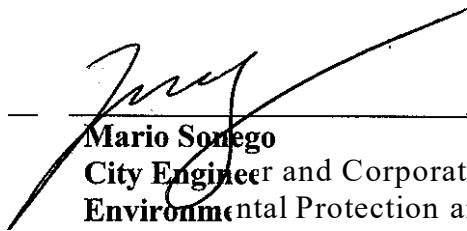
  
Ca Masterson  
Manager of Cultural Affairs

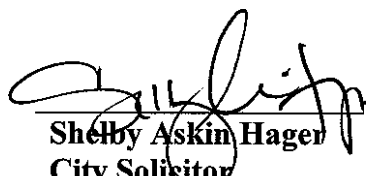
  
Sandra Bradt  
Executive Initiatives Coordinator

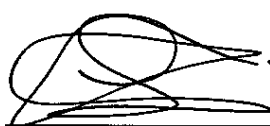
  
Jan Wilson  
Executive Director of Recreation and Culture


  
Jelena Payne  
Community Development and Health  
Commissioner and Corporate Leader Social  
Development, Health, Recreation and  
Culture

  
Jo Ticeli  
Executive Director of Parks and Facilities

  
Mario Sonogo  
City Engineer and Corporate Leader  
Environmental Protection and  
Transportation

  
Shelby Askin Hager  
City Solicitor

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

  
Helga Reidel  
Chief Administrative Officer

**APPENDICES:**

**Appendix A - Copy of correspondence from the Minister of Canadian Heritage and Official Languages**

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Phone#: 519 ext.**

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX
Ms. Leisha Nazarewich Windsor Historic Sites Association	322 Rosedale Windsor, ON N9C2N2	leiSM, CA-i.a.rew,c l c o r , \	519-256-3945	
Dr. Catharine Mastin Art Gallery of Windsor	401 Riverside Drive West, Windsor	<u>cmastin@agw.ca</u>	519-977-0013	

Minister of Canadian Heritage  
and Official Languages

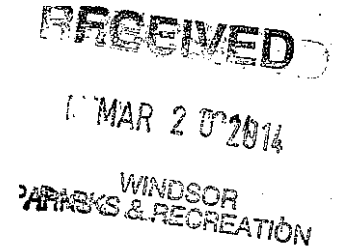


Ministre du Patrimoine canadien  
et des Langues officielles

Ottawa, Canada K1A 0M5

MAR 17 2014

Ms. Janice Wilson  
Executive Director of Recreation and Culture  
The Corporation of the City of Windsor  
2450 McDougall Avenue  
Windsor, Ontario  
N8X3N6



Dear Ms. Wilson:

I would like to inform you that I have approved a contribution up to a maximum of \$1,998,000 to The Corporation of the City of Windsor under the Canada Cultural Spaces Fund. The contribution is to defray part of the costs associated with the *Windsor's Community Museum Development Project - Cimczuk Museum and Francois Baby House*.

This contribution is subject to the execution of an agreement which sets out the conditions under which the contribution will be released to you. Two (2) originals of the Contribution Agreement will be sent to you in the coming weeks for your signature. Please note that any payment is subject to the appropriation of funds by Parliament and to the budget levels of the Program.

I would like to take this opportunity to wish you every success in your endeavours.

Sincerely,

The Honourable Shelly Glover, P.C., M.P.