

APPENDIX D – Consultation

Comments from municipal departments and External Agencies

Stefan Fediuk – Landscape Architect

Pursuant to the application for a zoning amendment (Z 005/22) to permit Residential District 3.2 (RD3.2) with Site Specific zoning on Parts 3 & 4 of the subject, please note no objections. Please also note the following comments:

Zoning Provisions for Parking Setback:

The landscape setbacks and areas are appropriate to the proposed type of development. Therefore there are no additional requirements at this time. The site will be subject to Site Plan Control where detailed landscape comments, including screening and resilience to climate change will be made.

Tree Preservation:

Applicant has identified two existing mature trees to be preserved along the south boundary of the site. The preservation of these two trees will be considered in the tree planting requirements at Site Plan Control.

Parkland Dedication:

Require a parkland dedication representing 5% of the subject lands, to the satisfaction of the Executive Director of Parks, as per By-law 12780 and the Planning Act. All requirements will be determined at the time a Site Plan application is received.

Ontario Lands – Enbridge

Thank you for your correspondence with regard to the proposed Site Plan Application. Enbridge Gas Inc, (formerly Union Gas Ltd.), does have service lines running within the area which may or may not be affected by the proposed Site Plan.

Should the proposed site plan impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any Service relocation required would be at the cost of the property owner.

If there is any work (i.e. underground infrastructure rebuild or grading changes...) at our easement and on/near any of our existing facilities, please contact us as early as possible (1 month in advance at least) so we can exercise engineering assessment of your work. The purpose is to ensure the integrity of our main is maintained and protected.

Confirmation of the location of our natural gas pipeline should be made through Ontario One Call 1-800-400-2255 for locates prior to any activity.

We trust the foregoing is satisfactory.

Anne Marie Albidone – Environmental Services

No concerns from Environmental Services.

Frank Garardo – Policy & Special Studies

Schedule	Title	Designation
Schedule 'A'	Planning Districts & Policy Areas	Forest Glade
Schedule 'A-1'	Special Policy Areas	N/A
Schedule 'B'	Greenway System	"recreationways" within vicinity
Schedule 'C'	Development Constraint Areas	N/A
Schedule 'C-1'	Development Constraint Areas: Archaeological Potential	Low Archaeological Potential
Schedule 'D'	Land Use	<p>"Mixed Use",</p> <p><u>OP policies</u> Permitted uses</p> <p>6.9 Mixed Use The lands designated as "Mixed Use" on Schedule D: Land Use provide the main locations for compact clusters of commercial, office, institutional, open space and residential uses. These areas are intended to serve as the focal point for the surrounding neighbourhoods, community or region. As such, they will be designed with a pedestrian orientation and foster a distinctive and attractive area identity.</p> <p>6.9.2.1 Uses permitted in the Mixed Use land use designation include retail and service commercial establishments, offices, cultural, recreation and entertainment uses, and institutional, open space and residential uses, exclusive of small scale Low Profile residential development.</p> <p>6.9.2.2 For the purpose of this Plan, Mixed Use development is further classified as follows: (a) Mixed Use Corridors which occupy linear street frontages with commercial, institutional and open space uses located immediately adjacent to the public right-of-way and residential uses located above grade; and....</p>
Schedule 'E'	N/A	N/A

Schedule 'F'	Roads & Bikeways	Class 1 Arterial
Schedule 'F1'	Railways	N/A
Schedule 'G'	Civic Image	Lauzon Pky "civic way"
Schedule 'H'	Baseplan Development Phasing	N/A
Schedule 'J'	Urban Structure Plan	Neighbouring Regional Commercial Centre within vicinity

Enbridge – Windsor Mapping

After reviewing the provided drawing at 2601 Lauzon Pkwy and consulting our mapping system, please note that Enbridge Gas has active infrastructure in the proposed area. A PDF drawing has been attached for reference.

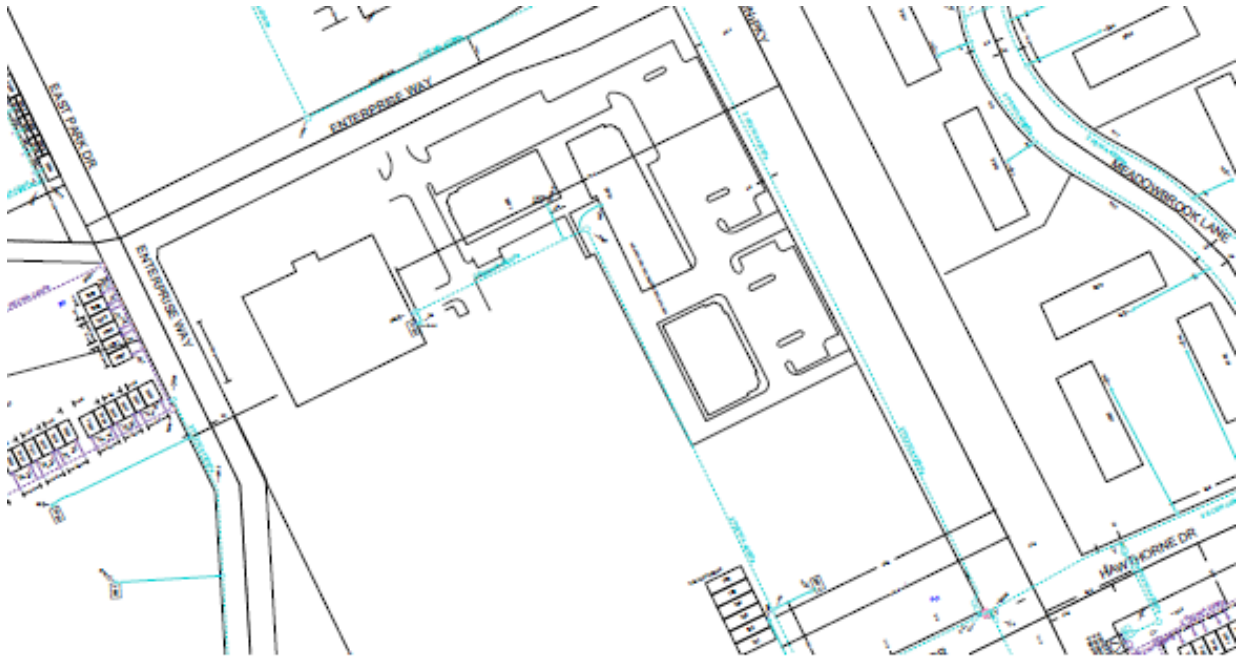
Please Note:

1. The shown piping locations are approximate and for information purposes only
2. The drawings are not to scale
3. This drawing does not replace field locates. Please contact Ontario One Call for onsite locates prior to excavating, digging, etc

Enbridge Gas requires a minimum separation of 0.6m horizontal and 0.3m vertical from all of our plant less than NPS 16 and a minimum separation 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines. For all pipelines (including vital pipelines), when drilling parallel to the pipeline, a minimum horizontal clearance measured from the edge of the pipeline to the edge of the final bore hole of 1 m (3.3 ft) is required. Please ensure that this minimum separation requirement is maintained, and that the contractor obtains locates prior to performing any work and utilizes safe excavation practices while performing any work in the vicinity.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead
- Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly



Zaid Zwayyed – Zoning Coordinator

1. The applicant needs to verify the height of dwellings and comply with the site-specific height requirements if a height limit is enforced during the ongoing amendment process.
2. The proposed front yard depth of 6.0 m is less than the required front yard depth per section 20 (1) 97 of 9.0 m. The applicant requested to obtain relief from this requirement and the proposal will be reviewed once a decision about the request is made.
3. Bicycle spaces on walkways need to be 2.0 m (6.56') away from an entrance or an accessible parking per section 24.30.20.3.1. Moreover, the dimensions of bicycle spaces need to be shown to ensure compliance with section 24.30.10.1.
4. The access area from Enterprise Way is 6.0 m wide and does not comply with the minimum access area width requirement of 7.0 m per section 25.5.30.4.
5. Clearance from Enwin may be required since there are hydro poles and possibly an electrical transformer on site.
6. The applicant needs to provide details on refuse bin enclosure and verify the height of the enclosure to ensure compliance with section 25.5.10.17

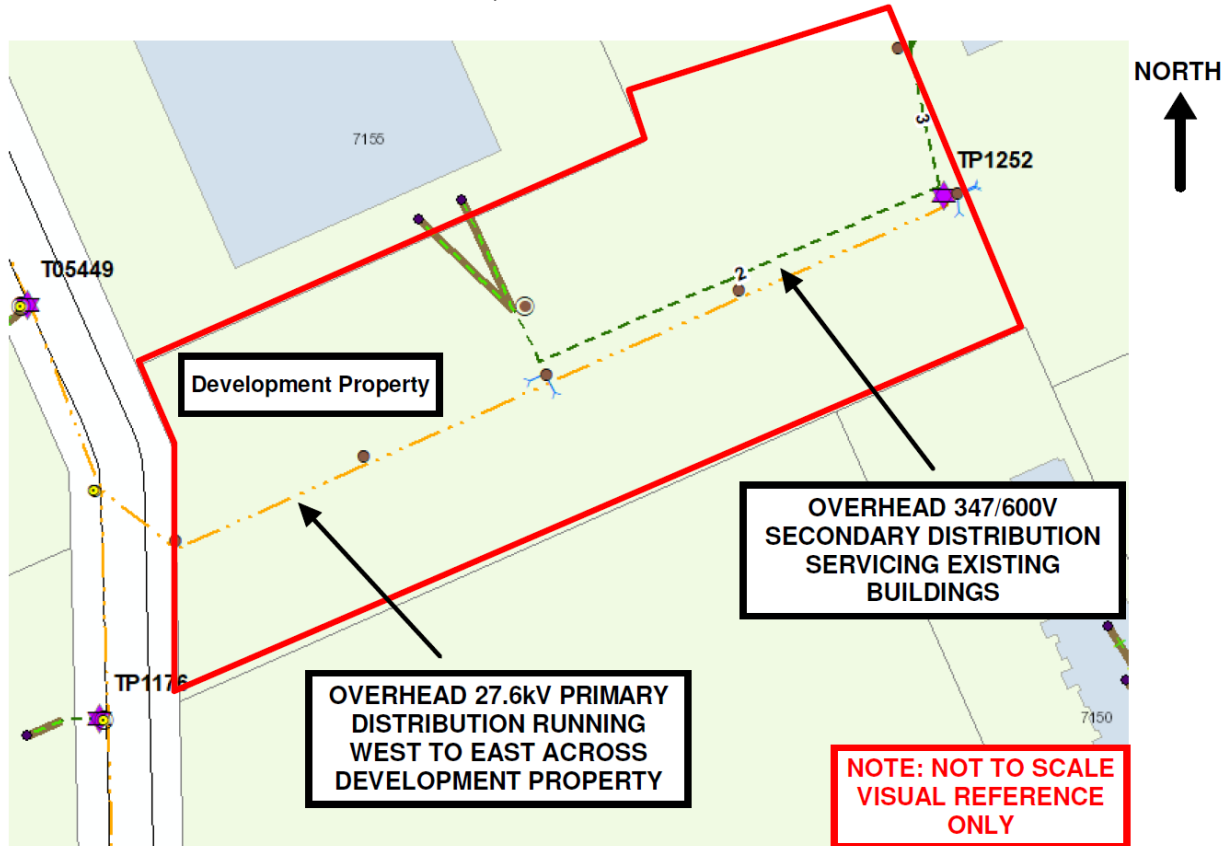
Enwin

Hydro Engineering: ENWIN has existing overhead 27.6kV primary hydro distribution on a pole line directly through the development property. ENWIN also has overhead 600/347V hydro distribution servicing the building North of the development property and the buildings North-East of the development property via private dip poles.

Should the customer proceed with the development, ENWIN would need to be contacted to relocate the existing plant at a considerable cost to the customer.

Please refer to the Ontario Building Code for adequate clearance requirements. Also, we recommend referring to the Occupational Health & Safety Act for the minimum safe limits of approach during construction.

Sketch attached for reference only:



Water Engineering: Water Engineering has no objections.

Tracy Tang – on behalf of Heritage Planner

No supporting information required.

There is no apparent built heritage concern with this property and it is located on an area of low archaeological potential.

Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Building Department, the City's Manager of Culture and Events, and the Ontario

Ministry of Heritage, Sport, Tourism and Culture Industries must be notified and confirm satisfaction of any archaeological requirements before work can recommence.

2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Heritage, Sport, Tourism and Culture Industries.

Contacts:

Windsor Planning & Building Department:

519-255-6543 x6179, ktang@citywindsor.ca, planningdept@citywindsor.ca

Windsor Manager of Culture and Events (A):

Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711,
mstaadegaard@citywindsor.ca

Ontario Ministry of Heritage, Sport, Tourism and Culture Industries

Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca

Windsor Police: 911

Ontario Ministry of Government & Consumer Services

A/Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures, 1-416-212-7499, Crystal.Forrest@ontario.ca

Robert Perissinotti & Sandy Mio – Engineering & ROW

The subject lands are located at 2601 Lauzon Parkway. The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning of the west portion of the subject property (legally described as Parts 3 & 4 on Reference Plan 27242) from Commercial District 3.3 (CD3.3) with Site Specific zoning [Section 20(1)97] to allow for the construction of three (3) four (4)-storey 23 unit Multiple Dwellings with a reduction in required minimum front yard depth, together with an 88 space parking area which will be interconnected with that existing on the east portion of the subject property serving the existing Major Commercial Centre.

SEWERS - The site may be serviced by a 250mm PVC sanitary sewer, 300mm PVC sanitary sewer, 525mm reinforced concrete pipe storm sewer and a 900mm reinforced concrete pipe storm sewer located in the Enterprise Way right-of-way. A sewer study is required to demonstrate that there is adequate capacity in the municipal sanitary and storm sewer networks. It must be demonstrated that no negative impacts will be realized by existing areas adjacent to the proposed development. The applicant will be required to submit site servicing drawings and site grading plans. Stormwater management will also be required for the proposed parking lot, completed in accordance with the Windsor/Essex Region Stormwater Management Standards Manual.

RIGHT-OF-WAY – The Official Plan classifies Enterprise Way as a local road, requiring a right-of-way width of 20.0m. The current right-of-way width is 20.10m, therefore a land conveyance is not required. A reciprocal access and service agreement is required.

Driveways are to be constructed as per AS-221 or AS-222, complete with straight flares and no raised curbs within the right-of-way. Redundant curb cuts and sidewalks shall be removed and restored in accordance with City Standards to the satisfaction of the City Engineer.

In summary we have no objection to the proposed rezoning, subject to the following requirements (Requirements can be enforced prior to issuance of Building Permits):

Site Plan Control Agreement - The applicant enters into an agreement with the City of Windsor for all requirements under the General Provisions of the Site Plan Control Agreement for the Engineering Department.

Servicing Study - The owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer system, satisfactory in content to the City Engineer and prior to the issuance of a construction permit. The study shall review the proposed impact and recommend mitigating measures and implementation of those measures.

Reciprocal Access & Services – The owner agrees to enter into a reciprocal agreement with the abutting property to the north for access and services.

Barbara Rusan – Building Department

The Building Code Act, Section 8.(1) requires that a building permit be issued by the Chief Building Official for construction or demolition of a building. The building permit review process occurs after a development application receives approval and once a building permit application has been submitted to the Building Department and deemed a complete application.

Due to the limited Ontario Building Code related information received, review of the proposed project for compliance to the Ontario Building Code has not yet been conducted.

It is strongly recommended that the owner and/or applicant contact the Building Department to determine building permit needs for the proposed project prior to building permit submission.

The City of Windsor Building Department can be reach by phoning 519-255-6267 or, through email at buildingdept@citywindsor.ca

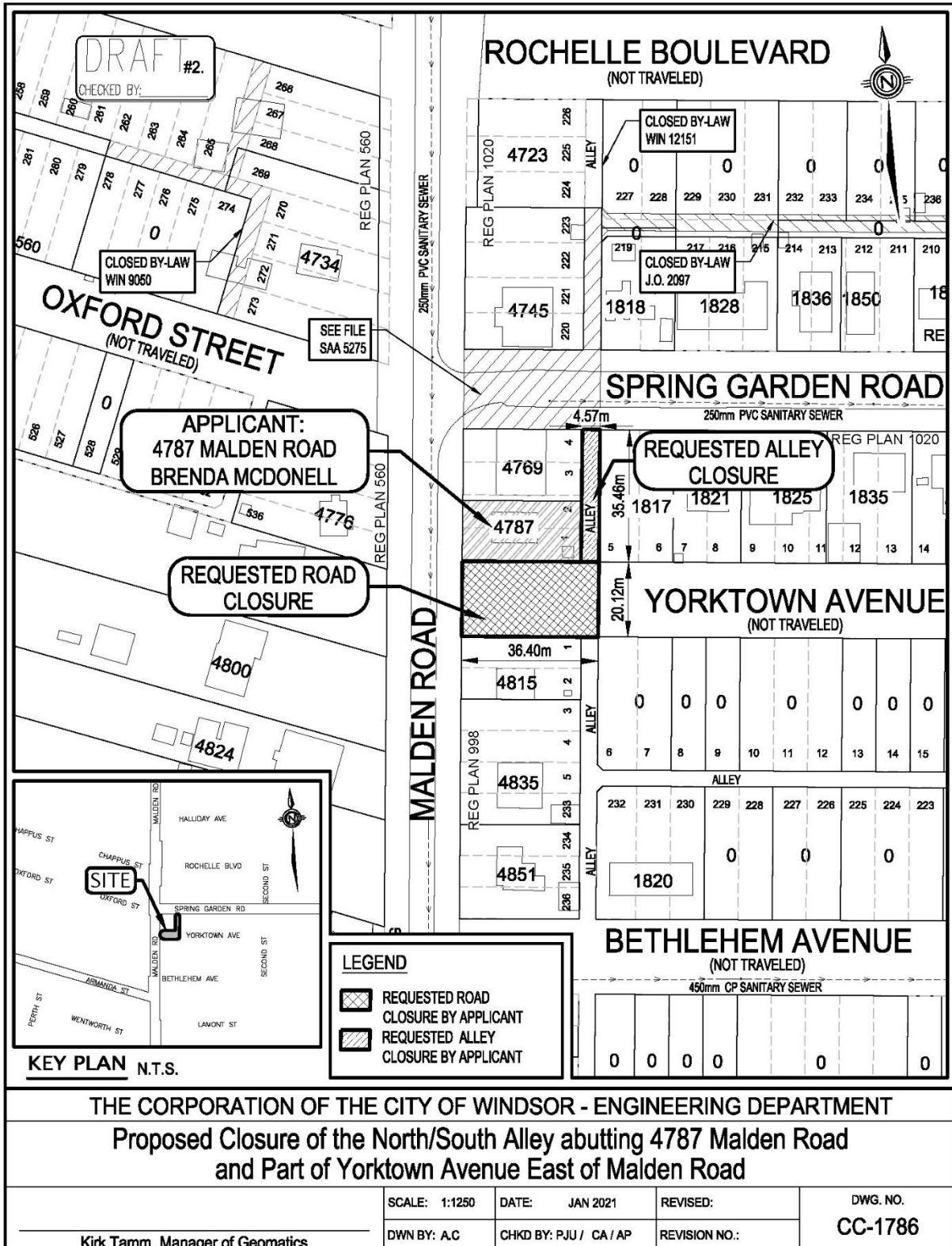
In addition to the above this development would require a Record of Site Condition (i.e. proposed change to a more sensitive land use – residential from previous commercial use).

Rania Toufeili – Transportation Planning Services

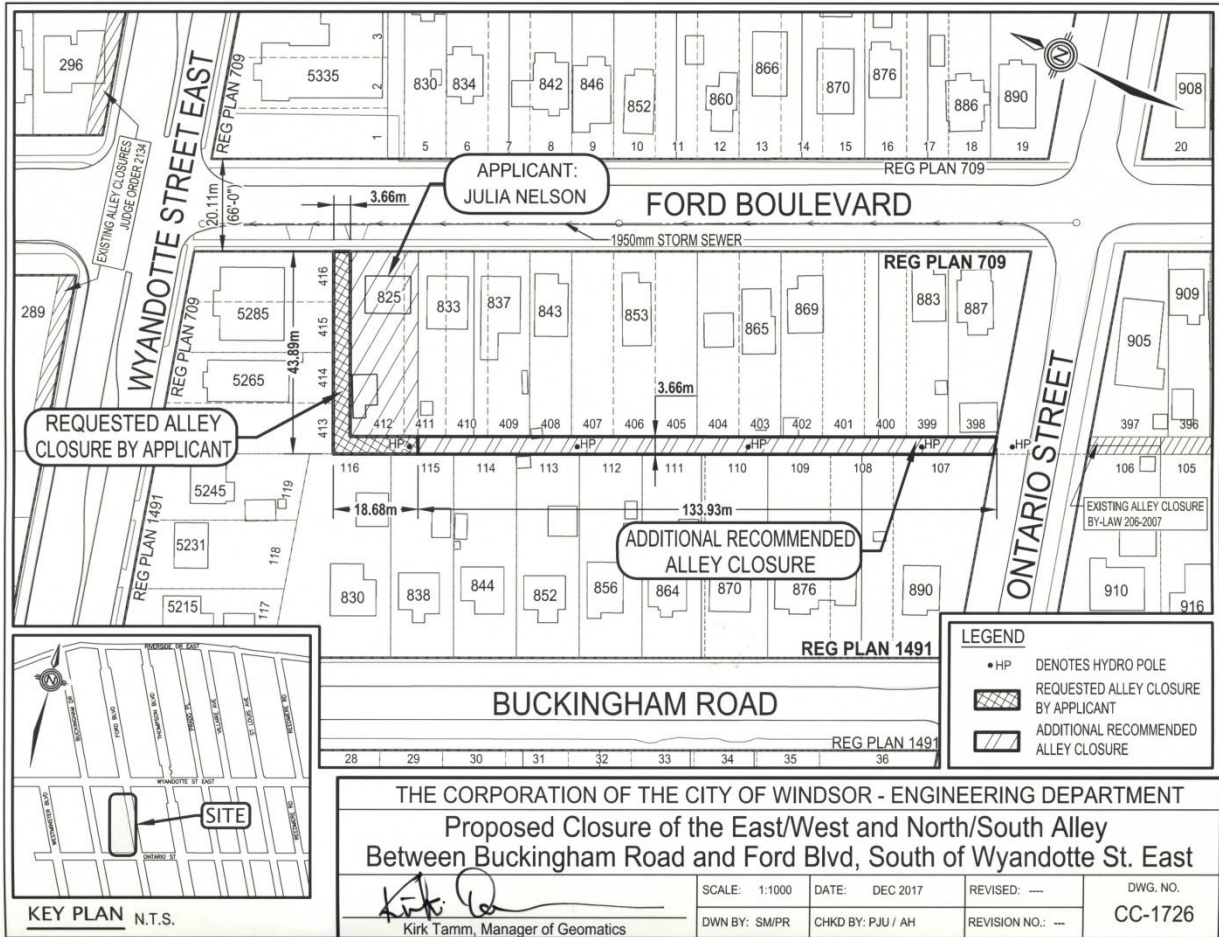
- As noted during the Pre-Submission Application, a Traffic Impact Statement is required for this development which reviews and speaks to sight lines at the proposed access.

- Lauzon Parkway is classified as a Class I Arterial with a required right-of-way width of 46 meters. The current right-of-way width is sufficient and this road has recently been reconstructed, therefore no conveyance is required.
- Enterprise Way is classified as a Local Road with a required right-of-way width of 20 meters. The current right-of-way width is sufficient and therefore no conveyance is required.
- Vehicle and bicycle parking must comply with Zoning By-Law 8600.
- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

APPENDIX "A"
Drawing No. CC-1786

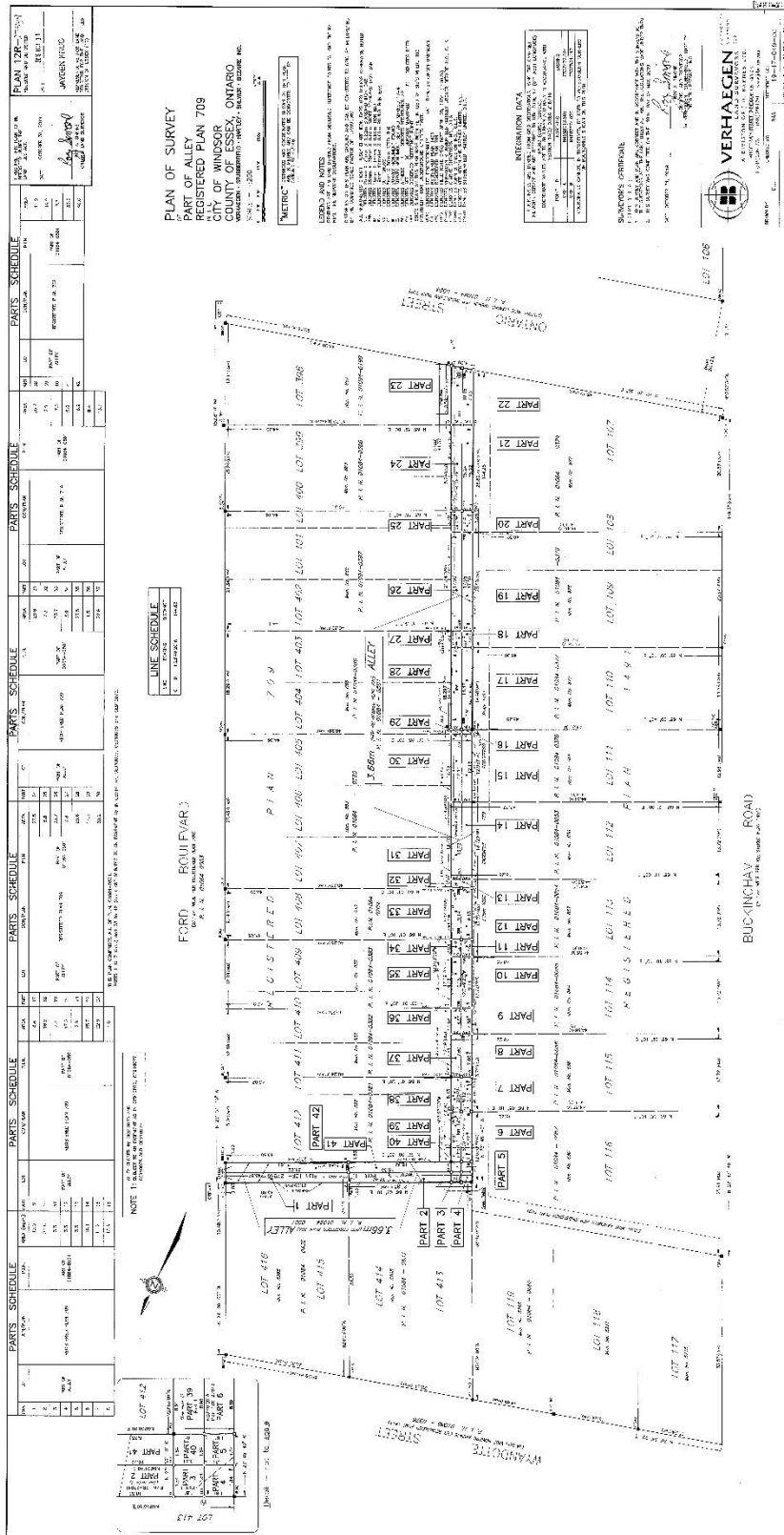


APPENDIX "A"
Drawing No. CC-1726



APPENDIX "D"

Reference Plan 12R-27989



Willistead Manor Inc.



Photograph courtesy of Marty Gervais

Annual Report

2021

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THE CITY OF WINDSOR

OFFICE OF THE MAYOR

DREW DILKENS, DBA
MAYOR

**“The heritage of the past is the seed
that brings forth the harvest of the future.” | Wendell Phillips**

Willistead Manor will always be one of the most important buildings in our community. It was very difficult for the City and for the Willistead Manor Inc. Board of Directors to see the iconic home remain closed for 2021. However difficult, it was the correct, responsible, and necessary decision to protect our community health and well-being as the pandemic continued. It was also necessary to protect the manor itself. The pandemic increased the need for enhanced cleaning at all City facilities. Due to the historic nature of the manor, we were unable to provide the level of enhanced cleaning required without causing damage to the woodwork and furnishings. This did not stop weddings from taking place in the Paul Martin Gardens once they were safe to host once again. It also did not stop us from working hard on major Willistead Manor projects.

For the City of Windsor, a key highlight of 2021 was the winter press conference to announce significant investments in heritage preservation at Willistead Manor through the 2022 City Budget. I was proud to highlight important recent restoration work, as well as upcoming investments. Our long-term capital plan looks to invest about \$1.7-billion in public infrastructure renewal to raise the quality of life of residents over the next decade. This includes about \$170-million for Parks, Recreation and Culture, and Facilities, as City Council keeps its focus on delivering results and increasing quality of life. Council’s investment into heritage preservation for Willistead Manor totals \$7.2-million between 2017 and 2032. We are investing about \$1.6-million towards the heritage facility’s Capital Rehabilitation program in 2022 alone.

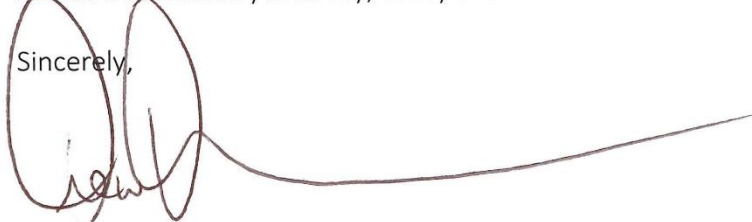
At that announcement, I highlighted upcoming 2022 projects including foundation waterproofing, resurfacing of the terrace in the Paul Martin Gardens, and restoration of capstone and grate work. We are replacing the cooling system, and taking care of interior and exterior painting. Over the next ten years, major infrastructure projects in the works include restoration of the perimeter fence, main entrance refurbishment and repaving, repaving the parking lot, and restoration of the basement and associated infrastructure. This work is about continuing to invest to keep the manor house, the surrounding buildings, and the park site vibrant, thriving, and brimming with heritage, culture, and art all year long.

While the City’s Facilities department focused on some of these projects in 2021, the Willistead Manor Inc. Board of Directors, the Friends of Willistead, and City Culture staff worked on moving key projects forward so they would be ready when we were finally able to re-open the doors of the manor. For a few years now, the Board has worked closely with the City and Suede Productions on the research, filming, production, and editing phase of a Willistead Manor

documentary. The film, *Walkerville's Willistead Manor: The Home That Shaped a Community*, was completed in 2021, and will be released in 2022. It tells the story of the Walker Family, the formation of Walkerville, and the construction and history of Willistead Manor. It also details the search for the famed portrait of Edward that hangs in the Great Hall. Meanwhile, work got underway on the research, design, and development of a permanent mini-exhibition on the Walker Family for display in the Coach House. Set to be unveiled in July 2022, alongside the unveiling of the Hiram Walker Commemorative Statue, the exhibition will become part of future tours and educational programming on site. The ongoing restoration and preservation of Willistead Manor is a key part of the vision for Windsor's future.

I offer sincere thanks, on behalf of myself, and City Council, to the Board of Directors and the Friends of Willistead for their ongoing commitment to preserving and sharing the story of Willistead. Thanks to the descendants of Hiram Walker, Pam and Tony Morse, for their continued support of the work here, and for helping us maintain the important link between our City and the Walker family. Thanks also to the donors and partners, including Rotary Club of Windsor (1918), who offer funding support to the manor year after year through donations and large-scale efforts like *Art in the Park* – which also returns in 2022. Finally, my thanks to the City staff who work to preserve and program this space year-round.

Windsor's story is tied to the history of Walkerville and of the Walker family, and to the many contributions made during the formation of our community. Willistead Manor is a big part of that history – and truly is the *home that shaped a community*. Thank you for being part of the Manor's successes yesterday, today and tomorrow.

Sincerely,

Drew Dilkens
Mayor, City of Windsor

**DELIVERING RESULTS
FOR LOCAL
HERITAGE
PRESERVATION**

\$7.2 million
for Willistead Manor
Restoration
Between 2017 to 2032

\$1.6 million
to be invested in 2022



Let's celebrate the
**Best Things
to See & Do**
in Windsor Essex!

Willistead Manor - Best Photo Op

Vote for us today!

BEST OF
**WINDSOR
ESSEX**
AWARDS

A Proud Program of:
 **TOURISM
WINDSOR
ESSEX**
PELEE ISLAND

The advertisement features a background image of Willistead Manor, a large stone building with Gothic-style arches and a prominent chimney. The text is overlaid in white and pink, with a pink banner for the award name and a pink curved shape for the call to action.



2021 Annual Report



The Corporation of the City of Windsor and the Board of Directors Willistead Manor Inc.

www.willistead.ca
www.citywindsor.ca

Prepared by the Council Services Department, May 2022

Photographs courtesy of "City of Windsor Culture Collection" unless otherwise noted

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To His Worship the Mayor and Members of Council:

This is the Willistead Manor Inc. Annual Report to City Council on the affairs and operations of the Corporation for the calendar year 2021.

The Willistead Manor Inc. Board of Directors act in a policy advisory capacity to City Council on the operation of Willistead Manor Inc.; however, the ongoing management of the facility is under the direction of the Office of the Commissioner of Community Services. A full report of the activities in the facility may be obtained from that Service Area.

Introduction and Background

The *City of Windsor Act, 1981* established a Corporation without share capital under the name of Willistead Manor Inc., with the objective to receive, maintain, manage, control and use donations for charitable purposes for the rehabilitation of Willistead Manor Inc. For the purpose of attaining its objective, the Corporation "Willistead Manor Inc." has the power to accept and hold any real or personal property granted, donated, devised, bequeathed or otherwise conveyed to it and to convert any such property into money and further to advise City Council respecting the following:

1. The operation of Willistead Manor Inc.;
2. The development and maintenance of the grounds of "Willistead Park";
3. The promotion and development of Willistead Manor Inc. as a centre for amusement, entertainment and exhibitions;
4. The promotion of meetings, receptions and displays in Willistead Manor;
5. The promotion of educational or cultural activities in Willistead Manor;
6. The promotion of the performing arts, including musical and artistic work, in Willistead Manor.

Pursuant to Section 12 of By-law Number 1 of the Corporation, enacted October 29, 1981, the Board of Directors shall, once annually, hold a meeting at which will be approved for submission to City Council, a review of the affairs and operations of the Corporation for the year immediately preceding and a financial statement which contains a profit and loss statement and a balance sheet for the year. This report is submitted in accordance with By-law Number 1.

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Directorate

<u>Term Expiring August 17, 2022</u>	<u>Term Expiring August 17, 2023</u>
Andalieb Abu-Zahra James Evans Robert Gauthier Douglas Sanborn	Carl Dettinger Mary Jane Dettinger Colleen Gaudette Art Jahns Robert Jasey David Langstone
Councillor Chris Holt	
Kathleen Renaud, President, Friends of Willistead	

Officers

In accordance with Section 6 of By-law Number 1, of the Corporation, the Board at its first meeting following City Council’s appointment of Directors, elected the following Officers:

2021/2022

Chairperson – Douglas Sanborn
 Vice-Chair – Vacant
 Treasurer – Robert Gauthier
 Secretary – Colleen Gaudette
 Past Chairperson – James Evans

Honourary Chairs – Stephen Marshall (Deceased) and Louise Brown

Committee Structure

The Board functions with an active Committee structure comprising the following sub-committees that report through the Board:

- Acquisitions Committee
- Community Relations & Promotions Committee
- Education Committee
- Event Planning Committee
- Fundraising Committee
- Historical Committee

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Manor Club



The Manor Club Fundraising program was approved by City Council in 1982, and revised in 1983, as an effective vehicle for persons and corporations to donate money for the continuing restoration and refurbishing of Willistead Manor Inc.

In 2021 the Manor Club received donations totalling \$ 8,769.00.

The following classifications of membership were established:

- Charter Life Members:** original members whose donations exceeded \$1,000.00 prior to December 31, 1982
- Charter Corporate Members:** original corporations whose donations exceeded \$1,000.00 prior to December 31, 1982
- Life Members:** donors who have completed their \$1,000.00 donations since December 31, 1982
- Corporate Members:** corporations who have completed their \$1,000.00 donations since December 31, 1982
- Sustaining Members:** donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them life members
- Sustaining Corporate Members:** corporate donors of less than \$1,000.00 whose donations, when they reach \$1,000.00 will make them corporate members



Report of the Board Chair

The Willistead Manor Inc. Board of Directors is an active participant with the management resources of the City of Windsor's Office of Parks, Recreation, Culture and Facilities, which maintains Willistead's grounds, gardens, buildings and furnishings.

Willistead Manor is the crown jewel of Olde Walkerville offering gracious facilities and grounds for weddings, receptions, meetings and many other special events.

Unfortunately, due to the Covid-19 pandemic, the Manor has been closed since March 2020 but we are hopeful that the scheduled May 2022 opening can be realized. Due to these Covid-19 lockdowns, our financial partners have had to cancel the fundraising activities and donations which have benefitted the Manor for many years.

The annual Rotary Club of Windsor (1918) Art in the Park event scheduled for June 5th and 6th, 2021 was cancelled and we are anxiously anticipating the 2022 event. Donations to Willistead Manor from the Rotary Club (1918) began in 1972 and the Willistead Manor Board of Directors is extremely thankful for their 50 years of continuous support towards upkeeping this historic gem for all to appreciate.

The Friends of Willistead are a vibrant group of approximately sixty volunteers who continue to offer support with docent services and various community events promoting and fund raising for the Manor. We are eternally grateful for all they do and anxiously look forward to when they can bring their energy back to the Manor.

Additionally, the Board is sincerely thankful for the continued support over the years from The Manor Club Patrons, Via Italia Seniors and Community Centre Inc., The Questors Ontario Chapter, The Windsor Essex County Association of Realtors, the Windsor Design Association designers, teachers and students from the St. Clair College Interior Design Program and everyone else who contributes to support the Manor for the continued enjoyment of the residents and visitors to Essex County.

Finally, a special thank-you to the Acquisitions Committee, whose hard work and dedication allows the Manor to maintain the high-level historical quality and community value that Willistead Manor Inc. strives for.

We are excited to announce that a historical exhibit in the Coach House, made possible from the generous Merrinoff family donations and the support of numerous Walker family descendants, is scheduled to open in July 2022. We are all looking forward to once again being able to gather with friends, colleagues and patrons to continue our work promoting the Manor.

As your Chair, I would like to thank the entire Board of Directors for their continued support and tireless effort, working together we can achieve our vision of creating “An interactive world-class cultural site that promotes personal and community experiences connecting the past to the future.”

On behalf of the Board; thank you Mayor Dilkens and City council for your support and ongoing investments honouring the Manor’s history and present-day relevance.

In closing, we also wish to extend thanks to the following people from the City of Windsor for their interest and support:

Ray Mensour – Commissioner, Community Services
Jen Knights – Executive Director, Recreation & Culture
James Chacko – Executive Director, Parks & Facilities
Michelle Staadegaard – Manager, Culture & Events
Christopher Menard – Cultural Development & Willistead Manor Coordinator
Kim Manzerolle – Recreation Centre Clerk, Willistead Manor
Dan Seguin – Deputy Treasurer, Financial Accounting
Sue Hallett-Zufelt – Financial Analyst, Financial Accounting
Steve Vlachodimos – City Clerk & Senior Manager, Council Services
Sandra Gebauer – Council Assistant and Executive Secretary to the Board of
Directors, Willistead Manor Inc.
Bonnie Reid – Resident Custodian

Respectfully submitted,

Douglas Sanborn

Douglas Sanborn
Chair, Willistead Manor Inc.



Photograph Courtesy of Tourism Windsor Essex Pelee Island



Photograph Courtesy of Tourism Windsor Essex Pelee Island



Acquisitions Committee

The Acquisitions Committee met with the Board via Zoom several times throughout 2021 to discuss the challenges of the pandemic as it relates to Willistead Manor. Acquisitions continued to work on initiatives to maintain our mission of preservation of the manor despite these challenges.

Several years ago, the Acquisitions Committee and the Board of Directors contracted Suede Productions to create a documentary to showcase Hiram Walker, his successful business ventures, Willistead Manor and the Walker family legacy. We are delighted to report that the documentary has been completed and we hope to premiere it to the public sometime in 2022.

The Acquisitions Committee and the Board of Directors also contracted HCA Mindbox to help facilitate the historical exhibit in the Coach House. We anticipate its completion in 2022 and look forward to opening it to the public.

In closing, I would like to quote a paragraph from the booklet, *Willistead Manor, A History and A Guide*:

“As the manor is over 100 years old, (completed in 1906), terms such as reconstruct, repair, renew and restore are applied on an on going basis not only to the Manor but to the grounds and attendant buildings as well. This magnificent gift from the Walker family now belongs to the people of Windsor and it is up to us to keep this gem a shining example of public support”.

Respectfully submitted,

Robert Gauthier

Robert Gauthier ARIDO IDC
Executive Member of the Board of Directors, Willistead Manor Inc., Chair of
Acquisitions



Photograph Courtesy of Tourism Windsor Essex Pelee Island

Friends of Willistead

Our group continued to be safe but we were away from the Manor and all our usual activities. We kept in touch through emails and phone calls but the 40-year history of the Friends was put on hold.

In 1980 when the Manor was refurbished and ready to be what it is today, a strong group of advocates (including the Questers) met and made plans to serve and promote the Manor in any way that they could. The Manor became a premier event place but was also to be known as part of the community so tours and educational partnerships were formed and the Friends became a group.

The first open house was to show off the Manor ready for Christmas in December 1981. One of the original tour guides from then remains a member 40 years later. The Manor was enhanced through donations and acquisitions and became a draw to locals and tourists, who always left in awe of what Edward and Mary had created with architect Albert Khan. This is still true today and Christmas at Willistead Manor is an event you cannot miss.

The Friends are a group of 60 members who come from all walks of life and all bring unique skills to the table: seamstress, office employee, teachers, nurses, moms and dads and appreciated volunteers.

We have raised funds for the restoration of the Manor and will continue to do so...our High Teas, Easter and Halloween parties for children, Christmas bazaars, Art in the Park cafe and various endeavors have raised monies that help the 115-year-old house stay safe for future generations to enjoy.

Respectfully Submitted,

Kathleen Renaud

Kathleen Renaud, President
Friends of Willistead.



WINDSOR'S POET LAUREATE EMERITUS & POET LAUREATE PRESENT

a virtual edition of
poetry
 AT THE MANOR
 - Vol. 9 -

TUESDAY, OCTOBER 19, 2021 | 7:00 PM

Watch at Mayor Drew Dilkins' YouTube page, and on Facebook pages for Mayor Drew Dilkins, The City of Windsor, Museum Windsor & Black Moss Press

FEATURED POETS	SPECIAL GUESTS
MARTY GERVAIS WINDSOR Poet Laureate Emeritus	MAYOR DREW DILKENS Introductory and Welcome Remarks
MARY ANN MULHERN WINDSOR Poet Laureate	ALEXEI UNGURENAŞU WINDSOR Youth Poet Laureate
LOUISE BERNICE HALFE CANADIAN Parliamentary Poet Laureate	CRISSI COCHRANE "WHY" Animated Music Video
SKY DANCER OTTAWA Poet Laureate	NADINE DELEURY Cello performance outside Willistead
ALBERT DUMONT OTTAWA Poet Laureate	BOOK SALES Purchase works by our guest poets through links we'll provide.
RANDELL ADJEI ONTARIO Poet Laureate	Additional details at www.citywindsor.ca
VICTORIA BUTLER BARRIE Poet Laureate	Telling Our Stories. Sharing Yours.

Supported by the City of Windsor, Black Moss Press, the League of Canadian Poets & Biblioasis



Photograph Courtesy of Suede Productions



Photograph Courtesy of Suede Productions

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The House Guest

By Marty Gervais | Windsor's Poet Laureate Emeritus
In honour of Ken Saltmarche at Willistead Art Gallery

I'd like to think the tall thin man
I met in the upstairs gallery is still there
a ghost among the wide open rooms
and imagine him still busy with painters
and poets and musicians, still finding
ways to put pictures to words, still
finding words to paint the stories
we carry with us

I imagine him moving in the after hours
feeling his way through the splendid
darkness of this august place that sits
amidst Elm and Chestnut
and Kentucky coffee trees

I'd like to think the tall thin man
finds a moment each night
to settle down before an easel and paint
yet another and another and another
of this place he calls home

Mary Walker at Willistead

By Mary Ann Mulhern | Windsor's Poet Laureate

It was her home
This mansion of many rooms
She planned every detail
Decorations, furnishing, colours
Paintings, each piece
A reflection
Of her gift for art

Now, all these years later
Mary Walker is at peace
Knowing all is well
With her beloved Willistead
She rejoices to see the rooms
Filled with people
To hear the voices
Wordsmiths from all across the country

It was her gift to all of us.

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***2021
Financial Reports
and Statements***

***Board of Directors
Willistead Manor Inc.***

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2021

Manor Club

The fiscal year ending December 31, 2021 concluded with Willistead Manor Inc. continuing its “Manor Club” fund raising campaign. Operating on a budget of \$4,500 all of which is dedicated to the Manor Club campaign, various fundraising efforts were undertaken to promote the Willistead Manor Club this year and in the future. A positive operating fund balance from 2020 was included in the 2021 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2021 of \$31,145.

Twenty eight contributions to the Manor Club were received, amounting to \$8,769. Eleven of the Manor Club contributions exceeded the \$100 annual membership established by the Board of Directors. Since its inception in 1982, contributions to the Manor Club total \$393,224.

As the Board is empowered under Section 6 (c) of its governing legislation

“to pay over from time to time monies received by the Corporation to the City Treasurer and the City shall use any monies so received only for the purposes of operating, renovating and furnishing Willistead Manor”.

We will be presenting a cheque to the City Treasurer in the amount of \$8,794 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2021

	<u>2021</u>	<u>2020</u>
<i>Assets:</i>		
<i>Cash in Bank</i>	<u>\$ 39,940</u>	<u>\$ 28,972</u>
<i>Liabilities:</i>		
<i>City Treasurer - Willistead Capital Restoration Fund</i>	8,794	2,535
<i>Equity</i>	<u>31,145</u>	<u>26,437</u>
<i>Total Liabilities & Equity</i>	<u>\$ 39,940</u>	<u>\$ 28,972</u>

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2021
with comparative figures for 2020

	2021	2020
<i>Revenues:</i>		
<i>Manor Club Contributions</i>	8,769	2,427
<i>Fundraising Event</i>	-	-
<i>Bank Interest - Savings</i>	25	109
<i>Total Fundraising Revenue</i>	8,794	2,536
<i>Operating Grant</i>	4,500	4,500
<i>Bank Interest - Operations</i>	209	280
<i>Total Revenues</i>	13,503	7,316
 <i>Expenditures:</i>		
<i>Fundraising</i>	-	-
<i>Other</i>	-	104
<i>Transfer to Willistead Capital Restoration Fund</i>	8,794	2,535
<i>Total Expenditures</i>	8,794	2,639
<i>Excess of Revenues over Expenditures</i>	4,709	4,678
<i>Fund Balance, Beginning of Year</i>	26,437	21,760
<i>Fund Balance, End of Year</i>	31,145	26,437

2021
FINANCIAL REPORTS
AND STATEMENTS



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - Furniture and Furnishings Trust Fund
WILLISTEAD MANOR - Capital Restoration Reserve Fund
WILLISTEAD MANOR – Endowment Fund



**CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR FINANCIAL REPORT
For the year ending December 31, 2021**

Art-in-the-Park

Due to Covid-19, Art-in-the-Park co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918) was not held in 2021. This joint effort, which commenced in 1978, has generated \$1,385,281 towards Willistead Restoration projects.

Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2021. This show, which began in 1987, has generated a total of \$209,153 toward Willistead restoration projects.

Friends of Willistead

The Friends of Willistead have generated ‘contributions’ totalling \$127,506 since their inception in 1982. They have also volunteered countless hours of labour, particularly decorating for Christmas and assisting in furnishings acquisitions.

Furniture and Furnishings

Furniture and furnishings valued at approximately \$515,705 have been donated to Willistead over the years by many generous members of the community.

Willistead Capital Restoration

The Willistead Capital Restoration Fund has a balance of \$320,786 as at December 31, 2021 year-end.

Willistead Endowment Fund

In 2012, City Council approved the establishment of the Willistead Manor Endowment Fund. The fund is to be used exclusively, and in perpetuity, for the preservation, restoration, and capital improvement of Willistead Manor, and used for any means needed to achieve this purpose. It is intended that the fund be used for infrastructure projects. The minimum capital amount that must be preserved in the fund at all times is set at 50% of the receipted value of life to date contributions to the fund. As at December 31, 2021 the Willistead Endowment Fund has a fund balance of \$28,683. The minimum capital balance that must be preserved in the fund as at December 31, 2021 is \$13,428.



WILLISTEAD FURNISHINGS - TRUST FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2021
with comparative figures for 2020

	2021	2020
<i>Revenues:</i>		
<i>Interest Income</i>	\$ 64	\$ 58
<i>Transfer from Willistead Restoration Reserve Fund</i>	10,000	-
<i>Total Revenues</i>	10,064	58
 <i>Expenditures:</i>		
<i>Furnishings and Upgrades</i>	3,793	5,601
<i>Total Expenditures</i>	3,793	5,601
<i>Excess (Deficiency) of Revenues over Expenditures</i>	6,271	(5,543)
<i>Fund Balance, Beginning of Year</i>	4,211	9,754
<i>Fund Balance, End of Year</i>	\$ 10,482	\$ 4,211



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2021
with comparative figures for 2020

	2021	2020
<i>Revenues:</i>		
<i>Willistead Manor Inc.</i>	\$ 2,535	\$ 8,361
<i>Art-in-the-Park</i>	-	-
<i>Friends of Willistead - Donation</i>	-	2,000
<i>Donation Box Proceeds & Sale of Books</i>	-	-
<i>Transfer from Willistead Capital</i>		
<i>Maintenance Reserve Fund</i>	-	34
<i>Interest Income</i>	4,311	5,276
<i>Total Revenues</i>	6,847	15,671
 <i>Expenditures:</i>		
<i>Transfer to Willistead Furnishings Trust</i>		
<i>Fund</i>	10,000	-
<i>Transfer to Capital Project</i>	-	100,000
<i>Total Expenditures</i>	10,000	100,000
<i>Deficiency of Revenues</i>		
<i>Over Expenditures</i>	(3,153)	(84,329)
<i>Fund Balance, Beginning of Year</i>	323,939	408,268
<i>Fund Balance, End of Year</i>	\$ 320,786	\$ 323,939



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2021
with comparative figures for 2020

	2021	2020
<i>Revenues:</i>		
<i>Donations</i>	\$ 300	\$ 2,000
<i>Interest Income</i>	199	281
<i>Total Revenues</i>	499	2,281
 <i>Expenditures:</i>		
<i>Total Expenditures</i>	-	-
<i>Excess of Revenues over Expenditures</i>	499	2,281
<i>Fund Balance, Beginning of Year</i>	28,184	25,903
<i>Fund Balance, End of Year</i>	\$ 28,683	\$ 28,184



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNTS
As at December 31, 2021

	<i>Life to Date</i>
<i>Revenues:</i>	
<i>City Contribution</i>	\$ 1,500,000.00
<i>Canada 150 Grant (1)</i>	450,000.00
<i>Heritage Funding - Trust</i>	25,000.00
<i>- Reserve</i>	120,000.00
<i>Donations - The Morris & Beverly Baker Foundation</i>	54,500.00
<i>-The Chandisherry Foundation</i>	25,000.00
<i>- Friends of Willistead</i>	12,000.00
<i>- Other</i>	50.00
<i>Transferred Balance from Previous Capital Project</i>	174,707.00
<i>Total Revenues</i>	2,361,257.00
 <i>Expenditures:</i>	
<i>Total Expenditures to Date</i>	\$ 2,296,591.00
<i>Balance Available at December 31, 2021</i>	\$ 64,666.00

(1) \$450,000 grant awarded in 2017 through the Canada 150 Community Infrastructure Program together with the \$1,500,000 from the City of Windsor was spent by March 31, 2018 as per the terms of the grant.



Thank You

APPENDIX "A"Priority Tender Capital Budget Submission (2023)2023 Capital Budget Pre-Approval – EngineeringSewer Related Recommended 2023 Pre-Approval \$8,401,000

STREET	FROM	TO	BUDGET	FUNDING SOURCE	QUESTICA ID
Aubin	Alice	Guy	\$2,660,000	Sewer Surcharge	ECP-035-07
Albert	Seminole	Metcalf	\$1,660,000	Sewer Surcharge	ECP-035-07
Laing/McEwan Ph 2	Campbell/Laing	Curry/Grove	\$730,000	Sewer Surcharge	ECP-035-07
Elsmere	Elliott	Giles Blvd E	\$3,351,000	Sewer Surcharge	ECP-035-07

Watermain Component

The projects identified above may have a Watermain component, and the funding commitment of EnWin Utilities is required in order to proceed.

2023 Capital Budget Pre-Approval – OperationsRoad Rehab (OPS-001-07) recommended 2023 Pre-Approvals \$2,401,536

STREET	FROM	TO	BUDGET	FUNDING SOURCE
Windsor	Erie	Giles	\$280,000	Canada Community-Building Fund (CCBF) (Fund 176)
McEwan	Riverside	University	\$220,000	Canada Community-Building Fund (CCBF) (Fund 176)
Goyeau	Erie	Elliott	\$220,000	Canada Community-Building Fund (CCBF) (Fund 176)
Goyeau	Giles	Ellis	\$260,000	Canada Community-Building Fund (CCBF) (Fund 176)
Matchette	Melbourne	Prince	\$540,000	Canada Community-Building Fund (CCBF) (Fund 176)
Melbourne	Matchette	Felix	\$220,000	Canada Community-Building Fund (CCBF) (Fund 176)
Lillian	Giles	Allendale	\$240,000	Canada Community-Building Fund (CCBF) (Fund 176)
Allendale	Lillian	Howard	\$240,000	Canada Community-Building Fund (CCBF) (Fund 176)
Ottawa	Kildare	Argyle	\$140,000	Canada Community-Building Fund (CCBF) (Fund 176)
	Non-Refundable HST Cost		\$41,536	Canada Community-Building Fund (CCBF) (Fund 176)

APPENDIX "A"

Priority Tender Capital Budget Submission (2023)

Fleet Replacements recommended 2023 Pre-Approvals \$1,561,542

UNIT	DESCRIPTION	FLEET AREA	BUDGET	FUNDING SOURCE	QUESTICA ID
3035	2015 Chevrolet Tahoe	Fire	\$72,420	Fire Major Equipment Reserve (Fund 163)	FRS-001-07
	Non-Refundable HST Cost		\$1,275	Fire Major Equipment Reserve (Fund 163)	FRS-001-07
		Fire Subtotal	\$73,695	Fire Major Equipment Reserve (Fund 163)	FRS-001-07
5007	2005 Ice Resurfacer	Parks	\$107,100	Parks Equipment Reserve (Fund 197)	OPS-001-15
5114-5115	2015 10' Mower	Parks	\$191,056	Parks Equipment Reserve (Fund 197)	OPS-001-15
5146	2015 16' Mower	Parks	\$128,595	Parks Equipment Reserve (Fund 197)	OPS-001-15
5503	2003 Forklift	Parks	\$103,795	Parks Equipment Reserve (Fund 197)	OPS-001-15
5623	2001 Planter Attachment	Parks	\$32,177	Parks Equipment Reserve (Fund 197)	OPS-001-15
5644	2011 Smithco Sand Rake	Parks	\$23,873	Parks Equipment Reserve (Fund 197)	OPS-001-15
5678	2011 Turf Care Rake Attachment	Parks	\$17,126	Parks Equipment Reserve (Fund 197)	OPS-001-15
5679	2011 Turf Maint Attachment	Parks	\$24,392	Parks Equipment Reserve (Fund 197)	OPS-001-15
	Non-Refundable HST Cost		\$11,055	Parks Equipment Reserve (Fund 197)	OPS-001-15
		Parks Subtotal	\$639,169	Parks Equipment Reserve (Fund 197)	OPS-001-15
0304	2012 GMC Unicell Van	Corporate	\$75,000	Equipment Replacement Reserve (Fund 136)	OPS-005-08
0613	2013 Chevrolet Silverado 1500	Corporate	\$40,800	Equipment Replacement Reserve (Fund 136)	OPS-005-08
0649-0650	2016 Ford F250	Corporate	\$91,800	Equipment Replacement Reserve (Fund 136)	OPS-005-08
0714-0715	2015 Chevrolet Silverado	Corporate	\$81,600	Equipment Replacement Reserve (Fund 136)	OPS-005-08
0719-0724	2016 Ford F150	Corporate	\$244,800	Equipment Replacement Reserve (Fund 136)	OPS-005-08
3019-3021	2013 Dodge Grand Caravan	Corporate	\$150,000	Equipment Replacement Reserve (Fund 136)	OPS-005-08
3025	2013 Dodge Grand Caravan	Corporate	\$50,000	Equipment Replacement Reserve (Fund 136)	OPS-005-08

APPENDIX "A"

Priority Tender Capital Budget Submission (2023)

3028-3029	2014 Dodge Grand Caravan	Corporate	\$100,000	Equipment Replacement Reserve (Fund 136)	OPS-005-08
	Non-Refundable HST Cost		\$14,678	Equipment Replacement Reserve (Fund 136)	OPS-005-08
		Corporate Subtotal	\$848,678	Equipment Replacement Reserve (Fund 136)	OPS-005-08

Fleet submission above is based on preliminary capital replacement projections for 2023.

2023 Capital Budget Pre-Approval – Parks

Parks Related Recommended 2023 Pre-Approval \$1,024,801

PROJECT	BUDGET	FUNDING SOURCE	QUESTICA ID
Park Lighting Replacement	\$100,000	Service Sustainability Investment (Fund 221)	PFO-003-19
Park Bench Replacement	\$50,000	Service Sustainability Investment (Fund 221)	PFO-010-20
Off- Road Cycling Trails	\$200,000	Pay As You Go Capital Reserve (Fund 169)	ECB-041-18
Park-Related Parking Lots Capital Upgrades	\$200,000	Pay As You Go Capital Reserve (Fund 169) Service Sustainability Investment (Fund 221)	PFO-013-12
Parks Drainage Improvement	\$175,000	Sewer Surcharge (Fund 028)	PFO-002-21
Recycling Silos in Parks	\$64,000	Pay As You Go Capital Reserve (Fund 169)	PFO-006-19
Park Bridges/Shelters/Buildings/Capital Rehabilitation Program	\$130,000	Parkland Acquisitions Reserve (Fund 151)	PFO-009-12
Holiday Lights Capital Maintenance	\$105,801	Service Sustainability Investment (Fund 221)	PFO-003-20