

Community Services Standing Committee Meeting Agenda

Date: Wednesday, July 2, 2025

Time: 9:00 o'clock a.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

MEMBERS:

Ward 2 - Councillor Fabio Costante

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman (Chairperson)

Ward 6 - Councillor Jo-Anne Gignac

ORDER OF BUSINESS

Item #	Item Description
1.	CALL TO ORDER

READING OF LAND ACKNOWLEDGMENT

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

2.	DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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3.	ADOPTION OF THE MINUTES
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| 3.1. | Adoption of the Community Services Standing Committee minutes of its meeting held May 7, 2025 (SCM 164/2025) |
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4.	REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS
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5.	COMMUNICATIONS
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6.	PRESENTATIONS AND DELEGATIONS
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7.	COMMITTEE MATTERS
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| 7.1. | Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held March 12, 2025 (SCM 168/2025) |
| 7.2. | Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held April 9, 2025 (SCM 169/2025) |
| 7.3. | Report No. 122 of the Board of Directors Willistead Manor Inc. - 2024 Annual Report (SCM 170/2025) |
| 7.4. | Report No. 123 of the Willistead Manor Inc. Board of Directors (SCM 194/2025) |

8. ADMINISTRATIVE ITEMS

8.1. City of Windsor Urban Forest Management Plan (UFMP) and Response to CQ 14-2022 (S 82/2025)

Author: Yemi Adeyeye, City Forester/Manager, Forestry & Natural Areas

Clerk's Note: Appendix A & B available at www.citywindsor.ca due to size.

9. QUESTION PERIOD

10. ADJOURNMENT



Committee Matters: SCM 164/2025

Subject: Adoption of the Community Services Standing Committee minutes of its meeting held May 7, 2025

Community Services Standing Committee Meeting

Date: Wednesday, May 7, 2025

Time: 9:00 AM

Members Present:

Councillors

Ward 2 - Councillor Fabio Costante

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman (Chairperson)

Ward 6 - Councillor Jo-Anne Gignac

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Robert Martini, Municipal Gaming Analyst

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Andrew Daher, Commissioner, Corporate Services

Michael Chantler, Commissioner, Community Services

Dana Paladino, Acting Commissioner Human & Health Services

Kirk Whittal, Executive Director, Housing & Children's Services

Tanya Antoniw, Executive Director, Employment & Social Services

James Chacko, Executive Director, Parks & Facilities

Alina Sirbu, Executive Director, Long Term Care / Administration

Linda Higgins, Manager Intergovernmental Funding-Employment Social & Health

Kelly Goz, Manager, Homelessness & Housing Support

Stephen Lynn, Manager Social Policy & Planning

Jennifer Tanner, Manager, Homelessness & Housing Support

Diane Wilson, Manager, Social & Affordable Housing

Michelle Oake, Project Manager, CDHS

Anna Ciacelli, Deputy City Clerk

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1. CALL TO ORDER

The Chair calls the meeting of the Community Services Standing Committee to order at 9.00 o'clock a.m.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. ADOPTION OF THE MINUTES

3.1. Adoption of the Community Services Standing Committee minutes of its meeting held December 4, 2024

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

That the minutes of the Community Services Standing Committee meeting held December 4, 2024 **BE ADOPTED** as presented.

Report Number: SCM 389/2024

7. COMMITTEE MATTERS

7.1. Minutes of the Age Friendly Windsor Working Group of its meeting held January 31, 2025

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSSC 274**

THAT the minutes of the Age Friendly Windsor Working Group of its meeting held January 31, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 70/2025

Clerk's File: ACO2025

7.2. Minutes of the Windsor Accessibility Advisory Committee of its meeting held March 13, 2025

Moved by: Councillor Mark McKenzie

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Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSSC 275**

THAT the minutes of the Windsor Accessibility Advisory Committee of its meeting held March 13, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 85/2025

Clerk's File: ACO2025

7.3. Minutes of the Committee of Management for Huron Lodge of its meeting held March 4, 2025

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSSC 276**

THAT the minutes of the Committee of Management for Huron Lodge of its meeting held March 4, 2025 **BE RECEIVED**.

Carried.

Report Number: SCM 100/2025

Clerk's File: ACO2025

7.4. Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held December 11, 2024.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSSC 277**

THAT the minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held December 11, 2024 **BE RECEIVED**.

Carried.

Report Number: SCM 121/2025

Clerk's File: ACO2025

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

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None presented.

6. PRESENTATIONS AND DELEGATIONS

6.1. Annual Progress Report of the Windsor Essex Regional Community Safety & Well-Being Plan and Next Steps - City Wide

Michelle Oake, Project Lead, Human & Health Services appears before the Community Services Standing Committee regarding the administrative report dated April 17, 2025, entitled “Annual Progress Report of the Windsor Essex Regional Community Safety & Well-Being Plan and Next Steps – City Wide” and provides a brief overview of the Progress Report for the Windsor Essex Regional Community Safety and Well-Being Plan including achievements. Ms. Oake provides details regarding the History & Legislative Framework developed by the Provincial CSWB Planning Framework to guide municipalities in planning efforts; 2022-2026 Plan & Priority Areas; Cost Benefit & Return on Investment of proactive and focused on social development and prevention; Current Funding Model shared by the City of Windsor, the County of Essex, and collaborations and partnerships; Highlights: 2022-2026 Plan Accomplishments including development of a Regional System’s Leadership Table; promotion of safe, healthy, and connected neighbourhoods and communities; increased early interventions to reduce overall service need and crisis intervention; identifying existing gaps in the social safety net; expand or develop new programs to promote employment, training, and apprenticeship opportunities; 2026-2029 Plan Revision Strategy – Engagement Path and Important Timelines

Councillor Fabio Costante inquires whether Windsor is in line with other municipalities in the province when it comes to funding or other resource help. Ms. Oake indicates that she is a part of the Ontario Municipalities Social Services Association (OMSSA) Community Safety & Well-Being Working Group that is advocating for funding from the Ministry of the Solicitor General to help fund municipal programs. She also states the priorities for community safety and well-being are relatively consistent across municipalities in Ontario, as the framework of the plan is provincially legislated.

Councillor Fabio Costante asks if the WERCSRB could see a partnership with the city’s Strengthen the Core initiative in the future. Ms. Oake replies that the WERCSRB works collaboratively with many strategies, including Strengthen the Core, and they will be working together with their partners to maintain complimentary goals.

Councillor Renaldo Agostino inquires whether community centres and activities for youth play a factor in reducing youth-related issues. Ms. Oake indicates that WERCSRB partner programs providing youth diversion are valuable, however the results of such work is not seen immediately, but rather years into the future, over the course of multiple plans.

Councillor Renaldo Agostino inquires as to how much of an impact the loss of the downtown community center has affected the area. Andrew Daher, Commissioner, Corporate Services appears before the Community Services Standing Committee Meeting regarding the administrative report entitled “Annual Progress Report of the Windsor Essex Regional Community Safety & Well Being

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Plan and Next Steps-City Wide” and indicates that there is definitely an impact when community centers are removed, especially in the downtown core. The City and the WERCSRB continue to advocate to upper levels of government and partners to pursue funding for community programs to help mitigate the loss of the community centers.

Councillor Jo-Anne Gignac comments that she would like to see more data included in future reports. She would like to see the correlation between the dollars spent on initiatives and partnerships and the impact it is having, to ensure that the most effective programs are being funded. Mr. Daher replies that funding through the Community Safety and Well-Being Plan is contingent on certain performance indicators being met, and those data points can be included in future reports.

Councillor Jo-Anne Gignac asks if provincial and federal funding sources are making specific expectations and outcomes known or if they are requesting detailed data and evidence. Stephen Lynn, Manager, Social Policy & Planning appears before the Community Services Standing Committee Meeting regarding the administrative report entitled “Annual Progress Report of the Windsor Essex Regional Community Safety & Well Being Plan and Next Steps-City Wide” and indicates that part of the role of the Community Safety and Well-being program was to identify community needs and fill the missing gaps between sectors such as health, crime prevention, and mental health. He cites the example of recent funding received from the Building Safer Communities Fund required academic evidence-based programming to show that the proposed programs would be effective in the long term. He states that reports with more detailed key performance indicators can be produced for Council as necessary.

Councillor Jo-Anne Gignac hopes that the funding sources give clear direction to municipalities and their partners to ensure the success of these programs.

Councillor Mark McKenzie asks what is being done to support youth in the 16- to 17-year-old age brackets. Ms. Oake replies that support services are currently provided for this age group through three programs: New Beginnings Youth Diversion, Sandwich Teen Action Group, and the Windsor-Essex Children’s Aid Society. These programs focus specifically on prevention of crime.

Councillor Mark McKenzie inquires whether these programs include housing support as well. Ms. Oake replies that there is a housing initiative/life skill support program for youth 18 and older, but housing support for 16 to 17-year-olds is not provided.

Councillor Mark McKenzie asks if there is the possibility to provide funding for housing support and life support to include teens in the 16- to-17-year-old age group. Kirk Whittal, Executive Director of Housing and Children’s Services appears before the Community Services Standing Committee Meeting regarding the administrative report entitled “Annual Progress Report of the Windsor Essex Regional Community Safety & Well Being Plan and Next Steps-City Wide” and indicates that there is a partnership with Community Housing and the Children’s Aid Society for transitioning precarious youth that does provide housing for that age group.

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Councillor Mark McKenzie asks if the recent financial struggles of the Children's Aid Society have affected any of these programs. Mr. Whittall replies no, the program is still being actively supported and is doing very well.

Councillor Mark McKenzie asks how many individuals this housing program can hold. Mr. Whittall indicates between 18 and 22 individuals are being served by this program, ranging in ages from 14 to 17, and the program is seeing success so far.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 273**

THAT City Council **APPROVE** the Progress Report of the Windsor Essex Regional Community Safety & Well-Being Plan and its submission to the Province of Ontario's Ministry of the Solicitor General before December 31, 2025; and further,

THAT City Council **AUTHORIZE** the Commissioner of Human & Health Services to develop a revised Regional Community Safety and Well-Being Plan in the format required under the Community Safety and Policing Act, 2019 and bring back to Council for approval; and further;

THAT City Council **AUTHORIZE** the Commissioner of Human and Health Services to apply for grant funding available relative to community safety and well-being through the provincial or federal governments provided that City funding is not required, or is available within existing budgets, and timeframes will still allow for City Council to ratify the application for the grant funding prior to a point when a withdrawal from the program would no longer be possible.

Carried.

Report Number: S 61/2025

Clerk's File: SS/14026

8.2. Response to CR 433/2023 re: Homelessness Outreach Updates - City Wide

Bryan Rock, Manager of Community Programs, Family Services Windsor-Essex

Bryan Rock, Manager of Community Programs, Family Services Windsor-Essex appears before the Community Services Standing Committee regarding the administrative report dated April 17, 2025, entitled, "Response to CR 433/2023 re: Homelessness Outreach Updates – City Wide" and is available for questions.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Jo-Anne Gignac

Decision Number: **CSSC 279**

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THAT the report of the Manager of Homelessness and Housing Support dated April 17, 2025 entitled "Response to CR 433/2023 re: Homelessness Outreach Updates" which provides an update on the homelessness outreach program and related data from 311 **BE RECEIVED** ; and further,

THAT City Council **RECEIVE** an update as to how the Administration will attempt to draw the various organizations together to collaborate and capitalize on the programs that they are prepared to offer. Carried.

Report Number: S 63/2025

Clerk's File: GM/7755

8. ADMINISTRATIVE ITEMS

8.1. Emergency Shelter Winter Planning Update and One Time Funding for Encampment Responses

Councillor Renaldo Agostino states that he is happy to see funding for encampments but is concerned that closing the encampments will have a negative impact on downtown core service providers, and the downtown core in general. He asks administration how many people are being supported per day. Mr. Whittal replies that on a daily basis through multiple support services, the number would be roughly 400 to 500 people. He adds that the Winter Planning funding provided approximately 30 people access to permanent housing through rent subsidies.

Councillor Renaldo Agostino inquires whether it is known how many people came from the encampments to the downtown shelter. Mr. Whittal replies that very few people would leave encampments to go back into shelters, and if the encampments were closed, they would move on. He states that permanent housing options would be the best solution in terms of trying to house individuals, versus being placed in the shelter system.

Councillor Renaldo Agostino asks how much more the shelter system can take if the encampments are closed, in terms of capacity versus how many people can be supported. He wants to know if the city is reaching the threshold. Mr. Whittal replies that at the time of the report, the city was below capacity in the shelter system. He adds that through Windsor-Essex Housing Connections and other funding partners, 50 to 60 people are being permanently housed per month.

Councillor Renaldo Agostino asks administration if they believe supporting the rent subsidies and shelters was more successful than providing the warming bus over the winter, or if a hybrid option would be considered for next winter if the funds are there. Mr. Whittal replies that funding is considered on a continual basis to keep improving the system, and those types of decisions would be made depending on funding. Mr. Daher adds that the shift in funding from the warming bus last year to the H4 this year has allowed the city to serve more people. There were approximately 35 people on a bus any given night compared to approximately 55 people being served at the H4. He believes the funding went much further this year as compared to last year.

Moved by: Councillor Renaldo Agostino

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Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 278**

THAT the report of the Acting Manager, Homelessness and Housing Support and Manager of Homelessness and Housing Support, dated April 17, 2025, entitled “Emergency Shelter Winter Planning Update and One Time Funding for Encampment Responses” **BE RECEIVED** for information.

Carried.

Report Number: S 62/2025

Clerk’s File: GH/11710

8.3. Response to Directive on Dog Park Policy - City Wide

Councillor Fabio Costante requests that administration comment on the framework used by Toronto and Mississauga and how it encourages dog parks in higher density, more mature neighbourhoods, and how neighbourhood associations are attached to those parks. James Chacko, Executive Director, Parks, Recreation, and Facilities appears before the Community Services Standing Committee Meeting regarding the administrative report entitled “Response to Directive on Dog Park Policy-City Wide and indicates that Toronto and Mississauga have different operating models from Windsor and a number of the other comparison municipalities. These cities look for opportunities to partner with developers through city-owned properties or private parklands as part of developments to share the initial cost of the parks with the cities, who then turn over ownership of the dog parks to a stewardship, such as a condo or neighbourhood association to maintain and operate those areas.

Councillor Fabio Costante asks about the cost to convert a parkette in the city to a dog park, recognizing that it would not have all the features of a large park. Mr. Chacko replies the conversion process would cost approximately \$50,000 to \$60,000, depending on the overall size, with fencing being the biggest expense. The ongoing operational cost would be approximately \$15,000 to \$20,000.

Councillor Fabio Costante mentions that should Council implement dog parks that deviate from the current policy, the park would have to be selected and a funding source identified. He asks if the policy itself could be amended to match the Toronto or Mississauga models instead. Mr. Chacko replies that should Council wish to change the policy they could choose to do so, and a future budget or future Council could direct administration to implement the dog park policy in any form. At the current time, there is no funding in the 10-year Capital Budget for any dog park, no matter the size.

Councillor Fabio Costante inquires whether Ward funds could be used for any type of capital enhancements for these parks. Mr. Chacko replies that this is his understanding, yes. This would be considered a capital project if a member of Council wished to fund the installation of a dog park compliant with the dog park policy in effect at the time.

Councillor Jo-Anne Gignac inquires if the Council of the day, at any time, can request administration to bring forward the current policy to make amendments. Mr. Chacko indicates yes.

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Councillor Gignac inquires whether any portion of the fees collected for dog licensing are directed towards dog parks. Mr. Chacko replies that the funds from dog licensing remain with the Licensing Department, and the maintenance of dog parks remains under the Parks Department operating budget.

Councillor Jo-Anne Gignac inquires whether other municipalities utilized funds from licensing to help pay for their dog parks. Mr. Chacko replies that the data collected for the report did not specify where the funds for such projects came from, only that they were paid out of the municipality's base budget.

Councillor Renaldo Agostino inquires whether there has been an opportunity to partner with a private property owner to create a dog park, similar to the creation of Community Gardens in the city. Mr. Chacko is not aware of any community groups coming forward with such a request, but should it be the will of Council, such opportunities could be pursued.

Councillor Renaldo Agostino inquires whether corporate sponsorship for a dog park has ever been pursued. Mr. Chacko replies that the city has had success with sponsorship for other park amenities but has not pursued sponsorship specifically for a dog park. Should Council request it, dog park sponsorship is something that could be considered.

Moved by: Councillor Fabio Costante

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 280**

THAT the report of the Executive Initiatives Coordinator, Community Services, dated March 21, 2025, entitled "Response to Directive on Dog Park Policy - City Wide" **BE RECEIVED**; and,

THAT administration **BE DIRECTED** to report back to the Community Services Standing Committee with amendments to the dog park policy to mirror the framework utilized by the City of Toronto and the City of Mississauga; and,

THAT administration **BE DIRECTED** to investigate whether a portion of the revenue collected from dog licensing could be used to provide additional funding for dog parks.

Carried.

Report Number: S 45/2025

Clerk's File: SR2025

8.4. Response to CQ 43- 2024 Barron Bowl Fundraising Update - Ward 2

Terry Barron, Father of the late Ryan Barron

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Terry Barron, father of the late Ryan Barron, appears before the Community Services Standing Committee regarding the administrative report dated February 28, 2025, entitled, "Response to CQ 43-2024 Barron Bowl Fundraising Update – Ward 2" and is available for questions.

Moved by: Councillor Fabio Costante

Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 281**

THAT the report of the Executive Initiatives Coordinator, Community Services, dated February 28, 2025, entitled "Response to CQ43-2024 Barron Bowl Fundraising Update-Ward 2" **BE RECEIVED**; and,

THAT administration **BE DIRECTED** to provide matching funds of up to \$59,261 from the Parks Community Partnership Initiative Capital Project (7129015) to move forward with improvements at the Ryan Barron Memorial Skate Park located in Atkinson Park; and,

THAT administration **BE DIRECTED** to make any and all necessary amendments, take any action required, including the signing of any agreements and contracts, and to move forward with the spending of the donations raised, ward funds, and the matching Parks Community Partnerships Initiative Capital Project (7129015) for the purposes of the new surface features as outlined in the Discussion section of the report, subject to future community consultation.

Carried.

Councillor Jo-Anne Gignac was absent from the meeting when the vote was taken on this matter.

Report Number: S 25/2025

9. QUESTION PERIOD

None registered.

10. ADJOURNMENT

There being no further business the meeting of the Community Services Standing Committee is adjourned at 10:04 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on June 4, 2025

Carried.

Councillor Ed Sleiman (Chairperson)

Deputy City Clerk / Supervisor of Council Services



Committee Matters: SCM 168/2025

Subject: Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held March 12, 2025

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn, Chair
J. Evans
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

M. Staadegaard, Manager, Culture & Events
S. Gebauer, Council Assistant & Executive Secretary to the Board
of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:11 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" **attached** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by J. Evans,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held November 13, 2024, **BE ADOPTED** as
presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

D. Sanborn discusses the Mayor's reception, noting that a total of \$129,218.24 in donations were presented, which included \$89,218.24 from the Rotary Club of

Windsor (1918). \$25,000 from the Merinoff Family, \$10,000 from Martha Henkel and \$5,000 from the Friends of Willistead.

4.2 Administration

M. Staadegaard, Manager, Culture & Events provides the following updates:

Priority Projects for Willistead Manor:

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- The lighting project in the Manor is currently paused, pending time for next steps.
- C. Menard will continue to search for files containing information about items donated to Willistead Manor.

R. Gauthier suggests bringing in a framing specialist to handle any lighting attached to the art frames. M. Staadegaard notes that the staff carpenters may also be able to assist with the lighting.

Facilities:

- Material options are being considered for the Coach House ceiling. An update may be provided at the April 2025 meeting.
- Funding for the fence repair/refinish will be available in 2029/2030. There is some cracking in the concrete pillars within the fencing that needs to be addressed immediately. Supports have been placed on the pillars temporarily but should be removed before Art in the Park.
- Funding for the replacement of the parking lot will be available in 2029.

Culture & Events Updates:

- Updates to the Room Guide for tours as well as the Willistead Manor brochure, will be completed in 2025.
- The Mayor's Reception, which took place on January 19, 2025, was a wonderful celebration with combined donations of approximately \$129,000. presented.
- The Portrait of Mary Walker was very well received by the public and received great media coverage.
- 2024 attendance at the Manor was over 50,000 guests across rentals, programs, events etc.
- The Holiday Tours saw approximately 3,000 guests and brought in approximately \$13,000.
- At the Manor events include Easter Brunch on Sunday April 20th, 2025, and Mother's Day Brunch on Sunday May 11, 2025.

Filming Request for Board Consideration

- YourTV-Cogeco has asked to feature Willistead Manor in a special that they will be filming.

- It will be a 28-minute episode highlighting various points of interest for Windsor history.
- The Host will introduce the show.
- The Friends of Willistead would lead a tour and participate in an interview, with the potential involvement of another board member. Perhaps Robert could discuss the portraits.
- The Host will take a guided tour of the manor.
- They hope to film in June 2025, and air on YourTV (Channel 11 and 700), YouTube, Twitter, etc...
- The goal is to share local history and heritage; it is a great feature for Willistead.
- Once the Board approves the filming, scheduling will proceed.

Documentary Updates:

- There are no new updates concerning the Willistead documentary currently.

4.3 Treasurer

None.

5. NEW BUSINESS

R. Gauthier informs the Committee members that the drapes have been installed in the Great Hall and look great.

J. Evans inquiries about the status of the donor wall, which the Committee discussed some time ago. R. Gauthier shares that he has spoken with Chris Renaud from HCA Mindbox about the project and that it remains on their radar.

D. Sanborn asks the Committee members review the draft copy of the recruitment application, which will go live once approved. They are informed that the call for applicants to join the Board of Directors will be shared on the City of Windsor website and social media, and that a news release will be prepared. The Committee members opt to forgo the add in the Windsor Star.

D. Sanborn informs the members that applications will be reviewed by the Executive Committee members and that consideration will be given to applicants who may want to join sub-committees but cannot commit to being on the Board of Directors.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be on Wednesday, April 9, 2025.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:38 o'clock
p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

SG
March 12, 2025

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn - Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
D. Langstone
E. Morasset
C. Pitman

Regrets from Board Members:

M. McKenzie

Also in attendance are the following resource personnel:

M. Staadegaard, Manager, Culture & Events
S. Gebauer, Council Assistant & Executive Secretary to the Board
of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:44 o'clock p.m. and the Board considers the Agenda being Schedule "A" attached hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by MJ Dettinger, seconded by J. Evans,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held November 13, 2024, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn thanks J. Evans for giving remarks at the Mayor's reception on his behalf and notes that a total of \$129,218.24 in donations were presented, which included \$89,218.24 from the Rotary Club of Windsor (1918). \$25,000 from the Merinoff Family, \$10,000 from Martha Henkel and \$5,000 from the Friends of Willistead.

D. Sanborn informs the Board members that recruitment for new members will proceed and a copy of the application, which will be available on the City of Windsor website and through social media has been provided for reference. Board members are encouraged to share the opportunity with anyone who may be interested in applying.

The Chair notes that as a pilot project the meeting day for the Executive and Board of Directors meetings was changed from Thursdays to Wednesdays. However, due to scheduling conflicts for some members it is recommended that meetings return to Thursdays.

Moved by D. Langstone, seconded by A. Abu-Zahra,
That the Board of Directors, Willistead Manor Inc., **APPROVE** changing the meeting days back to Thursdays, effective Thursday May 8, 2025.

Carried.

D. Sanborn also informs that Wednesday April 9th, 2025 will be the Board of Directors Annual General Meeting, which will be followed by a dinner in the Manor. Details regarding the menu options and costs for guests will be shared via e-mail.

5. REPORTS

5.1 Management

M. Staadegaard, Manager, Culture & Events provides the following updates:

Priority Projects for Willistead Manor:

- C. Menard and R. Gauthier will continue to work on prioritizing projects in the Manor and identifying budgets.
- The lighting project in the Manor is currently paused, pending time for next steps.

Facilities:

- Material options are being considered for the Coach House ceiling. An update may be provided at the April 2025 meeting.

- Funding for the fence repair/refinish will be available in 2029/2030. There is some cracking in the concrete pillars within the fencing that needs to be addressed immediately. Supports have been placed on the pillars temporarily but should be removed before Art in the Park.
- Funding for the replacement of the parking lot will be available in 2029.

Culture & Events Updates:

- Updates to the Room Guide for tours as well as the Willistead Manor brochure, will be completed in 2025.
- The Mayor's Reception, which took place on January 19, 2025, was a wonderful celebration with combined donations of approximately \$129,000. presented.
- The Portrait of Mary Walker was very well received by the public and received great media coverage.
- 2024 attendance at the Manor was over 50,000 guests across rentals, programs, events etc.
- The Holiday Tours saw approximately 3,000 guests and brought in approximately \$13,000.
- At the Manor events include Easter Brunch on Sunday April 20th, 2025, and Mother's Day Brunch on Sunday May 11, 2025.

Filming Request for Board Consideration

- YourTV-Cogeco (Channel 11) has asked to feature Willistead Manor in a special that they will be filming.
- It will be a 28-minute episode highlighting various points of interest for Windsor history.
- They hope to film in June 2025, and air on YourTV (Channel 11 and 700), YouTube, Twitter, etc...
- The goal is to share local history and heritage; it is a great feature for Willistead.
- Once the Board approves the filming, scheduling will proceed.
- Administration will work with YourTV to ensure accuracy and to ensure that Willistead Manor is seen in its most positive light.

Moved by J. Evans, seconded by MJ Dettinger,
THAT the Board of Directors, Willistead Manor Inc. **APPROVE** the filming
of a YourTV-Cogeco show featuring Willistead Manor in June 2025.

Carried.

Documentary Updates:

- There are no new updates concerning the Willistead documentary at this time.

M. Staadegaard informs that Willistead Manor has received 3 nominations in the annual Best of Windsor-Essex Awards, hosted by Tourism Windsor Essex Pelee Island (TWEPI). The nominations are for: Best Historical Attraction, Best Tour Experience and Best City Photo Op.

5.2 Treasurer

None.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier informs the Board members the drapery replacement project in the Great Hall is complete and that the new drapes look wonderful. He states that the next focus will be on improving the lighting above the portraits in the Manor, noting that the Library is especially dark. R. Gauthier indicates that a framing specialist will be contacted for any lighting that will be attached directly to the art frames.

R. Gauthier shares that the Detroit Historical society has a portrait of Hiram Walker that may be available for loan. Additionally, he indicates that Charles Merinoff, has been in discussions with the CEO of Beam Suntory regarding the possibility of gaining access to the building.

R. Gauthier presents a card sent by artist Michele Van Maurik, which includes a QR code explaining her process for painting the portrait of Mary Walker. The card will be displayed on the table in the Great Hall. Board members suggest asking Michele if she would be willing to donate the blouse she made while painting the portrait so it can be displayed in the dressing room.

C. Gaudette notes that there is water damage on the ceiling above the right-hand side in the Great Hall. M. Staadegaard confirms that it will be assessed.

R. Gauthier informs the Board members that Michael Evans, formerly of Suede Productions, has created a new documentary entitled "*It Happened in Walkerville*". In the film he talks about the Walkerville Queen Victoria Fountain, now located in Willistead Park, and notes that the crown topper that at one time adorned the fountain, is no longer there. R. Gauthier suggests that a replica of the crown be created and displayed in the Manor. D. Langstone proposes that it could potentially be made using a 3D printer.

Finally, R. Gauthier informs the Board members that the artwork donated by Rita Sanborn, will be displayed on the 2nd floor landing.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- 54 Friends of Willistead, some members of the Board and 6 St. Clair College students helped with the holiday decorating.
- The holiday tours were successful with over fifty volunteers over 8 tours.
- Sales of Willistead Manor merchandise were strong during the tours.
- The new portrait of Mary Walker was very well received.
- The recently acquired table in the Billiard Room was showcased during the holiday tours.
- All decorations were taken down and put away in 3 days.
- The decorating team has met and decorating proposals are due by the end of April.
- In February, the FOW began working on the third floor.
- The FOW had a strong turnout at the Mayor's Reception, where they enjoyed meeting the descendants and the artist who painted the portrait of Mary Walker.
- FOW were pleased to contribute \$2,500 toward portrait lighting and \$2,500 to the restoration fund.
- FOW welcomed new members and will resume docent training soon.
- The guidebook has been reviewed and made corrections to portrait placements and added new information.
- A group of 30 St. Clair College students, many of which were from Panama, recently toured the Manor.
- A group from Lola's Round Table in Essex will be coming soon.

C. Pitman thanks the Board members that took part in the holiday decorating.

6.5 Education

None.

6.6 Historical

None.

6.7 Event Planning

None.

7. NEW BUSINESS

None.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Wednesday April 9, 2025 at 4:30 o'clock p.m. and will serve as the Annual General Meeting and dinner.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:38 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY



Committee Matters: SCM 169/2025

Subject: Minutes of the meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held April 9, 2025

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn, Chair
J. Evans
C. Gaudette
R. Gauthier

Also in attendance are the following Resource Personnel:

J. Knights, CEO Windsor Public Library and Executive Director, Culture
D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls
M. Staadegaard, Manager, Culture & Events
C. Menard, Supervisor, Community Programming - Cultural Affairs
& Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board
of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:09 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by R. Gauthier, seconded by C. Gaudette,
That the minutes of the Executive Committee Board of Directors
Willistead Manor Inc. meeting held March 12, 2025, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

4. REPORTS

4.1 Chairperson

Doug Sanborn notes that several applications have been received for the vacant Board of Directors positions and shared with the committee members for review and consideration. As the process remains open, any new submissions will also be forwarded. The Chair suggests that the committee members meet at a later date to discuss.

4.2 Administration

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Facilities Updates:

- Facilities has confirmed that the fire-resistant barrier in the Coach House ceiling must remain and therefore the existing drop ceiling cannot be removed to expose the original wood.
- Options would include matching the existing ceiling and installing a new drop ceiling or removing the existing drop ceiling, installing gypsum board underneath and installing a new drop ceiling with decorative panels. This option would reduce the room ceiling height.

Culture & Events Updates:

- Easter Brunch is currently half sold.
- Mother's Day Brunch will take place on May 11, 2025, and will go on sale on Monday, April 14, 2025.

C. Menard provides a verbal staffing update.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting & Corporate Controls, will provide an overview of the 2024 Financial Reports and Statements contained in the Annual Report at the regular meeting.

5. NEW BUSINESS

R. Gauthier informs the Committee members he and C. Gaudette will identify and prioritize artworks that require lighting. R. Gauthier notes that 2 pieces of art may have to be raised, and one piece hung. C. Menard indicates that once all needs are confirmed, he will submit a request to have the work completed.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be on Thursday, May 15, 2025.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:39 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, there being present the following members:

D. Sanborn - Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
R. Jasey
D. Langstone
E. Morasset
C. Pitman

Regrets from Board Members:

M. McKenzie

Also in attendance are the following resource personnel:

J. Knights, CEO Windsor Public Library and Executive Director, Culture
D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls
M. Staadegaard, Manager, Culture & Events
C. Menard, Supervisor, Community Programming - Cultural Affairs
& Willistead Manor Coordinator
S. Gebauer, Council Assistant & Executive Secretary to the Board
of Directors, Willistead Manor Inc.

1. CALL TO ORDER

The Chairperson calls the meeting to order at 4:42 o'clock p.m. and the Board considers the Agenda being Schedule "A" attached hereto, matters, which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by J. Evans, seconded by R. Gauthier,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting
held November 13, 2024, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn provides the Board members with an update on the recruitment process for new members, noting that several applications have already been received. He adds that the opportunity to apply remains open for anyone still interested.

5. REPORTS

5.1 Management

C. Menard, Supervisor, Community Programming - Cultural Affairs & Willistead Manor Coordinator provides the following updates:

Priority Projects for Willistead Manor:

- The lighting project at the Manor will be moving forward beginning with the Great Hall and then moving on to other areas. It will be carried out in phases and updates will be shared with the board as the work advances.

Facilities:

- Facilities has confirmed that because of legal requirements relating to fire protection removing the existing drop ceiling to expose the wood in the Coach House is not possible as a safety barrier is required.
- Options will be reviewed, and updates will be provided at future meetings.

Culture & Events Updates:

- The Room Guide is missing information on the Coach House and will be updated once the ceiling project is completed.
- Easter Brunch (April 20) is currently half sold
- Mother's Day Brunch (May 11) will go on sale on Monday April 14, 2025.
- They are currently considering a Tea event with princesses and story time in the Fall to replace the Harvest Dinner.
- The 28-minute episode by YourTV/Cogeco, highlighting Windsor's history and heritage, including Willistead Manor, will be filmed in the Manor in June.

- Willistead Manor has once again been awarded the “Best Historical Attraction” in Tourism Windsor Essex Pelee Island (TWEPI)’s Best of Windsor-Essex Awards.

C. Menard provides a verbal staffing update.

5.2 Treasurer

D. Seguin, Deputy Treasurer – Financial Accounting and Corporate Controls, provides an overview of the Annual Report Financial Documents.

Moved by R. Jasey, seconded by MJ. Dettinger,
That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2024, attached as *Appendix A*, **BE ACCEPTED** as presented.
Carried.

Moved by R. Gauthier, seconded by J. Evans,
That upon acceptance of the Willistead Manor Inc. 2024 Annual Report by City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by the Board.
Carried.

Moved by Colleen Gaudette, seconded by Erica Morasset,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an amount of \$ 61,657. **BE PAID OVER** to the City of Windsor Willistead Capital Restoration Reserve Fund.
Carried.

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotion

None.

6.3 Acquisitions

R. Gauthier encourages the Board members to take a moment to admire the beautiful new drapes in the Great Hall when they attend the dinner at the Manor this evening. C. Gaudette notes water damage on the ceiling in the Great Hall, however, C. Menard confirms that a work order has already been submitted and the issue is being addressed.

6.4 Friends of Willistead (FOW)

C. Pitman, provides the following updates:

- A screening of *“Walkerville’s Willistead Manor: The Home That Shaped A Community”* was held in the Coach House for new FOW members and some older members.
- Docent training will begin on May 5th, 2025
- The Docent guide has been updated to include the relocation of paintings in the Manor.
- A group from Lola’s Round Table in Essex visited the Manor and thoroughly enjoyed it.
- Decorating proposals are due at the end of April. Some have already been submitted.
- Art in the Park inventory has been completed, and the sponsors have been secured.

6.5 Education

R. Jasey informs the Board members that last year, several school groups visited the Manor and took part in contextualized learning activities. The students were put into groups and tasked with brainstorming creative ways to promote the Manor. These activities were very well received by both students and teachers, offering unique and memorable experiences and the students’ ideas have been highlighted in the 2024 Annual Report. R. Jasey adds that he hopes to continue expanding these educational opportunities.

D. Sanborn refers to a discussion regarding the possibility of providing funding to help schools visit the facility as a way of expanding the educational program.

R. Jasey indicates that post-COVID busing costs have made it difficult for some schools to participate, adding that there are currently three student trips scheduled but with additional funding for transportation, estimated at approximately \$180 per trip, more visits may be possible.

R. Gauthier emphasizes the importance of acting immediately in order to continue promoting Willistead Manor.

MJ. Dettinger, who for many years chaired the Education Committee, asks that the donation made to Willistead Manor, in honour of Carl Dettinger, who was a former Board Member and longtime supporter of the Manor, be used to support educational initiatives.

Moved by R. Jasey, seconded by MJ. Dettinger,
That the Board of Directors, Willistead Manor Inc. **APPROVE** funding to an upset limit of \$1,000 to support bussing for student programs at the Manor; and,

That the \$1,000 donation made by MJ Dettinger, in honour of the late Carl Dettinger, **BE ALLOCATED** for this purpose.

Carried.

R. Jasey suggests that creating a coffee table book and selling it online alongside other Willistead merchandise would be a great way to promote the Manor. He notes that a coffee table book could help bring the Manor into people's homes and spark broader public interest.

6.6 Historical

D. Langstone inquires about the status of Art Jahns' historical collection. C. Menard explains that the collection is currently with Museum Windsor and that there is the potential for some of the collection to come to Willistead Manor. C. Menard suggests moveable display cases be considered for the Coach House to accommodate any future items. He indicates that once it is clear what will be donated, they will be better positioned to assess the collections requirements. He notes that all items will be digitized as part of the process.

Moved by J. Evans, seconded by C. Gaudette,

That the Board of Directors, Willistead Manor Inc. **APPOINT** David Langstone as chairperson of the Historical sub-committee.

Carried.

6.7 Event Planning

None.

7. NEW BUSINESS

Moved by R. Gauthier, seconded by C. Gaudette,

That the Board of Directors, Willistead Manor Inc. **AUTHORIZE** a donation in the amount of \$100 to the Willistead Manor Endowment Fund in memory of former member Carl Dettinger, who passed away on March 26, 2025.

Carried.

D. Sanborn informs the Board members of the passing of Tony Morse, husband of Pam Morse, the great-great-granddaughter of Hiram Walker. A memorial service in honour of Tony's life will be held on May 31st, 2025 in Grosse Pointe Farms, Michigan.

Moved by D. Langstone, seconded by MJ. Dettinger,

That the Board of Directors, Willistead Manor Inc. **APPROVE** a donation to the Belle Isle Conservancy, in the amount of \$100. CAD, in memory of Tony Morse.

Carried.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, May 15, 2025 at 4:30 o'clock p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:46 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY



Committee Matters: SCM 170/2025

Subject: Report No. 122 of the Board of Directors Willistead Manor Inc. - 2024 Annual Report

REPORT NO. 122
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held April 9, 2025

Present: D. Sanborn – Chair
A. Abu-Zahra
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
R. Jasey
D. Langstone
E. Morasset
C. Pitman

Your Board submits the following recommendations:

Moved by R. Jasey, seconded by MJ. Dettinger,
That the Annual Report and Financial Statements on the affairs and
operations of Willistead Manor Inc. for the year 2024, attached as *Appendix A*, **BE**
ACCEPTED as presented.
Carried.

Moved by R. Gauthier, seconded by J. Evans,
That upon acceptance of the Willistead Manor Inc. 2024 Annual Report by
City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by
the Board.
Carried.

Moved by Colleen Gaudette, seconded by Erica Morasset,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an
amount of \$ 61,657. **BE PAID OVER** to the City of Windsor Willistead Capital
Restoration Reserve Fund.
Carried.

Chair

Executive Secretary

NOTIFY:

Name	Address	City/Prov/Pstcd	Telephone	FAX
Board of Directors Willistead Manor Inc.				

Willistead Manor Inc.



Annual Report 2024

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From The Second-Storey Window of Willistead Manor

By Dorothy Mahoney

In the Middle Space – Windsor's Public Art, Black Moss Press (2023)

Remembering his father,
Edward looks from his dressing room window,
the stone portico from their Detroit home,
a tribute.

Edward looks from his dressing room window,
envisions the house on Fort Street and Shelby,
a tribute,
the door opening and closing...

Envisions the house on Fort Street and Shelby,
the greetings and farewells,
the door opening and closing
on his childhood self.

The greetings and farewells,
the stone portico from their Detroit home,
his childhood self,
remembering his father.

Inspired by Hiram Walker's Front Porch from his 1805 Detroit Home

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THE CITY OF WINDSOR

OFFICE OF THE MAYOR

DREW DILKENS, DBA
MAYOR

**“We shape our buildings;
thereafter they shape us.” | Winston Churchill**

Willistead Manor will always be one of the most important buildings in our community. The manor, the surrounding buildings, and the incredible park that houses it all is a pillar of our regional tourism portfolio, and a place that continues to mean so much to so many. The City of Windsor and City Council remain committed to heritage conservation and preservation projects at this remarkable facility, and to continued significant investments that keep the manor complex and the park site vibrant, thriving, and filled with heritage, culture, and art all year long.



In 2024, nearly 8.2 thousand residents voted in Tourism Windsor Essex Pelee Island's 9th Annual Best of Windsor-Essex Awards. They selected Willistead Manor as the *Best Attraction – Historical* for the second year in a row, and awarded us with the *Best City Photo Op*. This certainly did not surprise those of us who regularly utilize the manor to showcase our region's rich culture and heritage. That recognition followed the manor being featured on *The Amazing Race Canada* (2023), highlighted in a documentary at WIFF and opening the Coach House Historical Exhibition (2022). These are certainly exciting times for Willistead Manor.

Last year, we continued with many important initiatives at Willistead including: restoration of the Main Courtyard to its original layout, with installation of a new accessibility ramp; painting the exterior of the recently-installed new cooling tower; restoring the Paul Martin Gardens Terrace, and the North Terrace; completing foundation and waterproofing in the gardens; restoration of the original terrazzo floor, and installation of additional display cases and museum lighting in the Coach House Historical Exhibition; and repainting of Mary Walker's Dressing Room on the second floor. The year also saw the installation of a wonderful, commissioned portrait of Mary Walker, which is now displayed in the Great Hall across from Edward's portrait, as well as the acquisition of a storied new table with connections to the Walker Family Legacy in Windsor and Walkerville.

Over the next ten years, infrastructure projects at Willistead will include: perimeter fence restoration; repaving the parking lot; restoration of the basement and associated infrastructure; and ongoing painting of the interior and exterior.

In 2024, over 3,000 guests visited the Coach House Historical Exhibition that celebrates the Walker Legacy in Windsor. It is generously supported by the Walker and Merinoff family, through the Charleigh Charitable Trust, and the support of many others. Private tour groups, including students, attended the site and viewed the Willistead Manor documentary. The popular **At the Manor** programming series hosted another season of sold-out events and dinners, even after added seatings. Our Holiday Tours season saw roughly 3,000 visitors explore the manor, raising over \$13,000 for restoration and operations at Willistead.



THE CITY OF WINDSOR

OFFICE OF THE MAYOR

DREW DILKENS, DBA
MAYOR

As a satellite donation location, we also helped CBC's "Make the Season Kind" campaign raise close to \$16,000 in cash and almost 24,000 pounds of food to help vulnerable folks. All told, through tours, At the Manor offerings, rentals and events, over 50,000 guests visited Willistead Manor in 2024. Meanwhile, Museum Windsor's *Beyond the Barrel: Windsor's Whisky History* exhibition, helping to tell the story of Hiram, and including items from my own personal collection, was on display at the Chimczuk Museum, bringing thousands into the museum to explore part of Willistead's history.

For 2024, we also welcomed significant donations totaling about \$129,000 from the Walker Family, through the Charleigh Charitable Trust (\$25,000; second installment of a four-year commitment of \$100,000); Rotary Club of Windsor (1918) and *Art in the Park* (\$89,000 approximately); Martha Henkel, Hiram Walker's great-great granddaughter (\$10,000; part of a multi-year commitment of \$25,000); and the Friends of Willistead (\$5,000). We thank them for their generous contributions and commitment to Willistead Manor.

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 – including the creation and legacy of Willistead Manor. On behalf of the City of Windsor, thank you to the Willistead Manor Inc. Board of Directors, Friends of Willistead, Rotary Club of Windsor (1918), Charleigh Charitable Trust, Pamela Morse and her husband, the late Tony Morse, Leigh and Charles Merinoff, Leslie Merinoff and Brian Kwasnieski, Andrew Merinoff and Lauren Pikovski, Martha Henkel, City of Windsor administration across many divisions, Tourism Windsor Essex Pelee Island, and all those who help to preserve, restore, program, showcase, and celebrate Willistead Manor and the surrounding park site throughout each year, to the benefit of all.

Sincerely,

Drew Dilkens
Mayor, City of Windsor





THYME TO-GO & WILLISTEAD MANOR
INVITE YOU TO THE 4TH ANNUAL

High Tea & Garden Party

Your experience includes:

- Assorted teas served in tea sets from the Friends of Willistead's own collection
- Menu of picture-perfect tea sandwiches, pastries, fruits, scones and traditional High Tea accompaniments
- Guided tours of the Paul Martin Gardens with City of Windsor Horticulture Staff
- Access to the Coach House Historical Exhibition
- *Fancy 'High Tea Hats' are optional

Sun, July 28, 2024 **\$50 per person**
 Three Seatings at 10 a.m., 1 p.m. and 4 p.m. Taxes not included

Willistead Manor
1899 Niagara St., Windsor, ON | Willistead.ca

For Tickets call Thyme To-Go at 519-255-3434 or visit ThymeToGo.ca




THE CITY OF WINDSOR AND THE FRIENDS OF WILLISTEAD
PRESENT THE

WILLISTEAD MANOR Holiday Tours

1899 Niagara St.

Tour Windsor's elegant manor all decked out in its holiday finest.

Sundays, Dec 1, 8, 15, 22 & 29, 2024
 1:00 p.m. to 4:00 p.m.
 Windsor Community Choir - December 1 & 22
 Silver Bells Bell Ringers - December 15

Wednesdays, Dec 4, 11 & 18, 2024
 6:00 p.m. to 8:00 p.m.

TOUR RATES

- \$6.50 - Adults
- \$5.50 - Students & Seniors
- \$3.00 - Children 12 & Under

Cash, Debit, VISA and MasterCard accepted
 Reservations are not required
 Purchase tickets upon arrival at Coach House
 More information online at WILLISTEAD.CA







2024 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, April 2025

*Photographs: 'Willistead in Spring' cover photo, and all other photographs by Christopher Menard, with the exception of page 5 photos, courtesy of Mayor's Office, page 6 'Annual Harvest Dinner' photo, courtesy of Thyme To-Go, page 7 photo courtesy of Ted Kloske Maple Grove Studios, page 8 photos courtesy of Jason Pillon and page 15 and 23 photos courtesy of Jacquelyn Capaldi.

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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 2024.

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

Term Expiring August 17, 2025	Term Expiring August 17, 2026
Andalieb Abu-Zahra James Evans Robert Gauthier Erica Morasset Douglas Sanborn	Mary Jane Dettinger Colleen Gaudette Robert Jasey David Langstone
Councillor Mark McKenzie	
Connie Pitman, 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:

2024/2025

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 2024 the Manor Club received donations totalling \$ 59,304.00.

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

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

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

The annual Rotary Club of Windsor (1918) Art in the Park event held on June 1st and 2nd, 2024 broke attendance records for the second year in a row which resulted in an amazing donation to the Willistead Capital Restoration Reserve Fund. Donations to Willistead Manor from the Rotary Club (1918) began in 1978 and the Willistead Manor Board of Directors is extremely thankful for their 46 years of continuous support towards the upkeep of this historic gem for all to appreciate.

The Friends of Willistead are a vibrant group of approximately sixty volunteers, who for over thirty years have supported the Manor with docent services and community events, promoting and fundraising for the Manor. This year the Manor was once again decorated and presented in the true Holiday Tradition, which was enjoyed by approximately 3,000 guests. We are eternally grateful for all that the Friends do for the Manor.

Additionally, the Board is sincerely thankful for the continued support over the years from The Manor Club Patrons and to all those who contribute to support the Manor for the ongoing enjoyment of the residents and visitors to Essex County.

Finally, to the Acquisitions Committee, whose eye for detail together with their hard work and dedication allows the facility to maintain the high-level historical quality and community value that Willistead Manor Inc. strives for, thank you.

Thank you to the descendants of Hiram Walker who have rallied behind the efforts of Pam and Tony Morse in nurturing and exploring the special relationships between the Walker Family, Willistead Manor and the City of Windsor. Your donations and the historical items entrusted to us are so very much appreciated. We are saddened to report that Tony passed away on March 14, 2025, his passion for Willistead and zest for life will be truly missed.

As your Chair, I would like to thank the entire Board of Directors for your 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 & Corporate Services
Michael Chantler – Senior Executive Director, Community Services
James Chacko - Executive Director, Parks, Recreation & Facilities
Jen Knights - CEO Windsor Public Library & Executive Director, Culture
Michelle Staadegaard - Manager, Culture & Events
Christopher Menard – Supervisor, Community Programming – Cultural Affairs & Willistead Manor Coordinator
Kim Manzerolle – Recreation Centre Clerk, Willistead Manor
Dan Seguin – Deputy Treasurer - Financial Accounting & Corporate Controls
Cindy Heaman – Financial Analyst, Financial Accounting & Corporate Controls
Steve Vlachodimos – City Clerk/Licence Commissioner
Sandra Gebauer – Council Assistant and Executive Secretary to the Board of Directors, Willistead Manor Inc.
Bonnie Reid and Dakota Sweet – Custodial Services

Respectfully submitted,

Douglas Sanborn

Douglas Sanborn, Chair
Willistead Manor Inc.





Acquisitions Committee

The Acquisitions Committee successfully addressed and completed various projects throughout 2024.

One of the key projects was the replacement of the drapes in the Great Hall, which had suffered significant sun damage. A gold damask fabric with bouillon fringe was selected, and we anticipate their installation in early spring 2025.

Mrs. Walker's dressing room was refreshed with a soft green paint, enhancing the charm of the space and receiving much praise.

The committee also secured a pair of golden-toned, carved marble pedestals from DuMouchelle's Auction House. Now positioned in the bay window of the dining room with floral arrangements, they have garnered many compliments, especially from those who rent the room for wedding ceremonies.

A privately funded portrait of Mary Emma Griffin Walker, painted by renowned artist Michele Van Maurik, has been added to the manor's collection. We are grateful to The Friends of Willistead for their generous contribution toward its framing. A gold-gilt frame was chosen, and the portrait now hangs above the piano in the Great Hall, opposite Edward Walker's portrait. We are delighted to see Mary formally recognized as the lady of the manor. The committee is also exploring the possibility of commissioning local artists to paint additional members of the Walker family.

To better showcase the Manor's artwork, the committee identified a need for picture lights on various paintings throughout the estate. These will be installed with great care in 2025.

Additionally, we received the donation of a 19th-century carved refectory table that once belonged to a committee room at Hiram Walker & Sons Distillery. This significant piece was generously donated by Carol Wilks and her siblings, Michael and Mary, in honor of their parents, Michael and Natalie Wilks. It now holds a place of prominence in the Billiard Room.

Another notable acquisition includes four carved wood chairs, crafted by the company Krug, featuring the Hiram Walker emblem embossed on leather. Purchased with donated funds, these chairs have been placed in the Coach House.

We take great pride in the many pieces of furniture from the distillery's offices that now reside throughout Willistead Manor. These acquisitions are particularly valuable as they strengthen the direct connection to the Walker family's legacy.

We extend our sincere gratitude to all who contribute to and support Willistead Manor. Their generosity plays a vital role in fulfilling the manor's vision: *A world-class cultural site that promotes personal and community experiences, connecting the past to the future.*

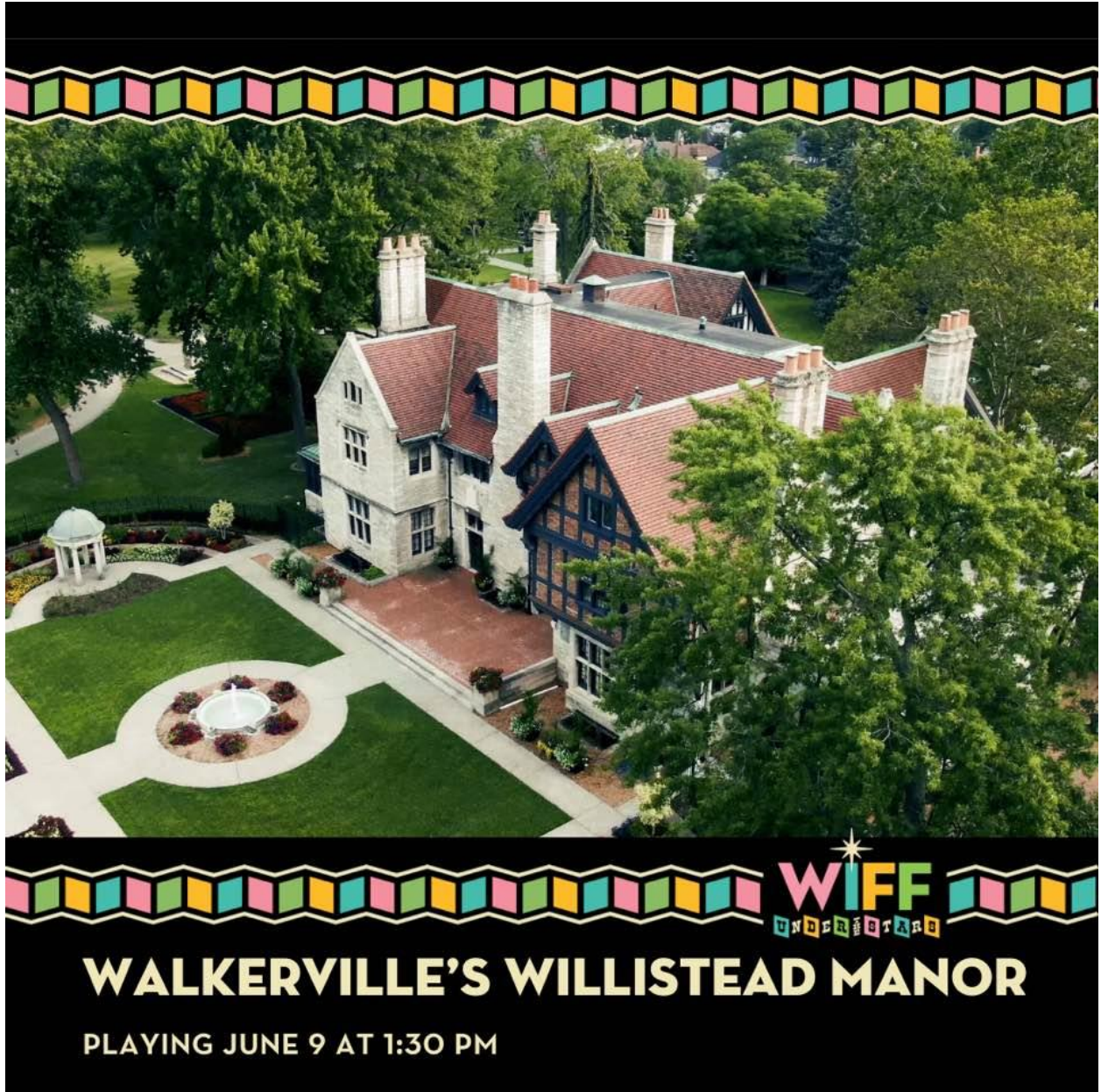
Respectfully submitted,

Robert Gauthier

Robert Gauthier ARIDO IDC

Executive Member of the Board of Directors, Willistead Manor Inc., Chair of Acquisitions





WALKERVILLE'S WILLISTEAD MANOR

PLAYING JUNE 9 AT 1:30 PM

Education Committee

The Willistead Manor Education Committee is pleased to present this annual report, outlining our efforts to expand educational outreach and strengthen partnerships with local schools in 2024. This year, we built upon our 2023 initiatives by welcoming students from the Greater Essex County District School Board (GECDSB) participating in the Specialist High Skills Major (SHSM) program. Originally focused on Business students, we successfully expanded our programming to include Health and Wellness students.

This report highlights our key achievements in 2024, presents feedback from student visits, and outlines plans for continued growth in 2025.

Key Activities and Achievements

2024 SHSM Student Visits

In the spring of 2024, Willistead Manor hosted SHSM Business and Health and Wellness students from GECDSB, marking an important milestone in our educational programming.

- **Student Participation:** Students engaged in guided tours and workshops that emphasized entrepreneurship, heritage, and wellness, utilizing the Manor's historical features and outdoor spaces.
- **Impact:** The visits introduced students to Willistead as a dynamic learning environment, earning positive feedback from educators and setting the stage for future participation.
- **Educator Engagement:** On October 24, 2024, I had the opportunity to present to and discuss Willistead with SHSM lead teachers in Business, Non-Profit, and Environmental streams. Several teachers expressed interest in future visits, though transportation costs remain a barrier.

To further enhance the student experience, an expanded **pre-visit project** was introduced in the fall of 2024. This allowed students to research and develop their ideas for Willistead in advance, ensuring a more engaged and productive on-site experience in the spring.

Feedback from Students' 2024 Spring Visit

Student feedback from their afternoon assignments generated numerous creative ideas for events and programs at Willistead. Many proposals focused on a mix of school and community events, some with paid admission and others open to the public. Below is a selection of the most feasible and engaging ideas:

Proposed Event & Program Ideas

- **"Murder at the Manor" Mystery Nights**
A ticketed evening where guests solve a historical murder mystery throughout the Manor and gardens, guided by actors. A version could be tailored for adults and another for teens/schools.
- **Historical Scavenger Hunt for Schools**
A curriculum-aligned scavenger hunt for elementary and middle school students, incorporating Windsor's history and the Walker family legacy. Prizes like Willistead-themed bookmarks could boost participation.
- **SHSM Entrepreneurship Challenge**
An annual competition where SHSM Business students pitch event or business ideas for Willistead. Winning teams receive mentorship from local entrepreneurs and the opportunity to implement their plans.
- **Youth Heritage Ambassadors Program**
A volunteer initiative for high school students (ages 15-18) to lead tours, assist at events, and create social media content about Willistead, fostering leadership and historical appreciation.
- **Community Garden Workshops**
Seasonal workshops in the Paul Martin Gardens, teaching gardening skills, composting, and sustainable practices. These could be led by local experts or GECD SB horticulture students.
- **Willistead Story Slam**
A quarterly storytelling event where community members, especially teens and young adults, share personal or historical stories inspired by Willistead. Stories could be recorded as a podcast for wider reach.
- **Willistead Art Field Trip & Exhibit**
A high school art field trip where students sketch the Manor's exterior. The best pieces would be displayed in an evening exhibit at Willistead, open to family, friends, and the community.
- **Craft Days for Kids**
Weekend craft sessions for elementary students (ages 8-12) featuring Victorian-era activities, such as making paper fans or pressed-flower art, paired with a short, guided tour.
- **The Haunted Manor: Halloween Walk-Around**
An evening tour where guests explore Willistead Manor's shadowy halls and exterior, guided by lantern-wielding storytellers sharing eerie tales. The event could include outdoor food vendors selling cider, pretzels, and roast beef sandwiches.
- **Intergenerational History Fair**
A collaborative event where students partner with seniors' groups to present Windsor's history. Student projects, such as models and timelines, would be displayed alongside oral histories from older residents.

- **Willistead Film Nights**
Outdoor summer movie screenings in the gardens, featuring historical or family-friendly films (e.g., *Anne of Green Gables*), paired with pre-show talks about Willistead's history.
- **School Art Contest: "Willistead Through Your Eyes"**
A partnership with GECDSB art teachers to encourage students to create artistic interpretations of Willistead. Winning entries would be displayed in the Manor and featured on social media.
- **Young Innovators Market**
A bi-annual marketplace where youth (ages 12-19) sell handmade goods or services, mentored by local business owners. This event would promote entrepreneurship and attract community shoppers.
- **Heritage Hackathon for Teens**
A weekend event where high school students develop tech-based solutions for promoting Willistead (e.g., an app for virtual tours, AR history experiences), with local tech firms providing guidance and prizes.
- **Community Time Capsule Project**
A collaborative project inviting schools and residents to contribute items or letters to a Willistead time capsule, to be buried and opened in 20 years.
- **Pop-Up History Exhibits**
Temporary student-led exhibits in the Coach House, showcasing research on topics like Windsor's industrial past or the Manor's architecture.
- **Willistead Volunteer Day**
An annual event where families, teens, and community groups help maintain the gardens and grounds, followed by a picnic and live music.

Student Engagement & Satisfaction

The 2024 SHSM visits received an estimated **88% satisfaction rate** among students and staff. While not formally polled, participants provided overwhelmingly positive verbal feedback about the experience.

In 2024, Willistead Manor made significant progress in educational outreach, successfully expanding SHSM programming and strengthening partnerships with the GECDSB. These efforts have created momentum for future initiatives, including a **teacher training event already scheduled for 2025**.

Summary of 2025 Plans

Building on this year's success, the following initiatives are planned for 2025:

- **Spring SHSM Bookings** – At least three GECDSB schools are scheduled for SHSM visits in April-May 2025, with an expected **80-100 students** participating.

- **Event Development** – Student proposals from 2024 will be reviewed in **July 2025**, with the goal of piloting **at least one event in late 2025 or early 2026**.

Willistead Manor remains committed to expanding its role as an educational resource, engaging students, educators, and the community in meaningful historical experiences.

Respectfully submitted,

Robert Jasey

Robert Jasey, Chair
Education Committee





Friends of Willistead

After a very successful Holiday Open House season, the Friends of Willistead busied themselves with the aftermath of decorating for Christmas. Our members were well represented at the City of Windsor Reception, where we were delighted to present two cheques to Mayor Dilkens: \$2,500 for restoration and \$2,500 toward the eagerly anticipated painting of Mary Walker. Last year, we raised more than \$15,000 for Willistead through our open houses and tours—an incredible achievement!

January was a quiet time, providing an opportunity to work on the third floor, sorting, organizing, and labeling stock. In February, we gathered for a lovely dinner in the Coach House to celebrate our accomplishments.

Over the winter, new and experienced members participated in docent training. At our meetings, we shared additional information about the Walker family. The Decorating Steering Committee also met and developed a set of decorating guidelines. In March, we participated in a heartfelt send-off for longtime Willistead custodian Bonnie Reid. Bonnie had a strong working relationship with the Friends over the past twenty years. Always considered a member of the team, her unwavering commitment to Willistead is legendary. We wish her all the best in her retirement.

In the spring, the results of the TWEPI Best of Windsor Awards were announced, and we were pleased that Willistead was voted Best Historical Attraction. In May, six of our members were recognized with Ontario Volunteer Service Awards for their 10 to 15 years of service: Donna Oldnall, Jackie Capaldi, Samantha Capaldi, Diane Drake, Gayle Huszti, and Simarjeet Sahota. We thank them for their ongoing contributions and support.

June brought the excitement of Art in the Park, and we set up our tents, partnering once again with Willistead caterer Julie of *Thyme to-Go*. Forty of our members worked selling beverages and Willistead giftware, or served in the Manor greeting visitors, sharing information, and stories. We are very grateful to the Rotary Club of Windsor (1918) and the City of Windsor for continuing to support our presence at Art in the Park.

Over the summer, we welcomed many visitors from near and far during our July Open Houses. The Coach House Historical Exhibition was also well attended. During this time, we began preparations for our first garage sale. In September, the Friends of Willistead resumed general meetings with renewed enthusiasm. We also noted an increase in the number of followers on our Facebook and Instagram pages. The fall was a busy time, as we

held our first garage sale in the Coach House. Thanks to our dedicated volunteers who worked tirelessly before, during, and after the sale, it was a great success!

In early October, planning for Christmas decorating accelerated. After four days of decorating—thanks to the efforts of 54 FOW members, 6 Board members, 6 St. Clair College design students, and approximately 12 additional volunteers—Willistead was

ready! Attendance at our Holiday Open Houses was outstanding, and visitors shared many compliments. Through the sale of Willistead merchandise, we raised additional funds to support ongoing restoration. Our heartfelt thanks go to the 50 Friends of Willistead who volunteered a minimum of 300 hours! It was our pleasure to showcase the Manor in all its festive glory.

I would like to thank our members for everything they do to support Willistead. I would especially like to recognize the members of the Executive for the many hours they dedicate to keeping things running smoothly. The Friends of Willistead look forward to another great year in 2025!

Respectfully submitted,

Connie Pitman

Connie Pitman, President
Friends of Willistead




 The Friends of Willistead
GARAGE SALE
 Stop by to find a new-to-you treasure amidst the
 Christmas items, decor, photo frames, glassware, china,
 artwork, linens, florals, housewares, and more!
SATURDAY, SEPTEMBER 21, 2024
IN THE COACH HOUSE AT WILLISTEAD PARK
 9:00 a.m. to 12:30 p.m. - No Early Birds
 ** SALES ARE CASH ONLY **
 ALL FUNDS RAISED IN SUPPORT OF
 HISTORIC WILLISTEAD MANOR




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2024
***Financial Reports
and Statements***

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

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2024

Manor Club

The fiscal year ending December 31, 2024 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 2023 was included in the 2024 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2024 of \$22,668.

Twenty-six contributions to the Manor Club were received, amounting to \$59,304. Twenty 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 \$538,155.

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 \$61,657 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2024
with comparative figures for 2023

	<u>2024</u>	<u>2023</u>
<i>Assets:</i>		
<i>Cash in Bank</i>	<u>\$ 84,325</u>	<u>\$ 85,309</u>
 <i>Liabilities:</i>		
<i>City Treasurer - Willistead Capital Restoration Fund</i>	61,657	65,170
 <i>Equity</i>	<u>22,668</u>	<u>20,139</u>
 <i>Total Liabilities & Equity</i>	<u>\$ 84,325</u>	<u>\$ 85,309</u>

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2024
with comparative figures for 2023

	<u>2024</u>	<u>2023</u>
<i>Revenues:</i>		
<i>Manor Club Contributions</i>	\$ 5,250	\$ 3,065
<i>Charleigh Charitable Trust</i>	34,445	31,980
<i>Martha Henkel</i>	19,609	13,387
<i>Fundraising Event</i>	-	15,000
<i>Bank Interest - Savings</i>	<u>2,353</u>	<u>1,738</u>
<i>Total Fundraising Revenue</i>	61,657	65,170
<i>Operating Grant</i>	4,500	4,500
<i>Bank Interest - Operations</i>	<u>1,125</u>	<u>1,031</u>
<i>Total Revenues</i>	<u>67,282</u>	<u>70,701</u>
<i>Expenditures:</i>		
<i>Other</i>	3,096	4,973
<i>Transfer to Willistead Capital</i>		
<i>Restoration Fund</i>	<u>61,657</u>	<u>65,170</u>
<i>Total Expenditures</i>	<u>64,753</u>	<u>70,143</u>
<i>Excess (Shortfall) of Revenues</i>		
<i>over Expenditures</i>	2,529	558
<i>Fund Balance, Beginning of Year</i>	<u>20,139</u>	<u>19,581</u>
<i>Fund Balance, End of Year</i>	<u><u>22,668</u></u>	<u><u>20,139</u></u>

2024

**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, 2024**

Art-in-the-Park

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed \$89,218 to the Willistead Restoration Fund for 2024. This joint effort, which commenced in 1978, has generated \$1,647,602 towards Willistead Restoration projects.

Friends of Willistead

The Friends of Willistead have generated 'contributions' totaling \$140,006 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 \$523,845 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 \$712,629 as at December 31, 2024 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, 2024 the Willistead Endowment Fund has a fund balance of \$35,713. The minimum capital balance that must be preserved in the fund as at December 31, 2024 is \$14,778.



WILLISTEAD FURNISHINGS - TRUST FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2024
with comparative figures for 2023

	<u>2024</u>	<u>2023</u>
<i>Revenues:</i>		
<i>Interest Income</i>	\$ 441	\$ 775
<i>Donations</i>	2500	-
<i>Transfer from Willistead Restoration Reserve Fund</i>	<u>10,000</u>	<u>10,000</u>
<i>Total Revenues</i>	12,941	10,775
<i>Expenditures:</i>		
<i>Furnishings and Upgrades</i>	<u>11,831</u>	<u>20,715</u>
<i>Total Expenditures</i>	<u>11,831</u>	<u>20,715</u>
<i>Excess/(Shortfall) of Revenues over Expenditures</i>	1,110	(9,940)
<i>Fund Balance, Beginning of Year</i>	<u>5,711</u>	<u>15,651</u>
<i>Fund Balance, End of Year</i>	<u><u>\$ 6,821</u></u>	<u><u>\$ 5,711</u></u>



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2024
with comparative figures for 2023

	<u>2024</u>	<u>2023</u>
<i>Revenues:</i>		
<i>Willistead Manor Inc.</i>	\$ 65,170	\$ 38,291
<i>Art-in-the-Park</i>	89,218	87,365
<i>Interest Income</i>	<u>16,820</u>	<u>22,538</u>
<i>Total Revenues</i>	171,208	148,194
<i>Expenditures:</i>		
<i>Transfer to Willistead Furnishings Trust Fund</i>	<u>10,000</u>	<u>10,000</u>
<i>Total Expenditures</i>	<u>10,000</u>	<u>10,000</u>
<i>Excess of Revenues Over Expenditures</i>	161,208	138,194
<i>Fund Balance, Beginning of Year</i>	<u>551,421</u>	<u>413,227</u>
<i>Fund Balance, End of Year</i>	<u><u>\$ 712,629</u></u>	<u><u>\$ 551,421</u></u>



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2024
with comparative figures for 2023

	<u>2024</u>	<u>2023</u>
<i>Revenues:</i>		
<i>Donations</i>	\$ 100	\$ 2,500
<i>Interest Income</i>	<u>1,897</u>	<u>1,744</u>
<i>Total Revenues</i>	1,997	4,244
<i>Expenditures:</i>		
<i>Total Expenditures</i>	<u>-</u>	<u>-</u>
<i>Excess of Revenues over Expenditures</i>	1,997	4,244
<i>Fund Balance, Beginning of Year</i>	<u>33,716</u>	<u>29,472</u>
<i>Fund Balance, End of Year</i>	<u><u>\$ 35,713</u></u>	<u><u>\$ 33,716</u></u>



Let's celebrate the

**Best Things
to See & Do**

in Windsor Essex!

BEST OF
**WINDSOR
ESSEX**
AWARDS

Congratulations!



- Best Attraction - Historical -
WILLISTEAD MANOR



A Proud Program of:





Committee Matters: SCM 194/2025

Subject: Report No. 123 of the Willistead Manor Inc. Board of Directors

REPORT NO. 123
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held June 12, 2025

Present: D. Sanborn -- Chair
MJ. Dettinger
C. Gaudette
R. Gauthier
D. Langstone
E. Morasset

Your Board submits the following recommendations:

Moved by C. Gaudette, seconded by R. Gauthier,
That the following person **BE APPOINTED** to the Board of Directors of
Willistead Manor Inc. for a two year term ending August 17, 2027:

Frank Perissinotti
Michael A. Clark

Carried.

Chair

Executive Secretary

NOTIFY:

Name	Address	City/Prov/Pstcd	Telephone	FAX
Board of Directors Willistead Manor Inc.				

Subject: City of Windsor Urban Forest Management Plan (UFMP) and Response to CQ 14-2022

Reference:

Date to Council: July 2, 2025
Author: Yemi Adeyeye
City Forester/Manager, Forestry & Natural Areas
(519) 253-2300x2760
yadeyeye@citywindsor.ca
Park, Recreation and Facilities

Parks
Report Date: 6/11/2025
Clerk's File #: SRT2025

To: Mayor and Members of City Council

Recommendation:

THAT City Council **RECEIVE** the report titled City of Windsor Urban Forest Management Plan (UFMP) – the Key Findings and Directions Report and the Strategic Action Plan for information; and further,

THAT City Council **ENDORSE** the UFMP – Strategic Action Plan as the guiding document for managing Windsor's urban forests for the twenty-year period as shown in Appendix A of this report; and further,

THAT Council **RECEIVE** the response to CQ 14-2022 for information; and further,

THAT the City Treasurer **BE DIRECTED** to consider funding for the Urban Forest Management Plan as part of a future capital budget development process; and further,

THAT Administration **BE DIRECTED** to continue planting trees in the City Rights-of-Way at the sole discretion of the City Forester.

Executive Summary:

N/A

Background:

As part of its strategy to enhance Urban Forest Management in Windsor, City Council approved Capital Project 7131021 which allowed Administration to initiate preventative tree management actions, such as the Area Tree Trimming program and an update of the Tree Inventory Database, utilizing funds from this capital project. Under RFP 199-

18, Urban Forest Innovations Inc. (UFI) conducted a Tree Inventory Assessment and Canopy Cover Study for the City, which was completed in 2020. Following this study, City Council approved the creation of Windsor's first Urban Forestry Management Plan, aimed at identifying the approach, guiding principles, and actions necessary for the protection and enhancement of Windsor's urban forests. Through CAOP 1/2021, Council awarded UFI the contract to assist the Forestry division in developing this strategic document.

UFI, in consultation with the City Forester, created the Urban Forestry Management Plan (UFMP), which consists of two main components: the Key Findings and Directions Report, and the Strategic Action Plan. The former serves to inform the latter.

The Key Findings and Directions Report was developed following extensive consultations, including public information sessions and feedback collection via online platforms. Key stakeholder groups, including residents and environmental agencies, have been engaged to ensure the report and plan captures diverse opinions and interests in the community. The report evaluates the current state of Windsor's urban forest, highlighting both the strengths and weaknesses of the City's urban forest management strategies. Additionally, the report identifies significant challenges facing Windsor's urban forest and examines relevant best practices in urban forestry for potential adoption by the City, its partners, and the wider community. Ultimately, it outlines thirty-seven (37) strategic directions that inform the Strategic Action Plan, offering guidance for the UFMP's vision, guiding principles, goals, objectives, and action items. The Strategic Action Plan is a 20-year plan is divided into four management periods:

- Management Period 1 (2025-2030),
- Management Period 2 (2030-2035),
- Management Period 3 (2035-2040), and
- Management Period 4 (2040-2045).

This report provides a summary of the key components of the Strategic Action Plan needed for the Council's information and direction.

Furthermore, this report responds to a Council Question that relates to the development of the UFMP.

On August 08, 2022, Councillor Costante asked the following question (CQ 14-2022):

“Asks that, as part of the Urban Forest Management Plan, Administration should include information about the following: How a tree is determined to be either public or privately owned. Reason(s) for potential change in ownership status. The impacts of change in ownership status for the municipality and the private property owner with respect to liability, maintenance and replacement costs”

Discussion:

Value of Urban Forest in Windsor

Windsor's urban forest provides the community with approximately \$60 million in total benefits, or approximately \$30 in services and benefits for every \$1 spent on the City's urban forest management program. These figures do not include other tangible and intangible values, such as tree replacement cost, wildlife habitat, beautification,

improved health and wellbeing, and many others, which may be worth many millions more every year and provide immense quality-of-life benefits to Windsor's residents and visitors. Similarly, as reported in the 2025 Asset Management Plan (AMP), City-owned trees in Windsor are worth about \$397 million.

The UFMP Vision Statement

The UFMP is a Strategic 20-year Action Plan that establishes long-term vision, guiding principles, goals, objectives, and targets for the urban forest citywide. The UFMP outlines strategic action items to help Windsor, and its partners maintain, protect, and enhance Windsor's urban forest. It also includes strategies to engage a wider range of partners and community members in urban forest stewardship on public and private lands. In total, the UFMP includes 62 Action Items to be implemented by various City departments, external agencies, local partners, and Windsor residents over the next 20 years and beyond.

The UFMP's vision for Windsor's urban forest is:

A mature canopy of Carolinian and other native tree species covers Windsor. Young and old trees grow side-by-side in parks, forests, and neighbourhoods across the city. Like our community, our trees are healthy, safe, diverse, and beautiful.

We recognize, cherish, and protect the many benefits that trees provide to the whole community. We continue to develop our understanding and work to nurture, enhance, and protect the urban forest for the present and future residents of Windsor, whether they be people, animals, or trees themselves.

Urban Forest Guiding Principles in Windsor

The following nine guiding principles have shaped the development of the Windsor UFMP and are intended to guide future decisions, programs, and actions that may affect Windsor's urban forest:

1. The urban forest must be recognized as essential municipal infrastructure that enhances quality of life.
2. Success requires collaboration, engagement, and resources.
3. Urban forestry is more than planting and pruning.
4. Tree protection should be preferred over tree replacement.
5. All residents deserve equitable access to the urban forest.
6. A diverse urban forest is a stronger urban forest.
7. Windsor's urban forest is a Carolinian forest.
8. To support climate resilience, the urban forest must be climate resilient too.
9. Urban forest management should be proactive, responsive, adaptive, and innovative.

UFMP Themes, Goals and Action Items

Windsor's vision for its urban forest will be realized through the pursuit and achievement of the UFMP's five goals. Each goal is related to an urban forest theme identified in the Key Findings and Directions report and actualised through action items that will be implemented within the 20-year planning horizon as summarised below:

Urban Forestry Themes	UFMP Goals and Objectives	Action Items
Windsor's urban forest	<p>Know more about Windsor's urban forest</p> <p>1.1 Collect and maintain high-quality urban forest data</p> <p>1.2 Integrate urban forest data with asset management frameworks</p> <p>1.3 Monitor Windsor's urban forest and its management</p>	7
Maintaining Windsor's urban forest	<p>Maintain a healthy, safe, and functional urban forest</p> <p>2.1 Enhance and expand urban forest governance structures</p> <p>2.2 Strengthen program capacity to delivery key urban forestry services in accordance with best practices</p> <p>2.3 Proactively manage tree-related risk</p> <p>2.4 Enhance capacity to respond to threats to the urban forest</p>	20
Growing Windsor's urban forest	<p>Replenish, expand, and enhance Windsor's urban forest</p> <p>3.1 Increase tree canopy cover citywide and at smaller scales</p> <p>3.2 Improve tree establishment outcomes</p> <p>3.3 Promote urban forest resilience and ecological function</p> <p>3.4 Pursue urban forest equity for all community members</p>	14
Protecting Windsor's urban forest	<p>Protect Windsor's urban forest</p> <p>4.1 Improve tree protection outcomes through the planning process</p> <p>4.2 Improve tree protection outcomes outside the planning process</p>	9
Partnerships in Windsor's urban	<p>Engage everyone in Windsor's urban forest</p> <p>5.1 Promote community awareness of the urban</p>	12

forest	forest	
	5.2 Support community and partner engagement in urban forest stewardship.	

The strategic framework outlined on Pages 36 to 114 of Appendix A details 62 action items aligned with five goals, specifying timeframes, implementation leaders, partners, and anticipated resource requirements. An implementation summary table is provided on Pages 116 to 127.

The urban forestry themes identified above draw attention to the importance of ensuring that the overall tree coverage across Windsor is not diminished. The UFMP recommends the City should identify trees as essential green infrastructure. A challenge related to this is that the Forestry Division does not currently fully utilize Possible Planting Areas (PPAs) on City property, because Forestry, as a practice, has honored refusal requests of the abutting residents to not plant trees in city rights-of-way adjacent to the residents' properties. The most prevailing reason for residents' complaints is linked to clean-ups associated with tree droppings. Proactive best practices adopted by municipalities like Hamilton and Tecumseh include Council directives that authorize tree planting in city rights-of-way at the City's discretion. By obtaining a similar directive from City Council, City Administration will be able to address the declining tree canopy cover resulting from development pressures in Windsor, enhance the City's applications for tree planting grants that require confirmation that trees will be planted in low canopy areas, and support the Forestry Division's efforts to prioritize tree planting in areas identified as having high urban heat island indexes. Additionally, it will complement incentives such as the Stormwater Financing Tree Planting program, which aims to promote tree establishment on privately-owned lands.

Response to CQ 14-2022

Concerning CQ 14-2022, s. 10(2) of the Forestry Act states "Every tree whose trunk is growing on the boundary between adjoining lands is the common property of the owners of the adjoining lands." The plain meaning of this section has been confirmed by case law. In other words, a tree's ownership—whether public or private—is determined by the position of its trunk in relation to the boundary line. In 2019/2020, the Forestry Division conducted a tree inventory that included a mapping analysis by the Geomatics team. This analysis utilized survey data and registered plans, including 12M and 12R plans, to establish clear property lines.

Beginning in 2020, the GIS-based updated tree inventory provided greater clarity regarding trees near property lines. The previous practice of maintaining privately owned trees close to these lines was stopped, as it required resources that were not available, resulting in significant additional costs for the City that were neither sustainable nor fair to all residents. Private tree maintenance also hindered the Forestry Division's ability to maintain City-owned trees effectively. Consequently, residents who had benefited from free tree maintenance pre-2020 discovered that the trees in question were privately owned. To address this, the Forestry Division has offered where possible,

a one-year free maintenance service to residents upon notification of a change in ownership. After this period, the resident becomes responsible for all maintenance and liabilities associated with the tree. If a resident wishes to contest the ownership status or seeks further investigation after providing evidence from the EIS map, the City requires them to submit a certified survey showing the measurement from their home to the property line and street curb.

As a result of the tree inventory, some trees were found to straddle the property line, meaning portions of the tree are located on both City and private property. The Forestry Division continues to maintain these shared trees. The development process of the Urban Forest Management Plan (UFMP) highlighted the need to establish better standards for recognizing shared ownership of trees. Action Item 2.1.5 within the UFMP Strategic Action Plan instructs the City to create a boundary/shared tree policy following trends in other comparable cities.

Risk Analysis:

There is no risk to approving this plan. Administration is not seeking any funding at this time but if the plan is approved by Council, it will become the guiding document for Urban Forest Management in Windsor for the next 20 years and as funding becomes available.

Climate Change Risks

Climate Change Mitigation:

Climate Change Adaptation:

The Climate Change Adaptation Plan 2020 for the City of Windsor outlines nine action items under three key objectives that relate to natural areas and the urban forest. Many of the UFMP's action items build upon the direction established in the Adaptation Plan by providing more detailed action item implementation guidance, and linkages between the UFMP and the Climate Change Adaptation Plan actions are identified where appropriate. UFMP action item implementation will therefore directly support the Adaptation Plan's vision of creating a more resilient city and minimizing climate risks for the benefit of the community's health, environment, and economy. Where applicable, related City of Windsor Climate Change Adaptation Plan (2020) actions are also referenced in the UFMP to support climate action, mitigation, adaptation, and community resilience.

Financial Matters:

The anticipated capital funding requirements identified within the 20-year Urban Forestry Management Plan (UFMP) are listed below:

Management Periods	Years	Expense
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Management Period 1	2025-2030	\$4,555,000
Management Period 2	2030-2035	\$5,045,000
Management Period 3	2035-2040	\$2,230,000
Management Period 4	2040-2045	\$1,430,000
TOTAL ESTIMATED PROJECT COSTS		\$13,260,000

*All pricing includes a contingency.

Cost associated with each of the phases are based upon high-level estimates using 2024 pricing. There is no capital budget funding allocated to the proposed UFMP – Strategic Action Plan within the 2025 10-year Capital Plan. Should City Council wish to proceed with some or all phases for the project plan, additional capital funding of up to \$9,600,000 would need to be included as part of the 2026 10-year capital plan for consideration. The remaining balance of \$3,660,000 would be brought forward as part of future capital budgets which are outside the 10-year plan. It should be noted that accommodating this funding request would require further analysis by Administration and could involve the delaying, eliminating, or reducing scale/scope of other projects.

Consultations:

Erika Benson - Financial Planning Administrator – Parks

Mike Dennis - Manager, Strategic Capital Budget Development & Control

Jason Campigotto - Deputy City Planner – Growth

Kevin Alexander - Planner III - Special Projects

Michelle Moxley-Peltier – CEP Project Administrator – Economic Development & Climate Change

Conclusion:

The UFMP is a Strategic 20-year Action Plan that establishes long-term vision, guiding principles, goals, objectives, and targets for the urban forest citywide. The UFMP outlines strategic action items to help Windsor, and its partners maintain, protect, and enhance Windsor's urban forest.

Planning Act Matters:

N/A

Approvals:

Name	Title
Emilie Dunnigan	Manager, Development Revenue and Financial Administration
Wira Vendrasco	City Solicitor
James Chacko	Executive Director of Parks, Recreation & Facilities
Michael Chantler	Commissioner, Community Services
Jelena Payne	Commissioner, Economic Development / Deputy CAO
Janice Guthrie	Commissioner, Finance/City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

Appendix A – City of Windsor Urban Forest Management Plan (UFMP) - Strategic Action Plan (Available at www.citywindsor.ca due to size)

Appendix B – City of Windsor Urban Forest Management Plan (UFMP) - Key Findings and Direction Report – (Available at www.citywindsor.ca due to size)