

Community Services Standing Committee Meeting Agenda

Date: Wednesday, June 3, 2026

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 Frazier Fathers

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 [] 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

3. ADOPTION OF THE MINUTES

- 3.1. Adoption of the Community Services Standing Committee minutes of its meeting held May 6, 2026 **(SCM 153/2026)**

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

5. COMMUNICATIONS

6. PRESENTATIONS AND DELEGATIONS

7. COMMITTEE MATTERS

- 7.1. Minutes of the Community Public Art Working Group of its meeting held March 24, 2026 **(SCM 137/2026)**
- 7.2. Minutes of the Windsor Essex Community Safety and Well-Being Advisory Committee of its meeting held December 1, 2025 **(SCM 157/2026)**
- 7.3. Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held April 9, 2026 **(SCM 161/2026)**
- 7.4. Report No. 125 of the Board of Directors, Willistead Manor Inc. of its Meeting Held April 9, 2026 **(SCM 162/2026)**

8. ADMINISTRATIVE ITEMS

- 8.1. Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide
(S 53/2026) *Author: Michelle Staadegaard, Manager, Culture*
- 8.2. Fireworks at Optimist Memorial Park – Ward 4 **(S 54/2026)** *Author: Samantha Magalas, Manager, Parks, Recreation & Facilities Programming*

9. QUESTION PERIOD

10. ADJOURNMENT



Committee Matters: SCM 153/2026

Subject: Adoption of the Community Services Standing Committee minutes of its meeting held May 6, 2026

Community Services Standing Committee Meeting

Date: Wednesday, May 6, 2026

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

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

Members Present:

Councillors

Ward 3 - Councillor Renaldo Agostino

Ward 4 - Councillor Mark McKenzie

Ward 5 - Councillor Ed Sleiman (Chairperson)

Councillor Regrets

Ward 2 - Councillor Frazier Fathers

Ward 6 - Councillor Jo-Anne Gignac

PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:

Sandra Gebauer, Council Assistant

ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:

Dana Paladino, Commissioner, Human & Health Services

Michael Chantler, Commissioner, Community Services

Alina Sirbu, Executive Director, Long Term Care / Administration

Jamie Scott, Executive Director, Parks, Recreation & Facilities

James Chacko, Acting Executive Director, Transit Windsor

Emilie Dunnigan, Manager, Development Revenue & Financial Administration

Samantha Magalas, Manager, Parks, Recreation & Facilities

Nikki LeBlanc, Manager, Community Centres

Linda Higgins, Manager, Intergovernmental Funding, Employment, Social Services & Health

Jennifer Tanner, Manager, Homelessness & Housing Supports

Michelle Oake, Project Manager

Erika Benson, Financial Planning Administrator

Doran Anzolin, Executive Initiatives Coordinator

Anna Ciacelli, Deputy City Clerk

Minutes

Community Services Standing Committee Wednesday, May 6, 2026

Page 2 of 6

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 January 7, 2026

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Mark McKenzie

THAT the minutes of the Community Services Standing Committee meeting held January 7, 2026, **BE ADOPTED** as presented.
Carried.

Report Number: SCM 12/2026

4. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

5. COMMUNICATIONS

None presented.

7. COMMITTEE MATTERS

7.1. Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held June 11, 2025.

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 311**

THAT the minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table meeting held June 11, 2025, **BE RECEIVED**.
Carried.

Minutes

Community Services Standing Committee
Wednesday, May 6, 2026

Page 3 of 6

Report Number: SCM 400/2025

7.2. Minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table of its meeting held September 10, 2025.

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 312**

THAT the minutes of the Windsor Essex Regional Community Safety and Well-Being Plan's Regional Systems Leadership Table meeting held September 10, 2025, **BE RECEIVED**.
Carried.

Report Number: SCM 401/2025

7.3. Age Friendly Windsor Working Group 2025 Annual Report

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 313**

THAT the Age Friendly Windsor Working Group 2025 Annual Report **BE APPROVED**.
Carried.

Report Number: SCM 30/2026

7.4. Minutes of the Committee of Huron Lodge of its meeting held March 13, 2026

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 314**

THAT the minutes of the Committee of Huron Lodge meeting held March 13, 2026, **BE RECEIVED**.
Carried.

Report Number: SCM 112/2026

7.5. Minutes of the Windsor Accessibility Advisory Committee of its meeting held March 19, 2026

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Minutes

Community Services Standing Committee

Wednesday, May 6, 2026

Page 4 of 6

Decision Number: **CSSC 315**

THAT the minutes of the Windsor Accessibility Advisory Committee meeting held March 19, 2026, **BE RECEIVED**.

Carried.

Report Number: SCM 115/2026

8. ADMINISTRATIVE ITEMS

8.1. CQ7-2025 – Safety Mitigation Measures at Special Events - City Wide

Councillor Mark McKenzie asks Administration about the discussions surrounding cost-sharing with the BIAs. Michael Chantler, Commissioner, Community Services appears before the Community Services Standing Committee regarding the administrative report dated November 18, 2025, entitled “CQ7-2025 – Safety Mitigation Measures at Special Events – City Wide” and responds that legal agreements regarding infrastructure improvement where there is cost-sharing have been successful conversations with the BIAs.

Councillor Mark McKenzie inquires whether administration was able to identify the parties responsible for power upgrades for specific sites. Mr. Chantler responds that early conversations have been initiated to identify the demands of the BIA for a particular project. If a cost-sharing opportunity was presented, it would be strongly considered but may be referred to the 2027 budget. Anytime the City is able to partner with a BIA to dollar match to fund improvements is a great starting point.

Councillor Ed Sleiman asks Administration if the fees collected for events are cost neutral or if the City makes any profit. Mr. Chantler responds that they strive for cost-recovery. City led events are a cost to the City. Events put on by other organizations are operated on a cost-recovery basis.

Moved by: Councillor Renaldo Agostino

Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 316 CSSC 309**

THAT the report of the Assistant Manager, Recreation Programming dated November 18, 2025, entitled “CQ7-2025 – Safety Mitigation Measures at Special Events – City Wide” **BE RECEIVED** for information; and,

THAT the report of the Manager, Parks, Recreation & Facilities Programming dated April 17, 2026, entitled “Additional Information - Event Safety Mitigation – City Wide” **BE RECEIVED** for information.

Carried.

Report Number: SCM 20/2026 C 161/2025 & AI 6/2026

Clerk’s File: ACOQ2025 & SR2025

Minutes

Community Services Standing Committee Wednesday, May 6, 2026

Page 5 of 6

8.2. 2026 Municipally Significant Event Status - Ward 3

Moved by: Councillor Renaldo Agostino
Seconded by: Councillor Mark McKenzie

Decision Number: **CSSC 317**

THAT the request from Diva's Delight Caribbean and Canadian Cuisine Inc. and SOTC Productions Ltd. for re-approval of designation as 'municipally significant' for the purpose of applying, and changing their original approval date and name, for their Special Occasions Permit – Public Event **BE APPROVED** by City Council subject to the terms and conditions of the Special Event Agreement with the City; and further,

THAT City Council **APPROVE** the following proposed significant event dates for 2026:

- Saturday, June 27 – Sunday, June 28, 2026
 - o Windsor Jerk Fest 2026 (Charles Clark Square)
 - Hosted by Diva's Delight Caribbean and Canadian Cuisine Inc.
- Friday, July 17 – Sunday, July 19, 2026
 - o Sync Festival (Festival Plaza)
 - Hosted by SOTC Productions Ltd.

Carried.

Report Number: S 40/2026
Clerk's File: SR2026

8.3. Response to CQ 5-2025 – Current Challenges Faced by Seniors and Potential Mitigation Strategies – City Wide

Moved by: Councillor Mark McKenzie
Seconded by: Councillor Renaldo Agostino

Decision Number: **CSSC 318**

THAT the report of the Acting Executive Director, Parks, Recreation & Facilities dated November 16, 2025, entitled "Response to CQ 5-2025 – Current Challenges Faced by Seniors and Potential Mitigation Strategies – City Wide" **BE RECEIVED** for information.

Carried.

Report Number: S 134/2025
Clerk's File: SR2026

9. QUESTION PERIOD

None registered.

10. ADJOURNMENT

There being no further business the meeting of the Community Services Standing Committee is adjourned at 9:08 o'clock a.m. The next meeting of the Community Services Standing Committee will take place on June 3, 2026.
Carried.

Councillor Ed Sleiman (Chairperson)

Deputy City Clerk / Supervisor of Council Services



Committee Matters: SCM 137/2026

Subject: Minutes of the Community Public Art Working Group of its meeting held March 24, 2026

COMMUNITY PUBLIC ART WORKING GROUP
Meeting held March 24, 2026 (CPAWG)

A meeting of the Community Public Art Working Group is held this day commencing at 5:00 o'clock p.m. via Zoom video conference, there being present the following members:

Ashley Kijewski
Donna Jean Mayne
Spencer Montcalm
Nadja Pelkey
Terence Travis

Absent:

Brian Brown
Utsav Ghimire

Also present are the following resource personnel:

Michelle Staadegaard, Chair and Manager of Cultural Affairs
Salina Larocque, Cultural Development Coordinator
Madelyn Della Valle, Museum Curator
Karen Kadour, Committee Coordinator

1. Call to Order

Michelle Staadegaard, Chair calls the meeting to order at 5:04 o'clock p.m. and the Committee considers the Agenda being Schedule A, attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

Donna Jean Mayne discloses an interest and abstains from voting on Item 4.3 as she is the Sculpture Artist of the "Three Sisters".

3. Adoption of the Minutes

Moved by Ashley Kijewski, seconded by Nadja Pelkey,
That the minutes of the meeting of the meeting held October 21, 2025, **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Overview of the City of Windsor Monuments & Memorials Policy, 2026

Michelle Staadegaard, Chair provides an overview of the City of Windsor Monuments and the Memorials Policy, 2026 as follows:

- The purpose of the Policy is to provide a consistent, transparent and equitable framework for commemorations on City-owned land.
- The scope applies to City property, emphasis on significance, inclusivity, durability, accessibility, and long-term maintenance.
- Culture reviews and recommends, Parks/Facilities coordinate installation and maintenance; City Council provides approval.

Terrence Travis refers to Item 1.3 in the Monuments and Memorials Policy which reads “Community commemorative projects with an artistic or interpretive component may be reviewed under the Public Art Policy and Procedure, where applicable. Artist-led commemorative or temporary projects may also be eligible for support through the City’s Arts, Culture & Heritage Fund (ACHF), subject to program criteria”. He asks if there will be any pushback with the city’s Art Cultural Heritage Fund being used to do public monuments and how this will be perceived by the public.

The Chair responds if a group, organization or artist had a project in mind, the ACHF is up to \$5,000 to be able to erect a monument, a memorial or a public piece of artwork. Organizations/artists could look at the opportunity of the ACHF to apply for a phase of the project of a monument/memorial or public piece of art. The inclusion of the notice of the available ACHF in the policy allows the organizations or artists to know there is a possibility they could apply towards the ACHF and would be up to the discretion of the jury.

Donna Jean Mayne states she has received funding from the Arts Culture and Heritage Fund and adds her projects were not commissioned or approved by a committee. The Chair responds that the Mary Ann Shaad piece done by Donna Jean Mayne received ACHF funding in order to create the bust.

4.2 Overview of the City of Windsor Public Art Policy

The Chair provides an overview of the City of Windsor Art Policy as noted:

- The purpose is to guide acquisition, placement, and stewardship of public art in a fair, transparent and accessible manner.

- The Community Public Art Working Group is advisory; applies to permanent and temporary works; lifecycle and maintenance planning required.
- City-initiated or Council-directed projects are recognized within the policy framework.
- To table all discussion on acquisitions pending the development of a formal matrix.

Nadja Pelkey suggests that a public art definition be provided. The Chair concurs with this recommendation.

Nadja Pelkey advises there is a desire to review the overarching strategy (Municipal Culture Master Plan), however, funding support has not been received from City Council for the Master Plan renewal. She asks if a motion can be sent to Council requesting a new Cultural Master Plan to further support the work being done.

4.3 Proposed Sculpture Donation – Three Sisters

Donna Jean Mayne is asked to leave the “digital room” at 5:20 p.m. while the matter regarding the proposed sculpture donation – “Three Sisters” is discussed. Once the discussion is concluded, Donna Mayne will be asked to return to the meeting.

Nadja Pelkey suggests tabling all discussion until the matrix is in place.

Ashley Kijewski provides her critique of the sculpture outlining questions on sisterhood and siblings.

Moved by Nadja Pelkey, seconded by Terrence Travis,

That **APPROVAL BE GIVEN** to table all discussions for acquisition until a formal matrix is developed that is based off the new Public Art and Monuments and Memorials Policy.

Carried.

Salina Larocque, Cultural Development Coordinator adds that the importance connected to the Three Sisters piece is International Sisters Day and is commemorated to sisterhood.

Donna Jean Mayne returns to the meeting at 5:35 o'clock p.m.

4.4 Proposed Interpretive Panel Donation, A Brief History of 2SLGBTQIA+ in Downtown Windsor

The Chair remarks this is an interpretive panel that is looking to be placed in a city-owned vision corridor with a focus on the **SLGBTQIA+** community.

Nadja Pelkey asks what the relationship between vision corridor and art alley is. The Chair responds there is no formal connection with the art alley. There is more of a connection between the Riverfront Sculpture Garden and the Odette collection in the vision corridor. She explains that the vision corridor is the green space directly next to the Chimchuk Museum and the AWE building in front of Adventure Bay. Currently, there are four sculptures within the city-owned property portion of that.

In response to a question asked by Madelyn Della Valle regarding where the panel will be located, the Chair responds they will work with their Parks Development Team to ensure it is being located in a proper spot.

Madelyn Della Valle questions if there is a timeline in terms of how long the plaque is expected to last. The Chair responds that language regarding the timelines will be noted in the agreement.

Discussion ensues regarding concerns related to use of QR codes and the potential of being hacked.

Donna Jean Mayne remarks that if the plaque faces north, it will get less sun exposure (fading will be better), however, if there are cameras in the area, there will be less vandalism. She asks that the plaque be protected and suggests placing it in the Capitol Theatre.

Spencer Montcalm states he is not concerned with protecting the plaque; the information on the sign is what is important.

Moved by Nadja Pelkey, seconded by Spencer Montcalm,
That APPROVAL BE GIVEN for the work to be reviewed as a temporary installation and to consider a shorter installation of the work to ensure digital support for the website.

Carried.

5. New Business

Moved by Nadja Pelkey, seconded by Ashley Kjewski,
That the Procedure By-law 98-2011 be waived to add the following addition to the Agenda:

5.1 Invitation to up to three (3) members to participate in a sub-group assisting with identification of criteria for the City of Windsor Public Art Collection.

Carried.

The Chair remarks this would be a sub-group that would meet informally to discuss and further develop a matrix that is based off the approved Public Art and Monuments and Memorials Policies to assist this group in providing recommendations to Council on acquisitions/installations.

Nadja Pelkey and Spencer Montcalm volunteer to sit on the subcommittee. Salina Larocque to contact the members regarding meeting dates.

6. Minutes of the Museum Capital Reserve Fund Committee and the Community Public Arts Working Group

Minutes of the Museum Subcommittee of CPAWG

Moved by Nadya Pelkey, seconded by Ashley Kijewski,
That the following minutes of the Museum Subcommittee **BE APPROVED:**

- September 10, 2025
- November 26, 2025
- February 11, 2026

Carried.

Minutes of the Meeting of the Museum Capital Reserve Committee

Moved by Nadya Pelkey, seconded by Ashley Kijewski,
That the following minutes of the Museum Capital Reserve Committee **BE RECEIVED:**

- June 17, 2025

Carried.

7. Date of Next Meeting

The next meeting of the Community Public Art Working Group will be held on Tuesday, June 23, 2026, at 5:00 p.m. via Zoom video conference.

8. Adjournment

There being no further business, the meeting is adjourned at 6:09 o'clock p.m.

Museum Subcommittee of the Community Public Arts Working Group minutes,
February 11, 2026

MINUTES Windsor, Ontario, February 11, 2026

A meeting of the **Museum Subcommittee of the Community Public Arts Working Group** is held this day commencing at 5:30 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Present:

Irene Hawkins
Ashley Kijewski
Grace Manias

Regrets:

Nadja Pelkey
Michelle Staaegaard, Manager of Culture
Teajai Travis

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator

1. CALL TO ORDER

Irene Hawkins calls the meeting to order at 5:37 o'clock p.m. and the Subcommittee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

No additions.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by G. Manias, and seconded by A. Kijewski that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held November 26, 2025 BE ADOPTED

Carried.

5. BUSINESS ARISING FROM THE MINUTES

MINUTES Windsor, Ontario, February 11, 2026

A meeting of the **Museum Subcommittee of the Community Public Arts Working Group** is held this day commencing at 5:30 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Present:

Irene Hawkins
Ashley Kijewski
Grace Manias

Regrets:

Nadja Pelkey
Michelle Staaedegaard, Manager of Culture
Tejai Travis

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator

1. CALL TO ORDER

Irene Hawkins calls the meeting to order at 5:37 o'clock p.m. and the Subcommittee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

No additions.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by G. Manias, and seconded by A. Kijewski that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held November 26, 2025 BE ADOPTED

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance at the Francois Baby House

M. Della Valle reported that:

- Leaking on west side of storage area continues – Facilities is looking into waterproofing the patio overtop the storage area – waiting for warmer weather to continue investigations
- Replacement of security panels at the François Baby House is being undertaken
- More storage for artifacts is needed

5.2 Duff Baby House

M. Della Valle reported that:

- Construction/restoration project is in majority finished. The remaining hoarding will be removed once the weather is warm enough to finish painting on exterior sections of the house.

5.3 Streetcar No. 351 at the Legacy Beacon

M. Della Valle noted:

- Streetcar 351 and concession will reopen to the public in May 2026 with regular hours
- There are plans in progress to add a mini gift shop to the Legacy Beacon building

5.4 Update on Museum Grants

- Community Museum Operating Grant
 - Next application is due at the end of June
 - Final Report on Museum Windsor Activities in 2025, and Museum Windsor Strategic Plan 2026-2028 are requirements for this year's CMOG application. To be dealt with under New Business
- Applications were submitted to Canada Summer Jobs (which the museum applies for in conjunction with Windsor Historic Sites Association) and Young Canada Works in Heritage Institutions.

6. NEW BUSINESS

6.1 Final Report on Museum Windsor Activities in 2025 (Appendix A)

- M. Della Valle presented this report with the note that one of the statistics on attendance in the version circulated ahead of the meeting was slightly off and had been corrected in the current version.
- I. Hawkins noted that the Museum Volunteer Group Volunteer of the Year had been changed to a Museum Volunteer Group Appreciation. M. Della Valle will make that correction.

Moved by I. Hawkins and seconded by G. Manias, that the museum subcommittee RECEIVE the Final Report on Museum Windsor Activities in 2025 as amended.

Carried.

6.2 Museum Windsor Strategic Plan 2026-2028 (Appendix B)

- M. Della Valle presented the Plan to the sub-committee. An approved plan is a requirement to be submitted to the Community Museum Operating Grant this year.

Moved by G. Manias, and seconded by A. Kijewsky, that the museum subcommittee RECOMMEND the approval of the Museum Windsor Strategic Plan 2026-2028 as presented.

Carried.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle presented the **Museum Windsor Newsletter Spring/Summer 2026 (Appendix C)** to the sub-committee and highlighted the upcoming 10th anniversary celebrations taking place on February 21st.

8. DATE OF NEXT MEETING

Wednesday, April 22, 2026 at 5:45 pm at the Chimczuk Museum.

9. ADJOURNMENT

Meeting was adjourned at 6:10 pm.

MINUTES Windsor, Ontario, September 10, 2025

A meeting of the **Museum Subcommittee of the Community Public Arts Working Group** is held this day commencing at 5:30 o'clock p.m. at Museum Windsor, Legacy Beacon, Streetcar No. 351 location, there being present the following members:

Present:

Irene Hawkins
Ashley Kijewski
Grace Manias

Regrets:

Tejai Travis

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Michelle Staaedegaard, Manager of Culture

1. CALL TO ORDER

M. Della Valle (acting chair) calls the meeting to order at 5:43 o'clock p.m. and the Sub-Committee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

Elect new chair of the Museum Subcommittee of the Community Public Arts Working Group.

- As a result of the passing of the former chair, the position of chair of the Museum Subcommittee of the Community Public Arts Working Group needs to be filled.

Nominated by G. Manias, and seconded by A. Kijewski that Irene Hawkins BECOME the new chair of the Museum Subcommittee of the Community Public Arts Working Group.

Carried.

Irene Hawkins then takes over as chair of the subcommittee.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by G. Manias, and seconded by A. Kijewski that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held May 14, 2025 BE ADOPTED Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance at the Francois Baby House

M. Della Valle reported that:

- New sump pump installed
- Window sills will be repainted
- Shutter on west upper side of building to be repaired
- Sycamore tree to be trimmed
- More storage for artifacts is needed

5.2 Duff Baby House

M. Della Valle reported that:

- Construction/restoration project timeline is being extended. A new timeline for completion is expected shortly from the Ontario Heritage Trust.
- Tours in September and October have been cancelled

5.3 Streetcar No. 351 at the Legacy Beacon

M. Della Valle noted:

- Between April and the end of August 2025 more than 25,000 people have visited the Legacy Beacon and Streetcar No. 351
- The fall schedule of 11-5, Saturdays and Sundays is now in place through the end of October
- The streetcar building is closed to the general public between November and April. Regular open hours resume in May. Private tours (for a fee) may be booked throughout the year.

5.4 Update on Museum Grants

- Community Museum Operating Grant
 - Next application is due at the end of June
- Three Summer students hired through funding from Young Canada Works and Canada Summer Jobs (the latter through Windsor Historic Sites Association) worked throughout the summer through the end August.

6. NEW BUSINESS

None to discuss

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle updated the sub-committee on recent and upcoming events:

- September 6, Erie Street Historical Walking Tour
- September 20, Museum Volunteer Group Monthly Meeting at Streetcar No. 351 1PM
Talk by streetcar historian Bernie Drouillard.
- September 20, Art Windsor-Essex Night Light Family Day. Chimczuk Museum and AWE. Free Admission
- September 28: Free Public Tour of Windsor Star Photography Exhibit, François Baby House 2:30 PM.
- September 30, Free Admission day at the Chimczuk & AWE for National Truth and Reconciliation Day (Orange Shirt Day). This is the last chance to view the traveling exhibition with a reproduction of The Witness Blanket by master carver Carey Newman.
- October 4, Bike Tour of Windsor's Riverfront
Discover the rich heritage that shaped our shoreline, while taking a leisurely ride along the riverfront.
- October 4, 2025 Museum Volunteer Group Monthly Meeting at Chimczuk Museum 1PM
Talk by The Principal Chronicles' author David Garlick.
- October 25, Free Admission day at Chimczuk for Halloween
Come celebrate Halloween with the opening of the temporary exhibition Windsor's Magic Circle: Celebrating 75 Years & partake in a Halloween themed scavenger hunt. Everyone is welcome to come in costume.
- November 1, Sandwich Walking Tour
Back by popular demand! Explore the history of Sandwich Town with a guided Tour.
- November 8, Museum Volunteer Group Monthly Meeting at Chimczuk Museum 1PM
Talk by author/historian Paul Langan: Forgotten Windsor Music Legends.
- November 11, Free Admission for Remembrance Day 10AM-5PM
Indigenous Veterans Display exhibit opening.
- November 15, Free Admission for the opening of the temporary exhibition A River Runs Between Us 10AM-5PM
- December 2-31, Jack Frost Gets Lost
Search through the Chimczuk exhibitions to find Jack Frost and his helpers and uncover the secret word of the week to win a small prize. Regular museum hours and admission rates apply.

8. DATE OF NEXT MEETING

Wednesday, November 26th at 5:30 pm at the Chimczuk Museum.

Museum Subcommittee of the Community Public Arts Working Group minutes
September 10, 2025

9. ADJOURNMENT

Meeting was adjourned at 6:20pm.

MINUTES Windsor, Ontario, November 26, 2025

A meeting of the **Museum Subcommittee of the Community Public Arts Working Group** is held this day commencing at 5:30 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Present:

Irene Hawkins
Grace Manias
Nadja Pelkey
Teajai Travis

Regrets:

Ashley Kijewski

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Michelle Staadegaard, Manager of Culture

1. CALL TO ORDER

Irene Hawkins calls the meeting to order at 5:30 o'clock p.m. and the Subcommittee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

Welcome new member of the Museum Subcommittee of the Community Public Arts Working Group.

- As a result of the passing of Leisha Nazarewich, and resulting vacancy on this Subcommittee, Nadja Pelkey, a member of the Community Public Arts Working Group has now been appointed to this Subcommittee.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by G. Manias, and seconded by T. Travis that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held September 10th, 2025 BE ADOPTED

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance at the Francois Baby House

M. Della Valle reported that:

- Leaking on west side of storage area continues – Facilities is looking into waterproofing the patio overtop the storage area
- Gas line replaced
- Replacement of security panels at the François Baby House is being undertaken
- More storage for artifacts is needed

5.2 Duff Baby House

M. Della Valle reported that:

- Construction/restoration project timeline is being extended. The end date for the construction and removal of the last hoarding should be year end.
- This construction project has resulted in restored windows, roof, new HVAC, and a restored porch. Basically the envelope of the building has been solidified.
- Tours in December are cancelled

5.3 Streetcar No. 351 at the Legacy Beacon

M. Della Valle noted:

- Between April and the end of October 2025, more than 28,000 visitors attended the Streetcar and accompanying exhibition
- Streetcar 351 and concession will reopen to the public in May 2026 with regular hours
- Streetcar 351 is available for private bookings during the off season

5.4 Update on Museum Grants

- Community Museum Operating Grant
 - Museum recently got notified that it was successful in its application for CMOG \$25,094 in funding this year
 - Next application is due at the end of June
- Grants are currently open for the Canada Summer Jobs (which the museum applies for in conjunction with Windsor Historic Sites Association) and Young Canada Works in Heritage Institutions. Museum Windsor will be applying for both of these grants.

6. NEW BUSINESS

None to discuss

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle updated the sub-committee on highlights of recent and upcoming events:

- Halloween free admission day and opening of the temporary exhibitions Windsor's Magic Circle: Celebrating 75 Years & CBC/Radio-Canada Windsor Photographic Display; also a non-perishable food collection for Windsor Youth Centre
- November 11, Free Admission for Remembrance Day 10AM-5PM
And the opening of the displays Remembering the Brave: Local Indigenous Veterans Through History, and Windsor's First World War in 13 Objects – an exhibit by Western University students
- November 15, Free Admission for the opening of the temporary exhibition A River Runs Between Us 10AM-5PM
- New exhibit at the François Baby House, Leisha Nazarewich Santa Collection
- December 2-31, Jack Frost Gets Lost
Search through the Chimczuk exhibitions to find Jack Frost and his helpers and uncover the secret word of the week to win a small prize. Regular museum hours and admission rates apply.
- Holiday crafts at Chimczuk Museum and the François Baby House
- Free admission days December 5-6-7 to check out Chimczuk Museum Gift Shop Holiday merchandise, and to celebrate Art For All: Art Sale at Art Winsor Essex
- Holiday closures
 - François Baby House, closed December 24-25-26, and January 1
 - Chimczuk Museum, closed December 25, and January 1
- New Hours at Art Winsor Essex beginning in December, and new admission procedure
 - Thursdays 11am to 9pm
 - Fridays, Saturdays, Sundays 11am to 5pm
 - Monday to Wednesday, Pre-booked tours only
 - There will no longer be joint admission between AWE and Museum Windsor
 - AWE will be taking their own admissions to the gallery on the 2nd floor

8. DATE OF NEXT MEETING

Wednesday, February 11th, 2026 at 5:30 pm at the Chimczuk Museum.

9. ADJOURNMENT

Meeting was adjourned at 6:05pm.

Appendix A:

Final Report on Museum Windsor Activities in 2025

Staff Development

- Monthly safety talks for all staff on a variety of safety-related topics, and other mandated City of Windsor training
- Museum staff attended Museums Canada Annual Summit “Turning Bold Ideas Into Meaningful Actions”
- Museum staff on executive of South Western Ontario Heritage Council
- Museum staff volunteering on committee with Ontario Museum Association
- Museum staff participate in Community Public Arts Working Group
- Museum Staff assisting TWEPI with bus tour training local businesses on tourist locations throughout Windsor and Essex County
- Museum staff attended online Digital Asset Management conference, and Digital Strategy education session

Staff changes:

- 3 temporary part time Guides hired
- 3 temporary summer students hired, 2 through Young Canada Works in Heritage Organizations funding, and 1 through Canada Summer Jobs (in partnership with Windsor Historic Sites Association)

Administration

- Four (4) meetings of the Museum Subcommittee of the Community Public Arts Working Group
- Museum policies updates approved in 2025: Physical Plant Policy; Community Policy
- Museum Windsor Digital Strategy updated
- Applied and received two (2) Young Canada Works in Heritage Organizations summer student grants
- Windsor Historic Sites Association applied for and received one (1) Canada Summer Job grant
- Applied for and received the Community Museum Operating Grant 2025-26
- Continued museum support of Les Amis Duff-Bâby in their Gordie Howe International Bridge funding to further interpretation at the Duff-Baby House
- Supported a University of Windsor grant application for the project “Shared Histories: Francophone Presence and Community Interactions in Windsor-Essex”
- Streetcar No. 351 and associated exhibition building added to Museum portfolio

Maintenance/Physical Plant

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

- There were three (3) meetings of the Museum Capital Reserve (Facility) Committee whose job is to monitor the physical building and make appropriate and timely repairs.
- François Baby House: New gas line and meter installed; windowsills repainted; sump pump in storage area replaced; Sycamore tree trimmed
- Leaking continues to be a small but ongoing problem in the basement storage area on the west side of the “fort” of the François Baby House
- Lack of collection storage space becoming an acute problem
- Alarm monitoring included review of Open/Close reports
- Physical plant inspections carried out on a regular basis and regular maintenance items addressed.
- Monthly inspections carried out at Streetcar 351
- Fire drill carried out at the Francois Baby House on September 17, 2025; Fire Drill for 401 Riverside Building CM and AWE on June 5, 2025
- 4 meeting of the Joint Health and Safety Committee, plus monthly inspections of François Baby House, and the Duff-Baby House and Interpretation Centre
- Regular inspections of the WWI guns at offsite storage
- Museum Volunteer Group member tended the garden at Francois Baby House
- The grounds of the François Baby House and the Chimczuk Museum and now the Streetcar No. 351 at Legacy Beacon are the locations of socially-disruptive behaviour, part of an ongoing larger societal problem that is not limited to these sites

Curatorial Activities – Research

- The Museum staff assisted 45 distance researchers. (Distance being someone unable to physically come to the museum and who contacts us by fax, phone or email).
- There were approximately 9 onsite researchers.
- Museum staff research included
 - Streetcar tickets & vintage ads for streetcar display
 - other potential artifacts offered for donation
 - Santa Claus collection
 - Indigenous Veterans
 - Indigenous history of Windsor-Essex and area particularly the 10th anniversary of TRC
 - Genealogical research
 - Plaques & Memorial (especially the Vietnam Memorial)
 - Keeping up with publications on history of this area
 - Social Media posts & responses
 - Photographic research
 - Archaeological research
 - Detroit Red Wings 100th anniversary and the Windsor “Barn” Arena
 - Various site/ Fire Insurance Map inquiries
 - New Hospital location
 - HMCS Hunter and naval history of Windsor
 - Research questions from the public

Collections Management/Artifact Acquisition

- Two (2) acquisitions committee meeting were held, and newly collected artifacts and images are currently being accessioned.
- Other cataloguing information:
 - PMs (Ephemera collection) catalogued=67
 - Images catalogued=2681 (of which 112 were slides)
- Mimsy (collections management software) updates:
 - New Records added=2809
 - Updated Records=5968
 - New media records added=2813
 - Updated media records=2826
- Young Canada Works grant resulted in: Ongoing recording of mentions of Indigenous life in local area newspapers & added to the photographic documentation of the multicultural nature of the area.
- Canada Summer Jobs grant resulted in an updated brochure for the Southwestern Ontario Heritage Council.
- Recording & Tracking of various collection with in the City of Windsor including artifacts from Roseland, those at MacKenzie Hall & Coach House
- As the current Collections Management software will no longer be supported after Dec 2026 we are in the process of learning more about the CMS recommended to replace it
- Purchase of No 2 Construction Battalion badge
- Oral History project Armenian community

Conservation

- Regular inspections of Streetcar 351
- Treatment of additional historic streetcar rails for collection
- Historic Map consolidation
- Reattach wooden rosettes on 2 chairs in collection
- Conservation advice & monitoring of various City of Windsor space: Judicial building, Willistead Manor & Coach House, Mackenzie Hall, Artillery storage
- Space for artifact storage is increasingly a serious and acute issue. More storage space is needed.

Loans – incoming and outgoing

- Museum Windsor lends and borrows artifacts from various institutions and individuals for temporary exhibitions. One ongoing outgoing loan is to the Detroit Historical Museum which includes a set of seats originally from the Olympia Arena

Exhibitions

Exhibitions on display or in progress 2025 –

- Offsite
 - *Museum Windsor participated in a pop-exhibit at Caldwell Nation, August 7, 2025 WHAT BELONGS TO US: DBENDAASWIN-AN NAKAÄZWIN-AN*
- Outdoor cases at Francois Baby House
 - *Windsor Public Library features Windsor Star Photos Exhibit - Local Labour History*
 - *Schools in Windsor-Essex - Photos from Museum Windsor Collection*
 - *Jesuit Pear Tree - Heritage Tree display*
 - *François Baby and Enslavement in the late 18th – early 19th Centuries*
- Temporary exhibits – lower level of Francois Baby House
 - *Projectile Points – Indigenous Stone Tools*
 - *The Silver Speaking Trumpet - 170th Anniversary of Great Fire of 1849 (featuring loan of artifacts from Detroit Historical Society)*
 - *Animals in the Collection*
 - *Santa Claus Collection by Leisha Nazarewich*
- Concourse at Chimczuk Museum
 - *COVID Quilt*
 - *The Odyssey of Wawel's Treasures 1939-1961; a copy of Copernicus's famous book *De revolutionibus orbium coelestium* (published in 1543), and a copy of the May 3rd, 1791 Polish Constitution- Polish Pop-up*
- Large Case in Concourse (aka Marine Case)
 - *Remembering Windsor's Emancipation Celebrations (Guest Curator Irene Moore Davis with assistance from local author and scholar Kimberly Simmons, Amherstburg Freedom Museum Assistant Curator Lorene Bridgen-Lennie)*
 - *Local Hockey Collection*
 - *Canadian Vietnam Veterans Memorial Association*
- Community Case (in permanent exhibition Chimczuk Museum)
 - *South African (Boer) War Monument: Remembering Those Who Served*
 - *"Remembering the Brave: Indigenous Veterans Through History"*
- Multipurpose Gallery (Chimczuk Museum)
 - *Beyond the Barrel: Windsor's Whisky History*
 - *Hockey - Canadian Museum of History*
 - *Witness Blanket (Artist Cary Newman- Canadian Museum for Human Rights)*
 - *Windsor Magic Circle - Ring 116: Celebrating 75 Years*
- Grey Galleries (East Galleries Chimczuk Museum)
 - *Windsor In Focus: Forty Years Through the Lens of Nick Brancaccio (Guest curator Nick Brancaccio)*
 - *A Snapshot of the Literary History of the Windsor Region by Guest Curator Marty Gervais*
 - *A River Runs Between Us - The Unique Shared History of Detroit and Windsor (Guest Curators Chris Edwards and Elaine Weeks)*
- Common Corridor-Hallway (Shared between Chimczuk Museum and AGW)

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

- *Lazurek Collection - Windsor Winters*
- *Armenian Photographic Exhibit – Hallway*
- *CBC/Radio-Canada Windsor Photographic Display*
- North Corridor (Chimczuk Museum)
 - *“W” Time Capsule display*
 - *The Fabric of Our Being- Nadine Williams artist*
 - *Windsor's First World War in 13 Objects – an exhibit by Western University students*
- Permanent exhibitions:
 - *The River and Land Sustain Us (permanent exhibition on History of Windsor at 401 Riverside Dr. W. location)*
 - *Original Peoples Gallery (at 401 Riverside Dr. W. location)*
 - *TRC 10 Years Later: Reconciliation or ReconcilAction? Update to Original Peoples Culture and Legacy Gallery (installed June 21, 2025)*
 - *Hands-On History (Children's Gallery at 401 Riverside Dr. W. location)*
 - *Concourse displays themed on the Detroit River (at 401 Riverside Dr. W. location) (at 401 Riverside Dr. W. location)*
 - *Concourse display - Why is this museum named the Chimczuk Museum?*
 - *Windsor A-Z (at 401 Riverside Dr. W. location)*
 - *Our French Roots (French Heritage exhibition at the François Baby House) (Note this exhibition opened December 2nd, 2015)*
 - *Windsor and the War of 1812 (at François Baby House)*
 - *Windsor and the Upper Canadian Rebellion of 1838 (at François Baby House)*
 - *The Vault Exposed exhibition (at François Baby House)*
 - *The History of the François Baby House and the Baby Family (at François Baby House)*
- Duff Baby House and Interpretation Centre:
 - *Bilingual exhibit at Duff Baby House “Welcome to the Duff-Baby House: Watching over Sandwich Since 1798”*
- Streetcar No. 351 at Legacy Beacon (opened April 24, 2025):
 - *Streetcar No. 351 Windsor and the Story of Public Transit on Rails*

Education/Outreach

- Educational programming is for schools, day camps, daycares, social clubs and organizations, group programming and private groups
- Of particular note this year was the interest and participation by schools and community and First Nations organizations in museum programming for the Witness Blanket exhibition
- Total number of children and adults participating in in-person educational programs
 - 2025=6170
 - 2024= 3177
 - 2023=2479

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

- Total number of children and adults participating in virtual/offsite educational programs
 - 2025=529
 - 2024= 426
 - 2023=103
- Streetcar No. 351 tours/programs
 - There were 14 pre-booked tours for a total of 329 people
- Museum Windsor created unique crafts, and specialized scavenger hunts for public programs, general visitors and education programs
- Open House days at Duff-Baby House
 - 2024=495
 - 2023=1264
 - 2022=1413
- Total Numbers for the Duff-Baby House property including House & Interpretation Centre
 - 2025=Note that the Duff Baby House **was closed to the public** all year due to extensive restoration work to renew and restore the historic fabric of the house, and replace the HVAC system conducted by the Ontario Heritage Trust
 - 2024= 650
 - 2023= 1492
 - 2022=1593
- Educational programs:
 - Museum Detective
 - Interactive guided exhibition tours for permanent and temporary exhibitions
 - Hands-on artifact programming on a variety of themes, e.g. Geologic History; Fur Trade; Indigenous History
 - Offsite programming for seniors
 - Adults with disabilities tour
 - Indigenous themed programming for schools
 - Streetcar transportation themed tours at Legacy Beacon
 - Walking and Bike tours of the city
 - Lego mini-figure scavenger hunt at the François Baby House
 - Scavenger hunts for families at the Chimczuk Museum and the Duff-Baby House
 - P.D. Day and Holiday Family Programming
 - Guided craft activities
 - Open streets public programming
 - Also refer to note * below

Public Programming:

- January
 - Jack Frost Gets Lost
 - Beat the Winter Blues With Free Admission to the Chimczuk Museum

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

- Teajai Travis Multicultural Community Storyteller, drumming and storytelling
- Bob Duff talk on History of Hockey in Windsor
- Mighty Ducks movie
- Guided crafts
- Gift Shop sale
- Facebook and website activities/posts

- February
 - Museum Volunteer Group Meeting and Guest Speaker – Nadine Williams “The Fabric of Our Being-Transformative”
 - Historic Canadian flag on display for Heritage Day – In honour of the 60th anniversary of the Canadian flag, Museum Windsor is pulling out an historical flag from the collection. The flag is part of a series of flags that were raised on Parliament Hill on Feb. 15, 1965.
 - Free admission day in honour of Heritage Day & Black History Month
 - Facebook and website activities/posts

- March
 - Facebook and website activities/posts
 - March Break celebrates everything hockey at the Chimczuk Museum
 - Guided crafts
 - Guest Curator Nick Brancaccio gives tour of his exhibition *Windsor in Focus: Forty Years Through the Lens of Nick Brancaccio*
 - Walter Petrichyn, Museum Assistant, gave talk entitled “Lights, Camera, Action” featuring photographic related artifacts.
 - Museum Volunteer Group Meeting and guided tour of our new travelling exhibition, Hockey from the Canadian Museum of History.
 - Heather Colautti, museum Registrar gave talk to Ontario Genealogical Society

- April
 - Facebook and website activities/posts
 - *A Snapshot of the Literary History of the Windsor Region*, by Marty Gervais, Exhibition launch and literary readings and Free Admission Day to Chimczuk Museum
 - Museum Volunteer Group meeting and tour by Marty Gervais of *A Snapshot of the Literary History of the Windsor Region*
 - Museum Windsor participate in AWE At Night with Marty Gervais giving a tour of his new exhibition
 - Streetcar No. 351 and Legacy Beacon opening April 24-27 opening program of activities, including guided tours, crafts, family entertainment
 - Easter/spring themed crafts
 - Streetcar No. 351 and Concession open – Spring/Summer hours

- May

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

- Facebook and website activities/posts
- Lego Superheroes Scavenger Hunt installed at the François Baby House
- Museum Windsor hosts Jane's Walk – Ottawa Street History Walking Tour
- Museum Windsor- Detroit From Afar Walking Tour
- Les Amis Duff-Bâby hosts Jane's Walk - Take a Bite of Sandwich (History)
- Free Admission Day Comic Book Day – public programming
- Free Admission Day – International Museums Day
- Museum Volunteer Group meeting and Guest lecture by Dr. Francesco Biondi from the University of Windsor about his recent study exploring the cognitive benefits of museum visits
- Opening reception for new display highlighting the Armenian Community of Windsor with remarks by Guest Curator Christopher Waters and Her Excellency Anahit Harutyunyan, Ambassador of Armenia to Canada
- Private viewings for Indigenous Community for the exhibition Witness Blanket
- François Baby House Tour & Sunday Hours once/month begins – This month tour of Labour History Windsor Public Library/Windsor Star photo exhibit
- Streetcar No. 351 and Concession open – Spring/Summer hours

- June
 - Facebook and website activities/posts
 - Museum Volunteer Group Volunteer Group Appreciation Lunch
 - Free Admission Day for WIFF Under the Stars
 - National Indigenous Peoples Day - Free Admission Day; Indigenous-themed crafts and activities
 - François Baby House Tour & Sunday Hours/once per month – theme of tour = Tour of Heritage Gardens
 - Museum Staff at Event Centre at LaSalle Landing Senior Information Booth
 - Streetcar No. 351 and Concession open – Spring/Summer hours

- July
 - Facebook and website activities/posts
 - Canada Day Free Admission Day – public programming
 - Free concert at Legacy Beacon on July 1
 - François Baby House Tour & Sunday Hours once/month – this month guided tour of Animals in the Collection
 - Streetcar No. 351 and Concession open – Spring/Summer hours

- August
 - Facebook and website activities/posts
 - Free Admission – Emancipation Day Celebration – with activities
 - François Baby House Tour & Sunday Hours once/month – this month learn about "These are a few of my favourite things."
 - Guided Streetcar conductor hat craft
 - Streetcar No. 351 and Concession open – Spring/Summer hours

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

- September
 - Facebook and website activities/posts
 - MVG meeting at the Streetcar – Streetcar historian Bernie Drouillard speaker
 - Museum Staff participation in Open Streets, Healthy Communities Block Captains and handing out Museum Windsor and Culture promotional materials
 - Museum Staff-led Erie Street Walking Tour
 - Free Admission AWE Night Light Family Day (and Chimczuk Museum)
 - National Truth and Reconciliation Day (Orange Shirt Day) - Free Admission Day
 - Evening of poetry and music at the Legacy Beacon, with Streetcar No. 351 tours, September 23, 2025
 - François Baby House Tour & Sunday Hours once/month –“Schools in Windsor-Essex, photos from Museum Windsor collection”
 - Streetcar No. 351 and Concession open – fall hours
 - Public guided tour of Streetcar offered every Saturday and Sunday at 3pm
 - Labour Day Guided crafts at Streetcar – fish theme

- October
 - Facebook and website activities/posts
 - Sheet Metal Workers & Roofers (Local 235) apprentices at Legacy Beacon building their copper project (miniature Streetcar No. 351) for the sheet metal competition
 - Museum Volunteer Group meeting local author David Garlick talk on his books, the Principal Chronicles 1 & 2
 - Bike tour of Windsor Riverfront park
 - Free Admission Day - Hallowe'en activity day for families at Chimczuk Museum
 - Windsor Magic Circle, balloon animals and magic tricks
 - Chimczuk Museum Ontario Archaeological Society Symposium reception, Oct 17
 - François Baby House Ontario Archaeological Society Symposium flint knapping workshop, Oct 19
 - Guided tour of Streetcar No. 351 for Minister Cho
 - Indigenous Voices Book Fest event
 - Les Amis Duff Baby Spooky Jane’s Walk – ‘Sandwich’s First Residents and First Residence”
 - Streetcar No. 351 and Concession open – fall hours – closing at month end
 - Public guided tour of Streetcar offered every Saturday and Sunday at 3pm

- November
 - Facebook and website activities/posts
 - Sandwich Walking Tour
 - Free Admission Day in honour of Remembrance Day, new exhibits, “Remembering the Brave: Indigenous Veterans Through History”, and “Windsor's First World War in 13 Objects – an exhibit by Western University students”

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

- Poppy crafts
- Dieppe Park Monuments Walking Tour
- Museum Volunteer Group meeting with guest lecture by Paul Langanis a Canadian Author/Historian – "Forgotten Windsor Music Legends."
- Free Admission Day and reception for A River Runs Between Us exhibition

- December
 - Facebook and website activities/posts
 - Santa puppet craft with carded sheep's wool
 - Museum Volunteer Group Holiday dinner
 - Holiday Crafts and Activities (Holiday Bingo and Jack Frost Gets Lost)
 - Family-friendly main gallery tour

Community liaisons/Partners:

- One of museum staff sits on the Aboriginal Education Council at the University of Windsor.
- Other museum staff members assist in coordinating the SouthWest Ontario Heritage Council (SWOHC) which meets 4 times per year
- Art Windsor Essex – AWE at Night – Museum Windsor periodically joins forces with AWE to open the Chimczuk Museum space at night and offer tours of new exhibitions
- Museum Windsor a member of Tourism Windsor Essex Pelee Island, the Downtown BIA and Visit Detroit
- Programming with the Windsor Public Library, and free admission passes to the Chimczuk Museum that can be borrowed at the WPL; Windsor Public Library Archives exhibitions of Windsor Star photos
- Museum Staff liaising with Caldwell First Nation. By invitation, attended the event What Belongs to Us Dbendaaswin-An Nakaazwin-An
- Museum staff liaising with Walpole Island First Nation
- Museum staff participate in local Orange Shirt Day committee
- Windsor Youth Centre – collecting non-perishable food items
- Amherstburg Freedom Museum
- Tourism Essex Windsor Pelee Island
- Windsor Public Library Archives
- University of Windsor Archives
- Canadian Club Brand Centre
- Essex and Kent Scottish Regiment Association
- Les Amis Duff-Bâby
- Ontario Heritage Trust
- Chimczuk Museum and Legacy Beacon are Bike-Friendly certified through Ontario by Bike Network
- Chimczuk Museum hosted a P2P Community Consultation
- Partnership with the Human Systems Lab at the University of Windsor to facilitate a research project “Exploring the Cognitive Restoration Effect of Visiting Museums”

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

resulting in the publication of “Art Immersion: Evidence for attention restoration in museums” in Consciousness and Cognition, Volume 136, November 2025, 103939

- Partnership with Jane’s Walk - Museum Windsor has participated in Jane's Walk Windsor festivals, providing to the public free history walking tours, since 2019
- Ontario Heritage Trust
- South Western Ontario Heritage Council
- Ontario Archaeological Society local chapter
- Windsor Historic Sites Association – owns the François Baby House and has an agreement with the City of Windsor to operate it as a museum

Museum Volunteer Group

- The Museum Volunteer Group assisted visitors at Francois Baby House main desk, and the Chimczuk Museum Gift Shop, tending to the garden, and assisting with programs.
- Museum Volunteer Group Members= 37
- Volunteer hours for 2024:
 - Chimczuk Museum= 1,106 hours
 - François Baby House: =1035.75 hours
 - Total=: 2,141.75 (increase of 170.25 hours over 2024)
 - Equivalent of 57.9 work weeks (37 hour work week), or 1.1 year’s worth of full-time work hours (37 hour work week)

Les Amis Duff-Bâby Volunteers

- A community based volunteer group which supports and promotes the Duff-Baby Mansion, including providing volunteers for the free tour days at the Duff-Baby House. The Corporation of the City of Windsor has a Memorandum of Understanding with Les Amis Duff-Bâby.
- 652 volunteer hours in 2025 (no tours due to restoration project, but executive involved in planning for new interpretation project)
- 992 volunteer hours in January-October 2024
- 780 volunteer hours in 2023

Museum Gift Shop

- Point of Sale merchandise report from Activenet shows sales for January 1-December 31
 - 2025=\$ \$26,162.54
- Previous year’s sales:
 - 2018=\$15,615.55
 - 2019=\$16,224.82
 - 2020=\$3,657.41
 - 2021=\$4,458.10
 - 2022=\$27,163.07

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

- 2023=\$31,600.47
- 2024=\$22,176.43
- Note these figures include the taxes charged.

Marketing/Public Relations

- The Museum had media coverage in 2025 including 52 pieces of media coverage from print, radio, television, internet sources).
- Two editions of the newsletter “Museum Windsor News” were produced.
- News on the museum is also distributed on a monthly basis in the City of Windsor’s monthly City Circuit; monthly PSAs are also sent out.
- Purchased advertising included boosted Facebook posts, and a range of print media, online media and radio advertising.
- Cogeco YourTV filmed at Streetcar No. 351 and the François Baby House
- Hosted Travel Writers and Influencers (arranged by TWEPI)

Facebook Statistics:

Top Facebook posts (highest reaching) 2025

Post topic	Date posted	Reach	Shares	Comments	Reactions
Photo: Cheetah’s	August 19, 2025	42, 865	17	54	127
Photo: 1954 Centennial Birthday parade	July 13, 2025	29, 211	63	23	340
Photo: Perogie Making	December 3, 2025	28, 165	65	38	377
Map: Walker Airport	October 13, 2025	17, 259	28	10	160

- We gained approximately 800 Facebook followers in 2025 bringing us to 5922 followers.

Museum Windsor YouTube Channel

- This year 12 new videos were added: 5 being new creations and 7 being ones that previously had been posted directly on Facebook.
- One of these new creations, a 32 second video about our free day for Free Comic Book Day was viewed 18,000 times. (Note this was used as a paid ad)

Total visitation to the museum

- Total visitation number for **2025 = 48531**, including individual site attendance as follows:
 - Chimczuk Museum = 13998
 - Francois Baby House = 4642
 - Duff Baby House & Interpretation Centre = 19 (note site closed for whole year due to restoration project)
 - Streetcar No. 351 at Legacy Beacon = 28175 (first year of operation for this site)
 - Virtual/offsite programs = 1697

- For comparison purposes Total visitation number for 2024 = 20027, including individual site attendance as follows:
 - Chimczuk Museum = 13559
 - Francois Baby House = 3881
 - Duff Baby House & Interpretation Centre = 650
 - Streetcar No. 351 at Legacy Beacon= UNDER CONSTRUCTION NOT OPEN TO PUBLIC
 - Virtual/offsite programs = 1513

- For comparison purposes total overall visitation at all sites in previous years:
 - 2024=20027
 - 2023=23,389
 - 2022=18,028(note closed January due to pandemic)
 - 2021=1,301 (note closed most of the year due to pandemic)
 - 2020=2,718 (note closed mid-March through year end due to pandemic)
 - 2019=19,397
 - 2018=21,420

Appendix B:

Museum Windsor Strategic Plan 2026-2028

Vision

Telling Our Stories...Sharing Yours...

Mission

Museum Windsor inspires passion, arouses curiosity and promotes learning about the unique history and the natural, social, technological and cultural development of the City of Windsor and area for the benefit of our community and our visitors. The museum will acquire, preserve, document, illustrate and promote this history.

General Points:

- Falls under the **Municipal Cultural Master Plan** for the City of Windsor, which was developed through an extensive public consultation process (including interviews, surveys, workshops, focus groups, and open houses) as well as a benchmarking exercise that examined the efforts of other Ontario communities to develop their cultural sectors; Museum Windsor is part of Culture, City of Windsor, and includes the Chimczuk Museum, the François Baby House, Streetcar No. 351, and the leased space at the Duff-Baby House. Note that other heritage locations within the City of Windsor umbrella may also have Museum Windsor artifacts.
- In accordance with established **City of Windsor and Museum Windsor policies**
- To be reviewed annually by the museum and cultural affairs staff, and Museum subcommittee, and also with input from community consultations including (but not limited to) public surveys, Facebook/social media engagement
- Windsor City Council is the ultimate responsible body for Museum Windsor activities, with input from the Museum subcommittee of the Community Public Arts Working Group
- To be funded through Museum Windsor's budget as approved by Windsor City Council; this includes implementation of a council-approved fee schedule to offset costs; budget to be reviewed on a monthly basis to monitor expenditures and revenue
- Success will be measured by comparison of statistics in the annual Final Report on Museum Windsor Activities and evaluated as part of annual review of Museum Windsor activities by senior City of Windsor administration

Goals

1. Exceed the Standards for Community Museums in Ontario

2. Value and support our partners, volunteers and staff.

3. Plan strategically, including

- exhibitions
- collections
- research
- programming
- financial goals
- human resources
- physical plant
- volunteers
- education and public programming
- community

Action	Timeline	Resources Required
<p>Exceed Standards for Community Museums in Ontario</p> <ul style="list-style-type: none"> • Minimum hours and days advertised and open to the public • Full time, trained Curator • Separate financial records • Catalogued artifact collection • Evaluated program of research, exhibition and interpretation • Complete and up to date museum policies 	Reviewed annually	Museum staff, Culture staff, relevant City of Windsor support
<p>Value and support our partners, volunteers and staff</p> <ul style="list-style-type: none"> • Work in cooperation with other local heritage organizations and provide leadership through the Southwestern Heritage Council • Work closely with Windsor Historic Sites Association (which owns the François Baby House building), and Les Amis Duff-Baby, a volunteer group dedicated to promoting and interpreting the heritage of the Duff-Baby House, and the Museum Volunteer Group • Contribute to City of Windsor projects • Plan for volunteer and staff succession 	Ongoing	Communication with multiple partners
<p>Plan Strategically</p> <p>Exhibition Goals (Leads - Museum Coordinator, Curator)</p>	Reviewed as part of annual	

<p>Note – exhibitions include a mix of in-house artifact/image based, travelling, community-based, and intern-student designed.</p> <p>2026</p> <ul style="list-style-type: none"> • Conduct annual permanent exhibition walk-through inspection/note and fix deficiencies or add to update list for future (note likely budgetary impact, especially with regards to multi-media elements) • Create and Maintain exhibits in “spoke” locations (Duff-Baby House, Streetcar No. 351, Coach House, etc.) <p>New exhibitions:</p> <ul style="list-style-type: none"> • Buildings That Still Are • HMCS Hunter exhibition • Bi-Giwen: Coming Home, Truth Telling From the Sixties Scoop (Travelling exhibition from Legacy of Hope Foundation) • Treasures from the Vault • Carnivorous Dinosaurs (Travelling exhibition from Research Casting International (RCI)) • AWE - Waawiitanong Forever Photo Display (by Art Windsor Essex) • Community Jazz exhibit (by Hugh Leal)(to be confirmed) • 100th Anniversary of the Royal Canadian Legion • Featured Black History Month artifact: No. 2 Construction Battalion badge • Heritage Greeting Cards • 1776-1783 Perspective from the South Shore – The Loyalists <p>2027</p> <ul style="list-style-type: none"> • Conduct annual permanent exhibition walk-through inspection/note and fix deficiencies or add to update list for future (note likely budgetary impact, especially with regards to multi-media elements) • Create and Maintain exhibits in “spoke” locations (Duff-Baby House, Streetcar No. 351, Coach House, etc.) 	<p>museum and Culture planning</p>	<p>Museum staff (Curator directs staff), Culture within the Division of Community Services (Manager of Culture directs staff), relevant City of Windsor support; community participation; adequate funding through municipal budget and funding partners</p>
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<p>New exhibitions</p> <ul style="list-style-type: none">• Iron Willed: Women in STEM (Travelling exhibition by Ingenium)• Windsor Pride Exhibition (to be confirmed)• 10th Anniversary of the Great Canadian Flag• Do you Remember When: Growing Up in the 80s, 90s, and early 2000s• Local History of Photography• Evelyn McLean Valentines Day Card collection• Travelling exhibition to be scheduled <p>2028</p> <ul style="list-style-type: none">• Conduct annual permanent exhibition walk-through inspection/note and fix deficiencies or add to update list for future (note likely budgetary impact, especially with regards to multi-media elements)• Create and Maintain exhibits in "spoke" locations (Duff-Baby House, Streetcar No. 351, Coach House, etc.) <p>New exhibitions</p> <ul style="list-style-type: none">• Windsor pizza• Menus in the Collection• Travelling exhibitions – two to be scheduled• Disasters!• Town of Ojibway <p><u>Collections (Leads - Registrar, Museum Collections Assistant and Curator)</u></p> <p>2026 Collection Goals</p> <ul style="list-style-type: none">• Review Digital Plan and update as necessary• Maps -piece together images of larger maps so that they can also be added to the database & add to database• Complete assessment of future storage needs including prediction of when 100% full will occur. This will identify area of extra shelf space in current storage area and lead to potential new storage opportunities (potentially in other city facilities –		
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<p>remembering environmental needs of museum artifact collections and security needs) or if not feasible prepare for moratorium on collecting</p> <ul style="list-style-type: none"> • Backlog of basic cataloguing • Artifact photography • Update database with artifacts and photographs • Rehouse holiday & education programming artifacts • Update Collections Management Software - perhaps with more than 2 people able to enter • Rehouse & multimedia collection in new storage drawers in Fort • Complete ledger for education collection. - Replace paper tags on education collection artifacts with proper artifact labelling. • Assess other City of Windsor heritage collections & discuss the possibility of cataloguing these for tracking purposes • Assess artifacts currently on display as part of our 2016 permanent exhibit expansion for conservation needs • Conduct and catalogue oral history interviews with local population as opportunity arises • Organize conservation supplies <p>2027 Collection Goals</p> <ul style="list-style-type: none"> • Review Digital Plan and update as necessary • Inventory and re-housing of archaeological collection, as well as digitize archaeological reports • Create a possible deaccession list • Backlog of basic cataloguing • Artifact photography • Update database with artifacts and photographs • Inventory and catalogue education collection & move to Chimczuk Museum • Work on clearing Back log of PM creation 		
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<ul style="list-style-type: none">• Add subject headings to database records for Pamphlet collection using the typed list from the -add subject headings to new image records card catalogues & misc. lists• To consolidate storage space, continue to make use of storage containers rather than placing artifacts on open shelves• Conduct and catalogue oral history interviews with local population as opportunity arises <p>2028 Collection Goals</p> <ul style="list-style-type: none">• Review Digital Plan and update as necessary• Convert outdated formats of multimedia collection to digital formats• Cataloguing backlog of photographs• Backlog of basic cataloguing• Artifact photography -specifically focusing on the original 1957 Museum Windsor collection.• Update database with artifacts and photographs• Assess the usefulness of the museum's periodical collection and consolidate as needed• Look at adding books & periodicals to museum digital catalogue• Conduct and catalogue oral history interviews with local population as opportunity arises <p><u>Research Goals 2026-2028 (Leads - Registrar, Museum Collections Assistant, Museum Coordinator, Curator)</u></p> <p>2026 Research Goals</p> <ul style="list-style-type: none">• Investigate appropriate use of AI for research in museums• Continue research on Indigenous Veterans & the No.2 Construction Battalion		
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<ul style="list-style-type: none"> • Research needs for upcoming exhibits i.e. Loyalists settlers & HMCS Hunter • Upcoming anniversaries 100th anniversary of Royal Canadian Legions in 2026 – • Respond to Public research questions as well as from other City departments • Research as required for incoming artifacts <p>2027 Research Goals</p> <ul style="list-style-type: none"> • Continue research on Indigenous Veterans & the No.2 Construction Battalion • Research needs for upcoming exhibits • Respond to public research questions as well as from other City departments • Research as required for incoming artifacts <p>2028 Research Goals</p> <ul style="list-style-type: none"> • Research needs for upcoming exhibits • Respond to Public research questions as well as from other City departments • Research as required for incoming artifacts • In 2029 (350th of the Griffon -175th of Great Western Railway -100th of Ambassador Bridge) & in 2030 the 100th of the Detroit-Windsor Tunnel • Research for 175th anniversary of Mackenzie Hall in 2030 <p><u>Financial Goals 2026-2028 (Leads - Curator, Registrar and Museum Coordinator)</u></p> <ul style="list-style-type: none"> • Keep expenditures within established yearly budget • Work to meet revenue goals in budget • Purchase of Museum gift shop stock in keeping with tracked sales with the goal to grow gift shop sales • Maintain accurate inventory on Museum Gift Shop • Send staff to Canadian Gift Association Trade Show in order to purchase Canadian stock for the Museum Gift Shop 		
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<ul style="list-style-type: none"> • Apply for Young Canada Works in Heritage Organizations summer student funding • Apply for Community Museum Operating Grant • Be alert for relevant museum-related grant opportunities • 2026 specific goal – set up new cashless (card only) gift shop at Streetcar No. 351 <p><u>Human Resource Goals 2026-2028 (Leads - Curator)</u></p> <ul style="list-style-type: none"> • Maintain a full staff complement (all years) • Hire summer students (all years) • Conduct performance appraisals in a timely manner (all years) • Training opportunities, both required and optional (all years) • Be flexible about sharing recreation staff with other City of Windsor locations, including but not limited to Willistead Manor, Ojibway, Adventure Bay, Mackenzie Hall, etc. <p><u>Physical Plant Goals 2026-2028 (Leads – Curator and Facilities Department)</u></p> <p>2026 Physical Plant Goals</p> <ul style="list-style-type: none"> • Maintain adequate cleaning and maintenance schedule of Museum buildings • Comply with federal, provincial and municipal legislation that affect the museum locations' day-to-day operations and help to ensure the physical safety of visitors, staff and property. • As a municipally operated museum, the site is routinely inspected for maintenance concerns, both inside and out by City staff. • Hold meetings as needed with the Museum Capital Reserve Committee (as per the Use Agreement between the City of Windsor and Windsor Historic Sites Association) • Investigate/repair water leaking into storage area at the Francois Baby House (west side) 		
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<p>2027 Physical Plant Goals</p> <ul style="list-style-type: none">• Maintain adequate cleaning and maintenance schedule of Museum buildings• Comply with federal, provincial and municipal legislation that affect the museum locations' day-to-day operations and help to ensure the physical safety of visitors, staff and property.• As a municipally operated museum, the site is routinely inspected for maintenance concerns, both inside and out by City staff• Hold meetings as needed with the Museum Capital Reserve Committee (as per the Use Agreement between the City of Windsor and Windsor Historic Sites Association) <p>2028 Physical Plant Goals</p> <ul style="list-style-type: none">• Maintain adequate cleaning and maintenance schedule of Museum buildings• Comply with federal, provincial and municipal legislation that affect the museum locations' day-to-day operations and help to ensure the physical safety of visitors, staff and property.• As a municipally operated museum, the site is routinely inspected for maintenance concerns, both inside and out by City staff• Hold meetings as needed with the Museum Capital Reserve Committee (as per the Use Agreement between the City of Windsor and Windsor Historic Sites Association) <p><u>Volunteer Goals (Leads - Museum Coordinator and Curator)</u></p> <p>2026 Volunteer Goals</p> <ul style="list-style-type: none">• Volunteer Appreciation Lunch• Volunteer Holiday Dinner• Volunteer Speaker Series		
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<ul style="list-style-type: none"> • Maintaining gardens at the François Baby House • Volunteer Group yard sale fundraiser • Investigate possible volunteer opportunities with Streetcar No. 351 • Grow Volunteer Group membership through online advertising, print media, and partnerships with like-minded organizations • Work with Les Amis Duff-Baby volunteer group to program the Duff-Baby House <p>2027 Volunteer Goals</p> <ul style="list-style-type: none"> • Volunteer Appreciation Lunch • Volunteer Holiday Dinner • Volunteer Speaker Series • Maintaining gardens at the François Baby House • Review & update Museum Volunteer Group Handbook • Grow Volunteer Group membership through developing advertising rack card that can be shared with local businesses and non-profits • Work with volunteer members/executive to develop new fundraising initiatives. • Work with Les Amis Duff-Baby volunteer group to program the Duff-Baby House <p>2028 Volunteer Goals</p> <ul style="list-style-type: none"> • Volunteer Appreciation Lunch • Volunteer Holiday Dinner • Volunteer Speaker Series • Maintaining gardens at the François Baby House • Update "years of service" ledger for long-standing volunteers • Implement 1-2 new fundraising initiatives as decided by the Volunteer Group • Review & update Volunteer group membership costs and benefits with Volunteer Group executive • Work with Les Amis Duff-Baby volunteer group to program the Duff-Baby House 		
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Education and Public Programming Goals (Leads -
Museum Coordinator, Curator)

2026-2028 Education and Public Programming
Goals

- Continue school programming related to permanent exhibitions and temporary exhibits.
- Continue to expand Indigenous programming with local school boards
- Monitor and grow educational programming booked through local school boards, and local not-for-profit organizations, and private groups
- Generate revenue to offset costs through an implementation of a council-approved fee schedule for various programming initiatives
- Plan a program of events to celebrate the 10th anniversary of the Chimczuk Museum (2026 specific)
- Plan and carry out educational programs and public programs at Streetcar No. 351
- Review programming for different age groups and abilities and update as necessary
- Investigate a trial period of early morning sensory-friendly time
- Publicize and grow opportunities for not-for-profit and private bookings and Streetcar No. 351
- Develop a plan for educational programming at the Duff-Baby House in conjunction with Les Amis Duff-Baby
- Plan and carry out public programs including but not limited to Halloween, Free Comic Book Day, Heritage Day, The Chimczuk's Birthday, March Break, Easter, PD days and the Walking tour series.
- Research and implement different strategies for increasing young adult engagement in museum activities

<ul style="list-style-type: none"> • work with summer students to plan out Hands-on History activities linked to the seasons of the year • work on implementing a tour program at Mackenzie Hall • organize education collection in conjunction with collections staff 		
<p><u>Community Goals 2026-2028 (Leads Curator, Museum Coordinators, Registrar, Museum Collections Assistant)</u></p> <ul style="list-style-type: none"> • As Museum Windsor is a community museum, inclusive community-engagement is a priority in museum planning • Up-to-date website • Planned yearly advertising, including print and on-line • Monthly Public Service Announcements • Curated and responsive social media through the Museum Windsor Facebook Page, outline of posts planned every month • Publicize museum information in free, or discounted, local area advertising opportunities • Work with organizations such as TWEPI, the Downtown BIA and VISIT Detroit to promote the Museum Brand to drive visitor attendance • Facilitate a TWEPI tourism booth at the Streetcar No. 351 location • Create YouTube videos for Museum Windsor channel • Investigate effective advertising on YouTube • Museum newsletter produced twice/year • Coordination with Culture office to disseminate information about programs through the Cultural e-blast and Community Stories program • Monthly museum contribution to City Circuit, a City of Windsor publication • Responsive to Community ideas (e.g. many exhibitions at Museum begin with a suggestion from a community member/s) 		

Museum Subcommittee of the Community Public Arts Working Group minutes
November 26, 2025

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- Recommended by the Museum Subcommittee of the Community Public Arts Working Group February 11, 2026
- Approved by the Community Public Art Working Group -----

Appendix C:

MUSEUM WINDSOR NEWSLETTER
Spring/Summer 2026
CHIMCZUK 10 MUSEUM
MUSEUM WINDSOR

The Chimczuk Museum Is Turning Ten!

MUSEUM WINDSOR
MUSÉE DE WINDSOR

Ribbon Cutting Ceremony February 2016

A special new 10th anniversary logo for the Chimczuk Museum has been designed and will be used throughout 2026. The Museum Gift Shop is featuring some new merchandise for purchase with the new logo. Don't miss out!

Grand Opening February 2016

The Chimczuk will be celebrating the 10-year milestone with a free admission day on Saturday February 21st from 10am-5pm. Check our social media for a detailed list of activities. Hint – there will be free cookies, and many fun-filled family-friendly activities. While we celebrate our past, we are also looking forward to a bright future of continuing to deliver and preserve local Windsor-Essex History. Thank you for all of the support over the years – It is the community that makes the Museum.

On Saturday February 21st, the Chimczuk Museum will be proud to celebrate its 10th Anniversary! Named after Joseph Chimczuk, who generously left his estate to the City of Windsor, the Chimczuk Museum is the primary site of Museum Windsor. Over the past ten years numerous temporary exhibitions, special events, educational programming, guest speakers and performers, Museum Volunteers, and amazing visitors have helped to bring local history alive. A walk down memory lane is highlighted by many exhibitions ranging from Ice Age Mammals, Egypt: Gift of the Nile, Health In Space, Dinosaur Discoveries, Teiakwanahstahsontéhrha! We Extend the Rafters by Skawennati, the Witness Blanket to Beyond the Barrel: Windsor's Whisky History, The Dieppe Raid, The History of Riverside, the 100th Anniversary of Windsor Rotary, Remembering Windsor's Emancipation Celebrations, and First Nation Veterans, to mention but a few. Along with exhibitions, the Chimczuk has hosted many special events including Free Comic Book Day, Windsor's 125th Birthday, The Mayor's Walk, Windsor Wave Festival, the Holiday Craft Fair, and many walking tours showcasing various parts of our historical city.

Construction-2015

Summer 2016

Bi-Giwen: Coming Home - Truth-Telling from the Sixties Scoop April 4- July 5, 2026

Designed by the Legacy of Hope Foundation, this travelling exhibition explores the experiences of Survivors of the Sixties Scoop, which began in the 1960s, where Indigenous children were taken from their families, often forcibly, and fostered and/or adopted out to non-Indigenous homes often far away from their communities and some across the globe. Developed with input from the National Indigenous Survivors of Child Welfare Network, this innovative and challenging exhibition features the first-person oral testimonies of 12 Indigenous Survivors of the Sixties Scoop, and reflects upon their pain, loss but also their enduring strength, courage, and resilience.



The Legacy of Hope Foundation (LHF) is a national, Indigenous-led, charitable organization that has been working to promote healing and Reconciliation in Canada for over 20 years. The LHF's goal is to educate and raise awareness about the history and existing intergenerational impacts of the Residential School System and subsequent Sixties Scoop on Indigenous (First Nations, Inuit, and Métis) Survivors, their descendants, and their communities.

Upcoming Walking Tours:

**Walkerville Walking Tour - Jane's Walk
Windsor-Essex
Date: May 1-3rd weekend, 2026**

***Official Date and Time TBA (see Jane's Walk Windsor Essex for official update and to RSVP)**



Come join Museum Windsor staff as this walking tour will cover the biography of Hiram Walker, his early origins of starting his distillery empire, while at the same time interpreting houses and buildings that are from Phases I and II of Walkerville's development. Pre-registration is required, and space is limited. Sign up at www.windsorjaneswalk.ca once tickets become available. Free.

**Town of Ojibway Walking Tour
(Inside Black Oak Heritage Park)
Date: May 30th, 2026, 11AM**



To commemorate the 60th anniversary of the Annexation of the former town of Ojibway into the City of Windsor, Museum Windsor will lead a tour inside Black Oak Heritage Park to discuss the history of the former company town of Ojibway. Pre-registration is required, and space is limited. Please call 519-253-1812 to sign up. \$10.00

**Windsor's French Roots
Date: June 13th, 2026, 11am**



Come join Museum Windsor staff as this walking tour will cover Windsor's rich French history. Learn about early French families and the legacies that they created. The tour is located in Downtown Windsor area. **Pre-registration is required, and space is limited. Please call 519-253-1812 to sign up. \$10.00 per person.**

**Cycling Tour Along Windsor's Waterfront
Date: June 27th, 2026, 11am**



Join museum staff on your bike as we explore both the western and eastern portions of the riverfront, interpreting monuments, art pieces, and moments of local history. Bring your own bike and water bottles! Helmets are encouraged, too. **Pre-registration is required, and space is limited. Please call 519-253-1812 to sign up. \$10.00 per person.**



Last Chance To See These Exhibitions



**Windsor Magic Circle Ring 116:
Celebrating 75 Years
Closing March 22, 2026**



**CBC/Radio-Canada Windsor
Photographic Display - Closing
April 26, 2025**



**A River Runs Between Us -
The Unique
Shared History of Detroit and
Windsor
Closing May 24, 2026**

Heritage Greeting Cards
February 14-June 6, 2026, FBH



Buildings That Still Are Exhibition
June 13th to October 1st

Don't miss a collection of early-mid 20th century heritage greeting cards donated by Shannon McMahon. Many varied events highlighted including Birthday, Valentines Day, Anniversary, Father's Day, Mother's Day, New Years, Easter, and St. Patrick's Day.





Curated by Walter S. Petrichyn and located at the Chimczuk Museum, the new temporary exhibit, *Buildings That Still Are*, explores Windsor's rich architectural history. This exhibit highlights a selection of old "Buildings That Still Are" and shows the visitor what some of these buildings looked like in the past and also presently. People who are passionate about architecture, built heritage, and preserving old structures would not want to miss this!

1776-1783: Perspectives of the South Shore
Set to open in June 2026



As our neighbours get ready to celebrate the 250th anniversary of the signing of the Declaration of Independence, a new exhibit at the François Baby House this summer will look at the American Revolution from the vantage point of our region. While the war for independence unfolded just across the border, Essex County experienced profound change as Loyalists fled the new United States and resettled in British territory. This exhibit asks how this conflict altered local lives, landscapes, and identities.

New Acquisition for Museum Windsor: No. 2 Construction Battalion Cap Badge




The No. 2 Construction Battalion was Canada's first and only all-Black battalion in the First World War. Built around Nova Scotian recruits, the unit also included men from Ontario, Quebec, New Brunswick, western Canada, the United States, and the Caribbean. A recruiting office at 840 Mercer operated between September 1916 and March 1917. At full strength, the battalion numbered 605 men and was composed entirely of Black soldiers. However, of its nineteen officers, only one—Honorary Captain Rev. William Andrew White—was Black.

In May 1917, the battalion deployed to France, serving as a non-combatant unit with the Canadian Forestry Corps. Members laboured, constructing railways, repairing roads, harvesting, and processing lumber vital to the war effort. Despite their contributions, members of the No. 2 Construction Battalion faced systemic racism during and after the war. In recognition of this injustice and their service, the Government of Canada formally apologized in 2022.

Treasures From the Vault
July 18-October 3, 2026,
Chimczuk Museum

Some of our most intriguing, beautiful and seldom-seen artifacts are emerging from Museum Windsor's storage vault. Featured is recently acquired Patricia Hennessy Laing's *Beach at Colmbra Point, Kingsville ON, 2025*.



 <p>CONTACT US 519-253-1812 wmuseum@citywindsor.ca</p>	<p>Chimczuk Museum 401 Riverside Drive West</p> <p>Tuesday -Saturday: 10AM to 5PM. Sunday: 11:00AM to 5PM.</p>	<p>Maison François Baby House 254 Pitt Street West</p> <p>Tuesday -Saturday: 10AM to 5PM.</p>	<p>Duff-Baby House 221 Mill Street.</p> <p>Re-opening Spring 2026 TBA</p>
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Museum Windsor Upcoming Events

February 7 at 1 p.m. Museum Volunteer Group Monthly Meeting at Francois Baby House. Curator Madelyn Della Valle will give a talk and tour of the Santa Claus Collection by Leisha Nazarewich exhibit. (Also note, this is the last day to see this exhibit). All welcome

February 21 Free Admission Day at the Chimczuk & AWE for Chimczuk's 10th Anniversary. Free cookies while supplies last; special 10th anniversary family-friendly activities; 1p.m. Talk by CBC alumni on the CBC Anniversary Exhibition. Free Admission/no pre-registration required.

March 14 at 1 p.m. Museum Volunteer Group Monthly Meeting at Chimczuk Museum Speaker TBD. All welcome. Regular admission rates apply.

March 14-22 Magic March Break at Chimczuk Museum. Magic themed crafts and scavenger hunt, and more! Hands-on artifact activities. Check social media for details. All welcome. Regular admission rates apply.

April 11 at 1 p.m. Museum Volunteer Group Monthly Meeting at Chimczuk Museum. Talk by Melissa Phillips about the Sixties Scoop and the 150th Anniversary of the Indian Act. All welcome. Regular admission rates apply.

May 1 Streetcar No. 351 at the Legacy Beacon reopens for the 2026 season. Open Tuesday through Thursday 11 a.m. to 5 p.m., Friday through Sunday and 5tat Holidays 11 a.m. to 7 p.m. Concession reopens as well. (Note that concession hours vary from Streetcar No. 351)

May 1-3 Free Walkerville Walking Tour for Jane's Walk Windsor-Essex. Official Date and Time TBA. Pre-registration is required, and space is limited. Sign up at www.windsorjaneswalk.ca once tickets become available. Free.

May 2 Free Admission Day at the Chimczuk for Free Comic Book Day. Free comic and family activities. Free Admission/no pre-registration required. Free Comics are limited.

May 16 at 1 p.m. Museum Volunteer Group Monthly Meeting at Chimczuk Museum Speaker TBD. All welcome. Regular admission rates apply.

May 30 Town of Ojibway Walking Tour (Inside Black Oak Heritage Park). Cost \$10.00 per person. Pre-registration is required, and space is limited. Please call 519-253-1812 to sign up.

May--- exact date **TBD** The Duff-Baby House will be reopening for tours following extensive building restoration over the past year and a half! Follow Social Media for updates.


June 13 at 1 p.m. Museum Volunteer Group Appreciation Lunch. All MVG Members Welcome, pre-registration is required.

June 13 French History Walking Tour Cost \$10.00 per person. Pre-registration is required, and space is limited. Please call 519-253-1812 to sign up.


June 27 Cycling Tour Along Windsor's Waterfront Cost \$10.00 per person. Pre-registration is required, and space is limited. Please call 519-253-1812 to sign up \$10.00 per person.


August 1 Free Admission Day at the Chimczuk for Emancipation Day. Free Admission/no pre-registration required.

For More Updated Information Follow Museum Windsor On Facebook.



Find us on





MINUTES
MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)
Tuesday, June 17 2025
11 o'clock a.m.
Francois Baby House, 254 Pitt Street West

A meeting of the **Museum Capital Reserve Fund Committee (Facility Committee)** is held this day commencing at 11 o'clock a.m. at the François Baby House, 254 Pitt Street West, there being present the following members:

(It being noted that the Facility Committee is set up as item 2.2 of the Use Agreement between the Corporation of the City of Windsor and Windsor Historic Sites Association, which states that this committee is comprised of 2 nominees of the city and 3 nominees of the WHSA)

Present:

D. Wilson, Windsor Historic Sites Association
M. Staadegaard, Manager of Cultural and Events
R. Prescott, Windsor Historic Sites Association

Also present are the following resource personnel:

M. Della Valle, Museum Curator
R. Shelton, Supervisor, Assets & Facility Projects

Regrets:

T. Tang, Heritage Planner, Planning
K. Dufour, Facilities, Downtown Western Campus
G. Manias, Windsor Historic Sites Association

1. CALL TO ORDER

Acting Chair M. Della Valle called the meeting to order at 11:01 o'clock a.m.

2. ELECTION OF CHAIR

Moved by R. Prescott, and seconded by M. Staadegaard
That D. Wilson BE NOMINATED TO THE POSITION OF CHAIR of the Museum Capital Reserve Fund Committee.
Carried.

3. DECLARATION OF CONFLICT

None declared.

4. MINUTES

Moved by R. Prescott, and seconded by D. Wilson
That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Tuesday, May 6, 2025** meeting BE ADOPTED as written.
Carried

5. BUSINESS ARISING FROM THE MINUTES

5.1 Building Condition Assessment report

R. Shelton was invited to this meeting to answer questions about the purpose of this report. He noted that this report is a starting point in the analysis of what needs to be done in the building. The items listed in this report are not automatically carried out. They are more of a basis for follow up. Any project proposed in this report would first be discussed with relevant personnel, including this committee, especially in a heritage building. The report format is somewhat of a template that was not necessarily designed for heritage buildings, however, it is a useful report as it allows for regular review of areas of potential replacement, updating, e.g. in particular items like HVAC and electrical, etc.

5.2 Financial update on museum capital reserve fund (Museum Structural and Capital Improvements Fund 182)

M. Della Valle notes that there is, as of December 31, 2024 a sum of \$181,372.74 in this fund.

5.3 Jesuit Pear trees

M. Della Valle noted that horticulture has thus far been unable to propagate Jesuit pear trees. Madelyn will reach out again to Mike Murphy to inquire again.

5.4 Security system, security concerns

M. Della Valle notes that K. Dufour has requested a quote from Phillips to replace the existing alarm system at the Francois Baby House. No further updates are available at this time.

M. Della Valle also notes that the François Baby House still has a blind spot in security camera coverage – along the east side of the building. No cameras have been installed to capture this view due to difficulty in installing a camera that doesn't require drilling holes into the historic fabric of the historic house.

5.5 Further securing Hiram Walker Historical Museum Plaque

No updates available at this time.

5.6 More Storage Space for Artifacts Needed

D. Wilson wrote a letter to the Windsor Public Library Board (with cc to Windsor City Council) stating that the museum artifact storage is almost full, and noting that the Library is planning another building project, and that the museum has expressed its interest to the Library about the potential to have some space in the new building, and that the Windsor Historic Sites Association fully supports this initiative.

5.7 Leaking from the ceiling on west side of underground storage vault, aka “the fort”

M. Della Valle noted that the leaking in the west end of the fort has been partially remediated by the regrouting of the concrete patio over the storage area, however, water is still penetrating. She notes that the water pools against the south side of the outbuilding “shack” on the patio, directly above where the leaking is still happening. R. Shelton says that he will touch base with K. Dufour regarding potential next steps.

5. NEW BUSINESS

5.1 Election of Chair

See item 2.

6. DATES OF NEXT MEETING

Tuesday, October 7th, at 11am at the François Baby House.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 11:36 o’clock a.m.



Committee Matters: SCM 157/2026

Subject: Minutes of the Windsor Essex Community Safety and Well-Being Advisory Committee of its meeting held December 1, 2025.



**MEETING OF THE
WINDSOR ESSEX COMMUNITY SAFETY AND WELL-BEING
ADVISORY COMMITTEE**

MEETING MINUTES

MONDAY, DECEMBER 1ST, 2025; 9:00AM TO 10:00AM

VISION: "A COMMUNITY WHERE EVERYONE FEELS SAFE, HAS A SENSE OF BELONGING, EQUITABLE ACCESS TO SERVICES AND OPPORTUNITIES,
AND CAN HAVE THEIR NEEDS MET ACROSS WINDSOR AND ESSEX COUNTY"

In Attendance

Co-Chairs

Dana Paladino, David Sundin

Members

Karel DeGraaf, Kate Gibb, Leonardo Gil, Ciara Holmes, Amy LoFaso, Crystal Meloche, Eric Nadalin, Nicole Sbrocca, Carolyn Warkentin

Project Team

Amanda Alchin, Stephen Lynn, Lucija Novak, Michelle Oake, Valerie Panou

Regrets

Members

Norma Coleman, Debi Croucher, Brian Cyncora, Jeanie Diamond-Francis, Ashley Duong, Mark Loucas, Bill Marra, Wendi Nicholson, Jason Woods

Agenda Item	Highlights	Action/Update
<p>Call to Order</p>	<p>1.1 Welcome</p> <ul style="list-style-type: none"> • Co-Chair of the Windsor Essex Community Safety and Well-Being (CSWB) Advisory Committee and Director, Legislative & Legal Services, County of Essex, David Sundin welcomed members. • It was noted that, at the last meeting on September 10, 2025, members voted to rename the committee from the Regional Systems Leadership Table (RSLT) to the <i>Windsor Essex CSWB Advisory Committee</i> to align with the Ontario government’s legislation and for simplicity. • A new member was introduced, confirming that all legislated membership requirements for the Windsor Essex CSWB Advisory Committee have been met: <ul style="list-style-type: none"> ○ Norma Coleman, Administrative Director, Windsor Police Service Board • Natasha Scheeler will be the Windsor Essex CSWB Advisory Committee Co-Chair representing County of Essex effective January 1, 2026. <p>1.2 Establish Quorum and Call to Order</p> <ul style="list-style-type: none"> • 11 members were present, establishing quorum. • The meeting was called to order at 9:04 am. <p>1.3 Approval of Today’s Agenda</p> <ul style="list-style-type: none"> • The Meeting Agenda for December 1, 2025 was approved. <p>1.4 Declaration of Conflicts of Interest</p> <ul style="list-style-type: none"> • N/A 	

	<p>1.5 Approval of September 10th, 2025 Meeting Minutes</p> <ul style="list-style-type: none"> The September 10, 2025 Meeting Minutes were approved. 	
<p>Matters of Discussion</p>	<p>2.1 Windsor Essex CSWB Plan 2026-2029</p> <ul style="list-style-type: none"> The Windsor Essex CSWB Plan (2026-2029) was approved by County Council on Wednesday, November 19, 2025, and City Council on Monday, November 24, 2025. Michelle Oake, Project Lead – Human & Health Services, City of Windsor, provided updates on the Windsor Essex CSWB Plan (2026-2029): <ul style="list-style-type: none"> Performance Measurement Framework (update from SOLGEN) <ul style="list-style-type: none"> The Province is going to launch the Performance Measurement Framework in 2026. The Windsor Essex CSWB Plan (2026-2029) is a living document that was designed with flexible enough language that it will be able to adhere to the Performance Measurement Framework once it is available. Government Structure and Action Tables <ul style="list-style-type: none"> The Windsor Essex CSWB Plan (2026-2029) is governed by the Windsor Essex CSWB Advisory Committee. This committee goes beyond legislative requirements and includes Enhanced Sector Network (ESN) members and People With Lived Experience (PWLE). The committee will be chaired by the Director of Health & Community Services of the County of Essex and the Commissioner, Human & Health Services of the City of Windsor. For implementation of the Plan’s activities the Windsor Essex CSWB Plan (2026-2029) will leverage action tables, including but not limited to the Windsor-Essex Community Opioid and Substance Strategy, Regional Crime Prevention Council, Violence Against Women Coordinating Committee Windsor-Essex, Youth Advisory Committees (YACs), Youth Crime-Prevention Working Group), and Situation Table. <p>2.2 Progress Updates: Ongoing CSWB Projects by Funding Source</p> <p>2.2.1 Community Investment Fund</p> <ul style="list-style-type: none"> The <i>Community Safety and Crime Prevention Month Act, 2024</i> declares November as Community Safety and Crime Prevention Month, where the Province of Ontario and other jurisdictions and groups across Canada recognize the importance of raising awareness about community safety and preventing crime. As part of our regional efforts, the Windsor Essex CSWB Plan (2026-2029) Project Team created a calendar of events and initiatives taking place in Windsor and Essex County throughout the month. Michelle Oake, Project Lead – Human & Health Services, City of Windsor, highlighted activities from 2025 that will continue into 2026: <ul style="list-style-type: none"> <i>October 28-29: Two-Day Crime Prevention through Environmental Design (CPTED) Training Course</i> <ul style="list-style-type: none"> 26 attendees from 9 organizations across Windsor-Essex attended a course to learn the concepts and principles of CPTED. This course was facilitated by Windsor Police Service Director of Planning & Physical Resources Barry Horrobin, who is a CPTED expert. Participants also actively participated in a sample Neighbourhood Safety & Crime Prevention Walk on the second day of the workshop and by carrying out a small group assessment of a neighbourhood space to apply CPTED concepts. 	

	<ul style="list-style-type: none"> ○ <i>November 3-7: Crime Prevention Week at Devonshire Mall</i> <ul style="list-style-type: none"> ▪ Law enforcement and service providers set up information booths at Devonshire Mall from 10 am to 2 pm to teach residents about crime prevention and public safety. ▪ This event honours Crime Prevention Week, which showcases the successful collaborative efforts between police services and community organizations as we work towards the common goal of preventing crime and creating safe, resilient communities across Ontario. This year’s theme was “Working Together to Protect Ontario.” ○ <i>November 5: LaSalle Neighbourhood Safety & Crime Prevention Walk</i> <ul style="list-style-type: none"> ▪ Facilitated by LaSalle Police Service Officer Alaina Atkins, starting a Heritage Park, roughly 35 residents learned how to prevent opportunities for crime, changed the way they see and walk through their neighbourhoods, and learned personal safety tips. <p>2.2.2 Building Safer Communities Fund</p> <ul style="list-style-type: none"> • The Building Safer Communities Fund (BSCF), which is approximately \$3,000,000 over three years from Public Safety Canada (PSC), funds youth gun and gang prevention programming through New Beginnings, Youth Diversion, Sandwich Teen Action Group, and Windsor-Essex Children’s Aid Society. • It also funds the Regional Crime Prevention Council (RCPC). Over the summer of 2025., the RCPC was pivotal in funding the expansion of the Supervised Parks Program to nine additional parks. • The RCPC is also currently planning a youth symposium. Successful youth symposiums were held in Windsor in February 2025 and in Kingsville in April 2025. A larger-scale <i>regional</i> youth symposium will be held on February 24, 2026. • The BSCF ends in March 2026. <p>2.2.3 Substance Supports in Neighbourhoods Accessed through Police Partnerships (SSNAPP): NEW Partnership</p> <ul style="list-style-type: none"> • The Community Safety & Policing grant application between the City of Windsor, Windsor-Essex County Health Unit, and the Ontario Provincial Police was successful. • SSNAPP will develop community safety plans (Leamington and Essex), facilitate education and training opportunities community engagement events, implement traffic management initiatives, and expand Essex-County Mobile Crisis Response Team. <p>2.3 Other Funding and Partnership Opportunities</p> <ul style="list-style-type: none"> • It was encouraged to discuss and share grant opportunities and partnerships with the Windsor Essex CSWB Plan (2026-2029) Project Team to support its implementation activities moving forward. 	
<p>Unfinished Business</p>	<p>3.1 Revised Terms of Reference</p> <ul style="list-style-type: none"> • Due to legislative changes and the refreshed Windsor Essex CSWB Plan’s (2026-2029) activities, the Terms of Reference (TOR) will be revised and submitted for review and feedback prior to the next CSWB Advisory Committee Meeting, where they will be considered for adoption. 	<p>ACTION ITEM</p> <ul style="list-style-type: none"> • Project Team to distribute revised TOR to members prior to next meeting
<p>New Business / Round Table Discussion</p>	<p>4.1 Good News</p> <ul style="list-style-type: none"> • The Windsor Essex CSWB Plan (2026-2029) will build on already established trust-based partnerships and relationships to align with broader community goals as well as other strategic plans and mandates. • A brief timeline of important dates and activities was presented: 	

	<ul style="list-style-type: none"> • Fall 2025: <ul style="list-style-type: none"> ○ Windsor Essex CSWB Plan (2026-2029) presented and approved by City and County Council ✓ • Winter 2025: <ul style="list-style-type: none"> ○ Submit Windsor Essex CSWB Plan (2026-2029) to SOLGEN ✓ ○ Approved Windsor Essex CSWB Plan (2026-2029) printed and published online ✓ • Ongoing CSWB commitments include representation and inclusion, collective action, community engagement, data and evaluation, and pursuit of funding. 	
<p>Adjournment</p>	<p>5.1 Quarterly Meetings for 2026</p> <ul style="list-style-type: none"> • New quarterly meetings will be sent out shortly. Meetings will be held on the second Wednesday of the month, from 9 am-10 am, unless otherwise directed. <ul style="list-style-type: none"> ○ April 22, 2026 ○ June 17, 2026 ○ September 16, 2026 ○ December 16, 2026 <p>5.2 Meeting Adjourned</p> <ul style="list-style-type: none"> • The meeting was adjourned at 9:38 am. 	



Committee Matters: SCM 161/2026

Subject: Minutes of the Meetings of the Executive Committee and Board of Directors, Willistead Manor Inc., held April 9, 2026

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:

D. Seguin, Deputy Treasurer – Executive Director, Treasury & Financial Accounting
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 4:00 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 J. Evans, seconded by C. Gaudette,
That the minutes of the Executive Committee Board of Directors Willistead Manor Inc. meeting held February 12, 2026, **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

D. Sanborn praised the success of this year's Mayor's Reception that was held on March 1st, 2026.

4.2 Administration

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

Culture and Facilities Updates:

- Manor Elevator Replacement: the project work has begun as of April 6, 2026. Completion is planned for May 22, 2026.
- Willistead Park – Fencing Update: The project work is underway but has been paused for the winter. There were fifty pillars on the list and twenty-three have been removed, repaired and re-installed. The remaining pillars are all being addressed now. The project includes repair and refinishes for the South and West Gate. Currently the project is on track for completion two weeks ahead of Art in the Park.
- Pipe Leaks / Water Issues: All restrooms in the Manor are currently functional. Restoration work will take place in 2026. In the meantime, the Facilities Department continues to monitor and address issues as needed.
- Investigation Into Sticky Walls in Great Hall and Other Areas: Museum Windsor has placed the Hobo dataloggers in the Manor and the Coach House. They will be moved around as needed and will collect data through the seasons.
- Coach House Historical Exhibition Expansion Project: The project is currently on time and on budget. Construction phase is well underway. Chris Renaud from HCA Mindbox has been approved and contracted for the Exhibition work.

At the Manor Events and Other Culture Updates

- 11th Annual Best of Windsor Essex Awards: Willistead has been nominated in three categories: Best Historical Attraction, Best Tour Experience and Best Park or Garden. Winners will be announced on April 14th.
- Room Guide & Willistead Brochure: Update 2026; *after* Coach House project.
- Documentary: No current updates.
- At the Manor: Next – Mother's Day Brunch Buffet – Sunday, May 10th, 2026.
- Kulisek Award: Awarded to the Coach House Exhibit by the University of Windsor. The Department of History presents the annual prize to recognize a distinguished finished project, which focuses on local history in Windsor and the surrounding Essex, Kent, and Lambton Counties.
- Hiram Walker 210th Birthday Celebration to be held Saturday, July 4th, 2026.

C. Menard informs the Committee members that the caterer has submitted a request to extend her contract at the Manor. This option is included in her current agreement; therefore, her contract is now extended until 2029.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Executive Director, Treasury & Financial Accounting, provided the following account balances:

- Operating Account – \$25,589.
- Savings Account – \$71,000
- Furnishings Trust Account - \$18,743.

5. NEW BUSINESS

R. Gauthier informs the Committee members that the Morris and Beverly Baker Foundation contacted him directly to confirm they will donate \$10,000 to Willistead Manor for the Coach House project. He also noted that the Maple Leaf Questers group approached Louise Brown regarding a donation to fund the reproduction of the crown from the Queen Victoria Jubilee Fountain, which will be displayed in the Manor. A 3-D rendering has been completed by Mike Evans at a cost of \$500. The total cost to complete the replica of the crown is unknown currently.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be on Thursday, May 14, 2026.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:31 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

The Annual General 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
M. Clark
MJ. Dettinger
J. Evans
C. Gaudette
R. Gauthier
D. Langstone
E. Morasset
F. Perissinotti

Regrets from Board Members:

R. Jasey
M. McKenzie

Also in attendance are the following resource personnel:

D. Seguin, Deputy Treasurer – Executive Director, Treasury & Financial Accounting
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 4:43 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 February 12, 2026 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. CHAIRPERSON'S REPORT

D. Sanborn reviews the donations announced at the annual Mayor's Reception held on March 1. Donations include \$91,346 from the Rotary Club of Windsor (1918), \$25,000 from Charleigh Charitable Trust, which is the fourth and last installment of their multi-year commitment, \$15,000 from Martha Henkel, which is this year's installment toward her multi-year commitment, and \$5,000 from the Friends of Willistead.

D. Sanborn further informs that during the dinner that was held at the Manor for the descendants of Hiram Walker, including Pam Morse, Leigh and Charles Merinoff, Andrew and Lauren Merinoff, Leslie Merinoff Kwasnieski and Brian Kwasnieski and Martha Henkel were in town, they indicated that they are considering an additional donation of \$25,000 by Charleigh Charitable Trust but need to finalize the details. More information will follow.

Moved by MJ Dettinger, seconded by M. Clark,

That the Board of Directors, Willistead Manor Inc. **APPROVE** an expenditure of \$1,500 for the dinner held at Willistead Manor for the Hiram Walker descendants, when they visited the Manor in January; and,

That the expenditure **BE FUNDED** from the Willistead Manor Inc. Operating Account.

Carried.

5. REPORTS

5.1 Management

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

Culture and Facilities Updates:

- Manor Elevator Replacement: the project work has begun as of April 6, 2026. Completion is planned for May 22, 2026.
- Willistead Park – Fencing Update: The project work is underway but has been paused for the winter. There were fifty pillars on the list and twenty-three have been removed, repaired and re-installed. The remaining pillars are all being addressed now. The project includes repair and refinishes for the South and West Gate. Currently the project is on track for completion two weeks ahead of Art in the Park.
- Pipe Leaks / Water Issues: All restrooms in the Manor are currently functional. Restoration work will take place in 2026. In the meantime, the Facilities Department continues to monitor and address issues as needed.

- Investigation Into Sticky Walls in Great Hall and Other Areas: Museum Windsor has placed the Hobo dataloggers in the Manor and the Coach House. They will be moved around as needed and will collect data through the seasons.
- Coach House Historical Exhibition Expansion Project: The project is currently on time and on budget. Construction phase is well underway. Chris Renaud from HCA Mindbox has been approved and contracted for the Exhibition work.

At the Manor Events and Other Culture Updates

- 11th Annual Best of Windsor Essex Awards: Willistead has been nominated in three categories: Best Historical Attraction, Best Tour Experience and Best Park or Garden. Winners will be announced on April 14th.
- Room Guide & Willistead Brochure: Update 2026; *after* Coach House project.
- Documentary: No current updates.
- At the Manor: Next – Mother’s Day Brunch Buffet – Sunday, May 10th, 2026.
- Kulisek Award: Awarded to the Coach House Exhibit by the University of Windsor. The Department of History presents the annual prize to recognize a distinguished finished project, which focuses on local history in Windsor and the surrounding Essex, Kent, and Lambton Counties.
- Hiram Walker 210th Birthday Celebration to be held Saturday, July 4th, 2026.

C. Menard informs the Committee members that the caterer has submitted a request to extend her contract at the Manor. This option is included in her current agreement; therefore, her contract is now extended until 2029.

4.3 Treasurer

D. Seguin, Deputy Treasurer – Executive Director, Treasury & Financial Accounting, provides an overview of the Annual Report Financial Documents.

The Board members inquire about interest adjustments and ask that the possibility of investing funds in higher interest accounts be investigated.

Moved by F. Perissinotti, seconded by J. Evans,
That the Annual Report and Financial Statements on the affairs and operations of Willistead Manor Inc. for the year 2025, attached as *Appendix A*, **BE ACCEPTED** as presented.

Carried.

Moved by M. Clark, seconded by C. Gaudette,
That upon acceptance of the Willistead Manor Inc. 2025 Annual Report by City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by the Board.

Carried.

Moved by R. Gauthier, seconded by E. Morasset,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an amount of \$ 52,515. **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 informs the Board members that the Morris and Beverly Baker Foundation has confirmed a donation of \$10,000 towards the Coach House project.

R. Gauthier also informs that Louise Brown was approached by the Maple Leaf Questers group regarding a potential donation to Willistead Manor that will specifically support Mike Evan's replica of the Queen Victoria Jubilee Fountain Crown. The original fountain was relocated in 1980 to sit just outside of the Manor but the crown that was originally sitting on top of the fountain was missing. Mike Evans is now working on reproducing a smaller version of the crown, which will be displayed inside the Manor. A 3-D rendering of the crown has been completed at a cost of \$500 but additional costs are not yet known. He indicates that Louise Brown will be reaching out to other Questers groups to gauge interest in contributing to this project. The proposed replica is expected to be produced using 3-D printing and will measure approximately 10-12 inches in diameter and 16 inches in height. Further updates will be provided as more details become available.

R. Gauthier shares that Carol Wilk, whose father worked at Hiram Walker alongside Art Jahns, sadly passed in December 2025. Her daughter has generously donated two Dantesca type chairs from the former Hiram Walker executive offices. The Acquisitions Committee will arrange for the seats to be reupholstered in leather.

6.4 Friends of Willistead (FOW)

C. Pitman provides the following updates:

-
- The Decorating Committee has completed its debrief and determined that a new tree will need to be purchased. They were able to take advantage of sales to acquire some new lights.
 - The Rotary Club of Windsor (1918) has requested a tour, which will be accommodated following the construction period.
 - Bus tours have already been booked for June, August, and September.
 - The FOW are hoping to organize a garage sale in September, although this has not yet been confirmed.
 - Preparations are underway for Art in the Park. Inventory has been reviewed and all giftware is ready.
 - FOW elections will take place in May.

C. Pitman shows the Board members a watercolour of Willistead Manor that was painted by Bill Stevens. The artwork was purchased at a low cost, and some pieces were sold during the Christmas tours.

Moved by D. Langstone, seconded by J. Evans,
That the Board of Directors, Willistead Manor Inc. APPROVE an upset limit of \$5,000 for the purchase of Christmas trees and Christmas décor for use in decorating Willistead Manor; and,

That the expenditure **BE FUNDED** from the Willistead Manor Inc. Operating Account.

Carried.

6.5 Education

MJ Dettinger informs the Board members that she is still willing to help with the cost of busing students to Willistead Manor.

C. Menard indicates that R. Jasey has been contacted regarding available dates for tours and that the students will be permitted to bring food into the Manor due to the construction currently taking place in the Coach House.

6.6 Historical

D. Langstone informs the Board members that he is in possession of a scrapbook that belonged to the family of Harrington Edward Walker. The scrapbook, which he will bring to a future meeting, was given to him by Pam Morse as it belonged to her grandmother.

6.7 Event Planning

None.

7. NEW BUSINESS

C. Menard informs the Board members that the chairs in the Manor are nearing the end of their lifecycle and will need to be replaced in order to rent the facility. The estimated cost to replace them is approximately \$15,000. D. Seguin will explore potential funding sources and report back.

F. Perissinotti informs the members that he will be hosting a two-hour walking tour of Walkerville on Sunday, May 24. The tour will include the Willistead grounds and will focus primarily on architecture. The tour will begin at 10:00 o'clock a.m. at Riverside Drive and Devonshire Road. The cost is \$50 per person and includes lunch at the Fogolar Furlan.

F. Perissinotti noted that he has previously delivered lectures on lost heritage buildings in Windsor, as well as those at risk and those that we have preserved.

The Board suggests that he consider partnering with the Friends of Willistead to host a similar event at the Manor, with lunch served on-site.

8. DATE OF NEXT MEETING

The next meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, May 14, 2026 at 4:30 o'clock p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:50 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY



Committee Matters: SCM 162/2026

Subject: Report No. 125 of the Board of Directors, Willistead Manor Inc. of its Meeting Held April 9, 2026

REPORT NO. 125
of the
BOARD OF DIRECTORS,
WILLISTEAD MANOR INC.
of its meeting held April 9, 2026

Present: D. Sanborn -- Chair
A. Abu-Zahra
M. Clark
MJ Dettinger
J. Evans
C. Gaudette
R. Gauthier
D. Langstone
E. Morasset
F. Perissinotti
C. Pitman

Your Board submits the following recommendations:

Moved by F. Perissinotti, seconded by J. Evans,
That the Annual Report and Financial Statements on the affairs and operations
of Willistead Manor Inc. for the year 2025, attached as *Appendix A*, **BE ACCEPTED** as
presented.

Carried.

Moved by M. Clark, seconded by C. Gaudette,
That upon acceptance of the Willistead Manor Inc. 2025 Annual Report by
City Council, copies **BE FORWARDED** to a list of appropriate parties as approved by the
Board.

Carried.

Moved by R. Gauthier, seconded by E. Morasset,
That in accordance with Sections 6 (c) of *the City of Windsor Act, 1981*, an
amount of \$ 52,515. **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 2025

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THE CITY OF WINDSOR

OFFICE OF THE MAYOR

DREW DILKENS, DBA
MAYOR

Willistead Manor will always be one of the most important buildings in our community. The manor, its surrounding buildings, and the signature park that houses them are pillars of our regional tourism portfolio and places that continue 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, as well as to continued significant investments that keep the manor complex and park site vibrant, thriving, and filled with heritage, culture, and art year-round.



In 2025, approximately 7,000 residents voted in Tourism Windsor Essex Pelee Island's 10th Annual Best of Windsor-Essex Awards, once again selecting Willistead Manor as the Best Historical Attraction for the third year in a row. The manor was also nominated in the category of Best Tour Experience. In recent years, the historic home has been featured on *The Amazing Race Canada* (2023) and highlighted in a documentary at WIFF, alongside the opening of the Coach House Historical Exhibition (2022). The excitement at Willistead continues year over year. Over the last several years, the City has undertaken many important initiatives at the site, including restoring the Main Courtyard to its original layout; installing a new accessibility ramp and HVAC system; restoring the Paul Martin Gardens Terrace and the North Terrace; completing foundation waterproofing; creating the Coach House Historical Exhibition; restoring portions of the original terrazzo flooring; and beginning work to restore the perimeter fence surrounding Willistead Park. Nearly half of the 50 pillars requiring restoration have already been removed, restored, and reinstalled, with the remaining work scheduled for this spring. Beginning in April, we are replacing the elevator, which has reached the end of its useful life, and undertaking work to restore some of the over 100-year-old pipes that service the building. These investments ensure the Willistead Manor site remains vibrant with heritage, culture, and art throughout the year.

In 2025, we welcomed approximately 60,000 guests to the manor. The popular "At the Manor" programming series hosted another season of sold-out events. Our Holiday Tours season, in partnership with the Friends of Willistead, saw 3,000 visitors explore the manor, raising over \$16,000 for restoration and operations. The initiative also supported CBC's *Make the Season Kind* campaign, helping raise close to \$15,000 in cash and nearly 114,000 pounds of food for vulnerable members of the community.

2025 saw donations and contributions totalling approximately \$260,000. These included support from the Walker Family through the Charleigh Charitable Trust (\$25,000, part of a four-year \$100,000 commitment); Rotary Club of Windsor (1918) and Art in the Park (approximately \$91,000); Martha Henkel, Hiram Walker's great-great-granddaughter (\$15,000 toward her multi-year \$50,000 commitment); and the Friends of Willistead (\$5,000). We also received a generous in-kind donation valued at nearly \$50,000 from Art Windsor-Essex (AWE), which formalized its decision to donate artwork, artifacts, furniture, candelabras, vases, mirrors, statues, and more for permanent display.

(519) 255-6315 • 350 City Hall Square West, P.O. Box 1607, Windsor, Ontario N9A 6S1
mayordrewdilkens.ca • mayoro@citywindsor.ca • @drewdilkens

An additional \$6,000 in donations was received throughout 2025. We thank everyone for the contributions and ongoing commitment to Willistead Manor.

In 2022, we opened the Coach House Historical Exhibition, allowing guests to learn about the history of Hiram Walker, his business and community impact, the formation of Walkerville, Edward and Mary Walker, and the construction and uses of Willistead Manor. The exhibition was the vision of long-time Board member Robert Gauthier, designed by Chris Renaud and HCA Mindbox, and supported by our generous donors. The late Art Jahns played a key role during this project. As a long-time Canadian Club Brand Centre archivist, employee of Hiram Walker & Sons, and member of the Willistead Manor Inc. Board of Directors, Art spent a lifetime assembling and curating a remarkable collection of artifacts, artworks, correspondence, photographs, and more that capture the rich story of Hiram Walker, Canadian Club, and our region's proud whisky distilling history.

I was deeply moved when Art's daughters, Karyn Templin and Christine Malott, approached me last year to officially donate their father's collection to the City of Windsor. This significant contribution will form the foundation of a major expansion to the existing exhibition. The collection was transferred in September, and the Museum Windsor team has begun the careful process of cataloguing its contents. During deliberations for the 2026 City of Windsor Budget, Council approved \$400,000 toward additional restoration work at the Coach House, reflecting our continued commitment to this heritage facility. The expansion project is currently underway. The scope of work includes uncovering and restoring the original wood ceiling of Studio A; installing exhibition lighting and artifact display cases in Studios A and B; uncovering and restoring the original terrazzo floor, along with installing new ceiling tiles and exhibition lighting in the foyer and hallway; installing new ceiling tiles in Studio B; research and design work to expand the exhibition into the foyer, hallway, and Studio B; and installing significant items from the Estate of Art Jahns. We are also nearing completion of a virtual tour of the Canadian Club Brand Centre, filmed last year with permission of the owners and in partnership with Tish Marcus. This project will also create much-needed additional storage space for the growing Museum Windsor collection. We look forward to marking the opening of the expanded exhibition on Saturday, July 4, 2026, as part of Hiram Walker's 210th birthday celebration.

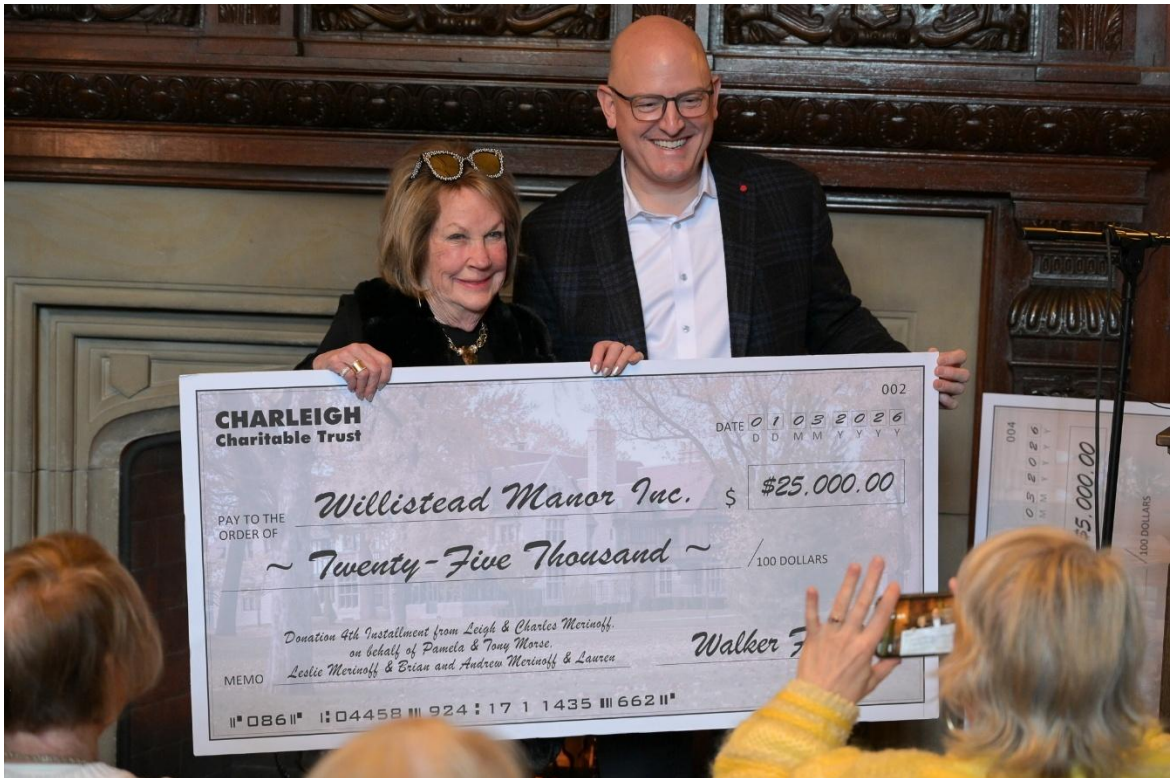
I say it every year: Windsor's story is closely tied to the history of Walkerville, the Walker Family, and the many contributions made during the formation of our community—including the creation and legacy of Willistead Manor. On behalf of the City of Windsor, I extend my sincere thanks to the Willistead Manor Inc. Board of Directors, Friends of Willistead, Rotary Club of Windsor (1918), Charleigh Charitable Trust, Pamela Morse and her late husband 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 preserve, restore, program, showcase, and celebrate Willistead Manor and its surrounding park each year for the benefit of our entire community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Drew Dilkens', written in a cursive style.

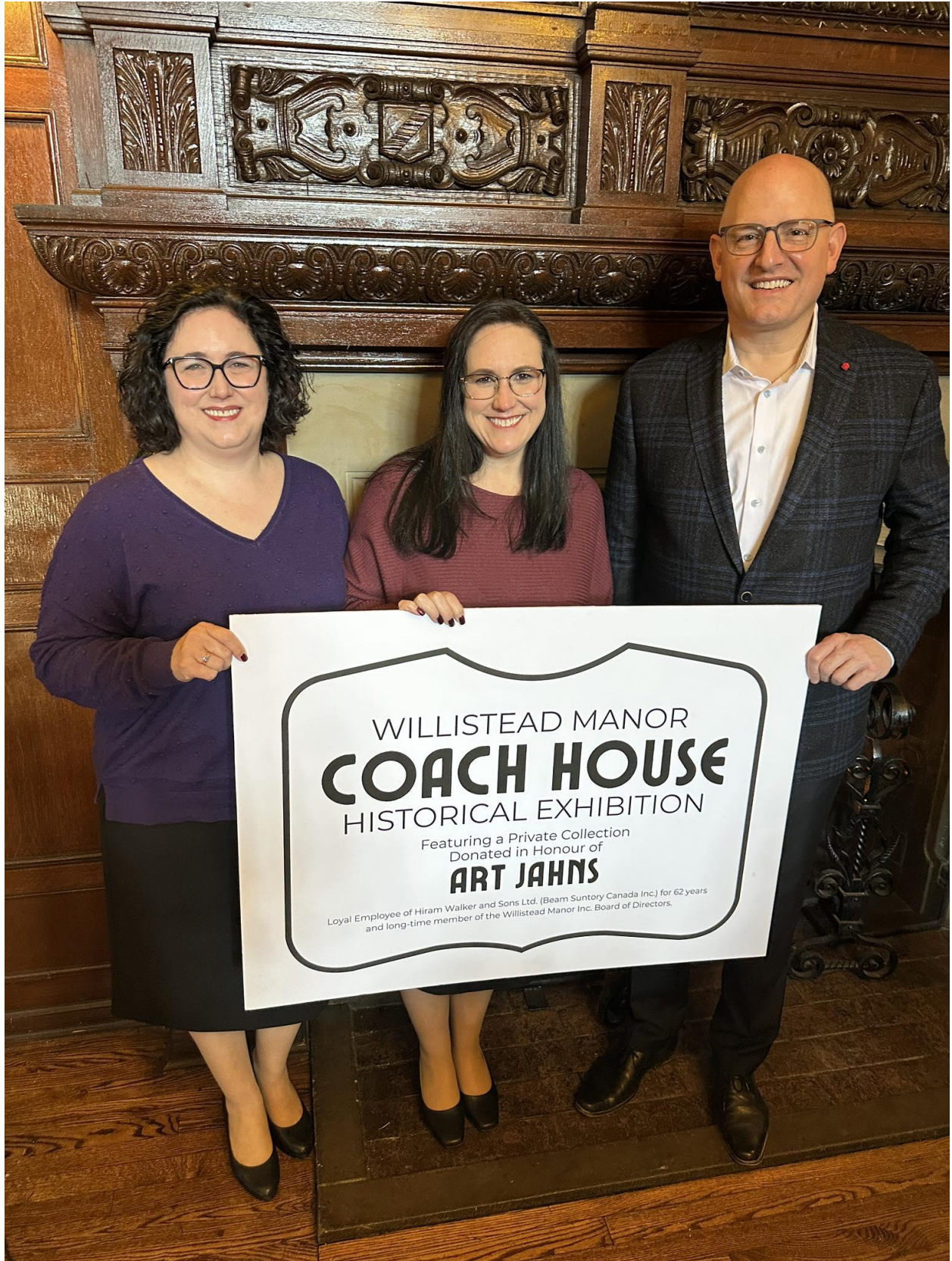
Drew Dilkens, Mayor, City of Windsor











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2025 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 2026

*Photographs: All photographs by Christopher Menard with the exception of: 'cover photo' and 'Walkerville Queen Victoria Fountain' photo on page 16, courtesy of Tourism Windsor Essex Pelee Island; Pages 3-7, Mayor's Reception photos, courtesy of Taylor Lanoie; Page 23 'Magic Moment with Santa and page 29 'Santa at Willistead' photos courtesy of Ted Kloske; page 24 photos "Enamel pin' and 'Willistead Manor Tote Bag' courtesy of Jacquelyn Capaldi; Page 28 'High Tea and Garden Party' photo, courtesy of Thyme To-Go.

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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 2025.

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, 2026	Term Expiring August 17, 2027
Mary Jane Dettinger Colleen Gaudette Robert Jasey David Langstone	Andalieb Abu-Zahra Michael Clark James Evans Robert Gauthier Erica Morasset Frank Perissinotti Douglas Sanborn
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:

2025/2026

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 2025 the Manor Club received donations totalling \$53,731.

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.

Every June since 1978 the Rotary Club of Windsor (1918) has held their premier start of the festival season event, Art in the Park. The Willistead Manor Board is extremely thankful to Rotary Club (1918) for their generous donations every year supporting 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 30 years have supported and promoted the Manor with docent services, community events and fund raising. We are eternally grateful for everything that the Friends do for Willistead 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.

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:

Michael Chantler, Commissioner, Community Services
James Chacko, Executive Director, Parks, Recreation & Facilities
Jamie Scott, Executive Director, Parks, Recreation & Facilities (A)
Jen Knights, Executive Director, Recreation & Culture
Michelle Staadegaard, Manager, Culture
Christopher Menard, Supervisor, Community Programming – Cultural Affairs & Willistead Manor Coordinator
Kim Manzerolle, Recreation Centre Clerk, Willistead Manor
Dan Seguin, Deputy Treasurer – Executive Director, Treasury & Financial Accounting
Cindy Heaman, Financial Analyst, Financial Accounting
Steve Vlachodimos, City Clerk/Licence Commissioner
Sandra Gebauer, Council Assistant and Executive Secretary to the Board of Directors, Willistead Manor Inc.
Stephen Courtney, Resident Custodian

Respectfully submitted,

Douglas Sanborn

Douglas Sanborn
Chair, Willistead Manor Inc.





Acquisitions Committee

The Acquisitions Committee's main focus in 2025 was consulting on further renovations in the Coach House. Completion is expected sometime in 2026.

The Great Hall draperies were completed and installed in late spring, replicating the previous design in a light golden damask pattern. Many have complimented how soft and beautiful they look.

We received a very generous donation from Rita Sanborn on behalf of the Sanborn family: a beautiful 19th century oil painting depicting a delicate landscape scene with a sailing ship in the background. It was placed above the fireplace in the Dining Room.

On behalf of the Sanborn family, we also received, a 19th century Hepplewhite sideboard made of mahogany with inlaid marquetry. It is an incredibly beautiful example of the period and will be placed in the East Gallery. This marks the fourth donation from the Sanborn family. We are grateful for what we now call, the Sanborn Collection. Previously donated by the Sanborns are a large, amazing Persian rug in the Dining Room and a magnificent piano in Mrs. Walker's Dressing Room.

Willistead Manor received a number of pieces of furniture generously donated by Lawrence and Isobel Hunter. Some of the pieces will be placed in the Manor and the Coach House, while the remainder will go into a future sale that will generate funds for future projects.

We received a Queen Anne corner chair donated by Barb Fauteux. It is in excellent condition and will be placed in the Manor. Willistead Manor also received a 19th century clock, commonly known as a Vienna Regulator, donated by Colleen Gaudette, Executive Member of the Board of Directors, Willistead Manor Inc. It is made of figured mahogany with a glass door revealing the porcelain face, pendulum, and weights. This wonderful piece is now hanging in the Library.

I personally donated several lovely pieces that further enhance Willistead Manor's collections and encourage others to join our preservation efforts. These include a turn of the century marble and iron console table as well as an oil painting by renowned Michigan artist Edgar Yaeger, depicting a female figure in repose on a chaise that are now beautifully displayed in the vestibule of the first-floor ladies' restroom. I also donated a pair of hand carved Italian hall chairs, a pair of brass and crystal girandole candlesticks, currently placed on the mantle in Mrs. Walker's bedroom, and an 18th century paper mache box with ivory inlay, which is placed in the French Drawing Room.

The treasures given, add to the elegance of Willistead Manor and demonstrate how individual donations help to preserve our heritage while inviting community members to make donations of their own.

The committee subsidized the making of a large wreath for the Manor's exterior front door. It will be placed there each year during the holiday season and was created by a Friends of Willistead volunteer. It is beautiful and illustrates the many talents of the group. As part of Acquisitions Committee ongoing tasks, sconce shades were replaced in the first-floor ladies' restroom. They exude a renewed charm to the sconces. Glass tops were added to two tables, one in the Great Hall, and one in the Billiard Room to protect the wood surfaces, as both are used frequently for events.

We are grateful to those that continue to support Willistead Manor by preserving its heritage for future generations.

Respectfully submitted,

Robert Gauthier

Robert Gauthier ARIDO IDC

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



Ted Kloske
Maple Grove Studios



Friends of Willistead

“Friends of Willistead” was founded over forty years ago and we are committed to the preservation, restoration and interpretation of Willistead Manor. We are dedicated to the promotion of public awareness and appreciation of Willistead Manor as part of Windsor’s cultural and artistic heritage. This report outlines some of our activities and successes over the past year.

The Friends began the new year with a feeling of accomplishment and pride. Our Holiday Open Houses were very successful, and we gathered our forces and took on the task of putting all the decorations away for another year. At the City of Windsor Reception, we were pleased to present two cheques to Mayor Dilkens: \$2500 for restoration and \$2500 toward portrait lighting. In addition, we raised more than \$15,000 for Willistead through our open houses and tours.

In January we welcomed some new members to our organization. We worked on the third floor moving, sorting, and organizing stock. In February, we celebrated our accomplishments with a buffet dinner in the Coach House. It was a great opportunity to visit, network, and exchange ideas.

One of our key activities as trained docents, is to take guests through the Manor which help residents, tourists, and students learn about our history. It is always a pleasure to share the stories of Willistead with a variety of groups such as visitors on bus tours, travel writers and influencers. This year we also enjoyed the enthusiasm and interest of students from some of our secondary schools and look forward to more opportunities in the future.

Docent training took place over the winter and both new and experienced members participated. Our members had the opportunity to view the Willistead documentary once again. As always, it was well-received and we learn something new each time we view it. We updated the docent guide to reflect the changes in the Manor. It was an exciting year for acquisitions and improvements to the Manor, and we were eager to share the good news with visitors.

In the spring, the results of the TWEPI Best of Windsor Awards were announced and we were delighted that Willistead was voted Best Historical Attraction for the third year in a row! The Decorating Steering Committee met to review and refine the decorating guidelines that they established last year. Our purpose is to provide an elegant backdrop for our Holiday Open Houses and events that take place in the Manor during the holiday season. These Open Houses raise funds for the Manor, and they bring positive attention to Willistead.

June arrived and brought with it the excitement of Art in the Park. We were thrilled to be able to return to the beautifully refurbished courtyard with our brand-new tents! We were pleased to partner with Willistead caterer Julie of Thyme to-Go once again! Some of our members worked selling beverages and Willistead giftware or served as ambassadors in the Manor during

the afternoon, greeting visitors and offering information about the Manor and the Walker's. Our new Willistead bags and pins were very popular! We really appreciate the support of the Rotary Club of Windsor (1918) and the City of Windsor for continuing to support our presence at Art in the Park.

Later in June our past-president, Kathie Renaud, was interviewed for a Cogeco Series entitled, "Travel through Time." Special thanks to Kathie who taped three thirty-minute episodes about Willistead Manor which were presented on Cable 11 and 700 and on the Cogeco you-tube channel. This provided a great opportunity to share the story of Willistead and the Walker's with a wider audience. During our July Open Houses and throughout the summer, we welcomed many visitors to Willistead and the Coach House Historical Exhibition.

Decorating days arrived in November. Fifty-seven of our members, four board members, about a dozen friends and family, and twelve St. Clair College design students worked together to show off the Manor in all its glory! It looked magnificent! More 350 volunteer hours were logged by our members in the decorating process. The open houses had a record-breaking number of visitors, and fifty-five Friends volunteered more than 450 hours. What a feat! Thanks to Christopher Menard from the Cultural Affairs Department, we had wonderful publicity and media coverage.

I would like to recognize our members for everything they do to support Willistead. Special thanks go out to the members of our executive for keeping things running smoothly. We look forward to continuing working in partnership with the City of Windsor, and the Board of Directors of Willistead Manor Incorporated and supporting their goals with respect to Willistead Manor and the Coach House Historical Exhibition.

Respectfully submitted,

Connie Pitman

Connie Pitman
President, Friends of Willistead

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

Easter Sunday

**BRUNCH BUFFET & EGG HUNT
INSIDE WILLISTEAD MANOR**

1899 Niagara Street - Windsor, Ontario

**SUNDAY,
APRIL 20, 2025**

Seatings Offered at 9 a.m., 10:30 a.m.,
12:00 p.m. and 1:30 p.m.

\$50 for ADULTS
\$25 for CHILDREN under 12
(TAXES NOT INCLUDED)

FOR TICKETS
519-254-3434 OR THYMETOGO.CA

  **WILLISTEAD.CA**

THYME TO-GO & WILLISTEAD MANOR INVITE YOU TO A

Mother's Day Brunch Buffet

at
WILLISTEAD MANOR
1899 Niagara St. Windsor, ON

SUNDAY MAY 11th, 2025

4 SEATINGS | 9 am, 10:30 am, 12 p.m., 1:30 p.m.
\$50 PER PERSON

SOLD OUT

  **WILLISTEAD MANOR**
1899 NIAGARA ST. | WILLISTEAD.CA

THE FRIENDS OF WILLISTEAD & THE CITY OF WINDSOR PRESENT

WILLISTEAD MANOR

SUMMER TOURS

WEDNESDAY EVENINGS
JULY 2, 9, 16, 23 & 30
6 TO 8 P.M.

SUNDAY AFTERNOONS
JULY 6, 13 & 20
1 TO 4 P.M.

 **PRICES & DETAILS AT WWW.WILLISTEAD.CA**

THYME TO-GO & WILLISTEAD MANOR
 INVITE YOU TO THE 5TH 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 27, 2025 **\$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 519-254-3434 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 7, 14, 21 & 28, 2025

1:00 p.m. to 4:00 p.m.
-Abridged Opera Sings Carols - Dec 7 from 2:00 - 3:00 p.m.
-Silver Bells Bell Ringers - Dec 14 from 1:30 - 2:30 p.m.
-Windsor Community Choir - Dec 21 from 1:00 - 2:00 p.m.

Wednesdays, Dec 3, 10 & 17, 2025

6:00 p.m. to 8:00 p.m.

Tour Rates and Details
Visit Willistead.ca

Keepsakes & Donations
Purchase Willistead Manor-themed keepsakes on site, and bring a non-perishable food donation to contribute to CBC's 'Make the Season Kind' donation bin.








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***2025
Financial Reports
and Statements***

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

WILLISTEAD MANOR INC.
FINANCIAL REPORT
For the year ending December 31, 2025

Manor Club

The fiscal year ending December 31, 2025 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 2024 was included in the 2025 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2025 of \$25,572.

Twenty seven contributions to the Manor Club were received, amounting to \$53,731. Fifteen 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 \$591,886.

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 \$52,515 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC.
BALANCE SHEET
As at December 31, 2025
with comparative figures for 2024

	<i>2025</i>	<i>2024</i>
<i>Assets:</i>		
<i>Cash in Bank</i>	<i>\$ 78,086</i>	<i>\$ 84,325</i>
 <i>Liabilities:</i>		
<i>City Treasurer - Willistead Capital Restoration Fund</i>	<i>52,515</i>	<i>61,657</i>
<i>Equity</i>	<i>25,572</i>	<i>22,668</i>
<i>Total Liabilities & Equity</i>	<i>\$ 78,087</i>	<i>\$ 84,325</i>

WILLISTEAD MANOR INC.
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2025
with comparative figures for 2024

	2025	2024
<i>Revenues:</i>		
<i>Manor Club Contributions</i>	\$ 6,391	\$ 5,250
<i>Charleigh Charitable Trust</i>	33,390	34,445
<i>Martha Henkel</i>	13,950	19,609
<i>Bank interest adjustment</i>	(1,534)	-
<i>Bank Interest - Savings</i>	318	2,353
<i>Total Fundraising Revenue</i>	52,515	61,657
<i>Operating Grant</i>	4,500	4,500
<i>Bank interest adjustment</i>	(492)	
<i>Bank Interest - Operations</i>	181	1,125
 <i>Total Revenues</i>	 56,704	 67,282
 <i>Expenditures:</i>		
 <i>Other</i>	 1,284	 3,096
<i>Transfer to Willistead Capital</i>		
<i>Restoration Fund</i>	52,515	61,657
 <i>Total Expenditures</i>	 53,799	 64,753
 <i>Excess of Revenues</i>		
<i>over Expenditures</i>	2,905	2,529
 <i>Fund Balance, Beginning of Year</i>	 22,668	 20,139
 <i>Fund Balance, End of Year</i>	 25,572	 22,668

2025
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, 2025**

Art-in-the-Park

Art-in-the-Park, co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918), contributed \$91,346 to the Willistead Restoration Fund for 2025. This joint effort, which commenced in 1978, has generated \$1,738,948 towards Willistead Restoration projects.

Friends of Willistead

The Friends of Willistead have generated 'contributions' totaling \$142,506 since their inception in 1982. They have also volunteered countless hours of labour, particularly decorating for Christmas and assisting in furnishings acquisitions.

Furniture and Furnishings

Furniture and furnishings valued at approximately \$539,235 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 \$871,112 as at December 31, 2025 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, 2025 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, 2025 is \$14,828.



WILLISTEAD FURNISHINGS - TRUST FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2025
with comparative figures for 2024

	2025	2024
<i>Revenues:</i>		
<i>Interest Income</i>	\$ 88	\$ 441
<i>Donations</i>	2500	\$ 2,500
<i>Transfer from Willistead Restoration Reserve Fund</i>	10,000	10,000
<i>Total Revenues</i>	12,588	12,941
 <i>Expenditures:</i>		
<i>Furnishings and Upgrades</i>	560	11,831
<i>Total Expenditures</i>	560	11,831
<i>Excess of Revenues over Expenditures</i>	12,028	1,110
<i>Fund Balance, Beginning of Year</i>	6,821	5,711
<i>Fund Balance, End of Year</i>	\$ 18,849	\$ 6,821



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2025
with comparative figures for 2024

	2025	2024
<i>Revenues:</i>		
<i>Willistead Manor Inc.</i>	\$ 61,657	\$ 65,170
<i>Art-in-the-Park</i>	91,346	89,218
<i>Interest Income</i>	15,480	16,820
<i>Total Revenues</i>	168,483	171,208
 <i>Expenditures:</i>		
<i>Transfer to Willistead Furnishings Trust Fund</i>	10,000	10,000
<i>Total Expenditures</i>	10,000	10,000
<i>Excess of Revenues Over Expenditures</i>	158,483	161,208
<i>Fund Balance, Beginning of Year</i>	712,629	551,421
<i>Fund Balance, End of Year</i>	\$ 871,112	\$ 712,629



CORPORATION OF THE CITY OF WINDSOR
WILLISTEAD MANOR - ENDOWMENT FUND
STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE
As at December 31, 2025
with comparative figures for 2024

	2025	2024
<i>Revenues:</i>		
<i>Donations</i>	\$ 100	\$ 100
<i>Interest Income</i>	1,781	1,897
<i>Total Revenues</i>	1,881	1,997
 <i>Expenditures:</i>		
<i>Total Expenditures</i>	-	-
<i>Excess of Revenues over Expenditures</i>	1,881	1,997
<i>Fund Balance, Beginning of Year</i>	35,713	33,716
<i>Fund Balance, End of Year</i>	\$ 37,594	\$ 35,713

**Celebrate
10 years
of the best!**

**BEST OF
WINDSOR
ESSEX
AWARDS**

**BEST
ATTRACTION
HISTORICAL
WILLISTEAD
MANOR**

WINNER

THE CITY OF
WINDSOR
ONTARIO, CANADA

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

Subject: Temporary Exhibition Look Again! Outside! Extension and Expansion - City Wide

Reference:

Date to Council: June 3, 2026
Author: Author: Michelle Staadegaard
Manager, Culture
mstaadegaard@citywindsor.ca
519 253-2300 ext. 2726

Recreation and Culture
Report Date: 5/15/2026
Clerk's File #: SR/13926

To: Mayor and Members of City Council

Recommendation:

- I. **THAT** the request from the Art Gallery of Windsor (the "AGW"), operating as Art Windsor-Essex ("AWE"), to extend the *Look Again! Outside!* temporary exhibition (the "Exhibition") of up to twenty-five (25) framed reproduction artworks (the "Reproductions") within the City Right-of-Way for a period of up to one (1) year beginning upon issuance of the applicable Right-of-Way permits **BE APPROVED**; and,
- II. **THAT** the request from AGW to install an additional two (2) framed Reproductions to be located on City-owned consent lands at Budimir Library Branch and along the Ganatchio Trail (and not within the City Right-of-Way), resulting in a total of up to twenty-seven (27) Reproductions City-wide, for a period of up to one (1) year beginning upon execution of the Consent Agreement **BE APPROVED**; and,
- III. **THAT** the Chief Administrative Officer and City Clerk **BE AUTHORIZED TO EXECUTE** a Consent to Enter Agreement (the "Consent Agreement") with AGW to permit AGW's employees, agents and contractors to enter lands along Ganatchio Trail and Budimir Library Branch (the "Consent Lands") for the purpose of installing and maintaining the two (2) additional Reproductions to be located on the Consent Lands, approved as to form and content by the City Solicitor, and in content by the Executive Director, Culture, and the Executive Director, Parks, Recreation and Facilities, including the following terms:
 - (i) The term of the Consent Agreement shall be for a period of up to one (1) year beginning upon execution of the Consent Agreement;

- (ii) The cost for the Consent to Enter Agreement will be granted for nominal consideration of \$1.00;
- (iii) AGW will be responsible for ensuring there is no damage to the Consent Lands and, upon termination of the Consent Agreement, any disturbance of the Consent Lands resulting from the installation, maintenance, or removal of the Reproductions will be restored by AGW at its own cost to the satisfaction of the Executive Director, Parks, Recreation and Facilities, or designate;
- (iv) AGW will be required to provide the City with indemnification and require proof of insurance with the following minimal coverage, satisfactory to the City: \$5,000,000 Commercial General Liability coverage, with “The Corporation of the City of Windsor” listed as an additional insured and cross-liability coverage and 30 days’ notice of cancellation. The coverage must not exclude the Consent Lands and must specifically acknowledge the Consent Lands are included on the proof of insurance. The City reserves the right to amend, restate and/or supplement the above requirements as determined by the City’s Risk and Insurance Department from time to time.

IV. **THAT** City Council **AUTHORIZE** the waiver of fees of up to \$7,450 for the permits to renew the twenty-five (25) existing Reproductions within the City Right-of-Way (the “Right-of-Way”), as well as the refundable indemnity fee associated with those Right-of-Way permits; and,

V. **THAT** the Chief Administrative Officer and City Clerk **BE AUTHORIZED TO EXECUTE** a renewal and amending agreement with AGW for the renewal of the twenty-five (25) existing Right-of-Way Reproductions and inclusion of the two (2) new Reproductions for a period of up to one (1) year beginning upon issuance of the applicable Right-of-Way permits, approved in legal form by the City Solicitor or designate, in financial content by the City Treasurer or designate, and in technical content by the Manager of Right-of-Way and the Executive Director, Culture, and the Executive Director, Parks, Recreation and Facilities.

Executive Summary:

N/A

Background:

Council has previously approved the installation and renewal of the *Look Again! Outside!* temporary exhibition, beginning with the initial downtown installation (CR545/2020), followed by the city-wide expansion into all BIAs (C 207/2022), and subsequent annual renewals including the spring 2024 (S 27/2024) and Fall 2025 (CR387/2025). These approvals set out the general administrative requirements for the project (including permitting, siting within the Right-of-Way and/or consent lands, insurance/indemnification, restoration obligations, and coordination with relevant City departments and BIAs).

In spring of 2026, AGW requested that the existing installations be renewed and that two additional reproductions be added to the existing inventory. The current request relates to a one (1) year renewal of the existing twenty-five (25) installations and the

addition of two (2) new installations at Budimir Library Branch and along the Ganatchio Trail, for a total of up to twenty-seven (27) temporary art reproductions within City owned lands City-wide. The twenty-five (25) existing installations include locations within the City Right-of-Way (subject to permitting). The two (2) new installations are proposed on City-owned consent lands (and not within the Right-of-Way) and are subject to a Consent to Enter Agreement.

Discussion:

Project overview: The Art Gallery of Windsor (AGW) is a non-profit art gallery focused on presenting the visual arts of Canada. The AGW was formed on October 1, 1943, and incorporated on June 8, 1944, with the mandate of serving the Southwestern Ontario region and the international border community of Windsor, Ontario, Canada and Detroit, Michigan, USA. In the years since then, the gallery has become a pillar of the cultural institution situated in a premium and purpose-built downtown riverfront location in Windsor overlooking the Detroit River and downtown skyline. The AGW shares this City-owned building with Museum Windsor's Chimczuk Museum. The AGW has a long and well-respected position within the cultural community.

Over the years, AGW has actively engaged in projects and initiatives to transform into a community-centered gallery for the 21st century. As part of their strategic plan, they are striving to make the reproductions in their collection relevant, accessible, and compelling to diverse and evolving audiences. *Look Again! Outside!* brings artworks out of the vault and into the streets and neighbourhoods. These reproductions are installed in selected sites for a period of up to one (1) year. Installation and removal are handled by the AGW.

Since the project launched in Windsor, there have been successful iterations and editions of *Look Again! Outside!* at St. Clair College's main campus in Windsor, as well as in neighbouring Amherstburg with support from community donors and partners.

Public benefit: For the Windsor edition of this project, the AGW approached the City of Windsor and BIAs to ensure a smooth planning and installation process. All parties remain enthusiastic in their support of this innovative project.

Site selection and installation requirements: For this project and its City of Windsor locations, the following requirements, established through previous approvals, remain in place:

- Permits are required for each installation.
- Each installation will be located within the Right-of-Way or within the approved location within the consent lands.
- Installations will be located on sidewalks or pre-existing cement pads, using the guidelines provided by the Manager of Right-of-Way and/or Executive Director or designate of Parks, Recreation and Facilities.
- The AGW will be flexible on the locations in order to respect sightlines for traffic and pedestrian traffic moving through the spaces.
- The AGW project lead is required to coordinate with the City's Planning and Building Department for coordination with decorative streetscape elements within

BIAs, and to consider relevant policies and guidelines (e.g. in Heritage Conservation Districts and/or Community Improvement Plan areas).

- The City's Culture staff serve as liaisons between the AGW and the City's Planning and Building Department, Heritage Planner, and members of the Parks Department to ensure the installations continue to meet requirements, and to assist the AGW in responding to any evolving requirements for installations sites.
- Any request for expansion of the number of reproductions or extension of the display timeframe must be submitted to Administration for consideration by Council.
- The AGW will be responsible for repairing any damage to the Consent Lands that may result from their Reproductions, at its own cost and to the satisfaction of the Executive Director, Parks, Recreation and Facilities.

The AGW has requested that fees be waived for the current one (1) year duration of the project.

Risk Analysis:

Community Impact Risks: The creative community of Windsor has welcomed the temporary art exhibitions that have been placed into the downtown core and throughout neighbourhoods across the city in the past. These community members view the installations as further evidence of the support that Council is directing towards the arts, culture, and heritage community in Windsor.

Risks relative to Consent to Enter lands: Risk Management indicates that the City's risk increases when allowing third parties to access City owned land. In order to manage this risk, the AGW will be required to indemnify the City in the event of a loss and will be required to provide proof of liability insurance coverage for incidents arising from its use of the Consent Lands.

Other Risks: The Public Art Policy supports temporary art installations within the City of Windsor. The AGW provided an insurance certificate to the City of Windsor at the start of the installation that is satisfactory to Risk Management, and will maintain the required insurance in good standing throughout the duration of the installation. The AGW will also be responsible for all copyright and reproduction costs, framing costs, installation costs, as well as all costs associated with the repair, maintenance, and removal of the reproductions at the end of the project. Installation sites must at all times remain subject to City review and approval (including adjustments where required to address operational, accessibility, or safety considerations), supported through coordination between Culture, Right-of-Way, Parks, and Risk Management as applicable.

Climate Change Risks:

Climate Change Mitigation

N/A

Climate Change Adaptation

N/A

Financial Matters:

Permit Fees:

The permit fee to install one (1) sign (framed reproduction) within the City Right-of-Way is \$298. The request to renew the locations of the twenty-five (25) framed Reproductions within the Right-of-Way will result in a total waiver of permit fees of \$7,450. Administration also recommends that, consistent with the prior agreements, the refundable indemnity fee of \$2,000 associated with the Right-of-Way permits be waived. There are no direct costs to the City to enter into the Consent to Enter Agreement and the operating budget impact of waiving the fees is limited to the loss of permit revenues as indemnity fees are a deposit only. Overall, the financial impact of the requested fee waivers is a one-time amount of foregone permit revenue of up to \$7,450 associated with the term of up to one (1) year beginning upon permit issuance, with no direct cash outlay by the City.

As discussed in the original report to Council on December 12, 2022, (C 207/2022), the request for the waiver of fees does not fully align with the City's policy requirements in two key areas: first, the condition that the AGW is not a registered charity as recognized by Canada Revenue Agency; and second, that the timing of the request being made does not fall within the 90-day requirement for requests for waiver of fees.

The AGW has a history of delivering effective exhibitions and programming that are impactful and supportive of the creative community in Windsor. In addition, the City's Public Art Policy supports the temporary exhibition of art within public spaces, and Administration considers that the social and community benefits of this temporary public art initiative outweigh the nominal impact of foregone permit revenue. As such, Administration supports the waiver of fees in this circumstance.

Consent Agreement:

The cost to grant the one (1) year Consent to Enter Agreement is a nominal consideration of \$1.00.

In addition, AGW is responsible for ensuring that there is no damage to the Consent Lands and that any disturbance to the Consent Lands will be restored by AGW at its own expense, to the satisfaction of the Executive Director, Parks, Recreation and Facilities.

Accordingly, the approval of the Consent Agreement has no financial impact to the operating budget of the Culture department.

Right-of-Way

At the completion of the agreement, AGW shall remove and restore locations at their expense upon 60 days' notice from the City. **All work to be completed to City standard and to the satisfaction of the Commissioner of Infrastructure Services.**

Consultations:

Josie Gualtieri, Financial Planning Administrator
 Tracy Tang, Acting Heritage Planner
 Adam Pillon, Manager, Right-of-Way
 Dave Nicholls, Manager, Parks Operations
 Aaron Farough, Senior Legal Counsel, Legal and Real Estate

Conclusion:

Through continuation of this successful and impactful Art Gallery of Windsor project, a temporary public art installation of up to twenty (27) individual reproductions (including the renewal of twenty-five (25) existing reproductions and the addition of two (2) new reproductions) will remain available for the community to enjoy twenty-four hours a day, seven days a week in neighbourhoods across the city. This is an excellent complement to the City of Windsor's existing collection of contemporary public art. The City of Windsor, through Council, has made a significant contribution to the cultural fabric of the community and continues working to develop cultural hubs throughout the BIAs. This initiative also encourages residents and visitors to take advantage of the opportunity to get outside and explore, which is of significant benefit to the collective well-being, both physical and mental, of all community members. This temporary public art installation will also continue to support and enhance opportunities within the creative community, and beyond to celebrate Windsor's rich arts, culture and heritage assets, stories, and experiences.

Planning Act Matters:

N/A

Approvals:

Name	Title
Rachel Chesterfield	Manager, Performance Measurement and Business Case Development
Michelle Staadegaard	Manager, Culture
Wira Vendrasco	City Solicitor
Jen Knights	Executive Director, Culture
Jamie Scott	Executive Director, Parks, Recreation and Facilities (A)
Michael Chantler	Commissioner, Community Services
David Simpson	Commissioner, Infrastructure Services and City Engineer
Dan Seguin	On Behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 2026 Look Again Outside City of Windsor
- 2 Appendix B - Budimir Public Library reproduction location



Look Again! Outside

Project Extension & Modification Request 2026



Look Again! Outside Project History

In 2021 AWE launched *Look Again! Outside* in Downtown Windsor, placing reproductions of artworks from the Art Windsor-Essex collection directly in the community. The success of that project inspired the expansion to every BIA area in Windsor, **currently there are over 31 reproductions installed across the Windsor BIA areas.** Reproductions have been in place since June 2023 and we are hoping to extend permissions, add two new reproductions, and modify some installations and locations.

Look Again! Outside has become a signature offering from Art Windsor-Essex. Extending the project to new areas of the city will strengthen engagement and provide access to artworks from AWE's collection in unexpected locations.

AWE's collection is home to over 4,000 artworks, *Look Again!: Outside* allows us to connect works from the collection directly to neighbourhoods. We have selected works that can inspire conversations in an informal, public environment.

We are seeking permission and the waiving of fees to renew 25 sites, and relocate 2 reproductions to new sites (Ganatchio Trail, Budimir Library)

Renewals:

Reproduction Title	Artist	Location	Closest Address
Ottawa Street			
<i>From Milos, 1974</i>	Fleming Jorgensen	(Ottawa and Moy.) 1384 Ottawa St, Windsor, ON N8X 2E8	(Ottawa and Moy.) 1384 Ottawa St, Windsor, ON N8X 2E8
<i>Blue Line (Sightlines), 2000</i>	Wanda Koop	Ottawa Street and Pierre Ave	1214 Ottawa St, Windsor, ON N8X 2E5
Purple Mountain, 1985	Louise Chance Baxter&	Ottawa St (South side near Lincoln)	1567 Ottawa St, Windsor, ON N8X 2G3
<i>Spruce Tree on a Gray Day, ca1910-1928</i>	Mary Wrinch	Ottawa St (South side near Hall)	1285 Ottawa St, Windsor, ON N8X 2E5
<i>Untitled, 1971</i>	Shirley Wiitasalo	Ottawa St. (South side btwn Hall & Pierre)	1255 Ottawa St, Windsor, ON N8X 2E5
<i>Expedition Fiord - Northwest Territories</i>	David Craig	1445 Ottawa St, Windsor, ON N8X 2G1	1445 Ottawa St, Windsor, ON N8X 2G1
Downtown			
<i>Yan Mortuary Poles</i>	Emily Carr	Invest Windsor-Essex	
<i>Portrait of Alice and Louise Cummings</i>	James Kerr-Lawson	Pelissier Street, near University Ave	101 University Ave W, Windsor, ON N9A 5P4
<i>Sphincter Moment</i>	Colette Urban	Ferry Street between Pitt Street and Chatham Street	167 Ferry St, Windsor, ON N9A 0C5
<i>Tunnel to Detroit</i>	Charles McGee	Windsor International Transit centre, Pitt Street between Dougall and Church	300 Chatham St W, Windsor, ON N9A 0A8
<i>Figures Sunning</i>	Pegi Nicol McLeod	Maiden Lane West, near Pelissier	504 Pelissier St, Windsor, ON N9A 4L1

Renewals:

Reproduction Title	Artist	Location	Closest Address
Via Italia			
<i>Italian Hill Town</i>	Kenneth Saltmarche	Erie Street between Between Louis Ave and Marentette Ave	731 Erie St E, Windsor, ON N9A 3Y3
<i>Boats on the Beach, Positano, 1957</i>	Kenneth Saltmarche	Erie Street, Community Garden	1063 Erie St E, Windsor, ON N9A 3Z2
<i>Night, Positano, 1955</i>	Kenneth Saltmarche	Erie Street, Between Marentette and Elsemere	830 Erie St E, Windsor, ON N9A 3Y4
Ford City			
<i>Nymphs and Faun</i>	Phillip Surrey	Drouillard Rd near Whelpton	1025 Drouillard Dr, Windsor, ON N8Y 2P9
<i>Observer 3</i>	Carl Beam	Drouillard Rd near Gino Marcus Civic Centre	1168 Drouillard Rd, Windsor, ON N8Y 2R1

Renewals:

Reproduction Title	Artist	Location	Closest Address
Ward 8 Fontainebleu			
<i>Untitled (panel for the Cleary Auditorium), 1959-1960</i>	Kenneth Saltmarche	3030 Rivard Ave, Windsor, ON N8T 2J2	3030 Rivard Ave, Windsor, ON N8T 2J2
Olde Riverside			
<i>Umiakjuak, 1980</i>	Pudlo Pudlat	Wyandotte St. E (near Parado Place)	5455 Wyandotte St E, Windsor, ON N8S 1L8
<i>Regatta, Date Unknown</i>	Aimee Giffin	Wyandotte St. E (near Esdras, south side)	5975 Wyandotte St E, Windsor, ON N8S 1M9
Walkerville			
<i>Chameleon #6, 1980</i>	Adèle Duck	Wyandotte and Devonshire Rd	415 Devonshire Rd, Windsor, ON N8Y 2L5
<i>Willistead Gatehouse</i>	Thomas Roach	Wyandotte St E and Gladstone (south side bench area)	1506 Wyandotte St E, Windsor, ON N9A 3L2
<i>Self-Portrait</i>	Tony Mosna	Wyandotte St E at Kildare	621 Kildare Rd, Windsor, ON N8Y 3G8
Pillette Village			
<i>Artifact #1, 1969</i>	Marian Scott	4810 Wyandotte St E, Windsor, ON N8Y 1H7	4810 Wyandotte St E, Windsor, ON N8Y 1H7

Renewals:

Reproduction Title	Artist	Location	Closest Address
Wyandotte Town Centre			
<i>Still Life with Eggplant</i>	Prudence Heward	Wyandotte St. E at Marentette	824 Wyandotte St E, Windsor, ON N9A 3J6
Pillette Village			
<i>Artifact #1, 1969</i>	Marian Scott	4810 Wyandotte St E, Windsor, ON N8Y 1H7	4810 Wyandotte St E, Windsor, ON N8Y 1H7

Total Renewals: 25

Additions:

Reproduction Title	Artist	Location	Closest Address
Ward 10 - Library			
<i>Trees and Snow</i>	Lawren Harris	Budimir Library Branch	1310 Grand Marais Road West, Windsor, ON N9E 1E4, Canada
Ward 7 - Ganatchio Trail			
<i>The City of Windsor</i>	Seth Arca Whipple	Ganatchio Trail	10120 Riverside Drive E, N8P 1G7 (across the street from proposed installation)

Total Additions: 2

Ward 10 Proposed new location

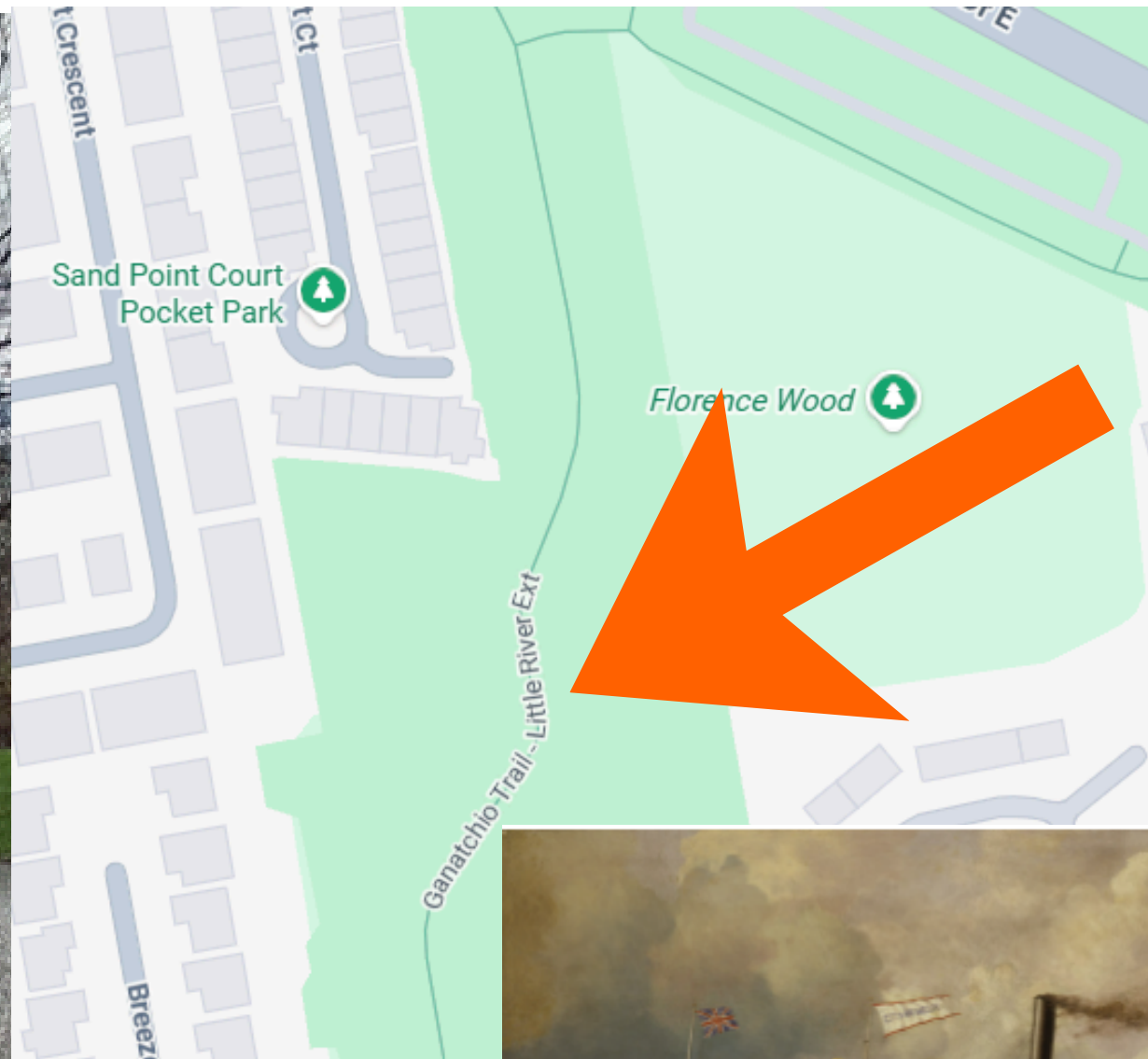


Lawren Harris, Trees and Snow (aka Winter Landscape), 1923, oil on canvas 40"x33"

NOTE: Reproduction would be placed at edge of slab, parallel to slab and not obstructing use of bike racks.



Ward 7 Proposed new location



NOTE: Reproduction would be placed at edge of slab, parallel to slab and not obstructing use of bike racks.

Seth Arca Whipple, The City of Windsor, 1890
oil on canvas



Look Again! Outside

Emily McKibbin
Head of Collections & Exhibitions
emckibbin@artwindsor.essex.ca
519.977.0013

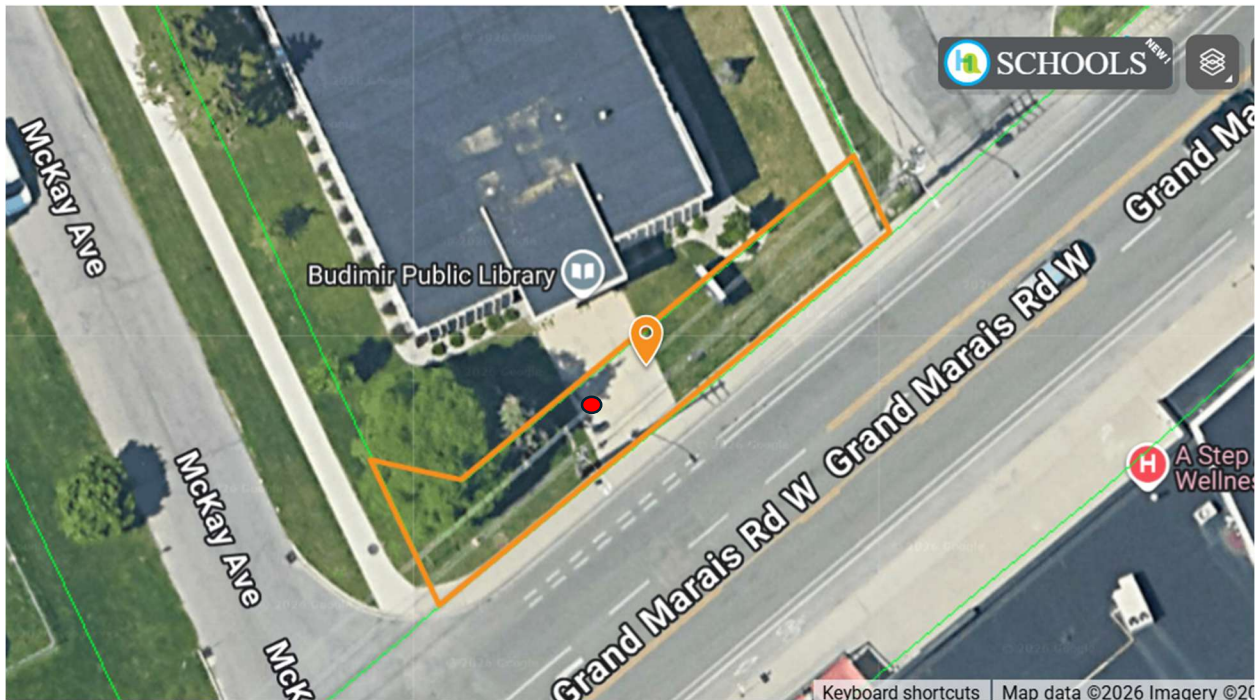
Nadja Pelkey
Digital Initiatives & Partnerships Coordinator
npelkey@artwindsor.essex.ca
519.977.0013 x142

401 Riverside Drive
www.artwindsor.essex.ca



BUDIMIR PUBLIC LIBRARY REPRODUCTION LOCATION

Location for the reproduction to be located on City-owned consent lands at Budimir Library Branch (COW lands highlighted in yellow below – red dot is the location of the reproduction)



Subject: Fireworks at Optimist Memorial Park – Ward 4

Reference:

Date to Council: June 3, 2026
Author: Samantha Magalas
Manager | Parks, Recreation & Facilities Programming
smagalas@citywindsor.ca
519-253-2300 x2730
Parks, Recreation & Facilities

Recreation and Culture
Report Date: 5/15/2026
Clerk's File #: SR2026

To: Mayor and Members of City Council

Recommendation:

THAT City Council **APPROVE** the request from Elton Robinson on behalf of the Optimist Club of South Windsor to host a fireworks display at Optimist Memorial Park on August 29, 2026 (rain date August 30, 2026).

Executive Summary:

N/A

Background:

On January 24, 2026, the City of Windsor Special Events Department received an email from Elton Robinson on behalf of the Optimist Club of South Windsor. Mr. Robinson is requesting permission to host a fireworks show on behalf of the Optimist Club of South Windsor at Optimist Memorial Park on August 29, 2026 (rain date August 30, 2026).

Discussion:

The City of Windsor's By-Law 136-2004 (the "By-law") is a by-law respecting the sale and the setting off of fireworks within the City of Windsor.

Section 6 of the By-law speaks to the Display of Fireworks and specifically 6.3 notes that: "No display fireworks shall be permitted on any City property without first having obtained the approval of City Council as well as the required permit from the Chief Fire Official".

The request to display the fireworks is for Optimist Memorial Park, which is City property. As such, in order for the show to proceed, City Council approval is required. Following City Council approval, and satisfaction of all required deliverables under the

By-law including satisfactory insurance, Administration would be able to provide Mr. Robinson a permit to allow the fireworks show to proceed at the Optimist Memorial Park.

Risk Analysis:

Mr. Robinson has followed the By-law and requested approval from Windsor Fire & Rescue Service (WFRS). Appendix A shows the permit provided to Mr. Robinson by WFRS. After obtaining the permit, the Parks department met with Mr. Robinson and K&H Firework and determined the firing location, as indicated by the purple X in Appendix A. All parties are aware that if any damage occurs as a result of the fireworks, or if the City suffers any claims or demands as a result of the fireworks, Mr. Robinson is required to indemnify the City. WFRS approved the initial submission provided by Mr. Robinson. However, it is understood that an additional review of details by WFRS will follow as the date is approached. The Executive Director of Parks, Recreation & Facilities is aware of the proposed location and has no concerns for the trees in the wooded areas surrounding the parks.

The permit is in order pending final firework product approval which will be submitted to WFRS at a later date (closer to the event date). At any point, WFRS can opt to cancel the permit if they deem the display to be unsafe.

Mr. Robinson has provided a Certificate of Insurance (COI) which will be vetted and approved by the City's Risk Department. The appropriate Park permit will not be provided until the COI is approved.

Mr. Robinson and the Optimist Club of South Windsor will be required to provide notification to residents within the immediate area informing them of this display.

Climate Change Risks

Climate Change Mitigation:

A one-time fireworks display permit is expected to have a negligible and neutral impact on community-wide greenhouse gas emissions, as the event is short in duration and does not involve new infrastructure, ongoing energy use, or sustained transportation impacts.

Climate Change Adaptation:

A one-time fireworks display permit and event is not expected to affect climate-related impacts already experienced in the city, as it does not result in changes to land use, infrastructure, or natural systems.

Financial Matters:

The applicant is responsible for all costs associated with the event. The Windsor Fire & Rescue Services permit fee for fireworks is \$380 plus HST, subject to final confirmation by the Chief Fire Prevention Officer. This fee is payable regardless of whether the event proceeds, and will be recorded in Fire Prevention DeptID 0191310.

The Parks permit will be issued in accordance with the approved User Fee Schedule following Council approval and confirmation of insurance. The permit fee is \$210.18

plus HST, and revenue will be recorded in Parks, Recreation & Facilities Programming Dept ID. 0280017.

There are no other financial impacts to the Corporation, as all associated costs are the responsibility of the applicant.

Consultations:

John Smith – Windsor Fire & Rescue Service
 Kait Authier – Coordinator – Parks, Recreation, Facilities
 Erika Benson – Financial Planning Administrator
 Kate Tracey – Deputy City Solicitor
 Fina Pirrone – Executive Initiatives Coordinator

Conclusion:

Administration is seeking City Council approval in accordance with the terms of the By-law to proceed with providing a permit to Mr. Robinson so the firework display can proceed on August 29, 2026 (rain date August 30, 2026).

Planning Act Matters:

N/A

Approvals:

Name	Title
Samantha Magalas	Manager, Parks, Recreation & Facilities Programming
Emilie Dunnigan	Manager, Development Revenue & Financial Administration
Wira Vendrasco	City Solicitor
Jamie Scott	Executive Director, Parks, Recreation & Facilities (A)
James Waffle	Fire Chief
Michael Chantler	Commissioner, Community Services
Dan Seguin	On behalf of Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A Final Permit



815 Goyeau Street
Windsor, ON N9A 1H7

Telephone:
(519) 253-6573

Fire Prevention Email:
fpinspectors@citywindsor.ca

FIRE & RESCUE SERVICES

DISPLAY FIREWORKS/PYROTECHNICS EVENT APPLICATION

Printed Name of Applicant	K&H Distributing
Mailing Address	11684 County Rd. 42, Tecumseh ON N8N 0G8
Telephone	519-979-2471
Email	jsobocan@khfireworks.ca
Fee for Pyrotechnics Event	\$429.40 (\$380 + HST)
Pyro. Supervisor's Name	Victor Anber
Certificate Number	D002827
Class & Expiry Date	Display Supervisor w/ Endorsements - 2029-08-31
Company (if applicable)	K&H Distributing
Mailing Address	11684 County Rd. 42, Tecumseh ON N8N 0G8
Telephone	519-979-2471
Email	vanber@khfireworks.ca
Sponsoring Organization	Optimist Club Of South Windsor
Mailing Address	Optimist Club Of South Windsor c/o Elton Robinson [REDACTED]
Location of Event	Optimist Memorial Park, 1075 Ypres Ave, Windsor, ON
Date(s)	August 29, 2026 Rain Date Aug 30, 2026
Proof of Insurance (5 million min.)	See Attached Certificate of Insurance
Name of Insuring Agency	Purves Redmond Limited
Address of Insuring Agency	70 University Avenue, Suite 400, Toronto, ON MSJ 2M4
Location of Secure Pyrotechnic Storage on Site	Fireworks brought from and returned to K&H
Method of Securing	A member of thy fireworks crew in attendance at all times.

Signature of Applicant: Victor H. Anber

Date: Mar 24, 2026

Eff Mar 1, 2026

PERMISSION OF CHIEF FIRE OFFICIAL

ATTACHMENTS & COMMENTS

Fee Attached \$406.80	YES	NO	
Site Plan Attached	YES	NO	
Event Description Attached	YES	NO	
List of Pyrotechnic Product Being Utilized Attached	YES	NO	
ALL Pyrotechnicians Involved / Participating Certificates / Licenses Attached	YES	NO	
Copy of All Insurance Documents Attached	YES	NO	

Signature of Chief Fire Official: 

Date: May 7/2026

Comments: Initial approval sent via email prior

to receiving paperwork.

Fee to be collected prior to event.

Optimist Memorial Park Fireworks

Optimist Memorial Park, 1075 Ypres Ave, Windsor, ON (Trailer Display)

Legend

- 100 Meter Radius
- 30 Meter Radius (Set-Up Area)
- Audience
- Barrier Tape and Barriers
- Closed During Set-Up on Trailer
- Optimist Club Area
- Optimist Club Area
- Trailer 50 Meter Radius
- Trailer Firing Area
- Trailer-Set UP
- Vendor Area



Google Earth

Image Landsat 7 Copernicus

100 m

Manufacturer	ERD #	Hazardous material	Description	QTY	GW	NEQ
2644255 Ontario Inc	61738 - Atomic Blue	UN0336	ATOMIC BLUE	3	0.54	0.135
2644255 Ontario Inc	61745 - Pink Pistol	UN0336	PINK PISTOL	3	0.54	0.135
2644255 Ontario Inc	61758 - Moulin Rouge	UN0336	MOULIN ROUGE	4	0.72	0.18
2644255 Ontario Inc	61759-Blue Moon	UN0336	BLUE MOON	4	0.72	0.18
2644255 Ontario Inc	64403 - Stinger	UN0335	Hands - Stinger (25 Shot)	1	3.50	0.525
2644255 Ontario Inc	64481-25	UN0335	Hands - Bourbonator (25 Shot)	1	4.00	0.70
2644255 Ontario Inc	64487B - TEXAS BLUE	UN0335	Hands - Texas Blue	1	12.00	1.45
2644255 Ontario Inc	65000-25 - Alize	UN0335	Hands - Alize (25 Shot)	1	0.74	0.37
2644255 Ontario Inc	65001-25	UN0335	Hands - Bora (25 Shot)	1	0.70	0.35
2644255 Ontario Inc	65006-25 - Variegated Ghibli	UN0335	Hands - Variegated Ghibli (25 Shot)	1	0.73	0.362874
2644255 Ontario Inc	HLM5001	UN0336	BIRD OF PARADISE	8	1.44	0.36
BDH Pyro Ltd.	SRC-047	UN0336	TRANSFORMATION CANDLE	40	3.20	0.80
BDH Pyro Ltd.	SRC-077	UN0336	COBALT COMETS	25	4.00	1.00
BDH Pyro Ltd.	SRD-1001	UN0336	GOLDEN WILLOW	3	2.16	0.54
BDH Pyro Ltd.	SRD-1002	UN0336	WHISTLING WARRIOR	2	2.64	0.66
BDH Pyro Ltd.	SRD-1004	UN0336	STROBING STARS	2	2.92	0.73
BDH Pyro Ltd.	SRD-1005	UN0336	HAYWIRE	2	2.08	0.52
BDH Pyro Ltd.	SRD-1011	UN0336	FLYING FISH	6	2.40	0.60
BDH Pyro Ltd.	SRD-1015	UN0336	WIDE LOAD	3	1.80	0.45
BDH Pyro Ltd.	SRD-1019	UN0336	LICENSED TO THRILL	1	1.66	0.415
BDH Pyro Ltd.	SRD-1021	UN0336	RIPTIDE	1	1.26	0.315
BDH Pyro Ltd.	SRD-811	UN0336	SHAZAM	3	1.98	0.51
BDH Pyro Ltd.	SRD-815P	UN0336	BAHAMA MAMA PLUS	3	3.60	0.90
BDH Pyro Ltd.	SRD-817	UN0336	BLUE BAYOU	3	1.98	0.51
BDH Pyro Ltd.	SRD-908	UN0336	CROWD PLEASER	2	2.40	0.60
BDH Pyro Ltd.	SRD-947	UN0336	QUEEN OF HEARTS	2	2.44	0.62
BDH Pyro Ltd.	SRD-951	UN0336	CANADIAN SALUTE	2	1.36	0.34
BDH Pyro Ltd.	SRD-951	UN0336	FIREBALL	0	0.00	0.00
BDH Pyro Ltd.	SRD-954	UN0336	CRACKLING CASCADE	2	1.48	0.38
BDH Pyro Ltd.	SRD-965	UN0336	CORK SCREW	2	1.40	0.35
BDH Pyro Ltd.	SRD-991	UN0336	BLACK DRAGON	2	2.84	0.72
BDH Pyro Ltd.	SRD-992	UN0336	THE BEAST	3	6.06	1.53
BDH Pyro Ltd.	SRD-995	UN0336	BLUE HAWAII	2	2.12	0.54
BDH Pyro Ltd.	SRE-036	UN0336	SOLAR POWER	24	0.00	0.00
BDH Pyro Ltd.	SRV-067	UN0336	CRACKLING ROSE	2	1.88	0.47
BEM Fireworks	BEM-CLM-001	UN0336	BROCADE CROWN TO RED	2	0.44	0.11
BEM Fireworks	BEM-CLM-010	UN0336	ROYAL PALM	8	1.76	0.44
BEM Fireworks	BEM-CLM-031	UN0336	COLOUR FLYING FISH	3	0.42	0.105
BEM Fireworks	Blue Flying Fish	UN0336	BLUE FLYING FISH	3	0.42	0.105

Manufacturer	ERD #	Hazardous	Description	QTY	GW	NEQ
material						
BEM Fireworks	Color Peony	UN0336	COLOUR PEONY	8	1.76	0.44
BEM Fireworks	Red Flying Fish	UN0336	RED FLYING FISH	6	1.32	0.33
Mystical Distributing Company Ltd.	16C42M006	UN0335	Paradise	1	1.12	0.56
Mystical Distributing Company Ltd.	25C20M1135	UN0336	VERTIGO	1	1.30	0.325
Mystical Distributing Company Ltd.	25C30M09 - cake	UN0335	25's Rain Dance	1	1.16	0.583
Mystical Distributing Company Ltd.	25C36M001	UN0335	Solstice	1	0.96	0.478
Mystical Distributing Company Ltd.	25C36M004 -	UN0335	Think Pink	1	1.12	0.555
Mystical Distributing Company Ltd.	29C22M1701	UN0336	ALL BLUE	2	3.44	0.86
Mystical Distributing Company Ltd.	29C22M1701	UN0336	ALL PINK	1	1.72	0.43
Mystical Distributing Company Ltd.	29C22M1703	UN0336	ALL PURPLE	2	1.56	0.390089
Mystical Distributing Company Ltd.	29C22M1703	UN0336	ALL YELLOW	2	1.56	0.390089
Mystical Distributing Company Ltd.	Company Ltd.	30C22 M1875	MC177EC 7C30M1879	UN0336	UN0336	T
Mystical Distributing Company Ltd.		36C20 M1134	7ROW10M001A	UN0335	UN0335	A
Mystical Distributing Company Ltd.		A	7ROW10M003A	UN0336	UN0336	N
Mystical Distributing Company Ltd.		36C30 M03	7ROW10M004A	UN0336	UN0336	G
Mystical Distributing Company Ltd.		40C31 M003		UN0336		E
Mystical Distributing Company Ltd.		70 Shot				R
Mystical Distributing Company Ltd.		Cracklin				I
Mystical Distributing Company Ltd.		g Comet				N
Mystical Distributing		Barrage				E

BOOM	CSF-2703 PURPLE COMETS	2	0.88
SHADOWS	WIPE	3.52	0.53
F		1	0.56
r		2.10	0.56
e		1	0.36
e		1.12	0.60
d		1	0.055
o		1.12	0.055
m		3	0.055
B		1.44	
r		2	
il		2.40	
li		1	
a		0.22	
n		1	
c		0.22	
e		1	
70 SHOT		0.22	
CRACKLING			
BARRAGE			
TROPICAL			
THUNDER			
CSF-2700 RED			
COMETS WIPE			
CSF-2702 LEMON			
COMETS WIPE			

Manufacturer	ERD #	Hazardous	Description	QTY	GW	NEQ
		material				
Mystical Distributing Company Ltd.	7ROW22M002A•	UN0336	CSF-1705 GOLD GLITTERING WAVE MINES	2	0.44	0.11
Mystical Distributing Company Ltd.	MC34-7LU - Diablo	UN0336	DIABLO BARRAGE	2	2.88	0.72
Mystical Distributing Company Ltd.	RB25	UN0336	GATLING GUN	3	4.20	1.05
Mystical Distributing Company Ltd.	SWG08	UN0336	MALEVOLENT	2	3.92	0.98
Mystical Distributing Company Ltd.	SWG10	UN0336	BOMBER	2	3.24	0.82
Next FX Inc	Concussion (binary)	UN0431	Powder - Concussion Flash (Includes A & B)	2	0.06	0.056
Oriental Fireworks Co. Ltd	BF1012-50 - Silver Tails to Flash Thunder Report	UN0335	Silver Tails to Flash Thunder Report	2	15.00	2.60
Pyragric Industrie	PC-030050006 - 50's - Red dahlia with white strobe	UN0335	50's - Red dahlia with white strobe	1	7.00	1.30
Pyragric Industrie	PC-030050008 - blue dahlia white strobe	UN0335	50's - Blue Dahlia White Strobe	1	7.50	1.30
Pyragric Industrie	PC-030081001 - 81's - Brocade crown	UN0335	81's - Brocade crown	1	12.00	1.87
Pyragric Industrie	PC-030081002 - 81's - Multicolor Peony	UN0335	81's - Multicolour Peony	1	12.00	1.87
Royal Pyrotechnie Inc.	CK-020-006 - 32's - Colorful Dalhia (Sea Blue / Pink / Lemon / Green)	UN0335	32's - Colourful Dalhia (Sea Blue / Pink / Lemon / Green)	1	2.27	0.55
Royal Pyrotechnie Inc.	DB-100BWSL- 100'S Blue Tail To White Strobe & Falling Leaves	UN0335	100'S Blue Tail To White Strobe & Falling Leaves	1	15.00	2.60
Royal Pyrotechnie Inc.	DB-25SCR - 25'S SILVER CROSSETTE	UN0335	25'S Silver Crossette	1	3.75	0.65
Royal Pyrotechnie Inc.	DB-50CTS - 50'S COLOR TAILS TI-SALUTE	UN0333	50'S Colour Tails Ti Salute	1	7.50	1.30
Royal Pyrotechnie Inc.	DB-50GT - 50'S TORNADO	UN0335	50'S Tornado Whirls w/Green Tail	1	7.50	1.30
Royal Pyrotechnie Inc.	DFC-1201	UN0336	DFC-1201	2	4.00	1.00
TOTAL:				246	219.97	48.080053

End Report



Here is the wallet card for your fireworks operator certificate. Please sign in ink on the signature line. Cut the card along the dotted lines. Store the card in your wallet and have it available to provide proof of your valid certification.

Voici la carte pour portefeuille de votre certificat d'utilisateur de pièces pyrotechniques. Veuillez la signer à l'encre sur la ligne prévue à cet effet. Découpez la carte le long des lignes pointillées. Conservez la carte dans votre portefeuille afin de l'avoir à la main lorsqu'il vous aurez à fournir la preuve que vous avez une certification valide.

Fireworks Operator Certificate Certificat d'utilisateur de pièces pyrotechniques	D002827
Display Supervisor/Endorsements Artificier/Mentions	
Victor Anber	
Certification and safe practices of the Display Fireworks Manual are conditions pursuant to the Explosives Act(S 7)	La certification et les normes de sécurité du Manuel de l'artificier sont des conditions aux termes de la Loi sur les explosifs (S 7)
Rachel Robbins Sr. Inspector of Explosives/Inspecteur principal des explosifs	<u>2029-08-31</u> Expiry/Expiré
Display Supervisor/Endorsements	Artificier/Mentions
The holder of this certificate is authorized to use fireworks and fire from sites as listed below	Le détenteur de ce certificat peut utiliser des pièces pyrotechniques et et à tirer à partir des sites énumérés ci-dessous
Large Shells, bridge firing sites, Nautical Effects, Flatbed firing sites, Flying Saucers, Rooftop firing sites, Floating Platform Firing Sites	

Signature

Canada

Calladii

CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage afforded by the policies below.

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS		INSURED'S FULL NAME AND MAILING ADDRESS	
Optimist Club Of South Windsor c/o Elton Robinson		882865 Ontario Limited, K & H Distributing, 2072530 Ontario Ltd.,	
[REDACTED]		Powerhouse Fireworks	
[REDACTED]		11684 County Rd. 42 RR #2	
Windsor	ON	POSTAL CODE N8W 2S5	Tecumseh ON POSTAL CODE N8N 0G8

DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named insured)
Wholesale & Retail of Consumer Fireworks, & Fireworks Displays. Sale and Rental of Shipping Containers. Airbag disposal/destruction. ERD Training course provider.
 Re: Location: Optimist Memorial Park, (1075 Ypres Ave, Windsor, ON) Show Date: August 29, 2026 Rain Date: August 30, 2026
 See Attachment...

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)			AMOUNT OF INSURANCE
				OVER	E	DE	
COMMERCIAL GENERAL LIABILITY @ CLAIMS MADE OR @X OCCURRENCE @X PRODUCTS AND /OR COMPLETED OPERATIONS @X EMPLOYER'S LIABILITY @ CROSS LIABILITY @ WAIVER OF SUBROGATION @ TENANTS LEGAL LIABILITY @ POLLUTION LIABILITY EXTENSION @	HDI Global SE Canada 01867468-14012	2025/10/01	2026/10/01	BODILY INJURY AND PROPERTY DAMAGE - GENERAL AGGREGATE - EACH OCCURRENCE D COMPLETED OPERATIONS MGOE @ PERSONAL INJURY LIABILITY OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY MEDICAL PAYMENTS TENANTS LEGAL LIABILITY POLLUTION LIABILITY EXTENSION @ SEF 94 HIRED AUTOMOBILES			\$5,000,000 \$2,000,000 \$6,060,000 \$5,000,000 \$25,000 5500.000 0.000
@X NON-OWNED AUTOMOBILES @X HIRED AUTOMOBILES	HDI Global SE Canada 01867468-14012	2025/10/01	2026/10/01	NON-OWNED AUTOMOBILES HIRED AUTOMOBILES			\$2,000,000 \$100,000
AUTOMOBILE LIABILITY @ DESCRIBED AUTOMOBILES @ ALL OWNED AUTOMOBILES @ LEASED AUTOMOBILES * * ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURER IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE			
EXCESS LIABILITY @ UMBRELLA FORM				EACH OCCURRENCE AGGREGATE			
OTHER LIABILITY (SPECIFY)							

CANCELLATION

Should any of the above described policies be cancelled before the expiration date hereof, the issuing company will endeavor to mail to days written notice to the certificate folder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS	ADDITIONAL INSURED NAME AND MAILING ADDRESS
Purves Redmond Limited	self applicable refer to section 3: Description of Operations section/ or Page 2.
70 University Avenue	
Toronto ON	POSTAL CODE MSJ 2M4
BROKER CLIENT ID: K&HOIST-01	POSTAL CODE

CERTIFICATE AUTHORIZATION

ISSUER Purves Redmond Limited	CONTACT NUMBER(S)
AUTHORIZED REPRESENTATIVE Terri Phomsouvanh	TYPE Phone No. 416-362-4246 TYPE NO TYPE Fax NO 866-570-6922 TYPE NO
SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE 2026/03/04 EMAIL ADDRESS certificates@purvesredmond.com

DESCRIPTIONS Continued.

The following is/are added as an Additional Insured to the Commercial General Liability policy but only with respect to liability arising solely out of the operations of the Named Insured.

Optimist Club Of South Windsor c/o Elton Robinson, ([REDACTED])
The Corporation of the City of Windsor, (400 City Hall Square E, Suite 403, Windsor, ON N9A 7K6)
Optimist International, (#200 - 5205 Boul Métropolitain E, Montreal, QC H1R 1Z7)

The policy limits are not increased by the addition of such Additional Insured and remain as stated in this Certificate.