

Community Public Art Advisory Committee – Meeting held November 14, 2017

A meeting of the **Community Public Art Advisory Committee** is held this day commencing at 4:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Leisha Nazarewich, Chair
Councillor Rino Bortolin
Julie Butler
Therese Hounsell
Nadja Pelkey

Regrets received from:

Dr. Brian Brown

Also present are the following resource personnel:

Cathy Masterson, Manager of Cultural Affairs
Ray Mensour, Executive Director Recreation and Culture
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 4:00 o'clock p.m. and the Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters which are dealt with as follows:

2. Declarations of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by N. Pelkey, seconded by J. Butler,
That the minutes of the Community Public Art Advisory Committee of its meeting held July 11, 2017 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Proposal for a Language Monument

The following information regarding the application for a Language Monument submitted by the Bangladesh-Canada Association is provided:

- The project will cost approximately \$80,000 and no funding has been secured at this time. It is anticipated the project may take five years before the monument is unveiled.
- The preferred location for the placement of the Language Monument is on an open space to the west of the parking lot on Riverside Drive at the foot of Parent Avenue, near Bert Weeks Memorial Gardens.
- The concept design contains 19 solid concrete blocks and 21 pasted tempered glass blocks.
- The “characters” on the glass blocks on the building are not characteristic of the Bengali language.
- Suggestion to recognize the indigenous culture as they represent the “mother language”.
Request to review an accurate rendering of the monument to determine what it will look like.

Moved by N. Pelkey, seconded by J. Butler,

That the City of Windsor Public Art Application submitted by the Bangladesh-Canada Association regarding the “Language Monument” **BE DEFERRED** as funding for the project is not available at this time, and further, that the applicant **BE REQUESTED** to consult with the primary language keepers in the community to determine if consultation has been held with indigenous groups for potential inclusion on the monument.

Carried.

The Chair questions what languages have been included on the artist’s rendering. C. Masterson responds she will contact the group and report back.

4.2 Minutes of the Museum Subcommittee of CPAAC/Minutes of the Museum Capital Reserve Fund Committee (Facility Committee)

Moved by N. Pelkey, seconded by J. Butler,

That the minutes of the Museum Subcommittee of the Community Public Art Advisory Committee of its meetings held March 22, 2017 and June 7, 2017 **BE APPROVED**.

Carried.

Moved by J. Butler, seconded by N. Pelkey,

That the minutes of the Museum Capital Reserve Fund Committee of its meeting held November 9, 2016 **BE RECEIVED**.

Carried.

5. New Business

None.

6. Date of Next Meeting

The next meeting will be held at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 4:15 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

The City of Windsor defines Public Art as "an original artwork installed permanently or temporarily in such a way as to permit viewing by the public indoors or outdoors. It is intended to be integrated as part of its environment and/or interactive with its surroundings and encompasses a wide expression that may extend beyond traditional forms. Examples may include but are not exclusive to sculpture, statues, murals, functional art (seating, lighting, manhole covers, sidewalks, etc.), forms of landscaping, and the like." The City does not commission new work.

APPLICATION CHECKLIST

- o Completed and signed application (all sections)
- o Artist CV
- o Location map or photos
- o Photos/design specifications for project (recommended); if requested, you must provide engineered drawings
- o Location background research
- o Project proposal
- o Any additional research materials

Please complete ALL sections for consideration. Please Print.

• APPLICANT INFORMATION •

Name: Bangladesh Canada Association of Windsor-Essex Address: 3735 King Street, Windsor, ON, N9C 1P7
 Phone: +1 (519) 992-5754 Email: yahiyamba@yahoo.com Date Submitted: Nov 05, 2019

• ARTIST INFORMATION •

Name: Architect - Sadia Akter (Mumu) Address: Dhaka, Bangladesh
 Phone: +88 01722 129087 Email: saida.aktar@yahoo.com
 Website: https://matreek.webs.com • Please include Artist CV

• PROJECT INFORMATION •

Title: Martyrs Monument Medium: Concrete / Stone Structure
 (Also called Language Monument or Shaheed Minar)
 Size/Dimensions: Core Base: 15 ft x 6 ft, Height: 20 ft (approx.) Value of Project: 50,000 CAD

• Please attach any photos or design specifications of your project.

Completion Date: August 31, 2020 (latest) Any significant dates attached to project: February 21st (IMLD)
(International Mother Language Day)
 1st Desired Location: Riverside Dr. E. & Parent Ave. 2nd Desired Location: Windsor City Hall Square

Primary use of desired locations: To use as a nice sculpture park; currently this location is unused and empty space

• Please attach a map or photograph of your desired location(s). • Installation is: Permanent Temporary

Maintenance Requirements: Waterproff concrete/stone structure - almost no maintenance required

Cost to Maintain: No cost

Project Commemorates a(n): Individual Group Event Other

• PROJECT INFORMATION - continued •

For Plaques or Signage, please include wording: A brief history of Language Movement, inception of Feb 21st as "International Mother Language Day" and donors name would be written in a small pillar placed in front of the monument

November 05, 2019Applicant SignatureApplication Date**PROJECT PROPOSAL – 250 to 500 words**

Please complete and attach a 250 to 500 word project proposal that considers the following:

- How is your project significant to the City of Windsor?
- How will your project impact the community?
- What is the significance of your project location?
- Will your project be important / relevant both now and in the future?
- What are the maintenance and installation costs of your project?
- Is your project funding sufficient to provide for future maintenance costs?
- Is your project accessible to all residents and visitors?
- Is your project made from a durable material that will stand up over time?

SUBMISSION INFORMATION

For any questions or concerns related to the application or application process, please contact:

Cathy Masterson

Manager of Cultural Affairs, The City of Windsor
2450 McDougall Street, Windsor ON., N8X 3N6 (519) 253-2300 x 2724
cmasterson@city.windsor.on.ca

Please print and mail / drop off completed applications and supporting documentation to:

The City Clerk's Office
350 City Hall Square West
Windsor, ON., N9A 6S1
Attn: The Public Art Advisory Committee

APPLICATION PROCESS

Applications are received by the City Clerk's Office for consideration by The Public Art Advisory Committee. Once your proposal has been evaluated by this committee, you may be contacted to provide any additional required information or to answer any questions. Approved applications will be submitted to city administrative staff for inclusion in a report to the Health & Safety Standing Committee before being brought to City Council for final approval.

TO BE COMPLETED BY THE PUBLIC ART ADVISORY COMMITTEE

Date Application Received: _____

Date Application Reviewed: _____

Date Application Approved/Denied: _____

Date Applicant Notified: _____

Manager of Cultural Affairs, City of Windsor

Chair, Public Art Advisory Committee

PROJECT PROPOSAL

Project Name:

Martyr's Monument (Shaheed Minar); also called Language monument.

Location:

On the open space to the West of the parking lot on Riverside Drive at the foot of the Parent Ave, near Bert Weeks Memorial Gardens, Windsor, ON.

Historical Significance of the Monument:

The monument has a long chain of historical significance. It carries the glorious history of Language movement held in Bangladesh in 1952 where people sacrificed their lives to keep their mother tongue alive.

In February 21, 1952, which was the official start point of Bengali Language Movement, also known as "BHASHA ANDOLON", people came out to street and demonstrate their anger against imposing foreign language (Urdu) as a notational language. This is the first date of the revolutionary movement at Dhaka city where many of Medical and University students were killed with gun fire. Following that, after 19 years the country, Bangladesh, was born as an independent country in 1971.

Language is the most powerful tool to preserve and develop tangible and intangible heritage and to develop awareness of linguistic and cultural traditions throughout the world. As recognition of lives-sacrifice of the brave Bengali students for preserving a mother tongue, UNESCO proclaimed 21 February (Ekushey February) as the International Mother Language Day (IMLD). The proposed monument is the greatest symbol of all these histories and incidents.

Project Significance to the City of Windsor:

Canada is the most liberal democratic country in the world where every people enjoys their freedom of language, culture, religion and heritage. Windsor is the city which is an example of a blended ethnicity and cultural diversity. The City administration and local Government always play important role in making the city colorful, decorative, a city full of beauty, a place full of historical monument, sculpture, plaques and so many. The proposed monument is the symbol of all international mother languages that can bring all nations' feelings to a focal point and make historic ties of saving mother tongue that emerged on February 21, 1952.

The Bangladeshi community in Windsor is one of the largest highly educated community who are also the part to make this city a beautiful historic place. The proposed project has a great significance towards these goals. Definitely this remarkable project can fulfill all the requirements as discussed in this section.

Project Impact to the Community:

By establishing such a historic monument, all communities in Windsor will easily swallow the history of International Mother Language Day (IMLD) recognized by UNESCO. All the diverse groups and their future generation will have good opportunities to learn the significance and importance of respecting their own mother tongue. Students from all institutions can learn the history of international languages simply by visiting the monument without any text book. The monument will have structured platform for open space cultural program and accessibility for all diverse groups.

Significance to the Project Location:

The project location is significantly the best and appropriate location for such a historic monument. The skyline (backdrop) on the other side of the river, the beautiful US buildings & industries, and the suspension bridge show a physical neighborhood ties that will also enhance the beauty of the structure and draw the attention of the passers. It is on the bank of the Detroit River that symbolically carries the tiers of the crying mothers who lost their beloved sons in 1952. The location has parking lot, near Bert Weeks Memorial Garden, and exposed to the riverside drive, and easily accessible. In summer the location always has huge gathering of visitors who will enjoy the time and can easily learn the world language history without any extra efforts. From architectural view point the project in this location will significantly increase the beauty and decency of the landscape and will attract more visitors in day and night.

Project Importance/relevancy now and in future:

Because this is a historical structure, the monument has never ending importance. Once built, the monument will contribute significantly to cultural exchange, history, and heritage. The city of Windsor will be proud to be first city in Canada for such a historic monument with a symbol of International Mother Language Day and the struggling history of a nation to have mother language and freedom of a country, the BANGLADESH.

Project Installation and Maintenance Cost:

The project will cost approximately 50,000 CAD for complete structure with finishing having foundation, civil work, plaza, electrical work with lighting, metal lettering and the name stone pillar in the front.

The project funding and future maintenance:

Funding would be collected through donations from the community, individual donors, and fund raising dinner. We already received written commitment of \$48,700 (Forty-Eight Thousand Seven Hundred), which is almost enough to cover the total cost of the project. The total estimated cost of the project is good enough for the structure and its future maintenance (although very minimum).

Accessible to Residences and Visitors:

It is located on the open space to the West side of the parking lot at the foot of the Parent Ave near Bert Weeks Memorial Gardens and exposed to the riverside drive. It is easily accessible to residents and visitors through road or river communication.

The project is accessible to all residents and visitors regardless of race, religion, ethnicity, gender, age, or culture.

Project Material and Durability:

The details of the project are given below:

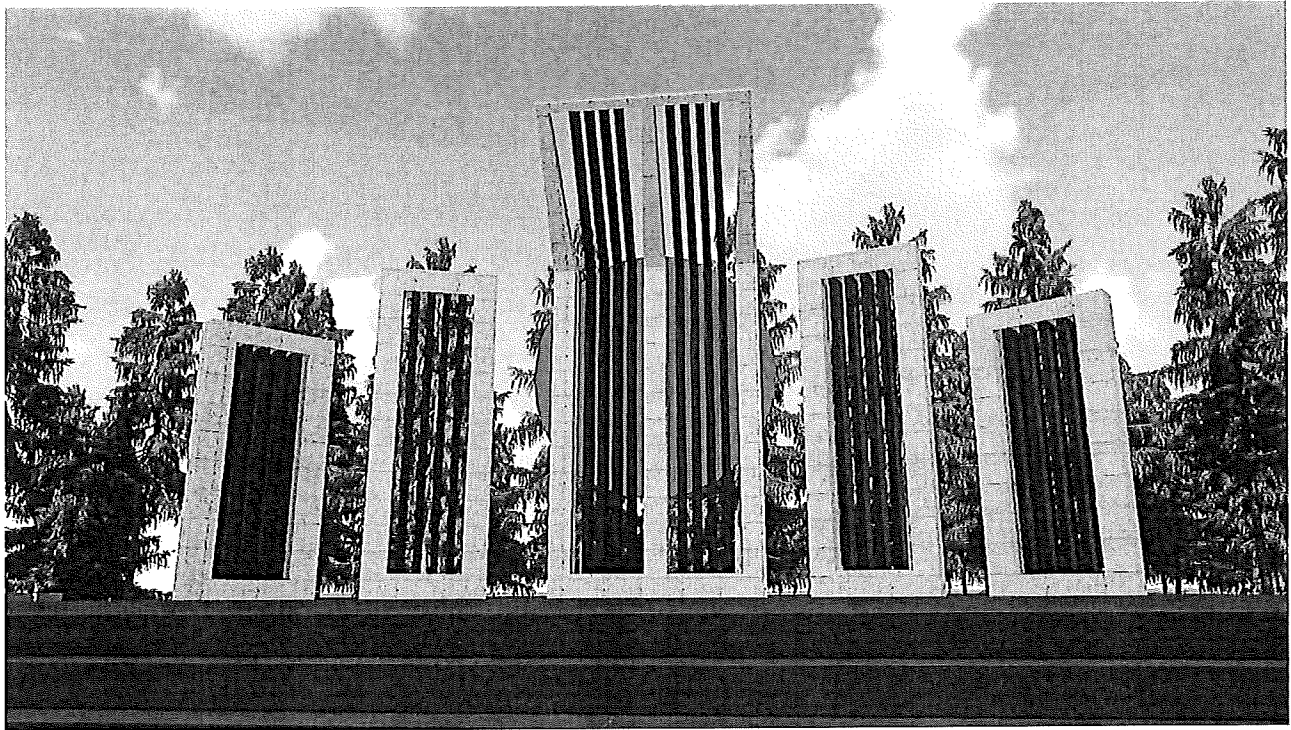
Plaza: The plaza will be a square space of 50' x 50' having a plinth of +2'-0" level for 1/3 portion. It will be made with RCC slab blocks laid in ground.

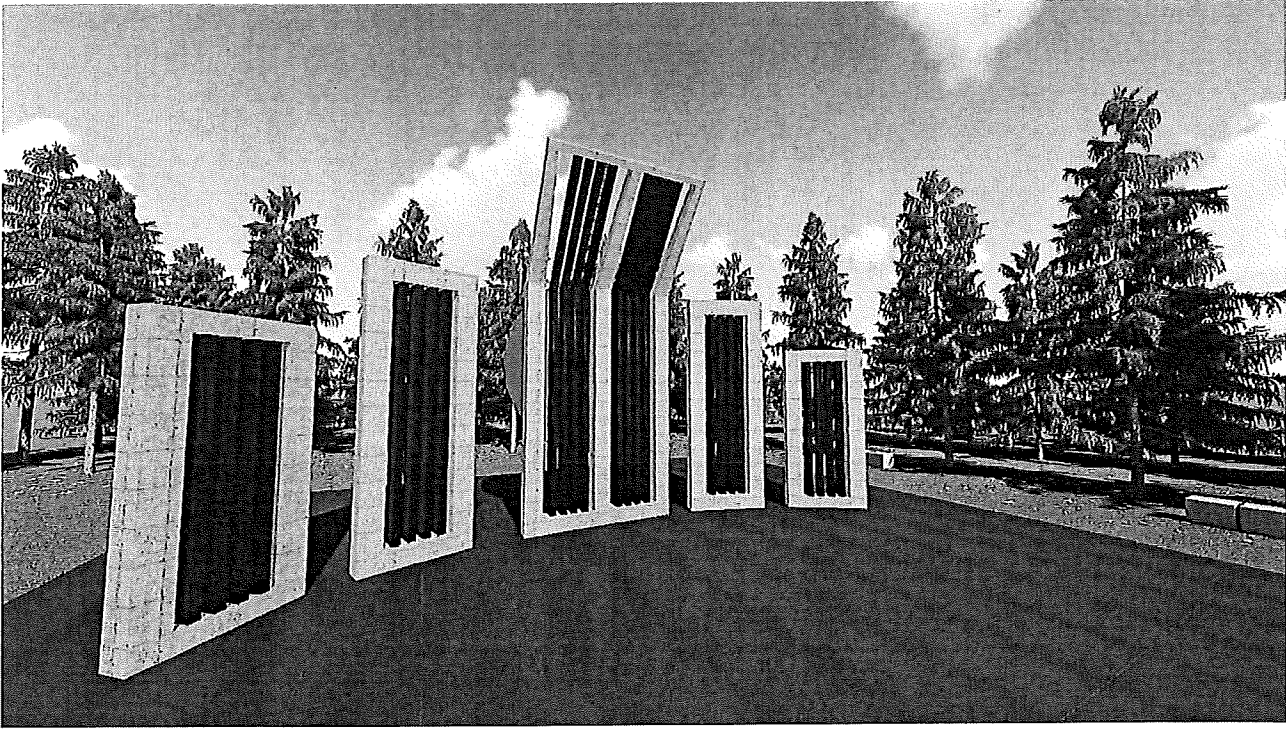
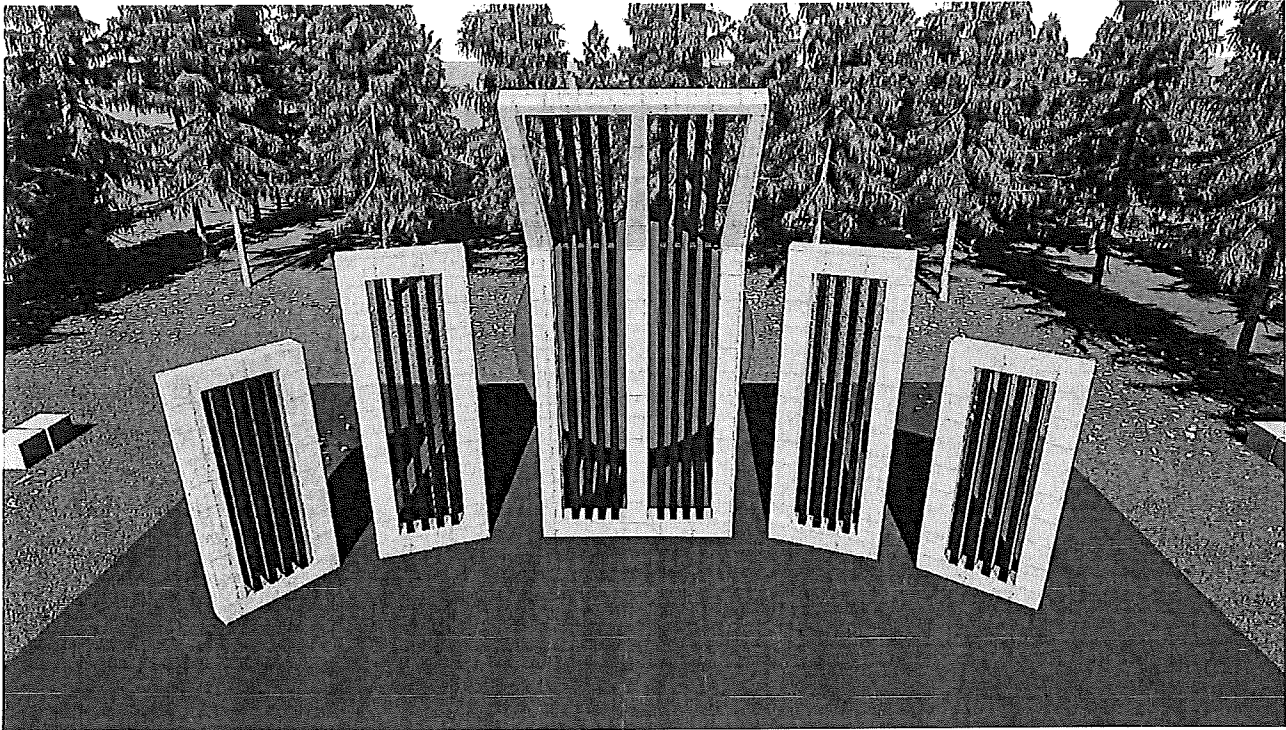
Tower & the base: Three RCC / concrete columns would be placed in the centre of the 30'X20' dias. The central column is bow headed with the other two standing smaller columns by the side. The main dias would be paved by RCC blocks of a dimension of 36" x 18" x 18". The front space of the central dias would be paved with concrete slabs as well. (Please see the attached 3D model).

Significance of the architectural design:

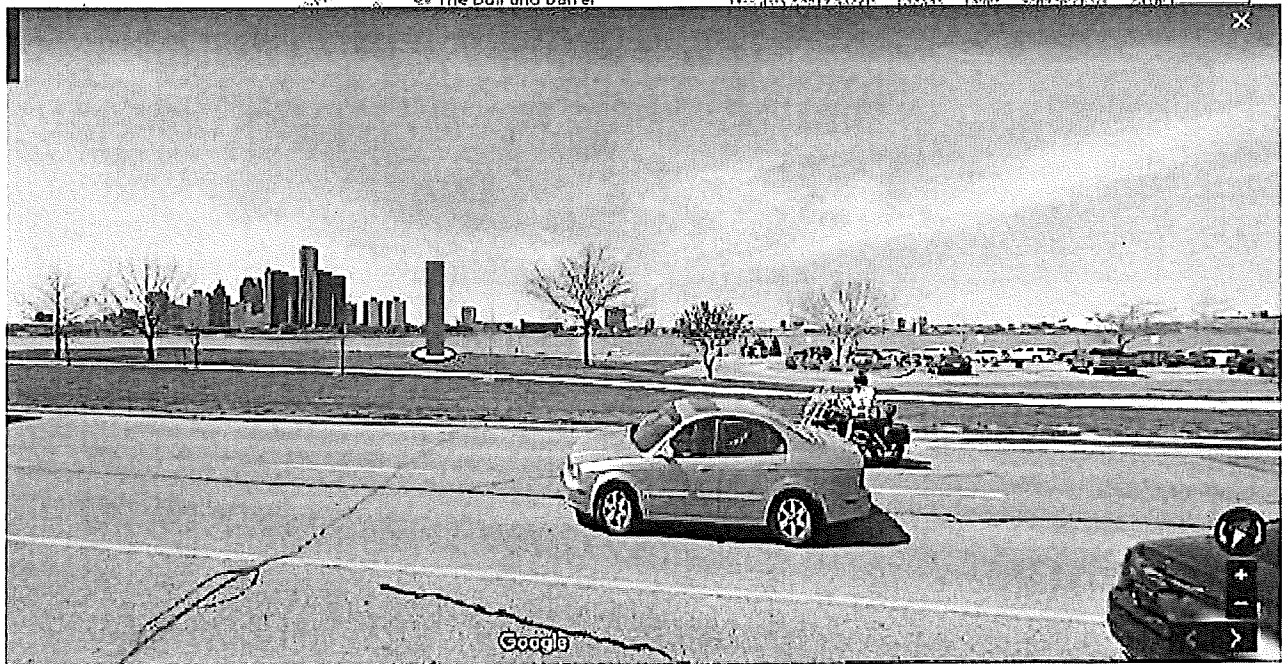
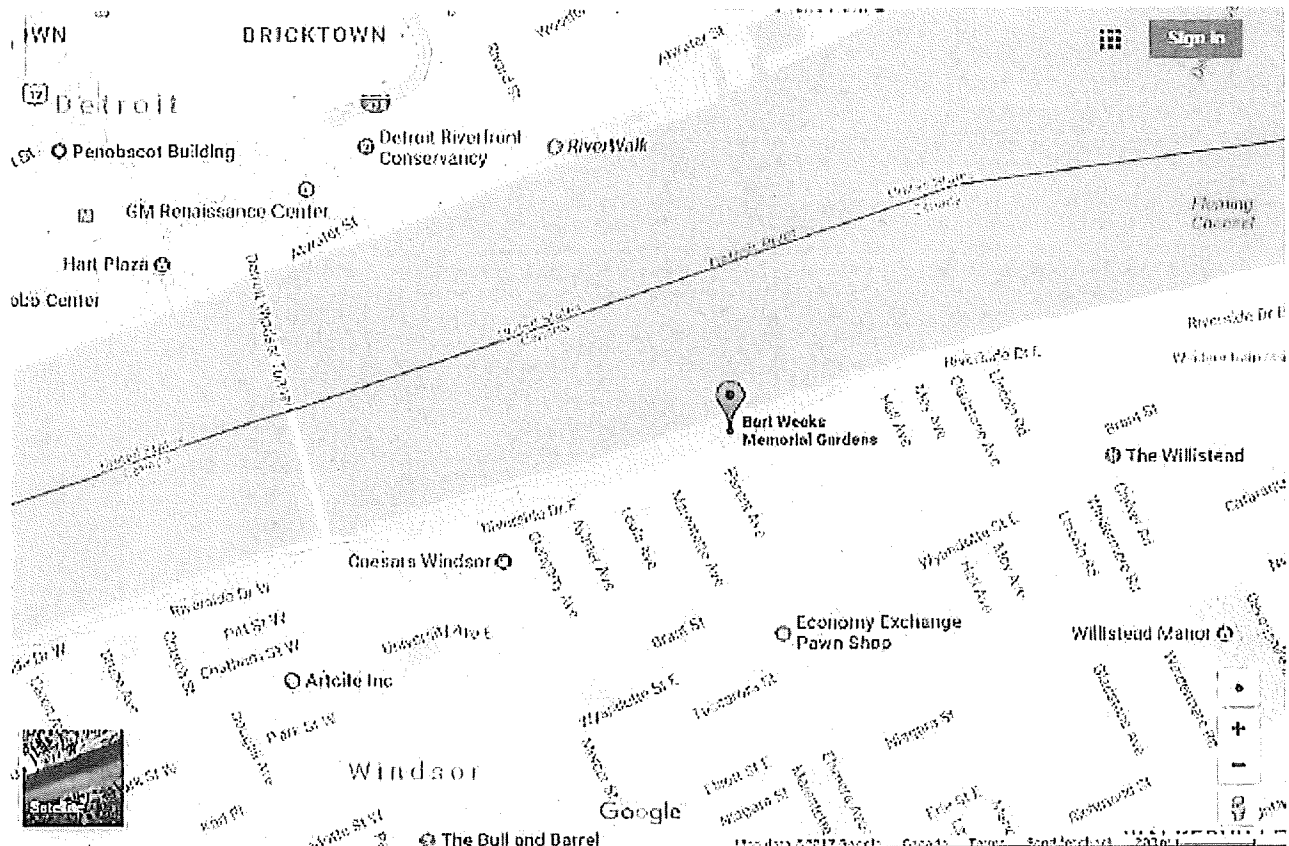
The enormous design includes a semi half-circular arrangement of columns to symbolise the bow headed mother, with her fallen sons, standing on the monument's central dias, and the red sun shining behind. The centre column goes up to a height of 20 feet and all the columns and surrounding area dias would be made with weatherproof concrete slabs.

Photos of Proposed Architectural Design:





Location Map:



Note: The purple column indicates our point of location, not the actual architectural design.

MINUTES Windsor, Ontario September 19, 2017

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 5:00 o'clock p.m. at Museum Windsor, 254 Pitt St. W., there being present the following members:

Leisha Nazarewich
Rosemarie Denunzio
Dr. Terri Lawrence-Tayler
Neil Helmer

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Cathy Masterson, Manager of Cultural Affairs

Regrets received from:

Jeffrey Mellow

1. CALL TO ORDER

The Chair calls the meeting to order at 5:00 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

None.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Dr. Terri Lawrence-Tayler and seconded by Rosemarie Denunzio that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held June 7, 2017 **BE ADOPTED** as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

J. Grossi architect consulted regarding next steps for ongoing, long-term basement leakage issue at the Francois Baby House. M. Della Valle is gathering documentation regarding previous repairs to the basement. M. Della Valle consulted J. Fisher, archaeologist regarding potential Stage 2 archaeological assessment at Francois Baby House. Fisher suggested waiting to find out what the architect wants to do, and then to plan a Stage 2.

Regarding recent heavy rainfall, the Francois Baby House had an issue with the chimney flashing on the east side of the house, resulting in leaking water coming through the ceiling on the second floor meeting room. Water gathered and formed a large bubble in the spray on ceiling coating which contains asbestos. This has been repaired as it was a priority due to health and safety issues.

5.2 Museum Development update

M. Della Valle noted that the final steering committee meeting has yet to be scheduled.

5.2 Community Museum Operating Grant (CMOG 2017-2018)

M. Della Valle noted that the museum submitted the application for the Community Museum Operating Grant in mid June, and that at the request of the grantor, additional information has been submitted.

5.3 Summer Students

M. Della Valle noted 3 summer students worked for the museum over the summer. Two from the Young Canada Works in Heritage Institutions (City of Windsor hires) and one from Canada Summer Jobs (Windsor Historic Sites Association) hire. The YCW students focused on 1) programming in the Vision Corridor, and 2) creating a small exhibit on Indigenous projectile points, and assisting with an ongoing project to document location of Indigenous collections locally. The WHSA student researched and mounted an exhibition on the 75th Anniversary of Dieppe Raid.

6. NEW BUSINESS

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle reviewed some of the activities held at the museum in the last several months. She discussed the success of Open Streets held last weekend.

M. Della Valle reviewed the upcoming activities. A copy of the Fall 2017 Museum Newsletter is attached as Appendix A. Additionally, the museum will hold its first pop-up exhibit, with the theme of Prohibition and the 1920s on Saturday, September 30th during Culture Days.

8. **DATE OF NEXT MEETING**

Tuesday, November 7, 2017 5pm at Chimczuk Museum

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:30 o'clock p.m.

MINUTES Windsor, Ontario April 17, 2018

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 6:00 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Leisha Nazarewich
Jeffrey Mellow
Neil Helmer
Dr. Terri Lawrence-Tayler

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Cathy Masterson, Manager of Cultural Affairs

Regrets received from:

Rosemarie Denunzio

1. CALL TO ORDER

The Chair calls the meeting to order at 6:00 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

None.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Jeff Mellow and seconded by Leisha Nazarewich that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held January 23, 2018 BE ADOPTED as presented.

Carried.

Moved by Jeff Mellow and seconded by Leisha Nazarewich that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held April 17, 2018 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

At the Francois Baby House, removal of the parging on the east internal wall revealed that the fort stair walls were in fact concrete masonry block and filled with water. As a result of this discovery, the east wall was re-parged as a temporary measure to prevent water entry, and the next step will be to seek a solution sealing from the exterior. The total cost of this was \$5,198.00 including tax. M. Della Valle noted that she has scheduled a meeting with the archaeologist, and the architect to discuss the potential scope of a Stage 2 archaeological assessment in order to proceed with an exterior fix to the leak problem.

5.2 Museum Development update

M. Della Valle noted that the final steering committee meeting took place May 15th, 2018. The following recommendations are going to City Council meeting:

THAT City Council AUTHORIZE the Corporate Leader of Parks, Facilities, Recreation & Culture / designate to use \$30,000 plus applicable taxes from the Museum Expansion project surplus to help fund a 15-week travelling exhibit on Dinosaur Discoveries (approximately 50% of the total cost) from the American Museum of Natural History and further;

THAT City Council AUTHORIZE the City Treasurer / designate to create a Museum Windsor Building Reserve account, dedicated to building maintenance / facility upgrades, with the remaining project surplus of approximately \$44,420.

5.2 Sandwich History Plaques

C. Masterson updated the committee on the status of this project. Work will be proceeding on this project throughout the summer. Final timeline has not been established yet.

5.3 Community Museum Operating Grant 2018 requirements

M. Della Valle reported on the latest CMOG requirements. She noted that with regards to the governance standard requirement, that museum, as part of the Cultural Affairs Office, is engaged in updating the current Cultural Master Plan, which will lay out future goals and objectives for Museum Windsor

6. NEW BUSINESS

6.1 Adopt a vision Statement for Museum Windsor

Moved by Dr. Terri Lawrence-Tayler and seconded by Neil Helmer to adopt the following Vision Statement for Museum Windsor: *Telling Our Stories...Sharing Yours...*

Carried.

6.2 Announcement of new Museum Coordinator

M. Della Valle notes that due to delays in the hiring process, that the new Museum Coordinator will be announced shortly.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle reviewed recent events at Museum Windsor, including

- Sandwich Walking Tour on April 22-18
- Baby House 60th anniversary time capsule reveal May 4, 2018
- Free Comic Book Day, May 5, 2018
- Free Day for Windsor's Birthday, May 26, 2018
- Grandmother's Strap Dress presentation, May 26, 2018
- Walking Tour of Monuments and Memorials, May 27, 2018

8. DATE OF NEXT MEETING

TBD

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:52 o'clock p.m.

MUSEUM
WINDSOR



MUSÉE DE
WINDSOR

Fall
2018

Windsor-Essex: Underwater

COMING FALL 2018 CANADA'S WATERSCAPES

Inside This Edition

100 Years of
Rotary Pg- 2

Amazing Summer
Students Pg-3

Volunteer Group
Pg-4

Education and
Programming Pg-5

Upcoming Tours
Pg-5

Art Cart Pg-6

Upcoming Talks,
Exhibits and
Speakers Pg-6



Photo by Graham Reid



Waterscapes Display

Canada's Waterscapes – Yours to Enjoy, Explore and Protect

Museum Windsor is excited to unveil a new travelling exhibit, *Canada's Waterscapes – Yours to Enjoy, Explore and Protect*, opening at the Chimczuk Museum on September 18th, 2018. This exhibit, on loan from the Canadian Museum of Nature, was produced in partnership with the National Sciences and Engineering Council of Canada and highlights the importance and diversity of Canada's aquatic ecosystems.

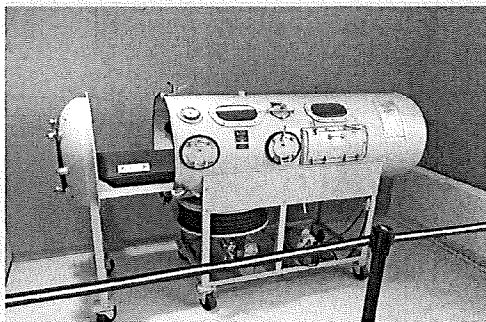
This highly interactive exhibit explores Canada's unique estuaries, rivers, lakes, oceans, and wetlands and the environmental challenges facing these ecosystems today. Visitors have the opportunity to learn about the fascinating animals and wildlife that depend on these waterways for survival.

This educational exhibit is great for the whole family and features wildlife specimens, mini ecosystems models, interpretive panels, hands on components, and interactive activities.

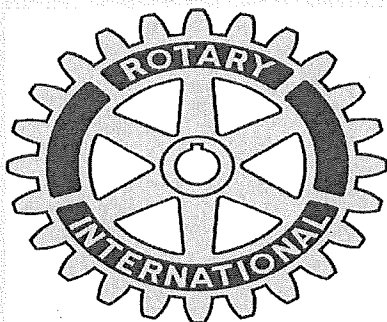
Canada's Waterscapes – Yours to Enjoy, Explore and Protect will be on display at the Chimczuk Museum from September 15 – December 31, 2018.

Chimczuk Museum, François Baby House and Duff-Baby Interpretation Centre

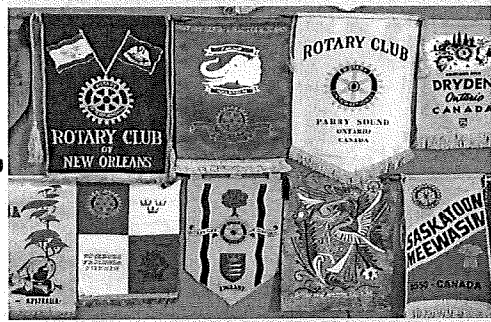
A Century of Service Above Self: Rotary Club of Windsor (1918)



Iron Lung, on loan from Museum London



By Megan Meloche M.A.



International Banners

This year marks the 100th anniversary for the Rotary Club of Windsor (1918) and their continued dedication to the Windsor-Essex community. As a way to mark their centennial, the club partnered with the Chimeczuk Museum to host an exhibition. The exhibit highlights Windsor (1918)'s "Century of Service Above Self", focusing on community and international projects. Within Windsor-Essex, Windsor (1918) has helped to establish local swimming pools and community centres as well as providing funds for the construction of the John McGivney Children's Centre and Children's Safety Village. Internationally, the club has worked in over 30 countries from Afghanistan to Zimbabwe, building schools, providing clean drinking water and improving healthcare. Windsor (1918) is part of a larger community of Rotary clubs, with over 1.2 million members worldwide. One focus of Rotary International is "End Polio Now", a global campaign which strives to end the spread of polio throughout the world. Windsor (1918) has given generously to this fight and continues to raise funds for polio eradication.

The exhibit provides an overview of the Rotary Club of Windsor (1918)'s history, and includes artifacts related to their causes. An "iron lung" is on loan from Museum London, which is a medical device that was once used to assist polio patients. Also on display, are a variety of artifacts from the club archives, a wall of international banners and a section honouring the clubs efforts during World War Two and Rotarian Major Thomas Hayhurst who gave his life during the Dieppe Raid.

New Museum Coordinator: Matt Pritchard

Museum Windsor is happy to welcome Matthew J. Pritchard in the role of Museum Coordinator responsible for Education & Public Programs.

Matt has been working as a Guide and Customer Service Representative with Museum Windsor since 2016. Prior to that, he worked with the Veterans Memories Project, Windsor Historical Society, and Southern Ontario Military Muster. His other professional experience includes work with Mad Science of Windsor and the University of Windsor's History Masters Lab.

Matt has a B.A. (Honours) in History and Political Science, an M.A. in History, and a B.Ed. for Primary and Junior levels. Make sure to stop by and say hello to Matt the next time you visit the Chimeczuk Museum.



Verlyn Pritchard, Matt Pritchard, June Rouse

Meet Museum Windsor's Amazing Summer Students!

Salma Abumeeiz

My name is Salma Abumeeiz. I am about to begin my second year as a Master of Library and Information Studies student at the University of British Columbia in Vancouver. Prior to this, I completed my Bachelor of Arts and Master of Arts in History at the University of Windsor, where I specialized in the history of Arabic-speaking communities in Windsor and Detroit.



This summer, I have the honour of working as a cultural heritage researcher for Museum Windsor. In this role, I am responsible for researching, documenting, and interpreting the history of Arab communities in Windsor throughout the 20th century to the present day. This opportunity not only allows me expand on my existing research interests, but to add to the rich, multicultural heritage of the Windsor area by gathering information on one of the city's most under-studied cultural communities. I hope that my research will help inspire further investigation and understanding of Arabs in Windsor, who have lived and contributed to this community since the early 20th century.

Sofia Obradovic

Hi, my name is Sofia Obradovic. I am entering the second year of my Bachelor of Arts degree in history and French at the University of Windsor.



This summer I am working as a museum education assistant to help incorporate Indigenous history and culture into Museum Windsor's educational programming. I have had the opportunity to create museum programmes, interactive activities, and provide French translations for our existing teaching and learning tools. This has been a humbling experience, as I have expanded my understanding of Indigenous knowledge as it pertains to museum work and education.

Throughout the summer, museum professionals have broadened my understanding of these topics, and have encouraged me to practice cultural humility as a non-Indigenous person. I hope I can expand other's knowledge of Indigenous history as it pertains to the Windsor area. I look forward to applying the skills and knowledge I gained from this experience to my future academic and professional pursuits.

Jennifer Halliday

Last September I moved to Windsor from Vancouver, British Columbia. I have obtained my Bachelor's degree in Archaeology from Simon Fraser University and I am currently working on my Master's in Criminology at the University of Windsor. I have interned at museums in both Vancouver and Portugal, but working at Museum Windsor so far has been exceptionally rewarding. It is really exciting to me that everyday on the job I get to learn something new, and I get a mixture of research paired with more hands-on experience.



My main projects for Museum Windsor are to research Indigenous participation in 20th Century conflicts and to create exhibits for the Great War's Armistice Day and the Spanish Flu Outbreak of 1918. Additionally, I have some side projects where I am accessioning and describing archaeological artifacts. I have experience participating in archaeological excavations, as well as lab work, in Fiji, the Kingdom of Tonga, Portugal, England, and here in Windsor. As much as I am enjoying the research and exhibit design part of my job (which is very much), it is also really exciting to be able to use my archaeological background to contribute to the museum's database.

Museum Volunteer Group Information

Museum Volunteer Group Events:

Museum Volunteer Group Yard Sale
September 23rd, 2018

Visit the Duff-Baby Interpretation Centre (221 Mill Street) on Sunday, September 23rd from 8:00am - 4:00pm for a fundraising yard sale. The sale will be taking place during Doors Open Windsor and Open Streets so it is a great chance to explore both events.

The Museum Volunteer Group is currently accepting donations of lightly used items for the yard sale. Please no soft items (clothes, bedding, stuffed animals). If you have any items you would like to donate, please contact Museum Windsor at 519-253-1812.

Upcoming Volunteer Meetings:

September 6, 2018 – Steve Salmons will be speaking about The Windsor Port Authority – Duff-Baby Interpretation Centre (221 Mill Street).

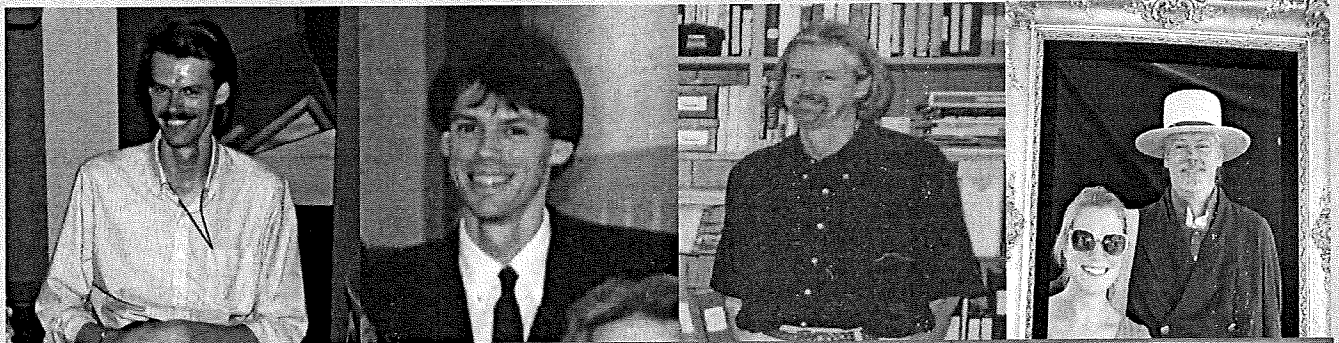
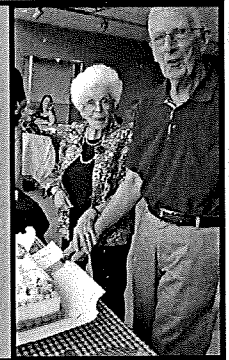
October 4, 2018 – Explore the new exhibit: *Canada's Waterscapes* travelling from the Canadian Museum of Nature – Chimczuk Museum (4012 Riverside Drive West).

November 1, 2018 – Jennifer Halliday will speak about the Spanish Flu of 1918 – Duff-Baby Interpretation Centre (221 Mill Street).

December 6, 2018 – Museum Volunteer Group Christmas Party – Location TBD.



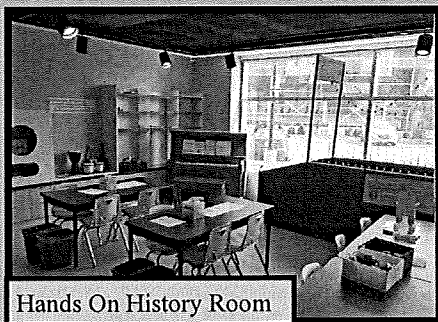
*Congratulations to Roy & Joyce Bull
Museum Windsor's 2018 Volunteers of the
Year!*



Happy Retirement Hugh Barrett

Talks, Tours and Activities

Fall Educational Programming



Hands On History Room

There are lots of great educational activities happening this fall at Museum Windsor. With Canada's Waterscapes being launched in mid September, Museum Windsor is excited to offer an array of programming to school children that will explore Canada's waterways and habitats.

Museum Windsor is also excited to continue to expand its Indigenous programming and Museum staff are working on developing new learning opportunities. This programming will be offered in both English and French and will also touch on elements of the Fur Trade.

This fall, Museum Windsor looks forward to working with partners such as the Art Gallery of Windsor and Adventure Bay to continue to offer new and unique educational experiences.

Up Coming Public Tours

September 22-23 , 2018 – Doors Open at Chimczuk Museum and François Baby House. Free tour of Chimczuk Museum at 1 pm. First come, first serve. Free tours of Baby House artefact storage area (both days) at 11:30 am, 1:30 pm, and 3:30 pm.

September 23, 2018– Free tours of Duff Baby Mansion (10am-4pm) - 221 Mill Street.

September 23, 2018 – City Of Windsor Open Streets.

September 29, 2018 – Culture Days. Free Admission to Chimczuk Museum.

October 26, 2018 – Halloween Museum tour at 7PM. More info to follow.

Visit museumwindsor.ca for more information about upcoming events.



Waterscapes

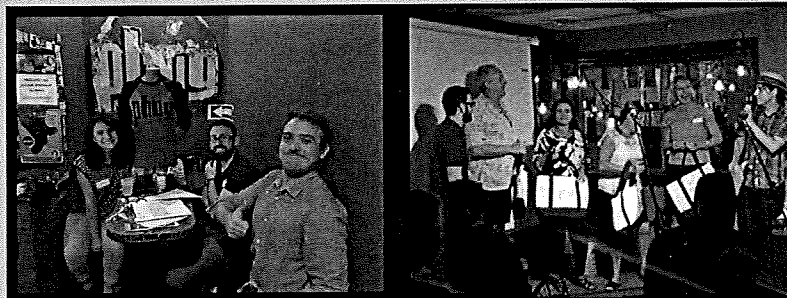


Fur Trade

Windsor Wisdom Trivia presented by the Windsor Public Library and Museum Windsor

On Thursday August 16th, the first annual Windsor Trivia at Phog Lounge was held. This event, a partnership between Windsor Public Library and Museum Windsor, saw many of Windsor's top history buffs compete to see who held the most knowledge of local history.

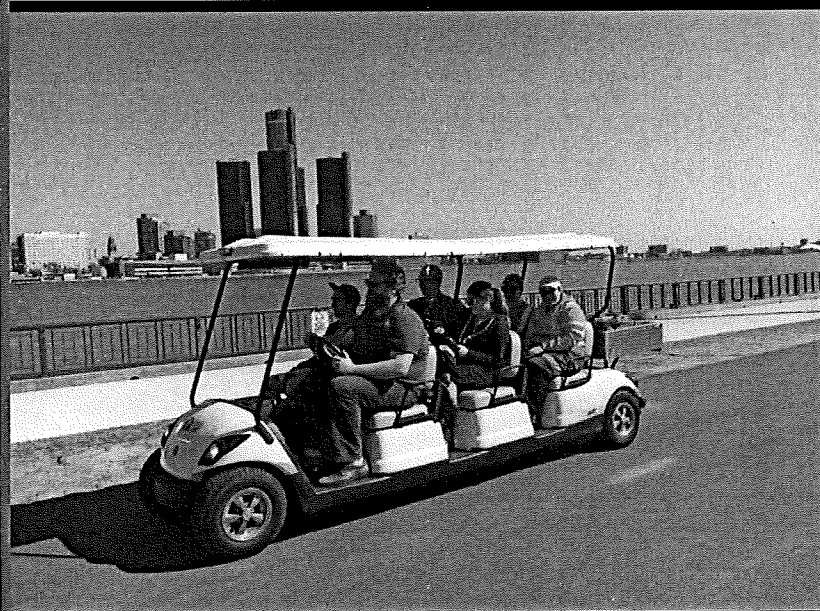
Congratulations to the winning team: *Let's Get Quizzical*



Upcoming Events

Art Cart Tours Along the Detroit Riverfront

Art Cart tours continue Wednesday through Sunday until the end of August and weekends until Thanksgiving. For details visit: www.citywindsor.ca/residents/Culture/Windsor-Sculpture-Park/Pages/Art-Cart-Tours.aspx



Upcoming Events, Exhibits and Speakers

September 9, 2018 – Last day of A.G. Smith's Material Culture exhibit (Chimczuk)

September 13, 2018 – Women In Windsor Photography exhibit opening by Mike Kovaliv. (Chimczuk)

September 15, 2018– Canada's Waterscapes exhibit opening. (Chimczuk)

September 22, 2018– Doors Open at Chimczuk Museum and François Baby House.

September 23, 2018 – City Of Windsor Open Streets.

September 29, 2018 – Culture Day Free Admission at the Chimczuk Museum.

Contact Information

254 Pitt Street West, Windsor, ON
N9A 5L5

Telephone 519-253-1812
Website www.museumwindsor.ca
Email: wmuseum@citywindsor.ca

Museum Windsor Hours

Chimczuk Museum
Tuesday — Saturday 10:00 — 5:00
Sunday 11:00 — 5:00
Admission fees apply

François Baby House
Tuesday — Saturday 10:00 — 5:00
(Sundays 2:00 — 5:00, May — Sept.)
Free Admission

Duff-Baby
Interpretation Centre
Open by appointment only



Find us on:
facebook®



For Educational Programming or Pre-Booked Tours Call 519-253-1812

MINUTES Windsor, Ontario October 3, 2018

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 5:00 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Leisha Nazarewich
Jeffrey Mellow
Dr. Terri Lawrence-Tayler
Rosemarie Denunzio

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Cathy Masterson, Manager of Cultural Affairs

Regrets received from:

Neil Helmer

1. CALL TO ORDER

The Chair calls the meeting to order at 5:03 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

None.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Dr. T. Lawrence-Tayler and seconded by Jeff Mellow that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held June 5, 2018 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

M. Della Valle had a meeting with Fisher Archaeological Consulting, and the architect Jason Grossi to discuss the potential scope of a Stage 2 archaeological assessment in order to proceed with an exterior fix to the leak problem. Following this meeting, Jason Grossi promised to get in touch once he finalized a scope of work to be done, but unfortunately Jason's work load precluded doing this in 2018. He promised to get back to me in 2019 with anticipation of doing this work in the spring.

5.2 Museum Development update

M. Della Valle noted that the final steering committee meeting took place May 15th, 2018. The following recommendations are going to City Council meeting:

THAT City Council AUTHORIZE the Corporate Leader of Parks, Facilities, Recreation & Culture / designate to use \$30,000 plus applicable taxes from the Museum Expansion project surplus to help fund a 15-week travelling exhibit on Dinosaur Discoveries (approximately 50% of the total cost) from the American Museum of Natural History and further;

THAT City Council AUTHORIZE the City Treasurer / designate to create a Museum Windsor Building Reserve account, dedicated to building maintenance / facility upgrades, with the remaining project surplus of approximately \$44,420.

At the Monday July 23, 2018 meeting of council the above was approved as follows:

Moved by: Councillor Payne Seconded by: Councillor Sleiman Decision Number: CR405/2018 SDHC 580

That Report No. 4 of the Museum Development Project Steering Committee – Final Recommendations indicating: That the supply and installation of enhanced plantings and seating/benches at an upset cost of \$10,000 plus applicable taxes BE APPROVED; and,

That the supply and installation of WiFi infrastructure at the Francois Baby House at an upset cost of \$5,000 plus applicable taxes BE APPROVED; and,

That a recommendation to use \$30,000 plus applicable taxes from the project surplus to help fund a 15-week travelling exhibit on Dinosaur Discoveries from the American Museum of Natural History (total cost of \$60,000 to be equally split between the project surplus funds and the museum operating budget) BE ENDORSED; and,

That a recommendation for any remaining project surplus balance to be placed in a Building Reserve account for Museum Windsor BE ENDORSED. BE APPROVED. Carried.

5.2 Sandwich History Plaques

C. Masterson updated the committee on the status of this project. They are now reviewing the spring deadline. A report is to go to the Planning, Heritage and Economic Development Standing Committee.

5.3 Community Museum Operating Grant 2018 requirements

M. Della Valle reported that the CMOG application has been submitted and that we are awaiting results.

6. NEW BUSINESS

6.1 Museum Staffing

M. Della Valle notes that Matthew Pritchard, former Museum Guide, was hired to the position of Museum Coordinator at the end of June. M. Della Valle also notes that 3 new Museum Assistants are being hired. Interviews for this position take place shortly.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle reviewed recent events. Please see Appendix A, Fall 2018 Museum newsletter for details.

8. DATE OF NEXT MEETING

TBD

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:30 o'clock p.m.

MINUTES Windsor, Ontario June 4, 2019

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 5:00 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Leisha Nazarewich
Dr. Terri Lawrence
Grace Manias
Irene Hawkins
Spencer Montcalm

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Cathy Masterson, Manager of Cultural Affairs

1. CALL TO ORDER

The Chair calls the meeting to order at 5:03 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

None.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Dr. T. Lawrence and seconded by Leisha Nazarewich that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held October 3, 2018 BE ADOPTED as presented.

Carried.

5. ELECTION OF CHAIR OF MUSEUM SUBCOMMITTEE

Leisha Nazarewich nominated for Museum Subcommittee Chair by Dr. Terri Lawrence. Seconded by Grace Manias. Voting follows with Leisha Nazarewich declared chair of the Museum Subcommittee.

6. BUSINESS ARISING FROM THE MINUTES

6.1 Update on building maintenance

M. Della Valle had a meeting with Museum Capital Reserve Committee who decided to proceed with architect Jason Grossi's proposal to review the foundation of the Francois Baby House on the north side around the porch. This necessitates a Stage 2 archaeological assessment, to be carried out prior to the work being done. Fisher archaeological consulting will be providing a quote on the Stage 2 shortly.

6.2 Museum Development update

M. Della Valle noted that the final elements of the Museum Expansion project are as follows:

- Dinosaur Discoveries travelling exhibition from the American Museum of Natural History scheduled for October 2020-January 2021
- Landscaping work to improve south entrance to Chimczuk Museum/AGW, scheduled to be completed this summer, with the proviso that the scheduling of burying of the back up fuel tank which is currently sitting on the sidewalk leading to the south entrance is currently unknown
- Large signage banners for Chimczuk Museum/AGW need to be redone as they are fading much faster than expected. Madelyn is working with Colleen Middaugh on this project.

6.3 Sandwich History Plaques

C. Masterson updated the committee on the status of this project. The plaques are in production stage but there is no specific launch date yet.

7. NEW BUSINESS

6.1 Museum Staffing

M. Della Valle notes that 3 new Museum Assistants have being hired: Nicole Chittle, Walter Petrichyn and Lynn Stace.

6.2 Museum Windsor 2018 Final Report on Museum Activities

Museum Windsor 2018 Final Report on Museum Activities (Appendix A) was presented to the subcommittee.

6.3 Revised Museum Windsor Collections, Conservation, Exhibition and Govenance Policies

Revised Museum Windsor Collections, Conservation, Exhibition and Governance Policies (Appendix B) were presented to the committee for recommendation. M. Della Valle notes that the first 3 policies have only been updated with a new vision statement, the new Museum Windsor name, and the Governance policy has been updated with these as well, in addition, it has now been reworded to reflect the current museum subcommittee reporting to the Community Public Arts Advisory Committee model.

Moved by Irene Hawkins, and seconded by Spencer Montcalm, that the museum subcommittee RECOMMEND for adoption the revised Collections, Exhibition, Conservation and Governance policies.

Carried

6.4 Museum Windsor Strategic Plan 2019-2021

The Museum Windsor Strategic Plan 2019-2021 (Appendix C) was presented to the committee. M. Della Valle explained that a Museum Windsor Strategic Plan 2019-2021 was a recently required element of the Community Museum Operating Grant application.

Moved by Grace Manias, and seconded by Dr. Terri Lawrence, that the museum subcommittee RECOMMEND for adoption the Museum Windsor Strategic Plan 2019-2021.

Carried.

6.5 Willistead Update

C. Masterson provided update on recent significant donation to Willistead.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle reviewed recent events. Please see Appendix D, Summer 2019 Museum newsletter for details.

8. DATE OF NEXT MEETING

5pm, Tuesday, August 13, 2019 at the Chimczuk Museum

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:45 o'clock p.m.

Appendix A

Report on Museum Windsor Activities in 2018

Staff Development

Defensive Driving

Attendance at Symposium "Présence française dans les zones limitrophes de la Nouvelle-France"

Attendance at Galleries, Libraries, Archives, and Museums (GLAMs) Summit 2018

OMA Inclusive Museum Leadership Symposium (For Diversity and Inclusion Initiative)

Case study "Making Indigenous Collection Accessible: A Collaboration with Nin Da Waab Jig" in document "Inclusion 2025: A Practitioner's Guide to Inclusive Museum"

Presentation at Canadian Museums Association 2018 Conference "Next-Gen Ethics: Discussions of Ethical Museum Practices in the 21st Century"

Community Response to Homelessness training

WHMIS 2017

First Aid/CPR

Health and Safety Supervisory Training

Asbestos Awareness

Corporate Safety Orientation Training

Activenet training (Point of Sale and Membership Software)

Monthly safety talks for all staff on a variety of safety-related topics

Staff changes:

Three summer students were hired.

Hugh Barrett, Museum Coordinator Education and Public Programming retired, and Matthew Pritchard was hired in his place.

Three new Museum Assistants were hired in the fall, Nicole Chittle, Walter Petrichyn and Lynn Stace.

Maintenance/Physical Plant

There were 2 meetings of the Museum Capital Reserve (Facility) Committee whose job is to monitor the physical building and make appropriate and timely repairs.

Alarm monitoring included review of Open/Close reports

Physical plant inspections carried out on a regular basis and regular maintenance items addressed. Attempted repair of ongoing leaking problem in sub-basement was partially successful but requires further work next year.

Curatorial Activities (research and collections management)

The Museum staff assisted 125 distance researchers. (Distance being someone unable to physically come to the museum and who contacts us by fax, phone or email). The approximate number of onsite researcher questions is 1140.

Collections Management/Artifact Acquisition

There were approximately 400 artifacts added to the museum's collection. There were several large collections such as the Fisher Price Collection and the Lazurek photograph collection. The Girl Guide Collection from 2011 was brought into the museum and the majority of it had to be re-catalogued. There was an addition of 1531 images catalogued and 137 items into the ephemera collection, and 2 into the map collection. 2322 new entries were entered into the Mimsy collections management database

Conservation

The museum purchased conservation supplies for the appropriate housing of artifacts and documents.

Throughout the year, document encapsulation was completed, thus ensuring the preservation of maps and newspapers. There was also the on-going re-housing of the Girl-Guide collection.

Significantly, museum staff was involved with cataloguing and packing of City Hall Corporate Art Collection in preparation for the move to the new City Hall.

Exhibitions

Exhibitions on display or in progress 2018 –

- Outdoor cases at Francois Baby House
 - *Heritage photo exhibit;*
 - *Jesuit Pear Tree - Heritage Tree display*
- Temporary exhibits – lower level of Francois Baby House
 - *60 Years of Your Community Museum! Museum Windsor 1958-2018*
 - *Projectile Points – Indigenous Stone Tools*
- Concourse at Chimczuk Museum
 - *Chatham Coloured All Stars (Exhibition developed by the University of Windsor History Department)*
- Large Case in Concourse (aka Marine Case)
 - *Metis Footprints (on Metis History and Culture)*
 - *Diecast From the Past: A History of Autos*
 - *Remembering The Armistice 1918-2018*
- Community Case (in permanent exhibition Chimczuk Museum)
 - *Metis Footprints (on Metis History and Culture)*
 - *Spanish Flu: The Windsor Experience 1918-1919*
- Multipurpose Gallery (Chimczuk Museum)
 - *Windsor 1867 and 1967 – A Sesquicentennial Exhibition*
 - *Material Culture: The Things We Make To Live - A.G. Smith*

- *Canada's Waterscapes (from the Canadian Museum of Nature)*
- Grey Galleries (East Galleries Chimczuk Museum)
 - *Cursive Writing – Exhibition from Museum London*
 - *Of note – regarding an exhibition from 2017 – Tourism Windsor Essex Pelee Island won award for Toast To The Coast: An EPIC 150 Years (exhibit on Windsor & Essex’s wine industry created by TWEPI in conjunction with Museum Windsor)*
https://windsorstar.com/news/local-news/project-touting-essex-countys-winemaking-heritage-wins-provincial-award?utm_term=Autofeed&utm_medium=Social&utm_source=Facebook&fbclid=IwAR3vJtGOKASntR1Fp7GstzUclZ0rg-JzGd0Wbeo4R5rvKhmYSPwstLs7zYI
 - *A Century of Service Above Self: Rotary Club of Windsor (1918)*
- Common Corridor (Shared between Chimczuk Museum and AGW)
 - *Creative Brush Strokes - Venture Works*
 - *Women of Windsor Photography Exhibit - Mike Kovaliv*
 - *Detroit River Canadian Clean-up (Essex Region Conservation Authority exhibit)*
- North Corridor (Chimczuk Museum)
 - *“W” Time Capsule display*
 - *Abar’s Bar – The Old Island View Tavern*
 - *University of Windsor Public History Class Exhibits - 1. “Don’t Call Us Cookie”: The Modern Girl To The New Age Woman (exhibit on Girl Guides); 2. The Shepley Family and World War One*
- Permanent exhibitions as part of Museum Expansion Project :
 - *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)*
 - *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)*
 - *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)*

Partners in exhibit development: Department of Canadian Heritage through Canada Cultural Spaces Fund and Young Canada Works in Heritage Institutions; Art Gallery of Windsor; Canadian Museum of Nature; Museum London; Ontario Heritage Trust; University of Windsor; Ontario Archaeological Society local chapter. Numerous community partners and individuals.

Education/Outreach

Total number of children and adults participating in education programs = 1995.

The Museum coordinated the Windsor Sculpture Park Art Cart tours = 560 people took art cart tours over the course of season.

In 2018 Museum Windsor continued to expand its educational programming with new initiatives aimed at supplementing temporary exhibitions. New programs were developed for the following temporary exhibits: **Canada's Waterscapes (from the Canadian Museum of Nature)**, **Cursive Writing –from Museum London**. 2018 also saw the continuation of the Jr. Curator Program with John Campbell School. This program involves museum staff working with John Campbell Grade 7 students to create 4 new exhibits that are displayed at John Campbell school year round. Summer programming was once again offered at both the Chimczuk Museum and the François Baby House and special March Break, Christmas, & P.D. Day programming was developed to entice visitors during holiday breaks.

Educational programs:

Museum Detective
Interactive guided exhibition tours
Summer Day Care Programming
Indigenous Storytelling
Canada's Waterscapes
Cursive Writing
March Break, P.D. Day, & Christmas Break Family Programming

Outreach also included community liaisons. One of museum staff sits on the Aboriginal Education Council at the University of Windsor. Other museum staff members assist in coordinating the South West Ontario Heritage Council (SWOHC) which meets 4 times per year.

Public Programming:

- January
 - Holiday Themed Scavenger Hunts and Crafts
 - P.D. Day Activities

- February
 - Museum Volunteer Group meeting – speakers on Chatham Coloured All Stars project: Miriam Wright and Heidi Jacobs from the University of Windsor, who directed the Breaking the Colour Barrier project, and Dave Johnston of the Leddy Library, who created the project website.P.D. Day Activities
 - Free admission Feb 1. in honour of Black History Month
 - Museum Windsor Heritage Day – free admission
 - Les Amis Duff Baby Heritage Day Event

- March
 - Museum Volunteer Group meeting – cancelled due to inclement weather
 - P.D. Day Activities
 - March Break Program Activities
 - Easter Egg Hunt & Activities at Chimczuk Museum

- April
 - Easter Egg Hunt & Activities at Museum Windsor
 - Museum Volunteer Group meeting – Emeritus history professor, Larry Kulisek will speak about the history of Windsor
 - Sandwich Heritage Walking Tour

- May
 - Museum Volunteer Group meeting - author Herb Colling speaking about his book on Ford City
 - Baby House 60th Anniversary Time Capsule Reveal
 - Free Comic Book Day – get a free comic book, activities and crafts
 - Celebrate Museum Windsor 60th Anniversary! Free candy sticks distribution at François Baby House
 - FREE DAY – in honour of Windsor’s Birthday – also the Museum hosted a tent in the City Hall Square area with craft activities – and ran City Hall Square mini walking tours
 - Walking Tour: Monuments & Memorials Along The River

- June
 - P.D. Day at Museum Windsor activities and crafts
 - FREE DAY – National Indigenous Peoples Day – Melissa Phillips Museum Collections Assistant and member of the Oneida First Nation of the Thames will be giving a guided tour of the gallery from 2-3pm
 - Special Curator Tour: Windsor’s French Roots – special tour of the Windsor’s French Roots exhibit in honour of the Fête de la Saint-Jean-Baptiste.
 - Walking Tour: Jackson Park
 - Free Art Cart Tours Saturdays & Sundays in June

- July
 - FREE DAY – Canada Day Canada Day themed crafts and a scavenger hunt
 - Walkerville Walking Tour
 - Free Art Cart Tours

- August
 - WWI Walking Tour of South Walkerville
 - Windsor Wisdom Trivia – the first ever Windsor Wisdom Trivia night presented by Museum Windsor and the Windsor Public Library
 - Free Art Cart Tours

- September
 - Museum Volunteer Group Meeting – Steve Salmons, President and CEO of the Windsor Port Authority guest speaker
 - P.D. Day at Museum Windsor – activities
 - FREE DAYS – Doors Open Windsor September 22 & 23 2018 – Tours of the artifact storage area at the François Baby House
 - Museum Volunteer Group Yard Sale September 23, 2018
 - FREE DAYS– Culture Days September 29 2018 ""Heartbeat of the City" takes place at the Chimczuk Museum on September 29, 2018 from 7:00 PM to 9:00 PM. How has Windsor shaped/influenced you? That is the theme of Heartbeat of the City's storytelling event. Eight storytellers will share their experiences on how Windsor has impacted their lives. The storytellers appearing at this event are: Derrick C. Biso, Patty Findlay, Dr. Karl Jirgens, Djane Kavanough, Michael Mallen, Emma Benoit, Sarah Morris and Walter S. Petrichyn."
 - Free tours of the Duff Baby House for Doors Open

- Museum participated in Open Streets Sunday September 23rd with a tent and craft activities on University Ave
- October
 - Sandwich Heritage Walking Tour
 - Museum Volunteer Group Meeting – tour of the new exhibit: Canada’s Waterscapes – Yours to Enjoy, Explore, and Protect travelling from the Canadian Museum of Nature
 - October 13th Free Day sponsored by Rotary Club of Windsor 1918 – activities and tours
 - Halloween-themed P.D. Day at Museum Windsor – activities
 - Haunted Halloween Tour at the Chimczuk Museum October 26 7pm ghost stories and spooky artifacts at the Chimczuk Museum on Friday, October 26, 2018. Hear ghost stories and legends from the Detroit River Region, learn about early French folklore, and see artifacts with a dark and twisted past.
- November
 - Museum Volunteer Group Meeting – Heather Colautti speaking about the Spanish Influenza of 1918
 - FREE DAY – Remembrance Day November 11, 2018 – unveiling of two new mini-exhibits “Windsor and World War I” and “The Spanish Influenza of 1918”
 - P.D. Day at Museum Windsor – activities
 - FREE DAY – Holiday Arts & Craft Sale November 25, 2018
- December
 - Free Day At Museum Windsor Sponsored by the Rotary Club of Windsor 1918 December 8, 2018 – tours, scavenger hunt, balloons, crafts
 - Les Amis Duff Baby Christmas party Noel in the Mansion and tours of Duff Baby House December 8
 - Holiday-Themed Scavenger Hunts & Crafts

Museum Volunteer Group

The Museum Volunteer Group with **55** members spent **1905** hours of volunteer time assisting visitors at Francois Baby House main desk, and the Chimczuk Museum Gift Shop, and tending to the garden and assisting with programs. They met **8** times during the year and held a fundraising yard sale. The MVG also raises money to assist in various Museum Windsor initiatives.

Marketing/Public Relations

The Museum had significant media coverage in 2018 including 39 pieces of media coverage from print, radio, television, internet sources.

One edition of the newsletter “Museum Windsor News” was produced.

News on the museum is also distributed in the Culture E-blast sent out by the Cultural Affairs Department of the City of Windsor on a monthly basis, as well as the City of Windsor’s City Circuit.

Facebook Statistics:

Top posts of year (seen by the most people):

10.7 K in Sept for Vanity Theatre

9.5 K in April for Earth Day Walking Tour

-boosted post 5788 organic and 4460 paid

7 K in Nov for National Sandwich Day

6.7 K in June for NHL Ed Jovanovski

6.4 L in April for Glengarda School

6.3 K in Aug for Emancipation Day

6 K in Feb for Heritage Day

-boosted post 3543 organic and 2652 paid

Museum Windsor Facebook page currently has 1158 followers

Total visitation to the museum

21291 (For comparison purposes 2017 total visitation was 24061)

Appendix B

Museum Windsor Collections Policy

COLLECTIONS POLICY

Vision Statement

Telling Our Stories...Sharing Yours...

Mission Statement

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.

Scope and Extent of the Collection

The collections management policy states goals of the Museum with respect to its collections. The policy outlines responsibilities and sets standards for all collections-related activities.

The Museum is the repository for the Macdonald Collection, a gift of the late G. F. Macdonald. This collection is under the trusteeship of the Windsor Historic Sites Association. The Museum is also the repository of the public collection under the trusteeship of the City of Windsor.

The following guidelines are to be used in acquiring the collection:

- a) Artifacts must serve to illustrate life, traditions and/or support industries upon which Windsor would have been dependent until the 21st century or the present, at the discretion of the Curator and with the approval of the Manager of Cultural Affairs.
- b) Artifacts may be two dimensional (e.g. photos, maps, pamphlets, books, etc.) or three dimensional.
- c) Artifacts should be well documented and include such aspects in the documentation as:
 1. Circumstances surrounding its discovery (who, when, where, why)
 2. Original owner and manufacturer
 3. Original use of the artifact
 4. Chronological history of the artifact
 5. Other pertinent details
- d) The Museum will not collect curiosities and relics that do not contribute to a significant historical awareness of the City of Windsor and area.
- e) Artifacts are to be collected for the purpose of exhibition and research and not for the sake of collection.
- f) Donations are deemed to be unconditional gifts in accordance with the museum's *Gift Form*.
- g) Artifacts may be acquired through donation, gift, purchase or exchange with another institution.
- h) Time and a portion of the budget shall be allocated to register and maintain the collection, and to train staff.

Museum Windsor Collections Policy

- i) In the event of accidental loss or destruction, a report in writing to the Manager of Cultural Affairs will be made.

Method

All artifacts must be recorded in an accession register, must be catalogued, with donor information, appropriate classification and have a signed gift form. Subsequent computer entry onto an approved collections program will follow with regularly scheduled back-ups.

All artifacts will be catalogued using a three-part number consisting of the year of the donation, the number of the donation, and the number of artifacts in the donation (i.e. 1996.001.001). The number must be physically attached to the artifact in a uniform, inconspicuous area.

Condition reports are to be collected to document the condition of each artifact upon receipt, or as they are to receive conservation treatment.

Artifacts must be of present or future use in exhibits or research, have an educational value and must be in reasonable condition so that the museums may fulfill their goal of conservation with as little alteration to artifacts as possible.

Ethics

The Museum will not directly or indirectly acquire material:

- Which has been collected, sold or otherwise transferred in contravention of any provincial or national statute;
- Which has been collected, sold or otherwise transferred in contravention of the *1970 UNESCO convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property* (or any similar statutes) as ratified in Canada June 28, 1978;
- Whose object's recovery involved recent unscientific or intentional destruction or damage of known archaeological sites or from illegal or clandestine excavations; or
- Which has a questionable, undetermined or unethical history of ownership.

Deaccession

Deaccessioning refers to the permanent removal of collection materials that have been acquired on a permanent basis. The decision to deaccession material must receive the approval of the Curator and Manager of Cultural Affairs. The Museum will not acquire materials with the intention to deaccession.

Artifacts offered to the museum and found to be inappropriate within the *Collections Management Policy*, should be referred to another museum for consideration. Duplicates of artifacts that are not historically significant, not of use for research, loan, extension programs or exhibition, may be deaccessioned at the discretion of the Curator and Manager of Cultural Affairs and treated as follows:

- a) Offered to another museum, library or archives.
- b) Used in educational programming.
- c) Disposed of in an ethical manner.

Deaccession: Other considerations:

- The Museum will do its utmost to insure that deaccessioned collections that are significant to the cultural heritage of Ontario and Canada are retained in Canada.

Museum Windsor Collections Policy

- Prior to deaccessioning, the materials will be thoroughly researched and documented (except as prohibited by accidental loss or destruction), on standardized forms. These records will be maintained by the Museum as a permanent public record.
- Where the deaccession involves the transfer of ownership or responsibility, appropriate document or record will be used.
- Prior to deaccession through intentional discard, sale, trade or exchange or gift, the fair market value of the object shall be determined, if necessary, by an independent appraisal.
- Funds resulting from a deaccession (i.e. proceeds from a sale, funds from an insurance claim) shall be retained for collections acquisition or conservation.

Additional laws and Regulations Related to Collecting

In situations where copyright is of relevance, the Museum will respect the provisions of the *Copyright Act (R.S.C., 1985, c. C-42)*. The Museum will also respect the provisions of the *Ontario Heritage Act (2005)*, *Firearms Act (S.C. 1995, c. 39)*, *The Freedom of Information and Personal Privacy Act (FIPPA)*, *Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)*, *Canadian Museums Association (CMA) Ethical Guidelines*, *International Council of Museums (ICOM) Code of Ethics* and any subsequent revisions or replacements of those Acts or guidelines.

Personal Collecting by Museum staff and Museum Advisory Committee (MAC)

The acquisition of an object similar or related to that which the Museum collects or intends to collect by museum employees and advisory committee members is considered to be '*personal collecting*.' All employees and advisory committee members are required to declare a conflict of interest when such situations arise.

Appraisals

- a) Artifacts may be received as donations or bequests. All appraisals over \$1,000.00 must be done by an accredited appraiser, and must meet with the approval of the Manager of Cultural Affairs.
- b) Once an appraisal is complete, the Manager of Cultural Affairs will prepare a report with details to the City financial department in order for a receipt for income tax purposes

Loans

- a) Loans of artifacts may be accepted only for a defined period of time, and for definite purposes of display, research or education. Artifacts of a more recent nature or outside the collections policy may be accepted on loan. Such would be the case with exhibits of a special theme or interest.
- b) Loans remain the responsibility of the owner for insurance purposes unless special arrangements are made between the owner and the City. While on loan, artifacts will receive the same care given to the museum's collection.
- c) Loans of artifacts may be made to other institutions judged by the Curator to be suitable borrowers for display, research or educational purposes. The Curator will be the sole individual permitted to loan artifacts and the like.

General Provisions

- a) In situations deemed critical by the Curator, a collections committee of MAC and the Curator may be called upon to function as the basis for refusal of a donation.

Museum Windsor Collections Policy

- b) Acquisitions of firearms may only be accepted by the Curator or designate who have completed the *appropriate courses of the Canadian Firearms program as directed by the RCMP*.
- c) The insurance of the collection, including the structures shall be reviewed and adjusted accordingly on an annual basis.
- d) The Museum will encourage maximum use of its collection to the extent that the integrity of the collection is not compromised and the use remains consistent with the overall goals and ethics of the Museum. It is recognized that deterioration and destruction of some objects may occur within the course of normal museum operation.
- e) The Museum will cooperate with other museums institutions and agencies, in order to avoid duplication and achieve an integrated plan for preservation and interpretation.
- f) The Museum will maintain a public record of its collection

Review

The collections management policy shall be periodically reviewed.

<u>Approval Date</u>	September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)
<u>Amended</u>	October 9, 2013 approved by Social Development, Health and Culture Standing committee – M400-2013; approved by city council November 4, 2013
<u>Amended</u>	Recommended by Museum Subcommittee, June 4, 2019

CONSERVATION POLICY

Vision Statement

Telling Our Stories...Sharing Yours...

Mission Statement

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.

Scope and Extent of the Collection

In this policy, the word Museum includes Museum Windsor which refers to the François Baby House, the Chimczuk Museum and the satellite site of the Duff Baby Interpretation Centre

The museum is responsible for the preservation of artifacts in its collection. It will provide for the best possible physical environment, preventive maintenance program and conservation services to meet this responsibility.

- a) The museum will consult with qualified experts in the field of conservation before taking any course of action that may affect the physical state of its artifacts.
- b) The museum will attempt to achieve the optimum environmental standards as defined in the Guidelines and Standards for Community Museums in Ontario, established by the Ministry of Culture.
- c) The museum will establish procedures and provide support for protection of the collection from damage or loss through fire, flood, theft, vandalism, accident and damage from insects, pest, vermin and improper housekeeping practices.
- d) The museum will establish procedures for care of artifacts in the event of physical emergencies such as fire, flood, accident, etc., and designate an emergency work area and ensure that all staff is thoroughly familiar with these procedures.
- e) The museum will provide designated storage areas and workrooms sufficient to accommodate the size and composition of the collection. The storage areas will be orderly, clean and have controlled access through the Curator or designate.
- f) The museum will follow standards and procedures as established in the Guidelines and Standards for Community Museums in Ontario, and will designate appropriate responsibility for handling, storage, exhibition, packing and transport of artifacts in order to best preserve the collection.
- g) The museum will provide training for all staff, both paid and volunteer, in the proper handling of artifacts on a regular basis. Only staff with appropriate training will be permitted to handle artifacts. A portion of the budget will be reserved to ensure adequate training.
- h) The museum will ensure that all artifacts in the collection, whether on loan or part of the permanent collection, are correctly documented with respect to ownership, provenance and condition.
- i) The museum will ensure that all artifacts loaned to other institutions will be protected from damage during all phases of the loan. A Borrower's Profile may be completed to assess any possible risk to the collection. Condition reports will be filled out by the museum prior to and subsequent to any outgoing loans.

Museum Windsor Policies

- j) The museum will ensure that cleaning, repair or restoration or conservation treatment of any artifact in the collection is carried out only when appropriate and only by qualified personnel, and in such a manner as to maintain the historic and artistic integrity of the artifact. A condition report will be made prior to any treatment and form the basis of any treatment decision.
- k) Management will ensure that security and fire protection will be maintained for the museum and that security codes are not made readily accessible.

<u>Approval Date</u>	September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)
<u>Amended</u>	October 9, 2013 approved by Social Development, Health and Culture Standing committee – M400-2013; approved by city council November 4, 2013
<u>Amended</u>	<u>Recommended by Museum Subcommittee, June 4, 2019</u>

EXHIBITION POLICY

Vision Statement

Telling Our Stories...Sharing Yours...

Mission Statement

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.

Objectives

The museum will exhibit the collection to communicate to the visitor the significance of the unique history and the natural, social, technological and cultural development of the City of Windsor and area.

- a) Exhibit themes and objectives will be developed in accordance with the *Mission Statement*, and will serve to arouse and maintain interest in the heritage of the area.
- b) The exhibit development process will involve the establishment of exhibit objectives, as well as evaluation methods (formative and summative) that measure achievement of these objectives.
- c) Long and short-term exhibitions will be installed to showcase the collection in a meaningful and educational manner. Exhibitions may be on-site or off-site or virtual.
- d) Artifacts on exhibit will receive proper handling, cleaning and care in order to preserve their integrity, in accordance with the *Guidelines and Standards for the Community Museums in Ontario. Canadian Conservation Institute Notes* (CCI Notes) will be consulted as to proper exhibition practices for artifacts on display.
- e) Artifacts shall be rotated for the purpose of conservation, as is deemed necessary by their composition.
- f) Traveling exhibitions from other institutions are to be encouraged providing that they complement the subject matter of the museum, and that they do not disrupt the normal activities or financial capabilities of the museum.
- g) Exhibitions by private citizens, outside interest groups and school groups, may be displayed, providing that the Curator or designate has full authority governing the terms of the agreement, including time, content, promotion, interpretation, installation and security. These exhibitions must complement the subject matter of the museum, and may not disrupt the normal activities or financial capabilities of the museum.
- h) Time and a portion of the budget shall be allocated to update, maintain and plan new exhibitions, and to ensure staff have access to up-to-date training in exhibitions.

Museum Windsor Policies

- i) The Museum will ensure that exhibition spaces meet existing Building Code and Fire & Health and Safety regulations.
- j) The museum encourages the community to submit ideas for exhibitions.
- k) The Museum ensures that exhibitions are planned with the participation of all relevant museum personnel and community members.
- l) The museum does not guarantee to display all the artifacts in the collection in any given year.
- m) Artifacts on exhibit shall be given labels in the event they are not identifiable; however, the donor's name is not guaranteed to appear on the identifying label.
- n) All written text will be approved by the Curator, and will be accurate and simple. Labels must have a professional appearance, whether they are printed or typed, and must be consistent with lettering styles and font sizes chosen by the museum. Text must be clearly visible.
- o) Exhibitions will be developed in compliance with AODA (Accessibility for Ontarians with Disabilities Act)
- p) Exhibit information can be provided in a variety of formats (e.g. text, photos, maps, music, video, audio recordings, internet, live performance, etc.) to address a variety of learning styles.

<u>Approval Date</u>	September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)
<u>Amended</u>	October 9, 2013 approved by Social Development, Health and Culture Standing committee – M400-2013; approved by city council November 4, 2013; As part of Report 320 Social Development, Health and Culture Standing committee revisions approved July 8, 2015; Adopted by Council at its meeting held August 4, 2015 [M325-2015]
<u>Amended</u>	

Museum Windsor Policies

	<u>Recommended by Museum Subcommittee, June 4, 2019</u>
--	---

Museum Windsor Policy

Governance Policy – Museum Windsor

Vision Statement

Telling Our Stories...Sharing Yours...

Mission Statement

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.

Governance Framework

The responsibility for the governance of Museum Windsor is Windsor City Council. The Museum Subcommittee of the Community Public Art Advisory Committee will advise Council (through the Community Public Art Advisory Committee) on all matters concerning the Museum.

By-law

Meetings of the Museum Subcommittee of the Community Public Art Advisory Committee will be conducted according to the *City of Windsor Procedural By-law 98-2011*

Subcommittee Composition

- a) The Subcommittee will be comprised of five members.
 - Three members will be appointed from the members of the Community Public Art Advisory Committee
 - One member appointed from the Museum Volunteer Group
 - One member appointed from the Windsor Historic Sites Association
- b) The Curator will sit as an ex-officio member.
- c) Terms on the Subcommittee will coincide with the Term of City Council.
- d) The Chair of the Subcommittee shall be elected by the Subcommittee at the first meeting.
- e) Three Subcommittee members are required for a quorum.
- f) The Subcommittee is responsible to City of Windsor Council and reports to Council through the Community Public Art Advisory Committee.
- g) The Clerks department will provide administrative assistance.

Duties of the Chair

The Chair is responsible for setting the agenda for each meeting.

Museum Windsor Policy

Minutes/Meetings

Minutes of the Subcommittee proceed to the Community Public Art Advisory Committee, and then to Council.

Meetings will be held on a quarterly basis as per the governance standard under the *Standards for Community Museums in Ontario*.

Policy

The Subcommittee (through the Community Public Arts Advisory Committee) shall recommend policy to City Council.

Standards

The Governing Authority for the Museum, the Council of the City of Windsor (with advice from the Museum Subcommittee of the Community Public Arts Advisory Committee) will ensure

- that the Museum will meet municipal, provincial and federal legislative requirements that have a bearing on its operations and activities, including the Ministry of Tourism, Culture and Sport regulations, guidelines and will ensure that the Museum continue to meet the *Standards for Community Museums in Ontario*.
- That the Museum and its staff must demonstrate a commitment to ethical behaviour as an institution and as individuals.
- The museum's operations and activities must be directed by written plans that are approved by the governing body and contain goals and objectives relevant to the museum's statement of purpose.

<u>Approval Date</u>	September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)
<u>Amended</u>	<u>Recommended by Museum Subcommittee, June 4, 2019</u>

Museum Windsor Strategic Plan 2019-2021

Vision

Telling Our Stories...Sharing Yours...

Mission

Windsor's Community Museum 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 the Cultural Affairs Office of the City of Windsor
- 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) Cultural, 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 Committee
- Success will be measured and evaluated as part of annual review of Museum Windsor activities, as well as the **Community Impact Report** produced annually by the Department of Recreation and Culture

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, Department of Cultural Affairs 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 • Contribute to City of Windsor projects • plan for volunteer and staff succession 	Ongoing	Communication with multiple partners
<p>Plan Strategically</p> <p><u>Exhibition Goals (Leads - Museum Coordinator, Curator)</u> Note – exhibitions include a mix of in house artifact/image based, travelling, community-based, and intern-student designed.</p> <p>2019 new exhibitions</p> <ul style="list-style-type: none"> • Questers Collect (Community-based exhibition) created in conjunction with local Questers Chapters • The Lazurek Collection: Working for a Living – exhibition created in cooperation with MayWorks • South Western Ontario Heritage Council (Community-based exhibition) created as a community effort by members of the local heritage council to encourage local heritage tourism • Cipher-Decipher (Travelling exhibition from Ingenium) • Navigating Our Way – Maps of Windsor and Essex County – in house exhibition featuring maps from Museum Windsor's collection 	Reviewed as part of annual museum and Cultural Affairs department planning	Museum staff (Curator directs staff), Department of Cultural Affairs staff (Manager of Cultural Affairs directs staff), relevant City of Windsor support; community participation; adequate funding through municipal budget and funding partners

2020 new exhibitions

- Hats & Shoes and Assorted Accessories From the Past – in house exhibition featuring artifacts from Museum Windsor's collection
- Dinosaur Discoveries: Ancient Fossils, New Ideas (Travelling exhibition from The American Museum of Natural History)
- Windsor Firefighter History (Community-based exhibition) created in partnership with Windsor Fire and Rescue

2021 new exhibitions

- Filipino Community (Community-based exhibition) created in partnership with local Filipino community
- 1920s Windsor – Flappers, Prohibition & More - in house exhibition featuring artifacts and images from Museum Windsor's collection
- Travelling exhibition Teiakwanahstahsontéhrha' | We Extend the Rafters by VOX centre de l'art contemporaine

Collections (Leads - Registrar, Museum Collections Assistant and Curator)

2019 Collection Goals

- Scan, index and digitize map collection and add to database (note ongoing project for next two years)
- Identify area of extra shelf space in current storage area
- Line and label shelving in "new" rolling storage area
- Backlog of basic cataloguing
- Artifact photography
- Update database with artifacts and photographs
- Rehouse holiday programming artifacts to original locations

2020 Collection Goals

- Inventory and re-housing of archaeological collection, as well as digitize archaeological reports

<ul style="list-style-type: none"> • Scan, index and digitize map collection and add to database (ongoing project) • 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 <p>2021 Collection Goals</p> <ul style="list-style-type: none"> • Convert outdated formats of multimedia collection • Cataloguing backlog of photographs • Backlog of basic cataloguing • Artifact photograph • Update database with artifacts and photographs <p><u>Research Goals 2019-2021 (Leads - Registrar, Museum Collections Assistant, Museum Coordinator, Curator)</u></p> <p>2019 Research Goals</p> <ul style="list-style-type: none"> • Verify historical details in community-supplied texts for 14 plaques for Sandwich Gateway project • Research for map exhibition • Respond to public research questions <p>2020 Research Goals</p> <ul style="list-style-type: none"> • Research for Firefighting, 1920s Windsor, Filipino, Hats, Shoes, Accessories upcoming exhibitions • Research copyright for photographs • Respond to public research questions <p>2021 Research Goals</p> <ul style="list-style-type: none"> • Respond to public research questions • Research for upcoming Buildings That Were II exhibition • Research history of Windsor pizza for future exhibition <p><u>Financial Goals 2019-2021 (Leads - Curator, Registrar and Museum Coordinator)</u></p> <ul style="list-style-type: none"> • Implementation of new Activenet front desk software (2019) • keep expenditures within established yearly budget • work to meet revenue goals in budget 		
---	--	--

- purchase of Museum gift shop stock in keeping with tracked sales
- maintain accurate inventory on Museum Gift Shop
- apply for Young Canada Works in Heritage Organizations summer student funding
- apply for Community Museum Operating Grant

Human Resource Goals 2019-2021 (Leads - Curator)

- implementation of new Workforce Management payroll software – testing and training (2019)
- 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, etc.

Physical Plant Goals 2019-2021 (Leads – Curator and Facilities Department)

2019 Physical Plant Goals

- Stage Two Archaeological Assessment, François Baby House
- New exterior signage, Chimczuk Museum
- Maintain adequate cleaning and maintenance schedule of Museum buildings
- Enhanced landscaping on south side of Chimczuk Museum
- 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)

2020 Physical Plant Goals

- Waterproof/repair basement walls of underground storage vault at François Baby House
- Maintain adequate cleaning and maintenance schedule of Museum buildings
- 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)

2021 Physical Plant Goals

- Maintain adequate cleaning and maintenance schedule of Museum buildings
- 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)

Volunteer Goals (Leads - Museum Coordinator and Curator)

2019 Volunteer Goals

- Volunteer Appreciation Dinner
- Volunteer Speaker Series
- Maintaining gardens at the François Baby House
- Opportunities for volunteers as museum gift shop hosts at Chimczuk Museum and front desk greeter at François Baby House

2020 Volunteer Goals

- Volunteer fundraising yard sale
- Volunteer policy review
- Volunteer Appreciation Dinner
- Volunteer Speaker Series
- Maintaining gardens at the François Baby House
- Opportunities for volunteers as museum gift shop hosts at Chimczuk Museum and front desk greeter at François Baby House

2021 Volunteer Goals

- Investigation of possible Historical bus trip
- Volunteer Appreciation Dinner
- Volunteer Speaker Series
- Maintaining gardens at the François Baby House
- Opportunities for volunteers as museum gift shop hosts at Chimczuk Museum and front desk greeter at François Baby House

Education and Public Programming Goals (Leads - Museum Coordinator, Curator)

2019 Education and Public Programming Goals

- Junior curator program
- School programming related to permanent exhibitions and Egypt: Gift of the Nile travelling exhibition
- Create and carry out French language and history walking tour for students and a separate program for the public
- Implement an family evening movie event on trial basis
- Plan and carry out public programs including but not limited to Halloween Flashlight tours, Free Comic Book Day, Heritage Day, March Break, Easter egg hunt, PD days, May is Museum Month, Indigenous Peoples Day, Christmas in July, Holiday Craft Fair, a Walking tour series

2020 Education and Public Programming Goals

- Junior curator program
- School programming related to permanent exhibitions and Dinosaur Discoveries travelling exhibition
- Plan and carry out public programs including but not limited to Halloween Flashlight tours, Free Comic Book Day, Heritage Day, March Break, Easter egg hunt, PD days, May is Museum Month, Indigenous Peoples Day, Christmas in July, Holiday Craft Fair, a Walking tour series
- Implement Museum Retirement/Nursing home project
- Increase Indigenous programming with local school boards

2021 Education and Public Programming Goals

- Junior curator program
- School programming related to permanent exhibitions and 1920s Windsor exhibit
- Plan and carry out public programs including but not limited to Halloween Flashlight tours, Free Comic Book Day, Heritage Day, March Break, Easter egg hunt, PD days, May is Museum Month, Indigenous Peoples Day, Christmas in July, Holiday Craft Fair, a Walking tour series program aimed at increasing young adult engagement in museum

<p><u>Community Goals 2019-2021 (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 • Curated and responsive social media through the Museum Windsor Facebook Page, outline of posts planned every 3 months • Museum newsletter produced 3 times/year • Coordination with Cultural Affairs 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) • Yearly Cultural Summit to share Office of Cultural Affairs (which includes Museum Windsor) accomplishments and to solicit community input 		
---	--	--

Reviewed and updated : Recommended by the Museum Subcommittee of the Community Public Arts Advisory Committee, June 4, 2019

Appendix D

MUSEUM
WINDSOR



MUSÉE DE
WINDSOR

Summer
2019

Museum Summertime Jams With CJAM

History has hit the airwaves at Museum Windsor, and we are proud to announce our new temporary Exhibit: CJAM: Making Waves Since 1983. Working with members of CJAM FM, Museum Windsor staff have created a unique exhibit that explores the history of local campus radio. From its humble roots to its expansion to AM and later on FM, museum visitors are invited to explore the evolution of radio broadcasts.

CJAM had its first AM broadcast in 1974 and switched to FM (91.5 FM) in 1983. Currently the radio station serves local Windsor/Essex County and its broadcast can reach as far as Tilbury. Over the past 45 years, many University of Windsor alumni hosted their own community radio broadcasts and shows over CJAM's Waves.

Museum Windsor invites you to come on down to the Chimozuk, dust off your old 45 records and 8-Track tapes and enjoy the rich cultural and local history that CJAM has provided over its history. Examine some vintage broadcast and recording equipment and see archival photographs and relive your own campus experience.

The exhibit will be on display throughout the summer, so stop by and celebrate CJAM's 35th Anniversary on the FM dial.



Find us on:
facebook

Vintage equipment used by CJAM 91.5 FM

THE CITY OF
WINDSOR
ONTARIO, CANADA

Chimozuk Museum, François Baby House and Duff-Baby Interpretation Centre

Questers Collect

Spring and summer 2019 provides visitors of the Chimeczuk one last chance to check out the exciting temporary exhibit: *Questers Collect*. Museum Windsor has partnered with local Questers to showcase some of the unique personal collections found in Windsor-Essex County. *Questers Collect* features a wide variety of collections including vintage purses, walking sticks, samplers, motto ware, beer steins, Vaseline glass and much more. In addition, artifacts that were restored through Quester donations, such as the bar from Abars, will also be on display.

The Questers, as an organization, was formed by Jessie Elizabeth Bardens of Fort Worth Washington in 1944. The first Canadian chapter, Maple Leaf #311, was opened in Windsor in 1967. Today, the organization has grown to include approximately 650 chapters in Canada and the United States with 9 located in Ontario (all of which are actually found in Essex County). Questers seek to educate by research and study of antiques and to donate funds to the preservation and restoration of artifacts, existing memorials, historic buildings, landmarks, and educational purposes.

This year, Windsor played host to the Questers International Annual Convention, which took place at Caesars Windsor April 29-May 2, 2019. Visit our website for more details.



Collection of glass shoes on display in new exhibit *Questers Collect* at the Chimeczuk Museum!

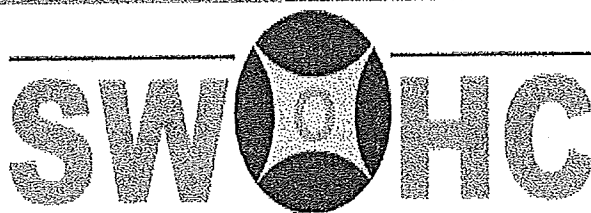
New And Upcoming Exhibits

This upcoming season has exciting new exhibits opening at Museum Windsor at both the François Baby House and the Chimeczuk Museum. A wide array of new exhibits both big and small will be on display at both locations. Here are just a few highlights of the jam packed upcoming exhibit schedule.

In late April an exhibit was installed in the François Baby House entitled: *The Silver Speaking Trumpet - 170th Anniversary of Great Fire of 1849*. This small but interesting exhibit looks at the history of the 1849 Windsor Fire and how the Detroit Fire Department came to Windsor's aide in its time of need. On display are some artifacts on loan from the Detroit Historical Museum, including the Silver Speaking Trumpet Windsor presented the Detroit Fire Department as a thank you.

In the upcoming months, there are two amazing photographic exhibits coming to the Chimeczuk Museum: *May Works* and *The Southern Ontario Military Muster (SOMM) In Pictures*. *May Works* examines the history of workers, while *SOMM*, which is opening at the end of June, will feature photographs of military vehicles and local Veterans.

In July, the Chimeczuk Museum will be featuring an exhibit on the South Western Ontario Heritage Council (SWOHC). SWOHC is a organization of local area museums, archives and heritage groups which meets four times a year to share resources and information. Don't miss this opportunity to see the natural, cultural and artistic heritage of our region highlighted in one space!



South Western Ontario Heritage Council

Upcoming Meetings, Events and Speakers

15 June: Film Screening: *Rumble: The Indians Who Rocked the World* in honour of National Indigenous Peoples Day. Directed by Catherine Bainbridge. **RUMBLE** highlights the role of Native Americans in popular music history. 2pm, regular admission fees apply.

21 June: Free Admission at the Chimezuk Museum for National Indigenous Peoples Day. Special guided tour of the Original Peoples Gallery at 2:00PM.

23 June: French History Walking Tour in honour of Saint-Jean-Baptiste Day, 2:00PM. Please call 519-253-1812 for more information. Visit Snapd Windsor to purchase tickets or call 519-253-1812 to reserve a spot.

25-28 July: Christmas in July celebration at the Chimezuk Museum. Take a break from the heat and enjoy holiday crafts, early holiday shopping and maybe a visit from old St. Nick, too!

5 September: Museum Volunteer Meeting and Speaker - TBA, call for details

15 September: Walkerville Walking Tour. Please call 519-253-1812 for more information. Visit Snapd Windsor to purchase tickets or call 519-253-1812 to reserve a spot.

22 September: Open Streets Museum Windsor is participating in Open Streets. More information to come.

28 September: Free Admission to Chimezuk Museum for Culture Days. New exhibit opening: *Navigating Our Way - Maps of Windsor and Essex County*

Museum Windsor's Amazing Interns!

This past winter/spring Museum Windsor was extremely lucky to host not one, not two, but three amazing university interns for the winter semester. Two of the students, Kess Carpenter and Kat Bezaire are members of Dr. Adam Pole's Public History course (University of Windsor). Our third intern Kate Boyle was our first ever Teacher College Practicum candidate. All three students amazed museum staff with their dedication and hard work.

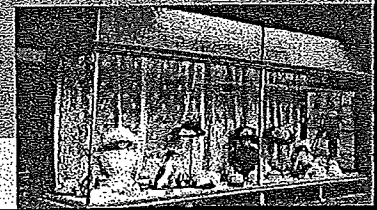
Kess's placement was at the Chimezuk Museum and she was in charge of helping with educational programming. Using her creativeness, she designed many activities including the museum's St. Patrick's Day Leprechaun craft. Overall Kess showed that she is an amazing young historian, with a bright future in the field.

Kat's placement was located at the Francois Baby House and she created her own small exhibit *To Walk A Century In Her Shoes: A Brief History of the Evolution of Women's shoes from 1890-1990*. Please visit the Baby House to see just how talented and skilled of a historian Kat is.

Kate came to the Museum from Queens University and was completing her final year of concurrent education program. Although her placement was only three weeks, during her time at the Museum, she made a big impact at the Chimezuk. Kate helped with programming, school tours, craft creation and assisted with the Junior Curator Program. During her time here, Kate proved that she is on the right path to become an amazing teacher and has a natural ability to connect with children.

Museum Windsor would like to thank all three of our interns for all the hard work and dedication they put into their internships.

Window display at the E. & F. Totten Millinery Shop, located on Sandwich Street. Part of *To Walk A Century In Her Shoes: A Brief History of the Evolution of Women's shoes from 1890-1990*. P5520





Museum Windsor Hours

François Baby House
 Tuesday — Saturday 10:00 — 5:00
 (Sundays 2:00 — 5:00, May — Sept.)
Free Admission

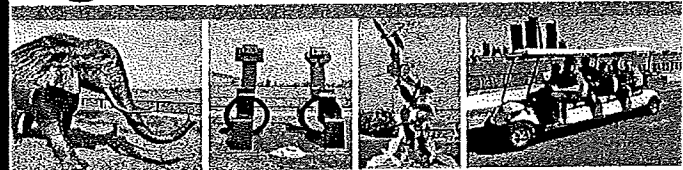
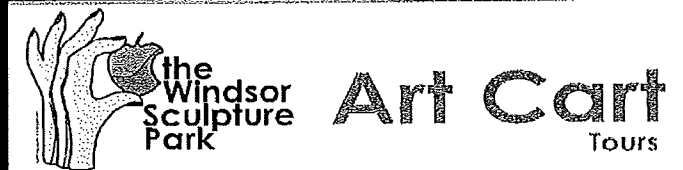
Chimczuk Museum
 Tuesday — Saturday 10:00 — 5:00
 Sunday 11:00 — 5:00
Admission fees apply

Contact Information

Telephone 519-253-1812
 Website www.museumwindsor.ca
 Email: wmuseum@citywindsor.ca

François Baby House
 254 Pitt Street West, Windsor, ON
 N9A 5L5

Chimczuk Museum
 401 Riverside Drive West, Windsor Ontario
 N9A 7J1

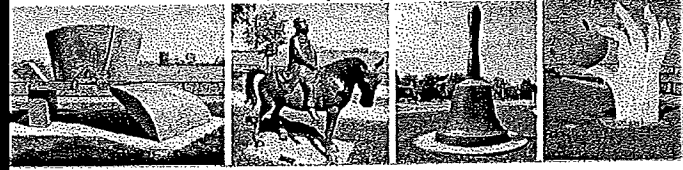


**Discover the Windsor Sculpture Park...
 Enjoy a free guided tour by Art Cart!**

- Only operates in good weather
- Departs from this location and lasts just over 1 hour
- Five passenger maximum, first come first served

Seasonal Hours:
 May, June, September - Thanksgiving:
 • Saturday, Sunday and Holidays only: Tours leave at 11am, 12:30pm, 2pm, 3:30pm

July - Labour Day:
 • Wednesday, Thursday and Friday: Tours leave at 3:30pm, 5pm, 6:30pm
 • Saturday, Sunday and Holidays: Tours leave at 11am, 12:30pm, 2pm, 3:30pm



For information call: 311 or Museum Windsor: 519-253-1812



Museum Gift Shop

Visit the Museum Windsor Gift Shop for a great selection of locally made goods, history books, jewelry, children's items, and much more.

Tues. - Sat. 10:00 AM - 5:00 PM
Sun. 11:00 AM - 5:00 PM
No admission required to visit the Gift Shop.



For Educational Programming or Pre-Booked Tours Call 519-253-1812.

Museum Subcommittee of the Community Public Arts Advisory Committee minutes,
August 13, 2019

MINUTES Windsor, Ontario August 13, 2019

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 5:00 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Leisha Nazarewich
Grace Manias
Irene Hawkins
Spencer Montcalm

Regrets:

Dr. Terri Lawrence

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Cathy Masterson, Manager of Cultural Affairs

1. **CALL TO ORDER**

The Chair calls the meeting to order at 5:01 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**

None.

3. **DECLARATIONS OF CONFLICT**

None declared.

4. **MINUTES**

Moved by Irene Hawkins and seconded by Spencer Montcalm that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held June 4, 2019 BE ADOPTED as presented.

Carried.

5. **BUSINESS ARISING FROM THE MINUTES**

5.1 Update on building maintenance

M. Della Valle noted that on August 7th, 2019, the archaeologists have completed their test pit work in the designated area of the north side of the François Baby House - a Stage 2 archaeological assessment. Fisher archaeological consulting will be providing a report and then getting clearance from the Ministry of Tourism, Culture and Sport, and then the work on assessing and remediating the water infiltration issues can move forward.

5.2 Museum Development update

M. Della Valle noted that the final elements of the Museum Expansion project are as follows:

- Dinosaur Discoveries travelling exhibition from the American Museum of Natural History scheduled for October 2020-January 2021
- Landscaping work to improve south entrance to Chimczuk Museum/AGW, scheduled to be completed next spring (2020), since the burying of the back up fuel tank which is currently sitting on the sidewalk leading to the south entrance is scheduled to be completed by November 2019
- Large signage banners for Chimczuk Museum are fading to the point of illegibility. M. Della Valle is working with D. Brisebois to get quotes to move this project forward.

5.3 Sandwich History Plaques

C. Masterson updated the committee on the status of this project. The plaques are in production stage but there is no specific launch date yet.

5.4 CMOG application

M. Della Valle noted that the Community Museum Operating Grant application for 2019 was submitted at the end of June 2019. She notes that this program is undergoing review by the provincial government and its future is unclear.

6. NEW BUSINESS

6.5 Willistead Update

C. Masterson provided update on recent significant donation to Willistead.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle reviewed the following events:

Museum Subcommittee of the Community Public Arts Advisory Committee minutes
August 13, 2019

- *Christmas in August* event took place August 9-10-11 and involved family friendly activities, a visit from Saint Nik (dressed for the summer) and a Museum Gift Shop Sale. The latter resulted in increased gift shop sales.
- September 15 – Walkerville walking tour – 2 tours have sold out
- September 22 – Museum Windsor participating in Open Streets and will share a tent with the sculpture park students
- September 27 – opening of the Map exhibition, which includes a braille map
- September 28 – Walter Petrichyn will be leading a Storytelling event at the Chimczuk Museum
- October 5 – Halloween Evening at the Museum – includes flashlight scavenger hunt through the Halloween decorated main gallery, thematically-appropriate family movie and popcorn

8. **DATE OF NEXT MEETING**

5pm, Tuesday, October 29, 2019 at the Chimczuk Museum

9. **ADJOURNMENT**

_____ There being no further business, the meeting is adjourned at 5:20 o'clock p.m.



MINUTES Windsor, Ontario October 29, 2019

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 5:00 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Leisha Nazarewich
Dr. Terri Lawrence
Grace Manias
Irene Hawkins
Spencer Montcalm

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Cathy Masterson, Manager of Cultural Affairs

1. CALL TO ORDER

The Chair calls the meeting to order at 5:03 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

None.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Irene Hawkins and seconded by Grace Manias that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held August 13 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

M. Della Valle noted that the report on the Stage 2 archaeological assessment carried out in the summer should be available shortly. M. Della Valle also noted that the

fence on the east side of the property between the Francois Baby House and the St Clair Centre for the Arts was repaired.

5.2 Museum Development update

M. Della Valle noted that the quotes are being requested for the work to replace the large signage banners for Chimczuk. M. Della Valle also thanked the Museum Volunteer Group for their generous \$6000.00 donation towards the new signs.

5.3 Sandwich History Plaques

C. Masterson updated the committee on the status of this project. The plaques are completed but there is no specific launch date yet as the post on which the plaques are to be affixed are still being prepared.

5.4 CMOG Application

M. Della Valle noted that the museum is still waiting to hear the outcome of this grant application.

6. NEW BUSINESS

6.1 Walkerville Districting Project

C. Masterson presented an overview of the Walkerville Districting Project

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle reviewed recent events. In particular, the recent Halloween event was very successful with over 200 participants.

8. DATE OF NEXT MEETING

5pm, Tuesday, December 3, 2019 at the Chimczuk Museum

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:30 o'clock p.m.

MDV/
Windsor, Ontario, August 11, 2017

MINUTES
MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)
Friday, August 11, 2017
10:00 o'clock a.m.
254 Pitt Street West

A meeting of the **Museum Capital Reserve Fund Committee (Facility Committee)** is held this day commencing at 10:09 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, 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)

D. Wilson, Windsor Historic Sites Association
L. Nazarewich, Windsor Historic Sites Association
D. Brisebois, Supervisor of Maintenance Contracts, Western Campus
C. Masterson, Manager of Cultural Affairs

Regrets:
R.McKaskell, Windsor Historic Sites Association

Also present are the following resource personnel:
M. Della Valle, Museum Curator, Cultural Affairs
J. Calhoun, Heritage Planner, Planning

1. CALL TO ORDER

Chair L. Nazarewich called the meeting to order at 10:09 o'clock a.m.

2. DECLARATION OF CONFLICT

None declared.

3. MINUTES

Moved by D. Wilson, seconded by C. Masterson
That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Wednesday, November 9, 2016** meeting BE ADOPTED as presented.
Carried

4. BUSINESS ARISING FROM THE MINUTES

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

M. Della Valle notes that total is \$64,531.45 as of November 10, 2016.

4.2 Continued leaking in fort

- M. Della Valle noted that at the last meeting M. Smithson was to talk to Tom Graziano re asking Heritage Architect Chris Borgal from Toronto to come and view site and provide his opinion and recommendations regarding next steps in dealing with leak problem – up to \$3000 was approved for this.
 - D. Brisebois said that he would follow up on this and report back at the next meeting.
- General discussion followed regarding the need for a Stage 2 archaeological study, which would be required if the next steps for leak control involve digging on the Francois Baby House property.
 - Moved by D. Wilson, seconded by C. Masterson that up to \$6000 be authorized to be spent to carry out a Stage 2 archaeological study on the Francois Baby House property.

CARRIED

M. Della Valle will contact the archaeologist to get a quote.

4.3 Fence taken down by St. Clair College

- In the last meeting the Committee had decided that Windsor Historic Sites Association would write a letter to St. Clair College asking them to replace the fence. They will cc the City's legal department.
 - L. Nazarewich notes that this item is still outstanding and she will initiate it shortly.

4.4 Curb and grass in front of Francois Baby House

M. Della Valle reported:

- Roberta Harrison, Coordinator of Maintenance Operations, replied to C. Middaugh in an email that the curb cut prior to the construction appeared to be similar to the curb cut following the construction
- Roberta Harrison, Coordinator of Maintenance Operations, replied to C. Middaugh in an email that she was going to arrange for the bare areas to be re-seeded.
 - M. Della Valle says that this has not happened yet. She will follow up.

4.5 Potential electrical issue with new video unit in War of 1812 gallery

- M. Della Valle notes that the defective video unit in the War of 1812 gallery was repaired and that the issue was not electrical.

5. NEW BUSINESS**5.1 New Facility Supervisor**

- Here is note from Mike Smithson: “Beginning Monday, July 17th, Daryel Brisebois will be the new Facilities Supervisor at the Western Campus (Family Aquatic Centre, Art Gallery of Windsor, Chimczuk Museum, Transit Terminal and the Baby House Museum). I will work with Daryel for the week of July 17-21 to help with the transition of duties and then I will be moving to Huron Lodge on July 24 as the new Facilities Supervisor there. If you are not familiar with Daryel’s contact information, he can be reached at email: dbrisebois@citywindsor.ca and cell: 519-819-4108.”

5.2 Lilac bushes at FBH

- C. Masterson asked about the Museum Registrar’s research into the heritage Lilac bushes on the FBH property.
 - M. Della Valle said she would report back with the status of this research at the next meeting.

6. DATE OF NEXT MEETING

Thursday, November 23, 2017 at 10:00 o’clock a.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 10:31 o’clock a.m.



MDV/
Windsor, Ontario, November 22, 2017

MINUTES
MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)
Wednesday, November 22, 2017
10:00 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 2:00 o'clock p.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)

D. Wilson, Windsor Historic Sites Association
L. Nazarewich, Windsor Historic Sites Association
D. Brisebois, Supervisor of Maintenance Contracts, Western Campus
C. Masterson, Manager of Cultural Affairs
G. Manias, Windsor Historic Sites Association

Regrets:
None

Also present are the following resource personnel:

M. Della Valle, Museum Curator, Cultural Affairs
J. Calhoun, Heritage Planner, Planning

1. CALL TO ORDER

Chair L. Nazarewich called the meeting to order at 2:05 o'clock a.m.

2. DECLARATION OF CONFLICT

None declared.

3. MINUTES

Moved by D. Wilson, seconded by C. Masterson
That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Friday, August 11, 2017** meeting BE ADOPTED as presented.
Carried

4. BUSINESS ARISING FROM THE MINUTES

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

M. Della Valle notes that total is \$78,549.27 currently.

4.2 Continued leaking in fort

- M. Della Valle noted that D. Brisebois had D. Thachuk of the City of Windsor put us in touch with Jason Grossi, architect. M. Della Valle provided him with drawings of the late 1960s addition of the underground storage, and documentation of the repairs done in the 1990s, and J. Grossi said that he would follow up on this and report back by the end of November.
- At the last meeting the Committee discussed the need for a Stage 2 archaeological study, which would be required if the next steps for leak control involve digging on the Francois Baby House property.

M. Della Valle contacted the archaeologist, Jacquie Fisher to get a quote. However, J. Fisher noted that she would need to know the extent of the property disturbance before issuing a quote.

4.3 Fence taken down by St. Clair College

- Two meetings ago the Committee had decided that Windsor Historic Sites Association would write a letter to St. Clair College asking them to replace the fence. They will cc the City's legal department.
 - L. Nazarewich notes that this item is still outstanding and she will initiate it shortly.

4.4 Curb and grass in front of Francois Baby House

M. Della Valle says that Roberta Harrison, Coordinator of Maintenance Operations has completed this project.

4.5 Lilac bushes at the Francois Baby House

M. Della Valle updated Committee on origins of heritage lilac bushes. She read from a Curator's monthly report from April 1985 (source: PM1337): "*Through the generosity of the Royal Botanical Gardens, Hamilton, we are now the owners of two dozen lilac bushes, representing two historically important varieties. Thanks are also due to the Harrow Research Station who, through the good offices of Dr. Gordon Bonn, heeled them in. We hope to move them to the Museum for permanent planting next year, after site improvements have been completed.*"

C. Masterson requested that M. Della Valle update Wanda Letourneau, Manager of Horticulture, and Paul Giroux, City Forester, regarding these historic bushes. And also to request that the city properly trim them and perhaps propagate them in the city greenhouses to ensure the survival of these historic varieties.

C. Masterson also requested that museum staff forward images of the lilac flowers to the Royal Botanical Gardens and see if they can identify the species of the museum's lilac bushes.

5. NEW BUSINESS

5.1 New Representative for Windsor Historic Sites Association replacing R. McKaskell

- Grace Manias was introduced to the rest of the Committee

5.2 Leak in 2nd floor ceiling of Francois Baby House

M. Della Valle noted that upon the date of the heavy rainfall August 29, 2017, the ceiling over the east side of the meeting room on the 2nd floor of the Francois Baby House began leaking. Faulty chimney flashing was found to be the cause, and this has been repaired. As the ceiling was damaged, and the ceiling coating contains asbestos, Facilities arranged for an approved contractor to come in and fix the ceiling. All that remains to be done as of this date is the cosmetic repair.

6. DATE OF NEXT MEETING

Tuesday, January 23, 2018 at 2:00 o'clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 2:35 o'clock p.m.

MINUTES
MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)
Tuesday, January 23, 2018
2:30 o'clock p.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 2:30 o'clock p.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)

D. Wilson, Windsor Historic Sites Association
L. Nazarewich, Windsor Historic Sites Association
D. Brisebois, Supervisor of Maintenance Contracts, Western Campus
C. Masterson, Manager of Cultural Affairs

Regrets:
G. Manias, Windsor Historic Sites Association

Also present are the following resource personnel:

M. Della Valle, Museum Curator, Cultural Affairs
J. Calhoun, Heritage Planner, Planning
Kristina Tang, Planner, Planning
Jason Grossi, Architect (invited guest)

1. CALL TO ORDER

Chair L. Nazarewich called the meeting to order at 2:36 o'clock a.m.

2. DECLARATION OF CONFLICT

None declared.

3. MINUTES

Moved by D. Wilson, seconded by L. Nazarewich
That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Wednesday, November 22, 2017** meeting BE ADOPTED as presented.

Carried

4. BUSINESS ARISING FROM THE MINUTES

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

M. Della Valle notes that there is no new update and reminded the Committee that the total as reported at the last meeting is \$78,549.27.

4.2 Continued leaking in fort

J. Grossi, Architect, addressed the committee and provided a few different options.

Moved by D. Wilson and seconded by C. Masterson:

That the following Steps BE CARRIED OUT: Step1: Remove the parging on the internal walls and proceed with process of polyurethane injection of the cracks, work of approximately \$5000 in value, and then monitor how successful this repair is before proceeding to other solutions; Step 2: Proceed with getting quotes from Archaeologist for a Stage 2 assessment on areas around the Francois Baby House that might be disturbed should this leak remediation project require further steps. Architect will provide drawing of these areas for the purpose of the quotes.

Carried

4.3 Fence taken down by St. Clair College

- Windsor Historic Sites Association in a previous meeting agreed they would write a letter to St. Clair College asking them to replace the fence. They will cc the City's legal department.
 - L. Nazarewich notes that this letter is now in draft form and being reviewed by the city's legal department prior to being sent.

4.4 Curb and grass in front of Francois Baby House

M. Della Valle says that Roberta Harrison, Coordinator of Maintenance Operations has completed this project.

4.5 Lilac bushes at the Francois Baby House

M. Della Valle noted that museum staff have forwarded images of the lilac flowers to the Royal Botanical Gardens and see if they can identify the species of the museum's lilac bushes. The museum is currently waiting for an answer.

M. Della Valle noted that she will contact Wanda Letourneau, Manager of Horticulture to request that the city properly trim the heritage lilac bushes and perhaps propagate them in the city greenhouses to ensure the survival of these historic varieties.

5. NEW BUSINESS

5.1 Rats in the Retaining Wall along the north border of the Francois Baby House property

- M. Della Valle noted that D. Brisebois has been in contact with St. Clair College, who notified us of the problem, and that St. Clair College has had the exterminator set traps.

6. DATES OF NEXT MEETINGS

March 20th, 2pm [note that this date will need to be changed]; June 12th, 2pm, September 11th, 2pm

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:10 o'clock p.m.

MDV/
Windsor, Ontario, June 12, 2018

MINUTES
MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)
Tuesday, June 12, 2018
2:00 o'clock p.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 2:00 o'clock p.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)

D. Wilson, Windsor Historic Sites Association
L. Nazarewich, Windsor Historic Sites Association
C. Masterson, Manager of Cultural Affairs
G. Manias, Windsor Historic Sites Association

Regrets:

D. Brisebois, Supervisor of Maintenance Contracts, Western Campus

Also present are the following resource personnel:

M. Della Valle, Museum Curator, Cultural Affairs
Kristina Tang, Planner, Planning

1. CALL TO ORDER

Chair L. Nazarewich called the meeting to order at 2:12 o'clock a.m.

2. DECLARATION OF CONFLICT

None declared.

3. MINUTES

Moved by D. Wilson, seconded by L. Nazarewich
That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Tuesday, January 23 2018** meeting BE ADOPTED as presented.
Carried

4. BUSINESS ARISING FROM THE MINUTES

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

M. Della Valle notes that there is no new update (Note – as of the time of writing the minutes for this meeting, the approximate total is \$87,000)

4.2 Continued leaking in fort

Removal of the parging on the east internal wall revealed that the fort stair walls were in fact concrete masonry block and filled with water. As a result of this discovery, the east wall was re-parged as a temporary measure to prevent water entry, and the next step will be to seek a solution sealing from the exterior. The total cost of this was \$5,198.00 including tax. M. Della Valle noted that she has scheduled a meeting with the archaeologist, and the architect to discuss the potential scope of a Stage 2 archaeological assessment in order to proceed with an exterior fix to the leak problem.

4.3 Fence taken down by St. Clair College

- Windsor Historic Sites Association wrote a letter to St. Clair College asking them to replace the fence. The letter was reviewed by the City's legal department. L. Nazarewich notes that they expect to hear back from St. Clair College this week. (Note – the missing part of the fence was subsequently replaced on June 19/18)

4.4 Lilac bushes at the Francois Baby House

M. Della Valle noted that Heather Colautti, Registrar with Museum Windsor, has been following up with issue of Lilacs at Francois Baby House and has provided the following report:

“In a Curator's Note from April 1985, there is a notation that 2 dozen lilac bushes from 2 historically important varieties from the Royal Botanical Garden were given to the Francois Baby House. This was done via Dr. Gordon Bonn from the Harrow Research Station who picked the bushes up in Hamilton, transporting them to Harrow where he “Heeled them in”. They were to be moved to the museum the following year for permanent planting. [it appears that in 1990 three of the lilac bushes were removed from the north and east sides of the property and “replanted elsewhere” due to hoarding for the Cleary]

I have been in contact with John Peter, Curator & Manager of Plant Records, at the Royal Botanical Garden. He does not have any record of items coming to the Baby House, or to Dr. Bonn, nor any during April of 1985. That year he does

have record of many lilacs shipped to the Ottawa Research Station. I have sent along pictures of flowers and leaves to him to see if he along with their Curator of Collections and a Curator Emeritus might help identify the cultivars. Last correspondence with them as the end of May.

I have called the Harrow Research Station and spoken with a couple of people (unfortunately, I do not seem to have recorded their names). They said they would ask around and see what they could discover but it did not seem hopeful.

I have had correspondence with the Friends of the Central Experimental Farm in Ottawa, who maintain catalogues for the Lilac gardens there. Unfortunately, I have not had any luck tracking down information that would assist in our search via them. They did pass my request to their contact at Agriculture Canada, but there has been no response from them either.”

M. Della Valle will ask former employee Judy Levesque if she has any recollection about the types of lilacs planted at the Francois Baby House.

M. Della Valle noted that she has contacted Wanda Letourneau, Manager of Horticulture to request that the city properly trim the heritage lilac bushes and perhaps propagate them in the city greenhouses to ensure the survival of these historic varieties.

M. Della Valle also noted that the work of Nevi Rusich and Ruth Sylvester as volunteer gardeners is much appreciated.

5. NEW BUSINESS

5.1 Emergency electrical work on Francois Baby House grounds, Feb 15 and 16, 2018

- M. Della Valle noted that Enwin took 2 days to locate electrical fault on underground lines leading into Francois Baby House which resulted in a total lack of power at the FBH in February. Two holes were dug and backfilled with sand as part of this repair.

6. DATES OF NEXT MEETINGS

September 11th, 2pm

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 2:45 o'clock p.m.