

AGENDA
Community Public Art Advisory Committee
Tuesday, October 12, 2021
at 10:00 a.m.
via Zoom video conference

1. Call to Order

2. Declarations of Conflict

3. Adoption of the Minutes

Adoption of the minutes of the meeting of the Community Public Art Advisory Committee held January 16, 2020 – ***attached.***

4. Business Items

4.1 Proposal for a Sculptural Tribute Honouring Music-Industry Pioneer – Rosalie Trombley

Background information provided by Donna Mayne, artist – ***attached.***

City of Windsor Public Art Application submitted by Donna Mayne, artist - ***attached.***

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

(a) Minutes of the Museum Subcommittee of CPAAC of its meetings held December 3, 2019, January 28, 2020, August 19, 2020, October 21, 2020 and July 30, 2021 – ***attached.***

(b) Minutes of the Museum Capital Reserve Fund Committee of its meetings held, May 1, 2019, and August 11, 2020 - ***attached.***

5. New Business

6. Adjournment

Community Public Art Advisory Committee

Meeting held January 16, 2020

A meeting of the Community Public Art Advisory Committee is held this day commencing at 4:00 o'clock p.m. in Room 202, 350 City Hall Square West, there being present the following members:

Leisha Nazarewich, Chair
Councillor Jim Morrison
Terri Lawrence
Spencer Montcalm

Regrets received from:

Suzan Abushama
Megan Cornwall
Nadja Pelkey

Also present are the following resource personnel:

Cathy Masterson, Manager of Cultural Affairs
Mike Clement, Manager Parks Development
Madelyn Della Valle, Museum Curator
Karen Kadour, Committee Coordinator

1. Call to Order

The Committee Coordinator 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:

Addition to the Agenda

Moved by T. Lawrence, seconded by Councillor Morrison,
That Rule 3.3 (c) of the Procedure By-law 98-2011 be waived to add the following additions to the Agenda:

- Election of Chairperson

Carried.

Election of Chairperson

The Committee Coordinator calls for nominations from the floor for the position of Chair. Councillor Morrison nominates Leisha Nazarewich seconded by T. Lawrence for the position of Chair. The Committee Coordinator calls for further nominations from the floor and seeing none, the Committee Coordinator asks L. Nazarewich if she accepts. L. Nazarewich accepts.

Moved by Councillor Morrison, seconded by T. Lawrence,
That Leisha Nazarewich **BE ELECTED** Chair of the Community Public Art Advisory Committee.
Carried.

L. Nazarewich assumes the Chair.

4. Business Items

4.1 Proposal for a Martyr's Monument (also called Language Monument)

C. Masterson provides the following comments relating to the Martyr's Monument:

- This proposal has been put forth by the Bangladesh Canada Association of Windsor-Essex
- The desired location for the monument is Riverside Drive East and Parent Avenue
- The monument is a waterproof concrete/stone structure.
- The monument carries the history of the language movement held in Bangladesh in 1952 where people sacrificed their lives to keep their mother tongue alive.
- The project will cost approximately \$50,000 to be covered by the Bangladesh Canada Association of Windsor-Essex. Also, there will be a 10% maintenance fee to maintain the project into the future.
- Members of CPAAC to approve the wording on the plaque.

In response to a question asked by S. Montcalm regarding the quality of the cement and the stability of the monument, M. Clement indicates there will be numerous site meetings prior to the installation of the monument.

Moved by Councillor Morrison, seconded by S. Montcalm,
That the request by the Bangladesh Canada Association of Windsor-Essex to erect a "Martyr's Monument" whose significance carries the glorious history of the language movement held in Bangladesh in 1952 where people sacrificed their lives to keep their mother tongue **BE APPROVED** subject to the acquisition of full funding for the monument by the applicant and further, that Administration will work with the applicant to locate a suitable location for the monument.

Carried.

4.2 Two Temporary Tree Carvings

The City of Windsor Public Art Application submitted by Paul Giroux, City Forester regarding Friendship Tree Wood Carving in Jackson Park is **attached** as Appendix "A". Over the years the City of Windsor's Urban Forest has been under attack by various invasive pests such as Dutch Elm Disease, Chestnut Blight and the Emerald Ash Borer. This unique carving is a way to commemorate Windsor's historical and majestic trees by creating a display that profiles the positive relationship that we have with the United States. This relationship is on display through the use of the most iconic national features being the American Bald Eagle and the Canadian Beaver standing together in a handshake.

The second tree carving will consist of birds, insects, animals and flora and fauna which will be located near the Robbie Burns art piece in Jackson Park.

Moved by T. Lawrence, seconded by Councillor Morrison,
That the two temporary tree carvings located in Jackson Park **BE SUPPORTED**.
Carried.
S. Montcalm voting nay.

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

Moved by S. Montcalm, seconded by T. Lawrence,
That the minutes of the Museum Subcommittee of CPAAC of its meetings held September 19, 2017, April 17, 2018, October 3, 2018, June 4, 2019 August 13, 2019 and October 29, 2019 **BE APPROVED**.
Carried.

Moved by T. Lawrence, seconded by S. Montcalm,
That the minutes of the Museum Capital Reserve Fund Committee of its meetings held August 11, 2017, November 22, 2017, January 23, 2018 and June 12, 2018 **BE RECEIVED**.
Carried.

5. New Business

C. Masterson reports the streetcar project is moving forward and with Council's approval, the city will work with the local art community on this initiative.

6. Date of Next Meeting

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

7. Adjournment

There being no further business, the meeting is adjourned at 4:35 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

Dear Members of the Community Public Art Advisory Committee:

Please accept this correspondence as a formal request for support to complete a sculptural tribute honouring music-industry pioneer Rosalie Trombley. Her unique intuition altered the course of popular culture and introduced Windsor to legendary artists — and their fans — worldwide.

Rosalie Trombley was music director at CKLW (AM 800) during the 1960s and 1970s — an era of epic social change that informed the music of the day.

The Windsor radio station was a Top-40 powerhouse locally, in Detroit, as well as Cleveland and other major markets in the U.S. Midwest. However, atmospheric conditions and The Big 8's 50,000-watt antennae enabled it to be heard from Sudbury to even on occasion, Scandinavia.

Known as “the girl with the golden ear,” Rosalie’s song choices helped establish the careers of Rock ’n Roll Hall of Famers Elton John, Bob Seger, Alice Cooper and Kiss. David Bowie, Paul McCartney and others courted her favour.

She also purposefully integrated her playlists with songs from Motown Records. Accordingly, artists such as Stevie Wonder, The Four Tops and The Temptations were among the visitors to her Riverside Drive office.

Still, she maintained a staunch loyalty to Canadian musicians, exposing large audiences to the work of Gordon Lightfoot, The Guess Who, Dan Hill and more.

And since 2005, the annual Rosalie Award honours trailblazing women in Canadian radio.

Of greater importance, perhaps, is that Rosalie’s rise to international power-broker status helped shatter a gender barrier that cheated women of opportunity. Her unparalleled gift for identifying hit songs delivered a loud message to the male-dominated radio business: Women belong.

At a 2016 Juno Awards tribute to Rosalie, the CBC’s Sook Yin-Lee said: “This is a person that more Canadians should know about. She is an unsung treasure of Canada.”

Having raised her family here, on her own, Rosalie Trombley is certainly Windsor’s treasure. But your support of this project would do more than enshrine her compelling legacy for residents and visitors.

A bronze sculpture of Rosalie, at a music venue such as Festival Plaza, would mark a cultural breakthrough akin to her own historic career. Until the unveiling of Mary Ann Shadd at the University (October 1, 2021), **no female resident has been so-honoured by the City of Windsor.**

In addition to the attached letters of support and project-cost breakdown, I am seeking from the City in-kind costs associated with installation, interactive capabilities (possibly in the form of embedded QR codes on an interpretive panel), future annual maintenance plus \$55,760 to supplement an endowment fund (subject to approval) managed by the Windsor Essex Community Foundation. Any excess of funds donated for the sculpture would be funnelled to St.Clair College's Music Theatre Performance program which has a scholarship established in Rosalie's name.

I would maintain copyrights of the sculpture, however, ownership of this tribute would be given to the City.

Should you have questions, I will make myself available at your convenience.

Sincerely,

Donna Jean Mayne
FineSculpture.ca

Museum Subcommittee of the Community Public Arts Advisory Committee minutes,

December 3, 2019

MINUTES Windsor, Ontario December 3, 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
Irene Hawkins
Spencer Montcalm

Also present are the following resource personnel:

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

Regrets:

Grace Mania

1. CALL TO ORDER

The Chair calls the meeting to order at 5:07 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

Duff Baby House, Streetcar updates

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Irene Hawkins and seconded by Dr. Terri Lawrence that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held October 29, 2019 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 is currently being reviewed by staff.

5.2 Museum Development update

M. Della Valle updated the committee regarding remaining elements of museum expansion: She noted Rolands is fabricating the new Chimczuk Museum outdoor signs. Also, the final payment for the Dinosaur Discoveries exhibit is due in January. And finally there is no update on the fuel tank currently occupying the sidewalk outside the 401 Riverside Building, and that the landscaping will have to wait till spring.

5.3 Sandwich History Plaques

C. Masterson noted that there is no update on installation of these plaques.

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 Duff Baby House

C. Masterson presented an overview of the different options for city and Les Amis Duff Baby use of the Duff Baby House being presented to the Community Services and Parks Standing Committee on December 4th.

6.2 Streetcar

C. Masterson updated the committee on the restoration of the Streetcar.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle reviewed recent events. In particular, the recent Holiday Craft Fair event was very successful with over 400 participants.

M Della Valle presented on overview of some of the upcoming 2020 events:

- February – new exhibition “Bustles and Bows: Women’s Fashion form the Victorian Era to the 1920s”
- April – Easter Egg Hunt; Victorian Tea
- May – Free Comic Book Day; new exhibition on Grace Hospital
- June – TWEPI exhibition on Via Italia
- October – Dinosaur Discoveries travelling exhibition from the American Museum of Natural History

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- Walking Tours
 - Walkerville – April 26
 - Jane’s Walk – May 3 “Detroit from Windsor”
 - Sandwich – May 30
 - Jackson Park – June 7
 - East Windsor Street Signs – June 20

8. DATE OF NEXT MEETING

5pm, Tuesday, January 28, 2020 at the Chimeczuk Museum

9. ADJOURNMENT

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

Museum Subcommittee of the Community Public Arts Advisory Committee minutes,
January 28, 2020

MINUTES Windsor, Ontario January 28, 2020

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
Irene Hawkins
Spencer Montcalm
Grace Manias

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 5:05 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 added.

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 December 3, 2019 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

M. Della Valle noted that the final report on the Stage 2 archaeological assessment has been received. It is now awaiting approval by the Ministry of Heritage, Sport, Tourism and Culture Industries.

5.2 Museum Development update

M. Della Valle updated the committee regarding remaining elements of museum expansion:

- Rolands is fabricating the new Chimczuk Museum outdoor signs, and this should be complete soon.
- The final invoice for the Dinosaur Discoveries exhibit has been received and processed.
- C. Masterson and M. Della Valle will be meeting with facilities and parks staff this week to discuss \$10,000 landscaping budget (and issue of backup fuel tank on sidewalk).
- Finally, any remaining project surplus balance (around \$44,000) will be placed in a Building Reserve account for Museum Windsor.

5.3 Sandwich History Plaques

C. Masterson noted that there is no update on installation of these plaques.

5.4 Duff Baby House

C. Masterson presented a summary of recent council decision on the Duff Baby House.

- That the City of Windsor ENTER into a lease agreement with the Ontario Heritage Trust (OHT) to occupy the FIRST floor of the Duff-Baby Mansion
- Staffing, program materials, advertising, and exhibition expenses be approved as follows with the one-day per month scenario and if demand warrants, there would be an increase in frequency up to one day per week
 - Staffing Cost \$2,700.00 (one day per month) [\$11,700.00 one day per week]
 - Yearly Rent \$22,482.57
 - Program Supplies \$1,000.00
 - Advertising \$2,000.00
 - Furniture \$1,000.00
 - Exhibition Panels \$4,000.00
 - Total Costs \$33,182.57 [\$42,182.57 if one day per week]
- That Administration BE REQUESTED to petition the Federal Government for historic designation of the Duff-Baby House; and,
- That Administration BE REQUESTED to prepare a letter to the Provincial Government requesting reparation or return of the artifacts from the Duff-Baby House including, but not limited to the weight scales, keys and all artifacts relevant to the history of the Duff-Baby House be returned for exhibition

5.5 Streetcar restoration

C. Masterson provided update.

6. NEW BUSINESS

6.1 Report on Museum Windsor Activities in 2019

M. Della Valle provided overview of report (see Appendix A).

Moved by I. Hawkins, seconded by T. Lawrence that the report BE RECEIVED.
Carried.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle presented upcoming events. See Appendix B.

8. DATE OF NEXT MEETING

5pm, Tuesday, March 31, 2020 at the Chimczuk Museum

9. ADJOURNMENT

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

Museum Subcommittee of the Community Public Arts Advisory Committee minutes,
August 19, 2020

MINUTES Windsor, Ontario August 19, 2020

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 10 o'clock a.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

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

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 10:02 o'clock a.m. and the Sub-Committee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

None added.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Dr. T. Lawrence, and seconded by Irene Hawkins that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held January 28, 2020 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

M. Della Valle noted that work will be proceeding on fixing the basement leak problem now that the Stage 2 Archaeological Assessment is complete. Work will also be done to inspect, and where necessary putty and paint windows and shutters.

5.2 Museum Development update

M. Della Valle updated the committee that the Dinosaur Discoveries exhibit has been rescheduled for fall 2020 due to the current pandemic.

5.3 Sandwich History Plaques

C. Masterson noted that there is no update on installation of these plaques.

C.4 Duff Baby House

C. Masterson presented noted that the City of Windsor received the template for the lease agreement with the Ontario Heritage Trust (OHT) to occupy the FIRST floor of the Duff-Baby Mansion. She will follow up to find out status of agreement.

5.5 Streetcar restoration

C. Masterson provided update.

6. NEW BUSINESS

6.1 Status of Museum Windsor in pandemic

M. Della Valle updated the committee that

- all Museum Windsor sites have been closed since the end of day on March 15th. Currently, Council has stated that they will be closed through the end of 2020.
- 4 staff continue to work on the premises. The other museum staff are on lay-off or emergency leave.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle noted that the following work is proceeding at Museum Windsor:

- Collection work
- Social Media, including Facebook posts and videos
- MAP - Covid-19 Emergency Support Fund for Heritage Organizations grant submitted
- Community Museum Operating Grant applied for and received
- Exhibition research

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- A newsletter is planned for the fall

8. DATE OF NEXT MEETING

There will be 2 more meetings of the committee this year. One in October and one in December. Exact dates TBA.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 10:25 o'clock a.m.

Letter of Support from Gordon Lightfoot

Canadian Singer-Songwriter, internationally
known as a folk-rock legend

Museum Subcommittee of the Community Public Arts Advisory Committee minutes,
October 21, 2020

MINUTES Windsor, Ontario October 21, 2020

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 10 o'clock a.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

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

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 10:05 o'clock a.m. and the Sub-Committee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

None added.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Dr. T. Lawrence, and seconded by Spencer Montcalm that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held August 19, 2020 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

M. Della Valle brought forward the sad news of the sudden death of the project manager, Michael Abaldo, a few weeks ago. As a result of his death, a new project manager will have to be named. This will result in delay to fixing the basement leak problem. It is anticipated that this work will now take place next spring.

M. Della Valle also noted that work is currently being done to inspect, and where necessary putty and paint windows and shutters and the shack over the patio.

5.2 Museum Development update

M. Della Valle noted that the only elements remaining from the museum development project are the Dinosaur Discoveries exhibit which has now been rescheduled for fall 2020 due to the current pandemic, and some landscaping around the Chimczuk Museum which will likely take place in spring 2021.

5.3 Sandwich History Plaques

No update.

C.4 Duff Baby House

No update.

5.5 Streetcar restoration

No update.

5.6 Status of Museum Windsor in pandemic

M. Della Valle noted:

- that Museum Windsor was successful in receiving a grant of \$71, 946 from the Museum Assistance Program, Covid-19 Emergency Support Fund
- the Art Gallery of Windsor opened its doors on October 8, 2020
- Museum Windsor is still scheduled to be closed at least through the end of this calendar year.

6. NEW BUSINESS

none

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle noted that a newly redesigned Museum Newsletter has just been printed and will be sent out in the next few days. (Appendix A)

8. **DATE OF NEXT MEETING**

Thursday, December 10th at 10:00a.m. at the François Baby House.

9. **ADJOURNMENT**

There being no further business, Dr. T. Lawrence moved and I. Hawkins seconded to adjourn the meeting. The meeting is adjourned at 10:30 o'clock a.m.

Museum Subcommittee of the Community Public Arts Advisory Committee minutes,
July 30, 2021

MINUTES Windsor, Ontario, July 30, 2021

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 10 o'clock a.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Leisha Nazarewich
Dr. Terri Lawrence
Irene Hawkins

Regrets:

Spencer Montcalm
Grace Manias

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Michelle Staadegaard, Manager of Culture and Events

1. CALL TO ORDER

The Chair calls the meeting to order at 10:17 o'clock a.m. and the Sub-Committee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

None added.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by I. Hawkins, and seconded by Dr. T. Lawrence that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held October 21, 2020 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

M. Della Valle updated the committee on the leak mitigation project that occurred in April in which the north porch stairs of the Francois Baby House were replaced, and the concrete was given an exposed aggregate finish. TRS Waterproofing and Drainage also waterproofed the exposed porch and foundation wall of the Francois Baby House, on both the east and west sides of the porch, and the tunnel wall with waterproofing membrane. The city re-landscaped the areas to the right and left of the north porch following the waterproofing work.

M, Della Valle noted that cracks on the concrete patio over the storage area near the outdoor covered display area and outbuilding commonly known as “the shack” were caulked to prevent water from entering the underground storage area.

M. Della Valle updated the committee on the recent theft of the copper downspout on the southeast side of the building, and the attempted theft of the downspout just west of the north porch. These downspouts were subsequently replaced with aluminum downspouts. The remaining in situ copper downspout on the southwest was removed and replaced with aluminum in order to head off likely future theft. Remaining original copper downspouts and brackets are now being stored in the collections storage area of the Francois Baby House.

5.2 Museum Development update

M. Della Valle noted that the only elements remaining from the museum development project are the Dinosaur Discoveries exhibit which has now been rescheduled for fall 2020 due to the current pandemic, and some landscaping around the Chimczuk Museum which will likely take place in spring 2022. The tank on the sidewalk will unfortunately have to remain, but the committee discussed the need to have the walls around the tank (to be built soon) be aesthetically pleasing, perhaps with murals. This might be a good project in which to invite the Art Gallery of Windsor to participate.

5.3 Sandwich History Plaques

M. Della Valle noted that these plaques were completed and installed in March 2021.

M. Staaedegaard noted that the nearby Patterson Park art murals are currently being taken down in order to be restored following recent graffiti, and to correct some errors.

5.4 Duff Baby House

M. Della Valle reported that the lease agreement with the Ontario Heritage Trust is being developed and should be signed shortly.

5.5 Streetcar restoration

M. Staadegaard noted that the streetcar building on the riverfront project is currently on hold pending amendment of zoning bylaws.

5.6 Status of Museum Windsor in pandemic

M. Della Valle noted that as per city direction that the museum remains closed until the fall. No specific reopening date available yet.

6. NEW BUSINESS

6.1 Final Report for Museum Windsor 2020 – confirm acceptance originally sent by email and mail (See Appendix A)

Moved by I. Hawkins and seconded by Dr. T. Lawrence that the Final Report for Museum Windsor 2020 BE APPROVED.

Carried.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle noted that a Museum Newsletter was sent out in May 2021. (Appendix B)

8. DATE OF NEXT MEETING

August 26, 2021 at 10:00a.m. at the François Baby House.

9. ADJOURNMENT

There being no further business, Dr. T. Lawrence moved and I. Hawkins seconded to adjourn the meeting. The meeting is adjourned at 11:10 o'clock a.m.

Appendix A:

Report on Museum Windsor Activities in 2020 – updated January 20-21

**To be noted is that due to the coronavirus pandemic, the museum closed as of end of day
March 15th and did not reopen the remainder of the year.**

Staff Development

- Museum Enterprises Conference
- Advisory Member for upcoming Indigenous Collections Workshop “Mashkawatgong-mamawewiziwin – strengthening our bonds, sharing our practices”
- First Aid/CPR/AED
- Numerous webinars
- Monthly safety talks for all staff on a variety of safety-related topics
- Cultural Affairs staff representative on Archaeological Master Plan Review Working Group
- JHSC interim training

Staff changes:

- Due to pandemic, 6 staff were laid off, 1 staff was redeployed, 4 went on emergency leave, and 4 staff remained in their regular positions
- One Museum Assistant resigned as she moved out of province
- Recreation and Culture Department (which includes Museum Windsor) restructured in December

Administration

- Three (3) meetings of the Museum Subcommittee of the Community Public Arts Advisory Committee were held [Note – the 4th was scheduled in December but had to be cancelled due to the worsening of the pandemic
- Applied and received two (2) Young Canada Works in Heritage Organizations summer student grants; however this grant was turned down due to pandemic situation
- Windsor Historic Sites Association applied for and received one (1) Canada Summer Job grant – similarly, it, too, was turned down due to pandemic situation
- Community Museum Operating Grant 2020 applied for and received \$25,094
- Museums Assistance Program, COVID-19 Emergency Support Fund Component applied for and received \$71,946
- Museum Coordinator part of the Recreation Programming Working Group

Maintenance/Physical Plant

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- There was one (1) meeting 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. Inspections were conducted 5 days/week during the shut down of the Francois Baby House when staff were not onsite (March 16-April 8)
- Repair of leaking problem in sub-basement is ongoing
- Repair and painting of shutters and windows at the Francois Baby House and the offsite building on the property undertaken
- Fire drill were carried out at the Francois Baby House.
- Outdoor signs for the Chimczuk Museum replaced
- Regular inspections of the Streetcar carried out
- Museum Volunteer Group member tended to garden at Francois Baby House

Curatorial Activities (research and collections management)

- The Museum staff assisted 19 distance researchers. (Distance being someone unable to physically come to the museum and who contacts us by fax, phone or email).
- In the first part of the year when we were open, there were 25 onsite researchers.
- Collections Assistant is a member of the City of Windsor AMP (Archaeological Master Plan) Review Technical Working Group

Museum staff research (which has been a priority during the pandemic) includes:

- Slavery in the region (Windsor/Detroit)-both Indigenous and Black
- Local censuses
- Street names
- No.2 Construction Battalion (Black regiment during First World War)
- Country Wives research
- Indigenous Collections in Institutions such as museums, galleries, archives and libraries and privately held collections
- Compiling Covid-19 articles for future research
- Genealogical research on the Baby, Reaume, Boucherville families
- Soldiers (names and regiments) in Windsor for the Fenian Raids.
- Keeping up with publications on history of this area
- Filipino Community of Windsor
- Windsor Pizza History
- Man O' War & The Race of the Century
- Ghost Stories in Windsor Essex
- Things of Beauty exhibition research
- Digital Activities/Programs for Museum Windsor website link page
- Artifact/image research
- Research for TWEPI (Tourism Windsor Essex Pelee Island) on local Italian history
- Research for TWEPI (via Lakeshore Excursions) on a webinar for the cruise industry

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- Translation review for plaques at new branch of Windsor Public Library in Sandwich
- Research for Mayor's office on a number of topics, including George A. Dixon Memorial Cross medal – museum also participated in acquiring this medal for the collection

Collections Management/Artifact Acquisition

One (1) acquisitions committee meeting was held, and a number of new collected artifacts and images are currently being accessioned. Data not currently available.

Mimsy database entries-770 were added (lower number than past years due to database not working most of the year)

Difficulties with the database impeded full uploading of new photographs and information to the database for a large part of the year. Information Technology was moving our database to a more current server. This required the assistance of the software company to make the transition work. (It was a March – December endeavour). At this time there was also new online security measures that were implemented. Database was functional by year end.

Museum has been working a major project to capture, for the future, elements of the current pandemic. This includes partnering with the Windsor Public Library on a Downloadable Covid-19 journal (which encourages people, and groups, to submit their own Covid-19 pandemic memories), collecting news articles, photographs, social media memes, etc. all relating to the pandemic. These are being catalogued into the museum's permanent collection.

Conservation

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Exhibitions – note a number of scheduled exhibitions have been moved or delayed due to pandemic

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 - *Heritage photo exhibit;*
 - *Jesuit Pear Tree - Heritage Tree display*
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- Large Case in Concourse (aka Marine Case)
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Council, University of Windsor; Ontario Archaeological Society local chapter; Les Amis Duff Baby, Windsor Historic Sites Association. Numerous community partners and individuals.

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- University Public History Program
- P.D. Day and Holiday Family Programming
- Also refer to note * below

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 normally meets 4 times per year (but this year, due to the pandemic, only met once in person – however, contact was maintained through a list-serve).

Public Programming:

- January
 - Holiday Themed Scavenger Hunts and Crafts
 - P.D. Day Activities
- February
 - Museum Volunteer Group meeting – Irene Moore Davis speaker
 - P.D. Day Activities
 - Alice Nelson's class from School of Dramatic Art University of Windsor did onsite theatrical performances in the exhibition spaces at the Francois Baby House
 - Museum Windsor Heritage Day – free admission – tours of exhibits, craft making, gift shop sale; also self-guided tours at the Duff Baby House
 - Museum hosted the Essex County Black Historical Research Society's guest speaker visiting Fulbright scholar Maria Esther Hammack (University of Texas at Austin.) Hammack who presented her research regarding the experiences of enslaved and free Black women, men, and children who formed Black communities in Mexico in the Underground Railroad era.
 - Museum booth – and speaking performance at the Multinational Mother Language Festival

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- March
 - Museum Volunteer Group meeting, Nicole Chittle gave tour of Bustles and Bows exhibition
 - P.D. Day Activities
 - March Break Program Activities –featuring scavenger hunts and crafts; however, museum shut down due to Coronavirus pandemic as of March 16, so most of March Break activities cancelled.

- April
 - Face Book and website activities/posts*

- May
 - Face Book and website activities/posts*

- June
 - Face Book and website activities/posts*

- July
 - Face Book and website activities/posts*

- August
 - Face Book and website activities/posts*

- September
 - Face Book and website activities/posts*

- October
 - Face Book and website activities/posts*

- November
 - Face Book and website activities/posts*

- December
 - Participate in City of Windsor modified Bright Lights
 - Face Book and website activities/posts*

* <https://www.citywindsor.ca/residents/Culture/Windsors-Community-Museum/Pages/Online-Resources-Exploring-History-and-Culture.aspx>

- Museum Windsor resources
 - Online database
 - No Kidding! Fun facts page
 - Museum Windsor downloadable colouring book
 - Downloadable Covid-19 journal
 - Museum Windsor Facebook page – regular posts
- Ontario Live Video Series

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- Geologic History
- Tecumseh's Flag
- Sculpture Park
- Local resources
- National resources
- International resources

Museum Volunteer Group

- The Museum Volunteer Group with 44 members assisted visitors at Francois Baby House main desk, and the Chimczuk Museum Gift Shop, tending to the garden, and assisting with programs.
- Volunteer hours for 2020:
 - CM: 262.3 hours;
 - FBH: 221 hours;
 - Total: 483.3 Hours.
 - The equivalent of 13.8 weeks of work (based on a 35 hour work week).
- They met twice during the year, held 1 executive meeting, and hosted 2 lectures/exhibit tours.
- The MVG also raises money to assist in various Museum Windsor initiatives including donating funds for new outdoor signage at the Chimczuk Museum and the upcoming travelling exhibition: Dinosaur Discoveries from the American Museum of Natural History.

Marketing/Public Relations

- The Museum had some media coverage in 2020 including 9 pieces of media coverage from print, radio, television, internet sources.
- One edition of the newsletter “Museum Windsor News” was produced. (Note, the design of the newsletter was updated)
- 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 (although due to pandemic there were only 3 regular Cultural e-blasts, as well as two special editions), as well as the City of Windsor’s City Circuit.

Facebook Statistics:

Top Facebook posts (highest reaching)

- Tunnel opening anniversary- Nov 3 -28.1K. -215 shares
- Covid Journal –April 22 -13.6K -86 shares –boosted 7.7K
- Ford strike blockade anniversary -Nov 5 - 12.8 K -65 shares
- Canadian Bridge Co. employees –July 11 -9.1k 36 shares
- Plan of Ojibway –Jan 18 -9.1 k -14 shares
- Rumrunning –Oct 2 -8.4K -77 shares

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- Women's day –March 8 -8.1K -58 shares
- The Event for the Vintage tea –posted Feb 21 reached 8.9K

As of Dec 31 we have 1, 777 page likes (for reference we had 1421 at the end of 2019 and 1158 at end of 2018)

- We had 39 new page likes/follows on December 1 (the largest one day increase)

Total visitation to the museum

- 2718
- For comparison purposes total visitation was 19,397 in 2019 and 21,420 in 2018
- Museum was closed from end of day March 15th through December 31st 2020 due to pandemic.
- For a more specific comparison, Jan – Mar 15, 2019 visitation was 3706 people (but this 2019 figure includes 4 days of March Break – always a large attendance driver – and in 2020, we were closed for March Break)

Museum Subcommittee of the Community Public Arts Advisory Committee minutes,
October 21, 2020

MINUTES Windsor, Ontario October 21, 2020

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 10 o'clock a.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

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

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 10:05 o'clock a.m. and the Sub-Committee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

None added.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by Dr. T. Lawrence, and seconded by Spencer Montcalm that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held August 19, 2020 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

M. Della Valle brought forward the sad news of the sudden death of the project manager, Michael Abaldo, a few weeks ago. As a result of his death, a new project manager will have to be named. This will result in delay to fixing the basement leak problem. It is anticipated that this work will now take place next spring.

M. Della Valle also noted that work is currently being done to inspect, and where necessary putty and paint windows and shutters and the shack over the patio.

5.2 Museum Development update

M. Della Valle noted that the only elements remaining from the museum development project are the Dinosaur Discoveries exhibit which has now been rescheduled for fall 2020 due to the current pandemic, and some landscaping around the Chimczuk Museum which will likely take place in spring 2021.

5.3 Sandwich History Plaques

No update.

C.4 Duff Baby House

No update.

5.5 Streetcar restoration

No update.

5.6 Status of Museum Windsor in pandemic

M. Della Valle noted:

- that Museum Windsor was successful in receiving a grant of \$71, 946 from the Museum Assistance Program, Covid-19 Emergency Support Fund
- the Art Gallery of Windsor opened its doors on October 8, 2020
- Museum Windsor is still scheduled to be closed at least through the end of this calendar year.

6. NEW BUSINESS

none

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle noted that a newly redesigned Museum Newsletter has just been printed and will be sent out in the next few days. (Appendix A)

8. **DATE OF NEXT MEETING**

Thursday, December 10th at 10:00a.m. at the François Baby House.

9. **ADJOURNMENT**

There being no further business, Dr. T. Lawrence moved and I. Hawkins seconded to adjourn the meeting. The meeting is adjourned at 10:30 o'clock a.m.

Museum Subcommittee of the Community Public Arts Advisory Committee minutes,
July 30, 2021

MINUTES Windsor, Ontario, July 30, 2021

A meeting of the **Museum Subcommittee of the Community Public Arts Advisory Committee** is held this day commencing at 10 o'clock a.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

Leisha Nazarewich
Dr. Terri Lawrence
Irene Hawkins

Regrets:

Spencer Montcalm
Grace Manias

Also present are the following resource personnel:

Madelyn DellaValle, Museum Curator
Michelle Staadegaard, Manager of Culture and Events

1. CALL TO ORDER

The Chair calls the meeting to order at 10:17 o'clock a.m. and the Sub-Committee considers the Agenda (previously distributed), matters which are dealt with as follows:

2. ADDITIONS TO THE AGENDA

None added.

3. DECLARATIONS OF CONFLICT

None declared.

4. MINUTES

Moved by I. Hawkins, and seconded by Dr. T. Lawrence that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held October 21, 2020 BE ADOPTED as presented.

Carried.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Update on building maintenance

M. Della Valle updated the committee on the leak mitigation project that occurred in April in which the north porch stairs of the Francois Baby House were replaced, and the concrete was given an exposed aggregate finish. TRS Waterproofing and Drainage also waterproofed the exposed porch and foundation wall of the Francois Baby House, on both the east and west sides of the porch, and the tunnel wall with waterproofing membrane. The city re-landscaped the areas to the right and left of the north porch following the waterproofing work.

M, Della Valle noted that cracks on the concrete patio over the storage area near the outdoor covered display area and outbuilding commonly known as “the shack” were caulked to prevent water from entering the underground storage area.

M. Della Valle updated the committee on the recent theft of the copper downspout on the southeast side of the building, and the attempted theft of the downspout just west of the north porch. These downspouts were subsequently replaced with aluminum downspouts. The remaining in situ copper downspout on the southwest was removed and replaced with aluminum in order to head off likely future theft. Remaining original copper downspouts and brackets are now being stored in the collections storage area of the Francois Baby House.

5.2 Museum Development update

M. Della Valle noted that the only elements remaining from the museum development project are the Dinosaur Discoveries exhibit which has now been rescheduled for fall 2020 due to the current pandemic, and some landscaping around the Chimczuk Museum which will likely take place in spring 2022. The tank on the sidewalk will unfortunately have to remain, but the committee discussed the need to have the walls around the tank (to be built soon) be aesthetically pleasing, perhaps with murals. This might be a good project in which to invite the Art Gallery of Windsor to participate.

5.3 Sandwich History Plaques

M. Della Valle noted that these plaques were completed and installed in March 2021.

M. Staaedegaard noted that the nearby Patterson Park art murals are currently being taken down in order to be restored following recent graffiti, and to correct some errors.

5.4 Duff Baby House

M. Della Valle reported that the lease agreement with the Ontario Heritage Trust is being developed and should be signed shortly.

5.5 Streetcar restoration

M. Staadegaard noted that the streetcar building on the riverfront project is currently on hold pending amendment of zoning bylaws.

5.6 Status of Museum Windsor in pandemic

M. Della Valle noted that as per city direction that the museum remains closed until the fall. No specific reopening date available yet.

6. NEW BUSINESS

6.1 Final Report for Museum Windsor 2020 – confirm acceptance originally sent by email and mail (See Appendix A)

Moved by I. Hawkins and seconded by Dr. T. Lawrence that the Final Report for Museum Windsor 2020 BE APPROVED.

Carried.

7. REVIEW OF MUSEUM ACTIVITIES

M. Della Valle noted that a Museum Newsletter was sent out in May 2021. (Appendix B)

8. DATE OF NEXT MEETING

August 26, 2021 at 10:00a.m. at the François Baby House.

9. ADJOURNMENT

There being no further business, Dr. T. Lawrence moved and I. Hawkins seconded to adjourn the meeting. The meeting is adjourned at 11:10 o'clock a.m.

Appendix A:

Report on Museum Windsor Activities in 2020 – updated January 20-21

To be noted is that due to the coronavirus pandemic, the museum closed as of end of day March 15th and did not reopen the remainder of the year.

Staff Development

- Museum Enterprises Conference
- Advisory Member for upcoming Indigenous Collections Workshop “Mashkawatgong-mamawewiziwin – strengthening our bonds, sharing our practices”
- First Aid/CPR/AED
- Numerous webinars
- Monthly safety talks for all staff on a variety of safety-related topics
- Cultural Affairs staff representative on Archaeological Master Plan Review Working Group
- JHSC interim training

Staff changes:

- Due to pandemic, 6 staff were laid off, 1 staff was redeployed, 4 went on emergency leave, and 4 staff remained in their regular positions
- One Museum Assistant resigned as she moved out of province
- Recreation and Culture Department (which includes Museum Windsor) restructured in December

Administration

- Three (3) meetings of the Museum Subcommittee of the Community Public Arts Advisory Committee were held [Note – the 4th was scheduled in December but had to be cancelled due to the worsening of the pandemic
- Applied and received two (2) Young Canada Works in Heritage Organizations summer student grants; however this grant was turned down due to pandemic situation
- Windsor Historic Sites Association applied for and received one (1) Canada Summer Job grant – similarly, it, too, was turned down due to pandemic situation
- Community Museum Operating Grant 2020 applied for and received \$25,094
- Museums Assistance Program, COVID-19 Emergency Support Fund Component applied for and received \$71,946
- Museum Coordinator part of the Recreation Programming Working Group

Maintenance/Physical Plant

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- There was one (1) meeting 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. Inspections were conducted 5 days/week during the shut down of the Francois Baby House when staff were not onsite (March 16-April 8)
- Repair of leaking problem in sub-basement is ongoing
- Repair and painting of shutters and windows at the Francois Baby House and the offsite building on the property undertaken
- Fire drill were carried out at the Francois Baby House.
- Outdoor signs for the Chimczuk Museum replaced
- Regular inspections of the Streetcar carried out
- Museum Volunteer Group member tended to garden at Francois Baby House

Curatorial Activities (research and collections management)

- The Museum staff assisted 19 distance researchers. (Distance being someone unable to physically come to the museum and who contacts us by fax, phone or email).
- In the first part of the year when we were open, there were 25 onsite researchers.
- Collections Assistant is a member of the City of Windsor AMP (Archaeological Master Plan) Review Technical Working Group

Museum staff research (which has been a priority during the pandemic) includes:

- Slavery in the region (Windsor/Detroit)-both Indigenous and Black
- Local censuses
- Street names
- No.2 Construction Battalion (Black regiment during First World War)
- Country Wives research
- Indigenous Collections in Institutions such as museums, galleries, archives and libraries and privately held collections
- Compiling Covid-19 articles for future research
- Genealogical research on the Baby, Reaume, Boucherville families
- Soldiers (names and regiments) in Windsor for the Fenian Raids.
- Keeping up with publications on history of this area
- Filipino Community of Windsor
- Windsor Pizza History
- Man O' War & The Race of the Century
- Ghost Stories in Windsor Essex
- Things of Beauty exhibition research
- Digital Activities/Programs for Museum Windsor website link page
- Artifact/image research
- Research for TWEPI (Tourism Windsor Essex Pelee Island) on local Italian history
- Research for TWEPI (via Lakeshore Excursions) on a webinar for the cruise industry

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- Translation review for plaques at new branch of Windsor Public Library in Sandwich
- Research for Mayor's office on a number of topics, including George A. Dixon Memorial Cross medal – museum also participated in acquiring this medal for the collection

Collections Management/Artifact Acquisition

One (1) acquisitions committee meeting was held, and a number of new collected artifacts and images are currently being accessioned. Data not currently available.

Mimsy database entries-770 were added (lower number than past years due to database not working most of the year)

Difficulties with the database impeded full uploading of new photographs and information to the database for a large part of the year. Information Technology was moving our database to a more current server. This required the assistance of the software company to make the transition work. (It was a March – December endeavour). At this time there was also new online security measures that were implemented. Database was functional by year end.

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- P.D. Day and Holiday Family Programming
- Also refer to note * below

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 normally meets 4 times per year (but this year, due to the pandemic, only met once in person – however, contact was maintained through a list-serve).

Public Programming:

- January
 - Holiday Themed Scavenger Hunts and Crafts
 - P.D. Day Activities
- February
 - Museum Volunteer Group meeting – Irene Moore Davis speaker
 - P.D. Day Activities
 - Alice Nelson's class from School of Dramatic Art University of Windsor did onsite theatrical performances in the exhibition spaces at the Francois Baby House
 - Museum Windsor Heritage Day – free admission – tours of exhibits, craft making, gift shop sale; also self-guided tours at the Duff Baby House
 - Museum hosted the Essex County Black Historical Research Society's guest speaker visiting Fulbright scholar Maria Esther Hammack (University of Texas at Austin.) Hammack who presented her research regarding the experiences of enslaved and free Black women, men, and children who formed Black communities in Mexico in the Underground Railroad era.
 - Museum booth – and speaking performance at the Multinational Mother Language Festival

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- March
 - Museum Volunteer Group meeting, Nicole Chittle gave tour of Bustles and Bows exhibition
 - P.D. Day Activities
 - March Break Program Activities –featuring scavenger hunts and crafts; however, museum shut down due to Coronavirus pandemic as of March 16, so most of March Break activities cancelled.

- April
 - Face Book and website activities/posts*

- May
 - Face Book and website activities/posts*

- June
 - Face Book and website activities/posts*

- July
 - Face Book and website activities/posts*

- August
 - Face Book and website activities/posts*

- September
 - Face Book and website activities/posts*

- October
 - Face Book and website activities/posts*

- November
 - Face Book and website activities/posts*

- December
 - Participate in City of Windsor modified Bright Lights
 - Face Book and website activities/posts*

* <https://www.citywindsor.ca/residents/Culture/Windsors-Community-Museum/Pages/Online-Resources-Exploring-History-and-Culture.aspx>

- Museum Windsor resources
 - Online database
 - No Kidding! Fun facts page
 - Museum Windsor downloadable colouring book
 - Downloadable Covid-19 journal
 - Museum Windsor Facebook page – regular posts
- Ontario Live Video Series

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- Geologic History
- Tecumseh's Flag
- Sculpture Park
- Local resources
- National resources
- International resources

Museum Volunteer Group

- The Museum Volunteer Group with 44 members assisted visitors at Francois Baby House main desk, and the Chimczuk Museum Gift Shop, tending to the garden, and assisting with programs.
- Volunteer hours for 2020:
 - CM: 262.3 hours;
 - FBH: 221 hours;
 - Total: 483.3 Hours.
 - The equivalent of 13.8 weeks of work (based on a 35 hour work week).
- They met twice during the year, held 1 executive meeting, and hosted 2 lectures/exhibit tours.
- The MVG also raises money to assist in various Museum Windsor initiatives including donating funds for new outdoor signage at the Chimczuk Museum and the upcoming travelling exhibition: Dinosaur Discoveries from the American Museum of Natural History.

Marketing/Public Relations

- The Museum had some media coverage in 2020 including 9 pieces of media coverage from print, radio, television, internet sources.
- One edition of the newsletter “Museum Windsor News” was produced. (Note, the design of the newsletter was updated)
- 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 (although due to pandemic there were only 3 regular Cultural e-blasts, as well as two special editions), as well as the City of Windsor’s City Circuit.

Facebook Statistics:

Top Facebook posts (highest reaching)

- Tunnel opening anniversary- Nov 3 -28.1K. -215 shares
- Covid Journal –April 22 -13.6K -86 shares –boosted 7.7K
- Ford strike blockade anniversary -Nov 5 - 12.8 K -65 shares
- Canadian Bridge Co. employees –July 11 -9.1k 36 shares
- Plan of Ojibway –Jan 18 -9.1 k -14 shares
- Rumrunning –Oct 2 -8.4K -77 shares

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- Women's day –March 8 -8.1K -58 shares
- The Event for the Vintage tea –posted Feb 21 reached 8.9K

As of Dec 31 we have 1, 777 page likes (for reference we had 1421 at the end of 2019 and 1158 at end of 2018)

- We had 39 new page likes/follows on December 1 (the largest one day increase)

Total visitation to the museum

- 2718
- For comparison purposes total visitation was 19,397 in 2019 and 21,420 in 2018
- Museum was closed from end of day March 15th through December 31st 2020 due to pandemic.
- For a more specific comparison, Jan – Mar 15, 2019 visitation was 3706 people (but this 2019 figure includes 4 days of March Break – always a large attendance driver – and in 2020, we were closed for March Break)

MDV/
Windsor, Ontario, May 1, 2019

MINUTES
MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)
Wednesday, May 1, 2019
3:00 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 3:00 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)

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

Regrets:

D. Wilson, Windsor Historic Sites Association

Also present are the following resource personnel:

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

1. CALL TO ORDER

Chair L. Nazarewich called the meeting to order at 3:05 o'clock p.m.

2. DECLARATION OF CONFLICT

None declared.

3. MINUTES

Moved by G. Manias, seconded by C. Masterson

That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Tuesday, June 12** meeting BE ADOPTED as presented.

Carried

5. **NEW BUSINESS**

No new business was brought forward.

6. **DATES OF NEXT MEETINGS**

tba

7. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:00 o'clock p.m.

MINUTES
MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)
Tuesday, August 11, 2020
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 10:00 o'clock a.m. at the François Baby House, 254 Pitt Street West, there being present the following members:

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

L. Nazarewich, Windsor Historic Sites Association
C. Masterson, Manager of Cultural Affairs
G. Manias, Windsor Historic Sites Association
D. Thachuk, Manager Parks & Facilities Assets & Projects

Regrets:

D. Wilson, Windsor Historic Sites Association
D. Brisebois, Supervisor of Maintenance Contracts, Western Campus
K. Tang, Heritage Planner, Planning

Also present are the following resource personnel:

M. Della Valle, Museum Curator, Cultural Affairs
M. Abaldo, Supervisor, Facilities

1. CALL TO ORDER

Chair L. Nazarewich called the meeting to order at 10:05 o'clock a.m.

2. DECLARATION OF CONFLICT

None declared.

3. MINUTES

Moved by G. Manias, seconded by C. Masterson

That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Wednesday, May 1, 2019** 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 presently a sum of \$117,804.68 in this fund.

4.2 Continued leaking in fort

M. Della Valle welcomed Mike Abaldo, newly appointed project manager for this leak issue. He provided the committee with his background experience, and then updated the committee on his ideas vis-a-vis how to mitigate the leak problem.

It is to be noted that this mitigation is going to be paid for with city capital funds up to \$50,000.

C. Masterson requested that options for the proposed concrete pad (which is being installed to funnel water away from the building) be explored (e.g. exposed aggregate finish, stamped concrete). Museum staff will investigate other historic sites to explore what their immediate building surroundings are comprised of, and which concrete pad treatments would best suit this project.

M. Abaldo is also to confirm with the heritage planner that a heritage alteration permit would not be needed for the proposed direction.

After discussion with the committee:

Moved by C. Masterson and seconded by G. Manias:

That the Committee approve the proposed direction to mitigate the leak in the basement of the Francois Baby House as follows:

- Excavation around north porch
- Investigation
- Waterproofing and weeping tile replacement
- Backfill and place concrete pads adjacent to porch
- Step/porch replacement (based on condition of the underside)

Carried

4.3 Lilac bushes at the Francois Baby House

M. Della Valle has contacted Wanda Letourneau to potentially arrange for the city to propagate them in the city greenhouses to ensure the survival of these historic varieties.

5. NEW BUSINESS**5.1 St Clair College remove ivy**

M. Della Valle reported that St Clair College requested permission and is now removing the ivy from the side of their building, accessing it from the north yard of the Francois Baby House.

5.2 State of windows at the Francois Baby House

D. Thachuk noted that there is visible deterioration on the windows and shutters and doors at the Francois Baby House. He noted that it would be advisable to get the deterioration fixed before it gets worse. He will coordinate this project.

Moved by C. Masterson and seconded by G. Manias:

That D. Thachuk will arrange for the windows, and doors and shutters at the Francois Baby House to be inspected, and as necessary, to be scraped, painted and re-glazed as necessary for their long term maintenance, AND that the Committee approves the expenditure of a maximum amount of \$20,000 + taxes on this project.

Carried

6. DATES OF NEXT MEETINGS

TBA, at the call of the Chair

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 10:55 o'clock a.m.