

**AGENDA**  
**COMMUNITY PUBLIC ART WORKING GROUP**

meeting held Wednesday, July 9, 2025

at 5:00 o'clock p.m.

Room 140, 350 City Hall Square West

**1. Call to Order**

**READING OF LAND ACKNOWLEDGEMENT**

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

**2. Declaration of Conflict**

**3. Adoption of the Minutes**

Adoption of the minutes of the meeting held July 24, 2024 – ***attached***.

**4. Business Items**

**4.1 Three Sisters Donation**

- Bronze sculpture
  - Depicts three young sisters, seating on a log
  - Donated by residents Molly and Pierre Poirier
- The Public Art Application is ***attached***.

**4.2 All We Are is All We Were**

- Type: Deaccession
  - Location: Mill Park Windmill, Sandwich Town
  - LED light installation
  - Ten-year expected lifespan reached in 2023
  - Lighting in operable and not reparable
- Background information is ***attached***.

**5. New Business**

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

**7. Date of Next Meeting**

**8. Adjournment**

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

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

**Please complete ALL sections for consideration. Please Print.**

### • APPLICANT INFORMATION •

Name: Molly Poirier Address: 3770 Victoria Boulevard, Windsor, ON N9E 3L8  
 Phone: 519-257-9206 Email: mollypoirier@hotmail.com Date Submitted: February 28, 2025

### • ARTIST INFORMATION •

Name: Donna Jean Mayne Address: 756 Scofield Ave., Windsor, ON N9G 1L3  
 Phone: 519-966-5373 Email: donnajeanmayne@gmail.com  
 Website: FineSculpture.ca • Please include Artist CV

### • PROJECT INFORMATION •

Title: Three Sisters Medium: Bronze  
 Size/Dimensions: approx 1.2m x 60cm x 1.2m; 146kg Value of Project: \$100,000

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

Completion Date: April 2025 Any significant dates attached to project: International Sisters Day (first Sunday in August)

1<sup>st</sup> Desired Location: Reaume Park 2<sup>nd</sup> Desired Location: Windsor Sculpture Park

Primary use of desired locations: \_\_\_\_\_

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

Maintenance Requirements: Annual cleaning (gentle detergent) & waxing

Cost to Maintain: \$15 for wax + 1 hour labour/year

Project Commemorates a(n): ☐ Individual ☐ Group ☒ Event ☐ Other



**• PROJECT INFORMATION - continued •**For Plaques or Signage, please include wording: Please see attached.Molly Dorian  
Applicant SignatureFebruary 28, 2025  
Application 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:

**Michelle Staaegaard***Manager of Culture and Events, The City of Windsor*

2450 McDougall Street, Windsor ON. N8X 3N6 (519) 253-2300 x 2726

[mstaaegaard@citywindsor.ca](mailto:mstaaegaard@citywindsor.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 Working Group

**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*

February 28, 2025

Public Art Working Group  
c/o Mr. Steven Vlachodimos,  
Office of the City Clerk,  
350 City Hall Square West,  
Windsor, ON  
N9A 6S1

Dear Public Art Working Group members:

Sisterhood, whether shared with siblings in the conventional sense, or among steadfast friends in a broader context, affords a singular power that emboldens women to persevere and achieve — often in the face of historically persistent headwinds.

The privately commissioned bronze, “Three Sisters,” celebrates this unifying life force, acknowledging its fundamental roots in childhood.

Elegant in its simplicity, “Three Sisters” is simultaneously charming and poignant. The figures enjoy an engaging bond, with each embodying a milestone in the growth of individual promise.

Their glowing expressions convey warmth, harmony and serenity — welcome emotions against the backdrop of day-to-day tension, from which Windsor parks provide important refuge. (“Three Sisters” resonates particularly well with the proposed setting’s historic connection to the Ursuline Sisters and their invaluable contributions to child welfare.)

“Three Sisters” is a timeless piece that would mesh perfectly with

“International Sisters Day”. Marked every year since 1996 on the first weekend in August, it honours a potent vitality that helps enable women as they innovate and inspire and otherwise enrich our daily lives.

The work is fully funded and promises decades — at least — of longevity, as bronze is the gold standard for outdoor sculptures.

The applicants will hire structural engineers to properly design the sculpture’s concrete base, and contractors to build same — while also installing the artwork itself.

The applicants are confident Windsor residents will find “Three Sisters” to be a worthwhile and gratifying addition to the city’s artistic landscape.

Sincerely yours,



Molly Poirier

# DONNA JEAN MAYNE

## FINE SCULPTURE

756 Scofield Ave. Windsor, ON. Canada N9G1L3

519-966-5373 email [DonnaJeanMayne@gmail.com](mailto:DonnaJeanMayne@gmail.com) web <https://donnajeanmayne.com>

### Visual Arts Training

- 1983-1984                      **Figure Drawing/Commercial Art**  
Center For Creative Studies  
Detroit, MI
- 1979-1982                      **Bachelor of Arts** (Visual Arts)  
University of Windsor Windsor, ON

### Visual Arts Related Employment

- 2013 - current                      **Fine Sculpture**  
Windsor, ON  
**Sculptor/Sole Proprietor**

Limited editions and original commissioned works in clay created for bronze casting.

- 1999 - 2010                      City of Windsor / Parks & Rec  
Jobs Creation Partnership Program,  
**Public Mural Projects, Studio Coordinator/Art Director**

Successfully led several teams of artists in the planning, layout, creation and installation of 40 outdoor mural sites throughout the city of Windsor.

Researched historical themes, techniques and supplies required to execute public art projects. Consulted and collaborated with local and provincial governments, various Business Improvement Associations, building landlords and community groups to develop themes that would reflect their unique identities.

Met deadlines and stayed within budget, often implementing cost-cutting ideas and managing multiple projects at once.

- 1995 - 1998                      The Crafter's Marketplace  
Windsor, ON  
**Manager**

Managed a retail sales environment while facilitating artists and crafters vendors.

### **Juried Exhibitions**

2023	<b>Elora Ontario Sculpture Project</b> (David Cross)
2022	<b>Downtown Haliburton Sculpture Exhibition</b> , ON. (Ted Brandon)
2021	<b>ArtPrize</b> , the B.O.B. Grand Rapids, MI. (Barbara Hanley)
2020 - 2021	<b>SculptureWalk</b> , Washington Pavilion, Sioux Falls, S.D. (Jim Clark)
2017 - 2019	<b>SculptureWalk</b> , USD, Vermillion, S.D. (Jim Clark)
2018	<b>Elora Ontario Sculpture Project</b> (David Cross)
2016 - 2018	<b>Kingsbrae Gardens</b> , St. Andrew, N.B. (Chris Flemming)
2016	<b>ArtPrize</b> , Amway Grand Plaza Hotel, Grand Rapids, MI.
2016 - 2017	<b>SculptureWalk</b> , Watertown, S.D. (Jim Clark)
2015 - 2016	<b>SculptureWalk</b> , Sioux Falls, S.D. (Jim Clark)
2015 - 2016	<b>Avera McKennan</b> , Sioux Falls, S.D. (Jim Clark)
2015	<b>Water</b> , Windsor Jewish Community Center, Windsor, ON (Jay Katz)

### **Sculptural Commissions**

Current Private, Windsor, ON	3 Life-size children in bronze
2022 City of Windsor, ON.	Life-size bronze & granite tribute
2021 Fine Arts Sculpture Centre, Clarkston, MI.	3/4 life-size bronze bust
2021 Fine Arts Sculpture Centre, Clarkston, MI	10" bronze trophy
2020 Private, Nashville, TN.	Life-size bronze figure
2019 University of Windsor, Windsor, ON.	Life-size bronze figure
2018 Private for Oklahoma State University	Life-size bronze bust
2018 Private for Confederation High School, ON	15" bronze mascot

### **Earlier Works**

2015 – 2018	Gift of Water Series: limited edition castings, 3/4 life-size bronze
1999 – 2010	40 large-scale, public mural installations showcasing Windsor's heritage

### **Awards & Grants**

2021, 2017, 2016	Ontario Arts Council Exhibitions Assistance Grant recipient
2021, 2017	City of Windsor Arts & Cultural grant
2015	Best in Show, Avera McKennan SculptureWalk, Sioux Falls, S.D.
2015	People's Choice Runner Up, SculptureWalk, Sioux Falls, S.D.
2010	Artist of the year– BizX Magazine, Windsor, ON

### **Guest Lecturer**

2022	Huron University Buxton Conference "sculpting Mary Ann Shadd"
2018	Arts & Cultural Alliance of Windsor Essex, "Forgotten Arts Workshop"
2017	Holy Names High School Art Class, Windsor, ON
2016	Windsor Camera Club, "Public Mural Art" Windsor, ON
2016	Questers Club, "Murals of Windsor" Windsor, ON
2015	Association of Representational Artists, "Sculpting"
2008 & 2003	Mural Routes International Symposiums, Toronto, ON



# “Three Sisters”

Sisterhood, whether shared with siblings in the conventional sense, or among steadfast friends in a broader context, affords a singular power that emboldens women to persevere and achieve — often in the face of historically persistent headwinds. “Three Sisters,” celebrates this unifying life force, acknowledging its fundamental roots in childhood. Erected to mark “International Sisters Day,” which honours the potent vitality that helps enable women as they innovate and inspire and otherwise enrich our daily lives.

Donated by: Molly & Pierre





















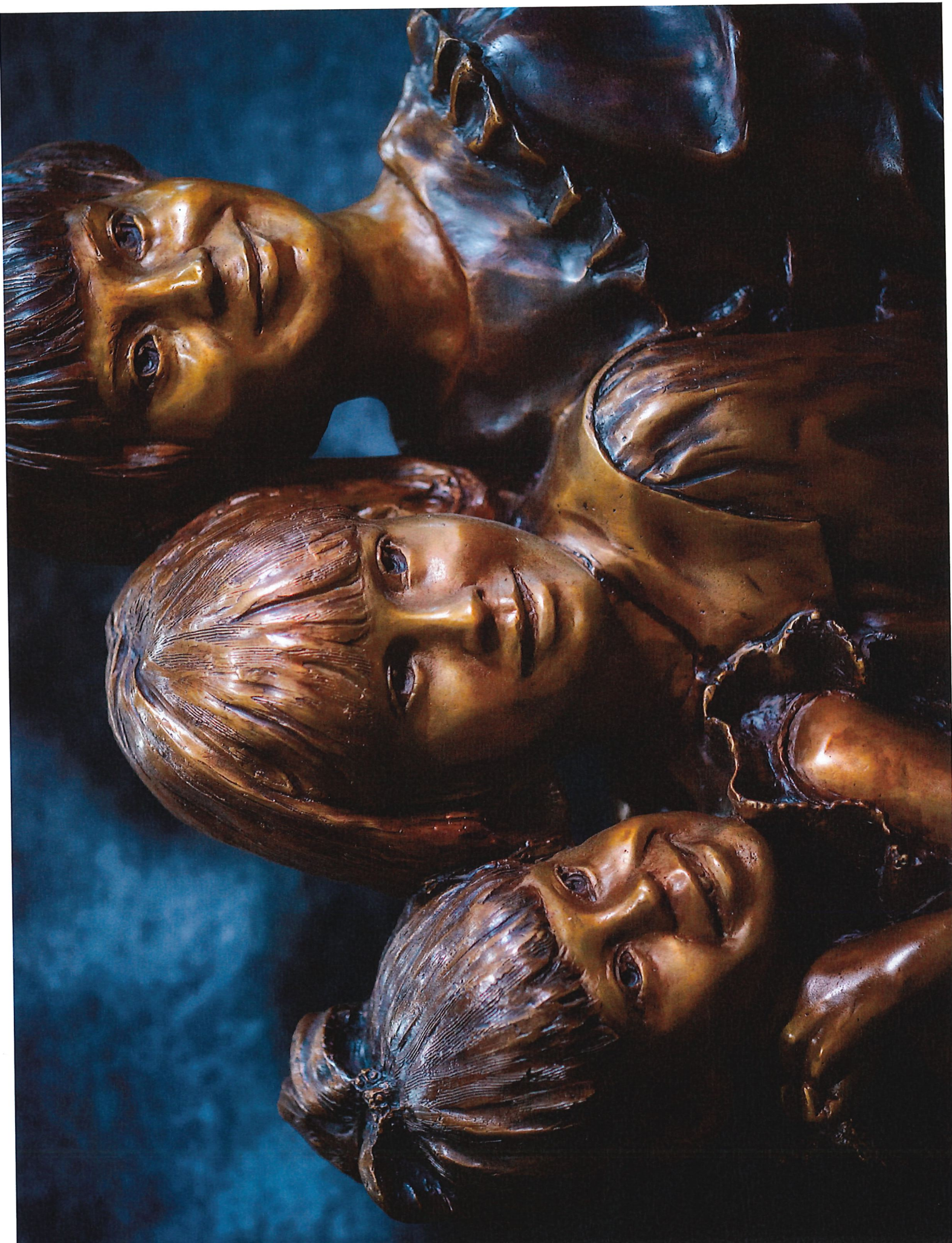






























**all we are is all we were**



***all we are is all we were*** (2013), hand-shaped LED neon light

Public artwork located on the Sandwich Windmill at Mill Park in Windsor, Ontario, commissioned by the City of Windsor and Windsor Community Foundation 1812 Legacy Project.

This work was also made possible with the assistance of Danielle Sabelli and Hiba Abdallah and Tucker Electric.

MDV/  
Windsor, Ontario, April 25, 2024

**MINUTES**  
**MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)**  
**Thursday, April 25, 2024**  
**9:30 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 9:30 o'clock a.m. at the François Baby House, 254 Pitt Street West, there being present the following members:

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

**Present:**

D. Wilson, Windsor Historic Sites Association  
M. Staadegaard, Manager of Cultural and Events  
K. Dufour, Facilities, Downtown Western Campus  
G. Manias, Windsor Historic Sites Association

***Also present are the following resource personnel:***

M. Della Valle, Museum Curator

**Regrets:**

K. Tang, Heritage Planner, Planning  
L. Nazarewich, Windsor Historic Sites Association

**1. CALL TO ORDER**

Acting Chair D. Wilson called the meeting to order at 9:30 o'clock a.m.

**2. DECLARATION OF CONFLICT**

None declared.

**3. MINUTES**

Moved by M. Staadegaard, seconded by D. Wilson  
That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Thursday, January 18, 2024** meeting BE ADOPTED as written.  
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, as of March 16, 2024 a sum of \$156,063.75 in this fund.

M. Staadegaard noted the following:

- According to the 2007 Use Agreement between the Corporation of the City of Windsor and Windsor Historic Sites Association, Section 2.1 Capital Reserve Fund, the annual sum paid into the Capital Reserve Fund by the City of Windsor should equal 2% of the insurable value of the Francois Baby House, exclusive of contents.
- In 2007, the insurable value of the Francois Baby House was \$802,000
- According to the Agreement, the insurable value of the Francois Baby House shall be re-evaluated every 5<sup>th</sup> year, and thus the annual sum should have increased every 5<sup>th</sup> year. However, the re-evaluation and increase in the annual sum has not occurred since the inception of this agreement in 2007.
- In consultation with the FPA we have confirmed the following: The total insurable value of the Francois Baby House as of 2022 is \$1,100,488.37. In 2024, the updated reserve contribution based on 2022 insurable value would be \$22,009.77. This will mean an increase to the reserve fund moving forward starting in 2024 of \$5,969.77
- Based on the evaluation every 5<sup>th</sup> year the next increase would be in 2028 based on the 2027 evaluation

Moved by G. Manias, seconded by D. Wilson:

Taking in consideration the requirement that the Francois Baby House have its insurable value updated every 5th year, and also that the annual sum paid into the Capital Reserve Fund by the City of Windsor should equal 2% of the insurable value of the Francois Baby as outlined in the 2007 Use Agreement between the Corporation of the City of Windsor and Windsor Historic Sites Association, **that this requirement be brought forward every 5th year to Windsor City Council (for information only) beginning in 2028 based on the 2027 evaluation in order to ensure the required increase to the transfer to the Museum Structural and Capital Improvements Fund 182 is implemented.**

Carried.

#### 4.2 Jesuit Pear trees

M. Della Valle noted that there is no update as we are waiting for spring to obtain Jesuit Pear seedlings.

#### 4.3 A/C cage

K. Dufour said the fabrication of the cage to be installed (behind the outbuilding) is currently taking place, and likely to be installed in the spring. He will follow up.

#### 4.4 Security cameras, lights, security system, security concerns



M. Della Valle noted that the new security cameras were installed between February 29<sup>th</sup> and March 6<sup>th</sup>, 2024 and are in good working order.

She also noted that there have been less incidents of problematic social behaviour on the property in the last couple of months.

#### **4.5 Further securing Hiram Walker Historical Museum Plaque**

D. Wilson inquired as to the reversibility of the proposed adhesive (Red Head A7+ All Weather Concrete Masonry Adhesive) K. Dufour will follow up on this question prior to application.

#### **4.6 More Storage Space for Artifacts Needed**

D. Wilson noted that there has been no response as of yet to the letter that L. Nazarewich sent on behalf of the Windsor Historic Sites Association to Windsor Public Library Acting CEO Michael Chantler (with copy to the Windsor Public Library Board, and the City Clerk's office) supporting the possibility of having some storage space in a future library building. D. Wilson will follow up with some correspondence asking for a confirmation that they have received the letter.

#### **4.7 Leaking in "Fort" (underground storage area)**

M. Della Valle noted that small amounts of water are still coming into the fort artifact storage area near the base of the west stairs (which lead to the shack on the patio). She noted that water pools at the south wall of the shack which is likely worsening the leaking problem. K. Dufour will look into getting a company to lift concrete in order to redirect the water flow away from that section of the patio.

M. Della Valle also noted that salt efflorescence is still occurring in the east stairwell, particularly on the west side. She is suspecting further water infiltration. K. Dufour will investigate.

### **5. NEW BUSINESS**

#### **5.1 Update on the fence on the east side of FBH.**

M. Della Valle noted that St. Clair College installed on April 3, 2024 yellow visibility posts/fence segments at the north end of the fence, replacing previously frequently backed-into segment of the wood fence alongside their loading dock.

#### **5.2 Building Condition Assessment**

M. Della Valle noted that the City of Windsor has hired a consultant to perform a building condition assessment on the Francois Baby House. They will be onsite on May 15<sup>th</sup>, 2024. The committee requested that a follow up report be obtained from the consultant.



**6. DATES OF NEXT MEETING**

Thursday, August 1, 2024 at 9:30am at the François Baby House.

**7. ADJOURNMENT**

There being no further business, the meeting is adjourned at 10:03 o'clock a.m.



Museum Subcommittee of the Community Public Arts Working Group minutes,  
Wednesday, June 5, 2024

MINUTES Windsor, Ontario, June 5, 2024

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

***Present:***

Leisha Nazarewich  
Irene Hawkins  
Ashley Kijewski  
Grace Manias  
Teajai Travis

***Regrets:***

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***Also present are the following resource personnel:***

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

**1. CALL TO ORDER**

M. Della Valle 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**

Election of chair of Sub-Committee. This takes place immediately and L. Nazarewich is elected Chair of the Sub-Committee. L. Nazarewich takes over as Chair of this meeting.

**3. DECLARATIONS OF CONFLICT**

None declared.

**4. MINUTES**

There are no minutes to approve as this is the first meeting of the Sub-Committee of the Community Public Arts Working Group.

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Update on building maintenance**



M. Della Valle reported that:

- A new set of security cameras has been installed at the Francois Baby House
- The leak in the basement of the Francois Baby House is being monitored
- Additional artifact storage space is required

## **5.2 Duff Baby House**

M. Della Valle reported that:

- Ontario Heritage Trust initiated a roof/window/HVAC repair/replacement project in January of this year. It is anticipated to take approximately 18 months
- Monthly tour dates are continuing to take place with the welcome assistance of Les Amis Duff-Bâby
- Les Amis Duff-Bâby have received a grant from the Gordie Howe International Bridge Community Benefits Plan to enhance interpretation at the Duff Baby House.

## **5.3 Streetcar restoration**

- Museum Windsor staff monitoring the streetcar in storage
- Building to house streetcar being built at Legacy Beacon location at Riverfront

## **5.4 Update on Museum Grants**

- Community Museum Operating Grant - submission due at the end of June
- Summer student grant received: 2 Young Canada Works in Heritage Organization grants, and 1 Canada Summer Job grant (the latter through Windsor Historic Sites Association which own the Francois Baby House)

## **6. NEW BUSINESS**

### **6.1 Museum Windsor 2022 and 2023 Final Reports (see Appendix A and B)**

- M. Della Valle presented the Final Reports for both the 2022 and 2023

Moved by I. Hawkins, and seconded by T. Travis, that the museum subcommittee RECEIVE the Museum Windsor 2022 Final Report, and the Museum Windsor 2023 Final Report as presented.

Carried.

## **7. REVIEW OF MUSEUM ACTIVITIES**

M. Della Valle reviewed the recent and upcoming museum activities. [See Appendix C]



**8. DATE OF NEXT MEETING**

Wednesday, September 11, 2024 at the Francois Baby House at 254 Pitt St. West  
at 5:15pm.

**9. ADJOURNMENT**

Meeting adjourned at 5:45 pm.



## Appendix A:

### Final Report on Museum Windsor Activities in 2022

To be noted is that due to the coronavirus pandemic, Museum Windsor closed due to provincial covid regulations between January 5 and January 31<sup>st</sup>

#### Staff Development

- First Aid/CPR/AED
- Numerous webinars
- Monthly safety talks for all staff on a variety of safety-related topics
- Museum staff representative on Archaeological Management Plan Review Working Group
- Museum staff representative on selection committee for City of Windsor Anti-Racism and Anti-Discrimination Engagement and Strategy Consultant
- Museum staff on executive of South Western Ontario Heritage Council

#### Staff changes:

- 7 new Guides hired (shared with Willistead Manor)

#### Administration

- Four (4) meetings of the Museum Subcommittee of the Community Public Arts Advisory Committee were held
- Applied and received two (2) Young Canada Works in Heritage Organizations summer student grants
- Windsor Historic Sites Association applied for and received one (1) Canada Summer Job grant
- Memorandum of Understanding signed between the City of Windsor and Les Amis Duff Baby regarding Duff Baby House
- Applied for and Received Museums Assistance Program, Reopening Fund for Heritage \$71,946
- Applied for and received the Community Museum Operating Grant 2022-23
- Applied for The Museums Assistance Program (MAP) - Recovery Fund for Heritage Organizations 2022-2023 and got notification that the museum was successful and the \$57,557 in funding will be forthcoming in the 2022-2023 federal funding year
- Gordie Howe International Bridge funding received by Les Amis Duff-Bâby for their project "Les Amis Duff-Bâby: Green Space Reclamation/Jesuit Pear Grove Conservation" Funding provided will be used to reclaim the former garden area/orchard of the Bâby and Beasley families located on Mill Street.
- Special Jury Award from the Architectural Conservancy of Ontario received by Les Amis Duff-Bâby for their outstanding dedication over three decades to share the Duff-Baby's house's history and open it to the public



Museum Subcommittee of the Community Public Arts Working Group minutes  
Wednesday, June 5, 2024

- Linda Chakmak, David Garlic, Don and Cathy Wilson (Les Amis Duff Baby) honoured with Queen's Platinum Jubilee Pin

**Maintenance/Physical Plant**

- There were two (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.
- Installation of cage around air conditioning unit to protect against further vandalism
- Planting of heritage lilacs bushes
- Fire drill and update of the Fire Safety Plan carried out at the Francois Baby House on June 9, 2022
- Regular inspections of the Streetcar carried out
- Social Services requested use of back and east side yards for recreation/smoking break purposes for migrant workers in isolation at the Best Western Hotel behind museum (end of January through March).
- Museum Volunteer Group member tended the garden at Francois Baby House
- February 3, 2022 Both Museums closed due to snow day

**Curatorial Activities (research and collections management)**

- The Museum staff assisted 52 distance researchers. (Distance being someone unable to physically come to the museum and who contacts us by fax, phone or email).
- There were approximately 25 onsite researchers.

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

- Enslavement in the region (Windsor/Detroit)-both Indigenous and Black
- Genealogy of the Baby Family –in conjunction with Enslavement research
- Local censuses
- Street names
- Streetcar history in Windsor (including image research)
- No.2 Construction Battalion (Black regiment during First World War)
- Indigenous Collections in Institutions such as museums, galleries, archives and libraries and privately held collections
- Building a Covid-19 collection and archives
- Genealogical research on the Baby, Reaume, Boucherville families
- Keeping up with publications on history of this area
- Things of Beauty exhibition research
- Digital Activities/Programs for Museum Windsor website link page
- Photographic research



Museum Subcommittee of the Community Public Arts Working Group minutes  
Wednesday, June 5, 2024

- Archaeological research
- Review and updating of the Great Western Park and the Joan and Clifford Hatch Wildflower Garden (including water pump house) interpretive panels
- Museum Windsor Mass Vaccination Clinic (MVC) Project - Photograph and Interview project with the staff at the Mass Vaccine Centre
- Research on the Town of Riverside for upcoming exhibition and walking tour
- Research on Town of Sandwich for walking tour and updates to Duff Baby Interpretation exhibition
- Windsor Pizza History
- Filipino Community History
- Windsor Sculpture Park
- Windsor Ghost Stories
- Grace Hospital 100
- Dinosaurs
- Research questions from the public
- Artifact research

#### **Collections Management/Artifact Acquisition**

Two (2) acquisitions committee meeting were held, and newly collected artifacts and images are currently being accessioned.

Canada Summer Job grant enabled digitization of index cards, and photography of artifacts to be eventually uploaded to Mimsy and MWeb (for better public access to collections)

Young Canada Works grant resulted in numbering of the education collection, and research on Indigenous articles in early newspapers from the region.

Mimsy (collections management software) updates: New Records added 1197; Updated Records 4555; New media records added 3162; Updated media records 5048

Digital Strategy for Museum Windsor created

Purchase underway of gold topped ebony walking/swagger stick presented to Mayor Donald Cameron, inscribed with the following: "Presented to Donald Cameron, Esq From the citizens of Windsor July 4 1887"

Museum has been working a major project to capture, for the future, elements of the current pandemic. These are being catalogued into the museum's permanent collection.

- Downloadable Covid-19 journal, partnering with Windsor Public Library (which encourages people, and groups, to submit their own Covid-19 pandemic memories),
- Collecting news articles, journals, photographs, social media memes, etc. all relating to the pandemic.
- Photograph and Interview project with the staff at the Mass Vaccine Centre



## Conservation

- Regular inspections of Streetcar 351
- Space for artifact storage continues to be an issue. More storage space will soon be needed.

## Loans

Detroit Historical Society loan to Museum Windsor of the silver speaking trumpet has been extended due to the pandemic. Windsor Police Service has borrowed a number of the Police Collection artifacts for display at the Major FA Tilston Armoury & Police Training Centre.

## Exhibitions

Exhibitions on display or in progress 2022 –

- Outdoor cases at Francois Baby House
  - *Heritage photo exhibit;*
  - *The Road to Platinum: Celebrating Queen Elizabeth II 70 years on the Throne In honour of Queen's Jubilee (outdoor part)*
  - *Jesuit Pear Tree - Heritage Tree display*
  - *François Baby and Enslavement in the late 18<sup>th</sup> – early 19<sup>th</sup> Centuries*
- Temporary exhibits – lower level of Francois Baby House
  - *Recent Acquisitions*
  - *Projectile Points – Indigenous Stone Tools*
  - *The Silver Speaking Trumpet - 170th Anniversary of Great Fire of 1849 (featuring loan of artifacts from Detroit Historical Society)*
  - *The Road to Platinum: Celebrating Queen Elizabeth II 70 years on the Throne In honour of Queen's Jubilee (indoor part)*
- Concourse at Chimczuk Museum
  - Small display case highlighting Memorial Cross given in memory of George Alfred Dixon, Essex Scottish Regiment Private killed at the Dieppe Raid
  - Covid-19 Community Quilt
- Large Case in Concourse (aka Marine Case)
  - *Walking in a Windsor Wonderland (U of Windsor Public History Student exhibit)*
  - *To Catch A Show: Windsor Cinema & Theatre History (U of Windsor Public History Student exhibit)*
  - *Unique Ukraine, Artifacts of Distinction*
- Community Case (in permanent exhibition Chimczuk Museum)
  - *Red Light-Green Light (Fisher Price collection) (U of Windsor Public History Student exhibit)*
  - *Ketchup with Heinz – a University of Windsor Public History student exhibit)*
- Multipurpose Gallery (Chimczuk Museum)
  - *Bustles & Bows: Women's Fashion from the Victorian Era to the 1920s*
  - *Riverside 100*



Museum Subcommittee of the Community Public Arts Working Group minutes  
Wednesday, June 5, 2024

- *Dinosaur Discoveries: Ancient Fossils, New Ideas travelling exhibition from the American Museum of Natural History,*
- Grey Galleries (East Galleries Chimczuk Museum)
  - *Navigating Our Way: Maps of Windsor & Essex County*
  - *Grace Was the Place*
- Common Corridor (Shared between Chimczuk Museum and AGW)
  - *Snapshots of Windsor-Essex-Kent Beauties: 1950s & 1960s (University of Windsor Public History Class project)*
  - *Windsor Handmade – Mayworks*
  - *Out of the Shadows On to the Streets: 180 years of 2SLGBTQIA+ visibility in Windsor-Essex. MW/AGW/WERA Exhibit*
  - *The Filipino Community Centre in Windsor: Celebrating 30 Years*
- North Corridor (Chimczuk Museum)
  - *“W” Time Capsule display*
  - *Abar’s Bar – The Old Island View Tavern*
  - *Black History Parlour Chair*
  - *Changing the Landscape of Windsor-Essex: The McKee Treaty display*
  - *Public History Class Displays (3 displays)*
- Permanent exhibitions:
  - *The River and Land Sustain Us (permanent exhibition on History of Windsor at 401 Riverside Dr. W. location)*
  - *Original Peoples Gallery (at 401 Riverside Dr. W. location)*
  - *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 2<sup>nd</sup>, 2015)*
  - *Windsor and the War of 1812 (at François Baby House)*
  - *Windsor and the Upper Canadian Rebellion of 1838 (at François Baby House)*
  - *The Vault Exposed exhibition (at François Baby House)*
  - *The History of the François Baby House and the Baby Family (at François Baby House)*
- Duff Baby House and Interpretation Centre:

Partners in exhibit development and programming: Department of Canadian Heritage through Canada Cultural Spaces Fund; Art Windsor Essex; Detroit Historical Society; Ontario Heritage Trust; South Western Ontario Heritage Council, University of Windsor; Ontario Archaeological Society local chapter; Les Amis Duff Baby, Windsor Historic Sites Association. Numerous community partners and individuals.

#### Museum Gift Shop

- Point of Sale merchandise report from Activenet shows sales of \$27,163.07 in sales from Jan 1. –Dec. 31 2022 (note we were closed to the public in January of this year due to COVID 19).



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- Comparison for 2018 = \$15,615.55, and 2019=\$16,224.82, and 2020=\$3,657.41, and \$4,458.10 for 2021.
- Note these figures include the taxes charged.

**Education/Outreach**

- Total number of children and adults participating in in-person education programs = 2410
- Total number of children and adults participating in virtual education programs = 724
- Windsor Sculpture Park Art Cart tours= 446; There were 47 days of tours; 10 of the tours were private tours; (In comparison: 2017=427; 2018=560; 2019=454 [Also note that in 2022 Art Cart only ran July through Thanksgiving, compared to May through Thanksgiving in other years])
- Museum Windsor also partnered with the University of Windsor to offer hands-on instruction in the area of exhibit design for Dr. Adam Pole's Public History class. Through this initiative, University students worked with Museum Windsor staff to select, research, design, and install exhibitions of their own creation utilizing artifacts and photographs from the Museum's collections.
- Museum Windsor created unique crafts, and specialized scavenger hunts, in individual packages, to accommodate the pandemic restrictions.

**Educational programs :**

- Museum Detective
- Interactive guided exhibition tours – offered virtually and in person
- Virtual Fur Trade program
- Offsite programming for seniors
- Virtual/phone programming for seniors
- Adults with disabilities tour
- Indigenous themed programming for schools
- Navigating Our Way: Maps of Windsor & Essex County – both virtual and onsite tours
- Riverside 100 – both in gallery and virtual
- Dinosaur Discoveries programming
- Bustles and Bows: Women's Fashion from the Victorian era to the 1920s
- University Public History Program
- Career Day talks
- 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 meets 4 times per year



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- Programming with the Windsor Public Library (e.g. WPL doing story time in Museum sites, and a pilot project for museum admission passes that can be borrowed from the library)

**Public Programming:**

- January
  - Museum closed to the public as per Pandemic restrictions therefore digital/virtual only
  - Facebook and website activities/posts\*
- February
  - Museum staff participated in AGW : Restored Treasures: Sharing Circle
  - Heritage Day Free Admission Day programming
  - Facebook and website activities/posts\*
- March
  - Facebook and website activities/posts\*
  - Staycation Tropical themed March Break programming
- April
  - Facebook and website activities/posts\*
  - Code Crackers – a Covid Easter Egg hunt
  - Riverside Walking Tour
- May
  - Facebook and website activities/posts\*
  - Jane's Walking Tour: Detroit from afar: a walking tour of the skyline from Windsor
  - Free Admission Day Comic Book Day – public programming
  - Free Admission Day – Mayor's Walk and City Birthday – public programming
  - Les Amis Duff-Baby outdoor opening celebration party funded by grant from Gordie Howe Bridge Company
- June
  - Facebook and website activities/posts\*
  - Museum Volunteer Group meeting and talk on the Queen's Jubilee exhibition
  - Duff Baby House tours
  - Ghost tours for privately-booked groups
  - National Indigenous Peoples Day - Free Admission Day
- July
  - Facebook and website activities/posts\*
  - Art Cart operations begin for the season
  - Canada Day Free Admission Day – public programming



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- Historic Places Day programming – Lego scavenger hunt at the Francois Baby House
- Duff Baby House tours
- August
  - Facebook and website activities/posts\*
  - Duff Baby House Tours
  - Guided tour of Out of the Shadows On to the Streets: 180 years of 2SLGBTQIA+ visibility in Windsor-Essex exhibition by guest Curator Walter Cassidy
  - Dieppe 80<sup>th</sup> anniversary events involved summer students and education coordinator, including tour of Chimczuk Museum
- September
  - Facebook and website activities/posts\*
  - Staff participation in Open Streets
  - Chimczuk Museum, Francois Baby House and Duff Baby House open with Free Admission for two days of Doors Open
  - Guest Talk by Marty Gervais: Grace Hospital
  - Filipino Community Events including traditional singing and dancing
  - Tours of Queen's Jubilee exhibition
  - National Truth and Reconciliation Day - Free Admission Day
- October
  - Historical Walking Tour of Sandwich Town
  - Final Art Cart tours of the season
  - Museum Volunteer Group meeting and tour of Dinosaur Discoveries exhibition
  - Indigenous Voices Book Fest event
  - Duff Baby House tours
  - Dinos in the Dark event
- November
  - South Walkerville Walking Tour
  - Dino Storytime at the Chimczuk Museum – partner Windsor Public Library
  - Museum Volunteer Group meeting and talk on Grace Hospital
  - Free Admission Day, November 11, 2021
  - Holiday Craft Fair – Free Admission Day
  - Tours of Duff Baby House
  - Beasley Tea – event by Les Amis Duff Baby
- December
  - Facebook and website activities/posts\*
  - Duff Baby House tours
  - Holiday Story Time at Duff Baby House with Windsor Public Library
  - Museum Volunteer Group Holiday dinner
  - Holiday Crafts and Activities

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



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

### Museum Volunteer Group

- The Museum Volunteer Group assisted visitors at Francois Baby House main desk, and the Chimczuk Museum Gift Shop, tending to the garden, and assisting with programs.
- Museum Volunteer Group Members: 41
- Volunteer hours for 2022:
  - CM: 1,254.5 hours
  - FBH: 922.5 hours
  - Total: 2,177 hours
  - The equivalent of 62.2 weeks or 1.2 years weeks of work (based on a 35 hour work week).
- Museum Volunteer Group meetings started up again in June 2022, following a hiatus due to the pandemic

### Marketing/Public Relations

- The Museum had media coverage in 2022 including 38 pieces of media coverage from print, radio, television, internet sources).
- Two editions of the newsletter "Museum Windsor News" were produced.
- News on the museum is also distributed in the Culture E-blast sent out by the Culture and Events Department of the City of Windsor on a monthly basis as well as the City of Windsor's monthly City Circuit.
- Total page views for the Museum Windsor website (hosted by the City of Windsor) was 38,994. The most visited of our pages was the one for the Chimczuk Museum at 12,507 page visits.
- Purchased advertising included boosted Facebook posts, and a range of print media, online media and radio advertising.



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**Facebook Statistics:**

Top Facebook posts (highest reaching) 2022

Post topic	Date posted	Reach	Shares	Comments
Ad for Dinos in the Dark event (Boosted post –for 10 days -\$100 -11,865 of the people reached were through the paid ad)	Oct 12	35,452	258	292
Ad for New Dinosaur exhibit (Boosted post –for 14 days -\$45 -10,116 of the people reached were through the paid ad)	Sept 27	26,633	223	99
Ad for Holiday Arts & Craft Sale (Boosted post –for 14 days -\$50 -10,632 of the people reached were through the paid ad)	Nov 5	17,364	203	44
Image: Baillargeon family	Aug 27	12,039	26	65
Image: Lloyd family home –Ojibway	Aug 30	11,504	31	43
Image: Livingstone Channel – Amherstburg	Dec 21	11,357	39	26

- Our most commented on post (non –boosted content post) –was Image: Canadian Customs at the Detroit Windsor Tunnel 1940s –Oct 21 -reach 11,125 -shares 40 - comments 117
- As of Dec 31, 2022 we have 3166 page likes. For reference we had
  - 1,777 at the end of 2020,
  - 1421 at the end of 2019
  - 1158 at end of 2018
  - 2365 at the end of 2021
- “People Reached” was up 65.4% in 2022 compared to 2021, and the visits to our Facebook page were up 424% in 2022

**Total visitation to the museum**

- Visitation number for 2023 was 18028
- For comparison purposes total visitation was 1301 in 2021, 2718 in 2020, 19,397 in 2019 and 21,420 in 2018

Museum was closed from January 5 through the 31<sup>st</sup> by provincial covid mandate.



## Appendix B:

### Final Report on Museum Windsor Activities in 2023

#### Staff Development

- Monthly safety talks for all staff on a variety of safety-related topics
- Museum staff representative on Archaeological Management Plan Review Working Group
- Museum staff representative on selection committee for City of Windsor Anti-Racism and Anti-Discrimination Engagement and Strategy Consultant
- Museum staff on executive of South Western Ontario Heritage Council
- Museum staff volunteering on committee with Ontario Museum Association

#### Staff changes:

- 4 new Guides hired (shared with Willistead Manor)

#### Administration

- No meetings of the Museum Subcommittee of the Community Public Arts Advisory Committee were held as the committee structure was being reformatted
- Applied and received two (2) Young Canada Works in Heritage Organizations summer student grants
- Windsor Historic Sites Association applied for and received one (1) Canada Summer Job grant
- Applied for and received the Community Museum Operating Grant 2023-24
- Supported Les Amis Duff-Bâby in their application Gordie Howe International Bridge funding to further interpretation at the Duff-Baby House

#### Maintenance/Physical Plant

- There were two (2) meetings of the Museum Capital Reserve (Facility) Committee whose job is to monitor the physical building and make appropriate and timely repairs.
- Window sills repainted at the François Baby House in May 2023
- Worsening leaking discovered in west side of Fort storage area; Cracks in patio stones over roof of Fort sealed in December 2023 in an attempt to mitigate this problem
- Lack of collection storage space becoming an acute problem
- Alarm monitoring included review of Open/Close reports
- Physical plant inspections carried out on a regular basis and regular maintenance items addressed.
- Fire drill carried out at the Francois Baby House on November 2, 2023; Fire Drill for 401 Riverside Building CM and AWE on May 16, 2023
- 4 meeting of the Joint Health and Safety Committee, plus monthly inspections of François Baby House, and the Duff-Baby House and Interpretation Centre



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- Regular inspections of the Streetcar carried out
- Museum Volunteer Group member tended the garden at Francois Baby House
- The grounds of the François Baby House are location of more socially-disruptive behaviour, including drug overdoses, trash and needles disposals on property, erection of a tent, shopping carts, digging of holes, disruptive behaviour of some visitors (screaming, locking themselves in bathroom, moving artifacts, unpacking backpacks in exhibition spaces, etc.)

**Curatorial Activities (research and collections management)**

- The Museum staff assisted \_\_\_51\_\_\_ distance researchers. (Distance being someone unable to physically come to the museum and who contacts us by fax, phone or email).
- There were approximately \_\_\_14\_\_\_ onsite researchers.

**Museum staff research includes:**

- Local censuses
- Street names
- Streetcar history in Windsor (including image research)
- No.2 Construction Battalion (Black regiment during First World War)
- Indigenous Collections in Institutions such as museums, galleries, archives and libraries and privately held collections
- Indigenous history of Windsor-Essex and area
- Building a Covid-19 collection and archives
- Genealogical research on the Baby, Reaume, Dougall, Pare & Laforet families
- Keeping up with publications on history of this area
- Digital Activities/Programs for Museum Windsor website link page
- Photographic research
- Archaeological research
- Research on history of the Freedom Festival
- History of Duff-Baby House
- Review and updating of the Great Western Park and the Joan and Clifford Hatch Wildflower Garden (including water pump house) interpretive panels
- Research on the Pêche Island for Ojibway Nature Centre, to inform new boat tours focusing on history of the Island
- Research on French History of Windsor for walking tour, and downtown heritage buildings walking tour (the latter in conjunction with the 100<sup>th</sup> anniversary celebrations of the Capitol Theatre)
- Windsor Pizza History
- Windsor Cameroon community History
- Windsor Sculpture Park
- Windsor and area Prohibition history
- Research questions from the public
- Artifact research



### **Collections Management/Artifact Acquisition**

Two (2) acquisitions committee meeting were held, and newly collected artifacts and images are currently being accessioned.

Canada Summer Job grant enabled cataloguing of model train collection

Young Canada Works grant resulted in reference tools: 1) Indigenous Veterans of Windsor-Essex, and 2) Francophone History late 20<sup>th</sup>-early 21<sup>st</sup> century

Visit to Legacy Beacon site to take photos and assess for artifacts

Visit to the Albert H. Weeks Water Treatment Plant – Old building to take photographs and assess for artifacts

Mimsy (collections management software) updates: New Records added\_2022\_\_\_\_; Updated Records\_\_3625\_\_\_\_; New media records added\_5772\_\_\_\_; Updated media records\_5974\_\_\_\_

Accessibility Plan for Museum Windsor created

Museum has been working a major project to capture, for the future, elements of the current pandemic. These are being catalogued into the museum's permanent collection.

### **Conservation**

- Regular inspections of Streetcar 351
- Space for artifact storage is increasingly a serious and acute issue. More storage space is needed.

### **Loans**

Bicycles from Ingenium and the Dodge Bros. bike from Walter Plein.

### **Exhibitions**

Exhibitions on display or in progress 2023 –

- Outdoor cases at Francois Baby House
  - *The Road to Platinum: Celebrating Queen Elizabeth II 70 years on the Throne In honour of Queen's Jubilee (outdoor part)*
  - *Jesuit Pear Tree - Heritage Tree display*
  - *François Baby and Enslavement in the late 18<sup>th</sup> – early 19<sup>th</sup> Centuries*
- Temporary exhibits – lower level of Francois Baby House
  - *Recent Acquisitions*
  - *Projectile Points – Indigenous Stone Tools*



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- *The Silver Speaking Trumpet - 170th Anniversary of Great Fire of 1849 (featuring loan of artifacts from Detroit Historical Society)*
  - *The Road to Platinum: Celebrating Queen Elizabeth II 70 years on the Throne In honour of Queen's Jubilee (indoor part)*
  - *King Charles coronation panel added to Queen's Jubilee exhibit*
- Concourse at Chimczuk Museum
  - Small display case highlighting Memorial Cross given in memory of George Alfred Dixon, Essex Scottish Regiment Private killed at the Dieppe Raid
  - *Alton C. Parker: Police Detective and Community Champion (In conjunction with Black History month activities)*
  - *Copernicus 550: Jubilee Exhibition on the 550th Anniversary of the Birth of Nicolaus Copernicus (travelling exhibition; Guest curated by Jerry Barycki);*
  -
- Large Case in Concourse (aka Marine Case)
  - *Unique Ukraine, Artifacts of Distinction*
  - *Windsor and District Labour Council: Windsor/Essex Labour History Project*
  - *Mary Ann Shadd Cary Display, Guest Curator Irene Moore Davis*
- Community Case (in permanent exhibition Chimczuk Museum)
  - *Ketchup with Heinz – a University of Windsor Public History student exhibit)*
- Multipurpose Gallery (Chimczuk Museum)
  - *Dinosaur Discoveries: Ancient Fossils, New Ideas travelling exhibition from the American Museum of Natural History,*
  - *Teiakwanahstahsontéhrha'. We Extend the Rafters by Skawennati (travelling exhibition from Vox: Centre de l'image contemporaine);*
  - *A Two Nation Vacation - Memories of the International Freedom Festival;*
  - *Worlds of the Night (travelling exhibition from the Sherbrooke Museum of Nature and Science)*
  -
- Grey Galleries (East Galleries Chimczuk Museum)
  - *Grace Is the Place (Guest curated by Nicole Hutchinson and Marty Gervais)*
  - *Windsor: Cycling City (Guest curator, Chris Waters);*
  - *Rosalie Trombley Commemorative Exhibition (Guest curated by Chris Renaud and the team at HCA Mindbox)*
  -
- Common Corridor (Shared between Chimczuk Museum and AGW)
  - *The Filipino Community Centre in Windsor: Celebrating 30 Years*
  - *The Last Cast: Inside the Ford Foundry (Guest curator, Thomas Danyluk )*
  - *The Cameroon Community of Windsor*
- North Corridor (Chimczuk Museum)
  - *"W" Time Capsule display*
  - *Public History Class Displays: Windsor Symphony Orchestra, Michigan Social Club Raid, & Ghost Stories of Windsor Essex.*
- Permanent exhibitions:
  - *The River and Land Sustain Us (permanent exhibition on History of Windsor at 401 Riverside Dr. W. location)*
  - *Original Peoples Gallery (at 401 Riverside Dr. W. location)*
  - *Hands-On History (Children's Gallery at 401 Riverside Dr. W. location)*



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- *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 2<sup>nd</sup>, 2015)*
- *Windsor and the War of 1812 (at François Baby House)*
- *Windsor and the Upper Canadian Rebellion of 1838 (at François Baby House)*
- *The Vault Exposed exhibition (at François Baby House)*
- *The History of the François Baby House and the Baby Family (at François Baby House)*
- Duff Baby House and Interpretation Centre:
  - *Bilingual exhibit at Duff Baby House "Welcome to the Duff-Baby House: Watching over Sandwich Since 1798"*
  -

Partners in exhibit development and programming: Department of Canadian Heritage through Canada Cultural Spaces Fund; Art Windsor Essex; Detroit Historical Society; Ontario Heritage Trust; South Western Ontario Heritage Council, University of Windsor; Ontario Archaeological Society local chapter; Les Amis Duff Baby, Windsor Historic Sites Association. Numerous community partners and individuals.

#### Museum Gift Shop

- Point of Sale merchandise report from Activenet shows sales of \$31 635.47 in sales from January 1-December 31, 2023. (Comparison there were \$27,163.07 in sales in 2022;
- Comparison for 2018 = \$15,615.55, and 2019=\$16,224.82, and 2020=\$3,657.41, and \$4,458.10 for 2021.
- Note these figures include the taxes charged.

#### Education/Outreach

- Total number of children and adults participating in in-person education programs = 2479
- Total number of children and adults participating in virtual/offsite education programs = 103
- Windsor Sculpture Park Art Cart tours= 415; There were 58 days of tours; 3 of the tours were private tours; (In comparison: 2017=427; 2018=560; 2019=454; 2022=446
- Museum Windsor also partnered with the University of Windsor to offer hands-on instruction in the area of exhibit design for Dr. Adam Pole's Public History class. Through this initiative, University students worked with Museum Windsor staff to select, research, design, and install exhibitions of their own creation utilizing artifacts and photographs from the Museum's collections.



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- Museum Windsor created unique crafts, and specialized scavenger hunts for public programs, general visitors and education programs
- Open House days at Duff Baby House for 2022=1413 2023=1264  
(Total Numbers for the Duff Baby House property including House & Interpretation Centre 2022=1593 2023= 1492)

Educational programs :

- Museum Detective
- Interactive guided exhibition tours
- Offsite programming for seniors
- Adults with disabilities tour
- Indigenous themed programming for schools
- Dinosaur Discoveries programming
- Lego mini-figure scavenger hunt at the François Baby House
- Scavenger hunts for families at the Chimczuk Museum and the Duff-Baby House
- University Public History Program
- P.D. Day and Holiday Family Programming
- Guided craft activities
- Open streets public 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 meets 4 times per year
- Art Windsor Essex – AWE at Night – Museum Windsor periodically joins forces with AWE to open the Chimczuk Museum space at night and offer tours of new exhibitions
- Programming with the Windsor Public Library
- Junior Magic Club

**Public Programming:**

- January
  - Free Admission Dino Day with a record-breaking 2500 visitors participating;
  - Facebook and website activities/posts\*
- February
  - Duff-Baby House tour day
  - Museum Volunteer Group Speaker: Talk by Ian Kennedy, author of the new book: On Account of Darkness: Shining Light on Race and Sport
  - Walking Tour of Downtown Windsor (in conjunction with the Capitol Theater's 100th anniversary)
  - Heritage Day Free Admission Day programming
  - Facebook and website activities/posts\*



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- March
  - Facebook and website activities/posts\*
  - March Break programming
  - Duff-Baby House tour day
- April
  - Facebook and website activities/posts\*
  - Museum Volunteer Group meeting Tour of Cycling exhibition
  - Code Crackers –Easter Egg hunt
  - Duff-Baby House tour day
- May
  - Facebook and website activities/posts\*
  - Duff-Baby House tour day and plant sale
  - Museum Volunteer Group meeting and talk by Jason Grossi, architect, Sandwich
  - Jane's Walk: Stroll Through Historic Sandwich by Les Amis Duff-Bâby
  - Free Admission Day Comic Book Day – public programming
  - Free Admission Day – International Museums Day
  - Art Cart begins operation the Saturday of Victoria Day weekend
- June
  - Facebook and website activities/posts\*
  - Museum Volunteer Group Volunteer of the Year dinner
  - Mayor's Walk/City Birthday Party Celebration – Free Admission Day
  - Duff-Baby House tour day
  - National Indigenous Peoples Day - Free Admission Day; Indigenous-themed crafts and activities
  - French history downtown walking tour
  - Art Cart tours on weekends
- July
  - Facebook and website activities/posts\*
  - Canada Day Free Admission Day – public programming
  - Historic Places Day programming – Lego scavenger hunt at the Francois Baby House
  - Duff Baby House tour days and more celebrating the 225<sup>th</sup> anniversary of the Duff-Baby House (festivities led by Les Amis Duff-Bâby)
  - Art Cart tours Wednesday through Sunday
- August
  - Facebook and website activities/posts\*
  - Duff Baby House Tour day
  - Art Cart tours Wednesday through Sunday
  -
- September

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- Facebook and website activities/posts\*
- MVG speaker and meeting - tour of Freedom Festival exhibition
- Duff-Baby House tour day
- Art Cart tours on weekends; tours end at end of the month
- Staff participation in Open Streets
- Rosalie Trombley Day – Free Admission Day (exhibition opening and launch of sculpture)
- National Truth and Reconciliation Day (Orange Shirt Day) - Free Admission Day
- Matt Pritchard presentation at Military Studies Conference: “Poppies, Roses and Grassroots: Publicly Remembering and Honouring Windsor Veterans”
- October
  - Facebook and website activities/posts\*
  - Museum Volunteer Group, guided tour of the new Rosalie Trombley Commemorative Exhibition by Guest Curator Christopher Renaud
  - Free Admission Day - Hallowe'en activity day for families at Chimczuk Museum
  - Walking Tour of Downtown
  - Museum Volunteer Group meeting and tour of Dinosaur Discoveries exhibition
  - Indigenous Voices Book Fest event
  - Duff Baby House tour day
  - Bats and Brews 19+ ticketed event
- November
  - Facebook and website activities/posts\*
  - South Walkerville WWI Street Names Walking Tour
  - Museum Volunteer Group meeting and talk local author Patrick Brode on the life of Gordon Macgregor and the creation of Ford of Canada
  - Free Admission Day, November 11, 2021
  - Holiday Craft Fair – Free Admission Day
  - Duff-Baby House tour day
- December
  - Facebook and website activities/posts\*
  - Duff Baby House tour day
  - Museum Volunteer Group Holiday dinner
  - Holiday Crafts and Activities (Holiday Bingo and Jack Frost Gets Lost)

\* <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
  - Museum Windsor Facebook page – regular posts
  - <https://www.honouringrosalieltrombley.com/the-exhibition>
- Ontario Live Video Series
  - Geologic History



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

**Museum Volunteer Group**

- The Museum Volunteer Group assisted visitors at Francois Baby House main desk, and the Chimczuk Museum Gift Shop, tending to the garden, and assisting with programs.
- Museum Volunteer Group Members: 40
- Volunteer hours for 2023:
  - CM: 1,160.75 hours
  - FBH: 982.25 hours
  - Total: 2143 hours
  - The equivalent of 61.2 weeks or 1.2 years of work (based on a 35 hour work week).

**Les Amis Duff-Bâby**

- A community based volunteer group which supports and promotes the Duff-Baby Mansion, including providing volunteers for the free tour days at the Duff-Baby House. The Corporation of the City of Windsor has a Memorandum of Understanding with Les Amis Duff-Bâby.
- 780 volunteer hours in 2023

**Marketing/Public Relations**

- The Museum had media coverage in 2023 including 39 pieces of media coverage from print, radio, television, internet sources).
- Three editions of the newsletter "Museum Windsor News" were produced.
- News on the museum is also distributed in the Culture E-blast sent out by the Culture and Events Department of the City of Windsor on a monthly basis as well as the City of Windsor's monthly City Circuit.
- Total page views for the Museum Windsor website (hosted by the City of Windsor) was 38, 757. The most visited of our pages was for the Chimczuk Museum at 11, 420 page visits.
- Purchased advertising included boosted Facebook posts, and a range of print media, online media and radio advertising.

**Facebook Statistics:**

Top Facebook posts (highest reaching) 2023

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Post topic	Date posted	Reach	Shares	Comments	Reactions
Willistead Caretaker job	Sept 27	103.8K	423	38	214
1850 Map of Essex County	Sept 11	72.2K	108	15	384
Detail of Map of Winsor 1885	Oct 16	17.7K	5	5	53
Picture of Beauty contestant 1956	Sept 6	12.7K	10	2	47
Ad for DWBIA Swiftmas contest	Dec 5	12.4K	45	28	273
Bats & Brew event at Museum	Sept 22	9.2K	5	6	121

- Our most commented on post (non –boosted/advertising content post) –was Image: -  
\_What is it? For a Tobacco cutter on \_\_Aug 23\_\_\_\_ -reach \_\_1993\_\_\_\_ -shares  
\_0\_\_\_\_ -comments \_\_18\_\_\_\_
- As of Dec 31, 2023 we have \_\_3456\_\_\_\_ page likes. For reference we had
  - 1,777 at the end of 2020,
  - 1421 at the end of 2019
  - 1158 at end of 2018
  - 2365 at the end of 2021
  - 3166 at the end of 2022
- “People Reached” was down 48% in 2023 compared to 2022, but the visits to our Facebook page were up 79.6% in 2023

#### Total visitation to the museum

- Visitation number for 2023 was \_23, 389\_\_\_\_
- For comparison purposes total visitation was
  - 18,028 in 2022 (note closed January due to pandemic)
  - 1301 in 2021, (note closed most of the year due to pandemic)
  - 2718 in 2020, (note closed mid-March through year end due to pandemic)
  - 19,397 in 2019 and
  - 21,420 in 2018

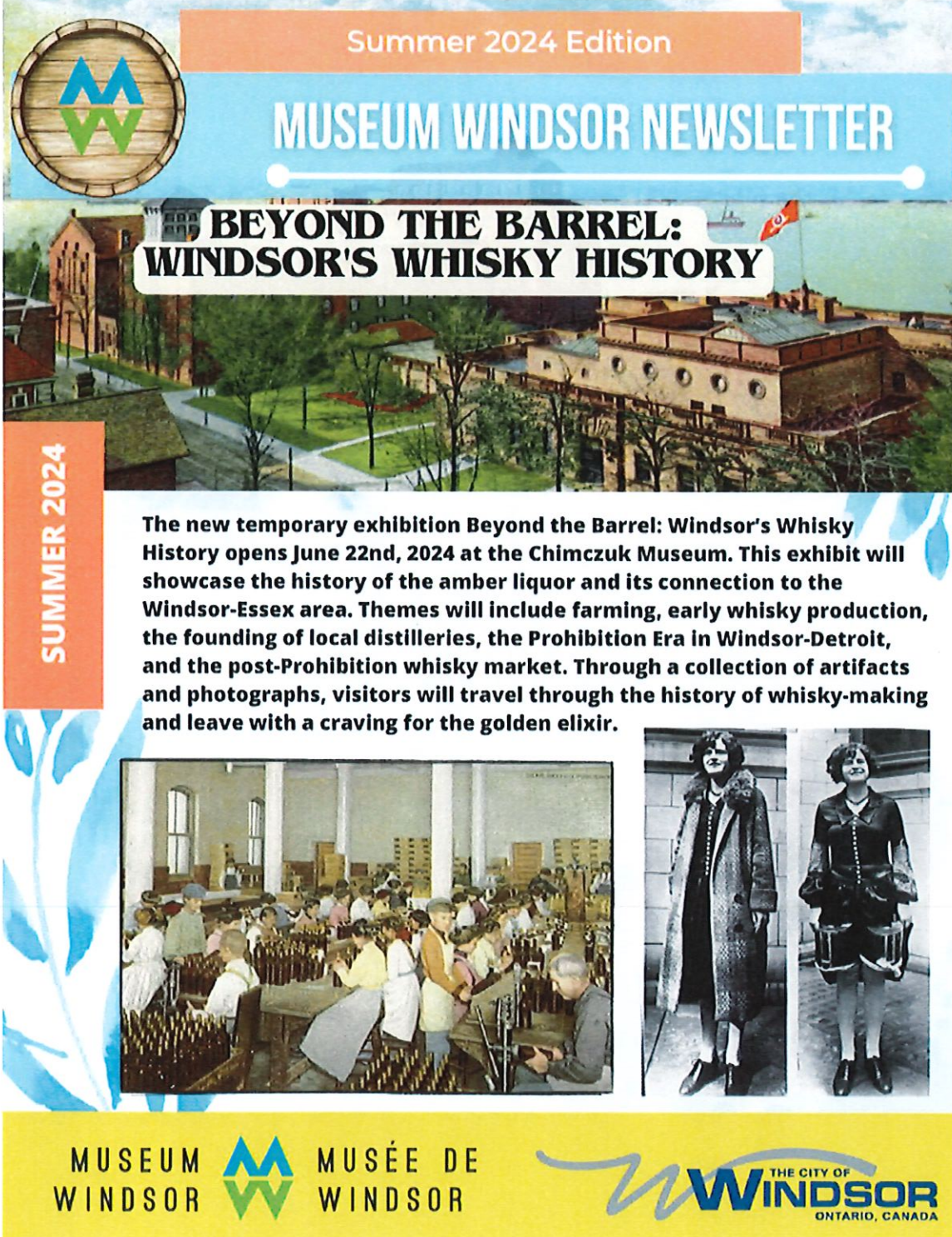
Chimczuk Museum =	17,594
Francois Baby House =	3,785
Duff Baby House & Interpretation Centre =	1,492
Art Cart =	415
Virtual/offsite programs =	103

#### Museum Windsor Youtube Channel

- First video posted Dec 28 2023 [www.youtube.com/@museumwindsor3785](https://www.youtube.com/@museumwindsor3785)
- One video “The Woman who saved MacKenzie Hall” 19 views (in 10 days)



## Appendix C:



The newsletter cover features a blue and orange color scheme. At the top left is a circular logo with a stylized 'M' and 'W' in blue and green. To its right, an orange banner reads 'Summer 2024 Edition'. Below this, a blue banner contains the title 'MUSEUM WINDSOR NEWSLETTER' in white. The main headline, 'BEYOND THE BARREL: WINDSOR'S WHISKY HISTORY', is in bold black text on a white background, set against a background image of a historic Windsor building. A vertical orange banner on the left side says 'SUMMER 2024'. The main text block describes the new temporary exhibition opening on June 22nd, 2024, at the Chmuczuk Museum, highlighting themes like farming, early whisky production, and the Prohibition Era. Below the text are two images: a historical photo of a distillery interior and a modern photo of two women in period clothing. The footer includes the Museum Windsor and Musée de Windsor logos, and the City of Windsor logo.



Summer 2024 Edition


# MUSEUM WINDSOR NEWSLETTER


## BEYOND THE BARREL: WINDSOR'S WHISKY HISTORY

**SUMMER 2024**

The new temporary exhibition **Beyond the Barrel: Windsor's Whisky History** opens June 22nd, 2024 at the Chmuczuk Museum. This exhibit will showcase the history of the amber liquor and its connection to the Windsor-Essex area. Themes will include farming, early whisky production, the founding of local distilleries, the Prohibition Era in Windsor-Detroit, and the post-Prohibition whisky market. Through a collection of artifacts and photographs, visitors will travel through the history of whisky-making and leave with a craving for the golden elixir.



MUSEUM WINDSOR  MUSÉE DE WINDSOR

 THE CITY OF WINDSOR  
ONTARIO, CANADA



## CHARIOTS OF FIRE: A HISTORY OF WINDSOR'S FIREFIGHTING EQUIPMENT

ON DISPLAY UNTIL SEPTEMBER 1ST, 2024



Developed by Guest Curators Walter McCall and Jeff Topliffe, *Chariots of Fire: A History of Windsor's Firefighting Equipment* explores the history of the Windsor Fire Department (W.F.D.) through some of the unique and innovative pieces of firefighting equipment and machinery that were used in the past. The exhibition features historical photographs, firefighting equipment, badges, and other unique items rarely seen by the public. The exhibition includes information about Windsor's horse-drawn and motorized eras, home-built ladder trucks, specialized equipment like the "Elcombe" and "Bug," and Windsor's role in helping to fight fires during the 1967 Detroit riots.



### Upcoming Events

**June 8:** Windsor's Birthday, Free Admission to Chimczuk Museum.

**June 15:** Free Public Tours of Duff-Baby House, 12pm-4pm

**June 21:** National Indigenous Peoples Day, Free Admission to Chimczuk Museum.

**June 30:** Francois Baby House open this Sunday with tour at 2:30pm

**July 13:** Free Public Tours of Duff-Baby House, 12pm-4pm

**July 28:** Francois Baby House open this Sunday with tour at 2:30pm

**August 3:** Free Admission to Chimczuk Museum in honour of Emancipation Day.

**August 17:** Free Public Tours of Duff-Baby House, 12pm-4pm

**August:** Museum Windsor Volunteer Group Yard Sale, Chimczuk Museum, Date & Time TBA

**August 25:** Francois Baby House open this Sunday with tour at 2:30pm

### Museum Windsor François Baby House




SUMMER 2024  
UPDATED ANIMAL  
LEGO CHARACTER  
SCAVENGER HUNT

Free  
Admission






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### Museum Windsor François Baby House



SUMMER 2024  
UPDATED ANIMAL  
LEGO CHARACTER  
SCAVENGER HUNT

Free  
Admission



## Summertime Sundays at the François Baby House

As the warm weather approaches, the François Baby House will be open one Sunday a month from May to August. The François Baby House has been designated as a National Historic Site of Canada and, as part of Museum Windsor, houses permanent galleries on Francophone Heritage, the War of 1812, the Battle of Windsor, the history of the house itself, and visible storage. New this year: Each month will feature a free guided tour by a museum staff member.

All tour times 2:30PM

Tour Dates:

June 30th: *Tecumseh's Flag*

July 28th: *Historic Firearms Display*

August 25th: *Windsor and the War of 1812*

*Free Admission*



## Book A Group Visit

Prebooked group visits are offered Tuesday to Friday between 10AM-5PM. A regular program lasts 2 hours and includes a tour of Museum Windsor's permanent exhibits (either Chimczuk or François Baby House), as well as a temporary exhibit. In addition a craft or a scavenger hunt is offered at no extra cost. Tours are offered in both English or French (please indicate language preference at time of booking).

For further information or to book a visit please contact Museum Windsor Education Coordinator Matt Pritchard at 519-253-1812 ext. 2531 or email [mpritchard@citywindsor.ca](mailto:mpritchard@citywindsor.ca)





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## CONTACT US

### Museum Windsor

519-253-1812  
wmuseum@citywindsor.ca  
254 Pitt Street West  
Windsor, ON. N9A 5L5 Canada

Chimczuk Museum  
401 Riverside Drive West

Maison François Baby House  
254 Pitt Street West

Duff-Baby House  
221 Mill Street.  
By Appointment Only.

[www.museumwindsor.ca](http://www.museumwindsor.ca)

Find us on 

### Free Art Cart Tours Resume at the Windsor Sculpture Park

For Tour Times:

Please Call 519-253-1812

[www.facebook.com/MuseumWindsor](https://www.facebook.com/MuseumWindsor)



• Tours start at the base of the Great Canadian Flag •

### Chimczuk Museum Family Passes Are Available To Be Checked Out At The Windsor Public Library



Available at all Branches except Archives and Local History Branch

Passes grant free access to the Chimczuk Museum for a family or household.  
Proof of address not required. There are no limits on the number of  
times the passes can be used during the 7 day checkout period.

MUSEUM  
WINDSOR



MUSÉE DE  
WINDSOR

**WINDSOR**  
PUBLIC LIBRARY Read Learn Discover

## The Museum Gift Shop



Looking for unique gift items, local history books, or jewellery?  
The Museum Gift Shop has you covered!

The Museum Gift Shop is located inside the Chimczuk Museum at 401 Riverside Drive West. Hours of operation are Tuesday-Saturday, 10am-5pm and Sunday, 11am-5pm. Museum admission is not required to visit the gift shop.

MUSEUM  
WINDSOR



MUSÉE DE  
WINDSOR

 **THE CITY OF  
WINDSOR**  
ONTARIO, CANADA



MINUTES Windsor, Ontario, September 11, 2024

A meeting of the **Museum Subcommittee of the Community Public Arts Working Group** is held this day commencing at 5:15 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

***Present:***

Irene Hawkins  
Ashley Kijewski  
Grace Manias

***Regrets:***

Leisha Nazarewich  
Teajai Travis

***Also present are the following resource personnel:***

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

**1. CALL TO ORDER**

M. Staaegaard (acting for L. Nazarewich, who was not able to be present) calls the meeting to order at 5:19 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 G. Manias, and seconded by A. Kijewski that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held June 5, 2024 BE ADOPTED with the correction to the date of the next meeting being September 11<sup>th</sup> and not the 4th.  
Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Update on building maintenance**

M. Della Valle reported that:

- The leak in the basement of the Francois Baby House is being monitored. A. Kijewski noted that if another source of expertise is needed that RDH Building Science could be considered.
- Additional artifact storage space is required

## **5.2 Duff Baby House**

M. Della Valle reported that:

- Staff have a meeting on September 20<sup>th</sup> to get an update on the timelines of the construction project at the Duff-Baby House.
- Monthly tour dates are continuing to take place with the welcome assistance of Les Amis Duff-Bâby

## **5.3 Streetcar restoration**

- Museum Windsor staff monitoring the streetcar which is now onsite at the Legacy Beacon
- Museum staff, and an external exhibition designer/fabricator are working on the History of Streetcars exhibition which will be installed in the Legacy Beacon building adjacent to the Car 351. Opening date TBA.

## **5.4 Update on Museum Grants**

- Community Museum Operating Grant - submitted at the end of June
- Summer students have completed their term of work (funded by Young Canada Works grant, and a Canada Summer Job grant)

## **6. NEW BUSINESS**

## **7. REVIEW OF MUSEUM ACTIVITIES**

M. Della Valle reviewed the recent and upcoming museum activities, and noted that a new fall newsletter for Museum Windsor will soon be finished and sent out.

## **8. DATE OF NEXT MEETING**

Wednesday, October 16, 2024 at the Chimczuk Museum at 5:15pm.

## **9. ADJOURNMENT**

Meeting was adjourned at 6pm. Meeting was followed by a tour of the Francois Baby House given by Curator Madelyn Della Valle.



MINUTES Windsor, Ontario, October 16, 2024

A meeting of the **Museum Subcommittee of the Community Public Arts Working Group** is held this day commencing at 5:15 o'clock p.m. at Museum Windsor, Chinczuk Museum location, there being present the following members:

***Present:***

Irene Hawkins  
Ashley Kijewski (arrived 5:30 pm)  
Grace Manias  
Teajai Travis

***Regrets:***

Leisha Nazarewich

***Also present are the following resource personnel:***

Madelyn DellaValle, Museum Curator  
Michelle Staadegaard, Manager of Culture and Events (by phone)

**1. CALL TO ORDER**

M. Della Valle (acting for L. Nazarewich, who was not able to be present) calls the meeting to order at 5:20 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 I. Hawkins, and seconded by G. Manias that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held September 11, 2024 BE ADOPTED.

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Update on building maintenance**

M. Della Valle reported that:

- The leak in the basement of the Francois Baby House is being monitored.
- Additional artifact storage space is required
- There is a boot on the roof of the Francois Baby House. M. Staadegaard said she would follow up with facilities about having it removed.

## **5.2 Duff Baby House**

M. Della Valle reported that:

- She is expecting an updated construction schedule from the OHT by the end of the month. There were unexpected delays due to structural issues interfering with the original schedule.
- Monthly tour dates are continuing to take place with the welcome assistance of Les Amis Duff-Bâby

## **5.3 Streetcar restoration**

- Museum Windsor staff monitoring the streetcar which is now onsite at the Legacy Beacon
- Opening date has yet to be announced, but likely in the spring.

## **5.4 Update on Museum Grants**

- Community Museum Operating Grant - awaiting results of this application
- Young Canada Works grant, waiting on last cheque
- Canada Summer Job grant-complete

## **6. NEW BUSINESS**

### **6.1 Updated Physical Plant policy (Appendix A) and updated Community policy (Appendix B)**

- M. Della Valle explained the changes which were largely to bring these policies up to date (e.g. revised institutional names, new mission statement and vision statement etc.)
- The subcommittee reviewed these policies

Moved by G. Manias, and seconded by I. Hawkins, that the updated Physical Plant policy and updated Community policy BE RECOMMENDED for adoption as revised.  
Carried.

## **7. REVIEW OF MUSEUM ACTIVITIES**

M. Della Valle reviewed the upcoming museum activities including:

- Tours of the Duff Baby House on October 19<sup>th</sup> 12-4



- Free admission day at the Chimczuk Museum for Family Hallowe'en event on October 26
- Walking Tour of Ottawa Street 2pm on October 26. Tickets for sale at the Chimczuk Museum
- November 2, Museum Volunteer group meeting with Registrar Heather Colautti giving a talk about the men who served in South Africa during the Boer War
- November 9, Free admission day to the Chimczuk Museum in honour of the upcoming Remembrance Day; opening of the South African (Boer) War Monument: Remembering Those Who Served exhibit; 2pm free walking tour of the Dieppe Park Monuments, leaving from the Chimczuk Museum

**8. DATE OF NEXT MEETING**

Wednesday, December 4, 2024 at the Chimczuk Museum at 5:15pm.

**9. ADJOURNMENT**

Meeting was adjourned at 6:05 pm.

## **Appendix A:**

### **PHYSICAL PLANT 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.

#### **Purpose**

Museum Windsor locations will provide a safe and functional environment for visitors, staff, the collection and associated activities. This objective must be balanced with the need to preserve the integrity of heritage buildings as artifacts themselves, as well as archaeological resources present on the property.

#### **Related Documents**

- Museum Windsor sites Floor Plans
- City of Windsor Healthy Workplace Policy
- Facility Operations Department, Maintenance Agreement Francois Baby House
- Museum City of Windsor Emergency Response Plan
- Emergency Response Guide Museum Windsor
- Windsor Historic Sites Association & City of Windsor agreement regarding use of the Francois Baby House

#### **Health & Safety**

The City of Windsor, is committed to ensuring the health & safety of its employees, its patrons and those contracted to do work for the City, and to the prevention of occupational injuries and illnesses.

The Museum is aware of the numerous federal, provincial and municipal legislations that affect its day-to-day operations and help to ensure the physical safety of visitors, staff and property. All museum staff, full & part-time, are trained in safety procedures in keeping with the Ontario Health & Safety Act and Regulations, the Accessibility for Ontarians with Disabilities Act and The City of Windsor's Healthy Workplace Policy.

As a municipally operated museum, the site is routinely inspected for maintenance concerns, both inside and out by City staff.

#### **Maintaining Environmental Controls**

An adequate and regularly inspected and maintained HVAC and security system is essential at all Museum Windsor sites. The City of Windsor facilities department is responsible for providing this service at the Francois Baby House and the Chimczuk Museum. The Ontario Heritage Trust is responsible for providing this service at the Duff Baby House.



Museum staff monitor/record both temperature and relative humidity conditions using an environmental data logger to help maintain a reasonably constant environment for the collection and items on exhibit.

Lighting levels are also monitored to provide safe & limited lighting for artifacts on exhibition and UV filters have been installed on all fluorescent lighting.

Regular monthly inspections are also conducted throughout the facility to monitor and take action against any possible pest or vermin.

**Emergency Plan**

The City of Windsor Emergency Response plan is designed to make provisions for extraordinary arrangements and measures that may have to be taken to protect the property, health, safety and welfare of our city's inhabitants when faced with an emergency. In the City's plan, individual responsibilities were assigned to specific Municipal Services, such as Fire, Police, Public Health, Public Works and Social Services. The Museum will follow the guidelines as set out in the City's plan with a Museum Specific guide.

<u><b>Approval Date</b></u>	September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)
<u><b>Amended</b></u>	Recommended by Museum Subcommittee, October 16, 2024

## Appendix B:

### COMMUNITY 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.

#### **Role as Steward of the Collection**

The acquisition and retention of artifacts and/or archival material is dependent upon their significance in telling the story of the unique history and the natural, social, technological and cultural development of the City of Windsor and area.

The Museum is responsible for the care and the preservation of the artifacts & archival material in its collection, entrusted to it by the community. It will provide for the best possible physical environment, preventive maintenance program and conservation services to meet this responsibility as outlined in the *Collections Management Policy*, for both collection storage & exhibitions.

#### **Community Involvement & Role in the Community**

The Museum is committed to offering a variety of scheduled exhibits, events, programs and volunteer opportunities to the public throughout the year that are consistent with the *Mission Statement*.

- a) Activities designed to encourage community involvement and support may include, but are not limited to the following:
  - Exhibitions - on a wide variety of local historical and special interest themes
  - Special Events – for varying age groups
  - Education and public programs – for children & adults
  - Workshops & Special Interest Classes
  - Daytime & Evening Tours
  - Regular Meetings – open to the public
  - Local History Library – available for researchers
  - Collaborative projects and events with other cultural organizations, community groups and festivals
- b) The Museum acknowledges the important role of the *Windsor Historic Sites Association*, and the *Museum Volunteer Group* and Les Amis Duff-Bâby in promoting and presenting its story and programs to the community.
- c) The Museum recognizes that its role and the collection are significant for a wide range of individuals and groups in the City of Windsor and will make every effort to welcome and encourage the community at large to participate in its on-going activities and its future planning.



- d) The Museum shall act as a resource for educational, research, and recreational purposes for the community at large. The Museum is committed to being an active, relevant and educational part of the community.

### **Encouraging Community Involvement**

The Museum will make every effort to welcome a broad range of citizens from the community to become involved and encourage their participation in the Museum through such roles as:

- Joining as a museum member (individual – family)
- Becoming a member of the Museum Volunteer Group (MVG) for special events & programming activities
- Joint promotional events and sponsorships with other community organizations
- Educational programs and workshops for children and adults.

### **Volunteers**

The Museum will follow City of Windsor policy regarding the use of volunteers.

### **Community Partnerships**

The Museum shall actively seek appropriate community partnerships both financially through sponsorship, donations and/or gifts-in-kind and through active participation.

Community partnerships may include, but are not limited to the following:

- Collaborative projects with *Windsor Historic Sites Association*
- Collaborative projects with and Les Amis Duff-Bâby
- Collaborative projects with Art Windsor-Essex
- Collaborative projects & joint promotional opportunities with City departments
- Collaborative projects & joint promotional opportunities with other museums, cultural institutions and groups
- Joint programming and advertising with members of the *Southwestern Ontario Heritage Council*, a regional museums organization representing Windsor and Essex County.
- Partnerships with other organizations in the City during trade shows, promotional events and festivals.
- Joint-promotional ventures with business and tourism organizations in the City of Windsor such as the local BIAs, Convention and Visitors Bureau, Festival Network and the like.
- Developing programs with the Boards of Education and area schools.

### **Accessibility**

- a) The Museum will endeavour to provide accessibility to all members of the community, regardless of physical, mental or social challenges. Museum Windsor's Accessibility Plan will provide details of this access.
- b) The City of Windsor will provide designated parking for those with limited mobility.
- c) Educational programs and site tours will be designed to be flexible, adapting to accommodate to various age groups, language skills, and levels of mobility and intellectual development.

- d) The Museum will endeavour to maintain regular hours of operation, which may be modified to best accommodate the visiting public. *(i.e. reduced hours of operation during the winter months and increased hours of operation during the summer months to accommodate visitors)* It shall also be noted that the Museum will be open at “Other Times by Appointment” beyond those hours posted.
- e) The Museum will endeavour to provide equal access to information regarding its services, educational programmes, special events and collection through adequate promotion, including such media as radio, cable television, local papers and other print media such as brochures, inserts, flyers and posters, and digital media such as the collection database, the museum website, and the museum’s social media.

<b><u>Approval Date</u></b>	September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)
<b><u>Amended</u></b>	Recommended by Museum Subcommittee, October 16, 2024



MINUTES Windsor, Ontario, December 4, 2024

A meeting of the **Museum Subcommittee of the Community Public Art Working Group** is held this day commencing at 5:15 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

***Present:***

Irene Hawkins  
Ashley Kijewski  
Grace Manias  
Teajai Travis

***Regrets:***

Leisha Nazarewich

***Also present are the following resource personnel:***

Madelyn DellaValle, Museum Curator  
Michelle Staadegaard, Manager of Culture and Events (by phone)

**1. CALL TO ORDER**

M. Della Valle (acting for L. Nazarewich, who was not able to be present) calls the meeting to order at 5:19 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 I. Hawkins, and seconded by G. Manias that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held October 16, 2024 BE ADOPTED

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Update on building maintenance**

M. Della Valle reported that:

- The boot has been removed from the roof of the François Baby House
- A building condition assessment report has been received for the François Baby House

## **5.2 Duff Baby House**

M. Della Valle reported that:

- A report went to the December 4, 2024 Community Services Standing Committee (S 162/2024) in response to Council Directive CR21/2024 regarding 2023 and 2024 attendance numbers and staffing possibilities at the Duff-Baby House
  - Due to necessary restoration/construction at the Duff-Baby House, hoarding has been in place around the house and is having negative effects on the 2024 attendance. The restoration project has been extended through the summer of 2025, necessitating a request for an extension to the Gordie Howe International Bridge Company grant.
- Monthly tour dates are continuing to take place with the welcome assistance of Les Amis Duff-Baby. The next tour date is December 7, 2024 and the one after that April 12, 2025.

## **5.3 Streetcar restoration**

- Museum Windsor staff monitoring the streetcar which is now onsite at the Legacy Beacon
- Museum staff, and an external exhibition designer/fabricator are working on the History of Streetcars exhibition which will be installed in the Legacy Beacon building adjacent to the Car 351. Opening date TBA spring 2025.

## **5.4 Update on Museum Grants**

- Community Museum Operating Grant
  - We have just received notification that we have received \$25,094 from the Community Museum Operating Grant program for the 2024-25 fiscal year, along with pay equity funding in the amount of \$660.
- Young Canada Works, and Canada Summer Job grant applications are now open and applications will be submitted.

## **6. NEW BUSINESS**

### **6.1 Question from sub-committee**

- “When is the next Community Public Art Working Group meeting?” “Are they quarterly?” M. Staadegaard noted that a new member, Donna Mayne, has been appointed to this working group by council recently to replace a member who could



not participate. A new meeting date shall be scheduled in the new year, with the hope of eventually establishing quarterly meetings.

**7. REVIEW OF MUSEUM ACTIVITIES**

M. Della Valle reviewed the recent and upcoming museum activities. In response to a question, she noted that Museum Windsor makes the public aware of their activities and exhibitions through the Museum Newsletter produced 3 times/year, PSAs sent to local media, Facebook posts, along with occasional advertising in various media, and the museum website.

Also discussed was the Museum Gift Shop, and newly available holiday merchandise, such as a historical images of Windsor calendar arranged by Museum Windsor, for sale in limited quantities, and also a limited edition of vintage historical Boblo Amusement park plates also available for sale.

**8. DATE OF NEXT MEETING**

Wednesday, March 5, 2025 at the Chimczuk Museum at 5:15pm.

**9. ADJOURNMENT**

Meeting was adjourned at 5:55 pm.

Museum Subcommittee of the Community Public Arts Working Group minutes,  
March 5, 2025

MINUTES Windsor, Ontario, March 5, 2025

A meeting of the **Museum Subcommittee of the Community Public Arts Working Group** is held this day commencing at 5:15 o'clock p.m. at Museum Windsor, Chimczuk Museum location, there being present the following members:

***Present:***

Irene Hawkins  
Ashley Kijewski  
Grace Manias  
Teajai Travis

***Regrets:***

---

***Also present are the following resource personnel:***

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

**1. CALL TO ORDER**

M. Della Valle (acting until L. Nazarewich, who recently passed away, can be replaced as chair) calls the meeting to order at 5:22 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 G. Manias, and seconded by I. Hawkins that the minutes of the Museum Subcommittee of the Public Arts Advisory Committee held December 4, 2024 BE ADOPTED

Carried.

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Update on building maintenance**



Museum Subcommittee of the Community Public Arts Working Group minutes  
March 5, 2025

M. Della Valle reported that:

- The leak in the basement of the Francois Baby House is being monitored.
- The alarm system at the Francois Baby House is being considered for replacement

## **5.2 Duff Baby House**

M. Della Valle reported that:

- Roof replacement project is ongoing

## **5.3 Streetcar restoration**

M. Stadegaard noted:

- The streetcar is onsite at the Legacy Beacon
- Museum staff, and an external exhibition designer/fabricator are working on the History of Streetcars exhibition which will be installed in the Legacy Beacon building adjacent to the Car 351. Opening date TBA.
- The Legacy Beacon will also include food services; there will be seating for 150 outdoors onsite

## **5.4 Update on Museum Grants**

- Community Museum Operating Grant
  - Museum received review by Ministry staff of the Emergency and Disaster Response Manual (People and Collections) and scored well
  - Next application is due at the end of June
- Summer student applications for Young Canada Works and Canada Summer Jobs (the latter through Windsor Historic Sites Association) have been submitted.

## **6. NEW BUSINESS**

### **6.1 Museum Windsor Report of Activities 2024**

M. Della Valle presented the Museum Windsor Report of Activities 2024. (Appendix A)

Moved by I. Hawkins and seconded by T. Travis, that the museum subcommittee RECEIVE the Museum Windsor 2024 Final Report as presented.  
Carried.

## **7. REVIEW OF MUSEUM ACTIVITIES**

M. Della Valle shared the Winter/Spring 2025 Edition of the Museum Windsor Newsletter. (Appendix B)

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**8. DATE OF NEXT MEETING**

Wednesday, May 14, 2025 at the Chimczuk Museum at 5:15pm.

**9. ADJOURNMENT**

Meeting was adjourned at 6:10pm.



## **APPENDIX A**

### **Final Report on Museum Windsor Activities in 2024**

#### **Staff Development**

- Monthly safety talks for all staff on a variety of safety-related topics, and other mandated City of Windsor training
- Museum staff representative on Archaeological Management Plan Review Working Group
- Museum staff attended Museums Canada Annual Summit "Make it Happen - The Power of Museums"
- Museum staff on executive of South Western Ontario Heritage Council
- Museum staff volunteering on committee with Ontario Museum Association

#### **Staff changes:**

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

#### **Administration**

- Four (4) meetings of the Museum Subcommittee of the Community Public Arts Working Group
- Museum policies updated and received in 2024: Collections Policy, Conservation Policy, Exhibition Policy, and Governance Policy
- Applied and received two (2) Young Canada Works in Heritage Organizations summer student grants
- Windsor Historic Sites Association applied for and received one (1) Canada Summer Job grant
- Applied for and received the Community Museum Operating Grant 2024-25
- Supported Les Amis Duff-Bâby in their application Gordie Howe International Bridge funding to further interpretation at the Duff-Baby House

#### **Maintenance/Physical Plant**

- There were two (2) meetings of the Museum Capital Reserve (Facility) Committee whose job is to monitor the physical building and make appropriate and timely repairs.
- New security cameras were installed in the François Baby House covering the basement and 1<sup>st</sup> floor, along with most of the outdoor areas of the property
- Updated *Emergency and Disaster Response Manual* for Museum Windsor locations
- St Clair College installed a few segments of bright yellow metal fencing at the entrance to their loading dock driveway from Pitt St. (note – there were previously many trucks that backed into our wooden fencing requiring continual repair)

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- Leaking continues to be a small but ongoing problem in the basement storage area on the west side of the "fort"
- Lack of collection storage space becoming an acute problem
- Alarm monitoring included review of Open/Close reports
- Physical plant inspections carried out on a regular basis and regular maintenance items addressed.
- Fire drill carried out at the Francois Baby House on November 20, 2024; Fire Drill for 401 Riverside Building CM and AWE on May 8, 2024
- 4 meeting of the Joint Health and Safety Committee, plus monthly inspections of François Baby House, and the Duff-Baby House and Interpretation Centre
- Regular inspections of the Streetcar 351 carried out
- Museum Volunteer Group member tended the garden at Francois Baby House
- The grounds of the François Baby House and the Chimczuk Museum continue to be the location of socially-disruptive behaviour, however having security camera outside the François Baby House seems to be helping with mitigating this behaviour somewhat.

**Curatorial Activities – Research**

- The Museum staff assisted 47 distance researchers. (Distance being someone unable to physically come to the museum and who contacts us by fax, phone or email).
- There were approximately 10 onsite researchers.
- Museum staff research included
  - Local censuses
  - Street names/Street name spelling
  - Streetcar history in Windsor (including image research)
  - History of the South African (Boer) War monument
  - No.2 Construction Battalion (Black regiment during First World War)
  - Indigenous Collections in Institutions such as museums, galleries, archives and libraries and privately held collections
  - Indigenous history of Windsor-Essex and area
  - Genealogical research
  - CIBC history
  - Sandwich Mineral Springs
  - Plaques (especially the original Underground Railroad plaque)
  - Animal related collection artifacts and photos
  - Keeping up with publications on history of this area
  - Digital Activities/Programs for Museum Windsor website link page
  - Photographic research
  - Archaeological research
  - Research on history of the Freedom Festival
  - History of Duff-Baby House
  - Windsor Pizza History
  - Windsor Sculpture Park
  - Windsor and area Prohibition and Whisky history
  - History of the former municipality now neighborhood Ford City



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- History of the former municipality now neighborhood Riverside
- History of Ottawa Street
- Research questions from the public
- Artifact research

**Collections Management/Artifact Acquisition**

- Two (2) acquisitions committee meeting were held, and newly collected artifacts and images are currently being accessioned.
- Other cataloguing information:
  - PMs (Ephemera collection) catalogued=84
  - Images catalogued=1796 (of which 927 were slides)
- Mimsy (collections management software) updates:
  - New Records added=3139
  - Updated Records=5864
  - New media records added=5194
  - Updated media records=5199
- Young Canada Works grant resulted in: Ongoing recording of mentions of Indigenous life in local area newspapers.
- Canada Summer Jobs grant resulted in numbering of the Japanese collection
- Visit to Legacy Beacon site to take photos and assess for artifacts
- Emergency and Disaster Response Manual (People and Collections) for Museum Windsor updated – the collection side of this manual has been created for the first time
- Museum has been working a major project to capture, for the future, elements of the current pandemic. These have been catalogued into the museum's permanent collection.

**Conservation**

- Regular inspections of Streetcar 351
- Treatment of historic streetcar rails in preparation for exhibition
- Historic Map consolidation
- Space for artifact storage is increasingly a serious and acute issue. More storage space is needed.

**Loans – Incoming and outgoing – and reproduction requests**

- Museum Windsor lends and borrows artifacts from various institutions and individuals for temporary exhibitions. One ongoing incoming loan is from the Detroit Historical Museum which includes a silver fire trumpet
- No.2 Construction Battalion (the largest Black military unit in Canadian history), P6110, is the museum's most frequently requested photograph. Requests have come from other museums and cultural institutions, artists, government,

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individuals, books, newspapers, magazines, media (including BBC Wales), film industry and school boards. Here are the documented number of requests of this photo since 2015:

2015	3
2016	4
2017	1
2018	7
2019	1
2020	5
2021	7
2022	6
2023	4
2024	5

### Exhibitions

Exhibitions on display or in progress 2024 –

- Offsite
  - *CIBC 150th offsite afternoon mini display (July 17, 2024)*
- Outdoor cases at Francois Baby House
  - *The Road to Platinum: Celebrating Queen Elizabeth II 70 years on the Throne In honour of Queen's Jubilee (outdoor part)*
  - *Windsor Public Library features Windsor Star Photos Exhibit - Freedom Festival*
  - *Windsor Public Library features Windsor Star Photos Exhibit - Local Labour History*
  - *Jesuit Pear Tree - Heritage Tree display*
  - *François Baby and Enslavement in the late 18<sup>th</sup> – early 19<sup>th</sup> Centuries*
- Temporary exhibits – lower level of Francois Baby House
  - *Recent Donations*
  - *Projectile Points – Indigenous Stone Tools*
  - *The Silver Speaking Trumpet - 170th Anniversary of Great Fire of 1849 (featuring loan of artifacts from Detroit Historical Society)*
  - *The Road to Platinum: Celebrating Queen Elizabeth II 70 years on the Throne In honour of Queen's Jubilee (indoor part)*
  - *King Charles coronation panel added to Queen's Jubilee exhibit*
  - *Animals in the Collection*
- Concourse at Chimczuk Museum
  - *Small display case highlighting Memorial Cross given in memory of George Alfred Dixon, Essex Scottish Regiment Private killed at the Dieppe Raid*
  -
- Large Case in Concourse (aka Marine Case)
  - *Mary Ann Shadd Cary Display, Guest Curator Irene Moore Davis*
  - *Remembering Windsor's Emancipation Celebrations (Guest Curator Irene Moore Davis with assistance from local author and scholar Kimberly Simmons, Amherstburg Freedom Museum Assistant Curator Lorene Bridgen-Lennie)*



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- Community Case (in permanent exhibition Chimczuk Museum)
  - *Ketchup with Heinz – a University of Windsor Public History student exhibit*
  - *South African (Boer) War Monument: Remembering Those Who Served*
- Multipurpose Gallery (Chimczuk Museum)
  - *Worlds of the Night* (travelling exhibition from the Sherbrooke Museum of Nature and Science)
  - *Health in Space –* (traveling exhibition by Ingenium)
  - *Beyond the Barrel: Windsor's Whisky History*
- Grey Galleries (East Galleries Chimczuk Museum)
  - *Rosalie Trombley Commemorative Exhibition* (Guest curated by Chris Renaud and the team at HCA Mindbox)
  - *Chariots of Fire: A History of Windsor's Firefighting Equipment* (Guest curated by Walter McCall & Jeff Topliffe)
  - *Windsor In Focus: Forty Years Through the Lens of Nick Brancaccio* (Guest curator Nick Brancaccio)
- Common Corridor (Shared between Chimczuk Museum and AGW)
  - *The Cameroon Community of Windsor*
  - *Lebanese Community of Windsor*
  - *Lazurek Collection - Windsor Winters*
- North Corridor (Chimczuk Museum)
  - *"W" Time Capsule display*
- Permanent exhibitions:
  - *The River and Land Sustain Us* (permanent exhibition on History of Windsor at 401 Riverside Dr. W. location)
  - *Original Peoples Gallery* (at 401 Riverside Dr. W. location)
  - *Hands-On History* (Children's Gallery at 401 Riverside Dr. W. location)
  - *Concourse displays themed on the Detroit River* (at 401 Riverside Dr. W. location) (at 401 Riverside Dr. W. location)
  - *Concourse display - Why is this museum named the Chimczuk Museum?*
  - *Windsor A-Z* (at 401 Riverside Dr. W. location)
  - *Our French Roots* (French Heritage exhibition at the François Baby House) (Note this exhibition opened December 2<sup>nd</sup>, 2015)
  - *Windsor and the War of 1812* (at François Baby House)
  - *Windsor and the Upper Canadian Rebellion of 1838* (at François Baby House)
  - *The Vault Exposed* exhibition (at François Baby House)
  - *The History of the François Baby House and the Baby Family* (at François Baby House)
- Duff Baby House and Interpretation Centre:
  - *Bilingual exhibit at Duff Baby House "Welcome to the Duff-Baby House: Watching over Sandwich Since 1798"*

**Education/Outreach**

- Young Canada Works grant resulted in: Drafting programs for seniors in an offsite format

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- Educational programming is for schools, day camps, daycares, social clubs and organizations
- Total number of children and adults participating in in-person educational programs
  - 2024= 3177
  - 2023=2479
- Total number of children and adults participating in virtual/offsite educational programs
  - 2024= 426
  - 2023=103
- Windsor Sculpture Park Art Cart tours
  - 2024= 424
  - There were 50 days of tours; 0 of the tours were private tours
  - In comparison:
    - 2017=427
    - 2018=560
    - 2019=454
    - 2022=446
    - 2023= 415
- Museum Windsor created unique crafts, and specialized scavenger hunts for public programs, general visitors and education programs
- Open House days at Duff-Baby House
  - 2024=495
  - 2023=1264
  - 2022=1413
- Total Numbers for the Duff-Baby House property including House & Interpretation Centre
  - 2024= 650
  - 2023= 1492
  - 2022=1593
- Educational programs :
  - Museum Detective
  - Interactive guided exhibition tours for permanent and temporary exhibitions
  - Hands-on artifact programming on a variety of themes, e.g. Geologic History; Fur Trade; Indigenous History
  - Offsite programming for seniors
  - Adults with disabilities tour
  - Indigenous themed programming for schools
  - Space programming
  - Lego mini-figure scavenger hunt at the François Baby House
  - Scavenger hunts for families at the Chimczuk Museum and the Duff-Baby House
  - P.D. Day and Holiday Family Programming
  - Guided craft activities
  - Open streets public programming
  - Also refer to note \* below

**Public Programming:**



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- January
  - Jack Frost Gets Lost; Holiday Bingo;
  - Beat the Winter Blues With Free Admission to the Chimczuk Museum
  - Facebook and website activities/posts
- February
  - Duff-Baby House tour day
  - Participate in AWE at Night – highlighting Mary Ann Shadd Cary display
  - PD day guided crafts
  - Museum Volunteer Group Speaker: Irene Moore Davis - Mary Ann Shadd Carey talk
  - Free Admission Day programming: Celebrating Black History Month and Heritage Week
  - Facebook and website activities/posts
- March
  - Facebook and website activities/posts
  - Space-themed March Break programming
  - Guided crafts
  - Duff-Baby House tour day
  - Museum Volunteer Group Meeting and Talk: Mark & Todd - Gas of Tank book talk
  - Code Crackers –Easter Egg hunt
  - AWE At Night: Health in Space guided tour
  - Get Your Groove On! Celebrating the 60s and 70s Free Admission Day and activities
- April
  - Facebook and website activities/posts
  - Museum Volunteer Group meeting featuring guided tour of our new travelling exhibition, Health in Space: Daring to Explore
  - Duff-Baby House tour day
  - Guided crafts
  - Participate in Staycation at the Devonshire Mall (organized by TWEPI)
- May
  - Facebook and website activities/posts
  - Duff-Baby House tour day
  - Museum Volunteer Group meeting and talk about Windsor's Masonic Lodge: by Cameron Adamson
  - Museum Windsor hosts Jane's Walk – Riverside Walking Tour
  - Les Amis Duff-Baby hosts Jane's Walk - A Stroll Through Historic Sandwich Town
  - Participate in AWE at Night – tour of Chariots of Fire: A History of Windsor's Firefighting Equipment by Guest Curators Walter McCall and Jeff Topliffe
  - Free Admission Day Comic Book Day – public programming
  - Free Admission Day – International Museums Day

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- Art Cart begins operation the Saturday of Victoria Day weekend
- François Baby House Tour & Sunday Hours once/month begins – This month learn about the origins of Museum Windsor
- June
  - Facebook and website activities/posts
  - Museum Volunteer Group Volunteer of the Year dinner
  - Ford City Walking Tour
  - City of Windsor Birthday / “Explore Your City” Event – Free Admission Day
  - Duff-Baby House tour day
  - National Indigenous Peoples Day - Free Admission Day; Indigenous-themed crafts and activities
  - François Baby House Tour & Sunday Hours/once per month – theme of tour = Learn about “Tecumseh’s Flag”
  - Beyond the Barrel ½ day free admission day exhibition launch sponsored by TWEPI
  - Art Cart tours on weekends
- July
  - Facebook and website activities/posts
  - Canada Day Free Admission Day – public programming
  - Historic Places Day programming – Animal Lego scavenger hunt at the François Baby House
  - Duff-Baby House tour day
  - MW participate in AWE at Night with tour of Beyond the Barrel
  - François Baby House Tour & Sunday Hours once/month – this month learn about the museum’s firearms collection
  - Art Cart tours Wednesday through Sunday
- August
  - Facebook and website activities/posts
  - Duff Baby House Tour day
  - Free Admission – Emancipation Day Celebration – with activities
  - Guided crafts
  - Art Cart tours Wednesday through Sunday
  - François Baby House Tour & Sunday Hours once/month – this month learn about “Why the François Baby House is a National Historic Site of Canada”
- September
  - Facebook and website activities/posts
  - MVG meeting – and tour of Beyond the Barrel exhibition
  - Duff-Baby House tour day
  - Art Cart tours cancelled due to mechanical issues
  - Staff participation in Open Streets
  - French History Walking Tour – Downtown Windsor
  - Free Admission Day - Nick Brancaccio Exhibit Launch
  - National Truth and Reconciliation Day (Orange Shirt Day) - Free Admission Day



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- François Baby House Tour & Sunday Hours once/month – this month, in honour of Franco-Ontarian Day, come for a tour of the Windsor's French Roots exhibition and learn about the Francophone heritage of Windsor
- October
  - Facebook and website activities/posts
  - Barrels and Bites ticketed 19+ event
  - Museum Volunteer Group meeting – tour of Windsor In Focus: Forty Years Through the Lens of Nick Brancaccio
  - Guided crafts
  - Chimczuk Museum Joins Art Windsor Essex (AWE) at Night! Guided tour of Windsor In Focus: Forty Years Through the Lens of Nick Brancaccio
  - Free Admission Day - Hallowe'en activity day for families at Chimczuk Museum
  - Ottawa Street Walking Tour
  - Indigenous Voices Book Fest event
  - Duff Baby House tour day
- November
  - Facebook and website activities/posts
  - Dieppe Park Monuments Walking Tour
  - Museum Volunteer Group meeting and talk – Registrar Heather Colautti discussing Windsor's involvement in the Boer War.
  - In honour of Remembrance Day – Free Admission Day – also South African (Boer) War Monument: Remembering Those Who Served exhibition opening
  - Guided poppy-making craft
  - Special tour of Temporary galleries, and Main gallery on two separate occasions
  - Duff-Baby House tour day
- December
  - Facebook and website activities/posts
  - Duff Baby House tour day
  - Museum Volunteer Group Holiday dinner
  - Holiday Crafts and Activities (Holiday Bingo and Jack Frost Gets Lost)
  - Guided crafts
  - Family-friendly main gallery tour

**Community liaisons/Partners:**

- One of museum staff sits on the Aboriginal Education Council at the University of Windsor.
- Other museum staff members assist in coordinating the South West Ontario Heritage Council (SWOHC) which meets 4 times per year
- Art Windsor Essex – AWE at Night – Museum Windsor periodically joins forces with AWE to open the Chimczuk Museum space at night and offer tours of new exhibitions

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- Programming with the Windsor Public Library, and free admission passes to the Chimczuk Museum that can be borrowed at the WPL; Windsor Public Library Archives exhibitions of Windsor Star photos
- Windsor Youth Centre – collecting non-perishable food items
- Amherstburg Freedom Museum
- Tourism Essex Windsor Pelee Island
- Wolfhead Distillery
- Windsor Public Library Archives
- University of Windsor Archives
- Canadian Club Brand Centre
- J.P. Wisers
- Essex and Kent Scottish Regiment Association
- Les Amis Duff-Bâby
- Ontario Heritage Trust
- Chimczuk Museum hosted a P2P Community Consultation
- Partnership with the Human Systems Lab at the University of Windsor to facilitate a research project “Exploring the Cognitive Restoration Effect of Visiting Museums”
- Partnership with Jane’s Walk - Museum Windsor has participated in Jane's Walk Windsor festivals, providing to the public free history walking tours, since 2019
- Ontario Heritage Trust
- South Western Ontario Heritage Council
- Ontario Archaeological Society local chapter
- Windsor Historic Sites Association

**Museum Volunteer Group**

- The Museum Volunteer Group assisted visitors at Francois Baby House main desk, and the Chimczuk Museum Gift Shop, tending to the garden, and assisting with programs.
- Museum Volunteer Group Members=42
- Volunteer hours for 2024:
  - Chimczuk Museum=1,059 hours
  - François Baby House:=912.5 hours
  - Total=1,971.5 hours
    - This is the equivalent of 56.3 weeks or 1.1 years of work (based on a 35-hour work week).

**Les Amis Duff-Bâby Volunteers**

- A community based volunteer group which supports and promotes the Duff-Baby Mansion, including providing volunteers for the free tour days at the Duff-Baby House. The Corporation of the City of Windsor has a Memorandum of Understanding with Les Amis Duff-Bâby.
- 780 volunteer hours in 2023
- 992 volunteer hours in January-October 2024

**Museum Gift Shop**



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- Point of Sale merchandise report from Activenet shows sales for January 1-December 31
  - 2024=\$22,176.43
- Previous years' sales:
  - 2018=\$15,615.55
  - 2019=\$16,224.82
  - 2020=\$3,657.41
  - 2021=\$4,458.10
  - 2022=\$27,163.07
  - 2023=\$31,600.47
- Note these figures include the taxes charged.

### Marketing/Public Relations

- The Museum had media coverage in 2024 including 27 pieces of media coverage from print, radio, television, internet sources).
- Three editions of the newsletter "Museum Windsor News" were produced.
- News on the museum is also distributed on a monthly basis in the City of Windsor's monthly City Circuit; monthly PSAs are also sent out.
- Total page views for the Museum Windsor website (hosted by the City of Windsor)
  - 2024=33,713 (Of interest: 52% of the views used mobile devices to view)
  - The most visited of our pages was for the Chimczuk Museum at 8682 page visits.
- Purchased advertising included boosted Facebook posts, and a range of print media, online media and radio advertising.

### Facebook Statistics:

#### Top Facebook posts (highest reaching) 2024

Post topic	Date posted	Reach	Shares	Comments	Reactions
Photo: Casino Windsor interim location	November 2, 2024	64.3K	32	27	193
Photo: Slushy Drouillard Rd	January 23, 2024	47.5K	47	39	331
Photo: Snowy Riverside Dr	March 22, 2024	37.5K	34	15	319
Video: A Prohibition Tale: Dangers on the Detroit River (This is the highest number of reactions and the most shares for the year)	July 5, 2024	34.2K	199	17	360

- As of Dec 31, 2024, we have 3.7K page likes. For reference we had
  - 1,777 at the end of 2020,
  - 1,421 at the end of 2019
  - 1,158 at the end of 2018

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- 2,365 at the end of 2021
  - 3,166 at the end of 2022
  - 3,456 at the end of 2023
- We gained 972 Facebook followers in 2024 bring us to 5109 followers.

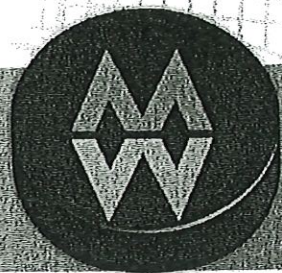
**Museum Windsor Youtube Channel**

- First video posted Dec 28 2023 [www.youtube.com/@museumwindsor3785](http://www.youtube.com/@museumwindsor3785)

**Total visitation to the museum**

- Total visitation number for 2024 = 20027, including:
  - Chimczuk Museum = 13559
  - Francois Baby House = 3881
  - Duff Baby House & Interpretation Centre = 650
  - Art Cart = 424
  - Virtual/offsite programs = 1513
- For comparison purposes total visitation was
  - 2023=23,389
  - 2022=18,028(note closed January due to pandemic)
  - 2021=1,301 (note closed most of the year due to pandemic)
  - 2020=2,718 (note closed mid-March through year end due to pandemic)
  - 2019=19,397
  - 2018=21,420





Winter/Spring 2025 Edition

Appendix B

## MUSEUM WINDSOR NEWSLETTER

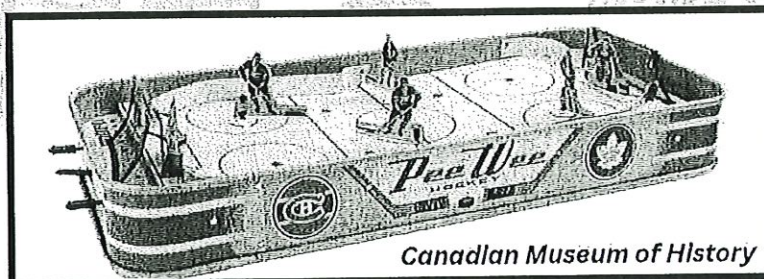
# Hockey

*A travelling exhibition developed by the Canadian Museum of History*  
**February 8th, to May 4th 2025.**

WINTER-SPRING 2025

The sport of hockey is coming to the Chimczuk Museum this February. Created by the Canadian Museum of History, visitors to the Chimczuk are invited to explore the history and evolution of the sport.

The sweat-soaked smell of the locker room. The flick of the wrist-shot. The scream of the enthusiastic fans. For millions of Canadians, winter is synonymous with hockey — a sport integral to Canadian society. Hockey brings us together. It thrills us. It is part of our identity, our shared history. It is a passion handed down from generation to generation, a recreational activity, and a commercial enterprise.



Canadian Museum of History

This one-of-a-kind travelling exhibition offers visitors an exciting interactive experience showcasing high points in the sport from both yesterday and today. This engaging exhibition explores the importance and influence of hockey over the past 100 years, and brings the history of the sport to life through profiles of participants at both the professional and amateur levels.

It is presented in a series of graphic panels using photographs and reproduction of key artifacts, memorabilia and works of art. Also included are audio archives and an audio-visual interactive where visitors can record their own running commentary of a portion of a hockey match.



MUSEUM  
WINDSOR

MUSEE DE  
WINDSOR

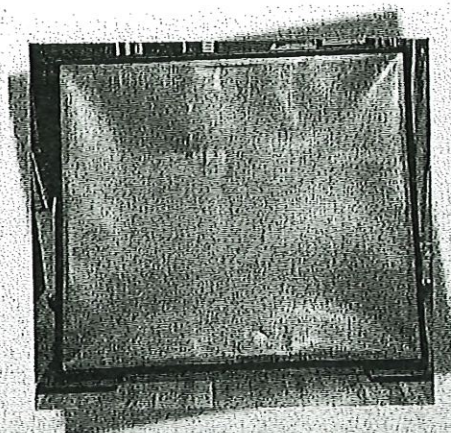




## RECENTLY ACQUIRED ARTIFACT

### *Victim Witness Screen*

Developed in 1988 following new legislation to protect vulnerable witnesses, the Victim Witness Screen was conceived by court administrator Mara Conrad. Drawing on the principle of a two-way mirror, it allows the witness to see out while preventing those in the courtroom from seeing the witness. Ms. Conrad partnered with Mr. Guy Hamel of In'Flector Control Systems Inc. (known for solar panels) to engineer a portable, lightweight alternative to traditional mirrored glass. After testing the design at various angles to accommodate different statures, they confirmed its effectiveness.



Commissioned by the Attorney General's Head Office in Toronto, 56 screens were produced for courts across Ontario. The first was used in Windsor, where it remained in service for decades. Its success led other provinces to inquire about adopting the "Windsor" victim screen. Although modern courts have shifted to floor-mounted models, this original screen serves as a pivotal innovation in courtroom safety.

*Gift courtesy of Mara Conrad.*

## *Beat The Blues*

**Saturday January 25th**  
**10AM-5PM**

## **Free Admission To The Chimczuk Museum**

*The public is highly encouraged to bring a non-perishable food donation for the Windsor Youth Centre.*

**All Day Long:**  
**Blue Light**  
**Special**  
**Museum Gift**  
**Shop**



**11AM Hockey**  
**Themed**  
**Guided Craft**



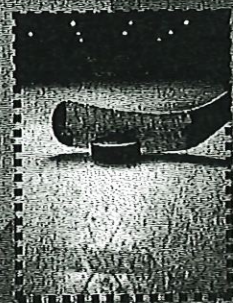
**12PM Drumming by**  
**Teajal Travis, City of**  
**Windsor - Inaugural**  
**Multicultural**  
**Community**  
**Storyteller**



**1PM Talk on History of**  
**Hockey In Windsor by**  
**Sports Columnist and**  
**Author Bob Duff**



**2pm Movie Time:**  
**Disney's Mighty**  
**Ducks, What's**  
**Poppln' popcorn**  
**and refreshments**  
**will be for sale**



**401 Riverside Dr. W.**

**519-253-1812**

MUSEUM  MUSÉE DE  
WINDSOR  WINDSOR

**AWE** 

**WYC** 

windsor youth centre  
A WINDSOR YOUTH CENTRE PROGRAM

**What's Poppin'**  
**POPCORN FACTORY INC.**



## Upcoming Events

**January 25**, Beat the Blues, Free Admission to Chimczuk Museum. 10am-5pm.

**February 15**, Free Admission to Chimczuk Museum For Heritage Day Weekend & to Celebrate the 60th Anniversary of Canada's Maple Leaf Flag. 10am-5pm.

**February 15**, Museum Volunteer Group Meeting, Chimczuk 1pm.

**March 8-16**, March Break, Hockey Themed Activities at Chimczuk Museum.

**March 15**, Museum Volunteer Group Meeting, Chimczuk Museum. 1pm.

**April 5**, Free Admission to Chimczuk Museum, 10am-5pm.

**April 12**, Free Public Tours of Duff-Baby House, 12pm-4pm.

**April 26**, Museum Volunteer Group Meeting, Chimczuk Museum. 1pm.

**May 3**, Free Comic Book Day, Free Admission at Chimczuk Museum 10am-5pm.

**May 10**, Free Public Tours of Duff-Baby House, 12pm-4pm.

**May 17**, Museum Volunteer Group Meeting, Chimczuk Museum. 1pm.

**June 14**, Free Admission to Chimczuk Museum, 10am-5pm.

**June 14**, Free Public Tours of Duff-Baby House, 12pm-4pm.

**June 21**, National Indigenous Peoples Day, Free Admission to Chimczuk Museum. 10am-5pm.

Find us on 

*For More Updated Information  
Follow Museum Windsor On  
Facebook.*

## In Celebration Of Heritage Day


**Free Admission Day At  
The Chimczuk Museum**

**Saturday February 15th, 2025**

**10AM-5PM**

**401 Riverside Dr. W**

## Book A Group Visit



Prebooked group visits are offered Tuesday to Friday between 10AM-5PM. A regular program lasts 2 hours and includes a tour of Museum Windsor's permanent exhibits (either Chimczuk or François Baby House), as well as a temporary exhibit. In addition a craft or a scavenger hunt is offered at no extra cost. Tours are offered in both English or French (please indicate language preference at time of booking).

For further information or to book a visit please contact Museum Windsor Education Coordinator Matt Pritchard at 519-253-1812 ext. 2531 or email [mpritchard@citywindsor.ca](mailto:mpritchard@citywindsor.ca)



# *The Fabric of Our Being* By Nadine Williams

January 1st to March 31st 2025, Chimczuk Museum

Museum Windsor is excited to announce the opening of a new installation, "The Fabric of Our Being," on display now at the Chimczuk Museum. Conceptualized and birthed by Poet and Author, Nadine Williams and her Collective, "The Fabric of Our Being" seeks to bring awareness and celebration to the United Nations proclamation of the International Decade for People of African Descent (2015-2024). A second decade for people of African descent was proclaimed by the UN in December and adopted by Canada (Jan. 2025-Dec. 2034).

Nadine Williams is a Jamaican-Canadian who was born in the Parish of St. Mary and now calls Ontario home. She has published three collections of poetry, two children's books, and over fifteen volumes of literature for Black History Month. These creations are a staple in the curricula of several schools in Canada in celebration of Black History.

She is the recipient of the CIC Volunteer Award 2012, York Regional Police Deeds Speak Award 2014, received parliamentary mention for significant contribution to Black History in Canada in 2019, was named among the 100 Accomplished Black Canadian Women (100ABC) 2022 and have received numerous certificates from all levels of government, including three in the last few months in 2023. Nadine has exhibited her artwork at Canadian Museum of History.

This distinguished President's Poet has opened for former First Lady Mrs. Michelle Obama, The Right Honourable Michaëlle Jean - Canada's former Governor General, Hon. Justin Trudeau, PM of Canada, and Hon. Portia Simpson-Miller - PM of Jamaica. Her current project is to bring awareness to The UN's International Decade for People of African Descent (IDPAD) through her Art Installation project, "The Fabric of Our Being!" The Fabric of Our Being will be on display at the Chimczuk Museum until March 31st, 2025.



## Duff-Baby House 2025 Free Public Tour Dates

221 Mill Street

Tours of the house are held between 12pm to 4pm on the following dates:

No Registration is  
Required for Public  
Tour Days  
519-253-1812

April 12th  
May 10th  
June 14th  
July 12th  
August 16th  
September 13th  
October 18th  
November 15th  
December 13th

Children's Scavenger Hunt



# The Witness Blanket

June 2025 - September 2025

Museum Windsor is honoured to announce that starting in June the Chimczuk Museum will be hosting the Witness Blanket on loan from the Canadian Museum for Human Rights.

The Witness Blanket is a powerful art installation created by master carver Carey Newman to recognize the atrocities of the residential school era, honour the children and symbolize ongoing reconciliation. Inspired by a woven blanket, this cedar-framed artwork is made of hundreds of items from residential schools, Survivors, churches, governments and other cultural sites across Canada. Traditionally, blankets are meant to protect the young and comfort elders. Each piece of history that took its place on the Blanket is a silent witness to some part of this story.



Newman, whose traditional name is Hayalthkin'geme, is a multi-disciplinary artist, carver, filmmaker, author and public speaker.

Through his father, he is Kwakwaka'wakw from the Kukwakam, Gixsam, and Wawałaba'yi clans of northern Vancouver Island, and Coast Salish from Xwchíyò:m (Cheam) of the Stó:lō S'olh Temexw (traditional territories) along the upper Fraser Valley. On his mother's side of the family, his ancestors are English, Irish, and Scottish Settlers. In his artistic practice he strives to highlight Indigenous, social, and environmental issues as he examines the impacts of colonialism and capitalism, harnessing the power of material truth to unearth memory and trigger the necessary emotion to drive positive change.

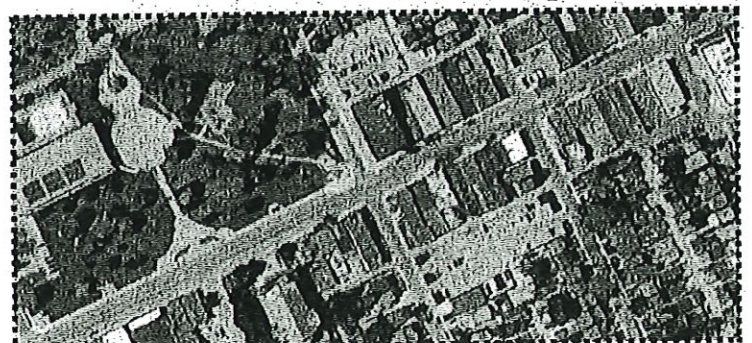
To Celebrate  
International  
Museum Day the  
Chimczuk Museum  
will offer *Free  
Admission* on May  
17, 2025  
10AM-5PM

401 Riverside Dr. W

Museum Windsor Presents:

May 2025

Free Ottawa Street Walking Tour



Time & Date: TBD

Please call 519-253-1812  
for more information.

jane's  
walk



# Easter Hours

Chimczuk Museum:

*Friday April 18th- Closed*

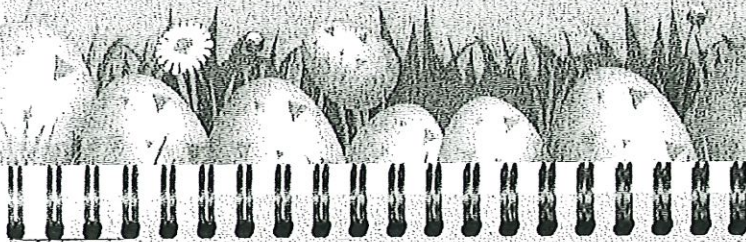
*Saturday April 19th- Open 10am-5pm*

*Sunday April 20th- Open 11 am-5pm*

*Monday April 21st- Closed*

François Baby House:

*Closed Friday April 18th to Monday April 21st*



Saturday May 3rd, 2025



10AM-5PM

Free Admission To The Chimczuk Museum



Free Comic Book While Supplies Last



If you would like to receive the Museum Windsor's Newsletter via email, please contact:  
[wmuseum@citywindsor.ca](mailto:wmuseum@citywindsor.ca)  
or call 519-253-1812

## National Indigenous Peoples Day

Wednesday June 21st, 2025

10AM-5PM

Free Admission at the Chimczuk Museum



Mary McKee

Museum Windsor Presents:

May 24th, 2025

Time TBA

# DETROIT

## From Afar

## Walking Tour

\$6.00 Per Person

Preregistration Required  
& Limited Tickets Sold

Call 519-253-1812 For Tickets



# A Snapshot of the Literary History of the Windsor Region

*Curated by Marty Gervais*

*April 5th to October 26th, 2025*

Travellers and former slaves, teachers and city clerks, along with poets and farmers and journalists and cartoonists, have been spinning stories about this region along the Detroit River since the 19th century. Their astonishing tales, collected in journals, newspapers, magazines and published books reflect the cultural evolution of a community that has always struggled with its own identity in the shadow of its northern neighbour, Detroit. This exhibition, organized by Windsor's Poet Laureate Emeritus Marty Gervais, traces that chronology of what he calls "a gallery of heroes."

It begins with the early sketches and travel diary accounts of steamship traveller Anna Brownwell Jameson, followed by the work of abolitionist Mary Ann Shadd Cary - the first female African American newspaper editor in North America. From there, this gallery stretches from 1865 with Windsor's first magistrate writing in his diary about joining thousands in the streets of Detroit to mark the tragic loss of President Abraham Lincoln, to the 20th and 21st centuries with such famous literary luminaries as Marshall McLuhan, Joyce Carol Oates, W.O. Mitchell, Adele Wiseman, Morley Callaghan and Alistair MacLeod.

The exhibit also charts the rise of the city's literary magazines and publishing companies, some garnering such prestigious awards as the Governor General's Award, the Trillium Book Award and the Giller Prize. Our writers soon found themselves featured regularly on the national news and in the pages of the New York Times. And our poets were welcomed annually at the legendary Shakespeare & Company Bookstore in Paris to read on Canada Day. Windsor quickly became host to some of the largest literary readings in the country. This exhibit is a snapshot that champions the words of this gallery of storytellers who chose this side of the river to make their voices heard.

## Museum Windsor François Baby House

**NEW**  
**LEGO**  
**SUPERHERO MINI-FIGURE**  
**SCAVENGER**  
**HUNT**

Free  
Admission

**COMING IN MAY!!!**

I spy something historical! Superhero mini-figures are playing hide-n-seek in the François Baby House! Visitors of all ages are invited to discover historic treasures in this National Historic Site of Canada by participating in this fun Scavenger Hunt.

## Upcoming Exhibitions

**January: The Fabric of Our Being** by artist Nadine Williams

**February: Hockey: - Canadian Museum of History**

**April: A Snapshot of the Literary History of the Windsor Region**

**June: Witness Blanket the Canadian Museum for Human Rights**

## Museum Windsor Hours:

**Chimczuk Museum**

**Tuesday-Saturday: 10AM to 5PM.**

**Sunday: 11:00AM to 5PM.**

**Maison François Baby House**

**Tuesday-Saturday: 10AM to 5PM.**





## CONTACT US

519-253-1812

[wmuseum@citywindsor.ca](mailto:wmuseum@citywindsor.ca)

254 Pitt Street West  
Windsor, ON. N9A 5L5 Canada

Chimczuk Museum  
401 Riverside Drive West

Maison François Baby House  
254 Pitt Street West

Duff-Baby House and Interpretation  
Centre  
221 Mill Street.  
By Appointment Only.

SHOP  
LOCAL

## The Museum Gift Shop

Looking for unique gift items, local history books, or  
jewellery?

The Museum Gift Shop has you covered!

The Museum Gift Shop is located inside the Chimczuk  
Museum at 401 Riverside Drive West. Hours of operation  
are Tuesday-Saturday, 10am-5pm and Sunday, 11am-5pm.  
Museum admission is not required to visit the gift shop.

## March Break At Museum Windsor: March 8-16

MARCH 2025

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*Come explore these exciting family-friendly activities:*

- Children's Hockey-Themed Crafts
- Children's Scavenger Hunt at the Chimczuk Museum
- COVID Blanket Display (5th Anniversary)
- Free LEGO Animal Mini-Figure Hunt at the Francois Baby House

### Don't Miss

Hockey: A Traveling Exhibition from the Canadian Museum of History  
Windsor In Focus: Forty Years Through the Lens Nick Brancaccio (Last chance  
to visit: March 16)

Regular hours and admission rates apply.

We look forward to seeing you!

Chimczuk Museum 401 Riverside Dr. W - François Baby House 254 Pitt St. W

MUSEUM  
WINDSOR



MUSÉE DE  
WINDSOR

Find us on





MDV/  
Windsor, Ontario, May 6, 2025

**MINUTES**  
**MUSEUM CAPITAL RESERVE FUND COMMITTEE (Facility Committee)**  
**Tuesday, May 6, 2025**  
**11 o'clock a.m.**  
**Francois Baby House, 254 Pitt Street West**

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

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

**Present:**

D. Wilson, Windsor Historic Sites Association  
M. Staadegaard, Manager of Cultural and Events  
K. Dufour, Facilities, Downtown Western Campus  
G. Manias, Windsor Historic Sites Association  
R. Prescott, Windsor Historic Sites Association

*Also present are the following resource personnel:*

M. Della Valle, Museum Curator

**Regrets:**

T. Tang, Heritage Planner, Planning

**1. CALL TO ORDER**

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

**2. DECLARATION OF CONFLICT**

None declared.

**3. MINUTES**

Moved by D. Wilson, and seconded by G. Manias  
That the minutes of the **Museum Capital Reserve Fund Committee (Facility Committee)** held **Thursday, April 25, 2024** meeting BE ADOPTED as written.  
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, as of December 31, 2024 a sum of \$181,372.74 in this fund.

#### **4.2 Jesuit Pear trees**

M. Della Valle noted that horticulture has thus far been unable to propagate Jesuit pear trees. Madelyn will reach out again to Mike Murphy to inquire again. D. Wilson says that Les Amis Duff-Bâby will also reach out.

#### **4.3 A/C cage**

K. Dufour said the fabrication of the cage to be installed (behind the outbuilding) is complete.

#### **4.4 Security system, security concerns**

K. Dufour says he has requested a quote from Phillips to replace the existing alarm system at the Francois Baby House.

M. Della Valle reported on graffiti (and other noxious substances) cleaned up on the north porch. She also noted that the south facing window on the east was broken by someone throwing a rock through it. It was broken March 6, 2025 and repaired March 13, 2025. Note that the storm window behind the main window is still broken due to the fact that it is impossible to repair from the outside and the inside access is blocked by exhibition panels.

K. Dufour also noted that Paladin stationed at Adventure Bay and the aquatic centre can be called to the Francois Baby House for assistance, if necessary.

#### **4.5 Further securing Hiram Walker Historical Museum Plaque**

The committee requested that M. Della Valle resend the information on the substance proposed to caulk the edges of the plaque in order to secure it. M. Della Valle found that in the minutes of the committee dated November 24, 2021 there was the following:

*Moved by D. Wilson, seconded by M. Staadegaard*

*That the suggestion to caulk the fillable edge around the historic Hiram Walker Historical Museum plaque on the west side of the south entrance of the Francois Baby House with Red Head A7+ All Weather Concrete Masonry Adhesive BE CARRIED OUT, the cost not to exceed \$200.*

M. Della Valle found the brochure for Red Head A7+ and is sending it to K. Dufour. Also, still to be determined is the reversibility of the proposed adhesive (Red



Head A7+ All Weather Concrete Masonry Adhesive) K. Dufour will follow up on this question prior to application.

#### 4.6 More Storage Space for Artifacts Needed

D. Wilson noted that there has been no response as of yet to the letter that L. Nazarewich sent on behalf of the Windsor Historic Sites Association to Windsor Public Library Acting CEO Michael Chantler (with copy to the Windsor Public Library Board, and the City Clerk's office) supporting the possibility of having some storage space in a future library building. D. Wilson noted that he still needs to follow up with some correspondence asking for a confirmation that they have received the letter, noting that J. Knights is now the CEO of the WPL, and the Michael Chantler is now Commissioner of Community Services for the Corporation.

Although T. Tang was not able to attend this meeting, she did send some relevant notes to this issue:

I see that Business Item 4.6 "Requirement for Additional Artifact Storage Space" is on the agenda. I have attached the 2024 WAMP adoption Council Resolution CR 333/2024 (on Page 3/5 of the PDF) for reference (*this information is copy pasted below the chart*), and I am including a copy-paste of Kristina Tang's notes below:

Raised by	Phase	Recommendation to Council	Priority	Task Description	Assigned Lead	Status	Comments on Action or Decision	Corporate Procedures?
Melissa P.	Post-Adoption	Yes	Medium Term	Provide additional storage space to Museum Windsor for artifact curation and repository.	Melissa P.	Not Started	Resolved in Council Report and emails with Museum Windsor Michelle Staadegaard Mar 11, 2024 : We had a great discussion internally and also reached out to the MOA about process, costs and expectations . I think as long as we would be	Yes, with Museum Windsor consultation. CFN would be interested as well



						<p>able to tap into the funding should there be a large collection beyond our regular operating scope and current storage capabilities we would be comfortable with the below recommendation. "I. THAT Community Services staff UNDER TAKE a search for an appropriate location to study, curate, store and display significant artifacts resulting from future archaeological investigations within the municipal limits of Windsor and report back to City Council." CFN Comment Item 5: City can include in Corporate Procedures</p>	
--	--	--	--	--	--	---	--



							that would be developed as implementat ion to WAMP 2024, to notify Indigenous Communitie s with interest of all artifacts (pre and post contact) found on City property in all stages of Archaeologic al Assessments , alongside Museum Windsor.	
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I would love to hear about what was discussed once the meeting has concluded. If there are any specific questions, follow ups, or action items for me/City of Windsor Heritage Planning, please let me know!

*Decision Number: CR333/2024 DHSC 622*

- I. That the update to the Windsor Archaeological Management Plan (WAMP) attached hereto in the Appendices **BE ADOPTED** by City Council as amended to include revised wording to the Executive Summary as outlined in Appendix 3 of report AI 13/2024; and further,*
- II. That Council **DIRECT** Administration to **DEVELOP** Corporate Procedures to implement the Windsor Archaeological Management Plan (WAMP); and further,*
- III. That Administration **BE DIRECTED** to undertake a search for an appropriate location to study, curate, store and display significant archaeological resources resulting from future archaeological investigations within the municipal limits of Windsor and report back to City Council on options which may be available should a future need arise; and further,*



Whereas on February 2, 2024 the 2024 Capital Budget was deemed approved via Mayoral Decision MD05-2024 and subsequently City Council **SUPPORT** expenditures of up to

\$75,000, be it further resolved,

IV. That a new "Windsor Archaeological Fund" reserve fund **BE ESTABLISHED** to be

used as needed for unexpected studies and/or surveys, or other related costs that

## **Minutes**

### **City Council**

**Monday, July 22, 2024** Page 25 of 49

may be required during the execution of capital projects as it relates to Stage 3 and

Stage 4 archaeological assessments; and further,

V. That the City Treasurer **BE DIRECTED** to transfer \$75,000 from the Pay-As-You-Go

Reserve, Fund 169, to this new "Windsor Archaeological Fund" Reserve to provide

initial funding; and further,

VI. That the City Treasurer **BE DIRECTED** to bring forward a request to establish an

annual transfer to the Windsor Archaeological Fund in the amount of \$50,000 to a

new Corporate Account as part of the 2025 Operating budget for consideration of future funding; and further,

VII. That the City Treasurer **BE AUTHORIZED** to approve the allocation of the "Windsor

Archaeological Fund" to projects as required; and that the use of this Reserve **BE REPORTED** to City Council semi-annually through the semi-annual variance report;

and,

VIII. That administration **BE REQUESTED** to report back with an update related to the

implementation of the Windsor Archaeological Management Plan prior to the end of

2024; and,

IX. That City Council **ACKNOWLEDGE** the 12 items identified by representatives of

Caldwell First Nations (CFN) on May 22, 2024 (Appendix 1) and that Administration

**BE DIRECTED** to:

i. Network with other Municipalities and Provincial Ministries to continually improve

upon best practises regarding archaeological matters;

ii. Proceed with training sessions, for relevant staff, provided by the WAMP Archaeological Consultants (ASI) that will facilitate the implementation of WAMP, OPA 181 and build a better understanding of best practices to ensure meaningful



*engagement with all interested First Nations;*

*iii. Implement the updated policies to the Official Plan and Schedule C-1:*

*Archaeological*

*Potential to ensure adherence to all Provincially legislated regulations, procedures*

*and the Provincial Policy Statement; and,*

*X. That Official Plan Amendment No. 181 as shown in Appendix A of report S 16/2024,*

*regarding the Windsor Archaeological Management Plan (WAMP) review and as detailed in the administrative report entitled "Official Plan Amendment initiated by the*

*City of Windsor for the Windsor Archaeological Management Plan Review (City-wide)*

*– File No. OPA 181 [OPA/7170]" **BE ADOPTED.***

*Carried.*

#### **4.7 Leaking in "Fort" (underground storage area)**

M. Della Valle noted that small amounts of water are still coming into the fort artifact storage area near the base of the west stairs (which lead to the shack on the patio). She noted that water pools at the south wall of the shack which is likely worsening the leaking problem. The leaking problem lessened after the patio stones were caulked, however it is still happening. K. Dufour will follow up.

#### **4.8 Building Condition Assessment report**

M. Della Valle noted that the City of Windsor hired a consultant to perform a building condition assessment on the Francois Baby House. The consultant provided the report which was shared with committee members. The Committee has many questions about this report and it was suggested that Robert Shelton be invited to the next meeting to answer some of these questions. M. Della Valle will reach out to R. Shelton

### **5. NEW BUSINESS**

#### **5.1 Update of WHSA representative.**

Riley Prescott was introduced as the new WHSA representative on the Museum Capital Reserve (Facility) committee.

### **6. DATES OF NEXT MEETING**

Tuesday, June 17, 2025 at 11am at the François Baby House.

### **7. ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:45 o'clock a.m.