Willistead Manor Inc.



Photograph courtesy of Marty Gervais

Annual Report 2021



THE CITY OF WINDSOR

OFFICE OF THE MAYOR

DREW DILKENS, DBA MAYOR

"The heritage of the past is the seed that brings forth the harvest of the future." | Wendell Phillips

Willistead Manor will always be one of the most important buildings in our community. It was very difficult for the City and for the Willistead Manor Inc. Board of Directors to see the iconic home remain closed for 2021. However difficult, it was the correct, responsible, and necessary decision to protect our community health and well-being as the pandemic continued. It was also necessary to protect the manor itself. The pandemic increased the need for enhanced cleaning at all City facilities. Due to the historic nature of the manor, we were unable to provide the level of enhanced cleaning required without causing damage to the woodwork and furnishings. This did not stop weddings from taking place in the Paul Martin Gardens once they were safe to host once again. It also did not stop us from working hard on major Willistead Manor projects.

For the City of Windsor, a key highlight of 2021 was the winter press conference to announce significant investments in heritage preservation at Willistead Manor through the 2022 City Budget. I was proud to highlight important recent restoration work, as well as upcoming investments. Our long-term capital plan looks to invest about \$1.7-billion in public infrastructure renewal to raise the quality of life of residents over the next decade. This includes about \$170-million for Parks, Recreation and Culture, and Facilities, as City Council keeps its focus on delivering results and increasing quality of life. Council's investment into heritage preservation for Willistead Manor totals \$7.2-million between 2017 and 2032. We are investing about \$1.6-million towards the heritage facility's Capital Rehabilitation program in 2022 alone.

At that announcement, I highlighted upcoming 2022 projects including foundation waterproofing, resurfacing of the terrace in the Paul Martin Gardens, and restoration of capstone and grate work. We are replacing the cooling system, and taking care of interior and exterior painting. Over the next ten years, major infrastructure projects in the works include restoration of the perimeter fence, main entrance refurbishment and repaving, repaving the parking lot, and restoration of the basement and associated infrastructure. This work is about continuing to invest to keep the manor house, the surrounding buildings, and the park site vibrant, thriving, and brimming with heritage, culture, and art all year long.

While the City's Facilities department focused on some of these projects in 2021, the Willistead Manor Inc. Board of Directors, the Friends of Willistead, and City Culture staff worked on moving key projects forward so they would be ready when we were finally able to re-open the doors of the manor. For a few years now, the Board has worked closely with the City and Suede Productions on the research, filming, production, and editing phase of a Willistead Manor

documentary. The film, *Walkerville's Willistead Manor: The Home That Shaped a Community*, was completed in 2021, and will be released in 2022. It tells the story of the Walker Family, the formation of Walkerville, and the construction and history of Willistead Manor. It also details the search for the famed portrait of Edward that hangs in the Great Hall. Meanwhile, work got underway on the research, design, and development of a permanent mini-exhibition on the Walker Family for display in the Coach House. Set to be unveiled in July 2022, alongside the unveiling of the Hiram Walker Commemorative Statue, the exhibition will become part of future tours and educational programming on site. The ongoing restoration and preservation of Willistead Manor is a key part of the vision for Windsor's future.

I offer sincere thanks, on behalf of myself, and City Council, to the Board of Directors and the Friends of Willistead for their ongoing commitment to preserving and sharing the story of Willistead. Thanks to the descendants of Hiram Walker, Pam and Tony Morse, for their continued support of the work here, and for helping us maintain the important link between our City and the Walker family. Thanks also to the donors and partners, including Rotary Club of Windsor (1918), who offer funding support to the manor year after year through donations and large-scale efforts like *Art in the Park* — which also returns in 2022. Finally, my thanks to the City staff who work to preserve and program this space year-round.

Windsor's story is tied to the history of Walkerville and of the Walker family, and to the many contributions made during the formation of our community. Willistead Manor is a big part of that history — and truly is the *home that shaped a community*. Thank you for being part of the Manor's successes yesterday, today and tomorrow.

Drew Dilkens

Sincerely

Mayor, City of Windsor















2021 Annual Report



The Corporation of the City of Windsor and the Board of Directors Willistead Manor Inc.

www.willistead.ca www.citywindsor.ca

Prepared by the Council Services Department, May 2022

Photographs courtesy of "City of Windsor Culture Collection" unless otherwise noted

To His Worship the Mayor and Members of Council:

This is the Willistead Manor Inc. Annual Report to City Council on the affairs and operations of the Corporation for the calendar year 2021.

The Willistead Manor Inc. Board of Directors act in a policy advisory capacity to City Council on the operation of Willistead Manor Inc.; however, the ongoing management of the facility is under the direction of the Office of the Commissioner of Community Services. A full report of the activities in the facility may be obtained from that Service Area.

Introduction and Background

The City of Windsor Act, 1981 established a Corporation without share capital under the name of Willistead Manor Inc., with the objective to receive, maintain, manage, control and use donations for charitable purposes for the rehabilitation of Willistead Manor Inc. For the purpose of attaining its objective, the Corporation "Willistead Manor Inc." has the power to accept and hold any real or personal property granted, donated, devised, bequeathed or otherwise conveyed to it and to convert any such property into money and further to advise City Council respecting the following:

- 1. The operation of Willistead Manor Inc.;
- 2. The development and maintenance of the grounds of "Willistead Park";
- 3. The promotion and development of Willistead Manor Inc. as a centre for amusement, entertainment and exhibitions;
- 4. The promotion of meetings, receptions and displays in Willistead Manor;
- 5. The promotion of educational or cultural activities in Willistead Manor;
- 6. The promotion of the performing arts, including musical and artistic work, in Willistead Manor.

Pursuant to Section 12 of By-law Number 1 of the Corporation, enacted October 29, 1981, the Board of Directors shall, once annually, hold a meeting at which will be approved for submission to City Council, a review of the affairs and operations of the Corporation for the year immediately preceding and a financial statement which contains a profit and loss statement and a balance sheet for the year. This report is submitted in accordance with By-law Number 1.

Directorate

Term Expiring August 17, 2022	Term Expiring August 17, 2023	
Andalieb Abu-Zahra James Evans Robert Gauthier Douglas Sanborn	Carl Dettinger Mary Jane Dettinger Colleen Gaudette Art Jahns Robert Jasey David Langstone	
Councillor Chris Holt		
Kathleen Renaud, President, Friends of Willistead		

Officers

In accordance with Section 6 of By-law Number 1, of the Corporation, the Board at its first meeting following City Council's appointment of Directors, elected the following Officers:

<u>2021/2022</u>

Chairperson – Douglas Sanborn Vice-Chair – Vacant Treasurer – Robert Gauthier Secretary – Colleen Gaudette Past Chairperson – James Evans

Honourary Chairs - Stephen Marshall (Deceased) and Louise Brown

Committee Structure

The Board functions with an active Committee structure comprising the following sub-committees that report through the Board:

- Acquisitions Committee
- Community Relations & Promotions Committee
- Education Committee
- Event Planning Committee
- Fundraising Committee
- Historical Committee

Manor Club



The Manor Club Fundraising program was approved by City Council in 1982, and revised in 1983, as an effective vehicle for persons and corporations to donate money for the continuing restoration and refurbishing of Willistead Manor Inc.

In 2021 the Manor Club received donations totalling \$ 8,769.00.

The following classifications of membership were established:

Charter Life Members: original members whose donations exceeded

\$1,000.00 prior to December 31, 1982

Charter Corporate Members: original corporations whose donations

exceeded \$1,000.00 prior to December 31, 1982

Life Members: donors who have completed their \$1,000.00

donations since December 31, 1982

Corporate Members: corporations who have completed their

\$1,000.00 donations since December 31, 1982

Sustaining Members: donors of less than \$1,000.00 whose donations,

when they reach \$1,000.00 will make them life

members

Sustaining Corporate Members: corporate donors of less than \$1,000.00 whose

donations, when they reach \$1,000.00 will make

them corporate members



Report of the Board Chair

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

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

Unfortunately, due to the Covid-19 pandemic, the Manor has been closed since March 2020 but we are hopeful that the scheduled May 2022 opening can be realized. Due to these Covid-19 lockdowns, our financial partners have had to cancel the fundraising activities and donations which have benefitted the Manor for many years.

The annual Rotary Club of Windsor (1918) Art in the Park event scheduled for June 5th and 6th, 2021 was cancelled and we are anxiously anticipating the 2022 event. Donations to Willistead Manor from the Rotary Club (1918) began in 1972 and the Willistead Manor Board of Directors is extremely thankful for their 50 years of continuous support towards upkeeping this historic gem for all to appreciate.

The Friends of Willistead are a vibrant group of approximately sixty volunteers who continue to offer support with docent services and various community events promoting and fund raising for the Manor. We are eternally grateful for all they do and anxiously look forward to when they can bring their energy back to the Manor.

Additionally, the Board is sincerely thankful for the continued support over the years from The Manor Club Patrons, Via Italia Seniors and Community Centre Inc., The Questors Ontario Chapter, The Windsor Essex County Association of Realtors, the Windsor Design Association designers, teachers and students from the St. Clair College Interior Design Program and everyone else who contributes to support the Manor for the continued enjoyment of the residents and visitors to Essex County.

Finally, a special thank-you to the Acquisitions Committee, whose hard work and dedication allows the Manor to maintain the high-level historical quality and community value that Willistead Manor Inc. strives for.

We are excited to announce that a historical exhibit in the Coach House, made possible from the generous Merrinoff family donations and the support of numerous Walker family descendants, is scheduled to open in July 2022. We are all looking forward to once again being able to gather with friends, colleagues and patrons to continue our work promoting the Manor.

As your Chair, I would like to thank the entire Board of Directors for their continued support and tireless effort, working together we can achieve our vision of creating "An interactive world-class cultural site that promotes personal and community experiences connecting the past to the future."

On behalf of the Board; thank you Mayor Dilkens and City council for your support and ongoing investments honouring the Manor's history and present-day relevance.

In closing, we also wish to extend thanks to the following people from the City of Windsor for their interest and support:

Ray Mensour - Commissioner, Community Services

Jen Knights - Executive Director, Recreation & Culture

James Chacko - Executive Director, Parks & Facilities

Michelle Staadegaard - Manager, Culture & Events

Christopher Menard - Cultural Development & Willistead Manor Coordinator

Kim Manzerolle - Recreation Centre Clerk, Willistead Manor

Dan Seguin - Deputy Treasurer, Financial Accounting

Sue Hallett-Zufelt – Financial Analyst, Financial Accounting

Steve Vlachodimos - City Clerk & Senior Manager, Council Services

Sandra Gebauer - Council Assistant and Executive Secretary to the Board of Directors, Willistead Manor Inc.

Bonnie Reid - Resident Custodian

Respectfully submitted,

Douglas Sanborn

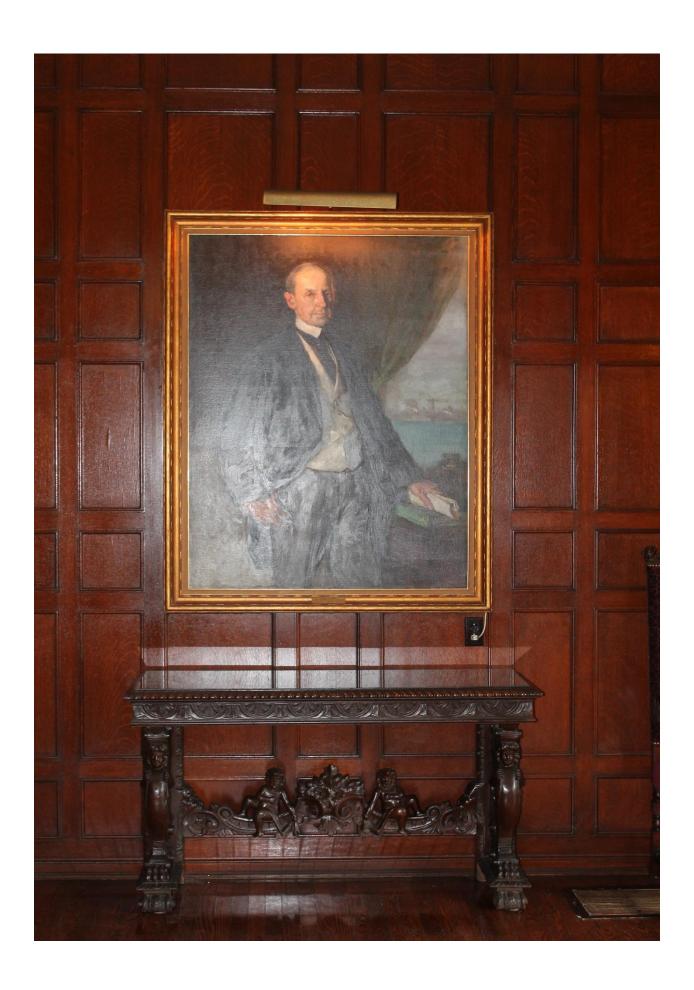
Douglas Sanborn Chair, Willistead Manor Inc.



Photograph Courtesy of Tourism Windsor Essex Pelee Island



Photograph Courtesy of Tourism Windsor Essex Pelee Island



Acquisitions Committee

The Acquisitions Committee met with the Board via Zoom several times throughout 2021 to discuss the challenges of the pandemic as it relates to Willistead Manor. Acquisitions continued to work on initiatives to maintain our mission of preservation of the manor despite these challenges.

Several years ago, the Acquisitions Committee and the Board of Directors contracted Suede Productions to create a documentary to showcase Hiram Walker, his successful business ventures, Willistead Manor and the Walker family legacy. We are delighted to report that the documentary has been completed and we hope to premiere it to the public sometime in 2022.

The Acquisitions Committee and the Board of Directors also contracted HCA Mindbox to help facilitate the historical exhibit in the Coach House. We anticipate its completion in 2022 and look forward to opening it to the public.

In closing, I would like to quote a paragraph from the booklet, *Willistead Manor*, A History and A Guide:

"As the manor is over 100 years old, (completed in 1906), terms such as reconstruct, repair, renew and restore are applied on an on going basis not only to the Manor but to the grounds and attendant buildings as well. This magnificent gift from the Walker family now belongs to the people of Windsor and it is up to us to keep this gem a shining example of public support".

Respectfully submitted,

Robert Gauthier

Robert Gauthier ARIDO IDC Executive Member of the Board of Directors, Willistead Manor Inc., Chair of Acquisitions



Photograph Courtesy of Tourism Windsor Essex Pelee Island

Friends of Willistead

Our group continued to be safe but we were away from the Manor and all our usual activities. We kept in touch through emails and phone calls but the 40-year history of the Friends was put on hold.

In 1980 when the Manor was refurbished and ready to be what it is today, a strong group of advocates (including the Questers) met and made plans to serve and promote the Manor in any way that they could. The Manor became a premier event place but was also to be known as part of the community so tours and educational partnerships were formed and the Friends became a group.

The first open house was to show off the Manor ready for Christmas in December 1981. One of the original tour guides from then remains a member 40 years later. The Manor was enhanced through donations and acquisitions and became a draw to locals and tourists, who always left in awe of what Edward and Mary had created with architect Albert Khan. This is still true today and Christmas at Willistead Manor is an event you cannot miss.

The Friends are a group of 60 members who come from all walks of life and all bring unique skills to the table: seamstress, office employee, teachers, nurses, moms and dads and appreciated volunteers.

We have raised funds for the restoration of the Manor and will continue to do so...our High Teas, Easter and Halloween parties for children, Christmas bazaars, Art in the Park cafe and various endeavors have raised monies that help the 115-year-old house stay safe for future generations to enjoy.

Respectfully Submitted,

Kathleen Renaud

Kathleen Renaud, President Friends of Willistead.









TUESDAY, OCTOBER 19, 2021 | 7:00 PM

Watch at Mayor Drew Dilkens' YouTube page, and on Facebook pages for Mayor Drew Dilkens, The City of Windsor, Museum Windsor & Black Moss Press

FEATURED POETS

MARTY GERVAIS
WINDSOR Poet Laureate Emeritus

MARY ANN MULHERN

WINDSOR Poet Laureate
LOUISE BERNICE HALFE
SKY DANCER

CANADIAN Parliamentary Poet Laureate

ALBERT DUMONT

OTTAWA Poet Laureate

RANDELL ADJEI

ONTARIO Poet Laureate
VICTORIA BUTLER

BARRIE Poet Laureate

SPECIAL GUESTS

MAYOR DREW DILKENS

Introductory and Welcome Remarks

ALEXEI UNGURENAŞU

WINDSOR Youth Poet Laureate

CRISSI COCHRANE

"WHY" Animated Music Video

NADINE DELEURY

Cello performance outside Willistead

BOOK SALES

Purchase works by our guest poets through links we'll provide.

Additional details at www.citywindsor.ca

Telling Our Stories. Sharing Yours.

Supported by the City of Windsor, Black Moss Press, the League of Canadian Poets & Biblioasis



Photograph Courtesy of Suede Productions



Photograph Courtesy of Suede Productions



The House Guest

By Marty Gervais | Windsor's Poet Laureate Emeritus In honour of Ken Saltmarche at Willistead Art Gallery

I'd like to think the tall thin man I met in the upstairs gallery is still there a ghost among the wide open rooms and imagine him still busy with painters and poets and musicians, still finding ways to put pictures to words, still finding words to paint the stories we carry with us

I imagine him moving in the after hours feeling his way through the splendid darkness of this august place that sits amidst Elm and Chestnut and Kentucky coffee trees

I'd like to think the tall thin man finds a moment each night to settle down before an easel and paint yet another and another and another of this place he calls home

Mary Walker at Willistead By Mary Ann Mulhern | Windsor's Poet Laureate

It was her home This mansion of many rooms She planned every detail Decorations, furnishing, colours Paintings, each piece A reflection Of her gift for art

Now, all these years later Mary Walker is at peace Knowing all is well With her beloved Willistead She rejoices to see the rooms Filled with people To hear the voices Wordsmiths from all across the country

It was her gift to all of us.

2021 Financial Reports and Statements

Board of Directors Willistead Manor Inc.

WILLISTEAD MANOR INC. FINANCIAL REPORT For the year ending December 31, 2021

Manor Club

The fiscal year ending December 31, 2021 concluded with Willistead Manor Inc. continuing its "Manor Club" fund raising campaign. Operating on a budget of \$4,500 all of which is dedicated to the Manor Club campaign, various fundraising efforts were undertaken to promote the Willistead Manor Club this year and in the future. A positive operating fund balance from 2020 was included in the 2021 budget, which, combined with normal operating expenses, resulted in a cumulative surplus for 2021 of \$31,145.

Twenty eight contributions to the Manor Club were received, amounting to \$8,769. Eleven of the Manor Club contributions exceeded the \$100 annual membership established by the Board of Directors. Since its inception in 1982, contributions to the Manor Club total \$393,224.

As the Board is empowered under Section 6 (c) of its governing legislation

"to pay over from time to time monies received by the Corporation to the City Treasurer and the City shall use any monies so received only for the purposes of operating, renovating and furnishing Willistead Manor".

We will be presenting a cheque to the City Treasurer in the amount of \$8,794 to be applied toward the continued restoration of Willistead.

WILLISTEAD MANOR INC. BALANCE SHEET As at December 31, 2021

	2021	2020
Assets:		
Cash in Bank	\$ 39,940	\$ 28,972
Liabilities:		
City Treasurer - Willistead Capital Restoration Fund	8,794	2,535
Equity	31,145	26,437
Total Liabilities & Equity	\$ 39,940	\$ 28,972

Note: Does not reflect values of fundraising inventory

WILLISTEAD MANOR INC. STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2021 with comparative figures for 2020

	2021	2020
Revenues:		
Manor Club Contributions	8,769	2,427
Fundraising Event	-	-
Bank Interest - Savings	25	109
Total Fundraising Revenue	8,794	2,536
Operating Grant	4,500	4,500
Bank Interest - Operations	209	280
Total Revenues	13,503	7,316
Expenditures:		
Fundraising	-	-
Other	-	104
Transfer to Willistead Capital		
Restoration Fund	8,794	2,535
Total Expenditures	8,794	2,639
Excess of Revenues		
over Expenditures	4,709	4,678
Fund Balance, Beginning of Year	26,437	21,760
Fund Balance, End of Year	31,145	26,437

2021 FINANCIAL REPORTS AND STATEMENTS



CORPORATION OF THE CITY OF WINDSOR

WILLISTEAD MANOR - Furniture and Furnishings Trust Fund WILLISTEAD MANOR - Capital Restoration Reserve Fund WILLISTEAD MANOR - Endowment Fund



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR FINANCIAL REPORT For the year ending December 31, 2021

Art-in-the-Park

Due to Covid-19, Art-in-the-Park co-sponsored by the City of Windsor and the Rotary Club of Windsor (1918) was not held in 2021. This joint effort, which commenced in 1978, has generated \$1,385,281 towards Willistead Restoration projects.

Willistead Classic Car Show

The Willistead Classic Car Show event was not held in 2021. This show, which began in 1987, has generated a total of \$209,153 toward Willistead restoration projects.

Friends of Willistead

The Friends of Willistead have generated 'contributions' totalling \$127,506 since their inception in 1982. They have also volunteered countless hours of labour, particularly decorating for Christmas and assisting in furnishings acquisitions.

Furniture and Furnishings

Furniture and furnishings valued at approximately \$515,705 have been donated to Willistead over the years by many generous members of the community.

Willistead Capital Restoration

The Willistead Capital Restoration Fund has a balance of \$320,786 as at December 31, 2021 year-end.

Willistead Endowment Fund

In 2012, City Council approved the establishment of the Willistead Manor Endowment Fund. The fund is to be used exclusively, and in perpetuity, for the preservation, restoration, and capital improvement of Willistead Manor, and used for any means needed to achieve this purpose. It is intended that the fund be used for infrastructure projects. The minimum capital amount that must be preserved in the fund at all times is set at 50% of the receipted value of life to date contributions to the fund. As at December 31, 2021 the Willistead Endowment Fund has a fund balance of \$28,683. The minimum capital balance that must be preserved in the fund as at December 31, 2021 is \$13,428.



WILLISTEAD FURNISHINGS - TRUST FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2021 with comparative figures for 2020

	2	021	 2020
Revenues:			
Interest Income	\$	64	\$ 58
Transfer from Willistead Restoration			
Reserve Fund		10,000	 <u>-</u>
Total Revenues	_	10,064	58
Expenditures:			
Furnishings and Upgrades		3,793	 5,601
Total Expenditures		3,793	 5,601
Excess (Deficiency) of Revenues			
over Expenditures		6,271	(5,543)
Fund Balance, Beginning of Year		4,211	 9,754
Fund Balance, End of Year	\$	10,482	\$ 4,211



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR - CAPITAL RESTORATION RESERVE FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE

As at December 31, 2021

with comparative figures for 2020

Revenues:	2021	2020
Revenues.		
Willistead Manor Inc.	\$ 2,535	\$ 8,361
Art-in-the-Park	-	-
Friends of Willistead - Donation	-	2,000
Donation Box Proceeds & Sale of Books	-	-
Transfer from Willistead Capital		
Maintenance Reserve Fund	-	34
Interest Income	4,311	5,276
Total Revenues	6,847	15,671
Expenditures:		
Transfer to Willistead Furnishings Trust		
Fund	10,000	-
Transfer to Capital Project	<u>-</u>	100,000
Total Expenditures	10,000	100,000
Deficiency of Revenues		
Over Expenditures	(3,153)	(84,329)
Fund Balance, Beginning of Year	323,939	408,268
Fund Balance, End of Year	\$ 320,786	\$ 323,939



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD MANOR - ENDOWMENT FUND STATEMENT OF REVENUE, EXPENDITURE AND FUND BALANCE As at December 31, 2021 with comparative figures for 2020

	2021	2020
Revenues:		
Donations	\$ 300	\$ 2,000
Interest Income	199	281
Total Revenues	499	2,281
Expenditures:		
Total Expenditures	-	
Excess of Revenues		
over Expenditures	499	2,281
Fund Balance, Beginning of Year	28,184	25,903
Fund Balance, End of Year	\$ 28,683	\$ 28,184



CORPORATION OF THE CITY OF WINDSOR WILLISTEAD CAPITAL RESTORATION PROJECT ACCOUNTS As at December 31, 2021

	Life to Date
Revenues:	
City Contribution	\$ 1,500,000.00
Canada 150 Grant (1)	450,000.00
Heritage Funding - Trust	25,000.00
- Reserve	120,000.00
Donations - The Morris & Beverly Baker Foundation	54,500.00
-The Chandisherry Foundation	25,000.00
- Friends of Willistead	12,000.00
- Other	50.00
Transferred Balance from Previous Capital Project	174,707.00
Total Revenues	2,361,257.00
Expenditures:	
Total Expenditures to Date	\$ 2,296,591.00
Balance Available at December 31, 2021	\$ 64,666.00

^{(1) \$450,000} grant awarded in 2017 through the Canada 150 Community Infrastructure Program together with the \$1,500,000 from the City of Windsor was spent by March 31, 2018 as per the terms of the grant.

