



JAN 23 2012

THE CORPORATION OF THE CITY OF WINDSOR

**ADDITIONAL
INFORMATION**

Memo

To: Mayor and Members of City Council
From: Executive Director of Recreation and Culture
Date: January 18, 2012
Subject: Report No. 44, Social Development, Health and Culture Standing Committee - 1812 Peace Garden Initiative at Windsor's Community Museum

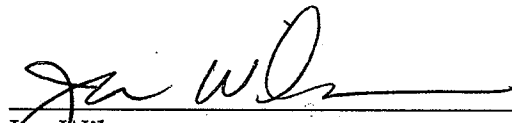
**ITEM NO.
REPORT 44
SOCIAL DEVELOPMENT,
HEALTH + CULTURE**

At its meeting of December 14, 2011, the Social Development, Health and Culture Standing Committee received an update from the City of Windsor 1812 Team, through the Manager of Cultural Affairs, on the City's involvement with the Bicentennial of the War of 1812 Commemorations (Report No. 44). One of the initiatives identified in the Update is the International Peace Gardens in which the Recreation and Culture Department and the Parks and Facilities Department are jointly participating. As noted in the Update memo, this 1812 Bicentennial Project is an initiative undertaken by the Binational Economic & Tourism Alliance, Arts Councils, Cultural and Heritage Organizations and Community partners throughout the binational Southern Great Lakes Region (from Amherstburg through to Niagara) to create a cross border Peace Garden Trail by the start of the Bicentennial of the War of 1812 celebrations in June 2012. Modeled on the International Peace Garden concept that originated in Canada in 1990, the trail is designed to attract international visitors as well as residents of the binational region to experience and enjoy the natural beauty that a garden provides while commemorating the peace that has existed between Canada and the United States over the past 200 years.


The location of Windsor's Garden is at the Windsor Community Museum (Francois Baby House) with an additional garden to be included at the Duff Baby House. Parks and Facilities staff has researched period plantings such as the Jesuit Pear Tree and Labadie Roses and have been propagating the appropriate plant material. The garden located at Windsor's Community Museum will be maintained by volunteers of the Greater Windsor Historical Society. The Parks and Facilities Department along with the Recreation & Culture Department will participate in this program utilizing existing operating funds. No additional monies will be required. Of benefit to the City is the opportunity to be part of the marketing exposure that will be provided with this initiative through the Binational Economic and Tourism Alliance.

The City is required to sign an application agreement to participate in this initiative (copy attached). City Council approval is required to authorize the Chief Administrative officer to sign the application agreement. Therefore, the Recreation and Culture Department is requesting approval of the following resolution:

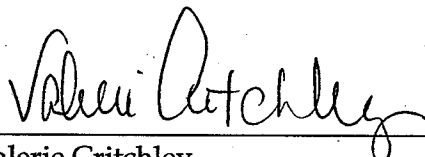
That the Chief Administrative Officer **BE AUTHORIZED** to sign the application agreement with the Binational Tourism Alliance for participation in the International Peace Garden Initiative in Commemoration of the Bicentennial of the War of 1812.



Jan Wilson
Executive Director, Recreation and Culture



Yr Ronna Warsh
Community Development and Health Commissioner



Valerie Critchley
City Clerk

Bicentennial Art of Peace Gardens Project Application

January 2011

You are invited to participate in this Bicentennial initiative which will commemorate, celebrate and ensure a lasting legacy to 200 years of peace between the U.S. and Canada through specially designated gardens and cultural programming in each between 2012 and 2014.

Please review the requirements for participating sites and return the completed form by email or fax to Helga Honey as specified below. Further instructions will be provided upon receipt of this information.

helga.honey@btapartners.com

Fax 716.856.6754

Tel 716.856.6525 ext 157

If you have any questions, please contact Helga or Arlene White directly at 905.401.4450 (cell) or email arlene.white@btapartners.com.

SITE CRITERION:

Physical Attributes

- 1) Outdoor location accessible to the public**
- 2) Free admission**
- 3) Existing or new garden**
- 4) Provide a clean and safe environment for visitors**
- 5) Minimum 500 square feet garden space**
- 6) Convenient parking nearby**
- 7) Proximity/connection to historic 1812 site***
- 8) Interpretive signage and/or special markers as agreed to by the steering committee**

Administration

- 1) Appoint a site coordinator who will attend required project meetings and is responsible for liaison between project steering committee and site committee.**
- 2) Have or organize a committee responsible for local development, maintenance, marketing, and liaison with other community partners – this includes fund-raising and resource/materials development at the local level to implement and maintain your garden.**
- 3) Agree to pay for those project items that are deemed to be the responsibility of each site, but are purchased in mass quantities to reduce overall costs for all partners.**
- 4) Enlist and train your community members and volunteers with regards to the significance of the project and your site involvement.**
- 5) Develop programming, with the direction of the steering committee, to be staged at your site in the start-up phase as well as throughout the 2012 to 2014 celebrations.**
- 6) Become informed about the overall project and be able to direct visitors to other participating sites.**

- 7) Provide a rider or certificate showing that you have liability insurance in place naming the Bicentennial Art of Peace Gardens Project and Binational Tourism Alliance as additionally insured. Public Liability Limits must be for at least \$500,000 each occurrence, \$500,000**

general aggregate, for bodily injury and property damage. Photocopy to be provided to BTA prior to any events on site related to this Bicentennial initiative.

- 8) Provide letters of support for overall project funding proposals as requested by the steering committee.
- 9) Complete required on-line updates to the micro site provided for your site on the master website.
- 10) Ensure a representative of your site is in attendance at all major events undertaken by the project steering committee.
- 11) Participate in tracking methods, event evaluations and report event data by the deadlines provided.

Marketing

- 1) Commit to joint and common marketing under the Bicentennial project plan and themes between 2010 and 2014.
- 2) Display and distribute all promotional and marketing materials provided to you prior to and during various bicentennial events.
- 3) Submit all required information for promotional materials by the assigned date.
- 4) Promote the Bicentennial Art of Peace Gardens Project through your own institutional materials including but not limited to: newsletters, websites, calendar of events and membership mailings.
- 5) Add a link to your website to connect the master website to your own for reciprocal promotions.
- 6) Provide required updates to the steering committee on all local marketing and promotional initiatives your committee undertakes to ensure no duplication of efforts.

I have reviewed the preliminary site criteria and agree to fulfill these requirements for participation. I will provide all required documentation or updates within specified deadlines.

Authorized Officer Name and Title:

Authorized Officer Signature:

X

Date:

YOUR PROJECT DETAILS

Garden Name: Francois Baby Peace Garden

Bicentennial of War of 1812 Connection/Significance*: The proposed garden will be adjacent to Windsor's Community Museum, which is located in the Francois Baby House. The peace garden will be

on a piece of the property that once belonged to Francois Baby, a prominent member in the politics and military of the Windsor region. In the year 1812, Baby began construction on the house that still stands on 254 Pitt Street West. Before the house was completed, the War of 1812 broke out and General Hull crossed the Detroit River and set up camp with American soldiers in Baby's unfinished house. The house itself changed hands throughout the War of 1812, serving as posts for both the British and the Americans, but was eventually returned to Francois Baby. As war came to an end, the house and surrounding farmland was damaged, but with a bit of work, construction on the house was completed and Francois and his family were able to live there for many years.

Site Name: Windsor's Community Museum

Site Street Address: 254 Pitt Street West

Closest Major Intersection: Pitt Street and Ouellette

Site Telephone Number: (519) 253-1812

Lead Organization: Windsor's Community Museum (The City of Windsor)

Website: www.windsormuseum.ca

Public Information Phone Number: (519) 253-1812

Primary Contact Name & Title: Madelyn Della Valle, Curator

Address: 254 Pitt Street West

Phone: (519) 253-1812

Fax: (519) 253-0919

Email: wmuseum@city.windsor.on.ca

Site Services (check all that apply):

Parking & Fees: Meter street parking or paid lots **Cars** **Street parking** **Buses**

Public Transit **Proximity To Site:** Main city bus terminal across the street

Wayfaring/Directional Signage **Distance From Nearest Road** On Pitt street

Partial Wheelchair Access

Full Wheelchair Access

Washrooms

Non-English Language Services Available (specify) French available

National Historic Site

New York State Historic Site

Ontario Heritage Site

Gift Shop/Store Facilities

Restaurant

Vending Machines

Meeting Space

Baby Change Area

Picnic Area

Public Telephone

X Visitor Information/Services

Description of Your Peace Garden: (include name, location, size, current use, intended design and program offerings, maximum visitor capacity)

Name: Francois Baby Peace Garden

Location: Windsor's Community Museum

Size:

Current Use: Small garden, patio, display area, and yard

Intended Design: Same with the addition of more plants, display cases, and benches

Program Offering: Windsor's Community Museum offers many different varieties of programming which will all incorporate our new designated Peace Garden. We offer many educational programs and often have school group tours in both English and French. In celebration of the War of 1812 Bicentennial, we will have special programming to go along with our temporary exhibit. In addition, we run public programming throughout the year, usually corresponding with holidays. Windsor's Community Museum also participates in Culture Days, Doors Open, Heritage Day and hold special events such as lectures series and concerts.

Maximum Visitor Capacity: 60

Planned Opening Date: (month and year ie June 2010) June 2012

Draft Budget – Year One Start Up Costs & Annual Maintenance (through 2014)

NOTE: Please include costs for land, plant and decorative materials, human resources, etc. both cash and in-kind. This will ensure accurate reporting of all the donated and volunteer services, as well as to help us get an idea of the common items we can try to obtain through overall project funding. Rough estimates are acceptable if you are still in early stages of research and development.

	<u>Expenses</u>	<u>Revenues</u>
<u>Cash</u>	<u>\$1,000 Plants</u>	<u>\$0</u>

	<u>\$2,000 cases</u>	
	<u>\$2,200 benches</u>	
<u>In-Kind</u>	<u>Volunteer Services</u>	
	<u>Plants</u>	
<u>Total</u>	<u>\$5,000</u>	<u>\$0</u>

Partners Involved in Your Peace Garden: list all public, private and non-profit entities who will be involved and their commitment/responsibility in the project (funding, design, donations, planting, maintenance, promotion and programming perspectives)

Greater Windsor Horticultural Society,
Windsor Historic Sites Association
Les Amis Duff Baby
City of Windsor
Windsor's Community Museum Volunteer Group

*Please note that our satellite site, the Duff Baby Mansion will be applying for Peace Garden designation in the coming months as well. The Mansion was owned by Francois Baby's brother, Jacques Baby, and was also involved in the War of 1812. We intend to pursue some marketing and programming ventures together, featuring the two brother's houses in conjunction with one another.

Please continue on additional pages as required and send to Binational Tourism Alliance via email: helga.honey@btapartners.com





THE CORPORATION OF THE CITY OF WINDSOR

C. NO. 1

Memo

To: Social Development Health & Culture Standing Committee
From: City of Windsor 1812 Team
Date: December 14, 2011
Subject: Update on City Involvement with Bicentennial of the War of 1812 Commemoration

Over the past year, a number of meetings have occurred with Windsor-based stakeholders to plan events that will celebrate the bicentennial of the War of 1812 and educate and reinforce the important role that was played in this area relative to this historic event.

City staff from Recreation and Culture has been involved with many of these meetings and have been working hard to develop events that will be led by the City while also partnering with other stakeholder groups on various initiatives.

The attachments to this memorandum will provide a concise overview of both City-led projects as well as projects in which the City will be acting as a partner/collaborator.

It is recognized that good communication is critical toward engaging the community at large with 1812 commemorations and we are working with the Communications Department to develop media releases that will begin to build momentum and interest in our community. A media release that highlights City-led 1812 commemorative events is attached and this will be the first release of a series that will be rolled out leading up to and during upcoming celebrations. In addition to media releases, 1812 information will be located on the City Website (www.citywindsor.ca), on www.1812ontario.ca and on other communication tools that are available to city staff in the future.

Many local volunteer driven organizations are just beginning to plan their events for 2012 and 2013. City staff will continue to maintain a master list of activities taking place within the City. Staff will work with all to ensure as much cross promotion and community engagement as is possible, and will continue to provide updates to City Council as the work plan evolves. This is the first of these updates.

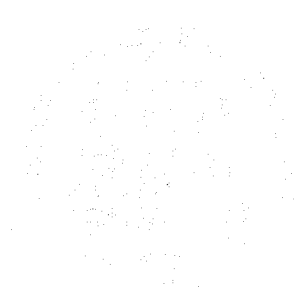


1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing transparency to stakeholders. The text also mentions the need for regular audits to ensure the integrity of the data.

2. The second part of the document outlines the various methods used to collect and analyze data. It describes how different sources of information are integrated into a comprehensive system that allows for real-time monitoring and reporting. The text highlights the benefits of using modern technology to streamline these processes.

3. The third part of the document focuses on the implementation of the proposed system. It details the steps involved in setting up the infrastructure, including hardware requirements and software installation. The text also addresses potential challenges and offers solutions to ensure a smooth transition to the new system.

4. The final part of the document provides a summary of the key findings and conclusions. It reiterates the importance of the proposed system and encourages the organization to move forward with its implementation. The text also includes a call to action for all employees to support the initiative.





THE CORPORATION OF THE CITY OF WINDSOR
NEWS RELEASE

DRAFT

Windsor Announces Plans to Celebrate War of 1812

Re-enactments, art exhibitions, festivals of song and story, theatre and dance will highlight the bicentennial commemoration of the War of 1812 in Southwestern Ontario.

The City of Windsor is collaborating with local, regional and national groups to present a year-long event schedule. Please mark your calendars and click on to the City Website (www.citywindsor.ca), or on www.1812ontario.ca for most current information. Events will be added regularly.

Highlights of the War of 1812 Commemoration Events in Southwestern Ontario:

February 2012 – December 2012

Living in 1812: Life on the Sandwich Frontier
Windsor's Community Museum

Explore the daily lives of Windsor Essex residents in the 19th century. Exhibit features maps, illustrations, items of clothing and daily life.

Spring 2012

International Peace Garden

Windsor's Community Museum François Baby House, 254 Pitt Street West, Windsor and Duff-Baby House, 221 Mill Street, Windsor

Planting heritage plants in peace gardens at two heritage buildings once owned by brothers prominent in the War of 1812.

August 25, 2012

Capture Surrender of Detroit
Festival Plaza

Symbolic march from Sandwich to Riverfront Festival Plaza by land and water for a celebration of music, theatre and dance at the riverfront

**Labour Day,
September 2013**

Tall Ships Arrive in Southwestern Ontario for re-enactment of the Battle of Put-in-Bay

-30-

For media inquiries, please contact
Cathy Masterson, Manager of Cultural Affairs
City of Windsor, Recreation and Culture
519-253-2300 x. 2724.

Patricia Dolan Lewis, Marketing & Communications
City of Windsor
519-253-2300 x 2754 or cell 519-259-5595



City led 1812 project / initiatives

Project Name	Project Description	Location	Target Date	Cost	City Commitment	Funding Breakdown	Other Partners
Capture Surrender of Detroit	Windsor's Festival will be held near the anniversary date on August 25, 2012, beginning with a symbolic march from Sandwich to downtown Windsor. The march will feature local dignitaries, general public, actors, performers, and the Essex Scottish Regiment. First Nations representatives and the Provincial Marine will travel down the river in period replica bateaux and canoes. Everyone will gather at the Riverfront Festival Plaza where a program of music, theatre and dance featuring local artists will take place.	Marching from Sandwich to the Festival Plaza. Performances, children's activities, etc at Festival Plaza	Aug 25/12	\$ 273,040.00	\$ 48,300.00	\$199,495 Celebrating Ontario Community Anniversaries Grant, \$48,300 cash commitment and in-kind support from City of Windsor for staff time, rental waiver of site fees, and promotions.	Windsor/Essex Community Foundation, Windsor's Community Museum, John R. Park Homestead, Tourism Windsor Essex Pelee Island, Windsor and District Arts Council, Art Gallery of Windsor, Windsor Symphony Orchestra, Museums in Motion, Downtown Windsor Business Improvement Association, Windsor Restaurant Association, Windsor Historic Sites Association, Fort Malden National Historic Sites of Canada, Windsor Public Library, Essex County Historical Society, North American Black Historical Society
Living in 1812: Life on the Sandwich Frontier	The exhibition will set the tone and context for the 1812 time period and conflict in the Sandwich Frontier (now the Windsor area). It will explore the daily lives of the various inhabitants of this area (French, British, Aboriginal, Black and others) and how they interacted. Featuring many maps, illustrations and artefacts, this exhibit will help to paint a picture of what it was actually like to live here during the early 19th century.	Windsor's Community Museum	Feb-Dec 2012	\$ 3,000.00	\$3,000	Operating funds in 2011 and 2012 budgets.	Michigan Pioneer and Historical Society, Windsor Public Library, Essex and Kent Regiment, the French community, the Black Historical Museum, the Turtle Island Aboriginal Education Centre, the Cardiff Castle's Museum of the Welsh Soldier in Wales, the Art Gallery of Windsor, Windsor Historic Sites Association, Chatham Kent Museum
War of 1812 Local History Lecture & Tour	Dan Loncke is leading the lecture and the guided bus tour throughout the County exploring 1812 sites.	Mackenzie Hall	Apr 27 & 28/12, Sept 21 & 22/12			Being offered on a cost recovery basis	City staff, Mr. Dan Loncke, Friends of Mackenzie Court
International Peace Gardens	A trail of Peace Gardens from the Niagara Peninsula through Amherstburg to Windsor is being proposed. Two significant 1812 homes (the Baby siblings) have been chosen as the Windsor sites. There will be signage regarding the heritage plantings, benches for the public to relax and enjoy the gardens and opportunities to educate the community.	Duff-Baby House and Francis Baby House	Spring of 2012	Large comprehensive grant (\$750,000) of which we are one component		Design & development costs have not been determined. Horticulture staff are grafting plants as part of their work plan.	Les Amis Duff Baby, the Windsor Community Museum, the Park Development Division, the Binational Alliance, Ontario Heritage Trust

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in modern data management. It discusses how advanced software solutions can streamline data collection, storage, and analysis, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data security and privacy. It provides guidelines for implementing robust security measures to protect sensitive information from unauthorized access and breaches.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.



City as a collaborator/partner 1812 projects / initiatives

Project Name	Project Description	Location	Target Date	Project Head	City Commitment	Partners	Partner Commitment
Two Women's Views of the War of 1812	The gallery will exhibit 18th century painter, Catherine Reynolds and 20th century painter, Joyce Wieland. The exhibition reflects on these two women's contrasting responses to the subject of wartime.	Art Gallery of Windsor	2012 (tbd)	AGW	loan art work from museum collection	AGW, City of Windsor	Part of the AGW 2012 operating budget
Peace Prayer	The All Saints Church are creating a youth group contest to create a special Prayer of Peace to be utilized at all 1812 events. The Church has invited the Governor General to attend their anniversary service which will launch the prayer.	All Saints Church, Windsor	Sept 12/12	Pastor Kim Allen, All Saints Church	include in cross-promotional materials	All Saints Church, Southwest Region 1812, City of Windsor	\$0 will include activity in cross-promotional advertising and materials.
2013 Great Lakes Tall Ship Challenge	A fleet of Tall Ships will be in the area on their way to Put in Bay for the Re-enactment of the Battle of Lake Erie. The Tall Ships will dock at our communities and festivals will be developed to support the Tall Ships. The Windsor festival will feature music, dance, re-enactors, theatre, artists, and local historians.	Leamington, Colchester, Amherstburg & Windsor	Labour Day weekend, Sept 2013	Southwest Region 1812	*have remarked the remaining \$100,000	America Tall Ships Association, Kingsville, Leamington, Amherstburg, Colchester, Southwest Region 1812, associated Port Authorities, BIA's and City of Windsor	*TBD
Rural Raids and Divided Loyalties	This project will document the local history of the 1812 events in our area. It will focus on the lasting effects the War and the raids had on the area's inhabitants. The DVD and Teachers Curriculum materials will be distributed free of charge to all primary and secondary schools in the Region.	Windsor Essex	2012	Ontario Visual Heritage Film Project	\$935 from 2011 Cultural Affairs Operating budget.	Tourism Windsor, Essex and Pelee Island, the Town of Amherstburg	Amherstburg, Leamington, Pelee Island all shared in costs
Doors Open	This is a bi-annual event. In 2012, the theme will be War of 1812. Approximately 30 sites will participate	Windsor	September 29 & 30, 2012	Windsor Heritage Committee	\$1600 from 2011 Cul. Affairs oper. budget, \$2000 from 2011 Heritage Com. budget	Windsor Heritage Committee, Windsor's Community Museum, AGW/Dur-Baby House, Les Anis Baby, Mackenzie Hall, and approximately 30 property owners.	Doors Open committee seeking partnerships and sponsorships

The City of Windsor has committed \$150,000 towards the 1812 Commemoration. At this time, \$48,300 has been committed as funding towards the Capture Surrender of Detroit Event and is part of the grant submitted by WindsorEssex Community Foundation. Costs have not been finalized for the Tall Ships proposal and additional funds will need to be committed there.



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail. The text notes that any discrepancies or errors in the records can lead to significant financial and legal consequences.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps involved in the accounting cycle, from identifying the transaction to posting it to the appropriate ledger accounts. The text stresses the need for consistency and accuracy in the recording process to ensure that the financial statements are reliable and comparable over time.

3. The third part of the document discusses the role of internal controls in preventing errors and fraud. It highlights the importance of segregation of duties, authorization, and regular reconciliations. The text explains how these controls help to ensure that all transactions are properly recorded and that the assets of the organization are protected.

4. The fourth part of the document addresses the challenges of managing financial data in a complex and rapidly changing environment. It discusses the need for effective communication and collaboration between different departments to ensure that all relevant information is captured and recorded accurately. The text also mentions the importance of staying up-to-date with the latest accounting standards and regulations.

5. The fifth part of the document concludes by summarizing the key points discussed and reiterating the importance of maintaining accurate financial records. It emphasizes that this is not just a technical requirement, but a fundamental aspect of good financial management that is essential for the long-term success and sustainability of any organization.

