

Adopted by Council at its meeting held September 9, 2013 [M337-2013]

AA

Windsor, Ontario, September 9, 2013

**REPORT NO. 174 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held August 7, 2013

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**Present:**  
Councillor Ed Sleiman, Chair  
Councillor Jo-Anne Gignac  
Councillor Alan Halberstadt  
Councillor Fulvio Valentinis  
Councillor Percy Hatfield

That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

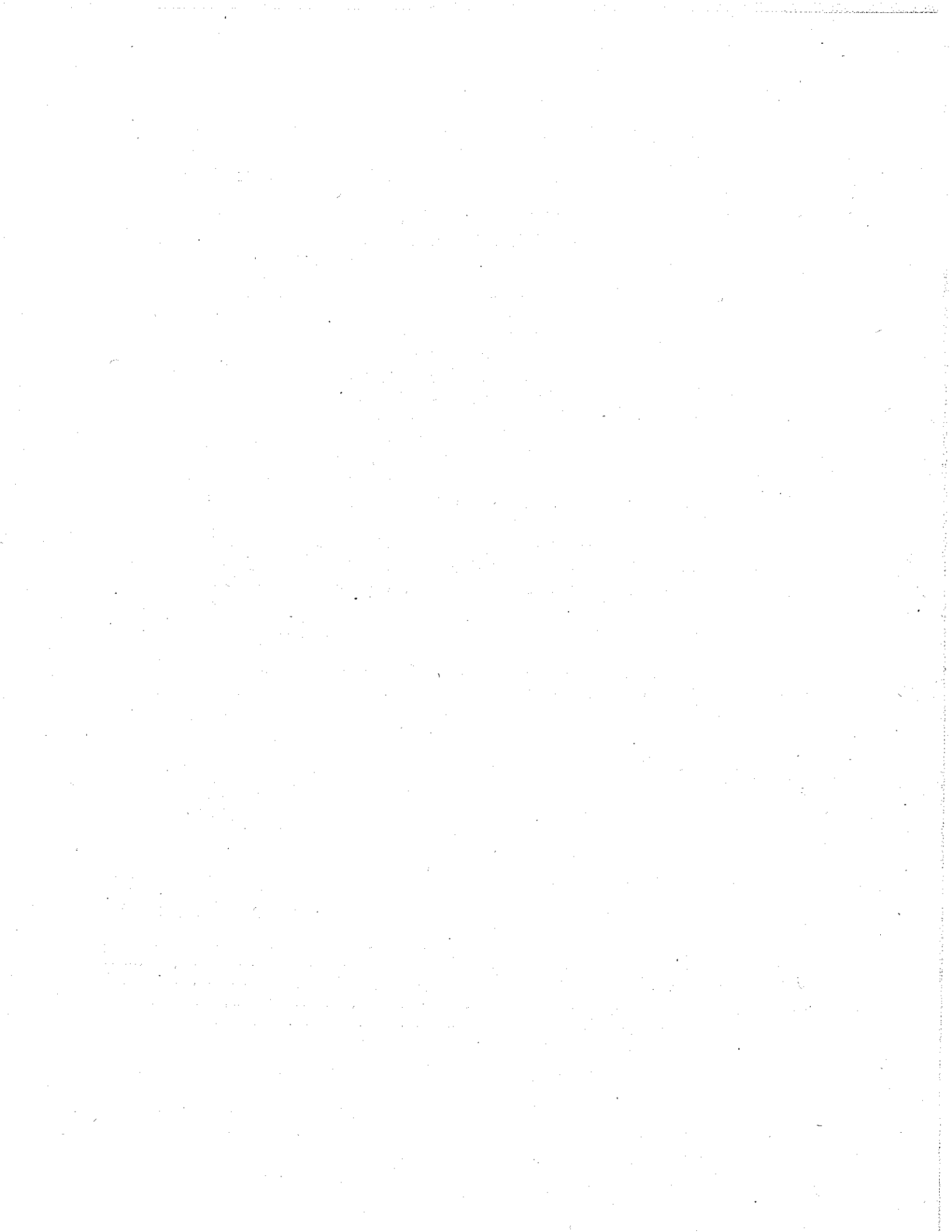
Moved by Councillor Halberstadt, seconded by Councillor Hatfield,  
**THAT** the minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meeting held June 13, 2013 **BE RECEIVED** for information.  
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meeting held June 13, 2013 are attached as background information.

  
CHAIRPERSON

  
DEPUTY CITY CLERK

NOTIFICATION:		
Name	Telephone	Email



RB  
June 13, 2013

A meeting of the **Executive Committee Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:00 o'clock p.m. at Willistead Manor, 1899 Niagara Street, there being present the following members:

S. Marshall, Chairperson  
L. Brown  
J. Evans  
R. Gauthier  
C. Gaudette

**Also in attendance are the following Resource Personnel:**

M. Clement, Manager of Parks Development  
S. Bisson, Acting Manager of New Business Development  
R. Barlozzari, Council Assistant & Executive Secretary to the Board of Directors,  
Willistead Manor Inc.

1. **CALL TO ORDER**

The Chairperson calls the meeting to order at 4:03 o'clock p.m. and the Executive Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. **ADOPTION OF THE MINUTES**

Moved by J. Evans, seconded by L. Brown,  
That the minutes of the Executive Committee Board of Directors Willistead Manor Inc. meeting held May 9, 2013 **BE ADOPTED** as amended with the following correction:

- That the individual identified as "Ms. Pamela Morrison" be corrected to "Mrs. Pamela Morse," great granddaughter to Hiram Walker.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. REPORTS

##### 4.1 Chairperson

The Chairperson provides the following update:

- The party who has expressed interest in contributing to the Endowment Fund has allowed their lawyer to review the fund, and has subsequently provided a favourable update. At this time, the party is still undecided, but has advised the Chair that a decision will be forthcoming shortly.
- L. Brown and the Chair accepted the invitation of Mrs. Pamela Morse and took the opportunity to visit with her in Grosse Pointe Farm, MI. Many artifacts including documents and photographs relating to the Walker Family and Willistead Manor were uncovered. Some items were extended to the Board of Directors for review which would aid in capturing the history of the Walker Family and the Manor. Items identified as not having historical significance will be returned to the Morse family. A large trunk also remains at the home of Mrs. Morse and the logistics of transporting those items is being explored.

##### 4.2 Administration

M. Clement, Manager of Parks Development, explains that he will provide an update to the Board of Directors at the regular meeting respecting the drainage and pathway improvements scheduled for the park. Furthermore, he is prepared to provide an update regarding the lawn/yard maintenance issue the Board of Directors has recently raised.

##### 4.3 Treasurer

An update will be provided at the regular meeting.

#### 5. NEW BUSINESS

None.

#### 6. DATE OF NEXT MEETING

A "Special Meeting" of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on July 11, 2013 at 4:00 o'clock p.m.

7. ADJOURNMENT

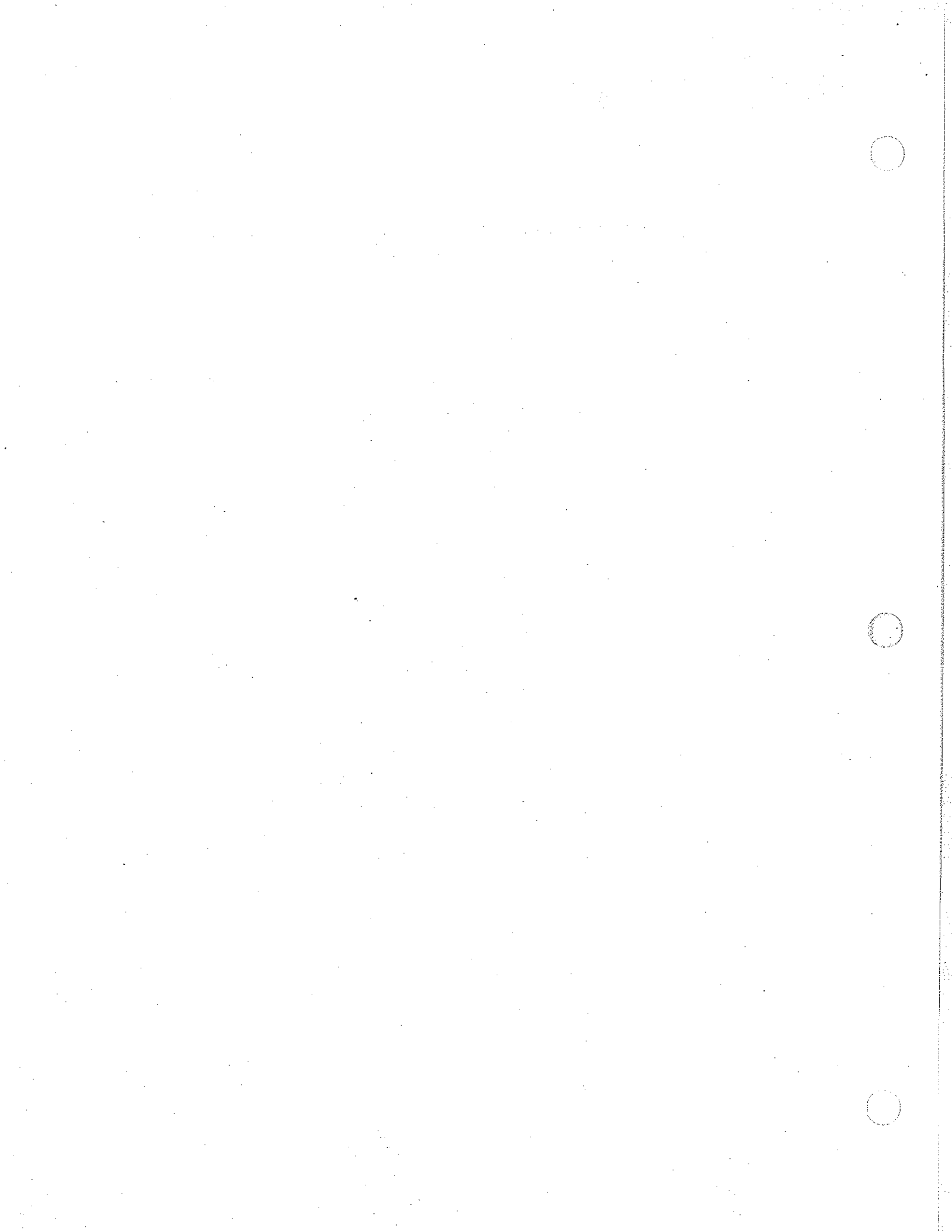
There being no further business, the meeting is adjourned at 4:20 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY



RB  
June 13, 2013

A meeting of the **Board of Directors, Willistead Manor Inc.** is held this day commencing at 4:30 o'clock p.m. at Willistead Manor, 1899 Niagara Street, there being present the following members:

S. Marshall, Chairperson  
Councillor A. Halberstadt  
L. Brown  
C. Gaudette  
R. Gauthier  
M. J. Dettinger  
R. Easterbrook  
J. Evans  
D. Sanborn  
K. Renaud

**Regrets:**

D. Langstone  
E. Craig  
K. Spirou

**Also in attendance are the following resource personnel:**

M. Clement, Manager of Parks Development  
S. Bisson, Acting Manager of New Business Development  
R. Barlozzari, Council Assistant & Executive Secretary to the Board of Directors, Willistead Manor Inc.

**Regrets from Administration:**

J. Mancina, Deputy City Treasurer-Financial Accounting  
J. Miceli, Executive Director of Parks & Facilities

1. **CALL TO ORDER**

\* The Chairperson calls the meeting to order at 4:37 o'clock p.m. and the Board considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. **ADOPTION OF THE MINUTES**

Moved by M.J. Dettinger, seconded by R. Easterbrook,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting  
held May 9, 2013 **BE ADOPTED** as amended with the following correction:

- That the individual identified as "Ms. Pamela Morrison" be corrected to "Mrs. Pamela Morse," great granddaughter to Hiram Walker.

Carried.

3. **CHAIRPERSON'S REPORT**

The Chairperson welcomes Kathy Renaud to the Board of Directors. Ms. Renaud will be representing the Friends of Willistead.

The Chairperson also welcomes Mike Clement, Manager of Parks Development to the meeting.

The Chairperson provides the following update:

- The party who has expressed interest in contributing to the Endowment Fund has allowed their lawyer to review the fund, and has subsequently provided a favourable update. At this time, the party is still undecided, but has advised the Chair that a decision will be forthcoming shortly.
- L. Brown and the Chair accepted the invitation of Mrs. Pamela Morse and took the opportunity to visit with her in Grosse Pointe Farm, MI. Many artifacts including documents and photographs relating to the Walker Family and Willistead Manor were uncovered. Some items were extended to the Board of Directors for review which would aid in capturing the history of the Walker Family and the Manor. Items identified as not having historical significance will be returned to the Morse family. A large trunk also remains at the home of Mrs. Morse and the logistics of transporting those items is being explored.

4. **BUSINESS ARISING FROM THE MINUTES**

Councillor Halberstadt provides an update to the Board on Windsor Police Auxiliary Officers issuing monetary fines to irresponsible dog owners in Willistead Park. The Windsor Police Services has outlined obstacles in providing these enforcement powers and suggests that the enforcement and issuance of tickets remain primarily with the City of Windsor Compliance and Enforcement Officers.



To assist with bylaw contraventions by dog owners in Willistead Park, the Windsor Police Service reports that Auxiliary Officers will continue to verbally address dog owners in contravention of City of Windsor and Parks Bylaws and remind them of their responsibilities when in public parks and public property located within the city limits.

## 5. REPORTS

### 5.1 Management

M. Clement, Manager of Parks Development appears before the Willistead Board of Directors, for the purpose of discussing the scheduled drainage and pathway improvements to the grounds as previously identified at the Annual General Meeting. The salient points of M. Clement's presentation are as follows:

- Drainage and pathway improvements will commence in late July/early August 2013 and will be completed in stages;
- Concentration in summer of 2013 will be on the north east corner of the park;
- Catch basins and tile drainage will be used around existing mature trees;
- Connections to storm sewers where available will be utilized. Public Works is mapping the sewer system in the area;
- Pathways will be elevated and designed to improve water drainage;
- A swail will be established around the entire park to improve water drainage;
- A pathway will be established around the perimeter of the park;
- Pathway widths will be between 10' to 12';
- Pathways will be constructed using asphalt;
- Enhanced plaza designs at park entrances will be completed at:
  - Devonshire Road
  - Richmond Street
  - Chilver Road
- Budget for this project has been set at \$400,000.00.

The Board requests clarification on the use of asphalt over concrete, stamped concrete or interlocking brick. M. Clement explains that asphalt is favoured due to its ease of maintenance and durability. While concrete is feasible, it does have the ability to shift over time and can significantly increase costs.

S.Bisson provides a verbal update indicating that attendance at Art in the Park for 2013 has increased by as much as 12 percent since last year's event.

## 5.2 Treasurer

R. Barlozzari, Executive Secretary provides the Board Members with the current account balances on behalf of J. Mancina, Deputy Treasurer-Financial Accounting:

- Operating Account--\$30,888.09
- Savings Account--\$5,013.27
- Donations--\$4,969.45

## 6. COMMITTEES

### 6.1 Fundraising

None.

### 6.2 Community Relations and Promotions

None.

### 6.3 Acquisitions

R. Gauthier provides the Board of Directors with an update regarding the inspection of the donated Tayfour Family piano indicating that the current value has been estimated at \$2,000.00 - \$3,000.00 in its current condition. Estimated repairs would equate to approximately \$3,600.00. At this time, the Acquisitions Committee plans to sell the piano at the Antique & Collectibles Sale scheduled for November 8<sup>th</sup> and 9<sup>th</sup>, 2013 in its current state before investing any further dollars.

R. Gauthier also reports that a proposal is being formulated to address the North Gallery lighting. An update to the Board of Directors will be provided upon receipt.

### 6.4 Friends of Willstead

K. Renaud indicates that she welcomes the opportunity to work with the Board of Directors in her new role as President of the Friends of Willstead.

K. Renaud distributes a report entitled "Friends of Willstead Report dated June 13, 2013" to the Board of Directors, attached as "Appendix A" and provides a verbal update on the composition of members to the Friends of Willstead committee. Many members have returned along with a total of 10 new members who are bringing a new energy to the volunteer organization.

The Friends of Willistead present a cheque to the Board of Directors in the amount of \$519.16 on behalf of the City Cyclery who organized and raised funds at the "Tweed Ride" which took place in May 2013. The donation is intended to help pay for restoration work at the Manor. The group is scheduling another event for October 2013 and plan to make a donation once again at that time.

K. Renaud also reports:

- 400 volunteer hours logged by the Friends during the Art in the Park weekend;
- \$2,200.00 raised over the Art in the Park weekend, assisted by the sale of souvenir calendars;
- Open Houses at the Manor will be scheduled on Mondays and Wednesdays in July and August 2013;
- A "Treasurés" luncheon is scheduled to take place in October 2013;
- A Halloween Party is scheduled to take place on October 26, 2013;
- Friends of Willistead would like to assist with the Antique & Collectibles Sale to be held by the Acquisitions Committee in November 2013;
- The Manor will be decorated for the Christmas Season on November 12 & 13, 2013;
- "Sneak Peak" Christmas Tea planned for November 17, 2013 from 12:00 o'clock p.m. to 4:00 o'clock p.m.

#### **6.5 Classic Car Show**

None.

#### **6.6 Education**

M.J. Dettinger reports that she and S. Bisson are coordinating a meeting at the Windsor Community Museum for the purpose of examining display cases, as similar cases might be erected in the Coach House.

#### **6.7 Historical**

None.

#### **6.8 Manor Club**

While there is no formal report, the Chair explains that future committee reports of the Manor Club will be provided in sections "6.1 Fundraising" & "6.2 Community Relations & Promotions" sections of the agenda.

7. NEW BUSINESS

M. Clement, Manager of Parks Development informs the Board of Directors that additional lawn cutting of Willistead Park will equate to \$1,300.00 per cut for the entire park. M. Clement further explains that the grass cutting cycle in the peak growth periods in May, June and July is every ten (10) days.

Councillor Halberstadt asks what methods or actions the Parks Department might utilize to curtail weeds or broad leaf weeds in the park. M. Clement explains that over seeding areas and other techniques would help keep weeds to a minimum. The stronger and more dense the grass, the less opportunity weeds have to form.

The Board requests an updated cost for the area immediately surrounding the Manor where the vast majority of wedding ceremonies and picture-takings are held. The immediate area surrounding the Manor would certainly benefit from extra and frequent maintenance during the grass growing season of May, June and July.

8. DATE OF NEXT MEETING

A "Special Meeting" of the Board of Directors, Willistead Manor Inc. will be held on July 11, 2013 at 4:30 o'clock p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:53 o'clock p.m.

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CHAIRPERSON

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EXECUTIVE SECRETARY