

**REPORT NO. 223 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE
of its meeting held March 5, 2014**

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

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

Moved by Councillor Maghnieh, seconded by Councillor Gignac,
THAT the minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held October 10, 2013 **BE RECEIVED** for information.
Carried.

Clerk's Note: The minutes of the Willistead Manor Inc. Executive Committee and Board of Directors meetings held October 10, 2013 are attached as background information.



CHAIRPERSON



COUNCIL SECRETARIAT

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

RB
October 10, 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
R. Gauthier
C. Gaudette
J. Evans

Also in attendance are the following Resource Personnel:

J. Miceli, Executive Director of Parks & Facilities
P. Labute, Manager of Leisure Outreach (A)
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 4:01 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 September 12, 2013 **BE ADOPTED** as presented.

Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

4.1 Chairperson

The Chairperson provides the following update:

- Fundraising Committee has continued to meet regularly.
- Manor roof repairs are scheduled to begin later in October.
- Walker Family History Committee meetings have commenced. The Chair displays examples of documents that have been scanned for the Executive Committee to review.

4.2 Administration

J. Miceli, Executive Director of Parks & Facilities appears before the Executive Committee to provide an update regarding drainage work which has commenced in the northeast corner of the Park. J. Miceli indicates that it would be favourable at this time to excavate the entire pathway throughout the park and prepare it for pavement in the early spring as the contractor's schedule completing this work permits him to continue, however this would be subject to funds available. While pathway lighting will be forthcoming, conduit will be installed at this time since the ground will be excavated and exposed. Park entry points will see approaches completed and finished in concrete before the onset of winter.

J. Miceli takes a moment to formally thank Board Member David Langstone and Phil Cohen of Rotary Club of Windsor (1918) for taking the opportunity to review the proposed park improvements. He further indicates that upon completion the new pathway will improve the flow and ease of pedestrian traffic in the park. Widened the pathways will also assist in the mobility of vehicle passage throughout the park for such tasks as maintenance, garbage collection and event setup, minimizing damage to the park. The paths will also assist in alleviating unsightly tire ruts on the grounds which are often cause for neighbourhood complaints and concerns.

J. Miceli provides further updates with respect to repairs scheduled at the Manor in October, which include roof, stucco and downspout repairs. J. Miceli has identified that the brick pathways at the Paul Martin Gardens are a health and safety concern and have been identified as requiring repair as they are beginning to break apart. A solution will be investigated shortly and an update to the Board is forthcoming.

P. Labute, Manager of Leisure Outreach (A), advises the Board that a local group is investigating the plausibility of holding a festival on the grounds of Willistead Park in July 2014.

The event will be concentrated in the northeast corner of the park and will be geared towards families and may include childrens films, crafts, Walkerville food vendors and live entertainment from 3:00 o'clock p.m. until 9:00 o'clock p.m. Event organizers express that that this is a community orientated event and they will remain mindful and respectful to the residential neighbourhood should the event materialize.

4.3 Treasurer

An update will be provided at the regular meeting.

5. NEW BUSINESS

None.

6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on November 14, 2013 at 4:00 o'clock p.m.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:24 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY

RB/
October 10, 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
M.J. Dettinger
C. Gaudette
R. Gauthier
J. Evans
D. Langstone
D. Sanborn
K. Renaud

Regrets:

R. Easterbrook
E. Craig
K. Spirou

Also in attendance are the following resource personnel:

J. Miceli, Executive Director of Parks & Facilities
P. Labute, Manager of Leisure Outreach (A)
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 4:35 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 D. Langstone, seconded by L. Brown,
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held September 12, 2013 **BE ADOPTED** as presented.

Carried.

3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- Fundraising Committee has continued to meet regularly.
- Manor roof repairs are scheduled to begin later in October.
- Walker Family History Committee meetings have commenced. The Chair displays examples of documents that have been scanned for the Executive Committee to review.
- The Chair shares a letter from The Honourable Shelley Glover, P.C., M.P., regarding the receipt of the Willistead Manor 2012 Annual Report. – attached as Appendix "A."
- The Chair shares a letter from The Morris and Beverly Baker Foundation regarding a donation in the amount of \$26,500. This current donation is the second and final installment of a \$54,000 donation dedicated to roof repairs at the Manor.

Moved by R. Gauthier, seconded by D. Sanborn,

That the donation to Willistead Manor from The Morris and Beverly Baker Foundation in the amount of \$26,500 **BE TRANSFERRED** to the City of Windsor Capital Projects account addressing Willistead Manor roof repairs.

Carried.

4. BUSINESS ARISING FROM THE MINUTES

Councillor A. Halberstadt speaks to, and distributes a copy of an email to the Board he received regarding concerns with Willistead Park being used as a dog park. Councillor Halberstadt indicates that he will follow up with the Compliance & Enforcement Department regarding this email now that Auxiliary Police patrols in the park have ended for the season.

5. REPORTS

5.1 Management

J. Miceli, Executive Director of Parks & Facilities appears before the Executive Committee to provide an update regarding drainage work which has commenced in the northeast corner of the Park. J. Miceli indicates that it would be favourable at this time to excavate the entire pathway throughout the park and prepare it for pavement in the early spring as the contractor's schedule completing this work permits him to continue, however this would be subject to funds available. While pathway lighting will be forthcoming, conduit will be installed at this time since the ground will be excavated and

exposed. Park entry points will see approaches completed and finished in concrete before the onset of winter.

J. Miceli takes a moment to formally thank Board Member David Langstone and Phil Cohen of Rotary Club of Windsor (1918) for taking the opportunity to review the proposed park improvements. He further indicates that upon completion the new pathway will improve the flow and ease of pedestrian traffic in the park. Widened the pathways will also assist in the mobility of vehicle passage throughout the park for such tasks as maintenance, garbage collection and event setup, minimizing damage to the park. The paths will also assist in alleviating unsightly tire ruts on the grounds which are often cause for neighbourhood complaints and concerns.

J. Miceli provides further updates with respect to repairs scheduled at the Manor in October, which include roof, stucco and downspout repairs. J. Miceli has identified that the brick pathways at the Paul Martin Gardens are a health and safety concern and have been identified as requiring repair as they are beginning to break apart. A solution will be investigated shortly and an update to the Board is forthcoming.

J. Miceli provides further updates with respect to repairs scheduled at the Manor in October, which include roof, stucco and downspout repairs. The brick pathways at the Paul Martin Gardens have been identified as requiring repair as they are beginning to break apart. A solution will be investigated shortly and an update to the Board is forthcoming.

P. Labute, Manager of Leisure Outreach (A), advises the Board that a local group is investigating the plausibility of holding a festival on the grounds of Willistead Park in July 2014.

The event will be concentrated in the northeast corner of the park and will be geared towards families and may include childrens films, crafts, Walkerville food vendors and live entertainment from 3:00 o'clock p.m. until 9:00 o'clock p.m. Event organizers express that this is a community orientated event and they will remain mindful and respectful to the residential neighbourhood should the event materialize.

Moved by J. Evans, seconded by M.J. Dettinger,
That the Willistead Manor Board of Directors **BE AUTHORIZED** to **MEET** and **ASSIST** festival organizers in the planning of this event.

Carried.

P. Labute also provides an update regarding the catering contract at Willistead Manor indicating that the tender has officially closed. A report to council on the process will be forthcoming.

5.2 Treasurer

On behalf of J. Mancina, Deputy Treasurer-Financial Accounting, R. Barlozzari provides the current account balances as follows:

- Operating Account-- \$30,592.00
- Savings Account-- \$32,249.00
- Donations -- \$32,188.00

6. COMMITTEES

6.1 Fundraising

None.

6.2 Community Relations and Promotions

None.

6.3 Acquisitions

R. Gauthier provides a brief verbal overview regarding the preparations and set-up of the Antiques and Collectibles sale scheduled for November 9, 2013. The event will be well advertised and the assistance provided by the Friends of Willistead will be of great assistance.

6.4 Friends of Willistead

K. Renaud provides the Board with the following updates regarding the Friends of Willistead which include:

- 54 members have attended the second meeting of the Friends of Willistead;
- An event honouring the Art Gallery of Windsor curator Ken Saltmarche is scheduled in the Manor for October 16, 2013 at 7:30 o'clock p.m.;
- A Halloween Party for children aged 4-8 is scheduled for Saturday, October 26 at 3:00 o'clock p.m.
- The Friends will be assisting with the Antique and Collectibles Sale on November 9, 2013 and providing tours of the Manor on that day;
- The Manor will be decorated for the Christmas Season on November 12 & November 13, 2013;
- A Tea & Tour event is being held on Sunday, November 17, 2013 at a cost of \$25.00/person donation;
- Christmas Open House tours are scheduled to begin in December;
- The Friends of Willistead have launched a new Facebook Page.

6.5 Classic Car Show

None.

6.6 Education

M.J. Dettinger provides a brief update respecting the Walker Family History Committee and Fundraising Committee meetings held in September 2013.

6.7 Historical

None.

7. NEW BUSINESS

None.

8. DATE OF NEXT MEETING

The next regular meeting of the Board of Directors, Willistead Manor Inc., will be held Thursday, November 14, 2013.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 6:07 o'clock p.m.

CHAIRPERSON

EXECUTIVE SECRETARY