

**REPORT NO. 238** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held June 11, 2014

---

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

**Regrets:** Councillor Al Maghnieh

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

Moved by Councillor Gignac, seconded by Councillor Valentinis,  
**THAT** the minutes of the Executive Committee and Board of Directors, Willistead Manor Inc. meeting held March 20, 2014 **BE RECEIVED** for information.  
Carried.

Clerk's Note: Minutes of the Executive Committee and Board of Directors, Willistead Manor Inc. meeting held March 20, 2014 are attached as background information.

  
CHAIRPERSON

  
SUPERVISOR OF COUNCIL SERVICES (A)

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX



RB/  
March 20, 2014

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  
R. Gauthier  
C. Gaudette

Regrets:

L. Brown  
J. Evans

Also in attendance are the following Resource Personnel:

J. Mancina, Deputy Treasurer – Financial Accounting  
J. Miceli, Executive Director of Parks & Facilities  
P. Labute, Manager of Community 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 4:04 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 R. Gauthier, seconded by C. Gaudette,  
That the minutes of the Executive Committee Board of Directors  
Willistead Manor Inc. meeting held February 13, 2014 **BE ADOPTED** as presented.

Carried.

3. **BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. REPORTS

##### 4.1 Chairperson

The Chairperson provides the following update:

- Fundraising Campaign meeting will resume shortly
- Correspondence has been ongoing with Mr. James Bouffard regarding obtaining the documents relating to Willistead Manor
- The Estate of Walter Allan Hadden has left a Bequest to Willistead Manor in the amount of \$1,000.00.

##### 4.2 Administration

J. Miceli, Executive Director of Parks & Facilities will provide an update at the regular meeting.

P. Labute, Manager of Community Development will provide an update at the regular meeting.

##### 4.3 Treasurer

J. Mancina, Deputy Treasurer – Financial Accounting will provide an update at the regular meeting.

#### 5. NEW BUSINESS

R. Gauthier provides an update to the Executive Committee regarding the track lighting for the North Gallery. The Acquisitions Committee is prepared to move forward on purchasing updated lighting.

#### 6. DATE OF NEXT MEETING

The next meeting of the Executive Committee Board of Directors, Willistead Manor Inc. will be held on April 10, 2014 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.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
EXECUTIVE SECRETARY

RB/  
March 20, 2014

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  
M.J. Dettinger  
C. Gaudette  
R. Gauthier  
R. Easterbrook  
D. Sanborn  
K. Renaud

**Regrets:**

L. Brown  
J. Evans  
D. Langstone  
E. Craig  
K. Spirou

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

J. Miceli, Executive Director of Parks & Facilities  
P. Labute, Manager of Community 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 4:32 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 R. Easterbrook, seconded by R. Gauthier,  
That the minutes of the Board of Directors, Willistead Manor Inc. meeting held February 13, 2014 **BE ADOPTED** as amended with the following correction:

- Donations total amended to \$3,000.00 in Section 5.2.

Carried.

### 3. CHAIRPERSON'S REPORT

The Chairperson provides the following update:

- Fundraising Campaign meetings will resume shortly
- Correspondence has been ongoing with Mr. James Bouffard regarding obtaining the documents relating to Willistead Manor
- The Estate of Walter Allan Hadden has left a Bequest to Willistead Manor in the amount of \$1,000.00.

Moved by M.J. Dettinger, seconded by C. Gaudette,  
That the Willistead Board of Directors **ACCEPT** the \$1000.00 Bequest from the Estate of Walter Allan Hadden; and further,

That the Chair of the Board of Directors **BE AUTHORIZED** to sign the following documents to legally transfer the funds:

- Release and Indemnity RE: Final Distribution
- Acknowledgement and Undertaking

Carried.

### 4. BUSINESS ARISING FROM THE MINUTES

None.

### 5. REPORTS

#### 5.1 Management

J. Miceli, Executive Director of Parks & Facilities informs the Board of Directors that stucco repairs at the front entrance of the Manor and the Gate House have recently been completed. Projects scheduled to begin in the spring, or when the weather permits include:

- Copper eaves trough repairs
- Roof to be installed
- Masonry stone work
- Completion of the pathways

A general discussion is held regarding landscape and maintenance including the accessibility of the Paul Martin Gardens. The current protocol is that the gates are opened to the public when the Manor is staffed, but closed when a private event is being held.

P. Labute, Manager of Community Development provides the Board with an update regarding the new caterer, Kooini Italian Eatery, at the Manor and the success of the transition period. New contacts are inquiring to host business meetings at the Manor.

## 5.2 Treasurer

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

- Operating Account-- \$29,198.00
- Savings Account-- \$8,919.00
- Donations -- \$3,000.00

## 6. COMMITTEES

### 6.1 Fundraising

None.

### 6.2 Community Relations and Promotions

None.

### 6.3 Acquisitions

R. Gauthier provides the Board with an update regarding the track lighting that will be installed in the North Gallery.

Moved by C. Gaudette, seconded by M.J. Dettinger,

That **APPROVAL BE GIVEN** for an expenditure in the amount of \$3,323.60 (plus taxes) for the purchase of track lighting to be installed in the North Gallery; and further,

That the expenditure **BE CHARGED** to the Willistead Manor Furniture and Furnishings Trust Fund.

Carried.

### 6.4 Friends of Willistead

K. Renaud provides a verbal report to the Board of Directors regarding the Friends of Willistead, indicating that the Lunch and Learn Sessions are proving to be very successful and will continue.

The Friends of Willistead will host an "Egg-stravangza" for children aged 3 to 11 to celebrate the Easter Season on Saturday, April 19, 2014 from 10:00 o'clock a.m. to until 1:00 o'clock p.m. that day. Costs will be \$5.00 per child.



**6.5 Classic Car Show**

None.

**6.6 Education**

M.J. Dettinger provides a verbal update to the Board indicating that tours of the Manor have been regularly provided to secondary school students. A group of students from St. Joseph's High School recently visited the Manor and another tour consisting of up to 50 students is scheduled for late March 2014.

**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 April 10, 2014 and will serve as the Annual General Meeting and dinner.

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 5:24 o'clock p.m.

---

CHAIRPERSON

---

EXECUTIVE SECRETARY

