

WATERLOO REGIONAL HERITAGE FOUNDATION MINUTES

Tuesday, May 24, 2011
6:31 p.m.
Room 218
Regional Administration Building
150 Frederick Street, Kitchener

Present were: Vice-Chair A. Crerar, P. Clarke, *J. Glass, T. Galloway, *L. Haggerty, *Z. Janecki, B. Kempel, S. Lovell, S. Massel, D. McKnight, M. Reitzel, J. Roberts, K. Seiling, P. Todkill and L. Turner

Members absent: D. Bonk, S. Rung, K. Tam

DECLARATIONS OF CONFLICT OF INTEREST

M. Reitzel declared a conflict of interest on item 2(b), owing to his involvement in research on the project.

T. Galloway declared a conflict of interest on item 2(b), owing to his employment at the University of Waterloo.

S. Massel declared a conflict of interest on item 2(b), owing to her involvement in City of Kitchener Centennial Committee.

DELEGATIONS

a) Bradley Paddock re: property grant application, 117/119 Grand Avenue, Cambridge

B. Paddock provided a presentation giving an overview of the project, including:

- History of the property;
- Projects completed on the property to date;
- Contact of two potential contractors to complete the work;
- Excavation work completed;
- Details of proposed future work for the property; and
- Work to be consistent with Annotated Master Specs for the Cleaning and Repainting of Historic Masonry.

The presentation is attached to the original minutes.

The Foundation discussed with B. Paddock the ways in which mortar may be removed for the restoration work, and provincial specifications in that regard. The Foundation discussed the nature and construction of the wall in relation to the method of mortar removal and the repelling of water.

The Foundation confirmed with B. Paddock that he would anticipate applying for funding for each phase of the project, in compliance with the Foundation's funding policies for work to be phased over multiple years.

The Foundation ascertained that the quotes included for comparison in the application would be for comparable restoration work, and that the costs for repairing the different elevations of the house could be expected to be different based on their differing size and required work.

B. Paddock indicated that he intends to live in the house over the long term.

*J. Glass left the meeting at 7:00 p.m.

b) Susan Mavor re: revised publication grant application, "Westmount: The Tie that Binds the Twin Cities": An Illustrated History of Westmount's One Hundred Years

S. Mavor provided the Foundation with an overview of the revised proposal and explained changes to the project which have brought about the involvement of the University of Waterloo Library. She also explained the involvement and contributions of the Westmount Neighbourhood Association to the project. The university has contributed \$2,500 toward marketing expenses and has awarded release time to work on the manuscript. Complementary copies of the book will be sent to local and regional libraries, and students have been providing assistance on the project.

The Foundation confirmed that the Belmont Village area will be included in the book. S. Mavor clarified the pending requests for funding from the Kitchener and Waterloo Community Foundation.

The Foundation obtained clarification on the copy editing associated with the project, and learned that the book is expected to be launched by the Thanksgiving holiday.

*L. Haggerty left the meeting at 7:24 p.m.

The Foundation took a recess at 7:25 p.m. and resumed at 7:30 p.m.

APPROVAL OF MINUTES

MOVED by Z. Janecki

SECONDED by P. Clarke

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on Tuesday, April 26, 2011, be approved.

CARRIED

ACCOUNTS AND GRANT SUMMARY

Connie Bogusat, Financial Analyst, circulated the Accounts and Grant Summary, which included a summary of disbursements for the April - May 2011 period, outstanding approved commitments and the Foundation's net funding position.

*L. Haggerty re-entered the meeting at 7:33 p.m.

2010-2011 COMMITTEES

a) Allocations and Finance Committee

The Committee had reviewed a new publication grant application received from the Pennsylvania German Folklore Society of Ontario, and the group will be invited to the Foundation's June meeting.

The Foundation discussed the grant application and presentation from Bradley Paddock, debating the merits of the proposed work. Discussion included consideration of the contractors, the scope and magnitude of the project, and the staged nature of the work which will see future applications for grant funding to the same property.

MOVED by L. Haggerty
SECONDED by P. Clarke

THAT the Waterloo Regional Heritage Foundation approves a grant to Bradley Paddock for 50% of the costs of work related to labour and materials costs for the restoration of the north masonry exterior wall of the property at 117/119 Grand Avenue South in Cambridge, up to a maximum amount of \$8,950.00, as described in the application for grant funding;

AND THAT the project be completed by May 24, 2012, a one year period from the date of the approved motion;

AND THAT suitable acknowledgement of the Foundation's contribution is made using the official name Waterloo Regional Heritage Foundation and the Foundation's logo; as well as the mounting of a plaque, to be provided by the Foundation, in a mutually-agreeable exterior location;

AND THAT a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the project with written request for payment;

AND THAT the applicant agree that the project details, including before and after images provided by the applicant to the Foundation, and the Foundation's support of such, may be used by the Foundation for such purposes as promotional materials and on the Foundation's website.

AND FURTHER THAT a subsequent application from the grantee for roof restoration work will be received notwithstanding the Foundation's grant policies, as such work is considered a further phase of the same project.

CARRIED

The Foundation noted that the Allocations and Finance Committee feels that the Westmount history book is a worthy project.

The Foundation discussed the grant application and presentation from Susan Mavor, debating the merits of the project. The discussion included the level at which the Foundation could provide funding, the perception of providing funding for fundraising, the potential to add a caveat to request a portion of any surplus yielded by the project, and prospective sales of the book.

MOVED by L. Haggerty
SECONDED by S. Lovell

THAT the Waterloo Regional Heritage Foundation approve a grant to the University of Waterloo Library in the amount of \$2,500.00 for the purpose of publishing "Westmount: The Tie that Binds the Twin Cities": An Illustrated History of Westmount's One Hundred Years, as described in the application for grant funding;

AND THAT the publication be completed by May 24, 2012, a one year period from the date of the approved motion;

AND THAT the Foundation's official name and logo appear in the Volume recognizing the contribution made by the Foundation;

AND THAT a copy of the publication be given to the Foundation;

AND THAT a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the project with request for payment.

CARRIED

The Foundation related an interaction with Michelle Wade at the City of Kitchener with regard to the property on Joseph Schoerg Drive. It was clarified that while the Foundation cannot request the removal of the window on the east elevation, a portion of the Foundation's approved grant is contingent upon its removal, leaving the grantee with the option to remove the window or not.

b) Communications Committee

The Foundation discussed preparations for the annual general meeting, noting the guest speaker, advertising and a short tour of the nearby properties ahead of the meeting.

c) Heritage Advisory Committee

The Foundation discussed the nominations for its annual awards to be given at the annual general meeting. P. Todkill noted that the Foundation had advertised for nominations in addition to outreach activity to heritage organizations, and brought forward the Committee's list of recommended award winners.

MOVED by P. Todkill
SECONDED by S. Lovell

THAT the Waterloo Regional Heritage Foundation approve the Heritage Advisory Committee's selection of recipients for the Foundation's annual Awards of Excellence for the year 2010:

- Ron Cascaden and Wendy Wright Cascaden;
- Dr. Jody Decker;
- Jon Fear;
- Marilyn Sararus; and
- Woolwich Township Council and Richard Sigurdson.

AND THAT the Waterloo Regional Heritage Foundation approve the Heritage Advisory Committee's selection of Dr. Robert Shipley as recipient for the Foundation's Sally Thorsen Award for the year 2010;

AND FURTHER THAT the Waterloo Regional Heritage Foundation approve the Heritage Advisory Committee's selection of Dave Neufeld as recipient for the Foundation's Dr. Jean Steckle Award for Heritage Education for the year 2010.

CARRIED

The Foundation clarified which members of the board would present awards to particular winners, and P. Todkill thanked A. Crerar for his excellent write-ups for the winners.

d) Executive Committee

No meeting.

REPORTS – MEMBER ORGANIZATIONS

a) N-W Branch, Architectural Conservancy of Ontario – P. Clarke

The Branch will hold its Annual General Meeting on May 26 at the Waterloo Region Museum. Rollo Myers will be guest speaker, presenting A Story of Old Town Toronto.

The Branch has submitted two nominations for the Foundation's 2011 annual awards.

For the annual Doors Open event, the Branch will have its display at the new Knox Presbyterian Church in Waterloo on Saturday September 17.

b) Heritage Cambridge – P. Todkill

The Heritage House Tour occurred on Saturday May 7 and was a success. On Saturday May 14, a Heritage Forum was held at Cambridge City Hall which served to refresh participants on heritage matters as well as to develop new ideas and practical initiatives for heritage preservation in Cambridge.

*Z. Janecki left the meeting at 8:32 p.m.

c) Waterloo Historical Society – J. Glass

No report.

d) Waterloo Region, Ontario Genealogical Society – D. Bonk

No report.

CORRESPONDENCE

a) Marilyn Scott re: Cultural Directory Online

The item was referred to the Communications Committee.

OTHER BUSINESS

- a) WRHF-11-002, Amendment of Appointment to Waterloo Regional Heritage Foundation

Mike Grivicic, Foundation Secretary, provided a short overview of the report.

MOVED by L. Haggerty
SECONDED by B. Kempel

WHEREAS a quorum of the Board of the Waterloo Region Heritage Foundation duly elected Stephanie Massel to act as a Director of the Corporation on November 23, 2010 for a two (2) year term; and

WHEREAS section 288(2) of the *Corporations Act* and the Corporation's by-law provides that a vacancy may be filled for the remainder of the term of the departing director;

THEREFORE BE IT RESOLVED THAT the term of appointment of Stephanie Massel as a Director of the Corporation be for one (1) year ending June 14, 2011.

CARRIED

T. Galloway observed that the Waterloo Region Museum anticipates opening exhibits in mid-November 2011, and that the museum's architects received a Design Excellence Award from the Ontario Association of Architects for its design.

NEXT MEETING – Annual General Meeting – Tuesday, June 14, 2011

ADJOURN

MOVED by P. Clarke
SECONDED by L. Turner

That the meeting adjourn at 8:37 p.m.

CARRIED

FOUNDATION VICE-CHAIR, A. Crerar

FOUNDATION SECRETARY, M. Grivicic