

WATERLOO REGIONAL HERITAGE FOUNDATION MINUTES

Tuesday, June 26, 2012
6:35 p.m.
Room 218
Regional Administration Building
150 Frederick Street, Kitchener

Present were: Chair S. Rung, D. Bonk, P. Clarke, A. Crerar, *A. Dias, J. Glass, T. Galloway, Z. Janecki, J. Lewis, S. Lovell, M. McCreery, S. Massel, J. Roberts, K. Seiling, W. Stauch, and L. Turner

Members absent: L. Haggerty, B. Paddock

ELECTION OF CHAIR AND VICE-CHAIR

Mike Grivicic, Foundation Secretary, called the meeting to order and requested nominations for the position of Chair and Vice-Chair for the period of June 2012 to June 2013.

MOVED by S. Massel
SECONDED by P. Clarke

THAT Sandy Rung be nominated as Chair.

CARRIED

MOVED by K. Seiling
SECONDED by Z. Janecki

THAT nominations for Chair be closed;

AND THAT Sandy Rung is accepted as Chair for June 2012 to June 2013.

CARRIED

MOVED by S. Lovell
SECONDED by P. Clarke

THAT Adam Crerar be nominated as Vice-Chair.

CARRIED

MOVED by K. Seiling
SECONDED by W. Stauch

THAT nominations for Vice-Chair be closed;

AND THAT Adam Crerar is accepted as Vice-Chair for June 2012 to June 2013.

CARRIED

S. Rung assumed the Chair.

DECLARATIONS OF CONFLICT OF INTEREST

S. Massel declared a conflict of interest on item 3(a), owing to a familial relation with a member of the delegation.

DELEGATIONS

a) Lost&Found Theatre – Kathleen Sheehy, Dona Massel, Christy Ziss re: project grant application

K. Sheehy and D. Massel made a presentation to the Foundation on the project grant application, providing historical details related to the prospective play and outlining the remaining development process for the production. A summary of the play's development was provided to the Foundation, and is attached to the original minutes.

The Foundation ascertained the amount and form of historical material in the play, as well as the historical records researched in developing the script. K. Sheehy spoke to the prospective completion date and noted that multiple grant applications have been submitted seeking support for the project. The Foundation clarified that the in-kind contribution of the playwright's time in the further development of the production would help support the playwright during that process.

The Foundation stated that grants are usually provided for completed projects, and not necessarily for development of content.

b) Matt Ruetz, 32 Heins Avenue, Kitchener re: property grant application

M. Ruetz made a presentation to the Foundation regarding the property grant application, which included an overview of the neighbourhood, the proposed work, and the budget for repointing and stained glass window restoration.

The Foundation clarified the details of the project and proposed work with M. Ruetz, including the preferred vendors, the approval of a grant from the City of Kitchener for the project, and the manner and materials to be used in the proposed work.

c) Marjorie Shortill, 1170 Doon Valley Road, Kitchener re: property grant application

M. Shortill made a presentation to the Foundation in support of her property grant application, which included details of the proposed work and the history of the property.

The Foundation obtained additional detail from M. Shortill on the property and the proposed work, including the current condition of the property, quotes for cement removal, the historical accuracy of the proposed final product, the preferred vendor for the work, and application for grant funding from the City of Kitchener for the project.

d) John Thompson re: progress update on approved publication grant "Hockey Night in Waterloo – Siskins: Team of the Century"

J. Thompson made a presentation to the Foundation requesting a deadline extension for the approved publication grant. He provided an overview of the challenges to the projects that have

come up since its approval, including troubles within the Waterloo Siskins organization. He indicated that the project is 80% complete, and it is expected that the book would be printed by November 15 for sale at Christmas.

J. Thompson displayed placards with sample pages of the book, and noted that the publication still has momentum to be successful. The Foundation confirmed with J. Thompson that the printer will still honour the original quotes despite the delay in the project. J. Thompson requested an extension of the project's deadline to Dec 31, 2012.

APPROVAL OF MINUTES

MOVED by S. Massel
SECONDED by S. Lovell

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on May 22, 2012, be approved.

CARRIED

*A. Dias left the meeting at 7:27 p.m.

A member of the Foundation suggested that the order of the Foundation's agenda could be amended to place routine items for approval or information at the beginning of the agenda to mitigate unnecessary delay to staff being able to exit the meeting.

ACCOUNTS AND GRANT SUMMARY

Connie Bogusat, Financial Analyst, provided a summary of disbursements for the May-June 2012 period, outstanding approved commitments and the Foundation's net funding position. She also circulated a summary of the Foundation's budget vs. actual expenditures in the year to date, for the information of board members.

BUSINESS ARISING FROM MINUTES

- a) Revised draft property grant policies

Chair S. Rung provided introductory remarks for the draft policies, which are attached to original minutes. She provided an explanation of how properties with Part V heritage designations would need approval from their local municipal heritage advisory committee for aspects of proposed work that touch on policies in heritage district conservation plans. The Foundation discussed how it might proceed if no local heritage advisory committee existed.

MOVED by D. Bonk
SECONDED by L. Turner

THAT the Waterloo Regional Heritage Foundation approve the amendments to its property grant policies, as presented.

CARRIED

A member of the Foundation suggested that a resource be developed where the Foundation could access all the heritage conservation district plans in the Region.

2012-2013 COMMITTEES

a) Allocations and Finance Committee

MOVED by P. Clarke

SECONDED by K. Seiling

THAT the Waterloo Regional Heritage Foundation approve an extension to the deadline for the publication grant "Hockey Night in Waterloo – Siskins: Team of the Century", to December 31, 2012;

AND THAT all original grant conditions be met.

CARRIED

The Foundation discussed the merits of the grant application received from the Lost&Found Theatre. A member of the Foundation expressed concerns at the grant application, noting that project has no guarantee of a final production, which is contrary to the Foundation's established practice. The Foundation generally agreed that the applicant be invited to apply for a grant for the actual production of the play.

The Foundation debated the merits of the grant application for work at 32 Heins Avenue in Kitchener, clarifying the approved grant from the City of Kitchener, examining the differences between quotes for the work, and discussing the suitability of supporting various elements of the proposed work.

MOVED by P. Clarke

SECONDED by S. Lovell

THAT the Waterloo Regional Heritage Foundation approves a grant to Matt Ruetz for 50% of the costs of work related to labour and materials for repointing of brickwork and restoration/reinstallation of the original stained glass transom windows at 32 Heins Avenue in Kitchener, up to a maximum amount of \$1,500.00, as described in the application for grant funding;

AND THAT the project be completed by June 26, 2013, 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 FURTHER 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.

CARRIED

The Foundation deliberated on the merits of the grant proposal related to work at 1170 Doon Village Road in Kitchener. The discussion included the evident need to contract with a restoration architect to assess the current state of the porch, as well as detail on the execution of the proposed work. It was generally agreed that the Foundation would not be inclined to provide support for landscaping on the property.

MOVED by P. Clarke
SECONDED by J. Glass

THAT the Waterloo Regional Heritage Foundation approves a grant to Marjorie Shortill for 50% of the costs of work related to labour and materials costs for porch restoration work at 1170 Doon Village Road in Kitchener, up to a maximum amount of \$5,000.00, as described in the application for grant funding;

AND THAT the grant be contingent upon a review of the project and satisfactory assessment of its viability by a restoration architect, to be arranged and funded by the Foundation;

AND THAT no landscaping costs be included in the approved grant;

AND THAT the project be completed by June 26, 2013, 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 FURTHER 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.

CARRIED

b) Communications Committee

- Report on annual general meeting

Z. Janecki provided an overview of the annual general meeting, held in the Rotunda of Kitchener City Hall with approximately 75 attendees.

The Foundation noted that before the next meeting on September 25, two significant events will take place where the Foundation will be involved: the International Plowing Match event in

Roseville and the annual Doors Open event. Volunteers will be sought to provide coverage for the Foundation's display at each event.

c) Heritage Advisory Committee

No meeting.

d) Executive Committee

No meeting.

REPORTS – MEMBER ORGANIZATIONS

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

The Branch sent a delegation to a recent meeting of Waterloo City Council regarding the Northdale neighbourhood, and is planning events for Fall 2012 including participation in Doors Open.

The Branch recently welcomed a new president, Kae Elgie.

b) Heritage Cambridge

M. Grivicic noted that correspondence had been received communicating the appointment of Bradley Paddock as the Heritage Cambridge representative on the Foundation board.

c) Waterloo Historical Society – J. Glass

The Society held a joint meeting with the Ontario Historical Society at the Waterloo Region Museum, which was tremendously successful and had over 130 attendees coming from across Ontario. The next public meeting of the Society is the 'History Under the Trees' event, where attendees are invited to bring an artifact about someone and share the reasons why they would like to have a conversation with them. The 'Word on the Street' event will take place on September 23, and the Society will also be at the International Plowing Match in Roseville.

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

The Society has taken a hiatus for the summer months, and has a full slate of speakers for its meetings through March 2013.

CORRESPONDENCE/ INFORMATION – Available at Meeting

The correspondence folder was circulated at the meeting.

OTHER BUSINESS

a) Sign up for Committee membership 2012-13

Members were encouraged to sign up for the Foundation's committee on the circulated form.

b) Z. Janecki suggested that the Foundation consider advertising in the Kitchener Citizen newspaper. The Communications Committee will examine the matter and report back to the Board.

c) W. Stauch observed that Sangerfest 2012, a Swiss singing and yodeling festival held every three years, will be held in Kitchener from June 28 to July 1.

d) W. Stauch inquired as to whether Room 110 might be available for the Foundation's meetings. Presently, the room is typically booked for use by the Ecological and Environmental Advisory Committee on the same nights as Foundation meeting, but might be available if the Foundation were to adjust its meeting schedule.

NEXT MEETING – September 25, 2012

ADJOURN

MOVED by S. Massel

SECONDED by P. Clarke

That the meeting adjourn at 8:38 p.m.

CARRIED

FOUNDATION CHAIR, *S. Rung*

FOUNDATION SECRETARY, *M. Grivicic*