



## **WATERLOO REGIONAL HERITAGE FOUNDATION AGENDA**

Tuesday, June 25, 2013  
6:30 p.m.  
Waterloo County Room  
Regional Administration Building  
150 Frederick Street, Kitchener

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- 1. ELECTION OF CHAIR AND VICE-CHAIR**
  - 2. DECLARATION OF CONFLICT OF INTEREST**
  - 3. DELEGATIONS**
    - a) Alan Howell, 126 Blair Road, Cambridge re: Property Grant Application 1
    - b) Jim Kalbfleisch, Kitchener-Waterloo Weaver's and Spinners' Guild re: Project/Event Grant Application
  - 4. APPROVAL OF MINUTES – May 28, 2013** 13
  - 5. BUSINESS ARISING FROM MINUTES**
  - 6. ACCOUNTS AND GRANT SUMMARY**
  - 7. 2013-2014 COMMITTEES**
    - a) Allocations and Finance Committee
    - b) Communications Committee
      - Report on annual general meeting
    - c) Heritage Advisory Committee
    - d) Executive Committee
  - 8. REPORTS – MEMBER ORGANIZATIONS**
    - a) N-W Branch, Architectural Conservancy of Ontario –
    - b) Heritage Cambridge – B. Paddock

- c) Waterloo Historical Society – J. Glass
  - d) Waterloo Region, Ontario Genealogical Society – D. Bonk
- 9. CORRESPONDENCE/ INFORMATION – Available at Meeting**
- 10. OTHER BUSINESS**
- a) Sign-up for Committee membership 2013-14
  - b) North Dumfries Tour
- 11. NEXT MEETING – Tuesday, September 24, 2013**
- 12. ADJOURN**



## WATERLOO REGIONAL HERITAGE FOUNDATION MINUTES

Tuesday, May 28, 2013  
6:30 p.m.  
Waterloo County Room  
Regional Administration Building  
150 Frederick Street, Kitchener

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Present were: Chair S. Rung, D. Bonk, P. Clarke, A. Crerar, A. Dias, J. Glass, T. Galloway, L. Haggerty, Z. Janecki, J. Lewis, S. Lovell, B. Paddock, W. Stauch and L. Turner

Members absent: S. Massel, M. McCreery, J. Roberts, and K. Seiling

### DECLARATIONS OF CONFLICT OF INTEREST

J. Glass and W. Stauch declared a conflict of interest with respect to the Publication Grant Application from the Waterloo Historical Society, to be discussed under the Allocations and Finance Committee, due to their involvement with the Waterloo Historical Society.

### APPROVAL OF MINUTES

L. Haggerty requested that wording be changed on page 2 ii) to say "any recommendation" and remove requesting that she appear as a delegation before the membership. S. Lovell asked to remove "12 to 15" on page 3 under Heritage Advisory Committee.

MOVED by J. Lewis  
SECONDED by D. Bonk

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on April 23, 2013, be approved, as amended.

CARRIED

### ACCOUNTS AND GRANT SUMMARY

E. Flewwelling circulated the Accounts and Grant Summary on behalf of Connie Bogusat, Financial Analyst, which included a summary of disbursements for May 2013 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.

### 2012-2013 COMMITTEES

a) Allocations and Finance Committee

- i) Property Grant Application – Theodora Malatches, Roof Restoration, Corner of Main and Ainslie, Cambridge

L. Haggerty provided an update stating A&F deferred their decision until receiving missing information from the application. She noted that they received the missing information but that A&F is recommending not to approve the grant application because the roof is not a heritage feature of the property and is not being repaired with heritage materials.

MOVED by L. Haggerty  
SECONDED by S. Lovell

THAT the Waterloo Regional Heritage Foundation will not approve the property grant application from Theodora Malatches for the roof restoration at the property located on the corner of Main and Ainslie in Cambridge because the roof is not a heritage feature of the property.

CARRIED

- ii) Project/Event Grant Application – Jim Kalbfleisch, Kitchener-Waterloo Weaver's and Spinners' Guild

L. Haggerty described the content of the grant application, and the Foundation agreed to invite the applicants to its June 2013 meeting.

- iii) Publication Grant Application – Jeff Shank, Treasurer, Waterloo Historical Society

L. Haggerty stated that A&F is taking the lead from last year's event and will be recommending a motion to approve a grant of \$3500 without a presentation for their 2012 (100<sup>th</sup>) year annual volume, based on the Foundation's relationship with the Waterloo Historical Society. L. Haggerty stated that the application was received and considered within the same month as the completion date, she emphasized that the letter being sent to Waterloo Historical Society needs to remind them that next year the Foundation requires more time to consider the application.

MOVED by L. Haggerty  
SECONDED by L. Turner

THAT the Waterloo Regional Heritage Foundation approve a grant to the Waterloo Historical Society in the amount of \$3,500.00 for the purpose of publishing the 2012 (100 year) Annual Volume;

Conflict:  
J. Glass  
W. Stauch

AND THAT the publication be completed by May 28, 2014, 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 2012 Annual Volume 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

- iv) Property Grant Application – Alan Howell, 126 Blair Road

L. Haggerty described the content of the grant application, and the Foundation agreed to invite the applicant to its June 2013 meeting.

- v) Discussion of requested grant extension – Waterloo Historic Song Cycle Collaborative

L. Haggerty provided an overview of the request.

MOVED by L. Haggerty  
SECONDED by J. Glass

THAT the Waterloo Regional Heritage Foundation approve an extension to the deadline for the property grant to Waterloo Historic Song Cycle Collaborative, to November 30, 2013;

AND THAT all original grant conditions be met.

CARRIED

- b) Communications Committee

Z. Janecki provided a short update report on preparations for the meeting, providing details of the event to members. He stated that member organization updates for the annual report need to be sent to Erin Flewwelling, Foundation Secretary.

- c) Heritage Advisory Committee

- i. WRHF annual awards – recommendations

S. Lovell provided an update on the installation of the plaques noting a master list will be in next month's correspondence folder.

A. Crerar read the written summaries he had prepared for each of the nominations.

MOVED by J. Glass  
SECONDED by L. Haggerty

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 2012:

- Joyce Rayment Arndt;
- Helga Hartman; and
- Dr. Sharon Jaegar.

CARRIED

MOVED by Z. Janeki

SECONDED by W. Stauch

THAT the Waterloo Regional Heritage Foundation approve the Heritage Advisory Committee's selection of Kathleen Lefaive as recipient for the Foundation's Sally Thorsen Award for the year 2012.

CARRIED

MOVED by D. Bonk  
SECONDED by L. Turner

THAT the Waterloo Regional Heritage Foundation approve the Heritage Advisory Committee's selection of Carolyn Blackstock as recipient for the Foundation's Dr. Jean Steckle Award for Heritage Education for the year 2012.

CARRIED

S. Lovell asked the Foundation members who would like to present the awards to the winners. L. Haggerty asked to present to Dr. Sharon Jaeger, J. Glass to present to Helga Hartman, P. Clarke to present to Joyce Rayment Arndt, W. Stauch to present to Kathleen Lefaive and Z. Janeki to Carolyn Blackstock.

d) Executive Committee

No meeting.

#### **REPORTS – MEMBER ORGANIZATIONS**

a) Architectural Conservancy of Ontario, N-W Branch

S. Rung announced that the AGM will be P. Clarke's last meeting, that she will be leaving the Waterloo Regional Heritage Foundation. S. Rung thanked P. Clarke for her hard work with the Foundation.

P. Clarke highlighted the Public meeting that took place at Kitchener City Hall and noted that the AGM is on Wednesday, June 19, 2013 at the Rockway Centre.

b) Heritage Cambridge

B. Paddock highlighted the Annual House Tour that took place on Saturday, May 11, 2013 noting the event was well-attended.

c) Waterloo Historical Society

J. Glass highlighted on Saturday, May 11<sup>th</sup>, Dr. John Carter addressed the Society at the Bridgeport Community Centre. His topic was The Canadian Rebellion of 1837-38. Approximately 100 members were on hand to hear Dr. Carter's presentation. On Saturday May 18<sup>th</sup>, the WHS 100<sup>th</sup> Anniversary Commemorative Plaque was unveiled at the Waterloo Regional Museum. He noted the next public meeting will be the annual History Under the Trees event on July 6<sup>th</sup>, at the Waterloo Region Museum.

d) Ontario Genealogical Society, Waterloo Region

D. Bonk provided a verbal update highlighting last months guest speaker Carolyn Blackstock and the Society's summer plans.

### **CORRESPONDENCE**

The correspondence folder was circulated among the members for their review.

### **OTHER BUSINESS**

a) Expiry of member appointments at Annual General Meeting on June 11, 2013

S. Rung provided a short summary of appointments to the board from member organizations that would expire at the Annual General Meeting, and advised members to contact their organizations to forward notification of the Foundation's representatives for the 2013-15 period. She highlighted that A. Crerar has been reappointed.

S. Rung read a list of past Foundation members' names and asked if current members had current contact information for them.

S. Rung reminded the foundation members to have their reports for the AGM report submitted to Erin Flewwelling by June 3<sup>rd</sup>, 2013.

W. Stauch presented the WRHF their copy of the Arch, Truss and Beam, the Grand River Watershed Heritage Bridge Inventory book that was done by the Heritage Resources Centre at the University of Waterloo. He also highlighted that he did a dry run of the North Dumfries tour and received some good feedback. He suggested that a tour be planned for the Fall and asked that it be added to June meeting agenda to pick a date.

**NEXT MEETING - June 11, 2013 (Annual General Meeting)  
- June 25, 2013 (Regular Meeting)**

### **ADJOURN**

MOVED by A. Dias  
SECONDED by S. Lovell

That the meeting adjourn at 7:35 p.m.

CARRIED

**FOUNDATION CHAIR, *S. Rung***

**FOUNDATION SECRETARY, *E. Flewwelling***