



Media Release: Friday, September 19, 2014, 4:30 p.m.

Waterloo Regional Heritage Foundation

Agenda

Tuesday, September 23, 2014

6:30 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener

- 1. Declaration of Conflict of Interest**
- 2. Delegations**
- 3. Approval of Minutes – [June 24, 2014](#)** 1
- 4. Accounts and Grant Summary**
- 5. 2013-2014 Committees**
 - a) Allocations and Finance Committee
 - i) Grant Policies – [Proposed Revision](#) 11
 - b) Communications Committee
 - c) Heritage Advisory Committee
 - d) Executive Committee
- 6. Reports – Member Organizations**
 - a) N-W Branch, Architectural Conservancy of Ontario – A. Schiedel
 - b) Heritage Cambridge – B. Paddock

- c) Waterloo Historical Society – J. Glass
 - d) Waterloo Region, Ontario Genealogical Society – D. Bonk
- 7. Correspondence – Available at Meeting**
 - 8. Other Business**
 - a) Fall Tour
 - 9. Next Meeting – October 28, 2014**
 - 10. Adjourn**



Waterloo Regional Heritage Foundation

Minutes

June 24, 2014

6:30 p.m.

Room 218

Regional Administration Building

150 Frederick Street, Kitchener

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

Members absent: J. Glass, L. Haggerty, B. Paddock, and J. Roberts

Election of Chair and Vice Chair

Erin Flewwelling called the meeting to order and called for nominations for the position of Chair and Vice-Chair for a one-year renewable term from June 2014 to June 2015.

A. Crerar was nominated for the position as Chair and accepted the nomination. No additional nominations were made.

Moved by A. Dias

Seconded by L. Turner

That nominations for the position of Chair be closed;

And that Adam Crerar be accepted as Chair of the Waterloo Regional Heritage Foundation for the period from June 2014 to June 2015.

Carried

W. Stauch was nominated for the position of Vice-Chair and accepted the nomination. No additional nominations were made.

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Moved by L. Turner

Seconded by J. Lewis

That nominations for Vice-Chair be closed;

And that W. Stauch be accepted as Vice-Chair of the Waterloo Regional Heritage Foundation for the period from June 2014 to June 2015.

Carried

A. Crerar assumed the Chair.

Declarations of Conflict of Interest

None were declared.

Accounts and Grant Summary

The Accounts and Grant Summary was circulated to the members; it included a summary of disbursements for June 2014, outstanding approved commitments and the Foundation's net funding position. Also circulated was a summary of the Foundation's budget versus actual expenditures in the year to date.

Foundation members noted the honorarium for Katherine McLeod from rare and asked if we paid for the use of the rare facility for the AGM. It was noted there was no charge for the use of the Slit barn at rare.

Foundation members asked how catering costs compared to last years. A. Dias believed it was within a few hundred dollars from last years costs.

*K. Seiling entered the meeting at 6:40 p.m.

Delegations

- a) Bob Burtt appeared before the Foundation regarding his publication grant regarding the "1989: The Elmira Water Crisis". He thanked the Foundation for their consideration and briefly outlined the chapters in his book.

- b) Dennis Turenne appeared before the Foundation and highlighted the publication grant regarding the “Parents for Community Living: A History of the First 25 Years”. D. Turenne explained and provided background information on how and when the organization started.

Foundation members asked how many books are going to be published. D. Turenne highlighted that the plan is to publish 200 books, roughly 70 pages each with a soft cover.

- c) Michelle Drake appeared before the Foundation representing the project grant regarding the Ayr Ice House. She provided details of the site and provided a history of the Ayr Ice House and highlighted potential partners to help move this project forward Region. She noted that the building isn’t an immediate danger to the public and stated that if the engineering report comes back favourable they will be asking the Township to designate the building. She did point out that the building is in the flood plain and will have to work closely with the GRCA.

Foundation members asked when the last time the area was flooded. M. Drake stated she didn’t have an exact time frame but believes it was decades ago.

M. Drake provided clarification on the phases, stating it is going to be a costly project and that is why they are taking one step at a time to figure out the long term plan.

Discussion occurred around the restriction in flood plains, consideration of relocation, citizens’ involvement and interest.

- d) Andy and Barb Thomas appeared before the Foundation to highlight their capital grant application regarding the cedar roof replacement at their home located at 39 Doon Valley Drive. They provided a handout and provided background information on the house.

Approval of Minutes

Z. Janecki noted he was listed as absent and present from the meeting, when in fact he was absent.

Moved by L. Turner

Seconded by A. Schiedel

That the minutes of the Waterloo Regional Heritage Foundation meeting held on May 27, 2014, be approved.

Carried

2013-2014 Committees

a) Allocations and Finance Committee

i. Motion re: Timo Vainionpaa

S. Massel stated that at the last meeting on May 27, 2014, the A&F Committee put forth a recommendation to approve a special provision for the grant to Timo Vainionpaa with respect to paying \$30,000 directly to the contractor upon receipt of invoice. She highlighted the Foundation required further information from Finance and Legal.

She noted that in the interim, the applicant was able to secure private financing for the cedar roof and therefore, A&F would like to withdraw the motion tabled at the meeting of May 27, 2014. Allocations and Finance will move forward with consultations with Finance and Legal so that we have a clearer idea of what might be possible in the future if similar circumstances arise with an applicant. Allocations and Finance will report back to the Foundation in September 2014 with more information.

ii. Andy and Barb Thomas – Capital Grant

S. Massel stated the A&F Committee has reviewed the application to replace the cedar shake tiles on the roof at 39 Doon Valley Drive, Kitchener, noting the grant request is for \$20,380. S. Massel also pointed out the applicant has been awarded a grant of \$3,000 from the City of Kitchener for this project.

S. Massel highlighted that the heritage home has a significant contemporary addition to the home. She stated A&F learned that the quotes were for both the heritage and contemporary roofs and that the heritage roof comprised approximately 50% of the total square footage.

*A. Schiedel left the meeting at 7:45 p.m.

Moved by S. Massel

Seconded by A. Dias

That the Waterloo Heritage Foundation approve a grant to Barb Thomas equal to 50% of the actual costs to a maximum of \$8,575 plus HST for a new cedar shake roof on the heritage portion of the home only for 39 Doon Valley Drive, Kitchener;

And the restoration is completed before June 24, 2015, a one-year period from the date of the approved grant;

And that a suitable acknowledgement of the Foundation's contribution is made with the installation of a plaque at the Foundation's expense on the exterior of the building, visible to the public, at a location to be decided by the Foundation and Ms. Thomas;

And further that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completion of the project with request for payment.

Carried

iii. North Dumfries Municipal Heritage Committee – Ayr Ice House

S. Massel highlighted A&F reviewed an application from the North Dumfries Municipal Heritage Committee requesting \$2,712 to retain an engineer experienced in the conservation of heritage buildings to provide designs for shoring or bracing the Ayr Ice House and to provide a plan for the proper conservation of the masonry and replacement of the roof.

The Ayr Ice House is owned by the Township of North Dumfries, but they have given written permission to the North Dumfries Municipal Heritage Committee to act on their behalf in this application.

S. Massel stated the Grant Policies for the Foundation state that the Foundation will not normally consider applications regarding buildings or objects owned by the Federal, Provincial or Municipal governments (III.g) and A&F recommends support of this project as the Township of North Dumfries purchased the Ayr Ice House in the current condition and is not responsible for its deterioration due to a lack of appropriate maintenance or budgeting.

Some Foundation members noted they must be careful in wording since we haven't in the past given grants to other local municipalities. Foundation members noted many municipal projects they granted.

Clarification was provided about the phasing of the project.

Foundation members also discussed that providing funding for the second phase doesn't guarantee funding for the other phases of the project and asked that the information be communicated to them. It was noted in the letter sent to North Dumfries Municipal Heritage Committee will include that information.

Moved by S. Massel

Seconded by J. Lewis

That the Waterloo Heritage Foundation approve a grant to the North Dumfries Heritage Committee in the amount of \$2,712 to retain an engineer to complete the Phase 2 study;

And that this grant be contingent on a positive result of the Phase 1 study (ie the Ayr Ice House does not have to be demolished);

And that the project be completed by June 24, 2015, a one year period from the date of the approved motion;

And further that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completion of the project with request for payment.

Carried

iv. Bob Burtt, "1989: The Elmira Water Crisis"– Publication Grant

S. Massel noted A&F reviewed an application from Mr. Bob Burtt to support the publication of "1989: The Elmira Water Crisis." The purpose of the book is to tell the story of one of Canada's worst environmental crises – water contamination issues in Elmira related to Uniroyal Chemical. Mr. Burtt, the author, was a reporter with The Waterloo Region Record at the time and covered the crisis between 1989 and his retirement in 2007.

She stated Mr. Burtt has requested \$2,565 which represents the deficit he projects for the project and A&F recommends a grant in the amount of \$1,655 which represents the printing costs for the publication.

Foundation members asked what the Foundation's policy is for publications. It was stated it doesn't specify but usually the Foundation funds the printing and purchase of photographs.

Foundation members discussed the importance of capturing historical information sooner than later.

Moved by S. Massel

Seconded by W. Stauch

That the Waterloo Regional Heritage Foundation approve a grant to Mr. Bob Burtt in the amount of \$1,655 for the purpose of publishing "1989: The Elmira Water Crisis" as described in the application for grant funding;

And that the publication be completed by June 24, 2015, a one year period from the date of the approved motion;

And that the Foundation's official name and logo appear in the publication recognizing the contribution made by the Foundation;

And that a copy of the publication be given to the Foundation;

And further that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completion of the project with request for payment.

Carried

- v. Parents for Community Living, "Parents for Community Living: A History of the First 25 Years" – Publication Grant

S. Massel noted that A&F Committee reviewed an application from Mr. Ed Koenig to support the publication of "Parents for Community Living: A History of the First 25 Years." In this publication, the author hopes to provide a useful background document for people interested in knowing more about Parents for Community Living (PCL) and to celebrate its accomplishments in the first 25 years of its history.

S. Massel highlighted that Mr. Koenig has requested \$632 which represents the entire budget for the publication. PCL plans on selling copies of the publication and

budgets a profit of \$368 and therefore, A&F recommends a grant of \$316 which represents half of the printing costs.

S. Massel stated that J. Roberts had a few suggested revisions to the publication and she noted that they would be providing that feedback to Mr. Koenig in the letter sent to them from the Foundation.

Moved by S. Massel

Seconded by L. Turner

That the Waterloo Regional Heritage Foundation approve a grant to Mr. Ed Koenig in the amount of \$316 for the purpose of publishing "Parents for Community Living: A History of the First 25 Years" as described in the application for grant funding;

And that the publication be completed by June 24, 2015, a one year period from the date of the approved motion;

And that the Foundation's official name and logo appear in the publication recognizing the contribution made by the Foundation;

And that a copy of the publication be given to the Foundation;

And further that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completion of the project with request for payment.

Carried

vi. Grant Policies - Proposed Revision

Foundation members agreed to defer the Grant Policies proposed revisions until the next meeting for further discussions.

W. Stauch thanked the A&F Committee on behalf of the Foundation for their hard work and thanked S. Massel for her detailed reports prepared and distributed to the members in advance of the meetings.

b) Communications Committee

i. Report on Annual General Meeting

A. Dias provided an update on the AGM noting the unofficial head count was approximately 70 people and thanked everyone for their help. She stated in the near future she would like to start planning out venues to host the AGM for the next few years, stating this will make sure that the AGM will be held in all areas in the Region.

Foundation members stated the importance of providing a PA system at the AGM and a suggestion was made to look at purchasing a projector screen and potentially a PA system.

It was pointed out that Doors Open will happen before the next meeting and a location needs to be selected sooner than later.

c) Heritage Advisory Committee

No report.

d) Executive Committee

No report.

Reports – Member Organizations

a) N-W Branch, Architectural Conservancy of Ontario

No report.

b) Heritage Cambridge

No report.

c) Waterloo Historical Society

W. Stauch presented on behalf of J. Glass, stating the Waterloo Historical Society annual History Under the Trees (HUT) meeting will be held on Saturday, July 5th at Doon Heritage Village at Waterloo Regional Museum.

He also stated WHS will be taking a bit of a break over the summer and the next public meeting will be on September 23rd, 2014.

d) Waterloo Region, Ontario Genealogical Society

D. Bonk highlighted that the Genealogical Society has given permission for all their cemetery inscriptions to be used on the Generations website. He stated that they now have over 350,000 tombstones to be transcribed and now they are examining how they can do that with either students or volunteers or a combination of both.

Correspondence

The correspondence folder was circulated among the members for their review

Other Business

a) Sign-up for Committee membership 2014-15

E. Flewwelling circulated the sign-up sheet for the members to sign.

b) Fall Bus Tour

W. Stauch stated that the Foundation has done 2 tours to Wellesley and Wilmot and last year to North Dumfries Township and asked where people would prefer to go this year, Woolwich or Waterloo Township. Everyone agreed on Waterloo Township and after much discussion the date of Sunday, November 2nd was picked.

Next Meeting – September 23, 2014

Adjourn

Moved by Z. Janecki

Seconded by A. Dias

That the meeting adjourn at 8:25 p.m.

Carried

Foundation Chair, A. Crerar

Foundation Secretary, E. Flewwelling

WATERLOO REGIONAL HERITAGE FOUNDATION GRANT POLICIES

I. GENERAL

- a) The Waterloo Regional Heritage Foundation awards three types of grants:
 - i) Capital and Property Grants
 - ii) Project/Event/Research Grants
 - iii) Publication Grants
- b) Grants are made to promote:
 - i) **Understanding** of and appreciation for our local heritage.
 - ii) **Researching** topics related to the history of Waterloo Region
 - iii) **Preserving** places, objects, events or figures of local heritage or historic significance.
 - iv) **Public Accessibility.** For publications, this may involve placing copies in public or school libraries. Buildings or sites should be open or visible to the public.

II. General Criteria and Conditions for All Grants

- a) **Intent:** The intent of all grants awarded by the Foundation is to assist with deserving projects which might not otherwise reach completion.
- b) **Relation to Local Heritage:** A significant portion of the proposed project must be directly related to the heritage of the Region of Waterloo.
- c) **Retroactive Applications:** Applications for completed projects will not be considered.
- d) **Complete Applications:** Please ensure that the appropriate application (Capital/Property, Project/Event or Publication) is completed, signed and accompanied by all required documentation before forwarding to the Foundation. The Foundation will not consider incomplete applications. Grant applications are available on the Foundation's website or by contacting the Foundation's Secretary.
- e) **Authorization:** The Foundation requires that organizations requesting grants submit a resolution, made by the applicant's governing authority, which authorizes the request for a grant. This resolution can be in the form of a letter, an extract from the minutes of the governing authority's meeting, or other documentation as appropriate.

- f) **Quotations:** Projects involving the purchase of goods or services require a minimum of two quotations.
- g) **External Expertise:** The Foundation may call upon external expertise during the application review process for additional professional comment or scrutiny. Modifying details or scope of the project may be a condition of grant approval. The cost of engaging this external expertise will be borne by the Foundation.
- h) **Transfer of Grant:** Grants awarded by the Foundation are not transferable and therefore may not be assigned or transferred from the original applicant.
- i) **Material Change:** Before any significant change is made to the methods or nature of the work after grant approval, the Foundation must give its written consent to the changes or the grant may be withdrawn by the Foundation.
- j) **Acknowledgement:** The Foundation requires appropriate recognition of the Foundation's support. The Foundation will provide a plaque that will be affixed to the property in a place that is visible to the public. Events should acknowledge the Foundation on print material, signage, publicity etc. The Foundation's support should be noted on all publications receiving grant assistance. The acknowledgement will use the full name "Waterloo Regional Heritage Foundation" and the Foundation's logo. A copy of the logo is available by contacting the Foundation Secretary.
- k) **Grant Expiry:** Grants are valid for 12 months from the date of the approved motion unless alternate dates are approved by the Foundation. Prior to a grant expiry, a written request to extend the expiry of a grant may be considered by the Foundation.
- l) **Meeting Grant Conditions:** It is the applicant's responsibility to confirm that all grant conditions have been met. The Foundation reserves the right to inspect completed work prior to the release of funds.
- m) **Request for Payment:** Upon completion of the project, the applicant must send a written request for payment. The letter must indicate that all grant conditions have been met, and include a statement of account with copies of supporting invoices and a complimentary copy of the publication, if applicable.

- n) **Payment Policy:** Approved grants are considered for payment when the Foundation is satisfied that all grant conditions have been met and the project has been completed.

III. Capital and Property Grants: Policies and Practices

- a) Capital and Property Grants assist in the acquisition, preservation, conservation and restoration of property, heritage landmarks, historic buildings and objects of historical, architectural, aesthetic or scenic significance in the Region of Waterloo.
- b) Buildings must be located in the Region of Waterloo
- c) **Buildings must have one of the following:**
- i. Heritage designation under Part IV or Part V of the *Ontario Heritage Act*. Please see below for instructions regarding buildings designated under Part V of the Act.
 - ii. Heritage conservation easement under Part III of the Act
 - iii. Historic Site designation under the Act.
- d) Copies of the building's designation by-law must be included in the application.
- e) The primary intent of the Foundation is to fund restoration and not maintenance of eligible buildings.
- f) The Foundation will consider funding up to a maximum of 50% of the project cost, excluding taxes.
- g) The Foundation will not normally consider applications regarding buildings or objects owned by the Federal, Provincial or Municipal governments.
- h) There will be a maximum of one grant awarded per property, every three years. The Foundation may use its discretion in limiting the number of grants for any one building.
- i) Each project requires its own application; however large projects may be phased over several years and submitted in one application. The application should clearly differentiate the scope and funding request for each phase. At the completion of a phase, the applicant may request

payment in accordance with these policies. An example of a phased project is the work undertaken by Central Presbyterian Church to replace their slate roof. Since it was such a large and expensive project, the church phased the work over three years. An application that contains several projects (for example, porch repairs, repointing of brick and restoration of a stained glass window all on the same heritage home) would not be considered. Each of these three projects would require a separate application and only one would be considered for funding within a three year period (see section III h above)

- j) The request must be for a specific restoration project complete with sketches, illustrations or drawings. The grant request must be related to the restoration or reconstruction of existing or original externally visible elements of the building in a historically accurate and authentic manner. This may include hidden structural work if it relates to and affects the integrity of the heritage character or details of the exterior.
- k) To ensure the quality of the work proposed, such work should be undertaken by contractors or skilled craftspeople who have experience in historic restorations.
- l) The Foundation recommends that a professional heritage assessment precede applications for large building projects. The Foundation may assist in such studies.
- m) Grant applications for properties designated under Part IV of the Act:
 - i) The applicant must approach the relevant Municipal Planning Department to seek written approval for the intended work and to verify that it is permitted within the by-law.
 - ii) The grant application may be submitted to the Foundation for consideration in tandem with approaching the relevant **planning department**, but the approval of a grant by the Foundation is contingent on written approval from the relevant **planning department**.
- n) Grant applications for buildings within municipal Heritage Conservation Districts designated under Part V of the Act:
 - i. The Foundation will only consider grant applications dealing with criteria specified under **policies** and not **guidelines** of the specific designated area's Heritage Conservation District By-law.

- ii. The applicant must approach the relevant **Municipal Planning Department** to seek written approval for the intended work and to verify that it is **permitted** under the **policy and not the guidelines** of the By-law.
- iii. The grant application may be submitted to the Foundation for consideration in tandem with approaching the relevant **planning department**, but the approval of a grant by the Foundation is contingent on written approval from the **planning department**.

IV. Project, Event and Research Grants: Policies & Practices

- a) **Project** and **Event** Grants assist in events or programs that are focused on local heritage preservation and appreciation. Examples of these grants include, but are not limited to:
 - i) Theatrical productions based on some element of local history
 - ii) History fairs
 - iii) Heritage conferences/symposia
- b) **Research** examples of these grants include, but are not limited to:
 - i) Cataloguing and organizing historical collections
 - ii) Digitizing and transcribing historical records
 - iii) Hiring research assistants
 - iv) Conducting archaeological digs
 - v) Recording oral histories
 - vi) Funding expenses related to the research leading to the creation and discovery of information needed for heritage projects/books/websites etc
 - vii) Purchasing specialized hardware and/or equipment

Please Note: Single family-based research projects will not be considered

V. Publication Grants: Policies & Practices

- a) Publication Grants support the publication of works such as books, manuscripts, pamphlets, guides, digital content or maps of historical significance to the Region of Waterloo.
- b) Publication applications are expected to include a draft manuscript. At a minimum, publication grant applications must include a detailed outline and sample content including well-edited written text (such as a sample chapter), photographs and graphics in a publication-ready form. This also applies to non-

print publications. For example, an application to aid in the production of a website must include a sample page and full outline of the website design detailing links, content, etc. as well as sample images and interactive content if applicable.

- c) Publication Grant applications must include:
 - i. Draft manuscript or minimally a detailed outline and sample content (see VI a and b above).
 - ii. A letter of resolution to support the publication if the application is on behalf of an organization.
 - iii. Two letters of recommendation offering an opinion as to the ability of the author(s).
 - iv. Two detailed quotations from printers and an explanation of the choice of printer.
- d) The Foundation may request to review the publication in its final form, prior to printing or release, as a condition of the grant. The reviewed product should substantially conform to the approved application and grant conditions.

VI. Application Procedure for all Grants

- a) Upon receipt, the application will be forwarded to the Foundation's Application & Finance Committee at their next regular monthly meeting. The Committee will ensure that all necessary documentation has been received and make a preliminary assessment of any additional information that may be necessary to make a recommendation to the Foundation.
Incomplete applications will not be taken to the Foundation for consideration.
- b) If the Allocations and Finance Committee feels the application meets these policies, the applicant will usually be invited to attend the next regular meeting of the Foundation as a delegation, to make a 10-minute presentation of the project and answer any questions from Foundation members. This is an excellent opportunity for applicants to provide details and expand on details not fully covered in the application. The grant application with attachments will be included with the Foundation's Agenda for consideration.
- c) The Foundation's decision on the application will be officially communicated to the applicant by mail. The applicant may expect to be notified by telephone or email shortly after the meeting.

- d) The Foundation does not meet in the months of July, August and December. Applications received in May or June may not expect a decision until the Foundation convenes in the fall.

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