



## **Waterloo Regional Heritage Foundation**

### **Minutes**

Tuesday, May 26, 2015

6:30 p.m.

Room 218

Regional Administration Building

150 Frederick Street, Kitchener

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Present were: Chair A. Crerar, D. Bonk, A. Dias, J. Glass, L. Haggerty, \*Z. Janecki, J. Lewis, S. Massel, M. McCreery, B. Paddock, J. Roberts, A. Schiedel, W. Stauch and L. Turner

Members absent: T. Galloway and K. Seiling

#### **Declarations of Conflict of Interest**

B. Paddock declared a conflict with respect to item 5 a) iv) on the agenda due to him owning the property.

J, Roberts declared a conflict with respect to item 5 a) iv) on the agenda due to her partner being employed at Artefacts, a potential supplier.

D. Bonk declared a conflict with respect to item 5 a) iii) on the agenda due to the Ontario Genealogical Society providing funding on the project.

#### **Accounts and Grant Summary**

a) Draft Financial Statements 2014

Connie Bogusat, Financial Analyst circulated the Accounts and Grant Summary, which included a summary of disbursements for April 2015 period, outstanding approved commitments and the Foundation's net funding position.

C. Bogusat also referenced the 2014 Financial Statements and asked for the approval of the statements.

Moved by Z. Janecki

Seconded by L. Turner

That the Waterloo Regional Heritage Foundation approve the 2014 draft Financial Statements.

Carried

### **Delegations**

- a) David Seton re: 41-45 King Street W., Kitchener did not appear as a delegation.
- b) Jeremy Smith & Meg Crawford regarding 23 Roland Street, Kitchener appeared before the Foundation highlighting their project. M. Crawford showed various pictures of their property highlighting the work that will be done such as replacement of some bricks, extensive re-pointing and the reconstruction around 2 windows.

M. Crawford responded to Foundations' questions regarding when the house was built and the two quotes she received.

- c) Karen Ball-Pyatt and Ann Wood regarding KPL Application appeared before the Foundation to highlight their project grant to purchase a book scanner for digitalization project. K. Ball-Pyatt provided a presentation that highlighted the features and capabilities of the scanner, where the scanner will be located and who will be able to access the scanner and the projects they will use the scanner for.

K. Ball-Pyatt responded to Foundations' questions regarding training and other partners involved in the project.

- d) Bradley Paddock regarding Grant Request Extension appeared before the Foundation and read the letter he submitted requesting a grant extension. He highlighted the challenges finding the right product and how he will proceed with finishing the project.

B. Paddock responded to Foundations' questions regarding the consideration of using other materials and his next steps.

- e) Robyn Huether, Architect appeared before the Foundation regarding Omar Kaake's grant application for his property located at 2 Water Street, Cambridge. She provided an update on the project and some challenges they have run into. She provided a presentation highlighting the work that has been done on the property and where the precast units are needed since they no longer can get the terracotta.

R. Huether responded to questions regarding other options considered and highlighted that only 1% of the building will need precast units.

### **Approval of Minutes**

Moved by A. Dias

Seconded by L. Turner

That the minutes of the Waterloo Regional Heritage Foundation meeting held on April 28, 2015, be approved.

Carried

### **2014-2015 Committees**

#### a) Allocations and Finance Committee

##### i. Property Grant Application: 41-45 King St. W. Kitchener

S. Massel provided background information on the application noting they received the application in March but that there were numerous items missing from the application. She stated that B. Paddock worked with the applicant until all the missing documents were received. S. Massel highlighted that while watching the City of Kitchener's Council meeting on May 11<sup>th</sup> the applicant addressed Council and referenced that 41-45 King Street W. property was completed. S. Massel stated that they received confirmation from David Seton that in fact the project was completed and that D. Seton was informed that the grant policies of the Foundation state that completed projects are not entitled to receive funding. S. Massel read an email submitted by D. Seton indicating that he is withdrawing his application.

Moved by S. Massel

Seconded by J. Glass

That the Waterloo Regional Heritage Foundation not approve the application by 2374493 Ontario Inc. to replace the windows at 41-45 King St W, Kitchener because the project has already been completed.

Carried

##### ii. Property Grant Application: 23 Roland St. Kitchener

\*Z. Janecki left the meeting at 7:25 p.m.

S. Massel introduced the application and provided some background information.

Moved by S. Massel

Seconded by B. Paddock

That the Waterloo Regional Heritage Foundation approve a grant equal of 50% of the net cost to a maximum of \$7,992.00 including HST for brick replacement and re-pointing work on 23 Roland St, Kitchener;

And the restoration is completed before May 26<sup>th</sup>, 2016, 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 the applicants;

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. Project Grant Application: Kitchener Public Library

S. Massel introduced the application.

Some Foundation members spoke in favour of the project.

Moved by S. Massel

Seconded by J. Roberts

That the Waterloo Regional Heritage Foundation approve a grant to the Kitchener Public Library in the amount of \$37,066.20 for the digitization project;

And that the purchase of the book scanner be completed before May 26<sup>th</sup>, 2016, a one-year period from the date of the approved grant;

And that a suitable acknowledgement of the Foundation's contribution be visible to the public, at a location to be decided by the Foundation and the KPL;

And further that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation with request for payment by May 26, 2016.

Carried

iv. Grant Extension Request: 119 Grand Ave. S. Cambridge

B. Paddock and J. Roberts left the meeting during the discussion due to their conflicts of interest.

Foundation members discussed the reason for the 10 month extension explaining that usual extensions are for 1 year. S. Massel highlighted that B. Paddock only asked for 10 months.

Moved by S. Massel

Seconded by A. Dias

That the Waterloo Regional Heritage Foundation approve Mr. Paddock's request to extend his grant deadline to March 27, 2016.

And that all original grant conditions be met.

Carried

v. Omar Kaake re: 2 Water Street, Cambridge

S. Massel highlighted that A&F discussed this application and the new information and that A&F may bring something forward to the June meeting regarding this application.

vi. Realtor Showcase Update

S. Massel provided an update on the Realtor Showcase. She stated she felt it was a huge success and hopes that the Foundation will be invited again to attend. She also suggested that perhaps the Foundation could reserve an aisle at the Home Show instead of putting on the Heritage Showcase.

b) Communications Committee

A. Dias reminded the members of the AGM on June 9<sup>th</sup>, 2015. She asked if Foundation members had any feedback on the survey questions regarding the Heritage Showcase to let her know by the end of the week.

A. Dias also provided an update on the website stated that at the June meeting she will be bringing forward a motion to approve the quote from E Solutions. She briefly talked about the website features and capabilities.

c) Heritage Advisory Committee

J. Lewis highlighted that the judges made their decision on the Region of Waterloo History Prize and the winner is Sean Jasmins, stating he submitted a DVD titled Love Lost & Found: The Story of Mel Brown.

Moved by J. Lewis

Seconded by L. Turner

That the Waterloo Regional Heritage Foundation accept Sean Jasmins DVD: Love Lost & Found: The Story of Mel Brown for the Region of Waterloo History Prize.

Carried

Foundation members discussed providing the judges with a thank you gift and it was agreed to purchase \$50.00 gift cards to Vincenzo's.

d) Executive Committee

No Report

### **Reports – Member Organizations**

a) N-W Branch, Architectural Conservancy of Ontario

A. Schiedel highlighted that there AGM is Tuesday June 2<sup>nd</sup>, at Carmel New Church in Kitchener. He also highlighted many heritage groups and individuals met to discuss the Mayfair Hotel and how things could be handled differently in the future. He stated that minutes were taken at the meeting and once those are available he will circulate them to the Foundation.

b) Cambridge, ACO

B. Paddock highlighted the maintenance issues with Sheave Tower in Blair stating that Cambridge ACO is considering selling the tower explaining that funds from the house tours pay for the insurance on the tower and those tours have been cancelled this year

and have been replaced with 2 walking tours the first on July 26<sup>th</sup> and the second on August 30<sup>th</sup>.

c) Waterloo Historical Society

J. Glass stated their most recent public meeting was held on n Saturday, May 23rd at Galt's Knox Presbyterian Church in Cambridge and Cambridge-Galt author, researcher and columnist David Menary spoke.

He highlighted that the next public meeting will be their annual History Under the Trees (HUT) meeting at Waterloo Region Museum / Doon Heritage Village on Saturday, July 4th at 1:30 p.m. He noted that they will be visiting the Sararus Bricker farm and will learn about heritage livestock and poultry.

J. Glass also thanked the Foundation on behalf of the Waterloo Historical Society for the publication grant that they received in support of the 102nd annual volume.

d) Waterloo Region, Ontario Genealogical Society

D. Bonk reference their last meeting held at Conrad Grebel University College.

**Correspondence – Available at Meeting**

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

**Other Business**

a) W. Stauch stated that he will send out his notes from the bus tour.

**Next Meeting – June 9, 2015 (AGM)**

Motion to Go Into Closed Session

Moved by J. Lewis

Seconded by A. Dias

That a closed meeting of the Waterloo Regional Heritage Foundation be held on Tuesday, May 26, 2015 at approximately 8:20 p.m. in the Waterloo County Room, for the purpose of considering the following subject matters:

a) personal matters about identifiable individuals related to current applications

Carried

**Adjourn**

Moved by A. Dias

Seconded by J. Lewis

That the meeting adjourn at 8:35 p.m.

Carried

**Foundation Chair**, A. Crerar

**Foundation Secretary**, E. Flewwelling