

WATERLOO REGIONAL HERITAGE FOUNDATION MINUTES

Tuesday, January 25, 2011
6:35 p.m.
Room 218
Regional Administration Building
150 Frederick Street, Kitchener

Present were: Chair S. Rung, D. Bonk, P. Clarke, A. Crerar, 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: K. Tam

DECLARATIONS OF CONFLICT OF INTEREST

J. Glass declared a conflict of interest with respect to the delegation from the Waterloo Historical Society, owing to his involvement with that organization.

T. Galloway declared a conflict of interest with respect to the grant application from Dr. Robert Shipley, owing to his employment at the University of Waterloo.

DELEGATIONS

a) Scott Thomson, Central Presbyterian Church re: grant application

S. Thomson provided a presentation on the church's grant application, which included:

- Scope of project;
- Detailed schematics describing planned work;
- Time horizon for completion of work;
 - o Summer 2011 for the current phase;
 - o Estimated 10-12 years for the entire roof;
- Professionals and firms involved in the project; and
- Recognition of previous grant from the Foundation.

The Foundation asked the reason why Roof Tile Management was selected to work on the project, and S. Thomson responded that while three firms bid on the project, very few firms can actually do the work and the chosen firm was selected based on reputation and the architect's confidence in the firm.

The Committee noted that the project is receiving a heritage grant from the City of Cambridge, and recalled Foundation support for earlier phases of the project.

The Committee sought the reasons for the greater cost for work in this phase of the roof restoration, and S. Thomson affirming that the increased costs are related to the work being higher off the ground than previous phases, as well as the nature of the part of the roof to be restored.

- b) Marion Roes, Waterloo Historical Society re: follow-up to grant approval for Annual Volume and feedback

M. Roes appeared as President of the Waterloo Historical Society (WHS) and a member of the publication committee. Also present was rych mills, Chair of the WHS Publication Committee.

M. Roes indicated that the WHS received the Foundation's letter following the November 2010 meeting with the grant approval and observed that the WHS will not be able to fulfill all the conditions of the grant, including the provision of a table of contents and supplying additional quotes for the work. She observed that the publication grant conditions appeared to be more attuned to one-time publications than annual volumes, and suggested that the WHS could provide the Foundation with a previous year's edition of the volume in lieu of a table of contents or sample chapter/article. She noted the long history between the Foundation and the WHS, the quality of the volume, the wide array of universities and organizations with standing orders for the Volume, and the WHS selling the Volume on a non-profit basis.

In explaining the difficulties in providing additional quotes, M. Roes emphasized that there is inadequate time during the preparation process to obtain additional quotes and emphasized that the long-time printer of the Volume provides free additional services beyond printing of the final copy. She questioned why the WHS no longer has the flexibility in its grant application to the Foundation that it had in the past.

A member of the Foundation noted their perspective that the reason for the change in flexibility on the WHS' application is the new grant policies that were put into place. As well, the Foundation is aiming to get a sense of what other printers might charge for the work to be fair to other applicants for Foundation funding who are expected to submit multiple quotes. M. Roes noted difficulties that would arise in obtaining comparable quotes on an annual basis. The Foundation asked whether the WHS could obtain a quote from a different printer using the previous year's Volume, for comparison purposes. M. Roes responded in the affirmative, adding that it would have to occur outside the production timeline of the Volume and that it would seem unfair to go to another company to only obtain a quote. The Foundation observed that the long-time printer provides extra services for the WHS and makes accommodations for the WHS budget where possible.

The Foundation proposed that the application requirements could be made congruent with the WHS' process of developing the Volume. M. Roes questioned the merits of doing so, asserting that the WHS' track record is to be trusted and that volunteers would be strained in doing extra work to fulfill the Foundation's grant conditions.

APPROVAL OF MINUTES

MOVED by Z. Janecki

SECONDED by P. Todkill

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on November 23, 2010, 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 November 2010-January 2011 period, outstanding approved commitments and the Foundation's net funding position.

REPORTS

- a) WRHF-11-001, 2011 Insurance Policy Renewal

C. Bogusat provided an overview of the report, including considerations made in selecting the recommended policy.

The Foundation asked whether the insurance policy covers liabilities related to such activities as the site visit to 39 Queen Street in 2010. The Foundation considered the contents of the report and the coverage described. K. Seiling noted that such policies are in place for all of the Region of Waterloo's lay committees. The Foundation asked staff to clarify the query with the report's author.

MOVED by T. Galloway
SECONDED by S. Lovell

THAT the Waterloo Regional Heritage Foundation approve the purchase of its 2011 insurance portfolio at an annual premium of \$2,127 plus applicable provincial sales tax of 8% (\$170.16), totaling \$2,297.16 through Cowan Insurance Brokers Ltd. under the terms and conditions outlined in the Treasurer's Report WRHF-11-001, dated January 25, 2011.

CARRIED

2010-2011 COMMITTEES

- a) Allocations and Finance Committee

The Foundation will invite representatives of the Waterloo Historic Song Cycle Collaborative and the Waterloo Siskins Hockey Club to the February 2011 meeting, in support of their respective grant applications.

The Foundation will send correspondence to the Hespeler Hotel grant applicants regarding deficiencies in the materials supporting their application.

The Committee suggested that decision on the Central Presbyterian Church grant application would be best made at the February meeting, when finalized quotes can be expected. There was general agreement with this observation.

The Foundation considered the remedial actions suggested in the correspondence from the Pennsylvania German Folklore Society of Canada, and indicated their general agreement that the proposed actions would serve to fulfill the terms of the Society's grant.

The Foundation discussed a publication grant application received by the Allocations and Finance Committee which was submitted by Professor Robert Shipley of the University of Waterloo. It was observed that the application requests funding to pay for licensing of

photographs of Waterloo Region which depict certain planning policies to provide illustrations for an article to be submitted to an academic journal. It was noted that the applicant is involved in advocacy activity on planning issues within the Region of Waterloo, and the Foundation questioned whether the content of the journal article would cause a conflict of interest for certain members of the Foundation board.

MOVED by L. Haggerty
SECONDED by M. Reitzel

THAT the Waterloo Regional Heritage Foundation approves a grant to Professor Robert Shipley, Heritage Resources Centre, University of Waterloo, in the amount of \$500.00 for costs related to obtaining permission to use aerial photographs for illustrations in an article to be submitted to the Material Culture Review, as described in the application for grant funding;

AND THAT the publication be completed by January 25, 2012, a one year period from the date of the approved motion;

AND THAT recognition of the Foundation's contribution to the project be made in a mutually-agreeable form using the Foundation's official name and logo;

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

MOTION WITHDRAWN

The Foundation indicated its general agreement to invite the Professor Shipley to the February 2011 meeting in support of the grant application.

The Foundation debated the merits of the conditions placed on the grant to the Waterloo Historical Society for its Annual Volume in the motion passed at the November 23rd meeting. Salient points made in the debate include:

- The Foundation's long history with the applicant, and the absence of evidence of the applicant having done anything to leave the Foundation questioning their practices;
- The appropriateness of the grant amount;
- The reasonability of the Foundation's grant conditions;
- The desirability of obtaining some indication of the Volume's contents, in whatever form is beneficial for both the applicant and the Foundation;
- Ease of obtaining additional quotes to fulfill Foundation grant policies;
- Possibility to grandfather the grant recipient based on past history;
- The appearance of transparency and fairness in the Foundation's grant program;
- Concerns of infringing upon editorial independence in requesting a draft or sample articles from the Volume; and
- The Foundation's responsibilities in providing grant funding sourced from the public.

MOVED by S. Massel
SECONDED by L. Haggerty

THAT the Waterloo Regional Heritage Foundation amend the motion approved at the November 23, 2010 meeting pertaining to approval of grant funding for the Waterloo Historical Society by removing the following:

“AND THAT the grant is contingent upon the submission of a table of contents, or example articles, or a draft manuscript so as to provide the Foundation with an indication as to the nature of the proposed publication, to the satisfaction of the Foundation;”

CARRIED (K. Seiling, P. Todkill opposed)

Staff was directed to correspond with the Society to clarify that for this particular grant, the Foundation would be satisfied to receive a comparable quote for either the current or a previous edition of the Annual Volume at a time which does not interfere with the Society's progress in completing the current edition.

b) Communications Committee

Z. Janecki provided an overview of the planning and activities completed for the Heritage Showcase event to date. He clarified how participating groups will be distributed throughout the venue to accommodate table coverage and electrical requirements.

c) Heritage Advisory Committee

The Foundation has purchased seven additional plaques, and the Committee has the goal of placing as many as possible before the end of June.

The Committee has devoted attention to the Foundation's awards, in asking all board members to encourage nominations for the Foundation's annual awards and in working on developing a Foundation award that will foster heritage awareness at the high school level.

P. Todkill discussed what outreach to community groups will be done with regard to and following the Heritage Showcase event.

d) Executive Committee

No report.

REPORTS – MEMBER ORGANIZATIONS

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

The Branch is holding an open event on March 23rd at the Visitor Centre in St. Jacobs with Warren Stauch presenting on historic mills in the Grand River watershed. Members are attending the GRCA Heritage Day workshop on February 11th at the Breslau Community Centre. Dr. Gordon Nelson is preparing a new display for the Heritage Showcase event, using local landscape photographs.

b) Heritage Cambridge – P. Todkill

Heritage Cambridge held its Christmas Social, and the Annual General Meeting is scheduled for March 22nd at the School of Architecture. It was noted that a public meeting will be held on

January 27th concerning the revamping of Main Street in Galt. The meeting is taking place in the Bowman Room of Cambridge City Hall.

c) Waterloo Historical Society – J. Glass

The Waterloo Historical Society is participating at Heritage Showcase, and is in the process of finalizing its speakers for this year.

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

The Ontario Genealogical Society has finalized its slate of speakers for 2011, and will be participating at Heritage Showcase. The Society is in the final stages of digitizing its newsletters.

CORRESPONDENCE

a) Ontario Medal for Young Volunteers was received for information.

b) Riverside Brass was received for information.

c) Notice of Public Meeting – Potential West Montrose Cultural Heritage Landscape was received for information.

d) Correspondence folder was circulated at the meeting.

OTHER BUSINESS

Mike Grivicic, Foundation Secretary, noted that as per past practice an honorarium will be provided to mark the stepping down of Terri Wilkinson from the Foundation board. She has asked that the donation of \$100 be directed to the Ontario Lawyers' Assistance Program.

T. Galloway informed the Foundation that the Regional Council's draft budget contains a per capita increase in funding to the Foundation.

T Galloway communicated that the Waterloo Region Museum has a permanent exhibit installed in the lobby, and all exhibits are expected to be ready for the projected opening in Fall 2011.

NEXT MEETING – February 22, 2011

ADJOURN

MOVED by L. Haggerty
SECONDED by P. Clarke

That the meeting adjourn at 8:11 p.m.

CARRIED

FOUNDATION CHAIR, S. Rung

FOUNDATION SECRETARY, M. Grivicic