



WATERLOO REGIONAL HERITAGE FOUNDATION AGENDA

Note
Location
Change →

Tuesday, April 23, 2013
6:30 p.m.
Room 110
Regional Administration Building
150 Frederick Street, Kitchener

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1. **DECLARATIONS OF CONFLICT OF INTEREST**
 2. **DELEGATIONS**
 3. **PRESENTATIONS**
 4. **APPROVAL OF MINUTES – [March 26, 2013](#)** 1
 5. **ACCOUNTS AND GRANT SUMMARY**
 6. **BUSINESS ARISING FROM THE MINUTES**
 7. **2012-2013 COMMITTEES**
 - a) Allocations and Finance Committee
 - i) [Revised Grant Policies](#) (*Distributed to members only*) 6
 - b) Communications Committee
 - c) Heritage Advisory Committee
 - d) Executive Committee
 8. **REPORTS – MEMBER ORGANIZATIONS**
 - a) Architectural Conservancy of Ontario, N-W Branch – P. Clarke
 - b) Heritage Cambridge – B. Paddock
 - c) Waterloo Historical Society – J. Glass
 - d) Ontario Genealogical Society, Waterloo Region – D. Bonk

9. **CORRESPONDENCE** – Available at Meeting
10. **OTHER BUSINESS**
11. **NEXT MEETING** – Tuesday, May 28, 2013
12. **ADJOURN**



WATERLOO REGIONAL HERITAGE FOUNDATION MINUTES

Tuesday, March 26, 2013
6:32 p.m.
Room 218
Regional Administration Building
150 Frederick Street, Kitchener

Present were: Chair S. Rung, D. Bonk, A. Crerar, A. Dias, J. Glass, L. Haggerty, J. Lewis, S. Lovell, S. Massel, M. McCreery, B. Paddock, J. Roberts, W. Stauch and L. Turner

Members absent: P. Clarke, T. Galloway, Z. Janecki and K. Seiling

Also present: C. Bogusat and V. Reitzel

DECLARATIONS OF CONFLICT OF INTEREST

S. Massel and J. Roberts declared a conflict of interest with respect to the Project/Event Grant Application from the University of Waterloo Library, to be discussed under the Allocations and Finance Committee, due to their employment at the University of Waterloo.

DELEGATIONS

a) Susan Mavor and Jane Britton, University of Waterloo Library, gave a presentation to the members regarding their grant application for their project involving the transcription/translation of German language letters.

PRESENTATIONS

a) Charlotte Woodley, Archivist, Region of Waterloo Archives, invited the members to the Waterloo Region Archivists Interest Group Meeting being held in the Region's Council Chamber on April 12, 2013. As a result of the meeting, a Directory of local Archivists will be created and made available for public access. W. Stauch advised that he has a list of all archivists in the Grand River watershed, as provided to him by a staff member from the Grand River Conservation Authority; he'll forward a copy to C. Woodley.

C. Woodley provided an update on Regional Archives activities, including the receipt of a grant to digitalize microfilm and microfiche records, some of which belong to the Waterloo Regional Heritage Foundation (WRHF). She advised that Archives is in possession of another five (5) boxes of WRHF records to archive; she'll report back in the fall 2013 with expense and summary details.

APPROVAL OF MINUTES

S. Rung requested that the word 'created' be replaced with 'modified' on page 4, under Grants Tracking. L. Haggerty requested that the spelling of her surname be corrected and that the notation related to item ii) on page 3 be revised to remove the second sentence and to revise

the next sentence to reflect that the grant denial was as a result of insufficient time for the Foundation members to review the application and make a decision before the planned mounting of the play. The minutes will be revised to reflect these amendments.

MOVED by S. Massel
SECONDED by W. Stauch

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on February 26, 2013, be approved, as amended.

CARRIED

ACCOUNTS AND GRANT SUMMARY

Connie Bogusat, Analyst Financial Services, submitted the Waterloo Regional Heritage Foundation Accounts and Grant Summary, as of March 2013, for review.

BUSINESS ARISING FROM THE MINUTES

a) 40th Anniversary Research Update

S. Rung introduced Victoria Reitzel, a university student working with A. Crerar, and conducting research about the Foundation in preparation for the 40th anniversary celebration. V. Reitzel provided the members with an overview of her research and shared a sampling of the online prezi that she's created which highlights events and milestones throughout the Foundation's history. The prezi can be uploaded to the WRHF website and can be setup at timed computer stations during the planned Annual General Meeting.

To date, she has reviewed ten (10) years worth of Foundation history but is hoping to complete her research by the end of April. A final review of the prezi will take place at the May meeting. The Board discussed its preference for a timed presentation and the selection process undertaken for choosing which Foundation events and milestones to highlight.

2012-2013 COMMITTEES

a) Allocations and Finance Committee

i) Project/Event Grant - University of Waterloo Library Re: Transcription/translation of German-language Letters

L. Haggerty advised that the Allocations and Finance Committee has reviewed the complete application and is recommending that the Foundation approve a grant of \$3500.00, to match the grant being provided by the Waterloo Centre for German Studies. The Foundation members discussed the community and historical value of the project and suggested that the funding grant be increased to \$5000.00.

MOVED by L. Haggerty
SECONDED by W. Stauch

THAT the Waterloo Regional Heritage Foundation approve a project/event grant in the amount of \$5000.00 to the University of Waterloo Library, Special Collections, for the transcription and translation of German-language letters, as outlined in the application received January 25, 2013;

AND THAT the project be completed by March 26, 2014, 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, to be provided by the Foundation, to appear in all printed materials and advertising;

AND THAT a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the event with written request for payment;

AND FURTHER THAT the applicant agree that the event details, printed materials and advertising 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

ii) Publication Grant Application – Susan Fish Re: St. Jacobs Farmers' Market Cookbook publication

L. Haggerty gave an overview of the project and the grant request. She advised that the Committee wishes to determine the historical significance of the publication. She advised that she will seek additional information from the applicant prior to requesting that she appear as a delegation before the membership.

iii) Modification of the Grants Spreadsheet

L. Haggerty stated that the grants spreadsheet is currently being reviewed. S. Massel provided an overview of the challenges of the data contained within the spreadsheet. She suggested that considerable effort will be required to revise the document so that it contains relevant data that meets the needs of the Foundation. She recommended that a student be enlisted to assist with the revisions and estimated that the revised spreadsheet would be available for review by September 2013. The members discussed the opportunity to include award recipient data and to assign application numbers. It was clarified that the spreadsheet was created by staff in the Regional Clerk's office and that it would continue to reside there.

iv) Revised Grant Policies

The members provided comments and suggested revisions for the grant policies document. S. Massel took note of the agreed upon revisions and will share with staff in the Regional Clerk's office for edition. The revised document will come back for review during the meeting in April.

b) Communications Committee

A. Dias provided an update regarding the planning for the Annual General Meeting. The Committee has settled on the date June 11, 2013 and is investigating venues in the Region's township municipalities.

c) Heritage Advisory Committee

S. Lovell announced that the first award nomination has been received and that others are pending and expected before the April 23, 2013 submission deadline.

d) Executive Committee

S. Rung indicated that there is no report at this time.

REPORTS – MEMBER ORGANIZATIONS

a) Architectural Conservancy of Ontario, N-W Branch

There was no update due to the absence of P. Clarke.

b) Heritage Cambridge

B. Paddock stated that the Annual General Meeting held on March 25th was well-attended. The Annual House Tour will be held on May 11th and will feature historic homes and properties in Hespeler and the Black Bridge area. He provided an overview of upcoming workshops, including 'Heritage as Real Estate' on April 13th; 'Heritage Windows' in Summer 2013; and, Genealogy on September 28th. Details for all upcoming workshops can be found on the Heritage Cambridge website.

c) Waterloo Historical Society

J. Glass stated that the group held their first public meeting of 2013 on March 9th at the St. Jacobs Schoolhouse Theatre. Local author, Nancy Silcox, spoke to a crowd of 80 attendees about Elsie Cressman's life story.

On May 11th, Dr. John Carter will be back for his third WHS presentation. This time he will be discussing The Canadian Rebellion of 1837-38 and what effect, if any, the Rebellion had on this area. The 100th anniversary edition of the WHS Annual Volume will be distributed at this meeting.

The WHS is currently finalizing its programming for the remainder of 2013 and J. Glass encouraged members to review the group's website (www.whs.ca); Facebook page (www.facebook.com/waterloohs); or twitter account (@WaterlooHS) for meeting information and other real-time updates.

d) Ontario Genealogical Society, Waterloo Region

D. Bonk stated that a conference is being planned for April 2013 and will feature information about what is and isn't available on the internet.

CORRESPONDENCE

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

OTHER BUSINESS

a) S. Massel provided details about a First Nations history lecture planned for April 4th. Additional event details will be forwarded to the members via email.

b) J. Roberts gave an update about the academic achievement of Alicia De Laurentis; Ms. De Laurentis had received a WRHF scholarship in 2007/2008.

c) The members discussed plans for a bus tour within the Region. W. Stauch confirmed that he is willing to organize with the solicited assistance from P. Clarke. The tentative tour date is Saturday, May 25, 2013. He will provide an update at the next meeting.

d) The members discussed the need to arrange for a more accommodating meeting room. Staff will investigate the availability of larger meeting rooms for future meetings.

e) D. Bonk advised that the Ezra Eby website is down and that this may be a permanent situation.

NEXT MEETING – Tuesday, April 23, 2013

ADJOURN

MOVED by L. Haggerty
SECONDED by S. Lovell

THAT the meeting adjourn at 8:13 p.m.

CARRIED

FOUNDATION CHAIR, S. Rung

FOUNDATION SECRETARY, S. Natolochny



GRANT POLICIES

I. General

- a) The Waterloo Regional Heritage Foundation (the "Foundation") awards three types of grants:
- i. Capital and Property Grants
 - ii. Project/Event Grants
 - iii. Publication Grants
- b) Grants are made to promote:
- i. **Understanding** of, and appreciation for, our local heritage.
 - ii. **Preserving** places, objects, events or figures of local heritage or historical significance.
 - iii. **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, Project/Event, or Publication) is completed, signed and accompanied by all required documentation before forwarding to the Foundation. The Foundation will not consider applications that are incomplete. Grant applications are available on the Foundation's website or by contacting the Foundation 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.

Waterloo Regional Heritage Foundation – Grant Policies

- 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 & 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* (the “Act”) (please see below for special 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 buildings 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.
1. 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).
- i) 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.
- j) To ensure the quality of the work proposed, such work should be undertaken by contractors or skilled craftspersons who have experience in historical restorations.
- k) Photos of existing conditions must accompany applications, and photos of the new conditions must accompany request for payment. The Foundation reserves the right to take other photographs and to use all photographs for documentary or promotional purposes.

- 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 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 Heritage Advisory Committee (MHAC) to seek written approval for the intended work and to verify that it is specified 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 MHAC but the approval of a grant by the Foundation is contingent on written approval from the relevant MHAC.

IV. Project and /Event Grants: Policies & Practices

- a) Project and /Event Grants assist in events or programs that are focused on local heritage preservation and appreciation.

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 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 a 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 a draft manuscript or, minimally, a detailed outline and sample content (see V a and b above).
- 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 Allocations & 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 e-mail 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.