



WATERLOO REGIONAL HERITAGE FOUNDATION AGENDA

Tuesday, September 24, 2013
6:30 p.m.
Waterloo County Room
Regional Administration Building
150 Frederick Street, Kitchener

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1. **DECLARATION OF CONFLICT OF INTEREST**
 2. **DELEGATIONS**
 3. **APPROVAL OF MINUTES – June 25, 2013** 1
 4. **BUSINESS ARISING FROM MINUTES**
 5. **ACCOUNTS AND GRANT SUMMARY**
 6. **2013-2014 COMMITTEES**
 - a) Allocations and Finance Committee
 - Item carried over from the June meeting: Jim Kalbfleisch, Kitchener-Waterloo Weaver's and Spinners' Guild re: Project/Event Grant Application 6
 - b) Communications Committee
 - c) Heritage Advisory Committee
 - d) Executive Committee
 7. **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
 8. **CORRESPONDENCE/ INFORMATION – Available at Meeting**

9. OTHER BUSINESS

a) Committee membership 2013-14 – Selecting a Chair

10. NEXT MEETING – Tuesday, October 22, 2013

11. ADJOURN



WATERLOO REGIONAL HERITAGE FOUNDATION MINUTES

Tuesday, June 25, 2013
6:31 p.m.
Waterloo County Room
Regional Administration Building
150 Frederick Street, Kitchener

Present were: Chair S. Rung, D. Bonk, A. Crerar, J. Glass, T. Galloway*, L. Haggerty, Z. Janecki, J. Lewis, S. Lovell, S. Massel, B. Paddock, J. Roberts, K. Seiling*, W. Stauch and L. Turner

Members absent: A. Dias and M. McCreery

ELECTION OF CHAIR AND VICE-CHAIR

Stevie Natolochny called the meeting to order and called for nominations for the position of Chair and Vice-Chair for a one-year renewal term from June 2013 to June 2014.

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

MOVED by Z. Janecki
SECONDED by T. Galloway

THAT nominations for the position of Chair be closed;

AND THAT Sandy Rung be accepted as Chair of the Waterloo Regional Heritage Foundation for the period from June 2013 to June 2014.

CARRIED

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

MOVED by W. Stauch
SECONDED by S. Lovell

THAT nominations for Vice-Chair be closed;

AND THAT Adam Crerar be accepted as Vice-Chair of the Waterloo Regional Heritage Foundation for the period from June 2013 to June 2014.

CARRIED

S. Rung assumed the Chair.

DECLARATIONS OF CONFLICT OF INTEREST

None declared.

* K. Seiling left the meeting at 6:35 p.m.

DELEGATIONS

a) Alan Howell, 126 Blair Road, Cambridge gave a presentation to the Foundation members regarding his application for a Property Grant to restore and repair the front and rear porches of his home. He provided an overview of the historical significance and the unique characteristics of his residence. The Committee asked Mr. Howell questions regarding the property location, the grant request amount and the repair quotes he submitted with his application.

b) Jim Kalbfleisch, Kitchener-Waterloo Weaver's and Spinners' Guild, gave a presentation to the Foundation members regarding an application for a Project/Event Grant. He summarized the activities undertaken by the Guild and advised that the Guild is seeking to purchase spinning wheels and table looms to accommodate the growing demand of the Guild's members. The Committee asked Mr. Kalbfleisch questions about the history of the Guild, the current and forecasted financial status of the group and the anticipated lifespan of the new equipment.

The delegations left the meeting after their presentations to the Foundation members.

APPROVAL OF MINUTES

Z. Janecki requested that the minutes be amended to correct the spelling of his surname.

MOVED by L. Haggerty
SECONDED by Z. Janecki

THAT the minutes of the Waterloo Regional Heritage Foundation meeting held on May 28, 2013, be approved, as amended.

CARRIED

ACCOUNTS AND GRANT SUMMARY

The Accounts and Grant Summary was circulated to the members; it included a summary of disbursements for June 2013, 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. The members commented on the photography costs for the Annual General Meeting. J. Lewis advised that the framing of the awards certificates is not noted in the summary and is in addition to the expenses noted in the June 2013 disbursements. She submitted a paid invoice for reimbursement. The reports were received for the information.

2012-2013 COMMITTEES

- a) Allocations and Finance Committee
 - i) Project/Event Grant Application – Jim Kalbfleisch, Kitchener-Waterloo Weaver's and Spinners' Guild

L. Haggerty advised that review and discussion on this application will be deferred to the September Foundation meeting since all members haven't had the opportunity to review the completed application; the deferral should not impact the project which is scheduled to take place in April 2014.

ii) Property Grant Application – Alan Howell, 126 Blair Road

L. Haggerty stated that the Committee has reviewed this application and recommends that the project be granted funding in the amount of \$10,000.

The Foundation members discussed the rationale for providing a grant in excess of the request and concerns about approving modern repair materials given the goal of maintaining the integrity of the historical elements of the building. The members discussed and agreed to an amended motion with conditions related to materials to be used in the project.

MOVED by L. Haggerty
SECONDED S. Massel

THAT the Waterloo Regional Heritage Foundation approve a grant to Alan Howell for \$10,000 toward the restoration/repair of the front and east porches of the heritage-designated property located at 126 Blair Road in Cambridge;

AND THAT the grant is contingent upon the restoration and replacement of the standing seam steel roof and the use of materials found in situ, of the east porch;

AND THAT the project be completed before June 25, 2014, a one-year period from the date of the approved motion;

AND THAT a suitable acknowledgement of the Foundation's contribution is made using the official name Waterloo Regional Heritage Foundation and the Foundation's logo;

AND THAT the work be completed in accordance with good heritage practices and standards;

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.

CARRIED, amended

iii) New Publication Grant Application – Lauren Judge, Globe Studios

L. Haggerty advised that there is insufficient information included in the application and that S. Massel will contact L. Judge to work with her to revise and develop the application for a Project/Event grant for re-submission in September.

b) Communications Committee

Z. Janecki provided an update report on the recent Annual General Meeting (AGM); he highlighted the attendance and the positive feedback received from those who participated in the tour of the Sunlife building. He acknowledged the contributions made by the Foundation members.

He advised that the annual Doors Open event will take place on September 21, 2013 and that a location for the Foundation's display needs to be determined. He will send a notice to members,

via the Foundation Secretary, for volunteer sign-up and will continue to investigate location options.

c) Heritage Advisory Committee

S. Lovell relayed the positive feedback received from award recipients at the recent AGM. She distributed a copy of the comprehensive list of all award recipients.

d) Executive Committee

S. Rung stated that this committee has not met but will be meeting in September.

REPORTS – MEMBER ORGANIZATIONS

a) Architectural Conservancy of Ontario, N-W Branch

No report was available as the vacancy has not yet been filled by the Architectural Conservancy of Ontario (ACO), N-W Branch.

b) Heritage Cambridge

B. Paddock advised that the group last met June 4, 2013 and have hired a history student to document the history of the group. He provided an overview of the cow sheds project being undertaken in Cambridge. He noted that he was in attendance at the recent ACO meeting and enjoyed the guest speaker, local architect Paul Sapounzi.

c) Waterloo Historical Society

J. Glass extended congratulations to the Heritage Foundation on its 40th anniversary celebration, on behalf of the Waterloo Historical Society (WHS). Several WHS members attended the recent Annual General Meeting and enjoyed the tour, program, presentations and the opportunity to socialize.

The Society's next public meeting will be the annual *History Under the Trees* event at the Waterloo Region Museum on Saturday, July 6, 2013. This year's theme will be Family Fables. He invited members and their guests to attend and share their stories at the planned event; he advised that there will be a reduced admission rate for this event. The 100th Annual Volume Supplementary edition will be delivered to members.

d) Ontario Genealogical Society, Waterloo Region

D. Bonk stated that the Genealogical Society is continuing to update and record the cemeteries of Wilmot Township over the summer, in addition to seeking a replacement newsletter editor. He commented that while there are no scheduled meetings during the summer, the first speaker in the fall will be the President of the Ontario Genealogical Society. D. Bonk also shared details about the burial records he's researched for the House of Refuge cemetery.

CORRESPONDENCE

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

OTHER BUSINESS

a) Research Grant Options

In response to a member inquiry about whether the Foundation grants research projects, A. Crerar stated that grants haven't been made in the past for research projects but the Foundation could consider having funds put aside annually for innovative research projects of excellence. The members discussed the need for tangible outcomes and the types of research that the Foundation might consider.

b) Sign-up for Committee membership 2013-14

The sign-up sheet was circulated during the meeting and S. Rung reminded members that each of the three (3) committees should meet and select committee Chairs prior to the September meeting.

c) North Dumfries Tour

The members discussed potential tour dates in September and agreed to Sunday, September 29, 2013 from 1:00 – 4:00 p.m. W. Stauch will lead the tour and will invite members of the Region's Heritage Planning Advisory Committee. Tour details will be sent to Foundation members via email.

NEXT MEETING – September 24, 2013**ADJOURN**

MOVED by D. Bonk

SECONDED by L. Turner

THAT the meeting adjourn at 8:26 p.m.

CARRIED

FOUNDATION CHAIR, S. Rung

FOUNDATION SECRETARY, S. Natolochny