



## **Waterloo Regional Heritage Foundation**

### **Minutes**

Tuesday, September 23, 2014

6:30 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener

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

Members absent: T. Galloway, L. Haggerty and K. Seiling

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

None declared.

### **Approval of Minutes**

Moved by S. Massel

Seconded by L. Turner

That the minutes of the Waterloo Regional Heritage Foundation meeting held on June 24, 2014, be approved.

Carried

### **Accounts and Grant Summary**

Connie Bogusat circulated the Accounts and Grant Summary to the members; it included a summary of disbursements for July-September 2014, outstanding approved commitments and the Foundation's net funding position.

Foundation members questioned the amount under the Heritage Scholarship. C. Bogusat noted that the Research Award was placed under the wrong expenditure and she would fix it.

\*J. Glass left the meeting at 6:45 p.m.

### **2013-2014 Committees**

- a) Allocations and Finance Committee
  - i) Grant Policies – Proposed Revision

S. Massel asked that the grant policies be deferred until the October meeting to allow L. Haggerty to introduce and speak to the proposed revisions.

S. Massel stated that the A&F Committee would report back to the Foundation after speaking to legal staff regarding Timo Vainionpaa grant with respect to paying contractors directly.

C. Bogusat read an email that Jeff Schelling wrote regarding paying contractors directly.

“My initial reaction is that the Foundation should not entertain payment directly to a contractor, in these types of situations, for a number of reasons including:

- Payment of to the contractor directly would likely trigger the requirement to withhold a “statutory holdback” of 10% under the *Construction Lien Act* which entails an obligation to release the final ten percent payment only when satisfied that the work has been substantially completed within the requirements of the Act;
- Aside from the holdback requirements, it would not likely be a good idea to advance 90% of the funding up-front to a contractor and some thought would have to be given to what payment terms are reasonable. For example, how would the payments work? - would the homeowner be required to spend their half “first” and then the Foundation funding or would payments to the contractor be “blended”?
- What if the Foundation releases its payment to the Contractor and, for whatever reason, the homeowner is unable to pay his/her share? - this could be awkward for the Foundation.
- What if a problem arises and the repairs cost \$70,000 instead of \$60,000? - I think there would be pressure for the Foundation to pay additional monies having already paid the contractor for a share directly;
- HST could be a complicating factor. Payment of a simple grant does not involve HST - if we are paying the contractor directly then presumably a portion of the payment would entail HST. I am not sure how the Foundation would handle this as ordinarily the Region would seek a credit.

Not to say these issues cannot be resolved in a compelling case but, generally, my suggestion would be not to entertain such a proposal.” Regards, Jeff Schelling Solicitor (Corporate)

b) Communications Committee

A. Dias announced that she was elected Chair of Communications. She briefly talked about the Doors Open event explaining The Waterloo Regional Heritage Foundation had a booth set up at the Governors House and noted traffic was less this year compared to other years. She highlighted that next year they will look at a location in Cambridge.

A. Dias also highlighted that the Communications Committee has decided to change the date of the Heritage Showcase stating it currently is held on the Family Day long weekend and stated they have received feedback from participants that a different weekend would be preferred. A. Dias noted she will follow up with Cambridge Mall and participants to ensure the weekend following the Family Day weekend works.

c) Heritage Advisory Committee

J. Lewis announced that she was elected as Chair. She explained that she will be working on guidelines for the History award noting some challenges the Foundation faced this year. J. Lewis asked for feedback regarding guidelines around the books being submitted whether the Foundation should be purchasing the books and then donating them or if the books are returned. The Foundation members discussed and provided feedback and J. Lewis noted she will provide a draft guideline for Foundation members to review.

A Foundation member asked if the History Award Prize is going to be named and HAC stated names are still being considered.

W. Stauch stated that he will update award winner list for AGM.

d) Executive Committee

A. Crerar noted that Executive Committee will arrange a meeting date in the next month.

### **Reports – Member Organizations**

a) N-W Branch, Architectural Conservancy of Ontario

A. Schiedel noted that N-W Branch had a good turn out for Doors Open at the Sun Life Building and highlighted a scavenger hunt the previous weekend in Uptown Waterloo.

A. Schiedel talked about projects for the upcoming year and highlighted the Heritage Real Estate Course they are providing in October – November.

b) Heritage Cambridge

B. Paddock highlighted that Heritage Cambridge is now ACO Cambridge and talked about two upcoming workshops at McDougal cottage. He briefly talked about Doors Open and the Post Office in Cambridge.

He noted that Katherine McLeod from rare was asking if any photos were taken at the AGM and if so if they could be passed on to her.

c) Waterloo Historical Society

On behalf of J. Glass, W. Stauch informed the Foundation members that the Society's History Under the Trees (HUT) meeting was held on July 5<sup>th</sup> at Doon Heritage Village at Waterloo Regional Museum and the guest speaker was Adam Crerar who discussed Canadian author Peter McArthur's life and writings.

W. Stauch briefly talked about the Doors Open event and their upcoming meeting and stated that the WHS AGM will be held at 1:30 p.m. on Saturday, November 8<sup>th</sup> at the newly re-designed and updated Central Branch of the Kitchener Public Library, details of the AGM and public meeting will be available on the website: [www.whs.ca](http://www.whs.ca).

d) Waterloo Region, Ontario Genealogical Society

D. Bonk stated that the Genealogical Society is still working on finishing writing the Cambridge cemeteries. He highlighted that Clayton Ash was the guest speaker at the September meeting.

### **Correspondence – Available at Meeting**

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

\*Z. Janecki left the meeting at 7:15 p.m.

### **Other Business**

a) Fall Tour

W. Stauch stated that the bus tour will be Sunday, November 2<sup>nd</sup> noting that he will be renting a school bus and asked members to RSVP and to invite family friends along as well.

b) Chair A. Crerar stated that the Foundation is short two members and asked if current members had any suggestions for additional members and to ask around.

**Next Meeting – October 28, 2014**

**Adjourn**

Moved by L. Turner

Seconded by J. Lewis

That the meeting adjourn at 7:20 p.m.

Carried

**Foundation Chair**, A. Crerar

**Foundation Secretary**, E. Flewwelling