



Waterloo Regional Heritage Foundation

Minutes

Tuesday, January 23, 2018

6:36 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener

Present were: Chair W. Stauch, J. Arndt, R. Albrecht, D. Bonk, J. Clinckett, D. Emberly, J. Glass, A. Haggerty, L. Haggerty, J. Lewis, J. Malvern, K. McLaughlin, K. Seiling and L. Stace

Members absent: T. Galloway

Declarations of Conflict of Interest

L. Haggerty declared a conflict of interest with respect to item 2.1 Vacancies on the Board due to her mother being one of the applicants.

Vacancies on Foundation Board

Chair W. Stauch introduced Allyson Haggerty, Kenneth McLaughlin and John Arndt highlighting their board applications and that they would be on the board until June 2018.

Moved by K. Seiling

Seconded by D. Bonk

That the Waterloo Regional Heritage Foundation appoint Allyson Haggerty, John Arndt and Kenneth McLaughlin to the board for a term ending at the Annual General Meeting taking place in June 2018.

Carried

Delegations

- a) Nancy Silcox appeared before the Foundation and provided a presentation on her publication grant regarding The Baden Hotel. She provided background information on her project and noted that her book will cover 4 main areas; the Baden Hotel's history, the rail history, link to the masonic order, and the mystery of the ceiling art. Her presentation included pictures of the Baden Hotel.

The delegation provided clarification on the research assistant, past fundraising and printing on demand.

- b) Paul Knowles appeared before the Foundation and provided a presentation on his publication grant regarding Our Heritage Our Home. He explained the magazine will be exclusively about local history and will be distributed to all homes in Wilmot Township. The magazine will also be given to schools and libraries. He stated that he hopes this becomes an annual magazine. He highlighted that 7 local writers will contribute to the magazine and talked about the potential articles.

The delegation provided clarification on advertising, printing costs and distribution costs.

Foundation members inquired about potential articles and if there will be an article about the original settlers. P. Knowles provided a list of potential articles and stated that there will be an article about pre European habitation.

- c) Karl Kessler appeared before the Foundation and provided a presentation on his project grant to scan photos. He talked about the inspiration behind his project and highlighted that once local businesses started closing and that certain trades were vanishing, he started his project. He explained that he arranged interviews with workers and took pictures of the individuals in their workplace using a film camera and in order for the pictures to be in the book they have to be properly scanned. He provided examples of the interviews as well as the photos he took.

The delegation provided clarification on the scans, interviews, the type of paper being used, how many profiles in the book and who will own the copyright to the photos.

Accounts and Grant Summary

Connie Bogusat, Financial Analyst circulated the Accounts and Grant Summary which included a summary of disbursements for December 2017 and January 2018 period, outstanding approved commitments and the Foundation's net funding position.

Treasurer's Report

- a) WRHF-18-01, 2018 Insurance Policy Renewal

C. Bogusat introduced the report and highlighted that 2018 premium is the same premium that was paid in 2017.

Moved by J. Malvern

Seconded by J. Clinckett

That the Waterloo Regional Heritage Foundation approve the purchase of its 2018 insurance portfolio at an annual premium of \$1,800.00 plus applicable provincial sales tax of 8% (\$144.00), totaling \$1,944.00 from the Guarantee Company of North America Insurance Company (through Cowan Insurance Brokers Ltd.) under the terms and conditions outlined in Report WRHF-18-01 dated January 23, 2018.

Carried

Approval of Minutes

Moved by D. Emberly

Seconded by J. Lewis

That the minutes of the Waterloo Regional Heritage Foundation meeting held on November 28, 2017, be approved.

Carried

Regional Chair Report

- a) Waterloo Regional Heritage Foundation Letters Patent and By-law Review

K. Seiling introduced the report and noted with the recent resignations from the University members and the changes to the *Corporate Review Act* and stated that it has been years since the letters patent have been updated and it's time to review them. He explained that the recommendation is looking for two members from the Foundation to sit on the working group and that process should take about 2 to 3 months. He suggested that K. McLaughlin should sit on the working group as he was a member of the Foundation when it was first developed.

Moved by D. Emberly

Seconded by L. Haggerty

That the letters patent of the Waterloo Region Heritage Foundation be reviewed with consideration given to recommendations for revisions and an application for new letters patent;

And That the current bylaws be reviewed with a view to making recommendations to make them consistent with any recommended changes or revisions to the letters patent;

And Further That a working group comprising the Foundation Chair (or designate), the Regional Chair, two members of the Foundation, the Regional Solicitor (or designate), the Director of Cultural Services, and the Regional Clerk (or designate) be appointed to carry out a review of the letters patent and bylaws and report to the Foundation Board.

Carried

K. McLaughlin and John Clinckett volunteered to sit on the working group and L. Stace volunteered to be an alternative for Chair W. Stauch.

2017-2018 Committees

a) Heritage Advisory Committee

J. Lewis noted that sharing the information about the student research grant has been challenging with the resignation of both University representatives on the Foundation. The Foundation members agreed that for this year the Foundation would not further promote the student research grant but that if a student happens to come across the grant and applies that the Foundation will consider the application.

J. Lewis also highlighted the deadline date for award nomination and briefly described each award. She also provided background information on the History Prize and is asking for submissions by the end of February to allow for enough time for the judges.

b) Allocations and Finance Committee

i. Publication Grant, Nancy Silcox re: The Baden Hotel

L. Haggerty advised that the Allocations and Finance Committee has reviewed the application and is recommending that the Foundation approve a grant of \$4,500.

Moved by L. Haggerty

Seconded by R. Albrecht

That the Waterloo Regional Heritage Foundation approve a grant to Nancy Silcox in the amount of \$4,500 for the purpose of publishing "The Baden Hotel" as described in the application for grant funding;

And that the publication be completed by January 23, 2019, a one year period from the date of the approved motion;

And that the Foundation's official name and logo appear in the publication recognizing the contribution made by the Foundation;

And that a copy of the publication be given to the Foundation;

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

ii. Publication Grant, Paul Knowles re: Our Heritage Our Home

L. Haggerty highlighted that A&F are recommending up to \$6,000 for printing. Foundation members asked that a letter be sent to the applicant suggesting that an article about aboriginals be written by a qualified individual.

Foundation members discussed including Section 5d) from the grant policies that talk about reviewing the publication before printing. Members agreed that section shouldn't be included as a condition as the Foundation doesn't want to own the work.

A Foundation member asked that the grant conditions include a statement about one time funding for this project.

Moved by L. Haggerty

Seconded by J. Malvern

That the Waterloo Regional Heritage Foundation approve a one time grant to Paul Knowles for up to \$6,000 toward printing costs of "Our Heritage, Our Home" as described in the application for grant funding;

And that the publication be completed by January 23, 2019, a one year period from the date of the approved motion;

And that the publication shall state that support by the Foundation does not imply that the Foundation supports any opinions or the veracity of matters expressed therein;

And that the Foundation's official name and logo appear in the publication recognizing the contribution made by the Foundation;

And that a copy of the publication be given to the Foundation;

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, Karl Kessler re: Scanning project

L. Haggerty advised that the A&F Committee has reviewed the complete application and is recommending that the Foundation approve a grant of up to \$2,500.

Moved by L. Haggerty

Seconded by D. Emberly

That the Waterloo Regional Heritage Foundation approve a grant for up to \$2,500 to Karl Kessler to scan photographs for his project called "Overtime (Working title)" as described in the application for grant funding;

And that the scanning of all copies be completed before January 23, 2019, a one-year period from the date of the approved motions;

And that the grant is conditional upon approval of a sample of the author's writing for the project;

And that the Foundation's official name and logo appear in the publication recognizing the contribution made by the Foundation;

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

L. Haggerty stated that A&F will be inviting First Mennonite Cemetery to the next Foundation meeting to give a presentation.

c) Communications Committee

D. Bonk provided members a list of potential names for the new Heritage event. Foundation members discussed some names but decided that the Communications Committee should make the final decision since they will be the group promoting the event.

Foundation members briefly discussed the format of the event and which groups and organizations to invite.

d) Executive Committees

No report.

Reports – Member Organizations

a) ACO North Waterloo

J. Clinckett stated that ACO North Waterloo met last Monday and is currently arranging two more planned talks on neighbourhoods. Their newsletter will be going out at the end of the month and the Wilmot Heritage Day will be Saturday, February 24, 2018 at the New Dundee Community Centre, the theme is agricultural.

b) ACO Cambridge

D. Emberly provided an update on the HIP Development in Cambridge also known as Southworks Outlet mall. There was an OMB hearing on January 3 and they are still waiting for the results.

c) Waterloo Historical Society

D. Emberly briefly talked about WHS indexing project of the annual volumes. He noted volumes 73 to 103 are completed and that he will bring a sample of the index to the next meeting.

D. Emberly also stated that Central Presbyterian Church will be submitting a grant application to restore the stained glass window at the church and WHS is in support of that project.

d) Waterloo Region Ontario Genealogical Society

No report.

Correspondence

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

Adjourn

Moved by L. Haggerty

Seconded by D. Bonk

That the meeting adjourn at 9:00 p.m.

Carried

Foundation Chair, W. Stauch

Foundation Secretary, E. Flewwelling