



## **Waterloo Regional Heritage Foundation**

### **Minutes**

Tuesday, March 27, 2018

6:32 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener

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

Members absent: J. Arndt, A. Haggerty and L. Haggerty

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

None declared.

### **Delegations**

No delegations appeared before the Foundation.

### **Accounts and Grant Summary**

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

### **Approval of Minutes**

Moved by T. Galloway

Seconded by J. Glass

That the minutes of the Waterloo Regional Heritage Foundation meeting held on February 27, 2018, be approved

Carried

**2017-2018 Committees**

## a) Allocations and Finance Committee

## i. Project Grant re: First Mennonite Church Cemetery

J. Malvern introduced the project.

Moved by D. Bonk

Seconded by D. Emberly

That the Waterloo Regional Heritage Foundation approve 100% of the grant request for the First Mennonite Church Cemetery monument restoration project.

Withdrawn

The Foundation members discussed the concerns of a precedent being set, if funds are granted to a cemetery and the need to develop a policy in regards to cemetery funding requests and decided that this application would be considered since it is a heritage designated cemetery.

The Foundation expressed concern with the project grant not specifying specific tombstones to be restored for heritage purposes and the difference between funding projects for a restoration versus maintenance purpose.

The Allocations and Finance Committee was directed to develop policies for cemetery requests and the difference between restoration and maintenance projects.

Moved By D. Bonk

Seconded by D. Emberly

That the Waterloo Regional Heritage Foundation approve a grant of 50% of the cost up to a maximum of \$9,808.00 for the cemetery monument restoration project;

And that the cemetery monument restoration project be completed before March 27, 2019, a one-year period from the date of the approved motion;

And that a suitable acknowledgement recognizing the contribution made by the Foundation be made;

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

Moved by K. Seiling

Seconded by R. Albrecht

That no further cemetery grants be considered until a policy is in place.

Carried

ii. Project Grant re: Kitchener Public Library Genealogy Fair

J. Glass provided an overview of the project and noted the date of the fair is April 21<sup>st</sup>, meaning the Foundation would have to make a decision immediately opposed to next month.

The Foundation noted the benefits of having their name attached to a well attended event and decided to give a partial grant to fund the keynote speaker, on a one time basis, and to not make it an annual grant.

Moved by J. Malvern

Seconded by K. McLaughlin

That the Waterloo Regional Heritage Foundation approve a grant to the Kitchener Public Library of \$850.00 for the Keynote Speaker for the genealogy fair on April 21, 2018;

And that a suitable acknowledgement recognizing the contribution made by the Foundation be made;

And further that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completion with request for payment.

Carried

iii. Project Grant re: Central Presbyterian Church

J. Glass updated the Foundation on the project and noted that the Allocations and Finance Committee will continue to work on the application.

b) Communications Committee

D. Bonk provided an update on the preparations for the Discovering Heritage event on May 12<sup>th</sup>, stating that promotion is underway and that the event will take place from 10am – 4pm and suggested that the Heritage Awards be presented during the Waterloo Historical Society presentation at approximately 1:30 p.m.

D. Bonk will be providing the Foundation with a program, once completed, and will be reporting back at the April meeting on what is required of the Foundation for the event.

c) Heritage Advisory Committee

J. Lewis stated that five nominations have been received and provided an update on each of the nominees, 2 recipients for the Awards of Excellence, 1 recipient for the Dr. Jean Stekle Award and 1 recipient for the Sally Thorsen Award of Excellence. One application is being sent at a later date, at which point the Foundation Secretary will send out all the nominations via email to the Foundation members for their review and approval.

She stated that the nomination for the history prize has been delivered to the judges and they will be adjudicating the movie and nominations put forward last year for reconsideration.

d) Executive Committees

No report.

**Reports – Member Organizations**

a) ACO North Waterloo – J. Clinckett

No report.

b) ACO Cambridge

No report.

c) Waterloo Historical Society – D. Emberly

D. Emberly provided an update that the scanning project is on schedule and will be completed by September. He highlighted that the WHS will have a table at the Genealogy fair and they will be having a guest speaker for the Discovering Heritage

event on May 12<sup>th</sup>. It was also noted that the WHS received an estate of books which greatly contributed to their library.

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

D. Bonk reported that they have finished the last cemetery.

### **Correspondence**

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

### **Other Business**

a) K. Seiling provided a verbal update and background on the restructuring process for the Foundation. He highlighted that the Regional Solicitor has recommended that the patents be revised and the by-law be amended. Notice will be given for the April meeting and a vote on the proposed restructuring will take place. It was noted the information on the patents and the bylaw would be provided to members prior to the meeting, for their review.

The Foundation members expressed an interest in having the Regional Solicitor attend the April 24<sup>th</sup> meeting and discussed what the changes mean for future processes and the effect it has on grant funding and awards.

b) D. Emberly provided an update on the southworks property in Cambridge.

### **Next Meeting – April 24, 2018**

### **Adjourn**

Moved by J. Clinkett

Seconded by L. Stace

That the meeting adjourn at 8:20 p.m.

Carried

**Foundation Chair**, W. Stauch

**Foundation Secretary**, J. Rudy

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