



Media Release: Friday, October 23, 4:30 p.m.

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Waterloo Regional Heritage Foundation

Agenda

Tuesday, October 27, 2020

5:30 p.m.

This meeting will be held electronically

1. **Declarations of Conflict of Interest**

2. **Delegations**

3. **Accounts and Grant Summary**

Page 2

4. **Approval of Minutes – September 22, 2020**

Page 6

5. **2019-2020 Committees**

5.1 Allocations and Finance Committee

- i. **Project Grant Application:** Stephen Young re: Dickson & Bruce History meets Mystery TV series Episode

Page 11

5.2 Heritage Advisory and Communications Committee

6. **Other Business**

6.1 **Board Applications**

Page 29

7. **Next Meeting – November 24, 2020**

8. **Adjourn**

WATERLOO REGIONAL HERITAGE FOUNDATION
October 2020 Disbursements

<u>Date</u>	<u>Chq. #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
			No activity	

				=====

Net Funding Position

Balance in Operating Account - October 27, 2020	\$7,895.88
Net amount held by RMOW	<u>348,623.05</u>
	<u>\$356,518.93</u>
DEDUCT:	
Outstanding 2019 Grant Commitments	<u>(8,706.50)</u>
Net Funding Position at October 27, 2020	<u>\$347,812.43</u>

Waterloo Regional Heritage Foundation
2020 Grant Summary Statement
October

2020 Grant Budget	\$316,000
Grants Approved	<u>(135,368)</u>
Sub-Total Grant Balance	180,632
2019 Grant expense	<u>(1,294)</u>
Remaining Grant Budget	<u>\$179,339</u>
Grant Applications in Progress	\$86,000

**Waterloo Regional Heritage Foundation
October 2020 Grant Statement**

2020 Grant Budget	\$316,000
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Grants Approved and Paid

Date Paid	Grants Paid in 2020	
August 7 2020	Scott Bradford - Project Grant: Exterior surface preparation and painting - 21 Lansdowne Rd N, Cambridge	(\$3,588)

Grants Committed (Approved and Not Paid)

Date Approved	Date of Expiry	Outstanding Approved Commitments	
June 23 2020	June 23 2021	The Company of Neighbours - Project Grant: Throwback Website (Digital Form of Historical Storytelling)	(\$6,780)
September 22 2020	September 22 2021	Central Presbyterian Church - Project Grant: Slate Roof Replacement	(100,000)
September 22 2020	September 22 2021	Marion Roes - Publication Grant: Death as Life's Work	(25,000)

Sub-Total Grants Paid and Committed	(\$135,368)
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Remaining Grant Budget	\$180,632
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Grant Applications in Progress

June 26 2018	Sonja Swanson - Project Grant: Exterior Restoration	\$5,000
March 26 2019	Kim and Chris Coghlan - Roof Replacement, 66 Old Mill Road, Cambridge	80,000
October 27 2020	Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	1,000
		\$86,000

Grants that have been Accrued into 2020 (Approved in Prior Years)

<u>Date Approved</u>	<u>Date of Expiry</u>		
June 25 2019	June 25, 2020	Tom Beechey - Property Grant: 91 Cooper St	\$5,000
June 25 2019	June 25, 2020	Ted Boyd - Property Grant - 58 St Andrew Street, Cambridge	5,000
June 25 2019	June 25, 2020	Sharmalene Mendis-Millard - Property Grant: 222 Mary Street, Waterloo - did not accrue for HST amount	(1,294)
November 26 2019	November 26 2020	Crossroads Productions - Publication Grant: History meets Mystery Play: Seagram's Folly - the Final Clue	Paid
			\$8,707

**WATERLOO REGIONAL HERITAGE FOUNDATION
2020 BUDGET**

	2020 Budget	Committed/ Actuals as of Oct 27 2020	Actual vs Budget Variance
<u>FUNDING SOURCES:</u>			
Accumulated Net Revenue(Opening)	\$245,381	\$252,688	(\$7,307)
Regional Grant	106,210	106,210	-
Interest Income	4,800	2,765	2,035
Other			
Total Funding:	\$356,391	\$361,664	(\$5,273)
<u>EXPENDITURES:</u>			
Foundation Projects			
Special Events	\$4,000	-	\$4,000
Heritage Scholarship	6,000	-	6,000
Research Award	1,000	-	1,000
WHS - Annual Volume	5,000	5,000	-
Architectural Studies	1,000	-	1,000
Community Outreach	5,000	-	5,000
Award of Excellence	1,250	-	1,250
Funding Recognition Plaques	2,000		2,000
Sub Total Foundation Projects	\$25,250	\$5,000	\$20,250
Prior Years Grant Approvals Accrued		(\$8,707)	8,707
2020 Grant Approvals / Commitments	316,000	135,368	180,632
Sub Total Grant Approvals/Commitments	\$316,000	\$126,661	\$189,339
Administration			
Foundation Meetings	\$3,400	\$109	\$3,291
Printing & Supplies	1,000	8	992
Postage/Courier	500	40	460
Advertising	4,000	458	3,542
Insurance	2,000	1,944	56
Workshops / Travel	500	-	500
Memberships	150	136	14
Miscellaneous	3,200	2,568	632
Sub Total Administration	\$14,750	\$5,264	\$9,486
Total Expenditures:	\$356,000	\$136,925	\$219,075
ACCUMULATED NET REVENUE (Closing)	\$391	\$224,739	(\$224,348)



Waterloo Regional Heritage Foundation

Minutes

Tuesday, September 22, 2020

5:34 p.m.

This meeting was held electronically with the Chair presiding from 150 Frederick Street, Kitchener.

Present were: Chair J. Glass, E. Clarke, J. Clinckett, D. Emberly, M. Lee, J. Lewis, V. Mance, B. Martin and K. Redman

Members absent: L. Haggerty

Declarations of Conflict of Interest

Chair J. Glass declared a conflict in regards to item 5.1 b), Publication Grant: Marion Roes, Death as Life's Work due to being a friend and colleague of the applicant.

Accounts and Grant Summary

Connie Bogusat, Financial Analyst circulated and provided an overview of the Accounts and Grant Summary.

It was noted that in order for the outstanding applications to be removed from the accounts summary it will have to be noted in the minutes or notify C. Bogusat directly.

Approval of Minutes

Moved by E. Clarke

Seconded by J. Lewis

That the minutes of the Waterloo Regional Heritage Foundation meeting held on July 7, 2020, be approved.

Carried

Allocations and Finance Committee

- a) Project Grant: Central Presbyterian Church re: Slate Roof Replacement

Chair J. Glass provided feedback from L. Haggerty, noting her support to grant the remaining \$20,000 of the \$100,000 cap which was set on April 26, 2011.

The Foundation discussed the reasons behind the cap that was placed in 2011 which included the lack of available funding, the high volume of applications under consideration by the Foundation at the time and the concern of having an over abundance of churches filing applications to the Foundation. It was clarified that there is only a small amount of churches that are currently designated under the Act, which is a requirement of all applications.

The Foundation considered the merits of the application, noting the uniqueness of the project, the extent of work that is required and the fact that the Central Presbyterian Church is a publicly appreciated building.

The Foundation debated the two options of only funding the remainder of the cap, being \$20,000 or rescinding the motion from 2011 and allotting the application the requested amount, while noting the value of the past motion.

The Foundation commented on the importance of the reviewing the criteria of the building grant including the difference of a restoration or maintenance project.

M. Lee moved a motion for the Foundation to acknowledge the importance of the motion from 2011 and fund \$100,000, above the cap limit, to the Central Presbyterian church and that the motion indicate that a review of the criteria for building grants be undertaken.

It was noted that the motion should acknowledge the reasoning of the past motion and the reason why the Foundation is moving forward with a grant above the stipulated amount from 2011.

Moved by M. Lee

Seconded by D. Emberly

Whereas the Waterloo Regional Heritage Foundation understands the reasoning for the Foundation's motion from April 24, 2011, which places a cap on the roof restoration projects for Central Presbyterian Church of \$100,000;

And Whereas the Waterloo Regional Heritage Foundation is currently in a favourable budget position and given the merit of the application it is recommended;

That the Waterloo Regional Heritage Foundation approves a one time grant of \$100,000, above the previously funded \$80,000 to the Central Presbyterian Church for the slate roof replacement;

And the restoration is completed before September 22, 2021, a one-year period from the date of the approved grant;

And that a suitable acknowledgement of the Foundation's contribution is made with the installation of a plaque at the Foundation's expense on the exterior of the building, visible to the public, at a location to be decided by the Foundation and the applicants;

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

And that the Foundation will undertake a review of the existing criteria for building project applications.

Carried

D. Emberly and J. Clinckett volunteered to undertake a review of the criteria, including the difference of maintenance vs. restoration, and report back to the Foundation.

b) Publication Grant: Marion Roes re: Death as Life's Work

*J. Lewis assumed the Chair.

J. Lewis related remarks from L. Haggerty which noted her support of a motion to fund \$20,000 to the printing of the publication however it was highlighted that the application noted an unwillingness to donate copies to the Regional Libraries and suggested that a stipulation to donate be added to the recommendation.

The Foundation discussed which libraries the application references and debated adding a stipulation requesting that four books be sent to Regional libraries or three copies sent to the City libraries and one to the Regional library system.

Helen Chimirri-Russell, Director, Cultural Services clarified that the application refers to the four Regional libraries.

It was determined that being that the Foundation is a Regional Foundation that four copies should be distributed to the Regional Libraries and not the urban ones.

The Foundation discussed the need to refine the online application to make it more user friendly and define how many books are required when offering to donate copies.

Moved by D. Emberly

Seconded by J. Clinckett

That the Waterloo Regional Heritage Foundation approve a one-time grant to Marion Roes for up to \$25,000 toward printing costs of “Death as Life’s Work” as described in the application for grant funding;

And that the publication be completed by September 22, 2021, a one-year period from the date of the approved motion;

And that four copies of the publication are provided to the Regional Libraries;

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

Conflict of Interest; J. Glass

Heritage Advisory and Communications Committee

*J. Glass resumed the Chair.

a) 2018-2019 Awards

The Foundation decided that the awards will be deferred a year due to the COVID-19 situation, or until the Foundation is able to meeting publicly to present the awards.

The Committee discussed the need to improve their promotion of the awards including the use of social media and the Regional Councillors.

Other Business

a) M. Lee volunteered to do a review of the property grants application process and will provide feedback and recommendations to the Foundation at the next meeting. Similarly, Chair J. Glass volunteered to do the same process for the publication grant application.

b) The Foundation reviewed the application for membership that was received and determined that more information would be required to move forward. Chair J. Glass will send a letter to the applicant in order to guide them on the type of further information that is required.

Next Meeting – October 27, 2020**Adjourn**

Moved by D. Emberly

Seconded by B. Martin

That the meeting adjourn at 6:44 p.m.

Carried

Foundation Chair, J. Glass

Foundation Secretary, J. Rudy