



## **Waterloo Regional Heritage Foundation**

### **Minutes**

Tuesday, September 28, 2021

5:31 p.m.

#### **This meeting was held electronically**

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Present were: Chair J. Glass, E. Clarke\*, P. Elsworthy, D. Emberly, V. Hicks, J. Holland, M. Lee, V. Mance, B. Martin and K. Redman\*

Members absent: J. Clinckett, L. Haggerty

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

None declared.

#### **Accounts and Grant Summary**

Connie Bogusat, Financial Analyst presented the Accounts and Grant Summary and provided a detailed explanation on funding allocations.

\*E. Clarke arrived at 5:36 p.m.

\*K. Redman arrived at 5:38 p.m.

#### **Approval of Minutes**

Moved by V. Hicks

Seconded by D. Emberly

That the minutes of the Waterloo Regional Heritage Foundation meeting held on June 22, 2021, be approved.

Carried

#### **2021-2022 Committees**

a) Allocations and Finance Committee

Document Number: 3831756

J. Glass noted that B. Martin was appointed as Chair and M. Lee as Vice Chair of the Allocations and Finance Committee.

B. Martin assumed the role of Chair.

i. Grant Extension Request: Central Presbyterian Church

D. Emberly noted concerns on the scope of work being done, in particular the sheet metal being added on top of the stone walls and stated that the grant is solely for the slate roof installation.

The Foundation discussed the parameters of the extension and noted that once invoices are submitted, payment would only apply to the slate roof.

D. Emberly noted support of the extension and asked that a scope of work be requested within the recommendation.

Moved by P. Elsworthy

Seconded by D. Emberly

That the Waterloo Regional Heritage Foundation approve the request for extension to Central Presbyterian Church for the slate roof replacement until December 31, 2021;

And the Foundation requests an update from Central Presbyterian Church on the scope of work being completed.

Carried

ii. Property Grant Application: 71 Heins Avenue, Kitchener

J. Glass provided an overview of the application and noted the additional information that was received, and moved that a grant of \$4,975 be approved.

The Foundation discussed the components of the window replacement and noted the development of the new policy would clear up the repair, restoration and replacement discussions for future applications.

Moved by J. Glass

Seconded by E. Clarke

That the Waterloo Regional Heritage Foundation approves a grant to Mike Finnerty for the window replacement at 71 Heins Avenue, Kitchener in the amount of 50% of the project cost not including HST to a maximum of \$4,975;

And the restoration is completed before September 28, 2022, 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 display of a lawn sign upon the property;

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.

Carried; P. Elsworthy abstained

iii. Grant Extension Request: Marion Roes

B. Martin provided an overview of the second extension request and the Foundation agreed to a six month extension to provide the applicant with a longer time frame than originally requested.

Moved by P. Elsworthy

Seconded D. Emberly

That the Waterloo Regional Heritage Foundation approve the request for extension to Marion Roes for her publication grant: Death a Life's Work for a period of six months (March 28, 2022).

Carried

iv. Property Grant Payment Update: 91 Cooper Street, Cambridge

D. Emberly provided a history of the application. It was noted the completed project was done in asphalt and not the cedar shingles, as originally stipulated and moved that the payment not be issued due it not being done in accordance with the original motion.

Moved by D. Emberly

Seconded by M. Lee

That the Waterloo Regional Heritage Foundation deny the final funding for the grant approval for Tom Beechey for the cedar shingle roof replacement on 91 Cooper Street, Cambridge, due to the use of asphalt shingles opposed to cedar shingles, as originally granted.

Carried

v. Project Grant: Waterloo County 1861 Map Restoration

J. Holland provided an overview of the application and put forward a motion to approve a grant of \$6,300 with an added recommendation in regards to the final location and design of the display case.

Moved by J. Holland

Seconded by P. Elsworthy

That the Waterloo Regional Heritage Foundation approves a grant to Rene Eby for the conservation treatment of a Tremaine Map in the amount of \$6,300 plus HST;

And that the conservation treatment is completed before September 28, 2022, a one-year period from the date of the approved grant;

And with the understanding that upon completion of the conservation treatment, the map is donated as a permanent acquisition to the Archives of Conrad Grebel College, for the purposes of long-term conservation, public access and education;

And that a suitable acknowledgement of the Foundation's contribution is made with the installation of a plaque at the Foundation's expense on or near the map's display case, visible to the public, at a location to be decided by the Foundation, the applicants and the Archives;

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

Further, the Foundation recommends that the applicant and the Archives work with (or consults) the chosen conservation supplier on the final location and design of the display case to minimize damaging impacts of light, UV and relative humidity fluctuations (for example, through incorporation of UV filters, coverings, and/or RH buffers.)

Carried

J. Glass resumed role of the Chair.

b) Heritage Advisory and Communications Committee

J. Glass noted that the Committee would meet to discuss award presentations and select a chair.

### **Other Business**

a) Tickets for Premier Film Presentation of DICKSON & BRUCE - 7pm at the Princess Twin Cinema on Thursday, November 18th, 2021

J. Glass noted that two tickets are available to Foundation members and anyone interested could send him an email.

b) Policy Updates

V. Hicks provided a draft copy of the new policy being developed and requested that any comments be sent to her. It was noted that the policy in discussion is currently focused on property grants and that further work needs to be done in regards to project and publication policies.

**Next Meeting – October 26, 2021**

**Adjourn**

Moved by D. Emberly

Seconded by M. Lee

That the meeting adjourn at 6:40 p.m.

Carried

**Foundation Chair, J. Glass**

**Foundation Secretary, J. Rudy**