

**Regional Municipality of Waterloo
Waterloo Regional Heritage Foundation
Addendum Board Agenda**



Tuesday, September 27, 2022, 5:30 p.m.
Meeting to be held electronically
150 Frederick Street, Kitchener, Ontario

Should you require an alternative format please contact the Regional Clerk at Tel.: 519-575-4400,
TTY: 519-575-4605, or regionalclerk@regionofwaterloo.ca

Pages

1. Call to Order
2. Declarations of Conflict of Interest
3. Finance Reports
 - *3.1. [Accounts & Grants Summary](#) 3
 - 3.2. Budgetary Considerations for In-person Meetings
4. Delegations
5. [Approval of Minutes - June 28, 2022](#) 4
Recommended Motion:
That the minutes of Waterloo Regional Heritage Foundation from June 28, 2022 be approved.
6. 2022 Committees
 - 6.1. Allocations and Finance
 - 6.2. Heritage Advisory and Communications
 - 6.3. Strategic Planning
 - 6.3.1. [Status Update](#) 9
Recommended Motion:
That the Waterloo Regional Heritage Foundation approves the Strategic Planning - Goals and Process, in principle, as provided on the September 27, 2022.
7. Information/Correspondence
 - 7.1. 2021 Grant Approval Updates
There are currently two grants that are being processed for payment:
 1. Steckle Heritage Farm - Historical Steel Roofing
 2. 35-39 Main Street
8. Other Business

8.1. Administrative Reminders

Follow-up on the discussion related to member attendance (s. 3.05) from the regular Foundation meeting on June 28, 2022.

8.2. 2022-2023 Sub-Committee Membership Sign-up

Follow-up on member sign-up for the three sub-committee.

8.3. Waterloo Historical Society Annual Standing Payments Discussions

The Foundation deferred the presented motion to the September regular meeting.

Recommended Motion:

That the Waterloo Regional Heritage Foundation pause the annual grant funding to the Waterloo Heritage Society as per the Foundation resolution regarding grant funding dated February 8, 2022.

9. Next Meeting - October 25, 2022

10. Adjourn

Recommended Motion:

That the meeting adjourn at x:xx x.m.

**WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position**

Balance in Operating Account - September 23, 2022 377,016.00

DEDUCT:

Outstanding 2020 Grant Commitments (100,000.00)

Outstanding 2021 Grant Commitments (132,264.00)

Net Funding Position at September 23, 2022 **144,752.00**

**WATERLOO REGIONAL HERITAGE FOUNDATION
June to September 2022**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Jun 13	Ayr News	Annual General Meeting - Advertising	136.77
July 4	GHD Digital (Esolutions)	Hosting and licensing of the WRHF website	2,930.69
Aug 4	Woolwich Observer	Annual General Meeting - Advertising	330.72
Sep 14	Metroland Media	Annual General Meeting - Advertising	909.73
			<u>\$4,307.91</u>

Waterloo Regional Heritage Foundation

Grants that have been Accrued into 2022 (Approved in Prior Years)

<u>Date Approved</u>	<u>Date of Expiry</u>		
September 22 2020	August 31 2022	Central Presbyterian Church - Project Grant: Slate Roof Replacement	100,000
Mar 23 2021	Mar 23 2023	Kitchener Public Library - Oral History	13,740
May 25 2021	August 25 2022	Omar Kaake - Project Grant: 35-37 and 39 Main St., Cambridge	100,000
May 25 2021	May 25 2022	Paul Langan - One Publication	1,000
July 27 2021	July 27 2022	Steckle Heritage Farm - Steel roof restoration	10,405
Sep 28 2021	Sep 28 2022	Rene Foster and Bruce Eby - Project Grant: Waterloo County 1861 Tremaine Map Restoration	7,119
			<u>\$232,264</u>

Waterloo Regional Heritage Foundation

Board Minutes



June 28, 2022, 5:30 p.m.
150 Frederick Street, Kitchener, Ontario

Present: K. Redman, E. Clarke, J. Glass, J. Holland, D. Emberly, P. Elsworthy, M. Lee, J. Baker

Absent: J. Clinckett, V. Hicks, A. Dobkowski

1. Call to Order

J. Hale called the meeting to order at 5:33 p.m.

2. Appointment Ratification and Introductions

J. Hale, Foundation Secretary confirmed that the Council of the Regional Municipality of Waterloo ratified the Board of Director appointments were ratified on June 22, 2022.

The Foundation members and Staff provided introductory remarks for the new Directors appointment.

M. Lee provided an overview of the Strategic Planning Committee to provide context.

3. Election of Chair and Vice Chair

The meeting was called to order at 5:33 p.m.

J. Hale, Foundation Secretary called for nominations for the position of Chair and Vice-Chair for a one-year renewable term from June 2022 to June 2023.

John Glass was nominated for the position as Chair and accepted the nomination and no additional nominations were made.

Michelle Lee was nominated for the position of Vice-Chair and accepted the nomination and no additional nominations were made.

J. Glass assumed the Chair for the remainder of the meeting.

Moved by D. Emberly
Seconded by P. Elsworthy

That nominations for the position of Chair be closed;
And that John Glass be accepted as Chair of the Waterloo Regional Heritage Foundation for the period from June 2022 to June 2023.

Carried

Moved by J. Glass
Seconded by E. Clarke

That nominations for the position of Vice Chair be closed;
And that Michelle Lee be accepted as Vice-Chair of the Waterloo Regional Heritage Foundation for the period from June 2022 to June 2023.

Carried

4. Declarations of Conflict of Interest

J. Glass declared a conflict of interest for item 10.3. Discussion of Waterloo Historical Society Annual Standing Payments as he is the president for the WHS.

5. Finance Reports

5.1 Accounts and Grant Summary

Connie Bogusat, Financial Analyst (Water Services), Corporate Services, submitted a clarifying written submission related to the outstanding AP Commitment – eSolutions Group, which once paid it will listed as a disbursement.

6. Delegations

None.

7. Approval of Minutes - May 24, 2022

Moved by D. Emberly
Seconded by M. Lee

That the minutes of Waterloo Regional Heritage Foundation from May 24, 2022 be approved, as amended.

Carried

8. 2022 Committees

8.1 Allocations and Finance

8.1.1 Update - the Conservation Treatment of a Tremaine Map

J. Glass provided a summary about the applicant's questions regarding invoicing and the process for plaques.

8.1.2 Update - Central Presbyterian Church, Cambridge Renovation Project

J. Glass noted that the Foundation is awaiting full completion of the project to initiate payment of the grants.

8.2 Heritage Advisory and Communications

J. Glass indicated that the Committee will be meeting more regularly as the Strategic Planning Committee actions their proposed goal and process timeline.

8.3 Strategic Planning

8.3.1 Verbal Update - M. Lee

M. Lee provided a summary of the Strategic Planning Committee and the current focus is to refine the mission, goals and objectives.

9. Information/Correspondence

None.

10. Other Business

10.1 2022-2023 Sub-Committee Membership Sign-up

J. Glass confirmed that he will be contacting the new members to provide information related to each Committee and encourages all Directors to sign-up for the sub-committees, specifically the Heritage Advisory Committee that has low membership.

The Foundation directed Staff to circulate a membership sign-up and a reminder that J. Glass is available for more information, if required.

10.2 Administrative Reminders

J. Hale confirmed that the Foundation manual will be circulated with information including a schedule of meetings.

The Foundation discussed the process to remove a Director that does not attend regular meeting. The Foundation directed the Chair and Staff to contact the Director and the matter will be discussed on the September 27, 2022 meeting.

10.3 Update on the Waterloo Historical Society Annual Standing Payments

J. Glass removed himself from the meeting room as he declared a conflict of interest.

M. Lee assumed the Chair.

M. Lee provided a summary of the previous discussions of this matter at the May 24, 2022 meeting.

D. Emberly provided the response from a previous member that stated that K. Seiling, previous Chair of the WRHF, said that in 2017, the Foundation had determined that if the WHS kept producing its annual volume that the WRHF should consider this publication a standing grant with no application necessary, as this was consistent with other Regional grants of the same nature.

E. Clarke and H. Chimirri-Russell noted that Council paused grant funding to evaluate the merit of the grants that have been approved historically. H. Chimirri-Russell further explained that it is the Foundation's decision to distinguish the WHS annual grant from the current pause in grant funding that was passed by the Foundation in February 2022.

D. Emberly requested that the motion be deferred until the September regular meeting to provide an opportunity to gather further information. He stated that he would contact past Board members for more information.

J. Hale clarified that the Foundation minutes do not contain a motion to approve the WHS annual standing grant.

The Foundation determined that the motion will be forwarded to the September regular meeting for consideration of the deferred motion.

11. Next Meeting- September 27, 2022

12. Adjourn

Moved by D. Emberly
Seconded by E. Clarke

That the meeting adjourn at 6:39 p.m.

Carried

Committee Clerk

Committee Chair

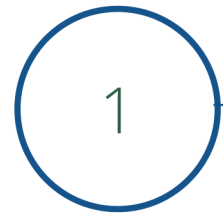
Goal

Update the WRHF programs and processes to:

- reflect Regional priorities
- be more equitable and transparent with clear guidelines for applicants and adjudicators

To achieve our goal we need to:

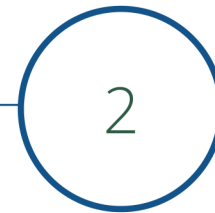
1. Engage with Waterloo Region residents to help determine funding priorities
2. Strengthen WRHF capacity to manage and deliver the granting program
3. Engage professional resources as required to manage the community consultation and development of the new granting program



Sep to Dec 2022

Lay Groundwork

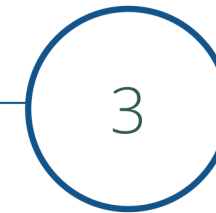
1. Approve process
2. Align on core issues
3. Inform Council of process
4. Finalize strategic mission, vision and actions
5. Build board capacity
6. Confirm resources
7. Seek consultant (for Phase 2)



Jan to Mar 2023

Establish Priorities

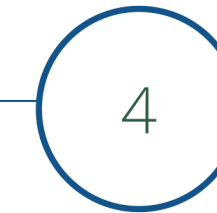
1. Hire community engagement consultant
2. Identify funding priorities
3. Seek consultant (for Phase 3)



Apr to Jul 2023

Build Program

1. Hire consultant to assist with developing program
2. Develop program, including timelines, application process, evaluation process
3. Engage with community
4. Announce call for applications



Aug 2023

LAUNCH!

1. Approve new program and processes
2. Close call for applications
3. Evaluate and approve applications under new program