

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