

Waterloo Regional Heritage Foundation

Board Minutes



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

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

Absent: K. Redman, J. Clinckett, A. Dobkowski

1. Call to Order

Chair J. Glass called the meeting to order at 5:34 p.m.

2. Declarations of Conflict of Interest

J. Glass declared a conflict of interest for item 8.3. Discussion of Waterloo Historical Society Annual Standing Payments, as he is the president for the Waterloo Historical Society.

3. Finance Reports

3.1 Accounts & Grants Summary

Connie Boguast, Financial Analyst, Corporate Services, provided a review of the accounts grant summary. She noted the current grants that are in the process of being paid are still being listed in 2021 Accrued Grants. The three grants are:

1. Steckle Heritage Farm - Historical Steel Roofing
2. 35-39 Main Street - Central Views Investments
3. Rene Eby - Tremaine Map

In response to the Committee, C. Boguast confirmed that the surplus amount in the Foundation's account is \$144,752.00.

The Foundation expressed concern that the plaques typically erected to recognize the Foundation for grant funds have not been displayed by recent grant receivers. Staff noted that the plaque process is unclear, and D. Emberly stated that he would provide Staff with further information on where the plaques can be ordered.

3.2 Budgetary Considerations for In-person Meetings

J. Hale, Foundation Secretary, explained about catering costs and the process for hybrid meetings which means the use of both in-person and electronic participation. *Please note that after the meeting, Staff confirmed that catering costs are covered by the Foundation and not by the Region and will only be provided by the Region's cafeteria, which is currently closed. Also, meetings that have in-person participation require security that the Foundation will have to fund directly.

The Foundation expressed the desire to have in-person participation for the regular meeting on October 25, 2022.

4. Delegations

None.

5. Approval of Minutes - June 28, 2022

Moved by E. Clarke
Seconded by D. Emberly

That the minutes of Waterloo Regional Heritage Foundation from June 28, 2022 be approved.

Carried

6. 2022 Committees

6.1 Allocations and Finance

J. Glass confirmed that the three grants referenced in item 3.1 have been approved and are being processed. Additionally, as per the resolution approved by the Foundation on May 25, 2021, the one-time grant to Paul Langan, for up to \$1,000 toward printing costs of one of the three publication grant applications submitted, has exceeded the approval deadline of May 25, 2022.

J. Glass noted that when the Allocations and Finance and the Heritage Advisory and Communications Sub-Committees reconvene a Chair will

need to be selected. Also, he reminded the Directors to communicate any interest in participating in these Sub-Committees.

6.2 Heritage Advisory and Communications

None.

6.3 Strategic Planning

6.3.1 Status Update

M. Lee provided an overview of the Strategic Planning Committee's Goals and Process. The Committee is seeking approval from the Foundation to proceed with the strategic plan.

Following discussions with Committee members, M. Lee proposed that the Foundation should also approve up to \$40,000 to hire a consultant.

The Foundation noted that the pause in funding has been lengthily but utilizing current funding under the guise of the current process may not adhere to the proposed strategic plan.

The Foundation will consider resuming accepting and granting applications at the meeting on October 25, 2022 and will discuss a pilot program for a new grant process that should consider public benefit.

Moved by M. Lee

Seconded by P. Elsworthy

That the Waterloo Regional Heritage Foundation approves the Strategic Planning - Goals and Process, in principle, as provided on September 27, 2022.

Carried

Moved by M. Lee

Seconded by E. Clarke

That the Waterloo Regional Heritage Foundation approve up to \$40,000 plus applicable taxes to hire an external consultant(s) as per the strategic plan.

Carried

7. Information/Correspondence

7.1 2021 Grant Approval Updates

J. Glass reiterated that the grants referenced in item 3.1 are being processed by Regional Staff.

8. Other Business

8.1 Administrative Reminders

J. Hale provided background information on the specified Director related to his absences over the last three years. He has only attended seven meetings since January 2020 of which he has only attended one meeting in 2022.

The Foundation acknowledged the invaluable contribution of this Director to the Foundation over the years and communicated their best wishes.

Moved by M. Lee

Seconded by E. Clarke

That the Waterloo Regional Heritage Foundation direct Staff to provide notice, to the specified director, that there will be consideration to remove him as a director and as a member from the Foundation at the next regular meeting on October 25, 2022.

Carried

8.2 2022-2023 Sub-Committee Membership Sign-up

J. Glass requested that directors email Staff any interest in participating in the allocation and finance committee and/or the heritage advisory and communication committee.

8.3 Waterloo Historical Society Annual Standing Payments Discussions

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

The Foundation discussed the email that was discussed at the regular meeting on June 28, 2022. M. Lee provided an overview of previous discussions on this matter.

The Foundation acknowledged the importance that each request be evaluated based on their merits. It was noted that historical entitlements are being reviewed during the internal strategic review.

M. Lee with the assistance of Staff will communicate the decision of the Foundation to the Waterloo Historical Society.

Moved by E. Clarke
Seconded by P. Elsworthy

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

Carried

9. Next Meeting - October 25, 2022

10. Adjourn

Moved by D. Emberly
Seconded by J. Baker

That the meeting adjourn at 6:57 p.m.

Carried

Committee Clerk

Committee Chair