

Waterloo Regional Heritage Foundation

Board Minutes



January 24, 2023

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Glass, D. Emberly, P. Elsworthy, M. Lee, P. Wolf, N. Salonen

Absent: A. Dobkowski, J. Baker

1. Call to Order

Chair J. Glass called the meeting to order at 5:32 p.m.

2. Declarations of Conflict of Interest

None declared.

3. Councillor Introductions

The Foundation members, including the newly elected Regional Councillors P. Wolf and N. Salonen, provided personal introductions to start off the 2023 year.

4. Finance Reports

4.1 Accounts and Grants Summary

Connie Boguast, Financial Analyst, provided an overview of the accounts and grants. She detailed the disbursements and noted the outstanding grants, specifically, the grant for P. Langen which expired May 2022.

4.2 WRHF-TRR-23-001, 2023 Insurance Policy Renewal Information Report

Received for information.

Moved by P. Wolf

Seconded by M. Lee

That the Waterloo Regional Heritage Foundation (WRHF) accept report WRHF-TRR-23-001 on the purchase of its 2023 insurance portfolio at an

annual premium of \$2,299.00 plus applicable provincial sales tax of 8% (\$183.92) totaling \$2,482.92 from Intact Insurance (through Cowan Insurance Brokers Ltd.) under the terms and conditions outlined in Report WRHF-TRR-23-001 dated January 24, 2023.

Carried

5. Delegations

None.

6. Approval of Minutes - November 22, 2022

Moved by D. Emberly

Seconded by M. Lee

That the minutes of Waterloo Regional Heritage Foundation from November 22, 2022 be approved.

Carried

7. 2022 Committees

7.1 Allocations and Finance

Chair Glass noted that the Mel Brown statue is nearing completion, and he indicated that the Board will no longer be involved with that project.

The Foundation confirmed that Staff are authorized to remove the publication grant P. Langen from the WRHF financial account. Also the Foundation directed Staff to contact the Kitchener Public Library regarding the oral history digitization grant project.

7.2 Heritage Advisory and Communications

None.

7.3 Strategic Planning

7.3.1 Verbal Update: Michelle Lee

M. Lee provided background information related to the Strategic Planning committee's mandate to align with the Region of Waterloo's Strategic Focuses. She explained that the strategic planning review includes selecting a consultant and conducting community outreach. The request for proposal was circulated to

potential consultants in early January with a deadline of February 3, 2023. She further explained that due to the responses of the consultants the Foundation should reconsider the request for proposal to simplify and attract potential consultants and approve the revised request for proposal. She indicated that if the Foundation approves the revised RFP, the RFP Selection Panel will meet to select the successful bidder following the deadline on February 28, 2023.

In response to the Foundation, Staff confirmed that Regional Council will begin the review process of the Strategic Plan in the months following the approval of the Region's budget.

The Foundation discussed improving advertising to improve community outreach as well as expanding the definition of heritage in the community. Also, the Foundation asked that Staff provide the Foundation Council representatives with background information on the Strategic Planning Review.

J. Glass will provide an update to Regional Chair Redman regarding the Strategic Planning Review.

Moved by M. Lee
Seconded by D. Emberly

That the Waterloo Regional Heritage Foundation approve the revised request for proposal for a consultant, in principle, as amended, in accordance with the established scope of work as dated January 24, 2023.

Carried

8. Information/Correspondence

None.

9. Other Business

9.1 Plaque Update

J. Hale, Council/Committee Support Specialist, provided an overview of the compiled list of vendors for plaques

The Foundation directed Staff to contact additional vendors, update the information related to the vendors and report back to the Foundation. Staff were also directed to contact local foundries for plaque pricing.

The Foundation discussed past projects and directed Staff to provide a list of recent projects to determine past practices related to plaques and identify which projects should still receive a plaque.

9.2 Membership Update

J. Glass informed the Foundation that Jane Holland submitted her resignation. He acknowledged her hard work and dedication to the Foundation and expressed that the Foundation would be happy to have her return.

The Foundation requested that Staff circulate the applications to local municipalities in addition to circulating it to newspapers, social media, and the Regional and WRHF websites.

10. Next Meeting - February 28, 2023

11. Adjourn

Moved by D. Emberly

Seconded by P. Wolf

That the meeting adjourn at 7:01 p.m.

Carried

Committee Clerk

Committee Chair