

Regional Municipality of Waterloo

Waterloo Regional Heritage Foundation

Board Agenda



Tuesday, February 28, 2023

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 and Grants Summary	3
4. Delegations	
None.	
5. Approval of Minutes January 24, 2023	4
Recommended Motion:	
That the minutes of Waterloo Regional Heritage Foundation from January 24, 2023 be approved.	
6. 2022 Committees	
6.1 Allocations and Finance	
6.2 Heritage Advisory and Communications	
6.3 Strategic Planning	
6.3.1 Consultant RFP - Deadline Update	
The submission deadline is on February 28, 2023 at 4:30 p.m.	
7. Information/Correspondence	
7.1 KPL Oral History Digitization Project Update	8
The invoices for the KPL Oral History Digitization Project have been included on this agenda and are in the process of approval. The first one is from Studio A (KPL OHT_031722.pdf) , and the remaining are from Media House.	
The funding of the project by the Waterloo Regional Heritage Foundation has been acknowledged on the Collection Group Record in the History in	

the Making database
(<https://makinghistory.kpl.org/en/permalink/descriptions10637>)

Also The WRHF will be acknowledged of its contribution to the project on the Historically Speaking blog (<https://www.kpl.org/your-library/blogs>) and on the GSR webpage (<https://www.kpl.org/services/local-history-and-genealogy/digital-collections>) when the collection is launched in March 2023.

8. Other Business

8.1 Announcement - Community Open House

The Central Presbyterian Church is hosting a Cambridge Open House on Saturday, May 6th 2023 from 10:00 a.m. to 2:00 p.m.

8.2 Grant Recipients - Plaques/Lawn Signs

13

Staff have attached is a list of recent grant recipients that, by resolution, were instructed to either install a plaque or display a lawn sign. However, in 2019 and 2020 the resolutions indicated that a plaque be installed, but in practice the recipients were provided the lawn signs (picture attached).

Staff are seeking direction with respect to the following:

1. For each remaining grant recipient, indicate if they are to receive either a lawn sign, a plaque, or if the public acknowledgement is deemed unnecessary due to the delay.
2. Indicate if there is a preference for lawn signs, plaques or providing the Foundation with the option of selecting either one based on the specifics of future grant projects.
3. If lawn signs are still to be used, indicate any local vendor preferences.

8.3 Plaque Update

15

Staff have provided an updated list of potential plaque vendors and various sample photos. At the request of the Foundation, Staff also contacted 10 local foundries, all of which responded that they were either unable to produce the plaques or indicated that it would be extremely expensive as it is not a typical order.

8.4 Foundation Applications - Update

Applications are due Friday, March 3, 2023 at 4:30 p.m.

9. Next Meeting - March 28, 2023

10. Adjourn

Recommended Motion:

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

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account - February 24, 2023 162,473.09

DEDUCT:

Outstanding 2021 Grant Commitments (13,740.00)

Net Funding Position at February 24, 2023 148,733.09

WATERLOO REGIONAL HERITAGE FOUNDATION
Disbursements: February 2023

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		None	
			\$ -

Waterloo Regional Heritage Foundation
Outstanding Grants that have been Accrued into 2023
(Approved in Prior Years)

<u>Date</u> <u>Approved</u>	<u>Date of</u> <u>Expiry</u>		
Mar 23 2021	Mar 23 2023	Kitchener Public Library - Oral History	13,740
			<u>\$13,740</u>

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



31 McBrine Dr Unit #10
Kitchener, On
N2R 1J1
519-748-9599
chrisc@studio-a-recording.com
www.studio-a-recording.com

Studio a | Audio Recording + Production

83518 9291 RT0001

Invoice #: 00002070

Bill To:

C/O Karen Ball-Pyatt
Kitchener Public Library
85 Queen St. N.,
Kitchener, ON N2H 2H1, Canada

		TERMS	DATE	PG.
		DUE UPON RECEIPT	3/17/22	1
QTY.	DESCRIPTION	PRICE	EXTENDED	
266	Cassette Transfers - OHT : -Transfer,edit, noise reduction, and upload	\$17.00	\$4,522.00	
		SALE AMT.	\$4,522.00	
		13% HST AMT.	\$587.86	
		AMOUNT PD	\$0.00	
		BALANCE DUE	\$5,109.86	

*** Please make cheques payable to :
Studio A - Audio Recording & Production

MediaHouse Video Productions
 394 Fountain St. S.
 Cambridge, ON, N3H 1J3
 Tel. 519-653-2056 Fax.519-653-0408

Invoice

Date	Invoice #
2022-08-05	27326

Ship To
Kitchener Public Library Karen Ball-Pyatt 85 Queen St. N. Kitchener, ON N2H 2H1

Invoice To
Kitchener Public Library 85 Queen St. N. Kitchener, ON N2H 2H1

P.O. No.	Terms	Ship Via
9913	Net 30	upload

JOB/ENV.NO./STORE	Description	Qty	Unit Price	Amount	Tax
Oral History 27326	Cassette tape encoding per quote - boxes 814, 815, 816, 817 - hours	408.5	15.00	6,127.50	H

Thank you for your business.	GST/HST No. 866663255	Subtotal \$6,127.50 HST (ON)@13.0% 796.58 Total Tax 796.58 Payments/Credits \$0.00 Total \$6,924.08
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MediaHouse Video Productions
 394 Fountain St. S.
 Cambridge, ON, N3H 1J3
 Tel. 519-653-2056 Fax.519-653-0408

Invoice

Date	Invoice #
2022-09-27	27387

Ship To
Kitchener Public Library Karen Ball-Pyatt 85 Queen St. N. Kitchener, ON N2H 2H1

Invoice To
Kitchener Public Library Karen Ball-Pyatt 85 Queen St. N. Kitchener, ON N2H 2H1

P.O. No.	Terms	Ship Via
9913	Due on rece...	upload

JOB/ENV.NO./STORE	Description	Qty	Unit Price	Amount	Tax
27387/9913	Audio Tape transfer as quoted - Boxes 818-819	217.1	15.00	3,256.50	H

Thank you for your business.	GST/HST No. 866663255	Subtotal \$3,256.50 HST (ON)@13.0% 423.35 Total Tax 423.35 Payments/Credits \$0.00 Total \$3,679.85
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MediaHouse Video Productions
 394 Fountain St. S.
 Cambridge, ON, N3H 1J3
 Tel. 519-653-2056 Fax.519-653-0408

Invoice

Date	Invoice #
2022-12-06	27473

Ship To
Kitchener Public Library Karen Ball-Pyat 85 Queen St. N. Kitchener, ON N2H 2H1

Invoice To
Kitchener Public Library Karen Ball-Pyat 85 Queen St. N. Kitchener, ON N2H 2H1

P.O. No.	Terms	Ship Via
9913	Net 30	upload

JOB/ENV.NO./STORE	Description	Qty	Unit Price	Amount	Tax
Oral History - 27473	Cassette tape encoding per quote - Boxes 820, 821	160.6	15.00	2,409.00	H

Thank you for your business.	GST/HST No. 866663255	Subtotal \$2,409.00 HST (ON)@13.0% 313.17 Total Tax 313.17 Payments/Credits \$0.00 Total \$2,722.17
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Waterloo Regional Heritage Foundation - Oral History Digitization Grant

Vendor	Date	Invoice #	Services	HST	Total
Studio A	17-Mar-22	Inv00002070	\$4,522.00	\$587.86	\$5,109.86
Media House	05-May-22	Inv 27326	\$6,127.50	\$796.58	\$6,924.08
Media House	27-Sep-22	Inv 27387	\$3,256.50	\$423.35	\$3,679.85
Media House	06-Dec-22	Inv 27473	\$2,409.00	\$313.17	\$2,722.17
			Total	\$16,315.00	\$2,120.95
			WRHF	\$13,740.00	\$1,786.20
			KPL original commitment	\$2,000.00	\$260.00
			Shortfall*	\$575.00	\$74.75

*Shortfall to be covered by KPL

Date of Approval	Property Address	Resolution	Received
Jun. 25, 2019	58 St. Andrews Street, Cambridge	Resolution indicated plaque would be provided	Received lawn sign not plaque
Jun. 25, 2019	222 Mary Street, Waterloo	Resolution indicated plaque would be provided	Received lawn sign not plaque
Jul. 7, 2020	21 Landsdowne Road North, Cambridge	Resolution indicated plaque would be provided	Received lawn sign not plaque
Sept. 22, 2020	Central Presbyterian Church	Resolution indicated plaque would be provided	N/A
May 25, 2021	23 Roland Street, Kitchener	Resolution indicated lawn sign would be provided	N/A
May 25, 2021	110 Water Street, Kitchener	Resolution indicated lawn sign would be provided	N/A
May 25, 2021	35-37 and 39 Main Street	Resolution indicated lawn sign would be provided	N/A
Jun. 22, 2021	883 Doon Village Road, Kitchener	Resolution indicated lawn sign would be provided	N/A
Sept. 28, 2021	71 Heins Avenue, Kitchener	Resolution indicated lawn sign would be provided	N/A



Service Provider	Sign Dimensions	Price	Contact
Signs by McDougall	10" x 4"	Aluminum - \$235 each (plus HST) Cast bronze - \$385 each (plus HST) or \$330 each (plus HST) for orders of 3 plaques or more	519-885-0380 mark@mcdsigns.com orders@mcdsigns.com
CM Awards and Engraving	10" x 4"	Cast bronze: \$597.50 (plus HST)	519-745-5432 cmawardsca@gmail.com
Watson's Engraving and Signage	10" x 4"	Flash bronze on aluminum (suitable for indoor placement only) - \$313.93 each (plus HST and shipping) Tooled bronze (suitable for outdoors) - \$408.65 each (plus HST and shipping) Tooled bronze with oxidized finish (suitable for outdoors, most similar look to reference photo) - \$469.95 each (plus HST and shipping) Plain tooled aluminum (suitable for outdoors) - \$272.98 (plus HST) - background colour can be customized, most common colours are black or dark brown, letters and border will be brushed aluminum in colour	905-627-7139 info@bronzeplaques.ca
Signs Galore	10" x 4"	Cast bronze: \$486.35 (plus HST)	519-648-2176 info@signsgalore.ca

Signable Inc	10" x 4" 4" x 7"	1/4" thick bronze - \$509 (plus HST) 3 mm Aluminum Composite Panel sign with custom logo and text printed in full colour onto vinyl with lamination and applied to 1 side only (3-5 year outdoor durability). Includes art time to find a suitable texture background with text and logo typeset on top. To simulate a Bronze plaque. Includes screws with Gold plated snap caps for mounting. NOTE - This sign will not be 3D or have raised letters and border. 4 " High X 7 " - \$289 (plus HST)	519-570-0463 info@signableinc.ca
Signs by Jukes	10" x 4"	Cast bronze - \$595 (plus HST) Tooled aluminum - \$350 (plus HST). This will have raised letters and recessed background like the cast bronze but will have a silver metal finish instead of the bronze colour. The recessed background would be coated black.	519-743-2659 paul@signsbyjukes.com
Riverside Brass	10" x 4"	Bronze - \$330 (plus HST and freight) does not recommend aluminum for outdoor use	lfulton@riversidebrass.com plaque generator/customization tool available on website to see samples: https://riversidebrass.com/wizard/?items=mem&product_id=123



THE MUNICIPALITY OF
LAMBTON SHORES

Administration Building

2018-2022 Lambton Shores Council

Mayor Bill Weber
Deputy Mayor Doug Cook

Councillors

Ward 1 - Dave Maguire	Ward 5 - Scott Ferguson
Ward 2 - Dan Sageman	Ward 6 - Dave Marsh
Ward 3 - Lorie Scott	Ward 7 - Jeff Wilcox
Ward 4 - Ronn E. Dodge	

Architect - Skinner & Skinner Architects
Contractor - D. Grant Construction

A Net Zero Energy Building

*Bienvenue
à la Garderie*



le Jardin Urbain junior

Mark Hatt - "Hatter"
1967 - 2015

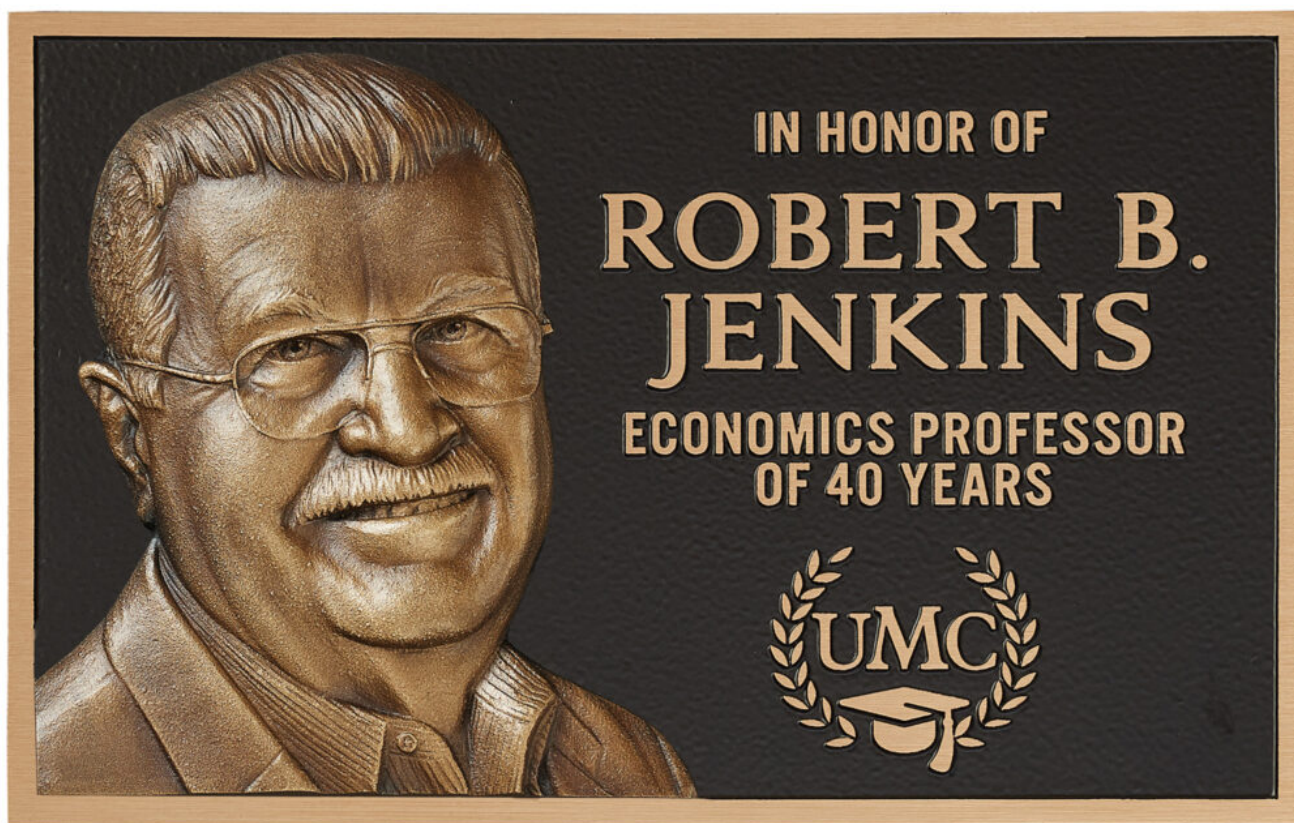
Teacher, mentor, coach and friend, His legacy lives on, there is no end.
Never ever give up, his mantra rings, Now our job is to do the same thing.
Play the game with all you've got, Success is measured in how hard you've fought.
Respect the team you play today, Win or lose, the respect must stay.
Always remember the battle he fought, Each day presents a triumph self taught.
Stay true, stay strong in all you do, Then feel the pride that comes to you.



Forever, we shall remain

HATTERSTRONG







ALUMINUM