



Media Release: Friday, March 19, 2021 at 4:30 p.m.

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Waterloo Regional Heritage Foundation

Agenda

Tuesday, March 23, 2021

5:30 p.m.

This meeting will be held electronically

1. Declarations of Conflict of Interest

2. [Accounts and Grant Summary](#)

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3. Approval of Minutes – [February 23, 2021](#)

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4. 2020-2021 Committees

4.1 Allocations and Finance Committee

a) Project Grant – [Kitchener Public Library – Oral History](#)

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b) Discuss Option for Print on Demand Publications

4.2 Heritage Advisory and Communications Committee

5. Other Business

6. Next meetings - April 27, 2021

7. Adjourn

WATERLOO REGIONAL HERITAGE FOUNDATION
March 2021 Disbursements

<u>Date</u>	<u>Chq. #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
			None	
				<hr/>
				<hr/>

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account -March 18, 2021	\$8,915.02
Net amount held by RMOW	<u>348,623.05</u>
	<u>\$357,538.07</u>
DEDUCT:	
Outstanding 2019 Grant Commitments	(\$5,000.00)
Outstanding 2020 Grant Commitments	<u>(132,910.00)</u>
Net Funding Position at March 18, 2021	<u>\$219,628.07</u>

Waterloo Regional Heritage Foundation
2021 Grant Summary Statement
March

2021 Draft Grant Budget	\$293,000
Grants Approved	<u>3,039</u>
Sub-Total Grant Balance	296,039
Unused previously approved Grants	
Remaining Grant Budget	<u>\$296,039</u>
 Grant Applications in Progress	 \$230,357

**Waterloo Regional Heritage Foundation
March 2021 Grant Statement**

2021 Grant Budget	\$293,000
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Grants Approved and Paid

<u>Date Paid</u>	<u>Grants Paid in 2021</u>
	None

Grants Committed (Approved and Not Paid)

<u>Date Approved</u>	<u>Date of Expiry</u>	<u>Outstanding Approved Commitments</u>	
February 23 2021	February 23 2022	Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	3,039

Sub-Total Grants Paid and Committed	<u>\$3,039</u>
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Remaining Grant Budget	<u>\$296,039</u>
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Grant Applications in Progress

October 27 2020	Omar Kaake - Project Grant: 35-37 and 39 Main St., Cambridge	216,617
March 23 2021	Kitchener Public Library - Oral History	13,740
		<u>\$230,357</u>

Grants that have been Accrued into 2021 (Approved in Prior Years)

<u>Date Approved</u>	<u>Date of Expiry</u>		
June 25 2019	June 25, 2020	Tom Beechey - Property Grant: 91 Cooper St	\$5,000
June 23 2020	June 23 2021	The Company of Neighbours - Project Grant: Throwback Website (Digital Form of Historical Storytelling)	6,780
September 22 2020	September 22 2021	Central Presbyterian Church - Project Grant: Slate Roof Replacement	100,000
September 22 2020	September 22 2021	Marion Roes - Publication Grant: Death as Life's Work	25,000
November 24 2020	November 24 2021	Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	1,130
			<u>\$137,910</u>



Waterloo Regional Heritage Foundation

Minutes

Tuesday, February 23, 2021

5:33 p.m.

This meeting was held electronically

Present were: Chair J. Glass, E. Clarke, P. Elsworthy, V. Hicks, M. Lee, B. Martin and K. Redman

Members absent: J. Clinckett, D. Emberly, L. Haggerty, J. Lewis and V. Mance

Declarations of Conflict of Interest

None declared.

Introduction of new Members

Round table introductions were provided.

Delegations

- a) Omar Kaake re: Property Grant Application 35-37 and 39 Main Street

O. Kaake appeared before the Foundation noting the history of the buildings, current state of the buildings, scope of work that is to be completed. A copy of the presentation is appended to the original minutes.

The Foundation requested that O. Kaake provide a quote for the masonry work alone, as the current quote includes infill of windows, doors and manipulation to the façade of the building, noting that the heritage aspects of the building are the only components that can be funded by the Foundation.

The Foundation discussed the option of the window replacements, noting that they will replicate the original windows. It was noted that a quote for the window work would have to be provided, separate from that of the masonry quote.

Accounts and Grant Summaries

J. Glass provided an overview of the February accounts and grant summary and provided an overview of the operating and granting budget.

2021 Budget

J. Glass provided an overview of the budget.

Moved by M. Lee

Seconded by B. Martin

That the Waterloo Regional Heritage Foundation approve the 2021 Budget.

Carried

Approval of Minutes – January 26, 2021

Moved by K. Redman

Seconded by E. Clarke

That the minutes of the Waterloo Regional Heritage Foundation meeting held on January 26, 2021 be approved.

Carried

2020-2021 Committees**a) Heritage Advisory and Communications Committee**

J. Glass provided an overview of the committee and the nomination process for the new members and noted that the deadline for award nominations is the third week of March and that the ceremony would likely be delayed again due the pandemic.

b) Allocations and Finance Committee

- i. Revised grant amount for Stephen Young re: Dickson & Bruce History meets Mystery TV series Episode

J. Glass provided a history of the original request and noted that the Foundation had discussed providing an additional grant toward the filming cost of the project, due to the applicant not receiving funds from the Waterloo Region Arts Fund.

Moved by E. Clarke

Seconded by M. Lee

That the Waterloo Regional Heritage Foundation award Stephen Young a grant of \$3000 plus HST the toward filming costs of Dickson & Bruce History meets Mystery TV Series Episode

And that the project be completed before February 23, 2022, a one-year period from the date of the approved motion;

And that the Foundation's official name and logo appear in the production of the series recognizing the contribution made by the Foundation;

And that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completes of the project with request for payment;

And further that the grant is awarded in addition to the previous amount as the applicant was not successful in his application to the Waterloo Region Arts Fund (WRAF).

Carried

The Foundation discussed looking into indemnity statements which can be added to future motions.

ii. Project Grant re: Kitchener Public Library – Oral History

J. Glass provided a background to the application received by the A&F Committee and noted that it would be distributed to the Foundation with the March agenda. .

iii. Omar Kaake re: Property Grant Application 35-37 and 39 Main Street

The Foundation discussed the application and noted that due to the quotes that were provided originally, the decision to grant any money would be dependent on the detailed quotes that were requested for the masonry work. It was noted that the other elements of the application would not fall under the heritage designation and there could be potential to consider the window replacements, dependent on the applicant's revised quotes.

Next Meeting – March 23, 2021

Adjourn

Moved by M. Lee

Seconded by K. Redman

That the meeting adjourned at 6:38 p.m.

Carried

Foundation Chair, J. Glass

Foundation Secretary, J. Rudy

Project Grant Application

The Waterloo Regional Heritage Foundation supports restoration projects for properties that have been designated under Part IV or Part V of the Ontario Heritage Act.

Applicant Information

Group/Organization/Corporate Name

Kitchener Public Library

Business Registration Number:

Contact Person *

Karen Ball-Pyatt

Mailing Address *

85 Queen Street North

City *

Kitchener

Postal Code *

N2H 2H1

Phone Number *

519-743-0271, ext. 252

Email Address *

karen.ball-pyatt@kpl.org

10 Project Grant Application

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Project Information

Project Title *

Kitchener Public Library Oral History
Digitization Project

Expected start date of the restoration project *

4/5/2021



Expected date of restoration project completion *

12/31/2021



Please summarize your restoration project in no more than two or three sentences. *

The intent of this project is to preserve and make accessible the rich oral history collection of the Kitchener Public Library. The project will involve the digitization of oral histories currently stored on audio cassette and the upload of the digitized interviews to the Library's local history digital platform for research, education, and enjoyment of Region of Waterloo residents.

What is the purpose or significance of this restoration project, and how does it contribute to the preservation of heritage with Waterloo Region? *

The purpose of this project is to preserve and make widely accessible the oral history interviews conducted by Kitchener Public Library staff starting back in the early 1980s. The interviews were collected on audio cassettes, which are now deteriorating with age and continued use by researchers, family members and students. In digitizing, cataloguing, and uploading the collection to the Library's digital platform, Waterloo Region residents will be able to interact, learn, and build upon shared and unique experiences as recounted by the interviewees in the collection.

This project will contribute to the preservation of heritage in Waterloo Region by removing a technological barrier to access to the collection and preserving the Region's largest local history oral history collection. Shared on the Library's digital platform, the oral history collection will be freely accessible to everyone. By digitizing the oral history collection, the voices and events of the past can be preserved, shared, and studied by future generations. Without this work, this unique and irreplaceable collection will be lost.

Would this restoration project happen without a grant from the Foundation? *

No

Please explain *

The Kitchener Public Library is seeking the financial assistance of the Waterloo Regional Heritage Foundation to help digitize the collection of approximately 900 audio cassettes held in the Grace Schmidt Room. Given its size and the critical need to preserve the deteriorating tapes, a piecemeal approach to digitization is dangerous and risks loss of this unique collection. The Library is contributing \$2000 towards this project. In addition, the Library will be providing in-kind project management and cataloguing services,

Your organization should plan to acknowledge the Foundation's support of your project. Please describe how you could make that acknowledgement.

The support of the Waterloo Regional Foundation would be acknowledged on the oral history collection webpage of Grace Schmidt Room, through the Library's social media channels (Twitter, Facebook and Instagram) and in a blog post on the Historically Speaking Kitchener blog (www.historicallyspeakingkitchener.wordpress.com).

If the applicant is a group/organization or corporation, please upload a resolution or letter from the governing body authorizing this grant request.

File Name



M Chevreau - Letter of KPL Support.pdf

154.9 KB

Please upload two letters of support for your project *

File Name



K Kessler - GSR oral history support letter.pdf

404.2 KB



WHS -KPL Support Letter.pdf

70.8 KB

Please upload any additional information that you feel will help support your application. Examples might include a more detailed description of the project, photographs, sketches, etc.

13 Project Grant Application

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Financial Information

Amount of this Grant Request *

\$13740

What elements of your project will be funded by this request? *

Digitization services, storage and transportation of the audio cassettes will be funded by this request. All other services/work will be funded by the Library.

Please upload a budget for your project showing all sources of revenue (including your grant request from the Foundation) and all expenses. Do not include in-kind contributions *

File Name



KPL Oral History Digitization Project Budget.pdf

51.1 KB

Please upload quotes from at least two suppliers for the elements of your project that are included in your funding request.

Upload quote from supplier #1

File Name



Studio A Quote - 9Feb2021.pdf

61.3 KB

Upload quote from supplier #2 *

File Name



Media House Quote - 9Feb2021.pdf

98.8 KB

Additional quotes

Which supplier(s) have you chosen? *

Studio A Audio Recording & Production
 31 McBrine Drive Unit 10
 Kitchener, ON N2R 1J1
<https://studio-a-recording.com/>

Why have you chosen your preferred supplier(s)? *

The preferred supplier was chosen as it has the required technological equipment and expertise to handle the unique digitization challenges of this type of work. In addition, the supplier is a local business and was recommended by Library staff in our Heffner Studio.

Year

2018

**Name of
Project/Publication**

Genealogy Fair

Amount Received

\$403

Year

2015

**Name of
Project/Publication**

Book Scanner

Amount Received

\$37066

Year

2006

**Name of
Project/Publication**GSR Inventory
Project**Amount Received**

\$6000

Please add any additional information or comments in this field

In addition, the Foundation kindly supported the development of KPL's oral history program from 1982 to 1995. Monies received funded the start of the program and later, helped to fund the hiring of a contract interviewer for the program. KPL gratefully received the following amounts: 1982 - \$4800; 1986, 1987, 1988, 1990, 1991, 1992, 1992, 1993, 1994, 1995 - \$2000 each year noted.

John Glass, Foundation Chair
Waterloo Regional Heritage Foundation
Regional Administration Building
150 Frederick Street, 2nd Floor
Kitchener, ON N2G 4J3

17 February 2021

Dear John,

I am writing in support of Kitchener Public Library's application for funding towards our Oral History Tape Digitization Project.

The Kitchener Public Library holds a rich and unique collection of oral history interviews on nearly 900 audio cassettes. These interviews recount the lives and experiences of local residents who witnessed or participated in milestone events in our community such as the world wars, post-war industrial boom, cultural and social shifts, and the Region's transition to a post-industrial economy.

As the audio cassettes continue to age and deteriorate, we risk the loss of this wonderful resource and the voices of our past. We are seeking funding to enable the Library to digitize the collection in the most efficient and timely manner and enable us to share this heritage resource on our new digital content platform.

We hope that you will seriously consider our application for funding that will enable Kitchener Public Library to digitize, preserve and make accessible to all this unique and rich collection of oral history interviews reflecting the people and history of Waterloo Region.

Sincerely,



Mary Chevreau
Chief Executive Officer
Email: mary.chevreau@kpl.org
Tel: 519-743-0271, ext. 244

Karl Kessler, 52 Willow St., Waterloo, ON N2J 1V5
519-725-5856 krlkessler@gmail.com

February 10, 2021

Waterloo Regional Heritage Foundation
Region of Waterloo
150 Frederick St.
Kitchener, ON N2G 4J3

To Whom It May Concern,

I was thrilled to learn of the oral history digitization project proposed by Kitchener Public Library staff. I'm writing in enthusiastic support of their request for a Waterloo Regional Heritage Foundation grant to make the project possible, and I'm writing as both a heritage researcher and a past recipient of an essential, timely WRHF grant to digitize photographic negatives for a local history book project.

As a researcher who has made frequent use of archived audio interviews, and who has also been involved in recording oral history, I've come to appreciate this material for the rare and precious heritage that it is. The first-person "voice" of oral history carries primary-source authenticity by means usually unavailable to researchers, offering perspectives not represented in other forms. With access to well preserved, well presented oral history, we come to within one degree of separation from the past – an invaluable opportunity for historians. Furthermore, oral history is approachable and appealing, making it a potential "ambassador" for promoting heritage more broadly, and reaching new audiences. Oral history is indispensable, and irreplaceable.

But oral history recordings are endangered. The few that survive are under threat, not only from the physical degradation inherent in older media formats, but from changes in playback technology. The proposed digitization and online accessibility of the impressive KPL oral history audio collections would safeguard and develop this rich resource.

As a past WRHF grant recipient, I know what it means when funding is what's needed to bring a project to full fruition, and what it means when that last piece falls into place. It means the difference between indefinite deferral and immediate release.

And for the hundreds of hours of oral history currently waiting on cassettes at the KPL, digitization means preservation. I ask the Foundation to partner on this proposed project, enabling the excellent collections of the Grace Schmidt Room in their mandate to give our past an enduring voice to speak into our future.

Sincerely,



Karl Kessler



Waterloo Historical Society
c/o Grace Schmidt Room
85 Queen St. North
Kitchener, ON N2H 2H1

February 12, 2021

RE: KPL Oral Histories Digitization Project

Dear Waterloo Reginal Heritage Foundation Board Members:

KPL's Oral History cassette tapes provide insights and descriptions of lives and times in Waterloo Region. These tapes contain interviews from a wide array of voices from our past – distant and recent. Waterloo Historical Society (WHS) board members strongly believe that this part of our history needs to be maintained.

The stories and descriptions are invaluable to those doing research or for others who just want to learn a bit more about what makes Waterloo Region unique. Unfortunately, as these interviews exist only on cassette tapes, it is difficult for people to access them. It is becoming increasingly difficult to find cassette players. The quality of these cassette recordings is deteriorating, and the content needs to be saved. People wanting to hear the cassettes must have the physical cassette. The act of playing the cassette introduces further risk as the media may break and continue to lose audio quality.

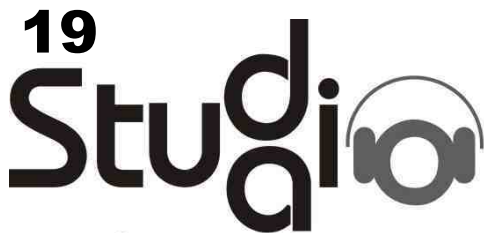
WHS fully supports KPL's Oral History digitization project. WHS believes that these tapes are an important part of the Region's history and heritage. If the tapes aren't digitized soon, this information will be lost. We also support making these histories more accessible to people inside and outside Waterloo Region. WHS has a mandate to preserve and promote our Region's history and heritage. It is for that reason that we support this project.

Regards,

Signed (on behalf of the WHS Board)

Lesley Webb, WHS Past President
Marion Roes, WHS Past President
rych mills, WHS Past President

KPL Oral History Digitization Project Budget									
Expenditures									
Digitization services* (approx 900 cassettes)					\$15,300.00		* excluding taxes		
External drive to house digital files *					\$100.00				
Ground transportation to Kitchener (third party service - return) of audio cassettes to service provider					\$340.00				
				Total Expenses	\$15,740.00				
Revenue Sources									
Kitchener Public Library					\$2,000.00				
WRHF Grant Monies					\$15,300.00				
				Total Revenue	\$17,300.00				
				Total WRHF Grant Request	\$13,740.00				



Studio a | Audio Recording + Production

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

83518 9291 RT0001

Invoice #: 00002054

Bill To:

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

		TERMS	DATE	PG.
		DUE UPON RECEIPT	2/9/21	1
QTY.	DESCRIPTION	PRICE	EXTENDED	
900	Cassette Transfer _ Oral History Tape Collection - Digital transfer an basic audio clean up. ***Price per cassette based on 60mins running time. Any cassette that is less than 60mins will be prorated.	\$17.00	\$15,300.00	
		SALE AMT.	\$15,300.00	
		13% HST AMT.	\$1,989.00	
		AMOUNT PD	\$0.00	
		BALANCE DUE	\$17,289.00	

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

Re: Quote to digitize Library oral history collection

Bill Hancock - MediaHouse <mediahouse@golden.net>

Tue 2/9/2021 4:41 PM

To: Karen Ball-Pyatt <Karen.Ball-Pyatt@KPL.ORG>

Hello Karen

I am more than pleased to quote on your tape digitization project!

To digitize 900 audio cassettes:

Each includes up to 60 minutes, 1 x .mp3 file per tape both sides, digitized at 256kbps, standard noise reduction (hiss/hum), all files saved on 1 external hard drive - \$20.00 minus discount for non profit and quantity (-25%) = \$15.00.

Tax not included.

Additional equalization and/or editing to be determined.

If you prefer a different file format or storage media, I'm sure I can accommodate.

I can work with any timeline or deadline you have in mind. I estimate the job completion at 180 days (mid May 2021).

Thank you for this opportunity.

Please feel free to contact me for any reason.

All the best,
Bill Hancock
MediaHouse
519-653-2056

On 2021-02-09 9:40 a.m., Karen Ball-Pyatt wrote:

Thanks, Bill. It is much appreciated. I've attached our Oral History Tape Register for your information. It does pre-dates the digitization work that has been done by Flume (WWI /WWII tapes) and our volunteer (started at the beginning of the tape list), but will give you an idea of the breadth of subjects, etc.

Cheers, Karen

Karen Ball-Pyatt

Manager - Grace Schmidt Room of Local History

Kitchener Public Library

85 Queen St. N. Kitchener, ON N2H 2H1

P: 519-743-0271 ext. 252

E: karen.ball-pyatt@kpl.org

GSR Blog: <http://historicallyspeakingkitchener.wordpress.com>

Twitter: [@KPL_GSRHistory](https://twitter.com/KPL_GSRHistory)