



## HERITAGE TORONTO MINUTES (approved September 30, 2015)

The inaugural meeting of the Heritage Toronto Board was held on Wednesday August 26, 2015, Toronto City Hall, 100 Queen St. W., Committee Room #4

PRESENT: Kate Marshall, Chair                      John Belyea                      Peter Berton  
 Lisa Brown    Abena Buahene                      Ross Fair  
 Tyler Greenleaf                                      Kadi Kaljuste                      Louis Kan  
 Sean Kheraj    Paul Litt                                      Donald Loucks  
 Richard Moorhouse                                      Brent Pearlman                      Allan Penning  
 Jennifer Roy    Ellen Scheinberg                      Linda Strachan  
 Kevin Plummer    Karen Whaley                      Councillor Sarah Doucette  
 Councillor Mike Layton

REGRETS: Jeffrey Clayman                      Andrew Himel                      Councillor Paula Fletcher  
 Councillor Mary Fragedakis

GUESTS: Karen Jones & Emily Harris, City Manager's Office

ALSO PRESENT: Francisco Alvarez, Executive Director  
 Karen Czaniecki, Administrator  
 Stacey Rodas, Director of Marketing  
 Candice McCavitt, Plaques and Markers Coordinator  
 Nancy Luno, Programs and Special Events Coordinator

### Pre-meeting (5:30pm): Heritage Toronto Board Orientation

With this being the first meeting for the new Board of Directors, Kate Marshall, Chair, asked all in attendance to introduce themselves briefly.

Francisco Alvarez, Executive Director of Heritage Toronto reviewed pertinent parts of the Heritage Toronto Board manual which had been circulated electronically and handed out at the meeting.

**Kate Marshall called the formal meeting to order at 6:02 pm.**

### CONFLICT OF INTEREST

No conflict of interest was declared at the August 26, 2015 meeting.

### CONFIRMATION OF MINUTES

#### HT15-28                      ADOPTION OF MINUTES

John Belyea **moved, seconded by** Tyler Greenleaf that the minutes of the meeting of the Board of Heritage Toronto on June 24, 2015 be adopted as circulated.

(carried)

### PRESENTATION: CITY OF TORONTO GOVERNANCE OVERVIEW

Karen Jones, Corporate Management and Policy Consultant, City Manager's Office, reviewed Board Governance as part of the orientation for the new Board. Ms Jones' presentation was forwarded to the Board following the meeting.

## **CHAIR'S REPORT**

### **1.1 Chair's remarks**

Kate Marshall, Chair, welcomed everyone. Ms Marshall is excited to have new people around the table and appreciated the Board members who have returned for a second term.

Ms Marshall touched on key events that are coming up. Please mark your calendar for the 41<sup>st</sup> Annual Heritage Toronto Awards and 19<sup>th</sup> Kilbourn Lecture on October 13<sup>th</sup>. This event is Heritage Toronto's major fundraising event of the year.

Heritage Toronto is a working Board. We need your talents and input on our Committees.

Ms Marshall also encouraged all of our Board members to take out a membership with Heritage Toronto and consider becoming a regular donor.

The verbal report was received for information and discussion.

## **COMMITTEE AND STAFF REPORTS**

### **2 Executive Committee**

Ms Marshall outlined the role of the Executive Committee. At the moment the Committee consists of Ms Marshall as Chair, John Belyea (Audit and Finance Chair) and Tyler Greenleaf (member at large). We are currently looking for a Board Vice-chair who would also sit on the Executive Committee. If interested in that role, please contact Ms Marshall.

The verbal report was received for information and discussion.

### **3 Executive Director**

#### **3.1 Report on Activities**

Francisco Alvarez presented the Executive Director's report on activities. Mr. Alvarez said that he and Ms Marshall recently met with Josie Lavita, Executive Director, Financial Planning at the City to review the proposed budget for 2015-2018. Ms Lavita had no issues with Heritage Toronto's budget. Today Mr. Alvarez was informed that the same review of Heritage Toronto's budget will occur at the City's Budget Committee.

Mr. Alvarez's report also touched on Heritage Toronto's partnership with Preservation Services to present a lecture series for the 50<sup>th</sup> anniversary of Toronto City Hall this Fall and the screening of Toronto City Hall documentary in September.

Heritage Toronto is working on a new education program which will give an introduction to heritage in the city. Plans are for a 4 module course, followed by the creation of an online resource. We are currently looking for sponsorship funding for this program.

This report was received for information and discussion.

### **4 Audit and Finance Committee**

#### **4.1 Heritage Toronto Financial Statements to June 30, 2015**

Mr. Belyea, Chair, Audit and Finance Committee informed new Board members that the Finance Committee meets a couple of weeks prior to the Board meeting and that a comprehensive financial report is given at each Board meeting. The reporting is segmented by program areas. Because program revenue flows unevenly throughout the year, the Committee looks at two variables:

- Year-to-date actuals compared to last year's year-to-date actuals; and
- Full year budget.

By comparing the 2015 year to date to the 2014 year to date we have a better idea of where we stand. Mr. Belyea presented the financial statements to June 30, 2015 and pointed out the donations line at the bottom of the financial statement. Heritage Toronto receives and receipts donations throughout the year and those are recorded on the balance sheet. Donated funds are used to support ongoing programming.

Currently Heritage Toronto's largest direct mail funding drive is at the end of the year in late October/early November. Heritage Toronto also sets up funds and receives and receipts donations in trust for other organizations. The purpose of each fund must fit Heritage Toronto's mandate and the

fund must be approved by the Board. This provides a service for community groups and Heritage Toronto collects a small administrative fee.

The Audit and Finance Committee plans to present the budget for 2016 at the November Board meeting.

The financial statements were received for information and discussion.

#### **4.2 Minutes from Finance Committee meeting, June 16, 2015**

Mr. Belyea presented the minutes from the Finance Committee meeting on June 16, 2015.

The minutes were received for information and discussion.

### **5 Fund Development Committee**

Tyler Greenleaf, Chair of the Fund Development Committee, informed new Board members that 40% of Heritage Toronto's income comes from the City of Toronto grant. The rest of the income comes from other sources including sponsorship, donations and program/event fees. We maintain a strong relationship with our sponsors.

The annual Heritage Toronto Awards and Kilbourn Lecture is our largest fundraising event of the year. Mr. Greenleaf reviewed the current sponsorship levels for the event. He also informed the Board about the Mayor's Reception which is a fundraising event prior to the program.

Mr. Greenleaf informed the Board of additional ideas that the Committee are considering to put us on a strong financial footing.

#### **5.1 Minutes from the Fund Development Committee meeting, July 17, 2015**

Mr. Greenleaf presented the minutes from the July 17<sup>th</sup> meeting of the Fund Development Committee.

The minutes were received for information and discussion.

### **6 Programming Committee**

#### **6.1 Verbal Update on Programs**

Kevin Plummer reported on behalf of Andrew Himel. Mr. Plummer outlined Heritage Toronto's key programs for new Board members.

A description of the role of a Board member as representative on the Heritage Toronto tours was handed out. The tours continue until October 4<sup>th</sup> and some tours still need Board representatives. The master list for the tours was passed around for sign up.

Tickets are now on sale for the Kilbourn Lecture and Annual Heritage Toronto Awards night on October 13<sup>th</sup>. The Board members' role will be discussed more at the next Board meeting in September.

Currently the Committee is also planning for next year.

The verbal report was received for information and discussion.

### **Awards Working Group**

#### **6.2 Approval of 2015 Heritage Toronto Award Recipients (Confidential)**

Mr. Plummer, Chair, Heritage Toronto Awards Working Group, referred the Board to report Item 6.2 which gives background for the award recipient process. Nominations are reviewed by an independent jury that is facilitated by a (non-voting) Heritage Toronto Board member.

Mr. Plummer requested that the Board move In Camera to receive and discuss the recommendations from the Award Juries for the 2015 Heritage Toronto Award Recipients in confidence.

#### **HT15-29 IN CAMERA**

Kevin Plummer **moved, seconded by** Brent Pearlman that the Heritage Toronto Board move In Camera (closed) to discuss the 2015 Heritage Toronto Awards recipients as those discussions may contain personal information about identifiable individuals.

**(carried)**

The Board came out of the In Camera session to approve the motion.

**HT15-30 APPROVAL OF 2015 HERITAGE TORONTO AWARD RECIPIENTS**

Kevin Plummer **moved, seconded by** Brent Pearlman that the Heritage Toronto Board accept the recommendations of the Awards Juries as presented by the Programming Committee for the 2015 Heritage Toronto Awards and that the names of all finalists be kept confidential until their announcement on October 13<sup>th</sup>.

(carried)

**7 Plaques and Markers Committee**

**7.1 Approval of Two Commemorative Plaque Subjects**

Dr. Ross Fair, Chair, Plaques and Markers Committee presented the Board with the Committee report recommending two new commemorative plaques and detailed staff reports for each project for discussion and approval.

**HT15-31 APPROVAL OF TWO COMMEMORATIVE PLAQUE SUBJECTS**

Ross Fair **moved, seconded by** Councillor Sarah Doucette that the Board approve the following two Commemorative Plaque projects:

- Lyall Avenue Heritage Conservation District
- Albert Jackson

(carried)

**7.2 Recent and Upcoming Plaque Unveilings**

Dr. Fair presented a report listing the upcoming plaque presentations. Board members can be asked to host or emcee a plaque event and all are encouraged to attend.

This update of plaque events was received for information and discussion.

**7.3 Minutes from Plaques and Markers Committee meeting, June 11, 2015**

Dr. Fair presented the minutes from the Plaques and Markers Committee meeting held on June 11, 2015 noting that the Committee will be discussing the issue of maintenance of the former Toronto Historical Board plaques. Many are worn out or have outdated text.

The minutes were received for information and discussion.

**OTHER BUSINESS**

No other business was presented.

**ADJOURNMENT**

The meeting adjourned at 7:35 pm.

**All Board members were encouraged to stay, discuss committee roles and sign up for their committee/s of choice.**




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Catherine (Kate) Marshall, Chair  
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