



HERITAGE TORONTO

MINUTES (approved September 14, 2016)

The meeting of the Heritage Toronto Board was held on Wednesday June 15, 2016, St. Lawrence Hall, 157 King St. E., 3rd floor, east meeting room

PRESENT:	Kate Marshall (Chair)	John Belyea	Peter Berton
	Lisa Brown	Abena Buahene	
	Jeffrey Clayman (by phone at 6:35)		
	Ross Fair	Tyler Greenleaf	Andrew Himel
	Kadi Kaljuste	Louis Kan	Paul Litt
	Donald Loucks	Richard Moorhouse	Allan Penning
	Jennifer Roy	Ellen Scheinberg	Linda Strachan
	Karen Whaley	Councillor Sarah Doucette	Councillor Mary Fragedakis

REGRETS:	Sean Kheraj	Brent Pearlman	Councillor Paula Fletcher
	Councillor Mike Layton		

ALSO PRESENT:

- Francisco Alvarez, Executive Director
- Karen Czaniecki, Administrator
- Stacey Rodas, Director of Marketing and Development
- Kaitlin Wainwright, Director of Programming
- Candice McCavitt, Community Programs and Special Events Coordinator
- Camille Bégin, Historical Plaques Program Coordinator
- Michael Kushnir, Development and Marketing Coordinator
- Chris Bateman, Plaques Assistant

Kate Marshall, called the meeting to order at 6:00 pm.

CONFLICT OF INTEREST

A conflict of interest was declared by Richard Moorhouse for any discussion or action regarding the Arts and Letters Club of Toronto that may occur during the June 15, 2016 meeting.

CONFIRMATION OF MINUTES

HT16-10

ADOPTION OF MINUTES

Linda Strachan **moved, seconded by** Richard Moorhouse that the minutes of the meeting of the Board of Heritage Toronto on March 9, 2016 be adopted as circulated.

(carried)

CHAIR'S REPORT

1.1 Chair's remarks

Ms. Marshall informed the board that an official letter of resignation has been received from Kevin Plummer and attached to the agenda.

The verbal report and letter of resignation were received for information and discussion.

COMMITTEE AND STAFF REPORTS

2 Executive Committee

2.1 Executive Committee Meeting Notes, April 13 & June 7

Ms. Marshall presented the Executive Committee notes from their two meetings on April 13 and June 7, 2016. The notes were received for information and discussion.

2.2 Guidelines for Board Committee Chairs

Ms. Marshall presented the guidelines for board committee chairs. These guidelines will standardize committee procedures. Also included is the outline of the format for committee meeting minutes. Ms. Marshall thanked board members for their feedback about the guidelines. The guidelines were received for reference.

3 Executive Director

3.1 Report on Activities

Francisco Alvarez presented the Executive Director's report on activities for information and discussion.

3.2 Report on City Councillor Meetings

Mr. Alvarez presented the summary report of his meetings with Councillors. In general they were supportive and particularly interested in the century house plaque program.

3.3 Disclosure of Wrongdoing and Reprisal Protection Policy

At the November 2015 Board meeting the Board approved policies under the City's new public service by-law. Heritage Toronto has been asked to change the Disclosure of Wrongdoing and Reprisal Protection Policy approved by the board, so that it no longer talks about the city but refers to Heritage Toronto directly. Mr. Alvarez presented the revised policy for approval.

HT16-11 DISCLOSURE OF WRONGDOING AND REPRISAL PROTECTION POLICY

Lisa Brown **moved, seconded by** Councillor Mary Fragedakis, that the Heritage Toronto Board approve the Disclosure of Wrongdoing and Reprisal Protection Policy as presented.

(carried)

It was suggested that there be a procedural document to accompany the proposal.

Update on Requested changes to the Relationship Framework

Mr. Alvarez has been informed that the City is taking our requested changes to the board seriously. They informed him that Heritage Toronto is the largest board in the city. As part of the changes to the relationship framework the City is looking at reducing the size of the board. He advised that all current Board members are secure, but, other than the Aboriginal representative, vacancies will not be filled at this time. Mr. Alvarez will keep the board updated as further details arise.

3.4 Membership Task Force Minutes, March 24, April 20, May 25

Mr. Alvarez presented the minutes from the March 24th, April 20 and May 25th Membership Task Force. The Task Force started with recommendations from staff regarding a new structure. They discussed surveying three groups: first current members, then lapsed members and finally non-members. Their next meeting is July 12th with the expectation that a summary report from the Task Force will be presented at the September meeting.

The minutes are presented for information and discussion.

3.5 Volunteer Program

Mr. Alvarez presented a report on the Heritage Toronto Volunteer Program 2016. This program was referred to at the last Board meeting and is presented here for the board's reference. It is a way to thank our volunteers for number of hours of service and years of service. A volunteer of the year award is also being considered as a new award.

The report was presented for information and discussion.

3.6 Awards Presenting Sponsor Search Strategy

Mr. Alvarez informed the board that Woodcliffe Landmark Properties will not be returning as presenting sponsor for the 2016 Heritage Toronto Awards. Mr. Alvarez presented a report to the board outlining the strategy that will be used to secure a new presenting sponsor.

The report was presented for information and discussion.

4 Audit and Finance Committee

4.1 Minutes from Finance Committee meeting, March 1, 2016

John Belyea, Chair of the Audit and Finance Committee, presented the minutes from the Finance Committee meeting on March 1, 2016.

The minutes were received for information.

4.2 Report to the Board of Directors, Welch LLP

Mr. Belyea reviewed the report to the Board of Directors from Welch LLP on completion of their audit of the 2015 Financial Statements. This report was received for information and discussion.

4.3 Approval of 2015 Audit, prepared by Welch LLP

Mr. Belyea presented the 2015 Audited Financial Statements. He informed the board that the numbers presented at the March 9th meeting did not require any adjustment during the audit and noted that the categories in the audited statements differ from our financial reporting.

Board members did not express any concerns.

HT16-12 APPROVAL OF 2015 AUDITED FINANCIAL STATEMENTS, PREPARED BY WELCH LLP

John Belyea **moved seconded by** Donald Loucks that the Heritage Toronto Board approve the 2015 Audited Financial Statements, prepared by Welch LLP.

(carried)

4.4 Heritage Toronto Financial Statements to May 31, 2016

Mr. Belyea presented the Financial Statements to May 31, 2016.

The financial statements were received for information and discussion.

4.5 APPROVAL OF NEW CHEQUE SIGNING AUTHORITY

Mr. Belyea tabled the report from the Finance Committee recommending a new cheque signing authority. Mr. Belyea said that Heritage Toronto has a solid process in place for signing cheques. The Committee has brought forward this recommendation to decrease the frequency that Board members are needed to sign cheques for small expenditures. For the information of the board, the Executive Director, Board Chair and two Finance Committee members have signing authority.

Board members suggested that the amount for the two signature requirement could be raised higher than the recommendation and presented an amendment.

HT16-13 NEW CHEQUE POLICY

John Belyea **moved, seconded by** Andrew Himel that the Heritage Toronto Board approve the following new procedures for cheque signing as reviewed and recommended by the Finance Committee:

1. Signing authorities shall be exercised only:
 - Within the area of delegated authority;
 - In accordance with the City's and Organization's policies and guidelines; and,
 - To the extent that budget funds are available.
2. For the purposes of the Heritage Toronto bank account, disbursements by cheque will be authorized by *one* signing officer, as approved by the Board of Directors.
3. Additionally, the Board of Heritage Toronto will require a second signature for all cheques in the amount of \$200 or greater. Whenever possible, one of the two signatures will be that of the Executive Director, except in cases where the cheque is made Payable to the Executive Director.
4. As recommended by the Auditor, bank reconciliations will be performed monthly, by an individual other than the person who issued the cheque.

AMENDMENT:

Abena Buahene **moved, seconded by** Allan Penning that the Heritage Toronto Board amend point #3 in the new cheque policy to: the Heritage Toronto Board will require a second signature for all cheques in the amount of \$500 or greater.

(All in favour of the amended motion: carried)

It was noted that the policy on signatures required for cheques over \$500 will remain the same:

- Cheques from \$500 up to \$4,999 will require two signatures, at least one of which is a board member who is a signing officer;
- Cheques \$5,000 and larger require the signature of two board members who are signing officers.

5 Programming Committee

5.1 2016 Special Achievement Award (confidential)

Mr. Himel, Chair of the Programming Committee requested that the Board go In Camera to discuss the individual recommended by the Committee for the 2016 Heritage Toronto special achievement award.

HT16-14 IN CAMERA

Councillor Mary Fragedakis **moved, seconded by** Jennifer Roy that the Heritage Toronto Board move In Camera at 6:45 p.m. to discuss the recommended recipient for the Special Achievement award, as the discussion contains personal information about an identifiable individual.

(carried)

The Board came out of the In Camera session at 6:48 p.m.

HT16-15 APPROVAL OF 2016 RECIPIENT FOR THE HERITAGE TORONTO SPECIAL ACHIEVEMENT AWARD

Andrew Himel **moved, seconded by** Jeffrey Clayman that the Heritage Toronto Board approve, in confidence, the name of the recipient for the 2016 Special Achievement Award. The name of this individual will be released in conjunction with promotional material for the 2016 Heritage Toronto Awards event.

(carried)

5.2 Minutes from the April 5, 2016 Programming Committee meeting

Mr. Himel presented the minutes from the April 5, 2016 Program Committee meeting. Mr. Himel advised that the awards program review is underway. Past nominees have been consulted and a stakeholder survey is to be sent out shortly.

Award juries packages have been distributed and jury membership confirmed.

Plans were discussed for a members' only program being planned for this Fall.

The minutes were received for information and discussion.

6 Marketing/Communications (MarComm)

6.1 PRESENTATION: awards nominations data

Stacey Rodas presented the awards nominations data report. This report will be sent out to the board following the meeting.

6.2 Minutes from the MarComm Committee meeting, May 30, 2016.

Kadi Kaljuste, Chair of the Marcomm Committee presented the minutes from the meeting on May 30, 2016 where the committee discussed overarching programs and how marketing can help promote the century house plaque program. One suggestion was to write a promotional copy for Councillors' newsletters.

Marketing also needs to be done around the Heritage Toronto Awards change of venue. Ms Kaljuste noted that it is important for program staff to flag paid tours that have low registration for extra promotion.

The Committee are currently looking at a new website and digital platform to aggregate functions (website, Eventbrite, Constant Contact, Survey Monkey etc.)

Outreach continues to occur at some Farmers' markets, mostly focussed on the tours program.

The minutes were presented for discussion and information.

7 Historical Plaques Program Committee

7.1 Use of Maintenance Fund for Replacement of the Old Toronto Historical Board (THB) Plaques

Ross Fair presented the recommendation from the Historical Plaques Committee on use of the maintenance fund for replacing old THB plaques. This item is being brought back to the board. The revised proposal recommends the use of the maintenance fund on a case-by-case basis once all other avenues of funding have been explored. Dr. Fair explained the three funding strategies in the proposal.

HT16-16 USE OF MAINTENANCE FUND FOR REPLACING TORONTO HISTORICAL BOARD PLAQUES

John Belyea **moved, seconded by** Andrew Himel that the plaque maintenance fund be used on a case-by-case basis for the replacement of old Toronto Historical Board plaques once all other avenues for funding have been explored.

(carried)

7.2 Program Name Change

Dr. Fair presented a report explaining the reasoning for the committee's recommendation to change the program name.

HT16-17 PROGRAM NAME CHANGE

Peter Berton **moved, seconded by** Donald Loucks that the Plaques and Markers Program be changed to "Historical Plaques Program" and that the name of the Historical Plaques and Markers Committee be changed to "Historical Plaques Committee"

(carried)

7.3 Plaque Name Change

Dr. Fair presented a report explaining the reasoning for the committee's recommendation to change the plaque name.

HT16-18 PLAQUE NAME CHANGE

Richard Moorhouse **moved, seconded by** Andrew Himel that the name of the "City of Toronto Inventory of Heritage Properties" plaque be changed to "Heritage Property" plaque.

(carried)

7.4 Report on Selection of Commemorative Plaque Topics

Dr. Fair, Chair, presented the report recommending seven new commemorative plaques and detailed staff reports for each project for discussion and approval.

HT16-19 APPROVAL OF SEVEN COMMEMORATIVE PLAQUES

Councillor Sarah Doucette **moved, seconded by** Councillor Mary Fragedakis that the Heritage Toronto Board approve the following seven commemorative plaque projects:

- Toronto's Fortified Blockhouse
- Toronto Island Ferry
- Toronto's Black Oak Savannah
- Ben Dunkelman
- Public Education in Newtonbrook
- The First Ten Blocks of York
- East Chinatown

(carried)

During the discussion of these subjects, Councillor Sarah Doucette requested that she be consulted before selecting the site for the Black Oak Savannah plaque.

7.5 Revised Plaque Application

Dr. Fair discussed the revised plaque application form which illustrates multiple phases and approval process for clients. The form was not attached to the agenda and will be forwarded tomorrow.

7.6 Minutes from the Plaques and Markers Committee meeting, February 3, & April 6, 2016

Dr. Fair presented the minutes from the Plaques and Markers Committee meetings on February 3 and April 6, 2016.

The minutes were received for information.

7.7 Recent and Upcoming Plaque Unveilings

Dr. Fair presented the listing of upcoming plaque unveilings. He also mentioned the great success of the three World War I plaques unveiled at York Memorial School and the Music History of Yorkville plaques at the Masonic Temple. Board members were reminded that they are always welcome to attend the unveilings. The update was received for information.

8 Fund Development Committee

8.1 Minutes from the Fund Development Committee meetings, March 23 & May 18, 2016

Tyler Greenleaf, Chair of the Fund Development Committee presented the minutes from the meetings on March 23 and May 18, 2016. He restated that the loss of Woodcliffe Landmark Properties as presenting sponsor for the awards was a disappointment. The Committee is accelerating the strategic plan process and working hard to get new donors and sponsors in.

Mr. Greenleaf reminded board members to get in their items for the silent auction. This year we are also looking for lifestyle (experiential) items. The deadline for submissions is the end of August.

The meeting notes were received for information and discussion.

OTHER BUSINESS

No other business was presented

ADJOURNMENT

The meeting was adjourned at 7:50 pm.



Catherine (Kate) Marshall, Chair
KC/