

Heritage Ottawa Annual General Meeting Script

Online Via Zoom

Tuesday, June 7, 2022 at 7:00 pm

Heritage Ottawa Board Members Present:

Richard Belliveau, Gorana Botic, Maya Bugorski, Zeynep Ekim, David Flemming, Linda Hoad, Heather McArthur, Hunter McGill, Carolyn Quinn, Gilles Seguin, Katherine Spencer-Ross, Allison Smith, John Zvonar

Heritage Ottawa Board Members Absent:

Barbara Bottriel, Peter Coffman, David Jeanes, Martin Rice

Heritage Ottawa Administrative Officer Present: Jennifer Fink

General Heritage Ottawa Membership Present: The 2022 Heritage Ottawa Annual General Meeting (AGM) was attended by a quorum of voting members. In total, 78 voting members logged into the AGM, exceeding the required quorum of 57 members in attendance (10% of the current total membership of 515 voting members). The number of voting members in attendance at the AGM may have been higher, as there was no way to account for multiple members who may have joined the meeting on a single log-in. **Note:** Since this year's AGM was again held virtually using Zoom due to restrictions imposed by the current Covid-19 pandemic, Katherine Spencer-Ross clarified for attendees how the virtual meeting would proceed.

1.0 Call to Order Heritage Ottawa's 2022 AGM was called to order at 7:18 PM by Board Member Katherine Spencer-Ross. She welcomed the Heritage Ottawa Board of Directors and the Heritage Ottawa members to the Annual General Meeting of Heritage Ottawa.

2.0 Appointment of Chair and Introduction

In the absence of a President of the Board, Vice-President, Communications Carolyn Quinn moved that we appoint board director Katherine Spencer-Ross to chair the meeting.

Seconded by: Linda Hoad

Motion carried

As the Secretary was unable to attend the meeting, Carolyn Quinn moved that we appoint Linda Hoad, Vice President, Operations to be the acting Secretary for the meeting.

Seconded by: Heather McArthur

Motion carried

2.0 Introduction

The Chair explained that the business portion of the meeting would cover the Annual report, the Treasurer's report, and the nomination and approval of a Board of Directors.

3.0 Overview and Approval of Agenda

The Agenda was approved on a motion by Gorana Botic, seconded by Maya Bugorski

Motion carried

4.0 Approval of Minutes - May 20, 2021

The Minutes of the May 20, 2021 AGM were approved without amendment on a motion by Linda Hoad seconded by Zeynep Ekim

Motion carried

5.0 Business Arising from the Minutes - May 20, 2021 AGM

None

6.0 Annual Report to the Membership

In the absence of a President the report, prepared by the Executive Committee, was presented on behalf of the Board of Directors by Katherine Spencer-Ross.

The Annual Report was posted on the members only page of the Heritage Ottawa website prior to the meeting, and includes financial and business reporting for the fiscal year that began in **April 2021 and ended in March 2022.**

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Annual Report for 2021-2022

Saving Places

Advocacy is at the heart of what we do. While there is no end to this type of work, David Fleming can attest to the fact that things have and are improving as a result of our efforts over the years.

Members of the Advocacy Committee spent over 1,300 hours engaged in improving outcomes for the **City's Official Plan**, cherished historic sites, and the Alexandra Bridge. This critical work will continue in earnest this fiscal year as we monitor the City's development of the very important **Heritage Management Plan** and any attempts by the province to reduce the effectiveness of the **Ontario Heritage Act**.

Raising Awareness

We want to thank you all for encouraging us by participating in our walking tours and lectures despite the many impacts of the pandemic. These initiatives required at least 650 hours of volunteer effort.

We are also proud to have been able to award three grants to encourage research and publication through the Gordon Cullingham Grant

For the fiscal year 2022-23, the majority of lectures will continue to be online, with one or two lectures in-person when possible.

The feedback that you provided through post-event surveys for both lecture and tours is also being used to improve our offerings and as a source of idea for new topics. Please continue to complete the surveys.

We are also looking into the possibility of offering useful workshops on a cost recovery basis.

Staying Connected

Our efforts to keep you informed and engaged in today's world is increasingly demanding, complex and requires sustaining a website, engaging in social media, responding to media inquiries, publishing an e-bulletin and a Newsletter. Over 500 hours of volunteer time goes into this.

Organizational Responsibility

As the text and numbers in this section of the report show, your support over the past fiscal year has simply been outstanding and heartwarming, especially in the midst of the uncertainties of an ongoing pandemic.

On behalf of the Board, I want to thank all of you, our members, who have answered our repeated urgings to renew your memberships in a timely manner. A high membership gives our voice strength and legitimacy.

We are particularly grateful to those of you who have made a donation or donations to Heritage Ottawa – your financial support is absolutely critical to our sustainability as an organization.

Please note that we have created a new Heritage Ottawa endowment fund at the Ottawa Community Foundation to receive bequests to enhance our long-term sustainability

The City of Ottawa continues to support us financially under the Heritage Service Agreement Program, and we also receive an annual Heritage Organization Development Grant from the Province of Ontario.

I also want to thank all our sponsors who contribute directly to our organizational sustainability: Sandy Smallwood of Andrex Holdings Inc., Janny, Jeff and Shan of Royal LePage, and Everest Restoration.

Volunteers contributed over 5,000 hours in support of Heritage Ottawa. (Since everyone understates their hours, we know that more hours were put in.)

Those volunteers include my colleagues that serve on the Board, the Executive Committee, our committees and working groups as well as many non-Board members that contribute in a variety of ways. This level of support is what allows us to do what we do.

If you are interested in volunteering, please let us know and suggest how you might like to contribute based on your interests, strengths, and experience. We always have room for more volunteers.

Looking to 2022-23, we will be:

- Engaging in a strategic planning exercise in support of the renewal of the City's three-year grant application. As members, you will be invited tomorrow to contribute your views and ideas through an online survey. Please take the time to respond to this survey.
- Going forward, we have identified a funding shortfall of \$50,000. While the organization will remain volunteer-driven, increased revenues are needed to allow Heritage Ottawa to hire additional staff to complement volunteer contributions and position us better to mobilize on emerging advocacy opportunities.
- Board members have committed to contributing \$5,000 to the 2022-23 fundraising campaign goal of \$50,000.
- Finally, we will be bringing forward updated bylaws to the membership for approval

7.0 Treasurer's Report 2021-2022 - Zeynep Ekim, Treasurer

The Financial Statements and Auditor's Report were made available on the members-only section of Heritage Ottawa's website.

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Treasurer's Report 2020-2021

The 2021—2022 unaudited income statement and balance sheet are attached. The 2020--2021 numbers are included for comparison. Please note that our fiscal year goes to March 31st. The last column contains remarks to explain notable differences between the fiscal years. Because we use accrual accounting, some grants and donations already received are shown as deferred income, to be applied to income in 2022–2023.

Revenues

Revenues from donations decreased slightly. Membership revenue increased to \$11,740.00. Our municipal grant remained at \$60,000. Increased ticket price for walking tours resulted in significant increase in event revenue. However, publication sales decreased, due to COVID related restrictions and lack of new publications produced.

The slight decrease in total revenue should be viewed considering the conclusion of the Chateau Laurier Campaign donations. Please note that the "unreceipted donations" are largely funds received from other charities or funnelled through other agencies (Ottawa Community Foundation, PayPal Giving Fund, Canada Helps, etc.).

Expenses

Legal fees associated with the Chateau Laurier campaign were again our largest expense. The balance remaining was paid in complete in July 2021. The gap in revenues from the Chateau Laurier fundraising was offset by the unrestricted net assets of \$49,699.83. IT expenses, majority of which is related to the maintenance and updating of the website, can also be recognized as a large expense.

However, similar to the previous fiscal year board and meeting expenses were drastically reduced as Heritage Ottawa meetings moved to on-line virtual venues. Occupancy and office expenses also remained low due to our board members and administrator working from home. The city of Ottawa did not charge rent for several months for our office space due to access limits imposed as a result of the pandemic. Three Cullingham Grants, total of \$6,000 were awarded this year.

Public Accountant

Hendry Warren, as voted in the last year's AGM, undertook a full financial audit for the 2020-21 fiscal year. Similarly, this year (2021-2022 fiscal year), our increase in revenue took us over the threshold of \$100,000, signalling the requirement for a full financial audit.

Budget

A draft budget will be prepared by the new treasurer and approved by the new board within the first quarter of the fiscal year to incorporate new projects and initiatives.

Motion: Zeynep Ekim moved the adoption of the following ordinary resolution requiring majority approval:

That Heritage Ottawa appoint Hendry Warren, Chartered Accountants, as Heritage Ottawa's Public Accountant for the year 2022-2023.

Seconded by Richard Belliveau

Motion carried

8.0 Report of the Nominations Committee/Election of Board of Directors

Linda Hoad, a member of the 2021-2022 Nominations Committee and a member of the Heritage Ottawa Board of Directors, presented the Report of the 2022-2023 Nominations Committee for the Board of Directors.

Committee Members: Linda Hoad, Hunter McGill, Bill Price

RECOMMENDED 2022-2023 HERITAGE OTTAWA BOARD OF DIRECTORS (MAXIMUM 24)

Richard Belliveau
Paul Bennett*
Gorana Botic
Barbara Bottruell
Maya Bugorski
Zeynep Ekim
Ian Ferguson
Linda Hoad
David Jeanes
Kate MacFarlane*
Hunter McGill
Carolyn Quinn
Martin Rice
Gilles Séguin
Allison Margot Smith
Katherine Spencer-Ross
John Zvonar

The new candidates for the board are: Paul Bennett and Kate MacFarlane

Paul Bennett

Paul is a retired federal public servant, who worked in Foreign Affairs Canada (including assignments in Ethiopia, Thailand and the USA), the Canadian International Development Agency, Immigration, Refugees and Citizenship Canada, and Industry Canada. His extensive volunteer work includes board membership in the Victoria (BC) Heritage and Architectural Landmark Society, and Heritage Vancouver, as well as Action Sandy Hill. Paul has also volunteered with local

organizations to assist Tibetan migrants to Canada and the City of Ottawa Poverty Issues Advisory Committee.

He holds a BA (Hons) and MPA from Queens University and an MA (Community and Regional Planning) from the University of British Columbia.

Paul is a resident of Centretown.

Kate MacFarlane

Kate retired after a 31 year career with Parks Canada and Canadian Heritage, working primarily on built heritage. She did research and analysis in support of the Federal Heritage Buildings Review Office and the Historic Sites and Monuments Board of Canada. Board work, in particular, involved working closely with a broad range of stakeholders, including owners, local heritage organizations and community groups.

Kate has a B.A.(Hons) in history and an M.A. in the history of art, and is currently working part time on a second M.A. in history.

Since her retirement she has volunteered for the Village of Cumberland's history board as a researcher and writer.

Kate looks forward to working with other professionals and lovers of history and architecture to better understand, promote and protect our local heritage

Motion: Moved by Linda Hoad:

That Heritage Ottawa members approve adoption of the proposed slate of directors to the board, as recommended by the Nominations Committee.

Seconded: Hunter McGill

Motion Carried

Linda Hoad welcomed the new members to the board of directors and thanked all the nominees for letting their names stand for election to our organization, and congratulated them on their election.

She then thanked the outgoing directors:

Peter Coffman has been a valued Board member since 2017.

Peter shared his extensive knowledge of architectural history in his contributions to the newsletter and his excellent lectures. Who can forget his presentation on the Canadian Gothic or his captivating talk on how to make appropriate additions to old buildings?

In this vein, Peter was a major inspiration for our Chateau Laurier campaign offering elegant alternatives and options to the inappropriate designs put forward.

We are very pleased that Peter will continue to contribute to Heritage Ottawa as a member of the Lecture committee, and perhaps we can persuade him to write more articles or give another lecture.

Heather McArthur has been a Board member since 2014 and was co-chair of the Advocacy Committee for several years. Her training as an architect and interest in heritage conservation and sustainable development contributed to Heritage Ottawa's responses to proposals to alter or replace heritage buildings. She authored Heritage Ottawa's comprehensive response to the City's new draft Official Plan, which can be read on our website.

Heather has been at the core of our review of governance matters. She developed the Code of Conduct for the organization and she is contributing to our current review of the by-laws, and we're pleased that she has committed to help us see this through.

David Flemming has been the heart and soul of our advocacy activities for more than 20 years. He served as President from 2002 until 2011, and has remained a Board member — with a brief hiatus — since his term as President ended. He chaired the Advocacy Committee during all the years of service and was the key spokesperson for our hard-working Chateau Laurier working group.

David has represented Heritage Ottawa on the Mayor's Task Force on Heritage Matters since its inception.

David's memory, backed up by his admirable filing system, is a major contributor to the corporate memory of Heritage Ottawa.

Although he claims that this time he really is leaving the board, we remain grateful for David's decision to continue in his role as chair of the Advocacy Committee.

On behalf of Heritage Ottawa, I wish to express our heartfelt thanks to all of these board members who have contributed so much to the organization and our objectives.

9.0 Other Business

None

10.0 Adjournment

The business meeting was adjourned at 7:50 PM

Post adjournment proceedings

HEATHER:

Heather MacArthur introduced the guest speaker, Stephen Jarrett, an archaeologist with WSP Canada Inc in Ottawa who, for the last four years, has led the archaeological program associated with the Centre Block Rehabilitation Project.

Stephen presented the results of the archaeological excavations on Barrack Hill (now Parliament Hill) where British soldiers were housed from 1827 to 1858. We learned about the fascinating evidence of a soldier's life on Barrack Hill during these years. We wish to thank the department of Public Services and Procurement Canada for agreeing to provide this special presentation to the members of Heritage Ottawa.

A lively question period followed the presentation.

Heather MacArthur thanked the speaker for his detailed and well-documented presentation.

To be signed following the approval of the membership at the 2023 AGM.

Signed: _____
Linda Hoad, Acting Secretary, Heritage Ottawa

Date: _____