



Media Release: Friday, January 22, 4:30 p.m.

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Waterloo Regional Heritage Foundation

Agenda

Tuesday, January 26, 2021

5:30 p.m.

This meeting will be held electronically

1. **Declarations of Conflict of Interest**
2. **Delegations**
3. **Finance Reports**
 - 3.1 **WRHF-21-01**, 2021 Insurance Policy Renewal

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Recommendation:

That the Waterloo Regional Heritage Foundation (WRHF) approve the purchase of its 2021 insurance portfolio at an annual premium of \$1,935.00 plus applicable provincial sales tax of 8% (\$154.80), totaling \$2,089.80 from the Guarantee Company of North America Insurance Company (through Cowan Insurance Brokers Ltd.) under the terms and conditions outlined in Report WRHF-21-01 dated January 26, 2021.

- 3.2 **December 2020 Accounts and Grant Summary**

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- 3.3 **January 2021 Accounts and Grant Summary**

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- 3.3 **Draft 2021 Budget**

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4. **Approval of Minutes – November 24, 2020**

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5. 2020-2021 Committees

6.1 Allocations and Finance Committee

- i. Revised grant amount for Stephen Young re: Dickson & Bruce History meets Mystery TV series Episode **(Distributed Previously with the November 24, 2020 Agenda Package)**
- ii. Property Grant Application: Omar Kaake re: 35-37 and 39 Main Street, Cambridge **(Distributed Previously with the November 24, 2020 Agenda Package)**

6.2 Heritage Advisory and Communications Committee

6. Other Business

7.1 **Board Application Voting Results**

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7. Next Meeting – February 23, 2021

8. Adjourn

Region of Waterloo

Waterloo Regional Heritage Foundation

Treasurer's Report

To: Chair J. Glass and Directors of the Waterloo Regional Heritage Foundation

Meeting Date: January 26, 2021

Report Title: 2021 Insurance Policy Renewal

1. Recommendation:

That the Waterloo Regional Heritage Foundation (WRHF) approve the purchase of its 2021 insurance portfolio at an annual premium of \$1,935.00 plus applicable provincial sales tax of 8% (\$154.80), totaling \$2,089.80 from the Guarantee Company of North America Insurance Company (through Cowan Insurance Brokers Ltd.) under the terms and conditions outlined in Report WRHF-21-01 dated January 26, 2021.

2. Purpose / Issue:

To approve the 2021 annual insurance premium for the WRHF.

3. Key Considerations:

The WRHF's insurance portfolio renewed on January 1, 2021 and coverage has been secured subject to the Foundation's approval. This year's insurance premium of \$1,935 on the Foundation's program is an increase of \$135 from the premium paid in 2020 of \$1,800. In today's insurance market, significant increases are being experienced on all lines of coverage and a 7.5% (\$135.00) increase should be seen as good news.

This is a reasonable renewal term for the same coverage afforded from previous years. Highlighted below are some of the primary coverages still in place for this renewal.

Commentary by Policy Coverage Being "Renewed"

In 2021 the Foundation's insurance portfolio will continue to provide coverage in the areas:

Comprehensive General Liability: Coverage Limit \$2,000,000

This type of coverage insures the Foundation against liability imposed by a Court of Civil Law for damages because of bodily injury or death to any person resulting from the operations of the Foundation and for damages to/or destruction of property of others caused by an accident.

Directors & Officers Insurance: Coverage Limit \$2,000,000

This type of coverage insures Directors and Officers (D&O) against liability suits resulting from an action by a third party that alleges failure of the Directors or Officers to exercise proper care and skill in the managing of the Foundation.

The D&O policy is a claims made policy and any possible claims MUST be reported within the current policy term (Jan 1 – Dec 31).

If such claims are known/expected/threatened/implied, we recommend reporting these matters to the insurer as soon as practicable. Please inform the Risk Manager of any such events/allegations as soon as possible.

4. Background:

The WRHF has had the same insurance premium (\$1,800 plus applicable taxes) since 2014. An increase was expected for 2021 as was outlined in last year's report (WRHF-20-01). It stated that next year possible increases in premiums may be expected as the Guarantee Company of North America was sold to Intact Insurance. We have seen in other areas of Intact operations that they may be more profit driven and this trend may be seen when they take over the underwriting and assessment of rates for customers such as the WRHF.

5. Area Municipality Communication and Public/Stakeholder Engagement:

N/A

6. Strategic Plan:

N/A

7. Financial Implications:

The WRHF's 2021 insurance premium is \$1,935.00 plus provincial sales tax of 8% (\$154.80) which totals \$2,089.80. The Foundation's draft 2021 budget includes an insurance premium allocation of \$2,100 to accommodate this expense. The above policies all come with a \$1,000 deductible per claim.

8. Conclusion / Next Steps:

It is recommended that the WRHF approve the 2021 insurance premium of \$1,935 plus applicable taxes. Insurance to cover the WRHF and its directors is required. It is still considered a reasonable amount.

9. Attachments / Links: N/A

Prepared By: Brian M^cEnhill, C.I.P., C.R.M., Risk Manager

Approved By: Craig Dyer, Treasurer, Waterloo Regional Heritage Foundation

**WATERLOO REGIONAL HERITAGE FOUNDATION
December 2020 Disbursements**

<u>Date</u>	<u>Chq. #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
			No activity	

**WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position**

Balance in Operating Account - December 31, 2020	\$8,395.36
Net amount held by RMOW	<u>348,623.05</u>
	<u>\$357,018.41</u>
DEDUCT:	
Outstanding 2019 Grant Commitments	<u>(8,706.50)</u>
Net Funding Position at December 31, 2020	<u>\$348,311.91</u>

**Waterloo Regional Heritage Foundation
2020 Grant Summary Statement
December**

2020 Grant Budget	\$316,000
Grants Approved	<u>(136,498)</u>
Sub-Total Grant Balance	179,502
2019 Grant expense	<u>(1,294)</u>
Remaining Grant Budget	<u>\$178,209</u>
 Grant Applications in Progress	 \$216,617

**Waterloo Regional Heritage Foundation
December 2020 Grant Statement**

2020 Grant Budget	\$316,000
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Grants Approved and Paid

Date Paid	Grants Paid in 2020	
August 7 2020	Scott Bradford - Project Grant: Exterior surface preparation and painting - 21 Lansdowne Rd N, Cambridge	(\$3,588)

Grants Committed (Approved and Not Paid)

Date Approved	Date of Expiry	Outstanding Approved Commitments	
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)

Sub-Total Grants Paid and Committed	(\$136,498)
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Remaining Grant Budget	\$179,502
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Grant Applications in Progress

October 27 2020	Omar Kaake - Project Grant: 35-37 and 39 Main St.,	216,617
		<hr/>
		\$216,617

Grants that have been Accrued into 2020 (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 25 2019	June 25, 2020	Ted Boyd - Property Grant - 58 St Andrew Street, Cambridge - not proceeding with granted funds	5,000
June 25 2019	June 25, 2020	Sharmalene Mendis-Millard - Property Grant: 222 Mary Street, Waterloo - did not accrue for HST amount	(1,294)
November 26 2019	November 26 2020	Crossroads Productions - Publication Grant: History meets Mystery Play: Seagram's Folly - the Final Clue	Paid
			<hr/>
			\$8,707

**WATERLOO REGIONAL HERITAGE FOUNDATION
2020 BUDGET**

	2020 Budget	Estimated Actuals as of Dec 31 2020	Actual vs Budget Variance
<u>FUNDING SOURCES:</u>			
Accumulated Net Revenue(Opening)	\$245,381	\$252,688	(\$7,307)
Regional Grant	106,210	106,210	-
Interest Income	4,800	3,511	1,289
Other			
Total Funding:	\$356,391	\$362,409	(\$6,018)
<u>EXPENDITURES:</u>			
Foundation Projects			
Special Events	\$4,000	-	\$4,000
Heritage Scholarship	6,000	-	6,000
Research Award	1,000	-	1,000
WHS - Annual Volume	5,000	5,000	-
Architectural Studies	1,000	-	1,000
Community Outreach	5,000	-	5,000
Award of Excellence	1,250	-	1,250
Funding Recognition Plaques	2,000		2,000
Sub Total Foundation Projects	\$25,250	\$5,000	\$20,250
Prior Years Grant Approvals Accrued		(\$3,707)	3,707
2020 Grant Approvals / Commitments	316,000	136,498	179,502
Sub Total Grant Approvals/Commitments	\$316,000	\$132,791	\$183,209
Administration			
Foundation Meetings	\$3,400	\$109	\$3,291
Printing & Supplies	1,000	8	992
Postage/Courier	500	40	460
Advertising	4,000	458	3,542
Insurance	2,000	1,944	56
Workshops / Travel	500	-	500
Memberships	150	136	14
Miscellaneous	3,200	2,568	632
Sub Total Administration	\$14,750	\$5,264	\$9,486
Total Expenditures:	\$356,000	\$143,055	\$212,945
ACCUMULATED NET REVENUE (Closing)	\$391	\$219,354	(\$218,963)

WATERLOO REGIONAL HERITAGE FOUNDATION
January 2021 Disbursements

<u>Date</u>	<u>Chq. #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
			No activity	

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account - January 22, 2021	\$8,395.36
Net amount held by RMOW	<u>348,623.05</u>
	<u>\$357,018.41</u>
DEDUCT:	
Outstanding 2019 Grant Commitments	(\$5,000.00)
Outstanding 2020 Grant Commitments	<u>(132,910.00)</u>
Net Funding Position at January 22, 2021	<u>\$219,108.41</u>

Waterloo Regional Heritage Foundation
2021 Grant Summary Statement
January

2021 Draft Grant Budget	\$293,000
Grants Approved	<u>0</u>
Sub-Total Grant Balance	293,000
Unused previously approved Grants	
Remaining Grant Budget	<u>\$293,000</u>
Grant Applications in Progress	\$216,617

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

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

<u>Date Paid</u>	<u>Grants Paid in 2021</u>	
None		
	Sub-Total Grants Paid and Committed	\$0
	Remaining Grant Budget	\$293,000

Grant Applications in Progress

October 27 2020	Omar Kaake - Project Grant: 35-37 and 39 Main St.,	216,617
		\$216,617

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
			\$137,910

**WATERLOO REGIONAL HERITAGE FOUNDATION
DRAFT 2021 BUDGET**

	2020 Budget	Estimated Actuals as of Dec 31 2020	Actual vs Budget Variance	Projected 2020 Actual	2021 Budget	Budget Variance	2021 Budget Notes:
FUNDING SOURCES:							
Accumulated Net Revenue(Opening)	\$245,381	\$252,688	(\$7,308)	\$252,688	\$219,484	(\$25,897)	Opening Balance.
Regional Grant	106,210	106,210	-	106,210	106,210	-	Funding is assumed at 2018 amount
Interest Income	4,800	3,511	1,289	3,511	3,500	(1,300)	Decrease based on estimated cash flow and decreased interest rate
Other							
Total Funding:	\$356,391	\$362,409	(\$6,018)	\$362,409	\$329,194	(\$27,197)	
EXPENDITURES:							
Foundation Projects							
Special Events	\$4,000	-	\$4,000	\$0	\$4,000	\$0	Covers AGM, Showcase and 2 Awards for Heritage Fair, bus trips
Heritage Scholarship	6,000	-	6,000	-	6,000	-	\$3,000 each for 2 recipients
Research Award	1,000	-	1,000	-	1,000	-	Award for one published book
WHS - Annual Volume	5,000	5,000	-	5,000	5,000	-	
Architectural Studies	1,000	-	1,000	-	1,000	-	
Community Outreach	5,000	-	5,000	-	5,000	-	Rebranding and mail/phone list costs
Award of Excellence	1,250	-	1,250	-	1,250	-	Framing of awards
Funding Recognition Plaques	2,000	-	2,000	-	2,000	-	Cost of plaques and installation
Sub Total Foundation Projects	\$25,250	\$5,000	\$20,250	\$5,000	\$25,250	\$0	
Prior Years Grant Approvals Accrued		(\$3,707)	\$3,707	(\$3,707)		-	
2020 Grant Approvals / Commitments	316,000	136,368	180,632	136,368	293,000	(23,000)	
Sub Total Grant Approvals/Commitments	\$316,000	\$132,661	\$184,339	\$132,661	\$293,000	(\$23,000)	
Administration							
Foundation Meetings	\$3,400	\$109	\$3,291	\$109	\$200	(\$3,200)	Removed evening meals (\$210) and security (\$170) for 9 meetings; includes misc meeting expenses
Printing & Supplies	1,000	8	992	8	100	(900)	Removed all print shop charges (agendas, copies, printing of awards)targeted mailings for distribution (ie.designated properties), invitations, bookmarks, handouts
Postage/Courier	500	40	460	40	200	(300)	Reduced regular mailouts plus AGM invites; targeted mailings for distribution (ie.designated properties)
Advertising	4,000	458	3,542	458	4,000	-	Smaller sized ads. Heritage Showcase - press release; Nomination & Director Election will be combined; AGM - no ad, press release & mail out; Award Recipients - The Record only
Insurance	2,000	1,944	56	1,944	2,100	100	2021 insurance premiums are \$2,090
Workshops / Travel	500	-	500	-	500	-	Includes mileage and conference expenses
Memberships	150	136	14	136	150	-	National Trust for Canada
Miscellaneous	3,200	2,568	632	2,568	3,200	-	Includes domain renewal fee of \$15.70 ; \$2,400 Annual Web Liscense etc.
Sub Total Administration	\$14,750	\$5,264	\$9,486	\$5,264	\$10,450	(\$4,300)	
Total Expenditures:	\$356,000	\$142,925	\$214,075	\$142,925	\$328,700	(\$27,300)	
ACCUMULATED NET REVENUE (Closing)	\$391	\$219,484	(\$220,093)	\$219,484	\$494	\$103	



Waterloo Regional Heritage Foundation

Minutes

Tuesday, November 24, 2020

5:33 p.m.

This meeting was held electronically with the Chair presiding from 150 Frederick Street, Kitchener.

Present were: Chair J. Glass, E. Clarke, J. Clinckett*, D. Emberly, L. Haggerty, M. Lee*, J. Lewis, B. Martin, and K. Redman*

Members absent: V. Mance

Declarations of Conflict of Interest

None declared.

Accounts and Grant Summary

Chair J. Glass, provided a brief overview of the accounts and grant summary.

The Foundation discussed the outstanding and pending grants and agreed to remove them from the accounts and grants summary noting that the applicants could reapply if necessary.

*M. Lee entered the meeting at 5:35 p.m.

Moved by D. Emberly

Seconded by L. Haggerty

That the Waterloo Regional Heritage Foundation remove the outstanding grant applications from 1170 Doon Village Road, Kitchener (Sonja Swanson) and 66 Old Mill Road, Cambridge (Kim and Chris Coghlan) from the outstanding grants;

And that the Waterloo Regional Heritage Foundation request the applicants to reapply, if necessary.

Carried

*J. Clinckett entered the meeting at 5:37 p.m.

The Foundation noted that the expired application for 91 Cooper Street, Cambridge (Tom Beechey) was submitted shortly after the expiration date and is currently under review with Chair J. Glass. The applicant for 58 St. Andrew Street, Cambridge (Ted Boyd) chose to not proceed with granted funds.

Heritage Advisory and Communications Committee

J. Lewis updated the Foundation in regards to the History Prize award, noting that the judges were contacted in regards to their participation interest.

It was noted that the award ceremony for all past and future awards might be held as one large ceremony due to the COVID-19 situation; however, nominations may still be placed for this year.

*K. Redman entered the meeting at 5:45 p.m.

Approval of Minutes – September 22, 2020

Moved by D. Emberly

Seconded by M. Lee

That the minutes of the Waterloo Regional Heritage Foundation meeting held on September 22, 2020, be approved and the minutes from October 27, 2020 meeting be received for information.

Carried

Allocations and Finance Committee

- a) Project Grant Application: Stephen Young re: Dickson & Bruce History meets Mystery TV series Episode

L. Haggerty noted that the application is back due to an error at the last meeting noting that the two-year waiting period only applies to building grant applications. She provided an overview of the application and moved that the Foundation approve the grant as requested.

It was noted that the applicant had also applied to the Waterloo Region Arts Fund; if approved the applicant would not be able to receive grants from both Foundations. A stipulation was added to the recommendation, which stated that the applicant would have to decide between the two grants; if approved for both.

Moved by L. Haggerty

Seconded by E. Clarke

That the Waterloo Regional Heritage Foundation (WRHF) approve a grant to Stephen Young of \$1000 plus HST, for the production costs of Dickson & Bruce History meets Mystery TV Series Episode;

And that the project be completed before November 25, 2021, 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 completion of the project with request for payment;

And further that if the applicant is granted funding for the same application from the Waterloo Region Arts Fund (WRAF), the application decide between the two approvals, as the applicant cannot receive from both parties.

Carried

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

L. Haggerty provided an overview of the application and noted that the project is incomplete in regards to the quotations on the exterior of the building and the scope of work required for a Foundation grant. L. Haggerty will contact the applicant to advise them of the missing pieces and come back to the January meeting with a recommendation.

M. Lee noted that the Heritage Planner in the City of Cambridge would be a good contact to assess the status of the heritage permit application, which is a requirement of the grant. Because of the Foundation's discussion in regards to the City of Cambridge Heritage Planner's input, M. Lee agreed to contact them and invite them to the January meeting to discuss the heritage aspects and permit status of the buildings.

The Foundation discussed the need to create a policy on maintenance vs. restoration projects, in order to provide clarification with building grant applications. M. Lee, J. Clinckett, D. Emberly and B. Martin agreed to meet and have a draft for discussion, for the January meeting.

Other Business

- a) Board Applications

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The Foundation discussed the best way to vote in two members from the 11 applications noting that the background, diversity and geographical location of the applicants would be beneficial reviewing points.

In order to keep anonymity through the voting process it was determined that J. Rudy, Foundation Secretary would send out a ranked ballot to all members.

Chair J. Glass encouraged members to submit their ballots as soon as possible.

Next Meeting – January 26, 2021

Adjourn

Moved by L. Haggerty

Seconded by K. Redman

That the meeting adjourned at 6:34 p.m.

Carried

Foundation Chair, J. Glass

Foundation Secretary, J. Rudy

	1st Choice	Second Choice	Third Choice	
Phillippe Elsworth	6		1	
Peter Kropf				
Linda Cunningham-Martz				
Tapiwa Ziyenge				
David Gascoigne				
Tuncer Kiyak			1	
Preston Arens				
Jordan Baker			1	3
Vanessa Hicks	1		3	2
Lindsay Campbell				1