



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

To obtain a link to view this meeting please contact wrhf@regionofwaterloo.ca

Waterloo Regional Heritage Foundation

Agenda

Tuesday, February 23, 2021

5:30 p.m.

This meeting will be held electronically

1. **Declarations of Conflict of Interest**

2. **Delegations**

a) Omar Kaake re: Property Grant Application 35-37 and 39 Main Street
(Application Distributed Previously with the November 24, 2020 Agenda Package)

3. **Accounts and Grant Summary**

Page 3

4. **Approval of the 2021 Budget**

Page 5

Recommendation:

That the Waterloo Regional Heritage Foundation approve the 2021 Budget.

5. **Approval of Minutes – January 26, 2021**

Page 6

6. **2020-2021 Committees**

5.1 **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)**

5.2 Heritage Advisory and Communications Committee

7. Other Business

8. Next Meeting – March 23, 2021

9. Adjourn

WATERLOO REGIONAL HERITAGE FOUNDATION
February 2021 Disbursements

<u>Date</u>	<u>Chq. #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		Cowan Insurance Group	2021 Insurance Premium	\$2,089.80
				<u>\$2,089.80</u>

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account - February 19, 2021	\$8,646.35
Net amount held by RMOW	<u>348,623.05</u>
	<u>\$357,269.40</u>
DEDUCT:	
Outstanding 2019 Grant Commitments	(\$5,000.00)
Outstanding 2020 Grant Commitments	<u>(132,910.00)</u>
Net Funding Position at February 19, 2021	<u>\$219,359.40</u>

Waterloo Regional Heritage Foundation
2021 Grant Summary Statement
February

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

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

2021 Draft Grant Budget	\$293,000
--------------------------------	------------------

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	2021 Budget	Budget Variance	2021 Budget Notes:
<u>FUNDING SOURCES:</u>				
Accumulated Net Revenue(Opening)	\$245,381	\$219,484	(\$25,897)	Opening Balance.
Regional Grant	106,210	106,210	-	Funding is assumed at 2018 amount
Interest Income	4,800	3,500	(1,300)	Decrease based on estimated cash flow and decreased interest rate
Other				
Total Funding:	\$356,391	\$329,194	(\$27,197)	
<u>EXPENDITURES:</u>				
Foundation Projects				
Special Events	\$4,000	\$4,000	\$0	Covers AGM, Showcase and 2 Awards for Heritage Fair, bus trips
Heritage Scholarship	6,000	6,000	-	\$3,000 each for 2 recipients
Research Award	1,000	1,000	-	Award for one published book
WHS - Annual Volume	5,000	5,000	-	
Architectural Studies	1,000	1,000	-	
Community Outreach	5,000	5,000	-	Rebranding and mail/phone list costs
Award of Excellence	1,250	1,250	-	Framing of awards
Funding Recognition Plaques	2,000	2,000	-	Cost of plaques and installation
Sub Total Foundation Projects	\$25,250	\$25,250	\$0	
Prior Years Grant Approvals Accrued			-	
2020 Grant Approvals / Commitments	316,000	293,000	(23,000)	
Sub Total Grant Approvals/Commitments	\$316,000	\$293,000	(\$23,000)	
Administration				
Foundation Meetings	\$3,400	\$200	(\$3,200)	Removed evening meals (\$210) and security (\$170) for 9 meetings; includes misc meeting expenses
Printing & Supplies	1,000	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	200	(300)	Reduced regular mailouts plus AGM invites; targeted mailings for distribution (ie.designated properties)
Advertising	4,000	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	2,100	100	2021 insurance premiums are \$2,090
Workshops / Travel	500	500	-	Includes mileage and conference expenses
Memberships	150	150	-	National Trust for Canada
Miscellaneous	3,200	3,200	-	Includes domain renewal fee of \$15.70 ; \$2,400 Annual Web Liscense etc.
Sub Total Administration	\$14,750	\$10,450	(\$4,300)	
Total Expenditures:	\$356,000	\$328,700	(\$27,300)	
ACCUMULATED NET REVENUE (Closing)	\$391	\$494	\$103	



Waterloo Regional Heritage Foundation

Minutes

Tuesday, January 26, 2021

5:36 p.m.

This meeting was held electronically

Present were: Chair J. Glass, J. Clinckett*, M. Lee, J. Lewis, B. Martin and K. Redman*

Members absent: L. Haggerty, E. Clarke, D. Emberly and V. Mance

There was no quorum for the start of the meeting.

Declarations of Conflict of Interest

None declared.

Accounts and Grant Summaries

Connie Bogusat, Financial Analyst, provided an overview of the December and January accounts and grant summary noting that the December 2020 accounting is not finalized.

Draft 2021 Budget

C. Bogusat presented a draft of the 2021 budget noting the adjustments to the administration budget lines due to COVID and not meeting in person.

*J. Clinckett arrived at 5:42 p.m.

Finance Reports

- a) WRHF-21-01, 2021 Insurance Policy Renewal

Brian McEnhill, Manager, Risk Management, provided an overview of the policy renewal, noting the minor increase of 8%, which is lower than comparable municipalities across the Province.

The Foundation discussed the various claim possibilities that could be brought against them and B. McEnhill stressed the importance of the wording used while communicating with potential applicants, updated policies and procedures.

3541758

The Foundation discussed adding indemnity statements to approval motions and working on an agreement document between the Foundation and grant applicants. The Foundation agreed to work with B. McEnhill for wording on the motions and agreements.

2020-2021 Committees

a) Allocations and Finance Committee

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

The Foundation discussed increasing the amount of the grant that was previously approved for Stephen Young. The item was deferred to a future meeting.

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

The Foundation discussed the application and noted the requirement for a heritage permit in order to move forward with the application which would provide the Foundation information on what areas of the extensive application can be considered for the grant.

The Foundation discussed the importance of being able to move through applications in a more efficient manner, including the review of an application for completeness, prior to it coming forward for approval. It was suggested that a checklist be developed and a review of the documents needed to be included amongst the process improvements.

*K. Redman arrived at 6:18 p.m. achieving quorum for the meeting.

b) Heritage Advisory and Communications Committee

J. Lewis provided an update noting that history prize awards have been delayed due to the pandemic and stated that nominations for the 2021 awards are now open.

Finance Reports

Since obtaining quorum, the Foundation reviewed and approved the recommendation in report WRHF-21-01, as previously discussed.

- a) WRHF-21-01, 2021 Insurance Policy Renewal

Moved by B. Martin

Seconded by J. Glass

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.

Carried

Approval of Minutes – November 24, 2020

Moved By K. Redman

Seconded by M. Lee

That the minutes of the Waterloo Regional Heritage Foundation meeting held on November 24, 2020 be approved.

Carried

Other Business

a) Board Applications voting results

The Foundation reviewed the outcome of the ballots and appointed Philippe Elsworthy for a term ending in June 2023 and Vanessa Hicks for a term ending in June 2022.

Moved by J. Lewis

Seconded by K. Redman

That the Waterloo Regional Heritage Foundation, accept the application from Philippe Elsworthy, as a member at large for a two-year term, ending in June 2023; and

That the Waterloo Regional Heritage Foundation, accept the application from Vanesa Hicks, as a member at large for a one year term, ending in June 2022.

Carried

b) In response to the Foundation, Jessica Rudy, Foundation Secretary will provide an updated WRHF manual to all members and the Foundation was reminded that the onus is on the members of the subcommittees to set up meetings, as required.

c) J. Lewis provided an overview of past advertising of the grants and awards application process which included the use of events and booths to promote the Foundation. It was clarified that advertising and promotion of the Foundation falls under the mandate for the Heritage Advisory and Communications Committee.

Next Meeting – February 23, 2021**Adjourn**

Moved by J. Lewis

Seconded by M. Lee

That the meeting adjourned at 6:43 p.m.

Carried

Foundation Chair, J. Glass

Foundation Secretary, J. Rudy