



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.

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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