

**Regional Municipality of Waterloo  
Waterloo Regional Heritage Foundation  
Board Agenda**



Tuesday, January 24, 2023

5:30 p.m.

Waterloo County Room/Electronic

Should you require an alternative format please contact the Regional Clerk at Tel.: 519-575-4400,  
TTY: 519-575-4605, or [regionalclerk@regionofwaterloo.ca](mailto:regionalclerk@regionofwaterloo.ca)

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**Pages**

1. **Call to Order**
2. **Declarations of Conflict of Interest**
3. **Councillor Introductions**
4. **Finance Reports**
  - 4.1 **Accounts and Grants Summary** 3
  - 4.2 **WRHF-TRR-23-001, 2023 Insurance Policy Renewal Information Report** 6  
**Recommended Motion:**

That the Waterloo Regional Heritage Foundation (WRHF) accept report WRHF-TRR-23-01 on the purchase of its 2023 insurance portfolio at an annual premium of \$2,299.00 plus applicable provincial sales tax of 8% (\$183.92) totaling \$2,482.92 from Intact Insurance (through Cowan Insurance Brokers Ltd.) under the terms and conditions outlined in Report WRHF-TRR-23-01 dated January 24, 2023.
5. **Delegations**
6. **Approval of Minutes - November 22, 2022** 9  
**Recommended Motion:**

That the minutes of Waterloo Regional Heritage Foundation from November 22, 2022 be approved.
7. **2022 Committees**
  - 7.1 **Allocations and Finance**
  - 7.2 **Heritage Advisory and Communications**
  - 7.3 **Strategic Planning**
    - 7.3.1 **Verbal Update: Michelle Lee**
8. **Information/Correspondence**
9. **Other Business**

**9.1 Plaque Update**

**9.2 Membership Update**

re: resignations and applications

**10. Next Meeting - February 28, 2023**

**11. Adjourn**

**Recommended Motion:**

That the meeting adjourn at x:xx x.m.

**WATERLOO REGIONAL HERITAGE FOUNDATION  
Net Funding Position**

Balance in Operating Account - December 31, 2022 161,778.49

**DEDUCT:**

Outstanding 2021 Grant Commitments (14,740.00)

**Net Funding Position at December 31, 2022** **147,038.49**

**Disbursements: December 2022**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Dec 16 2022	Central Presbyterian Church	Project Grant: Slate Roof Replacement	\$ 100,000
Dec 22 2022	Intact Insurance	2023 Insurance Premiums	2,483
			<u>\$ 102,483</u>

**Outstanding Grants that have been Accrued into 2022  
(Approved in Prior Years)**

<u>Date Approved</u>	<u>Date of Expiry</u>		
Mar 23 2021	Mar 23 2023	Kitchener Public Library - Oral History	13,740
May 25 2021	May 25 2022	Paul Langan - One Publication	1,000
			<u>\$14,740</u>

**WATERLOO REGIONAL HERITAGE FOUNDATION  
2022 Actuals (Draft)**

	<b>Actuals as of <u>Dec 31 2022</u></b>
<b><u>FUNDING SOURCES:</u></b>	
Accumulated Net Revenue(Opening)	\$148,042
Interest Income	9,061
Total Funding:	<u>\$157,104</u>
<b><u>EXPENDITURES:</u></b>	
Prior Years Grant Approvals Accrued	-
2022 Grant Approvals / Commitments	<u>-</u>
Sub Total Grant Approvals/Commitments	<u>\$0</u>
Administration	
Advertising	1,377
Insurance	2,274
Miscellaneous	2,710
Sub Total Administration	<u>\$6,361</u>
Total Expenditures:	<u>\$6,361</u>
ACCUMULATED NET REVENUE (Closing)	<u><u>\$150,743</u></u>

**WATERLOO REGIONAL HERITAGE FOUNDATION  
Net Funding Position**

Balance in Operating Account - January 20, 2023 161,778.49

**DEDUCT:**

Outstanding 2021 Grant Commitments (14,740.00)

**Net Funding Position at January 20, 2023** **147,038.49**

**Disbursements: January 2023**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		None	
			<u>\$ -</u>

**Outstanding Grants that have been Accrued into 2023  
(Approved in Prior Years)**

<u>Date Approved</u>	<u>Date of Expiry</u>		
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			<u>\$14,740</u>

**Region of Waterloo**

**Waterloo Regional Heritage Foundation**

**Treasurer's Report**

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**To:** Waterloo Regional Heritage Foundation

**Meeting Date:** January 24, 2023

**Report Title:** 2023 Insurance Policy Renewal Information Report

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**1. Recommendation**

That the Waterloo Regional Heritage Foundation (WRHF) accept report WRHF-TRR-23-01 on the purchase of its 2023 insurance portfolio at an annual premium of \$2,299.00 plus applicable provincial sales tax of 8% (\$183.92) totaling \$2,482.92 from Intact Insurance (through Cowan Insurance Brokers Ltd.) under the terms and conditions outlined in Report WRHF-TRR-23-01 dated January 24, 2023.

**2. Purpose / Issue:**

To accept the insurance renewal terms for the 2023 annual insurance premium for the WRHF.

**3. Strategic Plan:**

N/A.

**4. Report Highlights:**

- The WRHF's insurance portfolio renewed on January 1, 2023 and coverage has been secured. This year's insurance premium of \$2,299 on the Foundation's program is an increase of \$193 from the premium paid in 2022 of \$2,106. In today's insurance market, significant increases are being experienced on all lines of coverage and a 9.2% (\$193) increase should be seen as good news. While the policy premium increased by 8.5% last year and 7.5% the year prior, double digit increases are being experienced on all other policy renewals. In addition, insurers are leaving the market altogether which is creating significant issues for policy renewals for specialty types of business.
- This is a reasonable renewal term for the same coverage afforded from previous years. Highlighted below are some of the primary coverages in place for this renewal.

- **Commentary by Policy Coverage Being "Renewed"**

In 2023, 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, it is recommend that such matters be reported to the insurer as soon as practicable. Please inform the Risk Manager of any such events/allegations as soon as possible.

## **5. Background:**

The WRHF had the same insurer and insurance premiums (\$1,800 plus applicable taxes) between 2014 and 2020. Recent changes have taken place with the sale of the Guarantee Company of North America Insurance Company to Intact Insurance which may account for some of the minor increases being experienced. The WRHF has experienced stable pricing for many years, but the sale of GCNA and the hard market has elevated rates throughout the industry. This premium increase is reasonable and foreseeable during these hard market conditions globally.

## **6. Area Municipality Communication and Public/Stakeholder Engagement:**

Nil.

## **7. Financial Implications:**

The WRHF's 2023 insurance premium is \$2,299.00 plus provincial sales tax of 8% (\$183.92) which totals \$2,482.92. The Foundation's draft 2023 budget includes an insurance premium allocation of \$2,500 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 accept report WRHF-23-01 for the 2023 insurance policy at a premium of \$2,299 plus applicable taxes. This insurance is required to cover the WRHF operations and its directors.

Due to the insurance policy renewal date being January 1, 2023, coverage needed to be bound prior to policy expiry and preceding the Board meeting on January 24, 2023. As such, approval to secure coverage was sought from and provided by Craig Dyer, the Region's Chief Financial Officer and Board Treasurer for the WRHF. Policy renewal terms are reasonable considering the current insurance market conditions and provides adequate coverage for the operations of the WRHF.

**9. Attachments:**

Nil.

**Prepared By: Brian McEnhill, C.I.P., C.R.M., Risk Manager**

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



# Waterloo Regional Heritage Foundation

## Board Minutes



November 22, 2022

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, M. Lee, A. Dobkowski, J. Baker

Absent: J. Holland

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### 1. Call to Order

Chair J. Glass called the meeting to order at 5:33 p.m.

### 2. Declarations of Conflict of Interest

None.

### 3. Finance Reports

#### 3.1 Accounts and Grants Summary

Connie Bogusat, Financial Analyst, Corporate Services, provided an overview of the summary and noted that the three grants listed under disbursements were paid to the grant recipients.

### 4. Delegations

#### 4.1 Horst & Sharon Wohlgemut

Horst Wohlgemut, Re: Central Presbyterian Church - Project Grant: Slate Roof Replacement, provided a background to the Foundation, specifically the reasons for project delays. The initial deadline was amended to August 31, 2022 which has expired. H. Wohlgemut explained that the project has had many setbacks such as supply chain issues and engineering complications.

In response to the Committee, H. Wohlgemut confirmed that the 60-day completion certificate would be finalized next week. The Foundation approved the property grant for the slate roof component of the renovation project as the roof was completed before the amended expiry on August 31, 2022.

**5. Approval of Minutes - October 25, 2022**

Moved by A. Dobkowski  
Seconded by P. Elsworthy

That the minutes of Waterloo Regional Heritage Foundation from October 25, 2022 be approved.

**Carried**

**6. 2022 Committees**

**6.1 Allocations and Finance**

6.1.1 Central Presbyterian Church

Moved by M. Lee  
Seconded by D. Emberly

That the Waterloo Regional Heritage Foundation approve the release of the \$100,000 one time grant, that was initially approved by the Foundation on September 22, 2020, for the Central Presbyterian Church slate roof replacement dated November 22, 2022.

**Carried**

**6.2 Heritage Advisory and Communications**

None.

**6.3 Strategic Planning**

M. Lee and J. Baker provided a verbal update to the Foundation regarding the draft RFP for a consultant. The draft has been revised and is attached to the original minutes. The draft RFP was refined to provide the potential bidders with updated concise language.

J. Holland provided a written submission expressing that the draft RFP has a good balance between detail and scope.

Helen Chimirri-Russell, Director, Cultural Services, Planning, Development and Legislative Services, expressed that the draft section A should be expanded to require community outreach based on established definition of heritage. Also, she suggested that other heritage community stakeholders be contacted to identify where the Foundation can best assist the community.

Moved by D. Emberly  
Seconded by A. Dobkowski

That the Waterloo Regional Heritage Foundation approve the request for proposal for a consultant, in principle, as amended.

**Carried**

**7. Information/Correspondence**

**8. Other Business**

**8.1 Plaque Update**

J. Hale, Council/Committee Support Specialist provided an update on plaques and the Foundation directed Staff to gather plaque pricing for consideration.

M. Lee, Vice-Chair, replaced J. Glass due to technological issues.

J. Glass returned and resumed Chair.

**8.2 Regional Council Representation on the WRHF**

J. Hale, Council/Committee Support Specialist informed the Foundation that the proposed Regional Council representatives for the Foundation are Councillor Natasha Salonen, Mayor of Wilmot, and Councillor Pam Wolf, direct elect Councillor for Cambridge.

In response to the Foundation, J. Hale clarified that Council representation is at the Chair's discretion, but there is consideration for experience, interest and equal representation for all Committees and Boards.

**9. Next Meeting - January 24, 2023**

**10. Adjourn**

Moved by D. Emberly  
Seconded by A. Dobkowski

That the meeting adjourn at 6:14 p.m.

**Carried**

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Committee Clerk

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Committee Chair

### WRHF Plaque Pricing

Service Provider	Sign Dimensions	Price
Signs by McDougall	10" x 4"	Aluminum - <b>\$235</b> each (plus HST) - owner indicated durability the same as bronze  Cast bronze - <b>\$385</b> each (plus HST) or <b>\$330</b> each (plus HST) for orders of 3 plaques or more
CM Awards and Engraving	10" x 4"	<b>\$597.50</b> (plus HST)
Watson's Engraving and Signage	10" x 4"	Flash bronze on aluminum (suitable for indoor placement only) - <b>\$313.93</b> each (plus HST and shipping)  Tooled bronze (suitable for outdoors - <b>\$408.65</b> each (plus HST and shipping)  Tooled bronze with oxidized finish (suitable for outdoors, most similar look to reference photo) - <b>\$469.95</b> each (plus HST and shipping)
B and B Awards	10" x 4"	Metallic-look acrylic (1/16" thick, suitable for outdoors, brushed copper look - no bronze available but 3 different thicknesses are available) - approx. <b>\$24</b> (plus HST), discounts available for order quantities of 5+ plaques
Signs Galore	10" x 4"	<b>\$486.35</b> (plus HST)
Signable Inc	10" x 4"	1/4" thick bronze - <b>\$509</b> (plus HST)
Signs by Jukes	10" x 4"	Cast bronze - <b>\$595</b> (plus HST)
Westmount Signs & Printing	10" x 4"	Brushed Steel with logo etched away to reveal black (can "hold up for a while outdoor") \$45 plus hst