

Waterloo Regional Heritage Foundation

Board Minutes



January 23, 2024

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, J. Baker, P. Wolf, S. Burke, A. Carswell, H. Peller-Oliver, R. Shipley

Absent: N. Salonen

1. Call to Order

Chair J. Glass called the meeting to order at 5:31 p.m.

2. Land Acknowledgement

J. Hale, Board Secretary, provided a land acknowledgement.

3. Election of Vice Chair

The Board expressed support to defer the election of a new Vice-Chair, following the resignation of M. Lee, until a discussion about the positions of Chair/Vice-Chair can be held at the next Board meeting on February 27, 2024.

H. Peller-Oliver joined the meeting at 5:35 pm.

R. Shipley joined the meeting at 5:36 p.m.

4. Declarations of Conflict of Interest

None declared.

5. Finance Reports

5.1 Accounts and Grants Summary

Connie Bogusat, Financial Analyst, provided a brief overview of the Accounts and Grants Summary. She noted that the December 2023

Summary is an estimate as there may be some outstanding 2023 costs that may still incur costs.

Received for information.

S. Burke joined the meeting at 5:39 pm.

5.2 WRHF-TRR-24-001, 2024 Insurance Policy Renewal Information

Brian McEnhill, WRMIP Risk Manager, highlighted the considerations in the provided report WRHF-TRR-24-001, 2024 Insurance Policy Renewal Information. He further highlighted that the primary consideration for the Board is the renewal opportunities for a more cost-effective insurance provider given the low quantity of Board insurance claims.

In responding to the Board, B. McEnhill confirmed that liability coverage for the Board is at an adequate limit.

Moved by P. Wolf
Seconded by D. Emberly

THAT the Waterloo Regional Heritage Foundation (WRHF) accept report WRHF-TRR-24-001 for information with respect to the purchase of its 2024 insurance portfolio at an annual premium of \$2,507.00 plus applicable provincial sales tax of 8% (\$200.56), totaling \$2,707.56 from Intact Insurance (through Cowan Insurance Brokers Ltd.) under the terms and conditions outlined in report WRHF-TRR-24-001 dated January 23, 2024.

Renewal from last year amounts is shown below:

Year	Before Tax Amount	Tax	Total	% change
2023	\$2,106.00	\$168.48	\$2,274.48	n/a
2024	\$2,507.00	\$200.56	\$2,707.56	19%

Carried

6. Delegations

None.

7. Approval of Minutes - November 28, 2023

Moved by P. Elsworthy

Seconded by P. Wolf

That the minutes of Waterloo Regional Heritage Foundation from November 28, 2023 be approved.

Carried

8. Committees

8.1 Allocations and Finance

None.

8.2 Heritage Advisory and Communications

The Board noted that there have been public inquiries about the Heritage showcase that was held in the past.

8.3 Strategic Planning

The Board recognized that the Strategic Planning Committee will require a new Chair and the Committee expressed support for waiting to appoint a Committee Chair until there is an opportunity for discussion.

The Board discussed the proposed grant funding window that was recommended by the Strategic Planning Committee of holding two grant funding windows. It was confirmed that the percentage of funding for each window has yet to be determined. The Board also discussed next steps which include the definition of heritage, equity funding stream, and the best approach for public engagement and communication.

Regional Staff liaisons, Janine Toms, Public Art & Culture Specialist, and Roxanna Nazarowicz, Senior Planner (Cultural Heritage, Archaeology, and Indigenous Engagement), introduced themselves to the Board and offered support to the Strategic Planning Committee.

The Board directed Staff to organize the next Committee meeting before the next Board meeting.

J. Baker left the meeting at 6:03 pm.

Moved by R. Shipley

Seconded by P. Elsworthy

That the Waterloo Regional Heritage Foundation adopt the Strategic Planning Committee's recommendation of permitting two grant funding application windows per year with an allocated percentage of funding per window, dated January 23, 2024.

Carried

9. Information/Correspondence

None received.

10. Other Business

10.1 Annual General Meeting Discussion

The Board discussed the next Annual General Meeting date.

*Board Secretary Note: Due to a scheduling conflict the Annual General Meeting date was updated following the Board meeting to June 5, 2024 at 5:30 p.m.

R. Shipley left the meeting at 6:05 p.m.

11. Next Meeting - February 27, 2024

The next meeting of the Waterloo Regional Heritage Foundation is on February 27, 2024.

12. Adjourn

Moved by D. Emberly

Seconded by P. Elsworthy

That the meeting adjourn at 6:15 p.m.

Carried

Committee Clerk

Committee Chair