

Waterloo Regional Heritage Foundation

Board Minutes



January 28, 2025

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Glass, D. Emberly, P. Elsworthy, P. Wolf, S. Burke, H. Peller-Oliver, R. Shipley, N. Baskanderi

Absent: J. Baker, N. Salonen, A. Carswell, T. Falconer

Others Present K. Redman, Regional Chair

1. Call to Order

Chair J. Glass called the meeting to order at 5:37 p.m.

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

None declared.

4. Finance Reports

4.1 WRHF-TRR-25-001, 2025 Insurance Policy Renewal

Rob Clark, Risk and Claims Analyst, provided a brief overview of the report WRHF-TRR-25-001. He explained that the proposed insurance policy is an 11 month policy due to a delay in the application submission and so the percentage increase was adjusted from the regular 12 month. The 2025 insurance adjusted annual premium increased by 14%, however, R. Clark noted that the insurance market is projecting that annual premiums should begin to stabilize.

In response to the Foundation, R. Clark confirmed that the Foundation has never had an insurance claim. He further explained that insurance is

meant to provide protection for unforeseeable incidents. Members discussed the need and cost of insurance and also noted that the Foundation is separately incorporated from the Region.

Moved by D. Emberly
 Seconded by R. Shipley

THAT the Waterloo Regional Heritage Foundation (“WRHF”) accept report WRHF-TRR-25-001 for information with respect to the purchase of its 2025 insurance portfolio at an annual premium of \$2,629.00 plus applicable provincial sales tax of 8% (\$210.32), totaling \$2,839.32 from Intact Insurance (through Cowan Insurance Brokers Ltd.) under the terms and conditions outlined in report WRHF-TRR-25-001 dated January 28th, 2025.

Renewal from last year amounts is shown below:

Year	Before Tax Amount	Tax	Total	% change (to nearest whole number)
2023	\$2,106.00	\$168.48	\$2,274.48	n/a
2024	\$2,507.00	\$200.56	\$2,707.56	19%
2025	\$2,629.00	\$210.32	\$2,839.32	14%*

* 2025 Policy period from Feb. 1st, 2025 to Jan. 1st, 2025 (elaborated on later in report). 14% is adjusted increase to account for 11 month policy vs. 12 month policy. Unadjusted increase was 5%.

Carried

4.2 Accounts and Grants Summary

Staff confirmed that the presented net funding position of \$111,614.08 was as of December 31, 2024 and does not account for the insurance premium approved under item 4.1.

Received for information.

5. Delegations

None.

6. Approval of Minutes - November 26, 2024

Moved by D. Emberly
Seconded by S. Burke

That the minutes of Waterloo Regional Heritage Foundation from November 26, 2024 be approved.

Carried

7. Committees

7.2 Heritage Advisory and Communications

J. Glass provided a brief overview of the Heritage Advisory and Communications Committee meeting held earlier in the evening. The Committee discussed reinstating the award process and the potential associated costs. He noted that N. Baskanderi was selected as the Committee Chair on January 28, 2025. The Committee will be meeting in the next couple of months pending the decision of the Foundation related to grant funding.

7.1 Allocations and Finance

J. Glass, Acting Committee Chair, summarized the Allocations and Finance Committee meetings held over the previous couple of month. The Committee reviewed past projects using the new evaluation criteria in preparation of the grant application process. The grant application deadline was on January 15, 2025. He highlighted that the Committee has received thirteen applications which include more diverse projects previously received by the Foundation. The Committee will continue to review the grant applications and will be continuing this process in the coming months.

The Foundation discussed providing Regional Council with ongoing communications about what the Foundation does and its role within the Community. It was further discussed that the Foundation should delegate to Regional Council at the Administration and Finance Committee following the grant process to present the selected projects and demonstrate the Community need for this funding.

7.3 Strategic Planning

None.

8. Information/Correspondence

None.

9. Other Business

None.

10. Next Meeting - February 25, 2025

The next meeting of the Waterloo Regional Heritage Foundation is on February 25, 2025.

11. Adjourn

Moved by D. Emberly

Seconded by P. Elsworthy

That the meeting adjourn at 6:08 p.m.

Carried

Committee Clerk

Committee Chair