

Waterloo Regional Heritage Foundation

Board Minutes



March 25, 2025

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Glass, D. Emberly, P. Elsworthy, P. Wolf, N. Salonen, S. Burke, A. Carswell, R. Shipley, N. Baskanderi

Absent: H. Peller-Oliver, T. Falconer

1. Call to Order

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

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

P. Elsworthy has declared a conflict of interest for the grant application submitted by Juanita Metzger on behalf of Stroll Walking Tours.

4. Finance Reports

4.1 WRHF-TRR-25-002, 2025 Insurance Policy – Change of Carrier

Rob Clark, Acting Risk Manager, provided a brief overview of the Treasurer's report and noted that the new insurance policy is 52.5% lower than 2024 premiums.

In response to the Foundation, R. Clark explained that the new coverage is comparable to the existing coverage. R. Clark further explained that he will provide further information on the coverage related to defamation. He later noted that the policy wording and defamation or character allegations would be covered under libel and slander, which is part of the "Personal Injury" insurance line for which there is \$1 million of coverage.

There will be a rebate applied to the Foundation's account from the savings of transferring the 2025 insurance portfolio to Berkley Canada.

Moved by N. Salonen

Seconded by P. Wolf

That the Waterloo Regional Heritage Foundation (“WRHF”) accept report WRHF-TRR-25-002 for information with respect to the transfer of its 2025 insurance portfolio at an annual premium of \$1,190.00 plus applicable provincial sales tax of 8% (\$95.20), totaling \$1,285.20 from Berkley Canada (through Instant Risk Coverage Inc.) under the terms and conditions outlined in report WRHF-TRR-25-002 dated March 25th, 2025, and sign/return the document titled “Berkley Canada – No Claims Declaration.pdf” that accompanies this report and return by no later than March 28th, 2025 as required by the new insurer to finalize placement.

Renewal from earlier this year’s amounts is shown below (note that we will be receiving a refund from Intact for remainder of year – subject to an early cancellation penalty yet to be determined, but including their figures below for comparison purposes):

2023	\$2,106.00	\$168.48	\$2,274.48	n/a
2024	\$2,507.00	\$200.56	\$2,707.56	19%
2025 - Intact	\$2,629.00	\$210.32	\$2,839.32	14%*
2025 - Berkley	\$1,190.00	\$95.20	\$1,285.20	-52.5%**

* 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%

** 52.5% lower than 2024’s premiums from Intact, 54.7% lower than 2025’s 11 month policy premiums from Intact, 58.5% lower than 2025’s premiums from Intact if adjusted to account for Intact’s policy being 11 months vs. full year as Berkley’s policy runs full 12 months)

Carried

4.2 Accounts and Grants Summary

J. Glass noted the expenses for February 2025 were approximately \$1,500 which would leave the Foundation with an account total of approximately \$110,000 at the end of March 2025.

D. Emberly asked if any Members have any concerns with the cost of catering and no other Members expressed any concerns with the catering costs.

Received for information.

5. Delegations

None.

6. Approval of Minutes - February 25, 2025

D. Emberly requested that the minutes from the February 25, 2025 be corrected to note that the suggestion under item 7.2. that "the Heritage Advisory and Communications Committee present to Regional Council a collection of grants that highlight the positive community impact of the Foundation" be updated to read the "Foundation" and not just specifically the Committee.

Moved by D. Emberly

Seconded by N. Baskanderi

That the minutes of Waterloo Regional Heritage Foundation from February 25, 2025 be approved, as amended

Carried

7. Committees

7.2 Heritage Advisory and Communications

N. Baskanderi provided a brief update on Committee activities. Award applications will be available prior to the end of March and will be posted on the website. The information on how to apply will be provided to the Foundation for public circulation. The Committee will provide award recommendations to the Foundation at the Foundation meeting scheduled for May 27, 2025 in order for the award recipients to be celebrated at the Annual General Meeting on June 11, 2025. It was also noted that Foundation members can nominate individuals for the awards.

J. Glass asked for Members to look for opportunities to communicate that the award nominations are available and that the Committee is looking for diversity in applications.

7.1 Allocations and Finance

The Foundation discussed and deliberated the Administration and Finance Committee grant recommendations. The Foundation considered whether they would like to use all funding available or if they wanted to approve the grant amounts applied to each applicant based on the evaluation criteria. The Foundation approved the approach to distribute the grant funding based on the total averages from the Allocation and Finance Committee recommendations. The total funding approved for distribution would be \$81,495.50.

The Foundation discussed the possibility of an appeal process and Staff noted that there is currently not an appeal process. Staff confirmed that the unsuccessful applicants will be provided the reasoning for their application being denied including information related to the evaluation criteria. The Foundation confirmed that the unsuccessful applicants will be permitted to apply again for future grants. D. Emberly suggested that there be a policy created for roofing projects. J. Glass noted that projects must not be completed prior to grant approval and applicants should not bundle projects when submitting their applications as the funding must be dedicated to specific heritage related projects. The Foundation agreed that property grant projects are still of interest to the Foundation, however, the application process was competitive and the new evaluation criteria has created more opportunity for diversity of applications. P. Elsworthy further noted that there needs to be a clear distinction between maintenance and historical restoration for heritage preservation.

Councillor Salonen suggested that the Foundation establish a policy or additional criteria to manage property grant applications.

Moved by P. Elsworthy
Seconded by R. Shipley

That the Waterloo Regional Heritage Foundation approve the distribution of grant funding based on the total averages from the Allocation and Finance Committee recommendations. The total funding approved would be \$81,495.50 and the Foundation has approximately \$110,833.77 in the financial account which would preserve a total of \$29,338.27.

Carried

Moved by P. Elsworthy
Seconded by R. Shipley

Whereas the Waterloo Regional Heritage Foundation resumed accepting new grant applications on November 1, 2024. The application window closed on January 15, 2025 and the Allocation and Finance Committee have reviewed all thirteen applications that were received by the deadline.

And whereas the Foundation will undertake to review the pilot application process and will provide an update to Regional Council before the end of the 2025 calendar year.

Be it resolved that the Waterloo Regional Heritage Foundation allocate a total of \$81,495.50 to be distributed in the following manner based on the recommendations of the Allocation and Finance Committee:

1. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by the Hearts Open for Everyone (H.O.P.E.) for the 3rd Annual Multicultural Festival of Elmira (MFE) event to a maximum of \$27, 200.00.

And that the funding must be used to pay for only the stage and sound rental, tables/chairs rental, tent rental, and/or promotion & marketing.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the project with request for payment.

2. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by Peggy Plet to explore and document the lives and experiences of Black domestic workers in the Region of Waterloo as detailed in the grant application to a maximum of \$10,940.00.

And that the funding must be used to pay for only roundtrip flight to London, England, Transportation within London, Accommodations, photocopying/printing, other travel expenses to Ottawa.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the project with request for payment.

3. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by the Waterloo Historical Society for the publication of the Annual Volume 112 - 2024 as detailed in the grant application to a maximum of \$10,200.00.

And that the funding must be used to pay for only publication of the Annual Volume 112 – 2024 on local history and associated publication costs including professional services and printing.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the project with request for payment.

4. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by Janna Martin for the project titled 'A Working Group on Unsettling Mennonite Public History' as detailed in the grant application to a maximum of \$1,168.00.

And that the funding must be used to pay for the focus group honorariums and meeting materials.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of Phase 4 of the project with request for payment. Prior to payment, the applicant must present their findings to the Foundation.

And that the grant funding will expire on April 1, 2026, if not completed to the satisfaction of the Foundation.

5. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by the Rhythm & Blues Cambridge for the Emancipation Day Celebration event as detailed in the grant application to a maximum of \$10,500.00.

And that the funding must be used to pay for only the sound and staging rentals, tent and equipment rentals, and marketing and printed materials.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the project with request for payment.

6. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by Juanita Metzger on behalf of Stroll Walking Tours to develop three new walking tours based on significant women's history in the Region of Waterloo as detailed in the grant application to a maximum of \$7,627.50.

And that the funding must be used to pay for only for archival research, group testing costs, marketing and promotion,

photography, and equipment. The grant funding should not be used to pay for salaries or human resource activities.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the project with request for payment.

**P. Elsworthy declared a conflict of interest for this grant application and did not provide any evaluation input during Committee discussions.*

7. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by Stephen Young for the Dickson & Bruce History meets Mystery film series as detailed in the grant application to a maximum of \$5,160.00.

And that the funding must be used to pay for only for the cost of filming.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of filming with request for payment.

8. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by Muslim Social Services Waterloo Region for the Arabic Calligraphy Program as detailed in the grant application to a maximum of \$5,820.00.

And that the funding must be used to pay for only for the artist, supplies and photographer.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of filming with request for payment. The applicant must also submit report with event participation details and photos.

9. That the Waterloo Regional Heritage Foundation approve the request for funding submitted by Capoeira KW/Ruddy Brunherotto dos Santos for a special event as detailed in the grant application to a maximum of \$2,880.00.

And that the funding must be used to pay for only for the Casa de Tapera artist fee for the workshop and the bateria (orchestra) fees for the competition.

And that a statement of account with copies of supporting invoices be submitted to the Foundation upon completion of the event with request for payment.

10. That the Waterloo Regional Heritage Foundation decline approval for the following grant applications as per the evaluation criteria of Visibility and Reach, Diversity, Equity, and Inclusion, Cost Benefit and Public Accountability - Value to the Public, and Innovation and Uniqueness:

- a. Barlow Family for the requested roofing/property project;
- b. LD Hall Group Inc. for the requested property project;
- c. Scott Bradford for the request property project; and
- d. WeCare Centre for the requested program.

Carried

7.3 Strategic Planning

None.

N. Salonen left the meeting at 6:24 pm.

8. Information/Correspondence

None.

9. Other Business

9.1 Member J. Baker Resignation

Member J. Baker provided his formal resignation to the Foundation's Chair and Secretary on March 9, 2025. The Foundation acknowledged J. Baker's good works and noted that he was a great asset to the Foundation.

10. Next Meeting - April 22, 2025

The next meeting of the Waterloo Regional Heritage Foundation is on April 22, 2025.

11. Adjourn

Moved by D. Emberly

Seconded by N. Baskanderi

That the meeting adjourn at 6:27 p.m.

Carried

Committee Clerk

Committee Chair