

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



Tuesday, February 24, 2026

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

Pages

1. **Call to Order**
2. **Land Acknowledgement**
3. **Declarations of Conflict of Interest**
4. **Finance Reports**
 - 4.1 **WRHF-TRR-26-001, 2026 Insurance Policy Renewal** 3
Recommended Motion:
 THAT the Waterloo Regional Heritage Foundation (“WRHF”) accept report WRHFTRR26001 for information with respect to the renewal of its insurance portfolio at an annual premium of \$1,150.00 plus applicable provincial sales tax of 8% (\$92.00), totaling \$1,242.00, through Instant Risk Coverage Inc. (“IRC”) under the terms and conditions outlined in report WRHFTRR26001 dated February 11th, 2026, and sign and return the No Claims Declaration, as required by the insurer to finalize renewal.
- 4.2 **Accounts and Grants Summary** 7
 For information.
5. **Delegations**
6. **Approval of Minutes - January 27, 2026** 9

Year	Before Tax Amount	Tax	Total	% change (to nearest whole number)
2025	\$1,190.00	\$95.20	\$1,285.20	-52.5%*
2026	\$1,150.00	\$92.00	\$1,242.00	-3%

* Reflects the midterm transition from the incumbent insurer to the IRC Affiliate Program in 2025

Recommended Motion:

That the minutes of Waterloo Regional Heritage Foundation from January 27, 2026 be approved.

7. Committees

7.1 Allocations and Finance

Discussion on target for the next grant window with consideration for the window to be held from April 1, 2026 to June 30, 2026.

7.2 Heritage Advisory and Communications

Discussion on Next Steps:

1. Award Nominations; and
2. Schedule Committee meetings to consider nominations.

7.3 Strategic Planning

The Committee is planning to review the pilot project and provide the evaluation at the Foundation meeting on March 24, 2026.

8. Information/Correspondence

None.

9. Other Business

10. Next Meeting - Tuesday, March 24, 2026

11. Adjourn

Recommended Motion:

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

Region of Waterloo
Waterloo Regional Heritage Foundation
Treasurer's Report

To: Waterloo Regional Heritage Foundation

Meeting Date: February 24, 2026

Report Title: 2026 Insurance Policy Renewal

1. Recommendation

THAT the Waterloo Regional Heritage Foundation (“WRHF”) accept report WRHF- TRR- 26- 001 for information with respect to the renewal of its insurance portfolio at an annual premium of \$1,150.00 plus applicable provincial sales tax of 8% (\$92.00), totaling \$1,242.00, through Instant Risk Coverage Inc. (“IRC”) under the terms and conditions outlined in report WRHF- TRR- 26- 001 dated February 11th, 2026, and sign and return the No Claims Declaration, as required by the insurer to finalize renewal.

Year	Before Tax Amount	Tax	Total	% change (to nearest whole number)
2025	\$1,190.00	\$95.20	\$1,285.20	-52.5%*
2026	\$1,150.00	\$92.00	\$1,242.00	-3%

* Reflects the mid-term transition from the incumbent insurer to the IRC Affiliate Program in 2025

2. Purpose / Issue:

To inform the Board of the insurance renewal terms for the 2026 annual insurance premium for the WRHF.

3. Strategic Plan:

N/A

4. Report Highlights:

The WRHF’s insurance portfolio is set to renew from March 20th, 2026 to March 20th, 2027 through the IRC Non- Profit / Affiliate Program. This renewal represents a continuation of the program first placed mid- term in 2025 following identification of a specialized affiliate insurance program designed for municipally affiliated non- profit

organizations.

The annual insurance premium for the 2026 policy term is \$1,150.00 plus applicable provincial sales tax, representing a reduction of \$40.00 (approximately 3%) from the prior year's premium of \$1,190.00 before tax. Coverage limits remain unchanged at \$2,000,000 for both Comprehensive General Liability and Directors' & Officers' Liability. In addition, the Directors' & Officers' policy now includes \$1,000,000 in Employment Practices Liability coverage, which was not previously included unless purchased separately.

- **Comprehensive General Liability: Coverage Limit \$2,000,000**

This type of coverage insures the WRHF 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 WRHF and for damage 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 WRHF.

The Directors' & Officers' Liability policy applies for the period March 20, 2026 to March 20, 2027, and any possible claims MUST be reported within this policy term. Failure to report known, suspected, or threatened claims within the active policy period may result in denial of coverage. If any such matters are known, expected, threatened, or implied, it is recommended that they be reported to the insurer as soon as practicable. Please inform the Risk Manager of any such events or allegations as soon as possible.

As part of the renewal requirements for this line of coverage, the insurer requires completion of a No Claims Declaration, confirming that the WRHF is not aware of any claims or circumstances that could reasonably be expected to give rise to a claim. This document was completed during the prior policy term by the Chair of the WRHF Board, and must be completed again as part of the 2026 renewal to maintain continuity of coverage.

5. Background:

The WRHF maintained insurance coverage with the same insurer at relatively stable premiums from approximately 2014 through 2020. Increases were experienced in subsequent years, consistent with broader market trends, particularly within the public entity and non-profit insurance sectors. As a result, the WRHF experienced

year-over-year premium increases leading into the 2025 policy year.

In early 2025, the WRHF's insurance portfolio was initially renewed through the incumbent insurer; however, shortly thereafter, a new insurance program became available through IRC that was specifically designed for municipally affiliated non-profit organizations. A review of this program confirmed that comparable coverage limits could be maintained at a significantly reduced cost, and the WRHF's insurance portfolio was transferred mid-term to the IRC Non-Profit / Affiliate Program.

Following the mid-term transition in 2025, the previously cancelled policies with the former insurer were fully reconciled. Refunds totaling \$2,209.64 were received for the unused portion of coverage, reflecting the time on risk and applicable early cancellation provisions. These refunds were applied to the WRHF account and concluded the 2025 transition to the IRC Affiliate Program.

The 2026 insurance renewal represents a continuation of this program under the same insurer and structure, with stable coverage terms and a modest year-over-year premium reduction.

6. Communication and Engagement with Area Municipalities and the Public

Public/Area Municipalities: N/A.

7. Financial Implications:

The WRHF's 2026 insurance premium is \$1,150.00 plus provincial sales tax of 8% (\$92.00), totaling \$1,242.00. The WRHF has sufficient funds to cover the cost of the 2026 insurance premium. Deductibles and coverage limits remain unchanged from the prior year.

8. Conclusion / Next Steps:

It is recommended that the WRHF accept report WRHF-TRR-26-001 for the 2026 insurance policy renewal at a premium of \$1,150.00 plus applicable taxes. This insurance is required to cover the WRHF operations and its directors. As in prior years, the Region's Chief Financial Officer, acting as Treasurer for the WRHF and under authority provided by Regional Council, has been consulted in conjunction with the Risk Manager, and the renewal terms are considered reasonable and appropriate given the WRHF's operations and risk profile.

9. Attachments:

- N/A

Prepared By: Rob Clark, FCIP, RIMS-CRMP, CBCI, Acting Risk Manager

Approved By: Wayne Steffler, Treasurer, Waterloo Regional Heritage Foundation

WATERLOO REGIONAL HERITAGE FOUNDATION
January 2026

<u>Date</u>	<u>Payee/Donor</u>	<u>Description</u>	<u>Amount</u>
<u>Disbursements</u>			
Jan.23	Dana Hospitality	Catering - Jan. 12 WRHF subcommittee (cancellation fee)	\$ 132.76
Jan.30	Dana Hospitality	Catering - January 27 WRHF	\$ 125.63
			\$ 258.39
 <u>Receipts</u>			
Jan.19	Architectural Conservancy ON	Donation	\$ 10,000.00
Jan.27	Region of Waterloo	Donation	\$ 100,000.00
			\$ 110,000.00

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account as at January 31, 2026	\$ 170,212.50
 Deduct:	
Funding Approved for Distribution in 2025	\$ (78,615.50)
Grants Paid	\$50,487.50
Grants Committed (Approved and Not Paid)	(28,128.00)
 Net Funding Position as at January 31, 2026	\$ 142,084.50

WATERLOO REGIONAL HERITAGE FOUNDATION
Grant Summary Statement
January 2026

Grants Approved and Paid

Date Paid	Grants Paid in 2025	
2025-10-31	Rhythm & Blues Cambridge for the Emancipation Day Celebration	\$10,500.00
2025-10-29	Stephen Young for the Dickson & Bruce History meets Mystery film series	\$ 5,160.00
2025-12-31	the Hearts Open for Everyone (H.O.P.E.) for the 3rd Annual Multicultural Festival of Elmira (MFE) event	\$27,200.00
2025-12-31	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	\$ 7,627.50
	Subtotal	<u><u>\$50,487.50</u></u>

Grants Committed (Approved and Not Paid)

Date Approved	Date of Expiry	Outstanding Approved Commitments	
2025-03-25	-	Peggy Plet to explore and document the lives and experiences of Black domestic workers in the Region of Waterloo	\$10,940.00
2025-03-25	-	Waterloo Historical Society for the publication of the Annual Volume 112 - 2024	\$10,200.00
2025-03-25	2026-04-01	Janna Martin for the project titled 'A Working Group on Unsettling Mennonite Public History'	\$ 1,168.00
2025-03-25	-	Muslim Social Services Waterloo Region for the Arabic Calligraphy Program	\$ 5,820.00
		Subtotal	<u><u>\$28,128.00</u></u>
Total Grants Paid and Committed			\$78,615.50

Regional Municipality of Waterloo
Waterloo Regional Heritage Foundation
Board Minutes



January 27, 2026

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Glass, D. Emberly, P. Elsworthy, P. Wolf, N. Salonen, A. Carswell, R. Shipley, T. Falconer, E. Dyck

Absent: H. Peller-Oliver, N. Baskanderi, K. Costello

Others Present K. Redman, Regional Chair

1. Call to Order

Chair D. Emberly called the meeting to order at 5:31 p.m.

N. Salonen joined the meeting at 5:39 pm.

A. Carswell joined the meeting at 5:58 pm.

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

None declared.

4. Finance Reports

4.1 Accounts and Grants Summary

D. Emberly provided a brief overview of the Accounts and Grants Summary. He explained actual account amount and the remaining funding being held for unpaid approved grants. He noted that The Architectural Conservancy of Ontario has made a donation of \$10,000.00 to the Foundation. He further noted that Regional Council approved \$100,000.00

funding to become an annual budget line item. The motion for the funding was introduced by Councillor N. Salonen and seconded by Councillor P. Wolf during the 2026 Regional budget process.

5. Delegations

None.

6. Approval of Minutes - November 25, 2025

Chair D. Emberly noted the minutes incorrectly stated the legal name for The Architectural Conservancy of Ontario and language related to the dissolving of the Cambridge and North Dumfries Branch. Staff confirmed that the errors will be corrected.

Moved by P. Wolf
Seconded by T. Falconer

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

Carried

7. Committees

7.1 Allocations and Finance

Staff provided the current status of all grant applicants. Chair D. Emberly highlighted the completed and pending grants, specifically that Janna Martin's project was in the process of being approved.

7.2 Heritage Advisory and Communications

J. Hale provided the list of current applications that have been received and she noted that there has been two applications for the Jean Steckle award, two applications for the Award of Excellence, one application for the History Prize, and one application for the Sally Thorsen award.

She further noted that the History Prize award requires copies to be submitted to the Foundation and that the Foundation will reimburse the applicant for the copies. The cost of the History Prize Nomination reimbursement was \$33.76.

The Foundation directed staff to poll for committee meeting dates in order to review the applications following the application deadline on February 27, 2026.

7.3 Strategic Planning

The Foundation discussed the purpose of the Committee and identified that it is meant to review the pilot grant process. J. Glass and P. Elsworthy agreed to co-chair the Strategic Planning Committee and that the focus would be on reviewing the pilot grant process to allow for the grant application.

T. Falconer suggested that the Committee focus their review on the following:

1. Was the problem solved by with the grant pilot or does the problem still exist?
2. How did the outcomes meet the strategic review priorities?

The Foundation directed Staff to schedule a Committee meeting.

8. Information/Correspondence

The Foundation noted the receipt of the 'Thank You' card from the Multicultural Festival of Elmira 2025 Volunteer Planning Committee.

9. Other Business

D. Emberly and P. Elsworthy highlighted that the National Trust Conference is being held from October 22-24, 2026 and Ontario Heritage Conference will be held in Hamilton, Ontario from June 18, 2026 to June 20, 2026. D. Emberly suggested that the Foundation utilize the new display being created at these events.

In response to K. Redman, D. Emberly explained that the Foundation participation is typically a presence at the event and has not involved a display. The Foundation discussed the potential in participating and P. Elsworthy will provide further information on the theme and opportunities to participate.

10. Next Meeting - Tuesday, February 24, 2026

The next meeting of the Waterloo Regional Heritage Foundation is on Tuesday, February 24, 2026.

11. Adjourn

Moved by P. Wolf
Seconded by T. Falconer

That the meeting adjourn at 6:06 p.m.

Carried

Committee Clerk

Committee Chair