

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



Tuesday, July 29, 2025

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

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. Regional Appointment Ratification and Introductions

That the Regional Municipality of Waterloo ratify the following appointments to the Waterloo Regional Heritage Foundation dated June 25, 2025:

- a. Kamila Costello for a term ending June 2028;
- b. Emily Dyck for a term ending June 2028;
- c. David Emberly for a term ending June 2027; and
- d. John Glass for a term ending June 2027.

All Directors to provide brief introductory remarks.

4. Election of Foundation Chair and Vice-Chair

The Foundation will be electing the next Chair and Vice-Chair for a term of approximately one (1) year.

5. Declarations of Conflict of Interest

6. Finance Reports

6.1 Accounts and Grants Summary

For information.

3

7. Delegations

None.

8. Approval of Minutes - May 27, 2025

4

Recommended Motion:

That the minutes of Waterloo Regional Heritage Foundation from May 27, 2025 be approved.

9. Committees

9.1 Allocations and Finance

Brief overview of the Committee and call for volunteers.

9.2 Heritage Advisory and Communications

Brief overview of the Committee and call for volunteers.

9.3 Strategic Planning

Brief overview of the Committee and call for volunteers.

10. Information/Correspondence

None.

11. Other Business

12. Next Meeting - September 23, 2025

13. Adjourn

Recommended Motion:

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

WATERLOO REGIONAL HERITAGE FOUNDATION
May-June 2025

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
May 5	DANA HOSPITALITY	WRHF catering - March 25	\$ 143.44
May 5	BARBER COLLINS SECURITY SERVICES	WRHF meeting guard - March 11	\$ 88.02
May 12	GRANT HAVEN MANAGEMENT	WRHF board appointments ad - Wilmot-Tavistock Gazette	\$ 146.53
May 30	BARBER COLLINS SECURITY SERVICES	WRHF meeting guard - March 25	\$ 89.55
Jun 2	DANA HOSPITALITY	WRHF catering - May 7 WRHF subcommittee	\$ 137.59
Jun 2	WOOLWICH OBSERVER	Newspaper Advertising	\$ 478.27
Jun 2	AYR NEWS	Public notice ad - WRHF board of directors recruitment	\$ 179.50
Jun 10	METROLAND	Public notice ad (pointer) - WRHF board of directors recruitment	\$ 659.40
			\$ 1,922.30

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account as at June 30, 2025	\$ 109,283.58
Deduct:	
Funding Approved for Distribution	\$ (81,495.50)
Net Funding Position as at June 30, 2025	\$ 27,788.08

Waterloo Regional Heritage Foundation

Board Minutes



May 27, 2025

5:30 p.m.

Meeting to be held electronically
150 Frederick Street, Kitchener, Ontario

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

Absent: J. Glass, S. Burke, H. Peller-Oliver, T. Falconer

1. Call to Order

Vice-Chair D. Emberly called the meeting to order at 5:36 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 Accounts and Grants Summary

D. Emberly provided a brief overview of the Account and Grant Summary. He noted that the operating account is \$110,572.38 with \$81,495.50 committed to grant funding which would give a net position of \$29,076.88. He explained that the grant funding distribution timeline is based on a full year not based on the fiscal year. If a project has not been completed within the year timeframe the grant recipient may request an extension which the Foundation may approve as long as the project has been started within that year. Therefore, the earmarked funding of \$81,495.50 will only be held until March 26, 2026 unless the grants are paid out or an extension is approved. He further noted that the account summary states

that there was a \$914.72 refund from Intact Insurance as the Foundation switched insurance companies for decreased insurance premium.

Received for information.

4.2 Draft Audited Financial Statements

D. Emberly presented the auditor draft financial statement, specifically he highlighted Auditor's stated purpose of the Foundation. He summarized the contents of the statements including various expenses such as the consultant's fee.

Moved by N. Salonen

Seconded by N. Baskanderi

That the Waterloo Regional Heritage Foundation approve the audited Draft Financial Statements as dated May 27, 2025.

Carried

5. Delegations

None.

6. Approval of Minutes - April 22, 2025

D. Emberly noted an error under item 7.2 of the minutes which shall be amended to read "D. Emberly noted that area municipalities should be represented across the award winners."

Moved by R. Shipley

Seconded by P. Wolf

That the minutes of Waterloo Regional Heritage Foundation from April 22, 2025 be approved as amended.

Carried

7. Committees

7.1 Allocations and Finance

The Foundation indicated that they would register to delegate to Regional Council to provide an update on the Foundation background and recent successful grant application before requesting any further funding.

Following the update the Foundation further indicated that they would like

to delegate at the Strategic Planning and Budget Public Input meeting on November 18, 2025.

P. Wolf supported delegating to Council before budgetary discussions and suggested that the presentation should emphasize how the Foundation has benefited the community for over 40 years. She further supported that the Foundation delegate at a public input meeting and Staff confirmed that the final budget is scheduled to be considered on December 17, 2025.

7.2 Heritage Advisory and Communications

N. Baskanderi provided a brief overview of the Committee's meeting held on May 7, 2025. The Committee discussed and deliberated the two award nominees that were received and recognized that both nominees were great options. However, the unsuccessful nominee was not recommended for an award because he had already received the Award of Excellence in the past. Staff will contact all nominees with the results of the Foundation's decision. J. Hale noted that Juanita Metzger is unfortunately unable to attend the Annual General Meeting on June 11, 2025. Staff will determine a future meeting that will work for J. Metzger.

N. Baskanderi also noted that the Committee discussed that award nomination will be accepted on a rolling basis starting in September 2025 with two deadlines. The first deadline is for History Prize award nominations which will be January 15, 2026 and all the other nominations will be due March 31, 2026.

Moved by N. Salonen
Seconded by P. Wolf

That the Waterloo Regional Heritage Foundation present Juanita Metzger with the Award of Excellence at the next applicable Foundation meeting.

And that the Foundation approve the cost of the award framing to a maximum of \$100.00.

Carried

7.3 Strategic Planning

None.

8. Information/Correspondence

None.

9. Other Business

D. Emberly confirmed that the Architectural Conservancy Of Ontario Inc. North Dumfries and Cambridge branch will be holding a meeting on June 9, 2025 and will be considering the approval of a donation of approximately \$20,000 to the Foundation.

10. Next Meeting - June 11, 2025 (AGM)

The next meeting of the Waterloo Regional Heritage Foundation is on June 11, 2025.

11. Adjourn

Moved by N. Salonen

Seconded by N. Baskanderi

That the meeting adjourn at 6:11 p.m.

Carried

Committee Clerk

Committee Chair