

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



Tuesday, September 23, 2025

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. Award Presentation Award of Excellence to be presented to Juanita Metzger.	
5. Finance Reports	
5.1 Accounts and Grants Summary For information.	3
6. Delegations None.	
7. Approval of Minutes - July 29, 2025 Recommended Motion: That the minutes of Waterloo Regional Heritage Foundation from July 29, 2025 be approved.	4
8. Committees	
8.1 Allocations and Finance Brief update on approved grant projects.	
8.2 Heritage Advisory and Communications Discussion on various matters including:	
1. Committee membership and meeting schedule;	
2. Release of award applications and related deadlines; and	
3. Participation in the Annual Doors Open Event.	
8.3 Strategic Planning Discussion on next steps as it relates to the review of the grant funding pilot project.	

9. **Information/Correspondence**
None.
10. **Other Business**
 - 10.1 **Catering Costs Discussion**
11. **Next Meeting - October 28, 2025**
12. **Adjourn**
Recommended Motion:
That the meeting adjourn at x:xx x.m.

WATERLOO REGIONAL HERITAGE FOUNDATION

July-August 2025

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Jul 13	DANA HOSPITALITY	Catering - June 11 WRHF AGM	\$ 210.82
Jul 19	KITCHENER CITIZEN	Public notice ad - WRHF board of directors	\$ 641.09
Jul 31	PRINT SHOP	WRHF Award Certificate 2025	\$ 37.99
Aug 19	DANA HOSPITALITY	Catering - July 29 WRHF	\$ 210.82
Aug 19	INTACT INSURANCE	Refund for Directors & Officers Liability Insurance	\$ (1,294.92)
			\$ (194.20)

WATERLOO REGIONAL HERITAGE FOUNDATION

Net Funding Position

Balance in Operating Account as at August 31, 2025	\$ 110,104.45
Deduct:	
Funding Approved for Distribution	\$ (81,495.50)
Net Funding Position as at August 31, 2025	
	\$ 28,608.95

Waterloo Regional Heritage Foundation

Board Minutes



July 29, 2025

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

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

Absent: H. Peller-Oliver

1. Call to Order

J. Hale, Foundation Secretary, called the meeting to order at 5:30 p.m.

2. Land Acknowledgement

J. Hale provided a land acknowledgement.

3. Regional Appointment Ratification and Introductions

The Foundation participated in introductions to welcome the new Directors to the Board.

T. Falconer joined the meeting at 5:33 pm.

N. Baskanderi joined the meeting at 5:35 pm.

4. Election of Foundation Chair and Vice-Chair

J. Hale called for nominations for the position of Chair and Vice-Chair for a one-year term from July 2025 to the Annual General Meeting to be scheduled for June 2026. D. Emberly was nominated for the position as Chair and accepted the nomination and no additional nominations were made. T. Falconer was nominated for the position of Vice-Chair and accepted the nomination, and no additional nominations were made.

D. Emberly assumed the Chair for the remainder of the meeting.

Moved by J. Glass
Seconded by P. Elsworthy

That nominations for the position of Chair be closed;
And that David Emberly be acclaimed as Chair of the Waterloo Regional Heritage Foundation for the period from July 2025 to June 2026.

Carried

Moved by J. Glass
Seconded by A. Carswell

That nominations for the position of Vice Chair be closed;
And that T. Falconer be acclaimed as Vice-Chair of the Waterloo Regional Heritage Foundation for the period from July 2025 to June 2026.

Carried

5. Declarations of Conflict of Interest

None declared.

6. Finance Reports

6.1 Accounts and Grants Summary

D. Emberly requested that the Foundation provide input on if catering is a necessary expense with an average cost of \$140.00 per meeting. J. Glass expressed support for continuing catering due to the timing of the meetings; however, he noted that there does need to be a broader budgetary discussion. N. Salonen suggested that Staff could look at other menu options provided by the cafeteria. J. Hale confirmed that at the Foundation meetings the order is for sandwiches and not a hot meal, but Staff will investigate more cost-effective options for catering.

N. Salonen further suggested that the Foundation could hold off-site meetings at heritage locations in the Region and that these off-site meeting locations could be used for the Foundation's Annual General Meeting.

D. Emberly provided a brief overview of the Accounts and Grants Summary and highlighted that there is \$81,495.50 in approved funding being held for distribution which equates to a net funding position of \$27,788.08 as of June 30, 2025.

Received for information.

A. Carswell joined the meeting at 5:50 pm.

7. Delegations

None.

8. Approval of Minutes - May 27, 2025

Moved by P. Elsworthy

Seconded by R. Shipley

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

Carried

9. Committees

9.1 Allocations and Finance

D. Emberly provided an overview of how the Committees function and that Directors may volunteer to participate in any of the three Committees as well as volunteer to Chair a Committee as well. He noted that the Allocations and Finance Committee was the busiest Committee this year as it was tasked with the review of the grant applications.

9.2 Heritage Advisory and Communications

D. Emberly summarized the purpose of the Heritage Advisory and Communications Committee. He highlighted the various awards and prizes that the Committee may distribute based on applications and nominations. He noted that Board Members are able to nominate award nominees. He further highlighted that N. Baskanderi was the Committee Chair previously and assisted in getting the Committee restarted since its pause in 2018.

Staff confirmed that they would recirculate the Committee descriptions as well as a request for volunteers for all the Committees.

9.3 Strategic Planning

The Foundation discussed the merits of the Strategic Planning Committee following the conclusion of the review in 2024. Members indicated that the Committee should be continued as the review of the grant funding pilot project still needs be completed.

N. Baskanderi left the meeting at 6:11 pm.

10. Information/Correspondence

None.

11. Other Business

The Foundation discussed presenting to Regional Council on the positive public impact of the Foundation and to highlight the grant funding pilot project that attracted several high quality and diverse applications. J. Hale reminded the Foundation that the Strategic Planning and Budget Public Input meetings are on November 18, 2025 and December 3, 2025.

J. Glass offered to draft a presentation that would be provided to the Foundation before the Board Meeting on September 23, 2025, in order for the Foundation to delegate at the Regional Council meeting on September 24, 2025. He also volunteered to provide the presentation to Council as well.

J. Hale will circulate the delegation information to the Board for J. Glass to register as a delegate.

12. Next Meeting - September 23, 2025

The next meeting of the Waterloo Regional Heritage Foundation is on September 23, 2025.

13. Adjourn

Moved by P. Wolf

Seconded by N. Salonen

That the meeting adjourn at 6:25 p.m.

Carried

Committee Clerk

Committee Chair