

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



Tuesday, September 27, 2022, 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](mailto:regionalclerk@regionofwaterloo.ca)

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**Pages**

1. **Call to Order**
2. **Declarations of Conflict of Interest**
3. **Finance Reports**
  - 3.1. **Accounts & Grants Summary**

The summary will be available on addendum to be released on September 26, 2022
  - 3.2. **Budgetary Considerations for In-person Meetings**
4. **Delegations**
5. **Approval of Minutes - June 28, 2022** 3

Recommended Motion:  
That the minutes of Waterloo Regional Heritage Foundation from June 28, 2022 be approved.
6. **2022 Committees**
  - 6.1. **Allocations and Finance**
  - 6.2. **Heritage Advisory and Communications**
  - 6.3. **Strategic Planning**
    - 6.3.1. **Status Update** 8

Recommended Motion:  
That the Waterloo Regional Heritage Foundation approves the Strategic Planning - Goals and Process, in principle, as provided on September 27, 2022.
7. **Information/Correspondence**
  - 7.1. **2021 Grant Approval Updates**

There are currently two grants that are being processed for payment:

    1. **Steckle Heritage Farm - Historical Steel Roofing**

2. 35-39 Main Street

**8. Other Business**

**8.1. Administrative Reminders**

Follow-up on the discussion related to member attendance (s. 3.05) from the regular Foundation meeting on June 28, 2022.

**8.2. 2022-2023 Sub-Committee Membership Sign-up**

Follow-up on member sign-up for the three sub-committee.

**8.3. Waterloo Historical Society Annual Standing Payments Discussions**

The Foundation deferred the presented motion to the September regular meeting.

Recommended Motion:

That the Waterloo Regional Heritage Foundation pause the annual grant funding to the Waterloo Heritage Society as per the Foundation resolution regarding grant funding dated February 8, 2022.

**9. Next Meeting - October 25, 2022**

**10. Adjourn**

Recommended Motion:

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

# Waterloo Regional Heritage Foundation

## Board Minutes



June 28, 2022, 5:30 p.m.  
150 Frederick Street, Kitchener, Ontario

Present: K. Redman, E. Clarke, J. Glass, J. Holland, D. Emberly, P. Elsworthy, M. Lee, J. Baker

Absent: J. Clinckett, V. Hicks, A. Dobkowski

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### 1. Call to Order

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

### 2. Appointment Ratification and Introductions

J. Hale, Foundation Secretary confirmed that the Council of the Regional Municipality of Waterloo ratified the Board of Director appointments were ratified on June 22, 2022.

The Foundation members and Staff provided introductory remarks for the new Directors appointment.

M. Lee provided an overview of the Strategic Planning Committee to provide context.

### 3. Election of Chair and Vice Chair

The meeting was called to order at 5:33 p.m.

J. Hale, Foundation Secretary called for nominations for the position of Chair and Vice-Chair for a one-year renewable term from June 2022 to June 2023.

John Glass was nominated for the position as Chair and accepted the nomination and no additional nominations were made.

Michelle Lee was nominated for the position of Vice-Chair and accepted the nomination and no additional nominations were made.

J. Glass assumed the Chair for the remainder of the meeting.

Moved by D. Emberly  
Seconded by P. Elsworthy

That nominations for the position of Chair be closed;  
And that John Glass be accepted as Chair of the Waterloo Regional Heritage Foundation for the period from June 2022 to June 2023.

**Carried**

Moved by J. Glass  
Seconded by E. Clarke

That nominations for the position of Vice Chair be closed;  
And that Michelle Lee be accepted as Vice-Chair of the Waterloo Regional Heritage Foundation for the period from June 2022 to June 2023.

**Carried**

**4. Declarations of Conflict of Interest**

J. Glass declared a conflict of interest for item 10.3. Discussion of Waterloo Historical Society Annual Standing Payments as he is the president for the WHS.

**5. Finance Reports**

**5.1 Accounts and Grant Summary**

Connie Bogusat, Financial Analyst (Water Services), Corporate Services, submitted a clarifying written submission related to the outstanding AP Commitment – eSolutions Group, which once paid it will listed as a disbursement.

**6. Delegations**

None.

**7. Approval of Minutes - May 24, 2022**

Moved by D. Emberly  
Seconded by M. Lee

That the minutes of Waterloo Regional Heritage Foundation from May 24, 2022 be approved, as amended.

**Carried**

## **8. 2022 Committees**

### **8.1 Allocations and Finance**

#### **8.1.1 Update - the Conservation Treatment of a Tremaine Map**

J. Glass provided a summary about the applicant's questions regarding invoicing and the process for plaques.

#### **8.1.2 Update - Central Presbyterian Church, Cambridge Renovation Project**

J. Glass noted that the Foundation is awaiting full competition of the project to initiate payment of the grants.

### **8.2 Heritage Advisory and Communications**

J. Glass indicated that the Committee will be meeting more regularly as the Strategic Planning Committee actions their proposed goal and process timeline.

### **8.3 Strategic Planning**

#### **8.3.1 Verbal Update - M. Lee**

M. Lee provided a summary of the Strategic Planning Committee and the current focus is to refine the mission, goals and objectives.

## **9. Information/Correspondence**

None.

## **10. Other Business**

### **10.1 2022-2023 Sub-Committee Membership Sign-up**

J. Glass confirmed that he will be contacting the new members to provide information related to each Committee and encourages all Directors to sign-up for the sub-committees, specifically the Heritage Advisory Committee that has low membership.

The Foundation directed Staff to circulate a membership sign-up and a reminder that J. Glass is available for more information, if required.

### **10.2 Administrative Reminders**

J. Hale confirmed that the Foundation manual will be circulated with information including a schedule of meetings.

The Foundation discussed the process to remove a Director that does not attend regular meeting. The Foundation directed the Chair and Staff to contact the Director and the matter will be discussed on the September 27, 2022 meeting.

### **10.3 Update on the Waterloo Historical Society Annual Standing Payments**

J. Glass removed himself from the meeting room as he declared a conflict of interest.

M. Lee assumed the Chair.

M. Lee provided a summary of the previous discussions of this matter at the May 24, 2022 meeting.

D. Emberly provided the response from a previous member that stated that K. Seiling, previous Chair of the WRHF, said that in 2017, the Foundation had determined that if the WHS kept producing its annual volume that the WRHF should consider this publication a standing grant with no application necessary, as this was consistent with other Regional grants of the same nature.

E. Clarke and H. Chimirri-Russell noted that Council paused grant funding to evaluate the merit of the grants that have been approved historically. H. Chimirri-Russell further explained that it is the Foundation's decision to distinguish the WHS annual grant from the current pause in grant funding that was passed by the Foundation in February 2022.

D. Emberly requested that the motion be deferred until the September regular meeting to provide an opportunity to gather further information. He stated that he would contact past Board members for more information.

J. Hale clarified that the Foundation minutes do not contain a motion to approve the WHS annual standing grant.

The Foundation determined that the motion will be forwarded to the September regular meeting for consideration of the deferred motion.

### **11. Next Meeting- September 27, 2022**

### **12. Adjourn**

Moved by D. Emberly  
Seconded by E. Clarke

That the meeting adjourn at 6:39 p.m.

**Carried**

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Committee Clerk

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Committee Chair

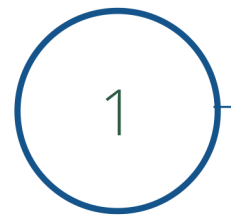
# Goal

Update the WRHF programs and processes to:

- reflect Regional priorities
- be more equitable and transparent with clear guidelines for applicants and adjudicators

## To achieve our goal we need to:

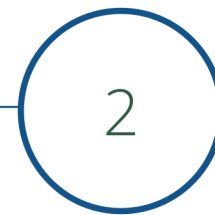
1. Engage with Waterloo Region residents to help determine funding priorities
2. Strengthen WRHF capacity to manage and deliver the granting program
3. Engage professional resources as required to manage the community consultation and development of the new granting program



Sep to Dec 2022

### Lay Groundwork

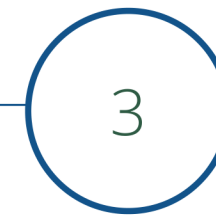
1. Approve process
2. Align on core issues
3. Inform Council of process
4. Finalize strategic mission, vision and actions
5. Build board capacity
6. Confirm resources
7. Seek consultant (for Phase 2)



Jan to Mar 2023

### Establish Priorities

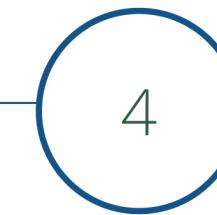
1. Hire community engagement consultant
2. Identify funding priorities
3. Seek consultant (for Phase 3)



Apr to Jul 2023

### Build Program

1. Hire consultant to assist with developing program
2. Develop program, including timelines, application process, evaluation process
3. Engage with community
4. Announce call for applications



Aug 2023

### LAUNCH!

1. Approve new program and processes
2. Close call for applications
3. Evaluate and approve applications under new program