

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



Tuesday, April 25, 2023

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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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Declarations of Conflict of Interest</b>	
<b>3. Finance Reports</b>	
<b>3.1 Accounts and Grants Summary</b>	<b>3</b>
<b>4. Delegations</b>	
<b>5. Approval of Minutes - March 28, 2023</b>	<b>4</b>
<b>Recommended Motion:</b>	
That the minutes of Waterloo Regional Heritage Foundation from March 28, 2023 be approved.	
<b>6. 2022 Committees</b>	
<b>6.1 Allocations and Finance</b>	
None.	
<b>6.2 Heritage Advisory and Communications</b>	
<b>6.2.1 Doors Open Waterloo Region 2023</b>	
Doors Open Waterloo Region returns as an in-person event in 2023 on Saturday, September 16 from 10:00 a.m. to 4:00 p.m. A day of discovery: tour 20 local destinations including noteworthy buildings, interesting places & heritage sites.	
The Foundation will discuss participating in this event to communicate their many years of community contributions and their future initiatives that are currently underway.	
<b>6.3 Strategic Planning</b>	
<b>6.3.1 Verbal Update, M. Lee</b>	
re: Project Launch with Centre for Community Based Research	
<b>7. Information/Correspondence</b>	

**8. Other Business**

**8.1 2023 Annual General Meeting Update**

**\*8.2 Grant Funding Allocation**

**9. Next Meeting - May 23, 2023**

**10. Adjourn**

**Recommended Motion:**

That the meeting adjourn at 6:05 p.m.

**WATERLOO REGIONAL HERITAGE FOUNDATION  
Net Funding Position**

Balance in Operating Account - April 21, 2023 148,287.86

**DEDUCT:**

Outstanding Commitments - Centre for Community Based  
Research (42,940.00)

**Net Funding Position at April 21, 2023** **105,347.86**

**WATERLOO REGIONAL HERITAGE FOUNDATION  
Disbursements: April 2023**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Apr 17	Kitchener Public Library	Oral History Digitization Grant	\$ 15,526
			<u>\$ 15,526</u>

# Waterloo Regional Heritage Foundation

## Board Minutes



March 28, 2023

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, M. Lee, A. Dobkowski, J. Baker, P. Wolf, N. Salonen

Also Present: K. Redman, Regional Chair as ex-officio.

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### 1. Call to Order

Chair J. Glass called the meeting to order at 5:34 p.m.

### 2. Declarations of Conflict of Interest

None declared.

### 3. Finance Reports

#### 3.1 Accounts and Grants Summary

Received for information.

### 4. Delegations

None.

### 5. Approval of Minutes - February 28, 2023

Moved by D. Emberly

Seconded by P. Wolf

That the minutes of Waterloo Regional Heritage Foundation from February 28, 2023 be approved.

**Carried**

## **6. 2022 Committees**

### **6.1 Allocations and Finance**

None.

### **6.2 Heritage Advisory and Communications**

None.

### **6.3 Strategic Planning**

#### **6.3.1 Verbal Update, M. Lee**

M. Lee provided an update on the Strategic Planning process. The selection panel met in March to review the submitted proposals and select a consultant and recommended the Centre for the Community Based Research. She provided a brief summary of the reasons for the selection, specifically that the proponent seemed that they had a fulsome understanding of the Strategic Plan's objectives.

M. Lee also provided a brief overview of the estimated timeline and it is anticipated that the consultant will launch the project by the end of April.

Staff and the Chair and Vice-Chair will work together to finalize the contract with the selected bidder and reach out to the unsuccessful bidders.

## **7. Information/Correspondence**

## **8. Other Business**

### **8.1 2023 Annual General Meeting Discussion**

Julie Hale, Council/Committee Support Specialist, requested direction on details related to the Annual General Meeting such as the date, if it will be in person, and if it will be catered.

The Foundation directed Staff to book the Wednesday, June 7th for an in person meeting that should be caterer. Staff will seek to obtain an estimate of costs for catering before the next meeting.

## **8.2 Director Applications**

The Foundation discussed the two applications and both were appointed. Their appointments will be forwarded to the Regional Municipality of Waterloo Council for ratification.

Moved by D. Emberly  
Seconded by M. Lee

That the Waterloo Regional Heritage Foundation approve the following director application that will be forwarded to the Regional Municipality Waterloo Council for ratification:

- a. Heidi Peller-Oliver for a term ending June 2026.

**Carried**

Moved by P. Wolf  
Seconded by P. Elsworthy

That the Waterloo Regional Heritage Foundation approve the following director application that will be forwarded to the Regional Municipality Waterloo Council for ratification:

- a. Susan Burke for a term ending June 2026.

**Carried**

## **8.3 Doors Open**

Helen Chimirri-Russell, Director of Cultural Services, provided an invitation to the Doors Open event held at the Central Presbyterian Church in Cambridge, The Foundation expressed interest in joining the Doors Open events and spreading the word on the Strategic Planning Initiatives. The Foundation discussed how they would approach circulating information at the events and also improvements on advertisements.

## **9. Next Meeting - April 25, 2023**

## **10. Adjourn**

A. Dobkowski joined the meeting at 5:51 pm.

Moved by A. Dobkowski  
Seconded by D. Emberly

That the meeting adjourn at 6:18 p.m.

**Carried**

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Committee Clerk

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Committee Chair