

# Waterloo Regional Heritage Foundation

## Board Minutes



October 24, 2023

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, M. Lee, J. Baker, N. Salonen, S. Burke, A. Carswell, R. Shipley

Absent: P. Wolf, H. Peller-Oliver

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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

In the absence of Connie Bogusat, Financial Analyst, Chair J. Glass provided a brief overview of the Accounts and Grants Summary.

### 4. Delegations

None.

### 5. Approval of Minutes - September 26, 2023

Moved by D. Emberly  
Seconded by S. Burke

That the minutes of Waterloo Regional Heritage Foundation from September 26, 2023 be approved.

### 6. Committees

## **6.1 Allocations and Finance**

## **6.2 Heritage Advisory and Communications**

## **6.3 Strategic Planning**

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

J. Baker joined the meeting at 5:38 p.m.

Vice-Chair M. Lee provided a brief overview of the Oct. 24, 2023 Strategic Planning Sub-Committee meeting. She stated that the sub-committee has tentatively identified four short-term action recommendations: adopt an equity funding stream, develop a periodic intake for applications rather than a continuous intake, update the Foundation's definition of heritage, and create application evaluation guidelines.

In response to the Foundation, Helen Chimirri-Russell, Director of Cultural Services, clarified that introducing an equity-based funding stream would allow for the Foundation to provide funding to projects that may not currently fit into the Foundation's three existing grant categories (building grants, event grants, and publication grants). She further explained that labelling a funding stream as "equity-based" can help community groups to understand how their project might fit into the Foundation's funding evaluation criteria.

Vice-Chair M. Lee added that another funding option would be to maintain three funding streams but designate a certain portion of overall funding to go to equity-deserving groups. She stated that it would be useful for the Foundation to research other organizations that currently operate an equity-based funding stream and possibly use their structure as a model.

H. Chimirri-Russell further clarified that funding allocations are up to the decision of the Foundation, as well as reminded the Foundation that a draft budget from the Foundation would go to Council for approval, so the funding allocation is dependent on the funding request to Council made by the Foundation.

## **7. Information/Correspondence**

### **7.1 Wordscribe Productions**

Received for information.

## **7.2 Waterloo Historical Society**

Received for information.

## **8. Other Business**

In response to the Foundation, H. Chimirri-Russell clarified that there is currently not an allocation for the Foundation in the 2024 budget proposal, but noted that the Foundation could make a budget request to Council. She also noted that the Foundation currently has \$109,000 in its account that could be used in 2024.

In response to the Foundation, H. Chimirri-Russell also clarified that the letter to the Foundation from the Regional Chair regarding the suspension of the Foundation's funding was from 2021.

Staff clarified that the dates for Council's Strategic Planning and Budget Public Input Committee Meetings are November 1 and November 29.

Vice-Chair M. Lee stated that she felt that the Foundation has sufficient funds to carry into 2024, and proposed that the Foundation give Council an update when a new program is ready to be launched, and come to Council in Fall 2024 with a budget ask. Councillor N. Salonen and H. Chimirri-Russell voiced their support for this approach.

## **9. Next Meeting - November 28, 2023**

The next meeting of the Waterloo Regional Heritage Foundation is on November 28, 2023.

## **10. Adjourn**

Moved by N. Salonen

Seconded by D. Emberly

That the meeting adjourn at 5:49 p.m.

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Committee Clerk

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Committee Chair