

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



Tuesday, April 23, 2024

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](mailto:regionalclerk@regionofwaterloo.ca)

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**Pages**

1. **Call to Order**
2. **Land Acknowledgement**
3. **Declarations of Conflict of Interest**
4. **Finance Reports**
  - 4.1 **Accounts and Grants Summary** 3  
For information.
5. **Delegations**
6. **Approval of Minutes - March 26, 2024** 4  
**Recommended Motion:**  
That the minutes of Waterloo Regional Heritage Foundation from March 26, 2024 be approved.
7. **Committees**
  - 7.1 **Allocations and Finance**
  - 7.2 **Heritage Advisory and Communications**
    - 7.2.1 **Doors Open 2024 Discussion**
  - 7.3 **Strategic Planning**
    - 7.3.1 **Heritage Definition**  
**Recommended Motion:**  
That the Waterloo Regional Heritage Foundation approve the following definition of heritage as dated April 23, 2024:

Heritage is what we receive from the past, what we live with today and what we pass on to future generations. Heritage can be cultural or natural, tangible or intangible, and can apply to all creations of the past that have acquired cultural significance with the passage of time.

7.3.2 Equity Funding Stream

**Recommended Motion:**

That the Waterloo Regional Heritage Foundation approve the proposed Equity Funding Stream as provided under item 7.3.3. as dated April 23, 2024.

7.3.3 Action Plan: Next Steps

Discussion on next steps:

1. Delegate to the Administration and Finance Committee to regain Regional funding.
2. Determine when to resume grant funding and establish an advertising campaign for improved community engagement.
3. Monitor new approach to ensure it meets community and strategic needs.

8. Information/Correspondence

8.1 WRHF 50th Anniversary, Member D. Emberly Congratulatory Letter

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9. Other Business

10. Next Meeting - May 28, 2024

11. Adjourn

**Recommended Motion:**

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

**WATERLOO REGIONAL HERITAGE FOUNDATION**  
**April 2024**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		No activity	
			<u>\$ -</u>

**WATERLOO REGIONAL HERITAGE FOUNDATION**  
**Net Funding Position**

Balance in Operating Account - April 17, 2024 \$ 110,531.77

**Net Funding Position at April 17, 2024** \$ 110,531.77

# Waterloo Regional Heritage Foundation

## Board Minutes



March 26, 2024

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, P. Elsworthy, J. Baker, P. Wolf, S. Burke, A. Carswell

Absent: D. Emberly, N. Salonen, H. Peller-Oliver, R. Shipley

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### 1. Call to Order

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

### 2. Land Acknowledgement

J. Hale, Board Secretary, provided a land acknowledgement.

### 3. Declarations of Conflict of Interest

None declared.

### 4. Finance Reports

#### 4.1 Accounts and Grants Summary

The Foundation noted that all accounts are in good standing and that there is \$110,058.85 remaining in the operating account. The Foundation acknowledged Connie Bogusat as she has served as the Board Treasurer designate since 1998.

### 5. Delegations

None.

### 6. Approval of Minutes - February 27, 2024

Moved by P. Elsworthy

Seconded by P. Wolf

That the minutes of Waterloo Regional Heritage Foundation from February 27, 2024 be approved.

**Carried**

**7. Committees**

**7.1 Allocations and Finance**

None.

**7.2 Heritage Advisory and Communications**

In responding to the Foundation, Staff confirmed that the Annual General Meeting is on June 5, 2024 and Staff will begin to coordinate with the Foundation Chair and Regional Chair regarding the agenda package for the AGM.

**7.3 Strategic Planning**

**7.3.1 Verbal Update**

J. Baker provided an overview of the Strategic Planning Committee held on March 20, 2024. He highlighted that the Committee is to determine next steps and needs to establish a workplan. The Foundation further highlighted that the grant funding evaluation process needs to be determined.

The Foundation directed Staff to create a document package for circulation prior to the next Committee meeting which is to be scheduled in the next two weeks.

**8. Information/Correspondence**

None.

**9. Other Business**

The Foundation recognized the continual work of the Strategic Planning Committee.

**10. Next Meeting - April 23, 2024**

The next meeting of the Waterloo Regional Heritage Foundation is on April 23, 2024. Staff reminded the Foundation that the April 23, 2024 meeting will be hybrid to allow for both in-person and virtual participation.

**11. Adjourn**

Moved by P. Wolf  
Seconded by J. Baker

That the meeting adjourn at 5:57 p.m.

**Carried**

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Committee Clerk

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Committee Chair

# Equity Funding Stream

## Purpose

Waterloo Regional Heritage Foundation strives to embed equity, diversity and inclusion into all aspects of its granting programs and decision making. The Equity, Diversity and Inclusion Fund (EDI) is a new funding stream intended to encourage initiatives that will conserve and celebrate our region's diverse heritage and help build community and belonging. The EDI Fund provides funding to eligible individuals and organizations for heritage projects, publications and conservation initiatives that promote or foster equity, diversity, inclusion, reconciliation, and accessibility.

## Award

The value of each grant will vary depending on the nature of the project and the number of applications, to a max of 50% of project cost. Grant proposals that do not receive funding from the Equity Diversity and Inclusion Fund will be automatically considered for the regular funding stream.

## Eligible Projects

Heritage initiatives that include projects, events, buildings or publications, within the Region of Waterloo, that promote or foster equity, diversity, inclusion, reconciliation, and accessibility are encouraged. It is expected that funded projects will result in tangible outputs with public benefit.

In consultation with the Region of Waterloo's Office of Reconciliation and Equity, Diversity and Inclusion, the Waterloo Regional Heritage Foundation is guided by the heritage commitments and principles of the United Nations, including those found within the United Nations Declaration on the Rights of Indigenous Peoples. It is within this spirit that the Heritage Foundation welcomes grant applications that support (but are not limited to):

- Projects that commemorate underrepresented local histories, heritage values, and memory practices;
- Projects that protect and develop diverse cultural heritage, traditional knowledge and traditional cultural expressions; and
- Projects that protect and develop manifestations of underrepresented groups' sciences, technologies and cultures.

## Submission Requirements

- Description: A description of the initiative, including its purpose and rationale.
- Objectives: The intended objectives/outcomes/outputs of the project, and how they align with the purpose of the Fund.
- Intended impacts: Describe who will be impacted. If applicable, the proposal should indicate how the impact can be sustained or scaled beyond the funding year. Also describe how the impacts align with the Purpose of the fund.

## Equity Funding Stream

- Project work plan and timeline: Provide a timeline of milestones that address the lifecycle of the work, including planning, support for collaboration, reporting, project closure, and dissemination.
- Budget: Include a clear budget outlining how all requested funds will be used, as well as all funds received from other sources. Where appropriate, the Foundation may ask applicants for two estimates.



## WRHF 50th Anniversary, Member D. Emberly Congratulatory Letter

To My Fellow Directors:

Today is the 50<sup>th</sup> anniversary of the incorporation of the Waterloo Regional Heritage Foundation, Wednesday, February 13, 1974. On that date, the Hon. John Clement, Minister of Consumer and Commercial Relations, Province of Ontario, issued letters patent under the Corporations Act (for non-profit organizations, as opposed to the Business Corporations Act) and authorized a board of fifteen directors.

There were six named organizations, representatives of which were intended to give structure and guidance to the fledgling foundation; they were the University of Waterloo, Wilfrid Laurier University (history departments of each), Architectural Conservancy of Ontario (Cambridge Branch), Waterloo Historical Society, The Waterloo Mennonite Historical Society and The Ontario Pioneer Village Foundation (Doon Pioneer Village). Subsequent amendments would replace the last two with the Architectural Conservancy of Ontario (North Waterloo Region Branch) and The Ontario Genealogical Society (Waterloo-Wellington Branch).

When the Region of Waterloo came into existence on January 1, 1973, the chairman was Jack Young, appointed by the province. He felt a deep commitment to the heritage of his family home in Saskatchewan and felt the need to protect the cultural heritage of the new region. And he told me that was his inspiration in advocating for the WRHF. Our first foundation chairman was Robert (Bob) Gramlow, then a regional councillor (as Mayor of Wellesley Township). The first meetings were held in the Marsland Center, then housing the region's head office. We would meet monthly in a windowless office/meeting room at noon (with a catered lunch).

The foundation had six objects in the beginning and they were "to preserve and to assist in the preservation of the heritage, culture, traditions, landmarks, historic buildings and objects of historical significance." There then followed descriptions of how we were to do those things (these included dealing in "souvenirs, curios, mementoes"! ). The sixth object was "to conduct campaigns for the raising of funds and to accept contributions from individuals, corporations, foundations and organizations." In time, the original structure of the WRHF became dysfunctional; only two of the six named organizations were sending representatives to the board (I was officially representing the Waterloo Historical Society and, unofficially the Architectural Conservancy of Ontario, Cambridge and North Dumfries Branch). On May 22, 2018, the letters patent were again amended, the six named organizations were removed and the board was reduced to its present twelve members, ten of whom are elected at large. The objects were shortened to the first object listed at the beginning of this paragraph; we felt it accommodated the other five of the 1974 objects. So far, the WRHF has disbursed nearly \$3 million.

The foundation is subject to the Corporations Act, Charities Accounting Act (both Ontario) and the Income Tax Act (Canada). It is not governed by Regional Council, except in the appointing of directors. It does not answer to regional staff. The late Jack Young and Bob Gramlow would become my friends and, as a young man, I valued the things they told me. I wonder what they would make of the WRHF today.

David Emberly – February 13, 2024