

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



Tuesday, June 25, 2024

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. Land Acknowledgement**

**3. Appointment Ratification and Introductions**

The Regional Municipality of Waterloo approved the following on June 19, 2024.

That the Regional Municipality of Waterloo ratify the following appointments to the Waterloo Regional Heritage Foundation in accordance with report PDL-CAS-24-003, dated June 19, 2024:

- a. David Emberly for a term ending June 2025;
- b. Thirstan Falconer for a term ending June 2027; and
- c. Naema Baskanderi for a term ending June 2027.

All Directors may provide quick introductory remarks, if the newly appointed Directors are present.

**4. Election of Chair and Vice Chair**

**5. Declarations of Conflict of Interest**

**6. Finance Reports**

**6.1 Accounts and Grants Summary**

For information.

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**7. Delegations**

None.

**8. Approval of Minutes - May 28, 2024**

**Recommended Motion:**

That the minutes of Waterloo Regional Heritage Foundation from May 28, 2024 be approved.

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**9. Committees**

**9.1 Allocations and Finance**

9.1.1 Committee Information Introductions - J. Glass

**9.2 Heritage Advisory and Communications**

9.2.1 Committee Information Introductions - J. Glass

**9.3 Strategic Planning**

9.3.1 Committee Information Introductions - J. Baker

9.3.2 Verbal Update: Next Steps - J. Baker

**10. Information/Correspondence**

**11. Other Business**

**12. Next Meeting - September 24, 2024**

**13. Adjourn**

**Recommended Motion:**

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

**WATERLOO REGIONAL HERITAGE FOUNDATION  
June 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 - June 20, 2024	\$ 111,619.69
<b>Net Funding Position at June 20, 2024</b>	<b><u>\$ 111,619.69</u></b>

# Waterloo Regional Heritage Foundation

## Board Minutes



May 28, 2024

5:30 p.m.

Meeting to be held electronically  
150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, J. Baker, P. Wolf, A. Carswell

Absent: N. Salonen, S. Burke, 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, Foundation Secretary, provided a land acknowledgement.

### 3. Declarations of Conflict of Interest

None declared.

### 4. Finance Reports

#### 4.1 Accounts and Grants Summary

Paul Grivicic, Financial Analyst, was available for questions regarding the Accounts and Grants Summary and noted a minor increase to the account from interest accrual.

Received for information.

#### 4.2 Draft Audited Financial Statements

P. Grivicic provided a brief overview of the draft audited financial statements. He highlighted the various activities of the Foundation including the Kitchener Public Library Oral History Project grant funding.

Moved by D. Emberly  
Seconded by J. Baker

That the Waterloo Regional Heritage Foundation approve the Auditor Draft Financial Statements as dated May 28, 2024.

**Carried**

**5. Delegations**

None.

**6. Approval of Minutes - April 23, 2024**

Moved by P. Wolf

Seconded by J. Baker

That the minutes of Waterloo Regional Heritage Foundation from April 23, 2024 be approved.

**Carried**

**7. Committees**

**7.1 Allocations and Finance**

J. Glass noted that the annual Committee summary prepared has been completed for the Annual General Meeting next week.

**7.2 Heritage Advisory and Communications**

J. Glass noted that the annual Committee summary has been completed for the Annual General Meeting. He further noted that the Foundation will have to determine the future of the recognition awards that were historically presented during the Annual General Meeting.

**7.3 Strategic Planning**

**7.3.1 Strategic Planning Final Documents**

J. Baker provided a summary of the provided documents that were previously approved by the Foundation which include the new definition of Heritage, the new Equity Funding Stream, and the new Mechanisms of Funding Windows and Allocations. He also provided a summation on the current status of the Strategic Planning process. A copy of the documents are attached to the agenda.

Received for information.

7.3.2 Proposed Delegation Presentation Review for Administration and Finance Committee on June 4, 2024

The Foundation discussed the proposed presentation and the approach that the presenters, J. Glass and J. Baker, will take on June 4, 2024 at the Administration and Finance Committee. J. Glass will provide background for the Committee and J. Baker will illustrate the impact of the Strategic Planning review and the next steps to be taken.

The Foundation expressed the importance of communicating to Council that the Foundation will incorporate feedback from the Community on an ongoing basis to ensure flexibility to achieve the goals of reconciliation, equity, diversity, and inclusion.

Janine Toms, Public Art & Culture Specialist, requested that the presentation clarify the timeline for the Foundation and that the presentation be clear that it is for information and that a request for funding would be provided in Fall 2025.

P. Grivicic requested that the Foundation provide a specific amount to Staff in anticipation of the budgetary process. The Foundation requested that Staff include a request for \$100,000.

J. Toms agreed with the approach that the June 4, 2024 presentation at the Administration and Finance is focused on providing information to Council.

The Foundation is hopeful that the new process will attract more applications than ever before with its equitable approach.

Received for information.

**8. Information/Correspondence**

**8.1 Waterloo Historical Society May/June Newsletter**

Received for information.

**9. Other Business**

None.

**10. Next Meeting - AGM June 5, 2024**

The Annual General Meeting will be held on June 5, 2024. The next regular Board meeting of the Waterloo Regional Heritage Foundation is on June 25, 2024.

**11. Adjourn**

Moved by J. Baker

Seconded by P. Elsworthy

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

**Carried**

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Committee Clerk

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Committee Chair