

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



Tuesday, October 22, 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

	Pages
1. Call to Order	
2. Land Acknowledgement	
3. Declarations of Conflict of Interest	
4. Finance Reports	
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For information.	
5. Delegations	
None.	
6. Approval of Minutes - September 24, 2024	4
Recommended Motion:	
That the minutes of Waterloo Regional Heritage Foundation from September 24, 2024 be approved.	
7. Committees	
7.1 Allocations and Finance	
Discussion on a workplan for finalizing the application and criteria.	
7.2 Heritage Advisory and Communications	
Discussion on a workplan for updating the website as well as announcing that grant applications will be resuming.	
7.3 Strategic Planning	
Verbal Update, J. Baker and discussion on next steps.	
8. Information/Correspondence	
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For information.	
9. Other Business	
10. Next Meeting - November 26, 2024	

11. Adjourn

Recommended Motion:

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

Waterloo Regional Heritage Foundation

Board Minutes



September 24, 2024

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Glass, D. Emberly, P. Elsworthy, P. Wolf, S. Burke, A. Carswell, R. Shipley, T. Falconer

Absent: N. Baskanderi, J. Baker, N. Salonen, H. Peller-Oliver

1. Call to Order

Chair J. Glass called the meeting to order at 5:32 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, confirmed that the Foundation's financial account has been consistent as there have been no grant applications and is accumulating approximately \$450.00 in interest per month. The account summary captures various costs, such as insurance and catering, once they are fully processed. The Foundation requested that going forward the account summary include a monthly reconciliation for the amount of accrued interest.

Received for information.

5. Delegations

None.

6. Approval of Minutes - June 25, 2024

Moved by D. Emberly
Seconded by S. Burke

That the minutes of Waterloo Regional Heritage Foundation from June 25, 2024 be approved.

Carried

7. Committees

7.1 Allocations and Finance

The Foundation expressed the importance of Board Members participating on the various Committees and requested that everyone consider volunteering for at least one Committee. It was further expressed that as the Strategic Planning Committee finalizes the two year review that the other Committees will become much more active.

The Foundation requested Staff to recirculate the Committee purpose summaries and volunteer opportunities.

P. Elsworthy confirmed that he would like to volunteer for the Allocations and Finance Committee.

7.2 Heritage Advisory and Communications

7.2.1 Doors Open 2024 Summary - J. Glass and D. Emberly

J. Glass and D. Emberly provided a brief summary of the Doors Open event held September 21, 2024, at St. Andrew's Presbyterian Church. They stated that the event was a success, with approximately 285 attendees, which demonstrated the community interest in the value of heritage as well as the potential interest in accessing grant programs. Specifically, attendees remarked on the difference in the surrounding neighbourhood buildings as illustrated with historical aerial photographs.

7.3 Strategic Planning

7.3.1 Verbal Update: Next Steps - J. Glass

J. Glass provided an overview of the Strategic Planning Committee meetings held over the summer. The discussions were focused on the criteria for grant applications and revising the grant application

forms to align with the Strategic Planning review updates including the Equity Funding Stream. The Committee also discussed how the criteria will be ranked to ensure objectivity and consistency with the grant funding process.

The Foundation expressed its support for resuming funding and that the Committee will continue to revisit processes and establish ongoing improvements.

The next Committee meeting will be held October 9, 2024, at 5:30 p.m.

Moved by D. Emberly
Seconded by R. Shipley

That the Waterloo Regional Heritage Foundation resume the grant funding process, effective November 1, 2024, as a pilot project that is to be revisited in 2025.

And that the Submission Period will be held from November 1, 2024, to January 15, 2025, and that the Evaluation and Granting Period be held from January 16, 2025 to March 31, 2025.

And that the Foundation recommend that Staff revise the pilot grant policy and application to be presented at the October 22, 2024, Board meeting for consideration.

Carried

8. Information/Correspondence

None.

9. Other Business

None.

10. Next Meeting - October 22, 2024

The next meeting of the Waterloo Regional Heritage Foundation is on October 22, 2024.

11. Adjourn

Moved by T. Falconer
Seconded by P. Wolf

That the meeting adjourn at 6:06 p.m.

Carried

Committee Clerk

Committee Chair

2025 WRHF Schedule of Meetings

Meeting Date	Meeting Type	Additional Comments
January 28 th	Hybrid	Evaluation and Granting Period for Pilot Project from January 16 to March 31, 2025.
February 25 th	Hybrid	Evaluation and Granting Period for Pilot Project from January 16 to March 31, 2025.
March 25 th	Hybrid	Evaluation and Granting Period for Pilot Project from January 16 to March 31, 2025.
April 22 nd	Virtual	
May 27 th	Virtual	
Wednesday, June 11 th	Hybrid	Annual General Meeting
June 24 th	Virtual	
September 23 rd	Hybrid	Anticipated second Evaluation and Granting period for 2025.
October 28 th	Hybrid	Anticipated second Evaluation and Granting period for 2025.
November 25 th	Virtual	