

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



Tuesday, September 24, 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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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Land Acknowledgement</b>	
<b>3. Declarations of Conflict of Interest</b>	
<b>4. Finance Reports</b>	
<b>4.1 Accounts and Grants Summary</b>	<b>3</b>
For information.	
<b>5. Delegations</b>	
None.	
<b>6. Approval of Minutes - June 25, 2024</b>	<b>4</b>
<b>Recommended Motion:</b>	
That the minutes of Waterloo Regional Heritage Foundation from June 25, 2024 be approved.	
<b>7. Committees</b>	
<b>7.1 Allocations and Finance</b>	
Request for Board Members to participate on sub-committees.	
<b>7.2 Heritage Advisory and Communications</b>	
<b>7.2.1 Doors Open 2024 Summary - J. Glass and D. Emberly</b>	
Foundation representatives to provide highlights of the Doors Open event held on September 21, 2024.	
<b>7.3 Strategic Planning</b>	
<b>7.3.1 Verbal Update: Next Steps - J. Glass</b>	<b>8</b>
<b>Recommended Motion:</b>	
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.

**8. Information/Correspondence**

None.

**9. Other Business**

**10. Next Meeting - October 22, 2024**

**11. Adjourn**

**Recommended Motion:**

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



# Waterloo Regional Heritage Foundation

## Board Minutes



June 25, 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, N. Salonen,  
S. Burke, H. Peller-Oliver, N. Baskanderi

Absent: A. Carswell, R. Shipley, T. Falconer

Others Present ex-officio Karen Redman

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### 1. Call to Order

J. Hale, Foundation Secretary, called the meeting to order at x:xx p.m.

### 2. Land Acknowledgement

J. Hale provided a land acknowledgement.

### 3. Appointment Ratification and Introductions

The Foundation participated in introductions to welcome the new Directors to the Board.

N. Salonen joined the meeting at 5:38 pm.

### 4. Election of Chair and Vice Chair

J. Hale called for nominations for the position of Chair and Vice-Chair for a one-year term from June 2024 to June 2025. J. Glass was nominated for the position as Chair and accepted the nomination and no additional nominations were made. D. Emberly was nominated for the position of Vice-Chair and accepted the nomination and no additional nominations were made.

J. Glass assumed the Chair for the remainder of the meeting.

Moved by J. Baker  
Seconded by N. Salonen

That nominations for the position of Chair be closed;  
And that John Glass be accepted as Chair of the Waterloo Regional Heritage Foundation for the period from June 2024 to June 2025.

**Carried**

Moved by P. Elsworthy  
Seconded by N. Salonen

That nominations for the position of Vice Chair be closed;  
And that D. Emberly be accepted as Vice-Chair of the Waterloo Regional Heritage Foundation for the period from June 2024 to June 2025.

**Carried**

**5. Declarations of Conflict of Interest**

None declared.

**6. Finance Reports**

**6.1 Accounts and Grants Summary**

Paul Grivicic, Financial Analyst, provided a Staff update as Tijana Barisic, Financial Analyst, will now be providing financial support for the Foundation. He further provided a brief overview of the Accounts and Grants Summary and noted that the current account balance is \$111,619.69.

Received for information.

**7. Delegations**

None.

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

Moved by D. Emberly  
Seconded by J. Baker

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

**9. Committees**

**9.1 Allocations and Finance**

9.1.1 Committee Information Introductions - J. Glass

The Foundation requested that Board Members volunteer to participate and Chair this Committee. Committee responsibilities include evaluating grant applications.

**9.2 Heritage Advisory and Communications**

9.2.1 Committee Information Introductions - J. Glass

The Foundation requested that Board Members volunteer to participate and Chair this Committee. The Committee collaborates with Regional Staff to communicate with the community as well as holds the responsibility of determining annual award recipients.

N. Salonen left the meeting at 6:00 pm.

**9.3 Strategic Planning**

9.3.1 Committee Information Introductions - J. Baker

The Foundation discussed scheduling Committee meetings during the summer to establish a plan for next steps to resume funding and finalize the Strategic Planning process. The Foundation noted the importance of all the Committees working together as the Strategic Planning Review is approaching completion.

9.3.2 Verbal Update: Next Steps - J. Baker

J. Baker provided a brief overview of the Strategic Planning process following the Foundation's delegation to Regional Council at the Administration and Finance Committee on June 4, 2024. He highlighted that the Committee asked the Foundation to provide a formal funding request and how the Foundation plans to approach the new evaluation process.

**10. Information/Correspondence**

None.

**11. Other Business**

J. Glass provided a reminder to the Foundation about Doors Open on September 21, 2024 and welcomed Board Members to come and represent the Foundation at the event.

In response to the Foundation, K. Redman suggested that the Foundation provide a delegation to request funding during the 2025 budget process. The Strategic Planning and Budget Public Input meetings are to be held on November 6, 2024 and November 27, 2024.

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

The next meeting of the Waterloo Regional Heritage Foundation is on September 24, 2024.

**13. Adjourn**

Moved by D. Emberly

Seconded by J. Baker

That the meeting adjourn at 6:17 p.m.

**Carried**

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Committee Clerk

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Committee Chair

## Appendix A: Strategic Planning Committee Update

The Waterloo Regional Heritage Foundation has passed the following motions related to the Strategic Planning Review:

- 1) That the Waterloo Regional Heritage Foundation approves a temporary pause in grant funding and a temporary pause in accepting grant applications, until the Foundation completes an internal strategic review.
- 2) That the Waterloo Regional Heritage Foundation accept the recommendations as provided in the final report prepared by the Centre for Community Based Research.

And that the Foundation direct the Strategic Planning Review Committee to establish a list of action items for the remainder of 2023. The action list may include developing an inclusive definition of heritage, a communication plan, application process, acceptance criteria and a plan to update the Council of the Regional Municipality of Waterloo.

- 3) That the Waterloo Regional Heritage Foundation adopt the Strategic Planning Committee's recommendation of permitting two grant funding application windows per year with an allocated percentage of funding per window, dated January 23, 2024.
- 4) 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.

- 5) That the Waterloo Regional Heritage Foundation approve the proposed Equity Funding Stream as provided under item 7.3.2. as dated April 23, 2024, as amended.

*\*Note: omitted motions on previous strategic workplans and the consultant.*

### **Related Items:**

- 1) The Foundation delegated to Regional Council with a presentation on the Strategic Planning Review progress at the Administration and Finance Committee on June 4, 2024.
- 2) The Foundation is preparing to delegate to the Regional Strategic Planning and Budget Committee on November 6, 2024 or November 27, 2024.
- 3) Proposed date to resume the grant application process is November 1, 2024.