

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



Tuesday, January 27, 2026

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 - November 25, 2025</b>	<b>5</b>
<b>Recommended Motion:</b>	
That the minutes of Waterloo Regional Heritage Foundation from November 25, 2025 be approved.	
<b>7. Committees</b>	
<b>7.1 Allocations and Finance</b>	<b>9</b>
Update on current grant projects and next steps.	
<b>7.2 Heritage Advisory and Communications</b>	
Discussion on Next Steps:	
1. Award Nominations;	
2. Schedule Committee meetings to consider nominations;	
3. Reimbursement for invoiced work related to the Waterloo History Prize.	
<b>7.3 Strategic Planning</b>	
Discussion on Next Steps:	
1. Committee Schedule;	

2. Pilot Project review; and
3. Establishing a guideline or Terms of Reference.

**8. Information/Correspondence**

None.

**9. Other Business**

**10. Next Meeting - Tuesday, February 24, 2026**

**11. Adjourn**

**Recommended Motion:**

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

**WATERLOO REGIONAL HERITAGE FOUNDATION  
November - December 2025**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Dec 4	Dana Hospitality	Oct. 28 Catering	\$ 123.34
Dec.31	HEARTS OPEN FOR EVERYONE	Grant	\$ 27,200.00
Dec.31	JUANITA METZGER STROLL WALKING TOURS	Grant	\$ 7,627.50
Dec.31	Dana Hospitality	Nov. 25 Catering	\$ 123.34
			\$ 35,074.18

**WATERLOO REGIONAL HERITAGE FOUNDATION  
Net Funding Position**

Balance in Operating Account as at December 31, 2025	\$60,216.93
<b>Deduct:</b>	
Funding Approved in 2025 for Distribution	\$ (78,615.50)
Grants Paid	\$50,487.50
Grants Committed (Approved and Not Paid)	(28,128.00)
<b>Net Funding Position as at December 31, 2025</b>	<b>\$ 32,088.93</b>

**WATERLOO REGIONAL HERITAGE FOUNDATION**  
**Grant Summary Statement**  
**December 2025**

**Grants Approved and Paid**

Date Paid	Grants Paid in 2025	
2025-10-31	Rhythm & Blues Cambridge for the Emancipation Day Celebration	\$10,500.00
2025-10-29	Stephen Young for the Dickson & Bruce History meets Mystery film series	\$ 5,160.00
2025-12-31	the Hearts Open for Everyone (H.O.P.E.) for the 3rd Annual Multicultural Festival of Elmira (MFE) event	\$27,200.00
2025-12-31	Juanita Metzger on behalf of Stroll Walking Tours to develop three new walking tours based on significant women's history in the Region of Waterloo	\$ 7,627.50
	<b>Subtotal</b>	<b><u>\$50,487.50</u></b>

**Grants Committed (Approved and Not Paid)**

Date Approved	Date of Expiry	Outstanding Approved Commitments	
2025-03-25	-	Peggy Plet to explore and document the lives and experiences of Black domestic workers in the Region of Waterloo	\$10,940.00
2025-03-25	-	Waterloo Historical Society for the publication of the Annual Volume 112 - 2024	\$10,200.00
2025-03-25	2026-04-01	Janna Martin for the project titled 'A Working Group on Unsettling Mennonite Public History'	\$ 1,168.00
2025-03-25	-	Muslim Social Services Waterloo Region for the Arabic Calligraphy Program	\$ 5,820.00
		<b>Subtotal</b>	<b><u>\$28,128.00</u></b>
		<b>Total Grants Paid and Committed</b>	<b>\$78,615.50</b>

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



November 25, 2025

5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Present: J. Glass, D. Emberly, P. Elsworthy, P. Wolf, N. Salonen, H. Peller-Oliver, A. Carswell, R. Shipley, N. Baskanderi, K. Costello

Absent: T. Falconer, E. Dyck

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**1. Call to Order**

Chair D. Emberly called the meeting to order at 5:32 p.m.

Roxanna Nazarowicz, Senior Planner (Cultural Heritage, Archaeology, and Indigenous Engagement), provided a brief introduction.

**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**

D. Emberly provided a brief summary of the Accounts and Grants Summary and highlighted the net funding position as of October 31, 2025 was \$31,851.74. He noted that the summary lists the grants that have been committed for funding and have yet to be finalized.

Received for information.

**5. Delegations**

None.

**6. Approval of Minutes - October 28, 2025**

The Foundation directed staff to contact all remaining grant applicants for a project status update.

N. Salonen joined the meeting at 5:42 pm.

A. Carswell joined the meeting at 5:42 pm.

Moved by R. Shipley

Seconded by H. Peller-Oliver

That the minutes of Waterloo Regional Heritage Foundation from October 28, 2025 be approved.

**Carried**

**7. Committees**

**7.1 Allocations and Finance**

J. Glass provided an overview of the delegation made at the Strategic Planning and Budget Committee public input meeting on Tuesday, November 18, 2025. He acknowledged the questions asked by P. Wolf and K. Redman were helpful to demonstrate the importance of funding heritage projects in the community. P. Wolf explained that a motion will be presented for Regional Council consideration and will ask the Foundation for their input in preparing the language for the proposed motion. The Foundation discussed budget processes and how the Foundation can be reinstated in the annualized Regional budget and the importance of continuity.

P. Wolf emphasized that the Foundation made progress during 2025 with the increased amount of grant applications received as well as the diversity of the project subject matter. She explained that the Regional budget is scheduled to be finalized on December 16, 2025 with Regional Council Members required to submit their budget motions by December 10, 2025

J. Glass explained that the Architectural Conservancy Ontario (ACO) Cambridge and North Dumfries Branches have indicated their intention to donate to the Foundation as the branches are dissolving.

Christopher Wilson, Manager Corporate Budgets, asked if a donation receipt is required and will be processed by the Region's finance.

D. Emberly explained that the Foundation is classified as a charity and can receive donations.

Moved by P. Elsworthy  
Seconded by J. Glass

That the Waterloo Regional Heritage Foundation direct staff to provide the requested information to the Architectural Conservancy off Ontario Inc. (ACO), Cambridge and North Dumfries Branches, as it related to the proposed donation;

And that the Foundation agree that the donation funds will be applied to deserving Conservation Projects within the city of Cambridge and/or the Township of North Dumfries;

And that the Foundation and the ACO establish an understanding that further recognition and/or acknowledgement of the ACO support will be included in any printed materials, publications, media releases, as well as, any signage or didactic panels to be installed with that specific project.

**Carried**

## **7.2 Heritage Advisory and Communications**

N. Baskanderi, Committee Chair, confirmed that she has purchased the materials needed for the public display and will work on finalizing the display in the coming weeks.

J. Hale highlighted that the award nominations are now open and can be submitted until February 27, 2026. The Awards Ceremony will be held on Tuesday, May 12, 2026.

## **7.3 Strategic Planning**

None.

## **8. Information/Correspondence**

D. Emberly referenced the news article circulated to the Foundation following the October 28, 2025 meeting. The news article is related to heritage designations written by Luisa D'Amato. He expressed support for the author and that the article had interesting points. P. Elsworthy expressed that in his experience as a

heritage homeowner that his overall costs are not much different than owning a regular home.

**9. Other Business**

**9.1 Annual General Meeting Update**

J. Hale provided an update related to the Annual General Meeting to be held at Castle Kilbride in the Township of Wilmot. She noted that the Foundation would have to hire a caterer or go to a nearby restaurant, that a guided tour can be booked, and that the room can accommodate up to 50 people with no electronic option. The Foundation directed staff to ask for catering options and how to schedule the guide tour and timing.

Moved by J. Glass  
Seconded by P. Wolf

That the Regional Municipality of Waterloo to donate \$100 to the Castle Kilbride to host the Annual General Meeting.

**Carried**

**10. Next Meeting - Tuesday, January 27, 2026 at 5:30 pm.**

The next meeting of the Waterloo Regional Heritage Foundation is on Tuesday, January 27, 2026 at 5:30 pm.

**11. Adjourn**

Moved by H. Peller-Oliver  
Seconded by K. Costello

That the meeting adjourn at 6:23 p.m.

**Carried**

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Committee Clerk

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Committee Chair

**Grant Funding Status Update – as of January 23, 2026**

<b>Grant Recipient</b>	<b>Invoices/Receipts Submitted?</b>	<b>Copy of Publication (if applicable)?</b>	<b>Acknowledgement of the Foundation?</b>	<b>Agreement Signed?</b>	<b>Current Status</b>
Capoeira KW/Ruddy Brunherotto dos Santos  Approved grant amount: \$2,880.00	N/A	N/A	N/A	N/A	Has withdrawn their event's grant application as it needs to be postponed – will reapply for grant funding next year. New vendor account was initially requested but <b>has not been created</b> at this time.
Hearts Open for Everyone (H.O.P.E.)  Approved grant amount: \$27, 200.00  Vendor: 52218	yes	N/A	yes	yes	Payment disbursed, grant complete (received full grant amount that was approved)
Janna Martin  Approved grant amount: \$1,168.00  Vendor: 52243	yes	yes	yes	pending	January 2026 update: submitted documentation, grant is in process of being submitted for disbursement
Juanita Metzger/Stroll Walking Tours  Approved grant amount: \$7,627.50	yes	N/A	yes	yes	Payment disbursed, grant complete (received full grant amount that was approved)

**Grant Funding Status Update – as of January 23, 2026**

Vendor: 52176					
Muslim Social Services Waterloo Region  Approved grant amount: \$5,820.00  Vendor: 28487	pending	N/A	pending	pending	January 2026 update: noted that project is complete, documentation still pending
Peggy Plet  Approved grant amount: \$10,940.00  Vendor:	pending	pending	pending	pending	January 2026 update: acknowledged due date reminder and noted that all materials would be submitted by mid-February
Rhythm & Blues Cambridge  Approved grant amount: \$10,500.00  Vendor: 52259	yes	N/A	yes	yes	Payment disbursed, grant complete (received full grant amount that was approved)
Stephen Young  Approved grant amount: \$5,160.00  Vendor: 38367	yes	Film was a ticketed event – can inquire to see if it is possible to obtain a copy for the Foundation?	yes	yes	Payment disbursed, grant complete (received full grant amount that was approved)
Waterloo Historical Society	pending	pending	pending	pending	January 2026 update: acknowledged due date reminder and noted that delays

**Grant Funding Status Update – as of January 23, 2026**

Approved grant amount: \$10,200.00					have occurred, but materials will be submitted by mid-March (was also informed of option to request extension)
Vendor: 19992					