

Regional Municipality of Waterloo

Waterloo Regional Heritage Foundation

Board Agenda



Tuesday, April 28, 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

	Pages
1. Call to Order	
1.1 David Emberly, Director in Memoriam	
2. Land Acknowledgement	
3. Declarations of Conflict of Interest	
4. Finance Reports	
4.1 Accounts and Grants Summary	3
For information.	
5. Delegations	
None.	
6. Approval of Minutes - March 24, 2026	5
Recommended Motion:	
That the minutes of Waterloo Regional Heritage Foundation from March 24, 2026 be approved.	
7. Committees	
7.1 Allocations and Finance	
Grant Applications are currently being accepted by the Foundation and will be selected by September 22, 2026.	
7.2 Heritage Advisory and Communications	
Staff to provide an update related to the award winners.	
7.3 Strategic Planning	
For discussion.	
8. Information/Correspondence	
None.	
9. Other Business	
10. Next Meeting - May 26, 2026	
11. Adjourn	

Recommended Motion:

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

WATERLOO REGIONAL HERITAGE FOUNDATION
March 2026

<u>Date</u>	<u>Payee/Donor</u>	<u>Description</u>	<u>Amount</u>
<u>Disbursements</u>			
Mar 11	INSTANT RISK COVERAGE INC	Insurance (GL/D&O)	\$ 1,242.00
Mar 12	PEGGY PLET	WRHF Grant	\$ 4,351.93
Mar 18	MUSLIM SOCIAL SERVICES	WRHF Grant	\$ 5,820.00
	WATERLOO REGION		
Mar 20	Dana Hospitality	Catering - Feb. 24 WRHF	\$ 125.63
Mar 20	Dana Hospitality	Catering - March 3 WRHF	\$ 125.63
		Subcommittee	
Mar 20	Dana Hospitality	Catering - Feb. 28 WRHF	\$ 125.63
		Subcommittee	
Mar 20	Dana Hospitality	Catering - March 11	\$ 125.63
		WRHF Subcommittee	
			\$ 11,916.45

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account as at March 31, 2026	\$ 157,895.05
Deduct:	
Grants Committed (Approved and Not Paid)	\$ (10,200.00)
Net Funding Position as at March 31, 2026	\$ 147,695.05

WATERLOO REGIONAL HERITAGE FOUNDATION
Grant Summary Statement
March 2026

Grants Approved and Paid

<u>Date Paid</u>	<u>Grants Paid in 2025</u>	
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
	Subtotal	\$ 50,487.50

<u>Date Paid</u>	<u>Grants Paid in 2026</u>	
2026-02-01	Janna Martin for the project titled 'A Working Group on Unsettling Mennonite Public History'	\$ 1,168.00
2026-03-12	Peggy Plet to explore and document the lives and experiences of Black domestic workers in the Region of Waterloo	\$ 4,351.93
2026-03-18	Muslim Social Services Waterloo Region for the Arabic Calligraphy Program	\$ 5,820.00
	Subtotal	\$ 11,339.93

Grants Committed (Approved and Not Paid)

<u>Date Approved</u>	<u>Date of Expiry</u>	<u>Outstanding Approved Commitments</u>	
2025-03-25	Extended to June 2026	Waterloo Historical Society for the publication of the Annual Volume 112 - 2024	\$ 10,200.00
	Subtotal		\$ 10,200.00
Total Grants Paid and Committed			\$ 72,027.43

Regional Municipality of Waterloo
Waterloo Regional Heritage Foundation
Board Minutes



March 24, 2026

5:30 p.m.

Waterloo County Room/Electronic

Present: D. Emberly, P. Elsworth, P. Wolf, R. Shipley, N. Baskanderi, K. Costello, E. Dyck

Absent: J. Glass, N. Salonen, H. Peller-Oliver, A. Carswell, T. Falconer

Others Present Regional Chair K. Redman

1. Call to Order

Chair D. Emberly called the meeting to order at 5:31 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 Account and Grants Summary

D. Emberly provided an overview of the Accounts and Grants Summary and highlighted that the Muslim Social Services Waterloo Region for the Arabic Calligraphy Program and the Peggy Plet project on the lives and experiences of Black domestic workers in the Region of Waterloo have both now been finalized and paid which will be captured next month.

Received for information.

5. Delegations

None.

6. Approval of Minutes - February 24, 2026

Moved by P. Wolf

Seconded by K. Costello

That the minutes of Waterloo Regional Heritage Foundation from February 24, 2026 be approved.

Carried

7. Committees

7.1 Allocations and Finance

7.1.1 Waterloo Historical Society Grant Extension Request

Moved by P. Elsworthy

Seconded by N. Baskanderi

That the Waterloo Regional Heritage Foundation approve the grant extension for the Waterloo Historical Society for the publication of the Annual Volume 112 - 2024 to be completed by June 2026.

7.2 Heritage Advisory and Communications

N. Baskanderi, Committee Chair, provided an overview of the Heritage Advisory and Communications Committee recommendation to the Foundation for the Award of Excellence, Dr. Jean Steckle Award, and Sally Thorsen Award of Excellence. She noted that Karen VandenBrink was nominated for the Award of Excellence and the Committee decided that the Dr. Jean Steckle Award would be more suitable as she had previously received the Award of Excellence with a group. She noted that the award ceremony will be held at the beginning of the Annual General meeting on June 10, 2026 at Castle Kilbride.

In response to the Foundation, N. Baskanderi clarified the accomplishments of Aaron Francis and how it aligns with the Award of Excellence criteria. She further clarified the unsuccessful nominations were due to incomplete applications and that although the individuals were quite accomplished that their accomplishments were not related to heritage matters. D. Emberly noted that the Foundation is able to present awards to the same individuals if the award is different. The Foundation discussed the awards and the individuals for which they are named and

noted that they were influential female leaders at a time when female leaders were not as common.

Moved by N. Baskanderi

Seconded by R. Shipley

That the Waterloo Regional Heritage Foundation present the following awards at the Annual General Meeting on Wednesday, June 10, 2026:

1. Aaron Francis to be awarded the Award of Excellence;
2. Karen VandenBrink to be awarded the Dr. Jean Steckle Award; and
3. Geoffery Hayes to be awarded the Sally Thorsen Award of Excellence.

And that the Foundation approve the cost of the award framing to a maximum of \$150.00;

And further that the Foundation direct staff to keep award nominations open year-round with an annual cut-off only for selection purposes, all nominations received after the last Friday in February will be considered in the following year.

Carried

7.3 Strategic Planning

D. Emberly provided a summary of the consultant recommendations and how it relates to the new grant process. He highlighted how the new grant process has aligned with the recommendations and where there needs to be improvements, including expanding community outreach.

The Foundation directed staff to recirculate the notice for the Kitchener Public Library.

P. Elsworthy, Committee Chair, provided a brief overview of the Committee recommendation and that it recognizes that the Foundation would like to improve the application processes based on the Committee's feedback.

The Foundation directed staff to circulate the grant application to the Equity, Diversity, and Inclusion working group to circulate. R. Shipley reminded the Foundation that The ACO donation is earmarked for heritage projects in North Dumfries or for the City of Cambridge.

Moved by P. Elsworthy
Seconded by R. Shipley

That the Waterloo Regional Heritage Foundation resume the grant funding process, effective April 1, 2026. And that the Submission Period will be held from April 1, 2026, to June 30, 2026, and that the Evaluation and Granting Period be held from July 2, 2026 to September 22, 2026.

And that the Foundation direct the Strategic Planning Committee to implement the following target changes before the 2027 grant windows:

1. Develop clearer evaluation criteria and scoring guidance;
2. Increase outreach with underrepresented communities in the Region; and
3. Provide applicant support resources.

Carried

8. Information/Correspondence

8.1 WRHF - Around the Region Article

D. Emberly highlighted the accomplishments of the Foundation and the support provided to historic sites around the Region that were acknowledged in the article that was published with the assistance of Scott Cressman, Senior Communications Advisor.

Received for information.

8.2 Waterloo Historical Society Annual Volume 86 - 1998, pp. 116-118

D. Emberly provided an overview of the Annual Volume 86-1998 published by the Waterloo Historical Society. He highlighted that the volume notes the contributions of the Foundation and specific individuals such as previous Regional Chairs Jack Young and Ken Seiling.

Received for information.

9. Other Business

9.1 2026 Annual General Meeting

J. Hale provided a brief update related to the 2026 Annual General Meeting scheduled for Wednesday, June 10, 2026. She noted that the private Castle tour will be held from 4:00 p.m. to 5:00 p.m., supper will be

held from 5:00 p.m. to 5:45 p.m., and the meeting will start at 6:00 p.m. and will include the award ceremony. Staff reminded the Foundation about in-person attendance as the off-site location does not have a virtual participation option.

P. Wolf expressed concerns related to the future of heritage designations and conversancy and misinformation related to property costs such as maintenance and property taxes. The Foundation discussed the debate related to heritage conservation and the impact on property costs.

Received for information.

10. Next Meeting - Tuesday, April 28, 2026

The next meeting of the Waterloo Regional Heritage Foundation is on Tuesday, April 28, 2026.

11. Adjourn

Moved by P. Elsworthy

Seconded by N. Baskanderi

That the meeting adjourn at 6:41 p.m.

Carried

Committee Clerk

Committee Chair