

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



January 27, 2026

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Glass, D. Emberly, P. Elsworthy, P. Wolf, N. Salonen, A. Carswell, R. Shipley, T. Falconer, E. Dyck

Absent: H. Peller-Oliver, N. Baskanderi, K. Costello

Others Present K. Redman, Regional Chair

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**1. Call to Order**

Chair D. Emberly called the meeting to order at 5:31 p.m.

N. Salonen joined the meeting at 5:39 pm.

A. Carswell joined the meeting at 5:58 pm.

**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 overview of the Accounts and Grants Summary. He explained actual account amount and the remaining funding being held for unpaid approved grants. He noted that The Architectural Conservancy of Ontario has made a donation of \$10,000.00 to the Foundation. He further noted that Regional Council approved \$100,000.00

funding to become an annual budget line item. The motion for the funding was introduced by Councillor N. Salonen and seconded by Councillor P. Wolf during the 2026 Regional budget process.

**5. Delegations**

None.

**6. Approval of Minutes - November 25, 2025**

Chair D. Emberly noted the minutes incorrectly stated the legal name for The Architectural Conservancy of Ontario and language related to the dissolving of the Cambridge and North Dumfries Branch. Staff confirmed that the errors will be corrected.

Moved by P. Wolf  
Seconded by T. Falconer

That the minutes of Waterloo Regional Heritage Foundation from November 25, 2025 be approved, as amended.

**Carried**

**7. Committees**

**7.1 Allocations and Finance**

Staff provided the current status of all grant applicants. Chair D. Emberly highlighted the completed and pending grants, specifically that Janna Martin's project was in the process of being approved.

**7.2 Heritage Advisory and Communications**

J. Hale provided the list of current applications that have been received and she noted that there has been two applications for the Jean Steckle award, two applications for the Award of Excellence, one application for the History Prize, and one application for the Sally Thorsen award.

She further noted that the History Prize award requires copies to be submitted to the Foundation and that the Foundation will reimburse the applicant for the copies. The cost of the History Prize Nomination reimbursement was \$33.76.

The Foundation directed staff to poll for committee meeting dates in order to review the applications following the application deadline on February 27, 2026.

### **7.3 Strategic Planning**

The Foundation discussed the purpose of the Committee and identified that it is meant to review the pilot grant process. J. Glass and P. Elsworthy agreed to co-chair the Strategic Planning Committee and that the focus would be on reviewing the pilot grant process to allow for the grant application.

T. Falconer suggested that the Committee focus their review on the following:

1. Was the problem solved by with the grant pilot or does the problem still exist?
2. How did the outcomes meet the strategic review priorities?

The Foundation directed Staff to schedule a Committee meeting.

### **8. Information/Correspondence**

The Foundation noted the receipt of the 'Thank You' card from the Multicultural Festival of Elmira 2025 Volunteer Planning Committee.

### **9. Other Business**

D. Emberly and P. Elsworthy highlighted that the National Trust Conference is being held from October 22-24, 2026 and Ontario Heritage Conference will be held in Hamilton, Ontario from June 18, 2026 to June 20, 2026. D. Emberly suggested that the Foundation utilize the new display being created at these events.

In response to K. Redman, D. Emberly explained that the Foundation participation is typically a presence at the event and has not involved a display. The Foundation discussed the potential in participating and P. Elsworthy will provide further information on the theme and opportunities to participate.

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

The next meeting of the Waterloo Regional Heritage Foundation is on Tuesday, February 24, 2026.

### **11. Adjourn**

Moved by P. Wolf

Seconded by T. Falconer

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

**Carried**

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Committee Clerk

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Committee Chair