

**Regional Municipality of Waterloo  
Waterloo Regional Heritage Foundation  
Annual General Meeting Agenda**



Wednesday, June 10, 2026

6:00 p.m.

Castle Kilbride Museum

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. Approval of Minutes - June 11, 2025</b>	<b>2</b>
<b>Recommended Motion:</b> That the minutes of Waterloo Regional Heritage Foundation Annual General Meeting from June 11, 2025 be approved.	
<b>4. Adoption of the Annual Report</b>	<b>5</b>
<b>Recommended Motion:</b> That the Annual Report of the Waterloo Regional Heritage Foundation for the year ending December 31, 2025 be adopted, as presented.	
<b>5. Adoption of the 2025 Financial Statements</b>	<b>13</b>
<b>Recommended Motion:</b> That the Auditor's Statements of the Waterloo Regional Heritage Foundation for the year ending December 31, 2025 be adopted as presented.	
<b>6. Election of Directors</b>	
<b>Recommended Motion:</b> That the Waterloo Regional Heritage Foundation elect the following Directors for the specified terms to be ratified by the Council of the Regional Municipality of Waterloo:	
1. _____ for a term ending June ____;	
<b>7. Next Regular Meeting - June 23, 2026</b>	
<b>8. Adjourn</b>	
<b>Recommended Motion:</b> That the meeting adjourn at xx:xx p.m.	

# Waterloo Regional Heritage Foundation Annual General Meeting Minutes



June 11, 2025

5:30 p.m.

Waterloo County Room/Electronic

Present: J. Glass, D. Emberly, P. Elsworthy, H. Peller-Oliver, A. Carswell,  
R. Shipley, T. Falconer, N. Baskanderi

Absent: P. Wolf, N. Salonen

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## 1. Call to Order

Chair J. Glass called the meeting to order at 5:31 p.m.

## 2. Land Acknowledgement

J. Hale, Foundation Secretary, provided a land acknowledgement.

## 3. Approval of Minutes - June 5, 2024

Moved by D. Emberly

Seconded by N. Baskanderi

That the minutes of Waterloo Regional Heritage Foundation Annual General Meeting from June 5, 2024 be approved.

**Carried**

## 4. Adoption of the Annual Report

Moved by R. Shipley

Seconded by P. Elsworthy

That the Annual Report of the Waterloo Regional Heritage Foundation for the year ending December 31, 2024 be adopted, as presented.

**Carried**

**5. Adoption of the 2024 Financial Statements**

Paul Grivicic, Financial Analyst, provided an overview of the 2025 Auditor's Report completed by KPMG. The report is an audit of the financial statements of the Foundation as of December 31, 2024. P. Grivicic confirmed that there were no grants paid out in 2024 and most transactions were minimal such as interest accrual and administrative costs including insurance fees and catering. He noted that as of December 31, 2024, there was approximately \$111,614.00 remaining in the Foundation's account and that all costs were paid for in the 2024 calendar year including the consultant fee.

D. Emberly expressed concern that the language in the Auditor's report under the "Purpose of the Foundation" will need to be updated in the future to better reflect current practices. R. Shipley replied that there would need to be further discussion to ensure that it is clear that the current grant process continues to support heritage buildings. J. Glass agreed that a discussion can take place in the future if needed.

Moved by D. Emberly

Seconded by N. Baskanderi

That the Auditor's Statements of the Waterloo Regional Heritage Foundation for the year ending December 31, 2024 be adopted as presented.

**Carried**

**6. Election of Directors**

The Foundation acknowledged the high caliber of applications received and noted that the overall public interest in being a Foundation Director was encouraging. J. Hale led several rounds of voting, by way of secret ballot, until there were four remaining applicants with the most votes.

The Foundation directed staff to communicate to Council that the applications received were substantial both in quantity and quality.

A. Carswell joined the meeting at 6:00 pm.

Moved by N. Baskanderi

Seconded by H. Peller-Oliver

That the Waterloo Regional Heritage Foundation elect the following Directors for the specified terms to be ratified by the Council of the Regional Municipality of Waterloo:

1. Kamila Costello for a term ending June 2028;
2. Emily Dyck for a term ending June 2028;
3. David Emberly for a term ending June 2027; and
4. John Glass for a term ending June 2027.

**Carried**

**7. Next Regular Meeting - June 24, 2025**

The Foundation directed staff to reschedule the next regular meeting to July 29, 2025 at 5:30 p.m. as Council for the Region of Waterloo is required to ratify all Board Member appointments and the next meeting of Council is scheduled for June 25, 2025.

**8. Adjourn**

Moved by T. Falconer  
Seconded by A. Carswell

That the meeting adjourn at 6:16 p.m.

**Carried**

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Committee Clerk

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Committee Chair



Annual Report  
of the  
Waterloo Regional Heritage  
Foundation

2025

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## **Message from the Chair**

The Waterloo Regional Heritage Foundation (WRHF) was incorporated as a non-profit organization on February 13, 1974. Its mandate then, as now, is to preserve and promote the unique heritage of Waterloo Region—the cities of Kitchener, Waterloo, and Cambridge, and the townships of North Dumfries, Woolwich, Wellesley, and Wilmot.

The WRHF board would like to acknowledge David Emberly, who passed away in April 2025. David was a valued WRHF Director for many years and was serving as the Foundation's Chair at the time of his passing. For more than 50 years, David also served on a variety of other boards and committees in the community, including the Ecological and Environmental Advisory Committee, the Architectural Conservancy of Ontario's Cambridge and North Dumfries branch, and the Conservation Council of Ontario. David had a passion for the preservation of heritage within our community and played an essential role in the Foundation's strategic review process, which included creating an updated definition of "heritage" and establishing a new Equity, Diversity, and Inclusion grant funding stream. The Region recognizes the dedicated work of Chair Emberly and his contributions to the Heritage Foundation and the community as a whole.

WRHF is a volunteer board comprised of residents of Waterloo Region. The Region provides staff members to support our administrative needs. The board members attend nine meetings between September and June and host an Annual General Meeting in June. In 2025/2026, the Foundation held these board meetings along with several committee meetings, including Strategic Planning, Allocations & Finance, and Communications.

After WRHF restructured its grant policy to align more closely with the Region's REDI (Reconciliation, Equity, Diversity & Inclusivity) initiatives, we were able to resume our grant programs. The board considered the updated grant awarding process to be a success, as the awards funded a wider spectrum of projects, events, and research than seen in recent history. Additionally, funding targets were met and our grant budget was essentially depleted. After presenting our results and plans to Waterloo Regional Council, WRHF successfully secured further grant funding for 2026/2027.

In the past few years, WRHF had focused almost exclusively on revising its grant policies and piloting the newly defined award processes, which left the board with less time to focus on awards. Happily, we were able to get the awards program back on track, and several of the WRHF awards will be presented to recipients at this AGM.

The Foundation continued to participate in Doors Open Waterloo Region on September 20, 2025. Partnering with the Waterloo Historical Society (WHS), WRHF and WHS

board members hosted displays at one of the Region's most popular Doors Open sites—the Waterloo County Gaol and Governor's House on Queen St. North, Kitchener. The WRHF/WHS collaboration was successful, and we may revisit this partnership for future Doors Open events. As part of a "lessons learned" review after the 2025 event, the Foundation began updating our display and presentation collateral. This work is ongoing.

In 2026/2027, and with our renewed funding, the WRHF board plans to continue with at least one more grant application window. Focus will also remain on the awards program. The WRHF continues to look for ways to self-promote, attract new grant applicants, and engage with the public.

John Glass, Former Foundation Chair

## WRHF Membership 2025-2026

<b>Member</b>	<b>Municipality</b>
Naema Baskanderi	Waterloo
Andrea Carswell	Cambridge
Kamila Costello	Kitchener
Emily Dyck	Kitchener
Philippe Elsworthy	Waterloo
David Emberly (deceased)	Cambridge
Thirstan Falconer	Elmira
John Glass	Kitchener
Heidi Peller-Oliver	Kitchener
Robert Shipley	Waterloo
Natasha Salonen, Regional Councillor	Wilmot
Pam Wolf, Regional Councillor	Cambridge
Karen Redman, Regional Chair (ex-officio)	Kitchener

**Foundation Secretary** – Lindsay Mewhiney, Legislative Services Specialist

**Treasurer** – Wayne Steffler, Commissioner of Corporate Services/Chief Financial Officer

## Allocations and Finance Committee

The Allocations and Finance committee reviews grant applications and makes recommendations to be approved by the WRHF Board.

Since our last Annual General Meeting, eight grants were approved for festivals, research, and publications. There were no building grants made in the last application period. In keeping with our new organizational focus, the committee was pleased to see that a strong portion of applicants represented reconciliation, diversity, equality and inclusion groups.

From the intake of applications in the period between November 1, 2024 and January 15, 2025, the following grants were approved, and all were paid except for the Waterloo Historical Society, which has asked for an extension of time to produce its annual publication:

- Rhythm & Blues Cambridge for the Emancipation Day Celebration: \$10,500.00,
- Stephen Young for the Dickson & Bruce History Meets Mystery film series: \$5,160.00,
- Hearts Open for Everyone (H.O.P.E.) for the 3rd Annual Multicultural Festival of Elmira: \$27,200.00,
- Juanita Metzger, Stroll Walking Tours to develop three new walking tours based on significant women's history in the Region of Waterloo: \$7,627.50,
- Janna Martin for the project titled 'A Working Group on Unsettling Mennonite Public History': \$1,168.00,
- Peggy Plet to explore and document the lives and experiences of Black domestic workers in the Region of Waterloo: \$4,351.93,
- Muslim Social Services Waterloo Region for the Arabic Calligraphy Program: \$5,820.00, and
- Waterloo Historical Society for the publication of the Annual Volume 112 – 2024: \$10,200.00.

Total Grants Paid and Committed as of April 2026: \$72,047.43

The current net funding position as of April, 30 2026 is \$147,971.12

A new grant application window is open now from April 1, 2026 to June 30, 2026. The Foundation will award grants in late September.

In addition to reviewing this year's applications, the Allocations and Finance Committee will be re-examining its processes to ensure alignment between the application form and adjudication criteria.

Philippe Elsworthy, Committee Chair

## **Heritage Advisory & Communications Committee**

The Heritage Advisory & Communications (HAC) Committee is responsible for the granting of awards to all deserving recipients and the planning and executing of public events and communications, including our Annual General Meeting (AGM). The AGM had become one of the highlights of our year. At this event, we recognize winners of our heritage awards and share WRHF's successes with the award winners, their families, friends and colleagues, and members of the general public.

The Foundation is excited to resume public events and community engagement. With our strategic review now complete, WRHF is ready to be back out in the Community.

We encourage all people, groups and organizations to nominate a person, business or institution for one of our awards. The current awards are:

### **Awards of Excellence**

The Awards of Excellence are intended to recognize outstanding contributions by individuals, institutions and organizations to heritage preservation in Waterloo Region, in such areas as archaeological, archival, cultural, education, genealogical, historical, individual, literary, media, natural, and others. The program began in 1983.

#### **Sally Thorsen Award of Excellence**

This award of excellence was created in 1998 in honor of the former commissioner of the Planning and Culture Department for the Region of Waterloo. This award may be presented to only one person in a year who has demonstrated, in the course of at least ten years of their professional lives, an outstanding level of commitment to heritage concerns.

#### **Dr. Jean Steckle Award of Heritage Education**

This award for excellence in heritage education is presented to an individual who has demonstrated leadership in heritage education through teaching, writing or by example, and who has encouraged and mentored others in the understanding and appreciation of the natural or cultural heritage of Waterloo Region.

Naema Baskanderi, Committee Chair

## **Strategic Planning Committee**

The Strategic Planning Committee is a subcommittee of the Waterloo Regional Heritage Foundation which was tasked with leading the Foundation's internal strategic review 2021-2024.

The Foundation worked with a Diversity, Equity, and Inclusion (DEI) consultant to align our granting processes with the Region's REDI (Reconciliation, Equity, Diversity, and Inclusion) initiatives. Revised terms of public engagement and grant application intake, evaluation, and scoring procedures were finalized in late 2024. A major accomplishment was a revised definition of Heritage: "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."

In early 2025, when financial support from the Region was re-established, the first grant application process using the revised processes was completed, with over half of the applications (7 of 13) deemed to have a significant REDI impact.

The Committee is currently engaged in reviewing the grant application process, including guidance to applicants, website description, and application form to make the process and expectations clearer to applicants.

Philippe Elsworthy, Committee Chair

Financial Statements of

**WATERLOO REGIONAL  
HERITAGE FOUNDATION**

And Independent Auditor's Report thereon

Year ended December 31, 2025

# WATERLOO REGIONAL HERITAGE FOUNDATION

## Statement of Financial Position

December 31, 2025, with comparative information for 2024

	2025	2024
<b>Assets</b>		
Cash	\$ 105,387	\$ 111,614
	<u>\$ 105,387</u>	<u>\$ 111,614</u>
<b>Liabilities and Fund Balance</b>		
Liabilities:		
Accounts payable	\$ 45,170	\$ –
Fund balance:		
Accumulated net revenue	60,217	111,614
	<u>\$ 105,387</u>	<u>\$ 111,614</u>

See accompanying notes to financial statements.

# WATERLOO REGIONAL HERITAGE FOUNDATION

## Statement of Revenues and Expenses and Accumulated Net Revenue

Year ended December 31, 2025, with comparative information for 2024

	2025	2024
Revenue		
Interest	\$ 3,681	\$ 5,960
Expenses (Schedule)	55,078	5,883
Net revenue (expense)	(51,397)	77
Accumulated net revenue, beginning of year	111,614	111,537
Accumulated net revenue, end of year	\$ 60,217	\$ 111,614

See accompanying notes to financial statements.

# WATERLOO REGIONAL HERITAGE FOUNDATION

Notes to Financial Statements

Year ended December 31, 2025

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## Purpose of foundation:

The Waterloo Regional Heritage Foundation is primarily a grant making organization which supports heritage initiatives in Waterloo Region.

The Foundation defines heritage as follows:

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.

## 1. Significant accounting policies:

These financial statements are prepared in accordance with the Chartered Professional Accountants of Canada Handbook Part III - Canadian accounting standards for not-for-profit organizations. The Foundation's significant accounting policies are as follows:

### (a) Basis of accounting:

The accrual basis of accounting is used for financial reporting.

### (b) Fixed assets:

The historical cost and accumulated depreciation of fixed assets is not reported. Expenses of a capital nature are charged against revenues in the year they are incurred.

## 2. Grants committed:

The Heritage Foundation approved the payment of the committed grants upon the applicant meeting all of the conditions of their approval. It is expected that all conditions will be fulfilled, and these grants will be paid in 2026.

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	Approved
<b>Grants committed by year:</b>	
2026	
Peggy Plet	\$ 4,352
Waterloo Historical Society	10,200
Janna Martin	1,168
Muslim Social Services of Waterloo Region	5,820
<b>Total grants committed</b>	<b>\$ 21,540</b>

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## 3. Statement of cash flows:

A statement of cash flows has not been presented as it would not provide any additional useful information.

# WATERLOO REGIONAL HERITAGE FOUNDATION

## Schedule of Expenses

Year ended December 31, 2025, with comparative information for 2024

	2025	2024
Grants paid (refunded):		
2025		
Rhythm and Blues Cambridge	\$ 10,500	\$ -
Crossroads Productions Ltd.	5,160	-
Hearts Open for Everyone Inc.	27,200	-
Stroll Walking Tours	7,628	-
	<u>50,488</u>	<u>-</u>
Administration:		
Consultants		-
Insurance	630	2,708
Promotion and advertising	2,105	1,482
Miscellaneous	37	-
Annual general meeting	684	247
Foundation meetings and seminars	1,134	1,446
	<u>4,590</u>	<u>5,883</u>
	<u>\$ 55,078</u>	<u>\$ 5,883</u>