Regional Municipality of Waterloo
Waterloo Regional Heritage Foundation
Board Agenda

Tuesday, November 25, 2025
5:30 p.m.
Meeting to be held electronically
150 Frederick Street, Kitchener, Ontario

Should you require an alternative format please contact the Regional Clerk at Tel.: 519-575-4400, TTY: 519-575-4605, or regionalclerk@regionofwaterloo.ca

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Pages

1. **Call to Order**
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 - October 28, 2025** 5
   Recommended Motion:
   That the minutes of Waterloo Regional Heritage Foundation from October 28, 2025 be approved.
7. **Committees**
   - **7.1 Allocations and Finance**
     J. Glass to provide a brief summary on the delegation to Regional Council and potential donation.
   - **7.2 Heritage Advisory and Communications**
     N. Baskanderi, Committee Chair, to provide an update on the public display.

     Award nominations are now open and can be submitted until February 27, 2026. The Awards Ceremony will be held on May 12, 2026.
   - **7.3 Strategic Planning**
     The next Strategic Planning Committee will be held on Wednesday, January 14, 2026, at 5:30 p.m.
8. **Information/Correspondence**

None.

9. Other Business

9.1 Annual General Meeting Update

To be held at Castle Kilbride in the Township of Wilmot on Wednesday, June 10, 2026.

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

11. Adjourn

Recommended Motion:

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

WATERLOO REGIONAL HERITAGE FOUNDATION
October 2025

Date	Payee	Description	Amount
Oct 17	Dana Hospitality	Catering - Sept. 23	$ 131.42
Oct 28	Dana Hospitality		$ 131.42
Oct 27	CROSSROADS PRODUCTION STEPHEN YOUNG	WRHF Grant Payment	$ 5,160.00
Oct 28	RHYTHM AND BLUES CAMBRIDGE	WRHF Grant Payment	$ 10,500.00
			$ 15,922.84

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account as at October 31, 2025	$ 94,807.24
Deduct:	
Funding Approved for Distribution	$ (78,615.50)
Grants Paid	$15,660.00
Grants Committed (Approved and Not Paid)	(62,955.50)
Net Funding Position as at October 31, 2025	**$ 31,851.74**

WATERLOO REGIONAL HERITAGE FOUNDATION
Grant Summary Statement
October 2025

Grants Approved and Paid

Date Paid	Grants Paid in 2025	
2025-10-28	Rhythm & Blues Cambridge for the Emancipation Day Celebration	$10,500.00
2025-10-27	Stephen Young for the Dickson & Bruce History meets Mystery film series	$ 5,160.00
	Subtotal	**$15,660.00**

Grants Committed (Approved and Not Paid)

Date Approved	Date of Expiry	Outstanding Approved Commitments	
2025-03-25	-	the Hearts Open for Everyone (H.O.P.E.) for the 3rd Annual Multicultural Festival of Elmira (MFE) event	$27,200.00
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	-	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
2025-03-25	-	Muslim Social Services Waterloo Region for the Arabic Calligraphy Program	$ 5,820.00
	Subtotal		**$62,955.50**
	Total Grants Paid and Committed		**$78,615.50**

Regional Municipality of Waterloo

Waterloo Regional Heritage Foundation

Board Minutes

October 28, 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, K. Costello
Absent:	R. Shipley, T. Falconer, N. Baskanderi, E. Dyck
Others Present:	Regional Chair K. Redman

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1. Call to Order

Chair D. Emberly called the meeting to order at 5:34 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 Accounts and Grants Summary

Chair D. Emberly noted that the operating account balance as of September 30, 2025, is $110,420.28 with $78,615.50 earmarked for grant funding distribution. He further noted that Rhythm & Blues Cambridge grant funding for $10,500.00 and Crossroads Productions Ltd (Stephen Young) grant funding for $5,160.00 are being processed following the signing of the agreement.

In response to the Foundation, J. Hale explained that the distribution funds noted in the accounts and grants summary has decreased by $2,880 as the grant applicant Capoeria KW has withdrawn their project due to funding constraints.

P. Wolf joined the meeting at 5:37 pm.

5. Delegations

None.

6. Approval of Minutes - September 23, 2025

The Foundation directed staff to amend the minutes to include the attendance of Regional Chair K. Redman as well as a grammatical error.

Moved by P. Wolf
Seconded by J. Glass

That the minutes of Waterloo Regional Heritage Foundation from September 23, 2025 be approved, as amended.

Carried

7. Committees

7.1 Allocations and Finance

J. Hale confirmed that the Foundation is registered to delegate at the Strategic Planning and Budget Committee Public Input meeting on November 18, 2025. She further confirmed that the sub-committee will be meeting on Monday, November 3, 2025.

The Foundation discussed the presentation that will be included with their delegation. P. Wolf suggested that the delegation representatives emphasize the importance of the Region supporting the Foundation to ensure it can continue to support the public through grant funding.

J. Glass explained that the delegation presentation highlights previously funded grant projects, the public need for funding, the strategic planning alignment with the Region, including a new grant process and definition of heritage, the results of the new 2025 grant process, and the overall budget request of $100,000.

K. Redman further suggested that the delegation presentation provide information on the merit of continuing an investment of heritage for the public good.

7.2 Heritage Advisory and Communications

Chair D. Emberly explained that the Committee is working on updating the public display. He suggested that the Committee meet to determine next steps.

Moved by K. Costello
Seconded by P. Elsworthy

That the Waterloo Regional Heritage Foundation approve a budget of $200.00 to create a display.

Carried

7.3 Strategic Planning

The Foundation directed Staff to schedule a meeting for the Committee in January of 2026.

8. Information/Correspondence

None.

9. Other Business

The Foundation directed staff to circulate a news article related to heritage designations written by Luisa D'Amato.

9.1 Annual General Meeting Discussion

The Foundation directed staff to contact Township of Wilmot staff regarding the Annual General Meeting scheduled to be held at Castle Kilbride to request further information on catering, space availability, building tour opportunities, and meeting details.

10. Next Meeting - November 25, 2025

The next meeting of the Waterloo Regional Heritage Foundation is on November 25, 2025.

11. Adjourn

Moved by P. Wolf
Seconded by H. Peller-Oliver

That the meeting adjourn at 6:12 p.m.

Carried

Committee Clerk

Committee Chair