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 about herself.

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 of Ontario (ACO) Cambridge and North Dumfries Branch have indicated their intention to donate to the Foundation as the branch is 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 of Ontario Inc. (ACO), Cambridge and North Dumfries Branch, 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 comings 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

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

Committee Clerk

Committee Chair