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funds noted in the accounts and grants summary has decreased by $2,880 as the grant applicant Capoeria KW has withdrawn their project due to funding constraints.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