

Media Release: Friday, May 21, 2021 at 4:30 p.m.

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Waterloo Regional Heritage Foundation

Agenda

Tuesday, May 25, 2021

5:30 p.m.

This meeting will be held electronically

1. Declarations of Conflict of Interest

2. Delegations

3. Presentations

3.1 Bridget Coady, Cultural Heritage Principal Planner re: Heritage Connections

4. [Accounts and Grant Summary](#)

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5. Approval of [Draft Financial Statements](#)

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6. Approval of Minutes – [March 23, 2021](#) and [April 27, 2021](#)

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7. 2020-2021 Committees

7.1 Allocations and Finance Committee

- i. Property Grant Application: 23 Roland Street, Kitchener **(Distributed previously)**
- ii. Property Grant Application: 110 Water Street South, Kitchener **(Distributed previously)**

- iii. Property Grant Application: 35-37 and 39 Main Street, Cambridge **(Distributed previously)**
- iv. Publication Grant: Paul Langan: Hespeler History – The Authorized Winfield Brewster Collection **(Distributed previously)**
- v. Publication Grant: Paul Langan: Remembering Glen Christie **(Distributed previously)**
- vi. Publication Grant: Paul Langan: Tales of Opera – Waterloo County/Region 1885-2020 **(Distributed previously)**
- vii. Project Grant: The MUSEUM: The Mel Brown Project **(Distributed previously)**
- viii. Property Grant: [Steckle Heritage Farm - 811 Bleams Road, Kitchener - Steel Roof](#)
- ix. Property Grant: [Tammy Northam - Marillac Place - 109 Young Street, Kitchener](#)

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7.2 Heritage Advisory and Communications Committee

8. Other Business

9. Next Meeting – AGM June 8, 2021

10. Adjourn

WATERLOO REGIONAL HERITAGE FOUNDATION
May 2021 Disbursements

<u>Date</u>	<u>Chq. #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
			None	
				<hr/>
				<hr/>

WATERLOO REGIONAL HERITAGE FOUNDATION
Net Funding Position

Balance in Operating Account -May 20, 2021	\$358,274.68
Net amount held by RMOW	<u>0.00</u>
	<u>\$358,274.68</u>
DEDUCT:	
Outstanding 2019 Grant Commitments	(\$5,000.00)
Outstanding 2020 Grant Commitments	<u>(132,910.00)</u>
Net Funding Position at May 20, 2021	<u>\$220,364.68</u>

Waterloo Regional Heritage Foundation
2021 Grant Summary Statement
May

2021 Grant Budget	\$293,000
Grants Approved	<u>(17,130)</u>
Sub-Total Grant Balance	275,870
Unused previously approved Grants	
Remaining Grant Budget	<u><u>\$275,870</u></u>
 Grant Applications in Progress	 \$276,406

**Waterloo Regional Heritage Foundation
May 2021 Grant Statement**

2021 Grant Budget	\$293,000
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Grants Approved and Paid

<u>Date Paid</u>	<u>Grants Paid in 2021</u>	
	None	

Grants Committed (Approved and Not Paid)

<u>Date Approved</u>	<u>Date of Expiry</u>	<u>Outstanding Approved Commitments</u>	
February 23 2021	February 23 2022	Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	(3,390)
March 23 2021	March 23 2022	Kitchener Public Library - Oral History	(13,740)
Sub-Total Grants Paid and Committed			(\$17,130)

Remaining Grant Budget

\$275,870

Grant Applications in Progress

October 27 2020	Omar Kaake - Project Grant: 35-37 and 39 Main St., Cambridge	216,617
April 27 2021	Meg Crawford - 23 Roland Street	35,688
April 27 2021	Frances L. Stewart - 110 Water St	5,500
April 27 2021	Paul Langan - Hespeler History - The Authorized Winfield Brewster Collection	3,000
April 27 2021	Paul Langan - Remembering Glen Christie	2,000
April 27 2021	Paul Langan - Tales of Opera - Waterloo County/Region 1885-2020	3,600
April 27 2021	The Museum: The Mel Brown Project	10,000
		\$276,406

Grants that have been Accrued into 2021 (Approved in Prior Years)

<u>Date Approved</u>	<u>Date of Expiry</u>		
June 25 2019	June 25, 2020	Tom Beechey - Property Grant: 91 Cooper St	\$5,000
June 23 2020	June 23 2021	The Company of Neighbours - Project Grant: Throwback Website (Digital Form of Historical Storytelling)	6,780
September 22 2020	September 22 2021	Central Presbyterian Church - Project Grant: Slate Roof Replacement	100,000
September 22 2020	September 22 2021	Marion Roes - Publication Grant: Death as Life's Work	25,000
November 24 2020	November 24 2021	Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	1,130
			<u>\$137,910</u>

Financial Statements of

**WATERLOO REGIONAL
HERITAGE FOUNDATION**

And Independent Auditors' Report thereon

Year ended December 31, 2020



KPMG LLP
115 King Street South
2nd Floor
Waterloo ON N2J 5A3
Canada
Tel 519 747-8800
Fax 519 747-8830

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Waterloo Regional Heritage Foundation

We have audited the financial statements of The Waterloo Regional Heritage Foundation (the Entity), which comprise:

- the statement of financial position as at December 31, 2020
- the statement of revenues and expenses for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its results of operations for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



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Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

WATERLOO REGIONAL HERITAGE FOUNDATION

Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
Assets		
Cash	\$ 8,401	\$ 6,647
Accounts receivable	251	554
Prepaid expenses	1,000	1,000
Investments (note 2)	348,623	266,437
	\$ 358,275	\$ 274,638

Liabilities and Fund Balance

Liabilities:		
Grants committed (note 3)	\$ 137,910	\$ 20,950
Fund balance:		
Accumulated net revenue	220,365	253,688
	\$ 358,275	\$ 274,638

See accompanying notes to financial statements.

WATERLOO REGIONAL HERITAGE FOUNDATION

Statement of Revenues and Expenses and Accumulated Net Revenue

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Revenue		
Grant from Region of Waterloo	\$ 106,210	\$ 106,210
Interest	3,522	6,248
	109,732	112,458
Expenses (Schedule)	143,055	37,717
Net revenue (expense)	(33,323)	74,741
Accumulated net revenue, beginning of year	253,688	178,947
Accumulated net revenue, end of year	\$ 220,365	\$ 253,688

See accompanying notes to financial statements.

WATERLOO REGIONAL HERITAGE FOUNDATION

Notes to Financial Statements

Year ended December 31, 2020

Purpose of Foundation:

The Waterloo Regional Heritage Foundation is primarily a grant making organization which supports heritage initiatives in Waterloo Region. Its primary purpose is to preserve and financially assist in the preservation of heritage landmarks, historical buildings and other projects of historical significance to the Region of Waterloo.

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. Investments:

In 1994, the Heritage Foundation transferred its investment funds to the Regional Municipality of Waterloo. The funds invested are due on demand and bear interest based on the net percentage earned by the Regional Municipality of Waterloo. Interest is paid monthly.

3. 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 2021.

	Approved
Grants committed by year:	
2019	
Tom Beechey – Property Grant 91 Cooper Street	\$ 5,000
2020	
The Company of Neighbours - Project Grant - Throwback Website (digital form of historical storytelling)	6,780
Central Presbyterian Church - Project Grant - Slate Roof Replacement	100,000
Marion Roes - Publication Grant - Death as Life's Work	25,000
Stephen Young - Project Grant - Dickson and Bruce History Meets Mystery TV episode	1,130
Total grants committed	\$ 137,910

WATERLOO REGIONAL HERITAGE FOUNDATION

Notes to Financial Statements, continued

Year ended December 31, 2020

4. Statement of cash flows:

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

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WATERLOO REGIONAL HERITAGE FOUNDATION

Schedule of Expenses

Year ended December 31, 2020

	2020	2019
Foundation projects:		
Heritage promotions:		
Awards	\$ —	\$ 1,224
Events	—	207
	—	1,431
Grants paid (refunded):		
2020		
Scott Bradford - Project Grant - Exterior surface preparation and painting - 21 Lansdowne Rd N	3,588	—
Ted Boyd - Property Grant - 58 St Andrew Street, Cambridge	(5,000)	—
Sharmalene Mendis-Millard - Property Grant - 222 Mary Street, Waterloo	1,293	—
	(119)	—
Grants committed (note 3):		
2020		
The Company of Neighbours - Project Grant: Throwback Website (Digital Form of Historical Storytelling)	6,780	—
Central Presbyterian Church - Project Grant: Slate Roof Replacement	100,000	—
Marion Roes - Publication Grant: Death as Life's Work	25,000	—
Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	1,130	—
2019		
Sharmalene Medis-Millard - Property Grant: 222 Mary Street, Waterloo	—	9,950
Tom Beechey - Property Grant: 91 Cooper Street	—	5,000
Ted Boyd - Property Grant - 58 St Andrew Street, Cambridge	—	5,000
Crossroads Productions - Publication Grant: History meet Mystery Play: Seagram's Folly - the Final Clue	—	1,000
Kitchener Public Library - Keynote Speaker, Genealogy Fair	—	(447)
Nancy Silcox - Publication Grant: The Baden Hotel	—	(64)
Janet Foote - Project Grant: Front porch at 10 Water Street, Ayr	—	—
	132,910	20,439
Administration:		
Waterloo Historical Society Annual Volume	5,000	5,000
Miscellaneous	2,568	4,781
Foundation meetings and seminars	109	2,949
Insurance	1,944	1,944
Promotion and advertising	458	785
Printing stationery and supplies	48	388
Memberships	137	—
	10,264	15,847
	\$ 143,055	\$ 37,717



Waterloo Regional Heritage Foundation

Minutes

Tuesday, March 23, 2021

5:34 p.m.

This meeting was held electronically

Present were: Chair J. Glass, E. Clarke, P. Elsworthy, L. Haggerty, V. Hicks, M. Lee, J. Lewis, V. Mance, B. Martin and K. Redman

Members absent: J. Clinckett and D. Emberly

Declarations of Conflict of Interest

None declared.

Accounts and Grant Summaries

Connie Bogusat, Financial Analyst provided an overview of the March accounts and grant summary.

Approval of Minutes – February 23, 2021

Moved by E. Clarke

Seconded by K. Redman

That the minutes of the Waterloo Regional Heritage Foundation meeting held on February 23, 2021 be approved.

Carried

2020-2021 Committees

i. Allocations and Finance Committee

a) Project Grant – Kitchener Public Library – Oral History

L. Haggerty provided a background and overview of the application and recommended the applicant be granted the requested amount.

Moved by L. Haggerty

Seconded by P. Elsworthy

That the Waterloo Regional Heritage Foundation award Kitchener Public Library a grant of \$13,740 plus HST the toward the Oral History project.

And that the project be completed before March 23, 2022, a one-year period from the date of the approved motion;

And that the Foundation's official name and logo appear in a publication recognizing the contribution made by the Foundation;

And that a statement of account with copies of supporting invoices and receipts be submitted to the Foundation upon completes of the project with request for payment.

Carried

b) Discuss Option for Print on Demand Publications

J. Glass noted that this was added to the agenda as part of publication applications that were received, however, the type of material will be addressed at the next Allocations and Finance Committee meeting.

c) L. Haggerty updated the Foundation on applications that were received for 23 Roland Street, Kitchener and 110 Water Street South, Kitchener. It was noted that the applicants will be invited to the April meeting to further discuss their applications.

ii. Heritage and Commutations Committee

J. Lewis noted that no award nominations have been received to date, requesting that the nomination period be moved to June 15, 2021. It was agreed that the award ceremony will be postponed due to the pandemic.

The Foundation agreed to extend the deadline and discussed various options of promoting the awards using social media and reaching out to other area municipal heritage organizations.

Other Business

J. Glass updated the Foundation that an applicant requested that partial payment be granted in order to recuperate costs.

The Foundation discussed this being a first time request and agreed to grant the request for partial payment, mid project, provided invoices are provided as proof of payment.

Next Meeting – April 27, 2021**Adjourn**

Moved by M. Lee

Seconded by E. Clarke

That the meeting adjourned at 6:05 p.m.

Carried

Foundation Chair, J. Glass

Foundation Secretary, J. Rudy



Waterloo Regional Heritage Foundation

Minutes

Tuesday, April 27, 2021

5:32 p.m.

This meeting was held electronically

Present were: Chair J. Glass, J. Clinckett, P. Elsworthy, V. Hicks, M. Lee, B. Martin

Members absent: E. Clarke, D. Emberly, L. Haggerty, J. Lewis, V. Mance and K. Redman

There was no quorum for the meeting.

Declarations of Conflict of Interest

None declared.

Delegations

- a) Meg Crawford re: Property Grant Application: 23 Roland Street, Kitchener appeared before the Foundation to provide an overview of the application for the rebuild of their side porch and noted that the project is scheduled for the beginning of June.

M. Crawford responded to questions from the Foundation, noting the Heritage grant application from the City of Kitchener would be a maximum of \$3,000 and would only apply to the bottom half of the structure.

The Foundation requested that the applicant check the diameter of the sphere-shaped newel topping, as it appeared large in comparison with the diameter of the sphere shaped toppings on the railing at the front of the house.

- b) Gail Pool and Frances L. Stewart re: Property Grant Application: 110 Water Street South, Kitchener appeared before the Foundation providing an overview of the application for a garage roof restoration.

The Foundation discussed the cost of the various material that could be used for the restoration.

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- c) Omar Kaake re: Property Grant Application: 35-37 and 39 Main Street, Cambridge appeared before the Foundation in response to the requested updates from his submission for the quote on the heritage features of the property.

O. Kaake responded to questions in relation to the contractor for the stone masonry, noting the experience from the Woodhouse group.

Accounts and Grant Summary

Connie Bogusat, Financial Analyst provided an overview of the April accounts and grant summary.

It was noted that the application from Tom Beechey (91 Cooper Street) would remain on the list until there is a motion from the Foundation for the application to be removed or extended.

Approval of Minutes

The approval of minutes was deferred to the next meeting, due to lack of quorum.

2020-2021 Committees

- a) Allocations and Finance Committee

- i. Property Grant Application: 23 Roland Street, Kitchener

B. Martin spoke on behalf of the Allocations and Finance Committee noting support of the application and noted they are considering a grant of \$35,000.

The grant amount will be discussed at the next meeting due to lack of quorum.

- ii. Property Grant Application: 110 Water Street South, Kitchener

No report.

- iii. Property Grant Application: 35-37 and 39 Main Street, Cambridge

B. Martin noted the areas that would fall under the heritage features would consist of a grant of \$71,650 for the project. The worthwhile work of the project was noted and the applicant was commended for the amount of work being done in response to the Foundation's requests.

The Foundation discussed that the restoration of the original windows falls within the grant amount, however the installation of new window openings was excluded.

A decision on the grant would be discussed at the next meeting due to lack of quorum.

- iv. Publication Grant: Paul Langan
 - a) Hespeler History – The Authorized Winfield Brewster Collection
 - b) Remembering Glen Christie
 - c) Tales of Opera – Waterloo County/Region 1885-2020

J. Glass provided an overview of the three applications from Paul Langan and noted that Allocations and Finance Committee agreed that only one project should be considered at a time.

It was suggested that the applicant be asked which publication would have priority and which ones would be re-submitted on a yearly basis.

- v. Project Grant: The MUSEUM: The Mel Brown Project

J. Glass provided an overview of the application and noted that the Committee liked the project but they would need more information from the applicant including the confirmation of artist and location.

It was noted the application was also submitted to the Waterloo Region's Arts Fund and if that was granted they would be unable to receive funds from the Waterloo Regional Heritage Foundation. The Foundation discussed how the project seemed to be more art based and out of scope of what the Foundation has approved in the past.

- a) Heritage Advisory and Communications Committee

- i. Annual General Meeting – June 8, 2021

The Foundation agreed that the Annual General would be hosted via zoom, as a business only meeting on June 8, 2021. A future date would be set for the award ceremonies, which have been postponed, due to the pandemic.

Other Business

- a) Code of Conduct Policy for Advisory Committees, Boards and Foundations

Jessica Rudy, Foundation Secretary provided an overview of the Code of Conduct Policy for Advisory Committees, Boards and Foundations and requested that members sign and return the policy.

The Foundation members requested that the document be sent via DocuSign.

Next Meeting – May 25, 2021

Adjourn

the meeting adjourned at 6:51 p.m.

Foundation Chair, J. Glass

Foundation Secretary, J. Rudy