



Media Release: Friday, May 24, 4:30 p.m.

## Waterloo Regional Heritage Foundation

### Agenda

Tuesday, May 28, 2019

6:30 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener

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#### 1. Declarations of Conflict of Interest

#### 2. Delegations

2.1 Ted Boyd re: Property Grant: [58 St. Andrews Street, Cambridge](#)

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2.2 Tom Beechey re: Property Grant: [91 Cooper Street, Cambridge](#)

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#### 3. Accounts and Grant Summary

3.1 [2018 Draft Financial Statements](#)

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#### 4. Approval of Minutes – [April 23, 2019](#)

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#### 5. 2017-2018 Committees

5.1 Allocations and Finance Committee

5.2 Communications Committee

5.3 Heritage Advisory Committee

**5.4** Executive Committee

**6. Reports – Member Organizations**

**6.1** ACO North Waterloo – J. Clinckett

**6.2** ACO Cambridge

**6.3** Waterloo Historical Society – D. Emberly

**7. Correspondence – Available at Meeting**

**8. Other Business**

**9. Next Meeting – June 11, 2019 AGM**

**10. Adjourn**

Draft 5 May 13

Financial Statements of

**WATERLOO REGIONAL  
HERITAGE FOUNDATION**

Year ended December 31, 2018

DRAFT



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Canada  
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## 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, 2018
- 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, 2018, 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

**DATE**

**WATERLOO REGIONAL HERITAGE FOUNDATION**

## Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
<b>Assets</b>		
Cash	\$ 7,402	\$ 84,852
Accounts receivable	558	407
Investments (note 2)	234,672	191,148
	<u>\$ 242,632</u>	<u>\$ 276,407</u>
<b>Liabilities and Fund Balance</b>		
Liabilities:		
Accounts payable	\$ 334	\$ -
Grants committed (note 3)	63,350	137,327
	<u>63,684</u>	<u>137,327</u>
Fund balance:		
Accumulated net revenue	178,948	139,080
	<u>\$ 242,632</u>	<u>\$ 276,407</u>

See accompanying notes to financial statements.

**WATERLOO REGIONAL HERITAGE FOUNDATION**

## Statement of Revenues and Expenses

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
Revenue		
Grant from Region of Waterloo	\$ 106,210	\$ 106,210
Interest	4,884	3,928
	111,094	110,138
Expenses (Schedule)	71,226	87,058
Net revenue	39,868	23,080
Accumulated net revenue, beginning of year	139,080	116,000
Accumulated net revenue, end of year	\$ 178,948	\$ 139,080

See accompanying notes to financial statements.

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## WATERLOO REGIONAL HERITAGE FOUNDATION

Notes to Financial Statements

Year ended December 31, 2018

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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. 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.

**WATERLOO REGIONAL HERITAGE FOUNDATION**

Notes to Financial Statements, continued

Year ended December 31, 2018

**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 2019.

	Approved
<b>Grants committed previous years:</b>	
2017	
Waterloo Public Library – WPL’s Waterloo Chronicle Newspaper Digitization	\$ 24,000
2018	
Janet Foots – Project Grant: Front porch at 10 Water Street, Ayr	34,000
Nancy Silcox – Publication Grant – The Baden Hotel	4,500
Kitchener Public Library – Keynote Speaker, Genealogy Fair	850
	39,350
<b>Total grants committed</b>	<b>\$ 63,350</b>

**4. 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, 2018

	2018	2017
Foundation projects:		
Heritage promotions:		
Events	\$ 2,630	\$ 1,735
Awards	692	7,626
	3,322	9,361
Grants paid (refunded):		
David and Kate Schooley – Property Grant: 920 Orr Court	(1,440)	-
Paul Knowles – Publication Grant: Our Heritage Our Home	5,958	-
First Mennonite Church Cemetery – Cemetery Monuments Restoration	9,808	-
Karl Kessler – Project Grant: Scanning Project	2,461	-
B. Paddock – 119 Grand Ave., South, Cambridge – Property Grant Application	-	(24,788)
Jodi & Jody Ball – Property Grant – 38 Landsdowne Rd., North, Cambridge	-	(7,587)
Rob Ring – Documentary: Care for the Child: The Story of the Bridgeport General,	-	(1)
Stephen Litt – Property Grant – Windermere Apartments – 48 Weber St., W., Kitchener	-	(3,500)
Bridgeport School Parent Council – Project Grant: Bridgeport School Bell Restoration and purchase of a cart	-	1,750
Stephen W. Young – Event Grant: Secret at Woodside	-	2,000
Waterloo Historical Society – Publication Grant: Annual Volume	-	5,000
Jim Rodger – Project/Event Grant: Createscape Waterloo Region – The Prime Ministers Educational Resource and Statue Project	-	25,000
	16,787	(2,126)
Grants committed (note 3):		
Janet Foote – Project Grant: Front porch at 10 Water Street, Ayr	34,000	-
Nancy Silcox – Publication Grant: The Baden Hotel	4,500	-
Kitchener Public Library – Keynote Speaker, Genealogy Fair	850	-
The Society of St. Pius X – Structural Roof Repairs at St. Peter's Church	-	10,000
David and Kate Schooley – Property Grant: 920 Orr Court	-	30,000
Waterloo Public Library – WPL's Waterloo Chronicle Newspaper Digitization	-	24,000
Mario Thomas – Property Grant: 212 Queen St. E., Cambridge	-	2,700
John Cann and Susan Brown – Property Grant: 115 State St., Cambridge	-	2,400
	39,350	69,100
Administration		
Waterloo Historical Society Annual Volume	5,000	-
Foundation meetings and seminars	3,567	3,236
Insurance	1,944	1,946
Printing stationery and supplies	673	162
Miscellaneous	433	903
Memberships	150	150
Promotion and advertising	-	3,637
Conference and seminars	-	689
	11,767	10,723
	\$ 71,227	\$ 87,058



## **Waterloo Regional Heritage Foundation**

### **Minutes**

Tuesday, April 23, 2019

6:31 p.m.

Waterloo County Room

Regional Administration Building

150 Frederick Street, Kitchener

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Present were: Chair W. Stauch, R. Albrecht, J. Arndt, D. Emberly, T. Galloway, J. Glass, A. Haggerty, L. Haggerty, J. Lewis, K. McLaughlin, K. Osborn and K. Redman

Members absent: J. Clinckett

### **Declarations of Conflict of Interest**

None declared.

### **Accounts and Grant Summary**

Connie Bogusat, Financial Analyst circulated and provided an overview of the Accounts and Grant Summary.

### **Approval of Minutes**

D. Emberly made a correction to the spelling of Robert Osburn.

Moved by D. Emberly

Seconded by J. Arndt

That the minutes of the Waterloo Regional Heritage Foundation meeting held on Tuesday, March 26, 2019, be approved, as amended.

Carried, as Amended

### **2018-2019 Committees**

- a) Allocations and Finance Committee
  - i) Property Grant - 28 Weber Street West, Kitchener

2989721

L. Haggerty provided an overview of the project and explained that the applicant was unable to provide a definite answer to what the project entailed and recommended that the project be denied. The applicant would be able to reapply once they provide a clear scope of the project.

Moved by L. Haggerty

Seconded by R. Albrecht

That the Waterloo Regional Heritage Foundation deny the property grant application for 28 Weber Street West, Kitchener owing to the continued missing details of the application and that the owner cannot explain the scope of the project; and

That the Waterloo Regional Heritage Foundation would be open to having the applicant reapply with a project that is suitable and meets the Foundations criteria.

Carried

ii) Property Grant - Central Presbyterian Church

L. Haggerty informed the Foundation that Chair W. Stauch was in contact with the applicant and confirmed that the project is completed and awaiting installation. It was stated that the application will be denied as it is already underway.

L. Haggerty informed the Foundation that the applicant stated that they have another project coming up for the slate roof and additional stained glass windows.

The Foundation clarified that there was a cap put on funding for the roof of the Central Presbyterian Church and that the limit has been reached.

The Foundation members reiterated that a new application would have to be submitted for any additional projects and that a continuous grant should not be expected.

iii) Property Grant - 66 Old Mill Road, Cambridge

L. Haggerty provided background information on the project and noted that the applicants have not been in contact.

iv) Property Grant - 58 St. Andrews Street, Cambridge

L. Haggerty noted that the applicant will be attending the meeting in May as a delegation.

v) Publication Grant - StreetSauce!

J. Glass will be in touch with the applicants to clarify the details of the application. It was noted that the applicants have already received a grant from the Region of

Waterloo Arts Fund and that the project does not appear to have a heritage component to it.

- vi) Property Grant - 91 Cooper Street, Cambridge

L. Haggerty provided a description of the application and stated that they will be invited to the next meeting.

The Foundation agreed that a policy on cedar roofs should be developed and noted that roof material is not generally a part of the heritage designation, just the structure.

- b) Communications Committee

No report.

- c) Heritage Advisory Committee

J. Lewis provided an overview and background of the nominations received and brought forward recommendations for award recipients to be presented at the Annual General Meeting in June.

Moved by J. Lewis

Seconded by L. Haggerty

That the Waterloo Regional Heritage Foundation present the Award of Excellence to Jeremy Hetherington, Lary Turner, Bennedict Benninger and David B. Scott.

Carried

Moved by J. Lewis

Seconded by K. Redman

That the Waterloo Regional Heritage Foundation present the Sally Thorsen Award of Excellence to Hilda Sturm.

Carried

J. Lewis provided a background on Anne-Marie Bettschen and noted that she was nominated for the Sally Thorsen Award of Excellence, however the sub-committee felt she was a better fit for the Jean Steckle Award.

Anne-Marie Bettschen had passed away in 2018 so the award would be given posthumously.

Moved by J. Lewis

Seconded by J. Arndt

2989721

That the Waterloo Regional Heritage Foundation present the Dr. Jean Steckle Award for Heritage Education to Anne-Marie Bettschen posthumously.

Carried

The Foundation members noted their approval of the Jean Steckle award being given to Anne-Marie Bettschen and provided examples on how she fit the education criteria of the award.

J. Lewis updated that the books for the history prize are with the judges and awaiting decision. Prizes will be awarded for 2017 and 2018.

d) Executive Committee

No report.

e) Recruitment Committee

Chair W. Stauch noted that the ad for the Annual General Meeting and call for Directors will placed in the papers in May and reminded Foundation members that if they wish to remain on the Foundation they must submit an application

The Foundation addressed the need for social media to recruit new members and educate on what the Foundation does. It was noted that the website would be updated by the Foundation Secretary, however, social media would have to be the responsibility of a Foundation member.

Discussion ensued on the type of people the Foundation would like to see on the Board, in regards to historical education, interest and involvement.

### **Reports – Member Organizations**

a) ACO North Waterloo – J. Clinckett

Chair W. Stauch noted the bus tour of Carnegie libraries is sold out.

b) ACO Cambridge – D. Emberly

D. Emberly provided an update that remediation with the City of Cambridge regarding the sheave tower is ongoing. A copy of the [report](#) is appended to the original minutes.

c) Waterloo Historical Society – D. Emberly

D. Emberly explained that three plaques will be placed at various locations of historical significance and that the annual volume will be out May 21, 2019. A copy of the [report](#) is appended to the original minutes.

**Correspondence**

The correspondence folder was circulated among the members for their review.

**Next Meeting – May 28, 2019****Adjourn**

Moved by L. Haggerty

Seconded by A. Haggerty

That the meeting adjourn at 7:57 p.m.

Carried

**Foundation Chair**, W. Stauch

**Foundation Secretary**, J. Rudy

Report Given on Behalf of the Architectural Conservancy of Ontario Cambridge and North Dumfries Branch.

The concerns of neighbours have been brought to the ACO C&ND regarding the City of Cambridge's proposed Salisbury Avenue sidewalk reconstruction in the Salisbury Avenue / Wentworth Avenue / Crescent Place road and sidewalk reconstruction project which would replace existing sidewalks and couple them with road widenings. The decision to replace sidewalks in a Heritage Conservation District should be guided by the HCD and be based on the physical condition of the sidewalks, in consultation with the effected property owners. The board supports the residents in their quest to retain existing sidewalks and sidewalk width within this area and in any HCD. The board also believes that there should be an automatic exception to the Accessibility for Ontarians with Disabilities Act (AODA) Integrated Accessibility Standards Regulation (IASR) sidewalk guidelines within a HCD.

The board continues to be involved in the route selection for the Preston ION LRT. The current proposed route is particularly problematic for threats to heritage, including the Speed River.

Submitted by David Emberly on behalf of the Board and Members.  
Tuesday, April 23, 2019.

Report of the Waterloo Historical Society.

The Waterloo Historical Society continues its decades long practice of erecting plaques at historic sites within the Region of Waterloo. At the moment work is progressing on three plaques:

1. John Erb Mill Plaque, King Street, Preston. This plaque marks the site of the longest ongoing place of business in the Region (1806) and was at one time misplaced but has been found and will be re-erected when a suitable location has been determined in the recently completed King Street reconstruction project. Discussions are ongoing with the street project manager and the cultural heritage planner of the Region.
2. Idylwild Park Plaque, along the Speed River Trail between Speedsville Road and Highway 401, Preston. The Speed River Trail has been reopened following completion of construction on this section of Highway 401. The "storyboard" type plaque will be erected after discussions with Grand River Conservation Authority planners have determined the exact site and land ownership, in this area of the former Idylwild Park, a place once popular for local outings.
3. Westmount Neighbourhood Plaque, corner of Rusholme Road and Dunbar Road, Kitchener. The wording for this bronze plaque has been approved and it will be made by Riverside Bronze, New Hamburg. The plaque outlines the history of this formally planned residential neighbourhood which spans both Kitchener and Waterloo.

The considerable costs involved in the creation and erection of these plaques has yet to be determined and the WHS is investigating different ways to share costs with other organizations and local governments. The planning and erection of these plaques is the responsibility of the Plaques Committee. The dates of their unveilings is to be determined. WHS members involved include Ray Ruddy, Sandra Parks, Susan Mavor and Warren Stauch.

David Emberly/Waterloo Historical Society.  
Tuesday, April 23, 2019.