



Media Release: Friday, June 5, 2020 at 4:30 p.m.

To obtain a link to view this meeting please contact [wrhf@regionofwaterloo.ca](mailto:wrhf@regionofwaterloo.ca)

## **Waterloo Regional Heritage Foundation**

### **Annual General Meeting**

#### **Agenda**

Tuesday, June 9, 2020

6:00 p.m.

This meeting will be held electronically

150 Frederick Street, Kitchener, ON

- 
1. **Approval of Minutes - [June 11, 2019](#)****Page 2**
  
  2. **Adoption of the [Annual Report](#)****Page 6**
  
  3. **Adoption of the [2019 Financial Statements](#)****Page 14**
  
  4. **Election of Directors**
  
  5. **Next Regular Meeting – June 23, 2020**
  
  6. **Adjourn**



## **Waterloo Regional Heritage Foundation**

### **AGM Minutes**

Tuesday, June 11, 2019

7:04 p.m.

Council Chambers

150 Frederick Street, Kitchener, ON

---

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

Members absent: K. McLaughlin

#### **Opening Remarks**

W. Stauch, Foundation Chair, provided opening remarks welcoming attendees and provided an overview of the agenda.

#### **Approval of Minutes**

Moved by D. Emberly

Seconded by J. Lewis

That the minutes of the Waterloo Regional Heritage Foundation annual general meeting held on October 23, 2018, be approved

Carried

#### **Adoption of the Annual Report**

K. Redman noted that the report incorrectly identifies her as residing in Woolwich rather than Kitchener. John Clinckett noted that he should be listed as a resident of Cambridge.

Moved by J. Glass

Seconded by L. Haggerty

That the Annual Report of the Waterloo Regional Heritage Foundation for the year ending December 31, 2018, be adopted as amended.

Carried

### **Adoption of the Financial Statements and Auditor's Statement**

Moved by R. Albrecht

Seconded by T. Galloway

That the Auditor's Statements of the Waterloo Regional Heritage Foundation for the year ending December 31, 2018, be adopted as presented.

Carried

### **Election of Directors**

#### **i) Introduction of Applicants for the Director-at-Large Positions**

Foundation Chair W. Stauch explained that there are new letters patent for the Foundation and that the Board now consists of two representatives from Regional Council and 10 Directors-at-Large. He introduced John Clinckett David Emberly, John Glass, Lyndsay Haggerty, Julie Lewis, Bob Oberholtzer, Krystal Osborn, and Heather Rennie as the applicants to be Directors-at-Large for terms beginning in 2019. The applicants introduced themselves and explained why they wish to serve on the Foundation Board.

#### **ii) Election of Directors**

Foundation Chair W. Stauch introduced Tim Brubacher, Foundation Secretary, to conduct the election of the Directors of the Foundation. He noted that there are 10 vacancies on the Foundation Board for terms of 1, 2, and 3 years.

T. Brubacher called three times for additional nominations from the floor, and with no additional nominations, asked for a motion to close nominations.

Moved by D. Emberly

Seconded by L. Haggerty

That the nominations be closed.

Carried

T. Brubacher declared John Clinckett David Emberly, John Glass, Lyndsay Haggerty, Julie Lewis, Bob Oberholtzer, Krystal Osborn, and Heather Rennie as elected to the Foundation's Board of Directors.

The Board agreed to determine the term lengths for the new Directors at the next regular meeting in June.

Foundation Chair W. Stauch thanked the departing Directors for their time and work on the Foundation.

K. Redman and T. Galloway thanked W. Stauch for his service to the Foundation and his work to support heritage in the Region.

### **Presentation of Awards of Excellence – Heritage Advisory Committee**

J. Lewis introduced David B. Scott and Foundation Chair W. Stauch presented him with the Award of Excellence.

J. Lewis introduced Jeremy Hetherington and Foundation Chair W. Stauch presented him with the Award of Excellence.

J. Lewis introduced Lary Turner and Foundation Chair W. Stauch presented him with the Award of Excellence.

J. Lewis introduced Benedict Benninger and presented him with the Award of Excellence.

### **Presentation of the Sally Thorsen Award of Excellence**

Foundation Chair W. Stauch presented the Sally Thorsen Award of Excellence to Hilda Sturm. Hilda Sturm was unavailable to attend the meeting.

### **Presentation of the Dr. Jean Steckle Award for Heritage Education – Heritage Advisory Committee**

W. Stauch introduced Cheryl Bettschen and Brenda Bettschen to accept the Dr. Jean Steckle Award for Heritage Education on behalf of Anne-Marie Bettschen.

### **Presentation of the Region of Waterloo History Prize**

Foundation Chair W. Stauch introduced Karen Ball-Pyatt, Region of Waterloo History Prize Juror, to present the Region of Waterloo History Prize to Karl Kessler and

Sunshine Chen with for Overtime: Portraits of a Vanishing Canada. Karl Kessler and Sunshine Chen were unavailable to attend the meeting.

### **Acknowledgements**

Foundation Chair W. Stauch thanked everyone for their support of history and heritage in the Region.

### **Next Regular Meeting – June 25, 2019**

### **Adjourn**

Moved by A. Haggerty

Seconded by R. Albrecht

That the meeting adjourn at 8:00 p.m.

Carried

**Foundation Chair, W. Stauch**

**Foundation Secretary, T. Brubacher**



Annual Report  
of the  
Waterloo Regional Heritage  
Foundation

2019

## Table of Contents

Message from the Chair ..... 2

Membership 2019-2020 ..... 3

Message from the Regional Chair ..... 4

Allocations and Finance Committee ..... 5

Heritage Advisory and Communications Committee ..... 6

## Message from the Chair

When the Regional government was established in 1973, Regional Municipality of Waterloo's first Chair, Jack Young, knew that steps would need to be taken to preserve the unique heritage from each of the five counties that were joined to create the new municipality. He felt regional government would be best suited to manage our heritage. In the same year, 1973, the Waterloo Regional Heritage Foundation (WRHF) was incorporated with a mandate to preserve and promote the unique heritage of Waterloo Region.

WRHF is a non-profit organization that receives its funding through an annual grant from the Region of Waterloo. The Foundation was the first heritage organization in Canada to be established and funded by a regional government. For the past 47 years, WRHF has helped to direct these public funds towards heritage projects in Waterloo Region.

Over the years, the Foundation has evolved, but their focus has always been on preserving our heritage and recognizing leaders in heritage projects. The board of directors is comprised of 12 members – 10 elected members at large from the region, a regional councillor and the Regional Chair. The board meets nine times a year to discuss grant applications and to identify individuals, organizations and companies that deserve to be recognized for their work preserving and growing our region's heritage. Grants are given for heritage property restorations and for creating and spreading knowledge of our heritage through events, written word and multi-media. Awards are presented to educators and stewards of our heritage. We believe that these people and organizations deserve public recognition for their works.

Since 1973, WRHF has followed Regional Chair Jack Young's vision to preserve heritage and provide ways in which people can be educated about our Region's past, present and future. WRHF board members provide advice, guidance and encouragement to those seeking grants. The board also receives knowledge and inspiration from those who we recognize through our awards.

Of course, many of these projects may not have happened, or may not have been as elaborate without the financial backing that WRHF has provided through project grants. To date the Foundation has distributed over \$1.5 million to Regional heritage projects. We hope to continue funding projects and recognizing heritage leaders for years to come.

John Glass, Chair



### Membership 2019-2020

<b>Members</b>	<b>Municipality</b>
John Glass, Chair	Wilmot
Julie Lewis, Vice Chair	Waterloo
Elizabeth Clarke, Regional Councillor	Kitchener
John Clinckett	Cambridge
David Emberly	Cambridge
Lyndsay Haggerty	Kitchener
Michelle Lee	Waterloo
Victoria Mance	Kitchener
Bob Oberholtzer	Waterloo
Krystal Osborn	Kitchener
Karen Redman, Regional Chair	Kitchener
Heather Rennie	Kitchener

Secretary – Jessica Rudy

Treasurer – Craig Dyer, Regional Treasurer



OFFICE OF THE REGIONAL CHAIR  
Karen Redman

150 Frederick Street  
Kitchener ON N2G 4J3 Canada  
Telephone: 519-575-4585  
TTY: 519-575-4608  
Fax: 519-575-4440  
[kredman@regionofwaterloo.ca](mailto:kredman@regionofwaterloo.ca)  
[www.regionofwaterloo.ca](http://www.regionofwaterloo.ca)



June 2020

Very little in 2020 has been business as usual. COVID-19 has caused all of us, collectively and individually, to press the pause button on our frenetic modern-day lifestyle. Like so many challenges that are unfamiliar, people have turned to history to discover what previous generations did to cope with similar situations. It is the historians and the keepers of our heritage who provide an authentic backdrop. During this time of uncertainty, Regional staff are requesting that people journal their everyday experiences. The heritage places like our iconic churches, places of worship, museums and heritage landmarks continue to define our community and provide consistency that is reassuring.

A sincere thank you to the volunteers of the Waterloo Regional Heritage Foundation who provide countless hours of strong and enduring leadership to ensure that our heritage is preserved for future generations.

Sincerely,

Karen Redman  
Regional Chair

## Allocations and Finance Committee

The Allocations and Finance (A&F) sub-committee has the unique responsibility of carefully reviewing all applications submitted for grant funding and making recommendations to the Foundation's Board of Directors. The 2019-2020 year has once again proven to be unique for the A&F sub-committee; not only did A&F welcome brand new members to the committee after the Foundation reviewed its Letters Patent, but also, after reviewing dozens of applications for Capital, Publication and Project Grants, the Waterloo Regional Heritage Foundation approved funding for only a few projects.

The first half of A&F's year was spent working with grant applicants to ensure that they were fully aware of the scope of their projects as well as helping them investigate all pro-heritage avenues available at their disposal. The second half of our year became more challenging as we were all faced with the reality of Social Distancing. Owing to this unique situation, many grant applications that were received within the past few months had to be tabled until we could resume meetings (via virtual means) and are currently under review.

Although sometimes challenging, more often than not the members of A&F volunteer to be on this sub-committee owing to their passion for preserving the architectural, cultural and aesthetic heritage of Waterloo Region and the rewarding experience it generates. As with the changing landscape of the Region, as well as the challenges that life throws our way, A&F has had to innovate to grow. As a result, we are discovering new ways to work with grant applicants in order to ensure that concerns are addressed and clarity is available at all stages of the application process. A&F is looking forward to the 2020-2021 application year!

Lyndsay Haggerty  
Chair, Allocations & Finance

## **Heritage Advisory and Communications Committee**

The Heritage Advisory & Communications Committee looks after both the granting of awards to all the deserving recipients of our multiple awards, as well as the planning of the Annual General Meeting held each year, where the awards are delivered to our recipients in front of friends, family, colleagues, and members of the general public.

Unfortunately, 2020 has been an exceptional year, and COVID-19 has caused a great deal of upheaval, uncertainty and grief on a global level. In order to ensure the safety of all our friends and families within the community, and because we truly believe that our award recipients should be presented their awards in a public way to bring to light all their accomplishments and generous giving of time, and care to the heritage of the Region, we have made the decision to postpone the presentations of the awards to a later date. We have also made the decision to extend our deadline for award nominations until June 30, 2020, to give ample time for people to nominate their deserving friends and colleagues.

I would like to take the time now to highlight the awards that are presented each year by the Heritage Advisory & Communications Committee.

### **Awards of Excellence**

The Awards of Excellence are intended to recognize outstanding contributions by individuals, institutions and organizations to heritage preservation in Waterloo Region, in such areas as archaeological, archival, cultural, education, genealogical, historical, individual, literary, media, natural, other. The program began in 1983.

#### **Sally Thorsen Award of Excellence**

This award of excellence was created in 1998 in honor of the former commissioner of the Planning and Culture Department for the Region of Waterloo. This award may be presented to only one person in a year who has demonstrated, in the course of at least ten years of their professional lives, an outstanding level of commitment to heritage concerns.

#### **Dr. Jean Steckle Award of Heritage Education**

This award for excellence in heritage education is presented to an individual who has demonstrated leadership in heritage education through teaching, writing or by example, and who has encouraged and mentored others in the understanding and appreciation of the natural or cultural heritage of Waterloo Region.

#### **Region of Waterloo History Prize**

Founded in 2013, the Region of Waterloo History Prize is awarded to a piece of work published within the previous 5 years which has helped to educate and promote the

heritage of the Waterloo Region through the published work. The Region of Waterloo History prize may be considered for a piece of work presented in any format, including, but not limited to a book, movie, article, play etc.

Julie Lewis

Chair, Heritage Advisory and Communications Committee

Financial Statements of

**WATERLOO REGIONAL  
HERITAGE FOUNDATION**

And Independent Auditors' Report thereon

Year ended December 31, 2019



KPMG LLP  
115 King Street South  
2<sup>nd</sup> 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, 2019
- 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, 2019, 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.



Page 2

***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.





Page 3

- 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.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

May 26, 2020

**WATERLOO REGIONAL HERITAGE FOUNDATION**

## Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
<b>Assets</b>		
Cash	\$ 6,647	\$ 7,402
Accounts receivable	554	558
Prepaid expenses	1,000	-
Investments (note 2)	266,437	234,671
	<u>\$ 274,638</u>	<u>\$ 242,631</u>
<b>Liabilities and Fund Balance</b>		
Liabilities:		
Accounts payable	\$ -	\$ 334
Grants committed (note 3)	20,950	63,350
	<u>20,950</u>	<u>63,684</u>
Fund balance:		
Accumulated net revenue	253,688	178,947
	<u>\$ 274,638</u>	<u>\$ 242,631</u>

See accompanying notes to financial statements.

**WATERLOO REGIONAL HERITAGE FOUNDATION**

## Statement of Revenues and Expenses

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Revenue		
Grant from Region of Waterloo	\$ 106,210	\$ 106,210
Interest	6,248	4,884
	112,458	111,094
Expenses (Schedule)	37,717	71,227
Net revenue	74,741	39,867
Accumulated net revenue, beginning of year	178,947	139,080
Accumulated net revenue, end of year	\$ 253,688	\$ 178,947

See accompanying notes to financial statements.

**WATERLOO REGIONAL HERITAGE FOUNDATION**

Notes to Financial Statements

Year ended December 31, 2019

---

**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, 2019

**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 2020.

	Approved
<b>Grants committed by year:</b>	
2019	
Tom Beechey - Property Grant: 91 Cooper St	\$ 5,000
Ted Boyd - Property Grant - 58 St Andrew Street, Cambridge	5,000
Sharmalene Mendis - Millard - Property Grant: 222 Mary Street, Waterloo	9,950
Crossroads Productions - Publication Grant: History meets Mystery Play: Seagram's Folly - The Final Clue	1,000
<b>Total grants committed</b>	<b>\$ 20,950</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, 2019

	2019	2018
Foundation projects:		
Heritage promotions:		
Awards	\$ 1,224	\$ 692
Events	207	2,630
	<u>1,431</u>	<u>3,322</u>
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
	<u>-</u>	<u>16,787</u>
Grants committed (note 3):		
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)	850
Nancy Silcox - Publication Grant: The Baden Hotel	(64)	4,500
Janet Foote - Project Grant: Front porch at 10 Water Street, Ayr	-	34,000
	<u>20,439</u>	<u>39,350</u>
Administration:		
Waterloo Historical Society Annual Volume	5,000	5,000
Miscellaneous	4,781	433
Foundation meetings and seminars	2,949	3,568
Insurance	1,944	1,944
Promotion and advertising	785	-
Printing stationery and supplies	388	673
Memberships	-	150
	<u>15,847</u>	<u>11,768</u>
	<u>\$ 37,717</u>	<u>\$ 71,227</u>