



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: April 03, 2007  
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Meeting Date: April 19, 2007

TO: Standing Committee on Planning and Environment  
FROM: Vancouver Heritage Foundation  
SUBJECT: Vancouver Heritage Foundation 2006 Annual Report

#### RECOMMENDATION

- A. That Council approve the 2006 Annual Report of the Vancouver Heritage Foundation, Appendix A to this report; and authorize payment of \$106,000 for the third year of the three-year operating agreement. Funding is included in the 2007 Operating Budget.
- B. That Council authorize the Director of Legal Services to execute and approve an extension of the current operating agreement or a new three-year operating agreement at a base annual cost of \$106,000, including inflationary increases, for the 2008 to 2010, inclusive, calendar years, for the Vancouver Heritage Foundation's services, and that the Agreement be to the satisfaction of the Director of Legal Services and the City Manager.

#### CITY MANAGER'S COMMENTS

The City Manager RECOMMENDS approval of this report.

#### COUNCIL POLICY

Council approved the creation of the City of Vancouver Heritage Conservation Foundation, known as the Vancouver Heritage Foundation (VHF), in June 1992, with the Mayor and Council as its Directors.

On January 1, 1998 the Mayor and Council relinquished day-to-day governance to an independent Board of Director appointed by City Council, who remain as the Honorary Patrons.

At its September 13, 2001 meeting, the Planning & Environment Committee of Council approved a 3-year contract with the VHF at an annual cost of \$100,000, subject to an annual report from the Foundation, including progress on the generation of an operating endowment fund. This funding is to be provided from the annual operating budget, commencing in 2002.

Also, on September 13, 2001, the Planning & Environment Committee of Council authorized the Director of Legal Services to execute an operating agreement with the Vancouver Heritage Foundation, to be drawn to the satisfaction and approval of the General Manager of Community Services and the City Manager.

On April 30, 2002, Council approved the 2001 Annual Report of the Vancouver Heritage Foundation; on April 22, 2003 Council approved the 2002 Annual Report of the VHF; on April 22, 2004 council approved the 2003 Annual Report and approved a new 3 year operating agreement at a base annual cost of \$100,000, including inflationary increases for 2005 - 2007, for the Vancouver Heritage Foundation's services. On May 12, 2005 Council approved the 2004 Annual Report of the VHF, and on May 4, 2006 Council approved the 2005 Annual Report of the VHF.

## **PURPOSE**

This report seeks Council approval of the Vancouver Heritage Foundation 2006 annual report as required pursuant to its operating agreement with the City of Vancouver. Upon approval of the annual report the VHF will receive their 2007 operating funds from the City.

Since 2007 is the last year of funding under the current operating agreement, this report also seeks Council approval and authority to renew the operating agreement for a further three years, from 2008 through 2010.

## **BACKGROUND**

In April 2004, Council renewed a three-year operating agreement (Years 2005 - 2007) with the Vancouver Heritage Foundation at an annual cost of \$100,000 plus inflationary increases, subject to the approval of an annual report to Council by VHF. This report fulfils the annual report requirement of the VHF operating agreement with the City of Vancouver. This was the second three-year operating agreement with the VHF.

## **DISCUSSION**

The VHF supports the conservation of the city's heritage buildings because they are important cultural assets that contribute to the economy and sustainability of the city. This is done through: (1) education and public awareness activities; (2) granting programs that act as economic incentives for the repair and maintenance of designated heritage buildings; (3) the creation of a network of heritage buildings related resources including organizations,

businesses, trades & professionals; and (4) fundraising to grow an endowment fund at the Vancouver Heritage Foundation to benefit heritage conservation activities into the future.

An Annual Report is attached. Highlights are:

- \$450,000 is restricted for endowment purposes with another \$150,000 earmarked for endowment purposes held in term deposits waiting for confirmation of matching funds.
- As a beneficiary of the 2006 Endeavour Gala Auction & Dinner, the VHF raised \$51,000 exceeding our event fundraising goal of \$40,000 and raising \$22,000 more than in 2005.
- The 2006 Open Vancouver Heritage House Tour, Pre-Tour Lecture and VIP Tour, which opened 10 houses on both the west & east sides of the city to 2000 visitors, raised in excess of \$60,000 in fundraising revenue and involved 150 volunteers. The 2007 tour is on June 3, 2007.
- Restore It!, True Colours and Special Project grant programs awarded \$17,000 in grants to homeowners spread throughout the city for painting, restoration and maintenance projects. Additionally, a Special Projects grant of \$5,000 was awarded to the Chinese Benevolent Association to assist in painting the upper floors of their Pender Street building in its original colours.
- Launching a series of Mid-Century Modern events to raise awareness about the rich stock of post WWII buildings in our city. These included: publishing a Downtown Modernist Map Guide that won a 2007 Heritage Award; a series of downtown walking tours; a bus tour of 5 residences; an art exhibit of 1950s & 60s Vancouver art.
- Partnering with City Square & John Atkin, the VHF led 5 summer walking tours of Mount Pleasant. In 2007 tours will be of the West End and will be based in Roedde House at Barclay Heritage Square.
- Using grant funds awarded by ArtsNOW and ArtsPod the VHF, in collaboration with consultants KCI Ketchum Canada, completed a Major Gifts Plan laying out a 3 - 5 years fundraising plan for the Foundation.
- More than 3500 people participated in VHF programs & events in 2006: including walking, bus and self-guided tours, workshops, lectures, exhibits and special events. More than 400 people participate as volunteers for the VHF.
- Distribution of *Old News* and *Old E-News*, the VHF newsletter, to 5000 Vancouver area homes.
- Expansion of the 'How to Research the History of your House' workshops begun with the COV Archives to include two workshops at the Vancouver Public Library.
- Expansion of the VHF Reading Room to 300 volumes on local history and restoration and maintenance how-to books, periodicals and documents to assist people in finding the answers to their restoration challenges. The Reading Room acquisitions are funded by a private donor.
- [vancouverheritagefoundation.org](http://vancouverheritagefoundation.org) had 75,000 visitors and 2 million hits in 2006: up 25% from 2005. More than 65% of program tickets were booked on-line.
- More than 1000 True Colours colour cards were sold through Benjamin Moore Paint retailers with 50% of the revenue coming to the VHF.

## FINANCIAL IMPLICATIONS

Approval of this report will authorize the payment of \$106,000 for 2007, the third and final year of a three-year operating agreement. Funding is included in the 2007 Operating Budget.

This report also authorizes the continuation of the current operating agreement, at a base annual cost of \$106,000 including inflationary increases, for an additional three years, beginning in 2008.

## CONCLUSION

The VHF has effectively used their public activities and granting programs to promote the conservation of heritage buildings in recognition of their benefit to the city. The VHF works with individuals, neighbourhood groups, and related trades, businesses and professionals to educate and raise awareness about the public benefit of keeping our older buildings.

The VHF has leveraged the COV annual operating funds of approximately \$100,000 to build annual operating revenues of more than \$300,000 in 2006; \$250,000 in endowment funds gifted through the COV to the VHF from the sale of the Robson Street VPL has grown to over \$450,000 with an additional \$150,000 invested for future deposit in the endowment.

The 2006 VHF Annual Report is attached as Appendix A.

Audited Financial Statements are attached as Appendix B.

The 2007 Budget is attached as Appendix C.

The 2007 Work Plan is attached as Appendix D.

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## 2006 ANNUAL REPORT

### WHO IS THE VHF?

The Vancouver Heritage Foundation was established as a charitable organization in 1992 by Mayor and Council, who were its inaugural governing body and remain the Foundation's Honorary Directors. Since 1998 the Foundation has been governed by a citizen Board of Directors appointed by Mayor and Council.

### WHAT THE VHF DOES: The VHF Mission

The Vancouver Heritage Foundation is a registered charity supporting the conservation of heritage buildings and structures in recognition of their contribution to the city's economy, sustainability and culture. The Foundation does this by:

- Developing practical tools, information and incentives to help in the successful conservation of heritage buildings and structures.
- Creating opportunities to access and learn about Vancouver's heritage buildings.
- Fundraising in the public and private sectors to build an endowment that will protect our built heritage into the future.
- Promoting relationships that support heritage conservation. *(Amended 19/12/06)*

### WHY PRESERVE BUILDINGS?

The Vancouver Heritage Foundation is working to preserve our city's past as a legacy for future generations. The built environment is an important cultural asset which helps to define who we are as a city by paying tribute to the people and enterprises that built Vancouver. Our unique history adds to the attractiveness of our city to tourists. Heritage buildings support the distinctiveness of city neighbourhoods, and they strengthen our sense of attachment to the past. Restored and re-used older buildings contribute to the city's sustainability.

### HOW THE VHF SUPPORTED PRESERVATION IN 2006

#### I. FUNDRAISING FOR OPERATIONS AND ENDOWMENT:

Since 1998 the VHF has established a remarkable track record of achievements in fundraising and programming. The Foundation has almost doubled the original \$250,000 earmarked for endowment and given to the Foundation from the COV through the sale of the old library. A further \$150,000 is held in term deposits while the VHF lobbies the Vancouver Foundation and the Arts Renaissance Fund for matching funds. And in 2006, the VHF leveraged the COV annual operating grant of \$104,000 by three times to exceed \$300,000 in operating revenues.

- Interest on the \$450,000 **HERITAGE CONSERVATION ENDOWMENT FUND** yielded more than \$19,000 in interest which was directed to the VHF grant programs.
- **ENDEAVOUR GALA AUCTION** raised \$51,000 for the VHF.
- Grants from **YOUNG CANADA WORKS**, **HRSDC**, **ArtsPOD** and **ArtsNOW** allowed the VHF to hire a SFU Coop student to work as an Administrative Assistant from May to December, and to hire a consultant to complete a major gifts development plan.

- **PUBLIC PROGRAMS** including Open Vancouver Heritage House Tour, walking tours, workshops, and Modernist events raised more than \$96,000 for the operations of the Foundation.

## II. GRANTS TO STIMULATE BUILDING MAINTENANCE & RESTORATION

The VHF is committed to residential granting programs that strengthen the city's distinct neighbourhoods. Once one building in a neighbourhood begins restoration work others soon follow suit. And, with a small economic investment homeowners are inspired to maintain and restore their homes, and to designate their homes as heritage properties. VHF grant programs have attracted 36 new designations to the CoV.

However, restoring and maintaining an old house is a costly undertaking. Sourcing and locating supplies that accurately match the existing building, or finding a tradesperson with the right skills is time consuming and expensive. In recognition of this hardship and to offer heritage homeowners an incentive to maintain and preserve their houses, the Foundation offers grants to legally protected heritage houses.

**RESTORE IT!** supports building owners with their maintenance and restoration projects by awarding cash grants for 50% of a project up to a maximum of \$5000 per project. (Up from \$2500 in 2005) Siding, roofs, porches, masonry and original window restoration are all eligible projects for funding.

**TRUE COLOURS:** Strathcona Mahogany, Dunbar Buff, Pendrell Green & Hastings Red are some of the original colours of Vancouver. True Colours is a grant program of the VHF which developed a palette of 35 original colours for Vancouver by scraping and colour matching the original layer of paint on almost 50 houses in the city. The program is a partnership between the VHF and Benjamin Moore who donates paint for each grant project and prints the colour card available in Benjamin Moore retailers. The VHF awards a \$2000 cash grant to up to 5 paint projects per year.

In 2006 nine grants were awarded for:

- Painting at 2538 Balaclava, 1415 Barclay (Roedde House), 2622 West 7<sup>th</sup> & 504-616 Hawks.
- Original Stained glass window repair at 2404 Carolina.
- Porch repair at 844 Dunlevy & 786 East King Edward.
- Roof repair at 2650 W. 5<sup>th</sup> & 2543 Pandora.

## III. PUBLIC INVOLVEMENT IN HERITAGE BUILDING RESTORATION

- 300 volunteers worked on VHF tours, special events and education programs.
- More than 3000 people participated in VHF programs and special events in 2006.
- Maintaining [vancouverheritagefoundation.org](http://vancouverheritagefoundation.org), an interactive website that was visited by 75,000 visitors and had 2 million hits last year. The Homeowner Forum, which gives homeowners answers to their restoration questions, was visited by an average of 1500 people per month.

- Having a presence at the **BC Home & Garden Show** to talk with visitors about their restoration projects and about the city's heritage program.
- 75 people attended sold-out **workshops**, developed in partnership with the City of Vancouver Archives and VPL, to **encourage the public to use the resources of the archives and library** to research Vancouver building history.
- 75 people visited 5 Modernist homes on the first Modernist bus tour; 65 people attended a Vancouver Modern Art Exhibit at the Equinox Gallery; and 65 people participated in the Downtown Modernist Walking Tour.
- The Downtown Modernist Map Guide won a COV Heritage Award.
- *Old News*, the VHF newsletter to 5000 lower mainland homes keeps the interested public informed about the VHF activities.

#### IV. SPECIAL PROJECTS

- Using an annual private donation, the VHF acquired new resources and for the VHF **reading room** to assist the public source answers to restoration challenges. The reading room to be housed in the VHF office, has gathered over 150 books, plus a growing collection of back issues of related periodicals and local planning documents related to heritage buildings.
- A private donation funded the hiring of a private consultant to prepare a lighting plan using modern technology for the re-lighting of the Marine Buildings as a demonstration project for other heritage buildings.
- A second private donation funded the hiring of a private consultant to examine innovative ways to creating public access and interpretation of the Burrard Bridge.
- The VHF received the first instalment of a \$20,000 donation to support BC Hydro's proposed restoration of the Dal Grauer Substation on Burrard St.. The funds are held by the VHF until the restoration proceeds. If the restoration falls through the funds are directed to the VHF endowment fund.

**THE CITY OF VANCOUVER HERITAGE  
CONSERVATION FOUNDATION (OPERATING  
AS VANCOUVER HERITAGE FOUNDATION)**

Vancouver, B.C.

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FINANCIAL STATEMENTS

December 31, 2006





## AUDITORS' REPORT

To the Members of The City of Vancouver Heritage Conservation Foundation (Operating as Vancouver Heritage Foundation):

We have audited the balance sheet of The City of Vancouver Heritage Conservation Foundation (Operating as Vancouver Heritage Foundation) as at December 31, 2006 and the statements of revenues and expenditures, fund balances, and cash flows for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the Foundation also derives revenue from donations and special events, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of donation and special events revenues was limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to donation and special events revenues, excess of revenue over expenditures, assets and fund balances.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of donation and special events revenues referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2006 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. As required by the Society Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

*"Wolrige Mahon LLP"*

CHARTERED ACCOUNTANTS

Vancouver, B.C.  
February 26, 2006

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 IN ASSOCIATION WITH  
**BAKER TILLY**  
INTERNATIONAL

**THE CITY OF VANCOUVER HERITAGE CONSERVATION  
FOUNDATION (OPERATING AS VANCOUVER HERITAGE  
FOUNDATION)**

STATEMENT OF REVENUES AND EXPENDITURES

For the year ended December 31, 2006

	2006	2005
	\$	\$
<b>Revenue</b>		
Donations and fundraising	112,859	63,855
Grants - City of Vancouver	104,000	102,000
Other grants	12,160	3,746
Interest	19,870	16,221
Open Vancouver heritage house tour	61,278	62,800
Program revenue	14,158	2,078
Other revenue and material sales	4,997	2,923
	<u>329,322</u>	<u>253,623</u>
<b>Expenditures</b>		
Bank charges and interest	3,410	2,363
Board of directors	922	1,171
Fundraising	21,527	8,553
GST - Foundation	895	-
Insurance	1,592	1,554
Marketing	21,663	19,253
Office utilities, expenses and supplies	22,564	20,236
Open Vancouver heritage house tour	9,826	12,513
Rent	20,500	-
Professional fees	5,428	4,023
Programs and special projects	49,793	40,095
Staff and contract workers	103,154	104,902
	<u>261,274</u>	<u>214,663</u>
<b>Excess of revenues over expenditures</b>	<b>68,048</b>	<b>38,960</b>

**THE CITY OF VANCOUVER HERITAGE CONSERVATION  
FOUNDATION (OPERATING AS VANCOUVER HERITAGE  
FOUNDATION)**

STATEMENT OF FUND BALANCES

For the year ended December 31, 2006

	Restricted for endowment purposes	Unrestricted	2006 \$	2005 \$
Balance, beginning	410,908	120,849	531,757	441,797
Excess of revenues over expenditures	-	68,048	68,048	38,960
Endowment contributions	13,000	-	13,000	51,000
<b>Balance, ending</b>	<b>423,908</b>	<b>188,897</b>	<b>612,805</b>	<b>531,757</b>

**THE CITY OF VANCOUVER HERITAGE CONSERVATION  
FOUNDATION (OPERATING AS VANCOUVER HERITAGE  
FOUNDATION)**

BALANCE SHEET

December 31, 2006

	2006	2005
	\$	\$
<b>Assets</b>		
<b>Current</b>		
Cash (Note 3)	65,805	77,536
Term deposits (Note 5)	152,203	100,000
Receivables	86,155	32,743
Lane House hold backs	12,500	12,500
Inventory	7,830	10,052
Prepaid expenses	7,550	6,000
	<u>332,043</u>	<u>238,831</u>
Heritage Conservation Endowment Fund (Note 5)	346,000	346,000
	<u>678,043</u>	<u>584,831</u>
<b>Liabilities</b>		
<b>Current</b>		
Payables and accruals	53,588	18,472
Kogawa Homestead Committee payable (Note 3)	-	22,952
Chinese Benevolent Fund (Note 3)	11,650	11,650
	<u>65,238</u>	<u>53,074</u>
<b>Fund Balances</b>		
Restricted for endowment purposes	423,908	410,908
Unrestricted	188,897	120,849
	<u>612,805</u>	<u>531,757</u>
	<u>678,043</u>	<u>584,831</u>

Approved by Directors:

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**THE CITY OF VANCOUVER HERITAGE CONSERVATION  
FOUNDATION (OPERATING AS VANCOUVER HERITAGE  
FOUNDATION)**

STATEMENT OF CASH FLOWS

For the year ended December 31, 2006

	2006	2005
	\$	\$
<b>Cash provided by operating activities</b>		
Excess of revenues over expenditures	68,048	38,960
<b>Net change in non-cash working capital</b>		
Increase in receivables	(53,412)	(31,071)
Decrease in inventory	2,222	1,725
Increase in prepaids	(1,550)	(6,000)
Increase in payables and accruals	12,164	25,433
	<u>27,472</u>	<u>29,047</u>
<b>Cash flows related to financing activities</b>		
Endowment fund contributions	13,000	-
	<u>40,472</u>	<u>29,047</u>
<b>Net increase in cash</b>	40,472	29,047
Cash, beginning	177,536	148,489
	<u>218,008</u>	<u>177,536</u>
<b>Cash, ending</b>	218,008	177,536
Cash represented by:		
Cash on hand and balances with banks	65,805	77,536
Term deposits	152,203	100,000
	<u>218,008</u>	<u>177,536</u>

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**THE CITY OF VANCOUVER HERITAGE CONSERVATION  
FOUNDATION (OPERATING AS VANCOUVER HERITAGE  
FOUNDATION)**

NOTES

For the year ended December 31, 2006

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**Note 1 General**

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The City of Vancouver Heritage Conservation Foundation (Operating as Vancouver Heritage Foundation) was incorporated in 1992 under the Society Act of British Columbia. Its principal business activity is operating programs promoting the preservation, maintenance, and restoration of Vancouver city buildings, structures and lands with historical or architectural significance, in recognition of their public benefit. The Foundation was registered effective January 1, 1993 as a charitable organization under the Income Tax Act.

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**Note 2 Significant Accounting Policies**

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**Revenue Recognition**

The Foundation follows the deferral method of accounting for contributions. Restricted contributions are recognized as receipts when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Use of Estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

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**Note 3 Restrictions on Cash**

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The Foundation has restricted \$11,732 of the cash balance from use of the Foundation's day-to-day operations. This amount is being held on behalf of the Chinese Benevolent Association for the restoration of the Chinese Benevolent Association building at 108 East Pender Street in Vancouver. The balance includes interest earned on the funds received.

The monies due to Kogawa Homestead Committee were paid to the Land Conservancy of British Columbia upon the purchase of the Kogawa home.

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**Note 4 Financial Instruments**

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The fair value of all items that meet the definition of a financial instrument approximate their carrying values. These items include cash, receivables, and payables and accruals. Unless otherwise stated, it is management's opinion that the Foundation is not exposed to significant credit, currency or interest rate risk arising from these financial instruments.

**THE CITY OF VANCOUVER HERITAGE CONSERVATION  
FOUNDATION (OPERATING AS VANCOUVER HERITAGE  
FOUNDATION)**

NOTES

For the year ended December 31, 2006

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**Note 5    Restriction on General Fund Balance**

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In 1997, the Foundation established the Vancouver Heritage Conservation Endowment Fund with the Vancouver Foundation. The board of directors have internally restricted \$423,908 for the fund. The Vancouver Foundation currently holds \$346,000 (2005: \$346,000) for the fund. These funds are held permanently in trust and the interest earned on the fund is recorded annually in the books of the Foundation. The balance of the \$64,908 of the restricted amount is included in the term deposit.

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**Note 6    Commitments**

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In March 2006, Vancouver Heritage Foundation entered into a three year lease agreement. Obligation under the premises lease are as follows:

	\$
2007	25,600
2008	26,800
2009	4,500

VANCOUVER HERITAGE FOUNDATION OPERATING BUDGET

Revenue	2005 actual	2006 actual	2007 Budget
City of Vancouver	\$102,000	\$104,000	\$106,000.00
Interest	\$15,751	\$19,869	\$ 19,000.00
Other Resource Development (programs/material sales)	\$11,580	\$28,113	\$ 27,000.00
Endeavour Gala Auction	\$29,000	\$51,000	\$ 50,000.00
Open Vancouver House Tour	\$62,800	\$61,348	\$ 65,000.00
Special Project Donations (Designated B/B, Marine Bldg, R. Room)	\$30,000	\$6,000	\$ 16,000.00
Grants (HRDC/YCW/ArtsPoD/ArsNOW)	\$3,746	\$12,160	\$ 5,000.00
<b>TOTAL INCOME</b>	<b>\$254,878</b>	<b>\$282,490</b>	<b>\$288,000.00</b>
<b>Expenses</b>			
GST Expense VHF portion	\$3,161	\$0	\$ -
Dues, Fees, Licenses	\$224	\$717	\$ 500.00
Interest, Bank Charges	\$2,314	\$3,260	\$ 3,500.00
Insurance	\$1,554	\$1,592	\$ 1,500.00
Office Supplies	\$2,873	\$3,771	\$ 3,000.00
Courier, Postage	\$1,538	\$2,290	\$ 2,000.00
Printing & Copying	\$1,644	\$670	\$ 1,000.00
Storage	\$1,440	\$360	\$ -
Board of Directors	\$1,736	\$922	\$ 1,000.00
Marketing	\$19,118	\$21,577	\$ 21,000.00
Fundraising	\$8,553	\$23,283	\$ 16,000.00
Office equipment / utilities	\$12,425	\$5,696	\$ 7,000.00
Rent(1070Sqft @ \$1650 / month + GST)		\$15,500	\$ 20,000.00
Capital Expenses		\$9,100	\$ -
<b>Consulant Fees &amp; Payroll</b>			
Executive Director Salary (80% time)	\$64,000	\$64,000	\$ 64,000.00
Program Coordination & Administrative Support	\$32,669	\$42,633	\$ 46,000.00
Accounting & Audit	\$3,223	\$4,128	\$ 4,500.00
Fund Development Coordinator (9 months)			\$ 36,000.00
<b>Program Expense</b>			
Grant Programs (TC / Restore It )	\$9,446	\$20,211	\$ 29,000.00
Open Vancouver House Tour	\$12,558	\$10,866	\$ 10,000.00
Other programs (lectures, tours, workshops)	\$1,598	\$5,500	\$ 6,000.00
Special Projects ( Burrard Bridge/ library/ Marine Bldg)	\$29,051	\$8,955	\$ 16,000.00
<b>TOTAL EXPENSE</b>	<b>\$206,147</b>	<b>\$245,031</b>	<b>\$288,000.00</b>





## 2007 WORK PLAN

In 2007 the Vancouver Heritage Foundation will support the conservation of the city's heritage buildings & structures in recognition of their contribution to the city's economy, sustainability and cultural legacy by:

- I. **Creating opportunities for the public to access and learn about heritage structures; and developing education opportunities to help in the successful conservation of heritage buildings.**
  - Open heritage buildings to the public.
    - Open Vancouver Heritage House Tour (June 3, 2007)
    - October 6<sup>th</sup> Modernist Residential Tour
  - Offer at least six workshops on Researching the history of your house in partnership with the COV Archives & VPL
  - Support Parks Canada on the *Conserving Modern* 2-day workshop. (October 2007)
  - Continue to build up the VHF Reading Room resources using an annual \$1000 donation from Yosef Wosk. The Reading Room is open to the public.
  - Have a presence at the February BC Home & Garden Show (Feb. 21 - 25<sup>th</sup>) to answer questions about heritage buildings, the City Heritage Register & Designation, and to provide specific answers to restoration challenges.
  - Publish 2 issues of "Old News" distributed to 4500 homes; and increase distribution of "Old E-News", currently sent to 500 homes.
  - Maintain vancouverheritagefoundation.org with current information about VHF activities.
  - Offer 5 Saturday morning walking tours from May to September in the West End using the COV Roedde House as a base.
  - Hold two lectures: March 16<sup>th</sup> with Carol Hrvol Flores on Owen Jones: 19<sup>th</sup> Century designer; and in October with Judith Tankard on Arts & Crafts Gardens.
  - Publish annual CD case calendar for 2008.

**II. Fundraising in the public and private sectors to build an endowment that will protect our built heritage into the future, and that will sustain the operations of the VHF.**

- **Operating Fundraising**
  - Raise \$65,000 through the Open Vancouver Heritage House Tour.
  - Raise \$50,000 at the Endeavour Auction
  - Apply for grants:
    - YCW & HRDC to hire a summer student.
    - Seek other granting sources (Hamber, Koerner, Heritage legacy Fund, Vancouver Foundation Arts & Culture to support VHF programs.
- **Endowment Fundraising** - continue to raise profile of the organization in order to attract endowment donations or donations of property the proceeds of the sale of which will go into the Heritage Conservation Fund at the Vancouver Foundation.
- **Lobby the Arts Renaissance Fund on behalf of the VHF** - matching endowment dollars from the Province of BC managed by the Vancouver Foundation.
- **Special Project Fundraising**
  - Work with Oxford Properties, CD/M2 Lightworks Corp, and a private donor to complete a lighting plan for the Marine Building as a demonstration project for lighting historic buildings in Vancouver.
  - Work with private consultant and donor to complete a study for public access onto the Burrard Bridge.
  - Implement strategy for Save the Buildings Fund development to raise \$2 million to purchase threatened heritage buildings.
  - Manage the \$1000 annual donation to purchase books and materials for the VHF Reading Room.
  - Work with Birks on their 100<sup>th</sup> Birthday celebration. 10% of celebration sales revenue to come to the VHF.
  - Continue to work with and encourage Benjamin Moore's continuation as the sponsor of True Colours.
  - Work to attract corporate sponsors for other VHF activities and programs.

**IV. Awarding grants that act as an incentive for the maintenance, restoration and exterior painting of buildings.**

- **True Colours exterior painting grants** - \$2,000 each project plus free paint from Benjamin Moore
  - Award up to 5 grants to designated heritage houses based on their readiness to paint, a geographic spread, public visibility, and a variety of architectural styles. The projects act as demonstration projects catalyst for neighbouring buildings.
- **Restore It! grants** for the maintenance and restoration of the exterior fabric of designated heritage houses.
  - Award up to 5 grants of up to 50% of a single project to a maximum of \$5,000 for the restoration of roofs, windows, porches, siding & masonry.

IV. Maintaining an efficient and effective organization that treats its staff and contractors with respect and encourages their growth and development; is fiscally responsible; and values its donors and volunteers.

- Complete performance reviews for staff.
- Have Board of Directors complete a self-evaluation.
- Continue to refine & develop a volunteer recognition program for event, program and board volunteers. Introduce 2 annual volunteer awards in addition to the bronze / silver / gold level volunteer recognition pins.
- Offer at least 2 donor and volunteer recognition / appreciation opportunities. (Vol. reception for Open Vancouver, Open Vancouver VIP tour, complimentary tickets to attend walking tour or workshop, holiday reception and special donor receptions).
- Provide at least one continuing education opportunity for staff.
- Examine the efficacy of, and potentially develop, a Friend of the VHF benefit package.