



## REPORT

Report Date: April 23, 2020  
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Meeting Date: June 9, 2020  
[Submit comments to Council](#)

TO: Vancouver City Council  
FROM: Vancouver Heritage Foundation Board  
SUBJECT: Vancouver Heritage Foundation Board – Annual Report 2019

### **RECOMMENDATION**

- A. THAT Council approve the 2019 Annual Report of Vancouver Heritage Foundation attached as Appendix A.
- B. THAT Council approve payment of a grant to Vancouver Heritage Foundation in the amount of \$135,304 to be used as operating funds for the first year of the three-year operating agreement (2020-2022), source of funding the 2020 Operating Budget.

### **REPORT SUMMARY**

This report seeks Council approval of the Vancouver Heritage Foundation (“VHF”) 2019 Annual Report as required pursuant to the current 2020-2022 operating agreement with the City (the “Current Agreement”). In addition, this report seeks approval of operating funds for 2020 as outlined in this report and in accordance with the terms of the Current Agreement.

### **COUNCIL AUTHORITY/PREVIOUS DECISIONS**

Council approved the creation of the City of Vancouver Heritage Conservation Foundation, now Vancouver Heritage Foundation, 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 Directors appointed by City Council, who remain as Honorary Members.

On September 13, 2001, Council approved a three-year contract (2002-2004) with VHF at an annual cost of \$100,000, subject to an annual report from VHF. Since then, Council has approved annual reports from VHF and successive three-year operating agreements. On May 14, 2019, Council approved the 2018 Annual Report of VHF and authorized payment for 2019, the third year of the 2017-2019 Agreement, and authorized the Current Agreement for VHF for 2020-2022 at an annual cost of \$135,304 plus inflationary increases.

Approval of grant recommendations requires eight affirmative votes of Council.

### ***CITY MANAGER'S/GENERAL MANAGER'S COMMENTS***

The General Manager of Planning, Urban Design, and Sustainability recommends approval of A and B. The City Manager recommends approval of the foregoing.

### ***REPORT***

#### ***Strategic Analysis***

VHF's Current Agreement states that the release of operating funds is subject to Council's approval of an annual report to Council by VHF which is to consist of:

- A review of VHF's accomplishments during the prior year;
- An outline of VHF's challenges and opportunities in connection with heritage conservation in the City;
- A review of VHF's operations and a financial report (including audited financial statements) for the preceding year;
- An outline of VHF's budget for the current year and strategic projects that VHF intends to use to address the challenges and build on the opportunities; and
- A progress report on the generation of an operating endowment fund.

The mandate of VHF is to promote the appreciation and conservation of Vancouver's historic places for current and future generations. VHF does this by creating opportunities and resources to learn about Vancouver's history and heritage places, and providing practical support for the successful conservation of historic buildings and sites.

#### ***2019 Annual Report***

In 2019, VHF implemented a diverse program of activities to support heritage conservation in Vancouver. As highlighted in the annual report (Appendix A), in 2019 VHF:

- Presented nearly 60 events including the Heritage House Tour and a second annual neighbourhood heritage tour, a wide variety of lectures, walking tours and workshops as well as special events to engage new audiences and provide educational opportunities.
- Participated in the national Heritage Week with a range of public events including the second annual Places That Matter Community Celebration.
- Continued to improve and promote online information resources to help people discover the breadth of Vancouver's history and heritage places, including the Heritage Site Finder interactive map and the Places That Matter Community History Resource, and grew website users by over 60% to more than 120,000 annually.

- Continued to communicate widely and grow VHF social media connectivity to inform and engage the public on VHF activities and heritage conservation topics.
- Launched the new Heritage Study Guide for Schools and Schools Grants to support teachers and their students in exploring local history and heritage places.
- Established the Yosef Wosk Publication Grant program to support new original publications in a variety of media on topics related to local historic places and heritage conservation.
- Launched the new Heritage Conservation Grants Program for heritage conservation projects and renewed the Heritage Energy Retrofit Grant program that helps homes reduce greenhouse gas emissions and retain heritage value.
- Implemented a successful fundraising program to support VHF activities including an evening event and an annual campaign, contributing \$100,000 to 2019 funding.

### ***Operating Summary***

- General: Total revenues were over four and a half times the City of Vancouver operating grant of \$132,650.
- Funds & Assets: As of December 31, 2019, VHF has \$1,101,110 (\$1,010,905 in 2018) in internally restricted funds to support the organization in the long term and for specific activities. These consist of \$834,224 in investments for long-term purposes (used as an endowment type fund), \$184,932 in the Save the Buildings Fund to rescue threatened heritage buildings, and \$81,954 for the Yosef Wosk Publication Fund. Further funds of approximately \$460,206 (\$429,258 in 2018) are held at the Vancouver Foundation and provide interest income to VHF.
- Revenues and expenditures:
  - o Total revenues increased by \$164,848 (35%) from \$474,022 in 2018 to \$638,870 in 2019 due primarily to the growth of the long-term investments including unrealized gains. Increased funds for grant programs also contributed to the increase in revenues.
  - o Total expenses increased by \$70,820 (15%) from \$469,820 in 2018 to \$539,989 in 2019. This was due to increases in staff costs to manage new grant programs, increased funding distributed to grants, and higher fundraising costs.
- For more information see Appendix B.

### ***2020 Work Plan***

In 2020, VHF will undertake activities to further heritage conservation objectives as described in the work plan (Appendix D). A range of programming and communications as well as grants, guidance, and information will highlight diverse historic places across the city, engage community stakeholders, and support conservation projects. The VHF strategic plan 2017-20 will continue to guide initiatives and programming.

VHF's work plan is also aligned with the Vancouver Heritage Program approved on March 10, 2020, by City of Vancouver Council. VHF's activities support the VHP goals to recognize a diversity of heritage values, enhance heritage management tools (in particular through grant programs), link heritage to other City goals, and to promote public awareness, engagement, and support.

Due to the COVID-19 pandemic and public health measures, VHF is adjusting plans for programming and working to leverage the many benefits of heritage places to serve the community at this challenging time.

Key activities and adapted initiatives include:

- Public programming including in-person events where feasible such as the Heritage House Tour, walking tours, evening lectures, and workshops, as well as new online formats to deliver events and share content from previous lectures while public health restrictions are in place.
- Heritage Week programming in February including a third annual Places That Matter Community Celebration event.
- A new artwork installation on the WALL public art platform at the CBC plaza.
- Support to teachers through the Heritage Study Guide for Schools to help teachers and their students explore local history and heritage places, particularly through digital tools for now.
- Grant programs for both heritage conservation and energy retrofits to help projects continue to move forward and sustain local employment and skill development.
- Grants to new original publications from the Yosef Wosk Publication Fund.
- Continued support and guidance to the public by phone, email, and online.
- Wide-reaching communications including through the website, newsletters, and social media to share information and highlight heritage topics.

These activities will be supported through the annual operating funds being requested in this report as well as fundraising activities, program revenues, sponsorships, grants, and investment income. VHF will continue to engage with partners, sponsors, donors, and volunteers to maximize impact and community involvement.

The 2020 budget for VHF is included in Appendix C, as approved by the Board of Directors in November 2019. Income from programming, fundraising, and investments is expected to be negatively impacted significantly by the ongoing public health situation of coronavirus. VHF has taken steps to reduce costs while still delivering programs. Event-based activities may not be possible during the remainder of the year due to the need for social distancing. VHF is working to adapt events to online delivery and offer other ways to engage with heritage. However, revenue from events will be substantially reduced. Fundraising and sponsorships are also expected to be lower than budgeted due to the economic impacts of the pandemic on individuals and businesses.

### ***Financial***

According to the audited financial statements, VHF revenues in 2019 were \$638,870. Of this, \$132,650 came from the City of Vancouver operating grant while \$225,837 was generated through VHF programs, projects and grants received, and \$280,383 was raised by VHF through fundraising activities and investments. VHF continues to be a financially healthy organization with revenue from diverse sources and expenses in line with revenues.

This report requests Council approve a grant to the Vancouver Heritage Foundation in the amount of \$135,304 which will be operating funds for the first year of the three-year operating agreement for 2020-2022. The source of funds for this grant is the 2020 Operating Budget.

### ***Legal***

On May 14, 2019, Council approved the Current Agreement.

## **Conclusion**

VHF continues to present a diverse and engaging program of educational events, resources, and grants that promote appreciation and conservation of Vancouver's heritage buildings and sites. Through tours, lectures, special events, and interactive online resources as well as wide-reaching communications, VHF encourages people to understand and value Vancouver's diverse history and heritage places, and to retain, reuse and rehabilitate buildings and structures. VHF provides direct support for heritage conservation activities with a range of grant programs as well as educational workshops, information, and other learning opportunities. VHF serves over 10,000 people annually through its programs and direct communications, reaches many more through media coverage during the year, and reached 120,000 users of its online resources in 2019.

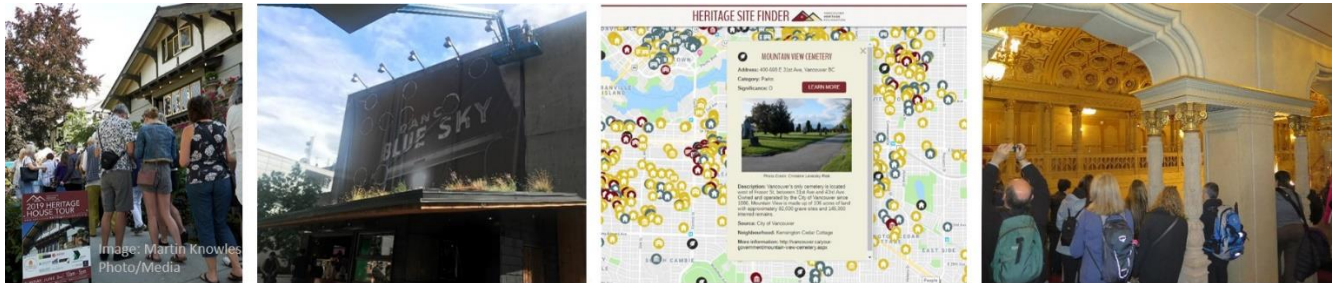
Programs planned for 2020 support City of Vancouver goals. VHF's work recognizes the many public benefits offered by historic buildings and places, including their contribution to the vitality of distinctive neighbourhoods, and to the cultural, economic and environmental sustainability of the city. VHF's programs further support City goals for cultural diversity and inclusivity, and for reconciliation with Indigenous peoples. They highlight the diversity of Vancouver's cultural heritage and places valued by communities and often bring focus to lesser-known local history.

At the present time, the impact of the COVID-19 pandemic is anticipated to be significant on VHF's revenues this year. VHF is adapting programs and operations to continue to deliver the organization's mandate and support the community through heritage and its many benefits. However, income from events, fundraising, and investments are currently projected to be much lower than the 2020 budget. In this environment, the City of Vancouver operating grant will provide even more important support to the organization than usual.

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## 2019 ANNUAL REPORT



### Vancouver Heritage Foundation

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

### VHF Mission

Vancouver Heritage Foundation promotes the appreciation and conservation of our city's historic places for current and future generations.

### WHY PRESERVE HERITAGE BUILDINGS AND SITES?

Vancouver Heritage Foundation develops and implements programs to support the retention, restoration and rehabilitation of heritage buildings and sites. VHF programs encourage Vancouverites to understand and value the history and built heritage of the city, and to keep, reuse, restore and rehabilitate older buildings, structures and sites. This has far-reaching benefits. Heritage buildings and sites provide markers in telling the stories of Vancouver's rich history. They anchor a sense of place for communities, they can be a focal point for social cohesion and cultural expression, and a catalyst for neighbourhood revitalization. Heritage buildings contribute to the economy through skilled jobs in renovating and caring for older structures, providing attractive work environments, as well as enhancing Vancouver's appeal as a tourist destination. Retention and reuse of heritage buildings is also important for environmental sustainability, diverting waste from the landfill and reducing the need for new energy-intensive materials. Heritage conservation is a complementary goal with other City goals of sustainability and economic growth, and it is essential to maintaining the unique and rich culture of Vancouver.



## **CURRENT CHALLENGES AND OPPORTUNITIES FOR HERITAGE CONSERVATION IN VANCOUVER**

VHF saw strong interest in and support for heritage conservation in 2019 through our activities and communications which continued to draw new participants. However, heritage places face ongoing challenges, with individual buildings as well as streetscapes and neighbourhood character at risk.

Heritage buildings and sites are intrinsically connected to the history and broader cultural heritage of the city. Increasing public interest in the diversity of communities, histories and perspectives offers opportunity to add to recognition and understanding of heritage places. Investment in research and ways to gather and share information from the community can help build this deeper understanding such as through VHF's Places That Matter and Heritage Site Finder platforms. The planned update to the City of Vancouver's Heritage Register can further help recognize and safeguard diverse places and their heritage value.

Retaining heritage buildings and sites and securing their long-term future remains challenging and relies on both public and private sector support and investment to succeed. The approval of funding for new financial incentives in 2019 was a significant step forward in support for conservation. However, improved facilitation of retention projects and good conservation practices through the policy and process framework, including the Vancouver Building By-Law, is still greatly needed. Increasing costs for small businesses and legacy businesses that threaten their viability is also a concern both for their contribution to communities' living cultural heritage and as many own or rent in historic spaces and are important stewards of diverse buildings across the city.

Heritage places have a vital role to play in the future of a vibrant, culturally rich and sustainable city. Encouraging appreciation, retention and restoration offers many public benefits and VHF continues to work hard to engage the Vancouver community and all ages in this, including with a significant new initiative launched in 2019 to support learning about local history and heritage places in schools.

## **HOW VHF SUPPORTED HERITAGE CONSERVATION IN 2019**

In 2019, VHF implemented a diverse program of activities in line with our mission to promote the appreciation and conservation of Vancouver's historic places:

- Nearly 60 events were offered, attended by more than 3,300 people.
- Online information resources were enhanced and website users grew to over 120,000.
- New and established grant programs provided direct support to heritage conservation, energy retrofits and publications.
- Technical workshops and internships helped grow knowledge and skills capacity.
- Guidance to members of the public assisted with the challenges of conservation efforts.

VHF also continued to work on key elements including funding, operations and governance to ensure the organization is well-positioned to support VHF goals now and into the future.



## I. PUBLIC ENGAGEMENT AND ACCESS TO HERITAGE

VHF maintained a wide variety of engaging educational programming including nearly 60 events during the year. VHF continued to improve online resources, launched new initiatives and continued to communicate widely about heritage places, their history and value. Through events and communications including e-newsletters and social media, VHF connected with over 10,000 people and reached many more through media coverage during the year.

- Presented the 17<sup>th</sup> annual **Heritage House Tour** in early June with over 1,100 people visiting nine locations across the city. The tour is a one-day, self-guided tour where visitors use a guidebook that provides the history of each house or building, renovation work done and information about neighbourhoods and themes highlighted by the homes on the tour. Over 140 volunteers help to deliver the tour including acting as docents in the open homes, photography, delivering materials and leading volunteer teams.
  - A **pre-tour lecture** on “The Ever-Changing House: A History of Adaptability” was attended by 60 people and explored the many ways Vancouver’s homes have been adapted to changing needs over their history.
- Presented the second annual neighbourhood tour, the **Grandview Heritage Tour** in late September, featuring 10 locations and attended by over 400 people.
- Six **Evening Lectures** presented with the University Women’s Club at Hycroft discussed topics relevant to Vancouver’s history and heritage.
- The **Walking Tours** program continued with 20 walks in neighbourhoods across the city from April to October.
- Offered **special events** with appeal to new audiences including a summer series of free lunchtime Heritage Pop-up events in partnership with the Downtown Vancouver Business Improvement Association, an architectural tour and photography workshop at the Orpheum and boat tours in False Creek exploring the planning and industrial history of the area.
- Highlighted **Musqueam language and place names** with a special walking tour and talk at Musqueam led by community members.
- Supported the community-led initiative, Cross-Cultural Strathcona Walking Tours as a partner organization.
- Organized a fourth **Mystery Bus Tour**, exploring historic places and city history in the evening hours.



- VHF highlighted **Heritage Week**, a national and province-wide celebration of heritage places held in February, this time with the theme of “Heritage: The Tie That Binds”. The second annual **Places That Matter Community Celebration** event launched the week at Heritage Hall, to share stories and community connections with presentations and displays from individuals and organizations, including speakers on the Musqueam language and place names, and Japanese Canadian history. An official proclamation of Heritage Week, a walking tour of Oakridge and its Jewish community history, and an event in Chinatown on the cultural significance and traditional practices of tea also highlighted the theme.
- Installed the 10<sup>th</sup> exhibit on **The WALL** at CBC plaza, a public art platform in partnership with CBC Radio-Canada with support from JJ Bean Coffee Roasters and produced in partnership with City of Vancouver Public Art. A new artwork by artist Deanna Bowen, “Night Prowl”, was installed in the summer. Agreements were made to continue the WALL for a further five years.
- The **Places That Matter** plaque program launched as part of Vancouver 125 and celebrates places that matter to Vancouverites, raising awareness of the city’s cultural history. In 2019, the **Community History Resource** website continued to grow with research, photographs and community submissions. Plaque presentation events took place for JW Sexsmith Community School and BC Place Stadium. The project was recognized in 2019 with Awards of Honour for Education and Awareness from both Heritage BC and the City of Vancouver.  
<https://www.vancouverheritagefoundation.org/places-that-matter/>
- The **Heritage Site Finder interactive map** of the Vancouver Heritage Register continued to be updated and added to with the help of volunteer photographers and researchers. The map provides a key public source of information on Vancouver’s heritage buildings and sites.  
[www.vancouverheritagefoundation.org/map/](http://www.vancouverheritagefoundation.org/map/)
- Launched a new program, the **Heritage Study Guide for Schools**, aiming to expand engagement and resources for young people to learn about local history and heritage places. Presented the guide to teachers at the BC Social Studies Teachers Conference in October, visited classrooms, and supported school community archive initiatives at two elementary schools. A grant program for books and field trips was also developed.
- Launched the **Yosef Wosk Publication Grant** program to support new, original publications in a variety of media on aspects of Vancouver’s heritage places, their conservation and related topics, and awarded the first grants to four projects.
- Continued to **communicate widely through web, social media, email and print** about the historical and current value of the city’s older buildings and places, heritage conservation topics and VHF events.
  - Spring and fall newsletters and a bi-weekly e-newsletter to approximately 5,000 people provided core communication vehicles about VHF events and projects, and heritage news.
  - Social media connectivity continued to increase through the year across three primary platforms: facebook, Twitter and Instagram.
  - Website usage grew by over 60% to more than 120,000 users during the year.
- **Media coverage** for key events during the year on radio, in print and online augmented VHF’s reach to a wide audience.



## II. PRACTICAL SUPPORT FOR HERITAGE CONSERVATION

During the year, VHF offered educational programming and online resources, and contributed to capacity building through internships and program accessibility for students. VHF provided direct support for heritage conservation and retention projects through grants, and provided input to improving the policy and process framework for heritage places. The approval of new funding by the City of Vancouver Council for an expanded grants program led to the launch of the program in September.

- Continued **Old School: Courses for Building Conservation** which provides individual workshops as well as a certificate program for professionals, home and building owners. Five workshops included core course Heritage 101: Introduction to Heritage Conservation and events on key topics including exterior painting and historic colours, electrical safety, and researching. Old School courses are recognized for Professional Development credits from six different professional associations.
- With input from the VHF Education Committee, continued to update the program offering for educational programs including **new opportunities for professional education**. Presented a session at AIBC's Confab in May on 'Heritage Structures: Opportunities and Challenges' and provided input to a new one-day training module for realtors on heritage houses offered by the Real Estate Board of Greater Vancouver.
- Maintained and improved a wealth of free online **information resources** for the public and continued to assist many people with their questions about heritage conservation, including connecting them to professionals and trades who can help with specific projects.
- Continued the **Student Access Program**, offering discounted and sponsored tickets to full-time students for house tours, lectures and Old School workshops.
- Hosted a six-month **internship and two student summer jobs**, providing meaningful experience in heritage-related work for a recent graduate and current students.
- In 2019, VHF continued the **Conservation Grants program**, providing much needed encouragement to building and home owners for conservation work. A private donation for the True Colours program increased the overall grant funds available to \$30,000. VHF offered grants for conservation planning, restoration and painting in historic colours to **11 projects** across neighbourhoods from Hastings Sunrise to Kitsilano.

- In March 2019, Council approved a grant of \$300,000 per year for four years to Vancouver Heritage Foundation to establish a new, expanded program to complement other new and renewed incentives for heritage conservation offered by the City of Vancouver. The **Heritage Conservation Grants Program** was launched in September 2019 with a first round of participants approved for grants in November 2019.
- VHF concluded the second phase of the **Heritage Energy Retrofit Grant** program, developed with the City of Vancouver Sustainability Group and City Green Solutions, and with funding support from the City of Vancouver. It offers grants and support to pre-1940 or Heritage Register homes to incentivize reductions in greenhouse gas (GHG) emissions and water conservation measures. Twenty-five homes completed retrofits under this phase of the program, achieving an average annual reduction in GHG of 3.25 tonnes (CO<sub>2</sub>e/year). A third phase of the program was launched in December with increased funding available per participating home and continued emphasis on building envelope improvements and greater incentive for clean energy options.
- Provided input to City of Vancouver staff on the drafted **Vancouver Building By-Law 2019**, to facilitate heritage projects.

### III. CAPACITY AND EFFECTIVENESS: FUNDRAISING, OPERATIONS AND GOVERNANCE

Based on goals identified in the Strategic Plan 2017-20, VHF continued to work on strengthening funding and organizational capacity. This included securing funding and fundraising to support current initiatives, but also continuing planning toward future goals including resources, Board and staff skills, volunteer support, partnerships and networks.

VHF's fundraising focused on raising annual funds through an annual campaign and fundraising evening in the fall. Grants received supported specific projects and internships, and directed donations also supported initiatives. Corporate sponsorship of VHF events and programs augmented program revenues to cover costs and keep pricing accessible. Carefully managed endowment and long-term investments support current activities as well as provide for the future.

- Through program and fundraising revenue, VHF leveraged the COV **annual operating grant** of \$132,650 by more than four and a half times to reach \$638,870 in revenues.<sup>1</sup> The City's operating grant provides both important funding and the opportunity to leverage funding from other sources.
- **Fundraising and donations** contributed over \$100,000.<sup>2</sup> This was primarily from the annual campaign, and City Drinks evening event. The City Drinks event was hosted at the Panorama Roof at the Hotel Vancouver in October and attended by 150 guests. It featured a live and silent auction with items donated by local businesses, organizations and individuals.

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<sup>1</sup> The audited Financial Statements include all growth on VHF investments for long-term purposes including unrealized gains.

<sup>2</sup> The amount of \$120,020 shown in the 2019 Actuals and Financial Statements includes \$18,000 in deferred donations received 10 years ago for the long-term purposes fund and recognized as revenue in 2019.

- **Corporate sponsorships** helped with the costs of the Heritage House Tour and the Grandview Heritage Tour, a series of free Pop-Up events, City Drinks, and the WALL public art platform at CBC. Old School courses, True Colours grants and the new Heritage Study Guide for Schools initiative were supported by specific donations.
- **In-kind donations** of goods and services included a reduced rent, donation of time and expertise by lecturers and workshop presenters, venues for events, paper for printed publications, distribution of marketing materials, web development, research and photography.
- **Grants** from the Young Canada Works program and the Canada Summer Jobs program (both federal government) supported internships. A Heritage Legacy Fund grant from Heritage BC supported the Schools initiative.
- Sponsored seats and tickets for VHF programs were funded by donations from individuals to the **Student Access Program**.
- VHF managed and Vancouver Foundation managed **investment funds** had a market value of \$1.56m at year end. In 2019, they yielded \$41,926 in interest and dividends which was directed to VHF granting and education programs. Market conditions saw a year-over-year market value growth in the funds at year end.
- Continued to work with a range of **committees** comprised of Board members and the interested and experienced public, so that areas of operations and programming such as governance, finance, granting, fundraising and education receive as broad input as is reasonable given the human resources of VHF.
- Supported **staff development** with performance reviews, objective setting and funding for staff to attend training and conferences. Continued with a modest benefits package through Chambers of Commerce Group Insurance Plan.
- Over 185 **volunteers** assisted with VHF programs, committees and projects in 2019. Complimentary seats in education programs were made available to volunteers and the 8<sup>th</sup> annual volunteer recognition and awards evening took place in January 2019 to acknowledge the contribution of volunteers to VHF activities and launch the program for the year.
- Continued a program of **IT equipment** renewal, prioritizing replacement of aging equipment and planning ahead to maintain operational efficiency, manage cost and risk.

VHF recognizes the significant benefits of working with others in a variety of ways to achieve the goal of supporting heritage conservation. In 2019, this included:

- Maintained and developed VHF's extensive **network** of contacts including built environment professionals, trades, heritage, cultural and educational organizations.
- Continued with existing and new **sponsorships** to offset program and fundraising costs and augment VHF's network, with over 30 corporate sponsors, cash or in-kind, in 2019.

- Continued existing and created new successful **partnerships** to host events, deliver the Wall public art exhibit for the tenth year, sell house tour tickets, deliver projects, and provide free programming.
- Maintained Professional Development **accreditation** for workshops and events with six associations to encourage built environment professionals to increase knowledge and skills in heritage conservation.
- Presented VHF initiatives at the Heritage BC conference in May.



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**FINANCIAL STATEMENTS**  
**VANCOUVER HERITAGE**  
**FOUNDATION**

**December 31, 2019**

Limited Liability Partnership \_\_\_\_\_



**Tompkins Wozny**  
Chartered Professional Accountants

## INDEPENDENT AUDITOR'S REPORT

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To the Members of  
Vancouver Heritage Foundation

### *Qualified Opinion*

We have audited the financial statements of Vancouver Heritage Foundation (VHF), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of the report, the accompanying financial statements present fairly, in all material respects, the financial position of VHF as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Qualified Opinion*

In common with many not-for-profit organizations, VHF derives revenue from donations and fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of VHF. Therefore, we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2019 and 2018, current assets as at December 31, 2019 and 2018, and net assets as at January 1 and December 31 for both the 2019 and 2018 years.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of VHF 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 qualified audit opinion.

### *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 VHF'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 VHF or to cease operations, or has no realistic alternative but to do so.

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

### *Auditor's 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 auditor's 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 these 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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## INDEPENDENT AUDITOR'S REPORT

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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 VHF'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 VHF's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause VHF 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.

We 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.

### Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

*Tompkins Wozny LLP*

Vancouver, Canada  
March 9, 2020

Chartered Professional Accountants



**Vancouver Heritage Foundation**

**STATEMENT OF FINANCIAL POSITION**

As at December 31

	2019	2018
	\$	\$
<b>ASSETS</b>		
<b>Current</b>		
Cash	103,966	134,808
Term deposits <i>[note 3]</i>	594,434	347,040
Accounts receivable <i>[note 5]</i>	232,134	11,804
Prepaid expenses	2,741	2,966
	<b>933,275</b>	<b>496,618</b>
Restricted cash <i>[note 4]</i>	1,000	1,000
Long-term investments <i>[note 6]</i>	1,101,110	1,010,905
	<b>2,035,385</b>	<b>1,508,523</b>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Current liabilities</b>		
Accounts payable and accruals <i>[note 8]</i>	29,540	34,531
Deferred revenue <i>[note 9]</i>	656,559	205,587
Heather Pavilion Restoration <i>[note 4]</i>	1,000	1,000
<b>Total current liabilities</b>	<b>687,099</b>	<b>241,118</b>
Deferred contributions <i>[note 10]</i>	78,000	96,000
<b>Total liabilities</b>	<b>765,099</b>	<b>337,118</b>
<b>Fund Balances</b>		
Internally restricted funds <i>[note 6]</i>	1,101,110	1,010,905
Unrestricted	169,176	160,500
	<b>1,270,286</b>	<b>1,171,405</b>
	<b>2,035,385</b>	<b>1,508,523</b>

Line of credit *[note 7]*

Economic dependence *[note 15]*

Commitment *[note 17]*

See accompanying notes to the financial statements

On behalf of the Board:

Director

Director

**Vancouver Heritage Foundation**

**STATEMENT OF CHANGES IN FUND BALANCES**

Year ended December 31

	Internally Restricted			Unrestricted	Total
	Long-term Purposes	Save the Building Fund	Publication Fund		
	\$	\$	\$	\$	\$
	[note 6]	[note 6]	[note 6]		
<b>2019</b>					
Balance, beginning of year	844,921	165,984	—	160,500	1,171,405
Excess of revenue for the year	—	—	(8,500)	107,381	98,881
Interfund transfers - investment income [note 11]	75,583	18,948	39,174	(133,705)	—
- other transfers [note 11]	(86,280)	—	51,280	35,000	—
<b>Balance, end of year</b>	<b>834,224</b>	<b>184,932</b>	<b>81,954</b>	<b>169,176</b>	<b>1,270,286</b>
<b>2018</b>					
Balance, beginning of year	887,240	163,271	—	116,692	1,167,203
Excess of revenue for the year	—	—	—	4,202	4,202
Interfund transfers - investment income [note 11]	(6,319)	2,713	—	3,606	—
- other transfers [note 11]	(36,000)	—	—	36,000	—
<b>Balance, end of year</b>	<b>844,921</b>	<b>165,984</b>	<b>—</b>	<b>160,500</b>	<b>1,171,405</b>

See accompanying notes to the financial statements

**Vancouver Heritage Foundation**

**STATEMENT OF OPERATIONS**

Year ended December 31

	2019	2018
	\$	\$
<b>REVENUE</b>		
Investment income <i>[note 6]</i>	160,363	19,297
City of Vancouver - operating grant	132,650	130,050
Donations and fundraising <i>[note 12]</i>	120,020	139,827
Tours, events and other programs	113,187	115,600
Funding for grants <i>[note 9]</i>	66,284	22,420
Special projects <i>[note 9]</i>	46,366	46,828
	<b>638,870</b>	<b>474,022</b>
<b>EXPENSES</b>		
Staff and contractors <i>[note 13]</i>	358,908	307,135
Rent	31,141	30,040
Granting programs - conservation	25,639	14,144
Tours, events and other programs	22,107	22,024
Special projects	20,247	26,560
Office supplies, services and other	19,209	16,009
Granting programs - HERG	18,302	16,158
Fundraising	15,483	8,801
Professional fees	14,038	13,338
Marketing and communication	5,050	6,208
Bank charges and interest	5,028	5,034
Insurance	2,878	2,811
GST expense	1,046	690
Board of directors	913	868
	<b>539,989</b>	<b>469,820</b>
<b>Excess of revenue for the year</b>	<b>98,881</b>	<b>4,202</b>

*See accompanying notes to the financial statements*

**Vancouver Heritage Foundation**

**STATEMENT OF CASH FLOWS**

Year ended December 31

	2019	2018
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Excess of revenue for the year	98,881	4,202
Changes in non-cash working capital items:		
Accounts receivable	(220,330)	12,756
Prepaid expenses	225	(425)
Accounts payable and accruals	(4,991)	(2,305)
Deferred revenue	450,972	(3,257)
Deferred contributions recognized in income	(18,000)	(27,000)
<b>Cash provided by (used in) operating activities</b>	<b>306,757</b>	<b>(16,029)</b>
<b>INVESTING ACTIVITIES</b>		
Long-term investments - reinvested investment (income) loss	(133,705)	3,606
- transferred to cash	43,500	36,000
<b>Cash provided by (used in) investing activities</b>	<b>(90,205)</b>	<b>39,606</b>
<b>Increase in cash during the year</b>	<b>216,552</b>	<b>23,577</b>
Cash, beginning of year	482,848	459,271
<b>Cash, end of year</b>	<b>699,400</b>	<b>482,848</b>
<b>Cash consists of:</b>		
Cash	103,966	134,808
Term deposits	594,434	347,040
Restricted cash	1,000	1,000
	<b>699,400</b>	<b>482,848</b>

*See accompanying notes to the financial statements*

**Vancouver Heritage Foundation**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**1. NATURE OF THE ORGANIZATION**

Vancouver Heritage Foundation ("VHF") is a not-for-profit organization incorporated in 1992 and is registered under the B.C. Societies Act. Its principal activity is operating programs to promote the preservation, maintenance, and restoration of Vancouver city buildings, structures and lands with historical or architectural significance in recognition of their public benefit. VHF is a registered charity and is exempt from income taxes.

**2. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

**Use of Estimates**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of the deferred portion of contributions and grants. Actual results could differ from these estimates.

**Fund Accounting**

VHF has the following internally restricted funds:

The Save the Buildings Fund is a self-sustaining fund managed by VHF that purchases heritage buildings within the City of Vancouver that are under threat of either demolition or renovation that would remove their character defining elements.

The Long-term Purposes Fund is for the purpose of providing operating funds to VHF.

The Publication Fund supports new and original publications on Vancouver's history and heritage places, and their conservation.

**Revenue Recognition**

VHF follows the deferral method of accounting for contributions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

**Vancouver Heritage Foundation**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Contributions externally restricted for ten years are recognized as deferred contributions when received, net of a ten percent Administration Cost Recovery that is included as revenue in the unrestricted fund. After ten years, the contributions are no longer restricted and are recognized as revenue in the unrestricted fund.

Revenue from donations and fundraising is recorded when received.

Revenue from house tours and special events are recorded when the event takes place.

Interest and dividend income is recognized when received.

**Contributed Services**

VHF benefits from services contributed in the form of volunteer time. Due to the difficulty in determining the fair value of such services, the value of contributed services are not recognized in these financial statements.

**Long-term Investments**

Long-term investments are recorded at market value, with changes in market value being recognized in net income.

**Measurement of Financial Instruments**

VHF initially measures its financial assets and financial liabilities at fair value.

VHF subsequently measures all its financial assets and financial liabilities at amortized cost, except for its long-term investments, which are measured at market value.

Financial assets measured at amortized cost include cash, term deposits, accounts receivable, restricted cash.

Financial liabilities measured at amortized cost include accounts payable and accruals.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

**Vancouver Heritage Foundation**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Cash**

Cash is defined as cash on hand, cash on deposit, and net of cheques issued and outstanding at the year-end.

VHF's statement of cash flows is prepared on a net cash basis and cash flows from operating activities are reported using the indirect method.

**Capital Assets**

Capital assets are recorded at cost less accumulated amortization. Capital assets contributed to VHF are recorded at the estimated fair value at the date the contribution was made.

**3. TERM DEPOSITS**

VHF's term deposits bear interest rate in the range of 1.7% to 1.9% and have maturity dates of January 10, 2020, July 23, 2020 and October 23, 2020.

**4. RESTRICTED CASH**

VHF has restricted \$1,000 of cash held on behalf of the Heather Heritage Society for the restoration of the Heather Pavilion at the Vancouver General Hospital building at 855 West 12th Avenue in Vancouver.

**5. ACCOUNTS RECEIVABLE**

	2019	2018
	\$	\$
Operations	2,362	2,875
Grants and contracts	213,750	—
Accrued interest	10,561	6,064
Government - GST	5,461	2,865
	<b>232,134</b>	<b>11,804</b>

**Vancouver Heritage Foundation**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**6. LONG-TERM INVESTMENTS**

	2019		2018	
	Cost \$	Market Value \$	Cost \$	Market Value \$
Publication Fund	78,885	81,954	—	—
Save the Buildings Fund	156,574	184,932	155,017	165,984
Long-Term Purposes	634,789	834,224	701,901	844,921
	<b>870,248</b>	<b>1,101,110</b>	<b>856,918</b>	<b>1,010,905</b>

The long-term investments restricted for the Save the Buildings Fund are managed by VHF to purchase, as a last resort, heritage buildings that are under threat of demolition in order to protect their heritage designation and to upgrade heritage buildings with energy efficient retrofits. The long-term investments restricted for the Publication Fund are managed by VHF to support new original publications on aspects of Vancouver's heritage places, their conservation and related topics. The balance of the long-term investments is restricted for the deferred contributions and the internally restricted fund.

During the year, the total investment income (loss) generated was:

	2019 \$	2018 \$
Interest	11,515	13,025
Dividends	12,945	11,975
Realized and unrealized gains (losses)	120,023	(18,040)
Investment fees	(10,265)	(10,064)
	<b>134,218</b>	<b>(3,104)</b>
Term deposit and bank interest	8,679	5,573
Vancouver Foundation investment income <i>[note 15]</i>	17,466	16,828
	<b>160,363</b>	<b>19,297</b>

**7. LINE OF CREDIT**

VHF has a line of credit available bearing interest at prime plus 2% and is secured by a general security agreement over VHF's properties. The total financing available under the facility is \$30,000. As at December 31, 2019 no amount has been drawn on this facility.



**Vancouver Heritage Foundation**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**8. ACCOUNTS PAYABLE AND ACCRUALS**

	2019	2018
	\$	\$
Operations	18,405	24,606
Wages and vacation payable	3,000	4,825
Government remittances - WorkSafeBC	546	440
- Payroll taxes	7,589	4,660
	<b>29,540</b>	<b>34,531</b>

**9. DEFERRED REVENUE**

	Deferred Beginning of Year	Received & Receivable	GST	Revenue Earned	Deferred End of Year
	\$	\$	\$	\$	\$
<b>FUNDING FOR GRANTS</b>					
City of Vancouver - HCGP	—	300,000	—	35,000	265,000
City of Vancouver - HERG	178,368	203,750	281	26,784	355,053
Walsh Foundation - True Colors	10,000	10,000	—	4,500	15,500
	<b>188,368</b>	<b>513,750</b>	<b>281</b>	<b>66,284</b>	<b>635,553</b>
<b>SPECIAL PROJECTS</b>					
The Wall Project	4,005	17,736	—	17,736	4,005
Employee grants	2,500	17,319	—	16,419	3,400
Schools Program	5,000	11,650	—	6,650	10,000
City of Vancouver - Maps	—	2,700	—	2,700	—
Places That Matter	1,213	1,168	—	2,381	—
Other	—	480	—	480	—
	<b>12,718</b>	<b>51,053</b>	<b>—</b>	<b>46,366</b>	<b>17,405</b>
<b>OTHER</b>					
CoV - First Nations Programming	2,460	—	—	—	2,460
Other	2,041	3,100	—	4,000	1,141
	<b>4,501</b>	<b>3,100</b>	<b>—</b>	<b>4,000</b>	<b>3,601</b>
<b>TOTAL</b>	<b>205,587</b>	<b>567,903</b>	<b>281</b>	<b>116,650</b>	<b>656,559</b>

**Vancouver Heritage Foundation**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**10. DEFERRED LONG-TERM CONTRIBUTIONS**

	2019	2018
	\$	\$
<b>Balance, beginning</b>	<b>96,000</b>	123,000
Recognized as revenue during the year	<b>(18,000)</b>	(27,000)
	<b>78,000</b>	96,000

**11. INTERFUND TRANSFERS**

VHF transfers investment income on long-term investments to the respective fund which holds the long-term investments. Other transfers were also made in the current year to balance the fund for previous unrealized income and transfers to the general account.

**12. RELATED PARTY TRANSACTIONS**

For the year ended December 31, 2019, VHF received donations from board members in the amount of \$21,637 [2018 - \$25,651] which is included in donations and fundraising revenue.

**13. DISCLOSURE OF REMUNERATION**

Pursuant to the British Columbia Societies Act, the Society is required to disclose remuneration paid to employees and contractors who are paid \$75,000 or more during the fiscal year. Staff and contractors expense includes \$98,903 [2018 - \$95,500] paid to one employee [2018 - one] during the year. No contractor exceeded this threshold and no remuneration was paid to any members of the board.

**14. FINANCIAL INSTRUMENTS**

VHF is exposed to various risks through its financial instruments. The following analysis presents VHF's exposures to significant risk as at December 31, 2019:

**Credit and Market Risk**

Credit risk is the risk that VHF will incur a loss due to the failure by its debtors to meet their contractual obligations. VHF is exposed to credit risk with respect to its cash, term deposits, restricted cash, long-term investments and accounts receivable. VHF limits its exposure to credit risk by placing its cash in bank accounts with a credit union.

VHF is exposed to market risk on its long-term investments.

**Vancouver Heritage Foundation**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**14. FINANCIAL INSTRUMENTS (CONT'D)**

**Liquidity Risk**

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

VHF manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

**Interest Rate Risk**

VHF has variable interest rate term deposit investments which are subject to periodic review. Changes in the bank's prime lending rate or other rates can cause fluctuations in interest payments and cash flows.

There has been no change in VHF's risk exposure in the above noted risks since the previous year.

**15. ECONOMIC DEPENDENCE**

VHF received 31% [2018 - 32%] of its revenue from the City of Vancouver (operating grant and other project grants). VHF remains dependent upon this funding.

**16. VANCOUVER FOUNDATION INVESTMENTS**

Funds held at the Vancouver Foundation, from which VHF is the sole recipient of the income, have a market value at December 31, 2019 of approximately \$460,206 [2018 - \$429,258]. VHF recognized \$17,466 [2018 - \$16,828] of interest in the year. As the VHF has the right to receive only the interest income on these funds and has no access to the contributed capital, VHF's financial statements do not reflect the amount as an asset.

**17. COMMITMENT**

VHF is committed to an office premises lease which expires in February 2021. The annual rent, over the next two years, is as follows:

	\$
2020	31,981
2021	5,361
	<b>37,342</b>

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**Vancouver Heritage Foundation**

**NOTES TO FINANCIAL STATEMENTS**

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December 31, 2019

**18. COMPARATIVE FIGURES**

Certain comparative figures for the prior fiscal year have been reclassified to conform with the current year's presentation.

## VANCOUVER HERITAGE FOUNDATION BUDGET AND ACTUALS

	2019 Actuals	2019 Budget	2020 Budget
<b>Revenue</b>			
City of Vancouver operating grant	\$ 132,650	\$ 132,650	\$ 135,305
Investment income net of investment fees	\$ 160,363	\$ 46,000	\$ 46,400
Donations and fundraising	\$ 120,020	\$ 115,000	\$ 121,800
Tours, events and other programs	\$ 113,187	\$ 113,750	\$ 109,000
Special Projects	\$ 46,366	\$ 56,000	\$ 73,665
Funding for grants	\$ 66,284	\$ 36,500	\$ 370,500
<b>TOTAL REVENUES</b>	<b>\$ 638,870</b>	<b>\$ 499,900</b>	<b>\$ 856,670</b>
<b>Expenses</b>			
<b>Administrative Expenses</b>			
Interest, bank charges, GST	\$ 6,074	\$ 6,500	\$ 6,500
Insurance	\$ 2,878	\$ 2,900	\$ 2,900
Office supplies, utilities, dues and other	\$ 19,209	\$ 16,850	\$ 15,350
Rent	\$ 31,141	\$ 32,000	\$ 32,000
Board of Directors	\$ 913	\$ 850	\$ 500
Marketing and communications	\$ 5,050	\$ 8,000	\$ 16,500
Fundraising	\$ 15,483	\$ 13,000	\$ 16,500
<b>Consultant Fees &amp; Payroll</b>			
Staff payroll, benefits and professional development	\$ 358,908	\$ 310,000	\$ 390,000
Professional fees	\$ 14,038	\$ 13,500	\$ 18,770
<b>Program Expenses</b>			
Tours, events and other programs	\$ 22,107	\$ 24,800	\$ 25,750
Grant Programs	\$ 43,941	\$ 43,000	\$ 285,000
Special Projects	\$ 20,247	\$ 28,500	\$ 46,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 539,989</b>	<b>\$ 499,900</b>	<b>\$ 856,670</b>
Net Income	\$ 98,881	\$ -	\$ -

## Notes:

The [audited Financial Statements](#) show the growth on VHF's investments for long-term purposes including unrealized gains.

The [2020 Budget](#) was set in November 2019 before the impacts on revenues from the COVID-19 pandemic were anticipated.



## 2020 WORK PLAN

In 2020, Vancouver Heritage Foundation (VHF) will continue to deliver a diverse range of engaging programming and communications as well as direct support for heritage conservation through grants, guidance and information. VHF will work with community stakeholders and partners, and highlight a wide range of heritage places across the city, their stories and value to communities.

Priority initiatives and programming during the year will be guided by the VHF Strategic Plan, focused on promoting the value of Vancouver's historic places, providing practical support for conservation, and strengthening VHF's own capacity and effectiveness.

**COVID-19 Response:** Due to the COVID-19 pandemic and associated public health measures implemented in British Columbia to slow the spread of the virus, VHF is making adjustments to plans including postponing and rescheduling events, moving some into a virtual format and working to increase online content available to the public. This is ongoing at the time of reporting and has been noted where possible in this work plan. Operations have been adjusted to enable remote working for staff. The 2020 operating budget provided is as approved by the VHF Board of Directors in November 2019 and at this point, does not reflect the changes that are expected to negatively-impact revenues from programming, investments and fundraising. Measures to reduce costs are being taken including not replacing a staff person who left to a new job in March, with work redistributed accordingly.

**The Value of Heritage Now:** In the present challenging times of personal stress for many due to health concerns, economic distress, social isolation, and forced distancing in communities, cultural heritage including treasured heritage places can have an important role. Heritage places can provide community connections, beauty, memory and inspiration as well as supporting local jobs. They are an asset to draw on for everyone and VHF is working to deliver these benefits.

Vancouver Heritage Foundation is adapting our plans to keep connecting with people across Vancouver, share about diverse heritage places and local history, and provide a range of resources. This includes:

- Continuing to work with grant recipients to see conservation projects and energy retrofits move forward and help sustain local jobs
- Presenting our first webinar for the Old School workshops program to provide ongoing learning opportunities, and exploring other virtual programming
- Adding online content including past talks from the Evening Lectures series to offer engaging educational content
- Supporting teachers in their online teaching with the Heritage Study Guide and book grants
- Highlighting local heritage, stories and information through social media to help people stay connected to places they love, encourage support of local businesses, and offer VHF digital

resources such as the Heritage Site Finder and Places That Matter Community History Resource as well as engaging resources from other organizations.

VHF's programming and communications about local history and heritage places can provide not only a welcome distraction from current world issues but can also help provide a focus on local community and surroundings with a strong sense of continuity, connection and enduring values. For many people, walks in their immediate neighbourhood, where they may see familiar places being restored and cared for through VHF grants, can help lift spirits and encourage optimism for the future. Through VHF communications and programs, we are seeing strong engagement with the resources offered and hope to be able to sustain and strengthen this to further serve the community and leverage the many benefits of heritage places for all.

## I. PUBLIC ENGAGEMENT AND ACCESS TO HERITAGE

Offer core programs, fresh events and formats as well as wide-reaching communications.

- Present two **house and building tour events** highlighting different themes and benefits of retaining and rehabilitating older buildings and heritage places including the 18<sup>th</sup> annual Heritage House Tour (June 7) – up to 10 heritage and character homes, 1200 people, 160 volunteers. **Update:** The Heritage House Tour has been rescheduled to September 20<sup>th</sup> and the neighbourhood heritage tour will take place in 2021.
- Offer an **Evening Lecture series** of six events on topics related to the history and heritage of the city. **Update:** The first lecture was delivered on March 3<sup>rd</sup> – “A Century of Planning: From Bartholomew to City Plan”. Subsequent events will be rescheduled when possible. Some past lectures will be shared online.
- Deliver 20 **walking tours** with expert guides addressing neighbourhoods, city, cultural, landscape and architectural history across Vancouver from April to October. Topics this year include South Vancouver history, Victoria Drive and Mount Pleasant. **Update:** Walking tour events scheduled to run in April and May have been postponed. A virtual walking tour format is in development.
- Present **special events** throughout the year to attract new audiences and explore history and cultural heritage including a boat tour of False Creek, a bus tour of Vancouver's stained glass, and a photography workshop on UBC's Mid-Century Modern architecture. **Update:** Several scheduled events are postponed.
- Offer **Heritage Week** programming as part of a province and Canada-wide celebration on the theme of '2020 Vision: Bringing the Past into the Future', 17-23 February. Events include a community celebration for the Places That Matter program, a mid-project tour of St. Andrew's-Wesley church, and a walking tour of adapted industrial heritage in Mount Pleasant.
- Commission and install the 11<sup>th</sup> artwork at **The WALL** public art platform at the CBC plaza.
- Continue to add information for the online **Places That Matter Community History Resource** including submissions from the public, and progress several plaque presentations.

- Continue working with the Musqueam community to recognize the five sites chosen for inclusion in the **Places That Matter** program.
- Continue adding depth of information about the more than 2200 heritage sites on the **Heritage Site Finder** interactive map of the Heritage Register, and make further improvements in functionality.
- Continue implementation of the **Heritage Study Guide for Schools** to support school students and their teachers in learning about Vancouver’s history and heritage places, including offering grants for books and field trips. **Update:** Due to interruption of school programs, VHF will adapt resources where possible and resume greater outreach when school returns.
- Launch the second annual round of applications for the **Yosef Wosk Publication Grant**.
- **Communicate widely** about VHF and heritage conservation through a print Spring newsletter and an online Fall newsletter, as well as a bi-weekly e-newsletter to approximately 5,000 people. Continue to work with a variety of **media** to achieve wide-spread coverage.
- Continue to grow VHF’s **social media** reach and engagement, sharing news about VHF initiatives and heritage topics.
- Complete the planned **renewal of VHF’s website** for branding, functionality and usability.

## II. PRACTICAL SUPPORT FOR HERITAGE CONSERVATION

Provide education programs, information resources, grant programs and input to policy.

- Offer a range of **Old School: Courses for Building Conservation** workshops for homeowners, building owners and professionals to increase knowledge and skills including: Heritage 101: Introduction to Heritage Conservation, True Colours Historical Paint Palette, and Planning a Heritage Garden. **Update:** One workshop took place in February while others are now postponed. One is being re-tooled to be offered online in webinar format in May and others will be explored.
- Work with professional associations to create **learning opportunities for professionals** to increase heritage expertise and capacity in Vancouver. **Update:** A proposal has been submitted to offer a conference session, however all such professional events are currently uncertain.
- Provide learning opportunities for students and new graduates of related disciplines including offering **internships** and the **Student Access Program**. **Update:** VHF’s ability to offer internships in 2020 will depend on increased funding levels from grant providers.
- Continue to provide and improve online **information resources**, the VHF reference reading room, and assistance to the public with their questions about heritage conservation. Develop practical guidance documents for energy efficiency retrofits in older buildings and homes.
- Continue to offer the **newly launched Heritage Conservation Grants Program**, supported by funding from City of Vancouver, with over 40 projects in progress from the 2019 intake and a new round of applications in the fall.



- Continue to offer the **Heritage Energy Retrofit Grant** program to encourage energy efficiency upgrades and the reduction of greenhouse gas emissions from heritage and character homes and buildings.
- Support and provide input to the continuing **Heritage Action Plan** process, Vancouver Plan and other key policy initiatives relating to heritage buildings and sites.

### III. CAPACITY AND EFFECTIVENESS: FUNDRAISING, OPERATIONS AND GOVERNANCE

Generate operating and project funding and plan for long-term funding sustainability. Continue to improve operational tools and capacity, and facilitate professional delivery of activities and work environment.

- Submit an **Annual Report** to the City of Vancouver to facilitate the release of the 2020 operating funds which is the first year of a three-year operating grant (2020-2022).
- Raise \$121,800 through **fundraising** events and charitable donations. **Update:** This revenue is anticipated to be substantially lower due to COVID-19 impacts.
- Generate \$109,000 through **events and workshops** from ticket sales and corporate sponsorships. **Update:** This revenue is anticipated to be substantially lower due to COVID-19 impacts.
- Continue management of VHF **long-term investments** to achieve growth for long-term stability of funding. Receive \$46,400 into operating funds in interest and dividend income from endowment investments to support programs. **Update:** This revenue is anticipated to be substantially lower due to COVID-19 impacts.
- Develop planning for **long-term funding** of VHF programs and plan for renewal of the VHF Strategic Plan for 2021-23.
- Retain and further build broad participation and high level of engagement on **VHF Board of Directors and committees**, along with relevant skill sets and expertise.
- Set goals and conduct performance reviews with **staff** to help them grow their careers in non-profit management and heritage conservation, and provide continuing education opportunities.
- Continue to recruit, recognize and reward **volunteers** with opportunities to attend programs, and with an annual appreciation event and awards.
- Acknowledge the support of individual **donors** in a variety of ways through the year.
- Continue the program of ongoing **IT equipment renewal** initiated in 2014. **Update:** Facilitated transition to remote working for all staff in March 2020 with appropriate technology access.