

NO: **R091**

COUNCIL DATE: **MAY 26, 2014**

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## REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **May 26, 2014**

FROM: **City Solicitor**

FILE: **0360-20-01**

SUBJECT: **Surrey Homelessness and Housing Society - 2014 Annual General Meeting**

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## RECOMMENDATION

The Legal Services Division recommends that Council:

1. Receive this report as information;
2. Receive the Notice of Annual General Meeting for the Surrey Homelessness and Housing Society (the "Society"), which is attached as Appendix "A" to this report, and waive the notice period required for the Society's 2014 Annual General Meeting ("AGM");
3. Appoint the City Solicitor to represent the City of Surrey at the AGM; and
4. In its role as a member of the Society, confirm its support of the recommendations to the members as set out in the Notice of Annual General Meeting.

## INTENT

The purpose of this report is to have Council exercise the rights of the City of Surrey as a member of the Surrey Homelessness and Housing Society in respect of the Society's 2014 AGM.

## BACKGROUND

The Society was incorporated on June 22, 2007. It is a requirement of the *Society Act* that an annual general meeting be held not more than six months after the date of the financial year-end of the Society. The Society's financial year end is December 31<sup>st</sup> so the annual general meeting must be held by June 30, 2014. The City has received a Notice of Annual General Meeting attached as Appendix "A" to this report (the "Notice") that the AGM for the Society will be held on June 16, 2014.

The membership of the Society is set out in its Bylaws. Bylaw 2.1 specifies that the members of the Society shall be the City of Surrey, the City Manager, the General Manager, Finance and Technology and two members appointed by Council. Council appointed Randy Heed and Marilyn Pearson as members on November 12, 2013.

### ***Notice of Annual General Meeting and Waiver of Notice Period***

The agenda for the AGM is set out in the attached Notice. The business to be conducted at the annual general meeting of the Society is stipulated in the *Society Act* and the Society's Bylaws. The business as contained in agenda on the Notice complies with these legal requirements.

### ***Business at the Annual General Meeting***

A series of recommendations are set out in the Notice. Each of these recommendations is considered reasonable in relation to the matter it addresses.

In prior years, City Council has appointed the City Solicitor as Council's representative to the AGM. This same approach is considered reasonable for the 2014 AGM as well.

The directors of the Society have appointed the City Solicitor as Secretary of the Society and the City's General Manager, Finance and Technology as the Treasurer of the Society.

The financial statements for the Society for the period from January 1, 2013 to December 31, 2013 are included with the Notice. City staff has reviewed the statements and has no concerns.

The current directors are recommending to the members that the persons currently appointed to the board of directors of the Society remain as directors. Each of these individuals has agreed to serve as a director if appointed.

### **CONCLUSION**

Based on the above discussion, it is recommended that Council:

- Receive the Notice of Annual General Meeting for the Society, which is attached as Appendix "A" to this report, and waive the notice period required for the Society's 2014 AGM;
- Appoint the City Solicitor to represent the City of Surrey at the AGM; and
- In its role as a member of the Society confirm its support of the recommendations to the members as set out in the Notice of Annual General Meeting.

CRAIG MacFARLANE  
City Solicitor

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Appendix "A" – Notice of Annual General Meeting

**APPENDIX "A"**

**NOTICE OF ANNUAL GENERAL  
MEETING**

SURREY HOMELESSNESS AND HOUSING SOCIETY

**June 16, 2014**

**1:30 p.m. – 2:30 p.m.**

Surrey City Hall

13450 – 104 Avenue, Surrey, BC

**Councillor's Meeting Room – 5E.00.01**

**Agenda**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>
1. Agenda	Approve	J. Villeneuve, Chair
2. Approval of Minutes of June 24, 2013 Annual General Meeting	Approve	C. MacFarlane Secretary
3. Financial Statements for Year ended December 31, 2013	Approve	V. Wilke, Treasurer
4. Report of Directors to Members	Approve	J. Villeneuve, Chair
5. Appointment of Directors	Approve	C. MacFarlane, Secretary
6. Adjournment		J. Villeneuve, Chair

**Item 2: Minutes of previous AGM**

The minutes of the June 24, 2013 Annual General Meeting are attached as Schedule A.

**Item 3: Financial Statements and Report of Auditor**

The directors of the Society have established December 31 as the Society's year end. The financial statements for the period January 1, 2013 to December 31, 2013 are attached as Schedule B. No auditor report has been prepared, as the members decided at the 2011 AGM to waive the requirement for an auditor for the Society until such time as the City of Surrey is no longer the controlling member of the Society.

**Recommendation:** That the members accept the report of the Treasurer for the period January 1, 2013 to December 31, 2013.

**Item 4: Report of Directors to Members**

The President of the Board of Directors will give a report of the activities of the Society since the last Annual General Meeting.

**Recommendation:** That the members accept the report of the Chair.

**Item 5: Appointment of Directors**

The directors of the Society recommend to the members that the current directors of the Society be re-appointed to the Board.

**Recommendation:** That the members appoint the following persons as directors of the Society:

Steve Kurrein  
Reverend Randy Emerson  
Laurie Larsen  
Marilyn Herrmann  
Mary Miller  
Marilyn Pearson  
Randy Heed  
Sandy McLeod  
Stephen Casson  
Russ Froese  
Judy Villeneuve, City Councillor  
Linda Hepner, City Councillor

**SCHEDULE A TO 2014 AGM AGENDA**

**SURREY HOMELESSNESS AND HOUSING SOCIETY  
ANNUAL GENERAL MEETING**

**June 24, 2013**  
Surrey City Hall  
14245 – 56 Avenue, Surrey, BC

**MINUTES**

**Members in Attendance:**

Murray Dinwoodie, City Manager, City of Surrey  
Vivienne Wilke, General Manager, Finance & Technology, City of Surrey  
City of Surrey, represented by Craig MacFarlane, City Solicitor, City of Surrey

**Present by Invitation:**

Judy Villeneuve, President, Surrey Homelessness & Housing Society  
Kelly Rayter, Assistant City Solicitor, City of Surrey  
Karandeep Pandher, Finance Cash Manager, City of Surrey

**1. Agenda**

Agenda as circulated was approved.

**2. Approval of Minutes of June 25, 2012 Annual General Meeting**

**Resolved:** That the members approve the minutes of the June 25, 2012 annual general meeting as circulated.

**3. Financial Statements for the Year Ended December 31, 2012**

The unaudited financial statements for the period January 1, 2012 to December 31, 2012 were presented by the Treasurer, Vivienne Wilke, a copy of which is attached to these minutes.

**Resolved:** That the members accept the report of the Treasurer as presented for the period January 1, 2012 to December 31, 2012.

The Treasurer explained to the members that there are two sets of financial statements. One set shows the financial activities of the Society. The second set consolidates the Society financial activities with the financial activities of the Surrey Homelessness and Housing Fund held by VanCity and controlled by the Society. This form of reporting is approved by the City's auditor and Canada Revenue Agency.

#### **4. Report of Directors to Members**

Judy Villeneuve, the President of the Board of Directors, presented the 2012 Annual Report on the activities of the Society, a copy of which is attached to these minutes.

**Resolved:** That the members accept the report of the President.

#### **5. Appointment of Directors**

The Board of Directors of the Society recommended to the members that the current directors of the Society be re-appointed to the Board.

**Resolved:** That the members appoint the following persons as directors of the Society:

Steve Kurrein  
Reverend Randy Emerson  
Laurie Larsen  
Marilyn Herrmann  
Mary Miller  
Marilyn Pearson  
Gary Hollick  
Randy Heed  
Sandy McLeod  
Judy Villeneuve, City Councillor  
Linda Hepner, City Councillor

#### **6. Addition of New Members**

The Board of Directors of the Society recommended that Randy Heed and Marilyn Pearson become members of the Society. The members support that recommendation and direct the appropriate corporate report be forwarded to Surrey City Council to add Randy Heed and Marilyn Pearson as members of the Society.

**SURREY HOMELESSNESS AND HOUSING SOCIETY**

Financial Statements (unaudited)

Year Ended December 31, 2012

## SURREY HOMELESSNESS AND HOUSING SOCIETY

### Statement of Financial Position

December 31, 2012 and 2011

	Surrey Homelessness & Housing Funds (according to GAAP)		Society's Charity Return (according to Canada Revenue Agency)	
	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>
<b>Assets</b>				
Cash and cash equivalents	\$ 8,644,360	\$ 8,841,138	\$ 2,759	\$ 41,419
Accounts receivable	-	1,000	-	-
	<u>8,644,360</u>	<u>8,842,138</u>	<u>2,759</u>	<u>41,419</u>
<b>Liabilities and Surplus</b>				
Accounts payable	24,739	122,303	-	-
Surplus	<u>8,619,621</u>	<u>8,719,835</u>	<u>2,759</u>	<u>41,419</u>
	<u>8,644,360</u>	<u>8,842,138</u>	<u>2,759</u>	<u>41,419</u>
	<u>\$ 8,644,360</u>	<u>\$ 8,842,138</u>	<u>\$ 2,759</u>	<u>\$ 41,419</u>



## SURREY HOMELESSNESS AND HOUSING SOCIETY

### Statement of Financial Activities

Year ended December 31, 2012 and 2011

	Surrey Homelessness & Housing Funds (according to GAAP)		Society's Charity Return (according to Canada Revenue Agency)	
	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>
<b>Revenue</b>				
Grants	\$ 93,851	\$ 6,909	\$ 75,160	\$ 67,019
Interest revenue	<u>282,865</u>	<u>238,767</u>	<u>-</u>	<u>-</u>
	<u>376,716</u>	<u>245,676</u>	<u>75,160</u>	<u>67,019</u>
<b>Expenditures</b>				
Administrative fees	117,795	101,317	-	-
Grants	266,152	213,466	-	-
Marketing	28,502	28,373	48,047	15,923
Services - consulting/professional	43,510	23,187	43,019	21,626
Supplies, materials and sundry	20,971	5,344	22,753	2,348
Training and professional development	-	799	-	2,019
	<u>476,930</u>	<u>372,485</u>	<u>113,820</u>	<u>41,916</u>
Excess (deficiency) of revenues over expenditures	(100,214)	(126,809)	(38,660)	25,105
Surplus, beginning of year	<u>8,719,835</u>	<u>8,846,644</u>	<u>41,419</u>	<u>16,315</u>
Surplus, end of year	<u>\$ 8,619,621</u>	<u>\$ 8,719,835</u>	<u>\$ 2,759</u>	<u>\$ 41,419</u>

**SURREY HOMELESSNESS AND HOUSING SOCIETY**

Statement of Changes in Financial Position

Year ended December 31, 2012 and 2011

	Surrey Homelessness & Housing Funds (according to GAAP)		Society's Charity Return (according to Canada Revenue Agency)	
	<u>2012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>
Excess (deficiency) of revenues over expenditures	\$ (100,214)	\$ (126,809)	\$ (38,660)	\$ 25,105
Cash in non-cash operating working capital:				
Accounts receivable	1,000	(1,000)	-	-
Accounts payable	<u>(97,563)</u>	<u>75,787</u>	<u>-</u>	<u>-</u>
Change in cash	(196,777)	(52,022)	(38,660)	25,105
Cash and cash equivalents, beginning of year	<u>8,841,138</u>	<u>8,893,160</u>	<u>41,419</u>	<u>16,315</u>
Cash and cash equivalents, end of year	<u>\$ 8,644,360</u>	<u>\$ 8,841,138</u>	<u>\$ 2,759</u>	<u>\$ 41,419</u>

**Surrey Homelessness and Housing Society Annual Report  
June 24, 2013**

This was an extremely busy year, filled with growth and increased forward momentum as we seek to fulfill our mandate to Grow, Grant and Lead.

**Grow:**

This year we worked with Vivian Smith of Liberty Quest to develop our fundraising strategy and to hire a Capital Campaign Manager. We're very pleased to welcome Sherri Magson to our staff team, and we have begun to build on our existing foundation of strong granting to build our endowment and support community organizations in fundraising for their capital projects.

As well, we have provided effective stewardship of the existing endowment, ending the year with a market value of \$9.672 Million. The Fund Statement is attached to this memo.

**Grant:**

Annual Grants: The board of directors was pleased to approve \$243,056 in Annual Grants to nine organizations who are providing a range of services and capital. Some major accomplishments included adding 16 transitional beds, and supporting community development and research initiatives that will ultimately build our understanding of homelessness and help us to focus our funding efforts. The list of annual grants is as follows:

Organization	Project	Description	Amount
Elizabeth Fry Society of Greater Vancouver	Community Living at Ellendale	Ellendale Transition House-- adding 8 beds	\$ 40,000.00
Kwantlen Polytechnic University; The Centre for Interdisciplinary Research: Community Learning and Engagement	The Homeless and the Vulnerably Housed in Surrey: exploring variation in needs and experiences	Surrey specific analysis of homeless including vulnerably housed etc. Final report made to Vibrant Surrey & City of Surrey (& SHHS)	\$ 10,150.00
Launching Pad Addiction Rehabilitation Society	Increasing long-term Beds by 8	Upgrade & renovate to add 8 beds - CAPITAL	\$ 42,526.00
Luke 15 House	Purchase & Install freezer room	Purchase & Install freezer room	\$ 12,381.00
Metro Vancouver/RSCH	Three Ways to Home Regional Homelessness Plan Update	3 Ways to Home report update	\$ 20,000.00
Pacific Community Church	Cloverdale "Community Kitchen	New Kitchen (old one approved for warming food only)	\$ 25,000.00
Progressive Intercultural Community Services (PICS) Society	Harmony House	2nd stage housing for abused immigrant women. Funds for operational costs and project manager wages	\$ 45,000.00
Sources Community Resource Centres Society	Rent Banks- Reducing the Cost of Poverty	Rent Bank operations	\$ 20,000.00
Sources Community Resource Centres Society	Surrey H&H Task Force	Coordinator's services, meeting and minutes, Connect Day costs, admin fee for Sources	\$ 25,000.00

**Responsive Grants:** The board of directors was pleased to approve \$57,821.12 in Responsive Grants. All of the responsive grants were allocated in order to take advantage of a compelling opportunity or and/or the opportunity was not known in time for the regular annual granting cycle. Both Pacific Community Church and South Fraser Community Services (Now Keys) faced challenges with their kitchen facilities that meant they could not serve meals to their homeless clients. We were also happy to provide a grant to the City of Surrey to ensure that we could take advantage of BC Housing's offer to fund a winter shelter.

Organization	Project	Amount
Pacific Community Church	Cloverdale Community Kitchen	\$2,000.00
South Fraser Community Services	Kitchen Renos	11,095.00
City of Surrey	Winter Shelter	44,726.12

**Lead:**

**Public Awareness:**

The Society worked with both the City of Surrey and Thornley Hayne to develop a public awareness campaign that included billboards, bus shelters, posters and other media to build awareness of the Society Brand leading up to and including Homeless Action Week.

The Society held the inaugural event "Heroes of the homeless" in combination with the annual cheque presentation during Homeless Action Week in October. The event was very well attended, and the recipients of the awards were:

**Robbie Dudra, Skate for the Homeless:** Robbie raised almost \$1,100 by holding a skate at the Fleetwood Ice Arena

**Delview Secondary School Drama Department:** Motivated by the inspiring story of a classmate whose sister experienced homelessness, put on a truly remarkable play called "The Blues". They raised almost \$600 for the Fund as well as awareness in their community about homelessness.

**Valhalla Roofing, Harold Pinter and Charun Stone:** Providing a roof to Kla How Eya All Nations Youth Safe House entirely free of charge.

Surrey Homelessness and Housing Fund  
**FUND STATEMENT**  
 As of December 31, 2012

Capital Balance	Amount
<b>Capital Contributions</b>	
Capital Contribution - December 21, 2007	\$ 5,000,000.00
Capital Contribution - December 22, 2008	\$ 4,002,652.20
Capital Contribution - February 11, 2009	\$ 496,528.71
Capital Contribution - October 14, 2010	\$ 230,000.00
Capital Contribution - June 21, 2012	\$ 72,595.00
<b>Total Capital Contributions</b>	<b>\$ 9,801,835.91</b>
<b>Capital Grants Disbursed</b>	
Abra Women's Resource Society (March 25, 2009)	\$ (500,000.00)
Abra Women's Resource Society (April 27, 2009)	\$ (400,000.00)
Abra Women's Resource Society (September 22, 2010)	\$ (100,000.00)
<b>Total Capital Grants Disbursed</b>	<b>\$ (1,000,000.00)</b>
<b>Net Capital Balance</b>	<b>\$ 8,801,835.91</b>
Income Balance	Amount
Net Income Balance as at December 31, 2011	\$ 98,268.79
<b>2012 Dividends and Interest</b>	
January 2012	\$ 22,763.83
February 2012	\$ 18,864.42
March 2012	\$ 43,904.38
April 2012	\$ 19,468.84
May 2012	\$ 19,690.34
June 2012	\$ 24,647.89
July 2012	\$ 19,833.42
August 2012	\$ 18,746.88
September 2012	\$ 35,764.39
October 2012	\$ 26,648.49
November 2012	\$ 21,413.85
December 2012	\$ 26,785.89
<b>Total 2012 Dividends and Interest</b>	<b>\$ 397,039.03</b>
<b>Grants Disbursed for Operating Budget of SHHF</b>	
May 2012	\$ (550,000.00)
December 2012	\$ (524,000.00)
<b>Total Grants Disbursed for Operating Budget</b>	<b>\$ (1,074,000.00)</b>
<b>Grants Disbursed</b>	
City of Surrey - Oasis Hotel	\$ (5,000.00)
South Fraser Community Services Society	\$ (25,000.00)
Pacific Community Church	\$ (2,000.00)
Elizabeth Fry Society of Greater Vancouver	\$ (40,000.00)
South Fraser Community Services Society	\$ (10,099.00)
Options Community Services Society	\$ (50,000.00)
South Fraser Community Services Society	\$ (1,000.00)
Progressive Inter Cultural Community Services Society	\$ (45,000.00)
Elizabeth Fry Society of Greater Vancouver Returned	\$ 40,000.00
Greater Vancouver Regional District	\$ (20,000.00)
Sources Community Resource Centres Society	\$ (20,000.00)
Sources Community Resource Centres Society	\$ (25,000.00)
Luke 15 House	\$ (12,281.00)
Keenan Polytechnic University Foundation	\$ (10,150.00)
Launching Pad Addiction Rehabilitation Society	\$ (42,526.00)
City of Surrey - Surrey Winter Shelter	\$ (44,724.12)
Pacific Community Church	\$ (25,000.00)
<b>Total Grants Disbursed</b>	<b>\$ (337,874.12)</b>
<b>Expense Recovery</b>	
VCF Expense Recovery June to December 2011	\$ (49,506.01)
VCF Expense Recovery January to June 2012	\$ (48,302.13)
<b>Total Expense Recovery</b>	<b>\$ (97,808.14)</b>
<b>VCM Investment Management Fees</b>	
January 2012	\$ (11,097.01)
February 2012	\$ -
March 2012	\$ -
April 2012	\$ (11,269.76)
May 2012	\$ -
June 2012	\$ -
July 2012	\$ (11,041.89)
August 2012	\$ -
September 2012	\$ -
October 2012	\$ (11,233.22)
November 2012	\$ (634.65)
December 2012	\$ (633.40)
<b>Total VCM Investment Management Fees</b>	<b>\$ (45,909.92)</b>
<b>Net Income Balance</b>	<b>\$ (182,171.35)</b>
<b>Total Capital and Income Balances</b>	<b>\$ 8,639,664.55</b>
Market Valuations (held at VCM)	Amount
Market Value as at December 31, 2012	\$ 9,872,754.00
<b>Market Value Increase</b>	<b>\$ 1,233,089.45</b>

**SCHEDULE B TO 2014 AGM AGENDA**

**SURREY HOMELESSNESS AND HOUSING SOCIETY**

**Financial Statements (Unaudited)**

**Year Ended December 31, 2013**

Financial Statements for the Year Ended December 31, 2013  
For Consideration at June 16, 2014 Annual General Meeting

**Surrey Homelessness and Housing Society**  
**Statement of Financial Position**

*As at December 31, 2013, with comparative figures for 2012*

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2013	2012	2013	2012
<b>FINANCIAL ASSETS</b>				
Cash and cash equivalents	\$8,493,835	\$8,644,360	\$3,353	\$2,759
Accounts receivable	0	0	0	0
	<u>8,493,835</u>	<u>8,644,360</u>	<u>3,353</u>	<u>2,759</u>
<b>LIABILITIES AND SURPLUS</b>				
Accounts payable	114,752	24,739	0	0
Surplus	8,379,084	8,619,621	3,353	2,759
	<u>8,493,835</u>	<u>8,644,360</u>	<u>3,353</u>	<u>2,759</u>
	<u>\$8,493,835</u>	<u>\$8,644,360</u>	<u>\$3,353</u>	<u>\$2,759</u>

**Surrey Homelessness and Housing Society**  
**Statement of Financial Activities**

*Year Ended December 31, 2013, with comparative figures for 2012*

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2013	2012	2013	2012
<b>REVENUE</b>				
Grant	\$12,337	\$93,851	\$120,068	\$75,160
Interest revenue	256,823	282,865	-	-
	<u>269,160</u>	<u>376,716</u>	<u>120,068</u>	<u>75,160</u>
<b>EXPENDITURES</b>				
Administrative fees	99,305	117,795	-	-
Grants	264,204	266,152	-	-
Marketing	36,232	28,502	28,857	48,047
Services - consulting/professional	83,810	43,510	78,900	43,019
Supplies, materials and sundry	16,047	20,971	11,718	22,753
Training and professional development	-	-	-	-
	<u>509,697</u>	<u>476,930</u>	<u>119,474</u>	<u>113,820</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(240,537)	(100,214)	594	(38,660)
SURPLUS, BEGINNING OF YEAR	8,619,621	8,719,835	2,759	41,419
<b>SURPLUS, END OF YEAR</b>	<u>\$8,379,084</u>	<u>\$8,619,621</u>	<u>3,353</u>	<u>\$2,759</u>



**Surrey Homelessness and Housing Society**  
 Statement of Changes in Financial Position

Year Ended December 31, 2013, with comparative figures for 2012

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2013	2012	2013	2012
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(240,537)	(100,214)	594	(38,660)
CASH IN NON-CASH OPERATING WORKING CAPITAL:				
Accounts receivable	-	1,000	-	-
Accounts payable	90,012	(97,563)	-	-
CHANGE IN CASH	(150,525)	(196,777)	594	(38,660)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	8,844,380	8,841,138	2,759	41,419
CASH AND CASH EQUIVALENTS, END OF YEAR	\$8,493,856	\$8,644,360	\$3,363	2,759