

NO: R136

COUNCIL DATE: **June 13, 2016**

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## REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **June 3, 2016**

FROM: **City Solicitor**

FILE: **0360-20-01**

SUBJECT: **Surrey Homelessness and Housing Society – 2016 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 Society's 2016 Annual General Meeting and Agenda ("AGM"), a copy of which is attached as Appendix "I" to this report;
3. Appoint the City Solicitor to represent the City of Surrey at the AGM;
4. In its role as a member of the Society, confirm its support of the recommendations to the members as set out below and in the Notice of Annual General Meeting; and
  - a) Agenda;
  - b) Approve the minutes of June 22, 2015 Annual General Meeting;
  - c) Approve the Financial Statements for the year ended December 31, 2015;
  - d) Receive the 'Report of Directors' to members;
  - e) Approve the appointment of Directors for a one year term.
5. Authorize the City Clerk to make Council's resolution related to this report available to the public as information.

## INTENT

The purpose of this report is to exercise the rights of the City of Surrey as a member of the Society in respect of the Society's 2016 AGM.

## BACKGROUND

The Society was incorporated on June 22, 2007. 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 on November 12, 2013 and Marilyn Herrmann on December 14, 2015 as members.

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, 2016. The City has received a Notice of Annual General Meeting attached as Appendix "I" to this report (the "Notice") that the AGM for the Society will be held on June 24, 2016.

### ***Notice of Annual General Meeting***

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 the agenda on the Notice complies with these legal requirements.

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

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

1. 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 2016 AGM as well.
2. 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.
3. The financial statements for the Society for the period from January 1, 2015 to December 31, 2015 are included with the Notice. City staff has reviewed the statements and has no concerns.
4. 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 for a one year term.

### **CONCLUSION**

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

- Receive the Notice of Annual General Meeting for the Society's 2016 Annual General Meeting and Agenda ("AGM"), a copy of which is attached as Appendix "I" to this report;
- 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 below and in the Notice of Annual General Meeting; and
  - a) Agenda;
  - b) Approve the minutes of June 22, 2015 Annual General Meeting;
  - c) Approve the Financial Statements for the year ended December 31, 2015;
  - d) Receive the 'Report of Directors' to members;

- e) Approve the appointment of Directors for a one year term.
- Authorize the City Clerk to make Council's resolution related to this report available to the public as information.

CRAIG MacFARLANE  
City Solicitor

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Appendix "I" Notice of Annual General Meeting  
Appendix "II" Current Members and Directors Chart

## APPENDIX "I"

### NOTICE OF ANNUAL GENERAL MEETING

#### SURREY HOMELESSNESS AND HOUSING SOCIETY

June 24, 2016  
2:30PM – 3:30PM  
Surrey City Hall  
13450 – 104 Avenue, Surrey, BC

Executive Boardroom – 6E 00.01 Meeting Room

#### Agenda

Item	Action	Responsibility	Pages
1. Agenda	Approve	J. Villeneuve, Chair	1-2
2. Approval of Minutes of June 22, 2015 Annual General Meeting – See Schedule A	Approve	C. MacFarlane Secretary	3-11
3. Financial Statements for Year ended December 31, 2015 – See Schedule B	Approve	V. Wilke, Treasurer	12-15
4. Report of Directors to Members	Approve	J. Villeneuve, Chair	
5. Appointment of Directors	Approve	C. MacFarlane, Secretary	2
6. Adjournment		J. Villeneuve, Chair	

**Item 2: Minutes of previous AGM**

The minutes of the June 22, 2015 Annual General Meeting are attached as Schedule A.

**Recommendation:** That the members accept the Minutes of the 2015 Annual General Meeting as attached.

**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, 2015 to December 31, 2015 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, 2015 to December 31, 2015.

**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:

Stephen Casson  
Russ Froese  
Randy Heed  
Marilyn Herrmann  
Beryl Kirk  
David Pel  
Sandy McLeod  
Jim Mihaly  
Judy Villeneuve, City Councillor  
Dave Woods, City Councillor

**Item 6: Adjournment**

**SCHEDULE "A" to 2016 NOTICE OF AGM**

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

**June 22, 2015**  
**10:00 a.m. – 11:00 a.m.**  
Surrey City Hall  
13450 – 104 Avenue, Surrey, BC  
Councillor's Meeting Room - 5E.00.01

**MINUTES**

**Members in Attendance:**

Mary Miller, Director  
Randy Heed, Director  
City of Surrey, represented by Kelly Rayter, Acting City Solicitor, City of Surrey

**Members Absent:**

Vince Lalonde, City Manager, City of Surrey  
Vivienne Wilke, GM, Finance & Technology, City of Surrey

**Present by Invitation:**

Judy Villeneuve, President, Surrey Homelessness & Housing Society  
Karandeep Pandher, Finance Cash Manager, City of Surrey  
Hui Liao, Accountant Finance & Technology, City of Surrey  
Vera LeFranc, Surrey Homelessness & Housing Society, Vancity

**1. Agenda**

Agenda as circulated was approved.

**2. Approval of Minutes of June 16, 2014 Annual General Meeting**

**Resolved:** That the members approve the minutes of the June 16, 2014 annual general meeting as circulated.

**3. Financial Statements for the Year Ended December 31, 2014**

The unaudited financial statements for the period January 1, 2014 to December 31, 2014 were presented by the Finance Cash Manager, Karandeep Pandher, City of Surrey, on behalf of the Treasurer, 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, 2014 to December 31, 2014.

The Finance Cash Manager 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 2014 Report of Activities for 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:

Stephen Casson  
Russ Froese  
Randy Heed  
Marilyn Herrmann  
Beryl Kirk  
Jim Mihaly  
Mary Miller  
Sandy McLeod  
Judy Villeneuve, City Councillor  
Dave Woods, City Councillor

#### **6. Board of Director Term Limits**

The Board of Directors of the Society recommended to the members that the Board Succession and Renewal Policy of November 2013, setting the board term at three years, with a maximum of three terms. (Attached to the Board Package as Schedule "C") be approved.

**Resolved:** That the members adopt the November 2013 Board succession and Renewal Policy.

## 7. Society Membership Requirements

The Board of Directors recommends the Society members adopt a membership requirement for the two independent members such that these two member seats must be filled by a Director of the Board of the Surrey Homelessness and Housing Society. Further, the Directors recommend the members consider term limits for the two independent member seat such that membership is for two years to allow for regular review of Society membership.

**Resolved:** That the Board of Directors adopt the selection criteria and term limit for the two independent member seats such that a Society member must also be a Director, and that a member shall sit for a period of two years



# Surrey Homelessness and Housing Society

Financial Statements (Unaudited)

*Year Ended December 31, 2014*

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

*As at December 31, 2014, with comparative figures for 2013*

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2014	2013	2014	2013
<b>FINANCIAL ASSETS</b>				
Cash and cash equivalents	\$8,411,266	\$8,493,835	\$57,795	\$3,353
Accounts receivable	0	0	0	0
	<u>8,411,266</u>	<u>8,493,835</u>	<u>57,795</u>	<u>3,353</u>
<b>LIABILITIES AND SURPLUS</b>				
Accounts payable	199,604	114,752	0	0
Surplus	8,211,662	8,379,084	57,795	3,353
	<u>8,411,266</u>	<u>8,493,835</u>	<u>57,795</u>	<u>3,353</u>
	<u>\$8,411,266</u>	<u>\$8,493,835</u>	<u>\$57,795</u>	<u>\$3,353</u>

# Surrey Homelessness and Housing Society

## Statement of Financial Activities

Year Ended December 31, 2014, with comparative figures for 2013

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2014	2013	2014	2013
<b>REVENUE</b>				
Grant	\$140,863	\$12,337	\$167,194	120,068.45
Interest revenue	257,601	256,823	-	-
	<u>398,464</u>	<u>269,160</u>	<u>167,194</u>	<u>120,068</u>
<b>EXPENDITURES</b>				
Administrative fees	108,888	99,305	-	-
Grants	349,892	264,204	-	-
Marketing	49,074	36,232	33,408	28,857
Services - consulting/professional	45,887	93,910	65,703	78,900
Supplies, materials and sundry	12,145	16,047	13,641	11,718
Training and professional development	-	-	-	-
	<u>565,886</u>	<u>509,697</u>	<u>112,752</u>	<u>119,474</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(167,421)	(240,537)	54,442	594
SURPLUS, BEGINNING OF YEAR	8,379,084	8,619,621	3,353	2,759
SURPLUS, END OF YEAR	<u>\$8,211,662</u>	<u>\$8,379,084</u>	<u>57,795</u>	<u>\$3,353</u>

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

*Year Ended December 31, 2014, with comparative figures for 2013*

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2014	2013	2014	2013
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(167,421)	(240,537)	54,442	594
CASH IN NON-CASH OPERATING WORKING CAPITAL:				
Accounts receivable	-	-	-	-
Accounts payable	84,852	90,012	-	-
CHANGE IN CASH	(82,569)	(150,525)	54,442	594
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	8,493,835	8,644,360	3,353	2,759
CASH AND CASH EQUIVALENTS, END OF YEAR	\$8,411,266	8,493,835	\$57,795	3,353

## Surrey Homelessness and Housing Society

### 2014/2015 Highlights

#### **Board of Directors**

This year we said goodbye to two of our longstanding directors, Marilyn Pearson and Steve Kurrein. Both directors have been with the Society since 2006, and felt that it was time to move on to other things.

We also welcomed four new directors, Russ Froese, who has a background in broadcasting and journalism, Stephen Casson, who is a local business owner, Jim Mihally, the editor of the Leader and Now Newspapers, and Beryl Kirk, a retired Civil Servant with a long standing history of social justice work, and experience serving on the board of Kwantlen University Polytechnic.

#### **Grow**

The fund development for the society has built on the foundation set over the past few years, of raising public awareness and developing relationships with potential donors. We have seen significant success, raising slightly more than \$140,000 over the year.

In support of the Master Plan for Housing the Homeless, we have also embarked on a capital campaign in support and in partnership with Options Community Services for the Cloverdale, Bill Reid Shelter project. Working with our partners, we have a goal of raising \$300,000 to supplement the almost \$4 Million project.

Last year we also had Hearts for Hope as the White Rock Firsties created hearts and sold them at the White Rock Farmers Market in honor of Ryan, a homeless person who had died that year. They raised \$1,100 and will continue this project this year.

#### **Grant**

In 2014 the Society has granted over \$243,000 to 10 initiatives that best demonstrate having a direct impact toward alleviating homelessness in Surrey. The Society makes a difference in our community by funding projects that will reduce homelessness in Surrey.

**Elizabeth Fry Society** – \$20,000 Women-only drop in program pilot

**Elizabeth Fry Society** – \$70,000 Rezoning for Women's Shelter Amalgamation

**Kekinow Native Housing Society** – \$49,220 Re-development costs for the Aboriginal Gathering Place

**Keys Housing and Health Solutions** – \$10,000 Relocation Pre-development Plan

**Options Community Services Society** – \$25,000 Supported Youth Independent Housing Program

**Pacific Community Resources – \$25,000 Youth Housing Outreach program**

**Peninsula Homeless to Housing Task Force – \$2000 Faith based conference on redevelopment of church-owned lands**

**Realistic Success Recovery Society – \$30,000 toward the purchase of Trilogy House**

**Surrey Homelessness and Housing Task Force – \$6000 toward capacity building.**

### **Strategic Planning and Operational Review**

The Society underwent a refresh of their strategic plan, followed by an Operational Review, setting measurable outcomes for the Strategic Plan and developing a detailed work plan and recommended resources required to fulfill the goals. A draft Operations Guide is under review by the Board, a comprehensive tool for the Society, including a best practice governance framework and key policies and practices to guide the Society's activities. Given the scope, the Guide will be reviewed and formally adopted in sections over the course of 2015.

**Surrey Homelessness and Housing Society**

**Financial Statements (Unaudited)**

*Year Ended December 31, 2015*

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

*As at December 31, 2015, with comparative figures for 2014*

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2015	2014	2015	2014
<b>FINANCIAL ASSETS</b>				
Cash and cash equivalents	\$8,094,572	\$8,411,266	\$36,098	\$57,795
Accounts receivable	0	0	0	0
	<u>8,094,572</u>	<u>8,411,266</u>	<u>36,098</u>	<u>57,795</u>
<b>LIABILITIES AND SURPLUS</b>				
Accounts payable	82,505	199,604	0	0
Surplus	8,012,066	8,211,662	36,098	57,795
	<u>8,094,572</u>	<u>8,411,266</u>	<u>36,098</u>	<u>57,795</u>
	<u>\$8,094,572</u>	<u>\$8,411,266</u>	<u>\$36,098</u>	<u>\$57,795</u>



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

*Year Ended December 31, 2015, with comparative figures for 2014*

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2015	2014	2015	2014
<b>REVENUE</b>				
Grant (Donations)	\$130,770	140,863	\$ 59,780	\$ 167,194
Interest revenue	262,695	257,601	-	-
	<u>393,465</u>	<u>398,464</u>	<u>\$ 59,780</u>	<u>\$ 167,194</u>
<b>EXPENDITURES</b>				
Administrative fees	111,025	108,888	-	\$ -
Grants	400,427	349,892	-	\$ -
Marketing	40,371	49,074	43,002	\$ 33,408
Services - consulting/professional	32,102	45,887	27,939	\$ 65,703
Supplies, materials and sundry	9,136	12,145	10,535	\$ 13,641
Training and professional development	-	-	-	\$ -
	<u>593,061</u>	<u>565,886</u>	<u>81,477</u>	<u>\$ 112,752</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(199,596)	(167,421)	(21,697)	\$ 54,442
SURPLUS, BEGINNING OF YEAR	8,211,662	8,379,084	57,795	\$ 3,353
SURPLUS, END OF YEAR	<u>\$8,012,066</u>	<u>8,211,662</u>	<u>\$ 36,098</u>	<u>\$ 57,795</u>

Surrey Homelessness and Housing Society  
Statement of Changes in Financial Position

Year Ended December 31, 2015, with comparative figures for 2014

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2015	2014	2015	2014
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(199,596)	(167,421)	(21,697)	54,442
CASH IN NON-CASH OPERATING WORKING CAPITAL:				
Accounts receivable	-	-	-	-
Accounts payable	(117,098)	84,852	-	-
CHANGE IN CASH	<u>(316,694)</u>	<u>(82,569)</u>	<u>(21,697)</u>	<u>54,442</u>
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>8,411,266</u>	<u>8,493,835</u>	<u>57,795</u>	<u>3,353</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$8,094,572</u>	<u>8,411,266</u>	<u>\$36,098</u>	<u>57,795</u>

**APPENDIX "II"**

