

NO: R110

COUNCIL DATE: **May 29, 2017**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **May 25, 2017**

FROM: **City Solicitor**

FILE: **0360-20-01**

SUBJECT: **Surrey Homelessness and Housing Society – 2017 Annual General Meeting**

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's 2017 Annual General Meeting ("AGM") and Agenda, 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 Surrey Homelessness and Housing Society (the "Society"), confirm its support of the recommendations to the members as set out below and in the Notice of Annual General Meeting;
 - a) Agenda;
 - b) Approve the minutes of June 24, 2016 Annual General Meeting;
 - c) Approve the Financial Statements for the year ended December 31, 2016;
 - d) Receive the 'Report of Directors' to members; and
 - 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 2017 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 & 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 31st so the annual general meeting must be held by June 30, 2017. 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 16, 2017.

Notice of Annual General Meeting

The agenda for the AGM is set out in the attached Notice. This Notice will be served on each Member. 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. A Quorum of three Members is required to conduct the AGM.

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 2017 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 & Technology as the Treasurer of the Society.
3. The financial statements for the Society for the period from January 1, 2016 to December 31, 2016 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. (A current list of Members and Directors is attached in Appendix "II"). 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 Surrey Homelessness and Housing Society's 2017 Annual General Meeting and Agenda , 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;
- 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;

- a) Agenda;
 - b) Approve the minutes of June 24, 2016 Annual General Meeting;
 - c) Approve the Financial Statements for the year ended December 31, 2016;
 - d) Receive the 'Report of Directors' to members; and
 - 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

**NOTICE OF ANNUAL GENERAL
MEETING**

SURREY HOMELESSNESS AND HOUSING SOCIETY

June 16, 2017
10:00AM – 11:00AM
Surrey City Hall
13450 – 104 Avenue, Surrey, BC

Executive Boardroom – 6E 00.01 Meeting Room

Agenda

Item	Action	Responsibility
1. Agenda	Approve	J. Villeneuve, Chair
2. Approval of Minutes of June 24, 2016 Annual General Meeting	Approve	C. MacFarlane Secretary
3. Financial Statements for Year ended December 31, 2016	Approve	Kam Grewal, 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, 2016 Annual General Meeting.

Recommendation: That the members accept the Minutes of the 2016 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, 2016 to December 31, 2016 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, 2016 to December 31, 2016.

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
Carolyn Colwell
Russ Froese
Randy Heed
Marilyn Herrmann
Beryl Kirk
David Pel
Sandy McLeod
Puneet Sandhar
Judy Villeneuve, City Councillor
Dave Woods, City Councillor

Item 6: Adjournment

Surrey Homelessness and Housing Society

Financial Statements (Unaudited)
Year Ended December 31, 2016

Surrey Homelessness and Housing Society
Statement of Financial Position

As at December 31, 2016, with comparative figures for 2015

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2016	2015	2016	2015
FINANCIAL ASSETS				
Cash and cash equivalents	\$8,090,119	\$8,094,572	\$62,016	\$36,098
Accounts receivable	-	-	-	-
	<u>8,090,119</u>	<u>8,094,572</u>	<u>62,016</u>	<u>36,098</u>
LIABILITIES AND SURPLUS				
Accounts payable	210,759	82,505	-	-
Surplus	7,879,360	8,012,066	62,016	36,098
	<u>8,090,119</u>	<u>8,094,572</u>	<u>62,016</u>	<u>36,098</u>
	<u>\$8,090,119</u>	<u>\$8,094,572</u>	<u>\$62,016</u>	<u>\$36,098</u>

Surrey Homelessness and Housing Society
Statement of Financial Activities

Year Ended December 31, 2016, with comparative figures for 2015

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2016	2015	2016	2015
REVENUE				
Grants/Donations	\$106,399	130,770	\$ 123,756	\$ 59,780
Interest revenue	269,514	262,695	-	-
	<u>375,913</u>	<u>393,465</u>	<u>\$ 123,756</u>	<u>\$ 59,780</u>
EXPENDITURES				
Administrative fees	112,029	111,025	-	-
Grants	294,700	400,427	-	-
Marketing	40,848	40,371	35,222	43,002
Services - consulting/professional	50,992	32,102	52,402	27,939
Supplies, materials and sundry	10,052	9,136	10,214	10,535
Training and professional development	-	-	-	-
	<u>508,620</u>	<u>593,061</u>	<u>97,838</u>	<u>81,477</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(132,707)	(199,596)	25,918	(21,697)
SURPLUS, BEGINNING OF YEAR	8,012,066	8,211,662	36,098	57,795
SURPLUS, END OF YEAR	<u>\$7,879,360</u>	<u>8,012,066</u>	<u>\$ 62,016</u>	<u>36,098</u>

Surrey Homelessness and Housing Society
Statement of Changes in Financial Position

Year Ended December 31, 2016, with comparative figures for 2015

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2016	2015	2016	2015
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(132,707)	(199,596)	25,918	(21,697)
CASH IN NON-CASH OPERATING WORKING CAPITAL:				
Accounts receivable	-	-	-	-
Accounts payable	128,254	(117,098)	-	-
CHANGE IN CASH	<u>(4,453)</u>	<u>(316,694)</u>	<u>25,918</u>	<u>(21,697)</u>
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	8,094,572	8,411,266	36,098	57,795
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$8,090,119</u>	<u>\$8,094,572</u>	<u>\$62,016</u>	<u>36,098</u>

SURREY HOMELESSNESS AND HOUSING SOCIETY



MEMBERS OF THE SOCIETY (5)
The Members appoint the Directors to the Board of Directors

CITY OF SURREY (Represented by Craig MacFarlane)	CITY MANAGER (Vince Lalonde)	GM, FINANCE & TECHNOLOGY (Kam Grewal, Acting)	MEMBER APPOINTED BY COUNCIL (Randy Heed, Director)	MEMBER APPOINTED BY COUNCIL (Marilyn Herrmann, Director)
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BOARD OF DIRECTORS (11)

STEPHEN CASSON	RUSS FROESE	RANDY HEED	MARILYN HERRMANN	BERYL KIRK
SANDY McLEOD	PUNEET SANDHAR	DAVID PEL	JUDY VILLENEUVE City Councillor	DAVE WOODS City Councillor
		CAROLYN COLWELL		