

NO: R110

COUNCIL DATE: May 28, 2018

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **May 22, 2018**
FROM: **City Solicitor** FILE: **0360-20-01**
SUBJECT: **Surrey Homelessness and Housing Society – 2018 Annual General Meeting**

RECOMMENDATION

The Legal Services Division recommends that Council:

1. Receive this report for information;
2. Receive the Notice of Annual General Meeting (the "Notice") for the Surrey Homelessness and Housing Society's (the "Society") 2018 Annual General Meeting ("AGM") and Agenda, a copy of which is attached as Appendix "I" to this report;
3. Authorize the Deputy 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 below and in the Notice of Annual General Meeting:
 - a) Agenda;
 - b) Approve the minutes of June 16, 2017 Annual General Meeting;
 - c) Approve the Financial Statements of the Society for the year ended December 31, 2017;
 - d) Receive the 'Report of Directors' to members; and
 - e) Approve the appointment of Directors for a one year term.

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 2018 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 two members appointed by Council. The structure of the Society is set out in Appendix "II".

It is a requirement of the *Societies 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, 2018. The City has received a Notice that the AGM for the Society will be held on June 27, 2018, at 2:00PM.

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 AGM of the Society is stipulated in the *Societies 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. As the City Solicitor position will be vacant at the date of the 2018 AGM, it is recommended that the Deputy City Solicitor attend as Council's representative.
2. The directors of the Society have appointed the Deputy City Solicitor as Secretary of the Society and the City's General Manager, Finance as the Treasurer of the Society.
3. The financial statements for the Society for the period from January 1, 2017 to December 31, 2017 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.

SUSTAINABILITY CONSIDERATIONS

Surrey Homelessness and Housing Society supports the overall objectives of the City's Sustainability Charter 2.0, as related to the themes of Inclusion, Built Environment and Neighbourhoods, and Health and Wellness.

Specifically, the Surrey Homelessness and Housing Society supports the following desired outcomes ("DO") and strategic Directions ("SD"):

- Housing DO12: Everyone in Surrey has a place to call home.
- Housing DO13: Appropriate and affordable housing is available to meet the needs of all households in Surrey.
- Housing DO14: Supports are available to enable all people to live as independently as possible in the community.
- Poverty Reduction DO8: No individuals or families in Surrey live in poverty.
- Housing SD9: Facilitate the development of shelter facilities and supportive housing as outlined in the Master Plan for Housing the Homeless in Surrey.
- Housing SD10: Increase and maintain the supply of affordable and appropriate rental housing across all Surrey communities.

- Housing SD11: Ensure development of a variety of housing types to support people at all stages of life.
- Neighbourhoods and Urban Design DO8: The built environment enhances quality of life, happiness and well-being.
- Buildings and Sites SD15: Provide greater multi-family housing choice, and options for affordability and accessibility.
- Wellness and Recreation DO8: Residents feel a sense of belonging and connectedness, and have opportunities for social interaction in their neighbourhoods and community.
- Health Services and Programs SD3: Work collaboratively to improve the continuum of mental health programs and services.

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 2018 Annual General Meeting and Agenda, a copy of which is attached as Appendix "I" to this report;
- Authorize the Deputy 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:
 - a) Agenda;
 - b) Approve the minutes of June 16, 2017 Annual General Meeting;
 - c) Approve the Financial Statements of the Society for the year ended December 31, 2017;
 - d) Receive the 'Report of Directors' to members; and
 - e) Approve the appointment of Directors for a one year term.

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 27, 2018

TIME 2:00PM -3:00PM

Surrey City Hall

13450 – 104 Avenue, Surrey, BC

ROOM – 5E 10.1 Councillors Boardroom, 5th Floor

Agenda

Item	Action	Responsibility
1. Agenda	Approve	J. Villeneuve, Chair
2. Approval of Minutes of June 16, 2017 Annual General Meeting	Approve	K. Rayter Secretary
3. Financial Statements for Year ended December 31, 2017	Approve	K. Grewal, Treasurer
4. Report of Directors to Members	Approve	J. Villeneuve, Chair
5. Appointment of Directors	Approve	K. Rayter, Secretary
6. Adjournment		J. Villeneuve, Chair

Item 2: Minutes of previous AGM

The minutes of the June 16, 2017 Annual General Meeting are attached.

Recommendation: That the members accept the Minutes of the 2017 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, 2017 to December 31, 2017 are approved. 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, 2017 to December 31, 2017.

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:

Erika Bell
Stephen Casson
Carolyn Colwell
Russ Froese
Randy Heed
Archie Johnston
Beryl Kirk
Sandy McLeod
David Pel
Puneet Sandhar
Judy Villeneuve, City Councillor
Dave Woods, City Councillor

Item 6: Adjournment

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

June 16, 2017

10:00 a.m. – 11:00 a.m.

Surrey City Hall

13450 – 104 Avenue, Surrey, BC

Executive Boardroom Room - 6E.00.01

MINUTES

Members in Attendance:

Marilyn Herrmann, Director

Randy Heed, Director

Craig MacFarlane, City Solicitor, City of Surrey,

Kam Grewal, GM, Finance & Technology, City of Surrey

Members Absent:

Vince Lalonde, City Manager, 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

Vera LeFranc, Surrey Homelessness & Housing Society, Vancity

1. Agenda

Agenda as circulated was approved.

2. Approval of Minutes of June 24, 2016 Annual General Meeting

Resolved: That the members approve the minutes of the June 24, 2016 annual general meeting as circulated.

3. Financial Statements for the Year Ended December 31, 2016

The unaudited financial statements for the period January 1, 2016 to December 31, 2016 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, 2016 to December 31, 2016.

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 2016 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
Carolyn Colwell
Russ Froese
Randy Heed
Beryl Kirk
Sandy McLeod
David Pel
Puneet Sandhar
Judy Villeneuve, City Councillor
Dave Woods, City Councillor

6. Adjournment

Surrey Homelessness and Housing Society

Financial Statements (Unaudited)

Year Ended December 31, 2017

Surrey Homelessness and Housing Society
Statement of Financial Position

As at December 31, 2017, with comparative figures for 2016

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2017	2016	2017	2016
FINANCIAL ASSETS				
Cash and cash equivalents	\$143,641	\$8,090,119	\$101,482	\$62,016
Accounts receivable ¹	250,000	-	-	-
Investments ²	7,260,564	-	-	-
	<u>7,654,205</u>	<u>8,090,119</u>	<u>101,482</u>	<u>62,016</u>
LIABILITIES AND SURPLUS				
Accounts payable	203,232	210,759	-	-
Surplus	7,450,974	7,879,360	101,482	62,016
	<u>7,654,205</u>	<u>8,090,119</u>	<u>101,482</u>	<u>62,016</u>
	<u>\$7,654,205</u>	<u>\$8,090,119</u>	<u>\$101,482</u>	<u>\$62,016</u>

¹ Five year non interest bearing loan to Atira repayable on demand or on May 3, 2022.

² Investments include a diversified portfolio of fixed income and equity securities held by the SHHS for the purpose of supporting programs and projects related to reducing homelessness and increasing access to safe and affordable housing in Surrey. Prior to 2017 the investments were recorded in the Cash and cash equivalent, the portfolio value at December 31, 2016 was \$7,928,103.

Surrey Homelessness and Housing Society
Statement of Financial Activities

Year Ended December 31, 2017, with comparative figures for 2016

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2017	2016	2017	2016
REVENUE				
Grants/Donations	\$35,237	\$106,399	\$ 107,651	\$ 123,756
Interest revenue	240,887	269,514	69	
	<u>276,125</u>	<u>375,913</u>	<u>\$ 107,720</u>	<u>\$ 123,756</u>
EXPENDITURES				
Administrative fees	115,092	112,029	-	-
Grants	407,481	294,700	-	-
Marketing	65,596	40,848	28,316	35,222
Services - consulting/professional	106,600	50,992	36,049	52,402
Supplies, materials and sundry	9,742	10,052	3,888	10,214
Training and professional development	-	-	-	-
	<u>704,511</u>	<u>508,620</u>	<u>68,254</u>	<u>97,838</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(428,386)	(132,707)	39,466	25,918
SURPLUS, BEGINNING OF YEAR	7,879,360	8,012,066	62,016	36,098
SURPLUS, END OF YEAR	<u>\$7,450,974</u>	<u>\$7,879,360</u>	<u>\$ 101,482</u>	<u>\$62,016</u>

Surrey Homelessness and Housing Society
Statement of Changes in Financial Position

Year Ended December 31, 2017, with comparative figures for 2016

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2017	2016	2017	2016
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-\$ 428,386	-\$ 132,707	\$ 39,466	\$ 25,918
CASH IN NON-CASH OPERATING WORKING CAPITAL:				
Accounts receivable	(250,000)	-	-	-
Investments	(7,260,564)	-	-	-
Accounts payable	(7,528)	128,254	-	-
CHANGE IN CASH	(7,946,478)	(4,453)	39,466	25,918
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	8,090,119	8,094,572	62,016	36,098
CASH AND CASH EQUIVALENTS, END OF YEAR	143,641	\$ 8,090,119	\$101,482	\$ 62,016

