

NO: R093

COUNCIL DATE: May 27, 2019

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **May 22, 2019**

FROM: **Assistant City Solicitor**

FILE: **0360-20-01**

SUBJECT: **Surrey Homelessness and Housing Society – 2019 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") 2019 Annual General Meeting ("AGM") and Agenda, a copy of which is attached as Appendix "I" to this report;
3. Authorize the Assistant 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 27, 2018 Annual General Meeting;
 - c) Approve the Financial Statements of the Society for the year ended December 31, 2018;
 - 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 2019 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 five (5) 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, 2019. The City has received a Notice that the AGM for the Society will be held on June 25, 2019, at 9:30 a.m.

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. The directors of the Society have appointed the Assistant City Solicitor as Corporate Secretary of the Society and the City's General Manager, Finance as the Treasurer of the Society.
2. In prior years, City Council appointed the City Solicitor as Council's representative to the AGM given his role as Corporate Secretary of the Society. As the Assistant City Solicitor is currently the Corporate Secretary of the Society, it is recommended that the Assistant City Solicitor attend the AGM as Council's representative.
3. The financial statements for the Society for the period from January 1, 2018 to December 31, 2018 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.
- 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 2019 Annual General Meeting and Agenda, a copy of which is attached as Appendix "I" to this report;
- Authorize the Assistant 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 27, 2018 Annual General Meeting;
 - c) Approve the Financial Statements of the Society for the year ended December 31, 2018;
 - d) Receive the 'Report of Directors' to members; and
 - e) Approve the appointment of Directors for a one year term.

KELLY RAYTER
Assistant 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 25, 2019

TIME 9:30AM – 10:30AM

Surrey City Hall

13450 – 104 Avenue, Surrey, BC

ROOM – 5E 10.1 Councillors Boardroom, 5th Floor

Agenda

Item	Action	Responsibility
1. Agenda	Approve	B. Locke, Chair
2. Approval of Minutes of June 27, 2018 Annual General Meeting	Approve	K. Rayter Secretary
3. Financial Statements for Year ended December 31, 2018	Approve	K. Grewal, Treasurer
4. Report of Directors to Members	Approve	B. Locke, Chair
5. Appointment of Directors	Approve	K. Rayter, Secretary
6. Adjournment		B. Locke, Chair

Item 2: Minutes of previous AGM

The minutes of the June 27, 2018 Annual General Meeting are attached.

Recommendation: That the members accept the Minutes of the 2018 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, 2018 to December 31, 2018 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, 2018 to December 31, 2018.

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
Carolyn Colwell
Russ Froese
Randy Heed
Archie Johnston
Beryl Kirk
Sandy McLeod
Scott Nicoll
David Pel
Puneet Sandhar
Brenda Locke, City Councillor

Item 6: Adjournment

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

June 27, 2018

2:00 p.m.

Surrey City Hall

13450 – 104 Avenue, Surrey, BC

Councillor's Boardroom – 5E.00.01

MINUTES

Members in Attendance:

City of Surrey as represented by Kelly Rayter, Assistant City Solicitor
Kam Grewal, GM, Finance & Technology, City of Surrey
Randy Heed, Director, Surrey Homelessness & Housing Society
Vince Lalonde, City Manager, City of Surrey
David Pel, Surrey Homelessness & Housing Society

Members Absent:

None

Present by Invitation:

Judy Villeneuve, President, Surrey Homelessness & Housing Society
Dave Woods, Director, Surrey Homelessness & Housing Society
Karandeep Pandher, Finance Cash Manager, City of Surrey
Letizia Romei, Surrey Homelessness & Housing Society, Vancity

1. Agenda

Agenda as circulated was approved.

2. Approval of Minutes of June 16, 2017 Annual General Meeting

Resolved: That the members approve the minutes of the June 16, 2017 Annual General Meeting as circulated.

3. Financial Statements for the Year Ended December 31, 2017

The unaudited financial statements for the period January 1, 2017 to December 31, 2017 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, 2017 to December 31, 2017.

4. Report of Directors to Members

Judy Villeneuve, the President of the Board of Directors, presented the 2017 Report of Activities for the Society, a copy of which is attached to these minutes. The President noted that the Society is excited to be moving in a new direction with the consideration of its own capital project. She thanked Randy Heed for all of his work on this initiative. The President also expressed her thanks to all of the Board members for their service.

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:

Erika Bell
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, 2018

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

As at December 31, 2018, with comparative figures for 2017

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2018	2017	2018	2017
FINANCIAL ASSETS				
Cash and cash equivalents	\$187,378	\$143,641	\$117,648	\$101,482
Accounts receivable	284,434	250,000	-	-
Investments	6,516,806	7,260,564	-	-
Land	34,338	-	12,813	-
	<hr/> 7,022,956	7,654,205	<hr/> 130,460	101,482
LIABILITIES AND SURPLUS				
Accounts payable	970,022	203,232	-	-
Surplus	6,052,934	7,450,974	130,460	101,482
	<hr/> 7,022,956	7,654,205	<hr/> 130,460	101,482
	<hr/> \$7,022,956	\$7,654,205	<hr/> \$130,460	\$101,482

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

Year Ended December 31, 2018, with comparative figures for 2017

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2018	2017	2018	2017
REVENUE				
Grants/Donations	\$128,776	\$35,237	\$310,814	\$107,651
Interest revenue	282,633	240,887	77	69
	411,409	276,125	310,891	107,720
EXPENDITURES				
Administrative fees	111,580	115,092	-	-
Grants	1,512,862	407,481	-	-
Marketing	88,689	65,596	127,607	28,316
Services - consulting/professional	86,206	106,600	139,157	36,049
Supplies, materials and sundry	10,112	9,742	15,148	3,888
Training and professional development	-	-	-	-
	1,809,449	704,511	281,912	68,254
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURE	(1,398,040)	(428,386)	28,978	39,466
SURPLUS, BEGINNING OF YEAR	7,450,974	7,879,360	101,482	62,016
SURPLUS, END OF YEAR	\$6,052,934	\$7,450,974	\$130,460	\$101,482

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

Year Ended December 31, 2018, with comparative figures for 2017

	Surrey Homelessness and Housing Fund (According to GAAP)		Registered Charity Information Return (According to Canada Revenue Agency)	
	2018	2017	2018	2017
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(\$1,398,040)	(\$428,386)	\$28,978	\$39,466
CASH IN NON-CASH OPERATING WORKING CAPITAL:				
Accounts receivable	(34,434)	(250,000)	-	-
Investments	743,758	(7,260,564)	-	-
Land	(34,338)	-	(12,813)	-
Accounts payable	766,790	(7,528)	-	-
CHANGE IN CASH	43,737	(7,946,478)	16,166	39,466
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	143,641	8,090,119	101,481	62,016
CASH AND CASH EQUIVALENTS, END OF YEAR	\$187,378	\$143,641	\$117,647	\$101,481

SURREY HOMELESSNESS AND HOUSING SOCIETY



MEMBERS OF THE SOCIETY (5)

The Members appoint the Directors to the Board of Directors

CITY OF SURREY
(Kelly Rayter, Corporate Secretary)

CITY MANAGER
(Vincent Lalonde)

GM, FINANCE
(Kam Grewal)

MEMBER APPOINTED BY COUNCIL
(Randy Heed, Director)

MEMBER APPOINTED BY COUNCIL
(David Pel, Director)



BOARD OF DIRECTORS (12)

ERIKA BELL

CAROLYN COLWELL

RUSS FROESE

RANDY HEED

ARCHIE JOHNSTON

BERYL KIRK

SANDY McLEOD

SCOTT NICOLL

DAVID PEL

PUNEET SANDHAR

BRENDA LOCKE
City Councillor

VACANT
City Councillor