





# Mission and Values

#### SPARC BC works with communities to build a just and healthy society for all.

#### OUR DEFINITION OF "JUST AND HEALTHY" IS BASED ON FIVE KEY PRINCIPLES:

**Equity:** The recognition that some individuals or groups require more or less than others to flourish, and that some individuals or groups are capable of contributing more to address deficiencies and promote fairness of distribution.

**Social Inclusion:** The recognition that both the rights and the opportunity to participate in and enjoy all aspects of human life enables individuals and communities to celebrate their diversity, and recognize and act on their responsibilities.

**Security:** The recognition that individuals and communities flourish when they have confidence in their surroundings as safe, supportive and stable environments.

**Adaptability:** The recognition that sustainability requires resilience for both individuals and communities, and the ability to respond creatively to change.

**Equality:** The recognition that increasing equality within society builds social cohesion, improves health, increases safety and security, and contributes to sustainable and vibrant communities.

## Values

#### OUR WORK IS FOUNDED ON THE FOLLOWING VALUES:

**Social Justice:** We strive for a just and healthy society in which social, economic, and environmental well-being are interdependent, through advocating for equality, fairness and dignity for all.

**Inclusion:** We are committed to achieving access and the full participation and engagement of all in our diverse society by fostering communication, leadership, partnership, and collaboration.

Integrity: We are independent, accountable, transparent and non-partisan.

**Learning:** We seek, develop and share knowledge and understanding which encourages citizen participation and informs innovative, effective planning and decision-making.

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## President's Message

t has been a tremendous privilege to serve as the President of SPARC BC for the past few years. I have seen the organization grow and change in many ways. However, no matter the changes, SPARC BC has always had an enduring commitment to the values of social justice, inclusion, integrity and learning, as well as a clear commitment to our mission of working together to build a more just and healthy society for all.

This Annual Report includes highlights of some of the key points of discussion that took place throughout the year and helps draw attention to the role that we can all play in our communities across B.C. through the services we provide and the programs we deliver.

This year, we had the opportunity to host a Social Development Forum as a way of celebrating 50 years of SPARC BC's history and our work with people and communities. This is a significant milestone in our history and it was wonderful to share it with friends both old and new. As we reflect on SPARC BC's history and look to the future, I often think about the words of Deryck Thomson, SPARC BC's founding Director and a great contributor to social justice in B.C. As Deryck observed:

"We are engaged in a noble profession with a significant past and a challenging future. While forces and events may swirl around us, our objectives have been the same – to develop the human condition while protecting its weakest from harm. The way in which we go about the task may differ, but the goal remains constant."

To me, this statement is as relevant today as it was when SPARC BC was first established.

In our work to support social justice, our Board has made a commitment to the advancement of Canadian reconciliation. We recognize the injustices of Canada's colonial past and the unacceptable legacies of this history, and we are resolved to helping create the changes that are called for by the Truth and Reconciliation Commission. In this direction, I am inspired by the vision of Chief Justice Murray Sinclair who led the Truth and Reconciliation Commission. When asked to offer advice for Canadians about the report and the calls to action, his response was:

"Read the calls to action, understand them as much as you can, select one, and see what you can do to make that call to action work."

I think everyone present today knows what this means and recognizes the important role of civil society in constantly working to advance positive change. It is these types of ideas and values that guide us in our daily endeavors and that have been instrumental in allowing us to continue to build new partnerships, new relationships and new pathways forward.

In terms of our work on accessibility and inclusion, I am pleased to report on our new motorcycle parking permit. Working with the Ministry of Transportation and Infrastructure and BC's

Accessibility Secretariat, SPARC BC developed a parking permit decal that can be placed on a motorcycle. The permit allows people with disabilities who ride motorcycles to park in designated parking spaces. This initiative is in response to a number of requests SPARC BC has received from permit holders who use their motorcycle as a regular form of transportation. The motorcycle parking permit is both a means of access and an important expression of the diverse abilities of people with disabilities. It helps us remember the ongoing work of making our communities accessible for everyone.

Over the past couple of years, SPARC BC has also helped improve food security for many children living in low income families in B.C. and across Canada. Through our partnership with Farm to Cafeteria Canada, we have recently undertaken evaluations of our shared efforts and have learned that our collective work has facilitated access to local healthy food for 700,000 students in over 1,000 schools. These types of developments in our schools and communities are inspiring and help us see that working together is the main ingredient for positive social justice and health outcomes.

When we look at the different roles which we play in our communities, we know that "a just and healthy society" is one where seniors do not have to worry about their future, and where children do not have to go to bed hungry. It is a world where parents are able to give their families the kind of time and support needed to be able to grow and realize their full potential.

As you know, my term as President will come to an end following this Annual Board meeting. I hope that during my term, I have been able to make a positive impact on both the current and future of SPARC BC. My journey in leading the SPARC BC Board of Directors wasn't done alone. I was accompanied by a team of dynamic individuals who shared in our successes and learned from our challenges. I would be remiss if I did not also recognize the dedication our management and staff at SPARC BC, who help advance our mission of a just and healthy society for all each day.

Finally, I would like to recognize the significant role that our members and donors play in enabling us to advance our mission-driven work in the areas of accessibility and inclusion, income security, poverty reduction as well as community development, education and outreach. We would not be the thriving organization we are today without your strong continued support.

Thank you for choosing to support SPARC BC and for being part of our journey!

P. Jane

Steve Harvard President, SPARC BC

## Message from the Executive Director

#### At its very essence, SPARC BC is about people, planning and positive change.

This year was a significant milestone in SPARC BC's history. As an organization, SPARC BC has been around for almost half a century! This Annual Report shared some of the highlights and key reflections arising from our Social Development Forum which was held on March 23, 2017 to celebrate this significant milestone in SPARC BC's history.



Annual Report 2016/2017













Annual Report 2016/2017



# DR.JOHN FRIEDMAN





## In Memorium 1926-2017









# TABLE DISCUSSIONS



Annual Report 2016/2017







## The Deryck Thomson Award

The Deryck Thomson Award is named after one of SPARC BC's founding Directors. The Award is given annually to nominated individuals and organizations who share SPARC BC's values and commitment to building a just and healthy society for all and who have made a significant contribution to social planning and social justice in BC. Every year, SPARC BC receives many nominations for the Award, and there is terrific work being done throughout the Province.

Individuals and organizations that will be considered for the Deryck Thomson Award include those who have contributed to:

- Building or enhancing community capacity and community well-being and supporting innovation contributing to positive change for people and communities;
- Advocating for equity, fairness, and dignity for all through inclusion, integrity and learning.
- Advancing policies or initiatives that integrate social, cultural, economic, and environmental planning, decision-making and action;
- Advocating for improved social policies and programs;
- Ensuring that those who are most affected by the decisions have a voice in determining and implementing policies and programs that impact them and their families;
- Raising public awareness and consciousness about the importance of social and community wellbeing.

#### 2016/2017 Deryck Thomson Award Nominee

It has been our practice in the past to announce the successful nominee for the Deryck Thomson Award for the current year as part of our Annual General Meeting. To this end, I am pleased to announce that the SPARC BC Board of Directors has selected the **West Coast Women's Legal Education and Action Fund** for the 2016/2017 Deryck Thomson Award. West Coast Women's Legal Education and Action Fund (LEAF) has been working to end discrimination against women since 1983. It is the first and only organization in BC dedicated to promoting women's equality through the law. In partnership with UBC's Allard School of Law, West Coast LEAF launched an independent community legal clinic called Rise Women's Legal Centre. Rise provides women-centered legal services to women engaged in family law and child protection disputes. West Coast LEAF pursues its goal to advocate equity, fairness and dignity for all through equality rights litigation, law reform and public legal education. By nominating West Coast LEAF for the Deryck Thomson Award, SPARC BC wants to recognize their vision for a society in which women are full participants in all social, economic, and political activities; their pursuit of substantive equality, an approach that recognizes and celebrates differences ensures that historically disadvantaged people can actively participate in society and access justice.

### AGENDA

SPARC BC 2016/2017 ANNUAL GENERAL MEETING

4445 Norfolk Street, Burnaby, BC

June 23, 2017 6:30 p.m.

- 1. Call to Order
- 2. Minutes from the 2015/2016 AGM, June 17, 2016
- 3. President's Report
- 4. Treasurer's Report
- 5. Presentation of the Audited Financial Statements -2016/2017
- 6. Appointment of the Auditors for 2017/2018
- 7. Report from the Governance Committee on Changes to SPARC BC's Constitution and Bylaws
- 8. Election of Directors
- 9. Message from the Executive Director
- 10. Adjournment

## MINUTES

SPARC BC Annual General Meeting 2015/2016

4445 Norfolk Street, Burnaby BC June 17, 2016

#### 1. Call to Order

The President called the meeting to order.

#### 2. Minutes from the Annual General Meeting, June 19, 2015

The President referred members to the Annual Report and requested a motion to adopt the minutes from the previous Annual General Meeting that was held at the SPARC BC offices at 4445 Norfolk Street on June 19, 2015.

#### Motion:

That the minutes from the Annual General Meeting held on June 19, 2015 be approved.

MOVED: Steve Harvard, SECONDED: Marilyn Belak, All in Favour: CARRIED.

#### 3. President's Report

The President referred members to the President's Report and shared some reflections about the past year. The President also made a special point to recognize the generosity and support of SPARC BC's membership and donor base and noted that it is this generosity and support that helps to keep SPARC BC's programs strong. The President also noted that this support is integral to our success in advancing our mission of working together to build a more just and healthy society for all.

#### Motion:

That the President's Report be adopted.

MOVED: Steve Harvard, SECONDED: Linda Locke, All in Favour: CARRIED.

#### 4. Treasurer's Report

The Treasurer (Hugh Kellas) provided highlights from the Treasurer's Report. Hugh noted that it was a year of mixed financial results and that while revenue for 2015/2016 was up from the previous year, expenses were up as well. Hugh noted that SPARC BC ended the year with an operating deficit of \$140,775. Hugh noted that overall SPARC BC's financial position remains relatively strong. Hugh also wanted to recognize the significant financial support that we receive from our members and donors and the role that it plays in helping to enable SPARC BC to advance its mission driven-work.

#### Motion:

That the Treasurer's Report as presented in the Annual Report be adopted.

MOVED: Hugh Kellas, SECONDED: Linda Locke, All in Favour: CARRIED.

#### 5. Presentation of the Audited Financial Statements - 2015/2016

Hugh Kellas referred members to the Audited Financial Statements and called for a motion that 2015/2016 Audited Financial Statements as presented be adopted.

#### Motion:

That the Audited Financial Statements for 2015/2016 as presented be adopted.

MOVED: Hugh Kellas, SECONDED: Nate Bello, All in Favour: CARRIED.

#### 6. Appointment of the Auditors for 2016/2017

Hugh noted that KPMG provided external auditing services for SPARC BC in 2015/2016 and recommended that KPMG be reappointed to serve as SPARC BC's external auditors for 2016/2017.

#### Motion:

That KPMG be appointed as the external auditors for SPARC BC for 2016/2017.

MOVED: Hugh Kellas, SECONDED: Linda Locke, All in Favour: CARRIED.

#### 7. Election of Directors

Marilyn Belak, the Chair of the Nominations Committee provided a short report from the Nominations Committee. In presenting this report, Marilyn noted that:

The bylaws establish that the Board of Directors shall have a minimum of eight (8) and a maximum of fifteen (15) Directors with the ideal number being set at twelve (12).

The bylaws also establish that the Board of Directors should represent the geographic and social diversity that is characteristic of the province.

In presenting the report from the Nominations Committee, the Chair noted that there are three (3) Directors whose terms and ending and who will be standing for re-election. This includes **Nate Bello**, **Linda Locke**, and **Sharlene Frank**. Taking this into consideration, the Nominations Committee is recommending that:

- 1. Nate Bello and Linda Locke whose term is ending in 2016 will stand for re-election for an additional two (2) year term ending in June 2018, at which time they will have served their full nine (9) year term on the SPARC BC Board of Directors;
- 2. Sharlene Frank whose term is ending in June 2016 will stand for re-election for an additional three (3) year term ending in June 2019.

The Committee also noted that **Steve Harvard** will have served his full nine (9) year term on the SPARC BC Board of Directors in June 2017 but that his current term is not up until June 2018. Taking this into consideration, the Committee is recommending that Steve Harvard be nominated to stand for re-election to serve for a one (1) year term ending in June 2017.

The Chair of the Nominations Committee also introduced three (3) new Directors who were nominated to stand for election to the SPARC BC Board of Directors. This includes **Bev Onischak** who has been nominated to serve on the SPARC BC Board of Directors for a one (1) year term ending in June 2017 as well as **Steve Dooley** and **Manpreet Grewal** who have been nominated to serve on the SPARC BC Board of Directors for a three (3) year term ending in June 2019. Marilyn noted that information on the background and experience of the Directors who will be serving on the Board can be found in the report from the Nominations Committee. The Chair of the Nominations Committee made the following motion:

#### Motion:

The Nominations Committee is recommending that:

- (a) **Nate Bello** and **Linda Locke** whose term is ending be re-elected to serve for an additional two year term ending in June 2018;
- (b) **Sharlene Frank** whose term is ending, be re-elected to serve for an additional three year term ending in June 2019;
- (c) Steve Harvard who will have served his full nine (9) year term on the SPARC BC Board of Directors in June 2017, be re-elected to serve for a one year term ending in June 2017;
- (d) **Bev Onischak** be appointed to serve on the SPARC BC Board of Directors for a one year term, ending in June 2017;
- (e) **Manpreet Grewal** and **Steve Dooley** be appointed to serve on the SPARC BC's Board of Directors for a three (3) year term ending in June 2019;

MOVED: Marilyn Belak, SECONDED: Cameron Gray, All in Favour: CARRIED.

#### 8. Message from the Executive Director

The President asked Lorraine Copas (Executive Director) to share some reflections about the past year. Lorraine provided highlights for the year and spoke about the dedication and commitment of staff. Lorraine also thanked the Board for their support and direction. Lorraine also thanked our members and donors for their generosity and support and closed by saying that it is both an honour and privilege to continue to lead the day-to-day activities of SPARC BC.

#### 9. Adjournment

The President asked for a motion to adjourn.

#### Motion:

That the 2015/2016 Annual General Meeting be adjourned.

MOVED: Hugh Kellas, SECONDED: Linda Locke, All in Favour: CARRIED.

## Treasurer's Report

I would like to present the Treasurer's Report for 2016/2017. SPARC BC operates through a social enterprise model where any income generated through our Parking Permit and Research and Consulting programs is reinvested in keeping our programs and services strong. Essential to SPARC BC`s financial well-being, however, is the very significant support we receive from our members and donors which enables mission-driven work in the areas of accessibility and inclusion, social policy research and advocacy, and community development education and outreach.

SPARC BC had a successful 50th financial year. The unintentional deficit in 2015/2016 catalyzed a process of internal reflection as we worked through and strengthened each area of SPARC BC`s social enterprises and programs. I am happy to report that those efforts have come to fruition and we have closed our year with the strongest revenues SPARC BC has ever reported and a positive bottom line of \$155,485.



Revenues for 2016/2017 were \$2,291,462, exceeding the annual target by \$214,462. As you can see in the graph below, revenues have been trending up in recent years:

Revenue is largely comprised of three areas - the Parking Permit Program for People with Disabilities, Membership and Donations, and Research and Consulting projects. The following graph shows each area's contribution to overall revenue this year:



#### **Revenue Composition 2016/2017**

The Parking Permit Program represents 48% of SPARC BC's revenue, a total of \$1,096,771. SPARC BC issued 50,586 permits in 2016/2017, up from 49,000 the prior year. Issued permits are either permanent (86%), temporary (13%) or organizational (1%). We also started issuing motorcycle permits in 2016/2017, after a number of requests were received from permit holders looking for this service. This revenue not only enables SPARC BC to administer the Parking Permit Program for people who depend on the service, it also supports our Accessibility and Enforcement line and our work on accessibility and inclusion in communities.

Memberships and donations play a critical role in supporting our work across BC. SPARC BC is fortunate to have the generous support of a broad membership and donor base who share our vision of a just and healthy society for all. In 2016/2017 contributions totaled \$700,764, 31% of our revenue. Campaigns in June and December generated \$149,565 of this total and supported specific mission-driven work, such as comfort kits for the homeless in December. As a non-profit society and federally-registered charity, we rely on the support of our members and donors to advance our work in the area of accessibility and inclusion, income security and poverty reduction, community development education and outreach, as well as social policy research and advocacy. The generosity of our members and donors keeps our programs strong and makes a real difference in the lives of people and communities.

Research and Consulting remains strong with revenue of \$376,703, representing 16% of the revenue recorded in 2016/2017. The research and consulting team worked with over 60 projects in 2016/2017 and distributed over \$830,000 to the community through the administration of grant programs and other initiatives.

SPARC BC's annual operating expenditures were \$2,135,977. This is \$58,977 (2.8%) above the budgeted amount. Significant attention was paid to the daily operating expenses at SPARC BC to ensure the organization continued to streamline costs and realize efficiencies.

I want to conclude this report by thanking all of our members, donors and staff for a productive and successful 50th year at SPARC BC. Similarly, I would like to thank the BC government for the assistance provided through the BC Community Gaming Grant which supports our work in the area of accessibility and inclusion and community development education and outreach.

On behalf of the other members of the Finance and Audit Committee and the SPARC BC Board of Directors, I would like to thank everyone who has contributed to the accomplishments highlighted in this report and look forward to continued success in 2017/2018.

Wyh Kellos

Hugh Kellas Treasurer

## Report from the Governance Committee

Like all non-profit societies in British Columbia, SPARC BC is required to revise its Constitution and Bylaws so they conform to the Province's new Societies Act. Societies have until November 28, 2018, to implement the changes, however the Governance Committee felt that it was important to begin the work this year in order to ensure that we were able to meet all of the requirements. Taking this into consideration, the Governance Committee has prepared the following special resolution for consideration by the memberships

BE IT RESOLVED, AS A SPECIAL RESOLUTION, that the Directors of the Society are hereby authorized and directed to submit a transition application for the Society with the British Columbia Registrar of Companies' Office pursuant to the Societies Act, under which:

- (a) the constitution of the Society will consist of the current section 1 (name) and current section 2 (purposes) of the constitution, and all other sections of the current constitution will be moved to the bylaws of the Society; and
- (b) the Bylaws of the Society for the purposes of the transition will consist of the current Bylaws of the Society together with the former sections of the constitution which have been moved to the Bylaws in accordance with the preceding resolution,

(The "Transition")

BE IT RESOLVED AS A SPECIAL RESOLUTION of the Society that the following special resolution is hereby passed, subject to the condition that the Transition is completed, such that the following special resolution will be effective upon completion of the Transition without further act by the members of the Society:

"BE IT RESOLVED, AS A SPECIAL RESOLUTION, that the existing Bylaws of the Society are hereby cancelled in their entirety and that the Bylaws as set out in Schedule "A" on pages 37 to 52, are hereby adopted as the Bylaws of the Society."

The revised Constitution and Bylaws are included as part of this Annual Report along with an explanation of the changes that have been proposed.

#### **EXPLANATION OF PROPOSED SPECIAL RESOLUTION**

Proposed Changes to SPARC BC's Bylaws:

The proposed changes to the SPARC BC's Constitution and Bylaws seek the permission of the membership to implement the changes need to bring SPARC BC's Constitution and Bylaws into alignment with the changes required under the new Societies Act. Under the new Act, societies are required to relocate all of the provisions which were formerly part of their constitution (other than the society name and purposes) to their bylaws, so the proposed resolution reflects this requirement.

Immediately after the Transition is completed, it is proposed that the Bylaws be replaced with a new set of Bylaws which have been revised to conform with the new Societies Act (and which incorporate certain additional flexibilities allowed under the new Act, such as a mechanism for holding electronic meetings of members and directors). A complete copy of the proposed new Bylaws is set out in Schedule "A" on pages 37 to 52.

As special resolutions, these resolutions require the approval of a majority of not less than 75% of the votes of those members of the Society who are entitled to do so and who vote in person at the meeting.

Proposed Changes to SPARC BC's Constitution:

The proposed changes under the new Societies Act require that some of the provisions normally contained in the Constitution to be relocated to the Bylaws. The amended Constitution is included as part of this Annual Report with the proposed changes to be considered by the membership through a special resolution.

#### **Recommendation:**

BE IT RESOLVED, AS A SPECIAL RESOLUTION, that the Directors of the Society are hereby authorized and directed to submit a transition application for the Society with the British Columbia Registrar of Companies' Office pursuant to the Societies Act, under which:

- (c) the constitution of the Society will consist of the current section 1 (name) and current section 2 (purposes) of the constitution, and all other sections of the current constitution will be moved to the bylaws of the Society; and
- (d) the Bylaws of the Society for the purposes of the transition will consist of the current Bylaws of the Society together with the former sections of the constitution which have been moved to the Bylaws in accordance with the preceding resolution,

(The "Transition")

BE IT RESOLVED AS A SPECIAL RESOLUTION of the Society that the following special resolution is hereby passed, subject to the condition that the Transition is completed, such that the following special resolution will be effective upon completion of the Transition without further act by the members of the Society:

"BE IT RESOLVED, AS A SPECIAL RESOLUTION, that the existing Bylaws of the Society are hereby cancelled in their entirety and that the Bylaws as set out in Schedule "A" on pages 37 to 52, are hereby adopted as the Bylaws of the Society."

## Report from the Nominations Committee

The Bylaws establish that the Board of Directors shall have a minimum of eight (8) and a maximum of fifteen (15) Directors with the ideal number being set at twelve (12).

The Bylaws also establish that the Board of Directors should represent the geographic and social diversity that is characteristic of the province.

The following provides information on the current structure and composition of the Board of Directors including those members whose terms are ending and those who are standing for re-election.

The Nominations Committee notes that there are five (5) Directors whose terms are ending in June 2017 – **Steve Harvard**, **Cameron Gray**, **Marilyn Belak**, **Christene Walsh** and **Bev Onischak**.

Of these Directors, the Nominations Committee is recommending that **Cameron Gray**, **Marilyn Belak**, **Christene Walsh** and **Bev Onischak** be re-elected to serve for an additional three (3) year term ending in June 2020.

The Nominations Committee would also like to recognize the contribution of **Steve Harvard** who has reached the end of his nine (9) year term and who will be leaving the Board.

To fill the vacancy created by the departure of **Steve Harvard**, the Nominations Committee completed a recruitment process. Through this process, the Committee has identified **Angela Towle** (Vancouver) as a potential candidate to serve on SPARC BC's Board of Directors.

Information about Angela's background and history in working with SPARC BC can be found at the back of this report. Based on their review, the Committee is recommending that **Angela Towle** be nominated to serve on the SPARC BC Board of Directors for a three (3) year term ending in June 2020.

#### **Recommendations:**

The Nominations Committee is recommending that:

- (a) Cameron Gray, Marilyn Belak, Christene Walsh and Bev Onischak be re-elected to serve for an additional three year term ending in June 2020;
- (b) Angela Towle be nominated to serve on the SPARC BC Board of Directors for a three (3) year term ending in June 2020.

#### The Proposed Structure and Composition of SPARC BC's Board of Directors:

Based on the recommendations, put forward in this report, the following reflects the proposed structure and composition for the SPARC BC Board of Directors for 2017/2018:

The following Directors will continue to serve their current terms ending in June 2018:

Hugh Kellas	Lantzville	Director since 2012	Term expiring 2018
Susan Jensen	Prince George	Director since 2015	Term expiring 2018
Nate Bello	Nanaimo	Director since 2009	Term expiring 2018
Linda Locke	Hazelton	Director since 2009	Term expiring 2018

The following Directors will continue to serve their current terms ending in June 2019:

Sharlene Frank	West Vancouver	Director since 2013	Term expiring 2019
Manpreet Grewal	Prince George	Director since 2016	Term expiring 2019
Stephen Dooley	Surrey	Director since 2016	Term expiring 2019

The following Directors, whose terms are expiring in June 2017, have been nominated to serve for an additional three (3) year term ending in June 2020:

Marilyn Belak	Dawson Creek	Director since 2012	Term expiring 2020
Cameron Gray	Vancouver	Director since 2011	Term expiring 2020
Bev Onischak	Castlegar	Director since 2016	Term expiring 2020
Christene Walsh	Kelowna	Director since 2014	Term expiring 2020

As well, the Nomination Committee would like to nominate **Angela Towle** to serve on the SPARC BC Board of Directors for a three (3) year term ending in June 2020.

Angela Towle Va	ncouver Nominated	Term expiring 2020
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#### Background Information About the Directors Serving on SPARC BC's Board of Directors

The following provides additional background information about each of the Directors who have been nominated for election or re-election to the Board:

#### Marilyn Belak, Dawson Creek, BC

Marilyn joined the SPARC BC Board of Directors in 2012. She is a retired Community Care RN, past Hospice and Palliative Care coordinator and was a City Councilor in Dawson Creek from 2002 to 2011 including interim Mayor in 2008. On Council she championed the multi-award winning "Sustainable Dawson Creek" initiatives which included building the City's Official Community Plan around a Social Plan (in consultation with SPARC BC). As a Council liaison, she collaborated to establish the Dawson Creek Housing Committee for cold-shelter strategies, baselining homelessness and mapping housing needs. As past Chair of both the Peace Liard Regional Land Assessment Panel and the BC Employment and Assistance Review Panel, Marilyn is familiar with common law, tribunal procedure and socioeconomic issues of north eastern BC. She is the recipient of many awards including: 2005 "Today's Woman Award" for "Woman of the Year, Impact and Influence in Northern BC", several local Civic Leader citations and proudly displays 3 "misbehaving women" trophies and 2 Aurora awards. Marilyn works toward a just society within a sustainable eco-system.

#### Nate Bello, Nanaimo, BC

Nate joined the SPARC BC Board of Directors in 2009 and has served on the Nominations and Governance Committees. Nate has also served as a Vice President since 2013. Nate is dedicated to community sustainability and has a long history of community involvement. Nate was a founding member of the Quesnel Multicultural Society, a member and Vice-Chair for the University of Northern British Columbia, Chair of the North Cariboo Post-Secondary Education Council, Treasurer of the Quesnel Principals and Vice-Principals Association and a director of the Quesnel Community and Economic Development Corporation. Nate also served two terms as the Mayor of Quesnel and three terms as a Councilor on Quesnel City Council. As Mayor, Nate was a founding member of the Cariboo Chilcotin Beetle Action Coalition and served on the Northern Development Initiative Trust.

#### Stephen Dooley, White Rock, BC

Steve Dooley is the Executive Director for Simon Fraser University, Surrey Campus. Through the course of his career, Steve has worked on a number of projects with SPARC BC and is a champion of community engagement and community-based research. Steve has an extensive background in research and education including significant experience in community development and community building. Steve has a passion for supporting experiential learning and encourages students to become humble learners as they work to engage as volunteers and as members of civil society. While providing instruction in criminology and sociology at Kwantlen Polytechnic University, Steve created CIR:CLE (The Centre for Interdisciplinary Research: Community Learning and Engagement. Through CIR:CLE, Steve led a range of evaluation projects for the Surrey School District. Steve also worked with SPARC BC and other key partners on the development of the City of Surrey's first ever poverty reduction plan.

#### Sharlene Frank, Comox, BC

Sharlene joined the SPARC BC Board of Directors in 2013 and serves as a member of the Finance Committee. Sharlene is a member of the K'ómoks First Nation. Sharlene has a Master's of Public Administration and a strong history in community development. For more than 20 years, Sharlene has worked with Aboriginal communities as a researcher, policy analyst and program administrator and has been involved in a wide range of individual and organizational capacity development issues. Sharlene's career has included working with Aboriginal communities to help them to define and develop their programs, services and vision. Sharlene has played many different roles from educator, mentor, advocator to elected leader and Task Force member. Sharlene has observed that, over the course of her career, she has come to appreciate the need for a continual process of developing, evaluating and refining a holistic view point on community development.

#### Cameron Gray, Vancouver, BC

Cameron joined the SPARC BC Board of Directors in 2011 and serves as the Chair of the Governance Committee. Cameron is the former Managing Director for the Department of Social Development for the City of Vancouver and the former Director of the City's Housing Centre. Cameron holds a planning degree and a diploma in urban economics and is recognized for his knowledge and expertise in the area of housing affordability and homelessness. Cameron is also recognized for his commitment to social justice and for his significant contribution to the development of innovative strategies and approaches in the field of housing.

#### Manpreet Grewal, Abbotsford, BC

Manpreet Grewal is currently the Director of Multicultural and Immigrant Services and a member of the shared leadership team at Abbotsford Community Services. She has worked in the Immigrant Integration and Diversity Education field in BC for the last 27 years and has been involved in developing and managing several community- based programs and strategies. Manpreet also has an extensive background in advocating for programs and services to address the needs of immigrants and newcomers and has experience in communication. She has been published regularly in the print media. Manpreet also has experience in radio and public television and has a Master's Degree in Political Science from the University of Delhi, as well as a diploma in print journalism from the London School of Journalism. Manpreet recently earned her Chartered Director designation from The Directors College which is a joint venture between the Conference Board of Canada and the DeGroote School of Business, McMaster University.

#### Hugh Kellas, West Vancouver, BC

Hugh joined the SPARC BC Board of Directors in 2012 and has served as the Treasurer/Secretary since 2013. Trained as an urban planner, Hugh held a series of positions within Metro Vancouver, including the Manager of Policy and Planning, and currently provides consulting services. Active in his profession, Hugh is a Fellow of the Canadian Institute of Planners (CIP) and a past president of both CIP and the Planning Institute of British Columbia. Hugh has also served on the Board of Directors of the United Way of the Lower Mainland. Hugh brings extensive knowledge of urban and community development.

#### Susan Jensen, Prince George, BC

Susan joined the SPARC BC Board of Directors in 2015 and serves as a member of the Governance Committee. Susan was born in Dawson Creek and currently resides in Prince George. Susan attended Northern Lights College where she took courses in business administration and business finance. Susan has a passion for social justice and has had a long career working with seniors, adults and youth from a variety of backgrounds (abuse, criminal justice, family matters and access to benefits). Susan found her work at Legal Services as an Intake Legal Assistant to be gratifying and believes in the importance of doing good deeds for others. Susan brings extensive front-line experience and understanding to SPARC BC's Board of Directors.

#### Linda Locke, Hazelton, BC

Linda joined the SPARC BC Board of Directors in 2009 and has served on the Finance and Audit and Governance Committees. Linda brings significant understanding of the issues and challenges of poverty and a deep understanding of the impact of poverty in smaller, rural and northern communities. Linda is a practicing lawyer and has been leading the work of the Upper Skeena Counseling and Legal Assistance Society (USCLAS) in Hazelton for more than twenty years. Linda obtained her Law Degree from Queen's University in Kingston, Ontario and previously completed a Social Work Degree at the University of Calgary. Linda also has a Diploma of Social Sciences at Mount Royal College. With her experience in family law, child protection and poverty law and her deep commitment to community, Linda brings a unique and important perspective to SPARC BC especially as it relates to Aboriginal people and communities as well as people living in poverty.

#### Beverly Onischak, Castlegar, BC

Beverly Onischak is a retired Registered Nurse with more than 40 years of practice in acute care and complex care as well as in providing instruction for nursing courses. Bev is active in working to promote and support positive policy change at a number of different levels including federally, provincially and locally. Bev has a history of advocacy on issues around accessibility and disability and is currently serving as a member of a national committee for Persons Living with Disabilities. Through her work, as well as through her various labour and union affiliations, Bev has championed women's rights, and has worked to address issues around occupational health and safety including the working conditions for short-term and part-time instructors. Bev is active on the Castlegar and District Social Planning Council and is a member of the Castlegar Abilities Awareness Advisory Committee. Bev is also an active community volunteer who enjoys the Garden Club and Friends of the Library.

#### Christene Walsh, Kelowna, BC

Christene joined the SPARC BC Board of Directors in 2014 and has served on both the Nominations and Governance Committees. Christene is a social worker by profession, completing both a Master's Degree in Social Work (University of Calgary) and Bachelor of Social Work (McMaster University). Christene also holds a Diploma in Regulatory Law (Seneca College) and a Bachelor of Arts/Sociology (St. Francis Xavier University). Christene is currently employed with the Regional District of Central Okanagan [RDCO] as the Manager, Police/Community Support Services. Previously Christene served as the Social Development Coordinator - a community development role within Central Okanagan's social services sector. Christene has also worked as a social worker in mental health & substance use services, palliative [cancer] care, hospital social work and child protection (Aboriginal communities). Her primary area of interest is social justice.
### Angela Towle, Vancouver, BC

Angela has been nominated to join SPARC BC's Board of Directors this year. Angela has a longstanding interest and track record in public / patient involvement and health care and health professional education. Her work has focused on shared decision-making between patients and health care professionals. Angela also has a long history of work with vulnerable and marginalized populations. As the Academic Director at the UBC Learning Exchange in Vancouver's Downtown Eastside, Angela has initiated and led projects which seek to provide access to research and community-generated materials through an open-access repository that create further opportunities to share information and encourage greater knowledge mobilization. Angela also brings extensive knowledge of the social determinants of health and a personal commitment to the importance of the inclusion of grassroots community voices. Over the course of her career Angela has collaborated with a diverse range of groups in the community including those living with disabilities and chronic conditions. Angela has also worked with more than eighty different community-based and not-for-profit organizations. This has included work with SPARC BC in the design of a series of community-based research initiatives focused on ways to incorporate lived experience and patient voices into the training and education of health professionals.

# CONSTITUTION OF THE SOCIAL PLANNING AND RESEARCH COUNCIL OF BRITISH COLUMBIA SOCIETY

- 1. The name of the Society is SOCIAL PLANNING AND RESEARCH COUNCIL OF BRITISH COLUMBIA SOCIETY.
- 2. The purposes of the Society are:
  - (c) To broaden public understanding of social policy affairs;
  - (d) To encourage plans and provision for health, social, economic and environmental wellbeing of our citizens and our communities.
  - (e) To facilitate the bringing together of government, voluntary organizations, and community interests in support of social policy and social policy development.
  - (f) To work with social development organizations at the local, provincial and national levels to achieve coordination of effort.
  - (g) To carry out research and analysis of social issues and to disseminate the results widely.
  - (h) To make representations to governments and other sectors with respect to social affairs.
  - (i) To assist in the planning and development of human care services and to undertake demonstration projects in the field.
  - (j) To develop an informed membership to carry out these purposes in all fields of social endeavor throughout the province.
  - (k) To foster citizen participation in social affairs in forms that strengthens the capacity of citizens and communities to meet their needs and interests.
  - (l) To promote public social policies at all levels of government based on principles of social justice and equity.

### Schedule "A"

### SOCIAL PLANNING AND RESEARCH COUNCIL OF BRITISH COLUMBIA SOCIETY

### **BYLAWS**

### **ARTICLE 1** - Definitions and Interpretation

1.1 In these bylaws, words which are defined in the Act (as defined below) will have the meanings given to them in the Act, except as those words may be otherwise defined in these bylaws and subject to any contrary intention apparent from the use of those words in these bylaws, and the following words will have the following meanings:

"Act"	means the Societies Act of British Columbia, as it may be amended from time to time, and includes all of the Regulations made and in force pursuant to that Act from time to time;
"Directors"	means the Directors of the Society for the time being;
"electronic mail notice"	means written notice sent by electronic mail to the electronic mail address of a member provided by the member as part of his or her registered address. Any electronic mail notice will be deemed to have been received by the member on the day after the date that the notice was transmitted unless within the three (3) day period immediately following the date that the notice was transmitted the Society receives actual notice that the message was rejected, undeliverable or has otherwise not been received by the member;
"members"	means the members of the Society from time to time;
"notice"	means written notice, sent as an electronic mail notice or as a regular mail notice to the registered address of a member;
"registered address"	means, in respect of a member, the member's regular mail address and/or that member's electronic mail address, as recorded in the register of members maintained by the Society;
"regular mail notice"	means written notice sent by regular mail to the registered address of a member provided by the member as part of his or her registered address. Any such notice will be deemed to have been received by the member on the fifth (5th) day after the date that a postage paid envelope or publication bearing the notice

addressed to the member's registered address was deposited in the post box nearest to the office of the Society. Publication of any notice in a newsletter or other publication distributed by the Society by regular mail notice to all of the members will be a valid and effective means of giving a regular mail notice;
 "Senior Manager" means a person appointed by the Directors or employed by the Society who qualifies as a Senior Manager of the Society within the definition of that position provided for in the Act;

- "Society" means the Social Planning and Research Council of British Columbia Society, a society formed pursuant to the Act, which operates as the "Social Planning and Research Council of BC" and/or as "SPARC BC".
- 1.2 It is the intention of the Society that these bylaws are to be given a wide and liberal interpretation.
- 1.3 All terms which are defined in the Act will have the meanings provided for them in the Act where they are used in these bylaws, unless otherwise defined in these bylaws or unless the context otherwise requires.
- 1.4 Words importing the singular include the plural and vice versa; and words importing a female person include a male person where the context so requires.

# **ARTICLE 2** - Membership

- 2.1 The members of the Society are:
  - (a) all those persons or organizations who are members on the date these bylaws come into force, and
  - (b) all those persons or organizations whose applications for admission as a member of the Society have been accepted by the Directors after the date that the special resolution to adopt these bylaws becomes effective,

and who, in either case, have not ceased to be members.

- 2.2 The Society shall have one (1) category of members, all of whom shall have the same rights and privileges of membership.
- 2.3 Any person or organization will become a member upon payment of such sum as may be designated by the Directors from time to time as the membership fee.

- 2.4 Membership may also be conferred by resolution of the Directors on an individual or organization in recognition of their outstanding service to the Society or in the promotion of social planning in British Columbia, without payment of fees.
- 2.5 All members are in good standing except:
  - (a) a member who has failed to pay in full, when due, the membership fees as required by the Board; and
  - (b) a member whose membership has been suspended in accordance with these bylaws.
- 2.6 Each member of the Society in good standing shall be entitled to vote at general meetings of the Society. Members which are organizations may vote by a single representative who has or is able to produce upon request written authority from the organization to represent it in all dealings with or concerning the Society.
- 2.7 A member shall cease to be a member of the Society:
  - (a) by delivering a resignation in writing to a Senior Manager of the Society;
  - (b) by delivering a resignation in writing to the Society;
  - (c) if an individual, upon his or her death,
  - (d) if an organization, upon its dissolution; or
  - (e) automatically and without the necessity for further action by the Society, on having been a member not in good standing for more than six (6) consecutive months.

In any case, there shall be no refund of any fees of membership.

# 2.8 A member may be:

- (a) expelled by an ordinary resolution of the members passed at a general meeting;
- (b) expelled by a resolution of the Directors at a meeting of the Directors;
- (c) disciplined by the Directors in such manner and for such period of time as the Directors may consider to be appropriate in the circumstances (which discipline may include, but is not limited to, suspension of membership for a period of time or upon conditions), by a resolution of the Directors at a meeting of the Directors, provided that before a member may be expelled or disciplined the Society must

send written notice to the member at their registered address setting out the proposed expulsion or discipline and the reasons for them, and the member must be given the opportunity to attend and be heard at the meeting of the members or Directors at which the resolution to expel or discipline the member will be considered, prior to the vote on such resolution being taken.

- 2.9 Any member who is expelled may be re-admitted to membership only by a unanimous vote of all of the Directors.
- 2.10 The membership of a person in the Society is not transferable.
- 2.11 Every member shall:
  - (a) uphold the constitution of the Society;
  - (b) uphold the mission statement, vision, values and statement of philosophy adopted by the Society from time to time; and
  - (c) comply with these Bylaws.

Any member who fails to fulfill these obligations may be expelled or disciplined by the Society under bylaw 2.8.

### **ARTICLE 3 - Meetings**

- 3.1 General meetings of the Society, other than the annual general meeting, shall be held at such time and place, in accordance with the Societies Act, as the Directors decide.
- 3.2 The Society shall hold an annual general meeting at least once in each calendar year, and in any event within no more than one hundred and eighty (180) days following the end of the fiscal year of the Society, at a time and place determined by the Directors.
- 3.3 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 3.4 An extraordinary general meeting:
  - (a) may be convened by the Directors whenever they think fit; and
  - (b) shall be convened by the Directors, upon the receipt of a requisition which complies with the requirements of section 75 of the Act and has been signed by at least ten percent (10%) of the members in good standing of the Society.
- 3.5 If the Directors fail to call an extraordinary general meeting within twenty-one (21) days of the filing of the requisition with the Society under bylaw 3.4(b), then the requisitionists may

call a general meeting to be held within not more than sixty (60) days after the expiration of such twenty-one (21) day period, and such general meeting shall be a valid general meeting of the Society and all business conducted there shall be business of the Society validly conducted provided that the applicable requirements of the Act are complied with.

- 3.6 The Society shall give notice of each general meeting of the Society in accordance with these Bylaws. If a member has provided an electronic mail address as part of the registered address of that member, the Society may give electronic mail notice of any meeting to that member and such notice will be deemed to have been received by the member on the day after the date that the notice was transmitted unless within the three (3) day period immediately following the day on which the notice was transmitted the Society is put on actual notice that the electronic mail notice was rejected by the member's electronic mail system, was undeliverable or has otherwise not been received by the member, in which event notice of the general meeting will be given to that member by a regular mail notice. The accidental omission to give notice of any meeting, the subsequent discovery or determination by the Society that any notice was not received by a member for any reason, or any irregularity in any notice of any meeting does not invalidate any resolution passed or any proceeding taken at that meeting. It is the responsibility of members to ensure that the Society is advised of changes in the registered address of the member and the Society is entitled to rely on its then-current records as to the registered addresses of the members in giving notices from time to time.
- 3.7 The notice of any general meeting shall state the day, hour, and place of the meeting and the general nature of any special business to be transacted at such meeting, and shall be sent not less than seven (7) days before the date of the meeting.
- 3.8 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at the meeting.
- 3.9 The Society may in its discretion make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members and to record participants' votes ("Electronic Meeting Attendance"). Where a mechanism for Electronic Meeting Attendance has been made available, any member entitled to attend such meeting may participate in the meeting by Electronic Meeting Attendance in the manner provided by the Act and these bylaws. A person participating in a meeting by Electronic Meeting Attendance is deemed to be present in person at the meeting, and a member in good standing who is participating in a general meeting of members using Electronic Meeting Attendance process on all matters coming before the meeting.

- 3.10 If the Directors or members of the Society call a general meeting pursuant to the Act or these bylaws, those Directors or members, as the case may be, may determine that the general meeting shall be held entirely by means of Electronic Meeting Attendance, and in such event the notice calling the general meeting shall specify the method by which the Electronic Meeting Attendance is to be implemented.
- 3.11 At an annual general meeting, the following business is not special business and no notice of this business is required:
  - (a) business relating to the conduct of or voting at the meeting;
  - (b) consideration of the reports of the Directors and auditors;
  - (c) consideration of the financial statements for the fiscal year just ended;
  - (d) the election of Directors as provided in these bylaws;
  - (e) the appointment of an auditor as provided in these bylaws;
- 3.12 An extraordinary general meeting of the Society is a general meeting of the members of the Society other than the annual general meeting.
- 3.13 A quorum at any general meeting will be 12 members in good standing present in person (or deemed to be present in person, in the case of Electronic Meeting Attendance), and in the event a general meeting cannot be held due to the lack of a quorum, such meeting shall be dissolved if it is convened upon requisition. Otherwise, it shall be deemed to be adjourned to a future date which may be determined by the members present at the meeting place, notwithstanding the lack of a quorum, or failing that, by any two Directors. If at the adjourned meeting a quorum is not present within thirty minutes of the time appointed, the members present shall constitute a quorum.
- 3.14 A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 3.15 When a meeting is adjourned for ten days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- 3.16 Except as provided in bylaws 3.14 and 3.15, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
- 3.17 The President or in the President's absence, or inability to act, one of the Vice-Presidents, is entitled to preside at all meetings of the members and of the Directors of the Society. In the absence or inability to act of either the President or either of the Vice-Presidents, the members present shall elect a chair for the meeting by majority vote.

3.18 If procedural problems arise, the latest available edition of Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with these bylaws.

# **ARTICLE 4 - Voting**

- 4.1 Each member in good standing will have one vote on each resolution put to a vote at any meeting of the members of the Society.
- 4.2 At all general meetings of the Society, all questions shall be decided by a majority of the votes cast by the members in good standing, unless otherwise specifically provided for by the Act or these bylaws. In the case of a tie vote, the person acting as chair of the meeting (either the President or one of the Vice-Presidents of the Society pursuant to bylaw 3.17) will have a second or casting vote on the motion.
- 4.3 At all general meetings, voting shall be by show of hands or, at the discretion of the chair of the meeting, by secret ballot.
- 4.4 No member may vote by proxy.
- 4.5 A special resolution requires a majority of seventy-five percent (75%) of the votes cast in order to pass.

# **ARTICLE 5 - Directors**

- 5.1 The Directors may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to the provisions of:
  - (a) all laws affecting the Society;
  - (b) these bylaws; and
  - (c) rules, not being inconsistent with these Bylaws, which are made from time to time by the Society in general meeting.

Without limiting the foregoing, the Directors may make or cause to be made for the Society, in its name, any kind of contract which the Society may lawfully enter into and, save as hereinafter provided, generally may exercise all other powers and do all other acts and things as the Society is authorized to do. The Directors shall have power to authorize expenditures on behalf of the Society from time to time and may delegate by resolution to an officer or officers of the Society the right to employ and pay salaries to employees of the Society.

5.2 No rule, made by the Society in general meeting, invalidates a prior act of the Directors that would have been valid if that rule had not been made.

- 5.3 A person shall be qualified for election or appointment as Director:
  - (a) if he or she is a member of the Society in good standing and is nineteen (19) years of age or older;
  - (b) if he or she is not an employee of the Society and is not related by blood or marriage to an employee of the Society; and
  - (c) if he or she has previously been elected or appointed as a Director and is seeking re-election or re-appointment, or if he or she has been nominated in compliance with bylaw 5.5(a) below.
- 5.4 The Society shall have a minimum of eight (8) and a maximum of fifteen (15) Directors.To the extent reasonably and practically possible (but without creating a mandatory obligation in that regard):
  - (a) the candidates for election to the Board of Directors presented to the members at each annual general meeting will reflect the diversity which characterizes the Province of British Columbia; and
  - (b) the number of members of the Board of Directors will be twelve (12).
- 5.5 Directors who are eligible for election pursuant to bylaw 5.3 shall be elected in the following manner:
  - (a) persons may be nominated for election to the Board of Directors by the Directors themselves, and the Directors shall nominate a slate of candidates for election to the Board and shall describe such nominees in the notice calling the annual general meeting at which Directors are to be elected;
  - (b) any Member of the Society in good standing may nominate another person for election to the Board of Directors provided that:
    - the person nominated is eligible for election under bylaw 5.3 and has been a member in good standing of the Society for a continuous period of at least one (1) year prior to his or her nomination;
    - (ii) the nomination is made in writing and is delivered to the registered office of the Society at least fifteen (15) days prior to the date of the annual general meeting at which Directors are to be elected; and
    - (iii) concurrently with the nomination the person nominated provides to the Society his or her written consent to act as a Director and a reasonably

complete and current curriculum vitae which the Directors may provide to the members at or prior to the annual general meeting either in whole or, at the Directors' option, in summary form;

- (c) as necessary, vacancies on the Board of Directors shall be filled by electing
  Directors for staggered terms of one (1), two (2) or three (3) years each, so that
  thereafter one-third (or as near to one-third as is reasonably possible) of the
  positions on the Board of Directors will be up for election each year;
- (d) at each subsequent annual general meeting, the one-third of the positions on the Board whose term of office has then expired shall be filled and each Director so elected shall hold office for a term of three (3) years; and
- (e) a retiring Director may stand for re-election, provided however that once a
  Director has served a maximum of three (3) successive terms (i.e. a total of nine (9)
  consecutive years), he or she must take at least one (1) year away from the Board
  and may not stand for re-election until after the end of that one (1) year period.
- 5.6 Separate elections shall be held for each vacancy on the Board to be filled, except where Directors are deemed to have been elected by acclamation.
- 5.7 The remaining Directors may at any time and from time to time appoint a Member who is otherwise qualified pursuant to bylaw 5.3 (without the need for nomination in accordance with bylaws 5.5(a) or (b)) as a Director to fill a vacancy on the Board (whether occurring as a result of the resignation, death or removal of a Director under these bylaws or the Act) and may accept or appoint new Members for such purpose. The Directors may from time to time appoint additional Directors so long as the number of additional Directors does not exceed one third of the number of Directors elected at the last annual general meeting of the Society.
- 5.8 A Director appointed pursuant to bylaw 5.7 holds office only until the expiration of the term for which his or her predecessor in the vacant Board position had originally been elected or, in the case of appointments of additional Directors, until the next annual general meeting, but is eligible for re-election at the expiration of such term.
- 5.9 No act or proceeding of the Board is invalid only by reason of there being less than the prescribed number of Directors then in office.
- 5.10 A Director shall cease to hold office:
  - upon delivering his or her resignation in writing to the President or a Senior
    Manager of the Society or upon the mailing or delivery of his or her resignation to
    the registered office of the Society; or

- (b) upon his or her death; or
- (c) upon his or her bankruptcy; or
- (d) upon the expiration of his or her term of appointment if he or she was elected for a specified term; or
- (e) upon his or her ceasing to be a member in good standing of the Society under these bylaws; or
- (f) upon the voting members removing him or her before the expiration of his or her term of office by special resolution.
- 5.11 No Director shall be remunerated for being or acting as a Director but a Director shall be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society.

# **ARTICLE 6 - Meetings of Directors**

- 6.1 The Directors shall hold a meeting immediately after each annual general meeting, at which the Directors shall adopt a schedule of meetings for the following year, which shall constitute sufficient notice of those meetings. The Directors shall hold meetings at least four times per year, and may make such rules and regulations for the conduct of their business as they think fit, provided that such rules and regulations are not inconsistent with the constitution of the Society and these bylaws.
- 6.2 A meeting of the Directors may be held in addition to those set out in the adopted schedule by providing notice to the Directors, stating the day, hour, and place of the meeting and the general nature of any special business to be transacted at such meeting, and shall be sent not less than five (5) days before the date of the meeting, provided that the Directors may waive such requirement for notice as and when they may see fit from time to time.
- 6.3 The quorum necessary for the transaction of business of the Board of Directors shall be five (5) Directors. If a meeting of the Directors cannot be held due to the lack of a quorum, such a meeting shall be deemed to be adjourned to a future date which may be determined by the Directors present at the meeting place notwithstanding the lack of a quorum, or failing that, by any two Directors.
- 6.4 Subject to the provisions of the Act, all acts done by or at any meeting of the Directors or a committee of Directors, or by any person believing herself or himself to be a Director, shall, notwithstanding that it be afterwards discovered that there was some defect in the qualification, election or appointment of any such Director or of the members of such

committee or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly elected and appointed and was qualified to be a Director.

- 6.5 At all meetings of the Directors, all questions shall be decided by a majority of the votes cast, unless otherwise specifically provided for in the Act of these bylaws. In the case of a tie vote, the motion or resolution that is the subject of the votes shall be deemed to be defeated.
- 6.6 Meetings of the Directors may be held by telephone conference call or other communications facility by means of which all Directors participating in the meeting can communicate with each other and by which the Board may record participants' votes. A Director participating in a meeting in accordance with this bylaw shall be deemed to be present at the meeting and shall be counted in the quorum. Without limiting the generality of the foregoing, a Director participating in a meeting by way of an electronic communication facility may cast his or her vote on any question before the meeting by email as long as all of the other participants in the meeting receive a copy of the email message.
- 6.7 A resolution in writing signed by all of the Directors (in one or more counterparts) shall be as valid and effectual as if it had been passed at a meeting of the Directors duly called and constituted. The Directors may communicate their approval of a resolution in writing by email, and an email from a Director which approves a written resolution will be deemed for the purposes of this bylaw to be equivalent to that Director's signature on that written resolution in the absence of persuasive evidence that the Director in question was not in fact the author of the email approving that resolution.

# **ARTICLE 7 - Officers**

- 7.1 The Directors may from time to time appoint officers, including:
  - (a) a President;
  - (b) one or more Senior Manager(s); and
  - (c) such other officers and agents as the Directors may determine,

and the Directors may determine the duties and responsibilities of such officers as may be necessary to carry out the objects of the Society and such officers, agents and employees shall have such authority and perform such duties as are determined by the Directors.

- 7.2 A Senior Manager, if appointed:
  - (a) shall act as the chief executive officer of the Society, or of a branch or division of the Society, shall supervise all other officers of the Society or of such branch in the execution of their duties, and shall report to the Directors; and
  - (b) shall, unless the Directors otherwise determine by a resolution to limit such authority, be authorized to execute all notes, contracts, deeds, mortgages, releases, bills of sale, leases and all papers and instruments required to be executed by the Society in its name, whether or not a specific resolution of the board of Directors is passed to authorize the execution of same; provided that where the note, contract, deed, mortgage, release, bill of sale, lease, paper or instrument requires two signatures thereon, then any one (1) Director may execute same in addition to the Senior Manager.
- 7.3 The immediate Past President of the Society shall be deemed to be an officer of the Society for a period of one (1) year following the election or appointment of his or her successor as President, without the need for a formal election or appointment to that office by the Board.
- 7.4 Elected officers will hold office until the Board of Directors duly elects their successors, subject to their removal from office.
- 7.5 The Directors may from time to time appoint such other officers and agents and authorize employment of such other persons as may be necessary to carry out the objects of the Society and such officers, agents and employees shall have such authority and perform such duties as are determined by the Directors.
- 7.6 Except for Senior Managers and other persons employed by the Society, the Society shall not pay any officer for services as an officer, but the Society may reimburse reasonable expenses incurred by an officer on behalf of the Society with the approval of the Directors.

# **ARTICLE 8 - Committees**

- 8.1 The Directors may by resolution appoint such committees or task forces consisting of such number of persons as they think fit, and may delegate to such committees powers specifically described in the resolution appointing the committee, subject to such limitations as may be prescribed by the Directors.
- 8.2 Without limiting bylaw 8.1, the Directors shall appoint an Executive Committee each year comprised of the President and such other officers as the Directors may determine. The functions and powers of the Executive Committee will be delineated in such policies as the Board of Directors as a whole may determine from time to time.

- 8.3 The Directors may at any time revoke or override any authority given to or any act done by any committee appointed pursuant to these bylaws.
- 8.4 A committee or task force appointed by the Directors may meet and make rules for the conduct of their business as they see fit within any limitations prescribed by the Directors.

# **ARTICLE 9 - Records**

- 9.1 The Directors shall cause the records and things which the Society is required to maintain pursuant to Division 2 of the Act, to be maintained at the offices of the Society from time to time.
- 9.2 The Society shall make all of the records referred to in section 19(1) of the Act available for inspection by the members as the Society is required to do under the Act.
- 9.3 The members of the Society are not entitled to inspect any of the records of the Society referred to in section 19(2) of the Act, except that the members may inspect the portions of such records which contain any disclosures by the Directors of an interest in a proposal or transaction required under the Act.
- 9.4 The Directors of the Society are entitled to inspect all of the records of the Society required to be maintained by section 19 of the Act.
- 9.5 No person other than a member or Director is entitled to inspect any record of the Society, except for:
  - (a) its register of members; and
  - (b) its financial statements,

upon payment to the Society of the maximum fee that the Society is entitled to charge under the Act or its regulations.

9.6 To the extent that the records of the Society may be inspected by persons entitled to do so pursuant to the Act or these bylaws, they may be inspected at the Society's office, at a mutually convenient date and time, after reasonable notice to the Society.

# **ARTICLE 10 - Financial Matters**

- 10.1 In order to carry out the purposes of the Society the Directors, on behalf of and in the name of the Society, may from time to time:
  - (a) borrow money upon the credit of the Society;
  - (b) limit or increase the amount to be borrowed;

- (c) issue bonds, debentures or other securities of the Society;
- (d) pledge or sell such bonds, debentures or other securities for such sums and at such prices as may be deemed expedient; and
- (e) secure any such bonds, debentures or other securities or any other present or future borrowing or liability of the Society, by mortgage, hypothecate, charge, pledge or other security interest relating to all or any currently owned or subsequently acquired real and personal, moveable and immovable, property and leasehold interests and reversionary interests of the Society, on the undertaking and rights of the Society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
- 10.2 Security issued by the Society by way of mortgage, hypothecation, charge, pledge or other security instrument, may be authorized by a resolution of a simple majority of the Directors and any security which is executed and delivered following such authorization will be valid and binding on the Society and will not require authorization by the members by way of special resolution, ordinary resolution or otherwise.
- 10.3 The members may, by special resolution, restrict the borrowing powers of the Directors, but a restriction imposed expires at the next annual general meeting.
- 10.4 The Directors may invest the funds of the Society in investments in which trustees are authorized by law to invest. Subject to the provisions of the Act, the Directors shall not be liable for any loss that may result in connection with any such investments.
- 10.5 Immediately after each annual general meeting the Directors shall by simple majority resolution appoint an independent auditor to hold office until the auditor is re-appointed or a successor is appointed immediately after the next annual general meeting. The appointment may be rescinded by ordinary resolution of the members at any time, provided that a replacement auditor is appointed by the members concurrently with such rescission.

# **ARTICLE 11 - Indemnification**

# **Indemnification of Directors**

- 11.1 Subject to the provisions of the Act, the Directors:
  - (a) shall cause the Society to indemnify a Director or former Director of the Society; and
  - (b) may cause the Society to indemnify a Director or former Director of any subsidiary of the Society,

and the heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by him or them including an amount paid to settle an action or satisfy a judgment in a civil, criminal or administrative action or proceeding to which she is or they are made a party by reason of her or their being or having been a Director of the Society or former Director of the Society or a Director or former Director of a subsidiary of the Society, including any action brought by the Society or any such subsidiary of the Society, but except such costs, charges or expenses as may be occasioned by the Director's own willful act or default and subject to any further limitations required by the Act. Each Director of the Society on being elected or appointed shall be deemed to have contracted with the Society on the terms of the foregoing indemnity.

### Indemnification of a Senior Manager and Officers, Employees and Agents

- 11.2 Subject to the provisions of the Act, the Directors:
  - (a) shall cause the Society to indemnify the Senior Manager(s), if any; and
  - (b) may cause the Society to indemnify any other officer, employee or agent of the Society or of any subsidiary of the Society,

and his or her heirs and personal representatives against all costs, charges and expenses whatsoever incurred by him or them and resulting from his or her acting as an officer, employee or agent of the Society, except such costs, charges or expenses occasioned by the officer, employee or agents own willful act or default and subject to any further limitations required by the Act, and each such person shall on being appointed be deemed to have contracted with the Society on the terms of the foregoing indemnity.

11.3 In addition, the Society shall reimburse any Senior Manager of the Society and any other officer or employee of the Society, and their respective heirs and legal representatives, for all costs, charges and expenses whatsoever reasonably and properly incurred by them and arising out of the functions assigned to them by the Directors, the Act or these bylaws.

# ARTICLE 12 - General

- 12.1 The Society shall provide to any member, on request, a copy of its constitution and bylaws.
- 12.2 The Directors shall act in accordance with such conflict of interest and other guidelines and policies that may be established by the Directors from time to time.
- 12.3 Without limiting the generality of bylaw 12.2, the Society shall not enter into any transaction or contract with a Director, an officer, an employee or a member of any committee of the Society or a family member of any of the aforesaid persons, or a

corporation or other entity in which any of the aforesaid persons has an interest, and no such person shall have any direct or indirect financial interest in any transaction or contract with the Society unless:

- (a) such Director, officer, employee or committee member on his or her own behalf or on behalf of his or her family member or corporation or entity, as the case may be, has disclosed fully and promptly the nature and extent of the interest to the Directors; and
- (b) after his or her disclosure, the proposed contract or transaction is approved by the Directors, or reapproved by the Directors if such interest is acquired after the contract or transaction has been entered into by the Society; and
- (c) if the person with an interest is a Director or a member of his or her family or a corporation or entity in which both or either of them has an interest, the Director is not counted in the quorum at the meeting of the Directors at which the proposed contract or transaction is approved or reapproved.
- 12.4 Subject to the Act, bylaws 12.2 and 12.3 shall not apply to:
  - (a) the reimbursement of a Director, member of a committee of the Society, officer or employee in respect of reasonable expenses incurred with the Directors' approval in carrying out the business of the Society;
  - (b) the purchase and maintenance of insurance for the benefit of the Directors and officers pursuant to these bylaws; and
  - (c) any employee's contract of employment.

# **ARTICLE 13 - Provisions from the Society's Pre-Transition Constitution**

- 13.1 The operations of the Society shall be carried on from the Province of British Columbia, with its registered office to be located within the Greater Vancouver Regional District. This provision is alterable.
- 13.2 In the event that the Society shall be wound up or liquidated in accordance with the provisions of the Act, all the assets and property, real or personal, held by the Society, or any future interests that but for liquidation would vest in the Society, shall be transferred and conveyed to another recognized charitable organization having objects altogether or in part similar to the objects of the Society. Such other organization shall be selected by the members of the Society upon liquidation, subject to the provision that all the funds and/or property of the Society shall be administered for the benefit of objects within the scope of Clause 2 of the Constitution of the Society. This provision was previously unalterable.

# Financial Statements of SOCIAL PLANNING AND RESEARCH COUNCIL OF BRITISH COLUMBIA

Year ended March 31, 2017

Financial Statements of

# SOCIAL PLANNING AND RESEARCH COUNCIL OF BRITISH COLUMBIA SOCIETY

Year ended March 31, 2017



KPMG LLP PO Box 10426 777 Dunsmuir Street Vancouver BC V7Y 1K3 Canada Telephone (604) 691-3000 Fax (604) 691-3031

# **INDEPENDENT AUDITORS' REPORT**

To the Members of Social Planning and Research Council of British Columbia Society

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Social Planning and Research Council of British Columbia Society, which comprise the statement of financial position as at March 31, 2017, the statements of operations, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.



### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Social Planning and Research Council of British Columbia Society as at March 31, 2017, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **Report on other Legal and Regulatory Requirements**

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis with that of the preceding year.

KPMG LLP

**Chartered Professional Accountants** 

June 20, 2017 Vancouver, Canada

Statement of Financial Position

#### March 31, 2017, with comparative information for 2016

	2017	2016
Assets		
Current assets:		
Cash and cash equivalents	\$ 739,078	\$ 1,233,548
Accounts receivable	103,705	143,247
Goods and service tax rebates	14,309	23,169
Short-term investments (note 3) Accrued interest receivable	886,392 5,360	893,603 18,700
Prepaid expenses	5,360 45,782	36,086
riepaid expenses	1,794,626	2,348,353
		, ,
Investments (note 3)	327,664	-
Property and equipment (note 4)	78,068	140,563
	\$ 2,200,358	\$ 2,488,916
Liabilities and Net Assets		
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5) Deferred revenue on projects	\$ 248,497 12,729 80,000 342,391 20 572	\$ 80,000 842,738
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5)	\$ 12,729 80,000 342,391 20,572	\$ 16,254 80,000 842,738 20,572
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5) Deferred revenue on projects Current portion of deferred lease inducement	\$ 12,729 80,000 342,391 20,572 704,189	\$ 16,254 80,000 842,738 20,572 1,127,656
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5) Deferred revenue on projects	\$ 12,729 80,000 342,391 20,572 704,189 10,278	\$ 16,254 80,000 842,738 20,572 1,127,656 30,854
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5) Deferred revenue on projects Current portion of deferred lease inducement	\$ 12,729 80,000 342,391 20,572 704,189	\$ 16,254 80,000 842,738 20,572 1,127,656 30,854
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5) Deferred revenue on projects Current portion of deferred lease inducement Deferred lease inducement	\$ 12,729 80,000 342,391 20,572 704,189 10,278 714,467 659,984	\$ 16,254 80,000 842,738 20,572 1,127,656 30,854 1,158,510 527,250
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5) Deferred revenue on projects Current portion of deferred lease inducement Deferred lease inducement	\$ 12,729 80,000 342,391 20,572 704,189 10,278 714,467 659,984 825,907	\$ 16,254 80,000 842,738 20,572 1,127,656 30,854 1,158,510 527,250 803,156
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5) Deferred revenue on projects Current portion of deferred lease inducement Deferred lease inducement Net assets: Internally restricted (note 6)	\$ 12,729 80,000 342,391 20,572 704,189 10,278 714,467 659,984	\$ 16,254 80,000 842,738 20,572 1,127,656 30,854 1,158,510 527,250 803,156
Current liabilities: Accounts payable and accrued liabilities Payroll withholdings payable Deferred contributions (note 5) Deferred revenue on projects Current portion of deferred lease inducement Deferred lease inducement Net assets: Internally restricted (note 6)	\$ 12,729 80,000 342,391 20,572 704,189 10,278 714,467 659,984 825,907	\$ 16,254 80,000 842,738

See accompanying notes to financial statements.

Approved on behalf of the Board:

P. Haure

Director

Why Kellos

Director

Statement of Operations

Year ended March 31, 2017, with comparative information for 2016

	2017	2016
Revenues:		
Permit sales	\$ 1,096,771	\$ 961,488
Memberships and donations	700,764	714,586
Gaming grant (note 5)	80,000	80,000
Rental income	7,140	5,940
Interest income	14,803	15,612
Other grants	3,085	3,137
Other income	12,195	7,782
Contracted research	376,703	309,328
	2,291,461	2,097,873
Expenses:		
Amortization of property and equipment	66,006	73,767
Audit and legal	23,721	24,385
Board and executive meetings	41,663	49,790
Community data consortium	7,578	6,191
Computer and website maintenance	38,627	50,512
Direct mail fundraising	40,557	50,980
Insurance	6,888	6,809
Marketing, publicity and promotion	29,672	45,146
Office supplies	20,496	19,713
Other expenditures	17,296	15,118
Photocopying	36,934	23,230
Postage and courier	112,158	126,546
Printing	58,507	55,232
Professional and consulting services	101,061	32,383
Programs and projects	102,580	71,456
Rental	207,125	206,205
Repairs and maintenance	7,839	11,056
Salaries and wages (note 8)	1,192,286	1,321,479
Sharepoint implementation	-	12,569
Staff training and development	9,629	18,261
Telephone	14,015	17,820
	2,134,638	2,238,648
Contracted research disbursements:		
Disbursement recoveries	829,493	384,438
Project disbursements	(830,831)	(384,438)
	(1,338)	-
Excess (deficiency) of revenues over expenditures	\$ 155,485	\$ (140,775)

See accompanying notes to financial statements.

Statement of Changes in Net Assets

### Year ended March 31, 2017, with comparative information for 2016

		Internally			Total	Total
		Restricted	Ur	restricted	2017	2016
Net assets, beginning of year	\$	527,250	\$	803,156	\$ 1,330,406	\$ 1,471,181
Excess (deficiency) of reven over expenses	ue	(8,000)		163,485	155,485	(140,775)
		519,250		966,641	1,485,891	1,330,406
Interfund transfers		140,734		(140,734)	-	-
Net assets, end of year	\$	659,984	\$	825,907	\$ 1,485,891	\$ 1,330,406

See accompanying notes to financial statements.

Statement of Cash Flows

#### Year ended March 31, 2017, with comparative information for 2016

	2017	2016
Cash and cash equivalents provided by (used in):		
Operating activities:		
Excess (deficiency) of revenues over expenditures Items not involving cash:	\$ 155,485	\$ (140,775)
Amortization of property and equipment	66,006	73,767
Amortization of deferred lease inducement	(20,576)	(20,574)
	200,915	(87,582)
Changes in non-cash operating working capital:	,	
Accounts receivable	39,542	(43,006)
Prepaid expenses	(9,696)	3,464
Accounts payable and accrued liabilities	80,405	(15,805)
Deferred revenue on projects	(500,347)	758,728
Accrued interest receivable	13,340	(188)
Goods and services tax rebates	8,860	(8,717)
Payroll withholdings payable	(3,525)	(17,819)
Cash flow from (used by) operating activities	(170,506)	589,075
Investing activities:		
Purchase of property and equipment	(3,511)	(34,649)
Proceeds from disposition of long-term investments	-	303,493
Purchase of short-term investments	-	(110,892)
Proceeds from disposition of short-term investments	7,211	-
Purchase of long-term investments	(327,664)	-
Cash flow from (used by) investing activities	(323,964)	157,952
Increase (decrease) in cash and cash equivalents	(494,470)	747,027
Cash and cash equivalents, beginning of year	1,233,548	486,521
Cash and cash equivalents, end of year	\$ 739,078	\$ 1,233,548

See accompanying notes to financial statements.

Notes to Financial Statements

Year ended March 31, 2017

### 1. Nature of operations:

Social Planning and Research Council of British Columbia Society (the "Society") is a Not-for-Profit Organization incorporated as a Society under the Society Act (British Columbia). On November 28, 2016, the new Societies Act (British Columbia) became effective. The Society has until November 28, 2018 to transition to the new Act. The Society's mission is to work with communities in building a just and healthy society for all persons in British Columbia. The Society is a registered charity under the Income Tax Act and accordingly is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

### 2. Significant accounting policies:

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Society's significant accounting policies are as follows:

(a) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits which are highly liquid with original maturities of less than three months at the date of acquisition.

(b) Trade and other receivables:

Trade and other receivables are measured at fair value on origination.

At year end, the Society assesses whether there are any indications that the carrying value of the receivables may be impaired. For purposes of impairment testing, each individually significant account is assessed individually; the balances of the accounts are grouped on the basis of similar credit risk characteristics. When there is an indication of impairment, the Society determines whether there has been a significant adverse change in the expected timing or amount of future cash flows. When the Society identifies a significant adverse change, it reduces the carrying amount of the receivable to the higher of the amount that could be realized by selling the receivable at the balance sheet date and the present value of the cash flows expected to be generated by holding the receivable.

When the extent of impairment of a previously written down receivable decreases and the decrease can be related to an event occurring after the impairment was recognized, the impairment loss is reversed to the extent of the improvement.

(c) Investments:

Short-term investments are comprised of term deposits and guaranteed investment certificates and high interest savings accounts that are traded in an active market and are readily convertible to cash. These items are carried at amortized cost at the date of the statement of financial position and have a maturity period of less than one year.

Notes to Financial Statements

Year ended March 31, 2017

### 2. Significant accounting policies (continued):

(c) Investments (continued):

Long-term investments are comprised of guaranteed investment certificates. These items are carried at amortized cost at the date of the statement of financial position and have a maturity period greater than one year.

(d) Property and equipment:

Purchased property and equipment are recorded at cost. Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset are capitalized. When an asset no longer contributes to the Society's ability to provide services, its carrying amount is written down to its residual value.

Property and equipment are amortized on a straight-line basis using the following annual rates:

Term
3 10215

Computers and furniture and fixtures Leasehold improvements 3 years over the term of the lease

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

(e) Revenue recognition:

The Society follows the deferral method of accounting for contributions from grants. Under this method, externally restricted contributions are recognized in the period the related expenses are incurred or the restrictions are met.

Unrestricted contributions which are received in the form of donations and membership fees are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Revenue from the sale of parking permits is recognized when persuasive evidence of an arrangement exists, the significant risks and rewards of ownership are transferred to the buyer, there is no continuing managerial involvement, the amount of revenue can be measured reliably, and the related receivable is received or collection is reasonably assured.

Notes to Financial Statements

Year ended March 31, 2017

### 2. Significant accounting policies (continued):

(e) Revenue recognition (continued):

Revenue from projects is recognized on the percentage of completion basis as the research project is performed, collection of the related receivable is probable, persuasive evidence of an arrangement exists and the contract fee is fixed or determinable. The percentage of completion is determined by a combination of management's estimates of the progress on the project and the costs incurred to date. Costs are generally the most determinable measure of performance which relate as directly as possible to the activities critical to completion of the contract.

A provision is made for the total anticipated loss when the estimates of total costs on a contract indicate a loss.

(f) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently measured at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Society has not elected to carry financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs. These costs are amortized using the effective interest rate method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Society determines if there is a significant adverse change in the expected amount or timing of future cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Society expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future year, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial impairment charge.

(g) Deferred revenue on projects:

Deferred revenue on projects consists of deposits received for projects where revenues have not yet been earned.

Notes to Financial Statements

Year ended March 31, 2017

### 2. Significant accounting policies (continued):

(h) Deferred lease inducement:

The deferred lease inducement consists of a construction allowance provided by the landlord which is being amortized to offset rent expense on a straight-line basis over ten years, which is the term of the related premise's lease.

(i) Use of estimates:

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year.

(j) Use of estimates (continued):

Significant items subject to such estimates and assumptions include provisions for impairment of trade accounts receivable; the carrying amounts of property and equipment; deferred revenue on projects and percentage of completion on projects. Actual results could differ from those estimates.

#### 3. Investments:

Short-term investments consist of term deposits and guaranteed investment certificates with maturity dates between September 2017 and January 2018 at interest rates ranging from 1.00% to 1.35% per annum.

Long-term investments consist of guaranteed investment certificates maturing in January 2019 at interest rates ranging from 1.46% to 1.81% per annum.

	2017	2016
Short-term investments: Term deposits Guaranteed investment certificates	\$ 686,392 200,000	\$ 593,501 300,102
	\$ 886,392	\$ 893,603
Long-term investments: Guaranteed investment certificates	\$ 327,664	\$ -

Notes to Financial Statements

Year ended March 31, 2017

### 4. Property and equipment:

			2017	2016
	Cost	 cumulated	Net book value	Net book value
Furniture and fixtures Computer equipment Leasehold improvements	\$ 164,375 259,628 298,773	\$ 156,483 234,666 253,559	\$ 7,892 24,962 45,214	\$ 19,109 45,945 75,509
	\$ 722,776	\$ 644,708	\$ 78,068	\$ 140,563

### 5. Deferred contributions:

Deferred contributions represent funds received in advance from the BC Gaming Commission.

Amounts are recognized to revenue when the expenditures on the designated projects are made.

Changes during the year are as follows:

2017	Balance, beginning of year	Contributions received	Amounts recognized value	Balance, end of year
Deferred contributions: BC Gaming Commission	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
	Balance,		Amounts	Balance,
2016	beginning of year	Contributions received	recognized value	end of year
Deferred contributions: BC Gaming Commission	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000

Notes to Financial Statements

Year ended March 31, 2017

### 6. Internally restricted net assets:

	2017	2016
Designated to:		
Provide for the ongoing financial stability of the Society.		
It is the objective of the Board of Directors to maintain financial reserves of 25% of the annual operating budget		
due to the uncertainty of revenues and the potential for		
an interruption or cut in funding	\$ 537,125	\$ 519,250
Provide for the operating requirements of the Whole Kids		,
Program	122,859	-
Development and implementation of support partnerships		
for the Community Data Consortium	-	8,000
	\$ 659,984	\$ 527,250

These designated internally restricted amounts are not available for other purposes without approval of the Board of Directors.

#### 7. Commitment:

The Society entered into a ten-year lease agreement for its premises commencing October 2008. Basic rental payments are \$110,385 per annum to September 2018, excluding goods and services tax, operating expenses and property taxes.

### 8. Employee and contractor remuneration:

For the fiscal year ended March 31, 2017, the Society paid total remuneration of \$313,387 to two employees and one contractor for services, each of whom received total annual remuneration of more than \$75,000.

#### 9. Director remuneration:

The Society's directors do not receive remuneration.

Notes to Financial Statements

Year ended March 31, 2017

### 10. Financial risks and concentration of risk:

The significant risks to which the Society is exposed are credit risk and liquidity risk.

(a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Society's exposure to credit risk is indicated by the carrying amount of its accounts receivable, cash and cash equivalents, and investments. The Society deals with creditworthy counterparties to mitigate the risk of financial loss from defaults on its accounts receivable. The Society deposits its cash and cash equivalents and investments with high credit quality financial institutions. There has been no change to the risk exposure from 2016.

(b) Liquidity risk:

Liquidity risk is the risk that the Society will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Society manages its liquidity risk by monitoring its operating requirements. The Society prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2016.

#### 11. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted in the current year.