

The Board of Directors of West Neighbourhood House
invites you

West Neighbourhood House
Annual General Meeting
Thursday, June 24, 2021

Annual General Meeting: 6:30 pm

**This meeting will be held via Mercuri telephone conferencing
and by Zoom teleconferencing at:
<https://zoom.us/j/98694165370>**

Meeting ID: 986 9416 5370
Dial by your location
+1 647 374 4685 Canada
+1 647 558 0588 Canada
Meeting ID: 986 9416 5370

Find your local number: <https://zoom.us/u/acfQ05yxXC>



NEIGHBOURHOOD
HOUSE

CONTACT:
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588 Queen Street West
2nd floor
Toronto, ON Canada M6J 1E3
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NOTICE OF ANNUAL GENERAL MEETING

*Notice is hereby given that the Annual General Meeting of the members of West Neighbourhood House will be held **by means of telephone and videoconferencing on Thursday, June 24, 2021 at 6:30 p.m.** for the following purposes:*

1. to receive and consider the Financial Statements of the House for the year ended March 31st 2021, together with the report of the auditors thereon;
2. to appoint auditors;
3. to elect Directors of the Corporation;
4. to elect community members to the Nominating Committee;
5. to transact such other business as may properly come before the meeting or any adjournment thereof.

Dated this 7th day of May 2021

By order of the Board

Rona Abramovitch
President

588 Queen Street West
Toronto, ON Canada M6J 1E3
The Meeting Place
Newcomer Outreach Program

248 Ossington Avenue
Toronto, ON Canada M6J 3A2
Adult Literacy and
Learning Programs
Family and Newcomer
Programs
Music School
Older Adult Centre

1033 King Street West
Toronto, ON Canada M6K 3N3
Employment Services
Financial Empowerment
and Problem Solving
Adult Learning Programs

1497 Queen Street West
Unit #103, Toronto, ON
Canada M6R 1A3
Family and Newcomer
Programs
Parkdale Meeting Place



United Way
Toronto & York Region

Charitable Registration No.
11925 7525 RR0001

**Minutes of the ANNUAL GENERAL MEETING
of the Members of West Neighbourhood House
held Online and by Telephone
on Thursday, June 25, 2020**

Present: Rona Abramovitch, Reilly Latimer, Emily Paradis, Stephanie Poole, members of the Board of Directors, Voting Members, Guests, Maureen Fair (Ex-officio), and Lambrina Nikolaou (Recording Secretary).

1. Welcome

Rona Abramovitch welcomed members and guests for joining **West Neighbourhood House's 2020 Annual General meeting and thanked everyone for their** participation in a new way - online, over the phone or by phone networking, because of the COVID-19 pandemic and the need for physical distancing. ,

Rona shared that she will be leaving the meeting a little early for personal reasons, and will be handing it over to Emily Paradis, the Vice-President of our Board, to chair the meeting.

As part of the welcome Rona included a Land acknowledgement:

Toronto and West Neighbourhood House are in the 'Dish With One Spoon Territory'. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect.

Rona emphasized that this acknowledgement, while always important and appropriate, seems particularly so now. The Dish With One Spoon is a treaty which asks us to take only what we need, to ensure that others have what they need, and also to ensure that the dish is never empty-- that we take care of the resources we all need. In our current challenging times we clearly want to honour the treaty and act in the spirit of peace, friendship, and respect.

2. President's Remarks

Rona acknowledged that we are all dealing with a world-wide pandemic and that COVID-19 is difficult for all, but especially for those already facing difficulties and inequities. Rona also acknowledged that the murder of George Floyd in the United States and serious incidents here in Canada and Toronto have brought into sharp focus the importance of facing and dealing with anti-Black racism, and that we also cannot ignore the racism faced by Indigenous peoples. Rona stressed that West Neighbourhood House is committed to facing and addressing racism within our organization and next year at this time, we will report back on what we have learned and what we are doing differently to address racism.

Rona thanked four members of the Board who are stepping down: Chander Chaddah, Margaret Pereira, Stephanie Poole, and Nicole Jacobs and acknowledged their extraordinary service, each with their own special talents and gifts.

Rona also thanked the West Neighbourhood House staff who have been carrying on with so much of the work of the House, even in these COVID-19 times. Rona highlighted that the Meeting Place drop-in for homeless members continues to be open, seniors' needs are being met as much as possible, and staff are connecting with community members by video chat and phone when they cannot provide support in person. Rona emphasized that West NH staff are not only hard-working and dedicated, but also creative and innovative -- they have come up with new ways to get things done and because of them the work of the House has been sustained and supported.

Rona thanked Maureen Fair and the entire management team for continuing to guide the House through this difficult period and for their exemplary leadership and acknowledged the remarkable agility, ingenuity, dedication, and courage that staff across have demonstrated.

On behalf of the Board, Rona expressed how proud they are to be part of West Neighbourhood House, and so grateful to everyone.

Rona handed over the chair to Emily Paradis.

3. ANNUAL GENERAL MEETING

Emily Paradis, as Acting Chair of the meeting, explained that the formal part of the Annual General Meeting is one way we show this organization's accountability to the community and that members in attendance have an important role in this organization's governance.

Emily highlighted that the Annual General Meeting is held once a year so that all members of West Neighbourhood House have an opportunity to:

- hear about the House's activities over the past year
- elect or re-elect volunteer Directors to the Board
- approve the financial statements for the year ending March 31, 2020 and the auditor's report
- appoint auditors for next year

4. Appointment of Secretary

Emily appointed Lambrina Nikolaou as Secretary for this Annual General Meeting of the membership and thanked Lambrina in advance.

5. Voting Procedure/Call to Order

Emily highlighted that only voting members are eligible to vote on the decisions needed at this meeting and because we have members both on the phone and online, and that we have to do voting differently than if we were all present in one room.

Emily explained that first, she will read the motion and ask for everyone voting for the motion to say Yes and that she will then pause and ask for everyone voting against the motion to say No and pause again and ask for everyone abstaining from the vote to say Abstain.

Emily called the meeting to order given that quorum of 40 voting members was reached.

6. Minutes of Last Meeting June 20, 2019

Emily confirmed that the minutes of the last Annual General Meeting held on June 18, 2019 enclosed in the AGM package were sent to each registered member and that the minutes were visible on the screen.

Emily called for a voting member who was present at last year's meeting to move that we approve the minutes.

Moved by Prasad Rao that the minutes of the last meeting June 20, 2019 be approved. Seconded by Christine Yip. Emily called the vote and the motion carried.

7. Financial Report

Emily called upon our volunteer Board Treasurer, Reilly Latimer, to present the Financial Report.

Reilly presented the Financial Statements and explained that he is referring to the fiscal year which ran from April 1, 2019 to March 31, 2020.

Reilly confirmed that the Board of West Neighbourhood House has a Finance and Audit Committee of volunteers who met with management staff and our Auditors, Grant Thornton, to review the complete financial statements. Reilly reported that Auditors have stated that they have no concerns about the financial management of West Neighbourhood House and that we had a clean audit.

Reilly moved that the audited financial statements and all attached schedules for the year ending March 31, 2020 and the Auditor's Report be approved.

Emily called for someone to second the motion and the motion was seconded by Frank Brito. Emily called the vote and the motion carried.

8. Thank yous

Reilly thanked the audit team from Grant Thornton in the midst of COVID-19 for their professional and courteous service. Reilly also thanked Vathani Vadivel, Manager of Finance, and the Finance staff team for their hard work and dedication.

9. Appointment of Auditors

Reilly expressed how pleased Finance and Audit Committee were with the work of Grant Thornton as our auditor this year. Reilly moved that Grant Thornton be appointed auditors for 2020/21 at a fee to be fixed by the Board of Directors.

Emily called for someone to second the motion and the motion was seconded by Susan Main. Emily called the vote and the motion carried.

10. Elections to the Board of Directors

Emily invited Stephanie Poole, Chair of the Nominating Committee, to present the candidates for election to the Board of Directors.

Stephanie explained that the Nominating Committee is responsible for recruiting and interviewing potential candidates to the Board of Directors and that the committee looks for diverse skills and life experiences.

On behalf of the Nominating Committee, and as listed in the AGM package mailed to members in advance, Stephanie proposed the following qualified nominees for election to the Board of Directors:

To be elected for a first three-year term (2020 to 2023):

Adrienne Lipsey
Sean Meagher
Alim Remtulla

To be elected for a second three-year term (2020 to 2023):

Martha Goodings

Emily called for someone to second the motion and the motion was seconded by Sean Hurley. Emily called the vote and the motion carried.

11. Stephanie Poole (Community Representatives for the Nominating Committee)

Stephanie confirmed that the Nominating Committee consists of several Board members and community members and highlighted that the committee is pleased to have continuity with the following community members recommended for re-election on the Nominating Committee.

Stephanie moved that that the following community members be elected for a period of one year until the 2021 Annual General Meeting.

Rosemary Foulds
Christopher Mangrobang
Natasha McKenna

Emily called for someone to second the motion and the motion was seconded by Margaret Pereira. Emily called the vote and the motion carried.

12. Thanking departing Board members

Emily acknowledged that we are saying good-bye to four Board members this year:

- Nicole Jacobs resigned mid-year because of work commitments but has graciously agreed to continue to volunteer with us on our Strategic Planning Committee.
- Stephanie Poole who has graciously agreed to remain on the Nominating Committee.
- Chander Chaddah who has graciously agreed to remain a resource person for our ongoing exploration about redeveloping our 248 Ossington site.
- Margaret Pereira who will continue to volunteer her time and skills with our Older Adult Centre Members Council and Portuguese Women 55+

Emily thanked the retiring Board members for their tremendous contributions as Board members and expressed appreciation for their continued commitment to the House community.

Emily thanked everyone participating online or over the phone and brought the meeting to a close.

On behalf of West Neighbourhood staff and volunteers, Emily wished everyone a safe and healthy year ahead and adjourned the business portion of our Annual General Meeting.

13. Sir James Woods Award

Maureen Fair presented the Sir James Woods Award for Community Development.

She noted that the award is named after the Toronto citizen leader who founded St. Christopher House (now operating as West Neighbourhood House), along with Libby Carson and the Presbyterian Church. Sir James Woods purchased a building in Kensington Market in 1912 for the House's first location.

This year's recipients of the Sir James Woods Award are two local immigrant women, Mary Khin and Margaret Pereira, who have contributed hundreds of hours volunteering for the House by organizing and supporting other immigrant seniors in our community. On behalf of the House and community, Margaret and Mary were thanked.



Financial Statements

The St. Christopher House

(operating as West Neighbourhood House)

March 31, 2021

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Independent Auditor's Report

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To the Directors of
The St. Christopher House (operating as West Neighbourhood House)

Opinion

We have audited the financial statements of The St. Christopher House (operating as West Neighbourhood House) (the "Organization"), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script font.

Toronto, Canada
June 9, 2021

Chartered Professional Accountants
Licensed Public Accountants

The St. Christopher House
 (operating as West Neighbourhood House)
Statement of Financial Position

As at March 31

2021

2020

Assets

Current

Cash	\$ 1,493,784	\$ 402,585
Short-term investments (Note 3)	962,912	944,881
Accounts receivable (Note 4)	<u>708,397</u>	<u>708,559</u>

3,165,093 2,056,025

Due from St. Christopher House Community Endowment (Note 5)	354,393	189,814
Investments (Note 6)	2,364,851	1,874,223
Property and equipment (Note 7)	942,951	957,142
Intangible asset (Note 8)	<u>-</u>	<u>-</u>

\$ 6,827,288 **\$ 5,077,204**

Liabilities

Current

Accounts payable and accrued liabilities (Note 4)	\$ 2,560,795	\$ 1,609,923
Deferred revenue (Note 9)	503,478	199,625
Mortgage payable	<u>6,992</u>	<u>6,992</u>

3,071,265 1,816,540

Mortgage payable	1,644	8,247
Deferred capital contributions (Notes 5 and 10)	<u>778,764</u>	<u>760,597</u>

3,851,673 **2,585,384**

Net assets

General Fund	-	-
Internally Restricted Funds	<u>2,975,615</u>	<u>2,491,820</u>

2,975,615 **2,491,820**

\$ 6,827,288 **\$ 5,077,204**

Commitments (Note 11)

On behalf of the Board of Directors

 Director

 Director

The St. Christopher House
 (operating as West Neighbourhood House)
Statement of Operations

Year ended March 31	2021	2020
Revenue		
Federal government (Note 12)	\$ 563,029	\$ 398,259
Provincial government (Note 12)	7,912,737	7,418,615
City of Toronto (Note 12)	1,491,632	1,643,699
United Way	1,034,527	863,715
Foundations (Note 5)	269,753	400,402
Program fees	1,199,495	1,441,528
Membership fees	-	662
Fundraising and donations	198,242	257,419
Amortization of deferred capital contributions (Note 10)	76,833	75,992
Investment income (Note 6)	55,832	45,154
	12,802,080	12,545,445
Expenses		
Salaries, wages and employee benefits	9,361,108	9,699,931
Building occupancy	472,218	542,062
Office	339,239	334,659
Recruitment and education	5,244	22,685
Communication and printing	2,748	20,573
Purchased services	1,062,633	744,592
Staff development	31,171	64,205
Staff travel	28,963	78,072
Transportation	10,241	52,426
Food services	267,355	299,710
Program	1,068,052	502,901
Fundraising	71,297	94,166
Amortization	76,555	80,986
	12,796,824	12,536,968
Excess of revenue over expenses before other items	5,256	8,477
Other items		
Realized gains on investments	64,290	41,872
Unrealized (losses) gains on investments	414,249	(46,639)
	478,539	(4,767)
Excess of revenue over expenses	\$ 483,795	\$ 3,710

The St. Christopher House
 (operating as West Neighbourhood House)
Statement of Changes in Net Assets

Year ended March 31, 2021

	General Fund	Internally Restricted Funds	2021 Total	2020 Total
Net assets, beginning of year	\$ -	\$ 2,491,820	\$ 2,491,820	\$ 2,488,110
Excess of revenue over expenses	483,795	-	483,795	3,710
Interfund transfers	<u>(483,795)</u>	<u>483,795</u>	<u>-</u>	<u>-</u>
Net assets, end of year	<u>\$ -</u>	<u>\$ 2,975,615</u>	<u>\$ 2,975,615</u>	<u>\$ 2,491,820</u>

The St. Christopher House
 (operating as West Neighbourhood House)
Statement of Cash Flows

Year ended March 31	2021	2020
Increase (decrease) in cash		
Operating		
Excess of revenue over expenses	\$ 483,795	\$ 3,710
Items not involving cash		
Amortization	76,555	80,986
Amortization of deferred capital contributions	(76,833)	(75,992)
Unrealized (gains) losses on investments	<u>(414,249)</u>	<u>46,639</u>
	69,268	55,343
Change in non-cash working capital items		
Accounts receivable	162	(199,816)
Due from St. Christopher House Community Endowment	(164,579)	117,756
Accounts payable and accrued liabilities	950,872	314,079
Deferred revenue	<u>303,853</u>	<u>(243,752)</u>
	<u>1,159,576</u>	<u>43,610</u>
Financing		
Mortgage repayment	<u>(6,603)</u>	<u>(6,367)</u>
Investing		
Realized gains on investments reinvested	(64,290)	(41,872)
Net change in investments	(12,089)	(12,389)
Net change in short-term investments	(18,031)	(11,663)
Purchase of property and equipment	(62,364)	(16,629)
Deferred capital contributions received or receivable	<u>95,000</u>	<u>16,836</u>
	<u>(61,774)</u>	<u>(65,717)</u>
Increase (decrease) in cash	1,091,199	(28,474)
Cash		
Beginning of year	<u>402,585</u>	<u>431,059</u>
End of year	<u>\$ 1,493,784</u>	<u>\$ 402,585</u>

The St. Christopher House

(operating as West Neighbourhood House)

Notes to the Financial Statements

March 31, 2021

1. Nature of organization

The St. Christopher House (operating as West Neighbourhood House) (the "Organization") provides programs and services to enable less advantaged individuals, families and groups in the community gain greater control over their lives and within their community. The Organization is a registered charity under the Income Tax Act and accordingly is exempt from income taxes.

2. Summary of significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") as issued by the Canadian Accounting Standards Board. The financial statements include the following significant accounting policies.

Fund accounting

The accounts are maintained in accordance with the principles of fund accounting, whereby net assets of the Organization are classified for accounting and reporting purposes into funds to be used as determined by the Organization.

General Fund

The General Fund reflects amounts available for immediate use for the general purpose of the Organization. According to the Organization's policy, any surplus for the year in the General Fund is transferred to the Internally Restricted Funds and any deficit for the year is covered by a transfer from one of the Internally Restricted Funds as determined by the Board of Directors. As a result, the balance for the General Fund is \$Nil as at each year-end date.

Internally Restricted Funds

The Internally Restricted Funds include the amounts that have been formally set aside by the Organization to be used for specific purposes as approved by the Board of Directors.

Revenue recognition

The Organization follows the deferral method of accounting for contributions and grants. Unrestricted contributions and grants are recognized as revenue when received if the amount can be reasonably estimated and collection is reasonably assured. Restricted contributions and grants are recorded as deferred revenue when received and recognized as revenue when the related expenses are incurred.

Contributions restricted for the purchase of property and equipment or intangible asset are deferred and amortized into revenue over the same term and on the same basis as the related property and equipment or intangible asset item is amortized into expenses.

Program fees and investment income are accrued as earned. Investment income includes dividend and interest income.

The St. Christopher House

(operating as West Neighbourhood House)

Notes to the Financial Statements

March 31, 2021

2. Summary of significant accounting policies (continued)

Donated services and materials

Volunteers make a substantial contribution of time each year to assist the Organization in carrying out its activities. Due to the difficulty in determining the fair value of such contributed services, they are not recognized in these financial statements.

Donated materials received by way of gifts-in-kind are not recorded in the financial statements due to the difficulty in determining their fair value.

Property and equipment and intangible asset

Property and equipment purchased are recorded at cost. Amortization of property and equipment is calculated over their estimated useful lives on a straight-line basis at the following annual rates:

Buildings	5%
Furniture	25%
Automotive equipment	30%
Computer software	25%

The Organization follows a minimum capitalization threshold of \$6,000.

Property and equipment and intangible assets are tested for impairment when events or changes in circumstances indicate that an asset might be impaired. The assets are tested for impairment by comparing the net carrying value to their fair value or replacement cost. If the asset's fair value or replacement cost is determined to be less than its net carrying value, the resulting impairment is reported in the statement of operations. Any impairment recognized is not reversed.

Financial instruments

The Organization considers any contract creating a financial asset, liability or equity instrument as a financial instrument. The Organization's financial instruments are comprised of cash, short-term investments, accounts receivable, investments, accounts payable and mortgage payable.

The Organization initially measures its financial assets and financial liabilities at fair value and subsequently at amortized cost, with the exception of investments, which are subsequently measured at fair value. Realized and unrealized gains and losses are recognized in the statement of operations in the year incurred.

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each statement of financial position date to assess the need for revision or any possibility of impairment. Certain items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to excess of revenue over expenses as appropriate in the fiscal year they become known.

The St. Christopher House

(operating as West Neighbourhood House)

Notes to the Financial Statements

March 31, 2021

3. Short-term investments

	<u>2021</u>	<u>2020</u>
Guaranteed investment certificate ("GIC")	\$ 426,959	\$ 420,502
Term deposit	<u>535,953</u>	<u>524,379</u>
	<u>\$ 962,912</u>	<u>\$ 944,881</u>

The GIC earns an annual interest rate of 0.35% (2020 – 0.55%) and matures on May 12, 2022 (2020 – March 11, 2021) while the term deposit earns an annual interest rate of 1.70% (2020 – 2.20%) and matures on May 3, 2021 (2020 – May 3, 2020).

4. Government remittances receivable and payable

Included in accounts receivable is \$375,635 (2020 - \$172,758) in government remittances receivable.

Included in accounts payable and accrued liabilities is \$Nil (2020 - \$Nil) in government remittances payable.

5. Related party transactions

The Organization is related to St. Christopher House Community Endowment (the "Community Endowment") through common purpose. The Community Endowment is an independent legal organization to the Organization with a separate Board of Directors.

The Organization receives annual donations from the Community Endowment, after approval by the Community Endowment's Board of Directors. During the year, a donation of \$158,050 (2020 - \$155,366) was receivable from the Community Endowment, with \$63,050 (2020 - \$155,366) recorded in foundations revenue in the statement of operations and \$95,000 recorded as deferred capital contributions in the statement of financial position.

The Organization also receives donations that actually belong to the Community Endowment. As a result, the due from St. Christopher House Community Endowment reflects the net receivable after accounting for the donations owed to the Community Endowment. In fiscal 2020, the Organization has a non-interest-bearing receivable of \$354,393 (2020 - \$189,814) from the Community Endowment. The amounts are unsecured, due on demand and non-interest bearing.

These transactions and balances are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

The St. Christopher House

(operating as West Neighbourhood House)

Notes to the Financial Statements

March 31, 2021

6. Investments

Investments consist of the following:

	<u>2021</u>	<u>2020</u>
Global equities	\$ 1,253,966	\$ 895,542
Pooled funds	843,389	736,709
Canadian equities	154,557	115,112
Alternative	86,148	84,320
Cash and cash equivalents	<u>26,791</u>	<u>42,540</u>
	<u>\$ 2,364,851</u>	<u>\$ 1,874,223</u>

Cash and cash equivalents consist of cash and bankers' acceptances held in the Organizations' investment portfolio. As the intention is to hold these amounts for the long-term, they have been classified as such.

Investment income consists of the following:

	<u>2021</u>	<u>2020</u>
Interest income	\$ 41,570	\$ 32,802
Dividend income	<u>14,262</u>	<u>12,352</u>
	<u>\$ 55,832</u>	<u>\$ 45,154</u>

7. Property and equipment

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2021 Net</u>	<u>2020 Net</u>
Land	\$ 197,200	\$ -	\$ 197,200	\$ 197,200
Buildings	2,657,054	1,911,303	745,751	735,327
Furniture and equipment	160,860	160,860	-	24,615
Automotive equipment	<u>165,322</u>	<u>165,322</u>	<u>-</u>	<u>-</u>
	<u>\$ 3,180,436</u>	<u>\$ 2,237,485</u>	<u>\$ 942,951</u>	<u>\$ 957,142</u>

The building at 248 Ossington Avenue, with a net book value of \$247,544 (2020 - \$200,830), is pledged as collateral for the mortgage payable.

8. Intangible asset

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2021 Net</u>	<u>2020 Net</u>
Computer software	<u>\$ 91,526</u>	<u>\$ 91,526</u>	<u>\$ -</u>	<u>\$ -</u>

The St. Christopher House

(operating as West Neighbourhood House)

Notes to the Financial Statements

March 31, 2021

9. Deferred revenue

Deferred revenue relates to externally restricted funding received in the current period that are to be recognized in line with the related expense in a subsequent period. Changes for the year in deferred revenue are as follows:

	<u>2021</u>	<u>2020</u>
Balance, beginning of year	\$ 199,625	\$ 443,377
Amounts received relating to future years	458,387	198,483
Amounts recognized as revenue	<u>(154,534)</u>	<u>(442,235)</u>
Balance, end of year	<u>\$ 503,478</u>	<u>\$ 199,625</u>

10. Deferred capital contributions

Deferred capital contributions include the unamortized portions of contributions restricted for the purchase of property and equipment with which the Organization's buildings were originally purchased and renovations for buildings were made.

The changes for the year in the deferred capital contributions balance are as follows:

	<u>2021</u>	<u>2020</u>
Balance, beginning of year	\$ 760,597	\$ 819,753
Funds received or receivable restricted for capital items	95,000	16,836
Amortization of deferred capital contributions	<u>(76,833)</u>	<u>(75,992)</u>
Balance, end of year	<u>\$ 778,764</u>	<u>\$ 760,597</u>

Included in deferred capital contributions is \$95,000 (2020 - \$Nil) of funds receivable restricted for capital items that have yet to be spent.

11. Commitments

The Organization has entered into various agreements to lease office equipment until April 2026. The Organization is committed to the following future minimum lease payments.

2022	\$	8,383
2023		8,383
2024		8,383
2025		8,383
2026		8,383

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12. Revenue from government sources

	<u>2021</u>	<u>2020</u>
Federal government		
Immigration, Refugees and Citizenship Canada	\$ 471,600	\$ 276,713
Public Health Agency of Canada	61,137	62,024
Employment and Social Development Canada	<u>30,292</u>	<u>59,522</u>
	<u>\$ 563,029</u>	<u>\$ 398,259</u>
Provincial government		
Ministry of Health and Long-Term Care	\$ 6,289,980	\$ 5,729,288
Ministry of Labour, Training and Skills Development	774,724	797,920
Ministry of Children, Community and Social Services	659,933	673,226
Ministry of Seniors and Accessibility	128,100	158,181
Ministry of Tourism, Culture and Sport	<u>60,000</u>	<u>60,000</u>
	<u>\$ 7,912,737</u>	<u>\$ 7,418,615</u>
City of Toronto		
Shelter, Support and Housing Administration	\$ 751,828	\$ 595,804
Social Development, Finance and Administration	659,562	885,497
Children's Services	56,242	73,931
Employment and Social Services	<u>-</u>	<u>64,467</u>
	<u>1,467,632</u>	1,619,699
Toronto Arts Council	<u>24,000</u>	<u>24,000</u>
	<u>\$ 1,491,632</u>	<u>\$ 1,643,699</u>

13. Risks arising from financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of the financial statements in assessing the extent of risk related to financial instruments. The main risks to which the Organization's financial instruments are exposed are interest rate risk, credit risk, market risk and liquidity risk.

Interest rate risk

Interest rate risk is the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Organization is exposed to interest rate risk due to investments. The interest rate risk is minimized as much as possible by external investment managers investing in a diversified portfolio.

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13. Risks arising from financial instruments (continued)

Credit risk

Credit risk is the risk of financial loss occurring as a result of a counter party to a financial instrument failing to discharge an obligation or commitment that it has entered into with the Organization. The Organization's main credit risks relate to its accounts receivable.

The Organization's credit risk is limited to program fees receivable and it reduces its exposure to credit risk by ensuring it only provides credit to worthy parties and creating an allowance for doubtful accounts when appropriate. As at March 31, 2021, the allowance for doubtful accounts is \$Nil (2020 - \$Nil).

Market risk

Market risk is the risk the fair value of a financial instrument will fluctuate because of changes in market prices. The Organization's investments are subject to market risk, which includes price risk arising from market volatility and the risk of loss of capital associated with these investments.

The Organization mitigates this risk by holding a diversified portfolio including global and Canadian equities as well as pooled funds. There is no significant concentration risk included in the portfolio.

Liquidity risk

Liquidity risk is the risk the Organization will encounter difficulty in raising funds to meet commitments associated to its financial liabilities. The Organization is exposed to liquidity risk mainly in respect to its accounts payable and mortgage payable. The Organization manages liquidity risk through regular monitoring of forecast and actual cash flows to ensure it has sufficient funds available to meet current and foreseeable financial obligations.

14. COVID-19

The outbreak of a novel strain of coronavirus ("COVID-19") was declared a global pandemic by the World Health Organization in March 2020. COVID-19 has severely impacted many economies around the globe. In many countries, including Canada, organizations were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to organizations worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Organization for future periods. As of the audit report date, the Organization's investment balances and major funding agreements have remained relatively unchanged. The Organization has and continues to consider options available to adjust its operations to ensure the long-term sustainability of the Organization.

West Neighbourhood House

Date: May 7, 2021
To: Voting Members of West Neighbourhood House
From: West Neighbourhood House Nominating Committee
Re: Nominations for the West Neighbourhood House Board of Directors

1. The Nominating Committee proposes the following qualified nominees for election to the Board of Directors at the **Annual General Meeting on Thursday, June 24, 2021**

To be elected for a one-year replacement term (**2021 to 2022**):

Sara Mencia De Lara

To be elected for a first three-year term (**2021 to 2024**):

Rutendo Change

Melanie Newton

To be elected for a second three-year term (**2021 to 2024**):

Will Falk

Susan Main

Prasad Rao

To be elected for a third one-year term (**2021 to 2022**):

Emily Paradis

2. The Nominating Committee proposes that the Committee continue for a period of one year until the 2022 Annual General Meeting and that the following three community members be elected for a period of one year:

Christopher Mangrobang

Natasha McKenna

Stephanie Poole

3. Further nominations of eligible voting members for election to the Board of Directors and to the Nominating Committee, each of which shall be signed by not less than ten voting members of West Neighbourhood House and consented to by the nominee, shall be received by the Nominating Committee up to and including **June 9, 2021**.
4. The members of the Nominating Committee, following election, will fill any vacancies on the Board of Directors that occur after the **Annual General Meeting on June 24, 2021**.

Candidates for the Board of Directors 2021

Rutendo Change

Rutendo is passionate about economic development and advancing livelihoods in marginalised urban and rural communities. As an international development professional, she has supported communities in over 10 countries around the world and recently immigrated to Canada from Zimbabwe.

Rutendo participated in West NH's Employment Services program and connected again with the House through the In With Forward Grounded Space project.

An avid runner, she loves discovering Toronto neighbourhoods, one run at a time. She's also currently curious about sustainable land management and is enjoying learning about regenerative agriculture.

Will Falk

Will Falk over 25 years experience as a strategist and advisor in New York and Toronto for academic centres, governments, and innovative companies in healthcare. Since retiring from the PricewaterhouseCoopers LLP in 2017, he tries to make the world a better place in a variety of ways.

Will is an Adjunct Professor at the Rotman School of Management at the University of Toronto. He is a Senior Fellow at the CD Howe Institute and an Innovation Fellow at Women's College Hospital Institute for Health System Solutions and Virtual Care. He invests in and has worked with several software development companies focused on healthcare.

His not-for profit sector board experience includes West NH, the AMS Foundation, the Children's Aid Foundation, the William Osler Health System and the Institute for Clinical and Evaluative Sciences. He also sits on a number of corporate boards.

Susan Main

Susan Main is retired from a career in the charitable sector as a senior fundraising and strategic communications executive with the Canadian Hearing Society. Prior to that, she worked in the Ontario government as the Manager of Writing and Creative Services in the Public Affairs & Communications branch of the Ministry of Environment and Energy. She joined the West NH Board in 2018 and currently serves as the Chair of the Fund Development Committee. Susan and her family have lived in the neighbourhood for more than 35 years.

Sara Mencía de Lara

Sara immigrated to Canada from Dominican Republic in 2011. She has volunteered in several Diversity and Inclusion initiatives, including as Chair of two employee resource groups that promote Latin culture and people with diverse abilities. Sara is passionate about building more inclusive and equitable organizations and communities. She has over 15 years of experience in the financial industry, specializing in project delivery for international markets and most recently, business change and integration. Sara has collaborated with West NH through the Employment Services program and with other organizations as a professional mentor for newcomers.

Melanie Newton

Melanie Newton grew up in Barbados and has been a faculty member at the University of Toronto for 20 years, where she is an Associate Professor of History. Among other roles she has been Director of the Caribbean Studies Program and Chair of the History Department's Equity and Diversity Committee. Her research focuses on the history of the Caribbean, particularly gender, slavery and its abolition and Indigenous Caribbean history. She is frequently sought out as a public commentator on the legacies of slavery and colonialism in the modern world, particularly in Britain, Canada and the Caribbean.

Melanie lives in the West NH catchment area with her two teenage children and a cat named Pumpkin (who has been described as a "voracious snuggler"). She has volunteered as a community tutor for elementary and high school students; in a homeless shelter in Barbados and was a student journalist.

Emily Paradis

Emily Paradis lives in the West NH catchment area with her wife, Sarah Fowlie, and their two young adult children. Emily has been involved in many organizations and events in her neighbourhood, including Concord Avenue Car Free Day, Dufferin Grove Park, Build a Better Bloor-Dufferin coalition, and as a parent involved in local schools.

Emily has PhD in Education and is a Senior Policy Advisor in the Office of the Federal Housing Advocate, at the Canadian Human Rights Commission. She has been an activist, researcher, advocate and front-line service provider on issues of housing and homelessness for over 25 years. She was Research Manager of the Neighbourhood Change Research Partnership, initially a joint project of the University of Toronto and West NH to study growing inequality and polarization among neighbourhoods.

In between working and parenting, Emily likes to ride her bike and walk her dog. She looks forward to someday returning to Friday night suppers at Dufferin Grove, and seeing live music in our neighbourhood's great bars.

Prasad Rao

Prasad was instrumental in providing pro-bono support leading to the name change from St. Christopher House to West Neighbourhood House. He brings skills in marketing and communications, and has broad strategic and operational experience with a track record in collaboration, innovation spanning a variety of countries.

Nominating Committee: Proposed Community Representatives 2021

Chris Mangrobang

Born and raised in the Philippines, Christopher obtained an Economics Degree in the Philippines and a Masters Degree in International Political Economy in the U.S. He worked as a financial analyst specializing in real estate prior to coming to Canada in 2004. He has worked for a variety of firms and is currently Senior Manager, Transfer Pricing with for a web-based consulting firm. Christopher is a CFA Charterholder. In addition to his work on the Nominating Committee, he volunteers as a tutor with our Newcomer Youth Program.

Natasha McKenna

Natasha, a Brockton Village resident, is an experience program manager and adult educator who specializes in working with community organizations and First Nations communities in developing and delivering innovative financial empowerment programs that improve financial security and well-being of people living on a low-income. Her professional experience includes: curriculum writing and training, program planning and design, organizational development and event management.

Natasha is passionate about learning, social justice, running and the arts. She volunteers with West Neighbourhood House Nominating Committee and as a run mentor with the Newcomer Youth Program.

Stephanie Poole

Stephanie lives in the Ossington area with her young family and is a former regular program user in the preschool program. Stephanie is a human resources professional and her background includes teaching English in Korea. She has volunteered with West NH's Newcomer Youth program with resume, job skills workshops and fundraising efforts.