



## **FEDERATION'S AGM AGENDA**

Monday, June 27, 2022

7:00 – 9:00 p.m.

**Crossroads Community Association**

1803 14 Avenue NE

- 1.0 Greetings and Networking
- 2.0 Land Acknowledgement
- 3.0 Presentation of Partners in Planning Certificates and Resource Launch
- 4.0 AGM Call to Order
- 5.0 Approval of the Agenda
- 6.0 Approval of the June 28, 2021 Minutes
- 7.0 President's Report
- 8.0 Executive Director's Report
- 9.0 Financial Report
  - 9.1 2021 Audited Financial Statements
  - 9.2 Appointment of the 2022 auditors
- 10.0 Nominations
  - 10.1 Nominations Overview
  - 10.2 Presentation of the Slate
  - 10.3 Call for Volunteers for 2023 Nominating Committee
- 11.0 Awards
  - 11.1 Toole Peet Community Hero Award
- 12.0 AGM Adjournment
- 13.0 Networking

# THE FEDERATION OF CALGARY COMMUNITIES

Annual General Meeting

## NOTES and MOTIONS

AGM – June 28, 2021

---

### 1.0 Greetings and Introductions

Valerie Mushinski

Guests and Partners:

- The past and present “Faces of Community”
- Toole Peet is a Bronze Sponsor, the Community Hero Award Sponsor and the official insurance provider to The Federation of Calgary Communities.
  - From Toole Peet, we have Neil Hogg, Account Executive/Partner
- Enmax is a Community Champion Sponsor, and the Official Energy Sponsor to The Federation.
  - From Enmax, we have Krista Moroz, Manager, Community Partnerships
- Servus Credit Union is the Financial Institution of Choice to The Federation.

From Servus Credit Union we have:

  - Tyler Hope, District Manager

### 2.0 AGM Call To Order

Valerie Mushinski

The business meeting portion of the AGM commenced at 7:25 PM

### 3.0 AGENDA

Valerie Mushinski

#### Motion

"THAT, the Agenda be approved as circulated".

Moved by: Michelle Dice, Bowness Community Association

2nd: Nicole Battistella, Ramsay Community Association

Carried - 20 votes

#### **4.0 MINUTES**

Valerie Mushinski

##### **Motion**

"THAT, the Minutes of the AGM of the Federation of Calgary Communities held on October 22, 2020, be accepted as circulated and as amended".

Moved by: Roy Wright, Mount Royal Community Association  
2nd: Theresa Meeder, Marlborough Community Association  
Carried - 20 votes

#### **5.0 PRESIDENT'S REPORT**

Valerie Mushinski

Valerie Mushinski, President gave an overview of the board's activities.

#### **6.0 FINANCIAL REPORT**

Hiral Adhiya

##### **6.1 Accept Audited Financial Statements**

##### **Motion**

"THAT, the audited Financial Statements of the Federation of Calgary Communities for the year ending December 31, 2020, be accepted as circulated".

Moved by: Paul Bushell, Calgary Evergreen Community Association  
2nd: Theresa Meeder, Marlborough Community Association  
Carried – 20 votes

##### **6.2 Appointment of 2021 Auditor**

##### **Motion**

"THAT, the Federation of Calgary Communities retain the firm of BDO to perform the audit for the year ending December 31, 2021".

Moved by: Gary Ellis, Rosscarrock Community Association  
2nd: Paul Bushell, Calgary Evergreen Community Association  
Carried – 20 votes

#### **7.0 Bylaw Amendments**

John McKinley

##### **7.1 Amendment to the Bylaws**

##### **Motion**

"THAT, the members of Federation of Calgary Communities, through a special resolution, repeal the bylaws dated October 27, 2020, and replace them with the attached."

Moved by: Linda Poetz, Bridgeland Community Association  
2nd: Theresa Meeder, Marlborough Community Association  
Carried – 20 votes

## 8.0 NOMINATIONS

### Recognition of Board

Valerie Mushinski

The current board was recognized.

### 8.1 Nominations Overview

Matt Robinson

Thanks were given to our 2020-21 Nominating Committee:

- Pat Guillemaud, Westgate
- Toni Pilkey, Triwood
- Patricia Leahy, Hounsfield Heights Briar Hill
- Linda Poetz, Bridgeland Riverside
- Jim Palmer, Scenic Acres
- Jermyn Voon and Alyson Robb, Federation board members

for their commitment and hard work in recruiting, interviewing, and recommending this new slate in accordance with 4.8.5 of our bylaws.

### 8.2 Presentation of Slate of Nominees

Matt Robinson

#### Motion to Elect the Presented Nominees:

##### Motion

“The Nomination Committee recommends THAT,  
returning members:

Austin Muir  
Alyson Robb  
John McKinley

and new members :

Arielle Sie-Mah  
Elaina Eifler  
Marta Ligocki

are elected to serve on The Federation’s Board of Directors for a two-year term from 2021 to 2023”:

Moved by: Bonita McCurry, Brentwood Community Association  
2nd: Paul Bushell, Calgary Evergreen Community Association  
Carried - 20 votes

#### **8.4 Call for Volunteers for the 2022 Nominating Committee**

**Matt Robinson**

Individuals interested in the Nominations Committee:

- Elaina Eifler, Federation Board

#### **9.0 Awards**

**Leslie Evans**

**9.1 PIP Certificates** – This year we have fifteen Partners in Planning Graduates. We have mailed these documents.

#### **9.2 Toole Peet Community Hero Award Presentation**

**Neil Hogg**

**Presentation by:** Toole Peet

**Winner:** Lucy Arellano, Cliff Bungalow-Mission Community Association.

**Door prize draws**

**Leslie Evans**

#### **10.0 AGM ADJOURNMENT**

**Valerie Mushinski**

**Motion**

"THAT, the 2021 Annual General Meeting be adjourned at 8:01 p.m."

Moved by: Paul Bushell, Calgary Evergreen Community Association

2<sup>nd</sup>: Bonita McCurry, Brentwood Community Association

Carried – 20 votes



FEDERATION OF  
CALGARY COMMUNITIES

THE FEDERATION OF CALGARY COMMUNITIES

# ANNUAL REPORT 2021

BE PART OF IT!

# A YEAR IN REVIEW



Twenty twenty-one marked the 60 Anniversary of The Federation of Calgary Communities. We celebrated quietly as we reflected on our achievements, our service gap, and our role going forward. The dramatic effects of COVID provided us an opportunity to think about our changing role as capacity builders to members. In April of 2021, our board finalized a new strategic plan. This included an updated vision and mission, crafted through virtual collaboration. Through our process, we re-imagined how we can serve as a capacity builder – which consists of a greater focus on “knitting our network”, more opportunities for peer learning, a micro-credential learning program, and more support through consultation work. We also created a new position, the Director of Learning and Engagement. This position provides our member organizations with quality education and support that increases volunteer knowledge and capacity and helps our member organizations to thrive!

Twenty twenty-one also saw the launch of the Toole Peet Action Grants and a reaffirmation of our commitment to finding ways to support our members through easy-to-access microgrants and education. We finished the rewrite of the “Guide to the Planning Process” as funded by the Alberta Real Estate Foundation. Servus Credit Union and ENMAX remained strong partners by continuing to support our work and our members.

**PETE STEENAERTS**

President

As a voice for community, The Federation was a member of the Alberta Liquor Gaming Cannabis committee for gaming reform. Along with our peers, The Edmonton Federation of Community Leagues, we mobilized our members in letter writing to MLAs and to the Minister to advocate for the continued support of small urban non-profits. While the results are still not known, we are hopeful our voices have been heard!

On an internal note, like most employers, The Federation struggled with the changing job market. We had an above-average turnover in staff, with some being recruited by accounting firms while others finding excellent opportunities to advance their careers in other sectors. This we know effected our service to our members. We have tried to minimize the disruption; we updated our organization policies to support flexible workspaces, adding workplace benefits and developing a more cohesive onboarding including in-depth training for audit technicians. Despite our efforts, recruitment remains a struggle, especially for audit and urban planning positions. We are optimistic as we move into 2022 that we will fill the vacancies and move forward robustly.

As always, we thank you for your continued support and trust in the work we do. We love working with you and hope to continue working together. Thank you for all that you do each day to make our communities great places to live, work and play.

**LESLIE EVANS**

Executive Director



OUR

## VISION

Lead and create a network of thriving and impactful non-profit organizations.

OUR

## MISSION

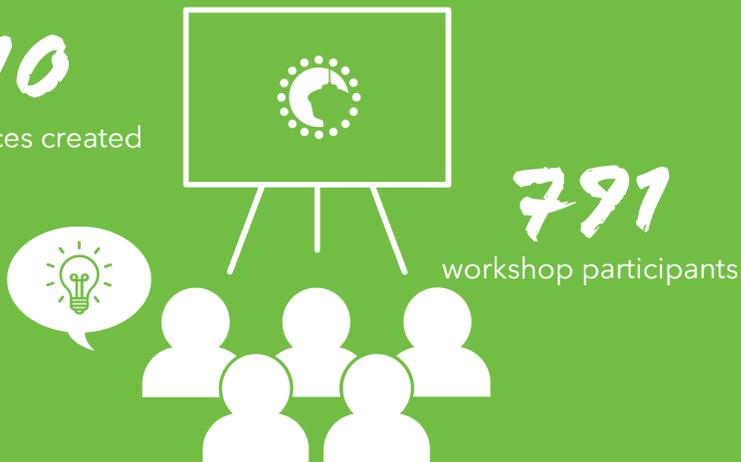
We build the capacity of volunteer-run community-based organizations by developing and delivering resources, education, and professional services. Our work supports people to guide their organizations with confidence and clarity.



# 49.4% INCREASE

in non-profit governance knowledge

10  
resources created



91  
workshops offered

# 44.7% INCREASE

in members' use of the Land Acknowledgement



# 241 MEMBER ORGANIZATIONS

- 149/152 community associations
- 6 associate members
- 7 auxiliary members
- 79 service members

OUR

# IMPACT & WORK

Stats collected from April 1, 2021 to March 31, 2022

# 15.5% INCREASE

in financial accountability knowledge



152  
tax returns filed



137  
financial audits



# \$259,156

in financial support  
to members

# 38.8% INCREASE

in members abilities to meet  
their organizations needs

# 872

requests for support



# 1266

support actions  
offered

# FINANCIAL STATEMENT

# SUMMARY

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Statement of Financial Position**  
**As at December 31, 2021**

	2021	2020
<b>Assets</b>		
<b>Current</b>		
Unrestricted cash	\$ 676,556	\$ 754,791
Restricted assets (Note 3)	272,602	315,603
Accounts receivable	136,599	149,331
Work in progress (Note 4)	67,214	107,535
Prepaid expenses	40,835	35,390
	1,193,806	1,362,650
Property and equipment (Note 5)	66,915	75,485
	\$ 1,260,721	\$ 1,438,135
<b>Liabilities and Net Assets</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 36,921	\$ 38,463
Audit retainer (Note 4)	106,858	113,997
Unearned revenue	-	274
Goods and services tax payable	10,585	11,412
Fund held in trust (Note 6)	128,432	121,722
Current portion of lease inducement (Note 9)	14,657	14,657
Deferred contributions related to operations (Note 7)	144,170	193,881
	441,623	494,406
Deferred contributions related to property and equipment (Note 8)	38,336	52,197
Long-term portion of lease inducement (Note 9)	25,651	40,308
	505,610	586,911
<b>Net Assets</b>		
Invested in property and equipment	28,579	23,288
Unrestricted	726,532	827,936
	755,111	851,224
	\$ 1,260,721	\$ 1,438,135

# BREAKDOWN OF REVENUE & EXPENSES

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Statement of Operations**  
**For the Year Ended December 31, 2021**

	2021	2020
<b>Revenue</b>		
Service and fees	\$ 893,770	\$ 958,658
Grants (Note 7)	435,196	336,944
Funds received related to COVID-19 (Note 13)	133,241	288,046
Memberships	59,225	60,900
Donations and sponsorships	40,683	41,350
Fees for contracted services	9,876	6,000
Interest	4,430	6,838
Fundraising events	2,161	9,434
Office and miscellaneous (Schedule 1)	942	1,384
	<b>1,579,524</b>	<b>1,709,554</b>
<b>Expenses</b>		
Salaries and benefits	1,436,429	1,360,663
Occupancy	86,128	86,730
Office and administration (Schedule 2)	61,473	55,430
Community Resource and Promotion	32,861	900
Equipment lease	11,129	11,464
Professional fees	9,999	9,403
Memberships and audit insurance	9,378	14,106
Website and technology support	4,875	5,658
Convening and group meeting	4,230	5,105
Education and training	3,506	5,290
Volunteer recognition	1,778	4,663
Fundraising expenses	1,258	3,392
Library	579	603
	<b>1,663,623</b>	<b>1,563,407</b>
Excess of revenue over expenses before amortization	<b>(84,099)</b>	<b>146,147</b>
Amortization of deferred contributions related to property and equipment (Note 8)	(13,861)	(21,272)
Amortization expense	25,875	32,864
	<b>12,014</b>	<b>11,592</b>
<b>Excess (deficiency) of revenue over expenses for the year</b>	<b>\$ (96,113)</b>	<b>\$ 134,555</b>



OUR  
**SPONSORS**

COMMUNITY CHAMPION



COMMUNITY BUILDER



# OUR BOARD

<b>Past President</b>	Valerie Mushinski
<b>President</b>	Pete Steenaerts
<b>Vice President</b>	Alyson Robb
<b>Secretary</b>	Jermyn Voon
<b>Acting Treasurer (March - Present)</b>	Jermyn Voon
<b>Treasurer (Left March 2022)</b>	Hiral Adhiya
<b>Director</b>	Elaina Eifler
<b>Director</b>	Tina Kakkar
<b>Director</b>	Marta Ligocki
<b>Director</b>	Tim Lipp
<b>Director</b>	John McKinley
<b>Director</b>	Austin Muir
<b>Director</b>	Matthew Robinson
<b>Director</b>	Arielle Sie-Mah
<b>Director</b>	Roy Wright



# OUR STAFF

<b>Executive Director</b>	Leslie Evans
<b>Director of Learning and Engagement</b>	Jason Kingsley
<b>Organization Capacity Specialist</b>	Hailey Leonardis
<b>Engagement Coordinator</b>	Sam Agostini
<b>Urban Planner</b>	Toun Osuntogun
<b>Urban Planner</b>	Vacant Position
<b>Accountant</b>	Alex Yam
<b>ActivateYYC Coordinator</b>	Hayley Dechaine
<b>ActivateYYC Storyteller</b>	Marin Peake-MacAlister
<b>Marketing and Communications Coordinator</b>	Kenneth Appleby
<b>Digital Marketing Coordinator</b>	Emmy Wyatt
<b>Web Designer and I.T. Support</b>	Kayleigh Kernaghan
<b>Database and I.T. Coordinator</b>	Emmanuel Omomogbe
<b>Administration Assistant</b>	Lori Winder
<b>Accountant</b>	Alex Yam
<b>Auditor</b>	Heidi Brauer
<b>Auditor</b>	Nancy Murdoch
<b>Auditor</b>	Anthony Chiu
<b>Audit Manager</b>	Michael Ihekuna
<b>File Manager and Audit Technician</b>	Reamarie Dela Cruz
<b>Intermediate Audit Technician</b>	Sophia Wu
<b>Audit Technician</b>	Fateha Muzaffar
<b>Audit Technician</b>	Azra Qureshi
<b>Audit Technician</b>	Harjap Singh Atwal
<b>Audit Technician</b>	Puja Bhusal



THANK YOU FOR ANOTHER

**AMAZING YEAR!**

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Financial Statements**  
**December 31, 2021**

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Index to Financial Statements**  
**For the Year Ended December 31, 2021**

---

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 13
Schedules to the Financial Statements ( <i>Schedule 1 and 2</i> )	14



Tel: 403-266-5608  
Fax: 403-233-7833  
www.bdo.ca

BDO Canada LLP  
903 - 8th Avenue SW, Suite 620  
Calgary AB T2P 0P7 Canada

---

## INDEPENDENT AUDITOR'S REPORT

---

To the Members of The Federation of Calgary Communities Society:

### Opinion

We have audited the financial statements of The Federation of Calgary Communities Society (the "Federation"), which comprise the statement of financial position as at December 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 Federation as at December 31, 2021, and its financial performance 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 Federation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with those 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 Federation'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 Federation or cease operations, or has no realistic alternative but to do so.

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

(continues)



Independent Auditor's Report to the Members of The Federation of Calgary Communities Society:  
(continued)

### **Auditor's Responsibilities for the Audit of 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 Federation'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 Federation'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 Federation 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.

*BDO Canada LLP*

Chartered Professional Accountants

Calgary, Alberta  
June 1, 2022

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Statement of Financial Position**  
**As at December 31, 2021**

	2021	2020
<b>Assets</b>		
Current		
Unrestricted cash	\$ 676,556	\$ 754,791
Restricted assets (Note 3)	272,602	315,603
Accounts receivable	136,599	149,331
Work in progress (Note 4)	67,214	107,535
Prepaid expenses	40,835	35,390
	<u>1,193,806</u>	1,362,650
Property and equipment (Note 5)	<u>66,915</u>	75,485
	<u>\$ 1,260,721</u>	<u>\$ 1,438,135</u>
<b>Liabilities and Net Assets</b>		
Current		
Accounts payable and accrued liabilities	\$ 36,921	\$ 38,463
Audit retainer (Note 4)	106,858	113,997
Unearned revenue	-	274
Goods and services tax payable	10,585	11,412
Fund held in trust (Note 6)	128,432	121,722
Current portion of lease inducement (Note 9)	14,657	14,657
Deferred contributions related to operations (Note 7)	144,170	193,881
	<u>441,623</u>	494,406
Deferred contributions related to property and equipment (Note 8)	38,336	52,197
Long-term portion of lease inducement (Note 9)	<u>25,651</u>	40,308
	<u>505,610</u>	586,911
Net Assets		
Invested in property and equipment	28,579	23,288
Unrestricted	<u>726,532</u>	827,936
	<u>755,111</u>	851,224
	<u>\$ 1,260,721</u>	<u>\$ 1,438,135</u>

**On behalf of the Board**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Statement of Operations**  
**For the Year Ended December 31, 2021**

	2021	2020
<b>Revenue</b>		
Service and fees	\$ 893,770	\$ 958,658
Grants (Note 7)	435,196	336,944
Funds received related to COVID-19 (Note 13)	133,241	288,046
Memberships	59,225	60,900
Donations and sponsorships	40,683	41,350
Fees for contracted services	9,876	6,000
Interest	4,430	6,838
Fundraising events	2,161	9,434
Office and miscellaneous (Schedule 1)	942	1,384
	<u>1,579,524</u>	<u>1,709,554</u>
<b>Expenses</b>		
Salaries and benefits	1,436,429	1,360,663
Occupancy	86,128	86,730
Office and administration (Schedule 2)	61,473	55,430
Community Resource and Promotion	32,861	900
Equipment lease	11,129	11,464
Professional fees	9,999	9,403
Memberships and audit insurance	9,378	14,106
Website and technology support	4,875	5,658
Convening and group meeting	4,230	5,105
Education and training	3,506	5,290
Volunteer recognition	1,778	4,663
Fundraising expenses	1,258	3,392
Library	579	603
	<u>1,663,623</u>	<u>1,563,407</u>
Excess of revenue over expenses before amortization	<u>(84,099)</u>	<u>146,147</u>
Amortization of deferred contributions related to property and equipment (Note 8)	(13,861)	(21,272)
Amortization expense	<u>25,875</u>	<u>32,864</u>
	<u>12,014</u>	<u>11,592</u>
<b>Excess (deficiency) of revenue over expenses for the year</b>	<u>\$ (96,113)</u>	<u>\$ 134,555</u>

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Statement of Changes in Net Assets**  
**For the Year Ended December 31, 2021**

	Invested in property and equipment	Unrestricted	<b>2021</b>	2020
<b>Net assets - beginning of year</b>	\$ 23,288	\$ 827,936	<b>\$ 851,224</b>	\$ 716,669
Excess (deficiency) of revenue over expenses	5,291	(101,404)	<b>(96,113)</b>	134,555
<b>Net assets - end of year</b>	<b>\$ 28,579</b>	<b>\$ 726,532</b>	<b>\$ 755,111</b>	<b>\$ 851,224</b>

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2021**

	2021	2020
<b>Operating activities</b>		
Excess (deficiency) of revenue over expenses	\$ (96,113)	\$ 134,555
Items not affecting cash:		
Amortization of property, and equipment	25,875	32,864
Amortization of deferred contributions related to property and equipment	<u>(13,861)</u>	<u>(21,272)</u>
	<u>(84,099)</u>	146,147
Changes in non-cash working capital:		
Restricted cash	43,001	(108,450)
Accounts receivable	12,732	17,761
Work in progress	40,321	(38,576)
Accounts payable and accrued liabilities	(1,542)	17,592
Prepaid expenses	(5,445)	(2,998)
Goods and services tax payable	(827)	(4,815)
Audit retainer	(7,139)	9,322
Unearned revenue	(275)	(415)
Funds held in trust	6,710	23,989
Long term portion of lease inducement	(14,657)	(14,657)
Deferred contribution related to operations	<u>(49,711)</u>	<u>84,461</u>
	<u>23,168</u>	<u>(16,786)</u>
Cash flow from (used by) operating activities	<u>(60,931)</u>	129,361
<b>Investing activity</b>		
Purchase of equipment	<u>(17,304)</u>	<u>(1,418)</u>
<b>Increase (decrease) in cash flow</b>	<b>(78,235)</b>	<b>127,943</b>
Cash - beginning of year	<u>754,791</u>	<u>626,848</u>
<b>Cash - end of year</b>	<b>\$ 676,556</b>	<b>\$ 754,791</b>

# THE FEDERATION OF CALGARY COMMUNITIES SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2021

---

### 1. Purpose of organization

The Federation of Calgary Communities Society (the "Federation") is a not-for-profit organization incorporated under the Societies Act of the Province of Alberta on August 10, 1961. The Federation is a support organization for 157 Calgary and area Community Associations and for more than 70 service member organizations that include small area non-profits, directly provides capacity building support and guidance for its members, and improves neighbourhood life in Calgary by providing services and programs that create, support and enhance vital and representative community based associations. Under section 149(1) of the Income Tax Act, the Federation has determined that they are not subject to the payment of income tax.

---

### 2. Summary of significant accounting policies

#### Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) in Part III of the *CPA Canada Handbook*, and in management's opinion, have been properly prepared within reasonable limits of materiality and within the framework of the significant accounting policies summarized below:

#### Revenue recognition

The Federation follows the deferral method of accounting for externally restricted contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Unrestricted contributions and donations are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership revenue is recognized in the year to which the membership applies.

Revenue from Fundraising events is recognized in the period when the event occurs.

Services and fees are invoiced when the services are rendered and are recorded on an accrual basis in the period to which they relate.

#### Cash and cash equivalents

Cash includes cash on hand and in banks. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash, with original maturities of three months or less and that are subject to an insignificant risk of change in value. The Federation currently holds no cash equivalents.

#### Restricted cash

Cash subject to restrictions imposed by Alberta Gaming, Liquor and Cannabis Commission (AGLC) is classified as restricted cash.

(continues)

---

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2021**

---

**2. Summary of significant accounting policies (continued)**

Contributed services

Volunteers contribute many hours per year to assist the Federation in carrying out its services and programs. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization. Property and equipment is amortized over its estimated useful life at the following rates and methods:

Leasehold improvements	7 years	straight-line method
Computer equipment	3 years	straight-line method
Office equipment	7 years	straight-line method

The Federation regularly reviews its property and equipment to eliminate obsolete items. Government grants for the acquisition of equipment are recorded as deferred contributions related to property and equipment.

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

Financial instruments

The Federation initially measures its financial assets and financial liabilities at fair value. It subsequently measures all of its financial assets and financial liabilities at amortized cost, except for investments in equity instruments and mutual funds that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized as unrealized gains or losses in the statement of operations.

All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date.

The Federation currently holds no financial assets measured at fair value.

Use of estimates

The preparation of financial statements in conformity with ASNPO 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 revenues and expenses during the reporting period. Accounts receivable and work in process are stated after evaluation as to their collectability and an appropriate allowance for doubtful amounts is provided where considered necessary. Amortization is based on the estimated useful lives of property and equipment. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the period in which they become known.

(continues)

---

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2021**

**2. Summary of significant accounting policies (continued)**

Impairment of Long Lived Assets

The Federation tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

**3. Restricted cash**

	<u>2021</u>	<u>2020</u>
Funds held in trust (Note 6)	\$ 128,432	\$ 121,722
Deferred contributions related to operations	144,170	193,881
	<u>\$ 272,602</u>	<u>\$ 315,603</u>

**4. Work in progress**

Work in progress represents the billing value of services provided to the members up to December 31, 2021. These services are completed and billed subsequent to that date. Audit retainers represent payments made in advance by members for audit services to be provided.

**5. Property, plant and equipment**

	Cost	Accumulated amortization	<b>2021 Net book value</b>	2020 Net book value
Leasehold improvements	\$ 142,776	\$ 89,235	\$ 53,541	\$ 71,388
Computer equipment	74,590	62,581	12,009	945
Office equipment	27,330	25,965	1,365	3,152
	<u>\$ 244,696</u>	<u>\$ 177,781</u>	<u>\$ 66,915</u>	<u>\$ 75,485</u>

# THE FEDERATION OF CALGARY COMMUNITIES SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2021

### 6. Funds held in trust

The Federation is acting as an administrator for four funds: the Energizing Spaces Fund which aims to replace inefficient electric appliances. Energizing Spaces is funded by Enmax providing \$75,000 for 2021 (2020: \$75,000) to be used for appliance replacements for successful applicants. The entire balance of this fund has been committed and the Federation is awaiting supporting documentation before releasing the remaining funds of \$59,357 (2020: \$76,724) to Energizing Spaces recipients.

ActivateYYC was a partnership with the Pedestrian Strategy Department, City of Calgary, Alberta Traffic Safety, Walk21 and The Federation. A microgrant and support program invites neighbours to focus on reclaiming their shortcuts through a process of mapping or auditing the shortcut, thinking about possibilities, and implementing transforming changes to the space.

Alberta Traffic Safety Fund ("ATSF") is funded by Car Seat Techs of Alberta ("CSTAs") to provide caregivers with current child passenger safety education and assistance, and technicians with assistance in equipment, educational materials and continued education. The program is closed in 2021 and any funds left over at the end of the grant period, CSTAs agreed to allow the Federation to submit invoice through the grant to cover admin costs.

	<u>2021</u>	<u>2020</u>
Funds Held in Trust - Energizing Spaces	\$ 59,357	\$ 76,724
Funds Held in Trust - Active YYC Microgrants	65,075	36,716
Funds Held in Trust - ExploringComm	4,000	-
Funds Held in Trust - ATSF North	-	6,317
Funds Held in Trust - ATSF South	-	1,965
	<u>\$ 128,432</u>	<u>\$ 121,722</u>

### 7. Deferred contributions related to operations

Deferred contributions related to operations represent the portion of grants received in the current year which relate to a future period.

	<u>Opening</u>	<u>Additions</u>	<u>Utilizations</u>	<u>2021</u>
City of Calgary	\$ -	\$ 306,428	\$ 306,428	\$ -
Casino	113,247	1,046	-	114,293
Emergency Resilience Grant	45,000	-	45,000	-
AB Real Estate - Urban Planning	12,768	12,500	25,268	-
SCP Summer Student	-	9,409	9,409	-
Activate YYC-City of Calgary operating	22,866	46,715	39,704	29,877
	<u>\$ 193,881</u>	<u>\$ 376,098</u>	<u>\$ 425,809</u>	<u>\$ 144,170</u>

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2021**

**8. Deferred contributions related to property and equipment**

	2021	2020
Balance, beginning of year	\$ 52,197	\$ 73,469
Less: Utilizations recognized as revenue during the year	<u>(13,861)</u>	<u>(21,272)</u>
Balance, end of year	<u>\$ 38,336</u>	<u>\$ 52,197</u>

**9. Lease inducement**

As part of the Federation's facility lease renewal in 2016, the landlord offered a total of 11 months of free rent and cash allowance of \$90,900. The lease inducement is being recognized as a reduction of the lease expense over the seven year term of the lease.

	2021	2020
Deferred lease inducement, beginning	\$ 54,965	\$ 69,622
Recognition of lease inducement current period	<u>(14,657)</u>	<u>(14,657)</u>
Balance, end of year	40,308	54,965
Less: current portion	<u>(14,657)</u>	<u>(14,657)</u>
Deferred lease inducement, long-term portion	<u>\$ 25,651</u>	<u>\$ 40,308</u>

**10. Commitments**

The Federation has minimum lease commitments under office and photocopier leases. The current office lease will expire in September 2024. During 2018, the Federation replaced the existing copier with a new lease which will expire in November 2023. Future minimum payments excluding operating costs, are as follows:

2022	\$ 74,157
2023	82,370
2024	<u>54,540</u>
	<u>\$ 211,067</u>

# THE FEDERATION OF CALGARY COMMUNITIES SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2021

---

### 11. Controlled Not-for-Profit Organization

The Federation controls The Friends of The Federation of Calgary Communities Society (the "Society") as the Board of Directors is the same for both organizations. The Society was formed in November 1988 to seek financial assistance from corporations and individuals to be used to provide specific services to the member community associations of the Federation. The Society is a registered charity under the Income Tax Act.

	<u>2021</u>	<u>2020</u>
Statement of financial position		
Total assets	\$ 205,669	\$ 234,379
Total liabilities	<u>(59,081)</u>	<u>(105,895)</u>
	<u>\$ 146,588</u>	<u>\$ 128,484</u>
Statement of operations		
Total revenue	\$ 136,070	\$ 96,285
Total expenses	<u>(116,975)</u>	<u>(79,334)</u>
	<u>\$ 19,095</u>	<u>\$ 16,951</u>
Statement of cash flows		
Cash flows from operating activities	<u>\$ 20,551</u>	<u>\$ 16,163</u>

These transactions 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.

---

### 12. Financial instruments

The Federation is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Federation's risk exposure and concentration as of December 31, 2021.

#### **(a) Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Federation is exposed to credit risk from customers. In order to reduce its credit risk, the Federation reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Federation has a significant number of customers which minimizes concentration of credit risk.

*(continues)*

---

# THE FEDERATION OF CALGARY COMMUNITIES SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2021

---

### 12. Financial instruments (*continued*)

#### *(b) Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Federation is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

#### *(c) Interest rate risk*

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Federation manages exposure through its normal operating and financing activities. The Federation is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

---

### 13. COVID-19 Pandemic

The global COVID-19 pandemic has disrupted economic activities. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of the disruption and the related impact is difficult to determine at this time. Management continues to monitor the events and make adjustments to operations if required. Management is currently assessing the long term financial impact of the pandemic; however, it is not possible to reliably estimate the impact on the financial results in future periods.

During the year, the Canadian government offered a program under which qualifying organizations could apply for and receive support to continue employing individuals through the global pandemic. Management reviewed the criteria and determined the criteria was met, and subsequently applied for the funding. An amount of \$121,350 (2020: \$274,282) has been approved and reflected on the Statement of Operations.

The Federation also received government assistance in the amount of \$11,891 (2020: \$3,764) based on eligible expenditures qualifying for the Canada Emergency Rent Subsidy (CERS). The full amount has been recorded in government subsidies revenue in the current year to align with rent expenses incurred during the period. The Federation has determined all the applicable eligibility criteria have been met so there is no obligation to repay the Government of Canada for these subsidies.

---

**THE FEDERATION OF CALGARY COMMUNITIES SOCIETY**  
**Schedules to the Financial Statements**  
**For the Year Ended December 31, 2021**

*(Schedule 1)*

	2021	2020
<b>Office and miscellaneous revenue</b>		
Postage	\$ 737	\$ 798
Marketing and publications	71	133
Stationary and supplies	60	160
Courier	42	57
Miscellaneous revenue	29	31
Photocopier	3	4
Mileage and parking	-	201
	<u>\$ 942</u>	<u>\$ 1,384</u>

*(Schedule 2)*

	2021	2020
<b>Office and administration expenses</b>		
Stationary, supplies and software	\$ 36,788	\$ 24,851
Insurance	16,020	15,056
Telephone	3,724	3,494
Payroll service charges	1,854	1,679
Copier charges	1,020	1,885
Postage	716	1,891
Merchant account charges	693	1,431
Bank charges	455	150
Mileage and parking	138	495
Courier	65	111
Small equipment	-	4,387
	<u>\$ 61,473</u>	<u>\$ 55,430</u>



## 2022 NOMINATIONS SLATE

### *Returning:*

#### **Jermyn VOON**

Resident of Strathcona

*Identified area of experience: Communications, Accounting*

#### **Roy WRIGHT**

Resident of Mount Royal

Member of the Mount Royal Community Planning Committee

*Identified area of experience: Urban Planning, Government Relations*

#### **Tina KAKKAR**

Resident of St. Andrew's Heights

*Identified area of experience: financial management, board governance*

#### **Tim LIPP**

Resident of Inglewood

*Identified area of experience: IT and entrepreneurship*

### *New:*

#### **Doreen HERDMAN**

Resident of Triwood

*Identified area of experience: financial, change management, governance*

#### **Agnes SZAFIARSKI, CPA, CGA**

Resident of Willow Park

*Identified area of experience: financial, stakeholder relations*