

MO - Minister's Office

Referral Slip for ID:234507

07/24/2018

Log Type: Email	Action: FYI/File
Batch:	Subaction:

Type: Private Citizen
s.22

Written: 02/10/2018

Received: 02/10/2018

Entered By: marthoma

Email:

Interim:

Closed: 05/28/2018

File No.:

Address To: Minister Robinson

Branch Rsp: BC Housing

X-Ref:

With BN:

Copy To: s.22

Issue: Co-Op Housing

Drafter:

Subject

Lookout Housing and Health coordinated services at s.22

Attachments

Title: 234507 s.22 Incoming

Version: 1 Type:

File: 234507 incoming.msg

Approved:

Approved By: Last Update: 02/26/2018

Referral MO - Minister's Office -> MO - Minister's Office

From: MO - Minister's Office	Sent: 02/26/2018	Status: Completed	Ref Action: FYI/File
To: MO - Minister's Office	Received: 02/26/2018	Reason:	Subaction:
Assign To:	Completed: 02/26/2018	Due:	File No.:

Referral MO - Minister's Office -> MO - Minister's Office -> CS - Correspondence Services

From: MO - Minister's Office	Sent: 02/26/2018	Status: Completed	Ref Action: FYI/File
To: CS - Correspondence Services	Received:	Reason:	Subaction:
Assign To:	Completed: 05/28/2018	Due:	File No.:

Referral MO - Minister's Office -> MO - Minister's Office -> CS - Correspondence Services -> OHCS - ADMO

From: CS - Correspondence Services	Sent: 04/24/2018	Status: Completed	Ref Action: FYI/File
To: OHCS - ADMO	Received:	Reason:	Subaction:
Assign To:	Completed: 05/28/2018	Due:	File No.:

Referral Comments

04/24/2018 CS - Correspondence Services FYI

Referral MO - Minister's Office -> MO - Minister's Office -> CS - Correspondence Services -> OHCS - ADMO -> BC Housing

From: OHCS - ADMO	Sent: 05/28/2018	Status: Completed	Ref Action: FYI/File
To: BC Housing	Received:	Reason:	Subaction:
Assign To:	Completed: 05/28/2018	Due:	File No.:

Page 002 to/à Page 004

Withheld pursuant to/removed as

s.22

MO - Minister's Office

Referral Slip for ID:234200

07/24/2018

Log Type: Email	Action: FYI/File
Batch:	Subaction:

Type: Private Citizen
s.22

Written: 01/23/2018

Received: 01/23/2018

Entered By: marthoma

Email:

Interim:

Closed: 06/04/2018

File No.:

Special Author, Frequent Writer

Address To: J. Trudeau; et.al.

Copy To: Min. Robinson; et.al.

Branch Rsp: BC Housing

Issue: Co-Op Housing

X-Ref:

Drafter:

With BN:

Subject

Lookout Society CRA filings - find the terrorists here

Attachments

Title: 234200 s.22 Incoming

Version: 1 Type:

File: 234200 incoming.msg

Approved:

Approved By: Last Update: 02/14/2018

Referral MO - Minister's Office -> MO - Minister's Office

From: MO - Minister's Office	Sent: 02/14/2018	Status: Completed	Ref Action: FYI/File
To: MO - Minister's Office	Received: 02/14/2018	Reason:	Subaction:
Assign To:	Completed: 02/14/2018	Due:	File No.:

Referral MO - Minister's Office -> MO - Minister's Office -> CS - Correspondence Services

From: MO - Minister's Office	Sent: 02/14/2018	Status: Completed	Ref Action: FYI/File
To: CS - Correspondence Services	Received:	Reason:	Subaction:
Assign To:	Completed: 06/04/2018	Due:	File No.:

Referral MO - Minister's Office -> MO - Minister's Office -> CS - Correspondence Services -> OHCS - ADMO

From: CS - Correspondence Services	Sent: 04/24/2018	Status: Completed	Ref Action: FYI/File
To: OHCS - ADMO	Received:	Reason:	Subaction:
Assign To:	Completed: 06/04/2018	Due:	File No.:

Referral Comments

04/24/2018 CS - Correspondence Services FYI

Referral MO - Minister's Office -> MO - Minister's Office -> CS - Correspondence Services -> OHCS - ADMO -> BC Housing

From: OHCS - ADMO	Sent: 06/04/2018	Status: Completed	Ref Action: FYI/File
To: BC Housing	Received:	Reason:	Subaction:
Assign To:	Completed: 06/04/2018	Due:	File No.:



Gaming Account Summary Report

Gaming Policy and Enforcement Branch

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Phone: (250) 387-5311 | Web: <https://gaming.gov.bc.ca>

Community Gaming Grants Branch

Mail: PO Box 9892 Stn Prov Govt Victoria, B.C. V8W 9T6
Courier: 3rd Floor, 800 Johnson Street Victoria, B.C. V8W 1N3
Phone: 1-800-683-7867 or 250-356-1081 | Email: CommunityGamingGrants@gov.bc.ca
Web: <https://gov.bc.ca/gaminggrants>

L&G File#: (for your organization)
s.15

BEFORE YOU START

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days following their fiscal year-end.
- Use the latest version of this form, available at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>
- If you are a licensing client only, submit the completed form by mail to the Gaming Policy and Enforcement Branch (see address above) or by email to: gaming.branch@gov.bc.ca.
- If you are a gaming grant client only, or both a gaming and licensing client, submit the completed form by mail to the Community Gaming Grants Branch (see address above) or by email to: CommunityGamingGrants@gov.bc.ca

Report completed on:
(DD-MM-YYYY)

09-07-2018

Report for your fiscal year
ending on: (DD-MM-YYYY)

31-03-2018

SECTION 1 – ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)

Lookout Housing and Health Society

Organization mailing address: Unit, Street, and/or PO Box

544 Columbia Street

City

New Westminster

Postal Code

V3L1B1

SECTION 2 – OPENING BALANCE OF GAMING ACCOUNT

\$57,037.11

1

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

SECTION 3 – GAMING REVENUE

Gaming grant revenue: (indicate the amount received under each of the following grant categories)

Community Gaming Grant revenue:	\$97,500	2
PAC / DPAC Grant revenue: (Parent Advisory Councils and District Parent Advisory Councils)	\$	3
Capital Project Grant revenue:	\$	4
Other grant revenue such as Special One Time Grants: (provide short description)	\$	5

Gross revenue from all gaming event licences:

(attach an additional sheet if necessary – gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences – funds received within the fiscal year must be reported, regardless of gaming event start and end dates – report the total gross revenue during the reporting period for each gaming event – "reporting period" refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number:	Licence type: (Class A,B,C,D)	Reporting period: From (DD-MM-YYYY)	To (DD-MM-YYYY)	Amount:	
98828	D	05-10-2017	05-10-2017	\$1,030	6
				\$	7
				\$	8
				\$	9
				\$	10
				\$	11
				\$	12
				\$	13

Other gaming revenue: (attach an additional sheet if necessary)		
GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:	\$8.61	14
Gaming fund donations from other organizations: (name of organization and amount received – attach an additional sheet if necessary)		
	\$	15
	\$	16
	\$	17
Total gaming revenue: (add lines 2 to 17)	>>> \$98,538.61	18

SECTION 4 – PRIZE COSTS AND EXPENSES FOR LICENSED GAMING EVENTS

Prize costs for licensed gaming events: (indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)		
Independent bingo prize costs: (total cost of all independent bingo gaming event licence prizes)	\$	19
Ticket raffle prize costs: (total cost of all ticket raffle gaming event licence prizes)	\$	20
Other prize costs: (specify licence type)	\$	21
Total prize costs: (add lines 19 to 21)	>>> \$	22
Expenses for licensed gaming events: (indicate the expenses in each of the following categories – these costs include advertising and marketing, salaries and wages, facility rental, bingo paper, contract fees for gaming service providers, printing, postage and mailing, supplies and other miscellaneous costs associated with licensed gaming events)		
Independent bingo expenses: (total expenses for all independent bingo gaming event licences)	\$	23
Ticket raffle expenses: (total expenses for all ticket raffle gaming event licences)	\$1,030	24
Other gaming event expenses: (specify licence type)	\$	25
Total gaming event expenses: (add lines 23 to 25)	>>> \$1,030	26

SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

Net gaming proceeds: (subtract lines 22 and 26 from line 18)				>>>	\$97,508.61	27
Total gaming revenue available for disbursement: (add lines 1 and 27)				>>>	\$154,545.72	28
Total Capital Project Grant disbursements (if applicable): Please itemize how Capital Project Grant funds were disbursed on the Capital Project Grant Supplement only.				>>>	\$	29
Gaming fund disbursements:(attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below). Do not include itemized Capital Project Grant disbursements below.						
Date: (DD-MM-YYYY)	Cheque, EFT, or Reference #:	Disbursed to:	Purpose:	Amount:		
		See Attached Sheets		\$59,732.74		30
				\$		31
				\$		32
				\$		33
				\$		34
				\$		35
				\$		36
				\$		37
				\$		38
				\$		39
				\$		40
				\$		41
				\$		42
				\$		43
				\$		44
				\$		45
Total gaming fund disbursements: (add lines 29 to 45)				>>>	\$59,732.74	46

August 2017

Retain a copy of this report for your organization's records. Keep your personal information safe by storing completed electronic or paper copies of this form in a safe and secure place.

Page 2 of 4

SECTION 6 – CLOSING BALANCE (subtract line 46 from line 28)

\$94,812.98

47

The closing balance must agree with your organization's financial records (general ledger balance or whatever other accounting record supports your organization's financial statements) and is to be carried forward as the opening balance to the next Gaming Account Summary Report.

SECTION 7 – GAMING ACCOUNT INFORMATION AT FISCAL YEAR END

Financial institution name: (the name of your bank, credit union, etc.)			
Coast Capital Savings			
Financial institution address: Unit, Street, and/or PO Box		City	Postal Code
10153 2672 Central City Mall, King George Blvd		Surrey	V3T2W1
Account information and balances: (attach an additional sheet if necessary)			
Account type:	Account number:	Balance:	
Gaming Account at fiscal year-end:	s.21	\$97,503.98	48
Term deposit(s): (gaming funds only)		\$	49
GIC(s): (gaming funds only)		\$	50
Other: (short description):	Outstanding Cheque 253	\$2,691	51
Total of account balances: (add lines 48 to 51 – this total must agree with line 47)		>>> \$94,812.98	52

SECTION 8 – SERVICE CLUBS

Service Clubs (e.g. Lions Club, Kiwanis Club, Rotary Club) may retain up to 10 per cent of the net proceeds from their licensed gaming activities and 7 per cent of their community gaming grant; refer to the appropriate guidelines for additional information. Identify which of the above disbursements are included in the permitted percentage and the applicable gaming event licence and/or community gaming grant application number(s).

Total percentage retained: (gaming event licence)	%	Gaming event licence number:
Total percentage retained: (community gaming grant)	%	Community gaming grant application number:

SECTION 9 – COMMUNITY BENEFIT

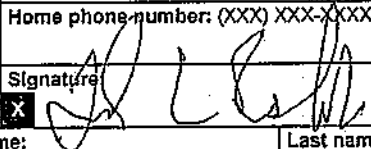
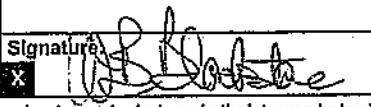
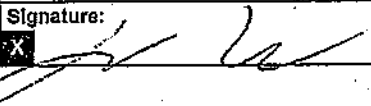
Briefly describe how the broader community benefited from your organization's gaming grant funded programs:

(Limit your description to 200 words – this box will not allow you to type more than that. Describe the community benefit for the time period covered by this report, i.e. community benefit during the fiscal year you are reporting on. Include only those programs that were funded by gaming grants – photos may be included with this report.)

This gaming grant funded Street Sweepers Social Club, Abstinence based programs, Other Women's Lives (OWL), and Youth Counseling programs, which were run by Lookout Housing and Health Society. The grant provides a range of support services to adults with low or no income who have few, if any, housing or support options.

SECTION 10 – CERTIFICATION

We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

Two board members of the organization (officers) who are responsible for the report: (one must be the treasurer – both must sign this form)					
1	Position: (with the organization) Chairman of the board	First name: Tom	Last name: Roberts		
Address: Unit and Street 544 Columbia Street		City New Westminster	Province BC	Postal Code V3L1B1	
Business phone number: (XXX) XXX-XXXX		Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
E-mail address: (provide a valid e-mail address)		Signature: 		Date signed: (DD-MM-YYYY) 10-07-2018	
2	Position: (with the organization) Vice-Chairman of the board	First name: Baird	Last name: Blackstone		
Address: Unit and Street 544 Columbia Street		City New Westminster	Province BC	Postal Code V3L1B1	
Business phone number: (XXX) XXX-XXXX		Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
E-mail address: (provide a valid e-mail address)		Signature: 		Date signed: (DD-MM-YYYY) 11-07-2018	
Report prepared by: (If the report was prepared by one of the people above, include only their name below)					
3	Position: (with the organization) Director of Finance	First name: Leo	Last name: Lu		
Address: Unit and Street 544 Columbia Street		City New Westminster	Province BC	Postal Code V3L1B1	
Business phone number: (XXX) XXX-XXXX 6042550340		Ext: 117	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
E-mail address: (provide a valid e-mail address) financedir@lookoutsociety.ca		Signature: 		Date signed: (DD-MM-YYYY) 10-July-2018	

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch and the Community Gaming Grants Branch pursuant to the *Gaming Control Act*. The information provided will be used to assess compliance with the conditions of a gaming event licence and community gaming grant. Questions regarding licensing may be directed to the Gaming Policy and Enforcement Branch. Questions relating to grants may be directed to the Community Gaming Grants Branch.



Know your limit, play within it.

14-Mar-2018

Application Type: Community Gaming Grant

Application No: s.15

L+G File No: s.15

Officer(s) Responsible: Annie Storey
Thomas Roberts

Lookout Housing and Health Society
544 Columbia Street
New Westminster BC
V3L 1B1

Dear Wes Everaars,

Thank you for your application for a Community Gaming Grant. The services that you are providing to British Columbians are highly valued and appreciated.

I am pleased to inform you that your request for funding has been approved and your organization has been awarded \$97,500.00 in funding. This grant will be deposited directly into your gaming account. I understand that this amount is less than your original request, and that this may be disappointing news.

In assessing your application, consideration was given to how well your application met the program guidelines as well as your demonstrated financial need and the level of available funding. Analysts in the Community Gaming Grant branch work very hard to adjudicate each application fairly within this context.

This is how the funding has been awarded:

- Program - Approved: \$45,000 - Street Sweepers Social Club to assist with participant stipends, program supplies and other costs essential to the direct delivery of the program.
- Program - Approved: \$20,000 - Abstinence Based Programs to assist with wages of existing positions, program supplies and other costs essential to the direct delivery of the program.
- Program - Approved: \$10,000 - Other Women's Lives (OWL) Program to assist with wages of existing positions, peer stipends, and program supplies.



- Program - Approved: \$20,000 - Lookout's Youth Counselling Program to assist with counsellor fees, transportation and other costs essential to the direct delivery of the program.
- Program - Other: The Branch acknowledges your request for a higher level of gaming funds; however, as grant funds are not provided for program expansion, the approved level of funding is based on the scope and size of the programs as presented in the previous fiscal year.

Although you have been awarded a grant this year, it's important to know that there were problems with some aspects of your application that could impact future applications for funding if not managed. Therefore, it is strongly recommended that you take steps to address the following issues:

- Program - Other: In-kind contributions are those provided by a third party to the organization to deliver the program; therefore, Lookout Housing and Health Society contributions of rent, admin support, wages and other expenses are not in-kind support but actual costs incurred to deliver the program. In future, ensure that your organization's contributions to programs are correctly presented in the program actual revenues and expenses, clearly identifying the original source of revenues.
- Reporting - Other: The opening balance on the Gaming Account Summary Report (GASR) must be equal to the closing balance from the previous year. The March 31, 2016 report shows a closing balance of \$2,795.64 but the opening balance on the 2017 report is \$0. Please submit a revised report to correct the discrepancy.

The following additional comment(s) are for information only or instructions for your next application:

- Admin Required - Gaming Account: Your organization name has been updated to Lookout Housing and Health Society. An updated void cheque reflecting the new name and bearing the words "Gaming Account" is required with your next application.

Please note that all recipients of Community Gaming Grants are required to adhere to the terms and conditions of the program. The full list of terms and conditions can be found at:
<https://www.gaming.gov.bc.ca/grants/forms-guidelines.htm>.



As you can appreciate, it is very important that we are able to demonstrate that public funds are being used appropriately and for the purpose they were intended. Because of this, all recipients of Community Gaming Grants are required to report on the use of gaming funds using the Gaming Account Summary Report (GASR). The report must be submitted to the Community Gaming Grants Branch within 90 days of the organization's fiscal year end. Please do not hesitate to contact the Community Gaming Grants program if you have any questions about your GASR. The form, along with the complete list of conditions for this grant, is available on our website at: <https://www.gaming.gov.bc.ca/>.

If you believe that an error has been made in assessing your application, you may request a reconsideration. Please provide the branch with your reasons for requesting a review within 30 days of your receipt of this notification.

The Community Gaming Grants program operates on an annual funding cycle and applications are assessed on their own merit and in the context of available funding each year.

I would like to take this opportunity to thank you, your staff and volunteers for the work that you do to support your community.

If you have any questions about your grant, please do not hesitate to contact program staff at CommunityGamingGrants@gov.bc.ca or (250) 356-1081.

Executive Director
Community Gaming Grants Branch
Ministry of Community, Sport and Cultural Development



BRITISH
COLUMBIA

Know your limit, play within it.

27-Jan-2017

Application Type: Community Gaming Grant

Application No: s.15

L+G File No: s.15

Officer(s) Responsible: Annie Storey
Thomas Roberts

Lookout Emergency Aid Society
429 Alexander Street
Vancouver BC
V6A 1C6

Dear Wes Everaars,

Thank you for your application for a Community Gaming Grant. The services that you are providing to British Columbians are highly valued and appreciated.

I am pleased to inform you that your request for funding has been approved and your organization has been awarded \$60,000.00 in funding. I understand that this amount is less than your original request, and that this may be disappointing news.

In assessing your application, consideration was given to how well your application met the program guidelines as well as your demonstrated financial need and the level of available funding. Analysts in the Community Gaming Grant branch work very hard to adjudicate each application fairly within this context.

This is how the funding you have been awarded is to be used:

- Program - Denied: \$0 - Outreach Peer Support Program - The program's main purpose is to assist with moving clients into your housing. This would appear to be a component of your outreach programs you are currently contracted to deliver by BC Housing and the Health Authorities. Therefore, the program is not eligible for grant funding. The program information also notes the additional grant funding would assist in expansion of its Outreach program. For your reference - Guideline 5.6: Grant funds cannot be used for expansion of an existing program (Adding a new component or service to an existing service/program that has not previously been delivered).

- Program - Approved: \$20,000 - Abstinence Based Program -to assist with client transportation, life skills and support group costs and wages for existing salaried positions. The 2017/18 budget indicates a significant increase in wages from 2015/16 actuals. As per Guideline 5.6: Grant funds cannot be used for creation of new positions.
- Program - Approved: \$40,000 - Street Sweepers Social Club -to assist with client stipends, supplies, administration costs and wages for existing salaried positions.

Although you have been awarded a grant this year, it's important to know that there were problems with some aspects of your application that could impact future applications for funding if not managed. Therefore, it is strongly recommended that you take steps to address the following issues:

- Program - Other: Guideline 2.2: "Each application is assessed on its own merit, and within the context of available funding and demonstrated community need. An application does not guarantee any level of funding. The requested amount may not be approved. The amount approved may vary from year to year".
- Admin Required - Other: When preparing future program financials it is important to clearly identify the sources of revenues that your organization is contributing to the programs (i.e. Commercial rent, interest). In addition, please ensure in-kind volunteer hours and goods and services are separated from the programs cash revenues and expenses on the financials. In-kind Contribution Summary Reports, showing a breakdown of the in-kind for each program, must be included.
- Admin Required - Gaming Account: As a reminder, grant funds must be disbursed within 12 months of receipt. While it is acceptable to write a cheque from your gaming account to your general account once the grant funds have been received, to reimburse for eligible program expenses that incurred in the year in which the grant funds were received, the reimbursements are required to be supported by an accurate and complete audit trail, reconciling dollar for dollar to the applicable general account expense. Note - grant funds cannot be moved to the general account for expenses that incurred in a previous fiscal or for expenses that have not yet incurred.

Please note that all recipients of Community Gaming Grants are required to adhere to the terms



and conditions of the program. The full list of terms and conditions can be found at:
<http://www.gaming.gov.bc.ca/grants/forms-guidelines.htm>

As you can appreciate, it is very important that we are able to demonstrate that public funds are being used appropriately and for the purpose they were intended. Because of this, all recipients of Community Gaming Grants are required to report on the use of gaming funds using the Gaming Account Summary Report (GASR). To make the submission of your annual GASR as straightforward as possible, it can now be submitted any time after your fiscal year end or with your next community gaming grant application. If you choose to submit a GASR with your next application, it can be uploaded in any field in the online form. GASR forms can be found here: <http://www.gaming.gov.bc.ca/grants/forms-guidelines.htm> Please do not hesitate to contact the Community Gaming Grants program if you have any questions about your GASR.

If you believe that an error has been made in assessing your application, you may request a reconsideration. Please provide the branch with your reasons for requesting a review within 30 days of your receipt of this notification.

The Community Gaming Grants program operates on an annual funding cycle and applications are assessed on their own merit and in the context of available funding each year.

I would like to take this opportunity to thank you, your staff and volunteers for the work that you do to support your community.

If you have any questions about your grant, please do not hesitate to contact program staff at CommunityGamingGrants@gov.bc.ca or (250) 356-1081.

Executive Director
Community Gaming Grants Branch
Ministry of Community, Sport and Cultural Development



BRITISH
COLUMBIA

Know your limit, play within it.

17-Sep-2016

Application Type: Community Gaming Grant

Application No: s.15

L+G File No: s.15

Lookout Emergency Aid Society
429 Alexander Street
Vancouver BC
V6A 1C6

Dear Wes Everaas:

Thank you for your request for reconsideration and the information you provided in support of your 2015 Community Gaming Grant application.

Firstly, I would like to express my sincere apologies for the delay in processing your reconsideration.

As discussed in our telephone conversation on September 14, 2016, your file has been reviewed and I regret to inform you that the original decision has been upheld.

In your letter of April 22, 2016, you provided a clarification regarding your board structure stating that following your merger with Keys: Housing & Health Solutions you now have 9 directors and 15 voting members. It is acknowledged that you also indicated that you were working towards a voting membership of at least 20 members. Based on the information you have provided, your structure at the time of your application and request for reconsideration did not meet the eligibility requirements for a Community Gaming Grant. If you are able to increase your voting membership to a minimum of more than double your number of board members, you may be eligible for funding in future applications.

I do recognize that in its former structure, Keys: Housing & Health Solutions was a recipient of gaming grants for the "street sweepers social club". For our future reference I have had your file linked with the Keys: Housing & Health Solutions file so that it is clear that you have taken over responsibility for the programming.



BRITISH
COLUMBIA

Know your limit, play within it.

With regard to your "Abstinence Based Housing" program, I appreciate your explanation regarding the recovery based programming you offer to supplement the subsidized housing you provide. In order for your supplementary programming to be assessed for eligibility, we would need you to provide information regarding those programs in addition to all of the required financial documentation that demonstrates the difference between the programs and the subsidized housing. If you would like to discuss this aspect of your application prior to submitting future applications, please do not hesitate to contact us.

Finally, thank you for your explanation of the revenue source listed as "lookout" in your financial statements. For future applications, I would advise you to include an explanatory note for all revenue sources directly in the financial statements.

The reconsideration is the final step for this application. However, the intake for the Human and Social Services sector is currently open and the deadline for applications is November 30, 2016.

If you have any concerns or questions, please contact me at (250) 356 1081 or by email to CommunityGamingGrants@gov.bc.ca

I would like to thank you for the services that you are providing to British Columbians and wish you all the best with your ongoing program delivery.

Sincerely,

Joanna White

Executive Director
Community Gaming Grants Branch
Ministry of Community, Sport and Cultural Development



BRITISH
COLUMBIA

Know your limit, play within it.

05-Apr-2016

Application Type: Community Gaming Grant

Application No: s.15

L+G File No: s.15

Officer(s) Responsible: Annie Storey
Tom Roberts

Lookout Emergency Aid Society
429 Alexander Street
Vancouver BC V6A 1C6

Dear Ken Falconer:

The Gaming Policy and Enforcement Branch has reviewed and denied your organization's application for a Community Gaming Grant, application s.15 received 23-Nov-2015 for the following reasons:

- Program - Ineligible Program: Guideline 4.2 states that contracted programs or programs delivered under a funding agreement are ineligible for grant funding. The financial information submitted shows that each your requested programs receive significant revenue from "Lookout." The original source(s) of this revenue was not identified. Your organization's financial statement, for the year ended March 31, 2015, indicates that 79.7% of total revenues are from your programs are contracted or funded. Without details regarding the sources of program revenues, the Branch was unable to determine the eligibility of your programs. If reapplying, future applications must clearly identify all sources of revenue.
- Program - Ineligible Program: Your application states that the Abstinence Based Housing program "is a housing program." The provision of affordable sober housing is not eligible for grant funds. Guideline 4.2 states that subsidized housing is not an eligible program. However, some aspects of your programming (such as counselling and life skills training) may be eligible. If reapplying, future applications must separate the eligible programming from the recovery houses themselves. In addition, the revenues and expenses that support the eligible program(s) must be separated from any government funded or contracted

Ministry of
Finance

Gaming Policy and Enforcement Branch
Assistant Deputy Minister's Office

Mailing Address:
PO BOX 9311 STN PROV GOVT
VICTORIA BC V8W 9N1
Telephone: (250) 387-5311
Facsimile: (250) 356-8149

Location:
Third Floor,
910 Government Street
Victoria, BC V8W 1X3
Web: <http://www.gaming.gov.bc.ca/>



programming.

- Organization Structure - Voting Membership: Guideline 3.1: An organization may be eligible if it: Has board members that are democratically chosen by, and from within, its volunteer base. Attendance at the annual general meeting should also allow for a democratic vote of the new board. Your application indicates your organization has 12 voting members, 11 Board members, and had 10 voting members in attendance at your last Annual General Meeting. This does not provide for a democratic election of the Board. Future applications must demonstrate how your organization has met the requirement of Section 3.1.

If you do not agree with this decision, please refer to our internal review procedures at: <http://www.gaming.gov.bc.ca/>.

If you have any questions concerning this process, please contact the Branch at 250 387-5311 or Gaming.Branch@gov.bc.ca.



BRITISH
COLUMBIA

Know your limit, play within it.

09-Mar-2010

Application Type: Community Gaming Grant

Application No: s.15

Organization No: s.15

L+G File No: s.15

Officer(s) Responsible: Jindra Casperson
Jonathan Meadows

Lookout Emergency Aid Society
429 Alexander Street
Vancouver BC
V6A 1C6

Dear Jindra Casperson et al:

The Gaming Policy and Enforcement Branch has reviewed and denied your organization's application for a Community Gaming Grant, application s.15 received 27-Nov-2009 for the following reasons:

- Program - Ineligible Program: Guideline 4.3 states that subsidized housing programs are ineligible for grant funds. Your request for funding cannot be considered as at least part of the funding would support the affordable housing complex.
- Program - Ineligible Program: Section 5.6 of the guidelines states that grant funds may not be used for subsidizing the procurement of a contract or for subsidizing services for which the organization is contracted and/or funded to provide. As well, Guideline 2.2 states the amount of gaming revenue approved may be limited if the amount requested raises federal and provincial government funding to more than 75% of the total program cost for the previous fiscal year. From the informatio provided it appears your organization is either

Ministry of
Housing and
Social Development

Gaming Policy and Enforcement Branch
Assistant Deputy Minister's Office

Mailing Address:
PO BOX 9311 STN PROV GOVT
VICTORIA BC V8W 9N1
Telephone:(250) 387-5311
Facsimile:(250) 356-8149

Location:
Third Floor,
910 Government Street
Victoria, BC V8W 1X3
Web: <http://www.hsd.gov.bc.ca/gaming>

contracted or funded by BC Housing to deliver the shelter program, and received 100% of the funding for that program through a provincial government source.

- **Organization Structure - Voting Membership:** Guideline 3.1 states an organization may be eligible if it has a voluntary and broadly based membership involved in the management and control of the organization and its programs. Generally, voting membership of the organization must be more than double the number of the Board members. Conflicting information was received with your application this year; your application states there are 14 voting members and 8 on the board, which does not constitute a broadly based membership. Review of your Annual General Meeting minutes show 38 attendees; are these members and are they voting or non-voting members? Finally, the board list submitted with 8 individuals shows only 2 as holding a position on the board, the remaining are called "members".
- **Organization Structure - Constitution:** Please submit a copy of the special resolution amending your Constitution in February 2008, which was filed with and approved by the Registrar of Companies.

If you have any questions concerning this process, please contact the Branch at 250 387-5311 or Gaming.Branch@gov.bc.ca.



BRITISH
COLUMBIA

Know your limit, play within it.

09-Mar-2010

Application Type: Community Gaming Grant

Application No: s.15

Organization No: s.15

L+G File No: s.15

Lookout Emergency Aid Society
429 Alexander Street
Vancouver BC
V6A 1C6

Dear Karen Young:

I am writing to advise that your request for a regular 2009/10 community gaming grant has been denied.

Community gaming grants are allocated based on the funding available each fiscal year. Given global economic circumstances, the provincial government has had to establish priorities for community gaming grants, and this year the grants will include support for eligible organizations in the human and social services sector. To help as many organizations as possible, the amount of funding we will be able to provide to any individual organization is limited, and some human and social services sector groups will receive no funding this year.

Priorities for 2009/10 grants will be:

- Programs that support low income and disabled British Columbians;
- Programs that provide food, shelter and support to at risk individuals;
- Programs that support community health services;
- Programs that fund nutritional and similar programs in schools for underprivileged children;

Ministry of
Housing and
Social Development

Gaming Policy and Enforcement Branch
Assistant Deputy Minister's Office

Mailing Address:
PO BOX 9311 STN PROV GOVT
VICTORIA BC V8W 9N1
Telephone:(250) 387-5311
Facsimile:(250) 356-8149

Location:
Third Floor,
910 Government Street
Victoria, BC V8W 1X3
Web: <http://www.hsd.gov.bc.ca/gaming>



BRITISH
COLUMBIA

Know your limit, play within it.

- Public safety programs;
- A limited number of arts and culture activities;
- Community education programs, such as daycares and preschools;
- Public community facilities like community halls and recreation facilities;
- Youth and disabled sports;
- Non-sport youth groups, such as scouts and cadets; and
- Written three-year commitments made to community groups.

We regret that your organization's application for a regular community gaming grant cannot be approved for 2009/10 and encourage you to apply again next year. Please note this decision is not subject to a reconsideration or review.

Sincerely,

Derek Sturko
Assistant Deputy Minister

Gaming Information and Services

Know your limit, play within it.

Organization Help ?

GBC ID: s.15 **Lookout Housing and Health Society**
Alert: ☺

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: s.15

File #: s.15

City: New Westminster **FYE:** 31-Mar **Last Audit:**

s.15

Appl Rec'd Date: 21-Nov-2017 **BC Online:** 19-Jun-2017 

*** Sector:**

*** Sub-sector:**

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 21-Nov-2017  **Appl End Date:** 08-Mar-2018 

Conditional:

Grant Details

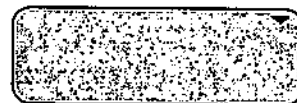
Total Amount Requested s.21

Total Approved GPEB Amount \$97,500.00

Total Payment Rules \$97,500.00

Total Intended Amount \$97,500.00

Frequency One-Time



Payment Rules ▼

Organization ▲

*** Name:**

The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).

Lookout Housing and Health Society

Addresses ▲

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

*Address Type:

* Effective Date:

Unit:

* Street:



* City: * Province/State: * Country: * Postal / Zip Code:

British Columbia Canada

Address
Type

Effective
Date

Address

Physical

02-Oct-2017

544 Columbia Street, New Westminster, BC, Canada, V3L
1B1

Organization Details ▲

If your organization is a registered society in BC please enter the BC Society Number.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

BC Society Number:

s/11042

On what date did your organization start operating (approximate)?

19-Jul-1974

Fiscal Year End:

Month

Day

March

31

Programs/Services or Purpose ▲

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

* Program/Service or Purpose:

Other Description:

Program/Service or Purpose

Other Description

Community Outreach

Other

Social housing, homeless shelters

(I) Undefined

Organization Information Changes ▲

For Returning Users: if you see something that is incorrect, enter the correct information in the text box below. This information will be reviewed and updated when your application is received in GPEB.

Comments:

In June 2017, Lookout Housing and Health Society (Lookout Society) and Mood Disorders Association of British Columbia (MDABC) finalized approvals to merge the two societies. As part of this amalgamation, MDABC will retain its name and brand as a collection of mental health programs to the Lookout Society.

Attachments ▼

Worksheet ▼

Print and Close

Cancel

Gaming Information and Services

Know your limit, play within it.

Organization Details

GBC ID: s.15 Lookout Housing and Health Society

Alert: 

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: s.15

File #: 108728

City: New Westminster **FYE:** 31-Mar **Last Audit:**

s.15



Appl Rec'd Date: 21-Nov-2017 **BC Online:** 19-Jun-2017 

*** Sector:**

*** Sub-sector:**

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 21-Nov-2017  **Appl End Date:** 08-Mar-2018 

Conditional:

Grant Details

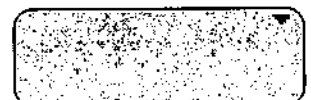
Total Amount Requested s.21

Total Approved GPEB Amount \$97,500.00

Total Payment Rules \$97,500.00

Total Intended Amount \$97,500.00

Frequency One-Time



Payment Rules ▼

Sector Details ▲

Sector: Sub-sector:
Human and Social Services Disadvantage Distress Poverty

* Is your organization a service club?

Yes
☒ No

If yes, who is the recipient organization?

Constitution and Bylaws ▲

* Have there been any changes to your Constitution or Bylaws since 21-Nov-2017?

☒ Yes
No

If yes, how will you be providing the updated documents?

☒ Mail
Attach

Membership and Governance Structure ▲

* # of eligible voting members: * # of board members:

22 10

Board of Directors ▲

* Have there been any changes to your Board of Directors since 21-Nov-2017?

☒ Yes
No

If yes, how will you be providing the updated documents?

Mail
☒ Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

Annual General Meeting Details ▲

* Date of last Annual General Meeting: (DD-Mon-YYYY)

19-Jun-2017

* Number of voting members that attended last Annual General Meeting:

11

* You must submit a copy of the minutes from the last Annual General Meeting. How will you be providing the minutes?

Mail

X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

2017_agm_minutes.pdf

Financial Statements ▲

* You must submit copies of your organization's: revenue and expense statements for the previous fiscal year; balance sheet for the previous fiscal year; and budgets for the current and next fiscal years.

* How will you be providing this financial information?

Mail

X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

2016-17_audited_fs_signed.pdf

Gaming Account ▲

* You must have a dedicated bank account, called the 'Gaming Account' in order to operate a Class A or Class C licenced event or to receive grant monies. The money for an approved grant application will be transferred electronically to this account.

X The Gaming Account is on file with the Branch and there are no changes.
I will attach a copy of a void cheque (if you choose this option please proceed to attach a PDF version below).
I will mail a void cheque to the Branch (note, the application will be processed after receipt of this information).

Worksheet ▼

Print and Close

Cancel

Gaming Information and Services

Know your limit, play within it.

CGG Program Details List Help ?

GBC ID: s.15 **Lookout Housing and Health Society**

Alert: ?

All fields with an asterisk (*) must be completed.


Application Assignment ▼

Organization Information ▲

File Type: s.15

File #: s.15
s.15

City: New Westminster **FYE:** 31-Mar **Last Audit:**

Appl Rec'd Date: 21-Nov-2017 **BC Online:** 19-Jun-2017 

*** Sector:**

*** Sub-sector:**

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 21-Nov-2017  **Appl End Date:** 08-Mar-2018 

Conditional:

Grant Details

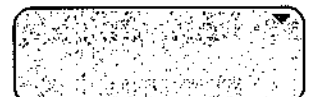
Total Amount Requested s.21

Total Approved GPEB Amount \$97,500.00

Total Payment Rules \$97,500.00

Total Intended Amount \$97,500.00

Frequency One-Time



Payment Rules ▼

Program Details ▲

Program Name	Requested Amount	GPEB Amount
Street Sweepers Social Club	s.21	\$45,000.00
Abstinence Based Programs		\$20,000.00
Lookout's Moving Forward Program		\$2,500.00
Other Women's Lives (OWL) Program		\$10,000.00
Lookout's Youth Counselling Program		\$20,000.00

Print and Close

Cancel

Gaming Information and Services

Know your limit, play within it.

Submission Information Help ?

GBC ID: s.15 **Lookout Housing and Health Society**

Alert: ?

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: s.15

File #: s.15

City: New Westminster **FYE:** 31-Mar **Last Audit:**

s.15

Appl Rec'd Date: 21-Nov-2017 **BC Online:** 19-Jun-2017 

*** Sector:**

*** Sub-sector:**

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 21-Nov-2017  **Appl End Date:** 08-Mar-2018 

Conditional:

Grant Details

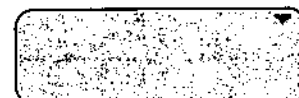
Total Amount Requested s.21

Total Approved GPEB Amount \$97,500.00

Total Payment Rules \$97,500.00

Total Intended Amount \$97,500.00

Frequency One-Time



Payment Rules ▼

Officers Responsible ▲

Each application requires a Contact Person, a Submitter and 1-3 Officers Responsible (e.g. 1 for B Licences, 3 for D Licences and 2 for everything else). Individuals can have multiple roles; simply select multiple "Type" checkboxes when you are completing their information.

*Type

Officer Responsible (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)

Submitter (member of the organization authorized to complete and submit this application)

Contact Person (member of the organization that the Branch can contact regarding this application)

*Position *First Name *Last Name

Address

Unit *Street *Province *City *Postal Code
British Columbia

*Business Phone Ext *Home Phone Cell Phone

--

--

--

e-mail

(e.g. John.Doe@home.com)

Position	Name	Officer Resp.	Submitter	Contact
Chair	Thomas Roberts	X		
Treasurer	Annie Storey	X		
Executive Manager	Wes Everaars		X	X

Delivery Method ▲

Results can be delivered to you by one of the following methods.

*

Select your preferred delivery method:

e-mail wese@lookoutsociety.ca(e.g. John.Doe@home.com) (Ensure that your e-mail is set up to allow messages that are sent from the Gaming Policy and Enforcement Branch. See E-mail Tips for more information.)

Canada Post (Your organization's mailing address will be used. If we do not have a mailing address on file, the physical address will be used.)

Gaming Online Service using your Business BCeID. (Refer to Business BCeID

Information and Registration.)

Worksheet ▼

Print and Close

Cancel

Page 036 to/à Page 037

Withheld pursuant to/removed as

s.3

TRANSITION APPLICATION

BC Society Societies Act

CONSTITUTION

NAME OF SOCIETY

THE LOOKOUT EMERGENCY AID SOCIETY

SOCIETY'S PURPOSES

- (a) To provide temporary emergency accommodation within a twenty-four (24) hour, seven (7) day-a-week shelter to distressed, disoriented, and disabled adults.
- (b) To operate a charitable institution (without profits to its members) for the purpose of constructing, providing, maintaining, leasing, owning and managing one or more low-rental housing projects and day centres.
- (c) To provide advice and assistance for all individuals pertaining to medical, financial, legal, and housing needs plus any other social problems encountered.
- (d) To provide an outreach service to assist distressed individuals especially in the Downtown Eastside area of Vancouver.
- (e) To maintain liaison and working relationships with community groups working within similar fields.



TRANSITION APPLICATION

BC Society Societies Act

SOCIETY'S BYLAWS

Our society amended its bylaws on transition.

Special Resolution Date: June 19, 2017

NOTE: The complete Bylaws, as uploaded, appear at the end of this report.

CERTIFICATION

I, Oksana Nevedyuk, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

NOTE: The complete Bylaws, as uploaded, continue on the next page

**BY-LAWS
OF
THE LOOKOUT EMERGENCY AID SOCIETY**

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SCHEDULE "B"
BY-LAWS
OF
THE LOOKOUT EMERGENCY AID SOCIETY

1. INTERPRETATION

1.1 Definitions

In these Bylaws and the Constitution of the Society, unless the context otherwise requires:

- (a) **"Address of the Society"** means the address of the Society as filed from time to time with the Registrar;
- (b) **"Board"** means the Directors acting as authorized by the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;
- (c) **"Board Resolution"** means:
 - (i) a resolution passed at a duly constituted meeting of the Board by a simple majority of the votes cast by those Directors who are present and entitled to vote at such meeting; or
 - (ii) a resolution that has been submitted to all Directors and consented to in writing by 75% of the Directors who would have been entitled to vote on the resolution in person at a meeting of the Board, and a resolution so consented to is deemed to be a resolution passed at a meeting of the Board;
- (d) **"Bylaws"** means the bylaws of the Society as filed in the Office of the Registrar;
- (e) **"Constitution"** means the constitution of the Society as filed in the Office of the Registrar;
- (f) **"Directors"** means those persons who have become directors in accordance with these Bylaws and have not ceased to be directors;
- (g) **"Foundation"** means the Lookout Foundation;
- (h) **"Income Tax Act"** means the *Income Tax Act*, R.S.C. 1985 (5th Supp.), c.1 as amended from time to time;
- (i) **"Members"** means those Persons who have become members of the Society in accordance with these Bylaws and have not ceased to be members;
- (j) **"mutatis mutandis"** means with the necessary changes having been made to ensure that the language makes sense in the context;
- (k) **"Ordinary Resolution"** means:
 - (i) a resolution passed at a general meeting by the Members by a simple majority of the votes cast in person, or
 - (ii) a resolution that has been submitted to the Members and consented to in writing, or email by at least 2/3 of the Members who would have been entitled to vote on the resolution in person at a general meeting of the Society, and a resolution so consented to is deemed to be an Ordinary Resolution passed at a general meeting of the Society.
- (l) **"Person"** means a natural person;
- (m) **"President"** means the Person elected by the Directors to the office of President in accordance with these Bylaws;
- (n) **"Registered Address"** of a Member or Director means the address of that Person as

- recorded in the register of Members or the register of Directors;
- (o) "Registrar" means the Registrar of Companies of the Province of British Columbia;
- (p) "Society" means LOOKOUT HOUSING AND HEALTH SOCIETY, formerly called The Lookout Emergency Aid Society;
- (q) "Societies Act" means the *Societies Act*, S.B.C. 2015, c.18, as amended from time to time; and
- (r) "Special Resolution" means:
 - (i) a resolution passed at a general meeting by at least 2/3 of the votes cast of those Members who, being entitled to do so, vote in person;
 - (A) of which the notice that the Bylaws provide, and not being less than 14 days' notice, specifying the intention to propose the resolution as a Special Resolution has been given, or
 - (B) if every Member entitled to attend and vote at the meeting agrees, at a meeting of which less than 14 days' notice has been given, or
 - (ii) a resolution that has been submitted to the Members and consented to in writing or by email, by at least 2/3 of the votes cast of those Members who would have been entitled to vote on the resolution in person at a general meeting of the Society, and a resolution so consented to is deemed to be a Special Resolution passed at a general meeting of the Society.

1.2 Societies Act Definitions

Except as otherwise provided; the definitions in the *Societies Act* on the date these Bylaws become effective apply to these Bylaws and the Constitution.

1.3 Plural and Singular Forms

In these Bylaws, a word defined in the plural form includes the singular and vice-versa.

2. MEMBERSHIP

2.1 Transitional Membership

On the date these Bylaws come into force, the Members are those Persons who are Members in good standing, and such Persons will continue as Members until the conclusion of the next annual general meeting or until otherwise ceasing in accordance with these Bylaws.

Any other Person who was a Member, including honorary members, will be deemed to have resigned as a Member immediately prior to the date on which these Bylaws come into force.

2.2 Eligibility for Membership

A Person may be eligible to be accepted as a Member if he or she:

- (a) is 19 years of age or older;
- (b) is ordinarily resident in British Columbia;
- (c) is interested in advancing the purposes and supporting the activities of the Society; and
- (d) agrees to abide by the policies and protocols, including the code of conduct, adopted

- by the Board from time to time; and
- (e) Complies with any other requirements set out under the *Societies Act*.

2.3 Application for Membership

Following the date on which these Bylaws come into force, a Person may apply to the Board in writing to become a Member and on acceptance by the Board, or its designate, will be a Member.

The Board or its designate may, in its sole discretion, accept, postpone or refuse an application for membership by Board Resolution.

2.4 Membership not Transferable

Membership is not transferable.

2.5 Term of Membership

The term of membership shall normally be one (1) year. Once accepted by the Board, a Person continues as a Member until the conclusion of the next annual general meeting, unless membership is renewed by the Board.

Membership may be renewed by the Board for an unlimited number of terms.

2.6 Standing of Members

All Members are deemed to be in good standing except a Member who:

- (a) is currently subject to discipline, including a discipline investigation, and such Member is not in good standing for the duration of the investigation or for the period of their discipline, if any is imposed.

2.7 Compliance with Constitution, Bylaws and Policies

Every Member will, at all times:

- (a) uphold the Constitution and comply with these Bylaws and the policies of the Society by the Directors from time to time;
- (b) abide by the Society's code of conduct; and
- (c) further and not hinder the purposes, aims and objects of the Society.

2.8 Expulsion and Discipline of Member

A Member may be expelled, suspended or otherwise disciplined by Board Resolution for conduct which, in the opinion of the Board:

- (a) improper or unbecoming for a Member;
- (b) is contrary to section 2.7; or
- (c) is likely to endanger the reputation or hinder the interests of the Society.

Notice of a Board Resolution to expel, suspend or discipline a Member will be accompanied by a brief statement of the reasons for the action and a copy of the notice will be provided to the Member who is the subject of discipline.

The Member who is the subject of the proposed expulsion, suspension or discipline will be provided an opportunity to respond to the statement of reasons at or before the time the Board Resolution is considered.

The Board may, by Board Resolution, adopt such policies and procedures as it deems necessary to facilitate the investigation and administration of discipline.

2.9 Cessation of Membership

A Person will immediately cease to be a Member:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the secretary of the Society or to the Address of the Society and the effective date of the resignation stated thereon; or
- (b) upon the expiry of his or her term, unless renewed by the Board;
- (c) upon his or her expulsion; or
- (d) upon his or her death.

3. MEETINGS OF MEMBERS

3.1 Time and Place of General Meetings

The general meetings of the Society will be held at such time and place, in accordance with the *Societies Act*, as the Board decides.

3.2 Annual General Meetings

The annual general meeting of the Society will normally be held at least once in every calendar year.

3.3 Extraordinary General Meeting

Every general meeting other than an annual general meeting is an extraordinary general meeting.

3.4 Calling a Regular General Meeting

The Board may, whenever it thinks fit, convene an extraordinary general meeting.

3.5 Notice of General Meeting

The Society will give not less than 14 days' written notice of every general meeting to those Members entitled to receive notice; but those Members may waive or reduce the period for a particular meeting by unanimous consent in writing.

3.6 Contents of Notice

Notice of a general meeting will specify the place, the day and the hour of the meeting and the business to be transacted at the meeting.

3.7 Omission of Notice

The accidental omission to give notice of a general meeting to, or the non-receipt of notice by, any Member entitled to receive notice does not invalidate proceedings at that meeting.

4. PROCEEDINGS AT GENERAL MEETINGS

4.1 Business required at AGM

The following business is normally required to be conducted at the annual general meeting of the Society:

- (a) the adoption of an agenda and the approval of the previous minutes;
- (b) consideration of the financial statements;
- (c) consideration of the report of the Directors;
- (d) consideration of the report of the auditor, if any;
- (e) the election of Directors; and
- (f) such other business that, under these Bylaws or any governing statutes, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the Directors if the report was issued with the notice of the meeting.

4.2 Requirement of Quorum

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a general meeting at a time when a quorum is not present.

4.3 Quorum

A quorum at a general meeting is five (5) Members in good standing.

4.4 Lack of Quorum

If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of Members, will be terminated; but in any other case it will stand adjourned to the next day, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the Members present will constitute a quorum.

4.5 Loss of Quorum

If at any time during a general meeting there ceases to be a quorum present, business then in progress

will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

4.6 Chair

The President (or, in the absence or inability of the President, the vice-president) will preside at all Meetings of Members, provided that the Board may appoint, by Board Resolution, another Person to preside at a Meeting of Members.

If at any Meeting of Members the President, vice-president or such alternate Person appointed by Board Resolution, is not present within 15 minutes after the time appointed for the meeting, those Directors present may choose one of their number to preside at that Meeting of Members.

4.7 Alternate Chair

If a Person presiding as chair of a general meeting wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Members present at such meeting, he or she may preside as chair.

4.8 Adjournment

A general meeting may be adjourned from time to time and place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

4.9 Notice of Adjournment

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than 10 days, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

4.10 Ordinary Resolution

Any issue at a general meeting which is not required by these Bylaws or the *Societies Act* to be decided by a Special Resolution will be decided by an Ordinary Resolution.

4.11 Entitlement to Vote

Each Member in good standing is entitled to one (1) vote.

4.12 Decisions by Show of Hands, Voice Vote or Secret Ballot

Voting will be by show of hands or voice vote recorded by the secretary of the meeting, except that, at the request of any two (2) Members present at the meeting, a secret vote by written ballot will be required.

4.13 Voting by Proxy

Voting by Proxy is not permitted.

4.14 Members Resolutions in Writing

An Ordinary Resolution or a Special Resolution may be in two or more counterparts which together and signed by the required number of Members will be deemed to constitute an Ordinary Resolution or Special Resolution, as the case may be. Such resolution will be filed with minutes of the proceedings of the Members and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

4.15 Voting by mail or electronic ballot

Voting by mail, email or electronic ballot is permitted with respect to:

- (a) a Special Resolution to amend the Constitution or Bylaws,
- (b) a Special Resolution to approve the amalgamation of the Society with one or more other societies,
- (c) a Special Resolution to authorize the dissolution of the Society or the disposition of all or substantially all of the assets of the Society, or
- (d) any other matter designated by the Board.

4.16 Voting by Mail

Where voting by mail is permitted pursuant to bylaw 4.15, the secretary must mail ballots to all Members in good standing at least 14 days prior to the general meeting. The ballots must set out the matter or matters to be voted on and must state the address of the secretary to which the completed ballots may be mailed or delivered. Only those ballots that are properly completed and signed by Members in good standing and are received by the secretary by mail or by delivery prior to the commencement of the general meeting will be counted.

4.17 Voting by Email or Electronic Ballot

Where voting by email or electronic ballot is permitted pursuant to bylaw 4.15, the secretary must inform all Members in good standing at least 14 days prior to the general meeting of the process for electronic voting, including the time prior to the commencement of the general meeting by which electronic votes must be received to be counted. The process must clearly articulate the matter or matters to be voted on. Only votes made in compliance with the stated process and received by the designated time will be counted.

4.18 Quorum

For the purposes of determining quorum at a general meeting, a Member in good standing who has voted by mail, email or electronic ballot is deemed to be a Member in good standing present at the meeting.

5. DIRECTORS

5.1 Powers of Directors

The Board 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 Members in general meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Society; and
- (b) these Bylaws and the Constitution.

5.2 Oversight of Property and Affairs

The property, affairs and governance of the Society will be overseen by the Board, which shall provide direction in those matters, as required, to the executive director and senior executive staff.

5.3 Directors Subscribe to and Support Purposes

Every Director will unreservedly subscribe to and support the purposes of the Society.

5.4 Composition of Board

The Board will be composed of a minimum of five (5) and a maximum of fifteen (15) Directors.

To the extent possible, the Board will be composed of Persons having the knowledge, skills and expertise determined by the Board to be necessary for the effective direction of the Society's affairs and appropriate oversight of the Society's activities.

5.5 Invalidation of Acts

No act or proceeding of the Board is invalid by reason only of there being less than the prescribed number of Directors in office.

5.6 Eligibility of Directors

A Person need not be a Member in order to be elected or serve as a Director. Upon being elected or appointed as a Director, that Person will become a Member, and cease to be a Member upon ceasing to be a Director.

A Person may not be elected nor serve as a Director if:

- (a) the Person is less than 19 years of age;
- (b) the Person has been declared by a court in Canada or elsewhere incapable of managing his or her own affairs or person or both;
- (c) the Person is an undischarged bankrupt;
- (d) the Person has been convicted in the previous five (5) years of an offence involving fraud for which no pardon has been granted; or
- (e) the Person fails to meet the qualifications under the Societies Act.

5.7 Election of Directors

Directors will be elected by Ordinary Resolution of the Members. Elections will normally be held at a general meeting and Directors elected at a general meeting will take office commencing at the close of

such meeting.

5.8 Term of Office

The term of office of Directors will normally be three (3) years. However the Board may by Board Resolution determine that some or all vacant Directors' positions will have a term of less than three (3) years, the length of such term to be determined by the Directors in their discretion.

The term of office of Directors elected for their first term will be one (1) year; the subsequent terms of office of Directors will normally be three (3) years.

For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected. If, however, the Director was elected at an extraordinary general meeting or appointed as a replacement Director in accordance with section 5.15, his or her term of office will be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting. If a Director is elected by an Ordinary Resolution in writing, his or her term will commence as specified in the resolution.

5.9 Term Limits

Directors may be elected for up to three (3) consecutive terms. A Person who has served three (3) consecutive terms as a Director may not be re-elected for at least one (1) year following the expiry of his or her latest term.

5.10 Transition of Current Directors

Those Persons listed as Directors with the Registrar on the date these Bylaws come into force will continue as Directors for a term, not to exceed three (3) years, to be determined by the Board in its discretion. Any prior time as a Director will not count towards the term limits set out above.

5.11 Election by Acclamation

In elections where the number of candidates is equal to or less than the number of vacant positions for Directors, the nominated candidates may be deemed to be elected by acclamation, provided that on the request of any two (2) Members, a vote to elect the nominated candidates as a slate will be conducted by show of hands or voice vote.

5.12 Election by Secret Ballot

In elections where there are more candidates than vacant positions for Directors, election will be by secret ballot with the name of each duly nominated candidate appearing individually on the ballot. Candidates will be deemed to be elected in order of those candidates receiving the most votes.

5.13 Voiding of Ballot

No Member will vote for more Directors than the number of vacant positions for Directors. Any ballot on which more names are voted for than there are vacant positions will be deemed to be void.

5.14 Extension of Term to Maintain Minimum Number of Directors

Every Director serving a term of office will retire from office at the close of the annual general meeting in the year in which his or her term expires; but if no successor is elected and the result is that the number of Directors would fall below five (5), the Person or Persons previously elected as Directors may continue to hold office until such time as successor Directors are elected, notwithstanding the above term limits.

5.15 Appointment to Fill Vacancy

If a Director ceases to hold office, the Board may appoint a Person as a replacement Director to take the place of such Director until the next annual general meeting.

5.16 Removal of Director by Members

The Members may remove a Director before the expiration of such Director's term of office by Special Resolution and may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term.

A Special Resolution to remove a Director is deemed to expel the Person as a Member and vice-versa.

5.17 Removal of Director by Board

The Board may expel, suspend or otherwise discipline any Director for conduct, which in the discretion of the Board, is improper or unbecoming for a Director of the Society, or is likely to endanger the interests, purposes or reputation of the Society or is in violation of the purposes set out in the constitution of the Society or is in breach of these bylaws but the Board may not expel, suspend or otherwise discipline any Director until the Director has received a notice of the proposed expulsion, suspension or other disciplinary measures which shall set out the reasons therefore and until the Director has been given an opportunity to be heard by the Board before the proposed expulsion, suspension or other disciplinary measures are put to a vote.

5.18 Ceasing to be a Director

A Person will automatically cease to be a Director:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the secretary of the Society or to the Address of the Society and the effective date of the resignation stated therein; or
- (b) upon the expiry of his or her term, unless re-elected or otherwise in accordance with these Bylaws;
- (c) upon the date such Person is no longer eligible in accordance with section 5.6; or
- (d) upon his or her removal; or
- (e) upon his or her death.

5.19 Remuneration of Directors and Reimbursement of Expenses

A Director is not entitled to any remuneration for acting as a Director or in any other capacity for the

Society, provided however that a Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society. The Society will not alter or delete this bylaw without first obtaining the written consent of the British Columbia Housing Management Commission.

5.20 Powers of Board

The Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Society. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Society in furtherance of the purposes of the Society.

5.21 Policies and Procedures

The Board may establish such rules, regulations, policies or procedures relating to the affairs of the Society as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the *Societies Act*, the Constitution or these Bylaws.

5.22 Investment of Property and Standard of Care

If the Board is required to invest funds on behalf of the Society, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Society.

5.23 Investment in Mutual or Pooled Funds

The property of the Society may be invested by the Board, or by any agent or delegate of the Board, in any mutual fund, common trust fund, pooled fund or similar investment.

5.24 Investment Advice

The Directors may obtain advice with respect to the investment of the property of the Society and may rely on such advice if a prudent investor would rely upon the advice in comparable circumstances.

5.25 Delegation of Investment Authority to Agent

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Society's property that a prudent investor might delegate in accordance with ordinary business practice.

5.25 Conflict of Interest

A Director who has an existing or potential conflict of interest with the delivery, management or administration of any service of the Society (the "conflict") shall immediately disclose the conflict to the Board in accordance with the Society conflict of interest policy and the *Societies Act*. If, upon consideration, the Board determines that there is a conflict, the person with the conflict shall not take

part in any vote on any issue involving the conflict.

6. PROCEEDINGS OF THE BOARD

6.1 Procedure of Meetings

Meetings of the Board may be held at any time and place determined by the Board, provided that two (2) days' notice of such meeting will be sent to each Director. However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting were determined or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the secretary of the Society.

6.2 Calling of Meetings

The President may at any time call a meeting of the Board.

The secretary will, at the request of any two (2) Directors, call a meeting of the Board.

6.3 Notice

For the purposes of the first meeting of the Board held immediately following the appointment or election of a Director or Directors at an annual or other general meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

6.4 Quorum

The Board may from time to time fix the quorum necessary to transact business and, unless so fixed, the quorum will be a majority of the Directors.

A Director who has, or may have, an interest in a proposed contract or transaction with the Society will be counted in the quorum at a meeting of the Board at which the proposed contract or transaction is considered but is not entitled to vote on the proposed contract or transaction.

6.5 Chair of Meetings

The President (or, in the absence or inability of the President, the vice-president) will preside at all meetings of the Board, provided that the Board may appoint, by Board Resolution, another Person to preside at a meeting of the Board.

If at any meeting of the Board the President, vice-president or such alternate Person appointed by Board Resolution, is not present within 15 minutes after the time appointed for the meeting, those Directors present may choose one of their number to preside at that meeting.

6.6 Alternate Chair

If the Person presiding as chair of a meeting of the Board wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such

designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chair.

6.7 Passing Resolutions

Any issue at a meeting of the Board which is not required by these Bylaws or the *Societies Act* to be decided by a resolution requiring more than a simple majority will be decided by Board Resolution.

6.8 Procedure for Voting

Voting will be by show of hands or voice vote recorded by the secretary of the meeting except that, at the request of any one Director, a secret vote by written ballot will be required.

6.9 Resolution in Writing

A Board Resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. Such resolution will be filed with minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

7. COMMITTEES

7.1 Creation and Delegation to Committees

The Board may create such standing and special committees as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution.

The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

7.2 Standing and Special Committees

Unless specifically designated as a standing committee, a committee is deemed to be a special committee and any special committee so created must be created for a specified time period only.

A special committee will automatically be dissolved upon the earlier of the following:

- (a) the completion of the specified time period; or
- (b) the completion of the task for which it was created.

7.3 Terms of Reference and Rules

In the event the Board decides to create a committee, it must establish Terms of Reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the Terms of Reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has

been done, or at such other time or times as the Board may determine.

7.4 Meetings

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed *mutatis mutandis* by the rules set out in these Bylaws governing proceedings of the Board.

8. DUTIES OF OFFICERS

8.1 Officers

The officers of the Society are the President, vice-president, secretary and treasurer, together with such other offices, if any, as the Board, in its discretion, may create.

The Board may, by Board Resolution, create and remove such other offices of the Society as it deems necessary and determine the duties and responsibilities of all officers.

8.2 Election of Officers

At each meeting of the Board immediately following an annual general meeting, the Board will elect the officers. All officers must be Directors. Officers will hold office until the first meeting of the Board held after the next following annual general meeting.

8.3 Removal of Officers

A Person may be removed as an officer by Board Resolution.

8.4 Replacement

Should the President or any other officer for any reason be unable to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay.

8.5 Duties of President

The President will supervise the other officers in the execution of their duties and will preside at all meetings of the Society and of the Board.

8.6 Duties of Vice-President

The vice-president will assist the President in the performance of his or her duties and will, in the absence or incapacity of the President, perform the duties and exercise the powers of the President.

The vice-president will perform such other duties as the Board may assign from time to time.

8.7 Duties of Secretary

The secretary will be responsible for making the necessary arrangements for:

- (a) the issuance of notices of meetings of the Society and the Board;
- (b) the keeping of minutes of all meetings of the Society and the Board;
- (c) the custody of all records and documents of the Society, except those required to be kept by the treasurer;
- (d) the maintenance of the register of Members; and
- (e) the conduct of the correspondence of the Society.

8.8 Duties of Treasurer

The treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the *Societies Act* and the *Income Tax Act*; and
- (b) the rendering of financial statements to the Directors, Members and others, when required.

8.9 Absence of Secretary at Meeting

If the secretary is absent from any meeting of the Society or the Board, the Directors present will appoint another person to act as secretary at that meeting.

8.10 Combination of Offices of Secretary and Treasurer

The offices of secretary and treasurer may be held by one Person who will be known as the secretary-treasurer.

8.11 Executive Director

The Board may select and appoint an executive director of the Society, determine his or her title and set the terms of his or her duties, responsibilities and employment.

9. EXECUTION OF INSTRUMENTS

9.1 Seal

The Society will not have a seal.

9.2 Execution of Instruments

Contracts, documents or instruments in writing requiring the signature of the Society may be signed as follows:

- (a) by the President, or vice-president, together with one other director,
- (b) in the event that the President and vice-president are all unable to provide a signature, by any two Directors, or
- (c) by the executive director, together with one director

and all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality.

The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

10. BORROWING

10.1 Powers of Directors

In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides, including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.

11. AUDITOR

11.1 No Requirement

The Society is not required to be audited; however, if it wishes to be audited, it is required to appoint an external auditor with the qualifications described in section 112 and 113 of the *Societies Act*.

11.2 Appointment of Auditor at Annual General Meeting

If the Society wishes to appoint an auditor, that auditor will be appointed at an annual general meeting, to hold office until he, she or it is reappointed or his, her or its successor is appointed at the next following annual general meeting in accordance with the procedures set out in the *Societies Act* or until the Society no longer wishes to appoint an auditor.

11.3 Removal of Auditor

An auditor may be removed by Ordinary Resolution in accordance with the procedures set out in the *Societies Act*.

11.4 Notice of Appointment

An auditor will be promptly informed in writing of his, her or its appointment or removal.

11.5 Restrictions on Appointment

No Director or employee of the Society will act as auditor.

11.6 Attendance at Annual General Meetings

The auditor may attend general meetings.

12. NOTICES

12.1 Entitlement to Notice

Notices of a general meeting will be given to:

- (a) every Person shown on the register of Members as a Member on the day the notice is given; and
- (b) the auditor.

No other Person is entitled to be given notice of a general meeting.

12.2 Method of Giving Notice

A notice may be given to a Member or a Director either personally, by delivery, courier or by mail posted to such Person's Registered Address, or, where the member has provided a fax number or electronic mail address, by fax or electronic mail, respectively.

12.3 When Notice Deemed to have been Received

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted: In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received.

Any notice delivered personally, by delivery or courier, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

12.4 Days to be Counted in Notice

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

13. MISCELLANEOUS

13.1 Inspection of Records

The documents, including the books of account, of the Society and the minutes of meetings of the Society and the Board will be open to the inspection of the Directors. The minutes of any meeting of the Members will be open to the inspection of Members in good standing upon reasonable notice to the keeper of such documents but the Members will not be entitled or have the right to inspect any other document of the Society, including the minutes of meetings of the Board.

13.2 Participation in Meetings

The Board may, in their discretion, determine to hold any general meeting or meeting of the Board, and a committee may, in its discretion, determine to hold any meeting of that committee, to allow for

participation, whether in whole or in part, by telephone, video conference call or similar communication equipment that allows all the Members, Directors, or Persons participating in the meeting to hear and respond to one another contemporaneously.

All such Members, Directors, or Persons so participating by approved electronic means in any such meeting will be deemed to be present in person at the stated location of such meeting and, notwithstanding the foregoing Bylaws, will be entitled to vote by a voice vote recorded by the secretary of such meeting. This method of voting may from time to time be used for passing resolutions.

13.3 Right to Become Member of other Society

The Society will have the right to subscribe to, become a member of, and cooperate with any other society, corporation or association whose purposes or objectives are in whole or in part similar to the Society's purposes.

14. INDEMNIFICATION

14.1 Indemnification of Directors and Officers

Subject to the provisions of the *Societies Act*, each Director and each officer of the Society will be indemnified by the Society against all costs, charges and expenses reasonably incurred in connection with any claim, action, suit or proceeding to which that Person may be made a party by reason of being or having been a Director or officer of the Society, except in relation to matters as to which he or she will be finally adjudged in such action, suit or proceeding to have been derelict in the performance of his or her duty as an officer or director. "Derelict" will mean grossly negligent, criminally negligent or intentionally engaged in tortious conduct with the intent to defraud, deceive, misrepresent or take advantage improperly of an opportunity available to the Society.

14.2 Indemnification of Past Directors and Officers

To the extent permitted by the *Societies Act*, the Society may indemnify every Person heretofore now serving as a Director or officer of the Society and that Person's heirs and personal representative.

14.3 Advancement of Expenses

To the extent permitted by the *Societies Act*, all costs, charges and expenses incurred by a Director or officer with respect to any claim, action, suit or proceeding may be advanced by the Society prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the recipient to repay such amount unless it is ultimately determined that the recipient is entitled to indemnification hereunder.

14.4 Approval of Court and Term of Indemnification

The Society will apply to the court for any approval of the court which may be required to ensure that the indemnities herein are effective and enforceable. Each Director and each officer of the Society on being elected or appointed will be deemed to have contracted with the Society upon the terms of the foregoing indemnities.

14.5 Indemnification not Invalidated by Non-Compliance

The failure of a Director or officer of the Society to comply with the provisions of the *Societies Act*, or of the Constitution or these Bylaws, will not invalidate any indemnity to which he or she is entitled under this part.

14.6 Purchase of Insurance

The Society will purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such Person as a Director, officer, employee or agent.

15. BYLAWS

15.1 Entitlement of Members to copy of Constitution and Bylaws

On being admitted to membership, each Member is entitled to, and upon request the Board will provide him or her with, a copy of the Constitution and Bylaws of the Society.

15.2 Special Resolution required to Alter or Add to Bylaws

These Bylaws will not be altered or added to except by Special Resolution.

15.3 BC Housing Approval Required to Alter Constitution

The Society will not alter or delete the shelter purpose set out in paragraph 2(a) of its constitution without first obtaining the written consent of the British Columbia Housing Management Commission.

16. PREVIOUSLY UNALTERABLE PROVISIONS

The following provisions were previously unalterable and shall not be altered or deleted except by a Board Resolution sanctioned by a Special Resolution of the Members.

In accordance with Section 245 of the *Societies Act* and Societies Regulation 18, the following previously unalterable constitution provisions may not be altered or deleted without the prior written consent of the Government of British Columbia Minister(s) therein identified.

1. The operation of the Society will be carried on chiefly in the Metro Vancouver area of British Columbia.
2. The Society shall be carried on without purpose of gain for its members, and any profits or other accretions to the society shall be used in promoting its objects.
3. No part of any income of the Society shall be payable or otherwise available for the personal benefit of the member(s) thereof.

4. The Directors shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors but may be paid expenses incurred by them in the performance of their duties.
5. The Society shall not dispose of its assets to a member of the Society without receiving full and valuable consideration.
6. In the event of winding up or dissolution of the society, any funds and assets of the Society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organizations concerned with social problems or organizations promoting the same object of this society, as may be determined by the members of the Society at the time of winding up or dissolution, and if any so effects cannot be given to the foregoing provisions, then such funds shall be given or transferred to some other organizations; provided that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the "Income Tax Act" of Canada from time to time in effect.
7. A member may be expelled from the Society by a resolution of the members passed by seventy-five (75) per cent or more of the membership in the general meeting called for that purpose.
8. At a meeting mentioned in Clause 6 [7] a member has the right to speak on his own behalf.

Society Board of Directors and Members List

POSITION	NAME	OCCUPATION	PHONE	FAX
President	Tom Roberts s.22			
Vice President	Baird Blackstone s.22			
Treasurer	Annie Storey s.22			
Director	Dan Steinberg s.22			
Director	Janet Currie s.22			
Secretary	Luke Johnson s.22			
Director	Terry Brock s.22			
Director	Caroline Ferris s.22			



Lookout
Housing & Health Society

POSITION	NAME	OCCUPATION	PHONE	FAX
Director	Tom Dutta s.22		s.22	
Director	Chris Kenny s.22		s.22	



Lookout

SOLUTIONS TO HOMELESSNESS

THE LOOKOUT EMERGENCY AID SOCIETY (the "Society")
ANNUAL GENERAL MEETING
MINUTES – JUNE 19, 2017 5:30 pm

Location: Training Room, 206 - 524 Powell Street, Vancouver

Present: Tom Roberts (Chair), Baird Blackstone, Dan Steinberg, s.22 Luke Johnson,
Caroline Ferris, Terry Brock, s.22
s.22

Regrets: Janet Currie, Annie Storey, s.22
s.22

Staff: Shayne Williams, Keir Macdonald, Leo Lu, Megan Kriger, Wes Everaars, Leonard Levy,
s.22

Guests: Kristine Simpson (Auditor, BDO)

1. A quorum being present, the meeting was called to order by Tom Roberts, Board President. Tom declared the meeting to be properly constituted, and the meeting having been properly convened, with notice given to all members in accordance with the by-laws of the Society, the meeting was called to order. He welcomed the attendees to the Society's annual general meeting.

2. Minutes from the prior Annual General Meeting held on June 27, 2016 at 524 Powell Street was distributed prior to the meeting. Members were asked to make corrections, if any, and to move to accept them as presented.

Motion: Dan Steinburg moved to accept the minutes as presented and seconded by Gordon Smith - Carried unanimously.

3. Election of the 2017 - 2018 Board of Directors

Caroline Ferris, Luke Johnson and Terry Brock were standing for re-election.

No other nominations were received from the floor when called.

Motion: Luke Johnson moved to accept the slate as presented and seconded by Baird Blackstone - carried unanimously.

The directors of the Society are confirmed as follows:

- Caroline Ferris
- Luke Johnson
- Terry Brock
- Annie Storey

- s.22
- Tom Roberts
- Baird Blackstone
- Danny Steinberg
- Janet Currie

4. Review and approval of revisions to the draft Constitutions and Bylaws

The special resolution which was distributed with the notice of the general meeting to Review and approve revisions to the draft Constitutions and Bylaws was presented.

Resolved as Special Resolution:

1. The Constitution of The Lookout Emergency Aid Society (the "Society") is hereby deleted in its entirety and replaced with the form of Constitution attached hereto as Schedule "A" (the "New Constitution");
2. The By-laws of The Lookout Emergency Aid Society be deleted in their entirety and replaced with the form of By-laws attached hereto as Schedule "B" (the "New By-laws") and
3. Any one Director of the Society is hereby authorized to execute and file with the BC Registrar of Companies any and all such documents and writings, including the New Constitution and New By-laws as required in connection with the transition of the Society under the new **British Columbia Societies Act**, and to make any amendments, additions or deletions to the New Constitution and the New By-laws as such Director may decide is required in his or her sole discretion prior to making such filings.

Motion: s.22 moved to accept the revised draft Constitution and Bylaws as proposed and seconded by Dan Steinberg - carried unanimously.

5. Change of Society Name

The special resolution which was distributed with the notice of the general meeting for the name change from 'The Lookout Emergency Aid Society' to 'Lookout Housing and Health Society' was presented.

Resolved as Special Resolutions:

1. The name of the Society be changed from The Lookout Emergency Aid Society to Lookout Housing and Health Society.
2. The Constitution of the Society be altered accordingly.
3. Any one Director of the Society is hereby authorized to execute and file with the BC Registrar of Companies any and all such documents and writings, including the Constitution Alteration Application as required in connection with the change of name of the Society.

Motion: Baird Blackstone moved to accept the Society's name change from 'The Lookout Emergency Aid Society' to 'Lookout Housing and Health Society' as proposed and seconded by Dan Steinberg - carried unanimously.

6. Executive Director's Report

Shayne Williams thanked everyone for attending and presented his report for the past year. The highlights addressing the Strategic Plan priorities being:

Administration and Human Resources

- Relocation of administration office to New Westminster improving efficiency being in one location
- Employee Recognition program is in the process of being implemented
- Automated Call-Out software - Yardi to be launched in a few weeks
- Conducted Trauma, death & dying and Opioid response workshops for staff led by s.22

Development - New Website

- Wallop Creative selected as the company to help complete construction of new website. Funding approved from Society and Foundation to move forward which is now underway

Finance

- 2016/2017 was the turning point for the Society's - 305k surplus after \$1.271 million deficit in 2014/2015 and 30k deficit in 2015/2016
- This is the second year that the Society's finance team independently prepared the year end working paper instead of hiring a year end consultant

Housing/program growth

- Dovercourt purchased in February 2017 with generous gift of anonymous donor
- Crawford Manor opened March 2017 after renovations for 11-bed stabilization and transitional housing for young men. Named after long term employee s.22
- Tamura reopened after renovations with tenants moving in in March 2017
- Cloverdale Hotel and Harbour Rooms - working with private owners/partnerships
- Housed over 1100 people in shelters and outreach

Shelters

- New Guildford shelter with 6 rooms for couples. The official opening was February 10th
- Parkway shelter open 24/7
- Extreme Weather - 6715 people served ; 117,432 bed-nights; 16,160 turned away

Health

- Nurses contracted to support DTES tenants
- Foot clinics, Dental clinics, Diabetes clinics, Health clinics held
- Pacifica partnership
MOU has been signed between Pacifica Treatment Centre who operates a 35 bed treatment facility in Vancouver. Under this agreement, the Society's residents with addictions who are committed to recovery can be referred directly to Pacifica for treatment. They can participate in the 12 week recovery program without fear of losing their home in one of the Society's sites. For Pacifica this enables better access for their clients to be referred to housing in the Society's two abstinence-based transitional housing buildings at Dovercourt and Macmillan Powell Street Getaway

- Powell Street Getaway (formerly LivingRoom) space redesigned and program transition to life skills. Peer programming continue with a consistent number of volunteers.
- New bike program to start with donation of mountain bikes
- Peer support programs

Responding to Overdose crisis

- Supervised consumption sites in Powell Street Getaway, SafePoint
- Overdose prevention sites in Boulevard, Yukon, Walton, Parkway
- New outreach teams in Surrey and Abbotsford

Mergers

- MDABC – The Society has been working with MDABC for potential merger. Due diligence has been done and signed off by the two Boards. This will bring mental health resources to all the sites if finalised.

Lookout Foundation

- Many grants were received from the Lookout Foundation throughout the year
- Dundarave matching contribution
Agreement between the Lookout Foundation and the Dundarave Festival of Lights, where funds raised by Dundarave will be matched by the Lookout Foundation. The goal of this matching initiative is to help the Society fund a down-payment on an additional North Shore property, where transitional and affordable housing opportunities are especially limited.

Shayne Williams thanked the 7295 Volunteers, the Management team, the Executive team, Keir MacDonald, Deputy Executive Director and the Foundation and Society Boards for all the support and hard work.

7. Treasurer's Report

a) Presentation of Audited Financial Statements: BDO Financial Auditors

BDO auditors presented the 2016-2017 financial statements as well as the Treasurer's Report.

They explained the responsibilities of management and those of the auditor. The auditor must determine whether the statements are prepared accounting to professional standards and that statements are fairly decided within "materiality" (a predetermined reasonable range of error).

It is the Auditor's opinion that the Financial Statements represent the Society's financial picture and are in accordance with Canadian standards and that the Society's Financial Statements are accurate.

The Auditors thanked Leo and his team for their cooperation and hard work.

b) Recommendations for 2017 - 2018

Continue BDO as auditors for 2017 - 2018

Motion: Luke Johnson moved that BDO continue as auditors for fiscal year 2017-2018, seconded by Baird Blackstone - carried unanimously.

8. Adjournment

Tom Roberts thanked Shayne Williams and the team for the great work and achievements in the past year.

Terry Brock moved to adjourn the meeting at 6:45pm, seconded by Baird Blackstone - carried unanimously.

Approved as presented this 30th day of June 2017:

Baird Blackstone, Vice President

Lookout Emergency Aid Society
Financial Statements
For the year ended March 31, 2017

Page 071 to/à Page 091

Withheld pursuant to/removed as

Copyright



CONSTITUTION ALTERATION APPLICATION (CHANGE NAME AND PURPOSES)

BC Society • Societies Act

NAME OF SOCIETY: **LOOKOUT HOUSING AND HEALTH SOCIETY**

Incorporation Number: **S0011042**

Business Number: **13069 5166 BC0001**

Filed Date and Time: **July 12, 2017 12:39 PM Pacific Time**

SPECIAL RESOLUTION DATE

I, Oksana Nevedyuk, confirm that the Society passed a Special Resolution to adopt the changes as outlined below.

Special Resolution Date: **June 19, 2017**

SOCIETY NAME

Current Name:

LOOKOUT HOUSING AND HEALTH SOCIETY

Previous Name:

THE LOOKOUT EMERGENCY AID SOCIETY

PURPOSES

- (a) To relieve poverty by providing the poor or needy with short and long term residential accommodation and other support services, including food, life and job skills training, employment assistance, and other social services; and
- (b) To promote health of those experiencing physical, emotional, or psychological distress due to substance abuse or mental disabilities by providing them with related services, including counselling and advice, referrals to other service providers, and dental treatment and other healthcare services; and
- (c) To do all such other things as are ancillary and incidental to achieving the above purposes.

CERTIFICATION

I, Oksana Nevedyuk, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

Tubman, Tammy CSCD:EX

206709

From: Robinson.MLA, Selina <Selina.Robinson.MLA@leg.bc.ca>
Sent: Monday, July 31, 2017 12:25 PM
To: Minister, MAH MAH:EX
Subject: 206216 Williams Incoming
Attachments: Congrats MLA Selina Robinson 2017 signed.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Template response

Add to Batch
206451

CORRESPONDENCE SERVICES
Received:
AUG 16 2017
Sent: AUG 16 2017
ASSIGN TO:
<input type="checkbox"/> MINISTER'S RESPONSE
<input type="checkbox"/> DM RESPONSE
<input type="checkbox"/> DIRECT REPLY
<input type="checkbox"/> NECESSARY ACTION
<input type="checkbox"/> COMMENTS/ADVICE
<input type="checkbox"/> PREMIER'S RESPONSE
<input type="checkbox"/> INFO/FILE

Template Response

From: Megan Kriger [mailto:gidirector@lookoutsociety.ca]
Sent: July 31, 2017 9:53 AM
To: Robinson.MLA, Selina <Selina.Robinson.MLA@leg.bc.ca>
Subject: Congratulations from Lookout Housing and Health Society

To the Honourable Selina Robinson,

Please find the attached message on behalf of Shayne Williams, Executive Director of Lookout Housing and Health Society.

Megan Kriger
Director of Administration & Human Resources



Lookout Emergency Aid Society's valuable work is located on unceded indigenous land belong to various Coast Salish nations. This e-mail is confidential and may well also be legally privileged. If you have received it in error, you are on notice of its status. Please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy it or use it for any purposes, or disclose its contents to any other person: to do so could be a breach of confidence. Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of Lookout. Thank you for your co-operation.

Morrissey, Sarah MAH:EX

From: Nicholls, Barrie CSCD:EX on behalf of Minister, MAH MAH:EX
Sent: Tuesday, September 19, 2017 11:04 AM
To: 'keirm@lookoutsociety.ca'
Subject: 206369: A Message from Minister Robinson

Ref: 206369

Keir Macdonald
Deputy Executive Director
Lookout Emergency Aid Society

Email: keirm@lookoutsociety.ca

Dear Keir Macdonald:

Thank you for your email expressing your congratulations on my appointment as Minister of Municipal Affairs and Housing.

I appreciate your taking the time to write and for your thoughtful words. It is an exciting time as there are many opportunities to work with partners to address the issues that are top-of-mind for British Columbians.

Thank you again for writing and for welcoming me to my new position.

Sincerely,

Selina Robinson
Minister of Municipal Affairs
and Housing

September 20, 2017

Ref: 206709

Shayne Williams
Executive Director
Lookout Housing & Health Society
544 Columbia St
New Westminster BC V3L 1B1

Dear Shayne Williams:

Thank you for your letter expressing your congratulations on my appointment as Minister of Municipal Affairs and Housing, as well as discussing the ongoing work of your organization. I apologize for the delay in responding.

I appreciate your taking the time to write and for your thoughtful words. It is an exciting time as there are many opportunities to work with partners to address the issues that are top-of-mind for British Columbians.

Thank you again for writing and for welcoming me to my new position.

Sincerely,



Selina Robinson
Minister

Morrissey, Sarah MAH:EX

From: s.22
Sent: Sunday, December 3, 2017 7:30 AM
To: Claire.trevena@leg.bc.ca; Mark.MLA; Melanie LASS:EX; Minister, MAH MAH:EX
Subject: 233317 Look at this bullshit at Lookout Housing

Follow Up Flag: Follow up
Flag Status: Completed

Categories: FYI/File

They're evicting my neighbour who has been here for ever, at the end of December, because she wouldn't spend a week in an emergency shelter! We are constituents and this is an absurd waste of funds! Emergency shelters are not for discipline! These people are punishing us for their own incompetence.

Idczak, Julie J MAH:EX

From: Robinson.MLA, Selina <Selina.Robinson.MLA@leg.bc.ca>
Sent: Monday, July 31, 2017 8:51 PM
To: Minister, MAH MAH:EX
Subject: 206369 Macdonald Incoming

From: Keir Macdonald [<mailto:keirm@lookoutsociety.ca>]
Sent: July 21, 2017 9:45 AM
To: Robinson.MLA, Selina
Subject: Congratulations

Hi Selina,

Congratulations on your cabinet appointment this week. To say that I was excited upon hearing this news was an understatement. Although we have only had a few housing related discussions your passion for this file is clearly evident and I know you are going to bring a new level of energy and focus that we have not seen from a housing minister for quite some time.

There is so much to do and I know you are aware of this but you have a tremendous strength in the non profit housing sector, organizations ready to step up with innovation and hard work to do everything we can to ensure we can provide all British Columbians with safe, secure and affordable housing.

We look forward to working with you and BC Housing to bring about some much needed change.

Keir Macdonald, Deputy Executive Director
Lookout Emergency Aid Society
P: 604-515-0435 C: 604-839-0974 F: 604-515-9435
www.lookoutsociety.ca



Like Us on Facebook Follow Us on Twitter Connect with Us on LinkedIn



July 24, 2017

Selina Robinson – Minister of Municipal Affairs and Housing
102 – 1108 Austin Ave.
Coquitlam, B.C. V3K 3P5

Dear Selina,

Congratulations on your appointment to government and the opportunity to shape future social policy. The services that Lookout Housing and Health Society provides has a tremendous impact on your new portfolio and we bring expertise to help offer solutions or innovative pilot projects that could further our common cause to end homelessness.

Lookout operates several outreach contracts funded by BC Housing which vary in focus from Homeless Prevention to Integrated Offenders Management. Staff connect with people to either support them in maintaining current housing or in obtaining housing. This includes supporting people in overcoming barriers (that are keeping them from obtaining housing) at critical transition points in their lives.

Lookout is the largest shelter provider in the Lower Mainland with nine year round shelters spanning from North Vancouver to Abbotsford. An additional four shelters can be opened for Extreme Weather Response. Lookout shelters provide safety and connection, nutritious meals, referrals and case planning. This is really the first step for many people to stabilize before they reintegrate into the community and obtain housing.

Lookout also operates ten transitional housing facilities and fourteen supported housing facilities. Many of these sites operate in conjunction with other programs such as outreach and shelters. This makes transitioning from the street to shelter, or shelter to housing less daunting and offers greater opportunity for personal empowerment and choice. Lookout is now working on several new projects which will provide additional housing for the region.

Lookout believes strongly in a regional approach to housing and we operate nearly 1,000 units. By creating regional accessibility we can relocate people living in one city to their home community while keeping them connected to other support services. This approach takes into consideration the scarcity of resources, housing availability and the transient nature of some of our guests. We often reunite families and friends, restore dignity and hope, therefore improving the overall likelihood of sustainable long-term change.

Lookout Society, 544 Columbia Street, New Westminster, BC V3L 1B1
T: 604.255-0340 F: 604.255-0790 E: info@lookoutsociety.ca www.lookoutsociety.ca

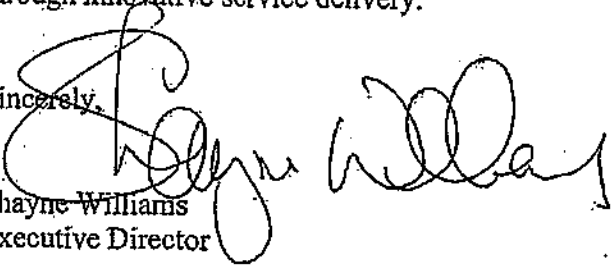
There are a number of opportunities within your portfolio that we feel could benefit from additional attention:

- A BC Housing (health supported) model that allows for sober living. Recovery homes exist for those who are transitioning into a life of recovery. Sober living provides those individuals a supportive environment in which peers provide that support for their ongoing recovery.
- Embed Mental Health, Addictions and MSDSI supports into shelters and large housing sites. This breaks down barriers and increases access, all under the guidance and support of pre-existing staff that will likely be a part of on-going care.
- Create funded advocate positions for both Supported Housing Tenants and Drug Users (similar to the Child Advocate's role). This would create a stronger voice and bring forward the best interests of those populations.
- Embed the Employment programs such as Lookout's Pilot Employment Navigator Program (a research project with the BC Centre for Excellence) which has had tremendous results.
- BC Housing should host sector consultants for development capacity. This would allow you to reduce the role of external (\$) consultants while building non-profit organizational "on the ground" expertise.
- Change the Rent Supplement Program so it can be used to build capital for Non-Profit Organizations. This model would need strong accountability mechanisms to ensure it is monitored closely.
- Create an empty Housing Rental Pool by providing incentives for landlords (such as property or income tax breaks, renovation fund or insurance) with vacant properties to pool their units for non-profit organizations that could administer the rentals on their behalf.
- Create trust, creativity and relationships with non-profit organizations through longer contracts or umbrella contracts. Current funding cycles of one to three years is taxing and does not encourage long term strategy.
- Bolster sector training through Shelternet and BC Non Profit Housing Association. Staff need more opportunities for training related to: trauma response, trauma resiliency, opioid response, reporting, cultural awareness, suicide prevention, solution focused approaches and motivational interviewing.
- Create a program to retrofit empty commercial space into temporary housing. So often empty spaces sit vacant and could be used to house the homeless.

- Improve relationships with Municipal partners through offering capital for land, and incentives for cities to rezone land to be used for housing quickly.
- Pilot innovative programs such as Lookout's Mobile Shelter Response Proposal, consisting of three trucks to help respond to the continual camps that "pop-up" across the province.
- Improve non-profit organizational access to specialized services and supports. Guests often require items that are challenging for a non-profit organization to assist in obtaining. Work clothing, prescription eye glasses, hearing aids and criminal record checks are a few of the items that involve lots of time and effort to secure.
- Create MSDSI incentives to go to school, get back to work, or take part in peer programming. This provides opportunities to engage and empower people, taking that first step back to community integration. Host these in current housing and shelters.
- Enhance the current Assisted Living Registry Program and move it under the direction and partnership of BC Housing. This would streamline and increase efficiency of access to housing, oversight and is a financially prudent way to house people.
- Create partnerships with CLBC, Acquired Brain Injury BC, and similar organizations to address overlaps with street homelessness. Poverty and living conditions of homeless individuals affects their ability to cope with health challenges requiring frequent primary health care.
- Increase promotion and political advocacy for the sector. We need to advocate for a Coroner's report on Illicit Drug Overdose Deaths in BC, highlighting stories, also examine trends to inform strategies and solutions.

Thank you for touring the Surrey sites with Keir Macdonald, Deputy Executive Director, in March and taking interest in our programming. We invite you to come tour some of the other Lookout facilities, including our newest addition of the Mood Disorder Association of BC (merger to be finalized in September) to see how we can improve lives of vulnerable people through innovative service delivery.

Sincerely,


Shayne Williams
Executive Director

s.22

s.21

s.22

Lookout Housing and Health
 Gaming account activity
 April 01, 2017 to March 31, 2018

Date	Cheque number	Disbursed to:	Purpose	Amount
s.22				
s.21				
s.22				
s.21				
s.22				
s.21				
s.22				

1403486

From: BC Housing CEO
Sent: 08 March 2017 13:49
To: s.22
Subject: Your email addressed to the Honourable Rich Coleman

File: 22897

Dear s.22

Your February 21, 2017 email addressed to the Honourable Rich Coleman, Minister Responsible for Housing, has been forwarded to me for response. As the Chief Executive Officer of BC Housing, I am pleased to reply to your concerns regarding your experience at a shelter operated by Lookout Emergency Aid Society.

BC Housing is the provincial crown agency responsible for the delivery and administration of housing programs and supports in the province.

In your email you indicate that you delivered paperwork with a list of complaints you have with Lookout Emergency Aid Society. I assure you that BC Housing takes complaints seriously and your concerns will be investigated.

If you have any further concerns or complaints you may wish to contact BC Housing's Complaint Resolution process by emailing complaintresolution@bchousing.org.

Thank you for writing with your concern.

Yours truly,

Shayne Ramsay
Chief Executive Officer

pc: Rich Coleman
Minister

Idczak, Julie J MAH:EX



From:

Lucy Lu <acctclerk2@lookoutsociety.ca>

To:

Wednesday, April 4, 2018 12:21 PM

Cc:

Community Gaming Grants MAH:EX

Subject:

Leo Lu

Attachments:

s.15 Revised report -- Gaming Account Summary end of Mar 31,2017

Mar 31 2017 Gaming Summary Report Revised on Apr 2018.pdf

Categories:

H&SS

Hi Susan,

Please forward the attached revised report to Annie Storey and Thomas Roberts.

The report was revised following up with our Application letter of # s.15

If you have any questions, please let me know. Thank you

Lucy Lu, Accounting Clerk

Lookout Housing & Health Society

P: 604-255-0340 ext. 129

www.lookoutsociety.ca



[Like Us on Facebook](#) [Follow Us on Twitter](#) [Connect with Us on LinkedIn](#)

Your donation has a direct impact on the life of someone who is homeless

Lookout Housing & Health Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.



Gaming Account Summary Report

Gaming Policy and Enforcement Branch

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Phone: (250) 387-5311 | Web: <https://gaming.gov.bc.ca>

Community Gaming Grants Branch

Mail: PO Box 9892 Stn Prov Govt Victoria, B.C. V8W 9T6
Courier: 3rd Floor, 800 Johnson Street Victoria, B.C. V8W 1N3
Phone: 1-800-663-7867 or 250-356-1081 | Email: CommunityGamingGrants@gov.bc.ca
Web: <https://gov.bc.ca/gaminggrants>

L&G File#: (for your organization)

BEFORE YOU START

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days following their fiscal year-end.
- Use the latest version of this form, available at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>
- If you are a licensing client only, submit the completed form by mail to the Gaming Policy and Enforcement Branch (see address above) or by email to: gaming.branch@gov.bc.ca.
- If you are a gaming grant client only, or both a gaming and licensing client, submit the completed form by mail to the Community Gaming Grants Branch (see address above) or by email to: CommunityGamingGrants@gov.bc.ca

Report completed on:
(DD-MM-YYYY)

22-11-2017

Report for your fiscal year
ending on: (DD-MM-YYYY)

31-03-2017

SECTION 1 - ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)

Lookout Housing and Health Society

Organization mailing address: Unit, Street, and/or PO Box

544 Columbia Street

City

New Westminster

Postal Code

V3L 1B1

SECTION 2 - OPENING BALANCE OF GAMING ACCOUNT

\$ 2795.64

1

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

SECTION 3 - GAMING REVENUE

Gaming grant revenue: (indicate the amount received under each of the following grant categories)

Community Gaming Grant revenue:	\$ 60,000.00	2
PAC / DPAC Grant revenue: (Parent Advisory Councils and District Parent Advisory Councils)	\$	3
Capital Project Grant revenue:	\$	4
Other grant revenue such as Special One Time Grants: (provide short description)	\$	5

Gross revenue from all gaming event licences:

(attach an additional sheet if necessary - gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences - funds received within the fiscal year must be reported, regardless of gaming event start and end dates - report the total gross revenue during the reporting period for each gaming event - "reporting period" refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number:	Licence type: (Class A,B,C,D)	Reporting period: From (DD-MM-YYYY)	To (DD-MM-YYYY)	Amount:	
78196	D	08-10-2015	08-10-2015	\$ 1,580.00	6
88203	D	06-10-2016	06-10-2016	\$ 960.00	7
				\$	8
				\$	9
				\$	10
				\$	11
				\$	12
				\$	13

Other gaming revenue: (attach an additional sheet if necessary)		
GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:	\$ 1.11	14
Gaming fund donations from other organizations: (name of organization and amount received – attach an additional sheet if necessary)		
	\$	15
	\$	16
	\$	17
Total gaming revenue: (add lines 2 to 17)	>>> \$65336.75	18

SECTION 4 – PRIZE COSTS AND EXPENSES FOR LICENSED GAMING EVENTS

Prize costs for licensed gaming events: (Indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)		
Independent bingo prize costs: (total cost of all independent bingo gaming event licence prizes)	\$	19
Ticket raffle prize costs: (total cost of all ticket raffle gaming event licence prizes)	\$	20
Other prize costs: (specify licence type)	\$	21
Total prize costs: (add lines 19 to 21)	>>> \$	22
Expenses for licensed gaming events: (Indicate the expenses in each of the following categories – these costs include advertising and marketing, salaries and wages, facility rental, bingo paper, contract fees for gaming service providers, printing, postage and mailing, supplies and other miscellaneous costs associated with licensed gaming events)		
Independent bingo expenses: (total expenses for all independent bingo gaming event licences)	\$	23
Ticket raffle expenses: (total expenses for all ticket raffle gaming event licences)	\$401.11	24
Other gaming event expenses: (specify licence type)	\$	25
Total gaming event expenses: (add lines 23 to 25)	>>> \$401.11	26

SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

Net gaming proceeds: (subtract lines 22 and 26 from line 18)		>>> \$64935.64	27
Total gaming revenue available for disbursement: (add lines 1 and 27)		>>> \$64935.64	28
Total Capital Project Grant disbursements (if applicable): Please itemize how Capital Project Grant funds were disbursed on the Capital Project Grant Supplement only.		>>> \$	29
Gaming fund disbursements: (attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below). Do not include itemized Capital Project Grant disbursements below.			
Date: (DD-MM-YYYY) s.21	Cheque, EFT, or Reference #:	Disbursed to:	Purpose:
			Amount:
			30
			31
			32
			33
			34
			35
			36
			37
			38
			39
			40
			41
			42
			43
			44
			45
Total gaming fund disbursements: (add lines 29 to 45)			>>> \$7898.53

Page 2 of 4

August 2017

Retain a copy of this report for your organization's records. Keep your personal information safe by storing completed electronic or paper copies of this form in a safe and secure place.

SECTION 6 – CLOSING BALANCE (subtract line 46 from line 28)

\$57,037.11

47

The closing balance must agree with your organization's financial records (general ledger balance or whatever other accounting record supports your organization's financial statements) and is to be carried forward as the opening balance to the next Gaming Account Summary Report.

SECTION 7 – GAMING ACCOUNT INFORMATION AT FISCAL YEAR END

Financial institution name: (the name of your bank, credit union, etc.)			
Coast Capital Savings			
Financial institution address: Unit, Street, and/or PO Box		City	Postal Code
10153 2672 Central City Mall, King George Blvd		Surrey	V3T 2W1
Account information and balances: (attach an additional sheet if necessary)			
Account type:	Account number:	Balance:	
Gaming Account at fiscal year-end:	s.21	\$57,349.11	48
Term deposit(s): (gaming funds only)		\$	49
GIC(s): (gaming funds only)		\$	50
Other: (short description):	outstanding cheque #122&125	\$312.00	51
Total of account balances: (add lines 48 to 51 – this total must agree with line 47)			>>> \$57,037.11 52

SECTION 8 – SERVICE CLUBS

Service Clubs (e.g. Lions Club, Kiwanis Club, Rotary Club) may retain up to 10 per cent of the net proceeds from their licensed gaming activities and 7 per cent of their community gaming grant; refer to the appropriate guidelines for additional information. Identify which of the above disbursements are included in the permitted percentage and the applicable gaming event licence and/or community gaming grant application number(s).

Total percentage retained: (gaming event licence)	%	Gaming event licence number:
Total percentage retained: (community gaming grant)	%	Community gaming grant application number:

SECTION 9 – COMMUNITY BENEFIT

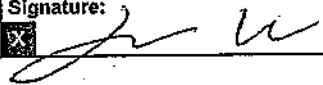
Briefly describe how the broader community benefited from your organization's gaming grant funded programs:

(Limit your description to 200 words – this box will not allow you to type more than that. Describe the community benefit for the time period covered by this report, i.e. community benefit during the fiscal year you are reporting on. Include only those programs that were funded by gaming grants – photos may be included with this report.)

The community gaming grant funded Street Sweepers Social Club in Surrey, and the net gaming processed for licensed gaming events supported Surrey Dental Clinic. Those two programs were run by Lookout Housing and Health Society and provided a range of support services to adults with low or no income who have few, if any, housing or support options.

SECTION 10 - CERTIFICATION

We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

Two board members of the organization (officers) who are responsible for the report: (one must be the treasurer – both must sign this form)							
1	Position: (with the organization) President	First name: Tom	Last name: Roberts				
Address: Unit and Street 544 Columbia Street		City New Westminster		Province BC	Postal Code V3L 1B1		
Business phone number: (XXX) XXX-XXXX 604-255-0340		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX s.22		
E-mail address: (provide a valid e-mail address) s.22		Signature:  <input checked="" type="checkbox"/>		Date signed: (DD-MM-YYYY)			
2	Position: (with the organization) Treasurer	First name: Annie	Last name: Storey				
Address: Unit and Street 544 Columbia Street		City New Westminster		Province BC	Postal Code V3L 1B1		
Business phone number: (XXX) XXX-XXXX 604-255-0340		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX		
E-mail address: (provide a valid e-mail address) s.22		Signature:  <input checked="" type="checkbox"/>		Date signed: (DD-MM-YYYY)			
Report prepared by: (if the report was prepared by one of the people above, include only their name below)							
3	Position: (with the organization) Director of Financial Service	First name: Leo	Last name: Lu				
Address: Unit and Street 544 Columbia St.		City New Westminster		Province BC	Postal Code V3L 1B1		
Business phone number: (XXX) XXX-XXXX 604-255-0340		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX		
E-mail address: (provide a valid e-mail address) financedir@lookoutsociety.ca		Signature:  <input checked="" type="checkbox"/>		Date signed: (DD-MM-YYYY) 27-03-2018			

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch and the Community Gaming Grants Branch pursuant to the *Gaming Control Act*. The information provided will be used to assess compliance with the conditions of a gaming event licence and community gaming grant. Questions regarding licensing may be directed to the Gaming Policy and Enforcement Branch. Questions relating to grants may be directed to the Community Gaming Grants Branch.

August 2017

Retain a copy of this report for your organization's records. Keep your personal information safe by storing completed electronic or paper copies of this form in a safe and secure place.

Page 4 of 4

From: [Wes Everaars](#)
To: [Kormansek, Bonnie CSCD:EX](#)
Cc: [Mary Campbell](#)
Subject: Final GL Gaming 2015-2016 report
Date: Friday, December 16, 2016 12:17:38 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[1. Final GL Gaming 2015-2016.pdf](#)

Hi Bonnie
Here is the Final GL Gaming report 2015-2016.
Thank you

Wes Everaars

Director of Development
Lookout Emergency Aid Society
P: 604-515-0435 F: 604-515-9435
Cell:604-317-2788



www.lookoutsociety.ca



Lookout Emergency Aid Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.



**BRITISH
COLUMBIA**

Gaming Account Summary Report

Gaming Policy and Enforcement Branch

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Phone: (250) 387-5311 | Web: <https://gaming.gov.bc.ca>

Community Gaming Grants Branch

Mail: PO Box 9892 Stn Prov Govt Victoria, B.C. V8W 9T6
Courier: 3rd Floor, 800 Johnson Street Victoria, B.C. V8W 1N3
Phone: 1-800-663-7867 or 250-356-1081 | Email: CommunityGamingGrants@gov.bc.ca
Web: <https://gov.bc.ca/gaminggrants>

L&G File#: (for your organization)

BEFORE YOU START

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days following their fiscal year-end.
- Use the latest version of this form, available at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms>
- If you are a licensing client only, submit the completed form by mail to the Gaming Policy and Enforcement Branch (see address above) or by email to: gaming.branch@gov.bc.ca.
- If you are a gaming grant client only, or both a gaming and licensing client, submit the completed form by mail to the Community Gaming Grants Branch (see address above) or by email to: CommunityGamingGrants@gov.bc.ca

Report completed on:
(DD-MM-YYYY)

22-11-2017

Report for your fiscal year
ending on: (DD-MM-YYYY)

31-03-2017

SECTION 1 - ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)

Lookout Housing and Health Society

Organization mailing address: Unit, Street, and/or PO Box
544 Columbia Street

City
New Westminster

Postal Code
V3L 1B1

SECTION 2 - OPENING BALANCE OF GAMING ACCOUNT

\$ 2795.64

1

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

SECTION 3 - GAMING REVENUE

Gaming grant revenue: (indicate the amount received under each of the following grant categories)

Community Gaming Grant revenue:	\$ 60,000.00	2
PAC / DPAC Grant revenue: (Parent Advisory Councils and District Parent Advisory Councils)	\$	3
Capital Project Grant revenue:	\$	4
Other grant revenue such as Special One Time Grants: (provide short description)	\$	5

Gross revenue from all gaming event licences:

(attach an additional sheet if necessary - gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences - funds received within the fiscal year must be reported, regardless of gaming event start and end dates - report the total gross revenue during the reporting period for each gaming event - "reporting period" refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number:	Licence type: (Class A,B,C,D)	Reporting period: From (DD-MM-YYYY)	To (DD-MM-YYYY)	Amount:	
78196	D	08-10-2015	08-10-2015	\$ 1,580.00	6
88203	D	06-10-2016	06-10-2016	\$ 960.00	7
				\$	8
				\$	9
				\$	10
				\$	11
				\$	12
				\$	13

Other gaming revenue: (attach an additional sheet if necessary)		
GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:	\$1.11	14
Gaming fund donations from other organizations: (name of organization and amount received – attach an additional sheet if necessary)		
	\$	15
	\$	16
	\$	17
Total gaming revenue: (add lines 2 to 17)	>>> \$65336.75	18

SECTION 4 – PRIZE COSTS AND EXPENSES FOR LICENSED GAMING EVENTS

Prize costs for licensed gaming events: (indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)		
Independent bingo prize costs: (total cost of all independent bingo gaming event licence prizes)	\$	19
Ticket raffle prize costs: (total cost of all ticket raffle gaming event licence prizes)	\$	20
Other prize costs: (specify licence type)	\$	21
Total prize costs: (add lines 19 to 21)	>>> \$	22
Expenses for licensed gaming events: (indicate the expenses in each of the following categories – these costs include advertising and marketing, salaries and wages, facility rental, bingo paper, contract fees for gaming service providers, printing, postage and mailing, supplies and other miscellaneous costs associated with licensed gaming events)		
Independent bingo expenses: (total expenses for all independent bingo gaming event licences)	\$	23
Ticket raffle expenses: (total expenses for all ticket raffle gaming event licences)	\$401.11	24
Other gaming event expenses: (specify licence type)	\$	25
Total gaming event expenses: (add lines 23 to 25)	>>> \$401.11	26

SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

Net gaming proceeds: (subtract lines 22 and 26 from line 18)	>>> \$64935.64	27			
Total gaming revenue available for disbursement: (add lines 1 and 27)	>>> \$64935.64	28			
Total Capital Project Grant disbursements (if applicable): Please itemize how Capital Project Grant funds were disbursed on the Capital Project Grant Supplement only.	>>> \$	29			
Gaming fund disbursements: (attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below). Do not include itemized Capital Project Grant disbursements below.					
Date:	Cheque, EFT, or	Disbursed to:	Purpose:	Amount:	
8.21					30
					31
					32
					33
					34
					35
					36
					37
					38
					39
					40
					41
				\$	42
				\$	43
				\$	44
				\$	45
Total gaming fund disbursements: (add lines 29 to 45)	>>> \$7899.53	46			

August 2017

Retain a copy of this report for your organization's records. Keep your personal information safe by storing completed electronic or paper copies of this form in a safe and secure place.

Page 2 of 4

SECTION 6 – CLOSING BALANCE (subtract line 46 from line 28)

\$ 57,037.11

47

The closing balance must agree with your organization's financial records (general ledger balance or whatever other accounting record supports your organization's financial statements) and is to be carried forward as the opening balance to the next Gaming Account Summary Report.

SECTION 7 – GAMING ACCOUNT INFORMATION AT FISCAL YEAR END

Financial institution name: (the name of your bank, credit union, etc.)

Coast Capital Savings

Financial institution address: Unit, Street, and/or PO Box

10153 2672 Central City Mall, King George Blvd

City

Surrey

Postal Code

V3T 2W1

Account information and balances: (attach an additional sheet if necessary)

Account type:	Account number:	Balance:	
Gaming Account at fiscal year-end:	s. 21	\$ 57,349.11	48
Term deposit(s): (gaming funds only)		\$	49
GIC(s): (gaming funds only)		\$	50
Other: (short description): outstanding cheque #122&125		\$ 312.00	51
Total of account balances: (add lines 48 to 51 – this total must agree with line 47)			>>> \$ 57,037.11 52

SECTION 8 – SERVICE CLUBS

Service Clubs (e.g. Lions Club, Kiwanis Club, Rotary Club) may retain up to 10 per cent of the net proceeds from their licensed gaming activities and 7 per cent of their community gaming grant; refer to the appropriate guidelines for additional information. Identify which of the above disbursements are included in the permitted percentage and the applicable gaming event licence and/or community gaming grant application number(s).

Total percentage retained: (gaming event licence)	%	Gaming event licence number:
Total percentage retained: (community gaming grant)	%	Community gaming grant application number:

SECTION 9 – COMMUNITY BENEFIT

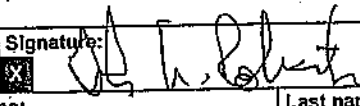
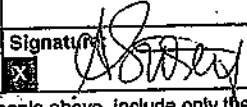
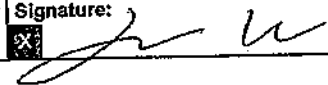
Briefly describe how the broader community benefited from your organization's gaming grant funded programs:
(Limit your description to 200 words – this box will not allow you to type more than that. Describe the community benefit for the time period covered by this report, i.e. community benefit during the fiscal year you are reporting on. Include only those programs that were funded by gaming grants – photos may be included with this report.)

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SECTION 10 - CERTIFICATION

We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

Two board members of the organization (officers) who are responsible for the report: (one must be the treasurer – both must sign this form)

1	Position: (with the organization) President	First name: Tom	Last name: Roberts	
Address: Unit and Street 544 Columbia Street		City New Westminster	Province BC	Postal Code V3L 1B1
Business phone number: (XXX) XXX-XXXX 604-255-0340		Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX s.22
E-mail address: (provide a valid e-mail address) s.22		Signature: 		Date signed: (DD-MM-YYYY)
2	Position: (with the organization) Treasurer	First name: Annie	Last name: Storey	
Address: Unit and Street 544 Columbia Street		City New Westminster	Province BC	Postal Code V3L 1B1
Business phone number: (XXX) XXX-XXXX 604-255-0340		Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX
E-mail address: (provide a valid e-mail address) s.22		Signature: 		Date signed: (DD-MM-YYYY)
Report prepared by: (If the report was prepared by one of the people above, include only their name below)				
3	Position: (with the organization) Director of Financial Service	First name: Leo	Last name: Lu	
Address: Unit and Street 544 Columbia St.		City New Westminster	Province BC	Postal Code V3L 1B1
Business phone number: (XXX) XXX-XXXX 604-255-0340		Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX
E-mail address: (provide a valid e-mail address) financedir@lookoutsociety.ca		Signature: 		Date signed: (DD-MM-YYYY) 27-03-2018

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch and the Community Gaming Grants Branch pursuant to the *Gaming Control Act*. The information provided will be used to assess compliance with the conditions of a gaming event licence and community gaming grant. Questions regarding licensing may be directed to the Gaming Policy and Enforcement Branch. Questions relating to grants may be directed to the Community Gaming Grants Branch.

From: Mary Campbell
To: Kormansek, Bonnie CSCD:EX
Cc: Wes Everaars
Subject: Gaming revised documents
Date: Thursday, December 15, 2016 2:21:47 PM
Attachments: Outreach In Kind 2015 2016.pdf

Hi Bonnie,

In each of the 2017-2018 program budgets, we have included forecasts revenue from Gaming and reduced Lookout contributions accordingly. The rationale behind this is funds earned from Commercial Rents and Interest are used to supplement client programs. i.e. our annual fundraising events is linked to an identified need for our clients this year being food security please see link: <https://www.youtube.com/watch?v=Gv4wpgrnU7Q>

When we are able to successfully fund programs from other sources (such as Gaming), we are able to redirect Commercial Rents and Interest income to supporting the other programs that benefit clients. Our ultimate goal is always to find ways that can help transition our clients from homelessness or risk of homelessness to stable housing, healthier lifestyles and employment opportunities.

Attached is the Outreach In Kind Contributions for 2015-2016.

Thank you for taking the time to chat with us today.

Mary

Mary A.E. Campbell, Development Coordinator

Lookout Emergency Aid Society

P: 604-255-0340 x 104 C: 604-842-3232 F: 604-255-0790 NOTE NEW PHONE NUMBERS

www.lookoutsociety.ca



[Like Us on Facebook](#) [Follow Us on Twitter](#) [Connect with Us on LinkedIn](#)

Your donation has a direct impact on the life of someone who is homeless

Lookout Emergency Aid Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.

From: Wes Everaars
To: Kormansek, Bonnie CSCD:EX
Cc: Mary Campbell
Subject: Gaming revised documents
Date: Thursday, December 15, 2016 1:36:45 PM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[Abstinence In Kind 2015-2016.pdf](#)
[Outreach 3yr Financials 2015-2018.pdf](#)
[Outreach In Kind 2015-2016.pdf](#)
[Street Sweepers 3yr Financials 2015-2018.pdf](#)
[Street Sweepers In Kind 2015-2016.pdf](#)
[Street Sweepers Revenue + Expenses 2015-2016.pdf](#)
[Abstinence 3yr Financials 2015-2018.pdf](#)
[Gaming Report 2015-2016 revised.pdf](#)
[Gaming Report 2014-2015 revised.pdf](#)

Attached are:

- the revised Gaming Report for 2014-2015 and 2015-2016
- Current Program Budget and Next Year's Program Budget for all 3 programs
- In Kind Contribution Summaries for all 3 programs
- Program Actual Revenues / Expenses for Street Sweepers

Wes Everaars

Director of Development

Lookout Emergency Aid Society

P: 604-515-0435 F: 604-515-9435

Cell:604-317-2788



www.lookoutsociety.ca



Lookout Emergency Aid Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.

Mary A.E. Campbell, Development Coordinator

Lookout Emergency Aid Society

P: 604-255-0340 x 104 C: 604-842-3232 F: 604-255-0790 **NOTE NEW PHONE NUMBERS**

www.lookoutsociety.ca



MEMBERSHIP • DEVELOPMENT • ADMINISTRATION

Gaming Information and Services

Know your limit, play within it.

Organization Help ?

GBC ID: s.15 Lookout Housing and Health Society

Alert: ?

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: s.15

File #: 108728

s.15

City: New Westminster FYE: 31-Mar Last Audit:


Appl Rec'd Date: 24-Nov-2016 BC Online: 19-Jun-2017 

* Sector:

* Sub-sector:

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 24-Nov-2016  Appl End Date: 05-Jan-2017 

Conditional:

Grant Details

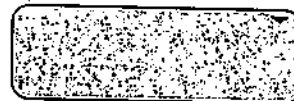
Total Amount Requested s.21

Total Approved GPEB Amount \$60,000.00

Total Payment Rules \$60,000.00

Total Intended Amount \$60,000.00

Frequency One-Time



Payment Rules ▼

Organization ▲

*** Name:**

The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).

Lookout Housing and Health Society

Addresses ▲

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

*Address Type: * Effective Date: Unit: * Street:



* City: * Province/State: * Country: * Postal / Zip Code:

British Columbia Canada

Address Type	Effective Date	Address
Physical	02-Oct-2017	544 Columbia Street, New Westminster, BC, Canada, V3L 1B1

Organization Details ▲

If your organization is a registered society in BC please enter the BC Society Number.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

BC Society Number:

s/11042

On what date did your organization start operating (approximate)?

19-Jul-1974

Fiscal Year End:

Month	Day
March	31

Programs/Services or Purpose ▲

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

* Program/Service or Purpose:

Other Description:

Program/Service or Purpose

Other Description

Community Outreach

Other

Social housing, homeless shelters

(I) Undefined

Organization Information Changes ▼

Attachments ▲

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

contracted_prog_details.pdf

revised2016gasrdisblist.pdf

outreachinkindandrational.pdf

rerevisedprogfsandgasrs.pdf

Worksheet ▼

Print and Close

Cancel

Gaming Information and Services

Know your limit, play within it.

Organization Details Help ?

GBC ID: ^{s.15} Lookout Housing and Health Society

Alert: ?

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: ^{s.15}

File #: ^{s.15}

^{s.15}

City: New Westminster FYE: 31-Mar Last Audit:

Appl Rec'd Date: 24-Nov-2016 BC Online: 19-Jun-2017 

* Sector:

Human and Social Services

* Sub-sector:

Disadvantage Distress Poverty

Appl Start Date: 24-Nov-2016  Appl End Date: 05-Jan-2017 

Conditional:

Grant Details

Total Amount Requested

^{s.21}

Total Approved GPEB Amount \$60,000.00

Total Payment Rules \$60,000.00

Total Intended Amount \$60,000.00

Frequency One-Time

Payment Rules ▼

Sector Details ▲

Sector: Sub-sector:
Human and Social Services Disadvantage Distress Poverty

* Is your organization a service club?

Yes
☒ No

If yes, who is the recipient organization?

Constitution and Bylaws ▲

*How will you be providing Constitution and Bylaws documents?

Mail
☒ Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

lookout_-_constit_bylaws_jun_22_2015.pdf

Membership and Governance Structure ▲

* # of eligible voting members: * # of board members:
20 9

Board of Directors ▲

*How will you be providing Board of Directors documents?

Mail
☒ Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

Annual General Meeting Details ▲

* Date of last Annual General Meeting: (DD-Mon-YYYY)

27-Jun-2016

* Number of voting members that attended last Annual General Meeting:

8

* You must submit a copy of the minutes from the last Annual General Meeting. How will you be providing the minutes?

Mail

☒ X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

2016_lookout_agm_minutes.pdf

Financial Statements ▲

* You must submit copies of your organization's: revenue and expense statements for the previous fiscal year; balance sheet for the previous fiscal year; and budgets for the current and next fiscal years.

* How will you be providing this financial information?

Mail

☒ X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

lookout_emergency_aid_society_-_2016_fs__3_.pdf

Gaming Account ▲

* You must have a dedicated bank account, called the 'Gaming Account' in order to operate a Class A or Class C licenced event or to receive grant monies. The money for an approved grant application will be transferred electronically to this account.

The Gaming Account is on file with the Branch and there are no changes.
X I will attach a copy of a void cheque (if you choose this option please proceed to attach a PDF version below).
I will mail a void cheque to the Branch (note, the application will be processed after receipt of this information).

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

gaming_account_void_cheque.pdf

Worksheet ▼

Print and Close

Cancel

Gaming Information and Services

Know your limit, play within it.

CGG Program Details List Help ?

GBC ID: ^{s.15} Lookout Housing and Health Society
Alert: ☺

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: ^{s.15}

File #: ^{s.15}

City: New Westminster **FYE:** 31-Mar **Last Audit:**

^{s.15}



Appl Rec'd Date: 24-Nov-2016 **BC Online:** 19-Jun-2017 

*** Sector:**

*** Sub-sector:**

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 24-Nov-2016  **Appl End Date:** 05-Jan-2017 

Conditional:

Grant Details

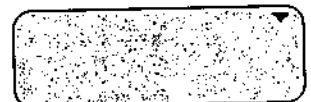
Total Amount Requested ^{s.21}

Total Approved GPEB Amount \$60,000.00

Total Payment Rules \$60,000.00

Total Intended Amount \$60,000.00

Frequency One-Time



Payment Rules ▼

Program Details ▲

Program Name	Requested Amount	GPEB Amount
Outreach Peer Support Services ^{s.21}		\$
Abstinence Based Programs		\$20,000.00
Street Sweepers Social Club		\$40,000.00

Print and close

Cancel

Gaming Information and Services

Know your limit, play within it.

Submission Information Help ?

GBC ID: ^{s.15} Lookout Housing and Health Society

Alert: ?

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: ^{s.15}

File #: ^{s.15}

City: New Westminster FYE: 31-Mar Last Audit:

^{s.15}



Appl Rec'd Date: 24-Nov-2016 BC Online: 19-Jun-2017 

* Sector:

* Sub-sector:

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 24-Nov-2016  Appl End Date: 05-Jan-2017 

Conditional:

Grant Details

Total Amount Requested ^{s.21}

Total Approved GPEB Amount \$60,000.00

Total Payment Rules \$60,000.00

Total Intended Amount \$60,000.00

Frequency One-Time

Payment Rules ▼

Officers Responsible ▲

Each application requires a Contact Person, a Submitter and 1-3 Officers Responsible (e.g. 1 for B Licences, 3 for D Licences and 2 for everything else). Individuals can have multiple roles; simply select multiple "Type" checkboxes when you are completing their information.

*Type

Officer Responsible (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)

Submitter (member of the organization authorized to complete and submit this application)

Contact Person (member of the organization that the Branch can contact regarding this application)

*Position *First Name *Last Name

Address

Unit *Street *Province *City *Postal Code
British Columbia

*Business Phone Ext *Home Phone Cell Phone

--

--

--

e-mail

(e.g. John.Doe@home.com)

Position	Name	Officer Resp.	Submitter	Contact
Chair	Thomas Roberts	X		
Treasurer	Annie Storey	X		
Executive Manager	Wes Everaars		X	X

Delivery Method ▲

Results can be delivered to you by one of the following methods.

*

Select your preferred delivery method:

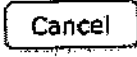
X e-mail wese@lookoutsociety.ca (e.g. John.Doe@home.com) (Ensure that your e-mail is set up to allow messages that are sent from the Gaming Policy and Enforcement Branch. See E-mail Tips for more information.)

Canada Post (Your organization's mailing address will be used. If we do not have a mailing address on file, the physical address will be used.)

Gaming Online Service using your Business BCeID. (Refer to Business BCeID

Information and Registration.)

Worksheet ▼



**LOOKOUT EMERGENCY AID SOCIETY
2016/2017 Elected Board of Directors**

POSITION	NAME	OCCUPATION	PHONE	FAX
President	Tom Roberts s.22	s.22		
Vice President	Baird Blackstone s.22			
Treasurer	Annie Storey s.22			
Secretary	Luke Johnson s.22			
Director	Janet Currie s.22			
Director	Georges Maltais s.22			
Director	Dr. Caroline Ferris s.22			
Director	Dan Steinberg s.22			
Director	Terry Brock s.22			

Like Us on Facebook Follow Us on Twitter Connect with Us on LinkedIn

Your donation has a direct impact on the life of someone who is homeless

Lookout Emergency Aid Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.

IN THE MATTER OF THE SOCIETIES ACT - B.C.

AND

CONSTITUTION

1. The name of the Society shall be **"THE LOOKOUT EMERGENCY AID SOCIETY."**
2. The objects of the society are:
 - (a) To provide temporary emergency accommodation within a twenty-four (24) hour, seven (7) day-a-week shelter to distressed, disoriented, and disabled adults.
 - (b) To operate a charitable institution (without profits to its members) for the purpose of constructing, providing, maintaining, leasing, owning and managing one or more low-rental housing projects and day centres.
 - (c) To provide advice and assistance for all individuals pertaining to medical, financial, legal, and housing needs plus any other social problems encountered.
 - (d) To provide an outreach service to assist distressed individuals especially in the Downtown Eastside area of Vancouver.
 - (e) To maintain liaison and working relationships with community groups working within similar fields.
3. The operation of the society will be carried on chiefly in the lower mainland area of British Columbia.
4. The society shall be carried on without purpose of gain for its members, and any profits or other accretions to the society shall be used in promoting its objects.
5. No part of any income of the Society shall be payable or otherwise available for the personal benefit of the member(s) thereof. This clause is unalterable.

6. The Directors shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors but may be paid expenses incurred by them in the performance of their duties. This clause is unalterable.
7. The Society shall not dispose of its assets to a member of the Society without receiving full and valuable consideration. This clause is unalterable.
8. In the event of winding up or dissolution of the society, any funds and assets of the society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organizations concerned with social problems or organizations promoting the same object of this society, as may be determined by the members of the society at the time of winding up or dissolution, and if any so effects cannot be given to the foregoing provisions, then such funds shall be given or transferred to some other organizations; provided that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the "Income Tax Act" of Canada from time to time in effect.
9. A member may be expelled from the society by a resolution of the members passed by seventy-five (75) per cent or more of the membership in the general meeting called for that purpose.
10. At a meeting mentioned in Clause 6 a member has the right to speak on his own behalf.
11. Clauses 4, 5, 6, 7, 8, 9, 10 and this clause are unalterable in accordance with the Society Act.

SCHEDULE "A"

BYLAWS OF THE LOOKOUT EMERGENCY AID SOCIETY

These Bylaws adopted by Special Resolution on June 22, 2015

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**BYLAWS
OF
THE LOOKOUT EMERGENCY AID SOCIETY**

1. INTERPRETATION

1.1 Definitions

In these Bylaws and the Constitution of the Society, unless the context otherwise requires:

- (a) **"Address of the Society"** means the address of the Society as filed from time to time with the Registrar;
- (b) **"Board"** means the Directors acting as authorized by the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;
- (c) **"Board Resolution"** means:
 - (i) a resolution passed at a duly constituted meeting of the Board by a simple majority of the votes cast by those Directors who are present and entitled to vote at such meeting; or
 - (ii) a resolution that has been submitted to all Directors and consented to in writing by 75% of the Directors who would have been entitled to vote on the resolution in person at a meeting of the Board, and a resolution so consented to is deemed to be a resolution passed at a meeting of the Board;
- (d) **"Bylaws"** means the bylaws of the Society as filed in the Office of the Registrar;
- (e) **"Constitution"** means the constitution of the Society as filed in the Office of the Registrar;
- (f) **"Directors"** means those persons who have become directors in accordance with these Bylaws and have not ceased to be directors;
- (g) **"Foundation"** means the Lookout Foundation, formerly called SFCS Foundation;
- (h) **"Income Tax Act"** means the *Income Tax Act*, R.S.C. 1985 (5th Supp.), c.1 as amended from time to time;
- (i) **"Members"** means those Persons who have become members of the Society in accordance with these Bylaws and have not ceased to be members;
- (j) **"mutatis mutandis"** means with the necessary changes having been made to ensure that the language makes sense in the context;

- (k) **"Ordinary Resolution"** means:
- (i) a resolution passed at a general meeting by the Members by a simple majority of the votes cast in person, or
 - (ii) a resolution that has been submitted to the Members and consented to in writing by 75% of the Members who would have been entitled to vote on the resolution in person at a general meeting of the Society, and a resolution so consented to is deemed to be an Ordinary Resolution passed at a general meeting of the Society.
- (l) **"Person"** means a natural person;
- (m) **"President"** means the Person elected by the Directors to the office of President in accordance with these Bylaws;
- (n) **"Registered Address"** of a Member or Director means the address of that Person as recorded in the register of Members or the register of Directors;
- (o) **"Registrar"** means the Registrar of Companies of the Province of British Columbia;
- (p) **"Society"** means **"The Lookout Emergency Aid Society"**;
- (q) **"Society Act"** means the *Society Act*, R.S.B.C. 1996, c.433, as amended from time to time; and
- (r) **"Special Resolution"** means:
- (i) a resolution passed at a general meeting by a majority of not less than 75% of the votes of those Members who, being entitled to do so, vote in person;
 - (A) of which the notice that the Bylaws provide, and not being less than 14 days' notice, specifying the intention to propose the resolution as a Special Resolution has been given, or
 - (B) if every Member entitled to attend and vote at the meeting agrees, at a meeting of which less than 14 days' notice has been given, or
 - (ii) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a general meeting of the Society, and a resolution so consented to is deemed to be a Special Resolution passed at a general meeting of the Society.

1.2 **Society Act Definitions**

Except as otherwise provided, the definitions in the *Society Act* on the date these Bylaws become effective apply to these Bylaws and the Constitution.

1.3 **Plural and Singular Forms**

In these Bylaws, a word defined in the plural form includes the singular and vice-versa.

2. MEMBERSHIP

2.1 Transitional Membership

On the date these Bylaws come into force, the Members are those Persons who are Members in good standing with regard to the payment of dues and such Persons will continue as Members until the conclusion of the next annual general meeting or until otherwise ceasing in accordance with these Bylaws.

Any other Person who was a Member, including honorary members, will be deemed to have resigned as a Member immediately prior to the date on which these Bylaws come into force.

2.2 Eligibility for Membership

A Person may be eligible to be accepted as a Member if he or she:

- (a) is 19 years of age or older;
- (b) is ordinarily resident in British Columbia;
- (c) is interested in advancing the purposes and supporting the activities of the Society; and
- (d) agrees to abide by the policies and protocols, including the code of conduct, adopted by the Board from time to time.

2.3 Application for Membership

Following the date on which these Bylaws come into force, a Person may apply to the Board in writing to become a Member and on acceptance by the Board, or its designate, will be a Member. An application for membership must include payment of applicable membership dues, if any.

The Board or its designate may, in its sole discretion, accept, postpone or refuse an application for membership by Board Resolution.

2.4 Membership not Transferable

Membership is not transferable.

2.5 Membership Dues

The Board will, by Board Resolution, determine all dues payable by Members from time to time and in the absence of such determination by the Board, dues are deemed to be nil.

Once determined by Board Resolution, dues payable by Members are deemed to continue from year to year, unless subsequently altered by Board Resolution.

2.6 Term of Membership

The term of membership shall normally be one (1) year. Once accepted by the Board, a Person continues as a Member until the conclusion of the next annual general meeting, unless membership is renewed in accordance with section 2.7. Membership may be renewed by the Board for an unlimited number of terms.

2.7 Renewal and Reapplication of Membership

A Member may apply for renewal of his or her membership prior to its expiry in such manner as may be determined by the Board and may reapply for membership after its expiry in accordance with section 2.3. Renewals and reapplications for membership must include payment of applicable membership dues, if any, and are subject to review and acceptance by the Board or its designate.

2.8 Standing of Members

All Members are deemed to be in good standing except a Member who:

- (a) has failed to pay such dues as are determined by the Board, if any, when due and owing and such Member is not in good standing so long as such dues remain unpaid;
- (b) is currently subject to discipline, including a discipline investigation, and such Member is not in good standing for the duration of the investigation or for the period of their discipline, if any is imposed.

2.9 Compliance with Constitution, Bylaws and Policies

Every Member will, at all times:

- (a) uphold the Constitution and comply with these Bylaws and the policies of the Society by the Directors from time to time;
- (b) abide by the Society's code of conduct; and
- (c) further and not hinder the purposes, aims and objects of the Society.

2.10 Expulsion and Discipline of Member

A Member may be expelled, suspended or otherwise disciplined by Board Resolution for conduct which, in the opinion of the Board:

- (a) improper or unbecoming for a Member;
- (b) is contrary to section 2.9; or
- (c) is likely to endanger the reputation or hinder the interests of the Society.

Notice of a Board Resolution to expel, suspend or discipline a Member will be accompanied by a brief statement of the reasons for the action and a copy of the notice will be provided to the Member who is the subject of discipline.

The Member who is the subject of the proposed expulsion, suspension or discipline will be provided an opportunity to respond to the statement of reasons at or before the time the Board Resolution is considered.

The Board may, by Board Resolution, adopt such policies and procedures as it deems necessary to facilitate the investigation and administration of discipline.

In accordance with the Constitution, a Member may also be expelled by a Special Resolution of the Members at an extraordinary general meeting called for that purpose. The Member subject to expulsion has the right to speak on his or her own behalf at the meeting.

2.11 Cessation of Membership

A Person will immediately cease to be a Member:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the secretary of the Society or to the Address of the Society and the effective date of the resignation stated thereon; or
- (b) upon the expiry of his or her term, unless renewed in accordance with section 2.7;
- (c) upon having been a Member not in good standing for non-payment of dues for a period 30 days or such greater time prescribed by the board;
- (d) upon his or her expulsion or;
- (e) upon his or her death.

3. MEETINGS OF MEMBERS

3.1 Time and Place of General Meetings

The general meetings of the Society will be held at such time and place, in accordance with the *Society Act*, as the Board decides.

3.2 Annual General Meetings

The annual general meeting of the Society will normally be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

3.3 Extraordinary General Meeting

Every general meeting other than an annual general meeting is an extraordinary general meeting.

3.4 Calling a Regular General Meeting

The Board may, whenever it thinks fit, convene an extraordinary general meeting.

3.5 Notice of General Meeting

The Society will give not less than 14 days' written notice of every general meeting to those Members entitled to receive notice; but those Members may waive or reduce the period for a particular meeting by unanimous consent in writing.

3.6 Contents of Notice

Notice of a general meeting will specify the place, the day and the hour of the meeting and the business to be transacted at the meeting.

3.7 Omission of Notice

The accidental omission to give notice of a general meeting to, or the non-receipt of notice by, any Member entitled to receive notice does not invalidate proceedings at that meeting.

4. PROCEEDINGS AT GENERAL MEETINGS

4.1 Business required at AGM

The following business is normally required to be conducted at the annual general meeting of the Society:

- (a) the adoption of an agenda and the approval of the previous minutes;
- (b) consideration of the financial statements;
- (c) consideration of the report of the Directors;
- (d) consideration of the report of the auditor, if any;
- (e) the election of directors; and
- (f) such other business that, under these Bylaws or any governing statutes, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the Directors if the report was issued with the notice of the meeting.

4.2 Requirement of Quorum

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a general meeting at a time when a quorum is not present.

4.3 Quorum

A quorum at a general meeting is five (5) Members in good standing.

4.4 Lack of Quorum

If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of Members, will be terminated; but in any other case it will stand adjourned to the next day, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the Members present will constitute a quorum.

4.5 Loss of Quorum

If at any time during a general meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

4.6 Chair

The President (or, in the absence or inability of the President, the vice-president) will preside at all Meetings of Members, provided that the Board may appoint, by Board Resolution, another Person to preside at a Meeting of Members.

If at any Meeting of Members the President, vice-president or such alternate Person appointed by Board Resolution, is not present within 15 minutes after the time appointed for the meeting, those Directors present may choose one of their number to preside at that Meeting of Members.

4.7 Alternate Chair

If a Person presiding as chair of a general meeting wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Members present at such meeting, he or she may preside as chair.

4.8 Adjournment

A general meeting may be adjourned from time to time and place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

4.9 Notice of Adjournment

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than 10 days, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

4.10 Ordinary Resolution

Any issue at a general meeting which is not required by these Bylaws or the *Society Act* to be decided by a Special Resolution will be decided by an Ordinary Resolution.

4.11 Entitlement to Vote

Each Member in good standing is entitled to one (1) vote.

4.12 Decisions by Show of Hands, Voice Vote or Secret Ballot

Voting will be by show of hands or voice vote recorded by the secretary of the meeting, except that, at the request of any two (2) Members present at the meeting, a secret vote by written ballot will be required.

4.13 Voting by Proxy

Voting by Proxy is not permitted.

4.14 Members Resolutions in Writing

An Ordinary Resolution or a Special Resolution may be in two or more counterparts which together and signed by the required number of Members will be deemed to constitute an Ordinary Resolution or Special Resolution, as the case may be. Such resolution will be filed with minutes of the proceedings of the Members and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

4.15 Special Resolutions to be filed with the Registrar

Any Special Resolution passed in accordance with the Bylaws will be filed with the Registrar in the appropriate form and will not take effect until such Special Resolution is accepted for filing by the Registrar.

5. DIRECTORS

5.1 Powers of Directors

The Board 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 Members in general meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Society; and
- (b) these Bylaws and the Constitution.

5.2 Oversight of Property and Affairs

The property, affairs and governance of the Society will be overseen by the Board, which shall provide direction in those matters, as required, to the executive director and senior executive staff.

5.3 Directors Subscribe to and Support Purposes

Every Director will unreservedly subscribe to and support the purposes of the Society.

5.4 Composition of Board

The Board will be composed of a minimum of five (5) and a maximum of fifteen (15) Directors.

To the extent possible, the Board will be composed of Persons having the knowledge, skills and expertise determined by the Board to be necessary for the effective direction of the Society's affairs and appropriate oversight of the Society's activities.

5.5 Invalidation of Acts

No act or proceeding of the Board is invalid by reason only of there being less than the prescribed number of Directors in office.

5.6 Eligibility of Directors

A Person need not be a Member in order to be elected or serve as a Director. Upon being elected or appointed as a Director, that Person will become a Member, and cease to be a Member upon ceasing to be a Director.

A Person may not be elected nor serve as a Director if:

- (a) the Person is less than 19 years of age;
- (b) the Person has been declared by a court in Canada or elsewhere incapable of managing his or her own affairs or person or both;
- (c) the Person is an undischarged bankrupt; or
- (d) the Person has been convicted in the previous five (5) years of an offence involving fraud for which no pardon has been granted.

5.7 Election of Directors

Directors will be elected by Ordinary Resolution of the Members. Elections will normally be held at a general meeting and Directors elected at a general meeting will take office commencing at the close of such meeting.

5.8 Term of Office

The term of office of Directors will normally be three (3) years. However the Board may by Board Resolution determine that some or all vacant Directors' positions will have a term of less than three (3) years, the length of such term to be determined by the Directors in their discretion.

The term of office of Directors elected for their first term will be one (1) year; the subsequent terms of office of Directors will normally be three (3) years.

For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected. If, however, the Director was elected at an extraordinary general meeting or appointed as a replacement Director in accordance with section 5.15, his or her term of office will be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting. If a Director is elected by an Ordinary Resolution in writing, his or her term will commence as specified in the resolution.

5.9 Term Limits

Directors may be elected for up to three (3) consecutive terms. A Person who has served three (3) consecutive terms as a Director may not be re-elected for at least one (1) year following the expiry of his or her latest term.

5.10 Transition of Current Directors

Those Persons listed as Directors with the Registrar on the date these Bylaws come into force will continue as Directors for a term, not to exceed three (3) years, to be determined by the board in its discretion. Any prior time as a Director will not count towards the term limits set out above.

5.11 Election by Acclamation

In elections where the number of candidates is equal to or less than the number of vacant positions for Directors, the nominated candidates may be deemed to be elected by acclamation, provided that on the request of any two (2) Members, a vote to elect the nominated candidates as a slate will be conducted by show of hands or voice vote.

5.12 Election by Secret Ballot

In elections where there are more candidates than vacant positions for Directors, election will be by secret ballot with the name of each duly nominated candidate appearing individually on the ballot. Candidates will be deemed to be elected in order of those candidates receiving the most votes.

5.13 Voiding of Ballot

No Member will vote for more Directors than the number of vacant positions for Directors. Any ballot on which more names are voted for than there are vacant positions will be deemed to be void.

5.14 Extension of Term to Maintain Minimum Number of Directors

Every Director serving a term of office will retire from office at the close of the annual general meeting in the year in which his or her term expires; but if no successor is elected and the result is that the number of Directors would fall below five (5), the Person or Persons previously elected as Directors may continue to hold office until such time as successor Directors are elected, notwithstanding the above term limits.

5.15 Appointment to Fill Vacancy

If a Director ceases to hold office, the Board may appoint a Person as a replacement Director to take the place of such Director until the next annual general meeting.

5.16 Removal of Director

The Members may remove a Director before the expiration of such Director's term of office by Special Resolution and may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term.

A Special Resolution to remove a Director is deemed to expel the Person as a Member and vice-versa.

5.17 Ceasing to be a Director

A Person will automatically cease to be a Director:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the secretary of the Society or to the Address of the Society and the effective date of the resignation stated therein; or
- (b) upon the expiry of his or her term, unless re-elected or otherwise in accordance with these Bylaws;
- (c) upon the date such Person is no longer eligible in accordance with section 5.6; or
- (d) upon his or her removal; or
- (e) upon his or her death.

5.18 Remuneration of Directors and Reimbursement of Expenses

A Director is not entitled to any remuneration for acting as a Director, provided however that a Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society.

5.19 Powers of Board

The Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Society. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Society in furtherance of the purposes of the Society.

5.20 Policies and Procedures

The Board may establish such rules, regulations, policies or procedures relating to the affairs of the Society as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the *Society Act*, the Constitution or these Bylaws.

5.21 Investment of Property and Standard of Care

If the Board is required to invest funds on behalf of the Society, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Society.

5.22 Investment in Mutual or Pooled Funds

The property of the Society may be invested by the Board, or by any agent or delegate of the Board, in any mutual fund, common trust fund, pooled fund or similar investment.

5.23 Investment Advice

The Directors may obtain advice with respect to the investment of the property of the Society and may rely on such advice if a prudent investor would rely upon the advice in comparable circumstances.

5.24 Delegation of Investment Authority to Agent

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Society's property that a prudent investor might delegate in accordance with ordinary business practice.

5.25 Conflict of Interest

A Director who has an existing or potential conflict of interest with the delivery, management or administration of any service of the Society (the "conflict") shall immediately disclose the conflict to the Board in accordance with the Society conflict of interest policy. If, upon consideration, the Board determines that there is a conflict, the person with the conflict shall not take part in any vote on any issue involving the conflict.

6. PROCEEDINGS OF THE BOARD

6.1 Procedure of Meetings

Meetings of the Board may be held at any time and place determined by the Board, provided that two (2) days' notice of such meeting will be sent to each Director. However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting were determined or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the secretary of the Society.

6.2 Calling of Meetings

The President may at any time call a meeting of the Board.

The secretary will, at the request of any two (2) Directors, call a meeting of the Board.

6.3 Notice

For the purposes of the first meeting of the Board held immediately following the appointment or election of a Director or Directors at an annual or other general meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

6.4 Quorum

The Board may from time to time fix the quorum necessary to transact business and, unless so fixed, the quorum will be a majority of the Directors.

A Director who has, or may have, an interest in a proposed contract or transaction with the Society will be counted in the quorum at a meeting of the Board at which the proposed contract or transaction is considered but is not entitled to vote on the proposed contract or transaction.

6.5 Chair of Meetings

The President (or, in the absence or inability of the President, the vice-president) will preside at all meetings of the Board, provided that the Board may appoint, by Board Resolution, another Person to preside at a meeting of the Board.

If at any meeting of the Board the President, vice-president or such alternate Person appointed by Board Resolution, is not present within 15 minutes after the time appointed for the meeting, those Directors present may choose one of their number to preside at that meeting.

6.6 Alternate Chair

If the Person presiding as chair of a meeting of the Board wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chair.

6.7 Passing Resolutions

Any issue at a meeting of the Board which is not required by these Bylaws or the *Society Act* to be decided by a resolution requiring more than a simple majority will be decided by Board Resolution.

6.8 Procedure for Voting

Voting will be by show of hands or voice vote recorded by the secretary of the meeting except that, at the request of any one Director, a secret vote by written ballot will be required.

6.9 Resolution in Writing

A Board Resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. Such resolution will be filed with minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

7. COMMITTEES

7.1 Creation and Delegation to Committees

The Board may create such standing and special committees as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution.

The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

7.2 Standing and Special Committees

Unless specifically designated as a standing committee, a committee is deemed to be a special committee and any special committee so created must be created for a specified time period only.

A special committee will automatically be dissolved upon the earlier of the following:

- (a) the completion of the specified time period; or
- (b) the completion of the task for which it was created.

7.3 Terms of Reference and Rules

In the event the Board decides to create a committee, it must establish Terms of Reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the Terms of Reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

7.4 Meetings

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed *mutatis mutandis* by the rules set out in these Bylaws governing proceedings of the Board.

8. DUTIES OF OFFICERS

8.1 Officers

The officers of the Society are the President, vice-president, secretary and treasurer, together with such other offices, if any, as the Board, in its discretion, may create.

The Board may, by Board Resolution, create and remove such other offices of the Society as it deems necessary and determine the duties and responsibilities of all officers.

8.2 Election of Officers

At each meeting of the Board immediately following an annual general meeting, the Board will elect the officers. All officers must be Directors. Officers will hold office until the first meeting of the Board held after the next following annual general meeting.

8.3 Removal of Officers

A Person may be removed as an officer by Board Resolution.

8.4 Replacement

Should the President or any other officer for any reason be unable to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay.

8.5 Duties of President

The President will supervise the other officers in the execution of their duties and will preside at all meetings of the Society and of the Board.

8.6 Duties of Vice-President

The vice-president will assist the President in the performance of his or her duties and will, in the absence or incapacity of the President, perform the duties and exercise the powers of the President.

The vice-president will perform such other duties as the Board may assign from time to time.

8.7 Duties of Secretary

The secretary will be responsible for making the necessary arrangements for:

- (a) the issuance of notices of meetings of the Society and the Board;
- (b) the keeping of minutes of all meetings of the Society and the Board;
- (c) the custody of all records and documents of the Society, except those required to be kept by the treasurer;
- (d) the maintenance of the register of Members; and
- (e) the conduct of the correspondence of the Society.

8.8 Duties of Treasurer

The treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the *Society Act* and the *Income Tax Act*; and
- (b) the rendering of financial statements to the Directors, Members and others, when required.

8.9 Absence of Secretary at Meeting

If the secretary is absent from any meeting of the Society or the Board, the Directors present will appoint another person to act as secretary at that meeting.

8.10 Combination of Offices of Secretary and Treasurer

The offices of secretary and treasurer may be held by one Person who will be known as the secretary-treasurer.

8.11 Executive Director

The Board may select and appoint an executive director of the Society, determine his or her title and set the terms of his or her duties, responsibilities and employment.

9. EXECUTION OF INSTRUMENTS

9.1 Seal

The Society will not have a seal.

9.2 Execution of Instruments

Contracts, documents or instruments in writing requiring the signature of the Society may be signed as follows:

- (a) by the President, or vice-president, together with one other director,
- (b) in the event that the President and vice-president are all unable to provide a signature, by any two Directors, or
- (c) by the executive director, together with one director

and all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality.

The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

10. BORROWING

10.1 Powers of Directors

In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides, including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.

10.2 Issuance of Debentures

No debenture will be issued without the authorization of a Special Resolution.

10.3 Restrictions on Borrowing Powers

The Members may by Special Resolution restrict the borrowing powers of the Board.

11. AUDITOR

11.1 No Requirement

The Society is not required to be audited; however, if it wishes to be audited, it is required to appoint an external auditor with the qualifications described in section 42 of the *Society Act*.

11.2 Appointment of Auditor at Annual General Meeting

If the Society wishes to appoint an auditor, that auditor will be appointed at an annual general meeting, to hold office until he, she or it is reappointed or his, her or its successor is appointed at the next following annual general meeting in accordance with the procedures set out in the *Society Act* or until the Society no longer wishes to appoint an auditor.

11.3 Removal of Auditor

An auditor may be removed by Ordinary Resolution in accordance with the procedures set out in the *Society Act*.

11.4 Notice of Appointment

An auditor will be promptly informed in writing of his, her or its appointment or removal.

11.5 Restrictions on Appointment

No Director or employee of the Society will act as auditor.

11.6 Attendance at Annual General Meetings

The auditor may attend general meetings.

12. NOTICES

12.1 Entitlement to Notice

Notices of a general meeting will be given to:

- (a) every Person shown on the register of Members as a Member on the day the notice is given; and
- (b) the auditor.

No other Person is entitled to be given notice of a general meeting.

12.2 Method of Giving Notice

A notice may be given to a Member or a Director either personally, by delivery, courier or by mail posted to such Person's Registered Address, or, where the member has provided a fax number or electronic mail address, by fax or electronic mail, respectively.

12.3 When Notice Deemed to have been Received

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received.

Any notice delivered personally, by delivery or courier, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

12.4 Days to be Counted in Notice

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

13. MISCELLANEOUS

13.1 Inspection of Records

The documents, including the books of account, of the Society and the minutes of meetings of the Society and the Board will be open to the inspection of the Directors. The minutes of any meeting of the Members will be open to the inspection of Members in good standing upon reasonable notice to the keeper of such documents but the Members will not be entitled or have the right to inspect any other document of the Society.

13.2 Participation in Meetings

The Board may, in their discretion, determine to hold any general meeting or meeting of the Board, and a committee may, in its discretion, determine to hold any meeting of that committee, to allow for participation, whether in whole or in part, by telephone, video conference call or similar communication equipment that allows all the Members, Directors, or Persons participating in the meeting to hear and respond to one another contemporaneously.

All such Members, Directors, or Persons so participating by approved electronic means in any such meeting will be deemed to be present in person at the stated location of such meeting and, notwithstanding the foregoing Bylaws, will be entitled to vote by a voice vote recorded by the secretary of such meeting. This method of voting may from time to time be used for passing resolutions.

13.3 Right to become Member of other Society

The Society will have the right to subscribe to, become a member of, and cooperate with any other society, corporation or association whose purposes or objectives are in whole or in part similar to the Society's purposes, including the Foundation.

13.4 Not a Reporting Society

Subject to an order of the Registrar pursuant to the *Society Act* stating that the Society is a "reporting society" as defined under the *Society Act*, the Society is not a "reporting society".

14. INDEMNIFICATION

14.1 Indemnification of Directors and Officers

Subject to the provisions of the *Society Act*, each Director and each officer of the Society will be indemnified by the Society against all costs, charges and expenses reasonably incurred in connection with any claim, action, suit or proceeding to which that Person may be made a party by reason of being or having been a Director or officer of the Society, except in relation to matters as to which he or she will be finally adjudged in such action, suit or proceeding to have been derelict in the performance of his or her duty as an officer or director. "Derelict" will mean grossly negligent, criminally negligent or intentionally engaged in tortious conduct with the intent to defraud, deceive, misrepresent or take advantage improperly of an opportunity available to the Society.

14.2 Indemnification of Past Directors and Officers

To the extent permitted by the *Society Act*, the Society may indemnify every Person heretofore now serving as a Director or officer of the Society and that Person's heirs and personal representative.

14.3 Advancement of Expenses

To the extent permitted by the *Society Act*, all costs, charges and expenses incurred by a Director or officer with respect to any claim, action, suit or proceeding may be advanced by the Society prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the recipient to repay such amount unless it is ultimately determined that the recipient is entitled to indemnification hereunder.

14.4 Approval of Court and Term of Indemnification

The Society will apply to the court for any approval of the court which may be required to ensure that the indemnities herein are effective and enforceable. Each Director and each officer of the Society on being elected or appointed will be deemed to have contracted with the Society upon the terms of the foregoing indemnities.

14.5 Indemnification not Invalidated by Non-Compliance

The failure of a Director or officer of the Society to comply with the provisions of the *Society Act*, or of the Constitution or these Bylaws, will not invalidate any indemnity to which he or she is entitled under this part.

14.6 Purchase of Insurance

The Society will purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such Person as a Director, officer, employee or agent.

15. BYLAWS**15.1 Entitlement of Members to copy of Constitution and Bylaws**

On being admitted to membership, each Member is entitled to, and upon request the Board will provide him or her with, a copy of the Constitution and Bylaws of the Society.

15.2 Special Resolution required to Alter or Add to Bylaws

These Bylaws will not be altered or added to except by Special Resolution.

**THE LOOKOUT EMERGENCY AID SOCIETY
ANNUAL GENERAL MEETING
MINUTES – JUNE 27, 2016 5:30 pm**

Location: Training Room, 206 - 524 Powell Street, Vancouver, BC

Present: Tom Roberts (Chair), Terry Brock, Baird Blackstone, s.22 Luke Johnson,
Janet Currie, Caroline Ferris, Terry Cooper

Regrets: Dan Steinberg, Annie Storey, s.22

Staff: Shayne Williams (Executive Director), Keir McDonald, Leo Lu, s.22

Guests: Kristine Simpson (Auditor, BDO)

1. Welcome and Introductions

All people in attendance were welcomed with a special warm welcome.

The meeting was called to order by Tom Roberts, Board President. A quorum being present, the Chairman declared the meeting to be properly constituted, and the meeting having been properly convened, with notice given to all members in accordance with the by-laws of the Society, the meeting was called to order. Tom welcomed the attendees to Lookout's annual general meeting and provided a brief outline of the agenda which had been distributed prior to the meeting. Board members and all other people present introduced themselves.

2. Minutes from the prior Annual General Meeting held June 22, 2015 at the LivingRoom Drop In. All members had received a copy of the minutes prior to the meeting. Members were asked to make corrections, if any, and to move to accept them as presented.

Terry Brock moved to accept the minutes as presented and Luke Johnson seconded- Carried unanimously.

3. Business arising from prior AGM Minutes – nothing to report.

4. Election of the 2016 – 2017 Board of Directors

All members of the Board of Directors in 2015-16 agreed to stand for re-election for the year 2016-2017. The biography for Caroline Ferris was presented and she was added to the slate.

No other nominations were received from the floor when called.

Janet Currie moved to accept the slate as presented and Baird Blackstone seconded- carried unanimously.

**The directors approved are: Baird Blackstone, Terry Brock, Janet Currie, Luke Johnson, s.22
s.22 Tom Roberts, Dan Steinberg, Annie Storey and Caroline Ferris.**

5. Executive Director's Report

Shayne Williams thanked everyone for being in attendance and presented his report for the past year, the highlights addressing the Strategic Plan priorities being:

1. Enhanced community profile
 - We continued the accreditation process which was audited in December 2015 with full accreditation status achievement in May of 2016;
 - Change of name to Foundation House following the death of long term loyal employee to Macmillan House;
 - Hosted the most successful H'Arts gala to date; and
 - Attended the 2015 Pride Parade.
2. Strengthen program effectiveness
 - s.22 assumed oversight of the Administration portfolio which saw structural changes that allowed for: streamlined service provision, centralized purchasing, higher levels of accountability in statistical data collection, risk management and quality improvement across all programs and portfolios and a concerted effort via RFP selection to update, improve and ensure cost effective service agreements in over a dozen various areas;
 - Wes led his team confidently through changes including a complete staffing turnover and restructuring in both the property management and development portfolios; and
 - The property team additionally streamlined services to allow an ease of access and prioritization across the 11 communities now served by the organization with vast improvement amongst some highly challenging maintenance issues that were addressed ensuring the individuals living within our housing are better served.
3. Increase capacity and versatility
 - Creation of Deputy Executive Director position allowing for strong community presence, leadership and succession planning;
 - Deputy Executive Director (DED) role awarded to Keir Macdonald bringing a new energy and vitality that we are confident will catapult us into new directions that will benefit the staff and service recipients alike;
 - Leonard moved from Administration taking on the full breadth of the Operational portfolio, stretching his knowledge, skills and experience and ensured continued program growth and development in a client centered manner, achieving positive results;
 - Leo led his team through significant changes in structure and practice, ensured an immense deficit reduction, tightened security and accountability protocols and successfully led the most successful audit to date;
 - Added 80 new shelter beds through two temporary winter shelters in Surrey and Abbotsford; Granted extension of year round status in both projects;
 - Acquisition of Crawford Manor;
 - Awarded of the VCHA contract continuing the LivingRoom with a new focus;
 - Expanded social enterprises XL Flooring and HOME Moving and Delivery;
 - Several society grants from LO Foundation including:
 - 25k for LivingRoom
 - 65k Mission Farm
 - 5K Barnston
 - 20k RigDig/SSSC
4. Grow a positive culture

- Meet the Executive Director, Manager Meetings;
 - Executive and Leadership Team staff meeting attendance;
 - Open House Events at all sites; and
 - Aligned with new EDMP process allowing for greater support to staff.
5. Expand communication
- Launched and active use of the internal Intranet
 - New communications Associate hired
 - New Website behind schedule
6. Boost board governance and accountability
- Through the successes of the development department we were able to see a 20% reduction in funding reliance on BCH and notable improvements in program funding and donations; and
 - Significant operations reduction of deficit from 1.3M to 54K
 - RASIC Role Definitions

6. Treasurer's Report

a) Presentation of Audited Financial Statements

BDO auditors presented the 2015-2016 financial statements as well as the Treasurer's Report.

They explained the responsibilities of management and those of the auditor. The auditor must determine whether the statements are prepared accounting to professional standards and that statements are fairly decided within "materiality" (a predetermined reasonable range of error).

It is the Auditor's opinion that the Financial Statements represent Lookout's financial picture and are in accordance with Canadian standards and that, other than their qualifications, Lookout's Financial Statements are accurate.

The Auditors and ED thanked Leo and his staff for their cooperation and hard work, especially within a very tight timeline for completion of the audit.

b) Goals for Upcoming Year

Continue to minimize deficit.

Baird Blackstone moved that BDO continue as auditors for fiscal year 2016-17, seconded by Terry Brock- carried unanimously.

7. Adjournment

Baird Blackstone moved to adjourn the meeting at 6:50 pm.

Minutes taken by Megan White, Executive Assistant

Approved as presented by

Secretary: _____

Date: _____

Post meeting:

Members in attendance adjourned to the LivingRoom Drop In where a gathering of community members assembled for a light meal, a summary of AGM highlights and an opportunity for comments and questions – none were asked.

A Performance by Stand Up for Mental Health was given to the enjoyment of all.

DRAFT

Lookout Emergency Aid Society
Financial Statements
For the year ended March 31, 2016

Page 162 to/à Page 181

Withheld pursuant to/removed as

Copyright

LOOKOUT EMERGENCY AID SOCIETY - GAMING ACCOUNT

0118

Gaming Information and Services

Know your limit, play within it.

Organization Help

GBC ID: s.15 **Lookout Housing and Health Society**

Alert: 

All fields with an asterisk (*) must be completed.


Application Assignment ▼

Organization Information ▲

File Type: s.15

File #: s.15

City: New Westminster **FYE:** 31-Mar **Last Audit:**



Appl Rec'd Date: 24-Nov-2016 **BC Online:** 19-Jun-2017 

*** Sector:**

*** Sub-sector:**

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 24-Nov-2016  **Appl End Date:** 05-Jan-2017 

Conditional:

Grant Details

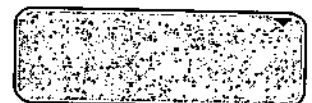
Total Amount Requested s.21

Total Approved GPEB Amount \$60,000.00

Total Payment Rules \$60,000.00

Total Intended Amount \$60,000.00

Frequency One-Time



Payment Rules ▼

Organization ▲

* Name:

The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).

Lookout Housing and Health Society

Addresses ▲

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

*Address Type:

* Effective Date:

Unit:

* Street:



* City: * Province/State: * Country: * Postal / Zip Code:

British Columbia Canada

Address Type	Effective Date	Address
Physical	02-Oct-2017	544 Columbia Street, New Westminster, BC, Canada, V3L 1B1

Organization Details ▲

If your organization is a registered society in BC please enter the BC Society Number.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

BC Society Number:

s/11042

On what date did your organization start operating (approximate)?

19-Jul-1974

Fiscal Year End:

Month	Day
March	31

Programs/Services or Purpose ▲

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

* Program/Service or Purpose:

Other Description:

Program/Service or Purpose

Other Description

Community Outreach

Other

Social housing, homeless shelters

(I) Undefined

Organization Information Changes ▼

Attachments ▲

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

contracted_prog_details.pdf
revised2016gasrdisblist.pdf
outreachinkindandrationalale.pdf
rerevisedprogfsandgasrs.pdf

Worksheet ▼

Print and Close

Cancel

Gaming Information and Services

Know your limit, play within it.

Organization Details Help ?

GBC ID: ^{s.15} Lookout Housing and Health Society
Alert: ?

All fields with an asterisk (*) must be completed.


Application Assignment ▼

Organization Information ▲

File Type: ^{s.15}

File #: ^{s.15}
^{s.15}

City: New Westminster **FYE:** 31-Mar **Last Audit:**



Appl Rec'd Date: 24-Nov-2016 **BC Online:** 19-Jun-2017 

*** Sector:**

*** Sub-sector:**

Human and Social Services

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Conditional:

Grant Details

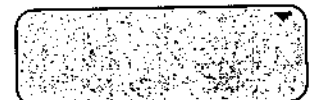
Total Amount Requested ^{s.21}

Total Approved GPEB Amount \$60,000.00

Total Payment Rules \$60,000.00

Total Intended Amount \$60,000.00

Frequency One-Time



Payment Rules ▼

Sector Details ▲

Sector: Sub-sector:
Human and Social Services Disadvantage Distress Poverty

* Is your organization a service club?

Yes
☒ No

If yes, who is the recipient organization?

Constitution and Bylaws ▲

*How will you be providing Constitution and Bylaws documents?

Mail
☒ Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

lookout_-_constit_bylaws_jun_22_2015.pdf

Membership and Governance Structure ▲

* # of eligible voting members: * # of board members:

20 . 9

Board of Directors ▲

*How will you be providing Board of Directors documents?

Mail
☒ Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

Annual General Meeting Details ▲

* Date of last Annual General Meeting: (DD-Mon-YYYY)

27-Jun-2016

* Number of voting members that attended last Annual General Meeting:

8

* You must submit a copy of the minutes from the last Annual General Meeting. How will you be providing the minutes?

Mail

X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

2016_lookout_agm_minutes.pdf

Financial Statements ▲

* You must submit copies of your organization's: revenue and expense statements for the previous fiscal year; balance sheet for the previous fiscal year; and budgets for the current and next fiscal years.

* How will you be providing this financial information?

Mail

X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

lookout_emergency_aid_society_-_2016_fs__3_.pdf

Gaming Account ▲

* You must have a dedicated bank account, called the 'Gaming Account' in order to operate a Class A or Class C licenced event or to receive grant monies. The money for an approved grant application will be transferred electronically to this account.

The Gaming Account is on file with the Branch and there are no changes.
X I will attach a copy of a void cheque (if you choose this option please proceed to attach a PDF version below).
I will mail a void cheque to the Branch (note, the application will be processed after receipt of this information).

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

gaming_account_void_cheque.pdf


Worksheet ▼

Print and Close Cancel

Gaming Information and Services

Know your limit, play within it.

CGG Program Details List Help ?

GBC ID: ^{s.15} Lookout Housing and Health Society
Alert: 

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: ^{s.15}

File #: ^{s.15}

City: New Westminster FYE: 31-Mar Last Audit:

^{s.15}



Appl Rec'd Date: 24-Nov-2016 BC Online: 19-Jun-2017 

* Sector:

* Sub-sector:

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 24-Nov-2016  Appl End Date: 05-Jan-2017 

Conditional:

Grant Details

Total Amount Requested

^{s.21}

Total Approved GPEB Amount \$60,000.00

Total Payment Rules \$60,000.00

Total Intended Amount \$60,000.00

Frequency

One-Time



Print Form Clear Form

Gaming Account Summary Report

Gaming Policy and Enforcement Branch – Licensing and Grants Division

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Phone: (250) 387-5311 | Web: www.gaming.gov.bc.ca

L&G File#: (for your organization)

BEFORE YOU START

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days of their fiscal year-end.
- Use the latest version of this form, available at: www.gaming.gov.bc.ca/grants/forms-guidelines.htm
- Submit the completed form and any supporting documents by mail (see address above) or by email gaming.branch@gov.bc.ca.

Report completed on:
(DD-MM-YYYY)

12-Dec-2016

Report for your fiscal year
ending on: (DD-MM-YYYY)

31-Mar-2016

SECTION 1 – ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)

Lookout Emergency Aid Society

Organization mailing address: Unit, Street, and/or PO Box

544 Columbia St. New Westminster

City

BC

Postal Code

V3L 1B1

SECTION 2 – OPENING BALANCE OF GAMING ACCOUNT

\$ 53,629.81 1

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

SECTION 3 – GAMING REVENUE

Gaming grant revenue: (Indicate the amount received under each of the following grant categories)

Community Gaming Grant revenue:

\$ 2

PAC / DPAC Grant revenue: (Parent Advisory Councils and District Parent Advisory Councils)

\$ 3

Playground Grant revenue:

\$ 4

Major Capital Project Grant revenue:

\$ 5

Other grant revenue such as Special One Time Grants: (provide short description)

\$ 6

Gross revenue from all gaming event licences:

(attach an additional sheet if necessary – gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences – funds received within the fiscal year must be reported, regardless of gaming event start and end dates – report the total gross revenue during the reporting period for each gaming event – "reporting period" refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number:	Licence type: (Class A,B,C,D)	Reporting period: From (DD-MM-YYYY)	To (DD-MM-YYYY)	Amount:	
				\$	7
				\$	8
				\$	9
				\$	10
				\$	11
				\$	12
				\$	13

Other gaming revenue: (attach an additional sheet if necessary)

GST rebate, interest, or revenues from the sale of assets purchased with gaming funds: \$ 19.92 14

Gaming fund donations from other organizations: (name of organization and amount received – attach an additional sheet if necessary)

\$ 15

\$ 16

\$ 17

Total gaming revenue: (add lines 2 to 17)

>>> \$ 19.92 18

August 20, 2014

Retain a copy of this report for your organization's records. Keep your personal information safe by storing completed electronic or paper copies of this form in a safe and secure place.

Page 1 of 4

SECTION 4 – PRIZE COSTS AND EXPENSES FOR LICENSED GAMING EVENTS

Prize costs for licensed gaming events:
(Indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)

Independent bingo prize costs: (total cost of all independent bingo gaming event licence prizes)	\$	19
Ticket raffle prize costs: (total cost of all ticket raffle gaming event licence prizes)	\$	20
Other prize costs: (specify licence type)	\$	21
Total prize costs: (add lines 19 to 21)	>>> \$	22

Expenses for licensed gaming events:
(Indicate the expenses in each of the following categories – these costs include advertising and marketing, salaries and wages, facility rental, bingo paper, contract fees for gaming service providers, printing, postage and mailing, supplies and other miscellaneous costs associated with licensed gaming events)

Independent bingo expenses: (total expenses for all independent bingo gaming event licences)	\$	23
Ticket raffle expenses: (total expenses for all ticket raffle gaming event licences)	\$	24
Other gaming event expenses: (specify licence type)	\$	25
Total gaming event expenses: (add lines 23 to 25)	>>> \$	26

SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

Net gaming proceeds: (subtract lines 22 and 26 from line 18)	>>> \$	19.92	27
Total gaming revenue available for disbursement: (add lines 1 and 27)	>>> \$	53,649.73	28

Gaming fund disbursements:
(attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below)

Date: (DD-MM-YYYY)	Cheque, EFT, or Reference #:	Disbursed to:	Purpose:	Amount:
-----------------------	---------------------------------	---------------	----------	---------

s.21

			\$	37
			\$	38
			\$	39
			\$	40
			\$	41
			\$	42
			\$	43
			\$	44
			\$	45
Total gaming fund disbursements: (add lines 29 to 45)				>>> \$ 50,854.09 46

SECTION 6 – CLOSING BALANCE (subtract line 46 from line 28) **\$ 2,795.64 47**

The closing balance must agree with your organization's financial records (general ledger balance or whatever other accounting record supports your organization's financial statements) and is to be carried forward as the opening balance to the next Gaming Account Summary Report.

SECTION 7 - GAMING ACCOUNT INFORMATION AT FISCAL YEAR END

Financial institution name: (the name of your bank, credit union, etc.) Coast Capital Savings			
Financial institution address: Unit, Street, and/or PO Box 10153 2672, Central City, King George Blvd		City Surrey	Postal Code V3T 2W1
Account Information and balances: (attach an additional sheet if necessary)			
Account type:	Account number:	Balance:	
Gaming Account at fiscal year-end:	s.21	\$ 2,795.64	48
Term deposit(s): (gaming funds only)		\$	49
GIC(s): (gaming funds only)		\$	50
Other: (short description):		\$	51
Total of account balances: (add lines 48 to 51 -- this total must agree with line 47)		>>> \$ 2,795.64	52

SECTION 8 - COMMUNITY SERVICE ORGANIZATIONS

Service organizations may retain up to 10 per cent of the net proceeds from their licensed gaming activities and 7 per cent of their community gaming grant; refer to the appropriate guidelines for additional information. Identify which of the above disbursements are included in the permitted percentage and the applicable gaming event licence and/or community gaming grant application number(s).

Total percentage retained: (gaming event licence)	%	Gaming event licence number:
Total percentage retained: (community gaming grant)	%	Community gaming grant application number:

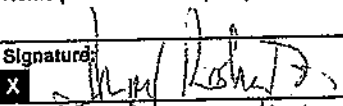
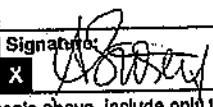
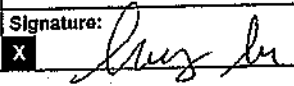
SECTION 9 - COMMUNITY BENEFIT

Briefly describe how the broader community benefited from your organization's gaming grant funded programs:
(Limit your description to 200 words -- this box will not allow you to type more than that. Describe the community benefit for the time period covered by this report, i.e. community benefit during the fiscal year you are reporting on. Include only those programs that were funded by gaming grants -- photos may be included with this report.)

This gaming grant funded Street Sweepers Social Club which was run in Surrey by Lookout Emergency Aid Society. The grant provides a range of Support Services to adults with low or no income who have few, if any, housing or support options.

SECTION 10 – CERTIFICATION

We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

Two board members of the organization (officers) who are responsible for the report: (one must be the treasurer – both must sign this form)						
1	Position: (with the organization) President	First name: Tom	Last name: Roberts			
Address: Unit and Street 544 Columbia St.		City New Westminster		Province BC	Postal Code V3L 1B1	
Business phone number: (XXX) XXX-XXXX (604) 515-0435		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
E-mail address: (provide a valid e-mail address) s.22		Signature: X 		Date signed: (DD-MM-YYYY) Dec 13, 2016		
2	Position: (with the organization) Treasurer	First name: Annie	Last name: Storey			
Address: Unit and Street 544 Columbia St.		City New Westminster		Province BC	Postal Code V3L 1B1	
Business phone number: (XXX) XXX-XXXX (604) 515-0435		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
E-mail address: (provide a valid e-mail address) s.22		Signature: X 		Date signed: (DD-MM-YYYY) Dec 13, 2016		
Report prepared by: (if the report was prepared by one of the people above, include only their name below)						
3	Position: (with the organization) Accounting Clerk	First name: Lucy	Last name: Lu			
Address: Unit and Street 544 Columbia St.		City New Westminster		Province BC	Postal Code V3L 1B1	
Business phone number: (XXX) XXX-XXXX (604) 515-0435		Ext:	Home phone number: (XXX) XXX-XXXX		Cell phone number: (XXX) XXX-XXXX	
E-mail address: (provide a valid e-mail address) acctclerk2@lookoutsociety.ca		Signature: X 		Date signed: (DD-MM-YYYY) 12-Dec-2016		

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess compliance with the conditions of a gaming event licence and community gaming grant.

Questions may be directed to the Gaming Policy and Enforcement Branch, Victoria.

OHCS - CORR Correspondence

Referral Slip for ID:229206

07/24/2018

Log Type: Letter	Action: Info/File	Due:
Batch:	Subaction:	

Type: Private Citizen

Unknown UNKNOWN

Tenant's/Citizen's Committee to Save Lookout

Written:

Received: 09/19/2016

Due:

Interim:

Signed:

Closed: 10/03/2016

Resp Type:

Entered By: npapadop

Signed By:

File No.:

Address To: Other

Copy To:

Branch Rsp: HPB

Issue: SOCIAL / SUBSIDIZED HOUSING

X-Ref:

Drafter:

With BN:

Subject

Letter addressed to Members of the board

RE: Loss of confidence in Lookout Leadership

Log Notes

10/03/2016 Filed in TRIM.

Attachments

Title: 22018 Direction from MO

Version: 1 Type:

File: 22018 direction from mo.msg

Approved:

Approved By: Last Update: 09/23/2017

Title: 22018 Unknown incoming

Version: 1 Type:

File: 22018 unknown incoming.pdf

Approved:

Approved By: Last Update: 09/23/2017

Referral OHCS - CORR Correspondence -> OHCS - Housing Policy

From: OHCS - CORR Correspondence

Sent: 10/03/2016

Status: Completed

Ref Action: Info/File

To: OHCS - Housing Policy

Received:

Reason:

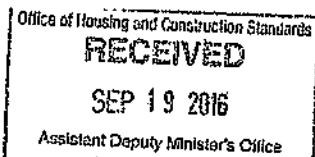
Subaction:

Assign To:

Completed: 10/03/2016

Due: 11/16/2016

File No.:



*Tenant's/Citizen's Committee to
Save Lookout!*

CLIFF # _____
MINISTER OF NATURAL AND DEVELOPMENT
REFERRAL NUMBER: _____
REPLY TO: _____
DRAFT REPLY ☐ INFOFILE ☐ REPLY DIRECT ☒
RECEIVED AUG 25 2016
REMARKS: _____



*We lied to the press when he said I
have hired extra staff for this
cheque issue day in Surrey....*

Dear Members of the Board

Re: Loss of confidence in Lookout Leadership

We recently sent a letter to you that outlined areas of concern and asked the Board of Directors to investigate and address. Thank you for the consideration you are giving to our concerns.

This letter addresses the overwhelming lack of confidence and deep levels of anxiety, despair, fear and intrepidation felt by workers, clients and community members that results from the lack of leadership by your representative. We have spoken to our members and have found their unrelenting primary issue is a total lack of trust of Shayne Williams, no confidence in him as the Executive Director. We have found a strong similar consensus amongst all those who support Lookout in the community. We are all in agreement that as long as Shayne Williams and his two s.22 (thugs) are part of the leadership team – Lookout will continue to lose good staff, will continue to be unsuccessful in hiring new staff. The word is out that Lookout is abusive to their staff and that they disregard and attempt to diminish our collective agreement.

This letter will provide you with further information and evidence to support our findings.

1. Front Room, Surrey BC.

There have been an unacceptable number of overdoses in Surrey. Last cheque issue week, Shayne Williams made a public announcement during an interview with a local reporter that he was aware and on it. He announced that Lookout had hired additional staff to address any crises associated with our client's risk of overdose.

As your primary representative - he lied.

No additional staff were called in. It appears no attempt to find workers occurred. Not only were there no additional staff, Surrey was in fact as short staffed as it always is. The staff that were on duty were untrained new hires that frankly are fearful of those we work with.

We suspect that members of our Board read about the pop up safe injection van that unexpectedly attended the Front Room area on cheque issue day. They and only they provided the essential oversight that was needed to save lives.

Despite the promise Shayne made on your behalf to the community, Lookout did not show up (next door to the Front Room) and was completely unprepared to do the job we should be taking pride in.

2. Are Congratulations in order to the Board of Directors and the Lookout Foundation?

In an offhanded conversation with s.22 and others managers at a local event, we were extremely surprised to hear that Shayne Williams recently announced that he has saved over a million dollars this year by deliberately leaving shifts unfilled across the society.

Please see the attached schedule as part of the evidence collected so far. If you choose to investigate you will see the same evidence recorded on all working schedules across the society. Managers, supervisors and coordinators have been instructed not to fill a significant number of shifts. Further, please note some regular staff names that have been (parenthesized) have called in to cancel their shifts for which there is also no coverage.

Staff, union, community members do not understand how a million dollars in savings doesn't show up in your reports or statements.

How can Lookout be running in the red and in the black saving a million dollars at the same time; as we are being told we are struggling with s.22 5 million dollar deficits? Your executive director continues to omit and twist facts to both Lookout and the Foundation board members, funders and to blatantly lie to the rest of us.

s.22

s.22

Lookout is not adhering to the long term well-earned agreements and contracts we have with BC Housing, Coast Health, Fraser Health, City of Vancouver and others. We are now actively harming those we used to serve with dignity. As far as the community is concerned, we are 'out of the game'. Lookout is inundated with basic employee rights grievances that confirm managers are mean spirited and not adhering to the collective agreement.

How is it possible that we have been given millions and millions of tax dollars to deliver specific contracted services, developmental programs and lifesaving harm reduction protections to the people we serve yet Shayne continues to tell staff, community members, politicians and others that we have lost funding, that s.22 has put us in financial ruin and that the government is cutting our programming.

Shayne is demonstrating a deviant and fraudulent standard of practice that needs to be stopped before our funders can no longer turn a blind eye.

With respect we bring this information to you because it is your moral and ethical responsibility to consider the dire facts in this matter, to investigate the findings of the evidence and information we are bringing to your attention including:

- a. There continues to be NO staff for multiple shifts at our residential sites so you are saving even more money by not adhering to our contractual agreements.
- b. There continues to be erratic staffing or no staffing at our shelters leaving all parties at risk of harm, the buildings unsafe, and the opportunity for organized crime to get a foot hold in the agency.

s.22

- c. Applicants are being hired without criminal checks, without even the basic skills noted on the postings. Managers are hiring in the afternoon and the individual is put on the job in the evening. This is not appropriate.
- d. We are not following the hiring process in our collective agreement. Staff are being asked if we know anyone who might want to work and they get hired. Friends, family, fraternization and nepotism. Managers are knowingly hiring people in active addiction.
- e. Managers are calling homemakers to take shelter shifts without sufficient English language skills, without basic understandings of drug use, mental illness and violence and are told just to sit there so that people don't know there is no staff available.
- f. Lookout continues to leave our staff to work alone covering more than one site with no reduction in work load requirements. Managers instruct staff to walk and work alone from site to site to 'make appearances' so tenants don't figure out they are alone.
- g. If a worker complains about this type of treatment by managers, they are disciplined. You only have to look into employee jackets to see the extraordinary number of letters of expectations and disciplinary warnings to understand the impact and loss of morale at Lookout.
- h. Cliff Block Residence has operated for more than a year with NO STAFF on Sundays and Mondays. Shayne required the HR staff to dissolve the shift as it was not needed when it is actually still on the books but unfilled. This building houses vulnerable tenants living with co-occurring conditions. Organized crime is now operating in that building. Staff are at serious risk and in addition, many overnight shifts are not covered either. We believe that we have lost the contract for this building. Your ED is carefully lying to New Westminster and staff to cover his fraudulent activities.

Page 199

Withheld pursuant to/removed as

DUPLICATE

- i. One manager wrote a letter of expectation to each employee that she manages. What the employees noted was that she gave the exact same letter to each of them despite having no cause for concern or for the letters of expectation— she did this because the Executive Director required all managers to 'start' the discipline process on all workers in case they ever acted out – workers beyond reproach have negative letters in their files.
- j. Lookout continues to abuse and discipline workers for reporting they are fearful of walking around the DTES as the only worker between several buildings.
- k. **Casuals that are being required to risk their safety and wellbeing by walking alone to various unmanned sites while they do not have medical coverage or employee benefits. Will WCB find this management strategy to protect and keep their workers safe?**
- l. Lookout still does not adhere to the collective agreement in how they do their call outs. People with less than 500 hours are being called in before senior level employees without the benefit of a call out.
- m. Managers quietly call in favoured staff who do not know what is going on and take unprecedented steps to avoid giving staff in the know any shifts – they know their actions are outside of the collective agreement.
- n. Untrained/unsupervised medication administration errors are ongoing, serious and **WILL** end up causing death as Lookout continues to have no appropriate oversight of the program.
- o. Having a for profit drug store oversee our clientele's safe medication administration is also unethical due to privacy issues and of course profiting by over selling and providing cancelled prescriptions they know will be discarded. It is all about the money not the safety of those we serve.
- p. Naloxone training does not prepare new hires to administer medication especially when they don't know the difference between abusable drugs and non abusable drugs.
- q. s.15
- r. Surrey Front Room manager and Al Mitchell manager require staff to bathe, feeds, lift and otherwise do all levels of personal care for multiple clients. These tasks are **NOT PERMITTED** without a valid license as a health care worker or more. Lookout

and staff can be held liable. The clientele is vulnerable, at risk and unpredictable placing our staff at risk as well.

- s. We ask you to remember, the staff person is working alone, responsible for more than one site and is also required to bathe or provide personal care to unpredictable clients is at risk of harm, legal consequence of being physically attacked, raped or beaten. This is not acceptable and now that you are aware, you can be held liable too.
- t. The job description for a homemaker now includes personal care as part of their job. Again, this is not permitted without proper licensing and proper shift coverage.
- u. Tenant program reports continue to be filed by managers and coordinators praising programs, describing measurable outcomes but if you were to do a site to site tour, you would see that no programs are in place.
- v. Ask yourself, how can a tenant program actually exist when you have less than one staff person on duty for some shifts and not all shifts?
- w. Ask yourself how can a homemaker or a maintenance workers do their tasks and oversee tenant or shelter programs?
- x. Ask yourself why tenants are fully disconnected from their support workers other than to be monitored for eviction purposes?

Suffice it to say, if we are to move forward and to get back our respected reputation and to reestablish our commitment to resolving homelessness, we need a trained, engaged and passionate workforce. Without a fully supported, adequate staff regiment in place Lookout is destined to fail.

s.22

I am sure you understand how the stigma of poverty, homelessness and addiction can impact a vulnerable person. Often they are considered to be thieves and unwholesome individuals no matter how they try to turn their lives around. Your executive director is actually the one who is unwholesome, immoral, unethical and destroying lives. How can this be condoned by such a distinguished Board of Directors?

And then we organize.

Page 202

Withheld pursuant to/removed as

s.22

Page 203 to/à Page 228

Withheld pursuant to/removed as

DUPLICATE

From: [Wes Everaars](#)
To: [Komansek, Bonnie CSCD:EX](#)
Cc: [Mary Campbell](#)
Subject: RE: Details regarding contracted programs/services
Date: Friday, December 16, 2016 5:33:42 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Hi Bonnie

Here below are the details you requested regarding our contracted programs.

BC Housing and the Health Authorities provide Lookout with funds to support Lookout's low barrier housing and emergency shelters to vulnerable populations living throughout the Lower Mainland. BC Housing And the Health Authorities funding supports our clients who live with multiple barriers including: poverty, mental health, addictions and physical and mental challenges.

To best meet the basic needs of our clients, BC Housing and the Health Authorities provide Lookout funding for safe, low cost minimum barrier housing. This includes 7 shelters and 25 housing programs in 30 sites located in 11 communities: Vancouver, Burnaby, North Vancouver, West Vancouver, New Westminster, Surrey, Aldergrove, Maple Ridge, Mission, Langley, and Cloverdale. The funding from BC Housing and the Health Authorities for our housing programs meet the most basic of Lookout clients' needs.

I therefore emphasize that our support programs need various funding supports to move client forward successfully towards greater independence. All housing programs are funded by BC Housing and the Health Authorities. Lookout's two sober living residences receive no funding from either BC Housing or the Health Authorities. Lookout provides services to 2500 people on a daily basis.

Lookout receives funding from BC Housing and the Health Authorities for our 10 outreach programs. These programs connect with people living on the street who are absolutely or episodically homeless or at risk of homelessness. We help them by getting them into our 7 shelters, or our 25 housing programs and/or or connecting them with basic community/ministry supports such as accessing healthcare and social assistance.

The Fraser Health Authority and Vancouver Coastal Health fund support programs that assist clients in coping with their medical needs and challenges. These includes 2 HIV Stop projects, Health Clients 2 drop in centres where we see upward of 600 people per day who have chronic health challenges including HIV and HCV, mental health, substance use and concurrent disorders. The goal of the program is to help people make healthier life choices and become stable in their lifestyle(s).

Lookout's goal is to diversify funding sources to better meet the specific needs of our clients including long-term housing stability, food security, life skills development, financial literacy, employability skills development, education and training. The purpose behind this goal is for our clients can move forward and become successful in maintaining stable and healthier lives. The three programs that Lookout is applying for through the gaming funds have no funding from either BC Housing or the Health Authorities. I am therefore sure that with your support our clients have the will develop the skills necessary to meet their goals.

The Lookout 2017-18 Gaming application includes The Outreach Peer Support Program, Street Sweepers Social Club and the Abstinence based programs assists clients move into and sustain affordable housing, clean the local community while gaining employability skills and maintain long term sobriety. Without the BC Gaming support we will not be able to further develop other innovative support programs that move our clients towards greater independence.

Warm Regards

Wes Everaars

Director of Development

Lookout Emergency Aid Society

P: 604-515-0435 F: 604-515-9435

Cell: 604-317-2788



www.lookoutsociety.ca



Lookout Emergency Aid Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.

From: Kormansek, Bonnie CSCD:EX [mailto:Bonnie.Kormansek@gov.bc.ca]

Sent: December-16-16 3:40 PM

To: Wes Everaars

Subject: Details regarding contracted programs/services

Hi Wes,

I would like to thank you for the additional information/clarification you have provided to date.

I will be leaving the office in the next few minutes and will not be back until January 4, 2017.

If you can please have the information to me by Jan 4th a recommendation will be made by end of week Friday January 6. The recommendation will then be put forth for final decision.

To recap – please provide details on what programs/services you are contracted to deliver for both BC Housing and Vancouver Coastal Health Authority.....and how they are separate from the programs for which grant funding is being requested.

Hope you have a Happy and Safe Holiday Season.

Bonnie
Grant Analyst

From: Kormansek, Bonnie CSCD:EX
Sent: Friday, December 16, 2016 1:42 PM
To: 'Wes Everaars'
Subject: RE: Final GL Gaming 2015-2016 report

Thanks Wes.

And.....as per our discussion, please provide a brief outline on what services you are contracted to delivery for both Housing and the Health Authority

From: Wes Everaars [<mailto:devdirector@lookoutsociety.ca>]
Sent: Friday, December 16, 2016 12:02 PM
To: Kormansek, Bonnie CSCD:EX
Cc: Mary Campbell
Subject: Final GL Gaming 2015-2016 report

Hi Bonnie
Here is the Final GL Gaming report 2015-2016.
Thank you

Wes Everaars
Director of Development
Lookout Emergency Aid Society
P: 604-515-0435 F: 604-515-9435
Cell: 604-317-2788



www.lookoutsociety.ca



Lookout Emergency Aid Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.

Page 233

Withheld pursuant to/removed as

DUPLICATE

From: Mary Campbell
To: Kormansek, Bonnie CSCD:FX
Cc: Wes Everaars
Subject: Gaming revised documents
Date: Thursday, December 15, 2016 2:21:47 PM
Attachments: Outreach In Kind 2015 2016.pdf

Hi Bonnie,

In each of the 2017-2018 program budgets, we have included forecasts revenue from Gaming and reduced Lookout contributions accordingly. The rationale behind this is funds earned from Commercial Rents and Interest are used to supplement client programs. i.e. our annual fundraising events is linked to an identified need for our clients this year being food security please see link: <https://www.youtube.com/watch?v=Gv4wpgrnU7Q>

When we are able to successfully fund programs from other sources (such as Gaming), we are able to redirect Commercial Rents and Interest income to supporting the other programs that benefit clients. Our ultimate goal is always to find ways that can help transition our clients from homelessness or risk of homelessness to stable housing, healthier lifestyles and employment opportunities.

Attached is the Outreach In Kind Contributions for 2015-2016.

Thank you for taking the time to chat with us today.

Mary

Mary A.E. Campbell, Development Coordinator

Lookout Emergency Aid Society

P: 604-255-0340 x 104 C: 604-842-3232 F: 604-255-0790 NOTE NEW PHONE NUMBERS

www.lookoutsociety.ca



[Like Us on Facebook](#) [Follow Us on Twitter](#) [Connect with Us on LinkedIn](#)

Your donation has a direct impact on the life of someone who is homeless

Lookout Emergency Aid Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.



**BRITISH
COLUMBIA**

Gaming Account Summary Report

Gaming Policy and Enforcement Branch – Licensing and Grants Division

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Phone: (250) 387-5311 | Web: www.gaming.gov.bc.ca

L&G File#: (for your organization)

s.15

BEFORE YOU START

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days of their fiscal year-end.
- Use the latest version of this form, available at: www.gaming.gov.bc.ca/grants/forms-guidelines.htm
- Submit the completed form and any supporting documents by mail (see address above) or by email gaming.branch@gov.bc.ca.

Report completed on:
(DD-MM-YYYY)

29-Feb-2016

Report for your fiscal year
ending on: (DD-MM-YYYY)

31-Mar-2015

*old be
2016*

SECTION 1 – ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)
Lookout Emergency Aid Society

Organization mailing address: Unit, Street, and/or PO Box
429 Alexander St.

City
Vancouver

Postal Code
V6A 1C6

*per
rec'd
dates*

SECTION 2 – OPENING BALANCE OF GAMING ACCOUNT

\$ 15,002.33 1

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

SECTION 3 – GAMING REVENUE

Gaming grant revenue: (indicate the amount received under each of the following grant categories)

Community Gaming Grant revenue:	\$ 38,625.00	2
PAC / DPAC Grant revenue: (Parent Advisory Councils and District Parent Advisory Councils)	\$	3
Playground Grant revenue:	\$	4
Major Capital Project Grant revenue:	\$	5
Other grant revenue such as Special One Time Grants: (provide short description)	\$	6

Gross revenue from all gaming event licences:

(attach an additional sheet if necessary – gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences – funds received within the fiscal year must be reported, regardless of gaming event start and end dates – report the total gross revenue during the reporting period for each gaming event – "reporting period" refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number:	Licence type: (Class A,B,C,D)	Reporting period: From (DD-MM-YYYY)	To (DD-MM-YYYY)	Amount:	
				\$	7
				\$	8
				\$	9
				\$	10
				\$	11
				\$	12
				\$	13

RECEIVED
APR 05 2016
GPEB - VICTORIA

Other gaming revenue: (attach an additional sheet if necessary)

GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:	\$ 2.48	14
Gaming fund donations from other organizations: (name of organization and amount received – attach an additional sheet if necessary)	\$	15
	\$	16
	\$	17

Total gaming revenue: (add lines 2 to 17)

\$ 53,629.81 18

*sub
F*

Prize costs for licensed gaming events:
(indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)

SECTION 5 - NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

SECTION 5 - NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

SECTION 6 – CLOSING BALANCE (subtract line 46 from line 28) \$ 42,325.81 4

SECTION 6 – CLOSING BALANCE (subtract line 46 from line 28)

The closing balance must agree with your organization's financial records (general ledger balance or whatever other accounting record supports your organization's financial statements) and is to be carried forward as the opening balance to the next Gaming Account Summary Report.

SECTION 7 – GAMING ACCOUNT INFORMATION AT FISCAL YEAR END

Financial institution name: (the name of your bank, credit union, etc.) Coast Capital Savings			
Financial institution address: Unit, Street, and/or PO Box 10153 2672, Central City Mall, King George Blvd,		City Surrey	Postal Code V3T 2W1
Account information and balances: (attach an additional sheet if necessary)			
Account type:	Account number:	Balance:	
Gaming Account at fiscal year-end:	s.21	\$ 53,629.81	48
Term deposit(s): (gaming funds only)		\$	49
GIC(s): (gaming funds only)		\$	50
Other: (short description): outstanding cheque		\$ -11,304.00	51
Total of account balances: (add lines 48 to 51 – this total must agree with line 47)		>>> \$ 42,325.81	52

SECTION 8 – COMMUNITY SERVICE ORGANIZATIONS

Service organizations may retain up to 10 per cent of the net proceeds from their licensed gaming activities and 7 per cent of their community gaming grant; refer to the appropriate guidelines for additional information. Identify which of the above disbursements are included in the permitted percentage and the applicable gaming event licence and/or community gaming grant application number(s).

Total percentage retained: (gaming event licence)	%	Gaming event licence number:	
Total percentage retained: (community gaming grant)	%	Community gaming grant application number:	

SECTION 9 – COMMUNITY BENEFIT

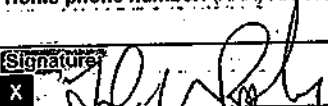

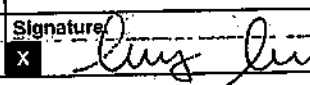
Briefly describe how the broader community benefited from your organization's gaming grant funded programs:
(Limit your description to 200 words – this box will not allow you to type more than that. Describe the community benefit for the time period covered by this report, i.e. community benefit during the fiscal year you are reporting on. Include only those programs that were funded by gaming grants – photos may be included with this report.)

This gaming grant funded Street Sweepers Social Club which was run in Surrey by Lookout Emergency Aid Society. The grant provides a range of support services to adults with low or no income who have few, if any, housing or support options.

SECTION 10 – CERTIFICATION

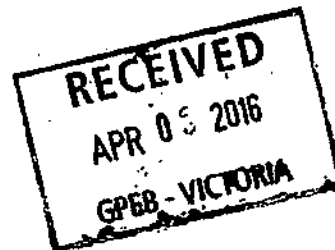
We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

Two board members of the organization (officers) who are responsible for the report: (one must be the treasurer – both must sign this form)

1	Position: (with the organization) President	First name: Tom	Last name: Roberts	Province BC	Postal Code V6A 1C6
	Address: Unit and Street 429 Alexander St.	City Vancouver			
	Business phone number: (XXX) XXX-XXXX (604) 255-0340	Ext: 129	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address) s.22	Signature X 		Date signed: (DD-MM-YYYY)	
2	Position: (with the organization) Treasurer	First name: Annie	Last name: Storey	Province BC	Postal Code V6A 1C6
	Address: Unit and Street 429 Alexander St.	City Vancouver			
	Business phone number: (XXX) XXX-XXXX (604) 255-0340	Ext: 129	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX	
	E-mail address: (provide a valid e-mail address) s.22	Signature X 		Date signed: (DD-MM-YYYY)	
Report prepared by: (if the report was prepared by one of the people above, include only their name below)					
3	Position: (with the organization) Accounting Clerk	First name: Lucy	Last name: Lu	Province BC	Postal Code V6A 1C6
	Address: Unit and Street 429 Alexander St.	City Vancouver			
	Business phone number: (XXX) XXX-XXXX (604) 255-0340	Ext: 129	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX (604) 500-0490	
	E-mail address: (provide a valid e-mail address) acctclerk2@lookoutsociety.ca	Signature X 		Date signed: (DD-MM-YYYY) 01-Mar-2016	

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess compliance with the conditions of a gaming event licence and community gaming grant.

Questions may be directed to the Gaming Policy and Enforcement Branch, Victoria.



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COLUMBIA

Print Form Clear Form

Gaming Account Summary Report

Gaming Policy and Enforcement Branch – Licensing and Grants Division

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Phone: (250) 387-5311 | Web: www.gaming.gov.bc.ca

L&G File#: (for your organization)

BEFORE YOU START

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days of their fiscal year-end.
- Use the latest version of this form, available at: www.gaming.gov.bc.ca/grants/forms-guidelines.htm
- Submit the completed form and any supporting documents by mail (see address above) or by email gaming.branch@gov.bc.ca.

Report completed on:
(DD-MM-YYYY)

Report for your fiscal year
ending on: (DD-MM-YYYY)

31-Mar-2015

SECTION 1 – ORGANIZATION INFORMATION

PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)

Lookout Emergency Aid Society

Organization mailing address: Unit, Street, and/or PO Box

544 Columbia St. New Westminster

City

BC

Postal Code

V3L 1B1

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\$ 15,002.33 1

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\$ 38,625.00 2

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\$ 3

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\$ 4

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\$ 6

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(attach an additional sheet if necessary – gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences – funds received within the fiscal year must be reported, regardless of gaming event start and end dates – report the total gross revenue during the reporting period for each gaming event – "reporting period" refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number:

Licence type: (Class A,B,C,D)

Reporting period: From (DD-MM-YYYY)

To (DD-MM-YYYY)

Amount:

\$ 7

\$ 8

\$ 9

\$ 10

\$ 11

\$ 12

\$ 13

Other gaming revenue: (attach an additional sheet if necessary)

GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:

\$ 2.48 14

Gaming fund donations from other organizations: (name of organization and amount received – attach an additional sheet if necessary)

\$ 15

\$ 16

\$ 17

Total gaming revenue: (add lines 2 to 17)

>>> \$ 38,627.48 18

August 20, 2014

Retain a copy of this report for your organization's records. Keep your personal information safe by storing completed electronic or paper copies of this form in a safe and secure place.

Page 1 of 4

SECTION 4 – PRIZE COSTS AND EXPENSES FOR LICENSED GAMING EVENTS

Prize costs for licensed gaming events:
(indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)

Independent bingo prize costs: (total cost of all independent bingo gaming event licence prizes)	\$	19
Ticket raffle prize costs: (total cost of all ticket raffle gaming event licence prizes)	\$	20
Other prize costs: (specify licence type)	\$	21
Total prize costs: (add lines 19 to 21)	>>> \$	22

Expenses for licensed gaming events:
(indicate the expenses in each of the following categories – these costs include advertising and marketing, salaries and wages, facility rental, bingo paper, contract fees for gaming service providers, printing, postage and mailing, supplies and other miscellaneous costs associated with licensed gaming events)

Independent bingo expenses: (total expenses for all independent bingo gaming event licences)	\$	23
Ticket raffle expenses: (total expenses for all ticket raffle gaming event licences)	\$	24
Other gaming event expenses: (specify licence type)	\$	25
Total gaming event expenses: (add lines 23 to 25)	>>> \$	26

SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

Net gaming proceeds: (subtract lines 22 and 26 from line 18)	>>> \$	38,627.48	27
Total gaming revenue available for disbursement: (add lines 1 and 27)	>>> \$	53,629.81	28

Gaming fund disbursements:
(attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below)

Date: (DD-MM-YYYY)	Cheque, EFT, or Reference #:	Disbursed to:	Purpose:	Amount:	
				\$	29
				\$	30
				\$	31
				\$	32
				\$	33
				\$	34
				\$	35
				\$	36
				\$	37
				\$	38
				\$	39
				\$	40
				\$	41
				\$	42
				\$	43
				\$	44
				\$	45
Total gaming fund disbursements: (add lines 29 to 45)				>>> \$	46

SECTION 6 – CLOSING BALANCE (subtract line 46 from line 28) **\$ 53,629.81 47**

The closing balance must agree with your organization's financial records (general ledger balance or whatever other accounting record supports your organization's financial statements) and is to be carried forward as the opening balance to the next Gaming Account Summary Report.

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Account type:	Account number:	Balance:	
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Term deposit(s): (gaming funds only)		\$	49
GIC(s): (gaming funds only)		\$	50
Other: (short description):		\$	51
Total of account balances: (add lines 48 to 51 – this total must agree with line 47)		>>> \$ 53,629.81	52

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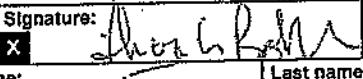
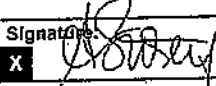
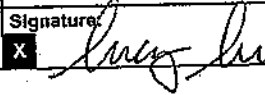
SECTION 9 – COMMUNITY BENEFIT

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SECTION 10 – CERTIFICATION

We, the undersigned board members, certify on behalf of the organization that all of the information stated is correct and that the board of directors has approved the submission of this report.

Two board members of the organization (officers) who are responsible for the report: (one must be the treasurer – both must sign this form)						
1	Position: (with the organization) President	First name: Tom	Last name: Roberts			
	Address: Unit and Street 544 Columbia St.	City New Westminster	Province BC	Postal Code V3L 1B1		
	Business phone number: (XXX) XXX-XXXX (604) 515-0435	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX		
	E-mail address: (provide a valid e-mail address) s.22	Signature: <input checked="" type="checkbox"/> 	Date signed: (DD-MM-YYYY) Dec 13, 2016			
2	Position: (with the organization) Treasurer	First name: Annie	Last name: Storey			
	Address: Unit and Street 544 Columbia St.	City New Westminster	Province BC	Postal Code V3L 1B1		
	Business phone number: (XXX) XXX-XXXX (604) 515-0435	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX		
	E-mail address: (provide a valid e-mail address) s.22	Signature: <input checked="" type="checkbox"/> 	Date signed: (DD-MM-YYYY) Dec 13, 2016			
Report prepared by: (if the report was prepared by one of the people above, include only their name below)						
3	Position: (with the organization) Accounting Clerk	First name: Lucy	Last name: Lu			
	Address: Unit and Street 544 Columbia St.	City New Westminster	Province BC	Postal Code V3L 1B1		
	Business phone number: (XXX) XXX-XXXX (604) 515-0435	Ext:	Home phone number: (XXX) XXX-XXXX	Cell phone number: (XXX) XXX-XXXX		
	E-mail address: (provide a valid e-mail address) acctclerk2@lookoutsociety.ca	Signature: <input checked="" type="checkbox"/> 	Date signed: (DD-MM-YYYY) Dec. 12, 2016			

The information requested on this form is collected under the authority of the Gaming Policy and Enforcement Branch pursuant to the Gaming Control Act. The information provided will be used to assess compliance with the conditions of a gaming event licence and community gaming grant.

Questions may be directed to the Gaming Policy and Enforcement Branch, Victoria.

**THE LOOKOUT EMERGENCY AID SOCIETY
ANNUAL GENERAL MEETING
MINUTES – JUNE 22, 2015 5:30 pm**

Location:	Training Room, 206 - 524 Powell Street, Vancouver, BC	
Present:	Tom Roberts (Chair), Terry Brock, Baird Blackstone, s.22 Storey, s.22 Luke Johnson, Dan Steinberg, Janet Currie	Annie
Regrets:	s.22	Caroline Ferris,
Staff:	Shayne Williams (Executive Director), Leo Lu, s.22 s.22 Wes Everaars, s.22 s.22 , Mary Campbell	Leonard Levy,
Guests:	Jack Lazareff (Auditor), Karen O'Shannacery, Kristy Kwan	

1. Welcome and Introductions

All people in attendance were welcomed with a special warm welcome given to Karen O'Shannacery, Lookout's Founding Executive Director of 43 years.

The meeting was called to order by Tom Roberts, Board President. A quorum being present, the Chairman declared the meeting to be properly constituted, and the meeting having been properly convened, with notice given to all members in accordance with the by-laws of the Society, the meeting was called to order. Tom welcomed the attendees to Lookout's annual general meeting and provided a brief outline of the agenda which had been distributed prior to the meeting. Board members and all other people present introduced themselves.

2. Minutes from the prior Annual General Meeting held June 23, 2014 at the LivingRoom Drop In. All members had received a copy of the minutes prior to the meeting. Members were asked to make corrections, if any, and to move to accept them as presented.

Dan Steinberg moved to accept the minutes as presented and Janet Currie seconded- Carried unanimously.

3. Business arising from prior AGM Minutes – nothing to report.

4. Election of the 2015 – 2016 Board of Directors

All members of the Board of Directors in 2014-15 agreed to stand for re-election for the year 2015-2016, including Jindra Casperson who had sent her regrets and was unable to attend the meeting. As all prospective Board members knew each other and no other members were present, presentation of biographies was waived.

No other nominations were received from the floor when called.

A question was asked about staggering terms as proposed in the revision of the Constitution and Bylaws to be discussed later in this meeting. The matter was referred to the Board for discussion at the next Board meeting to be held on July 20, 2015.

It was explained that, if accepted, the revised Constitution and Bylaws would not become effective until filed and accepted by the Registrar of Companies in Victoria. The term for the Directors elected at this meeting would be for one year.

Janet Currie moved to accept the slate as presented and Baird Blackstone seconded- carried unanimously.

The directors approved are: Baird Blackstone, Terry Brock, s.22
Luke Johnson, s.22 Tom Roberts, Dan Steinberg, s.22

Janet Currie, s.22
and Annie Storey.

5. Review and Approval of Revisions to the Constitution and Bylaws

Appreciation was given to Luke Johnson for his work in preparing the proposed revisions.

The proposed revisions had been distributed, discussed and approved by the Board of Directors prior to this meeting.

It was noted that the new Society Act may require further revisions to the Lookout Constitution. The new Act has a tentative date of January 1, 2016 to take effect. It is expected that there will be a transition period in which societies will be able to make changes in order to comply with the new Act.

s.22 moved to accept the revised Constitution and Bylaws as proposed and Baird Blackstone seconded- carried unanimously.

6. Executive Director's Report

Shayne Williams thanked everyone for being in attendance and presented his report for the past year, the highlights being:

- This meeting marks his first year in the position of Lookout's Executive Director. He started on June 1, 2014 and Karen offered an intensive month of mentorship and learning about the Society which has served him well in throughout the year. He is honoured to be part of Lookout and to have inherited a well-respected organization that has a history of being at the forefront in its sector.
- Within a few months Lookout entered into negotiation to merge with Keys: Housing and Health Solutions, a decision along with other new programming, which would result in 22% growth for the Society during this period. Despite some critical and somewhat challenging discussions, the merger was completed in November 2014. This decision also increased the size of the Lookout Board with 4 members of the Keys Board: Luke Johnson, Annie Storey, Alita Stoelers and Terry Brock, choosing to join the Lookout Board and elected by members of the Society at a Special Meeting held on December 12, 2014.
- Appreciation was given to new Board Chair, Tom Roberts, and to all Board members for their leadership, mentorship and the directions that are being taken.
- This year also saw the launch of a public 3-year Strategic Plan that offer direction for the Board and Executive/Leadership/Staff teams. It is being shared with the funders and the community. The plan was a result of numerous consultations with staff, Board, guests/tenants and broader community and follows the Mission/Mandate statements that

were developed in 2011. The plan was launched on April 30, 2015 through a successful series of celebrations where Board members and the Executive team went from region-to-region to announce the plan publicly. Each staff member received a commemorative t-shirt designed with Lookout's original logo, symbolic of Lookout's future being built upon the past. The Strategic Plan presents a work matrix that has stimulated many internal conversations about our work and directions in which we may progress. The identified six goals are:

- Enhance community profile
 - Strengthen program effectiveness
 - Increase capacity and versatility
 - Boost board governance and accountability.
 - Expand communication
 - Grow a positive culture
- Appreciation was given to Executive team and to the Leadership team, many of whom were present. They are an incredible, vibrant team that has come together and are inspiring their staff.
 - Operations led by s.22 – Successful in opening 26 new units – 5 through the Surrey Housing First partnership and 21 abstinent based units at Dovercourt. As well Lookout gained 17 units in the merger with Keys. All new programs have followed Lookout's Mandate/Mission statements as developed by Lookout in 2011 – those have not changed.
 - Submitted proposals to BC Housing to operate Stamps and Nicholson Towers, 2 large devolution projects. We are awaiting final decisions from BC Housing.
 - First agency to have completed Memos of Understanding about Naloxone intervention with both Fraser Health and Vancouver Coastal Health authorities. Approximately 65 interventions have occurred to date that were potentially lifesaving.
 - Implemented a Managed Alcohol pilot program at Walton, North Shore and New Westminster sites.
 - Initiated several employment programs including WorkBC – First Place and LivingRoom have both held WorkBC sessions. One person at First Place has already found employment!
 - Partnered with Vancouver Coastal Health to test a "stepping out of hospital" program with 5 beds at the Yukon. Provides wrap-around service with extra clinical support to people leaving hospital with no where else to go. Hope to expand the program based upon its success.
 - Expanded harm reduction services into Langley with leadership of s.22 and funding from Fraser Health.
 - Extended 10 Extreme Weather beds in Surrey where there is a lack of minimal barrier services available.
 - Now operate 5 Outreach team in Surrey including the new Housing First project, collaborating with Elizabeth Fry, Sources and Options. s.22 and Wes Everaars were involved in the original application before joining Lookout.
 - Started new social enterprise opportunities on the North Shore. Thanks to EZ Lay Flooring and s.22 we have a production facility for flooring samples where tenants can gain work skills. Also starting a delivery business that will make pickups and deliveries for HAVE Café and Mills Basic as well as moving clients and donation pickups. In addition to building work skills, clients build their self esteem.

With a delivery business, our Outreach teams are better able to focus on their work in the community.

- Administration branch led by Leonard Levy – has been working towards greater centralization by utilizing buying power of a larger organization and reduce costs. Has resulted in 15% savings in IT services and another 14.5% in food purchasing. Additional RFPs for maintenance, gas, cell phones, pharmacies, etc. with the intention to further reduce costs.
 - Comvida (payroll software) was upgraded and Keys' payroll was successfully migrated to Lookout's system.
 - Soft launch of intranet was done. This allows for easier online communication between sites and staff. Ideas include a "share list" of needed/unneeded items, program updates, chat sites, vacancies list, etc.
 - Leonard remains the regional community coordinator and trainer for HIFIS database which is required by Housing First.
 - Several anonymous staff surveys were completed including staff satisfaction and Strategic Plan preparation work.
- Development led by Wes Everaars – now incorporates property management as well as development (fundraising/communication).
 - Looking at how to utilize Yardi (building management database) more fully.
 - Last year had 4,676 volunteers contribute over 48,000 hours.
- Human Relations led by Jodi Sturge – successfully negotiated transfer of Keys staff from CLAC to BCGEU – the first time this had been done from CSSEA to HEABC.
 - Changed benefits provider from Health Benefits Trust (HBT) to Community Services Benefit Trust (CSBT) that introduced an Employee Assistance Program.
 - Decreased the number of grievances from over 40 to about 10.
 - Joined a network of Downtown Eastside HR departments that shares best practices among agencies.
 - Developed a Return to Work protocol to safely return employees to work after injury.
- Finance led by Leo Lu – new director started in January and jumped into the work. Budgets with BC Housing were completed by deadline – the first year that this was done. Budget negotiations are underway with the two health authorities.
 - Successfully merged the last 5 months of Keys' finances into Lookout's records.
 - Worked with the auditor to complete the audit on time despite a very tight timeline and challenges associated with a merger of 2 agencies.
- Quality Improvement led by Megan Kriger – accreditation process is well underway: Imagine application was completed and submitted; COA (Council on Accreditation) application is about 36% done. Site visit scheduled for December 14-16, 2015. Surveys with staff, clientele and community currently underway.
 - Revised forms, policies and procedures to meet COA standards.
 - Implemented risk management, quality improvement processes. Quarterly reports to be implemented that track risks as identified by staff, guests/tenants as well as WorkSafe.
- Foundation – With the Keys merger came the SFCS Foundation, now renamed to Lookout Foundation. Completed formal services agreement between Foundation and Society. Three

former Lookout Society directors s.22 have joined three existing Foundation directors on the Board. Constitution of the Foundation was changed to meet the needs of the Society.

- Special appreciation expressed to
 - s.22 for their work in creating the Annual Report this year – a document of which LO leadership is very proud.
 - Board of Directors for their tolerance and mentoring over the past year.
 - Executive team for their support and encouragement.
 - Leadership team in accepting, leading and rolling with enormous change.
 - Staff and guests/tenants for their valuable input in developing the Strategic Plan and new programs.
 - Karen who is a mentor, a friend, a champion for the homeless and the founding Executive Director of Lookout – an honour to have trained with her.

7. Treasurer's Report

a) Presentation of Audited Financial Statements

In the absence of s.22 and as new in the position of Acting Treasurer, Annie Storey deferred to the ED and Jack Lazareff of Crowe MacKay (auditors), for the presentation of the 2014-2015 financial statements.

Jack commented on the Treasurer's Report and stated that this is a simplified version of the audited statements and a good way to distribute information to the public. He confirmed that all numbers agree with the full audited statements with the noted exception of the program expense graph entitled "Where does the money go?" which was created from internal Lookout information as the audit did not identify expenditures by program.

He provided an overview of the Financial Statements, pointing out areas of interest:

s.21

The Audit Report explains the responsibilities of management and those of the auditor. The auditor must determine whether the statements are prepared accounting to professional

standards and that statements are fairly decided within "materiality" (a predetermined reasonable range of error). It is the Auditor's opinion that the Financial Statements represent Lookout's financial picture and are in accordance with Canadian standards and that, other than their qualifications, Lookout's Financial Statements are accurate.

The basis for a qualified report was then explained. Two areas are not included in the qualified report:

- Donations – a common practice among non-profit organizations where it is difficult to track accurately.
- Amortization – the method used is determined by BC Housing policy and does not follow generally accepted accounting principles.

The Auditors and ED thanked Leo and his staff for their cooperation and hard work, especially within a very tight timeline for completion of the audit.

Leo commented that it had been a very complicated year with the merger and introduction of the Foundation. He also noted that it is difficult to compare this year's statements with last year's as there was some regrouping in some categories within the Revenues and Expenditures.

b) Program Audit

BC Housing had requested a program audit last year, this was not done. If separate programs are audited, there is a lot more work with significant additional costs. Lookout is in progress of completing a program audit for this reporting period. Jack has been involved in BC Housing audited program schedules and knows the process, including what to test, how to do, what work needs to be done, etc. Jack and Crowe MacKay will be conducting audit in a manner that is most cost effective and he vows to respond to any follow up questions or concerns that may be expressed by BC Housing. The Program Audit is to be complete by July 31, 2015.

c) Appointment of Auditors for 2015-2018

This year a tender requesting a proposal for audit services for 3 years (2015-2018) was sent to four accounting firms including Crowe MacKay. Appreciation was given to Jack and Crowe MacKay for their many years of completing Lookout audits.

All proposals received were scored by Leo, Megan and Shayne with the highest rated applicant being BDO.

Annie Story moved that BDO be appointed as auditors for fiscal years 2015-16, 2016-17 and 2017-18, seconded by Baird Blackstone- carried unanimously.

Dan Steinberg moved to adjourn the meeting at 6:50 pm.

Minutes taken by Mary Campbell, Executive Assistant

Approved as presented by
Secretary ^{s.22} _____

Date: _____

Post meeting:

Members in attendance adjourned to the LivingRoom Drop In where a gathering of community members assembled for a light meal, a summary of AGM highlights and an opportunity for comments and questions – none were asked.

A Performance by Stand Up for Mental Health was given to the enjoyment of all.

OPERATING BUDGET FOR THE ENTIRE ORGANIZATION

Name of Organization:

The Lookout Emergency Aid Society

Month Fiscal Year Begins:

April

REVENUES	2014 Actual	2015 Actual or Projected	2016 Proposed Budget	2016 Confirmed? Yes or No
FEDERAL Government (specify department)				
1. Service Canada	\$ 94,641.00	\$ 29,168.00	nil	
2.				
3.				
PROVINCIAL Government (specify Ministry)				
1. BC Housing	\$ 11,086,244.00	\$ 12,335,811.00	\$ 14,318,882.00	
2. Fraser Health Authority	\$ 228,738.00	\$ 384,510.00	\$ 695,900.00	
3. Coastal Health Authority	\$ 4,235,872.00	\$ 4,096,782.00	\$ 4,146,310.00	
4. Assisted Living			\$ 188,400.00	
5.				
PROVINCE - GAMING				
Other Municipalities	\$ 87,745.00	\$ 101,245.00	\$ 106,840.00	
Foundation (specify)				
1.				
2.				
3.				
United Way	\$ 619.87	\$ 1,744.30		
Donations	\$ 578,099.13	\$ 520,758.70	\$ 335,498.16	
Fundraising (net revenue)				
Earned revenue, Fees	\$ 2,961,344.00	\$ 2,927,811.00	\$ 3,261,519.88	
Other sources (specify)				
1. Amortization of Deferred Contributions	\$ 499,132.00	\$ 542,485.00	\$ 542,484.00	
2. Investment Income	\$ 112,384.00	\$ 102,367.00	\$ 35,760.00	
4. Other Revenues (Note 21)	\$ 439,127.00	\$ 141,670.00	\$ 215,327.84	
TOTAL REVENUE	\$ 20,323,946.00	\$ 21,184,352.00	\$ 23,846,921.88	
EXPENDITURES				
Salaries + benefits (all staff)	\$ 13,426,932.00	\$ 14,199,379.00	\$ 14,752,611.96	
Rent or Mortgage (annual)	\$ 2,122,653.00	\$ 2,208,963.00	\$ 2,500,862.88	
Operating + Office expenses (phone, utilities, supplies, postage, printing, etc.)	\$ 2,749,863.00	\$ 3,311,260.00	\$ 2,262,264.84	
Staff Training/Development	\$ 37,243.00	\$ 60,465.00	\$ 106,003.92	
Program Expenses	\$ 963,714.00	\$ 1,191,125.00	\$ 2,102,910.36	
Other Expenses	\$ 210,951.00	\$ 608,808.00	\$ 1,533,841.68	
1. IT Maintenance	\$ -	\$ -	\$ 39,288.12	
2. Accommodation Supplement	\$ 55,733.00	\$ 194,581.00	\$ 276,336.96	
3. Consultation and Contracts (not incl Health)	\$ 260,574.00	\$ 246,018.00	\$ 358,161.60	
4. Capital Replacement/Reserve Fund Allocation	\$ -	\$ -	\$ 164,959.92	
5. Property Taxes	\$ 43,538.00	\$ 46,485.00	\$ 47,767.08	
TOTAL EXPENDITURES	\$ 19,955,431.00	\$ 22,157,501.00	\$ 24,251,187.24	
Current surplus (deficit)	\$ 368,515.00	\$ (973,149.00)	\$ (404,265.36)	
Less Subsidy Adjustments	nil	\$ (363,592.00)	nil	
Excess (Deficiency) of Revenue over Expenses	\$ -	\$ (1,336,741.00)		



FINANCIAL REPORT

Annual Report

April 1, 2014 to March 31, 2015

TREASURER'S REPORT

Annie Storey
Acting Treasurer, Board of Directors

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Page 254 to/à Page 256

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LOOKOUT EMERGENCY AID SOCIETY

FINANCIAL STATEMENTS

MARCH 31, 2015

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Gaming Information and Services

Know your limit, play within it.

CGG Program Details List Help

GBC ID: ^{s.15} Lookout Housing and Health Society
Alert: 

All fields with an asterisk (*) must be completed.


Application Assignment ▼

Organization Information ▲

File Type: ^{s.15}

File #: ^{s.15}
^{s.15}

City: New Westminster FYE: 31-Mar Last Audit:

Appl Rec'd Date: 23-Nov-2015 BC Online: 19-Jun-2017 

* Sector:

* Sub-sector:

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 23-Nov-2015  Appl End Date: 11-Feb-2016 

Conditional:

Grant Details

Total Amount Requested ^{s.21}

Total Approved GPEB Amount \$0.00

Total Payment Rules \$0.00

Total Intended Amount \$

Frequency One-Time

Gaming Information and Services

Know your limit, play within it.

Organization Details

GBC ID: ^{s.15} Lookout Housing and Health Society
Alert: 

All fields with an asterisk (*) must be completed.


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Conditional:

Grant Details

Total Amount Requested ^{s.21}

Total Approved GPEB Amount \$0.00

Total Payment Rules \$0.00

Total Intended Amount \$

Frequency One-Time



Payment Rules ▼

Sector Details ▲

Sector: Sub-sector:
Human and Social Services Disadvantage Distress Poverty

* Is your organization a service club?

Yes

X No

If yes, who is the recipient organization?

Constitution and Bylaws ▲

*How will you be providing Constitution and Bylaws documents?

Mail

X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

lookout_constitution__by_laws_-_rev_nov_27_2014.pdf

Membership and Governance Structure ▲

* # of eligible voting members: * # of board members:

12

11

Board of Directors ▲

*How will you be providing Board of Directors documents?

Mail

X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

the_lookout_board_of_directors.pdf

Annual General Meeting Details ▲

* Date of last Annual General Meeting: (DD-Mon-YYYY)

22-Jun-2015

* Number of voting members that attended last Annual General Meeting:

10

* You must submit a copy of the minutes from the last Annual General Meeting. How will you be providing the minutes?

Mail

X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

2015_agm_minutes.pdf

Financial Statements ▲

* You must submit copies of your organization's: revenue and expense statements for the previous fiscal year; balance sheet for the previous fiscal year; and budgets for the current and next fiscal years.

* How will you be providing this financial information?

Mail

X Attach

Formats accepted include: jpg, doc, docx, xls, xlsx, pdf. Note, your application will be 'incomplete' until such time that this information is provided.

Attached Document(s):

lookout_operating_budget_2014-15_16.xls

lookout_2015_financial_report.pdf

financial_stmts_signed_jun_22_2015.pdf

Gaming Account ▲

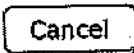
* You must have a dedicated bank account, called the 'Gaming Account' in order to operate a Class A or Class C licenced event or to receive grant monies. The money for an approved grant application will be transferred electronically to this account.

X The Gaming Account is on file with the Branch and there are no changes.

I will attach a copy of a void cheque (if you choose this option please proceed to attach a PDF version below).

I will mail a void cheque to the Branch (note, the application will be processed after receipt of this information).

Worksheet ▼



Payment Rules ▼

Program Details ▲

Program Name	Requested Amount	GPEB Amount
Outreach	s.21	\$
Abstinence based housing		\$
street sweeper		\$

Gaming Information and Services

Know your limit, play within it.

Submission Information

GBC ID: s.15 Lookout Housing and Health Society

Alert: 

All fields with an asterisk (*) must be completed.

Application Assignment ▼


Organization Information ▲

File Type: s.15

File #: s.15

City: New Westminster FYE: 31-Mar Last Audit:

s.15

Appl Rec'd Date: 23-Nov-2015 BC Online: 19-Jun-2017 

* Sector:

* Sub-sector:

Human and Social Services

Disadvantage Distress Poverty

Appl Start Date: 23-Nov-2015  Appl End Date: 11-Feb-2016 

Conditional:

Grant Details

Total Amount Requested

s.21

Total Approved GPEB Amount \$0.00

Total Payment Rules \$0.00

Total Intended Amount \$

Frequency

One-Time

Payment Rules ▼

Officers Responsible ▲

Each application requires a Contact Person, a Submitter and 1-3 Officers Responsible (e.g. 1 for B Licences, 3 for D Licences and 2 for everything else). Individuals can have multiple roles; simply select multiple "Type" checkboxes when you are completing their information.

*Type

Officer Responsible (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)

Submitter (member of the organization authorized to complete and submit this application)

Contact Person (member of the organization that the Branch can contact regarding this application)

*Position *First Name *Last Name

Address

Unit *Street *Province *City *Postal Code
British Columbia

*Business Phone Ext *Home Phone Cell Phone

e-mail

(e.g. John.Doe@home.com)

Position	Name	Officer Resp.	Submitter	Contact
Other	Ken Falconer			X
Director	Wes Everaars		X	
Chair	Tom Roberts	X		
Director	Annie Storey	X		

Delivery Method ▲

Results can be delivered to you by one of the following methods.

*

Select your preferred delivery method:

e-mail wese@lookoutsociety.ca(e.g. John.Doe@home.com) (Ensure that your e-mail is set up to allow messages that are sent from the Gaming Policy and Enforcement Branch. See E-mail Tips for more information.)

X Canada Post (Your organization's mailing address will be used. If we do not have a mailing address on file, the physical address will be used.)

Gaming Online Service using your Business BCeID. (Refer to Business BCeID Information and Registration.)

Worksheet ▼

Print and Close

Cancel

IN THE MATTER OF THE SOCIETIES ACT - B.C.

AND

CONSTITUTION

1. The name of the Society shall be **"THE LOOKOUT EMERGENCY AID SOCIETY."**
2. The objects of the society are:
 - (a) To provide temporary emergency accommodation within a twenty-four (24) hour, seven (7) day-a-week shelter to distressed, disoriented, and disabled adults.
 - (b) To operate a charitable institution (without profits to its members) for the purpose of constructing, providing, maintaining, leasing, owning and managing one or more low-rental housing projects and day centres.
 - (c) To provide advice and assistance for all individuals pertaining to medical, financial, legal, and housing needs plus any other social problems encountered.
 - (d) To provide an outreach service to assist distressed individuals especially in the Downtown Eastside area of Vancouver.
 - (e) To maintain liaison and working relationships with community groups working within similar fields.
3. The operation of the society will be carried on chiefly in the lower mainland area of British Columbia.
4. The society shall be carried on without purpose of gain for its members, and any profits or other accretions to the society shall be used in promoting its objects.
5. No part of any income of the Society shall be payable or otherwise available for the personal benefit of the member(s) thereof. This clause is unalterable.

6. The Directors shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors but may be paid expenses incurred by them in the performance of their duties. This clause is unalterable.
7. The Society shall not dispose of its assets to a member of the Society without receiving full and valuable consideration. This clause is unalterable.
8. In the event of winding up or dissolution of the society, any funds and assets of the society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organizations concerned with social problems or organizations promoting the same object of this society, as may be determined by the members of the society at the time of winding up or dissolution, and if any so effects cannot be given to the foregoing provisions, then such funds shall be given or transferréd to some other organizations; provided that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the "Income Tax Act" of Canada from time to time in effect.
9. A member may be expelled from the society by a resolution of the members passed by seventy-five (75) per cent or more of the membership in the general meeting called for that purpose.
10. At a meeting mentioned in Clause 6 a member has the right to speak on his own behalf.
11. Clauses 4, 5, 6, 7, 8, 9, 10 and this clause are unalterable in accordance with the Society Act.

BY-LAWS

Article 1 - Membership

- (c) Any person who is in anyway concerned with the fulfilment of the society's objects may apply for membership in the society by applying to the board of directors.
- (d) Any person who has an existing or potential conflict of interest with the delivery, management or administration of any Lookout service (the "conflict") shall immediately disclose the conflict to the Board of Directors. If, upon consideration, the Board determines that there is a conflict, the person with the conflict shall not take part in any vote on any issue involving the conflict.
- (e) The board of directors has the absolute discretion to accept or reject any application for membership subject to review at any meeting of the members of the society.
- (f) The board of directors may at its absolute discretion admit any person as an honorary member of the society.
- (g) Only members of the society can vote at any meeting of the members of the society and honorary members shall have no voting rights.
- (h) The subscribers to this constitution and these by-laws shall have the same rights and duties as any other member.
- (i) The membership fee, if any, shall be determined by the board of directors subject to review by the members at a meeting of the members of the society.
- (j) Any member who desires to withdraw from membership in the society may notify the board of directors in writing to that effect and on receipt by the board of directors of such notice, the member shall cease to be a member.
- (k) Any member who withdraws or is expelled from the society shall forthwith forfeit all claim, right, and interest arising from or associated with membership in the society.

Article 2 - Meeting of the Membership

- (a) The annual meeting shall be held during the month of June in each year at a place within the Province and on a day to be fixed by the board of directors and fourteen (14) day's notice of such meeting shall be given to every member of the society, provided always and subject to the provisions of the "Societies Act" that the meetings of members either general or special may be held any time or place without such notice if each of the members either consents to the holding of the meeting or is present thereat. Members may also by writing, waive notice of general and special meetings of the members.
- (b) Notice of any annual or special meeting shall be deemed to be given to every member if mailed to the member's last known address or handed to every member.
- (c) Every notice of an annual or special meeting of the society shall state the nature of the business of the meeting. Any matter not specified in the notice of meeting shall not be dealt with until the original agenda has been cleared and then upon stating the new business may proceed if a majority vote deems such business relevant.
- (d) A quorum for the transaction of business at any annual or special meeting of the society shall be thirty (30) per cent of the membership as they appear on the membership rolls; but in no case shall a quorum consist of less than five (5) members of the society.
- (e) No member may vote at a meeting of the society by proxy.
- (f) The board of directors, or any two (2) members of the board of directors, or thirty (3) per cent of the membership, but in no case less than two (2) members of the society may call a special meeting of the society for any purpose.
- (g) Any persons calling a meeting of the membership of the society pursuant to Clause (f) shall be responsible for the administration and preparation of the meeting.
- (h) The rules of procedure at an annual or special meeting shall be determined by the board of directors.

Article 3 - Board of Directors

- (a) The directors of the society shall be elected by the members of the society at either the annual meeting of the society a special general meeting or extraordinary general

meetings of the society and shall hold office until the next annual meeting of the society.

Article 3 - Board of Directors (Continued)

- (b) Any director who has an existing or potential conflict of interest with the delivery, management or administration of any Lookout service (the "conflict") shall immediately disclose the conflict to the Board of Directors. If, upon consideration, the Board determines that there is a conflict, the person with the conflict shall not take part in any vote on any issue involving the conflict.
- (c) One director shall be appointed from among the board of directors for a twelve (12) month term to keep the records of the society.
- (d) Three (3) directors shall be appointed from among the board of directors for a twelve (12) month term to be custodians of the funds of the society and subject to the control of the board of directors shall pay any and all bills and also make available to the annual meeting an accounting of all monies of the society.
- (e) The directors can delegate duties and powers to the other directors of the society that are not inconsistent with any resolution passed by the membership, or the board of directors or inconsistent with these by-laws or the Societies Act.
- (f) The directors shall determine their own procedure and quorum.
- (g) The management and the administration of the affairs of the society shall be vested in the directors. In addition to the powers and authority given by the by-laws or otherwise expressly confirmed upon them, the directors may exercise all such powers of the society and do all such acts on its behalf as are not by the Societies Act or any of these by-laws required to be exercised or done by the society at a general or special meeting; the directors shall have full power to make such rules and regulations as they deem necessary, provided that such rules and regulations are not inconsistent with the constitution of the society and these by-laws.
- (h) Any vacancy in the directors may be filled by appointment by the directors. Meetings of the directors may be called by two (2) or more members of the board of directors.
- (i) Ten (10) per cent of the members but in no case less than two (2) members can require the directors to call a special meeting of the members of the society for the purpose of removing any member of the board of directors and/or substituting a new representative in that position.

- (j) A resolution in writing signed by all the directors personally shall be valid and effectual as if it has been passed at a meeting of directors duly called and constituted.

Article 3 - Board of Directors (Continued)

- (k) The first directors of the society shall be the subscribers to this Constitution and By-Laws at the time of incorporation. These directors shall all retire at the first annual general meeting of the society. Thereafter, the number of directors shall be determined at either an annual general meeting, a special general meeting or extraordinary general meeting of the society.

Article 4 - Committees

- (a) The directors may appoint special committees as are deemed necessary by the directors and the directors can discharge any such committee, at any time.

Article 5 - Borrowing Powers

- (a) The society shall have the power to borrow or raise or secure the payment of money in such manner as the society shall think fit and without limiting the foregoing, in particular by the issue of debentures or debenture stock perpetual or otherwise, charged upon all or any of the society's property, (both present and upon all future) and to purchase, redeem or pay off any such security.

Article 6 - The Seal

- (a) the seal of the society shall be in the custody of the secretary and it shall not be affixed to any document or instrument unless authorized by the directors and then only by and in the presence of such officers as the directors may authorize and such persons as shall be authorised to affix the seal of the society and shall sign every instrument to which the seal is affixed in their presence.

Article 7 - Audit

- (b) The directors shall present before the members of the society at the annual general meeting a financial statement showing the income and expenditure, assets and

liabilities, of the society during the preceding fiscal year; the said financial statement shall be signed by two or more members of the directors or by the society's auditor.

Article 8 - Resolutions and Amendments

- (a) The by-laws of the society may be amended at any special or annual meeting of the society by an extraordinary resolution adopted by two-thirds or more majority vote of the members of the society present at any special or annual meeting, provided that not less than five (5) members vote in favour of the extraordinary resolution.
- (b) Notice to amend any by-law or to introduce a new one shall be given in writing at a meeting of the society previous to the meeting or circulated to the members fourteen (14) days in advance of the meeting at which it is intended to be considered.
- (c) Any resolution or motion shall be deemed passed if a majority vote of the members present vote in favour of such resolution or motion.

Article 9 - Books and Records

- (a) The directors shall see that all necessary books and records of the society required by the by-laws of the society or by any applicable statute or law are regularly and properly kept.
- (b) The books and records of the society shall be open to the inspection by the members at all reasonable times at the office of the society.

Article 10 - Branch

- (a) At any annual meeting or special meeting the members may by resolution set up a branch office consistent with the Societies Act.

The Lookout Board of Directors

<i>Position</i>	<i>Name</i>	<i>Occupation</i>	<i>Phone</i>	<i>Email</i>
<i>Board Chair</i>	Tom Roberts	s.22		

<i>Vice Chair</i>	George Maltais	s.22		
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<i>Treasurer</i>	Jindra Casperson	s.22		
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<i>Secretary</i>	John Dyer	s.22		
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<i>Director</i>	Janet Currie	s.22		
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<i>Director</i>	Luke A. Johnson	s.22		
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<i>Director</i>	Terry Brock	s.22		
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Director *Annie Storey* s.22
s.22

Director *Alita Stoelers*
s.22

Director *Dan Steinberg*
s.22

Director *Baird Blackstone*
s.22

IN THE MATTER OF THE SOCIETIES ACT - B.C.

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 - (c) To provide advice and assistance for all individuals pertaining to medical, financial, legal, and housing needs plus any other social problems encountered.
 - (d) To provide an outreach service to assist distressed individuals especially in the Downtown Eastside area of Vancouver.
 - (e) To maintain liaison and working relationships with community groups working within similar fields.
3. The operation of the society will be carried on chiefly in the lower mainland area of British Columbia.
4. The society shall be carried on without purpose of gain for its members, and any profits or other accretions to the society shall be used in promoting its objects.
5. No part of any income of the Society shall be payable or otherwise available for the personal benefit of the member(s) thereof. This clause is unalterable.

6. The Directors shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors but may be paid expenses incurred by them in the performance of their duties. This clause is unalterable.
7. The Society shall not dispose of its assets to a member of the Society without receiving full and valuable consideration. This clause is unalterable.
8. In the event of winding up or dissolution of the society, any funds and assets of the society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organizations concerned with social problems or organizations promoting the same object of this society, as may be determined by the members of the society at the time of winding up or dissolution, and if any so effects cannot be given to the foregoing provisions, then such funds shall be given or transferred to some other organizations; provided that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the "Income Tax Act" of Canada from time to time in effect.
9. A member may be expelled from the society by a resolution of the members passed by seventy-five (75) per cent or more of the membership in the general meeting called for that purpose.
10. At a meeting mentioned in Clause 6 a member has the right to speak on his own behalf.
11. Clauses 4, 5, 6, 7, 8, 9, 10 and this clause are unalterable in accordance with the Society Act.

BY-LAWS

Article 1 - Membership

- (c) Any person who is in anyway concerned with the fulfilment of the society's objects may apply for membership in the society by applying to the board of directors.
- (d) Any person who has an existing or potential conflict of interest with the delivery, management or administration of any Lookout service (the "conflict") shall immediately disclose the conflict to the Board of Directors. If, upon consideration, the Board determines that there is a conflict, the person with the conflict shall not take part in any vote on any issue involving the conflict.
- (e) The board of directors has the absolute discretion to accept or reject any application for membership subject to review at any meeting of the members of the society.
- (f) The board of directors may at its absolute discretion admit any person as an honorary member of the society.
- (g) Only members of the society can vote at any meeting of the members of the society and honorary members shall have no voting rights.
- (h) The subscribers to this constitution and these by-laws shall have the same rights and duties as any other member.
- (i) The membership fee, if any, shall be determined by the board of directors subject to review by the members at a meeting of the members of the society.
- (j) Any member who desires to withdraw from membership in the society may notify the board of directors in writing to that effect and on receipt by the board of directors of such notice, the member shall cease to be a member.
- (k) Any member who withdraws or is expelled from the society shall forthwith forfeit all claim, right, and interest arising from or associated with membership in the society.

Article 2 - Meeting of the Membership

- (a) The annual meeting shall be held during the month of June in each year at a place within the Province and on a day to be fixed by the board of directors and fourteen (14) day's notice of such meeting shall be given to every member of the society, provided always and subject to the provisions of the "Societies Act" that the meetings of members either general or special may be held any time or place without such notice if each of the members either consents to the holding of the meeting or is present thereat. Members may also by writing, waive notice of general and special meetings of the members.
- (b) Notice of any annual or special meeting shall be deemed to be given to every member if mailed to the member's last known address or handed to every member.
- (c) Every notice of an annual or special meeting of the society shall state the nature of the business of the meeting. Any matter not specified in the notice of meeting shall not be dealt with until the original agenda has been cleared and then upon stating the new business may proceed if a majority vote deems such business relevant.
- (d) A quorum for the transaction of business at any annual or special meeting of the society shall be thirty (30) per cent of the membership as they appear on the membership rolls; but in no case shall a quorum consist of less than five (5) members of the society.
- (e) No member may vote at a meeting of the society by proxy.
- (f) The board of directors, or any two (2) members of the board of directors, or thirty (3) per cent of the membership, but in no case less than two (2) members of the society may call a special meeting of the society for any purpose.
- (g) Any persons calling a meeting of the membership of the society pursuant to Clause (f) shall be responsible for the administration and preparation of the meeting.
- (h) The rules of procedure at an annual or special meeting shall be determined by the board of directors.

Article 3 - Board of Directors

- (a) ✓ The directors of the society shall be elected by the members of the society at either the annual meeting of the society a special general meeting or extraordinary general

meetings of the society and shall hold office until the next annual meeting of the society.

Article 3 - Board of Directors (Continued)

- (b) Any director who has an existing or potential conflict of interest with the delivery, management or administration of any Lookout service (the "conflict") shall immediately disclose the conflict to the Board of Directors. If, upon consideration, the Board determines that there is a conflict, the person with the conflict shall not take part in any vote on any issue involving the conflict.
- (c) One director shall be appointed from among the board of directors for a twelve (12) month term to keep the records of the society.
- (d) Three (3) directors shall be appointed from among the board of directors for a twelve (12) month term to be custodians of the funds of the society and subject to the control of the board of directors shall pay any and all bills and also make available to the annual meeting an accounting of all monies of the society.
- (e) The directors can delegate duties and powers to the other directors of the society that are not inconsistent with any resolution passed by the membership, or the board of directors or inconsistent with these by-laws or the Societies Act.
- (f) The directors shall determine their own procedure and quorum.
- (g) The management and the administration of the affairs of the society shall be vested in the directors. In addition to the powers and authority given by the by-laws or otherwise expressly confirmed upon them, the directors may exercise all such powers of the society and do all such acts on its behalf as are not by the Societies Act or any of these by-laws required to be exercised or done by the society at a general or special meeting, the directors shall have full power to make such rules and regulations as they deem necessary, provided that such rules and regulations are not inconsistent with the constitution of the society and these by-laws.
- (h) Any vacancy in the directors may be filled by appointment by the directors. Meetings of the directors may be called by two (2) or more members of the board of directors.
- (i) Ten (10) per cent of the members but in no case less than two (2) members can require the directors to call a special meeting of the members of the society for the purpose of removing any member of the board of directors and/or substituting a new representative in that position.

- (j) A resolution in writing signed by all the directors personally shall be valid and effectual as if it has been passed at a meeting of directors duly called and constituted.

Article 3 - Board of Directors (Continued)

- (k) The first directors of the society shall be the subscribers to this Constitution and By-Laws at the time of incorporation. These directors shall all retire at the first annual general meeting of the society. Thereafter, the number of directors shall be determined at either an annual general meeting, a special general meeting or extraordinary general meeting of the society.

Article 4 - Committees

- (a) The directors may appoint special committees as are deemed necessary by the directors and the directors can discharge any such committee, at any time.

Article 5 - Borrowing Powers

- (a) The society shall have the power to borrow or raise or secure the payment of money in such manner as the society shall think fit and without limiting the foregoing, in particular by the issue of debentures or debenture stock perpetual or otherwise, charged upon all or any of the society's property, (both present and upon all future) and to purchase, redeem or pay off any such security.

Article 6 - The Seal

- (a) the seal of the society shall be in the custody of the secretary and it shall not be affixed to any document or instrument unless authorized by the directors and then only by and in the presence of such officers as the directors may authorize and such persons as shall be authorised to affix the seal of the society and shall sign every instrument to which the seal is affixed in their presence.

Article 7 - Audit

- (b) The directors shall present before the members of the society at the annual general meeting a financial statement showing the income and expenditure, assets and

liabilities, of the society during the preceding fiscal year; the said financial statement shall be signed by two or more members of the directors or by the society's auditor.

Article 8 - Resolutions and Amendments

- (a) The by-laws of the society may be amended at any special or annual meeting of the society by an extraordinary resolution adopted by two-thirds or more majority vote of the members of the society present at any special or annual meeting, provided that not less than five (5) members vote in favour of the extraordinary resolution.
- (b) Notice to amend any by-law or to introduce a new one shall be given in writing at a meeting of the society previous to the meeting or circulated to the members fourteen (14) days in advance of the meeting at which it is intended to be considered.
- (c) Any resolution or motion shall be deemed passed if a majority vote of the members present vote in favour of such resolution or motion.

Article 9 - Books and Records

- (a) The directors shall see that all necessary books and records of the society required by the by-laws of the society or by any applicable statute or law are regularly and properly kept.
- (b) The books and records of the society shall be open to the inspection by the members at all reasonable times at the office of the society.

Article 10 - Branch

- (a) At any annual meeting or special meeting the members may by resolution set up a branch office consistent with the Societies Act.

Residential Tenancy Branch Evaluation Form

As an organizer, your thoughtful views and evaluation are important to us for two reasons: first, your views provide us with some indication of the usefulness and effectiveness of our session; second, your comments and constructive criticism will assist RTB in planning other training sessions.

Please complete this form, indicating the number in the range of options (1-5) that best represents your opinion.

Presentation Date	September 7, 2016
Organization	Lookout Emergency Aid Society Property Managers
Number of Attendees	
RTB staff	Michael Clark

1. Please rate the length of the event:

Too short	1		2		3		4		5		Too long
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What could be improved?

2. Please rate the quality of the material:

Not useful at all	1		2		3		4		5		Very useful
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What could be improved?

3. Rate the usefulness of the session for your participants:

Not useful at all	1		2		3		4		5		Very useful
-------------------	---	--	---	--	---	--	---	--	---	--	-------------

What could be improved?

4. Please rate the presenter(s) ability to communicate the information:

Not prepared or knowledgeable	1		2		3		4		5		Very prepared and knowledgeable
-------------------------------	---	--	---	--	---	--	---	--	---	--	---------------------------------

Do you have any comments or suggestions for our presenter(s)?

5. This session overall was:

Inadequate	1		2		3		4		5		Wonderful
------------	---	--	---	--	---	--	---	--	---	--	-----------

Do you have any comments or suggestions on the session, generally?

Please return this form to Heather Thorburn
by email to Heather.Thorburn@gov.bc.ca. Thank you.

Here you go.

Megan Kriger, Director of Administration
Lookout Emergency Aid Society

From: Thorburn, Heather OHCS:EX [<mailto:Heather.Thorburn@gov.bc.ca>]
Sent: September-08-16 11:23 AM
To: Megan Kriger
Subject: RE: Follow up: RTB Information Session

Hi Megan,

Glad to hear it was good! Can you please resend the attachment? It did not come through. ☺

Thanks
Heather

From: Megan Kriger [<mailto:gidirector@lookoutsociety.ca>]
Sent: Thursday, September 8, 2016 10:58 AM
To: Thorburn, Heather OHCS:EX
Subject: RE: Follow up: RTB Information Session

Thank you so much again for setting this up for us. The training was really very good.

I've attached the evaluation as requested.

Megan Kriger, Director of Administration
Lookout Emergency Aid Society

From: Thorburn, Heather OHCS:EX [<mailto:Heather.Thorburn@gov.bc.ca>]
Sent: September-08-16 10:07 AM
To: Megan Kriger
Subject: Follow up: RTB Information Session

Hello Megan,

Thanks again for inviting the RTB to present to your group. I hope it met your needs. If you would be so kind as to complete the attached evaluation and send back to me, I would be appreciative.

I look forward to the opportunity to provide more sessions for your group in the future. If you feel there are topics or specific information you are looking for that didn't get covered yesterday, let us know for the future and we can customize your presentation further.

Thanks again

Heather Thorburn

Coordinator, Education and Training
Residential Tenancy Branch
Office of Housing and Construction Standards
(250) 886-3257

Website: <http://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies>

Nithya will conduct this presentation. Please send her all the necessary details. Thanks!

From: Mascarenhas, Nithya OHCS:EX
Sent: Thursday, July 28, 2016 1:45 PM
To: Schell, Lisa OHCS:EX
Subject: RE: Info Session Request: Property Managers

I'd love to.

From: Schell, Lisa OHCS:EX
Sent: Thursday, July 28, 2016 1:36 PM
To: Towe, Bon OHCS:EX; Stevens, Paul M OHCS:EX; Cheung, Bill OHCS:EX; Mascarenhas, Nithya OHCS:EX
Cc: Schell, Lisa OHCS:EX; Lam, Jon S OHCS:EX
Subject: FW: Info Session Request: Property Managers

Who would like to take this one on?

From: Thorburn, Heather OHCS:EX
Sent: Thursday, July 28, 2016 12:45 PM
To: Lam, Jon S OHCS:EX; Schell, Lisa OHCS:EX
Subject: Info Session Request: Property Managers

Hello!

I have another information session request:

- Who: Lookout Emergency Aid operates 800 rental units in the lower mainland – audience is approximately 30 site managers and coordinators (maybe more, they might invite supervisors)
- What they are looking for: a session on the RTA to get a better overall understanding of rights, responsibilities and limitation as landlords
- When: Wednesday September 7th from 12:30 – 2:30
- Where: 528 Powell Street, Vancouver

Who would you suggest from the Burnaby office for this one?

Thanks!

PS – I have followed up again with Access Pro Bono re: the August 18th session Nithya is scheduled for – I have yet to get their official confirmation

Heather Thorburn

Coordinator, Education and Training
Residential Tenancy Branch
Office of Housing and Construction Standards
(250) 886-3257

Website: <http://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies>

Heather,

We are still a go for next week. The site is on Powell Street so it's street parking. The door on the right side of the building leads upstairs to our meeting space. I will try to make sure someone meets you at the door so you can easily find us. We should have about 30-40 people attending.

Megan Kriger, Director of Administration
Lookout Emergency Aid Society

From: Thorburn, Heather OHCS:EX [<mailto:Heather.Thorburn@gov.bc.ca>]
Sent: August-29-16 12:53 PM
To: Megan Kriger
Subject: RE: Training Request

Hi Megan! I am checking in with you regarding the presentation next week. Are we still a go?

Are there any special instructions for the presenter regarding accessing the building and finding the space?

Do you know how many people will be in attendance?

If you would like, I can give you a shout to discuss any final details tomorrow.

Thank you,
Heather

From: Thorburn, Heather OHCS:EX
Sent: Thursday, July 28, 2016 1:57 PM
To: 'Megan Kriger'
Subject: RE: Training Request

Hi Megan!

I have confirmed your September 7th 12:30 – 2:30 presentation at 528 Powell Street with a RTB Information Officer.

s.22

remaining details.

to firm up any

Thanks very much and we look forward to providing this session.

Heather

From: Megan Kriger [<mailto:gidirector@lookoutsociety.ca>]
Sent: Monday, July 25, 2016 4:02 PM
To: Thorburn, Heather OHCS:EX
Subject: RE: Training Request

Great, thank you so much!

Megan Kriger, Director of Administration
Lookout Emergency Aid Society

From: Thorburn, Heather OHCS:EX [<mailto:Heather.Thorburn@gov.bc.ca>]
Sent: July-25-16 4:00 PM
To: Megan Kriger
Subject: RE: Training Request

Okay great. I should be able to confirm your presentation by the end of the week.

Thanks,
Heather

From: Megan Kriger [<mailto:gidirector@lookoutsociety.ca>]
Sent: Monday, July 25, 2016 3:58 PM
To: Thorburn, Heather OHCS:EX
Subject: RE: Training Request

If you could do 12:30pm to 2:30pm that would be prefect. We're at our training room at 528 Powell Street.

Megan Kriger, Director of Administration
Lookout Emergency Aid Society

From: Thorburn, Heather OHCS:EX [<mailto:Heather.Thorburn@gov.bc.ca>]
Sent: July-25-16 3:52 PM
To: Megan Kriger
Subject: RE: Training Request

Hi Megan!

September 7th should be do-able. I will work with our Burnaby Residential Tenancy Office to arrange a presenter for you. What 2 hour time slot would be ideal for you?

Thanks,
Heather

From: Megan Kriger [<mailto:gidirector@lookoutsociety.ca>]
Sent: Monday, July 25, 2016 3:48 PM
To: Thorburn, Heather OHCS:EX
Subject: RE: Training Request

Heather,

We are a non-profit organization who operates over 800 housing units throughout the lower mainland. We are hoping to get a better overall understanding of our rights, responsibilities and imitation as landlords. What you are proposing sounds great.

We have a leadership team meeting regularly for our site Managers and Coordinators which I would like to have you present at. It's about 30 people but we could also potentially invite our site Supervisors for this portion of the meeting. The next one is on the afternoon of September 7th here in Downtown Vancouver. We can provide all the required equipment.

Megan Kriger, Director of Administration
Lookout Emergency Aid Society

From: Thorburn, Heather OHCS:EX [<mailto:Heather.Thorburn@gov.bc.ca>]
Sent: July-25-16 3:28 PM
To: Megan Kriger
Subject: RE: Training Request

Hi Megan,

My colleague passed along your request and contact information so I could organize an information session for your society.

These sessions typically last about 2 hours (a presentation and time for questions and answers). We could provide an overview of the Residential Tenancy Act including high-level information regarding tenancy (beginning, during and ending a tenancy, solving problems, etc). Is that what you are looking for? Please feel free to provide more details about what you require.

Timing: Do you have a specific date you are looking for? We need about 4 weeks of notice. Week days during work hours are best but we can be flexible.

Regarding your audience: How many people would be in attendance? We typically like to reach as many people at once so don't be shy, the more the merrier!

Format and Venue: Where would you like to hold the session? If the location is within 45 minutes of Vancouver, we can organize an in-person session. If more than 45 minutes, we will organize a webinar.

- The equipment required at the venue is:
 - Computer
 - Projector
 - Screen
 - Speaker phone (if doing a webinar)

I look forward to setting this up for you.

Heather Thorburn

Coordinator, Education and Training
Residential Tenancy Branch
Office of Housing and Construction Standards
(250) 886-3257

Website: <http://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies>

From: Megan Kriger [<mailto:gidirector@lookoutsociety.ca>]
Sent: Friday, July 22, 2016 1:08 PM
To: OHCS Residential Tenancy Office OHCS:EX
Subject: Training Request

The Lookout Emergency Aid Society operates over 800 units of housing throughout the lower mainland. We are looking to obtain training for our staff regarding the RTA. Any direction on this would be most appreciated.

Thanks.

Megan Kriger, Director of Administration
Lookout Emergency Aid Society
P: 604-255-0340, ext. 140
www.lookoutsociety.ca

[Like Us on Facebook](#) [Follow Us on Twitter](#) [Connect with Us on LinkedIn](#) [Your donation has a direct impact on the life of someone who is homeless](#)

Lookout Emergency Aid Society's valuable work is located on unceded indigenous land belong to various Coast Salish nations.

This e-mail is confidential and may well also be legally privileged. If you have received it in error, you are on notice of its status. Please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy it or use it for any purposes, or disclose its contents to any other person: to do so could be a breach of confidence. Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of Lookout. Thank you for your co-operation.

Great.
Thanks.

I'll touch base closer to the presentation date in July.

Lesley

Lesley Pollard, Coordinator of Education & Training



Residential Tenancy Branch

Education and Training

Tel: 250 888 4449

Fax: 250 356 9377

PO Box 9844 Stn Prov Govt

Victoria, BC, V8W 9R2

RTB offices are now open from 9 am to 4 pm.

Information and the E-Service for filing applications for dispute resolution are always available on our website at www.gov.bc.ca/landlordtenant

From: Kiren Atwal [<mailto:opscoord@lookoutsociety.ca>]

Sent: Tuesday, April 24, 2018 8:55 AM

To: Pollard, Lesley OHCS:EX

Subject: RE: Training

Hi Lesley,

I think just a general presentation will do !

Kiren

From: Pollard, Lesley OHCS:EX [<mailto:Lesley.Pollard@gov.bc.ca>]

Sent: April 23, 2018 11:22 AM

To: Kiren Atwal <opscoord@lookoutsociety.ca>

Subject: RE: Training

Hi Kiren,

In order to provide a presentation that is relevant and useful for your staff it's helpful to know what they hear about the most or what they are confused by:

i.e: landlords accessing units without proper notice, tenants receiving a notice to end tenancy...what do they do?, changes to the legislation, ect.

Do they need help guiding clients through the website, or the Online Application Process?

Does your staff feel confident knowing what is, and what is NOT covered by the Residential Tenancy Act?

If they don't have specific questions we would do a general presentation, which covers all aspects of tenancy. This is often a good place to start as the PowerPoint might remind staff what areas are asked about often or are confusing for their clients.

We always end the session with questions and answers so most of the time everyone gets the information they need.

Thanks,
Lesley

Lesley Pollard, Coordinator of Education & Training



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From: Kiren Atwal [<mailto:opscoord@lookoutsociety.ca>]

Sent: Thursday, April 19, 2018 11:09 AM

To: Pollard, Lesley OHCS:EX

Subject: RE: Training

Is there certain questions you would like me to ask staff on their survey?

From: Pollard, Lesley OHCS:EX [<mailto:Lesley.Pollard@gov.bc.ca>]

Sent: April 19, 2018 10:20 AM

To: Kiren Atwal <opscoord@lookoutsociety.ca>

Subject: RE: Training

Thanks for your reply Kiren.

Any projector that connects to your laptop will be fine...we just need something to project the PowerPoint.

Looking forward to hearing back from you with the survey results...could you get me that information by mid-June, so I have time to build responses into the presentation?

Thanks,
Lesley

Lesley Pollard, Coordinator of Education & Training



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www.gov.bc.ca/landlordtenant

From: Kiren Atwal [<mailto:opscoord@lookoutsociety.ca>]

Sent: Thursday, April 19, 2018 10:08 AM

To: Pollard, Lesley OHCS:EX

Subject: RE: Training

Hi Lesley,

Yes July 4, 2018 works 12:00pm-2:00pm. There will only be 30-40 staff no clients. I can send out the survey today to see what folks are interested in learning.

We have a laptop, screen and projector but I do not believe it is LCD

Kiren

From: Pollard, Lesley OHCS:EX [<mailto:Lesley.Pollard@gov.bc.ca>]

Sent: April 16, 2018 3:48 PM

To: Kiren Atwal <opscoord@lookoutsociety.ca>

Subject: RE: Training

Hi Kiren...

Thanks for your patience. I've just received approval to go ahead with the July 4th date.

- Can you confirm with me that the dates still works for you?
- And is it going to be 30-40 staff members, or will there be some clients there as well?

- I'd like to determine what will be the best presentation for you.
- As well...if you could survey the folks in advance to find out some key questions they want answers to, I can make sure to cover that in the session.
- Do you have the following equipment for the presenter to use:
 - LCD Projector & Screen (or flat-screen TV)
 - Laptop

Looking forward to working with you on this!

Lesley

Lesley Pollard, Coordinator of Education & Training



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From: Kiren Atwal [<mailto:opscoord@lookoutsociety.ca>]

Sent: Thursday, April 12, 2018 2:15 PM

To: Pollard, Lesley OHCS:EX

Subject: RE: Training

Hi Lesley,

That could be an option but my director prefers someone come out to one of our leadership meetings. They are held every month but if another time would work or date I can try to schedule something in !

Kiren

From: Pollard, Lesley OHCS:EX [<mailto:Lesley.Pollard@gov.bc.ca>]

Sent: April 12, 2018 2:12 PM

To: Kiren Atwal <opscoord@lookoutsociety.ca>

Subject: RE: Training

OK...thanks Kiren...I will look at our schedule and get back to you.
One other question...would you be open to having a webinar?

We often do live webinar sessions where the presenter is on the screen and goes through the same material as they would if they were at the location live, then has a Q & A at the end. This would lend itself to smaller groups...so the staff from each of the offices could stay at their own locations and participate in smaller groups. Let me know your thoughts.

Lesley

Lesley Pollard, Coordinator of Education & Training



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From: Kiren Atwal [<mailto:opscoord@lookoutsociety.ca>]

Sent: Thursday, April 12, 2018 2:02 PM

To: Pollard, Lesley OHCS:EX

Subject: RE: Training

Hi Lesley,

I have 3 dates available

- May 2, 2018 at 528 Powell Street Vancouver
- June 6, 2018 at 740 Carnarvon St, New Westminster
- July 4, 2018 528 Powell Street Vancouver

The times for all 3 dates are 12:00pm-2:00pm. We will roughly have around 30-40 individuals in attendance !

If these dates do not work I can also look at others

Kiren

From: Pollard, Lesley OHCS:EX [<mailto:Lesley.Pollard@gov.bc.ca>]

Sent: April 12, 2018 12:02 PM

To: Kiren Atwal <opscoord@lookoutsociety.ca>

Subject: RE: Training

Hi Kiren,

Thanks for your email requesting training for your staff.

Could you let me know which location you are thinking for the presentation and how many people would attend?

Also, could you give me a few dates that might work?

This is a busy time of year for our organization so if you could send me a few more details I may be able to organize something for next month.

I look forward to hearing from you.

Lesley

Lesley Pollard, Coordinator of Education & Training



Residential Tenancy Branch

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www.gov.bc.ca/landlordtenant

From: Kiren Atwal [<mailto:opscoord@lookoutsociety.ca>]

Sent: Wednesday, April 11, 2018 11:32 AM

To: OHCS Residential Tenancy Office OHCS:EX

Subject: RE: Training

Hi there,

I was wondering if we could have someone come to one of our society meetings and explain the RTA? We are a non-profit society that has programs under the RTA. These programs are managed and staff 24/7. Due to the increase of new staff and managers it would be great to have an expert come in and explain it?

Please let me know if this can be arranged !



Kiren Atwal, Operations Program Coordinator

Lookout Housing and Health Society

P: 604-255-0340 ext. 405

www.lookoutsociety.ca



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Lookout Housing & Health Society's valuable work is located on unceded Indigenous land belonging to various Coast Salish nations.