

**Friday, November 1, 2019**

**4:00pm  
SUB 6-06**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

**AGENDA (FC-2019-09)**

- 2019-09/1**      **INTRODUCTION**
- 2019-09/1a**      **Call to Order**
- 2019-09/1b**      **Approval of Agenda**
- 2019-09/1c**      **Approval of Minutes**
- 2019-09/1d**      **Chair's Business**
- 2019-09/2**      **QUESTION/DISCUSSION PERIOD**
- 2019-09/3**      **COMMITTEE BUSINESS**
- 2019-09/3a**      **STATT MOVES** to review and approve the Student Legal Services DFU for the 2019/20 year.
- 2019-09/3b**      **STATT MOVES** to review and approve the Alberta Public Interest Research Group (APIRG) DFU for the 2019/20 year.
- 2019-09/4**      **INFORMATION ITEMS**
- 2019-09/4a**      Finance Committee Minutes, (FC-2019-08-M) - Friday, October 18, 2019.  
  
See FC-2019-09.01.
- 2019-09/4b**      Student Legal Services, DFU Submission.  
  
See FC-2019-09.02.
- 2019-09/4c**      Alberta Public Interest Research Group (APIRG), DFU Submission.  
  
See FC-2019-09.03.
- 2019-09/5**      **ADJOURNMENT**

**2019-09/5a**

**Next Meeting:** Friday, November 15, 2019 @ 4:00PM in SUB 6-06.



University of Alberta Students' Union

## FINANCE COMMITTEE

Friday, October 18, 2019

4:00pm  
SUB 6-06

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

### **ATTENDANCE**

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Samir Esmail		N	
Talia Dixon		Y	
Chris Beasley		N	
Amlan Bose		Y	
Phoebe Marinakis		Y	
David Draper	Samantha Tse	Y	
Abigail Isaac		Y	
Luke Statt (chair)		Y	
Jared Larsen		Y	

### **MINUTES (FC-2019-08)**

**2019-08/1**      **INTRODUCTION**

**2019-08/1a**      **Call to Order**  
STATT: Called the meeting to order at 4:12pm.

**2019-08/1b**      **Approval of Agenda**  
STATT/LARSEN MOVED to approve the agenda.  
CARRIED

**2019-08/1c**      **Approval of Minutes**

**BOSE/ISSAC MOVED** to approve the minutes of FC-2019-07-M.  
CARRIED

**2019-08/1d**      **Chair's Business**

STATT: Noted that most of the Committee's next meetings will concern reviewing information submitted by dedicated fee units holders in order that the Committee authorise disbursing of their collected funds. Determined to update the Committee regarding the First Alberta Campus Radio Association (the group holding the broadcast license for CJSR-FM 88.5) lease negotiations. Noted that, so far, the FACRA rent cost will increase with indexed inflations and that renegotiation will occur if the Students' Union student fee funding model changes.

**2019-08/2**      **QUESTION/DISCUSSION PERIOD**

**2019-08/3**      **COMMITTEE BUSINESS**

**2019-08/3a**      **STATT/DIXON MOVES** to review and approve the release of the Campus Food Bank dedicated fee for the 2019-20 year.

STATT: Confirmed that the Campus Food Bank provided all the documentation required to show how they are responsibility using their funds as well as using them as per the purpose of their organization. Considered that, while the Food Bank ran a deficit of \$24,000, it does not exist to profit. Outlined that their Report shows costs are for programming, operations, staffing, and disturbing and purchasing food. Noted that the Food Bank, as it is a registered Society, also has itself professionally audited.

MARINAKIS: Inquired into for how many years the Campus Food Bank has been (a) operating and (b) collecting funds via a dedicated fee unit.

STATT: Responded that the Campus Food Bank has been 28 years in operation.

TSE: Responded that the Campus Food Bank has collected funds from the fee since 2016.

BOSE: Inquired into why Audit Committee does not approve the review of dedicated fee units' fitness to receive their funds.

STATT: Responded that Audit only handles student representative association fund disbursement approvals

**CARRIED**

Larsen abstains.

**2019-08/4**      **INFORMATION ITEMS**

**2019-08/4a**      Finance Committee Minutes, (FC-2019-07-M) - Friday, October 4, 2019.

See FC-2019-08.01.

**2019-08/4b** September Programs Report.

See FC-2019-08.02.

**2019-08/4c** (New) CoA Draft Budget - 2019/2020.

See FC-2019-08.03.

**2019-08/4d** Campus Food Bank Society - Financial Statements.

See FC-2019-08.04.

**2019-08/4e** 2017 to 2020, Signed Lease.

See FC-2019-08.05.

**2019-08/5** **ADJOURNMENT**  
STATT: Adjourned the meeting at 4:27pm.

**2019-08/5a** **Next Meeting:** Friday, November 1, 2019 @ 4:00PM in SUB 6-06.



## STUDENT LEGAL SERVICES OF EDMONTON (SLS)

### ADMINISTRATION OFFICE

East Campus House  
11036 88 Avenue  
Edmonton, Alberta, T6G 0Z2  
Telephone: 780.492.2226

### CIVIL/FAMILY LAW

Telephone: 780.492.8244

### CRIMINAL LAW

Telephone: 780.425.3356  
Telephone: 780.492.2226

### LEGAL EDUCATION/REFORM

Telephone: 780.492.2227

### PRO BONO STUDENTS CANADA

Telephone: 780.492.8287

### EMAIL

sloed@ualberta.ca

### FAX

780.492.7574

October 24, 2019

Via Email

Finance Committee  
Students' Union Building  
Room 6-24, University of Alberta  
8900 114 St.  
Edmonton, Alberta  
T6G 2J7

Finance Committee:

### **Re: Students' Union Disbursement of Funds – Student Legal Services**

Pursuant to the terms of Bylaw 6100 please find enclosed all necessary information for DFU fund disbursement.

Should you require any further information, please contact myself at [smmcfady@ualberta.ca](mailto:smmcfady@ualberta.ca) or the SLS bookkeeper, Ms. Shaun Devine at [sdevine@ualberta.ca](mailto:sdevine@ualberta.ca).

Sincerely,

Sarah McFadyen  
Executive Coordinator 2019  
Student Legal Services of Edmonton

**CONDITIONS OF RECEIPT – Bylaw 6100:**

**S. 5(3)** – Please see attached *Appendix A: Description of Dedicated Fee Unit*.

**S. 6(1)(a)** – Please see the attached *Appendix B: SU Budget 2019-2020, Appendix C: SLS Global Budget 2019-2020, and Appendix D: Audited Financial Statements*.

**S. 6(1)(b)** – Please see the attached *Appendix E: SLS Annual Report 2019-2020*.

**APPENDIX A: DESCRIPTION OF DEDICATED FEE  
UNIT**



## **Description of SLS Dedicated Fee Unit**

### **Bylaw 6100(5)**

#### **a. Description of the fee**

The fee is \$0.75 per term (Winter and Fall) for full-time and part-time students. The fee goes directly to Student Legal Services, a not-for-profit organization, and allows the organization to provide free legal information assistance to University of Alberta Undergraduate students and the low-income community in the greater Edmonton area. Students who pay the fee automatically qualify to receive services from SLS.

#### **b. Amount of the fee**

The amount of the fee is \$0.75 per academic term (Fall and Winter).

#### **c. Whether the fee increases and by how much**

The fee does not increase.

#### **d. Whether the fee is opt-out**

The fee is not opt-out.

#### **e. The next scheduled plebiscite date**

The next scheduled plebiscite date is March 2024.

#### **f. Whether part-time, off campus, and Augustana students are required to pay the fee**

The fee applies to full-time and part-time students enrolled in Fall and/or Winter semesters. Augustana students are not subject to the fee.

**APPENDIX B: STUDENTS UNION BUDGET 2019-  
2020**

**Student Legal Services of Edmonton  
STUDENTS' UNION BUDGET 2019/2020**

	2019/2020 Budget
<b>Income</b>	
4030 - SU Grant	45,377
<b>Total 4000 - REVENUE</b>	45,377
<b>Total Income</b>	45,377
 <b>Expense</b>	
5020 - Staff & Board	
5021 - Board of Directors	1,200
5022 - Staff Meeting & Other	1,400
<b>Total 5020 - Staff &amp; Board</b>	2,600
 5033 - VAP	 1,700
 5800 - SALARY - SUMMER STUDENTS	
5801 - Salaries (SUMMER)	38,400
5802 - EI EXPENSE (SUMMER)	892
5803 - CPP (SUMMER)	1,739
5804 - WCB Expense (SUMMER)	46
Suspense	
<b>Total 5800 - SALARY - SUMMER STUDENTS</b>	41,077
<b>Total 5000 - EXPENSES</b>	45,377
<b>Net Income</b>	<b>0</b>

**APPENDIX C: SLS GLOBAL BUDGET 2019-2020**

**Student Legal Services of Edmonton  
GLOBAL BUDGET 2019/2020**

	<u>2019/2020 Budget</u>
<b>Income</b>	
4000 - REVENUE	
4020 - ALF Grant (Core)	435,360
4030 - SU Grant	45,377
4100 - CSJ Grant	34,659
4120 - STEP Grant	10,911
4140 - CASINO Revenue	38,510
<b>Total 4000 - REVENUE</b>	<u>564,817</u>
<b>Total Income</b>	564,817
<b>Expense</b>	
<b>5000 - EXPENSES</b>	
5001 - Office Supplies & Stationary	10,000
5002 - Advertising	1,400
5004 - Office Insurance	1,832
5005 - Mileage, Parking & Travel	9,000
5008 - Professional Fees	6,663
5011 - Ceridian (Payroll) Expenses	1,400
5020 - Staff & Board	
5021 - Board of Directors	1,520
5022 - Staff Meeting & Other	2,200
5024 - Seminars & Staff Development	2,566
5025 - Directors Insurance	1,638
<b>Total 5020 - Staff &amp; Board</b>	<u>7,924</u>
5033 - VAP	1,700
5040 - Case Disbursements	700
5050 - ADVISOR RETAINERS	
5051 - Legal Aid Retainer	13,130
5052 - Lawyer - Retainer	23,123
<b>Total 5050 - ADVISOR RETAINERS</b>	<u>36,253</u>
<b>5100 - COMPUTER EXPENSES</b>	
5105 - Computer Hardware/IT Support	1,500
<b>Total 5100 - Computer Expenses</b>	<u>1,500</u>
<b>5200 - PHOTOCOPIER</b>	
5201 - Photocopier (LEASE)	2,642
5202 - Photocopier (Copy charges)	500
5203 - Photocopier (Toner, Paper)	3,500
<b>Total 5200 - PHOTOCOPIER</b>	<u>6,642</u>
<b>5400 - POSTAGE &amp; COURIER</b>	
5401 - Postage Meter Lease	607
5402 - Postage	3,500
5404 - Courier	
<b>Total 5400 - POSTAGE &amp; COURIER</b>	<u>4,107</u>
<b>5500 - RENT &amp; MAINTENANCE</b>	
5501 - Rent - Downtown	35,124
5502 - Office Maintenance	2,150
5503 - East Campus House Maintenance	
<b>Total 5500 - RENT &amp; MAINTENANCE</b>	<u>37,274</u>
<b>5600 - TELEPHONE &amp; INTERNET</b>	
5601 - Telephone (Downtown)	7,782
5602 - Long Distance (DOWNTOWN)	50
5603 - Telephone (U of A)	5,700
5604 - Long Distance (U of A)	
5605 - Internet	1,192
<b>Total 5600 - TELEPHONE &amp; INTERNET</b>	<u>14,724</u>
<b>5700 - SALARY - PERMANENT</b>	
5701 - Salary - Administrator	
5701-1 - EI - Admin	930
5701-2 - CPP - Admin	1,807
5701-3 - WCB - Admin	82
5701-4 - Blue Cross - Admin	1,580
5701 - Salary - Administrator	40,000
<b>Total 5701 - Salary - Administrator</b>	<u>44,399</u>
5702 - Salary - Bookkeeper	
5702-1 - EI - BK	326
5702-2 - CPP - BK	522
5702-3 - WCB - BK	29
5702-4 - Blue Cross - BK	1,956
5702 - Salary - Bookkeeper	14,040
<b>Total 5702 - Salary - Bookkeeper</b>	<u>16,873</u>

**Student Legal Services of Edmonton  
GLOBAL BUDGET 2019/2020**

	2019/2020 Budget
5703 · Salary - Part Time	
5703 · Salary - Part Time - Other	3,000
Total 5703 · Salary - Part Time	3,000
Total 5700 · SALARY - PERMANENT	64,272
5800 · SALARY - SUMMER STUDENTS	
5801 · Salaries (SUMMER)	336,000
5802 · EI EXPENSE (SUMMER)	7,809
5803 · CPP (SUMMER)	15,217
5804 · WCB Expense (SUMMER)	400
Suspense	
Total 5800 · SALARY - SUMMER STUDENTS	359,426
Total 5000 · EXPENSES	564,817
Net Income	0

**APPENDIX D: AUDITED FINANCIAL  
STATEMENTS 2018-2019**

**STUDENT LEGAL SERVICES OF EDMONTON**  
**Financial Statements**  
**Year Ended March 31, 2019**





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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Student Legal Services of Edmonton

### *Opinion*

We have audited the financial statements of Student Legal Services of Edmonton (the Organization), which comprise the statement of financial position as at March 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

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

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

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

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

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

### *Auditor's Responsibilities for the Audit of the Financial Statements*

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

(continues)

Independent Auditor's Report to the Members of Student Legal Services of Edmonton (continued)

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

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

Edmonton, Alberta  
June 27, 2019

*KBH*  
Chartered Accountants



**STUDENT LEGAL SERVICES OF EDMONTON**  
**(Incorporated under the Societies Act of Alberta)**

**Statement of Financial Position**

**March 31, 2019**

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 122,810	\$ 168,111
Accounts receivable	37,000	44
Goods and services tax recoverable	4,723	1,528
Prepaid expenses	8,635	6,053
	<u>173,168</u>	<u>175,736</u>
RESTRICTED FUNDS - CASINO (Note 4)	46,459	84,453
	<u>\$ 219,627</u>	<u>\$ 260,189</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 10,853	\$ 8,223
Accrued funding repayment	251	12,086
	<u>11,104</u>	<u>20,309</u>
DEFERRED GRANT	2,000	-
DEFERRED CONTRIBUTIONS - CASINO (Note 5)	46,459	84,453
	<u>59,563</u>	<u>104,762</u>
<b>NET ASSETS</b>		
Unrestricted	<u>160,064</u>	<u>155,427</u>
	<u>\$ 219,627</u>	<u>\$ 260,189</u>
LEASE COMMITMENT (Note 6)		

**APPROVED BY THE BOARD**

 Director  
 Director

Cody W. Ackland  
 Robert E. LaValley

**STUDENT LEGAL SERVICES OF EDMONTON**

**Statement of Operations**

**Year Ended March 31, 2019**

	2019	2018
<b>REVENUE</b>		
Unrestricted		
Students Union levy	\$ 41,560	\$ 44,963
Donations	4,128	1,000
Interest	965	790
Publications and seminars	570	850
	<u>47,223</u>	<u>47,603</u>
Restricted		
Alberta Law Foundation - operating grant	436,601	377,211
Casino	38,471	46,057
Federal Government - Canada Summer Jobs	34,973	38,492
Provincial Government - STEP	10,934	11,760
Miscellaneous	36	42
	<u>521,015</u>	<u>473,562</u>
	<u>568,238</u>	<u>521,165</u>
<b>EXPENSES</b>		
Salaries and related costs		
Employee benefits	29,754	26,181
Secretarial and administrative	57,876	54,899
Summer staff	336,000	297,000
Project and administrative costs		
Advertising	3,312	1,467
Direct case disbursements	569	192
Insurance	3,470	3,418
Legal advisors - retainers	36,253	36,248
Professional fees	6,663	6,663
Publications - library and legal education	471	503
Rent and utilities - project offices	33,720	32,417
Staff training and appreciation	7,706	7,563
Stationery, postage and office supplies	26,051	25,443
Telephone	14,611	14,761
Travel and parking	7,145	7,000
	<u>563,601</u>	<u>513,755</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 4,637</u>	<u>\$ 7,410</u>

**STUDENT LEGAL SERVICES OF EDMONTON**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2019**

	<u>2019</u>		<u>2018</u>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 155,427</b>	<b>\$</b>	<b>148,017</b>
Excess of revenue over expenses	<u>4,637</u>		<u>7,410</u>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 160,064</b>	<b>\$</b>	<b>155,427</b>

**STUDENT LEGAL SERVICES OF EDMONTON**

**Statement of Cash Flows**

**Year Ended March 31, 2019**

	2019	2018
<b>OPERATING ACTIVITIES</b>		
Cash receipts		
Alberta Law Foundation - operations	\$ 424,766	\$ 384,306
Students Union levy	4,560	44,963
Donations	6,128	1,000
Interest	1,442	790
Publications and seminars	570	850
Casino	-	78,824
Federal Government grants	34,973	38,492
Provincial Government grants	10,934	11,760
Miscellaneous	36	42
Cash disbursements		
Salaries and related costs	(423,630)	(378,080)
Project and administrative costs	(143,074)	(142,044)
	<b>(83,295)</b>	<b>40,903</b>
<b>INCREASE (DECREASE) IN CASH FLOW</b>		
Cash - beginning of year	<u>252,564</u>	<u>211,661</u>
<b>CASH - END OF YEAR</b>	<b>\$ 169,269</b>	<b>\$ 252,564</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 122,810	\$ 168,111
Cash - casino	46,459	84,453
	<u>\$ 169,269</u>	<u>\$ 252,564</u>

## STUDENT LEGAL SERVICES OF EDMONTON

### Notes to Financial Statements

Year Ended March 31, 2019

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#### 1. PURPOSE OF ORGANIZATION

Student Legal Services of Edmonton ("SLS") is a non-profit charitable organization of law students which provides free legal assistance as agents in Criminal and Civil Court to people who do not qualify for Legal Aid and are not able to afford a lawyer. SLS also performs legal research and education in areas of general community interest and concern and background work and suggestions for legal reform.

To meet its objectives, SLS operates a number of specific projects such as Corona Criminal Project, Legal Education Project, Family Law Project, Legal Reform Project and Civil Law Project. Leadership for these projects is provided by employing approximately 28 law students between May and August of each year. In addition to these leaders and full-time clerical staff and legal advisors, there are approximately 300 volunteers involved during the year.

SLS is incorporated under the Societies Act of Alberta as a non-profit organization without share capital, and is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Basis of accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

##### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

##### Financial instruments

###### Measurement

The entity initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The entity subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash, accounts receivable and restricted funds - casino. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and accrued funding repayment.

###### Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in excess of revenue over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenue over expenses.

(continues)

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## STUDENT LEGAL SERVICES OF EDMONTON

### Notes to Financial Statements

Year Ended March 31, 2019

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

##### Transaction costs

The entity recognizes its transaction costs in excess of revenue over expenses in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

##### Revenue recognition

Student Legal Services of Edmonton follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

##### Capital assets

Capital assets are recorded at cost less accumulated amortization. It is the organization's policy to only capitalize assets that are material.

##### Donations of materials

Materials donated to SLS are recorded at fair market value. No materials were donated during the year.

##### Donations of capital assets

Capital assets donated to SLS are recorded at fair market value. No capital assets were donated during the year.

##### Donations of services

The work of SLS is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the Society and because of the difficulty of determining their fair market value, donated services are not recognized in these financial statements.

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#### 3. FINANCIAL INSTRUMENTS

SLS is exposed to various risks through its financial instruments. The following analysis provides information about SLS's risk exposure and concentration as of March 31, 2019.

##### Credit risk

Credit risk arises from the potential that a counter party will default to perform its contractual obligations. SLS is exposed to credit risk from educational institutions. The risk is minimized through SLS providing services to a well-established educational institution. SLS performs continuous evaluation of its accounts and records an allowance for doubtful accounts when necessary.

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**STUDENT LEGAL SERVICES OF EDMONTON**

**Notes to Financial Statements**

**Year Ended March 31, 2019**

**4. RESTRICTED FUNDS - CASINO**

Casino funds may only be utilized for specific purposes as approved by the Alberta Attorney General, Gaming Control Branch. Approved expenditures include pamphlet reproduction costs as well as operating costs of SLS such as rent, utilities, equipment maintenance, insurance, capital expenditures and summer staff wages.

	<u>2019</u>		<u>2018</u>
<b>Casino funds are comprised of:</b>			
Cash	\$ 40,838	\$	79,021
Credit Union membership shares	5,621		5,432
	<u>\$ 46,459</u>	\$	<u>84,453</u>

**5. DEFERRED CONTRIBUTIONS - CASINO**

	<u>2019</u>		<u>2018</u>
Balance at beginning of year	\$ 84,453	\$	51,686
Receipts			
Proceeds from casino	-		78,641
Interest on casino funds	477		183
	<u>84,930</u>		<u>130,510</u>
Disbursements			
Bank charges	-		(15)
Summer staff wages	(38,471)		(46,042)
	<u>(38,471)</u>		<u>(46,057)</u>
Balance at end of the year	\$ 46,459	\$	84,453

**6. LEASE COMMITMENT**

SLS is committed to a lease for office space under a contract that expires February 28, 2021. Lease payments under the contract are as follows:

2020	\$ 35,916
2021	34,133

**7. ECONOMIC DEPENDENCE**

SLS derives substantially all of its revenue from grants from the Alberta Law Foundation and the Federal and Provincial governments. SLS's ability to continue viable operations is dependent upon receiving this grant revenue.

**APPENDIX E: SLS ANNUAL REPORT 2019-2020**

# SLS Annual Report 2019-2020

## Introduction

Student Legal Services ("SLS") is a non-profit organization dedicated to helping the low-income community in Edmonton and surrounding areas by providing legal information. Moreover, we assist University of Alberta undergraduate students, regardless of income, because they pay a small DFU to SLS.

The organization was started in 1969 by 14 law students and has grown significantly overtime. In 2019, over 250 University of Alberta law students are volunteering their time over the course of the school year over four Projects. Of these 250+, twenty-eight students will be hired to work full-time through the 2020 summer to provide services.

SLS is comprised of four Projects: The Criminal Law Project, the Civil/Family Law Project, the Legal Education and Reform Project and Pro Bono Students Canada.

## Criminal Law Project

The Criminal Law project is the largest project in terms of volunteers. It provides students an opportunity to get practical experience including court work, file work, and public speaking. It instills in students the rewarding experience of pro bono work. There are three aspects of the Criminal Law Project that are beneficial to the greater Edmonton community:

First, individuals who meet our income guidelines and do not qualify for services provided by other community stakeholders are provided assistance in the criminal justice system. We help those with limited financial resources, mental health challenges, reduced literacy, homelessness, addiction and reduced mobility. These individuals usually do not have the resources or ability to be properly represented in the court system and SLS helps alleviate these issues.

Second, self-represented litigants are increasing in the court system, an issue that strains the judicial system. SLS helps those who would otherwise be self-represented navigate the judicial system.

Third, the Criminal Law Project has recently expanded its jurisdiction into Wetaskiwin and Vegreville therefore increasing the services available in these rural communities. Currently, the Criminal Law Project assists with matters in Edmonton, Fort Saskatchewan, Leduc, Morinville, Sherwood Park, St. Albert, Stony Plain, Wetaskiwin, and Vegreville.

**In the 2019 year to date, the Criminal Law Project has represented 7 undergraduate students charged with Criminal offences.**

## **Civil/Family Law Project**

As the name suggests, there are two areas of law that this project handles. Similar to the Criminal Law Project, this project represents individuals in Provincial Court and various tribunals including the Provincial Small claims, Provincial Family Court, the Residential Tenancy Dispute Resolution Service ("RTDRS") and the University Student Appeals Board.

Another major component of this project is answering phone calls and providing legal information to the public. This includes general legal information and if a file cannot be opened for them, referrals are made. All calls are records on call sheets, which are reviewed by the Coordinators and Advising Lawyers to ensure that information being disseminated is appropriate and accurate.

**In the 2019 year to date, the Civil/Family Project has assisted 75 undergraduate students with civil and family legal problems.**

## **Legal Education and Reform ("LER") Project**

LER volunteers attend various outreaches in the Edmonton area to provide basic information to marginalized members of the community. In total, seven shelters are visited on a weekly basis as well as attending local schools to conduct mock trials.

This Project is also responsible for updating the SLS website and information pamphlets. Pamphlets are available on all outreaches, at the SLS offices, and online. They are used not only by the people assisted directly by SLS, but also by other organizations in the community.

**The Legal Education and Reform Project currently conducts a weekly outreach in the Students' Union Building to provide undergraduate students with free legal information.**

## **Pro Bono Students Canada ("PBSC")**

PBSC is a chapter under that organization's national office. Students in groups of three to five meet with non-profit organizations and build research projects containing general legal information in response to that organization's specific legal questions. The projects are in conjunction with the project's Coordinator and an advising lawyer within the Edmonton legal community.

In the past year, PBSC has also begun two new projects: a monthly Trans-ID Clinic and a monthly Wills Clinic. The Trans-ID Clinic is powered by volunteer students and lawyers who assist transgender individuals with changing their identification documents and gender markers. The Wills Clinic is also powered by volunteer students and local lawyers who assist seniors through the Sage Seniors Association with drafting wills and power of attorneys.

## **Cooperative Efforts with Other Community Stakeholders**

SLS strives to work with other service providers in the community to ensure efficient use of resources and reduce duplication of services. In 2019, the SLS Management Committee met and/or worked with the following different stakeholders in the Edmonton community:

- The Provincial Court Judges;
- The Court of Queen's Bench Justices;
- Edmonton Community Legal Center (ECLC);
- Centre for Public Legal Education Alberta (CPLEA);
- Law Society of Alberta (LSA);
- The Alberta Law Foundation (ALF);
- Pro Bono Law Alberta (PBLA);
- Pro Bono Students Canada National;
- Homeless Connect;
- Dawson Duckett Garcia & Johnson Barristers (DDGJ);
- Legal Aid Alberta
- Bryan & Company;
- Dentons LLP;
- Duncan Craig LLP;
- Reynolds Mirth Richards & Farmer (RMRF);
- Latitude Family Law LLP;
- The Canadian Bar Association (CBA);
- Sage Seniors Association.

## **Organization**

SLS provides free legal information and assistance to Edmonton's low-income community. During the academic year, 250 volunteer law students from the University of Alberta, Faculty of Law, provide this information and assistance. During the summer months of May to August, the organization employs 28 law students as full-time caseworkers.

Information is provided on a walk-in basis, by telephone, through the SLS website, and through lectures and seminars. Applicants must comply with SLS financial guidelines, which are reviewed regularly by the SLS Board of Directors. Legal issues must fall within a defined range of complexity that is project specific. All files must be approved by the Project Coordinator and the Advising Lawyer for that Project.

## **Board of Directors**

The SLS Board of Directors is comprised of members of Edmonton's legal community. Many members of the Board of Directors are former SLS Management Committee members who understand the specific concerns and issues that face SLS and the people we help. The Board of Directors creates policy, maintains financial accountability, and provides long-term vision to the organization.

There are various committees for members of the Board. These include the Financial Committee, the Management/Employee Relations Committee, and the By-Law/Policy Review Committee, The current Board members are: Neil Thomson, Catherin Rezansoff, Zack Elias, Robert LaValley, Ben Seigel, Ben Lotery, Melissa Smith, Allison Crumpton, Austin Corbett, Kaleb Moore, Megan Dawson, Cody Ackland, and Andrew Dirgo.

### **Management Committee**

The SLS Management Committee is responsible for the day-to-day operations of SLS. Coordinators are responsible for ensuring their projects are running smoothly and that the students they supervise are providing accurate information to the public. The Management Committee is elected by University of Alberta SLS student volunteers in the fall semester. Each elected office term begins in January and runs for one year. They are generally students that have showed a commitment to the organization throughout their law school education. The Management Committee works with the Board of Directors to maintain and improve upon the services SLS provides. The members of the Management Committee are volunteers during the school year and are paid a salary of \$3,000.00 per month for their full time work from May to August.

### **Summer Caseworkers/Dayleaders**

Summer caseworkers are hired in February each year, and assume their paid positions from May to August. The number of SLS caseworkers hired is contingent on funding. In 2019, SLS hired 21 fulltime caseworkers that worked under the supervision of 7 full-time project coordinators. In the fall, caseworkers assume the role of "Dayleaders" and each becomes responsible for overseeing approximately fifteen novice volunteers for the remainder of the academic year. The summer caseworkers are paid a salary of \$3,000.00 per month for their full time work from May to August.

### **Student Volunteers**

Each year, nearly half of the University of Alberta's Faculty of Law students donate countless hours across the various projects to assist those less fortunate than themselves. Many students volunteer on more than one project.

Our participation rate reflects the practical and invaluable benefits SLS provides students in their pursuit of learning the law. From managing files to drafting affidavits and dealing with people and their legal problems, the organization allows for students to build skills the practice of law demands, which a student rarely has the opportunity to do outside of the classroom. In addition to these practical benefits, SLS exposes students to the importance of pro bono work within the community and allows them to witness the difference these crucial services make in a person's life.

## **SLS Advising Lawyers**

Advising Lawyers are a necessary component to the success of SLS. They are responsible for reviewing the accuracy of information SLS volunteers distribute, and they are regularly available to answer student questions and lend their professional expertise to file assessment. Every file that SLS opens is approved by an Advising Lawyer.

The SLS Advising Lawyers are:

- Criminal Law Project: Dawson, Duckett, Garcia, & Johnson Barristers
- Family Law Project: Legal Aid Alberta
- Civil Law Project: Bryan & Company and Edmonton Community Legal Centre (provisionally)
- PBSC: each year the PBSC Coordinator assigns each project to a local lawyers who oversee that project to completion
  - Wills Project: Reynolds Mirth Richards & Farmer LLP, Dentons, Duncan Craig
  - Trans-ID Clinic: Latitude Family Law

## **Administrative Staff**

One full-time and one part-time staff members conduct the day-to-day administrative and financial services required by the organization: Jessica LeBlanc (Full-time Administrator), and Shaun Devine (Part-time Bookkeeper).

All of this is respectfully submitted on the 24<sup>th</sup> of October, 2019.



Sarah McFadyen  
Executive Coordinator 2019



The Alberta Public Interest Research Group

October 28, 2019

Dear Mr. Statt,

Re: Student Union Finance Committee and APIRG

Please find enclosed with this letter the following information relating to the conditions laid out in Bylaw 6200(4) for disbursement of the APIRG dedicated fee:

- APIRG Financial Statements for the fiscal year ending 30 April 2019
- APIRG 2019/2020 Budget (includes budgeted and actual figures from last fiscal year)
- Signed Board of Director meeting minutes that document the 2019/2020 Budget being approved.
- 2018/2019 APIRG Annual Report
- Annual General Meeting minutes that document the 2018/2019 Financial Statements and 2018/2019 Annual Report being approved
- Statement of Contracts with the Student Union

We have also completed the requirement of posting all previous meeting minutes on the APIRG website (<https://apirg.org/board-of-directors/board-meeting-minutes/>). New minutes are added as they are approved by the Board of Directors.

If you require anything further, please let us know as soon as you are able, preferably via email to [office@apirg.org](mailto:office@apirg.org).

Kind Regards,

Kyla Pascal  
Office Coordinator



**Alberta Public Interest Research Group**  
**Financial Statements**  
**April 30, 2019**

# Alberta Public Interest Research Group

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Statement of Operations	5
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Allan J. Grykuliak, CPA, CA\*  
Scott T. Mockford, CPA, CA\*  
Allen Lee, CPA, CMA\*  
Jason Bondarevich, CPA, CA\*  
\*Operates as a professional Corporation

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Edmonton, Alberta T5H 0Y1  
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## **INDEPENDENT AUDITOR'S REPORT**

### **To the Board of Alberta Public Interest Research Group:**

#### **Qualified Opinion**

We have audited the financial statements of Alberta Public Interest Research Group, which comprise the statement of financial position as at April 30, 2019, and the statements of change in net assets, operations, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of Alberta Public Interest Research Group as at April 30, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### **Basis for Qualified Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In common with many not-for-profit organizations, Alberta Public Interest Research Group derives revenue from donations and fundraiser's, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, excess of revenues over expenditures, current assets, and net assets.

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

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

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

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

## INDEPENDENT AUDITOR'S REPORT CONTINUED

### Auditor's Responsibilities for the Audit of the Financial Statements

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

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

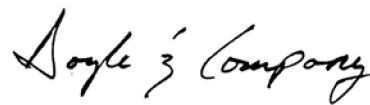
We also:

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

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

October 17, 2019

Edmonton, Alberta



Chartered Professional Accountants

# Alberta Public Interest Research Group

## Statement of Financial Position

As at April 30, 2019

	2019	2018
	\$	\$
<b>Assets</b>		
<b>Current Assets</b>		
Cash	164,080	180,772
Accounts receivable	19,932	-
Prepaid expenses	2,373	1,365
	<b>186,385</b>	<b>182,137</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts payable	18,072	10,887
Source deductions payable	2,035	-
	<b>20,107</b>	<b>10,887</b>
<b>Net Assets</b>		
<b>Unrestricted net assets</b>	<b>139,291</b>	<b>157,750</b>
<b>Internally restricted net assets</b>	<b>26,987</b>	<b>13,500</b>
	<b>166,278</b>	<b>171,250</b>
	<b>186,385</b>	<b>182,137</b>

Commitment - (Note 6)

**Approved by the Board of Directors:**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes form part of these financial statements.

# Alberta Public Interest Research Group

## Statement of Change in Net Assets

For the year ended April 30, 2019

	Internally Restricted	Unrestricted	2019	2018
	\$	\$	\$	\$
<b>Balance, beginning of year</b>	<b>13,500</b>	<b>157,750</b>	<b>171,250</b>	158,714
Excess of revenue (loss) over expenditures	-	(4,972)	(4,972)	12,536
Funds committed during the year	29,772	(29,772)	-	-
Funds paid out during the year	(14,089)	14,089	-	-
Funds returned	(2,196)	2,196	-	-
<b>Balance, end of year</b>	<b>26,987</b>	<b>139,291</b>	<b>166,278</b>	171,250

The accompanying notes form part of these financial statements.

# Alberta Public Interest Research Group

## Statement of Operations

For the year ended April 30, 2019

	2019 Budget (Note 8) \$	2019 Actual \$	2018 Actual \$
<b>Revenue</b>			
Student fees	185,585	199,932	185,215
Student fees (recovery)	-	(10,406)	-
Community and events revenue	100	8,370	-
Interest revenue	315	564	340
Office and retail revenue	500	489	402
Other revenue	-	345	718
	<b>186,500</b>	<b>199,294</b>	<b>186,675</b>
<b>Expenditures</b>			
Board expenses	6,100	5,154	3,293
Contract work	1,587	1,477	1,050
Direct grants	43,500	27,381	31,107
Elections	1,500	1,112	384
Insurance	2,245	2,272	2,245
Library	600	489	303
Office (Note 3)	7,654	5,901	4,543
Professional fees	6,300	6,332	6,227
Programming	13,000	19,754	6,834
Promotion and outreach	5,320	4,732	3,223
Rent	14,189	15,076	14,189
Telecommunications	3,946	3,759	4,079
Wages and employee benefits	112,911	110,827	96,662
	<b>218,852</b>	<b>204,266</b>	<b>174,139</b>
<b>Excess (Loss) of Revenue over Expenditures</b>	<b>(32,352)</b>	<b>(4,972)</b>	<b>12,536</b>

The accompanying notes form part of these financial statements.

# Alberta Public Interest Research Group

## Statement of Cash Flows

For the year ended April 30, 2019

	2019	2018
	\$	\$
<b>Operating Activities</b>		
Cash received from funding agencies and other income	179,362	203,237
Cash paid to suppliers and employees	(196,054)	(171,772)
	(16,692)	31,465
<b>Increase (Decrease) in Cash During the Year</b>	(16,692)	31,465
<b>CASH - Beginning of year</b>	180,772	149,307
<b>CASH - End of year</b>	164,080	180,772

The accompanying notes form part of these financial statements.



# Alberta Public Interest Research Group

## Notes to the Financial Statements

April 30, 2019

---

### Purpose of the Organization

Alberta Public Interest Research Group (APIRG) is a not-for-profit organization incorporated under the Alberta Societies Act. The Alberta Public Research Interest Group supports work on public interest issues through research, education, and action initiatives of the students of the University of Alberta as well as those of the greater University and the Alberta communities.

### 1. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations ("Part III") of the CPA Canada Handbook - Accounting. Significant accounting policies are described below:

#### (a) Fund Accounting

The board has approved an Inter-Disbursement Fund Policy to maintain a sustainable organization. This fund is used to pay the operating expenses of the organization from the start of the fiscal year (May 1) until the funding from the University of Alberta Students' Union is received in November/December.

The board also internally restricts funds for projects and events, and a working group fund.

- (i) The project and event fund provides one-time funding and support to help groups and individual students to organize events or undertake a project.
- (ii) The working group fund provides funding and resources to a wide variety of working groups that are focusing on local and global issues.

#### (b) Cash

Cash consists of cash deposited in a Canadian financial institution.

#### (c) Capital Assets

The Alberta Public Interest Research Group expenses equipment purchases in conformity with Canadian accounting standards for not-for-profit organizations with annual revenue less than \$500,000.

#### (d) Revenue Recognition

Alberta Public Interest Research Group recognizes revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### (e) Donated Services

The Alberta Public Interest Research Group benefits greatly from donated services in the form of volunteer work for various activities. The value of donated services is not recognized in these financial statements because of the difficulty of determining their fair value.

#### (f) Library

The Alberta Public Interest Research Group expenses materials for the library in the year purchased.

# Alberta Public Interest Research Group

## Notes to the Financial Statements

April 30, 2019

---

### 1. Significant Accounting Policies

#### (g) Financial Instrument

##### (i) Measurement of financial instruments

The Alberta Public Interest Research Group initially measures all of its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The Alberta Public Interest Research Group subsequently measures all of its financial assets and liabilities at amortized cost, except in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, and accounts receivables.

Financial liabilities measured at amortized cost include accounts payable and source deductions payable.

##### (ii) Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would be reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

### 2. Measurement Uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### 3. Office

Office expenditures include capital purchases during the year. These capital purchases have been expensed in the year they are acquired which is consistent with our policy on tangible capital assets. The purchases during the year were \$0 (2018 - \$662) for equipment and \$1,466 (2018 - \$0) for computer equipment.

### 4. Library

The Group operates an in-house library that has books, periodicals, cassette tapes, VHS tapes, DVD's, and CDs available for members. These items may be borrowed from the library for a certain period of time.

Library materials have been expensed in the year purchased over the years which is consistent with our policy. The purchases during the year were \$489 (2018 - \$303).

# Alberta Public Interest Research Group

## Notes to the Financial Statements

April 30, 2019

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### 5. Financial Instruments and Concentration of Risk

The financial instruments of Alberta Public Interest Research Group consist of cash, accounts receivable, accounts payable, and source deductions. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

#### Credit Risk

Alberta Public Interest Research Group is exposed to credit risk on the accounts receivable from its customers. The risk of collection of the receivable is minimal since these are funds outstanding from the main funder.

#### Liquidity Risk

Liquidity risk is the Alberta Public Interest Research Group will encounter difficulty in meeting its obligations associated with financial liabilities. The Alberta Public Interest Research Group manages its liquidity risk by monitoring its operating requirements and cash forecasts to ensure it has sufficient funds to fulfil its financial obligations.

#### Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Alberta Public Interest Research Group is only exposed to interest fluctuation on the balances they have on deposit with the bank.

### 6. Commitment

The Alberta Public Interest Research Group is committed to a lease for its office premises until August 31, 2020. The minimum monthly lease payments are \$1,232.

The minimum annual lease payment for the next year is as follows:

	\$
2020	14,784
2021	4,928

---

### 7. Economic Dependence

Alberta Public Interest Research Group receives a significant portion of its revenue from students dedicated fees. These fees are collected by the University of Alberta Students Union on behalf of APIRG and are forwarded three times a year after APIRG receives approval from the Finance Committee of Students Council.

### 8. Budget Figures

The budgeted figures have not been audited and are for presentation only.

### 9. Comparative Figures

Certain comparative figures have been reclassified to conform to the presentations adopted during the current year.







APIRG Board Meeting Agenda/Minutes – 5:00pm – 23 July 2019

Attendance: Jennifer, Lisa, Fia, Haley, Jamie, Merna, James (by proxy)

SU Rep:

Staff: Meara, Kyla

Guests: Joy

Actual Start Time: 5:11pm

Roles:

- i. Facilitator: Haley
- ii. Speaker's List:
- iii. Time Keeper:
- iv. Vibes Watcher:
- v. Food Getter: Meara

Items:

1. Land Acknowledgement
  - a. Reflective and personal acknowledgement.
2. Group Agreements
  - a. Take Space, Make Space
  - b. Assume Best Intentions
  - c. RESPECT
  - d. Listen as much as you talk
  - e. Hand Raising
  - f. ELMO (vibes watcher, timekeeper only)
  - g. Honoring commitments
  - h. One diva, one mic
  - i. Mindful of time
  - j. Land the Plane, WAIST (Why Am I Still Talking?)
3. Check-In (*time as needed*)
  - a. Done
4. Addition of agenda items (*time as needed*)
  - a. None
5. Special Presentations (*time allotted*)
  - a. APIRG Agenda Presentation - Joy
6. Quorum
  - a. Reached (James by proxy)
7. Minutes Task Follow Up: (*5 minutes*)
  - a. Done
8. Approval of Last Board Meeting Minutes (*5 minutes*)
  - a. 12 June 2019 Board Meeting Minutes

**PROPOSAL:** To approve the 12 June 2019 APIRG Board Meeting Minutes  
**DECISION:** Consensus (James by proxy)

**ACTION: To be signed and stored in Board binder.**

**9. Next Meeting (*time allotted*):**

- a. Next Meeting: Doodle Poll
- b. Location:
- c. Designation of Roles:

**Roles:**

- i. Facilitator: Meara
- ii. Speaker's List:
- iii. Time Keeper:
- iv. Vibes Watcher:
- v. Food Getter:

**10. Staff Updates (*20 minutes*)**

**a. Outreach Coordinator – Meara**

- i. Has been doing a lot of event planning around APIRG Summer School/Mixer and AWOL
- ii. Coordinating APIRG Agenda and supporting the new interns in developing the agenda.
- iii. Serious office renovations have been taking place and are almost done. Office Revamp
- iv. Has had a number of meetings with our website/tech support Joseph to help update the website and make it run faster.
- v. Tabled at the iSMSS Pride Brunch and Camp Fyrefly.
- vi. Supported Daliso in library cataloguing and sorting.
- vii. Continues playing on the APIRG soccer team. It is going very well!

**b. Working Group Coordinator – Shima**

- i. Had the first of the year programming meeting with Jamie Zarn to narrow the potential theme for programming in the 2019/2020 event.
- ii. Met with a rep from the Black Students' Association to discuss potential Working Group opportunities.
- iii. Has met with Mpoe to strategize potential research opportunities, network options, and supports and services around dissemination of research.
- iv. Working towards doing a programming event in October at the Arts Barn.

**c. Office Coordinator – Kyla**

- i. Had first bylaw review meeting with policy committee.
- ii. Has coordinated Audit dates with Doyle & Associates for August 7th and 8th.
- iii. Continued organizing of AWOL events -- Just(ice) for Laughs and Sundance Harvest weekend workshops.
- iv. Continued usual office coordinator duties such as cheque administration, room booking, office organizing/cleaning.

**d. Board Member Updates**

**i. James**

1. Is currently in Toronto. He attended the budget committee meeting and is currently looking into investment/GIC options for APIRG.

**ii. Haley -**

1. Attended budget committee meeting.

**iii. Merna**



1. Attended budget committee meeting, aesthetics meetings, and volunteer orientation meeting. Worked on CSL volunteer orientation manual. Has been helping Meara with the office revamp..
- iv. **Simone - On Leave**
- v. **Jennifer**
  1. Is supporting Meara with the upcoming volunteer orientation meeting, aesthetics meetings, and HR committee meeting,
- vi. **Lisa**
  1. Attended policy committee meeting
- vii. **Fia**
  1. Has not attended any committee meetings yet but has been chatting with Meara about potential library organizing and support. Will hopefully get involved with outreach work soon.
- viii. **Jamie**
  1. Attended training on bylaws hosted by ECVO, went to policy committee meeting, attended programming meeting.

**11. Tabled From Last Meeting**

*Items can be bumped up to be discussed here or in their respective space within the agenda.*

- a. None

**12. Requests for Funding/Support (time allotted)**

**a. Financial Literacy for Non Profits Workshop Series - Kyla**

- i. This program was developed specifically for the non profit sector and will strengthen the financial skills of non-profit professionals and board members.
- ii. Kyla would like to attend this workshop. However, as it is more APIRG specific Kyla was wondering if this could be covered by APIRG under a different expenditure such as staff maintenance or administrative rather than for her personal development.
- iii. Jamie would also like to attend this workshop.

**PROPOSAL:** *To approve the request of Kyla Pascal and Jamie Zarn to attend the Financial Literacy Workshop Series.*

**DECISION:** Consensus (James by proxy)

**ACTION:** Kyla to register staff and board.

**b. CJE - Meara**

- i. Climate Justice Edmonton, a Winter 2019 grant recipient, would like to change their event from open to the general public to closed for CJE members and volunteers to practice hard skills around media and social media.

**c. Pepper'd Microgrant Request - Meara**

- i. OUTSET is the opening event for the organization pepper'd that is working towards the facilitation of black arts in Edmonton. Their goals are to create the space necessary for black artists to create in an economically accessible way, to provide funding through grants to black artists in Edmonton and to create education and lecture series in hopes to build upon the understanding of blackness in Edmonton, and to allow the freedom for individual identity.
- ii. Their inaugural event is this weekend and they need funding to cover audio equipment.

- iii. This event definitely aligns with our mandate. They have worked hard at making sure the event is accessible as possible. While they do have quite a bit of funding from FAVA they are only asking for \$100 and we have it in our budget to accommodate.

**PROPOSAL:** *To approve the microgrant request of \$100 for pepper'd audio equipment.*

**DECISION:** Consensus (James by proxy)

**ACTION:** Meara to follow up.

**13. APIRG Events, Programming, Collaborations (time allotted)**

**a. Programming Theme - Shima**

- i. Recently the programming committee met to narrow down the programming theme for the upcoming year. The three options they are interested in pursuing are: Afro-Indigenous Futurisms, Community Care, and Allyship/Accomplices.
- ii. The Board feels that Afro-Indigenous Futurisms has already been pursued by the Board and staff in the past and it also very niche. Allyship/Accomplice theme is fairly general and can be a complicated and difficult to navigate (i.e. who is this theme really for?).
- iii. The Board would like to go with Community Care as that is a solid topic that affects everyone is an area that we recognize most people in our community are struggling to navigate. This theme is broad enough that it can centre marginalized folks, be appealing and accessible to folks new to these concepts, and also is a great way to support the health and wellness of our community

**PROPOSAL:** *To approve the 2019/2020 programming theme: Community Care.*

**DECISION:** Consensus (James by proxy)

**ACTION:** Shima to follow up.

**b. AWOL - Meara**

- i. AWOL Planning is going very well.
- ii. So far the events we have confirmed are the Landing partnership Ice Cream Social, Just(ice) for Laughs, and the Sundance Harvest Food Justice workshop series. We also have smaller workshops organized around three topics: Land, Labour, and Campus Organizing.
- iii. The staff have discussed doing a dance party social time. The Board is interested in this but since it would be an event that included drinks it might be best to also have a sober social event that people could attend.
- iv. The Board would like their to be a dance party as well as a Board Game Night for social activities during AWOL.

**c. AGM - Kyla**

- i. The AGM has come up during a number of committee meetings as there will be some big discussions to take place during the AGM it would be great to have quorum (50 members).
- ii. Some suggestions have been having a keynote speaker who has written a book and giving away free books to the first 50 attendees.
- iii. AGM committee will be meeting ASAP to organize.

**d. Summer School - Meara**

- i. Summer school is not going to happen this year. Due to a scheduling conflict the migrant justice organizations invited are no longer able to attend. Lesson learned: start planning summer programming in early spring.

**14. APIRG Projects (time allotted)**

- a. None

15. Policy (*time allotted*)

a. Bylaw Review - Policy Committee

- i. Luckily Jamie attended a superb workshop hosted by ECVO on writing bylaws. During the workshop they said that if you are planning on making significant changes to the bylaws you should just do a bylaw rewrite. Which is what we are going to do.
- ii. The policy committee should have the bylaws rewritten and ready to present at the AGM.

16. Office (*time allotted*)

- a. None

17. Outreach (*time allotted*)

a. Volunteer Orientation - Meara

- i. Meeting will be held on July 24 and will go over the ins and out of the organization and a small overview of anti-oppression.

b. Office - Meara

- i. Over the next week Meara will be finishing up the office revamp and will reorganize the desks to allow for a better flow of the office. Let her know if you are able to help her with this.

18. Finances (*time allotted*)

a. 2019/2020 Budget Proposal - Budget Committee

1. Currently APIRG is sitting with \$133, 156.91 with an expected revenue of APIRG Dedicated Fees for 2019/2020 at \$196,192.59.
2. Not much has changed from the April budget proposal from the outgoing board except a few increases to budget lines. The budget committee recommends increasing the spending in certain areas including board training, volunteer appreciation/training, board meetings, board retreats, working group funding, research grant funding, micro grant funding, library, button expenses, capital purchases, APIRG events/collaborations, publicity/advertising, rent/utilities, and staff maintenance.
3. There were a few budget line adjustments where we removed elections SU fee and elections CRO costs with the plan to adjust the Board recruitment style. In addition we added the new line of sports/community wellness.
4. With such adjustments we have projected a potential deficit of \$67,547.02.
5. In the coming months we will continue to look at ways to effectively spend and manage our money to the best of our abilities while also preparing and safe guarding in case of loss of funding in the future years.

**PROPOSAL:** *To approve the recommended 2019/2020 Budget.*

**DECISION:** Consensus (James by proxy)

**ACTION:** To send over email to give Board members not at tonight's meeting opportunity to approve or reject the proposal.

19. Board (*20 mins*)

- a. Board Development Requests - *This spot is for anyone that has requests, to remind the board that this available and to approve requests; it's not mandatory to discuss every time.*

- b. Leave of Absence - Merna & Lisa

- i. Merna Going to Lebanon - August 3 to 30

**PROPOSAL:** *To approve the leave of absence for Merna Rachid from August 3 to August 30th.*

**DECISION:** Consensus (James by proxy)

**ACTION:** Attendance chart to be updated.

ii. **Lisa Going to Everest - September 3 to October 3rd**

**PROPOSAL:** *To approve the leave of absence for Lisa Bui from September 3 to October 3rd.*

**DECISION:** Consensus (James by proxy)

**ACTION:** Attendance chart to be updated.

c. **APIRG Fall Board Retreat - Staff**

- i. Due to a lot of travel and beginning of the year activities it does not seem possible for their to be a full Fall Board Retreat. The staff were thinking of doing a Board 101 training in the evening sometime in August or September and then a Board social another night.
- ii. The Board would like to do Karaoke or bowling.

d. **Assessment of alternative representation submitted by absent board members.**

**PROPOSAL:** *To approve the alternative representation submitted by James Wincott.*

**DECISION:** Consensus

**ACTION:** Attendance chart to be updated.

- i.

20. **Upcoming Activities/Events (time allotted)**

- a. APIRG Mixer!! Come!
- b. Outset, the first pepper'd Black arts event is coming up this Friday.

21. **Consensus Points of Process/Recognitions - What worked/What didn't Work (time allotted)**

- a. None

22. **Staff / In Camera (time allotted)**

- a. None

23. **Check Out**

- a. Done

**Actual Finish Time:** 7:58pm

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**ADDITIONAL INFORMATION:**

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**ACTION ITEMS AND DECISIONS IN BRIEF FROM**

Agenda item	Proposal/item	Decision	Follow up required	Person(s) responsible for follow up
8a	<i>To approve the 12 June 2019 APIRG Board Meeting Minutes</i>	<b>Consensus (James by proxy)</b>	<b>To be signed and stored in Board binder.</b>	Kyla
12a	<i>To approve the request of Kyla Pascal and Jamie Zarn to attend</i>	<b>Consensus (James by proxy)</b>	<b>Staff to administer.</b>	Kyla

By signing the above, APIRG Board members are indicating that these APIRG meeting minutes have been approved by the APIRG Board.

	<i>the Financial Literacy Workshop Series.</i>			
12c	<i>To approve the microgrant request of \$100 for pepper'd audio equipment.</i>	<b>Consensus (James by proxy)</b>	<b>Meara to follow up.</b>	<b>Meara</b>
13a	<i>To approve the 2019/2020 programming theme: Community Care.</i>	<b>Consensus (James by proxy)</b>	<b>Programming committee to follow up.</b>	<b>Shima</b>
18a	<i>To approve the recommended 2019/2020 Budget.</i>	<b>Consensus (James by proxy)</b>	<b>Staff to administer.</b>	<b>Kyla</b>
19b i	<i>To approve the leave of absence for Merna Rachid from August 3 to August 30th.</i>	<b>Consensus (James by proxy)</b>		
19b ii	<i>To approve the leave of absence for Lisa Bui from September 3 to October 3rd.</i>	<b>Consensus (James by proxy)</b>		
19d	<i>To approve the alternative representation submitted by James Wincott.</i>	<b>Consensus</b>	<b>Attendance chart to be updated.</b>	<b>Kyla</b>

To be completed at conclusion of APIRG Board meeting at which minutes are approved.

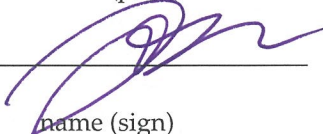
Board meeting date at which APIRG Board meeting minutes approved: \_\_\_\_\_

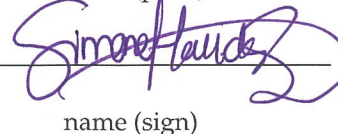
Board Member Signatures: Jennifer Ha

Simone Halliday Shaw

name (print)

name (print)

  
name (sign)

  
name (sign)

Sept 17 2019  
date

Sept 18 2019  
date



AP!RG

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ANNUAL REPORT  
2018/19

# About Us

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**APIRG (The Alberta Public Interest Research Group) is an incredible resource based at the University of Alberta.**

## **We Support**

We support student- and community-based research, education and social activism.

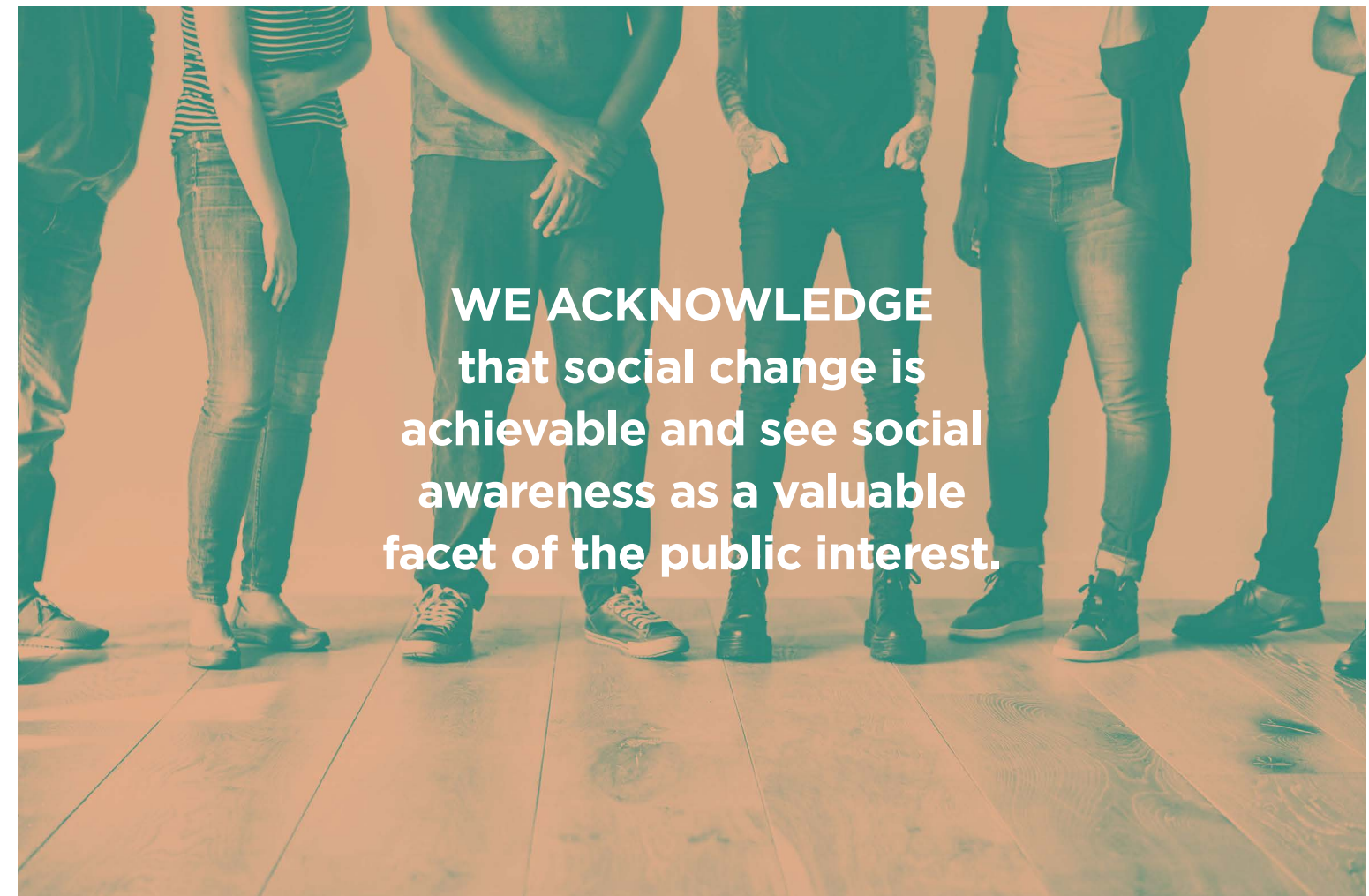
## **We Provide**

We provide the administrative, informational and technological resources to help student working groups to transform social concern into effective action.



# Our Mandate

**APIRG is a student-run, student-funded, non-profit organization dedicated to research, education, advocacy, and action in the public interest. APIRG exists to provide students with resources to be active citizens.**



**WE ACKNOWLEDGE that social change is achievable and see social awareness as a valuable facet of the public interest.**

## Statement of Values

APIRG considers an equitable environment to be a part of positive social change. We acknowledge that social change is achievable and see social awareness as a valuable facet of the public interest. We see anti-oppression as a process that acknowledges the existence of systemic oppression (including, but not limited to, racism, sexism, homophobia, transphobia, classism, and ableism).

Through practices and policies, we seek to actively identify, challenge and address oppression wherever it exists, in all its various forms, and to actively encourage opportunities for social awareness and change. Further, we recognize and respect that systems of oppression interact in different ways and affect each person differently.

## Staff

APIRG has three part-time staff positions. This year, we welcomed **Meara Kirwin** Outreach Coordinator position in February 2019. **Kyla Pascal** worked as APIRG's Office Coordinator and **Shima Robinson** as the Working Group and Programming Coordinator.

We also thank **Samantha Wesch** (Chief Returning Officer) for her hard work at APIRG in 2018/2019.

## 2017/2018 Board of Directors

Our Board of Directors consists of up to 9 elected undergraduate positions, and up to 2 continuity appointments. If elected positions are not filled, the Board may choose to appoint community members to fill the remaining seats.

**Haley Ehl**

**Jennifer Ha**

**Simone Halliday-Shaw**

**Meerna Rachid**

**James Wincott**

**John Hussein**

**Justine Sander**

**Quin Buck**

**Dustin McRorie**

**Mpoe Mogale**  
(Students' Union Representative)

**Thank you to the board and staff for their dedication and leadership this year!**

# Year in Review

## Workshops & Popular Education

The APIRG staff offer free workshops on anti-oppression, consensus-based decision-making, and other topics tailored to group needs.

In 2018/2019, we facilitated for groups such as the **UAlberta Students' Union**, **The Gateway**, the **7th Annual Alberta GSA Conference**, the **UAlberta Sustainability Summit**, **Next Up Edmonton**, **Queer 2 Peer**, and the **UAlberta chapter of Kappa Alpha Theta**.

## Events & Programming



**A WEEK OF LIBERATION**

### **AWOL**

*A Week of Liberation*  
Fall 2018

AWOL (A Week of Liberation) is our fall event series aimed at welcoming students and community to the new school year, and building community, knowledge and power in the public interest. AWOL 2018 featured four incredible events. We co-hosted **The Landing and Friends Welcoming BBQ**, a campus block party where folks braved the rain and danced in the street. The inaugural **Just(ice) for Laughs** comedy night brought a big crowd out for a night of revolutionary joy, with headliners Eman El Hussein and Tamara Appleton. **From the Jump: Origin Stories Remixed** featured three incredible local hip-hop acts - Dream Wakers, Sanderina, & Boiler Room Situation - dreaming up the Afro/Indigenous futurisms our communities need. Lastly, **The Good Fight** training conference brought antifacist and antiracist organizers, activists, scholars and community members together for a full weekend of learning, planning and networking for collective liberation. Huge thanks to the Good Fight organizing collective, and all who made AWOL 2018 such a community success!

### **AGM and Fall Mixer**

October 30th, 2018

Our 2018 Annual General Meeting (AGM) was held on October 30th at Dewey's campus bar and was followed by a community mixer. Thanks to all who attended!

## Events & Programming

...continued

### Winter Mixer

January 2019

APIRG staff, board, alumni and community members met up in January 2018 at the Good Earth Coffeehouse for a community building and networking event. APIRG mixers are a long-standing way of building community and continuity among our membership.



### Intersections of Queer Symposium

March 9th, 2019

This year's IQS was co-hosted by the Landing, the Community Social Work Team, and APIRG, and was, we think, our best one yet! IQS is a day of workshops and panels creating spaces for critical engagement with the complexities of LGBTQ2S+ experiences, bodies, identities and communities. Our workshops this year featured speakers on BIPOC queer experience, intergenerational LGBTQ2S+ mentorship, Edmonton's drag scene, and more. We also hosted Be Steadwell, a queer singer songwriter and filmmaker from Washington, D.C., for a songwriting workshop and concert.

## Event/Project/Research Funding

**The Event/Project/Research Funding line received 52 applications in 2018/2019 and funded 27 events, projects, and research initiatives up to \$2000 each.**

### Fall 2018

Griffin Poetry Reading Extravaganza

Centre for Autism Services  
Alberta Student Group:  
Annual Autism Symposium

Black and Brown Voices in  
Treaty Six Metis Territory  
Literary Arts Performance

Arts Based Resilience of  
Transmasculine Youth  
Research Project

Last Days on Krypton  
Comedy Show

Hip Hop In the Park:  
The Space Program -  
Earth as a Second Language

Arterial  
Documentary Project

Salve  
Poetry, Hip-hop and Jazz Recording Project

Remix the Ritual  
Hip-hop Based Theatre Workshops

Hate Free YEG Campaign

Representation of Blackness  
in the Arts  
Research-creation Project

Next Up: Sustainable Leadership  
in Urgent Times

Migrante: The Right to Exist

Organize BC: Canvassing for Change  
Edmonton Training

### Winter 2018

Muslim Students' Association:  
Salam Week 2019

Underrepresented Genders  
in Philosophy: Queer Philosophy Panel

La Connexional: Afro/Latinx  
Music Festival

Somali Students' Association:  
Blackout Gala

Queer 2 Peer  
Queer Youth Peer Support Program  
in Collaboration with AHS

4th Annual Edmonton  
Natural Hair Show

YEGTheComeUp: Melanin Narratives IV

Beyond Medications  
Pharmacist Peer Education Project

Climate Justice Edmonton  
Activist Training Series

Imagination Miscellany #11:  
"What You Said About Us"

Centre for Autism Services  
Alberta Students' Association:  
Discovering Autism Conference

The Sort Line Documentary

Exploring Identity Through  
Graphic Novels  
Queer Muslim Graphic Novel Project

## Event/Project/Research Grant Recipient Highlights

### The Representation of Blackness in Edmonton's Arts

**This research creation project was an incredible demonstration of the power of community- and arts-based collective research.**

In the words of lead researcher, University of Alberta undergraduate student, dancer, and multidisciplinary artist and activist Mpoë Mogale, **“the project was an examination of how Black Edmontonian artists find Blackness represented in their artforms as well as in the broader Edmonton art community. The project included a multi-media performance through which the artists involved in the project showcased their responses to the research question of ‘How is Blackness represented in Edmonton’s art community?’**

The artistic responses were used as both data and dissemination of the research project. Through the latter **we were able to relay the findings of the research and engage community members in this dialogue around erasure, misrepresentation, etc.”**

The performance night, April 20th, was community-oriented and pay-what-you-can, following the research team’s commitment to accessibility in the arts. **Performances featured artists Merlin Uwalaka, Lebogang Disele, Raneece Buddan, Brandon Wint and Mpoë Mogale.** Audience conversation followed, providing, “vital proof of the success of [Mogale’s] methodology in channeling the creative expression of the team members and providing an important link to wider audiences, including other arts practitioners, in Edmonton.” (Fiona Nicoll, Co-supervisor). We can’t wait to see what further art and activism is inspired by Mogale’s bold and successful project!



Daliso Mwanza And Kate-Kosinski  
Mpoë Mogale



## Last Days on Krypton

Last Days on Krypton was a one-person comedy show **created and performed by Mav Adecer, directed and managed by Linh Lu**, presented as part of the 2019 Edmonton Fringe Theatre Festival. The show explored the climate crisis, and the collective and very personal anxiety it produces, through children's cartoons and other pop culture figures. The show was a community effort to create, with Mav testing out the show at friends' houses, community centers and open mic nights for months before the Fringe. The work paid off. The production was a resounding success, bringing a no-name comedian from the "lonely task of crafting jokes within a swirling vortex of racism" to a near full house and a hold-over at the Grindstone. Joy and laughter are critical to surviving climate anxiety and the crisis itself, and Last Days on Krypton delivered.



## Blackout

Blackout, a Black History Month Gala, was a collaboration between the **Somali Students' Association (SSA), Nigerian Students Association (NSA), Black Students Association (BSA) and Eritrean and Ethiopian Students Association (EESA)**, with sponsorship from APIRG and the Africa Centre. The event, held on February 22, 2019, featured food, performances from local Black artists, a dance tutorial from La Connexional, a fashion show, and speeches from local Black political candidates running in the upcoming municipal and federal elections. **The gala was an incredible event, offering Black artists and politicians new audiences and support, empowering attendees to engage in politics, art, fashion and community organizing, and allowing the SSA and its partners to build community among Black youth across and beyond University of Alberta campus.**

## Microgrant Funding

Through our microgrant funding stream, we provide up to \$100 on a rolling basis to small-scale events and projects undertaken exclusively by undergraduate students at the University of Alberta.

### **MICROGRANT FUNDING RECIPIENTS:**

**AWAKEN Workshop Series at Black Arts Matter festival**

## Working Groups

**Working Groups are collectives of students and community members who work together on an issue.**

Working Groups may focus on research, events, action, publications, and other diverse activities.

### **IN 2018/19, APIRG SUPPORTED THE FOLLOWING WORKING GROUPS:**

#### **Black Lives Matter YEG**

##### **Working Group Since: Winter 2017**

Black Lives Matter – Edmonton & Area is a coalition of Black Edmontonians & allies working for the validity of Black life. We are working to (re)build the Black liberation movement. We are a chapter that is part of the Black Lives Matter movement started in the USA. Our chapter is inclusive and we work hard to make sure everyone has a voice.

Our executives were elected by members/ the community, and all their decisions will be informed by community wishes. They handle the specific focus areas listed below, and the focus areas were also decided by group consensus at a town hall meeting.

#### **Canadian Students for Sensible Drug Policy – Edmonton**

##### **Working Group Since: Fall 2018**

Canadian Students for Sensible Drug Policy is a grassroots network comprised of youth and students who are concerned about the negative impact our drug policies have on individuals and communities. We consider problematic drug use in society primarily a health issue rather than a criminal justice issue, and we advocate for appropriate responses to reduce and prevent harm from drug use. We mobilize our members to participate in the political process at all levels, pushing for sensible policies to achieve a safer and more just future, while combating counterproductive drug policies, particularly those that directly harm young people. CSSDP works alongside other organizations and campaigns to support harm reduction, evidence-based legislation, and drug policy reform on local, national and international levels. (Description taken from the CSSDP website.)

#### **Future Librarians for Intellectual Freedom (FLIF)**

##### **Working Group Since: Winter 2011**

We are a group of Library and Information Studies students who are interested in promoting intellectual freedom and social responsibility. We believe that issues concerning censorship, freedom of expression, and social justice go hand-in-hand, and hope that through information updates and direct action, we will be able to emphasize the importance of intellectual freedom and social responsibility in the personal and professional lives of our readers and our communities.

#### **Edmonton Organic Growers Guild (EOGG)**

##### **Working Group Since: Winter 2010**

The Edmonton Organic Grower's Guild (EOGG) loves to grow stuff together. We grow organic produce and encourage learning and eating. We charge no fees and welcome folks from all walks of life.

#### **Eritrean and Ethiopian Students' Association**

##### **Working Group Since: Fall 2018**

The Eritrean and Ethiopian Students' Association is established for the expressed goal of carrying out activities that create and strengthen the unity of Eritrean and Ethiopian students on campus and equally increase awareness about Eritrea and Ethiopia in the larger Edmonton community.

We aim to further progress the community by events promoting education and unifying one another thus, leading to a friendly environment as well as increasing success within our community.

#### **Land Based Research Group**

##### **Working Group Since: Winter 2019**

The Land Based Research Group is focused on amplifying Indigenous ways of knowing and being by creating art that represents experiences of Indigenous people in Edmonton on the topic of connecting with the land. They are currently working on an art exhibition for Edmonton communities.

#### **Migrante Alberta Youth**

##### **Working Group since: Winter 2015**

Through RWAC, we receive complaints, issues of migrants and immigrant Filipinos in Alberta. We provide various assistances from filling up forms, filing complaints and helping migrants in distress

### **EDUCATION and RESEARCH**

We have an education module called "Paaralang Migrante" or migrant school.

It includes Know Your Rights training, History of Filipino Migration, Step-by-Step Organizing, Leadership and Collective Building. Our members also have access to UFCW's web based skill courses.

### **CAMPAIGN and ADVOCACY**

We bring public attention to the plight of migrants and precarious workers through different avenues with the aim of getting broad public support and pro-migrant public awareness that has a vision for change.

### **NETWORK and LOBBYING**

We continue to build relationships and broad network of advocates to promote strong support for all migrant workers. Our allies include labour unions, grassroots migrant organizations, women organizations and workers organizations. We also conduct dialogue and seek audience with concerned government agencies (both in Canada and in the Philippines) to discuss migrant policies and legislations.

### **INTERNATIONAL SOLIDARITY**

Through our umbrella organization, we uphold harmonious cooperation among migrant association around the world. Migrante is an active member of the International Migrants Alliance (IMA) as well as the International League of People's Struggles (ILPS).

#### **Palestine Solidarity Network (PSN)**

##### **Working Group Since: Fall 2009**

The Palestine Solidarity Network is a non-profit, grassroots collective aimed at advocating for and upholding the human rights of Palestinians in the face of ongoing oppression, occupation, racism, and discrimination, both in occupied Palestine and in the diaspora. We maintain groups at both the community level, the Palestine Solidarity Network – Edmonton, and on the University of Alberta campus, the Palestine Solidarity Network – U of A.

**Prairie Youth Radical  
Organizing School**  
**Working Group Since: Winter 2019**

The Prairie Youth Radical Organizing School (PYROS) is a coalition of social justice, labour, and faith-based organizations that provides young people on the prairies with the tools to challenge injustice in their schools and communities through collective action. The Queer Scout program hosts an annual summer camp for LGBTQ2S+ youth between the ages of 14-24 in late July, and launched its cohort leadership program in the Fall of 2018.

**Self-Advocacy Federation**  
**Working Group Since: Winter 2019**

The Self-Advocacy Federation is an organization comprised of people with disabilities and their allies who get together to discuss the issues facing people with disabilities. We are the leaders of today and tomorrow. We are proud to be who we are. We are an organization that helps people understand their rights and show them how to stand up for themselves.

We speak up for others and support each other, and solve problems. We also get together to talk and learn from each other, as well as from PDD or guest speakers. We help out in our communities by volunteering and working at jobs. We partner with other groups in the community as well. We choose our own allies. We take any chance we can to educate people about people with Disabilities.

We are using APIRG Working Group funding to support our short film-making projects.

**Shades of Colour**  
**Working Group Since: Fall 2018**

Shades of Colour is a group co-run and facilitated by Rohan, Nicole and Victoria. We host meet-ups (roughly) every two weeks at various locations and cafes around the city for QTBIPOCs (Queer and Trans, Indigenous, Black, and People of Colour) and we ask that this remains a closed space for this community.

We are QTIBPOCs making spaces for other QTIBPOCs who need this safe spaces to breathe. We hope that this will help to fill the gaps within community that affirm our experiences and identity and move towards strengthening healthy multi-generational relationships that are needed.

We strive to provide ongoing support for individuals who are struggling with their experiences and identities, and facilitate open and honest discussions.

**Somali Students' Association**  
**Working Group Since: Fall 2016**

The SSA hopes to create a productive atmosphere in which Somali students at the University can come together and work towards social advancement within the broader Somali community. We aim to further the progress of Edmonton's Somali community through events that promote both education and unity. We hope that through this work, the Somali community will have a firmer, more solid foundation within Edmonton's broader community that will inevitably lead to progress.





# Financial Statement

	2019 BUDGET	2019 ACTUAL	2018 ACTUAL
<b>REVENUE</b>			
Student Fees	185,585	199,932	185,215
Student Fees (Recovery)	-	(10,406)	-
Community and Events Revenue	100	8,370	-
Interest Revenue	315	564	340
Office and Retail Revenue	500	489	402
Other Revenue	-	345	718
<b>TOTAL REVENUE</b>	<b>186,500</b>	<b>199,294</b>	<b>186,75</b>
<b>EXPENDITURES</b>			
Board Expenses	6,100	5,154	3,293
Contract Work	1,587	1,477	1,050
Direct Grants	43,500	27,381	31,107
Elections	1,500	1,112	384
Insurance	2,245	2,272	2,245
Library	600	489	303
Office	7,654	5,901	4,543
Professional Fees	6,300	6,332	6,227
Programming	13,000	19,754	6,834
Promotion and Outreach	5,320	4,732	3,223
Rent	14,189	15,076	14,189
Telecommunications	3,946	3,759	4,079
Wages and Employee Benefits	112,911	110,827	96,662
<b>TOTAL EXPENDITURES</b>	<b>218,852</b>	<b>204,266</b>	<b>174,139</b>
<b>EXCESS (LOSS) OF REVENUE OVER EXPENDITURES</b>	<b>(32,252)</b>	<b>(4,972)</b>	<b>12,536</b>

	2019 \$	2018 \$
<b>CURRENT ASSETS</b>		
Cash	164,080	180,772
Accounts Receivable	19,932	-
Prepaid Expenses	2,373	1,365
<b>TOTAL ASSETS</b>	<b>186,385</b>	<b>182,137</b>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	18,072	10,887
Source Deductions Payable	2,035	-
<b>TOTAL EXPENDITURES</b>	<b>204,266</b>	<b>174,139</b>
<b>NET ASSETS</b>		
Unrestricted Net Assets	139,201	157,750
Internally Restricted Net Assets	26,987	13,500
<b>TOTAL NET ASSETS</b>	<b>166,278</b>	<b>182,137</b>

*As required by our agreement with the Students' Union to have our financial statements audited annually, APIRG had the financial statements audited by Doyle & Company chartered accounting firm. The 2018/2019 audit verified that our financial statements are in accordance with Canadian generally accepted accounting practices.*

If you have any questions about APIRG's finances that go beyond the scope of this report, you are welcome to make an appointment with APIRG's Financial Portfolio and Office Coordinator.



**AP!RG**

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**ANNUAL REPORT  
2018/19**

**APIRG ANNUAL GENERAL MEETING AGENDA**  
**23 OCTOBER 2019**  
**7:00 – 8:30 PM**  
**ATB Financial Arts Barn , Edmonton, AB**

**Meeting Start time: 7:15pm**

**1. Introduction to APIRG. Presented by Shima Robinson.**

A short presentation on APIRG.

**2. Approval of Consensus Decision-making, Meeting Chair and Agenda**

PROPOSAL: To use Consensus as decision-making method for 2019 APIRG AGM

DECISION: Consensus

PROPOSAL: To appoint Merna Rachid for 2019 APIRG AGM chair.

DECISION: Consensus

PROPOSAL: To approve the agenda for the 2019 APIRG AGM as presented.

DECISION: Consensus

**3. Check for Quorum**

If there isn't quorum (50 members in person, or total with proxies), as per bylaws, the membership can vote for the meeting to be considered quorate for the purposes of approval of 2018/2019 Audited Financial Statements, 2018/2019 Annual Report and 2019 Bylaw Rewrite.

**Quorum not reached by 7:30pm**

PROPOSAL: To consider the meeting quorate for the purposes of approval of the 2018/2019 Audited Financial Statements, 2018/2019 Annual Report and 2019 Bylaw Rewrite.

DECISION: Consensus

**4. Presentation and Approval of Minutes from the 2018 APIRG Annual General Meeting. Presented by Chair.**

PROPOSAL: To approve the 2018 APIRG AGM Minutes.

DECISION: Consensus

**5. Presentation and Approval of Audited Financial Statements for the 2018/2019 fiscal year prepared by Doyle and Company and 2019/2020 APIRG budget. Presented by James Wincott (2019/2020 Financial Portfolio).**

PROPOSAL: To approve 2018/2019 Audited Financial Statements as prepared by Doyle and Company.

DECISION: Consensus

PROPOSAL: To approve 2019/2020 APIRG budget.

DECISION: Consensus

**6. Selection of Doyle and Company as Auditor for the 2019/2020 APIRG audit. Presented by James Wincott (2019/2020 Financial Portfolio).**

PROPOSAL: To approve Doyle and Company as the auditors for the Alberta Public Interest Research Group for 2019/2020 fiscal year.

DECISION: Consensus

**7. Approval of Annual Report for the 2018/2019 year. Presented by Outreach Coordinator.**

**APIRG ANNUAL GENERAL MEETING AGENDA  
23 OCTOBER 2019  
7:00 – 8:30 PM  
ATB Financial Arts Barn , Edmonton, AB**

PROPOSAL: To approve the 2018/2019 APIRG Annual Report  
DECISION: Consensus

**8. Approval of 2019 Bylaw Rewrite. Presented by Jamie Zarn.**

PROPOSAL: To approve the 2019 Bylaw Rewrite.  
DECISION: Consensus

**9. Announcements**

**Meeting End Time: 7:47pm**



The Alberta Public Interest Research Group

October 28th, 2019

### **Statement of Contracts with the Student Union**

#### 1) The Elections Contract

APIRG (Alberta Public Interest Research Group) initiated an Elections contract with the Students Union for the 2014/2015, 2015/2016, 2016/2017, and 2017/2018 elections.

Signed 19 March 2014, APIRG has agreed to a set series of conditions and fee for our joint election procedures until 30 April 2016.

In February 2017 APIRG signed a contract with Whitematter Development to conduct the APIRG election.

APIRG has no other official contracts with the Student Union.

\*As passed at the 2019 AGM on October 23rd, 2019 under the 2019 Bylaw Rewrite APIRG will no longer hold Board of Directors Elections for Board recruitment with the Students Union but rather will use an application/nomination model where the Board of Directors will fill vacancies through outreach and posting of applications and then the Board of Directors will nominate new Board members directly.