Annual General Meeting Agenda

Thursday, October 18, 2018
9:00 a.m. to 1:30. p.m.

Registration & Networking Breakfast will be open from 8:00 - 9:00 a.m.

9:00 am 1. Welcome & Board/Staff Introductions

9:10 am 2. Approval of Meeting Agenda

3. Review & Approval of Minutes

- *AGM Wednesday, September 28th, 2017*

9:15 am 4. Chair & Executive Director's Report

9:25 am 5. Election to the Board of Directors

- *Appointment of the Returning Officer*
- *Declaration of Vacancies – 1 at-large Director + 1 Youth Director*
- *Nominated candidates introductions*
- *Election*
- *Notice of designated directors*
- *Good-bye to Retiring Directors*

9:45 am 6. Review and Approval of Audited Financial Statements as of April 1, 2017 – March 31, 2018

- *Treasurer's Report*
- *BDO Canada Auditor's Report*
- *Appointment of Auditor's – BDO Canada?*

10:05 am 7. By-law Change

- 5.01 (f) Board of Directors - General

10:15 am 8. New Business

10:20 am 9. Announcement of Election Results

10:30 am 10. Closing remarks and Adjournment

Our interactive session on Co-operative Branding and How to Measure *Your* Co-op Impact will follow a 15 min. stretch break.

Annual General Members Meeting

Thursday, September 28, 2017
The Courtyard Marriott
475 Yonge Street, Toronto, ON M4Y 1X7

Attendance: Michael Barrett, Gay Lea Foods Co-operative; Roger Boersen, Gay Lea Foods Co-operative; Wendy Carruthers, The Co-operators; Cathy Chamberlain, CL Chamberlain Communications; Celia Chandler, Iler Campbell LLP; Russ Christianson, Ontario Co-operative Association; Michelle Christmann, Quinte First Credit Union; Harvey Cooper, CHF Canada – Ontario Region; David Cork, TREC; Kim De Lallo, Ontario Co-operative Association; David Dern, Co-operative Development Foundation; Jon Dessau, Kingston Community Credit Union; Steve Dolson, Gay Lea Foods Co-operative; Taylor Doodchenko, PACE Credit Union; Annette Fogarty, John Bruce Village Housing Co-operative; Claude Gauthier, GROWMARK, Inc.; Julien Geremie, Conseil de la Coopération de l'Ontario; Maureen Gillespie, The Co-operators; Michael Hackl, Iler Campbell LLP; Curt Hammond, Pearl Street Communications; Erin Hancock, Co-op Management Education, Sobey School of Business, Saint Mary's University; Peter Hough, Sustainability Solutions Group; Tom Irvine, FirstOntario Credit Union, Chris Johnson, Gay Lea Foods Co-operative; Maggie Keith, The Agency for Co-operative Housing; Catriona McCallum, The Agency for Co-operative Housing; Sally Miller, Canadian Worker Co-op Federation; Hugh Nelson, Y's Owl Maclure Co-operative Centre; Judith Nelson Childs, Ontario Co-operative Association; Clément Panzavolta, Conseil de la Coopération de l'Ontario; Reba Plummer, Canadian Worker Co-operative Federation; Paul Roberts, Ontario Co-operative Association; Gonzalo Rodrigues, Co-operative Development Foundation; Meg Ronson, University of Waterloo; Laurie Ryan Hill, Ontario Co-operative Association; Joel Santos, The Co-operators, Kumail Sayeed, The Co-operators; Clayton Shold, Ontario Credit Union Foundation; Heather Simpson, Alterna Savings and Credit Union; Alisdair Smith, Dare Communications; Kerr Smith, Gay Lea Foods Co-operative; Amanda Solmes, Ontario Co-operative Association; Jen Springett, Local Food and Farm Co-op; Scott Stager Piatkowski, CHF Canada; Maureen Strickland, Ontario Co-operative Association; Emily Strybosch, Libro Credit Union; Simone Swail, CHF Canada - Ontario Region; David Thuss, London Brewing Co-operative; Laura Toombs, Ag Energy Co-operative; Elisabeth van der Pol, Windsor Family Credit Union, Deb Vice, Ontario Organic Farmers Co-operative

Board of Directors: Janice Johnson, GROWMARK, Inc. (Chair); Michelle Vieira, Ag Energy Co-operative, Joel Lalonde, Your Credit Union Limited; Crystal McNerney, CHF Canada, Ontario Region; Kelly Storie, Canadian Worker Co-operative Federation/La Siembra Co-operative; Kelly Tryon, The CUMIS Group

Regrets: Mark Hamel, Gay Lea Foods Co-operative, Brent Davies, Ag Energy Co-operative

Staff: Erin Morgan, Peter Cameron, Audrey Aczel, Jennifer Ross, Lisa Furfaro, Christie Contini, Lee Davis (Minutes)

Call to Order
Board Chair Janice Johnson called the meeting to order at 8:30 a.m.

1. Welcome

Janice welcomed everyone and introduced the Board of Directors, Staff and our Joint Government Relations Committee with CCO.

Janice confirmed quorum and reviewed the voting procedures for the members.

2. Approval of Agenda

Moved by Reba Plummer, Canadian Worker Co-operative Federation, and **Seconded** by Hugh Nelson, Y's Owl Maclure Co-operative Centre, to approve the agenda of the September 28, 2017 AGM. **Carried**.

3. Approval of Minutes of September 14, 2016 AGM

No changes noted.

Moved by Wendy Carruthers, The Co-operators, and **Seconded** by Reba Plummer, Canadian Worker Co-operative Federation to approve the minutes of the September 14, 2016 AGM. One abstain noted. **Carried**.

4. Chair & Executive Director's Report – Janice Johnson and Peter Cameron

Janice Johnson thanked the Board, staff and members. Janice gave a verbal report and explained that this year has been a year of inspiration, transition, and challenges. In developing this year's strategic plan, the board needed to set a clear direction with a common sense approach. The board resolved that even though our membership-base is very diverse, we are united in our core principles and values; and as a sector, we have a strong desire to be heard. Thus the following three new strategic pillars became the focus and motivation for future planning. 1. the voice of co-operatives in Ontario; 2. the advocate of the co-operative principals; 3. the facilitator of co-operative solutions. Acting as the voice for co-operatives, heavy emphasis was put into government relations this year. As a result of these efforts, we have a stronger All-party Co-op Caucus in place at Queens Park. Our membership voting change will enhance participation and bring more diversity to our board. And we will continue to work closely with CCO, our Francophone counterpart, to partner on initiatives that help create a more unified co-operative system in the province. Our theme 'People, Planet, Prosperity' encompasses all facets of what we strive to protect, nurture and strengthen.

Peter Cameron gave a verbal report. He noted that it has been a challenging year. He has enjoyed the year and is glad that Erin has remained involved. The organization has seen a lot of changes: broadening the membership, moving office location to downtown, as well as staff changes. Peter explained that the Trillium grant funding provided continued support for our co-op networks. We have assisted 26 new co-ops, all with the help of our Regional Managers. Peter acknowledged all of the Regional Managers.

5. Election to the Board of Directors

Janice acknowledged the retiring directors.

Lisa Guglietti served as the designated seat for The Co-operators for over 6 years, 4 of those as Treasurer and provided great strength and expertise in this area. She retired from the board in January 2017.

Kelly McGiffin, representing Central 1, served on the board for 8 months. He retired from his position as the designated seat for Central 1 in May 2017 when his term on the Central 1 board ended. We appreciated Kelly's insight especially in our strategic planning sessions.

Kim De Lallo, representing the Ontario Natural Food Co-op was on the board for 1.5 years until ONFC's dissolution in June 2017. During her time with us she held position of Vice Chair and even though not on the board continues to support the association where she can. Her position was a director-at-large.

Kelly Tryon, representing The CUMIS Group/Co-operators has been on the board for 7.5 years, 2 of those as Chair. Her position is now the designated seat for The Co-operators/CUMIS. Kelly provided excellence in execution with many new opportunities and challenges. Her guidance was instrumental and invaluable, and greatly appreciated.

Kelly Storie, representing the Canadian Worker Co-op Federation, served on the board for 2 years. Kelly has been our Treasurer since September 2016 and we appreciate her time, and dedication in this position. Her position is a director-at-Large seat with 1 year of a 3 year term remaining. Kelly offered so much insight not only in the finance area as our treasurer but as a strategic and common sense approach to the business.

Brent Davies has completed two, one-year terms as the Youth Director, and will not be standing for re-election this year. Brent was a great contributor to the board with a keen focus on GR and finance.

Janice thanked all of the retiring directors for all of their hard work, dedication and support and their significant contributions to our Board and the organization.

Janice presented a donation cheque to **David Dern, Fundraising Manager of the Co-operative Development Foundation,** on behalf of the retiring directors and all of the Provincial Conference speakers.

Janice explained the board vacancies. There are two vacancies for an at–large Director. One for a three-year term, and one for a one-year term. There is also one vacancy for the Youth Director position. This position is a one-year term reserved for an individual, 25 or under, who represents a youth perspective, not that of their individual co-operative.

Janice acknowledged the nominating committee members. The nominating committee has reviewed and accepted the nominations of Sally Miller, representing the Canadian Worker Co-op Federation, and Hugh Nelson, representing Y's Owl Maclure Co-operative Centre, both nominated for Director-at-Large positions, as well as Laura Toombs, nominated for the Youth Director position. Janice explained the nomination procedure.

Hearing no further nominations, Janice re-read the slate of candidates and asked them to confirm their willingness to stand.

Moved by Reba Plummer, CWCF, and **Seconded** by Wendy Carruthers, The Co-operators, to acclaim the nominations of Sally Miller for a 3-year term, Hugh Nelson for a 1-year term, and Laura Toombs for a 1-year term, to the Board of Directors of the Ontario Co-operative Association. **Carried.**

The three new directors were invited to share a few words with the members.

Janice noted that in January 2017, the Board appointed Michelle Vieira from Ag Energy to a mid-year vacancy. As per the by-laws, Michelle was appointed to fill the vacancy left by Lisa Guglietti. Janice thanked Michelle for returning to the board.

On Co-op also has a number of designated seats on its board. The board of directors has approved the following appointments: Joel Lalonde has been appointed to the On Co-op Board of Directors, fulfilling the designated seat for Central 1 and Maureen Gillespie has been appointed to fulfil the designated seat of The Co-operators.

Janice thanked all of the directors and welcomed them to the board.

6. Approval of the Audited Financial Statement for year ending March 31st, 2017 – Kelly Storie

Kelly Storie reported on the Audited Financial Statements, a copy of which was provided in the AGM packages. Revenue increased 13%. $160,000 Trillium grant received for co-op development. Kelly noted the significant investments in government relations and advocacy this year. Investments made through Brown and Cohen, Ontario Co-operative Association, and Government Relations Committee will be positive. Expenses note the office move this year. $27,550 net loss was recorded. Kelly explained that while we are in a deficit, challenges are not unique to us. We are doing a lot with few resources. Investments made in 2017 have not yet been fully reached. It is a conservative budget.

Kelly introduced David Clayton, from BDO Canada, who joined the AGM via web conference, to provide the Auditor's Report. David Clayton noted that the Financial Statements were reviewed and approved by the Board of Directors July 17, 2017. The financial statements are a fair presentation of the accounting standards of not-for-profit organization. No issues were brought forward to the membership. Mr. Clayton thanked the members. There were no questions from the membership following the report.

Motion by Harvey Cooper, CHFC Ontario Region, **Seconded** by, Joel Lalonde, Central 1, to accept the March 31st, 2017 Audited Financial Statements as presented. **Carried**.

Kelly thanked BDO for their work and support. **Motion** by Reba Plummer, CWCF, **Seconded** by Hugh Nelson, Y's Owl Maclure Co-operative Centre to approve BDO Canada LP as Auditors for the year 2017-2018. **Carried**.

7. Approval of By-law Change and Resolution

Janice outlined the By-law change, a copy of which was provided in the AGM packages. The ORIGINAL BY-LAW - 4.01 states that "A Member wishing to vote at a meeting of the Members must appoint under its corporate seal as its proxy, one of its **Directors or officers** to attend and vote on their behalf." The proposed change amends the term "**Directors or officers"** to read **"a representative"** to better reflect who our Members may appoint as their delegate at meetings.

Motion by Claude Gauthier, GROWMARK, Inc., **Seconded** by Wendy Carruthers, The Co-operators, to approve the changes to Bylaw 4.01. as suggested. **Carried.**

Janice then explained that the board of directors is proposing a resolution that asks the members of the Ontario Co-operative Association to join the International Co-operative Alliance in acknowledging the **power of co-operatives** to achieve the United Nations' 2030 Sustainable Development Goals; AND THAT the Ontario Co-operative Association invite its members to join the **Co-operatives for 2030 Campaign**, an initiative organized by the International Co-operative Alliance.

Motion by Julien Geremie, CCO, **Seconded** by Hugh Nelson, Y's Owl Maclure Co-operative Centre to approve the Proposed Resolution. **Carried**.

8. New Business

None declared.

9. Closing Remarks and adjournment

Motion by Roger Boerson, Gay Lea Foods Co-operative, **Seconded** by Reba Plummer, CWCF to adjourn the meeting at 9:21 a.m. **Carried**.

_____ _____

Chair Date

_____ _____

Secretary Date

2018-2019 Board Nominees

Hugh Nelson – Y's Owl Maclure Co-operative
Running for at-large Director – 3 year term

Hugh Nelson has for the last 13 years been the Executive Director of a thriving Co-operative whose members are individuals with intellectual disabilities including autism. Hugh's professional goal is life-long development for people regardless of age or disability. He believes that a full, active life including employment, proper supports, friends and mentorship develops lasting capabilities and better lives.

Hugh has been working with and on behalf of communities of disabled and able populations for 46 years. Groups both large and small seek his advice and involvement. Hugh is a member of the United Way Senior Advisory Council and the Steering Committee of Age Friendly Ottawa. He is an active member of the Ontario Partnership on Aging and Development Disabilities, the Ottawa Co-op Network, and the Cooperative Development Committee for ON Co-op as well as being one of two Ontario Representatives on the Steering Committee of the Health Care Cooperative Federation of Canada.

Since 2004 Hugh has led Y's Owl Maclure Co-op as Executive Director. His preparation for senior management began with his appointment as manager of the Federal Government's National Archives Recycling Programme. This unique enterprise allowed 60 individuals with intellectual disabilities to experience a work environment and the programme fostered the transition from school to employment of over 500 disabled adults.

Hugh has continued to build his professional activity including his Chairmanship from 2002, until 2011, of the Provincial Board of the Ontario Rehabilitation Work and Community which provided education, advocacy, training and partnerships to agencies and organizations working with individuals with disabilities in the Province of Ontario.

Hugh was chosen Citizen of the Year for Kanata in 2015. Among his personal, community involvement is his own ongoing philanthropy. Since 2006 he has presented the yearly Hugh Nelson prize for the best all-around 2nd year Developmental Services Worker Student at Algonquin College. Hugh is a resource for aspiring populations, the profession of caring workers, students, teachers and policy advocates.

Laura Toombs, Ag Energy
Running for Youth Director – 1 year term

Laura is the Communications, Marketing and Administrative Associate at Ag Energy Co-operative and would be honoured to be re-elected as the youth director on the Ontario Co-operative Association's Board of Directors. In her role as director, she served on the Education Committee and the CYL task force. Laura has enjoyed her time on the board and has learned a great deal about problem-solving, and advocacy. She would love the opportunity to continue in her role as director and apply this knowledge to a second year. Laura studied neuroscience at McMaster University but after graduating decided to start freelance writing. Laura started working for Ag Energy as a freelance writer and was promoted to a staff position shortly after. Having always been a supporter of fairness and consumer education, Laura found it exciting to work for a business that so aligned with her values. As a communications associate, Laura plays a significant role in the education of Ag Energy members, who are often co-operatives themselves. She is excited to continue advocating on the behalf co-operatives.

Aaron Thornell, Ottawa Renewable Energy Co-operative
Running for Youth Director – 1 year term

Aaron is currently the Communications Manager at the Ottawa Renewable Energy Co-operative, and he would be honoured to join the Ontario Co-operative Associations Board of Directors as a youth director. Aaron possesses the necessary skills, knowledge, and openness to learning in order to make a valuable contribution to the Association. While he has limited experience sitting on a board of directors, he is am able to bring significant knowledge of the co-operative sector and a variety of abilities that can expand the horizons of the Ontario Co-operative Association. Aaron has a background in community development, and strives to ensure that community, as well as membership engagement is a priority for all groups he is a part of. In my time as Communications Manager at the Ottawa Renewable Energy Co-op, I've been able to build upon these existing skillsets, while expanding my abilities in marketing, promotion of the co-op sector and event organization. He spent time doing community development work abroad during his time as an OceanPath Fellow. He was born and raised in Ottawa, spending four years in Antigonish, Nova Scotia, where he completed his Bachelor of Arts at St. Francis Xavier University.

Ontario Co-operative Association Inc.

Financial Statements

For the year ended March 31, 2018

Ontario Co-operative Association Inc.
Financial Statements
For the year ended March 31, 2018

Contents

Independent Auditor's Report	**2**
Financial Statements	
Statement of Financial Position	**3**
Statement of Changes in Net Assets	**4**
Statement of Operations	**5**
Statement of Cash Flows	**6**
Notes to Financial Statements	**7 - 10**
Independent Auditor's Comments on Supplementary Financial Information	**11**
Supplementary Financial Information	
Co-operative Young Leaders Program	**12**
Government Relations	**13**
Communications	**14**
Corporate Services Program	**15**
Membership and Governance	**16**
Conference and Gala	**17**
Co-operative Business Development	**18**
All 4 Each	**19**
Co-op Management Certificate	**20**
Conferences and Roundtables	**21**
Trillium	**22**

Tel: 519 824 5410
Fax: 519 824 5497
Toll-free: 877 236 4835
www.bdo.ca

BDO Canada LLP
512 Woolwich Street
Guelph ON N1H 3X7 Canada

Independent Auditor's Report

To the Members of Ontario Co-operative Association Inc.

We have audited the accompanying financial statements of Ontario Co-operative Association Inc. which comprise the statement of financial position as at March 31, 2018 and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Ontario Co-operative Association Inc. as at March 31, 2018 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.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario
July 20, 2018

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

Ontario Co-operative Association Inc.
Statement of Financial Position

March 31	2018	2017
Assets		
Current		
Cash and bank (Note 2)	**$ 549,628**	$ 346,300
Accounts receivable	**11,022**	29,435
Prepaid expenses	**10,511**	15,575
	571,161	391,310
Capital (Note 3)	**2,110**	2,034
	$ 573,271	$ 393,344
Liabilities		
Current		
Accounts payable and accrued liabilities	**$ 14,961**	$ 36,024
Deferred revenue	**235,988**	92,369
	250,949	128,393
Net Assets		
Net Assets Internally Restricted		
Operational reserve (Page 4)	**120,000**	120,000
Net assets invested in capital assets (Page 4)	**2,110**	2,034
Unrestricted net assets (Page 4)	**200,212**	142,917
	322,322	264,951
	$ 573,271	$ 393,344

On behalf of the Board:

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Statement of Changes in Net Assets

For the year ended March 31	Internally Restricted Operational Reserve	Invested in Capital Assets	Unrestricted	2018 Total	2017 Total
Balance, beginning of the year	**$ 120,000**	**$ 2,034**	**$ 142,917**	**$ 264,951**	$ 292,509
Capital asset additions	**-**	**1,508**	**(1,508)**	**-**	-
Operating surplus (deficit)	-	**(1,432)**	**58,803**	**57,371**	(27,558)
Balance, end of the year	**$ 120,000**	**$ 2,110**	**$ 200,212**	**$ 322,322**	$ 264,951

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Statement of Operations

For the year ended March 31	2018	2017
Revenue		
Dues	**$ 374,741**	$ 378,734
Grants and donations (Note 6)	**240,531**	187,432
Registrations	**108,660**	110,693
Sponsorship	**90,249**	64,000
Services and products	**12,258**	15,373
Interest	**5,012**	3,239
	831,451	759,471
Expenses		
Consultants and project management	**262,237**	192,287
Salaries and benefits	**253,464**	327,696
Meetings and external facilities	**92,020**	80,925
Meals and travel	**59,574**	29,938
Rent and occupancy costs	**29,893**	38,384
Design, printing and promotions	**19,508**	5,512
Audit and bookkeeping	**12,442**	15,284
Computer software and accessories	**9,649**	19,602
Insurance	**7,533**	7,391
Office supplies	**6,301**	8,481
Office equipment rentals	**5,304**	18,720
Telephone	**5,097**	4,660
Membership dues and donations	**4,155**	6,431
Adult and youth engagement	**2,676**	17,719
Bank charges and interest	**1,911**	2,713
Amortization	**1,432**	1,066
Bad debts	**524**	157
Legal	**360**	-
Overhead and administration	**-**	10,063
	774,080	787,029
Operating surplus (deficit)	**$ 57,371**	$ (27,558)

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Statement of Cash Flows

For the year ended March 31	2018	2017
Cash flows from operating activities		
Operating surplus (deficit) for the year	**$ 57,371**	$ (27,558)
Adjustments for		
Amortization	**1,432**	1,066
	58,803	(26,492)
Changes in non-cash working capital balances		
Accounts receivable	**18,413**	7,325
Prepaid expenses	**5,064**	12,915
Accounts payable and accrued liabilities	**(21,063)**	(5,051)
Deferred revenue	**143,619**	(27,793)
	204,836	(39,096)
Cash flows from investing activities		
Purchase of capital assets	**(1,508)**	-
Change in cash position during the year	**203,328**	(39,096)
Cash position, beginning of year	**346,300**	385,396
Cash position, end of year	**$ 549,628**	$ 346,300

The accompanying notes are an integral part of these financial statements.

March 31, 2018

1. Summary of Significant Accounting Policies

Nature of Business

The Ontario Co-operative Association (the "Association") was incorporated as a co-operative without share capital on May 31, 2002 under the laws of Ontario and is engaged in the development, promotion and enhancement of co-operative organizations on a not-for-profit basis.

The association is a non-profit entity and, as such, is exempt from income tax.

Basis of Accounting

These financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.

Capital Assets

Capital assets are stated at cost less accumulated amortization. Amortization based on the estimated useful life of the asset is calculated as follows:

Furniture & equipment	-	30 % diminishing balance basis
Computer equipment	-	50 % diminishing balance basis

Use of Estimates

The preparation of financial statements in accordance 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 at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Revenue Recognition

The association 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, specifically:

Dues - revenue from dues is recognized over the membership period.

Grants and donations - revenue from grants and donations is recognized in the year in which the related expenses are incurred.

March 31, 2018

1. Summary of Significant Accounting Policies

Revenue Recognition (cont'd)

Registrations and sponsorships - revenue from registrations and sponsorships is recognized in the year in which the related program or activity occurs.

Services and products - revenue from services and products is recognized when the services are performed and collection is reasonably assured.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market are reported at fair value, with any unrealized gains and losses reported in operations. In addition, all guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

2. Cash and Bank

The association's bank accounts are held at three credit unions. Included in cash and bank are savings deposits that earn interest at a rate of 1.05%, one term deposit that earns interest at a rate of 1.20% and matures March 2019 and one term deposit that earns interest at a rate of 1.45% and matures August 2018.

The association has access to a maximum line of credit of $50,000, which was not accessed as at March 31, 2018. Interest is charged at a rate of prime plus 1.00% and is secured by a general security agreement covering all assets of the association.

March 31, 2018

3. Capital Assets

			2018	2017
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture & equipment	**$ 12,019**	**$ 10,833**	**$ 1,186**	$ 1,694
Computer equipment	**56,737**	**55,813**	**924**	340
	$ 68,756	**$ 66,646**	**$ 2,110**	$ 2,034

4. Commitments

The association has entered into a commitment to lease office space. The preceding lease expires in May 2018. A new office space lease agreement commences in June 2018, and it expires in May 2020.

The association has entered into a commitment to lease a photocopier. The lease commenced in August 2017 and it expires in February 2022.

The minimum annual lease payments are as follows:

2019	$ 28,819
2020	28,949
2021	8,549
2022	4,097
	$ 70,414

5. Operational Reserve

The purpose of the operational reserve is to accommodate situations that have not been anticipated. It could be used for an uncomplicated shutdown of the association in the event of an unforeseen future occurrence. Or the funds could be used to bridge staff salaries due to the cyclical nature of grants and the changes in revenue streams. The reserve represents approximately three months of operational expenses. This internally restricted amount is not available for other purposes without approval of the Board of Directors.

March 31, 2018

6. Matching Funds

The nature of matching funds revenue is such that funds are transferred from various internal programs such as Ontario Trillium Foundation as revenue for the Corporate Services program. Included in grants and donations is $225,601 (2017 - $160,109) allocated to consultants and project management, adult and youth engagement, meals and travel, meetings and external facilities, overhead and administration, design printing and promotions, and office supplies.

7. Financial Instrument Risk

Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The association is exposed to this risk through its line of credit, which is at a prime-based rate of interest. This risk has not changed from the previous year.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The association's financial instruments that are exposed to concentrations of credit risk relate primarily to the accounts receivable from customers that operate in the same industry. This risk has not changed from the previous year.

Liquidity Risk

Liquidity risk is the risk that the association encounters difficulty in meeting its obligations associated with financial liabilities. Liquidity risk arises from accounts payable and accrued liabilities. This risk has not changed from the previous year.

Independent Auditor's Comments on Supplementary Financial Information

To the Members of
Ontario Co-operative Association Inc.

We have audited the financial statements of Ontario Co-operative Association Inc., which comprise the statement of financial position as at March 31, 2018, and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information, and have issued our report thereon dated July 20, 2018 which contained an unmodified opinion on those financial statements. The audit was performed to form an opinion on the financial statements as a whole. The schedules presented hereinafter are presented for the purposes of additional analysis and is not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from the underlying accounting and other records used to prepare the financial statements.

The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such supplementary information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves.

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario
July 20, 2018

Ontario Co-operative Association Inc.
Co-operative Young Leaders Program

For the year ended March 31	2018	2017
Revenue		
Registrations	**$ 91,350**	$ 97,625
Sponsorship	**38,000**	18,500
Grants and donations	**1,763**	4,214
Services and products	**390**	-
	131,503	120,339
Expenditures		
External facilities	**59,806**	73,446
Consultants and project management	**27,613**	28,308
Office supplies	**1,094**	730
Design, printing and promotions	**977**	1,015
Meals and travel	**879**	3,224
Adult and youth engagement	**331**	45
Telephone	**33**	11
Consultants and project management	**-**	439
Membership dues and donations	**-**	88
	90,733	107,306
Operating surplus	**$ 40,770**	$ 13,033

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Government Relations

For the year ended March 31	2018	2017
Revenue		
Sponsorship	**$ 24,500**	$ 26,000
Grants and donations	**6,453**	-
Services and products	**450**	561
	31,403	26,561
Expenditures		
Consultants and project management	**57,505**	51,556
Meals and travel	**12,898**	7,777
Design, printing and promotions	**1,070**	2,031
Office supplies	**205**	278
Membership dues and donations	**145**	-
External facilities	**132**	191
Telephone	**-**	451
	71,955	62,284
Operating deficit	**$ (40,552)**	$ (35,723)

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Communications

For the year ended March 31	2018	2017
Revenue		
Services and products	**$ 6,315**	$ 6,510
Sponsorship	**1,200**	2,400
Grants and donations	**1,000**	-
	8,515	8,910
Expenditures		
Consultants and project management	**5,208**	1,293
Design, printing and promotions	**1,253**	984
Meals and travel	**-**	147
Adult and youth engagement	**-**	91
Telephone	**-**	33
Office supplies	**-**	15
	6,461	2,563
Operating surplus	**$ 2,054**	$ 6,347

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Corporate Services Program

For the year ended March 31	2018	2017
Revenue		
Dues	**$ 374,741**	$ 378,734
Interest	**5,012**	3,239
Grants and donations	**2,781**	20,732
	382,534	402,705
Expenditures		
Salaries and benefits	**253,464**	299,391
Rent and occupancy costs	**29,893**	38,384
Audit and bookkeeping	**12,442**	15,284
Computer software and accessories	**9,649**	19,602
Insurance	**7,533**	7,391
Office equipment rentals	**5,304**	18,720
Telephone	**4,920**	3,801
Membership dues and donations	**3,444**	6,043
Office supplies	**3,395**	6,856
Meals and travel	**2,998**	2,210
Bank charges and interest	**1,911**	2,713
Amortization	**1,432**	1,066
Adult and youth engagement	**908**	7,933
Bad debts	**524**	157
Legal	**360**	-
Design, printing and promotions	**-**	380
	338,177	429,931
Operating surplus (deficit)	**$ 44,357**	$ (27,226)

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Membership and Governance

For the year ended March 31	2018	2017
Revenue		
Sponsorship	**$ 3,249**	$ -
Registrations	**425**	-
	3,674	-
Expenditures		
Meals and travel	**798**	789
Design, printing and promotions	**110**	-
External facilities	**96**	2,624
Office supplies	**-**	109
Telephone	**-**	37
	1,004	3,559
Operating surplus (deficit)	**$ 2,670**	$ (3,559)

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Conference and Gala

For the year ended March 31	2018	2017
Revenue		
Sponsorship	**$ 23,300**	$ -
Registrations	**16,885**	-
Grants and donations	**2,933**	-
Services and products	**384**	-
	43,502	-
Expenditures		
Meals and travel	**24,272**	-
Consultants and project management	**5,917**	-
External facilities	**5,222**	-
Office supplies	**962**	-
Design, printing and promotions	**617**	-
Membership dues and donations	**566**	-
Telephone	**58**	-
Adult and youth engagement	**43**	-
	37,657	-
Operating surplus	**$ 5,845**	$ -

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Co-operative Business Development

For the year ended March 31	2018	2017
Revenue		
Services and products	**$ 4,719**	$ 4,577
Sponsorship	**-**	300
	4,719	4,877
Expenditures		
Consultants and project management	**1,076**	171
Meals and travel	**758**	233
Office supplies	**92**	105
Telephone	**28**	97
Adult and youth engagement	**-**	32
	1,954	638
Operating surplus	**$ 2,765**	$ 4,239

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
All 4 Each

For the year ended March 31	2018	2017
Revenue		
Sponsorships	**$ -**	$ 7,000
Services and products	**-**	3,726
	-	10,726
Expenditures		
Adult and youth engagement	**538**	2,487
Meals and travel	**-**	2,554
Consultants and project management	**-**	1,247
Design, printing and promotions	**-**	22
Office supplies	**-**	6
	538	6,316
Operating (deficit) surplus	**$ (538)**	$ 4,410

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Co-op Management Certificate

For the year ended March 31	2018	2017
Revenue		
Registrations	**$ -**	$ 12,781
Grants and donations	**-**	2,377
	-	15,158
Expenditures		
Consultants and project management	**-**	5,400
Meals and travel	**-**	4,904
Adult and youth engagement	**-**	3,277
External facilities	**-**	400
Office supplies	**-**	107
	-	14,088
Operating surplus	**$ -**	$ 1,070

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Conferences and Roundtables

For the year ended March 31	2018	2017
Revenue		
Sponsorship	$ -	$ 9,800
Registrations	-	287
	-	10,087
Expenditures		
External facilities	-	230
Telephone	-	7
	-	237
Operating surplus	$ -	$ 9,850

The accompanying notes are an integral part of these financial statements.

Ontario Co-operative Association Inc.
Trillium

For the year ended March 31	2018	2017
Revenue		
Grants and donations	**$ 225,601**	$ 160,109
Expenditures		
Consultants and project management	**164,918**	132,182
Meetings and external facilities	**26,764**	4,034
Meals and travel	**16,971**	8,099
Design, printing and promotions	**15,481**	1,080
Adult and youth engagement	**856**	3,854
Office supplies	**553**	274
Telephone	**58**	223
Membership dues and donations	**-**	300
Overhead and administration	**-**	10,063
	225,601	160,109
Operating surplus (deficit)	**$ -**	$ -

The accompanying notes are an integral part of these financial statements.

Proposed Bylaw Change

Original Bylaw

ARTICLE V – Board of Directors

5.01 – General

(f) One of the directors shall have the following qualifications:

i. he/she is 25 years of age or less at the time of his/her election, and

ii. is either a director, officer, employee or member of a Member, and

iii. has the understanding that he/she is to represent youth.

iv. A nominee's qualification to run for the Board is not affected by his or her being a director, officer, employee or member of a Member mentioned in Section (g) below.

(g) Five of the directors (or fewer, if fewer than five are so nominated) shall have the qualification that they have been nominated by a Member paying $50,000 or more annually in dues, with each such Member being restricted to one nomination, with the exception of a Member whose employee or member is running for election as a director under 5.01 (f)

i. Notwithstanding Section 5.01(g), any nominee of a Member which is in compliance with that section as it read before the June 18, 2013 amendment is qualified under Section 5.01(g) for so long as that Member pays the amount required prior to that date.

PROPOSED BYLAW

ARTICLE V – Board of Directors

5.01 – General

(f) In accordance with Section 87 (3) of the Ontario Co-operative Corporations Act, one (1) of the directors shall have the following qualifications and be classified as the Youth Director:

i. he/she is 25 years of age or less at the time of their election, and
ii. he/she is involved in the co-operative movement in Ontario (either as a member or employee of an Ontario co-op, a CYL alumni or is involved with a co-operative learning program or any other co-operative programs as brought forward and
iii. he/she has an understanding they are to represent youth in the Co-operative Sector
iv. he/she cannot be directly affiliated with an OCA Member Co-operative that already has a representative sitting on the OCA board.

(g) Five of the directors (or fewer, if fewer than five qualify) shall have the qualification that they have been nominated by a Member paying $50,000 or more annually in dues, with each such Member being restricted to one seat on the board.