

# University Settlement

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23 Grange Road, Toronto ON M5T 1C3  
Telephone: 416-598-3444 Fax: 416-598-4401  
Website: [www.universitysettlement.ca](http://www.universitysettlement.ca)  
Charitable #: 119279412RR0001



University Settlement  
Founded in 1910

## *Over 100 Years of Service in the Community*

May 2, 2017

Dear Member:

### **Re: Annual General Meeting**

You are cordially invited to attend and participate in the business of the Annual General Meeting (AGM) and the election of members to the Board of Directors. The University Settlement AGM will be held on **Tuesday, June 20, 2017 at 6:30 p.m.** in the Auditorium.

We will be electing five members to the Board of Directors for three-year terms at this meeting and we are looking for suitable candidates who will bring not only new ideas and energy, but who can also commit their time and talent. Attached is the Nominating Form. The deadline for the submission of Nomination Forms is **Friday, May 12, 2017 at 5:00 p.m.** We will be appointing or reappointing an auditor and authorizing the directors to fix their remuneration.

Please note that, for the purposes of the AGM, eligible voters are only those members who were:

- i) in good standing on Tuesday, May 23, 2017, or
- ii) in good standing for 2016 and renew their 2017 membership prior to the commencement of the AGM.

The membership fee for 2017 is \$15.00, plus tax. Refreshments and an opportunity to meet the candidates standing for election to the Board of Directors will be at 6:00 p.m. on Tuesday, June 20, 2017.

If you cannot come to the meeting, you may exercise your right to vote by Proxy. You may appoint a person, who need not be a member, to represent you at the meeting by completing the Proxy Form included in this package. In accordance with the University Settlement By-Laws, a proxy may only be held by an alternate person who is eighteen (18) years or older, with a limit of one proxy per alternate.

**Registration for proxy and voting will start at 5:30pm, before the AGM commences.**

I encourage you to attend in person. Please remember to bring your Membership Card as well as proper identification. I look forward to seeing you there.

Yours truly,

A handwritten signature in cursive script that reads 'Maureen Gans'.

Maureen Gans  
President

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May 2, 2017

Dear Member:

### **Re: Notice of Record Date**

Notice is hereby given regarding the Record Date for the Annual General Meeting of University Settlement. Pursuant to the By-Laws of University Settlement, the Record Date is set as **Tuesday, May 23, 2017**.

(a) For the purposes of determining which members are entitled to receive notice of a Meeting of Members, the Board may fix, in advance, a record date which shall not be more than thirty (30) days before the date of the Meeting of Members; and (b) only the following Members of the Corporation are entitled to vote at a Meeting of Members:

- (i) Members in good standing on the Record Date for the Annual General Meeting;
- (ii) Members in good standing for the 2016 calendar year and who renew their membership **prior** to the commencement of the Meeting of Members.

Yours truly,

A handwritten signature in cursive script that reads 'Maureen Gans'.

**Maureen Gans**  
President

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## *Over 100 Years of Service in the Community*

### NOTICE OF ANNUAL GENERAL MEETING

**Tuesday June 20, 2017**

Notice is hereby given that the Annual General Meeting of University Settlement (the “Corporation”) will be held at 23 Grange Road, Toronto, Ontario on the 20<sup>th</sup> day of June 2017, at the hour of 6:30 o’clock in the evening for the following purposes:

1. to consider and receive the audited financial statements of the Corporation for the financial year ended December 31, 2016, together with the report of the auditors thereon;
2. to appoint auditors and authorize the directors of the Corporation to fix their remuneration;
3. to elect directors; and
4. to transact such other business as may properly come before the meeting or any adjournment or adjournments thereof.

Enclosed with this notice is a form of proxy for the use of members who are unable to attend the meeting in person. In accordance with the University Settlement By-Laws, a proxy may only be held by an alternate person who is eighteen (18) years or older, with a limit of one proxy per alternate.

A copy of this notice is sent to each director and member entitled to vote at a meeting of members of the Corporation and to the auditor.

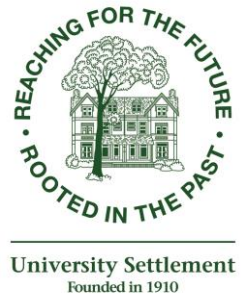
DATED the 2<sup>nd</sup> day of May 2017.  
By order of the Board of University Settlement

**Maureen Gans**  
President

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## *Over 100 Years of Service in the Community*

### **2017 BOARD OF DIRECTORS ELECTION**

University Settlement (the "Corporation") is currently seeking five candidates to stand for election for a three-year term on the Board of Directors.

Candidates must be willing to commit themselves to attendance at nine Board meetings per year, held on the third Tuesday of each month (December, July, and August excepted), and are also expected to serve on at least one Committee.

As elected officials of the University Settlement membership, Board Members are responsible for overseeing the Corporation's operations, determining the Corporation's programming priorities, and are accountable to the Corporation's membership, users and community.

Skills in fundraising, marketing, communications, finance, law, program evaluation, change management, or business are definite assets.

The Corporation's Nominating & Governance Committee will be conducting interviews with all candidates for the Board and, in accordance with the Corporation's by-laws, may recommend candidates for election at the Annual General Meeting to be held on June 20, 2017.

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Established in 1910, University Settlement is a multi-service agency that has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's three locations are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As an active part of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities.

University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services. With a full-time and part-time staff of approximately 150, University Settlement has developed programs to address the needs of more than 10,000 users annually through diverse areas such as settlement services, English language classes, employment counseling, senior services, shelter for individuals experiencing homelessness, music and arts education, and daycare. In addition, our main site hosts a full recreation centre with pool, gym and state of the art fitness centre.

#### **FOR MORE INFORMATION, PLEASE CONTACT:**

Dora Sarmiento  
Administrative Assistant  
(416) 598-3444 Ext. 223

***PLEASE COMPLETE AND RETURN THE ATTACHED NOMINATION FORM NO  
LATER THAN 5:00 P.M. Friday, May 12, 2017.***



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## *Over 100 Years of Service in the Community*

### Annual Election of Directors Nomination Form (PLEASE PRINT)

I, (name) \_\_\_\_\_, of (address) \_\_\_\_\_ and (telephone #) \_\_\_\_\_, being a member in good standing of University Settlement, nominate the following person for the 2017 election to the Board of Directors.

\_\_\_\_\_  
**SIGNATURE OF NOMINATOR**

I, (name) \_\_\_\_\_, of (address) \_\_\_\_\_ and (telephone #) \_\_\_\_\_, being a member in good standing of University Settlement, nominate the following person for the 2017 election to the Board of Directors.

\_\_\_\_\_  
**SIGNATURE OF SECONDER**

Name of nominee: \_\_\_\_\_

Home address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

To help our members make an informed selection for the Board of Directors, please have the candidate briefly outline below (in 50 words or less) his/her education, work or other experience, experience with University Settlement, areas of interest and concerns for the community, committees and program areas of University Settlement in which s/he would like to participate. This information will be included with the list of nominees, which will be available at the University Settlement Annual General Meeting on June 20, 2017.

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I accept the nomination and agree to allow my name to be place in nomination to the Board of Directors of University Settlement. I further agree, should I be elected, to complete a police records check per agency policy, to participate in board meetings and other duties as outlined in the job posting.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF NOMINEE

*Please return to: Nominating and Governance Committee at the address above*

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## Over 100 Years of Service in the Community

### ANNUAL GENERAL MEETING OF MEMBERS June 20, 2017

#### PROXY SOLICITED BY MANAGEMENT Page 1

**A MEMBER HAS THE RIGHT TO APPOINT A PERSON, WHO NEED NOT BE A MEMBER OF THE CORPORATION, TO ATTEND AND ACT FOR AND ON BEHALF OF SUCH MEMBER AT THE MEETING. TO EXERCISE SUCH RIGHT, THE MEMBER SHOULD INSERT THE NAME OF HIS/HER PROXY IN THE BLANK SPACE PROVIDED FOR THAT PURPOSE.**

I, the undersigned, being a voting member of UNIVERSITY SETTLEMENT (the “Corporation”), hereby appoint \_\_\_\_\_ as my proxy, with full power of substitution, to attend and act on behalf of the undersigned at the Annual General Meeting of Members of the Corporation to be held at 23 Grange Road, Toronto, Ontario, M5T 1C3; on June 20, 2017 and at any adjournment or adjournments thereof in the same manner, to the same extent and with the same power as if I were present. **The undersigned directs the person(s) above named to vote in respect of the matters set forth below:**

	Vote for	Vote Against	Withhold Vote
1. Approve Minutes of Last Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Approval of 2016 Audited Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reappointing Adams and Miles LLP Chartered Accountants as the Auditors of the Corporation and authorizing the Directors of the Corporation to fix their remuneration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Select five of the nominees posted in our main site, 23 Grange Road, in the Lobby by June 12, 2017 to be elected Directors of the Corporation <b>(SEE SECTION 7 IN THE NOTES FOR PROXY)</b>	_____	_____	_____

The undersigned hereby revokes any proxy previously given.

DATED \_\_\_\_\_ 2017

\_\_\_\_\_  
Signature of Voting Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Membership #)

\_\_\_\_\_  
Address



## ANNUAL GENERAL MEETING OF MEMBERS

June 20, 2017

### PROXY SOLICITED BY MANAGEMENT

Page 2



***NOTE: This Form of Proxy should be read in conjunction with the accompanying Notice of Meeting and Information Circular and the information published on our main site, 23 Grange Road, in the Lobby by June 20, 2017.***

#### NOTES:

1. This Proxy is for use at the Annual General Meeting on Tuesday June 20, 2017 and any adjournment or adjournments thereof.
2. A member entitled to vote at the meeting has the right to appoint a person, who need not be a member, to represent them at the meeting by inserting in the space provided the name of the person the member wishes to appoint.
3. If this proxy is not dated, it will be deemed to bear the date on which it is mailed to the member.
4. Members who were in good standing in 2016 must renew their 2017 membership prior to the commencement of the Annual General Meeting in order to be eligible to vote and use this proxy for voting purposes.
5. Please note: Pursuant to subsection 4.08 of By-Law Number 10 of University Settlement, which was officially passed at the Special Meeting of Members on May 06, 2003:  
**A person appointed proxy must be a person eighteen (18) years of age or older and may only represent one Member. In the event that the appointed proxy represents more than one Member, the number of votes counted for that alternate will be limited to one (1).**
6. **A list of nominees standing for the election of directors of the corporation will be available on June 12, 2017 and located in our main site, 23 Grange Road, in the Lobby. Please select five nominees from this list of nominees standing for the election by inserting their names in the space provided in section number 5 on the proxy. The member may either select five nominees in the proxy or allow the proxy holder the discretion to choose such nominees on their behalf.**

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## ***Over 100 Years of Service in the Community***

### **ANNUAL GENERAL MEETING**

**Held on Tuesday, June 20, 2017, at 6:30 p.m., Auditorium**

#### **AGENDA**

1. Welcome
2. Introduction of Head Table
3. Official Notice of Meeting
4. Confirmation of Quorum – Declaration of Constitution of Meeting
5. Approval of Agenda
6. Approval of the Minutes of the Annual Meeting held on June 16, 2015
7. Introduction of Candidates and election
8. Reports:
  - a. President's Report
  - b. Executive Director's Report
9. Presentation of Financial Statements for 2016
10. Appointment of Auditors
11. Staff Awards
12. Other Business
13. Adjournment





# Annual General Meeting

*You're invited...*

**University Settlement** will host our Annual General Meeting of members on Tuesday June 20th, 2017. Agency members will have the opportunity to meet Board candidates and learn about what we accomplished at University Settlement in 2016.

Please join us!

**June 20, 2017**

**Registration from 5pm to 6:15pm**

**Meeting starts at 6:30pm sharp**

**University Settlement Auditorium**

**23 Grange Road**

**Toronto ON M5T 1C3**

***Refreshments will be provided.***

