



Heron Emergency Food Centre

1480 Heron Road, Ottawa, ON K1V 6A5 ☎ 613-737-9090 Website: www.hefc.ca

HEFC Annual Report for the 2021 Annual General Meeting

via ZOOM

on

Tuesday, November 29, 2022

at 8:00 p.m.

**Heron Emergency Food Centre
South East Ottawa**

**2021 Annual General Meeting
Agenda**

November 29th, 2022 at 8:00 pm on ZOOM

1. **Welcome** – Moment of silent prayer or reflection
2. **Attendance** –
3. **Approval of Agenda**
4. **Review and approval of minutes of the 2020 Annual General Meeting**
5. **Reports:**
 - a) **Treasurer – Ashley Rossignol**
 - b) **Buyer – Harold Black**
 - c) **Executive Coordinator – Louisa Simms**
 - d) **Chair – Greg Yost**
6. **Business of meeting**
 - a) Presentation of the report of the Nominations Committee for proposed Board membership and officers
 - b) Election of Board of Directors
 - c) Approval of appointment of an External Auditor for 2022
 - d) Approval of signing authority for all banking and financial transactions
7. **Adjournment**

Heron Emergency Food Centre
Minutes of the 2020 Annual General Meeting held on Zoom
Tuesday September 28, 2021

Board Members Present: Cynthia Baker; Harold Black; Val Dowd; Stewart Fast; Morgan Gay; Styve Moukilou Mouanda; Ashley Rossignol (Treasurer); Veronica Sanchez; Mary Shaw (Secretary); Sarah Scott; Lynn Sherwood (Vice Chair); Louisa Simms; Shaina Watt; Greg Yost (Chair).

Regrets: Sharon Daly; Joseph Merhi.

Guests: MPP John Fraser; Councillor Jean Clouthier; Rachel Wilson (OFB); Mary Kurus; Ernest McArthur; Nic Larouche; Sarah Mullen (City of Ottawa); Trish; Lorraine; Madison Watson (OFB); Kelvin Lee, Donatus Edi Jr

1. **Welcome:** Greg Yost (Chair of Board)) welcomed everyone to the meeting at 7:01 pm. Introductions were made and a moment of silent prayer or reflection followed.
2. **Approval of Agenda:** The Treasurer should be changed from Shaina Watt to Ashley Rossignol. **Moved by Greg Yost and **Seconded by Morgan Gay that the Agenda be Approved as amended. Carried****
3. **Guest Speaker:** Rachel Wilson, CEO of the Ottawa Food Bank was introduced. She spoke of how she has been with OFB for 5 years but had previously been involved with many other organizations. She thanked all those involved with HEFC, one of the larger organizations, for all they have done, especially during the past 18 months when so much has happened and changed. Hunger can be solved with food but we need to solve the problem of food insecurity. Poverty is the root cause, with evidence from studies now proving what we have always known. The OFB has a 30-year plan whereby they will be investing in healthy culturally appropriate food, as neighbourhoods are very diverse so not all have the same needs; partnering with agencies which provide other needs; focusing on best practices and client outcomes; set standards of care; funding 3 pilot projects and work as one voice – the City of Ottawa, Ontario and Federal Governments – for accessible housing, fair wages etc. However, the OFB will not be moving from its primary purpose of supplying food. The strategic plan was shelved in 2020, but now they want to move forward. A short question, answer and comment time followed.

Greg Yost thanked Rachel for all the work the OFB is doing, and that we are looking forward to the new initiatives.

4. **Review and Approval of Minutes of the 2019 AGM:** **Moved by Greg Yost and **Seconded by Mary Shaw that the Minutes of the 2019 AGM be Approved. Carried****

5. **Reports:**

- a. **Treasurer – Ashley Rossignol** Ashley spoke to her report for 2020. The highlights are:

She began by thanking the donors, Board members and community without whose help the organization could not function. She commented on how 2020 had been a challenging year but donations increased by 275% from the previous year. As incoming treasurer, she focused on handling the incoming bills and she felt that the biggest accomplishment was the finance committee's ability to support the Executive Coordinator and Board with on demand financial information and to make key decisions during the pandemic.

Moved by Ashley Rossignol and **Seconded by Shaina Watt that the Treasurer's report be accepted as presented. **Carried****

- b. **Buyer – Harold Black** Harold spoke to his report for 2019/2020. The highlights are:

Foods requiring to be purchased fluctuated throughout 2019 – 2020 due to OFB providing more items, as well as food preferences changing because of changing demographics. e.g. jam is favoured more than peanut butter by some folks. Items added to purchases include Ensure, tea, coffee, canola oil, toilet paper and dish detergent.

Moved by Harold Black and **Seconded by Veronica Sanchez that the Buyer's report be accepted as presented. **Carried****

- c. **Executive Coordinator – Louisa Simms** Louisa spoke to her report for 2019/2020. The highlights are:

Total number of households served dropped from 6087 in 2019 to 5178 in 2020. Some people were reluctant to come during the pandemic and others received food from other sources. The number and make up of volunteers also changed. The OFB provided gift cards and pre-made food boxes to speed up providing service. HEFC remained open throughout with the clients being served outside from March 17, 2020 till the end of December.

Louisa explained how the grocery gift cards were given out, by giving to the first 12 – 13 in line but that they were fairly distributed. The clients enjoy the flexibility they have to purchase their own food choices.

Moved by Lynn Sherwood and **Seconded by Stewart Fast that the Executive Coordinator's report be accepted as presented. **Carried****

- d. **Chair – Greg Yost** Greg spoke to his report for 2020. The highlights are:

He is very proud of HEFC. They remained open. They are giving a 7-day supply of food instead of the previous 3-day supply. He is thankful for the large amount of monetary donations and the organizations who stepped up with donations. He offered a special thanks to Louisa Simms and Harold Black for all they have done.

Moved by Greg Yost and **Seconded by Mary Kurus that the Chair's report be accepted as presented. **Carried****

6. **Business of Meeting**

a. **Presentation of the report of the Nominations Committee for Proposed Board Membership and Officers.**

Harold Black read the list of names of Board members who are remaining on the Board for 2021

Cynthia Baker	Styve Moukilou Mouanda
Alan Baxter	Ashley Rossignol (Treasurer)
Harold Black (Buyer)	Veronica Sanchez
Sharon Daly	Sarah Scott (Social Media)
Val Dowd (Secretary)	Mary Shaw
Stewart Fast	Lynn Sherwood (Vice-Chair)
Morgan Gay	Shaina Watt
Joseph Merhi	Greg Yost (Chair)

Nic Larouche volunteered to join the Board.

Moved by Greg Yost and **Seconded** by Lynn Sherwood that Nic Larouche be added to the Board. **Carried**

b. **Approval of appointment of External Auditor for 2021**

Moved by Ashley Rossignol and **Seconded** by Shaina Watt that Parker Prins Lobano be appointed as the auditor for 2021. **Carried**

c. **Approval of Signing Authority for all banking and financial transactions**

Moved by Ashley Rossignol and **Seconded** by Shaina Watt that Greg Yost, Lynn Sherwood, Ashley Rossignol and Sarah Scott be approved for signing authority for all banking and financial transactions. **Carried**

7. **Adjournment**

John Fraser expressed his thanks to the Board members for what has been done for the people of Heron Gate and Alta Vista area, and that we are fortunate to have HEFC.

Jean Clouthier thanked the Board and particularly Louisa for all they do and that HEFC remained open when other food centres closed. He added that it was always a privilege and pleasure to work with everyone.

Harold Black thanked those who are not on the Board for joining the meeting.

Moved by Harold Black and **Seconded** by Greg Yost at 8:35 pm that the meeting be adjourned. **Carried.**

Greg Yost
Chair

Mary Shaw
Secretary



Heron Emergency Food Centre

TREASURER'S REPORT (FISCAL YEAR 2021) Annual General Meeting (AGM): November 29, 2022

I would like to start off by saying thank you to our volunteers, donors, executive coordinator, community and Board members who without our organization wouldn't function and succeed as it does.

To this day, we continue to see the impacts of the pandemic and 2021 was no exception. Although we did not see the same level of donations as we did in 2020, the community continued to show support as we navigated through the pandemic and increased demand for our services.

In fiscal year 2021, my attention was focused on creating a finance committee consisting of knowledgeable individuals so the Centre's various financial responsibilities could be divided among a team. With myself included, the finance committee now consists of three volunteer members which are all Certified Professional Accountants. This committee functions whereas one individual is responsible for donations while the other is responsible for day-to-day bookkeeping and payroll processing. I report to the board and provide oversight of all finance functions, but now am able to focus on budgeting and forecasting, grant applications, and fine tuning our internal processes. The finance committee meets to discuss our financial position, update the budget to actual results, and work together to determine any financial recommendations we may have for the Board. Given the current economic conditions, this has been imperative to the continued success of the Centre.

The biggest accomplishment in my eyes, was the finance committee's ability to secure grant funding for the Centre to continue issuing grocery gift cards, which was in addition to the Centre's regular food supply that our clients have come to expect. Although many of us have returned to a somewhat normal lifestyle, the pandemic and the restrictions were still in effect much of 2021 and the need for food security remained a significant issue for many Canadians.

Draft Audited Financial Statements 2021

Parker Prins Lebano (PPL) generously volunteered their services to conduct HEFC's 2021 audit, free of charge. On behalf of the entire Board, I'd like to formally thank PPL. We greatly appreciate their support, which allows HEFC to reduce our administrative expenses and to put more money towards providing an emergency supply of food for those in South-East Ottawa.

The draft 2021 Audited statements are attached to this Report. The auditor has issued a clean audit report so there were no issues they were concerned by. The statements show an approximate \$39k deficit for the year however the Centre remains in a strong financial position as seen from the cash balance. The board, with the finance committee's recommendation, determined the appropriate amount of spending to help meet demand in 2021 and cautiously spend some of the surplus accrued over the years. We increased food purchases by approximately \$40k knowing that we would trigger a deficit but

continued to responsibly monitor our cash flow needs and ensure there were sufficient reserves for an economic downturn.

Internal Financial Statements 2022

Thus far in 2022, you can see a similar deficit has been triggered by the Centre's operations to use more of the accrued surplus from previous years. We were able to obtain additional grant funding and were able to fundraise this year. We are seeing an increase in donations, although they are not reaching 2020 highs, there has been a significant uptick in response to rising food costs. We have adjusted spending accordingly throughout the year and without sacrificing the quality or amount of food given out but rather strategic purchasing. We are well off with cash and our liabilities consist of amounts for food purchasing paid subsequently in November. The Centre's reserves remain at a level to which we are able to cover a substantial amount of costs for one operating year and therefore, our budget in 2023 will be to breakeven versus triggering any significant deficits.

I believe that the outcome of 2021 has put us in a great place to continue providing greater food security and stability for the coming years. In 2022, we continue to focus on foods that our clients need and want, and we are diligently checking spending against our budgeted figures.

It is without doubt that the Centre will succeed in ensuring no soul that walks through our doors leaves hungry.

Yours truly,

Ashley Rossignol, Treasurer

HERON EMERGENCY FOOD CENTRE
FINANCIAL STATEMENTS
DECEMBER 31, 2021

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INDEPENDENT AUDITORS' REPORT

To the directors of:

HERON EMERGENCY FOOD CENTRE

Qualified Opinion

We have audited the accompanying financial statements of Heron Emergency Food Centre, which comprise the Statement Of Financial Position as at December 31, 2021, and the Statements Of Operations And 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, except for the effects of the matter described in the Basis for Qualified Opinion paragraph section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of Heron Emergency Food Centre as at December 31, 2021, 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

In common with many charitable organizations, Heron Emergency Food Centre derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Heron Emergency Food Centre. Therefore, we were not able to determine whether any adjustments might be necessary to recorded donations, deficiency of revenue over expenses, cash flows from operations for the years ended December 31, 2021 and 2020, current assets as at December 31, 2021 and 2020, and net assets as at January 1 and December 31 for both the 2021 and 2020 years. Our audit opinion on the financial statements for the year ended December 31, 2020 was modified accordingly because of the possible effects of this scope limitation.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Heron Emergency Food Centre 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 qualified opinion.

Other Matter

There is tremendous uncertainty in regards to the negative economic impacts of the COVID-19 pandemic. It is very possible that there will be significant decreases in revenues and the inability of the organization to adjust expenditures may result in a significant negative impact on operational results. The ability for the organization to sustain operations will be dependent on a variety of factors. These financial statements do not include any adjustments or accruals for these potential effects.

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 Heron Emergency Food Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern

and using the going concern basis of accounting unless management either intends to liquidate Heron Emergency Food Centre or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Heron Emergency Food Centre's financial reporting process.

Auditors' 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 auditors' 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 Heron Emergency Food Centre'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 Heron Emergency Food Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause Heron Emergency Food Centre 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.

Parker Prins Lebano Chartered Professional Accountants Professional Corporation
Authorized to practice public accounting by the Chartered Professional Accountants of Ontario

Ottawa, Ontario
November 17, 2022

HERON EMERGENCY FOOD CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
ASSETS		
CURRENT		
Cash	\$ 121,574	\$ 142,074
Accounts receivable	<u>12,252</u>	<u>7,210</u>
	133,826	149,284
CAPITAL ASSETS (note 3)	<u>5,741</u>	<u>8,192</u>
	<u>\$ 139,567</u>	<u>\$ 157,476</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 4,376	\$ 6,902
Deferred revenue	<u>24,000</u>	<u>-</u>
	28,376	6,902
NET ASSETS	<u>111,191</u>	<u>150,574</u>
	<u>\$ 139,567</u>	<u>\$ 157,476</u>

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Approved by the Board:

_____ Director _____ Director

HERON EMERGENCY FOOD CENTRE
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
REVENUE (note 4)		
Donations - church	\$ 8,034	\$ 14,967
Donations - private	13,420	22,613
City of Ottawa	40,865	40,065
Grant income	17,000	-
Fundraising and special events	8,473	9,160
Institution or firm donations	64,188	129,571
In-kind donations	1,425	4,642
Other	83	27
	<u>153,488</u>	<u>221,045</u>
EXPENSES (note 4)		
Amortization	2,451	3,251
Business taxes, licenses and memberships	-	25
Bad debt	-	1,133
Food	156,018	116,712
Insurance	374	374
Interest and bank charges	72	72
Office	1,608	1,340
Salary and wages	31,076	32,572
Telephone	1,272	1,109
	<u>192,871</u>	<u>156,588</u>
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENSES	(39,383)	64,457
NET ASSETS, BEGINNING OF YEAR	<u>150,574</u>	<u>86,117</u>
NET ASSETS, END OF YEAR	<u>\$ 111,191</u>	<u>\$ 150,574</u>

HERON EMERGENCY FOOD CENTRE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES		
(Deficiency) excess of revenue over expenses	\$ (39,383)	\$ 64,457
Items not affecting cash:		
Amortization	<u>2,451</u>	<u>3,251</u>
	(36,932)	67,708
Net changes in non-cash items related to operations:		
Accounts receivable	(5,042)	(3,731)
Accounts payable and accrued liabilities	(2,526)	(1,851)
Deferred revenue	<u>24,000</u>	<u>-</u>
	<u>(20,500)</u>	<u>62,126</u>
CASH FLOWS USED FOR INVESTING ACTIVITIES		
Additions to capital assets	<u>-</u>	<u>(1,164)</u>
(DECREASE) INCREASE IN CASH	(20,500)	60,962
CASH, BEGINNING OF YEAR	<u>142,074</u>	<u>81,112</u>
CASH, END OF YEAR	<u><u>\$ 121,574</u></u>	<u><u>\$ 142,074</u></u>

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HERON EMERGENCY FOOD CENTRE

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. DESCRIPTION OF BUSINESS

The charity's purpose is to act as a food bank for the beneficiaries of the population of South East Ottawa, distributing food directly to the needy by arranging for, collecting, processing, storing and distributing food. The charity is registered under the Canada Business Corporations Act.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO), and reflect the following policies:

CAPITAL ASSETS

Capital assets are stated at cost. Amortization is recorded using the diminishing balance method at rates calculated to amortize the cost of the assets over their estimated useful lives:

Office furniture & equipment	20%
Kitchen appliances	30%
Computer	30%

REVENUE RECOGNITION

The organization follows the deferral method of accounting for contributions. Contributions are recorded as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

3. CAPITAL ASSETS

	2021		2020	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office furniture & equipment	\$ 3,028	\$ 2,980	\$ 48	\$ 60
Kitchen appliances	14,641	9,641	5,000	7,143
Computer	1,164	471	693	989
	<u>\$ 18,833</u>	<u>\$ 13,092</u>	<u>\$ 5,741</u>	<u>\$ 8,192</u>

4. CONTRIBUTED SUPPLIES

At the request of the City of Ottawa, the contributed supplies received from the Ottawa Food Bank and disbursed by the organization have been excluded from presentation on the statement of operations. As the estimated fair market value of the contributed supplies is equivalent to the estimated fair market value of the disbursements, the effect on the statement of operations is nil.

5. FINANCIAL INSTRUMENTS

The organization's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. The book values approximate fair values due to their nature. It is management's opinion that the organization is not exposed to significant interest, currency or credit risk arising from these financial instruments.

6. COMPARATIVE FIGURES

Certain comparative figures have been reclassified in order to conform with the current year financial statement presentation.

Heron Emergency Food Centre

Profit and Loss Comparison

January - October, 2022

	TOTAL	
	JAN - OCT., 2022	JAN - OCT., 2021 (PY)
INCOME		
Donations	0.00	0.00
Canada Helps Donations	24,655.58	22,289.77
Charity Donations	7,526.66	8,462.85
Church Donations	8,718.00	6,289.25
Corporate Donations	2,020.00	570.00
Personal Donations	13,759.35	9,080.00
Wilsons Donations	734.00	440.00
Total Donations	57,413.59	47,131.87
Fundraising	0.00	0.00
Farmers' Market Donations	732.25	0.00
Phoenix Big Band	434.20	0.00
Walkathon Donations	8,814.11	0.00
Total Fundraising	9,980.56	0.00
Grant Income	0.00	0.00
City of Ottawa	41,682.00	40,865.00
Food Bank Grant	24,000.00	12,000.00
Ottawa Community Funding	500.00	5,000.00
Total Grant Income	66,182.00	57,865.00
Total Income	\$133,576.15	\$104,996.87
GROSS PROFIT	\$133,576.15	\$104,996.87
EXPENSES		
Bell Mobility	1,178.95	1,036.66
Courier & Postage	155.94	0.00
Dues and Subscriptions	239.56	452.00
Food Purchases	0.00	0.00
AENOS	24,542.36	20,190.41
Harold Purchases	56,339.99	35,545.14
Lanthier	7,669.28	7,254.80
Louisa Purchases	3,251.14	3,252.22
OFB Purchases	8,228.00	6,086.00
Total Food Purchases	100,030.77	72,328.57
Gift Card Purchases	31,200.00	52,500.00
Insurance	422.02	374.22
Interest & Bank Charges	60.00	60.00
Office expenses	1,346.97	195.49
Office Supplies	0.00	700.50
Payroll	0.00	0.00
Source Deductions	6,219.84	5,570.24
Wages	21,681.48	19,944.38
Total Payroll	27,901.32	25,514.62
Rent or lease payments	255.27	0.00

Heron Emergency Food Centre

Profit and Loss Comparison

January - October, 2022

	TOTAL	
	JAN - OCT., 2022	JAN - OCT., 2021 (PY)
Walkathon RallyUp Processing Fees	115.10	0.00
Total Expenses	\$162,905.90	\$153,162.06
OTHER INCOME		
Interest earned	0.00	83.22
Total Other Income	\$0.00	\$83.22
PROFIT	\$ -29,329.75	\$ -48,081.97

Heron Emergency Food Centre

Balance Sheet

As of October 31, 2022

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	\$74,483.17
Accounts Receivable (A/R)	\$0.00
Prepaid expenses	7,208.07
Total Current Assets	\$81,691.24
Non-current Assets	
Property, plant and equipment	\$8,192.08
GIC Investment	0.00
Total Non Current Assets	\$8,192.08
Total Assets	\$89,883.32
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$5,572.37
Deferred Grant Funding	0.00
Total Current Liabilities	\$5,572.37
Total Liabilities	\$5,572.37
Equity	
Retained Earnings	113,640.70
Profit for the year	-29,329.75
Total Equity	\$84,310.95
Total Liabilities and Equity	\$89,883.32

2021 Buyers Annual Report

[Items purchased and delivered to HEFC by Harold Black and Louisa Simms]

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sept 21	Oct 21	Nov 21	Dec 21	Year-to-date
Oatmeal	\$ 263.88	\$ 527.76	\$ 263.88	\$ -	\$ 329.85	\$ -	\$ 285.88	\$ 329.88	\$ 189.70	\$ 113.82	\$ 265.86	\$ 227.54	\$ 2,799.02
Coffee / Tea	\$ 349.74	\$ 290.70	\$ 308.70	\$ -	\$ 167.82	\$ 282.82	\$ 134.06	\$ 449.07	\$ 292.79	\$ 456.72	\$ 272.76	\$ 460.42	\$ 3,445.60
Rice	\$ -	\$ -	\$ 209.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107.88	\$ 100.00	\$ -	\$ 417.73
Tomatoes	\$ 395.76	\$ 266.08	\$ 186.24	\$ 243.76	\$ 232.80	\$ 465.24	\$ 349.20	\$ 237.60	\$ 209.52	\$ 337.56	\$ 304.58	\$ 174.80	\$ 3,382.94
Chick Peas / Kidney	\$ 277.08	\$ 275.40	\$ 236.56	\$ 38.82	\$ 70.20	\$ 93.12	\$ 239.04	\$ 174.96	\$ 96.72	\$ 106.20	\$ 409.44	\$ 71.28	\$ 2,087.52
Pasta Sauce	\$ -	\$ -	\$ 703.32	\$ -	\$ 180.00	\$ 118.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 972.12
Apple Sauce/ Pineapple	\$ 603.60	\$ 164.44	\$ 525.00	\$ 914.44	\$ 738.00	\$ 661.05	\$ 682.60	\$ 917.82	\$ 433.08	\$ 661.92	\$ 750.72	\$ 968.68	\$ 7,901.86
Jam	\$ 774.20	\$ 698.16	\$ 543.24	\$ 742.44	\$ 1,154.04	\$ 813.60	\$ 962.28	\$ 1,063.08	\$ 677.16	\$ 853.96	\$ 1,290.72	\$ 1,433.62	\$ 11,006.30
Plastic Bags 600	\$ -	\$ 96.00	\$ -	\$ -	\$ 96.00	\$ -	\$ -	\$ -	\$ -	\$ 96.00	\$ -	\$ -	\$ 288.00
Poly Bags 1.5 & 3lb.	\$ -	\$ -	\$ -	\$ -	\$ 105.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105.60
Tuna, canned	\$ -	\$ -	\$ 302.64	\$ 205.44	\$ 329.28	\$ 154.08	\$ -	\$ -	\$ -	\$ 112.32	\$ -	\$ -	\$ 1,103.76
Dry Pasta	\$ -	\$ -	\$ -	\$ -	\$ 300.76	\$ -	\$ -	\$ -	\$ 41.58	\$ -	\$ 125.40	\$ -	\$ 467.74
Margarine	\$ 290.40	\$ 91.44	\$ 129.96	\$ 91.44	\$ -	\$ -	\$ 127.44	\$ -	\$ 111.00	\$ 127.44	\$ -	\$ -	\$ 968.12
Canola Oil	\$ 150.28	\$ 163.87	\$ 63.82	\$ -	\$ 488.26	\$ 178.68	\$ 106.92	\$ 68.31	\$ 71.28	\$ 160.81	\$ 96.76	\$ 159.60	\$ 1,657.59
ENSURE Drink	\$ 87.84	\$ 173.88	\$ 131.76	\$ -	\$ 175.68	\$ 131.76	\$ 87.84	\$ -	\$ 65.88	\$ 131.76	\$ -	\$ -	\$ 988.20
Toilet Paper	\$ 363.00	\$ 94.78	\$ 278.70	\$ 260.56	\$ 206.77	\$ 45.77	\$ 456.26	\$ 166.59	\$ 316.41	\$ 331.20	\$ 198.43	\$ 81.22	\$ 2,800.69
Misc.	\$ 295.50	\$ 570.48	\$ 107.77	\$ 141.55	\$ 417.86	\$ 398.84	\$ 97.04	\$ 145.77	\$ 123.59	\$ 514.37	\$ 167.71	\$ 393.36	\$ 3,373.84
Kids Snacks	\$ 218.46	\$ -	\$ -	\$ 558.26	\$ 459.24	\$ -	\$ 419.63	\$ 276.10	\$ 367.51	\$ 953.39	\$ 192.80	\$ 410.92	\$ 3,856.30
TOTALS for Buyers # 1 & 2	\$ 4,069.74	\$ 3,594.79	\$ 3,960.44	\$ 3,196.40	\$ 5,392.16	\$ 3,313.76	\$ 3,851.19	\$ 3,929.15	\$ 2,995.22	\$ 5,055.25	\$ 4,174.18	\$ 4,371.14	\$ 47,623.42

Note (s) :
 - 2775 lbs. of meat rec'd YTD 2021 from Giant Tiger.
 - most of rice, pasta sauce, tuna, peanut butter and all of canned vegetables (except chick peas & kidney beans) provided by Ottawa Food Bank.
 - margarine provided for 5 months by Ottawa Food Bank

Respectfully submitted - Harold Black

Cumulative JAN. - DEC. 2021 : Buyer 1 & 2 Purchases

Non - Invoiced Items

Oatmeal	\$ 2,799.02
Coffee / Tea	\$ 3,445.60
Rice	\$ 417.73
Tomatoes	\$ 3,382.84
Chick Peas / Kidney Bns	\$ 2,087.52
Pasta Sauce	\$ 972.12
Apple Sauce	\$ 7,901.35
Jam	\$ 11,006.30
Plastic Bags 600	\$ 288.00
Soup	\$ 105.60
Tuna	\$ 1,103.76
Dry Pasta	\$ 467.74
Margarine	\$ 969.12
Vegetable / Canola Oil	\$ 1,657.59
ENSURE Drink	\$ 988.20
Toilet Paper	\$ 2,800.69
Misc.	\$ 3,373.84
Kids Snacks	\$ 3,856.30

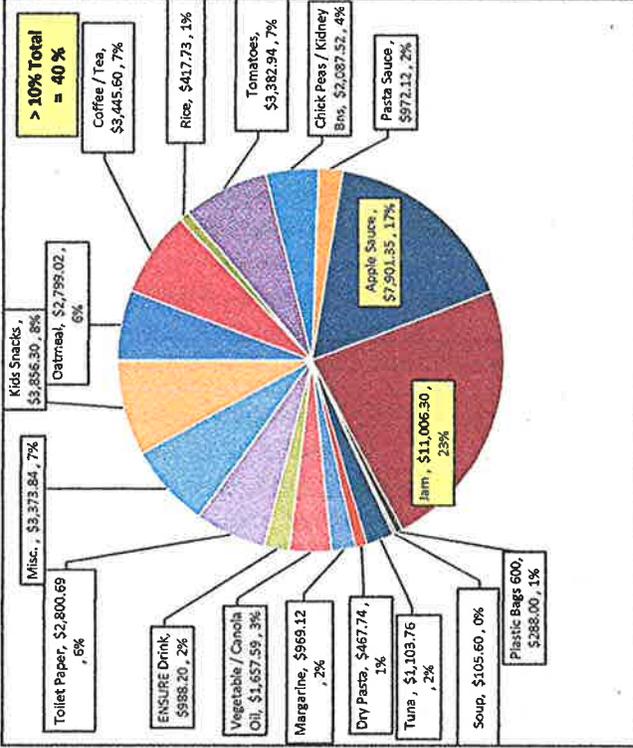
Invoiced Items

* Ottawa Food Bank	\$ 7,820.00
* Auger Bakery	\$ 8,726.80
* AENOS Food Services	\$ 23,285.83
Non-Invoiced Items	\$ 47,623.42

Total for ALL Items \$ 87,456.05

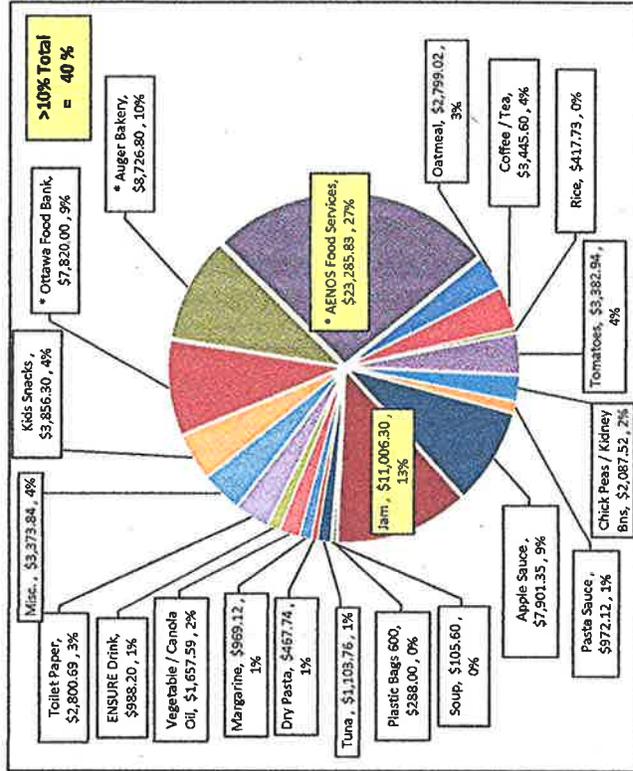
Buyers # 1 & 2 - Direct Purchases

Fig. 1



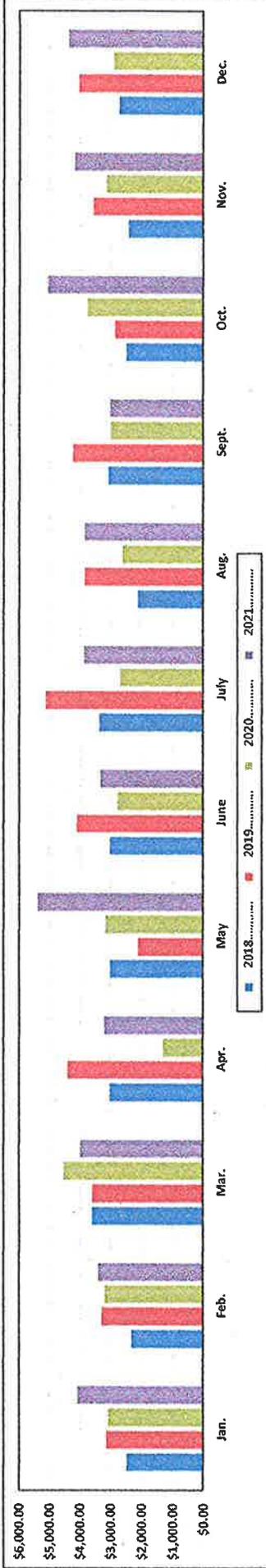
with added ' Invoiced ' Purchases

Fig. 2

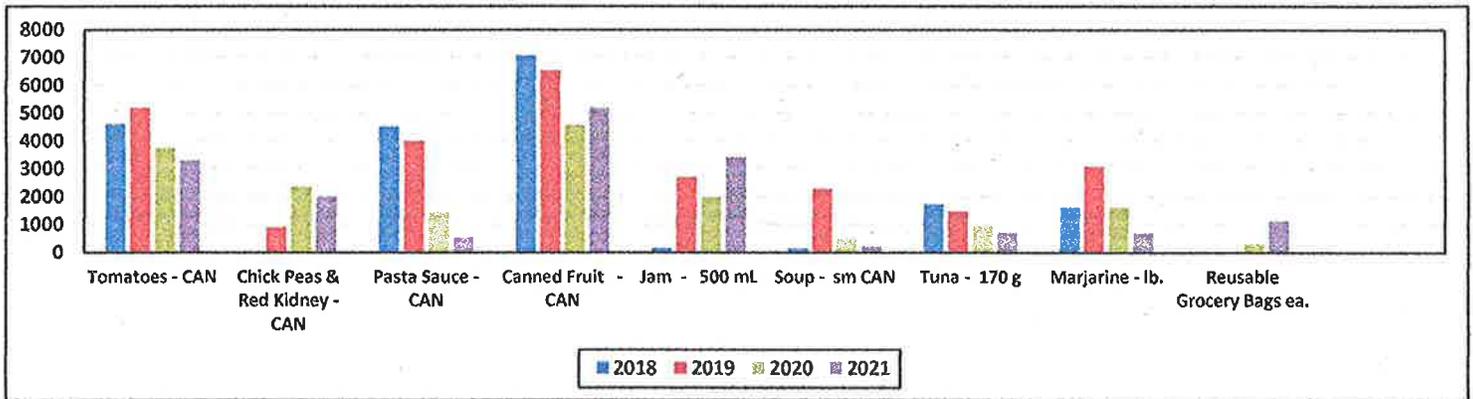


Comparison : 2018 , 2019, 2020 and 2021 Food Purchases

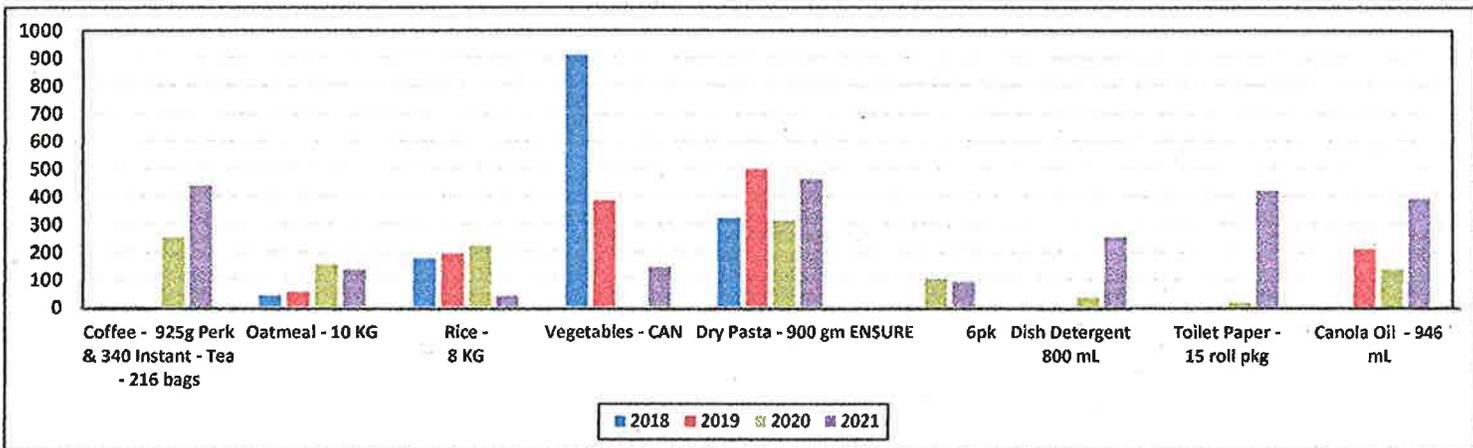
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Monthly Average	Total
2018.....	\$2,466.81	\$2,306.95	\$3,598.70	\$3,001.76	\$2,989.01	\$2,998.84	\$3,348.49	\$2,098.10	\$3,052.08	\$2,473.56	\$2,407.05	\$2,708.37	\$2,787.56	\$ 33,450.72
2019.....	\$3,128.30	\$3,277.38	\$3,596.51	\$4,400.07	\$2,077.82	\$4,096.71	\$5,118.54	\$3,830.59	\$4,226.23	\$2,836.69	\$3,545.94	\$4,026.91	\$3,678.39	\$ 44,140.69
2020.....	\$3,062.96	\$3,176.96	\$4,532.40	\$1,281.33	\$3,147.27	\$2,769.48	\$2,670.71	\$2,593.46	\$2,971.25	\$3,742.89	\$3,110.39	\$2,880.96	\$2,994.17	\$ 35,930.06
2021.....	\$4,069.74	\$3,394.79	\$3,980.44	\$3,196.40	\$5,392.16	\$3,313.76	\$3,851.19	\$3,829.15	\$2,995.22	\$5,055.25	\$4,174.18	\$4,371.14	\$3,968.52	\$ 47,623.42
Auger Bakery	\$680.00	\$660.00	\$748.00	\$680.00	\$680.00	\$850.00	\$680.00	\$850.00	\$680.00	\$726.80	\$920.00	\$552.00	\$727.23	\$ 8,726.80
AENOS Food Svc.	\$1,636.61	\$1,870.57	\$2,064.51	\$1,759.82	\$2,808.58	\$1,963.54	\$1,522.61	\$1,463.13	\$2,624.61	\$2,456.43	\$1,366.58	\$1,728.84	\$1,940.49	\$ 23,285.83
Ottawa Food Bank	\$816.00	\$812.00	\$884.00	\$408.00	\$204.00	\$612.00	\$1,020.00	\$408.00	\$510.00	\$ 612.00	\$1,020.00	\$714.00	\$651.67	\$ 7,820.00



	Tomatoes - CAN	Chick Peas & Red Kidney - CAN	Pasta Sauce CAN	Canned Fruit CAN	Jam - 500 mL	Soup - sm CAN	Tuna - 170 g	Marjarine - lb.	Reusable Grocery Bags ea.
2018	4599	16	4512	7068	148	132	1728	1620	
2019	5180	900	3995	6532	2694	2262	1476	3080	
2020	3752	2352	1446	4585	1968	480	960	1611	300
2021	3295	1986	540	5188	3418	240	720	696	1120



	Coffee - 925g Perk & 340 Instant - Tea - 216 bags	Oatmeal - 10 KG	Rice - 8 KG	Vegetables - CAN	Dry Pasta - 900 gm	ENSURE 6pk	Dish Detergent 800 mL	Toilet Paper - 15 roll pkg	Canola Oil - 946 mL
2018		41	175	911	321				
2019		54	193	384	496			210	
2020	251	153	222	0	311	100	34	137	
2021	439	136	39	144	462	90	254	392	



Note(s) : - 1,120 Reusable Plastic bags purchased at a total cost of \$ 1,200.

- 44 cases (8 x 600 / roll) of clear plastic T-shirt bags (same as grocery store fruit/vegetable bags) at total cost of \$ 288 (used for apportioning oatmeal, rice, sugar, vegetables, dry pasta, toilet paper)
- provision of toilet paper was discontinued in June 2022.

Executive Coordinator's Report AGM 2021

Yearly Total Summary

Year	Households Served	Of Households, Number That Were New	HOUSEHOLD BREAKDOWN					Days Open
			Seniors	Adults	Children	Infants	Total	
2021	4939	203	841	9279	5050	853	16023	204
2020	5178	339	766	9621	5976	916	17279	206
2019	6087	348	1034	11492	6839	1064	20429	204

2021 - 926 Households, 2859 Individuals, came at least once
 2020 - 792 Households, 2506 Individuals, came at least once
 2019 - 1210 Households, 3741 Individuals, came at least once

Thank you to everyone for taking time to hear about HEFC.

HEFC 2021

HEFC was able to allow clients back into the Heron Road Community Centre after serving them from the delivery window/door for 10 months. Following all Covid rules and regulations the HEFC team quickly adapted as they always do to every scenario. As a volunteer's family member contracted covid, 7 HEFC volunteers quit immediately. The wonderful Jo-Anne, volunteer coordinator at the Ottawa Food Bank, put the message out straight away that HEFC required volunteers. So many people responded. 21 were selected and put to work right away.

The Ottawa Food Bank continues to support 7 days of emergency food instead of 3 days of emergency food. HEFC clients are very grateful to receive healthy and nutritious food in these uncertain times.

HEFC in 2021 was truly blessed with 43 regular HEFC volunteers and 14 HEFC Board Members. The approx. volunteer hours for all these dedicated HEFC volunteers totaled over 6000 in uncertain Covid times. Without burning out the amazing HEFC volunteers we try to keep our circle of volunteers low to limit exposure to covid. Many HEFC volunteers did multiple shifts during our 4 days of being open.

Throughout the year many did come down with covid but thankfully not at the same time, so HEFC was able to stay open to serve the many people with food insecurity. My sincere thanks to all these truly dedicated hard working HEFC volunteers who fearlessly came and assisted in any way they could especially with the fear of covid. The HEFC Board Members support was necessary and so welcomed; huge thank you to all of them.

Thank you to the City of Ottawa, Ottawa Food Bank, local churches, schools and many kindhearted people for their continued support to HEFC.

Without all of your support and generous donations HEFC could not operate to offer assistance to people with food insecurity.

I have heard the Seniors were able to take their medication because they had nutritious food to take their medication with. Adults were able to go to work and care for their families and themselves as they had the strength to do so with the food provided to them and their families. Children were able to focus in school and sleep well at night when their tummies were full with the healthy food. Hard to stay awake in school when you are hungry and hard to sleep well when your little tummy is hungry. Babies have formula and clean diapers so they continue to grow and thrive to become the adults healthy and wise in the future.

ALL OF THIS HAPPENS BECAUSE YOU CHOSE TO MAKE A DIFFERENCE.

It is forever humbling to have someone come in and have tears on their beautiful face and explain how much the food bank helped them and how grateful they are.

Kindest regards,
Louisa Simms
Executive Coordinator HEFC
www.hefc.ca

HERON EMERGENCY FOOD CENTRE

2021 ANNUAL GENERAL MEETING

CHAIRMAN'S REPORT

At the end of this meeting, I will no longer be the chair so this report is in some ways my swan song although HEFC being so close to my heart I will continue on the Board and will serve as vice-chair until the next AGM as we continue to seek a younger person to take the position.

In preparing this report, I reviewed previous reports and was struck by the similarities between HEFC's situation in 2012 and 2022. I reported that there was a relentless increase in the demand for our services and that our financial position had deteriorated.

This year, as we emerged from COVID restrictions, there has been a surge in clients coming to HEFC as our Executive Coordinator's report makes clear. Not only are there greater numbers, but there has been a sharp increase in the cost of food. I must express my thanks to our Buyer, Harold Black, for his relentless efforts to find bargains but, quite simply, there are few bargains to be found.

Consequently, our financial position, which was quite healthy during the pandemic as we received special funding, has deteriorated. Our financial team led by our Treasurer has kept a sharp eye on our financial position and the Board has reluctantly had to make some difficult decisions. In particular, we are no longer providing gift cards except during the Christmas season. We have also had to restrict the provision of canola oil to families. We are all hoping that as in past years there will be a surge in donations in December so we can maintain our current level of food purchases in 2023.

As I step down as chair, I wish to record my thanks for the support HEFC has received from the city. There have been steady funding increases so that our Executive Coordinator's salary and our other operational expenses are covered. Moreover, the city does not charge us rent. In 2013, I was thanking the city for how our new premises on the main floor of the community centre made it much easier to deliver service. It is a fine facility although it seems to me that we are bursting at the seams.

HEFC is, of course, a member agency of the Ottawa Food Bank. The OFB also responded to the pandemic with greatly increased support to agencies. I recently participated in a video conference where the OFB discussed their three-year plan and their long-range goals. Unfortunately, food banks are not going to disappear but there is room to better integrate our services with the work of other social services. I am confident that OFB will continue to provide invaluable support to HEFC as they implement their plan.

I also want to salute Immaculate Heart of Mary parish. They have supported HEFC with their Christmas concerts for 30 years, including virtual concerts for the last two years. In all, they have

probably raised more than \$200,000. It is hard to imagine what cuts would have had to be made had we not received their support. The concert will be live this year. I know I will be there.

Finally, my special thanks to Louisa. She has had to keep the doors open during the pandemic and has met the challenge of ever-changing pandemic regulations with remarkable competence and good cheer. Having her as the Executive Coordinator made my task much easier.

In 2013, I stepped down as chair and I concluded my report by saying “With the continued support of the city, the Ottawa Food Bank, area churches and the community and the work of the Board and our volunteers, I am confident that HEFC will continue to meet the needs of all those who come to us for help.”

I remain confident that HEFC will meet the challenges we now face as Lynn steps up from vice-chair to chair. I now ask her to say a few words.