Report of the General Manager and Chief Financial Officer

Updating Signing Authority for Housing York Inc.'s Third Party Service Providers

Recommendations

1. The Board of Directors approve the TD Canada Trust Corporate Resolution to update Housing York Inc.'s signing officers on record (Attachment 1).

2. The Board of Directors approve a Resolution of Directors from Worldsource Financial Management Inc. to name the officers authorized to execute documents on behalf of Housing York Inc. (Attachment 2).

Summary

Following a change in corporate officers, Housing York Inc. (HYI) is required to update key financial documents. A new Chair and Vice Chair were elected for HYI, so the signing authorities need to be updated for TD Canada Trust who is responsible for all of HYI's banking transactions and Worldsource Financial Management Inc. who provides investment services for HYI's capital reserve funds.

Background

A change in corporate officers requires an update to the signing authorities on financial documents

A resolution of the Board is required to update the signing officers on record for third party service providers, such as in this case, TD Canada Trust and Worldsource Financial Management Inc.

TD Canada Trust handles all banking transactions for HYI, including deposits and payments. The annual volume of deposits is approximately $35.5 million. The annual withdrawals and payments are approximately $34.3 million.

Housing providers who operate units under Part VII of the *Housing Services Act, 2011* are required to invest their capital reserves funds in an investment pool operated by the Housing Services Corporation and administered by Encasa Financial. These units were developed between 1987 and 1995, and are referred to as the "provincial reform" portfolio. HYI has 1,025 units in this portfolio.

In 2018, Encasa Financial transferred the investment services of the pool from Philips, Hager & North to Worldsource Financial Management Inc. (WFM), through a competitive process. WFM is a subsidiary of Guardian Capital. Guardian Capital Group, founded in 1962, operates several fully owned subsidiaries whose operations are to provide investment management services, financial advisory services, retail distribution of mutual funds, insurance, and general corporate services. Guardian Capital Group is headquartered in Toronto, Ontario, Canada, and became publicly listed on the Toronto Stock Exchange in 1969. WFM provides account statements and processes fund purchases and sales for the investment pool in partnership with Encasa Financial.

HYI currently has one investment with WFM, with a market value of $3,180,948 as of December 2018. As part of HYI's investment plan, the funds with WFM will be sold and the Region will manage HYI's investments. As the Region's investments realize higher returns than the investment pool, the best option is to have the Region manage HYI's reserve funds.

Analysis

A new Chair and Vice-Chair elected for Housing York Inc.

On January 9, 2019, Mayor John Taylor and Mayor Iain Lovatt were elected Chair and Vice-Chair of HYI. TD Canada Trust and WFM require Board resolutions to update the names of the officers authorized to execute documents on behalf of HYI.

Financial Considerations

Updating the signing officers with HYI's third party service providers does not impact the Regional budget or HYI's budget.

Local Impact

The decision to change the officer names has no impact on local municipalities.

Conclusion

Updating HYI's signing officers with current financial institutions ensures business continuity.

For more information on this report, please contact Michelle Willson, Chief Financial Officer, at 1-877-464-9675 ext. 76064. Accessible formats or communication supports are available upon request.

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Attachments (2)
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