



**IRANIAN HERITAGE  
SOCIETY OF EDMONTON**  
انجمن فرهنگی ایرانیان ادمونتون

# Annual General Meeting 2020

Financial year End Aug 31, 2020

Meeting Note  
Sep 30, 2020

**6:30 pm: Registration**

- Participant who paid \$10 membership – (eligible to vote)
  - 68 people paid cash at the door
  - 11 people paid online
  - Total of 79 people paid membership, however not all of them arrived before starting of the meeting
- All participants signed Covid-19 Liability Release Waiver

**Definition of Life Members:**

- Article 4.1.2 (IHSE Bylaw)
  - Serve a minimum of 2 terms as a Director with one term as the President.

**COVID-19 Liability Release Waiver**

In consideration of my participation in the foregoing, the undersigned acknowledge and agree to the following:

- I am aware of the existence of the risk on my physical appearance to the venue (Blue Quill Community Hall) and my participation to the activity of the Organization that may cause injury or illness such as, but not limited to Influenza, MRSA, or COVID-19 that may lead to paralysis or death.
- I have not experienced symptoms that of fever, fatigue, difficulty in breathing, or dry cough or exhibiting any other symptoms relating to COVID-19 or any communicable disease within the last 14 days.
- I have not, nor any member(s) of my household, traveled by sea or by air, internationally within the past 30 days.
- I have not been, nor any member(s) of my household, diagnosed to be infected of COVID-19 virus within the last 30 days.

Following the pronouncements above I hereby declare the following:

- I am fully and personally responsible for my own safety and actions while and during my participation and I recognize that I may be in any case be at risk of contracting COVID-19.
- With full knowledge of the risks involved, I hereby release, waive, discharge the Organization (IHSE) and The Venue (Blue Quill Community Hall), its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.
- I agree to indemnify, defend, and hold harmless the Organization (IHSE) from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

By signing below I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I am at least eighteen (18) years old and fully competent to give my consent; that I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; that I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same, and free from any inducement or representation.

This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.

First Name:  Last Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Members Registration Form**  
AGM (Sep 30, 2020)



First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Year of Birth: \_\_\_\_\_

Phone contact (optional): \_\_\_\_\_

I confirm that I paid the membership fee (\$10) via IHSE website /or Cash on date of .....

Signature \_\_\_\_\_

**7:03 pm: Event Started**




IRANIAN HERITAGE SOCIETY OF EDMONTON  
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# Meeting Note - Sep 30, 2020 (Page 2/3)

- **7:06pm Question was forward from a member regarding notice of AGM;**
  - The notice of AGM along with all document were sent to the members on Sep 9<sup>th</sup> – on the public notice posted, on the website and all social media platforms of the organization; it was included “if you are a IHSE member, and have not received the AGM notice along with corresponding documents please contact us at [info@ihse.ca](mailto:info@ihse.ca) and we will be happy to resend it to you.” Also According to the bylaw, article 5.3.6 if the board fail to give a notice to meeting to some of its member; no action taken at a General Meeting is invalid.
- **7:50 pm Motion was forwarded by Mr. Reza Akbari to remove voting on the proposed bylaw from Agenda and proceed with the rest accordingly;**
  - 37 people responded “Yes” out of 73 eligible participants to vote at this time.
  - As result the Agenda was adopted without the item of voting on proposed bylaw.

**5.3.6 Failure to Give Notice of meeting. No action taken at a General meeting is invalid due to:**

- accidental omission to give any notice to any Member;
- any Member not receiving any notice; or
- any error in any notice that does not affect the meaning.



10665 JASPER AVENUE, SUITE 1400 | EDMONTON | ALBERTA  
T5J 3S9  
[info@ihse.ca](mailto:info@ihse.ca)  
[www.ihse.ca](http://www.ihse.ca)

Date: Sep 9, 2020

### NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting will be held on Wednesday, September 30<sup>th</sup> at 7:00 pm With the registration to begin at 6:30pm.

Location: Blue Quill Community Hall - 1304 25 Ave NW, Edmonton, AB T6J 5B1  
*(Following Alberta Health Covid-19 Guidelines is mandatory)*

The Agenda of the meeting:


- Adopting the minutes of the last Annual General Meeting in Sep 2019.
- Presenting the financial statement of the society
- Appointing the Auditor(s).
- President Report
- Electing Board of Directors
- Bylaw discussion and vote on new proposed Bylaw

AGM Notice has been emailed to all good standing members of the society. We understand from time to time, there maybe technical challenges, if you are IHSE member, and have not received the AGM notice along with corresponding documents please contact us at [info@ihse.ca](mailto:info@ihse.ca) and we will be happy to resend it to you.

Thank you,

On Behalf of IHSE Board of Directors

Reza Akbari  
President



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*(Following Alberta Health Covid-19 Guidelines is mandatory)*

We are pleased to provide you with the following attached documents:

- [Current Bylaw](#)
- New proposed bylaw (draft)
- Diagram of the proposed governance of the organization

The Agenda of the meeting:

- Adopting the minutes of the last Annual General Meeting in Sep 2019.
- Presenting the financial of the society
- Appointing the Auditors.
- President Report
- Electing Directors of the board
- Bylaw discussion and vote on new proposed bylaw

As per requested by the majority of the members on changing/ improving the bylaw and obtaining Charity status during the last AGM in September 2019; the board of director diligently has been working with different parties and individual in preparation of the bylaw revision; in this process we reviewed the bylaw of charity and cultural organizations with similar activities as well as Society Act of Alberta. Also, DALLP (DRACH APTOWITZER LLP) and IHSE has signed engagement letter to provide counsel and representations regarding the charitable registration of the Iranian Heritage Society of Edmonton. This work is to include the review and amendment as necessary of IHSE's bylaws and governing documents, the preparation and submission of an application for charitable registration, and any further communications necessary with the Canada Revenue Agency until their final decision on the application. The proposed bylaw is the outcome of this process and has been reviewed with the lawyer of the society.

On Behalf of IHSE Board of Directors

Reza Akbari  
President



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T5J 3S9  
[info@ihse.ca](mailto:info@ihse.ca)  
[www.ihse.ca](http://www.ihse.ca)

Date: Sep 26, 2020

### REMINDER

#### NOTICE OF ANNUAL GENERAL MEETING

This is gentle reminder that the Annual General Meeting will be held as per original schedule on Wednesday, September 30<sup>th</sup> at 7:00 pm with the registration to begin at 6:30pm.

Location: [Blue Quill Community Hall](#) - 11304 25 Ave NW, Edmonton, AB T6J 5B1  
*Please be advice that following Alberta Health Covid-19 Guidelines for all attendees is mandatory.*

دردود خدمت همشهریان عزیز  
ندین وسیله یادآوری می‌کنیم. مجمع عمومی سالانه انجمن فرهنگی ایرانیان ادومنتون طبق برنامه اعلام شده در روز چهارشنبه ۳۰ سپتامبر، رأس ساعت ۷ عصر برگزار می‌گردد. لازم تذکر است باز شدن درب سالن و شروع ثبت نام ساعت ۶:۳۰ عصر شنب می‌باشد.

تذکره: برای جلسه در فضای بسته رعایت توصیه های بهداشتی مربوط به کووید شامل پوشیدن ماسک و رعایت فاصله در طول جلسه الزامی می باشد. ضمناً جهت کسب تطبیق از سلامت شما و دیگران، لطفاً در هنگام ثبت نام فرم رضایت نامه مربوط به کووید را تکمیل فرمایید.

Public note:

- Kindly arrive well in advance (6:30 pm) to facilitate the registration process. Meeting starts 7:00 pm.
- This is an indoor seated gathering. Please note, in order to protect your health safety and safety of others, you will be ask to sign a Covid-19 Consent Form upon arrival.
- Other mandatory measures in place includes, wearing mask, social distancing, reminding seated throughout the meeting, etc.

Members note:

- Thanks to those members who already reached out to us with their great questions and feedback regarding the proposed bylaw.
- We encourage all other members to reach out prior to the AGM with their questions or concerns. We maybe reached at [info@ihse.ca](mailto:info@ihse.ca) or direct message to our [Facebook Page](#)

AGM Notice has been emailed to all good standing members. We understand from time to time, there maybe technical challenges, if you are a IHSE member, and have not received the AGM notice along with corresponding documents please contact us at [info@ihse.ca](mailto:info@ihse.ca) and we will be happy to resend it to you.

Thank you,

On Behalf of IHSE Board of Directors

Reza Akbari  
President



**7:30 pm:** Alexandra Tzannidakis joined the meeting through Zoom meeting – 10 minutes introduction)

- 8:00 – 8:45 pm:** Brian Chan and Amir Ghahari presented financial statements and answer questions
- First motion to accept the financial report was forward by Mrs. Bahareh Mohammad Zadeh.
  - Second motion was forwarded by Mrs. Shayesteh Majdnia.
    - 72 people accepted the Financial report by Treasure Mr. Amir Ghahari

**8:45pm – 9:15 pm :** Mr. Akbari presented the President report and Reviewed of Proposed bylaw.

- 9:15pm – 9:45 pm:** distribute voting ballots according to the registration form that was singed at the beginning of the event
- 79 ballots was distributed

**9:45 pm – 10:15 pm:** Other Matter Discussion

- 10:15 pm:** Election of Board
- Mr. Amir Ghahari term as a board of director (treasurer) was two years, finishing August 30, 2021. However he resigned and decide to not continue as a board member.
  - Mr. Ali Akbar Bardestandi term as a board of director (Vice-President) was two years, finishing August 30, 2021. However he resigned and decide to not continue as a board member.
  - Mr. Reza Akbari term as a board of Director (President) was one year. Mr. Akbari decide to not run for another year as a board member.
  - Ms. Sally Javaheri term as board of Director was two years, finishing August 30, 2021. She decide to continue a board member.

**Candidates: list was finalized at 10:20 pm**

**President**

- Anahid Shahmoradi

**(2 Years term – only two vacant positions)**

- Asal Andarzipour
- Dorsa Sobhani
- Peyman Pakseresht

**1 Year tem – 3 vacant position**

- Soroush Samavat
- Hamid Samavat
- Mehdi Rezanian

**Election Result announced 10:55 pm**

**President**

- Anahid Shahmoradi ..... **36 votes**

**(2 Years term – only two vacant position)**

- Asal Andarzipour ..... **47 votes**
- Dorsa Sobhani ..... **41 votes**
- Peyman Pakseresht ..... **54 votes**

**1 Year tem – 3 vacant position**

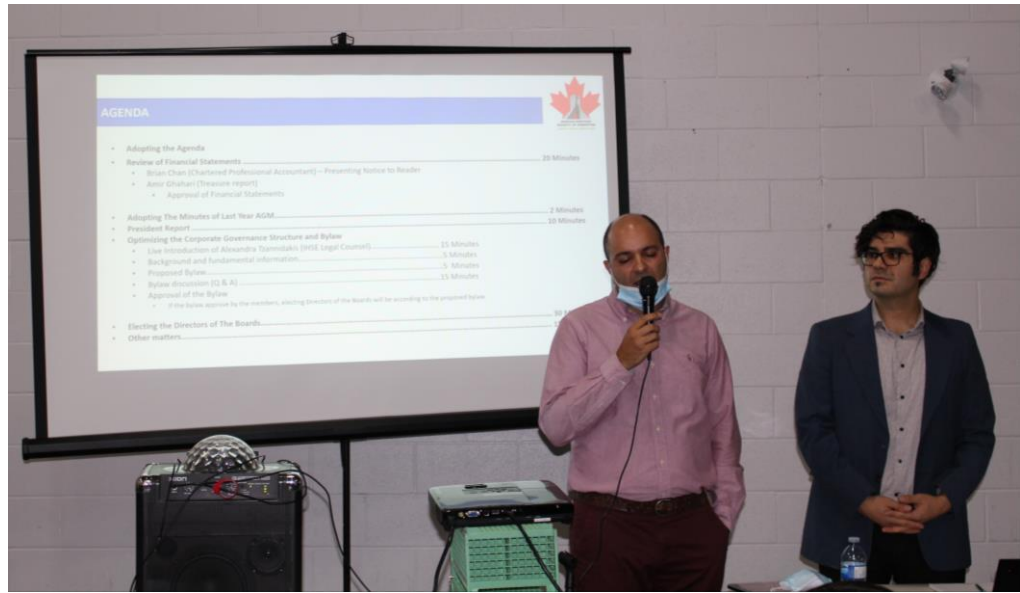
- Soroush Samavat..... **41 votes**
- Hamid Samavat ..... **53 votes**
- Mehdi Rezanian ..... **48 votes**

**Note1:** On the current bylaw there is no article to define the minimum requirement of vote where there is only one candidate for a vacant position on the board.

**Note2:** According to the Article 6.1.6.3; Dorsa Sobhani is elected member that board can vote to join the board of Director where vacancy occur.

6.1.6.3; If there is a vacancy on the Board, the remaining Directors may appoint a Member in good standing to fill vacancy up to the following annual general meeting. This Vacancy shall be filled; when possible, by a candidate at the previous AGM election, selected respectively by the number of votes.







**IRANIAN HERITAGE  
SOCIETY OF EDMONTON**

انجمن فرهنگی ایرانیان ادمنتون

# Annual General Meeting 2020

Financial year End Aug 31, 2020

Please make sure to register and pay the membership fee

1) Pay Online at

- <http://ihse.ca/RegisterMembership/>

2) Cash – paying here

Membership fee: \$10.00



IRANIAN HERITAGE  
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# AGENDA

- **Adopting the Agenda**
- **Review of Financial Statements ..... 20 Minutes**
  - Brian Chan (Chartered Professional Accountant) – Presenting Notice to Reader
  - Amir Ghahari (Treasure report)
    - Approval of Financial Statements
- **Adopting The Minutes of Last Year AGM..... 2 Minutes**
- **President Report ..... 10 Minutes**
- **Optimizing the Corporate Governance Structure and Bylaw**
  - Live Introduction of Alexandra Tzannidakis (IHSE Legal Counsel)..... 15 Minutes
  - Background and fundamental information.....5 Minutes
  - Proposed Bylaw.....5 Minutes
  - Bylaw discussion (Q & A) .....15 Minutes
  - **Approval of the Bylaw**
    - If the bylaw approve by the members, electing Directors of the Boards will be according to the proposed bylaw.
- **Electing the Directors of The Boards..... 30 Minutes**
- **Other matters..... 15 Minutes**

# Highlights of financial activities

- 1- Corporate Income Tax filling and compliance of last 21 years.
- 2- Close financial year-end change dispute with CRA.
- 3- Flight PS752 GoFundMe campaign launch
- 4- Fulfill all GoFundMe promises including UofA Endowment Fund
- 5- Strengthening financial auditing standards
- 6- Contacted CPA Canada directory emails
- 7- What we build in the last two year, what we got and where we are
- 8- Forward looking plan for charity
- 9- Thank you Bahareh Mohammadzadeh



9 March 2020

Mr. Amir Ghahari  
Edmonton Iranian Heritage Society  
10050 112 Street NW #904  
Edmonton, AB T5K 2J1

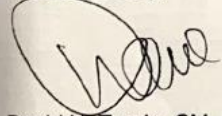
Dear Mr. Ghahari,

It was an honour to meet with you on Monday to accept your generous cheque on behalf of the Edmonton Iranian Heritage Society. Thank you. In times of tragedy, the love and strength in community is invaluable, and we are touched by how you have brought people together through your fundraising efforts to remember the victims of Flight 752. We are also grateful for all of the people who generously contributed, through your organization, to The Mojgan Daneshmand, Pedram Mousavi & Victims of Flight PS752 Memorial Fund.

The thoughtful support generated by the Edmonton Iranian Heritage Society will help establish memorial scholarships for graduate students at the University of Alberta. How fitting that this donation will enable future graduate students to fulfill their aspirations and uphold the legacy of the individuals honoured by this memorial fund.

Together, we grieve our teachers, mentors, friends, and loved ones lost in this unspeakable tragedy: Mojgan Daneshmand and Pedram Mousavi and their daughters Daria and Dorina, Pouneh Gorji, Arash Pourzarabi, Elnaz Nabiyyi, Nasim Rahmanifar, Amir Hossein Saeedinia, Mohammad Mahdi Elyasi, and Saba and Sara Saadat and their mother Shekoufeh Choupannejad. Their lives will forever be remembered at the University of Alberta.

Yours sincerely,



David H. Turpin, CM, PhD, LL.D, FRSC  
President and Vice-Chancellor



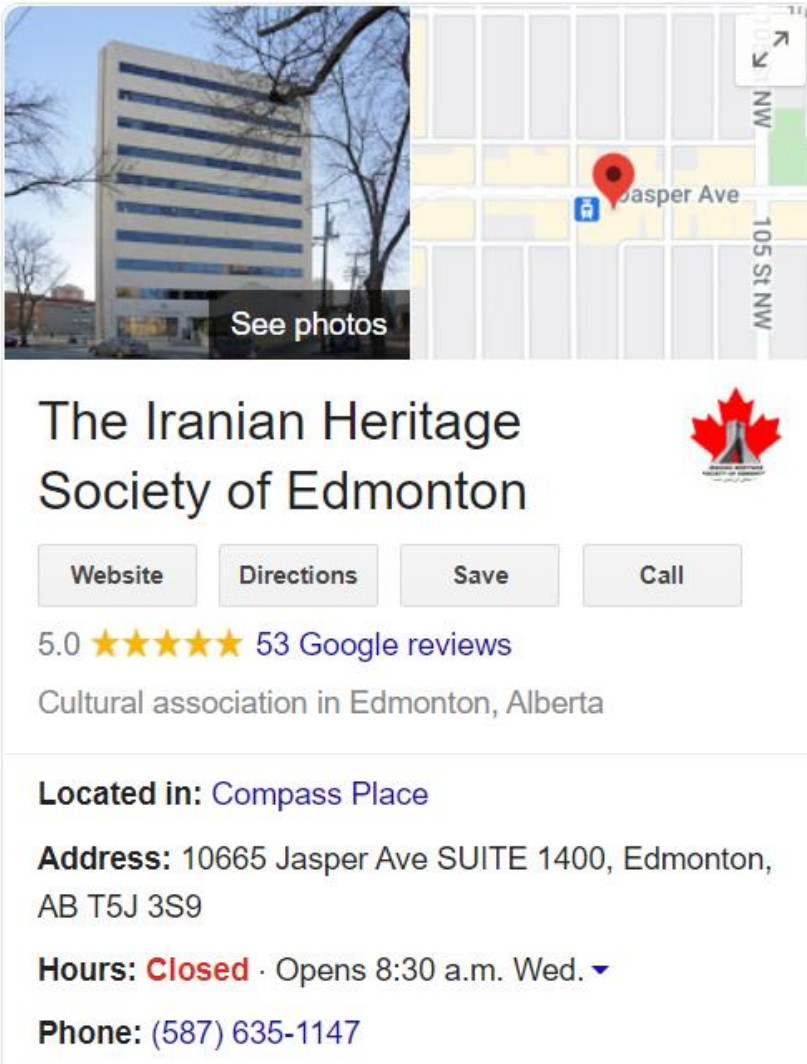
# FY2020-2021 BUDGET

BUDGET TOTALS	ESTIMATED
Revenues	70,500.00
Operating Expenses	80,500.00
Balance (Revenue minus Expenses)	-10,000.00

REVENUE	ESTIMATED
Event Revenues	70,000.00
Grants & Donations	0.00
Membership	500.00
Total Revenue	70,500.00

OPERATING EXPENSES	ESTIMATED
Advertising	400.00
Bad debts	0.00
Direct costs	65,000.00
Depreciation	500.00
Dues and subscriptions	700.00
Insurance	300.00
Interest	0.00
Legal and auditing	8,000.00
Maintenance and repairs	0.00
Office supplies	500.00
Postage	100.00
Rent or mortgage	5,000.00
Supplies	0.00
Taxes	0.00
Other	0.00
Total Operating Expenses	80,500.00

- **Obtaining Shared Office for IHSE**
  - Mailing service/handling
  - Phone answering and directing the call (during business hours) or recording message
  - Board Room Access (private meeting)
  - Shared working space during business hours



**The Iranian Heritage Society of Edmonton**

Website Directions Save Call

5.0 ★★★★★ 53 Google reviews

Cultural association in Edmonton, Alberta

**Located in:** [Compass Place](#)

**Address:** 10665 Jasper Ave SUITE 1400, Edmonton, AB T5J 3S9

**Hours:** **Closed** · Opens 8:30 a.m. Wed. ▾

**Phone:** (587) 635-1147

# Structural - IT



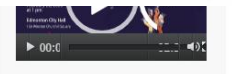
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Alberta - Home | Flyer | Home - Workday | Home : Panopto | Learner Home - Re... | WELCOME. MicroSt... | OneDrive for Busin...



Main | News & Events | Media Release | Flight PS752 | Gallery | AGM Reports | Contact Us | فارسی

- Statement – Navid Afkari (9/18/2020)
- AGM – Public Announcement (9/18/2020)



**ABOUT US**  
The Iranian Heritage Society of Edmonton is a non-profit which operates with no affiliations to any religious or political views, ideologies, or groups. Browse around our website for more information!



# Structural – Governance & Finance



## President's Report

### Annual General Meeting 2019

September 14, 2019

I am delighted to report that the Iranian Heritage Society of Edmonton (IHSE) delivered seven successful events in 2018-2019, including the celebration of Nowruz for which a certificate from the City of Edmonton was issued in congratulations. Additionally, the Board of the Edmonton Heritage Festival awarded IHSE's cultural tent second place prize for its positive impact on visitor experience at the 2019 festival.

In 2018-2019, the IHSE focused time and resources to increase the involvement of Iranian youth in the organization and execution of IHSE events. Through creating a comfortable and nurturing environment, many Iranian youth rose to the challenge of event coordination and developed a range of skills in various roles.

- General Meeting - November 4, 2018
  - The IHSE reviewed budget, plans, areas of opportunity and the society's vision of how to deliver its mission successfully at the general meeting.
  - Over 18 people from IHSE and the Edmonton-Iranian community were in attendance.
- Yalda Celebration - December 22, 2018
  - Many people, including Iranians, celebrate the battle of brightness vs. darkness on the longest night of the year by gathering together to stay awake overnight.
  - The IHSE hosted live performances, poetry readings, dinner and dancing at 12004 112 Street NW.
  - 258 were in attendance from the Edmonton-Iranian community.
- International Women's Day - March 8, 2019
  - The IHSE invited three successful Iranian-Canadian women from the Edmonton community (Ms. Nooran Ostadian, Dr. Tina Khamilipour and Dr. Maryam Sharafzadeh Amini) to present their life stories, including achievements and challenges.
  - The event was held at Telus Centre and about 47 of people were in attendance.
- Nowruz Market/Spring Bazar - March 15, 2019
  - Eighteen small businesses participated in this community fair located at Blue Quill - 11304 25 Ave NW, showcasing their crafts and services.
  - Over 400 people attended the market, which took place over six hours.
- Youth Spring Celebration - March 15, 2019
  - Through a series of dance and musical performances, Iranian youth were educated on the history of Nowruz – the first day of Spring and the Persian calendar.

- Over 200 people attended the performances, which took place over the 3 hours.

- Nowruz Celebration - March 16, 2019
  - A ceremony to celebrate Nowruz was held at The Royal Palace - 4960 93 Ave NW, and included live performances, traditional dance, dinner and a live band.
  - 360 people from the Edmonton community were in attendance, including Honourable Donald L. Iveson, Mayor of Edmonton, and his wife.
  - Following his speech, the Mayor presented IHSE with a certificate to recognize the celebration of Nowruz in Edmonton.
- Edmonton Heritage Festival - August 3-5, 2019
  - With the support of over 70 volunteers, mostly youth between the ages of 14-20, the IHSE successfully represented Iranian heritage during the 2019 Festival.
  - Infrastructural investments included the purchase of a two-door commercial grade fridge, commercial grade all stainless-steel sink and working tables (included in financial report).
  - The IHSE was awarded second place for its impactful execution of its cultural tent.

### Action Items for IHSE in 2020:

- Seek additional funds in the operational budget for office rental and storage.
- Seek additional funds in the operational budget for developing a website, including the creation of an English language site.
- Seek legal advice on implementing the process of enhancing the organization structure.
- Increase traffic to the IHSE website by providing a user-friendly platform and useful information.
- Join and support other non-profit community organizations with similar goals.
- Seek additional funds in the operational budget to increase community activities during summer months involved with cultural performances.
- Seek additional funds in the operational budget to improve the quality of IHSE events that can support higher volumes of participants.
- Expand IHSE activities and develop impactful programs that align with the IHSE mission (promoting, educating and engaging cross-cultural dialogue between Iranian-Canadians and the global community) such as summer sports activities for youth and cultural activities.

On behalf of the IHSE Board of Directors, we would like to say a heartfelt thank you to everyone who helped and supported the Edmonton-Iranian community voluntarily in 2018-2019.

Sincerely,

Reza Akbari  
Vice-President of IHSE  
Report on behalf of IHSE Board of Directors

## Action Items for IHSE in 2020:

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## Finance

- Society Annual Report (ALBERTA)
- Corporation Income Tax Return (CRA)

## Bylaw







# COMMUNITY IMPACT





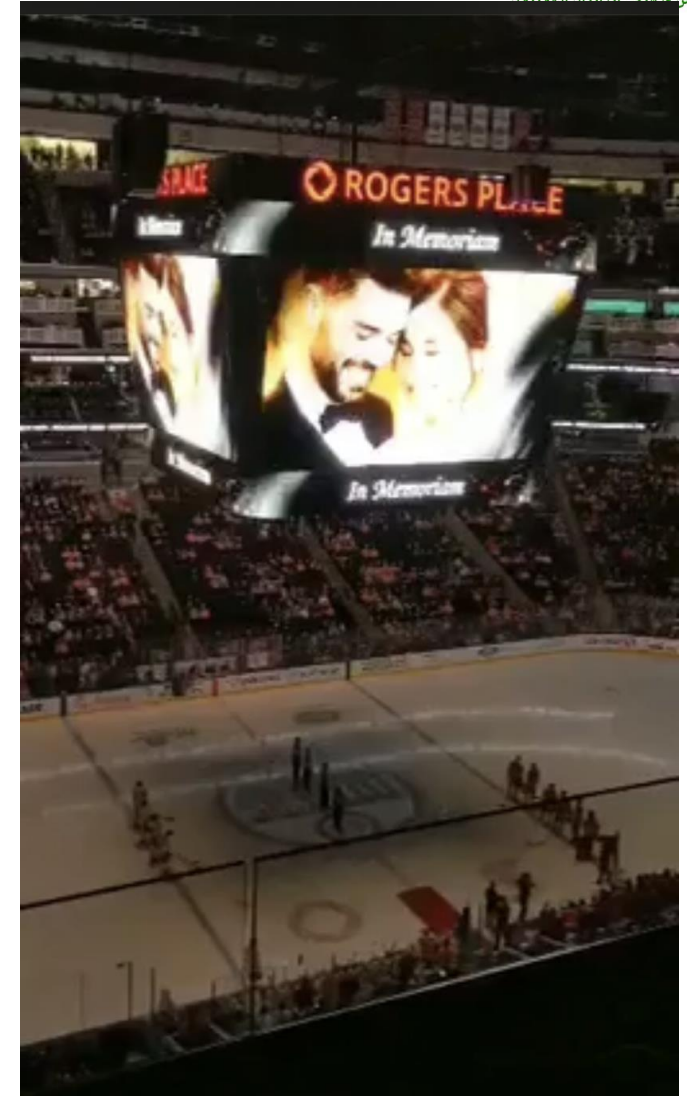
# COMMUNITY IMPACT



IRANIAN HERITAGE  
SOCIETY OF EDMONTON



Moment of silence during  
Oiler's game while all 13  
Edmontonian lost was  
shown on the central  
screen

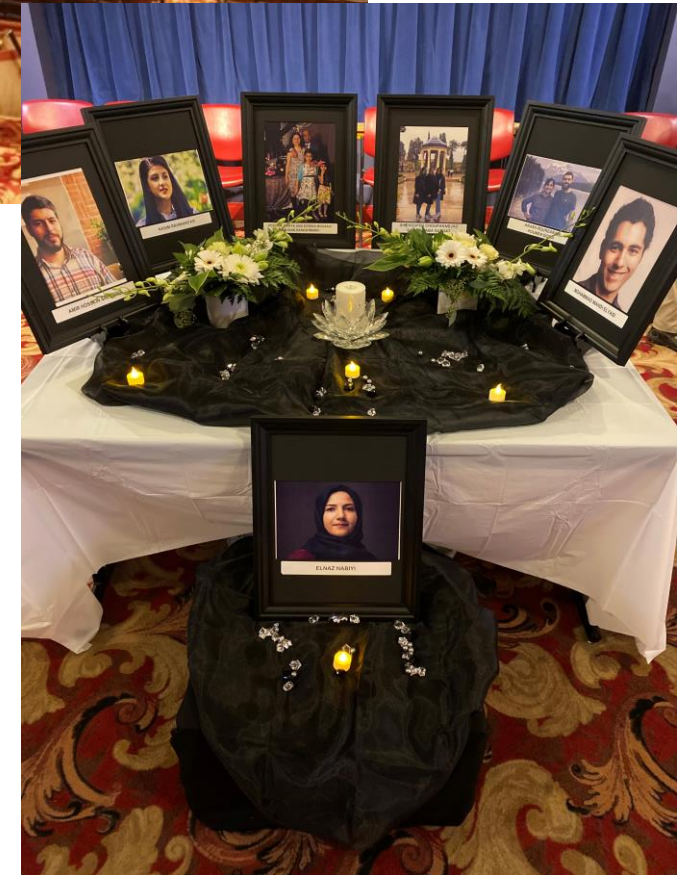




# COMMUNITY IMPACT

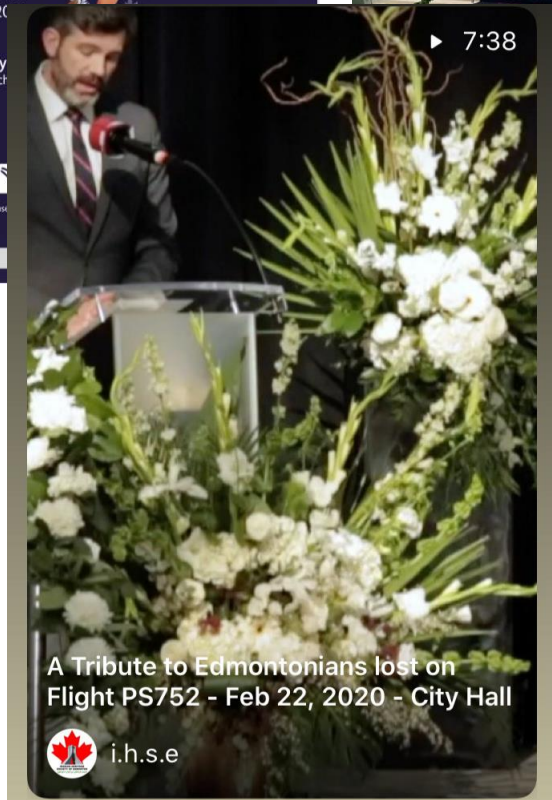
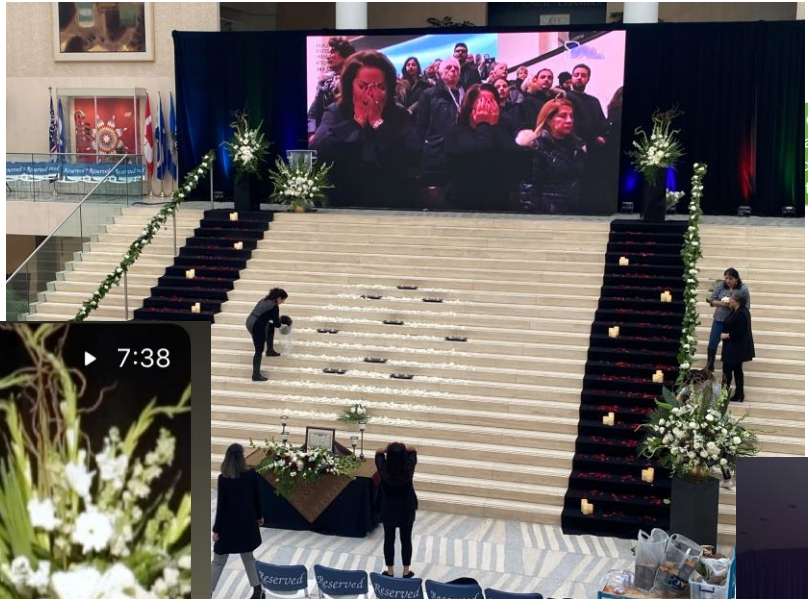
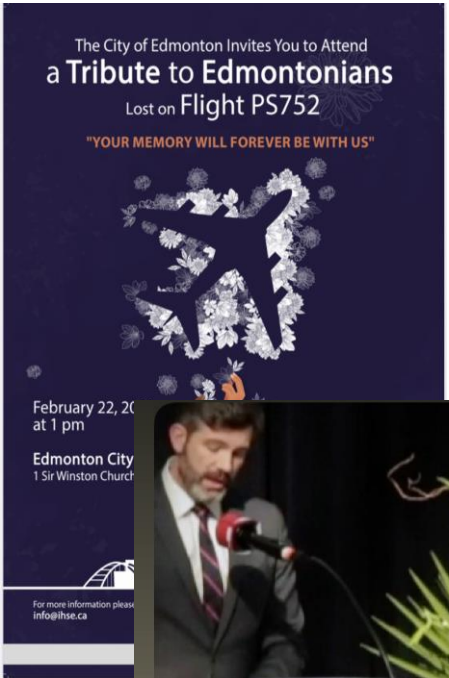


Hosting fundraising  
Movie night at **Metro  
Cinema** in Memory of  
PS752 –





# Community Impact



In collaboration with City of Edmonton organized memorial event at City Hall on Feb 22<sup>nd</sup>



A Tribute to Edmontonians lost on Flight PS752 - Feb 22, 2020 - City Hall  
i.h.s.e



# COMMUNITY IMPACT

## Upcoming Events / برنامهای پیش رو



<p><b>March 7<sup>th</sup> International Women's Day</b> روز جهانی زن</p> <ul style="list-style-type: none"> <li>• Location: Room 150- Telus Centre. University of Alberta</li> <li>• Time: 4:30pm – 6 pm</li> </ul>	<p><b>March 20<sup>th</sup> Nowruz Gala 2020</b> چشم نوروز 1399</p> <ul style="list-style-type: none"> <li>• Location: Fantasyland Hotel 17700 87 Ave NW, Edmonton</li> <li>• Time: 6 pm – 12 am</li> </ul>
<p><b>March 13<sup>th</sup> ("Bazarche &amp; Jashne Kodakan")</b> چشم کودکان / بازارچه نوروزی</p> <ul style="list-style-type: none"> <li>• Location: Blue Quill Community Hall 11304 25 Ave NW, Edmonton</li> <li>• Time: 5 pm – 9 pm / 7 pm – 9 pm</li> </ul>	<p><b>March 17<sup>th</sup> ("Chaharshan-beh Soori")</b> چهارشنبه سوری</p> <ul style="list-style-type: none"> <li>• Location: Blue Quill Community Hall 11304 25 Ave NW, Edmonton</li> <li>• Time: 6 pm – 11 pm</li> </ul>



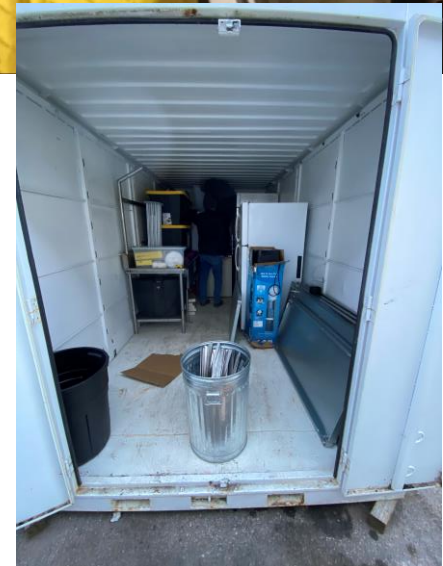

Due to the Covid-19 outbreak we had to cancel a series of event that was planned for Nowruz, however we ensure to keep the memory of our Edmontonian lost on Flight PS752 around Haftseen.



# Operational – Assets (Storage)



Two weeks after complete lockdown, we received a notice from the landlord to evacuate the place by the end of the month. It was an extremely challenging time to find the new location and help move, including rental storage. After a couple of weeks of research, we learned that other organizations such as the German and French community use ALTA Storage for most of their equipment related to the Heritage Festival. We collectively make the best decision to keep valuable equipment. Financial constrain was the main issue, as the Heritage Festival was unknown and the city announced that would cut the total annual grants operation budget. As a result, we rented one unit and tried our best to save valuable stuff.





# Community Impact - PS752 Memorial Site in Edmonton



## City of Edmonton

### - Edmonton Art Council

- Reza Akbari (IHSE)
- David Turnbull (Director of Public Art & Conservation,)
- Sanjay Shahani (Executive Director,)
- Cindy Lieu (Interim Director of Communications)
- Sally Kim
- David Ridley
- **PS752Justice (official representative of victim's family)**
  - Javad Soleimani
  - Daniel Ghods

We had two meetings with the Edmonton Art Council regarding selecting and planning for a memorial site for the downing of PS752; we recommend that the IHSE board of directors continue to advocate for the PS752Justice association and involve them in the process, and continue pushing the city to work closely with PS752Justice representative in Edmonton and establishing a memorial site.





**IRANIAN HERITAGE  
SOCIETY OF EDMONTON**

انجمن فرهنگی ایرانیان ادمونتون

**Optimizing the corporate Governance Structure and Bylaw**

# Optimizing the corporate Governance Structure and Bylaw — In Search of Legal Advice



Stephen M. Muchena, J.D.  
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WESTERN CANADA'S LAW FIRM

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# ALEXANDRA TZANNIDAKIS

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**Alexandra Tzannidakis, LL.B.** practices charity & non-profit, corporate, and tax law. Alexandra serves clients across Canada, including individuals as well as organizations of all sizes. She is dedicated to working closely with her clients to identify their needs and offer practical, effective solutions.

Alexandra helps her clients navigate the complex world of taxes, corporations, and non-profit/charity regulations. Her focuses include:

- Securing and maintaining charity registrations
- Helping charities operate inside and outside of Canada
- Guiding and defending against CRA audits
- Facilitating large donations, both domestic and international
- Building relationships and capacity for non-profits via agreements and contracts
- Optimizing corporate governance structures and bylaws
- Litigating personal/corporate tax disputes
- Litigating charity disputes
- Providing guidance on tax and non-profit legislation

Alexandra attended McGill University and the University of Leicester before articling with Drache Aptowitzer LLP and being called to the Ontario bar in 2013. She has served on the executive of the Ontario Bar Association's Charities & Not-for-profit Section and as the director of a charity. She has appeared before the Federal Court of Appeal and the Supreme Court of Canada.

She frequently writes on topics of interest to charities and non-profit organizations. Her work appears in high-profile industry publications including *The Canadian Taxpayer*, *Canadian Not-For-Profit News*, *Hilborn Charity eNEWS*, and Thomson Reuters' *Taxnet Pro*. She also speaks regularly on tax and charity topics to a variety of audiences, from industry professionals to volunteer groups.

## Tax Court of Canada Act

# Canadian Revenue Agency (CRA)

- One of the common tax deductions Canadians claim is charitable donations.
- A charity must apply for charitable registration with the CRA, and be approved, to become exempt from paying income tax and to be able to issue official donation receipts.
- The main difference is that a registered charity can issue official receipts for donations for income tax deduction purposes. The receipts allow the charity's individual donors to claim the donations and receive a tax credit for a portion of the donation. These receipts must also include their registration number, which is provided by the CRA when the charity is registered

8-12 months process: review the Governance Structure, Organization Objective, and its impact

- Relief of Poverty
- Advancement of Education
- Advancement of Religion
- Other purpose beneficial to the community

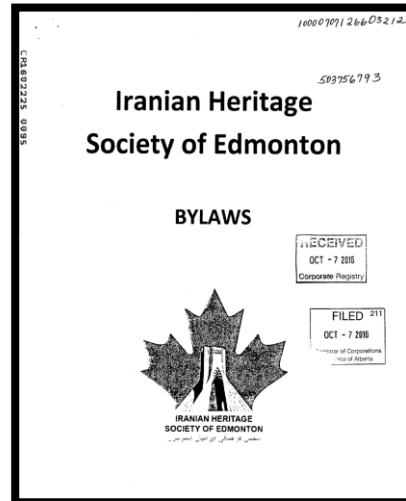
## ALBERTA SOCIETY ACT



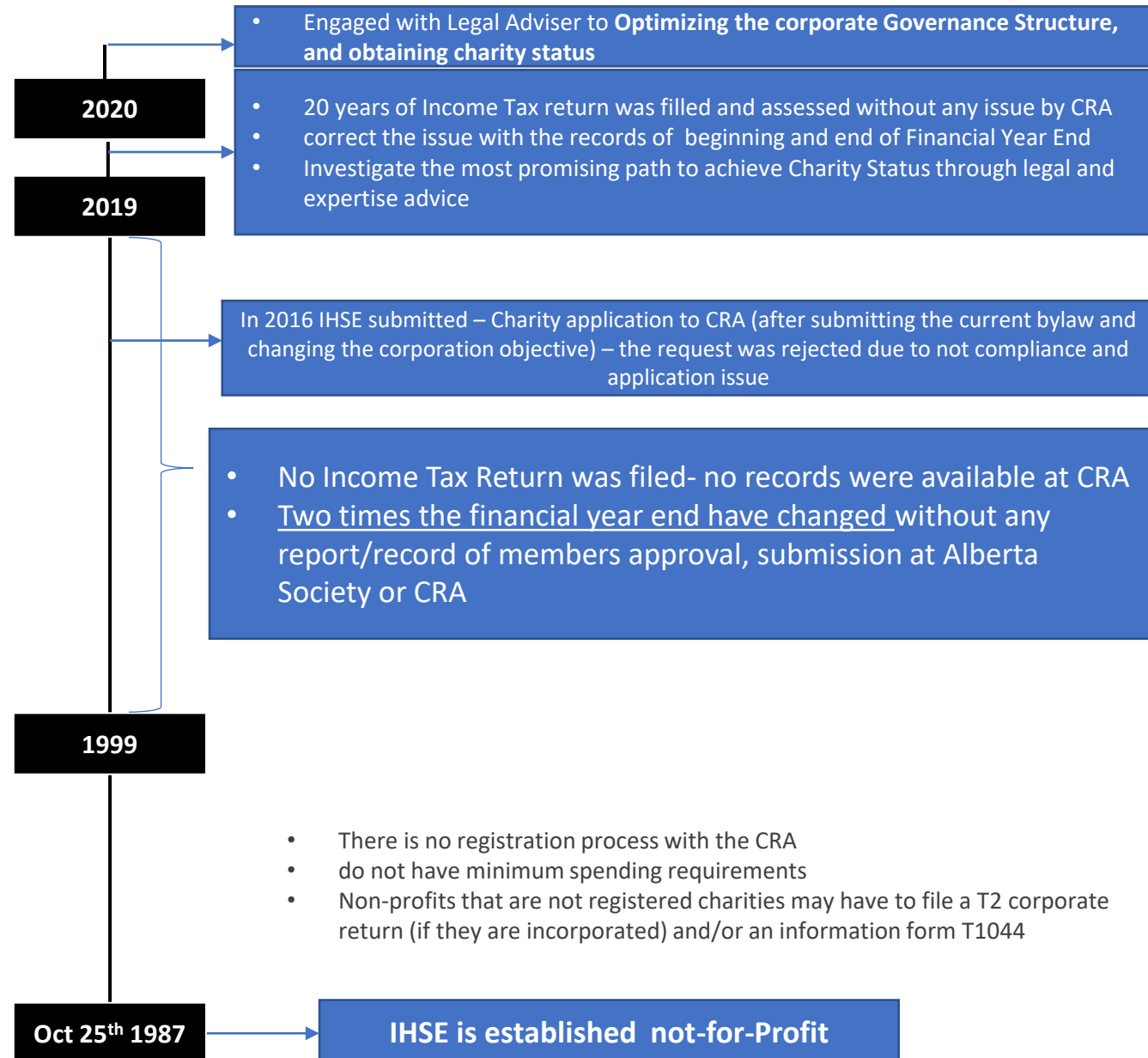
- Include the legal nature of the organization

- Includes Objective

- May include mission statement and vision



- Include the corporate Governance Structure



## **Canadian Revenue Agency (CRA)**

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- A charity must apply for charitable registration with the CRA, and be approved, to become exempt from paying income tax and to be able to issue official donation receipts.
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### **8-12 months process: Governance Structure, Organization Objective, and its impact**

- Relief of Poverty
- Advancement of Religion
- Advancement of Education
- Other purpose beneficial to the community

**Purposes that advance education (second category)**

**Arts activities and charitable registration – Reference number CG-018**

- establishing and operating a school for full-time arts students, focusing on painting, sculpture, drawing, and other forms of visual arts
- offering visual arts classes to the general public on a part-time or general-interest basis
- providing courses, instructional seminars, and workshops to teach marketing, financing, and bookkeeping to visual artists. To advance education by providing instructional seminars on topics related to performance and visual arts to members of the public
- to advance education by establishing and operating public art schools
- to advance education by providing structured learning activities such as courses, instructional seminars, and workshops about [specify the art form and style], and by providing opportunities for students to publicly exhibit, present, or perform their works, or develop their crafts or skills in conjunction with these learning activities
- to advance education by providing scholarships, bursaries, awards, and other forms of financial assistance to enable members of the public to study performance arts at post-secondary educational institutions in Canada
- to advance education by establishing and operating a resource library for [specify the art form and style]
- to advance education by conducting research on best practices related to the [specify art form and style] industry and disseminating the results of the research to the public
- to advance education by providing courses, instructional seminars, and workshops to teach marketing, financing, and bookkeeping to artists

## *The Journey....*

- Exploring legal advice
- Reviewing the Bylaw guidance by Alberta Society Act
- Reaching out and discussion with few members of our community
- Review other charitable or non-profit organization's bylaw
  - Iranian-Canadian Centre for Art and Culture (Tirgan - CRA Registered)
  - The World Lebanese Cultural Union Society of Edmonton
  - Edmonton Fold Music Festival (CRA Registered)
  - KULEA Culture Society (We believe in Nurturing Cultures)
  - Croatian Cultural Society of Victoria (CCSV)
  - Edmonton Chinese Garden Society (CRA Registered)
  - Ukrainian Cheremosh Society (CRA Registered)
  - Nepalese Association in BC (CRA Registered)
  - And many others...

# What have been improved in the proposed Bylaw?

## •Membership

- Improved the legal mandate and recommendation by Corporate Management Science to avoid and limit the possibility of "Hostile Takeover "and protect the society from Corporate "take over" action.
- Impactful and lawful inclusive membership
- We can leverage skills and talents far beyond boards of Edmonton and Canada in the legal process, including obtaining additional grants

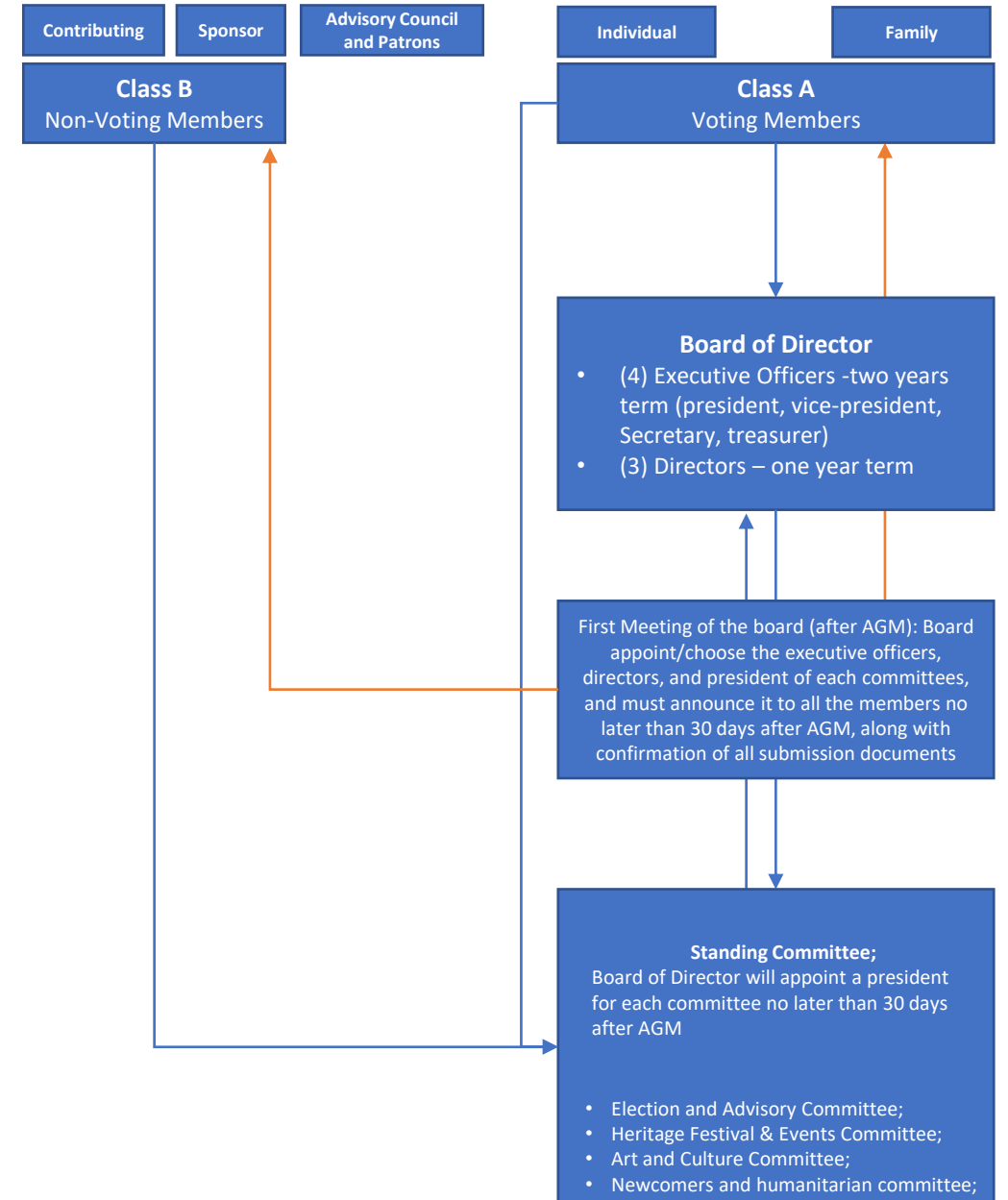
## •Board of Directors

- Increased the transparency on major required submission and duties.
- The Cooperative Governance Model.
- Board of Director will shift to constructive and impactful long term operational activities vs. annual events and routine activities.
- Eliminate influence of personal interest or any financial advantage or contribution between board members and the organization.
- Enhance and improve the Financial Matters according to the Canadian Revenue Agency standards.

## •Committees

- Increase the engagement of community members on activities of the organization
- Provide impactful support to the board members in decision making and delivering objectives
- Thinking out of the box and develop programs

## The Governance of the Corporation



# APPENDIX



**a) Non-religious;** promote the view that moral standards should be based solely on concern for the good of humanity in the present, without reference to supernatural concepts, such as God or an afterlife, any desire to do good for a reward after death, or any fear of punishment for not believing in life after death.

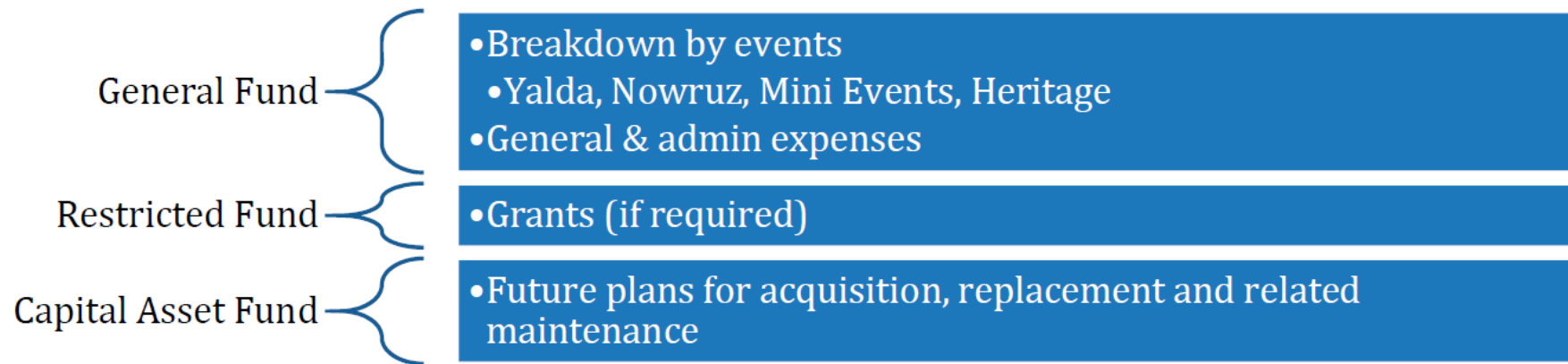
**a) Nonpartisan and Non-political;** means that the organization is prohibited from supporting or opposing political candidates, parties, including participating in any kind of political campaign related with any kind of election, and in some cases other votes like propositions, directly or indirectly, but does not mean that the organization cannot take positions on political issues.

# 1. Preparation of Budget

The purpose of a budget is to provide a benchmark for financial performance. Many not for profit organizations have fixed revenues and must diligently manage expenditures throughout the year. Variances between what was estimated in the budget and the actual numbers can be analyzed to help improve operations. During the engagement, there was no formal budget created and approved by the Board.

I recommend that a budget based on 5 main classes for revenues and expenses be created.

The proposed grouping would be:



The August 31, 2019 financial information and Schedule 2 in the financial statement may be used as a starting point.



Save

Reset Form

Print Form

## AUTHORITY TO RELEASE PERSONAL INFORMATION TO A DESIGNATED INDIVIDUAL

Complete this form if you authorize Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.

If your spouse or common-law partner wishes to release personal information to the same designated individual, they should sign in the space provided. Your dependent children who are 18 years of age or older must complete their own copy of this form if they wish to authorize CIC and CBSA to release their information to a designated individual.

The individual you designate will be able to obtain information such as the status of your application and will be able to change your address if you move. However, they will **not** be a representative who can conduct business with CIC and CBSA on your behalf. If you wish to be represented, you must complete and submit form *Use of a Representative* (IMM 5476).

**Choose one**

I authorize Citizenship and Immigration Canada and Canada Border Services Agency to release information from my case file to the following individual.

I withdraw my authorization to release information from my case file to the following individual.

**1. Your full name**

Family name (Surname)	Given name(s)
<input type="text"/>	<input type="text"/>

Due to privacy laws, Immigration, Refugees and Citizenship Canada cannot discuss your application with someone else without your written permission. If you want [a representative or an agent](#) to help you, you must fill out two forms:

- [Use of a Representative](#) (IMM 5476); and
- [Authority to Release Personal Information to a Designated Individual](#) (IMM 5477)