



Co-operative Housing Federation of Canada
Fédération de l'habitation coopérative du Canada

Operational Review



Gateway Co-operative Ltd.

Prepared by the Co-operative Housing Federation of Canada
March 2026

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The Co-operative Housing Federation of Canada (CHF Canada) is the national voice of the Canadian co-operative housing movement. Our members include over 900 housing co-operatives and other organizations in every province and territory. Canada wide, over 2,300 housing co-operatives have built approximately 96,750 units of co-operative housing. Today, over a quarter of a million Canadians live in a co-operative home.

Allison Ferris, Regional Manager, Atlantic for CHF Canada provides strategic oversight and direction for the project. Allison holds a Bachelor of Business Administration Degree from the University of New Brunswick. She brings over 18 years’ experience to the housing co-operative sector with experience in governance, management, and organizational growth.

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Robyn MacCallum, Coordinator, Atlantic for CHF Canada is the project facilitator. Robyn brings over 10 years of experience in finance, administration, and client services, backed by a Bachelor of Business Administration Degree from Mount Saint Vincent University.

Any final decisions with respect to the content contained in this report properly rest with Gateway Co-operative.

Document Review

The following documents were provided and reviewed for this report:

- *Prince Edward Island Co-operative Associations Act and Regulations (Co-op Act)*
- *Prince Edward Island Corporate Registry*
- *Canadian Mortgage Housing Corporation (CMHC) Market Rental Data*
- *Gateway Co-operative Organizational Bylaws*
- *Operating Agreement*
- *Gateway Policies and Procedures for All Members*
- *Annual Information Returns for Fiscal Years 2022, 2023 and 2024*
- *Annual Approved Budgets with CMHC for Fiscal Years 2022, 2023, and 2024*
- *Good Governance Survey*
- *Board Meeting Minutes January 2025 – February 2026*
- *General Meeting Minutes April 2024 – November 2025*

Background

In January 2024, on behalf of Gateway Co-operative Ltd. (Gateway Co-operative), CHF Canada applied and was approved to receive funding through the [Community Housing Transformation Centre](#) (The Centre) to receive an operational review. The Centre is a catalyst for the growth of community housing across Canada, they provide grants, tools, and services to support community housing stakeholders such as housing co-ops in their efforts to enact social change, ensure economic sustainability and bolster growth and efficiency. Gateway Co-operative developed a vision, mission, and long-term strategic plan with input and approval from the general membership in 2026.

***Our Mission** is to empower people to reach their full potential by providing affordable, safe, and community-oriented housing to a diverse community of members.*

***Our Vision** is to adapt our housing and community engagement to better serve our diverse members through inclusive, equitable processes that foster mutual respect and strengthen our cooperative governance.*

Introduction

Gateway Co-operative, incorporated in 1987 under the Index Linked Mortgage (ILM) Program, is a non-profit housing co-operative governed by a board of directors. In this document, the Gateway Co-operative Board of Directors may be referred to as the Board or as Directors. The ILM Operating Agreement between Gateway Co-operative and Canada Mortgage and Housing Corporation (CMHC), ended on December 1, 2023. Gateway Co-operative has been a member of CHF Canada since 1989.

Gateway Co-operative consists of 28 apartment units located in three buildings. These housing units include 2 one-bedroom apartments, 10 two-bedroom apartments and 16 three-bedroom apartments, each featuring a living room, kitchen, and full bathroom.

Number of units	28
Funding program	ILM
Date of Occupancy	1988-09-01
Fiscal year end	October 31
Construction type	New
Operating Agreement Maturity	2023-12-01

Executive Summary

This operational review for Gateway Co-operative evaluates performance in three key areas: Governance, Legal Obligations, and Management. Using CHF Canada's standards for effective co-ops, it provides guidance to support long-term stability and identifies opportunities for growth to strengthen governance, management practices, and leadership capacity.

Following the completion of the initial review, Gateway Co-operative supplied significant additional documentation and clarification, including meeting records, governance materials, and policy information. This revised assessment reflects that additional information and provides a more complete picture of current practices, progress underway, and areas where further development will strengthen the Co-op's overall effectiveness.

The seven international co-operative principles guide how housing co-ops function, ensuring fairness, inclusion, and member-focused decision-making. These principles promote open membership, democratic participation, and shared financial responsibility, fostering collective ownership and accountability. Co-ops remain autonomous, prioritize education and training, and support one another to build a strong co-operative sector. They also commit to broader community values such as sustainability, inclusion, and social responsibility. These principles shape the Co-op's decisions and help maintain transparency, accountability, and meaningful member engagement.

Governance		
Aspect	Includes	Response
Board of Directors	Annual plan, Self Evaluation, Ethical Agreements, Plan for Elections	Good
Meetings	Board meetings, Circulated Agenda	Good
Membership	Member engagement, Member meetings	Good
Key Findings: The Board of Directors has been meeting regularly, maintaining detailed minutes, and is in the process of centralizing documentation on a new website for both Board members and the broader membership. Members appear to be actively engaged through various committees, and general meetings are held in accordance with the Co-op Act.		
Legal Obligations		
Aspect	Includes	Response
Bylaws	Reviewing Bylaws	Strong
Policies	Policy availability, Updates, Enforcement	Strong
Key Findings: Gateway Co-operative has an active Policy and Bylaws Committee that is working to update and strengthen its policies and processes. The Co-op has identified that many existing policies are outdated or undated and is actively reviewing them to consolidate, revise, or replace as needed. New Bylaws were recently adopted at a Special General Meeting, replacing the Co-op's original governing documents. Based		

on meeting minutes and responses to the governance survey, the Co-op appears to be following and enforcing its current policies.

Management

Aspect	Includes	Response
Financial Oversight	Budgets, Payables, Financial Records, Financial Risk, Housing Charges, Arrears, Long Term Plan, Operating Maintenance, Replacement Reserves	Fair
Keeping the Co-op in Good Repair	Keeping the Co-op full, Supporting Good Governance	Fair

Key Findings: The Co-op operations appear stable, major capital improvements will require additional funding and mortgage consolidation. While regular maintenance is ongoing, housing charges set at 89.11% of market rates make it harder to sustain future cost increases.

Governance

Governance involves guiding the overall direction of the Co-op by setting policies, adopting budgets and other plans, supervising management, and ensuring the wellbeing of the Co-op. Housing co-ops should embody values such as self-help, self-responsibility, democracy, equality, equity, and solidarity.

Directors of Gateway Co-operative completed the Good Governance Survey, providing valuable insights for this review. Additional governance information was gathered from Board and General Member meeting minutes, recently updated Bylaws and Policies, and the Annual Information Returns for the years ending November 30, 2022–2024, as compiled by the Co-op’s auditor. Budget documents submitted by Gateway Co-operative to CMHC during the same period were also reviewed.

Gateway Co-operative has reviewed progress on specific budgeted capital projects, and according to the Good Governance Survey, does often hold annual planning sessions to establish goals and priorities for the year ahead. The Co-op has recently completed a strategic plan with support from the Community Housing Transformation Centre funding. This operational review, also from the same program, provides an opportunity to assess progress and identify next steps to strengthen governance and long-term sustainability.

Board of Directors

Gateway Co-operative is governed by a seven-member Board of Directors, in accordance with Section 31(2) of the Co-operative Associations Act, which requires a minimum of three duly qualified members. The Bylaws provide for a board of three to nine directors, each serving a three-year term. Directors may serve up to two consecutive terms, after which a mandatory one-year break is required before being eligible for a third term.

The recently updated Bylaws also provide a comprehensive description of the roles and responsibilities of Officers, including the President, Vice-President, Secretary, and Treasurer. All directors must be members of the Co-op in good standing, have resided in the Co-op for at least three months prior to election, be mentally competent, and not be bankrupt or insolvent. Employees of the Co-op are not eligible to serve on the Board. Quorum is defined as a majority of sitting directors, which is currently four, based on the current seven-member Board.

The Board members for fiscal year 2025/2026 were listed as:

President	Alicia Burke
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Vice President	Rowan Carpenter
Secretary	Beti Andric
Treasurer	Matthew Mardres
Director	Jay Baglole
Director	Jessie Duarte
Director	Joshua Gasana

Ethical Conduct

Board members are leaders in the Co-op. How the Board makes its decisions is as important as the actual decisions. Co-ops should be asking directors to sign an ethical conduct agreement. These agreements should include how the housing co-op deals with the following:

- conflict of interest,
- following the Bylaws and policies,
- supporting Board decisions,
- confidentiality, and
- making decisions in the best interest of the housing co-op.

The Co-op has an Agreement on Ethical Conduct for Directors that applies to Board members, management, and support staff. However, it is unclear whether this agreement is required to be signed on an annual basis, as the Good Governance Survey indicates that Directors “sometimes” sign such agreements.

Meeting minutes reflect that the Board has engaged in discussions emphasizing the importance of leading by example, recognizing that it cannot expect members to follow policies and procedures if Directors do not do so themselves. The Board also acknowledged the need to handle communications appropriately, including avoiding informal discussions in common areas on matters related to policies and procedures and consistently directing members to communicate with the Board via email for official responses.

These discussions demonstrate an awareness among Board members of the importance of adhering to policies, maintaining confidentiality, and upholding strong governance practices.

Conflict of Interest

A conflict of interest arises when a Board member or their immediate family or household members may personally benefit (often financially) or be perceived to benefit from a Board decision in a way that is not available to other members. It may also involve personal relationships that could influence decision-making. Board members have a legal duty to put the Co-op’s interests over their own and must disclose any conflicts of interest. When a conflict arises, the affected director must abstain from voting on the matter and may have to leave the meeting during its discussion.

Board Vacancy

If a vacancy occurs, the Bylaws allow the Board, by a two-thirds majority vote of the serving Board, to appoint a qualified person to fill the vacancy. If the original Director’s term has not expired, a new Director is elected to complete the remainder of the term. This aligns with Section 31(7) of the Co-op Act, which states: *“If a vacancy occurs in the board of directors by reason of death, resignation, or other cause, the vacancy so created shall be filled by appointment by the remaining directors until the date of the next annual meeting or until such other date as may be fixed by the by-laws.”*

Board Evaluation

According to the Good Governance Survey, the Board often formally evaluates its own performance at least once a year and seeks feedback from members on their satisfaction with the services provided by the Co-op, taking action where concerns are identified. It is also noted that the Board consistently provides opportunities for members to evaluate its performance.

Discussions reflected in the meeting minutes indicate that the Board is actively striving to operate effectively and follow established processes. The Co-op does utilize a dedicated Board email and provides various communication channels through which members can voice concerns. However, establishing a more consistent feedback process, such as periodic member surveys, may further support the Board in understanding member perceptions of its effectiveness and identifying opportunities for improvement.

Areas for Growth

Annual Ethical Agreements: Establish a process to ensure that all Board and Committee Members review and sign an ethical conduct and confidentiality agreement annually. This practice reinforces a shared commitment to principled leadership and upholding the Co-op's values and standards.

Create Feedback Mechanism: Introduce a consistent process for Board evaluation and member feedback. This could include tools such as Board self-evaluation surveys and member surveys, allowing co-op members to provide formal input to the Board on a regular basis. Whether formal or informal, regular feedback helps strengthen transparency, accountability and a culture of continuous improvement.

Board Meetings

Regular Board meetings are essential for effective decision-making and sound financial oversight. According to the Bylaws, the Board of Directors is to meet as often as required to adequately manage the affairs of the Co-operative, subject to the following conditions:

- (a) The Board may determine the format, frequency, place, and time of Board meetings;
- (b) A regular meeting addressing the management of the Co-operative's ongoing affairs must be held at least once quarterly;
- (c) A special meeting may be called to address matters requiring an extraordinary resolution;
- (d) The President or any two Directors may call a Board meeting; and
- (e) Except in cases of emergency, the person(s) calling the meeting must provide all Board members with at least three (3) calendar days' notice, including the type, subject, format, time, and place of the meeting.

To support informed and consistent decision-making, it is considered best practice for the Board to have key governance documents readily available during meetings, such as the Co-op Act, the Co-op's bylaws, and relevant policies. According to the Good Governance Survey, policies are always available during meetings; agendas, minutes, financial statements, and other key decision materials are circulated to directors in advance; the property manager always attends and presents financial information monthly; and approvals are consistently recorded in the minutes. The survey further notes that meetings typically do not exceed two hours, are well chaired and conducted in a civil manner, and that issues are not personalized.

A review of the meeting minutes over the past year aligns with the survey responses. The Board meets consistently each month and also appears to hold additional “working meetings” as needed outside of the regularly scheduled Board meetings.

General Meetings

Under the Co-op Act, housing co-operatives are required to hold at least one general membership meeting each year. However, it is recommended practice to hold two meetings: one to approve the budget and another for the Annual General Meeting (AGM). Best practice is to hold the general meeting for budget approval approximately four months prior to the fiscal year-end, in order to allow members sufficient time to review and approve the budget for the upcoming fiscal year, as well as to provide approximately three months (90 days) notice of any housing charge increases to be implemented at the start of the new fiscal year and budget cycle.

The Bylaws require that a general membership meeting be held within six months of the fiscal year-end, and additional meetings may be called by the Board of Directors as needed. Members also have the right to requisition a meeting for specific business. The Co-op Act provides that 10% of the membership, or fifty members (whichever is fewer), may submit a written request to the Board to call a general meeting for any purpose related to the Co-op’s affairs. Gateway Co-operative’s Bylaws currently state in section 4.1.2(b) that *“at least three (3) members must sign the request.”* With 28 units (and one member per unit), three members represent approximately 10% of the membership; however, this threshold should be revisited if the membership size increases or decreases in the future. A quorum for general meetings is defined as 30% of members or 10 members, whichever is fewer.

Two sets of General Meeting minutes were reviewed as part of this assessment. The first was a Special General Meeting held in September 2025. This meeting was called to review and approve the new Bylaws. The revised Bylaws were provided to members well in advance, and the approval process was clearly explained during the meeting. It was also noted that the revised document had been submitted to the PEI Co-operative Council’s Executive Director for review prior to being presented to members. At the meeting, members repealed the former Bylaws in their entirety and adopted the revised Bylaws as presented.

The second General Meeting was held in November 2025, at which the minutes from the September Special General Meeting were approved, the 2025/2026 budget was presented and approved by members, and a new Common Spaces – General Policy was also adopted. The presentation and review of the proposed budget reflect the Co-op’s commitment to transparency and meaningful member participation in financial decision-making.

Annual General Meeting (AGM)

The Co-op Act requires an AGM to approve audited financial statements, elect directors, and appoint an auditor. The Act and its regulations (Section 24) also outline a process the Co-op may use if it is unable to reach quorum for its annual meeting, but only if the Bylaws contain the following provision: *“When a quorum is not convened, the next called meeting shall be a valid meeting notwithstanding lack of a quorum and the call shall so inform the members.”*

This provision is not included in the Co-op’s Bylaws. Instead, the Bylaws state: *“If the quorum is not convened for the second time, the Board must notify the membership of the adjourned meeting. In such circumstances, the Board may attempt to resolve business at a subsequent members’ general meeting.”* While it is beneficial to conduct business at member meetings with an adequate quorum, the absence of a provision allowing the second meeting to proceed without full quorum means that essential Co-op business can be delayed if quorum cannot be achieved.

A critical role of the membership at the AGM is to approve the appointment of the auditor, who is responsible for independently assessing whether the Co-op's financial statements fairly represent its financial position. Although the auditor may work closely with the Board or management to gather the necessary documentation, the auditor ultimately reports to the members.

Two sets of AGM minutes were reviewed, dated April 2024 and April 2025. Both meetings followed a well-structured agenda that included a review of financials and the auditor's report, appointment of an auditor, highlights from the previous year, Board areas of focus, Board nominations and voting, committee reports, new business, and general reminders. Gateway Co-operative has clearly prioritized full transparency with its members, consistently presenting information in a clear, accessible manner to support informed participation and trust in the Co-op's governance.

Section 28(1) of the Co-op Act states that directors may be re-elected but shall not serve more than two consecutive three-year terms without a break of at least one year. This requirement is also reflected in the Co-op's Bylaws. To support compliance, it is recommended that the Co-op maintain clear records of Director terms. It was stated in the meeting minutes that the Board is actively organizing and revisiting old undated policies. However, it should be noted that the Board of Directors (Standing Committee) Policy conflicts with the Bylaws by stating that directors serve one-year terms.

The Good Governance Survey response indicated that the Board consistently plans for elections two to three months in advance and follows the processes outlined in the Bylaws. The Board clearly explains who is eligible to serve, provides examples of disqualifying circumstances, works to ensure that candidates reflect the diversity of the membership, and maintains confidentiality in the voting process. Good governance includes preparing for leadership renewal through activities such as formal recruitment, clear AGM materials, and resources outlining Board duties and responsibilities. Gateway Co-operative appears to be actively engaged in ensuring that elections and nominations are conducted in accordance with policy and that planning is undertaken to support successful outcomes.

Area for Growth

Schedule the Budget Meeting Early - Consider holding the general budget meeting at least four months before the fiscal year end. This would ensure there is enough time to provide members with proper notice of any housing charge increases and support smoother financial planning.

Agendas and Minutes

Under the Co-op Act, housing co-ops are required to maintain accurate minutes of their meetings. Minutes serve as the official record of actions and decisions from a meeting. They provide transparency, ensure accountability, and serve as a reference for members who could not attend, as well as a legal record in the event of a dispute or inquiry.

Well-prepared minutes include:

- the name of the Co-op, the type of meeting, the date, time, and location
- the names of the chair, recording secretary, members, and any guests present
- confirmation of quorum and approval of previous meeting minutes
- a clear and concise record of the decisions made.

To ensure accuracy, minutes should reflect:

- the exact wording of motions
- the name of the mover and seconder
- a summary of discussion (if applicable)
- whether the motion was approved or defeated.

Meeting agendas are also an important tool. Preparing an agenda helps participants (members and guests) understand what will be discussed, encourages meaningful participation, and helps the meeting stay focused and on time. For clarity and consistency, minutes should follow the same order as the agenda.

Gateway Co-operative's meeting minutes and agendas provided were exceptionally detailed and well organized. Agendas and previous minutes are consistently approved, and the minutes follow a clear, concise template. Action items from prior meetings are carried forward, with sections indicating the date assigned, priority level, responsible individual, and status. The minutes also include a section for receiving the management report and reviewing the Board's compliance calendar, with embedded links to relevant policies and documents. All minutes are signed and thoroughly documented, reflecting strong administrative practices. In addition, the minutes are uploaded to a portal on the Co-op's website, which the Board is continuing to develop and will make available to members to support ease of access.

Annual Planning

Annual planning is a key process in which the Board sets goals, priorities, and strategies for the upcoming fiscal year. It begins with a review of the previous year's performance, including an evaluation of financials, and the identification of areas for improvement or growth. This process supports effective governance by establishing clear, measurable objectives and milestones, helping the Board stay focused on completing tasks and accountable throughout the year.

Annual planning also aligns the Board's efforts with the Co-op's long-term mission. It fosters a proactive approach to addressing challenges, improving operations, and strengthening the community.

Completing the Annual Plan before the budget is presented at a General Meeting ensures that any financial implications are reflected in the proposed budget. This allows members to vote on a well-informed, cohesive budget that supports the Co-op's strategic direction.

The Good Governance Survey indicated that the Board often holds an annual planning session to establish its goals and priorities for the year ahead and often reviews its progress on the annual plan to ensure it is being followed. This practice demonstrates a strong commitment to intentional planning and ongoing accountability, both of which contribute positively to the Co-op's overall governance culture.

Area for Growth

Annual Planning – Continue holding annual planning sessions to set goals, priorities, and strategies for the upcoming year. Develop an annual calendar of key activities and milestones to guide Board discussions and decision making throughout the year. Templates are available to support this work and build on the practices already in place.

Membership

For a housing co-op to be successful, support from its members is vital. Members have a democratic right to decide how their community functions, and they are encouraged to take part in decision-making by

electing Directors who act in the best interests of the Co-op, attending meetings, and staying informed and comfortable with the decisions being made.

The critical roles members play in the governance of the Co-op include electing representatives to serve on the Board, reviewing and approving the budget (including any changes to housing charges), approving the financial statements, and appointing an auditor to review the Co-op's financial records. These responsibilities form the foundation of democratic governance and ensure accountability within the Co-op.

Membership is open to all occupants of residential units who are over the age of 16. According to the Co-op Act Regulations, Section 4, *"Membership in an association shall be open to all persons who are in agreement with the aims and purposes of the association."* Section 7 states that applicants become full members with voting privileges once they have paid their first installment on the share subscription or membership fee. Gateway Co-operative's Bylaws follow these requirements.

Many co-ops have traditionally measured "participation" by counting how many members join committees or complete chores. However, this approach does not necessarily lead to well-managed, cost-effective, or well-governed co-ops. A more meaningful understanding of member involvement focuses on governance rather than day-to-day operational tasks. Meaningful involvement includes ensuring the Co-op runs according to co-operative principles, meeting membership responsibilities and ethical conduct, supporting good governance and principled leadership, attending and participating in membership meetings, seeking education and training, sharing leadership duties, and contributing to a rich community life by welcoming new members and planning social events.

The housing co-op movement began as a social and economic initiative to provide self-governed, at-cost housing for its members, and these founding principles remain just as relevant today. A successful housing co-op depends on active, sustainable member participation in its governance. Without good governance, a co-op risks losing its unique identity and may begin to function more like a private landlord.

Board Directors, elected by the members, are responsible for overseeing the financial and operational health of the Co-op and are expected to act in its best interest. While not all members will agree with every Board decision, it is important to remember that Directors are volunteers acting on behalf of the membership. To support these volunteers, Gateway Co-operative, like most co-ops, carries Directors' and Officers' Liability Insurance, which protects Board members from personal financial risk arising from legal claims related to their decisions or actions.

The provided documentation identifies several committees within the Co-op: Social, Policy and Bylaws, Safety, Maintenance, Communications, and Funding. The Co-op also has member-led clubs, including Garden and Greenery, Lawn Force, and Youth. Committees address core operational needs and operate with oversight from the Board, while clubs focus on community-building and "nice-to-have" activities. Committee membership includes attendance expectations, whereas club participation is voluntary. Gateway Co-operative has established a Participation Policy requiring that one member from each unit attend all general or committee meetings, contribute one to two hours of participation each month, and sit on a committee for at least one year. Failure to meet these requirements may lead to resolution.

Communication

Clear communication between the Board and co-op members is essential to maintaining transparency and supporting an engaged membership. Regular membership meetings are one way to share important

financial and operational updates, foster member involvement, and encourage future participation in Board roles.

The Good Governance Survey indicated that the Board always communicates regularly with members to keep them informed about co-op business. Members know who each Director is, and they can contact the Board through email, private social media channels, or direct phone numbers. Gateway Co-operative has also developed a monthly newsletter, led by the Communications Committee, and is working on a new website that will provide information and resources for members. These efforts demonstrate that the Co-op is actively establishing clear and accessible communication channels for its membership.

Education about housing co-op living should begin as soon as a new member moves in. Gateway Co-operative's policies include "Basic Questions and Answers" about the Co-op, as well as a document titled "Co-operative Housing – An Alternative," which provides an overview of how co-op housing operates and how it is financed. Together, these resources offer a strong foundation for introducing new members to co-op living. Ongoing, two-way communication further ensures that every member has the opportunity to contribute meaningfully to the Co-op's governance and community life.

Area for Growth

Develop a Formal [Member Orientation Process](#) - Create and implement a structured orientation program for new members, which includes an overview of co-op principles, governance processes, member responsibilities, and where to find key policies.

Education

Education is one of the seven internationally recognized co-operative principles and is essential for supporting effective participation in the governance and development of a housing co-op. Housing co-ops should provide education and training for their members and elected representatives so they can contribute meaningfully to the life of the Co-op. This expectation is also reflected in the Co-op Act, which encourages co-ops to foster education among members.

(20) A reserve for education shall be created by appropriations from retained earnings. The amount appropriated in each fiscal year shall be equal to not more than five per cent of the net earnings before income taxes of the association for the fiscal year. The education reserve shall be set aside for educational purposes. Expenditures made for such purposes shall be shown on the statement of earnings and a corresponding amount shall be transferred from the educational reserve to retained earnings to reflect the fact that part or all the education reserve has been used.

Gateway Co-operative's Bylaws (6.3.2) state that the Co-op will establish an Education Reserve by allocating up to 5% of retained earnings annually. However, no Education Reserve was identified in the financial statements reviewed. The approved 2025/2026 operating budget does include a \$1,000 allocation for education, with a note indicating this supports compliance with Board education requirements under the CMHC workout agreement.

The Good Governance Survey indicated that the Board sometimes holds annual training sessions for Directors, sometimes attends training when it is offered, and that member meetings sometimes include an education component. This demonstrates that Gateway Co-operative is making effort to incorporate education into its operations in meaningful, incremental ways.

Areas for Growth

Create an Education Strategy - Establish a budget for education open to directors and/or members to participate in annual training.

Create and Maintain an Education Reserve - Create and maintain an Education Reserve, as required by the Bylaws and the Co-ops Act Regulations.

Legal Obligations

A housing co-op is a legal entity, and its Board of directors have a legal responsibility to act in the best interest of the Co-op. Directors must ensure the Co-op complies with applicable legislation, Bylaws, policies, and program requirements.

- following program agreements and funding conditions
- submitting audited financial statements and other required filings to government on time
- complying with relevant legislation, Bylaws, and policies

Various legislation gives co-op boards the authority to collect and manage funds from members, government grants, financial institutions, and other sources. Fulfilling these responsibilities through regular oversight and due diligence is essential to the financial health and long-term sustainability of the Co-op. According to the Good Governance Survey, the Board often reviews all of the Co-op's legal agreements annually to ensure compliance.

Bylaws

Bylaws regulate the internal governance and operations of a housing co-op. On Prince Edward Island, housing co-ops are legally required to submit their Bylaws and any amendments, for approval by the Inspector of Co-operatives through the Prince Edward Island Corporate Registry. Amendments must be approved by a resolution of the general membership at a special meeting. Every housing co-op is required to submit annual filings through the Prince Edward Island Corporate Registry. If there is a change in directors in between the annual filings, the housing co-op has an obligation to submit the change to the Prince Edward Island Corporate Registry.

Gateway Co-operative has a Policy and Bylaws Committee that is working through its older, undated documents. The committee recently completed a full Bylaw review, with the updated Bylaws approved at a Special General Meeting in September 2025. These new Bylaws replace the Co-op's original 1987 Bylaws, marking a significant step forward in strengthening the organization's governing documents. The updated Bylaws are written in a clear, accessible format, with short section descriptions that help members easily understand the intent and meaning of each part, an important improvement that supports transparency and informed participation. The Bylaws are scheduled for review again in 2027, demonstrating the Co-op's commitment to keeping its governing framework current with legislation and operational practices.

A discrepancy was identified between the Bylaws and the financial information made available. The newly adopted Bylaws indicate the fiscal year end is October 31, though financial documentation shows November 30. No documentation was found to confirm that the amendment was filed with or accepted by the Inspector of Co-operatives.

Areas for Growth

Verify Bylaw Compliance – Confirm that all Bylaws and Amendments have been submitted to the Inspector of Co-operatives. Ensure any changes in directors between annual filings are promptly submitted to the PEI Corporate Registry.

Investigate Fiscal Year Discrepancy – Verify that the fiscal year stated in the Bylaws matches the fiscal year used in financial reporting. If a Bylaw change was made, confirm that it was properly approved and filed. If no documentation exists, initiate the Bylaw amendment process and submit the change for approval.

Policies

Policies provide a framework for efficient and effective governance and management. They offer clear guidance for both the Board and members and serve as a tool for making fair and consistent decisions. Policies must not conflict with the Co-op's the Bylaws, just as the Bylaws must align with the Prince Edward Island Co-operative Associations Act, the Occupancy Agreement, and other applicable legislation.

While Bylaws require approval by the general membership through a resolution passed at a special meeting and must be filed with the PEI Corporate Registry, policies are created by the Board and ideally, approved by the membership by a simple majority vote. Member approval of policies reinforces transparency and shared accountability.

Gateway Co-operative provided copies of their current policies, which are dated between February 1988, to November 11, 2025. The policies provided included:

Policy Name	Last date of approval
Maintenance Requests	January 19, 1996
Member Selection Criteria	N/A
Officer & Committee Job Descriptions	N/A
Pet Policy	January 22, 2007
Subsidy Review Team Policies & Procedures	June 19, 1995
Fire Procedures	N/A
Arrears Procedures	January 22, 2007
Board of Directors (Standing Committee)	February 18, 1988
Pet Policy	January 22, 2007
Membership Services Committee - Guidelines Regarding Previous Criminal Record	N/A
Agreement on Ethical Conduct for Directors	February 1988
Parking Policy	May 12, 2003
Membership Services Committee - Guidelines Regarding Previous Criminal Record	N/A
Participation Policy	N/A
Preventative Maintenance Policy	N/A
Housing Charges Policy & Procedures	April 24, 1995

Unit Transfers Policy & Procedures	April 1993
Violations Policy	N/A
Common Spaces - General	November 11, 2025
Common Spaces Policy Enforcement Procedure	October 15, 2025
Smoking and Vaping (draft)	April 15, 2026

Gateway Co-operative’s policy framework demonstrates a long-standing commitment to core areas of governance, member accountability, and community well-being, with clear strengths in operational policies such as housing charges, arrears, unit transfers, fire safety, pets, parking, and common-space use. The presence of established committee structures further reflects an emphasis on transparency, fairness, and member participation.

Gateway Co-operative’s Policy and Bylaws Committee is actively reviewing and updating the Co-op’s original, undated, or outdated policies in order of importance. To date, the committee has completed a Common Spaces – General Policy with an accompanying enforcement procedure and has drafted a Smoking and Vaping Policy that will be presented to members for approval at the April Annual General Meeting. The committee is also working on a Co-Residents Policy/Procedure, a Temporary Absence Policy, and a new Membership Agreement, with the goal of having all documents ready for approval at the April AGM.

Each new policy includes a scheduled review date, which is a strong governance practice that helps ensure policies remain relevant and up to date. The Co-op is currently using Google Workspace to keep documents organized and accessible for members and is in the process of creating a new website where all documents will also be available.

Meeting minutes show frequent discussions about how to address housing charge arrears, and the Board regularly reviews arrears with property management. The current Housing Charges Policy dates back to 1995, and while the Board has taken proactive steps such as implementing pre-authorized debit (PAD) to help members stay current, it would be beneficial for the Committee to prioritize developing an updated Housing Charge Payment and Arrears Policy. A revised policy would help ensure that expectations and procedures are clear and aligned with current organizational practices and legislation.

Key policies should include an Occupancy Agreement, Spending, Membership, Unit Allocation, and Housing Charge Payment and Arrears. An Occupancy Agreement, if one exists, should be provided to every member. When policy documents are missing or inconsistent, it becomes difficult for a Board to make informed, fair, and consistent decisions. Clear, current policies help members understand how the Co-op operates and what is expected of them, supporting transparency, accountability, and strong member engagement.

Area for Growth

Review and Update Core Policies – Continue updating the Co-op’s core policies as part of the ongoing policy-revision process. Policies should be clearly written, accessible to members, and aligned with the Co-op’s Bylaws and applicable legislation. ([Templates available](#))

Management

Management is the day-to-day work of running a co-op - taking care of the business according to the overall direction set by the Board. While governance and management are distinct roles, they are closely connected, when one is weak, the other is often impacted.

The core management standards are divided into five key areas:

1. managing the finances
2. keeping the Co-op in good repair
3. keeping the Co-op full
4. meeting your Co-op's legal requirements
5. supporting good governance.

A co-op may hire professional management to carry out the day-to-day operations of the housing co-op. This can include responsibilities such as keeping the Co-op full (vacancy management), keeping the Co-op in good repair (property management), managing the finances, ensuring compliance with legal obligations (such as reporting and filings), and supporting the Co-op's Board in their role in governance.

Gateway Co-operative currently contracts APHL: however, the exact scope of these services was not clearly defined. The Board is responsible for monitoring the activities of management to ensure contracted services are in line with the Board's management standards.

A review of the meeting minutes indicates that APHL presents a Manager's Report to the Board each month. During these updates, financials and arrears are reviewed, and any maintenance issues or tasks are discussed. Action items for APHL are then added to an organized tracking table that outlines the priority and status of each task.

Managing the Finances

The Board is responsible for ensuring that the Co-op's finances are well managed. Effective financial management helps sustain the Co-op's long-term viability and ensures compliance with legal and funding requirements. A financially healthy co-op should demonstrate the following:

- bills are paid in full and on time
- adopts a workable budget each year that is approved by the Board and membership
- financial records and books are accurate and up to date
- monthly financial statements are provided and reviewed by the Board
- financial risks are identified and managed
- does not deal in cash
- housing charges are collected on time
- a long-term financial plan is in place and maintained

Budget

Budgets for the fiscal years ending November 30, 2022–2024 were obtained. As of December 1, 2023, the Co-op was required to submit operating and reserve budgets to CMHC for approval under ILM funding. The November 11, 2025, General Meeting minutes show that members reviewed and approved the budget for the upcoming fiscal year, demonstrating strong member engagement and oversight in the Co-op's financial planning

Payables

Based on the financial statements submitted with the Annual Information Returns, it appears that Gateway Co-operative pays its bills in a timely manner, and the average period for paying bills has decreased over the past three years. According to the Good Governance Survey, APHL manages the Co-op’s payables, and the Board reviews expenditures through the monthly Manager’s Reports. The Board must pre-approve larger expenses. There are four signing officers in total, two who sign each cheque, typically during regular Board meetings.

Good financial practice suggests that signing officers should review all invoices to ensure the cheque amount matches the invoice and that the transaction is reasonable before signing. It is also recommended that the individual preparing the cheque is not one of the designated signing officers.

A Spending Policy supports the approved budget by outlining who can authorize purchases, spending limits, and the process for approving invoices. Payables should fall within the guidelines set out in this policy. Gateway Co-operative does not currently have a Spending Policy in place.

Financial Records

Our review relied on financial records from the Annual Information Returns for fiscal years 2022–2024, which indicate that audited financial statements were shared with members as part of the budget approval process. Financial updates are consistently provided at Board and General Meetings, supporting transparency and member awareness. Based on the information submitted in the Annual Information Returns, it appears that Gateway Co-operative is using its financial data effectively to support sound decision-making, with members actively engaged in reviewing key financial information.

Area for Growth

Ensure Financial Management – Clear, up-to-date financial policies are essential for guiding spending decisions, outlining approval processes, and supporting the timely collection of housing charges. Establishing current versions of key policies such as a Spending Policy and a Housing Charge Payment and Arrears Policy strengthens financial oversight, promotes consistency, and helps reduce financial risk.

Housing Charges

Housing charges are the primary source of income for a housing co-op and must be set at a level that ensures long-term sustainability. Housing charge should reflect both current and anticipated operational and capital needs, allowing the Co-op to meet its goals and maintain adequate reserves. Annual increases should be guided by the planned budget and aligned with financial forecasts.

The current housing charges are 89.11% of CMHC’s 2024 Median Market Rent (MMR) for the Downtown Charlottetown area.

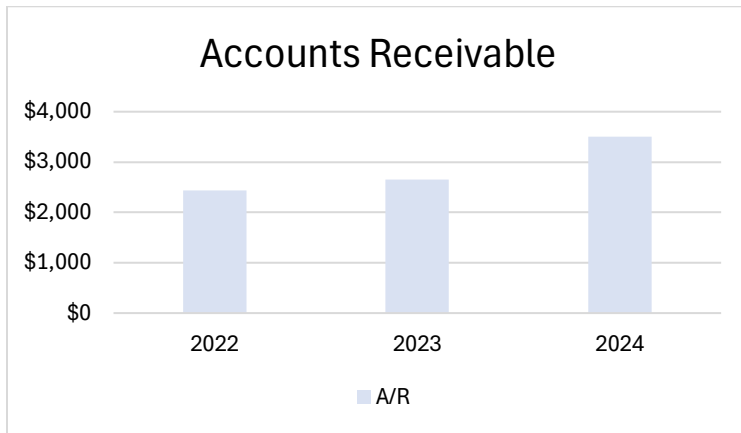
	#	H/C	Market	Diff	% of
Address	Bdrms		H/C	\$	Market
Water/King/Great George St	1	\$938	\$1,005	-\$67	93.33%
Water/King/Great George St	1	\$962	\$1,005	-\$43	95.72%
Water/King/Great George St	2	\$1,077	\$1,206	-\$129	89.30%

Water/King/Great George St	2	\$1,085	\$1,206	-\$121	89.97%
Water/King/Great George St	2	\$1,113	\$1,206	-\$93	92.29%
Water/King/Great George St	3	\$1,198	\$1,618	-\$420	74.04%

Arrears

Arrears can significantly impact a housing co-op’s ability to cover essential expenses such as mortgage payments, property taxes, capital repairs, and maintenance. We were able to assess the efficiency of Gateway Co-operative’s housing charge collection process based on the Annual Information Returns for fiscal years ending November 30, 2022 - 2024. The three -year average for vacancy loss was \$1,944, which is less than .005% of total revenue for fiscal year ending 2024. As of the fiscal year ending 2024, no Board members were in arrears.

An analysis of the past three fiscal years, based on financial statements from the Annual Information Returns, examined accounts receivable (A/R) in relation to housing charge revenue. The results show that while the A/R ratio has been increasing, uncollected amounts remain under 1% of total housing charges.



Long Term Plan

A long-term plan is essential for a housing co-op to know if they are putting enough money into the reserves for future capital repairs.

Gateway Co-operative has established and is funding two reserves: the Capital Replacement Reserve and the Security-of-Tenure Reserve. According to the CMHC response to the Approved Budget for the Fiscal Years Starting December 1, 2023, and 2024, the Co-op "carries a significant operating cash position." CMHC has recommended transferring some or all these funds to the Capital Replacement Reserve to reduce future financing needs.

Operating Maintenance

Regular maintenance extends the life of building components and is more effective when planned and budgeted. The Co-op has an active Maintenance Committee that helps reduce the workload and cost associated with relying solely on property management. The committee appears to be highly engaged, assisting with obtaining quotes, researching projects, and coordinating with property management to facilitate maintenance. They provide updates and report on ongoing work to the Board at each monthly meeting. Their duties include tasks such as managing garbage issues, fixing building buzzers, completing small repairs like bathroom vent and dryer vent cleaning, fence repairs, and addressing rodent concerns.

As shown in the table below, in 2022, Gateway Co-operative spent \$2,752 per unit, in 2023, \$2,229 per unit, and in 2024, \$1,977 per unit. In 2024, a large amount of capital funding was spent on the property. Gateway Co-operative has budgeted for operating maintenance, and have spent, on average \$2,319 per year, per unit. The chart indicates that on average, regular maintenance is being completed.

<i>Year-end</i>	Budget	Spent	\$ per unit
2022	\$60,000	\$77,043	\$2,752
2023	\$65,000	\$62,438	\$2,229
2024	\$65,000	\$55,362	\$1,977

** As per year end unaudited financial statements*

Replacement Reserves

Gateway Co-operative contributed 3.8% of annual revenue to the Replacement Reserve in 2023–2024, with the fund reaching 48.3% of total revenue by year-end. While the contribution is positive, the reserve remains low and may be inadequate for future capital needs. Increasing contributions in line with a long-term capital plan is recommended.

Balance, beginning of year	\$319,930
Allocation for the year (includes surplus)	\$14,000
Interest earned during the year	\$4,088
Expenditures for the year	-\$159,856
Balance	\$178,162

**As per the 2024 unaudited financial statements*

Area for Growth

Consider Asset Management Plan Recommendations - Consider the recommendations from the February 7, 2024, Asset Management Plan, based on the December 2022 BCA and Reserve Fund Study, to ensure adequate and timely funding for capital repairs in the replacement reserve.

Keeping the Co-op in Good Repair

Maintaining buildings through preventative maintenance is essential to the long-term viability of any housing co-op. This includes routine inspections, a long-term capital plan, and an emergency response procedure.

We received a copy of the Co-op's Maintenance Policy, Preventative Maintenance Plan which spoke to type and number of inspections in a year and type of maintenance to be conducted, based on the season of the year. A Fire Emergency Plan was provided as well as a maintenance call out sheet for several types of service – scheduled versus emergency.

Keeping the Co-op Full

Minimizing vacancies is essential for financial stability and for maintaining a strong, connected community. According to the Good Governance Survey, the Co-op has had no vacancies in recent years and member turnover has been minimal. The vacancy information in the financial statements supports this, indicating that management and the Board are giving appropriate attention to member retention. A

consistently low vacancy rate is often a sign of strong member satisfaction and a healthy, engaged community.

Period	Total Vacancy Loss
2022	\$0
2023	\$0
2024	-\$ 1,231.00

**As per the unaudited financial statements*

Areas for Growth

Ensure Accurate and Timely Information – Strengthen the Co-op’s ability to make informed decisions by ensuring access to accurate, timely, and relevant information and advice.

Clarify, Evaluate, and Monitor Service Agreements – Obtain and review all current service contracts to clearly define the scope, frequency, and expectations of each service based on the Co-op’s needs. Establish a process to regularly assess the quality, consistency, and performance of service providers to ensure agreements are being met and remain aligned with operational requirements.

Conclusion

Housing co-operatives provide safe, secure, and affordable housing for their members. To fulfill this mandate, they must function both as financially sound organizations and as vibrant, inclusive communities. Successful housing co-operatives are grounded in strong governance, principled leadership, effective management, and active member engagement.

Gateway Co-operative is a non-profit housing co-operative located in downtown Charlottetown, the capital city of Prince Edward Island. As one of the largest housing co-operatives on the island, Gateway plays a significant role in meeting local housing needs and supporting community stability.

The areas for growth identified in this report are based on the information available from internal and external sources and are intended to highlight opportunities to strengthen governance and management practices. Notably, the audited financial statements and CMHC reporting indicate a positive financial position, suggesting that the Co-op is well positioned for the future. With the conclusion of its operating agreement with CMHC on December 1, 2023, Gateway now has an opportunity to define its next chapter with increased autonomy and renewed focus.

Gateway Co-operative has expressed deep pride in its strong sense of community. Directors noted that committees are being re-established, member engagement is increasing, and the Co-op has experienced no unit vacancies and minimal turnover in recent years. The courtyard and common room are frequently active with member-driven events, and the Co-op has successfully secured grants to enhance community engagement and improve shared spaces, including the creation of a community garden. Directors also highlighted the unique diversity within the Co-op, spanning family structures, socio-economic backgrounds, genders, races, abilities, and age groups, which contributes to a rich and collaborative community environment.

Building on these strengths, the Co-op is actively working to streamline internal processes, update older policies, and engage members through committees and social activities. The Board and property management continue to work together to reduce arrears and address maintenance concerns promptly. These efforts demonstrate a commitment to continuous improvement and to ensuring that the Co-op remains both financially resilient and community-focused.

This review is intended to support that ongoing work by identifying opportunities to further strengthen governance, enhance management practices, and build on the Co-op's strong foundation of community, stability, and member engagement.

Recommended Resources

Please see below links for resources recommended for the Co-op based on this report. Hard copies of the resources are available upon request.

Governance Resources	Web links
Getting Governance Right	https://chfcanada.coop/wp-content/uploads/2017/04/Getting-governance-right.pdf
Co-operative Associations Act	https://nslegislature.ca/sites/default/files/legc/statutes/co-operative%20associations.pdf
A Vision Resource for Co-ops	https://chfcanada.coop/wp-content/uploads/2017/04/A-vision-resource-for-co-ops.pdf
Annual Board calendar	https://chfcanada.coop/resources/annual-board-calendar/
Checklist: Succession planning and leadership renewal	https://chfcanada.coop/resources/leadership-renewal/
Prince Edward Island Bylaw template	https://chfcanada.coop/resources/model-by-laws-policies-rule/?v=1718388157#PEI
Policy template	https://chfcanada.coop/search-resources/?sq=policy&sc=-1
A Short Guide to Alternative Member Meetings	https://chfcanada.coop/covid-meetings/#alternative
Nomination template	https://chfcanada.coop/search-resources/?sq=policy&sc=-1
Agenda template	https://chfcanada.coop/resources/agenda-and-minutes/
Minute template	https://chfcanada.coop/resources/agenda-and-minutes/
Member service charter	https://chfcanada.coop/wp-content/uploads/2018/06/Member-service-charter.pdf
Management Resources	Web links
Getting management right	https://chfcanada.coop/wp-content/uploads/2017/04/Getting-management-right.pdf
Sample Spending Policy	https://chfcanada.coop/search-resources/?sq=policy&sc=-1
A Better way to choose members for your co-op	https://chfcanada.coop/wp-content/uploads/2017/04/A-better-way-to-choose-members-for-our-co-ops.pdf
Marketing plan	https://chfcanada.coop/resources/marketing-and-vacancies/

Available Resources

CHF Canada has a vast variety of support resources and tools for Co-operative members and board members. CHF Canada members have access to all resources that are outlined on our website under the below headings:

Co-op Members

Co-op Basics ▾

Diversity

Young Members

Older Members

Green Co-ops

Member Skills ▾

Board Members

Board Skills ▾

Meetings ▾

Legal ▾

Finances ▾

Assets & Buildings ▾

Planning ▾

Tools

Advocacy Resources

Workshop Materials ▾

Model by-laws,
policies, & rules

<https://chfcanada.coop/education-and-resources/resource/>

Appendices

Appendix A: Annual Information Return - Fiscal Years 2022, 2023, 2024

Appendix B: Gateway Co-operative Bylaws (appendix removed for website posting of this report)

Appendix C: Gateway Co-operative Policies (appendix removed for website posting of this report)

Appendix D: Budgets – Fiscal Years 2022, 2023, 2024 (appendix removed for website posting of this report)

Appendix E: Summary of Areas for Growth

Appendix F: PEI Corporate Registry

Appendix G: Board Meeting Minutes (appendix removed for website posting of this report)

Appendix H: General Meeting Minutes (appendix removed for website posting of this report)

Appendix I: Good Governance Survey

Appendix A: Annual Information Return - Fiscal Years 2022,
2023, 2024

Gateway Co-operative Ltd. (PE)

Annual Information Return for year ended 30 Nov 2022 (unaudited)

AIR status: Validated 10 May 2023

This report has been filed and validated.

Filing Statement

We, **MRSB, MRSB**, hereby file the Annual Information Return (AIR) of **Gateway Co-operative Ltd. (PE)** for the year ended **30 Nov 2022** comprising

1. Filing Statement
2. Accounting Firm Identification
3. Identification of Co-operative
4. Profile of Co-operative
5. Properties and Units
6. Directors and Officers
7. Co-operative's Representations
8. Report on Supplementary Financial Information
9. Statement of Financial Position
10. Statement of Operations
11. Restatement of Net Income
12. Additional Observations
13. Co-operative's Certification

We advise that the completeness and accuracy of the information, representations and statements contained in this Annual Information Return are the responsibility of **Gateway Co-operative Ltd. (PE)**, except for the Report on Supplementary Financial Information, which is the responsibility of **MRSB**.

The Report on Supplementary Financial Information was prepared in accordance with the applicable standards as set out in the CPA Canada Handbook – Assurance.

We confirm that we have signed and retained a copy in our records of the Report on Supplementary Financial Information and agree that the Agency for Co-operative Housing may treat the Report submitted within this Annual Information Return as though it had been signed by **MRSB**.

My/Our audit of the Co-operative's financial statements for the year ended **30 Nov 2022** was not directed to the information in the Annual Information Return and, therefore, I/we express no opinion or conclusion on the information in the Annual Information Return for the year ended **30 Nov 2022**.

Person responsible for audit
Position
Telephone
E-mail

Michelle Burge
(902) 368-2643
michelle.burge@mrsbgroup.com

Accounting Firm Identification

All information reported in this section should be current as of the AIR filing date.

Audit Firm	MRSB
Audit firm designation	
Mailing Address	139 Queen Street P.O. Box 2679 Charlottetown, PE C1A 8C3

Person responsible for audit

Name	Michelle Burge
Position	
Telephone	(902) 368-2643
Fax	
E-mail	michelle.burge@mrsbgroup.com

Identification of Co-operative

All information reported in this section should be current as of the AIR filing date.

Co-op Legal Name	Gateway Co-operative Ltd. (PE)
Corrected Legal Name	
Fiscal Year	1 Dec 2021 to 30 Nov 2022
Relationship Manager	David Nagy
CMHC Program	FCHP (ILM)
Civic Address	21 Great George Street Charlottetown, PE C1A 4J7
Mailing Address	47 Kensington Road Charlottetown, PE C1A 5H6
Co-op Telephone	(902) 566-4729 (Volunteer)
Co-op Fax	(902) 628-2284 (Office)
Co-op E-mail	Marla.Affleck@aphl.ca (None)

Co-op's designated main contact

Main Contact	Marla Affleck
Contact Position	Property Manager
Contact Telephone	(902) 566-4729 (Management Firm)
Contact Fax	(902) 628-2284 (Management Firm)
Contact E-mail	Marla.Affleck@aphl.ca (None)
Availability	

Co-op's designated alternate contact

Alternate Contact	Irish Mythen
Contact Position	President
Contact Telephone	(902) 566-4729 (Volunteer)
Contact Fax	
Contact E-mail	
Availability	evenings

Profile of Co-operative

Assisted households

For the last month of the year reported, please provide the following:

- Number of households in receipt of ILM rent-supplement assistance (FCHP(ILM)) 0

Management model

Management Company

Firm Name: Atlantic Peoples Housing Ltd. (PE)

Paid Staff

Paid Bookkeeper Only

Volunteers Only

Other

Assessment value

CMHC-program properties	1,813,900	Year assessed	2021
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Properties and Units

Except as otherwise noted, all information reported in this section should be current as of the AIR filing date.

Units reported on Part A of AIR

The units below were under a ILM agreement for all or part of the year ended 30 Nov 2022

Line #	Agreement	Address	Units	CMHC Program at 1 Dec 2021
1	16536021-000	Water/King/Great George St.	28	FCHP (ILM)
Total units reported on Part A of the AIR			<u>28</u>	
Units vacant at year end			<u>0</u>	
Total vacant units at year end			0	

Gross housing charge potential for the fiscal year beginning 1 Dec 2022

Breakdown of the gross housing charge potential by program for the fiscal year beginning 1 Dec 2022 (based on the housing charges entered on the Units page):

FCHP (ILM)	<u>365,208</u>
Total gross housing charge potential at 1 Dec 2022	<u>365,208</u>
Total units	28
Average GHCP per unit	13,043

Unit Details for Agreement 16536021-000 (CMHC FCHP (ILM))

Agreement 16536021-000
Address Water/King/Great George St.
CMHC Program FCHP (ILM)

Line	Type of unit	Size of unit		Units	Housing charge at 1 Dec 2022	Light & Power	Heating	Water	Hot Water	Cable/ Satellite TV
		20	30							
1	Apartment - Walkup		1 Bedroom	1	883		✓	✓	✓	
2	Apartment - Walkup		1 Bedroom	1	943		✓	✓	✓	
3	Apartment - Walkup		2 Bedroom	5	1,025		✓	✓	✓	
4	Apartment - Walkup		2 Bedroom	2	1,033		✓	✓	✓	
5	Apartment - Walkup		2 Bedroom	3	1,059		✓	✓	✓	
6	Apartment - Walkup		3 Bedroom	3	1,140		✓	✓	✓	
7	Apartment - Walkup		3 Bedroom	13	1,140					
Totals				<u>28</u>						

Members and Officers of the Board of Directors

Information current as of 31 Dec 2022

<i>Line</i>	<i>Name / E-mail</i>	<i>Position</i>	<i>Address / Telephone</i>
1	Cameron Cassidy cameron.e.cassidy@gmail.com	President	21 Great George Street, Ch'town, PE C1A 4J7 (902) 393-7658
2	Emily Affleck emilyaffleck88@gmail.com	Treasurer	21 Great George Street, Ch'town, PE C1A 4J7 (902) 916-3882
3	Jay Baglole jay.em.bag@gmail.com	Director	21 Great George Street, Ch'town, PE C1A 4J7 (902) 314-1670
4	Kali Ross kaross@upei.ca	Secretary	21 Great George Street, Ch'town, PE C1A 4J7 (902) 330-4548
5	Sasha Andric sasha0@gmail.com	Director	21 Great George Street, Ch'town, PE C1A 4J7 (902) 388-4195

Co-operative's Representations

As of fiscal year end reported unless otherwise stated

- 101 Except for qualifications relating to the application of any accounting policies stipulated by CMHC, the auditor's report contains:
- (a) an unmodified (unqualified) opinion; or
 - (b) a qualified opinion; or
 - (c) an adverse opinion; or
 - (d) a disclaimer (denial) of opinion.
- (If (b), (c) or (d), please give details.)
- 102 The year-end financial statements report a contingent liability or future commitment.
- Yes No (If yes, select the applicable items below)
- (a) Federal Renovation and Retrofit Contribution
 - (b) contractually forgivable interest on CMHC workout loan
 - (c) other (specify):
- 103 The year-end financial statements report an event or events that occurred subsequent to the date of the financial statements.
- Yes No (If yes, please give details.)
- 104 Any correction to the Co-operative's accounts relating to prior periods has been made in the current period and there has been no restatement of prior-year numbers in the current financial statements.
- Yes No (If no, please give details.)
- 105 The auditor issued a Communication of Matters Identified During the Audit of the Financial Statements that identified significant weaknesses in internal controls, fraud, illegal acts or possible illegal acts.
- Yes No (If yes, please give details.)
- 106 All mortgage loans are current (i.e., no scheduled payments are overdue).
- Yes No N/A (If no, please give details.)
- 107 All property taxes are current (i.e., no payments are overdue).
- Yes No (If no, please give details.)
- 108 Directors' housing charges:
- Yes No (a) All directors of the Co-operative are current with all housing and other charges payable to the Co-operative.
- If no, please indicate how many directors are not current and the combined amount owing from all directors, before any allowance for doubtful accounts.
- Number of directors not current at year end
- Combined amount owing from all directors at year end, before any allowance for doubtful accounts
- Yes No (b) The Co-operative's by-laws prohibit members who are behind with their housing charges from standing for election or continuing to serve on the board of directors, whether or not they have signed a repayment agreement.
- (If (b) is yes, please give details.)
- The Co-op has the appropriate by-law.

- 109 All directors and officers have served in that capacity without payment or benefit other than reimbursement of expenses incurred on behalf of the Co-operative.
 Yes No (If no, please give details.)
- 110 The Co-operative has a budget approved by the members in place for the fiscal year following the year reported and has submitted its audited financial statements for the year previous to the year reported to the members.
 Yes No (If no, please give details.)
- 111 Expenses charged to the Co-operative's CMHC-program housing operations were directly incurred in those operations or represent a fair allocation of the Co-operative's general operating expenses.
 Yes No (If no, please give details.)
- 112 The Co-operative has maintained its CMHC-program capital replacement reserve investments only in eligible accounts or securities in accordance with the terms of its operating agreement with CMHC.
 Yes No (If no, please give details.)
- 113 The Co-operative has made allocations to the CMHC-program capital replacement reserve at no less than the level stipulated in its operating agreement with CMHC or subsequently approved by CMHC or the Agency. The reserve is fully funded and income earned in the year from the investment of the reserve has been allocated to the reserve.
 Yes No (If no, please give details.)
- 114 All expenditures from the Co-operative's CMHC-program capital replacement reserve have been made in accordance with the operating agreement with CMHC or a capital replacement reserve plan approved by CMHC or the Agency, or with the specific approval of CMHC or the Agency.
 Yes No (If no, please give details.)
- 115 The Co-operative has the following insurance coverage in place:
 Yes No (a) fire and extended perils, including earthquake cover, with guaranteed replacement-cost coverage for all buildings and equipment, including coverage for CMHC-program properties of \$ **\$4,504,268** ;
 Yes No (b) loss-of-housing-charge insurance providing at least 12 months' coverage;
 Yes No (c) public-liability insurance of at least \$2,000,000;
 Yes No (d) a fidelity bond of at least \$25,000 covering losses arising from fraudulent or dishonest acts committed by directors, officers, or other volunteers of the Co-operative;
 Yes No (e) directors' and officers' liability coverage of at least \$1,000,000.
(If no to any of the above, please give details of current coverage.)
- 115A The Co-operative's property insurer is:
 (a) Co-operators General Insurance Company
 (b) Other (specify): **██████████**

- 116 In the fiscal year reported or since, the Co-operative has
- Yes No (a) ceased to be a non-profit corporation as defined in the National Housing Act;
- Yes No (b) mortgaged, charged or encumbered a property that is subject to an agreement with CMHC;
- Yes No (c) lent money or guaranteed a loan to a third party;
- Yes No (d) made other than small gifts or donations from revenues from its CMHC-program housing operations;
- Yes No (e) sold or leased all or part of a property that is subject to an agreement with CMHC, other than through the granting of ordinary occupancy agreements or leases to members or residential tenants;
- Yes No (f) prepaid all or part of a mortgage loan issued or guaranteed by CMHC;
- Yes No (g) changed the repayment terms or conditions of a mortgage loan issued or guaranteed by CMHC other than as reported to CMHC.
- (If yes to any of the above, please give details.)
- 117 The Co-operative has municipal status for GST/HST purposes and has filed for all rebates for which it is eligible.
- Yes No (If no, please give details.)
- Files HST rebates as a qualifying not for profit organization.
- 118 All occupant households include at least one member of the Co-operative.
- Yes No (If no, please indicate the number of non-member households at year end.)
- 119 The Co-operative remains a co-operative corporation in good standing under the applicable provincial co-operative statute and is current with provincial filing requirements.
- Yes No (If no, please give details.)
- 120 The Co-operative's year-end financial statements have been prepared in accordance with
- 1) a special purpose framework prescribed by CMHC:
- 2) Canadian GAAP:
- Yes No (a) Non-material equipment purchases and replacements are expensed in full to income in the year acquired.
- Yes No (b) Expenditures eligible for funding from the capital replacement reserve are expensed to the reserve in full as made.
- Yes No (c) Capital assets funded from the proceeds of debt financing are capitalized and amortized to income at the rate of principal repayment of the loan.
- Yes No (g) Other capital assets are expensed in full to income in the year acquired.
- (If no to any of the above, please give details.)
- 121 The Co-operative is aware of a financial conflict of interest that affected it in the fiscal year reported or afterwards. (A financial conflict of interest is present in any situation where a person's financial interests, or those of any member of the person's family or household, conflict with the person's duty to the Co-operative. Any person making or taking part in a decision on the Co-operative's behalf, or advising the Co-operative, e.g., a staff member or member of the board, has a duty to the Co-operative.)
- Yes No (If yes, please give details.)
- 122 In accordance with its operating agreement with CMHC, the Co-operative has given advance notice or sought advance approval, as applicable, before entering into a contract for the management of any properties it operates under CMHC programs.
- Yes No N/A (If no, please give details.)

- 123 The Co-operative is fully compliant with the terms of any mortgage loan it has taken out to replace or supplement its original financing. (Note: Answer N/A if there is no additional loan or if the additional loan is a workout loan).
 Yes No N/A (If no, please give details.)
- 124 The Co-operative has
 Yes No (a) had a building-condition assessment done in the last five years.
If yes, please give details, including the year of the study, if known.
- 2021
 Yes No (b) a capital-replacement plan or an asset-management plan in place.
If yes, please give details, including the year the plan was adopted, if known.
- 2021
- 125 The Co-operative has a policy or well established practice of prohibiting members from settling housing and other charges with cash.
 Yes No (If no, please indicate under what circumstances the Co-operative will accept cash payments.)
- 126 In the past year, the Co-operative has written off amounts owing from current residents. (Do not answer Yes if a doubtful-account allowance has been established but the receivable remains in the Co-operative's accounts.)
 Yes No
- 501 The Co-operative's sector-support cost, if any, is fully offset by sector-support levies or non-housing revenues.
 Yes No N/A (If no, please give details.)
- 502 The Co-operative has made the proper allocations to the security-of-tenure reserve and has used the reserve in accordance with the terms of its operating agreement with CMHC.
 Yes No (If no, please give details.)
- 600 The Co-operative has allocated rent supplements only to eligible households, in accordance with the terms of its rent-supplement agreement with CMHC.
 Yes No (If no, please give details.)
- 601 The Co-operative has complied with the terms of the CMHC Rent Supplement Program with respect to the verification of incomes of households receiving rent-supplement assistance.
 Yes No (If no, please give details.)
- 602 The Co-operative has calculated the assisted housing charge for households in receipt of rent-supplements in accordance with the terms of the CMHC Rent Supplement Program.
 Yes No (If no, please give details.)

Report on Supplementary Financial Information

The Agency for Co-operative Housing
190 O'Connor St., 6th floor
Ottawa, ON
K2P 2R3

In accordance with the Operating Agreement, Rent Supplement Agreement and Workout Agreement between **Gateway Co-operative Ltd. (PE)** ("the Co-operative") and **Canada Mortgage and Housing Corporation (CMHC)**, we have been engaged to provide the financial information contained in the Annual Information Return for the Co-operative for the year ended **30 Nov 2022** (the "other reporting responsibility"). This other reporting responsibility relates to our audit of the financial statements of the Co-operative for the year ended **30 Nov 2022**, on which we issued our report dated **12 Apr 2023**, or, where applicable, management, prepared the supplementary information.

This report has been prepared in accordance with Canadian Standard on Related Services (CSRS) 4460: *Reports on Supplementary Matters Arising from an Audit or a Review Engagement*. Our responsibility is to report on the supplementary matter. This standard requires us to comply with ethical requirements and to plan and perform procedures to address the other reporting responsibility. The procedures were selected based on our professional judgement to enable us to form a basis for this report. The procedures vary in nature from and are narrower in scope than those required when providing an audit opinion. Users are cautioned that the procedures performed may not be suitable for their purposes.

Accordingly, we do not express an audit opinion on the supplementary matter.

The financial information provided through the other reporting responsibility was obtained from the annual financial statements and detailed general ledger of the Co-operative and other necessary supporting documents subsequent to the completion of our audit.

This report is intended to be used solely for the purpose of assisting the Agency in assessing the Co-operative's general circumstances and, if applicable, its compliance with its agreement(s) with CMHC. This report is not to be referred to or distributed to any person outside the Agency and should not be relied upon for any other purpose.

MRSB
139 Queen Street
P.O. Box 2679
Charlottetown PE, C1A 8C3
28 Aug 2023

Statement of Financial Position

		<u>2022</u>		<u>2021</u>
Assets				
Cash and investments	(Schedule A)	344,682	109	305,852
Accounts receivable	(Schedule B)	17,532	119	24,593
Loan advances and grants receivable		–	120	–
Prepaid expenses	(Schedule C)	142	139	142
Capital assets	(Schedule D)	531,796	149	690,446
Other assets (specify):		–	190	–
Total Assets		<u>894,152</u>	199	<u>1,021,033</u>
Liabilities and Restricted Reserves				
Lines of credit and overdrafts		–	210	–
Accounts payable and accrued liabilities	(Schedule E)	19,578	219	24,260
Unearned income	(Schedule F)	30,047	229	5,596
Liabilities to occupants	(Schedule G)	9,755	239	7,865
Repayable mortgages and loans	(Schedule ML)	1,007,487	240	1,141,529
RRAP loans		–	250	–
Other liabilities (specify):		–	290	–
Restricted reserves, CMHC-program operations:				
Capital replacement reserve	(Schedule H)	155,165	309	115,253
Security-of-tenure reserve	(Schedule J)	25,230	329	25,086
Other reserves	(Schedule K)	–	339	–
Restricted reserves, other operations		–	370	–
Total Liabilities and Restricted Reserves		<u>1,247,262</u>	379	<u>1,319,589</u>
Co-operative's Equity	(Schedule L)	<u>(353,110)</u>	389	<u>(298,556)</u>
Total Liabilities, Restricted Reserves and Co-operative's Equity		<u>894,152</u>	399	<u>1,021,033</u>

Schedules A to L

SCHEDULE A

Cash and Investments

	<u>2022</u>		<u>2021</u>
Cash on hand and deposit	164,287	A10	165,513
Term deposits, GICs, government bonds and treasury bills, including accrued interest	180,395	A20	140,339
Other (specify):	<u>—</u>	A30	<u>—</u>
Total cash and investments	<u>344,682</u>	A99	<u>305,852</u>
Fair market value of cash and investments as noted in the financial statements	<u>344,682</u>	A70	<u>305,852</u>

Allocation of cash and investments:

Capital replacement reserve, CMHC-program properties	155,165	A80	115,253
Security-of-tenure reserve	25,230	A84	25,086
Other restricted reserves:			
Capital replacement reserve, non-CMHC program properties	—	A87	—
Other (specify):	<u>—</u>	A89	<u>—</u>
	—	A88	—
Cash and investments not represented by the above reserves	<u>164,287</u>	A90	<u>165,513</u>
Total cash and investments	<u>344,682</u>	A98	<u>305,852</u>

SCHEDULE B

Accounts Receivable

	<u>2022</u>		<u>2021</u>
<i>Report amounts net of any allowance for doubtful accounts.</i>			
Amounts receivable from past and present occupants:			
Occupants of CMHC-program properties	2,430	B10	3,335
Other occupants	<u>—</u>	B15	<u>—</u>
	2,430	B19	3,335
Government operating assistance receivable	6,341	B20	6,275
Rent-supplement assistance receivable (FCHP (ILM) operations)	—	B43	6,751
RGI assistance receivable (provincial operations)	—	B44	—
Rent-supplement assistance receivable (other operations)	—	B45	—
GST/HST rebates and ITCs receivable	8,761	B50	8,232
Other (specify):	<u>—</u>	B60	<u>—</u>
Total accounts receivable	<u>17,532</u>	B99	<u>24,593</u>
Line B10 above includes member shares, loans and deposits receivable of	—	B80	—

SCHEDULE C

Prepaid Expenses

	<u>2022</u>		<u>2021</u>
Property taxes	-	C10	-
Insurance	-	C20	-
Utility deposits	-	C30	-
Dues and affiliations	142	C35	142
Other (specify):	-	C40	-
Total prepaid expenses	<u>142</u>	C99	<u>142</u>

SCHEDULE D

Capital Assets

	<u>2022</u>		<u>2021</u>
Land, buildings, furnishings and equipment	2,846,473	D10	2,846,473
Less accumulated depreciation	<u>2,314,677</u>	D20	<u>2,156,027</u>
	531,796	D29	690,446
Non-amortizing capital assets (specify):	-	D40	-
Total capital assets, net of accumulated depreciation	<u>531,796</u>	D99	<u>690,446</u>

Change to line D10 from the prior year comprises

Additions to capital assets	-	D80	-
Capital assets removed	-	D81	-
Other adjustments (specify):	<u>-</u>	D82	<u>-</u>
	<u>-</u>	D85	<u>-</u>

SCHEDULE E

Accounts Payable and Accrued Liabilities

	<u>2022</u>		<u>2021</u>
Property taxes due and accrued	4,736	E10	3,941
Rent-supplement assistance payable (FCHP (ILM) operations)	-	E26	-
RGI assistance payable (provincial operations)	-	E27	-
Rent-supplement assistance payable (other operations)	-	E28	-
FCHP surcharges payable to CMHC	-	E30	-
Interest payable on loans and mortgages (carried from line ML690)	1,497	E40	1,730
Trade payables and other accrued expenses	13,345	E60	18,589
Construction holdbacks	-	E70	-
Other (specify):	<u>-</u>	E80	<u>-</u>
Total accounts payable and accrued liabilities	<u>19,578</u>	E99	<u>24,260</u>

SCHEDULE F

Unearned Income

	2022		2021
Prepaid housing charges	6,354	F10	5,596
Unearned rent-supplement assistance (FCHP (ILM) operations)	13,293	F23	-
Unearned RGI assistance (provincial operations)	-	F24	-
Unearned rent-supplement assistance (other operations)	-	F25	-
Other (specify): Preservation funding	10,400	F40	-
Total unearned income	30,047	F99	5,596

SCHEDULE G

Liabilities to Occupants

	2022		2021
Member loans, occupants of CMHC-program properties	-	G10	-
Member loans, other occupants	-	G20	-
Member deposits, occupants of CMHC-program properties	9,755	G30	7,865
Member deposits, other occupants	-	G40	-
Tenants' deposits and last month rents, occupants of CMHC-program properties	-	G50	-
Tenants' deposits and last month rents, other occupants	-	G60	-
Total liabilities to occupants	9,755	G99	7,865

SCHEDULE ML

Mortgages and Term Loans

Information reported in columns 205, 210, 215, 220 and 225 is as at the AIR filing date.

Loan	Gov. Program	Loan Priority	Workout Loan?	Principal Balance	Accrued interest at end of year	Current Monthly Payment	Next Loan Renewal	Interest Rate	Term (Months)	Amortization
						(Principal and Interest)	Date			Period Ends
	110	120	125	390	690	205	215	210	220	225
1	FHCP (ILM)	First Mortgage	No	94,928	627	9,303		8.06%		
2	FHCP (ILM)	Second Mortgage	Yes	434,517	870	0		2.45%		
3	FHCP (ILM)	Third Mortgage	Yes	478,042	0	5,348		6.14%		
Totals				<u>1,007,487</u>	<u>1,497</u>	<u>14,651</u>				

SCHEDULE H

Capital Replacement Reserve

	2022		2021
Balance at beginning of year	115,253	H10	68,101
Contribution from operations (<Prog>) (carried to line 560, Part A1)	56,000	H20	56,000
Investment returns	1,147	H22	138
Total additions to reserve	<u>57,147</u>	H29	<u>56,138</u>
Expenditures			
Common interiors / Laundry room	2,943	(a)	
Site Components / Fencing	7,194	(b)	
Unit interiors / Kitchens	1,886	(c)	
Unit interiors / Flooring	5,212	(d)	
	17,235	H40	8,986
Transfer to accumulated surplus to reflect capitalized eligible expenditures (carried to line L43)	-	H50	-
Total deductions from reserve	<u>17,235</u>	H55	<u>8,986</u>
Supplemental transfer from (to) accumulated surplus (carried to line L45)	-	H62	-
Other transfer from (to) accumulated surplus (carried to line L49) (specify):	-	H70	-
Balance at end of year (cannot be less than zero)	<u>155,165</u>	H99	<u>115,253</u>
Line H99 includes total supplemental contributions to date (net of withdrawals and spending) of	-	H80	-

SCHEDULE J

Security-of-Tenure Reserve

	2022		2021
Balance at beginning of year	25,086	J10	25,072
Contribution from housing charges (carried to line 490)	-	J20	-
Voluntary allocation of investment returns	144	J22	14
Total additions to reserve	<u>144</u>	J29	<u>14</u>
Total available before deductions	25,230	J39	25,086
Less deductions:			
Security-of-tenure assistance provided (carried to line M74)	-	J40	-
Approved one-time reprofiling of unused funds (carried to line L48)	-	J42	-
	-	J49	-
Balance at end of year (cannot be less than zero)	<u>25,230</u>	J99	<u>25,086</u>

SCHEDULE L

Co-operative's Equity

	2022		2021
Contributed surplus	–	L10	–
Member shares:			
Occupants of CMHC-program properties	135	L20	125
Other occupants	–	L22	–
	<u>135</u>	L29	<u>125</u>
Accumulated surplus (deficit):			
Balance at beginning of year	(298,681)	L40	(235,293)
Surplus (deficit) for the year (carried from line 899)	(54,564)	L42	(56,388)
Transfer from CMHC-program-properties capital replacement reserve to reflect capitalized expenditures (carried from line H50)	–	L43	–
Other transfer from (to) capital replacement reserve (carried from line H70)	–	L49	–
Supplemental contribution transferred from (to) CMHC-program-properties capital replacement reserve (carried from line H62)	–	L45	–
One-time reprofiling of unused security-of-tenure funds (carried from line J42)	–	L48	–
Transfer from (to) other reserves, CMHC-program housing operations (carried from line K20)	–	L50	–
Transfer from (to) restricted reserves, other operations	–	L52	–
Other changes to accumulated surplus (deficit) (cash affected) (specify):	–	L54	(7,000)
Other changes to accumulated surplus (deficit) (cash not affected) (specify):	–	L55	–
	<u>(54,564)</u>	L59	<u>(63,388)</u>
Balance at end of year	<u>(353,245)</u>	L69	<u>(298,681)</u>
Sub-total	(353,110)	L79	(298,556)
Less deferred interest charges:			
Planned interest deferral on index-linked mortgage	–	L80	–
Planned interest deferral on Stabilization Fund loan	–	L82	–
Planned interest deferral on CMHC workout loan	–	L84	–
	<u>–</u>	L89	<u>–</u>
Total co-operative's equity	<u><u>(353,110)</u></u>	L99	<u><u>(298,556)</u></u>
Composition of end-of-year accumulated surplus (deficit) (line L69):			
Portion attributable to CMHC-program housing operations	(353,245)	L90	(298,681)
Portion attributable to other housing operations	–	L92	–
Portion attributable to other operations	–	L94	–
	<u><u>(353,245)</u></u>	L98	<u><u>(298,681)</u></u>

Statement of Operations

		<u>2022</u>		<u>2021</u>
Revenue				
Housing charges, net	(Schedule M)	347,226	401	338,611
Less contribution from housing charges to security-of-tenure reserve (from line J20)		<u>—</u>	490	<u>—</u>
Sub-total		347,226	498	338,611
Operating assistance from government sources	(Schedule N)	76,095	410	75,468
Other revenue	(Schedule O)	<u>176</u>	480	<u>671</u>
Total operating revenue		<u>423,497</u>	499	<u>414,750</u>
Expenses				
Property taxes		40,642	502	38,041
Utilities	(Schedule P)	72,604	504	49,271
Insurance		9,371	506	8,867
Maintenance and repairs		77,043	510	98,968
Security systems and services		—	515	—
Interest on mortgages and loans (from Schedule ML)		35,604	520	40,361
Amortization and depreciation, loan-funded assets		158,650	522	153,156
Amortization and depreciation, other assets		—	523	—
Ground rent		—	524	—
Marketing and advertising		—	530	—
Administration		20,126	532	20,387
Professional fees	(Schedule Q)	3,946	534	3,891
Governance	(Schedule R)	1,703	536	1,700
Collections and bad-debt expense (recoveries)		2,372	538	496
GST/HST		—	540	—
Other (specify):		<u>—</u>	548	<u>—</u>
Total expenses before contributions to mandatory reserves		<u>422,061</u>	549	<u>415,138</u>
Net operating income before contributions to mandatory reserves		1,436	559	(388)
Less contribution to capital replacement reserve (from line H20)		<u>56,000</u>	560	<u>56,000</u>
Surplus (deficit) before extraordinary items		(54,564)	579	(56,388)
Extraordinary revenue (expenditure) items	(Schedule S)	<u>—</u>	589	<u>—</u>
Surplus (deficit) from CMHC-program operations		(54,564)	599	(56,388)
Part C — Other Operations				
Surplus (deficit) from other operations	(Schedule U)	<u>—</u>	799	<u>—</u>
Surplus (Deficit) All Operations (carried to line L42)		<u>(54,564)</u>	899	<u>(56,388)</u>

SCHEDULE M FOR FCHP (ILM) PROGRAM

Housing Charges, Net

	2022		2021
Gross housing charge potential	347,226	M10	338,611
Less:			
Vacancy losses	-	M30	-
Internal subsidies	-	M32	-
Inducements and incentives	-	M34	-
Other (specify):	-	M36	-
	-	M39	-
Sub-total	347,226	M49	338,611
Plus: Sector-support levies	-	M50	-
Housing charges, net (carried to lines 401 and M60)	<u>347,226</u>	M99	<u>338,611</u>

Charges to occupants:

Housing charges, net (carried from line M99)	347,226	M60	338,611
Less the following amounts:			
FCHP (ILM) program rent-supplement assistance	87,507	M72	97,371
Security-of-tenure assistance provided (carried from line J40)	-	M74	-
Other external rental assistance (specify):	-	M78	-
	87,507	M79	97,371
	<u>259,719</u>	M89	<u>241,240</u>

Reconciliation of total gross housing charge potential:

Gross housing charge potential (carried from line M10)	347,226	M92	338,611
Less: Gross housing charge potential for current year as reported on last year's AIR - Properties and Units page	352,740	M93	338,892
Difference (explain)	<u>(5,514)</u>	M94	<u>(281)</u>

Difference is due to increase/decrease in housing charges from those reported on last year's AIR

SCHEDULE N FOR FCHP (ILM) PROGRAM

Operating Assistance from Government Sources

	2022		2021
Federal assistance	76,095	N40	75,468
Enter the amount reported on the Federal Assistance Confirmation:	76,095	N46	75,468
RRAP loan forgiveness	-	N80	-
Other (specify):	-	N90	-
Total government operating assistance	<u>76,095</u>	N99	<u>75,468</u>

SCHEDULE O FOR FCHP (ILM) PROGRAM

Other Revenue

	<u>2022</u>		<u>2021</u>
Parking	–	O10	–
Laundry revenue, net of laundry-equipment rental charges	176	O20	671
Cable/satellite TV	–	O30	–
Investment returns	–	O40	–
Rent-supplement administration fees	–	O50	–
Correction to prior year rent-supplement assistance (specify):	–	O55	–
Other (specify):	–	O60	–
Total other revenue	<u>176</u>	O99	<u>671</u>

SCHEDULE P FOR FCHP (ILM) PROGRAM

Utilities

	<u>2022</u>		<u>2021</u>
Water and sewerage charges	7,805	P10	8,375
Electricity	8,294	P20	8,820
Natural gas	–	P30	–
Oil	56,505	P40	32,076
Utility equipment rentals	–	P50	–
Cable/satellite TV	–	P60	–
Other (specify):	–	P70	–
Total utilities	<u>72,604</u>	P99	<u>49,271</u>

SCHEDULE Q FOR FCHP (ILM) PROGRAM

Professional Fees

	<u>2022</u>		<u>2021</u>
Audit and review engagement fees	3,946	Q10	3,891
Legal fees	–	Q20	–
Other (specify):	–	Q30	–
Total professional fees	<u>3,946</u>	Q99	<u>3,891</u>

SCHEDULE R FOR FCHP (ILM) PROGRAM

Governance

	<u>2022</u>		<u>2021</u>
Dues and affiliations	1,703	R10	1,700
Education and training	–	R20	–
Other (specify):	–	R30	–
Total governance	<u>1,703</u>	R99	<u>1,700</u>

Restatement of Net Income

Restatement of Net Income, FCHP (ILM)

	<u>2022</u>		<u>2021</u>
Reported current-year surplus (deficit) from CMHC-program operations (carried from line 599)	(54,564)	Z10	(56,388)
Add back reported amortization and depreciation, loan funded assets (carried from line 522)	<u>158,650</u>	Z20	<u>153,156</u>
	104,086	Z30	96,768
Subtract principal repaid during the year on long-term debt (carried from line ML340)	<u>158,650</u>	Z40	<u>153,157</u>
Current-year surplus (deficit) from CMHC-program operations restated to reflect CMHC policy on accounting for capital assets	<u>(54,564)</u>	Z98	<u>(56,389)</u>

Additional Observations

Please use this section to provide any other information that you feel may assist the Agency in assessing the Annual Information Return.

Co-operative's Certification of the Annual Information Return for the Year Ended 30 Nov 2022

I certify that

- I am an authorized representative of the Co-operative;
- I have reviewed this Annual Information Return;
- the information reported in the Annual Information Return is consistent with the co-operative's audited financial statements;
- to the best of my knowledge, this Annual Information Return and the information, representations and statements it contains are true, correct and complete.

The accountant identified in this return is hereby authorized to file the return on the Co-operative's behalf, to provide the Agency for Co-operative Housing with our year-end financial statements and to communicate with the Agency to answer questions and to correct any errors or omissions in the return.

Certified on:
5/3/2023 4:20:15 PM

Certified by:
Marla Affleck

Position or Office:
Senior Property Manager

Gateway Co-operative Ltd. (PE)

Annual Information Return for year ended 30 Nov 2023 (unaudited)

AIR status: Validated 29 Apr 2024

This report has been filed and validated.

Filing Statement

We, **MRSB, MRSB**, hereby file the Annual Information Return (AIR) of **Gateway Co-operative Ltd. (PE)** for the year ended **30 Nov 2023** comprising :

1. Filing Statement
2. Accounting Firm Identification
3. Identification of Co-operative
4. Profile of Co-operative
5. Properties and Units
6. Directors and Officers
7. Co-operative's Representations
8. Report on Supplementary Financial Information
9. Statement of Financial Position
10. Statement of Operations
11. Restatement of Net Income
12. Additional Observations
13. Co-operative's Certification

We advise that the completeness and accuracy of the information, representations and statements contained in this Annual Information Return are the responsibility of **Gateway Co-operative Ltd. (PE)**, except for the Report on Supplementary Financial Information, which is the responsibility of **MRSB**.

The Report on Supplementary Financial Information was prepared in accordance with the applicable standards as set out in the CPA Canada Handbook – Assurance.

We confirm that we have signed and retained a copy in our records of the Report on Supplementary Financial Information and agree that the Agency for Co-operative Housing may treat the Report submitted within this Annual Information Return as though it had been signed by **MRSB**.

My/Our audit of the Co-operative's financial statements for the year ended **30 Nov 2023** was not directed to the information in the Annual Information Return and, therefore, I/we express no opinion or conclusion on the information in the Annual Information Return for the year ended **30 Nov 2023**.

Person responsible for audit
Position
Telephone
E-mail

Michelle Burge
Partner
(902) 368-2643
michelle.burge@mrsbgroup.com

Accounting Firm Identification

All information reported in this section should be current as of the AIR filing date.

Audit Firm	MRSB
Audit firm designation	
Mailing Address	139 Queen Street P.O. Box 2679 Charlottetown, PE C1A 8C3

Person responsible for audit

Name	Michelle Burge
Position	Partner
Telephone	(902) 368-2643
Fax	
E-mail	michelle.burge@mrsbgroup.com

Identification of Co-operative

All information reported in this section should be current as of the AIR filing date.

Co-op Legal Name	Gateway Co-operative Ltd. (PE)
Corrected Legal Name	
Fiscal Year	1 Dec 2022 to 30 Nov 2023
Relationship Manager	David Nagy
CMHC Program	FCHP (ILM)
Civic Address	21 Great George Street Charlottetown, PE C1A 4J7
Mailing Address	47 Kensington Road Charlottetown, PE C1A 5H6
Co-op Telephone	(902) 566-4729 (Volunteer)
Co-op Fax	(902) 628-2284 (Office)
Co-op E-mail	Marla.Affleck@aphl.ca (None)

Co-op's designated main contact

Main Contact	Marla Affleck
Contact Position	Property Manager
Contact Telephone	(902) 566-4729 (Management Firm)
Contact Fax	(902) 628-2284 (Management Firm)
Contact E-mail	Marla.Affleck@aphl.ca (None)
Availability	

Co-op's designated alternate contact

Alternate Contact	Irish Mythen
Contact Position	President
Contact Telephone	(902) 566-4729 (Volunteer)
Contact Fax	
Contact E-mail	
Availability	evenings

Profile of Co-operative

Assisted households

For the last month of the year reported, please provide the following:

Management model

- Management Company
Firm Name: Atlantic Peoples Housing Ltd. (PE)
- Paid Staff
- Paid Bookkeeper Only
- Volunteers Only
- Other

Assessment value

CMHC-program properties	\$1,982,200	Year assessed	2022
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Properties and Units

Except as otherwise noted, all information reported in this section should be current as of the AIR filing date.

Units reported on Part A of AIR

The units below were under a ILM agreement for all or part of the year ended 30 Nov 2023

Line #	Agreement	Address	Units	CMHC Program at 1 Dec 2022	CMHC Program at 30 Nov 2023	CMHC Program at 1 Dec 2023
1	16536021-000	Water/King/Great George St.	28	FCHP (ILM)	FCHP (ILM)	Rental Assistance
Total units reported on Part A of the AIR			<u>28</u>			
Units vacant at year end			<u>0</u>			
Total vacant units at year end			0			

Gross housing charge potential for the fiscal year beginning 1 Dec 2023

Breakdown of the gross housing charge potential by program for the fiscal year beginning 1 Dec 2023 (based on the housing charges entered on the Units page):

FCHP (ILM)	<u>365,208</u>
Total gross housing charge potential at 1 Dec 2023	<u><u>365,208</u></u>
Total units	28
Average GHCP per unit	13,043

Unit Details for Agreement 16536021-000 (CMHC FCHP (ILM))

Agreement	16536021-000
Address	Water/King/Great George St.
CMHC Program at 1 Dec 2022	FCHP (ILM)
CMHC Program at 30 Nov 2023	FCHP (ILM)
CMHC Program at 1 Dec 2023	Rental Assistance

Line	Type of unit	Size of unit	Units	Housing charge at	Light &	Heating	Water	Hot Water	Cable/ Satellite TV
				1 Dec 2023	Power				
	20	30	40	50	60	70	80	90	100
1	Apartment - Walkup	1 Bedroom	1	883		✓	✓	✓	
2	Apartment - Walkup	1 Bedroom	1	943		✓	✓	✓	
3	Apartment - Walkup	2 Bedroom	5	1,025		✓	✓	✓	
4	Apartment - Walkup	2 Bedroom	2	1,033		✓	✓	✓	
5	Apartment - Walkup	2 Bedroom	3	1,059		✓	✓	✓	
6	Apartment - Walkup	3 Bedroom	3	1,140		✓	✓	✓	
7	Apartment - Walkup	3 Bedroom	13	1,140					
Totals			<u>28</u>						

Members and Officers of the Board of Directors

Information current as of 16 Feb 2024

<i>Line</i>	<i>Name / E-mail</i>	<i>Position</i>	<i>Address / Telephone</i>
1	Brian Markham brian.somebody@gmail.com	Director	21 Great George Street, Ch'town, PE C1A 4J7 (204) 430-0690
2	Cameron Cassidy cameron.e.cassidy@gmail.com	President	21 Great George Street, Ch'town, PE C1A 4J7 (902) 393-7658
3	Jay Baglole jay.em.bag@gmail.com	Vice president	21 Great George Street, Ch'town, PE C1A 4J7 (902) 314-1670
4	Kali Ross kaross@upei.ca	Secretary	21 Great George Street, Ch'town, PE C1A 4J7 (902) 330-4548
5	Kayla Harvie kharvie31@gmail.com	Director	21 Great George Street, Ch'town, PE C1A 4J7 (902) 394-3269
6	Matthew Mardres Mardresmatthew@gmail.com	Treasurer	21 Great George Street, Ch'town, PE C1A 4J7 (902) 916-3198
7	Sasha Andric sasha0@gmail.com	Director	21 Great George Street, Ch'town, PE C1A 4J7 (902) 388-4195

Co-operative's Representations

As of fiscal year end reported unless otherwise stated

- 101 Except for qualifications relating to the application of any accounting policies stipulated by CMHC, the auditor's report contains:
- (a) an unmodified (unqualified) opinion; or
 - (b) a qualified opinion; or
 - (c) an adverse opinion; or
 - (d) a disclaimer (denial) of opinion.
- (If (b), (c) or (d), please give details.)
- 102 The year-end financial statements report a contingent liability or future commitment.
- Yes No (If yes, select the applicable items below)
- (a) Federal Renovation and Retrofit Contribution
 - (b) contractually forgivable interest on CMHC workout loan
 - (c) other (specify):
- 103 The year-end financial statements report an event or events that occurred subsequent to the date of the financial statements.
- Yes No (If yes, please give details.)
- 104 Any correction to the Co-operative's accounts relating to prior periods has been made in the current period and there has been no restatement of prior-year numbers in the current financial statements.
- Yes No (If no, please give details.)
- 105 The auditor issued a Communication of Matters Identified During the Audit of the Financial Statements that identified significant weaknesses in internal controls, fraud, illegal acts or possible illegal acts.
- Yes No (If yes, please give details.)
- 106 All mortgage loans are current (i.e., no scheduled payments are overdue).
- Yes No N/A (If no, please give details.)
- 107 All property taxes are current (i.e., no payments are overdue).
- Yes No (If no, please give details.)
- 108 Directors' housing charges:
- Yes No (a) All directors of the Co-operative are current with all housing and other charges payable to the Co-operative.
- If no, please indicate how many directors are not current and the combined amount owing from all directors, before any allowance for doubtful accounts.
- Number of directors not current at year end
- Combined amount owing from all directors at year end, before any allowance for doubtful accounts
- Yes No (b) The Co-operative's by-laws prohibit members who are behind with their housing charges from standing for election or continuing to serve on the board of directors, whether or not they have signed a repayment agreement.
- (If (b) is yes, please give details.)
- The Co-op has the appropriate by-law.

- 109 All directors and officers have served in that capacity without payment or benefit other than reimbursement of expenses incurred on behalf of the Co-operative.
 Yes No (If no, please give details.)
- 110 The Co-operative has a budget approved by the members in place for the fiscal year following the year reported and has submitted its audited financial statements for the year previous to the year reported to the members.
 Yes No (If no, please give details.)
- 111 Expenses charged to the Co-operative's CMHC-program housing operations were directly incurred in those operations or represent a fair allocation of the Co-operative's general operating expenses.
 Yes No (If no, please give details.)
- 112 The Co-operative has maintained its CMHC-program capital replacement reserve investments only in eligible accounts or securities in accordance with the terms of its operating agreement with CMHC.
 Yes No (If no, please give details.)
- 113 The Co-operative has made allocations to the CMHC-program capital replacement reserve at no less than the level stipulated in its operating agreement with CMHC or subsequently approved by CMHC or the Agency. The reserve is fully funded and income earned in the year from the investment of the reserve has been allocated to the reserve.
 Yes No (If no, please give details.)
- 114 All expenditures from the Co-operative's CMHC-program capital replacement reserve have been made in accordance with the operating agreement with CMHC or a capital replacement reserve plan approved by CMHC or the Agency, or with the specific approval of CMHC or the Agency.
 Yes No (If no, please give details.)
- 115 The Co-operative has the following insurance coverage in place:
 Yes No (a) fire and extended perils, including earthquake cover, with guaranteed replacement-cost coverage for all buildings and equipment, including coverage for CMHC-program properties of \$ **\$5,364,052** ;
 Yes No (b) loss-of-housing-charge insurance providing at least 12 months' coverage;
 Yes No (c) public-liability insurance of at least \$2,000,000;
 Yes No (d) a fidelity bond of at least \$25,000 covering losses arising from fraudulent or dishonest acts committed by directors, officers, or other volunteers of the Co-operative;
 Yes No (e) directors' and officers' liability coverage of at least \$1,000,000.
(If no to any of the above, please give details of current coverage.)
- 115A The Co-operative's property insurer is:
 (a) Co-operators General Insurance Company
 (b) Other (specify): **██████████**

- 116 In the fiscal year reported or since, the Co-operative has
- Yes No (a) ceased to be a non-profit corporation as defined in the National Housing Act;
- Yes No (b) mortgaged, charged or encumbered a property that is subject to an agreement with CMHC;
- Yes No (c) lent money or guaranteed a loan to a third party;
- Yes No (d) made other than small gifts or donations from revenues from its CMHC-program housing operations;
- Yes No (e) sold or leased all or part of a property that is subject to an agreement with CMHC, other than through the granting of ordinary occupancy agreements or leases to members or residential tenants;
- Yes No (f) prepaid all or part of a mortgage loan issued or guaranteed by CMHC;
- Yes No (g) changed the repayment terms or conditions of a mortgage loan issued or guaranteed by CMHC other than as reported to CMHC.
- (If yes to any of the above, please give details.)
- 117 The Co-operative has municipal status for GST/HST purposes and has filed for all rebates for which it is eligible.
- Yes No (If no, please give details.)
- Files HST rebates as a qualifying not for profit organisation.
- 118 All occupant households include at least one member of the Co-operative.
- Yes No (If no, please indicate the number of non-member households at year end.)
- 119 The Co-operative remains a co-operative corporation in good standing under the applicable provincial co-operative statute and is current with provincial filing requirements.
- Yes No (If no, please give details.)
- 120 The Co-operative's year-end financial statements have been prepared in accordance with
- 1) a special purpose framework prescribed by CMHC:
- 2) Canadian GAAP:
- Yes No (a) Non-material equipment purchases and replacements are expensed in full to income in the year acquired.
- Yes No (b) Expenditures eligible for funding from the capital replacement reserve are expensed to the reserve in full as made.
- Yes No (c) Capital assets funded from the proceeds of debt financing are capitalized and amortized to income at the rate of principal repayment of the loan.
- Yes No (g) Other capital assets are expensed in full to income in the year acquired.
- (If no to any of the above, please give details.)
- 121 The Co-operative is aware of a financial conflict of interest that affected it in the fiscal year reported or afterwards. (A financial conflict of interest is present in any situation where a person's financial interests, or those of any member of the person's family or household, conflict with the person's duty to the Co-operative. Any person making or taking part in a decision on the Co-operative's behalf, or advising the Co-operative, e.g., a staff member or member of the board, has a duty to the Co-operative.)
- Yes No (If yes, please give details.)
- 122 In accordance with its operating agreement with CMHC, the Co-operative has given advance notice or sought advance approval, as applicable, before entering into a contract for the management of any properties it operates under CMHC programs.
- Yes No N/A (If no, please give details.)

- 123 The Co-operative is fully compliant with the terms of any mortgage loan it has taken out to replace or supplement its original financing. (Note: Answer N/A if there is no additional loan or if the additional loan is a workout loan).
 Yes No N/A (If no, please give details.)
- 124 The Co-operative has
 Yes No (a) had a building-condition assessment done in the last five years.
If yes, please give details, including the year of the study, if known.
- 2021
 Yes No (b) a capital-replacement plan or an asset-management plan in place.
If yes, please give details, including the year the plan was adopted, if known.
- 2021
- 125 The Co-operative has a policy or well established practice of prohibiting members from settling housing and other charges with cash.
 Yes No (If no, please indicate under what circumstances the Co-operative will accept cash payments.)
- 126 In the past year, the Co-operative has written off amounts owing from current residents. (Do not answer Yes if a doubtful-account allowance has been established but the receivable remains in the Co-operative's accounts.)
 Yes No
- 501 The Co-operative's sector-support cost, if any, is fully offset by sector-support levies or non-housing revenues.
 Yes No N/A (If no, please give details.)
- 502 The Co-operative has made the proper allocations to the security-of-tenure reserve and has used the reserve in accordance with the terms of its operating agreement with CMHC.
 Yes No (If no, please give details.)
- 600 The Co-operative has allocated rent supplements only to eligible households, in accordance with the terms of its rent-supplement agreement with CMHC.
 Yes No (If no, please give details.)
- 601 The Co-operative has complied with the terms of the CMHC Rent Supplement Program with respect to the verification of incomes of households receiving rent-supplement assistance.
 Yes No (If no, please give details.)
- 602 The Co-operative has calculated the assisted housing charge for households in receipt of rent-supplements in accordance with the terms of the CMHC Rent Supplement Program.
 Yes No (If no, please give details.)

Report on Supplementary Financial Information

The Agency for Co-operative Housing
190 O'Connor St., 6th floor
Ottawa, ON
K2P 2R3

In accordance with the Operating Agreement and Workout Agreement between **Gateway Co-operative Ltd. (PE)** ("the Co-operative") and **Canada Mortgage and Housing Corporation (CMHC)**, we have been engaged to provide the financial information contained in the Annual Information Return for the Co-operative for the year ended **30 Nov 2023** (the "other reporting responsibility"). This other reporting responsibility relates to our audit of the financial statements of the Co-operative for the year ended **30 Nov 2023**, on which we issued our report dated **20 Mar 2024**, or, where applicable, management, prepared the supplementary information.

This report has been prepared in accordance with Canadian Standard on Related Services (CSRS) 4460: *Reports on Supplementary Matters Arising from an Audit or a Review Engagement*. Our responsibility is to report on the supplementary matter. This standard requires us to comply with ethical requirements and to plan and perform procedures to address the other reporting responsibility. The procedures were selected based on our professional judgement to enable us to form a basis for this report. The procedures vary in nature from and are narrower in scope than those required when providing an audit opinion. Users are cautioned that the procedures performed may not be suitable for their purposes.

Accordingly, we do not express an audit opinion on the supplementary matter.

The financial information provided through the other reporting responsibility was obtained from the annual financial statements and detailed general ledger of the Co-operative and other necessary supporting documents subsequent to the completion of our audit.

This report is intended to be used solely for the purpose of assisting the Agency in assessing the Co-operative's general circumstances and, if applicable, its compliance with its agreement(s) with CMHC. This report is not to be referred to or distributed to any person outside the Agency and should not be relied upon for any other purpose.

MRSB
139 Queen Street
P.O. Box 2679
Charlottetown PE, C1A 8C3
30 Jul 2024

Statement of Financial Position

		<u>2023</u>		<u>2022</u>
Assets				
Cash and investments	(Schedule A)	509,754	109	344,682
Accounts receivable	(Schedule B)	2,654	119	17,532
Loan advances and grants receivable		–	120	–
Prepaid expenses	(Schedule C)	3,797	139	142
Capital assets	(Schedule D)	372,629	149	531,796
Other assets (specify):		–	190	–
Total Assets		<u>888,834</u>	199	<u>894,152</u>
Liabilities and Restricted Reserves				
Lines of credit and overdrafts		–	210	–
Accounts payable and accrued liabilities	(Schedule E)	25,732	219	19,578
Unearned income	(Schedule F)	28,047	229	30,047
Liabilities to occupants	(Schedule G)	10,350	239	9,755
Repayable mortgages and loans	(Schedule ML)	885,643	240	1,007,487
RRAP loans		–	250	–
Other liabilities (specify):		–	290	–
Restricted reserves, CMHC-program operations:				
Capital replacement reserve	(Schedule H)	319,930	309	155,165
Security-of-tenure reserve	(Schedule J)	25,660	329	25,230
Other Reserves, CMHC-Program Housing Operations	(Schedule K)	–	339	–
Restricted reserves, other operations		–	370	–
Total Liabilities and Restricted Reserves		<u>1,295,362</u>	379	<u>1,247,262</u>
Co-operative's Equity	(Schedule L)	<u>(406,528)</u>	389	<u>(353,110)</u>
Total Liabilities, Restricted Reserves and Co-operative's Equity		<u>888,834</u>	399	<u>894,152</u>

Schedules A to L

SCHEDULE A

Cash and Investments

	<u>2023</u>		<u>2022</u>
Cash on hand and deposit	164,164	A10	164,287
Term deposits, GICs, government bonds and treasury bills, including accrued interest	345,590	A20	180,395
Other (specify):	<u>—</u>	A30	<u>—</u>
Total cash and investments	<u>509,754</u>	A99	<u>344,682</u>
Fair market value of cash and investments as noted in the financial statements	<u>509,754</u>	A70	<u>344,682</u>

Allocation of cash and investments:

Capital replacement reserve, CMHC-program properties	319,930	A80	155,165
Security-of-tenure reserve	25,660	A84	25,230
Other restricted reserves:			
Capital replacement reserve, non-CMHC program properties	—	A87	—
Other (specify):	<u>—</u>	A89	<u>—</u>
	—	A88	—
Cash and investments not represented by the above reserves	<u>164,164</u>	A90	<u>164,287</u>
Total cash and investments	<u>509,754</u>	A98	<u>344,682</u>

SCHEDULE B

Accounts Receivable

	<u>2023</u>		<u>2022</u>
<i>Report amounts net of any allowance for doubtful accounts.</i>			
Amounts receivable from past and present occupants:			
Occupants of CMHC-program properties	2,654	B10	2,430
Other occupants	<u>—</u>	B15	<u>—</u>
	2,654	B19	2,430
Government operating assistance receivable	—	B20	6,341
Rent-supplement assistance receivable (FCHP (ILM) operations)	—	B43	—
RGI assistance receivable (provincial operations)	—	B44	—
Rent-supplement assistance receivable (other operations)	—	B45	—
GST/HST rebates and ITCs receivable	—	B50	8,761
Other (specify):	<u>—</u>	B60	<u>—</u>
Total accounts receivable	<u>2,654</u>	B99	<u>17,532</u>
Line B10 above includes member shares, loans and deposits receivable of	—	B80	—

SCHEDULE C

Prepaid Expenses

	<u>2023</u>		<u>2022</u>
Property taxes	3,652	C10	-
Insurance	-	C20	-
Utility deposits	-	C30	-
Dues and affiliations	145	C35	142
Other (specify):	-	C40	-
Total prepaid expenses	<u>3,797</u>	C99	<u>142</u>

SCHEDULE D

Capital Assets

	<u>2023</u>		<u>2022</u>
Land, buildings, furnishings and equipment	2,846,473	D10	2,846,473
Less accumulated depreciation	<u>2,473,844</u>	D20	<u>2,314,677</u>
	372,629	D29	531,796
Non-amortizing capital assets (specify):	-	D40	-
Total capital assets, net of accumulated depreciation	<u>372,629</u>	D99	<u>531,796</u>

Change to line D10 from the prior year comprises

Additions to capital assets	-	D80	-
Capital assets removed	-	D81	-
Other adjustments (specify):	<u>-</u>	D82	<u>-</u>
	<u>-</u>	D85	<u>-</u>

SCHEDULE E

Accounts Payable and Accrued Liabilities

	<u>2023</u>		<u>2022</u>
Property taxes due and accrued	14,816	E10	4,736
Rent-supplement assistance payable (FCHP (ILM) operations)	-	E26	-
RGI assistance payable (provincial operations)	-	E27	-
Rent-supplement assistance payable (other operations)	-	E28	-
FCHP surcharges payable to CMHC	-	E30	-
Interest payable on loans and mortgages (carried from line ML690)	892	E40	1,497
Trade payables and other accrued expenses	10,024	E60	13,345
Construction holdbacks	-	E70	-
Other (specify):	<u>-</u>	E80	<u>-</u>
Total accounts payable and accrued liabilities	<u>25,732</u>	E99	<u>19,578</u>

SCHEDULE F

Unearned Income

	2023		2022
Prepaid housing charges	7,769	F10	6,354
Unearned rent-supplement assistance (FCHP (ILM) operations)	14,592	F23	13,293
Unearned RGI assistance (provincial operations)	-	F24	-
Unearned rent-supplement assistance (other operations)	-	F25	-
Other (specify): Preservation funding	5,686	F40	10,400
Total unearned income	28,047	F99	30,047

SCHEDULE G

Liabilities to Occupants

	2023		2022
Member loans, occupants of CMHC-program properties	-	G10	-
Member loans, other occupants	-	G20	-
Member deposits, occupants of CMHC-program properties	10,350	G30	9,755
Member deposits, other occupants	-	G40	-
Tenants' deposits and last month rents, occupants of CMHC-program properties	-	G50	-
Tenants' deposits and last month rents, other occupants	-	G60	-
Total liabilities to occupants	10,350	G99	9,755

SCHEDULE ML

Mortgages and Term Loans

Information reported in columns 205, 210, 215, 220 and 225 is as at the AIR filing date.

Loan	Gov. Program	Loan Priority	Workout Loan?	Principal Balance	Accrued interest at end of year	Current Monthly Payment	Next Loan Renewal	Interest Rate	Term (Months)	Amortization
						(Principal and Interest)	Date			Period Ends
	110	120	125	390	690	205	215	210	220	225
1	FHCP (ILM)	First Mortgage	No	0	0	0		8.06%		
2	FHCP (ILM)	Second Mortgage	Yes	445,228	892	0		2.45%		
3	FHCP (ILM)	Third Mortgage	Yes	440,415	0	9,730		6.14%		
Totals				885,643	892	9,730				

SCHEDULE H

Capital Replacement Reserve

	2023		2022
Balance at beginning of year	155,165	H10	115,253
Contribution from operations (<Prog>) (carried to line 560, Part A1)	56,000	H20	56,000
Investment returns	125,163	H22	1,147
Total additions to reserve	<u>181,163</u>	H29	<u>57,147</u>
Expenditures			
Site Components / Other (specify): commercial motor	3,535	(a)	
Site Components / Other (specify): attic insulation	12,474	(b)	
Common interiors / Interior finishes (flooring, painting, bathrooms)	389	(c)	
	16,398	H40	17,235
Transfer to accumulated surplus to reflect capitalized eligible expenditures (carried to line L43)	-	H50	-
Total deductions from reserve	<u>16,398</u>	H55	<u>17,235</u>
Supplemental transfer from (to) accumulated surplus (carried to line L45)	-	H62	-
Other transfer from (to) accumulated surplus (carried to line L49) (specify):	-	H70	-
Insurance proceeds			
Balance at end of year (cannot be less than zero)	<u>319,930</u>	H99	<u>155,165</u>
Line H99 includes total supplemental contributions to date (net of withdrawals and spending) of	-	H80	-

SCHEDULE J

Security-of-Tenure Reserve

	2023		2022
Balance at beginning of year	25,230	J10	25,086
Contribution from housing charges (carried to line 490)	-	J20	-
Voluntary allocation of investment returns	430	J22	144
Total additions to reserve	<u>430</u>	J29	<u>144</u>
Total available before deductions	25,660	J39	25,230
Less deductions:			
Security-of-tenure assistance provided (carried to line M74)	-	J40	-
Approved one-time reprofiling of unused funds (carried to line L48)	-	J42	-
	-	J49	-
Balance at end of year (cannot be less than zero)	<u>25,660</u>	J99	<u>25,230</u>

SCHEDULE L

Co-operative's Equity

	2023		2022
Contributed surplus	-	L10	-
Member shares:			
Occupants of CMHC-program properties	140	L20	135
Other occupants	-	L22	-
	<u>140</u>	L29	<u>135</u>
Accumulated surplus (deficit):			
Balance at beginning of year	(353,245)	L40	(298,681)
Surplus (deficit) for the year (carried from line 899)	(44,664)	L42	(54,564)
Transfer from CMHC-program-properties capital replacement reserve to reflect capitalized expenditures (carried from line H50)	-	L43	-
Other transfer from (to) capital replacement reserve (carried from line H70)	-	L49	-
Supplemental contribution transferred from (to) CMHC-program-properties capital replacement reserve (carried from line H62)	-	L45	-
One-time reprofiling of unused security-of-tenure funds (carried from line J42)	-	L48	-
Transfer from (to) other reserves, CMHC-program housing operations (carried from line K20)	-	L50	-
Transfer from (to) restricted reserves, other operations	-	L52	-
Other changes to accumulated surplus (deficit) (cash affected) (specify):	-	L54	-
Other changes to accumulated surplus (deficit) (cash not affected) (specify):	(8,759)	L55	-
HST PY disallowed	-		-
	<u>(53,423)</u>	L59	<u>(54,564)</u>
Balance at end of year	<u>(406,668)</u>	L69	<u>(353,245)</u>
Sub-total	(406,528)	L79	(353,110)
Less deferred interest charges:			
Planned interest deferral on index-linked mortgage	-	L80	-
Planned interest deferral on Stabilization Fund loan	-	L82	-
Planned interest deferral on CMHC workout loan	-	L84	-
	<u>-</u>	L89	<u>-</u>
Total co-operative's equity	<u><u>(406,528)</u></u>	L99	<u><u>(353,110)</u></u>
Composition of end-of-year accumulated surplus (deficit) (line L69):			
Portion attributable to CMHC-program housing operations	(406,668)	L90	(353,245)
Portion attributable to other housing operations	-	L92	-
Portion attributable to other operations	-	L94	-
	<u>(406,668)</u>	L98	<u>(353,245)</u>

Statement of Operations

		<u>2023</u>		<u>2022</u>
Revenue				
Housing charges, net	(Schedule M)	359,913	401	347,226
Less contribution from housing charges to security-of-tenure reserve (from line J20)		<u>—</u>	490	<u>—</u>
Sub-total		359,913	498	347,226
Operating assistance from government sources	(Schedule N)	72,014	410	76,095
Other revenue	(Schedule O)	<u>314</u>	480	<u>176</u>
Total operating revenue		<u>432,241</u>	499	<u>423,497</u>
Expenses				
Property taxes		50,672	502	40,642
Utilities	(Schedule P)	72,038	504	72,604
Insurance		12,211	506	9,371
Maintenance and repairs		62,438	510	77,043
Security systems and services		—	515	—
Interest on mortgages and loans (from Schedule ML)		32,429	520	35,604
Amortization and depreciation, loan-funded assets		159,167	522	158,650
Amortization and depreciation, other assets		—	523	—
Ground rent		—	524	—
Marketing and advertising		—	530	—
Administration		21,548	532	20,126
Professional fees	(Schedule Q)	8,992	534	3,946
Governance	(Schedule R)	1,838	536	1,703
Collections and bad-debt expense (recoveries)		(428)	538	2,372
GST/HST		—	540	—
Other (specify):		<u>—</u>	548	<u>—</u>
Total expenses before contributions to mandatory reserves		<u>420,905</u>	549	<u>422,061</u>
Net operating income before contributions to mandatory reserves		11,336	559	1,436
Less contribution to capital replacement reserve (from line H20)		<u>56,000</u>	560	<u>56,000</u>
Surplus (deficit) before extraordinary items		(44,664)	579	(54,564)
Extraordinary revenue (expenditure) items	(Schedule S)	<u>—</u>	589	<u>—</u>
Surplus (deficit) from CMHC-program operations		(44,664)	599	(54,564)
Part C — Other Operations				
Surplus (deficit) from other operations	(Schedule U)	<u>—</u>	799	<u>—</u>
Surplus (Deficit) All Operations (carried to line L42)		<u>(44,664)</u>	899	<u>(54,564)</u>

SCHEDULE M FOR FCHP (ILM) PROGRAM

Housing Charges, Net

	2023		2022
Gross housing charge potential	359,913	M10	347,226
Less:			
Vacancy losses	-	M30	-
Internal subsidies	-	M32	-
Inducements and incentives	-	M34	-
Other (specify):	-	M36	-
	-	M39	-
Sub-total	359,913	M49	347,226
Plus: Sector-support levies	-	M50	-
Housing charges, net (carried to lines 401 and M60)	359,913	M99	347,226

Charges to occupants:

Housing charges, net (carried from line M99)	359,913	M60	347,226
Less the following amounts:			
FCHP (ILM) program rent-supplement assistance	83,808	M72	87,507
Security-of-tenure assistance provided (carried from line J40)	-	M74	-
Other external rental assistance (specify):	-	M78	-
	83,808	M79	87,507
	276,105	M89	259,719

Reconciliation of total gross housing charge potential:

Gross housing charge potential (carried from line M10)	359,913	M92	347,226
Less: Gross housing charge potential for current year as reported on last year's AIR - Properties and Units page	365,208	M93	352,740
Difference (explain)	(5,295)	M94	(5,514)

Difference is due to increase/decrease in housing charges from those reported on last year's AIR

SCHEDULE N FOR FCHP (ILM) PROGRAM

Operating Assistance from Government Sources

	2023		2022
Federal assistance	67,300	N40	76,095
Enter the amount reported on the Federal Assistance Confirmation:	67,300	N46	76,095
RRAP loan forgiveness	-	N80	-
Other (specify): Preservation funding	4,714	N90	-
Total government operating assistance	72,014	N99	76,095

SCHEDULE O FOR FCHP (ILM) PROGRAM

Other Revenue

	<u>2023</u>		<u>2022</u>
Parking	–	O10	–
Laundry revenue, net of laundry-equipment rental charges	314	O20	176
Cable/satellite TV	–	O30	–
Investment returns	–	O40	–
Rent-supplement administration fees	–	O50	–
Correction to prior year rent-supplement assistance (specify):	–	O55	–
Other (specify):	–	O60	–
Total other revenue	<u>314</u>	O99	<u>176</u>

SCHEDULE P FOR FCHP (ILM) PROGRAM

Utilities

	<u>2023</u>		<u>2022</u>
Water and sewerage charges	9,317	P10	7,805
Electricity	9,034	P20	8,294
Natural gas	–	P30	–
Oil	53,687	P40	56,505
Utility equipment rentals	–	P50	–
Cable/satellite TV	–	P60	–
Other (specify):	–	P70	–
Total utilities	<u>72,038</u>	P99	<u>72,604</u>

SCHEDULE Q FOR FCHP (ILM) PROGRAM

Professional Fees

	<u>2023</u>		<u>2022</u>
Audit and review engagement fees	4,278	Q10	3,946
Legal fees	–	Q20	–
Other (specify): Capital replacement plan and energy assessment	4,714	Q30	–
Total professional fees	<u>8,992</u>	Q99	<u>3,946</u>

SCHEDULE R FOR FCHP (ILM) PROGRAM

Governance

	<u>2023</u>		<u>2022</u>
Dues and affiliations	1,838	R10	1,703
Education and training	–	R20	–
Other (specify):	–	R30	–
Total governance	<u>1,838</u>	R99	<u>1,703</u>

Restatement of Net Income

Restatement of Net Income, FCHP (ILM)

	<u>2023</u>		<u>2022</u>
Reported current-year surplus (deficit) from CMHC-program operations (carried from line 599)	(44,664)	Z10	(54,564)
Add back reported amortization and depreciation, loan funded assets (carried from line 522)	<u>159,167</u>	Z20	<u>158,650</u>
	114,503	Z30	104,086
Subtract principal repaid during the year on long-term debt (carried from line ML340)	<u>159,167</u>	Z40	<u>158,650</u>
Current-year surplus (deficit) from CMHC-program operations restated to reflect CMHC policy on accounting for capital assets	<u>(44,664)</u>	Z98	<u>(54,564)</u>

Additional Observations

Please use this section to provide any other information that you feel may assist the Agency in assessing the Annual Information Return.

Co-operative's Certification of the Annual Information Return for the Year Ended 30 Nov 2023

I certify that

- I am an authorized representative of the Co-operative;
- I have reviewed this Annual Information Return;
- the information reported in the Annual Information Return is consistent with the co-operative's audited financial statements;
- to the best of my knowledge, this Annual Information Return and the information, representations and statements it contains are true, correct and complete.

The accountant identified in this return is hereby authorized to file the return on the Co-operative's behalf, to provide the Agency for Co-operative Housing with our year-end financial statements and to communicate with the Agency to answer questions and to correct any errors or omissions in the return.

Certified on:
3/19/2024 9:06:59 AM

Certified by:
Marla Affleck

Position or Office:
Senior Property Manager

Gateway Co-operative Ltd. (PE)

Annual Information Return for year ended 30 Nov 2024 (unaudited)

AIR status: Validated 30 Apr 2025

This report has been filed and validated.

Filing Statement

We, **MRSB, MRSB**, hereby file the Annual Information Return (AIR) of **Gateway Co-operative Ltd. (PE)** for the year ended **30 Nov 2024** comprising :

1. Filing Statement
2. Accounting Firm Identification
3. Identification of Co-operative
4. Profile of Co-operative
5. Properties and Units
6. Directors and Officers
7. Co-operative's Representations
8. Report on Supplementary Financial Information
9. Statement of Financial Position
10. Statement of Operations
11. Restatement of Net Income
12. Additional Observations
13. Co-operative's Certification

We advise that the completeness and accuracy of the information, representations and statements contained in this Annual Information Return are the responsibility of **Gateway Co-operative Ltd. (PE)**, except for the Report on Supplementary Financial Information, which is the responsibility of **MRSB**.

The Report on Supplementary Financial Information was prepared in accordance with the applicable standards as set out in the CPA Canada Handbook – Assurance.

We confirm that we have signed and retained a copy in our records of the Report on Supplementary Financial Information and agree that the Agency for Co-operative Housing may treat the Report submitted within this Annual Information Return as though it had been signed by **MRSB**.

My/Our audit of the Co-operative's financial statements for the year ended **30 Nov 2024** was not directed to the information in the Annual Information Return and, therefore, I/we express no opinion or conclusion on the information in the Annual Information Return for the year ended **30 Nov 2024**.

Person responsible for audit
Position
Telephone
E-mail

Michelle Burge
Partner
(902) 368-2643
michelle.burge@mrsbgroup.com

Accounting Firm Identification

All information reported in this section should be current as of the AIR filing date.

Audit Firm	MRSB
Audit firm designation	
Mailing Address	139 Queen Street P.O. Box 2679 Charlottetown, PE C1A 8C3

Person responsible for audit

Name	Michelle Burge
Position	Partner
Telephone	(902) 368-2643
Fax	
E-mail	michelle.burge@mrsbgroup.com

Identification of Co-operative

All information reported in this section should be current as of the AIR filing date.

Co-op Legal Name	Gateway Co-operative Ltd. (PE)
Corrected Legal Name	
Fiscal Year	1 Dec 2023 to 30 Nov 2024
Relationship Manager	David Nagy
CMHC Program	FCHP (ILM)
Civic Address	21 Great George Street Charlottetown, PE C1A 4J7
Mailing Address	47 Kensington Road Charlottetown, PE C1A 5H6
Co-op Telephone	(902) 566-4729 (Volunteer)
Co-op Fax	(902) 628-2284 (Office)
Co-op E-mail	Marla.Affleck@aphl.ca (None)

Co-op's designated main contact

Main Contact	Marla Affleck
Contact Position	Property Manager
Contact Telephone	(902) 566-4729 (Management Firm)
Contact Fax	(902) 628-2284 (Management Firm)
Contact E-mail	Marla.Affleck@aphl.ca (None)
Availability	

Co-op's designated alternate contact

Alternate Contact	Irish Mythen
Contact Position	President
Contact Telephone	(902) 566-4729 (Volunteer)
Contact Fax	
Contact E-mail	
Availability	evenings

Profile of Co-operative

Assisted households

For the last month of the year reported, please provide the following:

- Number of households in receipt of CMHC rental assistance

12

Management model

Management Company

Firm Name: Atlantic Peoples Housing Ltd. (PE)

Paid Staff

Paid Bookkeeper Only

Volunteers Only

Other

Assessment value

CMHC-program properties	\$2,157,400	Year assessed	2024
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Properties and Units

Except as otherwise noted, all information reported in this section should be current as of the AIR filing date.

Units reported on Part A of AIR

The units below were under a CMHC 30 Nov 2024 agreement for all or part of the year ended {1}.

Line #	Agreement	Address	Units	CMHC Program at 1 Dec 2023
1	16536021-000	Water/King/Great George St.	28	Rental Assistance
Total units reported on Part A of the AIR			<u>28</u>	
Units vacant at year end			<u>0</u>	
Total vacant units at year end			0	

Gross housing charge potential for the fiscal year beginning 1 Dec 2024

Breakdown of the gross housing charge potential by program for the fiscal year beginning 1 Dec 2024 (based on the housing charges entered on the Units page):

Rental Assistance	<u>383,400</u>
Total gross housing charge potential at 1 Dec 2024	<u>383,400</u>
Total units	28
Average GHCP per unit	13,693

Unit Details for Agreement 16536021-000 (CMHC FCHI-2 (Rental Assistance))

Agreement 16536021-000
Address Water/King/Great George St.
CMHC Program Rental Assistance

Line	Type of unit	Size of unit		Housing charge at		Light & Power	Heating	Water	Hot Water	Cable/Satellite TV
		20	30	40	50					
1	Apartment - Walkup	1 Bedroom	1	938			✓	✓	✓	
2	Apartment - Walkup	1 Bedroom	1	962			✓	✓	✓	
3	Apartment - Walkup	2 Bedroom	3	1,077			✓	✓	✓	
4	Apartment - Walkup	2 Bedroom	5	1,085			✓	✓	✓	
5	Apartment - Walkup	2 Bedroom	2	1,113			✓	✓	✓	
6	Apartment - Walkup	3 Bedroom	3	1,198			✓	✓	✓	
7	Apartment - Walkup	3 Bedroom	13	1,198						
Totals			<u>28</u>							

Members and Officers of the Board of Directors

Information current as of 18 Mar 2025

<i>Line</i>	<i>Name</i>	<i>Position</i>	<i>Address</i>
1	Alicia Burke	Director	21 Great George Street, Ch'town, PE C1A 4J7
2	Brian Markham	Director	21 Great George Street, Ch'town, PE C1A 4J7
3	Cameron Cassidy	President	21 Great George Street, Ch'town, PE C1A 4J7
4	Jay Baglole	Vice president	21 Great George Street, Ch'town, PE C1A 4J7
5	Jesse Duarte	Director	21 Great George Street, Ch'town, PE C1A 4J7
6	Kali Ross	Secretary	21 Great George Street, Ch'town, PE C1A 4J7
7	Kayla Harvie	Director	21 Great George Street, Ch'town, PE C1A 4J7
8	Matthew Mardres	Treasurer	21 Great George Street, Ch'town, PE C1A 4J7
9	Sasha Andric	Director	21 Great George Street, Ch'town, PE C1A 4J7

Co-operative's Representations

As of fiscal year end reported unless otherwise stated

- 101 Except for qualifications relating to the application of any accounting policies stipulated by CMHC, the auditor's report contains:
- (a) an unmodified (unqualified) opinion; or
 - (b) a qualified opinion; or
 - (c) an adverse opinion; or
 - (d) a disclaimer (denial) of opinion.
- (If (b), (c) or (d), please give details.)
- 102 The year-end financial statements report a contingent liability or future commitment.
- Yes No (If yes, select the applicable items below)
- (a) Federal Renovation and Retrofit Contribution
 - (c) other (specify):
- 103 The year-end financial statements report an event or events that occurred subsequent to the date of the financial statements.
- Yes No (If yes, please give details.)
- 104 Any correction to the Co-operative's accounts relating to prior periods has been made in the current period and there has been no restatement of prior-year numbers in the current financial statements.
- Yes No (If no, please give details.)
- 105 The auditor issued a Communication of Matters Identified During the Audit of the Financial Statements that identified significant weaknesses in internal controls, fraud, illegal acts or possible illegal acts.
- Yes No (If yes, please give details.)
- 106 All mortgage loans are current (i.e., no scheduled payments are overdue).
- Yes No N/A (If no, please give details.)
- 107 All property taxes are current (i.e., no payments are overdue).
- Yes No (If no, please give details.)
- 108 Directors' housing charges:
- Yes No (a) All directors of the Co-operative are current with all housing and other charges payable to the Co-operative.
- If no, please indicate how many directors are not current and the combined amount owing from all directors, before any allowance for doubtful accounts.
- Number of directors not current at year end
- Combined amount owing from all directors at year end, before any allowance for doubtful accounts
- Yes No (b) The Co-operative's by-laws prohibit members who are behind with their housing charges from standing for election or continuing to serve on the board of directors, whether or not they have signed a repayment agreement.
- (If (b) is yes, please give details.)
- The Co-op has the appropriate by-law

- 109 All directors and officers have served in that capacity without payment or benefit other than reimbursement of expenses incurred on behalf of the Co-operative.
 Yes No (If no, please give details.)
- 110 The Co-operative has a budget approved by the members in place for the fiscal year following the year reported and has submitted its audited financial statements for the year previous to the year reported to the members.
 Yes No (If no, please give details.)
- 111 Expenses charged to the Co-operative's CMHC-program housing operations were directly incurred in those operations or represent a fair allocation of the Co-operative's general operating expenses.
 Yes No (If no, please give details.)
- 112 The Co-operative has maintained its CMHC-program capital replacement reserve investments only in eligible accounts or securities in accordance with the terms of its operating agreement with CMHC.
 Yes No (If no, please give details.)
- 113 The Co-operative has made allocations to the CMHC-program capital replacement reserve at no less than the level stipulated in its operating agreement with CMHC or subsequently approved by CMHC or the Agency. The reserve is fully funded and income earned in the year from the investment of the reserve has been allocated to the reserve.
 Yes No (If no, please give details.)
- 114 All expenditures from the Co-operative's CMHC-program capital replacement reserve have been made in accordance with the operating agreement with CMHC or a capital replacement reserve plan approved by CMHC or the Agency, or with the specific approval of CMHC or the Agency.
 Yes No (If no, please give details.)
- 115 The Co-operative has the following insurance coverage in place:
 Yes No (a) fire and extended perils, including earthquake cover, with guaranteed replacement-cost coverage for all buildings and equipment, including coverage for CMHC-program properties of \$ **\$6,208,670** ;
 Yes No (b) loss-of-housing-charge insurance providing at least 12 months' coverage;
 Yes No (c) public-liability insurance of at least \$2,000,000;
 Yes No (d) a fidelity bond of at least \$25,000 covering losses arising from fraudulent or dishonest acts committed by directors, officers, or other volunteers of the Co-operative;
 Yes No (e) directors' and officers' liability coverage of at least \$1,000,000.
(If no to any of the above, please give details of current coverage.)
- 115A The Co-operative's property insurer is:
 (a) Co-operators General Insurance Company
 (b) Other (specify): **██████████**

- 116 In the fiscal year reported or since, the Co-operative has
- Yes No (a) ceased to be a non-profit corporation as defined in the National Housing Act;
- Yes No (b) mortgaged, charged or encumbered a property that is subject to an agreement with CMHC;
- Yes No (c) lent money or guaranteed a loan to a third party;
- Yes No (d) made other than small gifts or donations from revenues from its CMHC-program housing operations;
- Yes No (e) sold or leased all or part of a property that is subject to an agreement with CMHC, other than through the granting of ordinary occupancy agreements or leases to members or residential tenants;
- Yes No (f) prepaid all or part of a mortgage loan issued or guaranteed by CMHC;
- Yes No (g) changed the repayment terms or conditions of a mortgage loan issued or guaranteed by CMHC other than as reported to CMHC.
- (If yes to any of the above, please give details.)
- 117 The Co-operative has municipal status for GST/HST purposes and has filed for all rebates for which it is eligible.
- Yes No (If no, please give details.)
- Files HST rebates as a qualifying not for profit organisation
- 119 The Co-operative remains a co-operative corporation in good standing under the applicable provincial co-operative statute and is current with provincial filing requirements.
- Yes No (If no, please give details.)
- 120 The Co-operative's year-end financial statements have been prepared in accordance with
- 1) a special purpose framework prescribed by CMHC:
- 2) Canadian GAAP:
- Yes No (a) Non-material equipment purchases and replacements are expensed in full to income in the year acquired.
- Yes No (b) Expenditures eligible for funding from the capital replacement reserve are expensed to the reserve in full as made.
- Yes No (c) Capital assets funded from the proceeds of debt financing are capitalized and amortized to income at the rate of principal repayment of the loan.
- Yes No (g) Other capital assets are expensed in full to income in the year acquired.
- (If no to any of the above, please give details.)
- 121 The Co-operative is aware of a financial conflict of interest that affected it in the fiscal year reported or afterwards. (A financial conflict of interest is present in any situation where a person's financial interests, or those of any member of the person's family or household, conflict with the person's duty to the Co-operative. Any person making or taking part in a decision on the Co-operative's behalf, or advising the Co-operative, e.g., a staff member or member of the board, has a duty to the Co-operative.)
- Yes No (If yes, please give details.)
- 122 In accordance with its operating agreement with CMHC, the Co-operative has given advance notice or sought advance approval, as applicable, before entering into a contract for the management of any properties it operates under CMHC programs.
- Yes No N/A (If no, please give details.)

- 124 The Co-operative has
 Yes No (a) had a building-condition assessment done in the last five years.
If yes, please give details, including the year of the study, if known.
- 2021
 Yes No (b) a capital-replacement plan or an asset-management plan in place.
If yes, please give details, including the year the plan was adopted, if known.
- 2023
- 125 The Co-operative has a policy or well established practice of prohibiting members from settling housing and other charges with cash.
 Yes No (If no, please indicate under what circumstances the Co-operative will accept cash payments.)
- 126 In the past year, the Co-operative has written off amounts owing from current residents. (Do not answer Yes if a doubtful-account allowance has been established but the receivable remains in the Co-operative's accounts.)
 Yes No
- 600 The Co-operative has allocated rent supplements only to eligible households, in accordance with the terms of its rent-supplement agreement with CMHC.
 Yes No (If no, please give details.)
- 601 The Co-operative has complied with the terms of the CMHC Rent Supplement Program with respect to the verification of incomes of households receiving rent-supplement assistance.
 Yes No (If no, please give details.)
- 602 The Co-operative has calculated the assisted housing charge for households in receipt of rent-supplements in accordance with the terms of the CMHC Rent Supplement Program.
 Yes No (If no, please give details.)
- 801 The Co-operative has allocated rental assistance only to eligible households, in accordance with the terms of its rental-assistance agreement with CMHC.
 Yes No (If no, please give details.)
- 802 The Co-operative has complied with the terms of the CMHC Rental Assistance Program with respect to the annual verification of incomes and household composition for households receiving rental assistance using a form established by CMHC, and updated by the co-op as changes occur.
 Yes No (If no, please give details.)
- 803 The Co-operative has allocated rental assistance from CMHC only to households that are not receiving assistance for the same purpose from another governmental or non-governmental source, other than the shelter component of social assistance.
 Yes No (If no, please give details.)

Report on Supplementary Financial Information

The Agency for Co-operative Housing
190 O'Connor St., 6th floor
Ottawa, ON
K2P 2R3

In accordance with the Rental Assistance Agreement and Workout Agreement between **Gateway Co-operative Ltd. (PE)** ("the Co-operative") and **Canada Mortgage and Housing Corporation (CMHC)**, we have been engaged to provide the financial information contained in the Annual Information Return for the Co-operative for the year ended **30 Nov 2024** (the "other reporting responsibility"). This other reporting responsibility relates to our audit of the financial statements of the Co-operative for the year ended **30 Nov 2024**, on which we issued our report dated **9 Apr 2025**, or, where applicable, management, prepared the supplementary information.

This report has been prepared in accordance with Canadian Standard on Related Services (CSRS) 4460: *Reports on Supplementary Matters Arising from an Audit or a Review Engagement*. Our responsibility is to report on the supplementary matter. This standard requires us to comply with ethical requirements and to plan and perform procedures to address the other reporting responsibility. The procedures were selected based on our professional judgement to enable us to form a basis for this report. The procedures vary in nature from and are narrower in scope than those required when providing an an audit opinion. Users are cautioned that the procedures performed may not be suitable for their purposes.

Accordingly, we do not express an audit opinion on the supplementary matter.

The financial information provided through the other reporting responsibility was obtained from the annual financial statements and detailed general ledger of the Co-operative and other necessary supporting documents subsequent to the completion of our audit.

This report is intended to be used solely for the purpose of assisting the Agency in assessing the Co-operative's general circumstances and, if applicable, its compliance with its agreement(s) with CMHC. This report is not to be referred to or distributed to any person outside the Agency and should not be relied upon for any other purpose.

MRSB
139 Queen Street
P.O. Box 2679
Charlottetown PE, C1A 8C3
4 Feb 2026

Statement of Financial Position

		<u>2024</u>		<u>11/30/2023</u>
Assets				
Cash and investments	(Schedule A)	369,703	109	509,754
Accounts receivable	(Schedule B)	7,485	119	2,654
Loan advances and grants receivable		–	120	–
Prepaid expenses	(Schedule C)	7,408	139	3,797
Capital assets	(Schedule D)	284,667	149	372,629
Other assets (specify):		–	190	–
Total Assets		<u>669,263</u>	199	<u>888,834</u>
Liabilities and Restricted Reserves				
Lines of credit and overdrafts		–	210	–
Accounts payable and accrued liabilities	(Schedule E)	21,109	219	25,732
Unearned income	(Schedule F)	20,389	229	28,047
Liabilities to occupants	(Schedule G)	9,510	239	10,350
Repayable mortgages and loans	(Schedule ML)	808,662	240	885,643
RRAP loans		–	250	–
Other liabilities (specify):		–	290	–
Restricted reserves, CMHC-program operations:				
Capital replacement reserve	(Schedule H)	178,162	309	319,930
Security-of-tenure reserve	(Schedule J)	26,090	329	25,660
Other Reserves, CMHC-Program Housing Operations	(Schedule K)	–	339	–
Restricted reserves, other operations		–	370	–
Total Liabilities and Restricted Reserves		<u>1,063,922</u>	379	<u>1,295,362</u>
Co-operative's Equity	(Schedule L)	<u>(394,659)</u>	389	<u>(406,528)</u>
Total Liabilities, Restricted Reserves and Co-operative's Equity		<u>669,263</u>	399	<u>888,834</u>

Schedules A to L

SCHEDULE A

Cash and Investments

	<u>2024</u>		<u>11/30/2023</u>
Cash on hand and deposit	165,451	A10	164,164
Term deposits, GICs, government bonds and treasury bills, including accrued interest	204,252	A20	345,590
Other (specify):	<u>—</u>	A30	<u>—</u>
Total cash and investments	<u>369,703</u>	A99	<u>509,754</u>
Fair market value of cash and investments as noted in the financial statements	<u>369,703</u>	A70	<u>509,754</u>

Allocation of cash and investments:

Capital replacement reserve, CMHC-program properties	178,162	A80	319,930
Security-of-tenure reserve	26,090	A84	25,660
Other restricted reserves:			
Capital replacement reserve, non-CMHC program properties	—	A87	—
Other (specify):	<u>—</u>	A89	<u>—</u>
	—	A88	—
Cash and investments not represented by the above reserves	<u>165,451</u>	A90	<u>164,164</u>
Total cash and investments	<u>369,703</u>	A98	<u>509,754</u>

SCHEDULE B

Accounts Receivable

	<u>2024</u>		<u>11/30/2023</u>
<i>Report amounts net of any allowance for doubtful accounts.</i>			
Amounts receivable from past and present occupants:			
Occupants of CMHC-program properties	3,512	B10	2,654
Other occupants	<u>—</u>	B15	<u>—</u>
	3,512	B19	2,654
Government operating assistance receivable	—	B20	—
RGI assistance receivable (provincial operations)	—	B44	—
Rent-supplement assistance receivable (other operations)	—	B45	—
Rental assistance receivable	—	B48	—
GST/HST rebates and ITCs receivable	—	B50	—
Other (specify): CHF Canada microgrant	<u>3,973</u>	B60	<u>—</u>
Total accounts receivable	<u>7,485</u>	B99	<u>2,654</u>
Line B10 above includes member shares, loans and deposits receivable of	—	B80	—

SCHEDULE C

Prepaid Expenses

	<u>2024</u>		<u>11/30/2023</u>
Property taxes	4,173	C10	3,652
Insurance	-	C20	-
Utility deposits	-	C30	-
Dues and affiliations	2,069	C35	145
Other (specify): Reserve allocation for December	1,166	C40	-
Total prepaid expenses	<u>7,408</u>	C99	<u>3,797</u>

SCHEDULE D

Capital Assets

	<u>2024</u>		<u>11/30/2023</u>
Land, buildings, furnishings and equipment	2,846,473	D10	2,846,473
Less accumulated depreciation	2,561,806	D20	2,473,844
	284,667	D29	372,629
Non-amortizing capital assets (specify):	-	D40	-
Total capital assets, net of accumulated depreciation	<u>284,667</u>	D99	<u>372,629</u>

Change to line D10 from the prior year comprises

Additions to capital assets	-	D80	-
Capital assets removed	-	D81	-
Other adjustments (specify):	-	D82	-
	-	D85	-

SCHEDULE E

Accounts Payable and Accrued Liabilities

	<u>2024</u>		<u>11/30/2023</u>
Property taxes due and accrued	15,110	E10	14,816
RGI assistance payable (provincial operations)	-	E27	-
Rent-supplement assistance payable (other operations)	-	E28	-
Rental assistance payable	-	E35	-
Interest payable on loans and mortgages (carried from line ML690)	911	E40	892
Trade payables and other accrued expenses	5,088	E60	10,024
Construction holdbacks	-	E70	-
Other (specify):	-	E80	-
Total accounts payable and accrued liabilities	<u>21,109</u>	E99	<u>25,732</u>

SCHEDULE F

Unearned Income

	2024		11/30/2023
Prepaid housing charges	6,399	F10	7,769
Unearned RGI assistance (provincial operations)	-	F24	-
Unearned rent-supplement assistance (other operations)	-	F25	-
Unearned rental assistance	8,304	F28	-
Other (specify): Preservation funding	5,686	F40	5,686
Total unearned income	20,389	F99	28,047

SCHEDULE G

Liabilities to Occupants

	2024		11/30/2023
Member loans, occupants of CMHC-program properties	-	G10	-
Member loans, other occupants	-	G20	-
Member deposits, occupants of CMHC-program properties	9,510	G30	10,350
Member deposits, other occupants	-	G40	-
Tenants' deposits and last month rents, occupants of CMHC-program properties	-	G50	-
Tenants' deposits and last month rents, other occupants	-	G60	-
Total liabilities to occupants	9,510	G99	10,350

SCHEDULE ML

Mortgages and Term Loans

Information reported in columns 205, 210, 215, 220 and 225 is as at the AIR filing date.

Loan	Gov. Program	Loan Priority	Workout Loan?	Principal Balance	Accrued interest at end of year	Current Monthly Payment (Principal and Interest)	Next Loan Renewal Date	Interest Rate	Term (Months)	Amortization Period Ends
	110	120	125	390	690	205	215	210	220	225
1	Rental Assistance Mortgage	Second	Yes	456,208	911	0		2.45%		
2	Rental Assistance Mortgage	Third	Yes	352,454	0	9,729		6.14%		
Totals				<u>808,662</u>	<u>911</u>	<u>9,729</u>				

SCHEDULE H

Capital Replacement Reserve

	2024		2023
Balance at beginning of year	319,930	H10	155,165
Contribution from operations (<Prog>) (carried to line 560, Part A1)	14,000	H20	56,000
Investment returns	4,088	H22	125,163
Total additions to reserve	<u>18,088</u>	H29	<u>181,163</u>
Expenditures			
Building Envelope / Roofs	131,901	(a)	
Building Envelope / Parking garage	1,782	(b)	
Building Envelope / Windows and doors	3,893	(c)	
Common interiors / Interior finishes (flooring, painting, bathrooms)	1,048	(d)	
Other / Other (specify): General cleaning	7,626	(e)	
Other / Other (specify): Clean and inspect gutter system	12,457	(f)	
Unit interiors / Appliances	1,149	(g)	
	159,856	H40	16,398
Transfer to accumulated surplus to reflect capitalized eligible expenditures (carried to line L43)	-	H50	-
Total deductions from reserve	<u>159,856</u>	H55	<u>16,398</u>
Other transfer from (to) accumulated surplus (carried to line L49) (specify):	-	H70	121,300
Balance at end of year (cannot be less than zero)	<u>178,162</u>	H99	<u>319,930</u>

SCHEDULE L

Co-operative's Equity

	2024		11/30/2023
Contributed surplus	-	L10	-
Member shares:			
Occupants of CMHC-program properties	130	L20	140
Other occupants	<u>-</u>	L22	<u>-</u>
	<u>130</u>	L29	<u>140</u>
Accumulated surplus (deficit):			
Balance at beginning of year	(406,668)	L40	(353,245)
Surplus (deficit) for the year (carried from line 899)	11,879	L42	(44,664)
Transfer from CMHC-program-properties capital replacement reserve to reflect capitalized expenditures (carried from line H50)	-	L43	-
Other transfer from (to) capital replacement reserve (carried from line H70)	-	L49	-
Transfer from (to) other reserves, CMHC-program housing operations (carried from line K20)	-	L50	-
Transfer from (to) security of tenure reserve (carried from line J21)	-	L56	-
Transfer from (to) restricted reserves, other operations	-	L52	-
Other changes to accumulated surplus (deficit) (cash affected) (specify):	-	L54	-
Other changes to accumulated surplus (deficit) (cash not affected) (specify):	<u>-</u>	L55	<u>(8,759)</u>
	<u>11,879</u>	L59	<u>(53,423)</u>
Balance at end of year	<u>(394,789)</u>	L69	<u>(406,668)</u>
Sub-total	<u>(394,659)</u>	L79	<u>(406,528)</u>
Less deferred interest charges:			
Planned interest deferral on CMHC workout loan	<u>-</u>	L84	<u>-</u>
	<u>-</u>	L89	<u>-</u>
Total co-operative's equity	<u>(394,659)</u>	L99	<u>(406,528)</u>
Composition of end-of-year accumulated surplus (deficit) (line L69):			
Portion attributable to CMHC-program housing operations	(394,789)	L90	(406,668)
Portion attributable to other housing operations	-	L92	-
Portion attributable to other operations	<u>-</u>	L94	<u>-</u>
	<u>(394,789)</u>	L98	<u>(406,668)</u>

Statement of Operations

		<u>2024</u>		<u>11/30/2023</u>
Revenue				
Housing charges, net	(Schedule M)	368,357	401	359,913
Less contribution from housing charges to security-of-tenure reserve (from line J20)		<u>—</u>	490	<u>—</u>
Sub-total		368,357	498	359,913
Operating assistance from government sources	(Schedule N)	—	410	72,014
Other revenue	(Schedule O)	<u>532</u>	480	<u>314</u>
Total operating revenue		<u>368,889</u>	499	<u>432,241</u>
Expenses				
Property taxes		51,143	502	50,672
Utilities	(Schedule P)	68,078	504	72,038
Insurance		15,265	506	12,211
Maintenance and repairs		55,365	510	62,438
Security systems and services		—	515	—
Interest on mortgages and loans (from Schedule ML)		35,411	520	32,429
Amortization and depreciation, loan-funded assets		87,962	522	159,167
Amortization and depreciation, other assets		—	523	—
Ground rent		—	524	—
Marketing and advertising		—	530	—
Administration		22,159	532	21,548
Professional fees	(Schedule Q)	5,782	534	8,992
Governance	(Schedule R)	1,845	536	1,838
Collections and bad-debt expense (recoveries)		—	538	(428)
GST/HST		—	540	—
Other (specify):		<u>—</u>	548	<u>—</u>
Total expenses before contributions to reserves		<u>343,010</u>	549	<u>420,905</u>
Net operating income before contributions to reserves		25,879	559	11,336
Less contribution to capital replacement reserve (from line H20)		<u>14,000</u>	560	<u>56,000</u>
Surplus (deficit) before extraordinary items		11,879	579	(44,664)
Extraordinary revenue (expenditure) items	(Schedule S)	<u>—</u>	589	<u>—</u>
Surplus (deficit) from CMHC-program operations		11,879	599	(44,664)
Part C — Other Operations				
Surplus (deficit) from other operations	(Schedule U)	<u>—</u>	799	<u>—</u>
Surplus (Deficit) All Operations (carried to line L42)		<u>11,879</u>	899	<u>(44,664)</u>

SCHEDULE M FOR FCHI-2 (RENTAL ASSISTANCE) PROGRAM

Housing Charges, Net

	2024		11/30/2023
Gross housing charge potential	369,588	M10	-
Less:			
Vacancy losses	1,231	M30	-
Internal subsidies	-	M32	-
Inducements and incentives	-	M34	-
Other (specify):	-	M36	-
	<u>1,231</u>	M39	-
Housing charges, net (carried to lines 401 and M60)	<u>368,357</u>	M99	<u>-</u>

Charges to occupants:

Housing charges, net (carried from line M99)	368,357	M60	-
Less the following amounts:			
Federal rent-supplement assistance	-	M72	-
Security-of-tenure assistance provided (carried from line J40)	-	M74	-
Rental assistance	73,644	M75	-
Other external rental assistance (specify):	-	M78	-
	<u>73,644</u>	M79	-
	<u>294,713</u>	M89	<u>-</u>

Reconciliation of total gross housing charge potential:

Gross housing charge potential (carried from line M10)	369,588	M92	-
Less: Gross housing charge potential for current year as reported on last year's AIR - Properties and Units page	<u>365,208</u>	M93	-
Difference (explain)	<u>4,380</u>	M94	<u>-</u>
Difference is due to increase/decrease in housing charges from those reported on last year's AIR			

SCHEDULE O FOR FCHI-2 (RENTAL ASSISTANCE) PROGRAM

Other Revenue

	2024		11/30/2023
Parking	-	O10	-
Laundry revenue, net of laundry-equipment rental charges	-	O20	-
Cable/satellite TV	-	O30	-
Investment returns	11	O40	-
Rent-supplement administration fees	-	O50	-
Correction to prior year rent-supplement assistance (specify):	-	O55	-
Approved correction to prior-year(s) rental assistance (specify):	-	O57	-
Other (specify): Miscellaneous	<u>521</u>	O60	-
Total other revenue	<u>532</u>	O99	<u>-</u>

SCHEDULE P FOR FCHI-2 (RENTAL ASSISTANCE) PROGRAM

Utilities

	<u>2024</u>		<u>11/30/2023</u>
Water and sewerage charges	10,258	P10	-
Electricity	9,850	P20	-
Natural gas	-	P30	-
Oil	47,970	P40	-
Utility equipment rentals	-	P50	-
Cable/satellite TV	-	P60	-
Other (specify):	-	P70	-
Total utilities	<u>68,078</u>	P99	<u>-</u>

SCHEDULE Q FOR FCHI-2 (RENTAL ASSISTANCE) PROGRAM

Professional Fees

	<u>2024</u>		<u>11/30/2023</u>
Audit and review engagement fees	4,401	Q10	-
Legal fees	-	Q20	-
Other (specify): Fee for mortgage work	1,381	Q30	-
Total professional fees	<u>5,782</u>	Q99	<u>-</u>

SCHEDULE R FOR FCHI-2 (RENTAL ASSISTANCE) PROGRAM

Governance

	<u>2024</u>		<u>11/30/2023</u>
Dues and affiliations	1,845	R10	-
Education and training	-	R20	-
Other (specify):	-	R30	-
Total governance	<u>1,845</u>	R99	<u>-</u>

Restatement of Net Income

Restatement of Net Income, FCHI-2 (Rental Assistance)

	<u>2024</u>		<u>11/30/2023</u>
Reported current-year surplus (deficit) from CMHC-program operations (carried from line 599)	11,879	Z10	—
Add back reported amortization and depreciation, loan funded assets (carried from line 522)	<u>87,962</u>	Z20	<u>—</u>
	99,841	Z30	—
Subtract principal repaid during the year on long-term debt (carried from line ML340)	<u>87,961</u>	Z40	<u>—</u>
Current-year surplus (deficit) from CMHC-program operations restated to reflect CMHC policy on accounting for capital assets	<u><u>11,880</u></u>	Z98	<u><u>—</u></u>

Additional Observations

Please use this section to provide any other information that you feel may assist the Agency in assessing the Annual Information Return.

Co-operative's Certification of the Annual Information Return for the Year Ended 30 Nov 2024

I certify that

- I am an authorized representative of the Co-operative;
- I have reviewed this Annual Information Return;
- the information reported in the Annual Information Return is consistent with the co-operative's audited financial statements;
- to the best of my knowledge, this Annual Information Return and the information, representations and statements it contains are true, correct and complete.

The accountant identified in this return is hereby authorized to file the return on the Co-operative's behalf, to provide the Agency for Co-operative Housing with our year-end financial statements and to communicate with the Agency to answer questions and to correct any errors or omissions in the return.

Certified on:	Certified by:	Position or Office:
4/8/2025 8:37:52 AM	Marla Affleck	Enterprise Manager

Appendix E: Summary of Areas for Growth

Summary of Areas for Growth

Governance

Annual Ethical Agreements: Establish a process to ensure that all Board and Committee Members review and sign an ethical conduct and confidentiality agreement annually. This practice reinforces a shared commitment to principled leadership and upholding the Co-op's values and standards.

Create Feedback Mechanism: Introduce a consistent process for Board evaluation and member feedback. This could include tools such as Board self-evaluation surveys and member surveys, allowing co-op members to provide formal input to the Board on a regular basis. Whether formal or informal, regular feedback helps strengthen transparency, accountability and a culture of continuous improvement.

Schedule the Budget Meeting Early - Consider holding the general budget meeting at least four months before the fiscal year end. This would ensure there is enough time to provide members with proper notice of any housing charge increases and support smoother financial planning.

Annual Planning – Continue holding annual planning sessions to set goals, priorities, and strategies for the upcoming year. Develop an annual calendar of key activities and milestones to guide Board discussions and decision making throughout the year. Templates are available to support this work and build on the practices already in place.

Develop a Formal [Member Orientation Process](#) - Create and implement a structured orientation program for new members, which includes an overview of co-op principles, governance processes, member responsibilities, and where to find key policies.

Create an Education Strategy - Establish a budget for education open to directors and/or members to participate in annual training.

Create and Maintain an Education Reserve - Create and maintain an Education Reserve, as required by the Bylaws and the Co-ops Act Regulations.

Legal Obligations

Verify Bylaw Compliance – Confirm that all Bylaws and Amendments have been submitted to the Inspector of Co-operatives. Ensure any changes in directors between annual filings are promptly submitted to the PEI Corporate Registry.

Investigate Fiscal Year Discrepancy – Verify that the fiscal year stated in the Bylaws matches the fiscal year used in financial reporting. If a Bylaw change was made, confirm that it was properly approved and filed. If no documentation exists, initiate the Bylaw amendment process and submit the change for approval.

Review and Update Core Policies – Continue updating the Co-op's core policies as part of the ongoing policy-revision process. Policies should be clearly written, accessible to members, and aligned with the Co-op's Bylaws and applicable legislation. ([Templates available](#))

Management

Ensure Financial Management – Clear, up-to-date financial policies are essential for guiding spending decisions, outlining approval processes, and supporting the timely collection of housing charges. Establishing current versions of key policies such as a Spending Policy and a Housing Charge Payment and Arrears Policy strengthens financial oversight, promotes consistency, and helps reduce financial risk.

Consider Asset Management Plan Recommendations - Consider the recommendations from the February 7, 2024, Asset Management Plan, based on the December 2022 BCA and Reserve Fund Study, to ensure adequate and timely funding for capital repairs in the replacement reserve.

Ensure Accurate and Timely Information – Strengthen the Co-op’s ability to make informed decisions by ensuring access to accurate, timely, and relevant information and advice.

Clarify, Evaluate, and Monitor Service Agreements – Obtain and review all current service contracts to clearly define the scope, frequency, and expectations of each service based on the Co-op’s needs. Establish a process to regularly assess the quality, consistency, and performance of service providers to ensure agreements are being met and remain aligned with operational requirements.

Appendix F: PEI Corporate Registry

PEI Business / Corporate Registry

Please note: You may need to search two corporate registries until we fully transition to our new online registry system.

If the business name you are searching does not appear below, please continue your search at PEI Corporate Registry – Original.

Business Type	Co-operative
Business Number	131597098
Entity Name	GATEWAY CO-OPERATIVE LTD.
Entity Secondary Name	
Registration Date	October 09, 1986
Registration Number	10154
Status	Active
Address	21 GREAT GEORGE ST CHARLOTTETOWN Prince Edward Island C1A 4J7
End Date	
Former Name(s)	
Nature of Business	n/a

Published date: December 18, 2020

Justice and Public Safety

General Inquiries

Financial and Consumer Services Division

1st Floor, Shaw Building (North Entrance)

105 Rochford Street

PO Box 2000

Charlottetown, PE C1A 7N8

Phone: 902-368-4550

Fax: 902-368-5283

Appendix I: Good Governance Survey

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, March 10, 2026 6:44:25 PM
Last Modified: Tuesday, March 10, 2026 8:19:48 PM
Time Spent: 01:35:23
IP Address: 47.54.189.34

Page 1: The Good Governance Test

Q1

Your Board

Has vacancies	Sometimes
Receives and carefully reviews monthly financial statements	Always
Understands the difference between governance and management	Always
Holds an annual planning session to establish its goals and priorities for the year ahead	Often
Reviews its progress on the annual plan periodically to make sure it is being followed	Often
Holds an annual training session for directors	Sometimes
Attend training when offered	Sometimes
The board budgets for education and training	Always
The co-op has a formal process for board orientation for all new board members	Often
Communicates regularly with members to keep them up to date on co-op business	Always
Holds regular monthly board meetings	Always
Calls regular members' meetings, but only when they are needed	Always
Manages committees by setting their terms of reference, confirming committee appointments, and receiving regular reports to approve committee recommendations	Often
Formally evaluates its own performance at least once a year	Often
Provide opportunities for members to evaluate board performance	Always
Plans for leadership renewal on the board	Always
Has a reputation among members for being fair, responsive, and accountable	Always
Asks members if they are satisfied with the service provided by the co-op, and does something about it if they are not	Often
Reviews all the co-op's legal agreements annually to ensure compliance	Often
Has developed a strategic plan, approved by the members, which includes a vision, mission, core values and initiatives	Often
Your Board is following your current Bylaws	Always
Policies are available during each meeting	Always
Policies are reviewed and updated to reflect the needs of the co-op	Always

The Good Governance Test: Gateway Co-operative Ltd.

Does the board and members have good two-way communication	Always
The board receives a monthly written report from the property manager	Always
The board and the property management have good two-way communication	Often
Notes or comments (optional):	The provided scale doesn't necessarily reflect the reality. Where we checked 'often' we can provide more details if needed.

Q2

Your Directors

Sign ethical conduct agreements annually	Sometimes
Abides by and enforces the ethical conduct agreement	Sometimes
If your co-operative has committees, do the members of the committees also sign ethical conduct agreement forms annually	Never
Attend board meetings regularly	Often
Come to board meetings well prepared and contribute actively to discussions and decisions	Often
Can disagree among themselves without being disagreeable	Often
Always put the co-op's interests ahead of their own	Often
Never discuss confidential board business outside of the boardroom	Often
Support board decisions publicly even when there is disagreement in the boardroom	Often
Lead by example and model co-operative behavior	Always
Make the right decisions, not necessarily the popular ones	Often
Attend board training when it is offered	Sometimes
Understand their individual legal duties and obligations	Often
Are aware of the co-op by-laws and policies, and consistently apply them	Often
If a board member is in arrears they are asked to resign	Always
Notes or comments (optional):	This is an area where we continue to grow and remains a priority. Again, the provided scale is somewhat restrictive.

Q3

Your Board Meetings

Agendas, minutes, financial statements and important decision items are circulated to directors in advance	Always
Board meetings do not last longer than two hours	Often
Board meetings are well chaired and end on time	Often
Meetings are civil and issues are not personalized	Often
The board meets no more often than monthly	Often
Membership approvals are recorded in the minutes	Always
The property manager attends the boards monthly meetings	Always
The property management presents financials monthly	Always
The property manager provides advice to the Board when requested	Often

Q4

Your Board of Director elections

Are held annually in accordance with the by-laws and the provincial Co-op Act	Always
The Board plans for the election two to three months in advance and follows any process in the by-laws	Always
Members receive advance information on the number of positions to be filled and the names of directors who will remain on the board	Often
Your co-op clearly explains who is eligible to serve on the board and offers examples of when a member is disqualified from serving	Always
Instructions on how to nominate someone as a candidate are provided to the members well in advance of the election	Often
Your co-op recruits more candidates than there are vacancies when elections are held	Sometimes
Your co-op works to ensure that the candidates for the board reflect the diversity of the membership	Always
Members receive information about the candidates running before balloting begins	Sometimes
Ensures confidentiality for the voting process	Always
If it is an online or hybrid election, the method used to distribute and collect electronic ballots is secure and private	Sometimes
Notes or comments (optional):	This is another area where we are currently working on making significant improvements.

Q5

Your Member Meetings

Members receive advance information on matters requiring decisions at meetings	Always
Meetings include a social element	Often
Meetings include an education component	Sometimes
Meetings start and finish on time	Often
The board makes meaningful reports to members and invites feedback, even criticism	Always
Meetings are well chaired, and the tone is lively and respectful	Often
Members understand their role in the governance of the co-op	Often
Meetings are interesting and fun	Often
Meetings are inclusive and allow people to attend in various ways – in-person or virtual	Always
An outside chairperson is used for difficult meetings	Never
Notes or comments (optional):	Over the past 5 years we've made great improvements with board and member meetings and continue to work in that direction..

Q6

Additional Operational Questions

Do members have access to the Bylaws?	Yes
Are new members provided with a copy of the Bylaws?	Yes
Do members have access to all policies?	Yes
Are policies distributed to new members?	Yes
Are minutes taken for all meetings?	Yes
Are Acts, Bylaws, and policies available at meetings?	Yes
Does your co-op have a budget?	Yes
Does your co-op follow the budget?	Yes
Was your co-ops budget approved by the general members?	Yes
Does the co-op handle cash?	No
Do your members sign an occupancy agreement prior to moving into the co-op?	Yes
Does the board have a copy of the Bylaws available during meetings?	Yes

Q7

What makes your co-op unique? What are you most proud of?

We are proud of our sense of community. We are re-establishing committees and uptaking member engagement. Over the last several years, we have not had any unit vacancies and member turnover has been minimal. Our courtyard and common room are frequently buzzing with member-driven activities. We have been successful in securing grants to help improve the quality of engagement within our co-op and enhance our common spaces. For example, we established a community garden in the courtyard. Many of our members work in arts and non-profits, which provides for collaboration on a larger scale. Our diversity makes us unique, including various family styles, socio-economic statuses, genders, races, abilities, age groups, and more.

Q8

No

Does the co-op have a credit card?

Q9

No

Does the co-op have a petty cash?

Q10

Does your co-op have

Yes

Yes- Who monitors, what privacy or safety controls, policy, or procedure?:

Social media

We have all three. Our social media is exclusive to members only, our website is currently in development, and our email address is known to those who need to contact us. Our board executive is responsible for monitoring any communication.

Q11

How often are Bylaws reviewed for potential changes/updates?

We recently completely revised our old bylaws (they were not updated since the co-ops creation). The new bylaws were adopted by members in September 2025. The next review is scheduled for 2027.

Q12

What policies are currently in place?

Majority of our policies are outdated. We are currently updating them in order of priority. Recently, members approved a new Common Spaces Policy, and the new Smoking Policy is up for voting at the next general meeting. All policies (including the outdated ones) are listed on our website. We can provide a link if requested.

Q13

How are members approved?

We have an application process. If a unit is available, the board will reviews the applications and contacts those eligible for an interview with two board members. We have an established list of questions to make sure the process is consistent for everyone. If the applicant is successful, their name will be share with existing membership for final approval. We can provide more information about the process if needed.

Q14

What is your co-ops membership benefits?

Affordable housing, opportunity to learn and be part of supportive community, democratic decision-making, shared responsibilities, shared amenities and services, resource sharing, personal empowerment. We are planning to have a section on the new website to highlight and expand on this topic.

Q15

How do members communicate with the board? Is there a formal process that members are aware of?

Members know who the directors are, and have access to the entire board through email. Private social media is often used for communication. The Executive also share their phone numbers and email addresses with members.

Q16

How does the board handle membership complaints? Do you have a formal process for dealing with complaints?

We request all complaints to be received in writing. Members are encouraged to attempt resolving minor conflicts among themselves. For any serious or repeated complaints, the board will discuss how to proceed based on the situation and take any necessary action. In more serious or sensitive cases, we might reach out to our manager for support. We do have an old grievance policy that needs updating.

Q17

How is member engagement approached at your co-op?

Through established relationships, at members meetings, informally during community activities, etc.

Q18

Does your co-op have any barriers to receiving education?

Not really, the only barrier is limited capacity at times.

Q19

Can you explain your process for paying bills?

Our management company handles our bills. We review the monthly manager reports which include the expenditures. Larger expenses must be preapproved by the board. Two signing officers sign each cheque, usually at regular board meetings.

Q20

How many signing officers does the co-op have?

4

Q21

Do you follow your spending policy? If you do not have one, what financial controls are in place?

We don't have a spending policy, but we constantly check our budget spending to date. Our current board treasurer is very well versed in finance matters and has helped redefine financial controls and practices over the past three years.

Q22

How are housing charge increases decided?

Based on current information and recommendations, the board considers increases against the current climate, and suggests a percentage. The increase is shared with the members, and gets discussed and approved by membership at a general meeting usually held close to the fiscal year-end.

Q23

How are housing charge payment arrears managed in your co-op? Do you follow your policy? Who does what?

The manager reports on arrears at each board meeting. The board takes note of problematic cases and discusses the matter. Almost all members pay via PAD (we are working to making that a 100%). The manager communicates with anyone who is in arrears to create a payment plan if necessary. If there are repeated cases, we are working to establish alternative measures.

Q24

Who completes maintenance management in your co-op?

The manager, with a recent uptake of the maintenance committee to save on maintenance costs. The board also has input or approves major non-emergency maintenance items.

Q25

How is emergency maintenance managed in your co-op? Is there a procedure? How is this procedure communicated to members?

If there's an emergency, we ask the manager to handle it. The board also reacts immediately and supports internally. Board members give access to contractors and are on site.

Q26

How often are inspections completed? Who completes them? How are they used?

The manager is generally supposed to conduct building inspections.

Q27

Who fills vacant units in your co-op?

The board.

Q28

What services does your management company/staff provide to your co-operative?

We can provide the management contract upon request.

Q29

How does management communicate with the board?

By email, phone, or text.

Q30

Outline the process for filling units: Application – interviews? What is the approval process? Is there criteria for approval? How are applicants prioritized?

Same answer as 13. -- The applicants are prioritized based on the application and the interview results. We decide case-by-case and the current membership situation. We may take in consideration understanding of co-operative living, affordable housing need, financial stability, and appropriate housing needs (for example, we avoid over- or under-housing).

Q31

Are you provided with advice when you make decisions? From whom?

The manager is the first point for advice when we need it. If the matter requires engagement of other services such as legal, we will reach out to experts as needed.

Q32

Are there any items that you would like to change about your co-operative? Any areas that you feel you could improve?

We are on the right track, but we are always growing and we are aware that we could improve in all areas.

Q33

Is there anything else you would like to comment on? Add or expand on?

If we think of additional comments, we will contact the CHF directly.
