

## Registration information

**Register early – workshops fill up quickly.**

Complete the registration form now and mail with cheque to:

CHF BC  
200-5550 Fraser Street  
Vancouver, BC V5W 2Z4

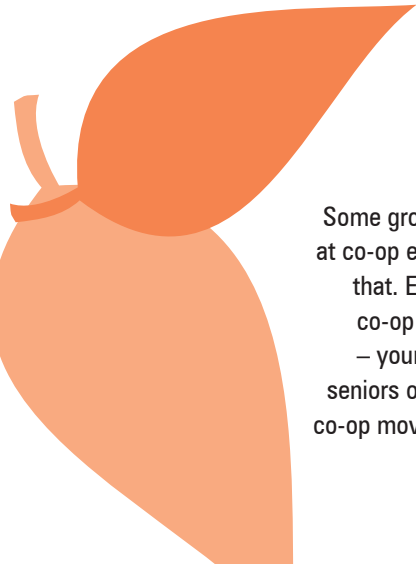
Or you can fax your registration form to 384.0349 or e-mail Kerry Panter at [kpanter@chf.bc.ca](mailto:kpanter@chf.bc.ca) and mail your cheque to our Vancouver office. The quickest and easiest way to register is online [www.chf.bc.ca](http://www.chf.bc.ca). Follow the links to Vancouver Island events. For more information, call Kerry Panter at 384-9444.

### Other workshops

Can't find the workshop you need? Can't make it on November 4? Ask us about our portable workshops. We can tailor a workshop to meet your needs and bring it right to your co-op. Up to 20 members can attend. What could be more convenient?

For information about portable workshops, see our website at [www.chf.bc.ca/pages/services.asp](http://www.chf.bc.ca/pages/services.asp). Call Maria dela Cruz at toll free 1.866.879.5111, ext.140 or email [mdelacruz@chf.bc.ca](mailto:mdelacruz@chf.bc.ca).

**Attend the Education Day and receive a free copy of CHF Canada's latest book: *Getting Governance Right: good governance and principled leadership for housing co-ops*. It's a 2020 Vision publication.**



Some groups are under-represented at co-op events. We'd like to change that. Encourage everyone in your co-op to come to the workshops – young people, new Canadians, seniors or new members. Make our co-op movement stronger by inviting everyone to participate.

C O O P E R A T I V E H O U S I N G F E D E R A T I O N O F B C

# 2006 Fall Island Education Day Focus on Maintenance

Saturday, November 4, 2006  
1507 Glentana Road  
Victoria, BC

Promoting good management, sound governance and principled leadership



Good management goes hand in hand with sound governance and principled leadership. Whether you need help with policies, overall direction or taking care of daily co-op business, there's something in our program for you.



## Morning workshop

9:00 am to 12:00 pm

### Successful co-op maintenance **NEW**

*Agnes Piotrowski*

Co-op members are responsible for managing a very valuable asset...their homes. Are you sure you have the right tools for the job? We'll look at the outcomes you should expect from good maintenance, and the policies and procedures you need to get there. Learn how to decide what maintenance approach is right for your co-op. Discover how a good maintenance program can extend the life of your homes, save money, minimize vacancy loss, and keep members happy.



*Workshop sponsor*

## Lunch — 12:00 pm to 1:00 pm

### Special event: 1:00 pm to 1:30 pm

Staff from the new Agency for Co-operative Housing will be on hand to introduce themselves. They will talk about how effective maintenance programs can influence your co-op's overall risk assessment. They will also review the Agency's approach to replacement reserve planning and spending approvals. The Agency's BC office opens on September 11, 2006.

## Afternoon workshop

1:30 pm to 4:30 pm

### Replacement reserve planning

*Jamie Ritchie*

Housing co-ops have a lot of control over how to spend their capital reserves—provided they have an approved replacement reserve plan. Co-ops without a plan have to ask CMHC (or soon the new Agency for Co-operative Housing) for approval to do most capital work. Worse, they often don't know if they have enough money set aside for the future, when they need it.

As buildings age, sound replacement plans and investment strategies are critical to your co-op's long-term health. Don't miss this chance to find out how your co-op can get its replacement reserve plan done. We'll show you how, step by step.



## Workshop registration

**Morning** \_\_\_\_\_ Successful co-op maintenance  
9:00 am – 12:00 pm **NEW**

### AND/OR

**Afternoon** \_\_\_\_\_ Replacement reserve planning  
1:30 pm – 4:30 pm

## Participant information and fees

Workshop limit is 20 people. Workshops with fewer than 10 people registered will be cancelled.

\_\_\_\_\_ Co-op

\_\_\_\_\_ First name Last name

\_\_\_\_\_ Street address

\_\_\_\_\_ City Postal code

\_\_\_\_\_ Phone: Home Work

\_\_\_\_\_ Fax Email

### FEES (per person, includes lunch)

#### Full day

CHF BC member \$110 \_\_\_\_\_

Non-member \$330 \_\_\_\_\_

#### Half day

CHF BC member \$70 \_\_\_\_\_

Non-member \$210 \_\_\_\_\_

Subtotal \_\_\_\_\_

+ 6% GST \_\_\_\_\_

**Total enclosed** \_\_\_\_\_