

# Semi-Annual General Meeting

## DELEGATE HANDBOOK



**Saturday, May 5, 2012**  
Executive Hotel and Conference Centre  
4201 Lougheed Highway, Burnaby

Thank you to RONA for  
their sponsorship of  
today's lunch!



CHF BC's Group Buying partner for all of your co-op's  
maintenance and repair supply needs.

RONA offers rebate pricing and quality service across BC.

Think RONA for all of your jobs, big or small.



CO-OPERATIVE HOUSING FEDERATION OF BC  
200-5550 Fraser Street, Vancouver, BC V5W 2Z4  
Tel 604.879.5111  
Fax 604.879.4611  
www.chf.bc.ca

## OFFICIAL NOTICE TO CHF BC MEMBERS OF THE 2012 SEMI-ANNUAL GENERAL MEETING

**DATE:** Saturday, May 5, 2012

**REGISTRATION:** Opens at 9:15 a.m.

**ORIENTATION:** 9:45 a.m.

**BUSINESS MEETING:** Begins at 10:30 a.m.  
Finishes by 4:30 p.m.

**Lunch will be served.**

**LOCATION:** Executive Hotel & Conference Centre  
4201 Lougheed Hwy, Burnaby, BC

The main items of business at the SAGM will be the approval of CHF BC's 2012-2013 budget and membership dues, the awarding of the first CHF BC Scholarships, and a discussion about our future.

**PLEASE USE THE ATTACHED FORM TO REGISTER**

Please register by mail, fax or email ([info@CHF.bc.ca](mailto:info@CHF.bc.ca))

## **EXECUTIVE HOTEL & CONFERENCE CENTRE**

4201 Lougheed Hwy, Burnaby, BC

(♿ Wheelchair accessible)

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### **DRIVING DIRECTIONS TO THE EXECUTIVE HOTEL:**

#### **From BC Ferry Terminal (Tsawwassen)**

1. Take Highway 17 and it turns into Highway 99.
2. Take the Highway 99 north ramp toward Richmond/Vancouver.
3. Follow Highway 99 north through the George Massey Tunnel.
4. Take the Highway 91 east exit, Exit 37, toward Delta/Surrey.
5. Merge onto Richmond Freeway.
6. Merge onto Knight Street, toward Vancouver.
7. Take the SE Marine Drive off ramp and continue east on SE Marine Drive.
8. Bear right at Marine Way (just past Kerr).
9. Turn left on Boundary road to Lougheed Hwy.
10. Turn right on Lougheed Hwy.
11. Turn left on Gilmore Ave (first left past Boundary Rd).
12. Take first right on Halifax St.
13. Turn right into the parking lot at the back of the hotel. (Note: If you park in this lot, enter the hotel through the rear doors and walk down the stairs to the lobby. If the lot is full or you have difficulty with stairs, keep to your right and continue driving down to the parking lot at the front of the hotel, on the same level as the main entrance.)

#### **From Vancouver International Airport**

1. Follow signs to Vancouver across the Arthur Lang Bridge.
2. Take the SW Marine Drive eastbound exit.
3. Continue east on SW Marine Drive (turns into SE Marine Drive).
4. Follow directions 8 to 13 above.

#### **From the East**

1. Take Hwy-1/Trans Canada Hwy eastbound towards Vancouver.
2. Take the Willingdon Avenue exit, exit number 29.
3. Keep right at the fork in the ramp.
4. Stay straight to go onto Willingdon Avenue.
5. Turn left onto Lougheed Hwy.
6. The Hotel is located on the right side after Rosser Avenue.

### **TAKING TRANSIT TO THE EXECUTIVE HOTEL:**

The closest Skytrain station to the Hotel is Gilmore Station on the Millennium Line. This station is about two blocks from the Hotel. The closest bus stop is at Willingdon and Lougheed, a distance of about four blocks from the Executive Inn. If you have difficulty walking, this may be too far. For detailed transit information and trip planning, please call TransLink at 604-953-3333 or visit their website at [translink.bc.ca](http://translink.bc.ca).

### **BIKING TO THE EXECUTIVE HOTEL:**

The hotel is accessible by bicycle via Lougheed highway's paved shoulder bike lane. Please note that there are only three spaces on the bike rack at the hotel, which are available to conference delegates. Ask at the front desk for directions to the bike rack.

## EXECUTIVE HOTEL & CONFERENCE CENTRE

4201 Lougheed Hwy, Burnaby, BC

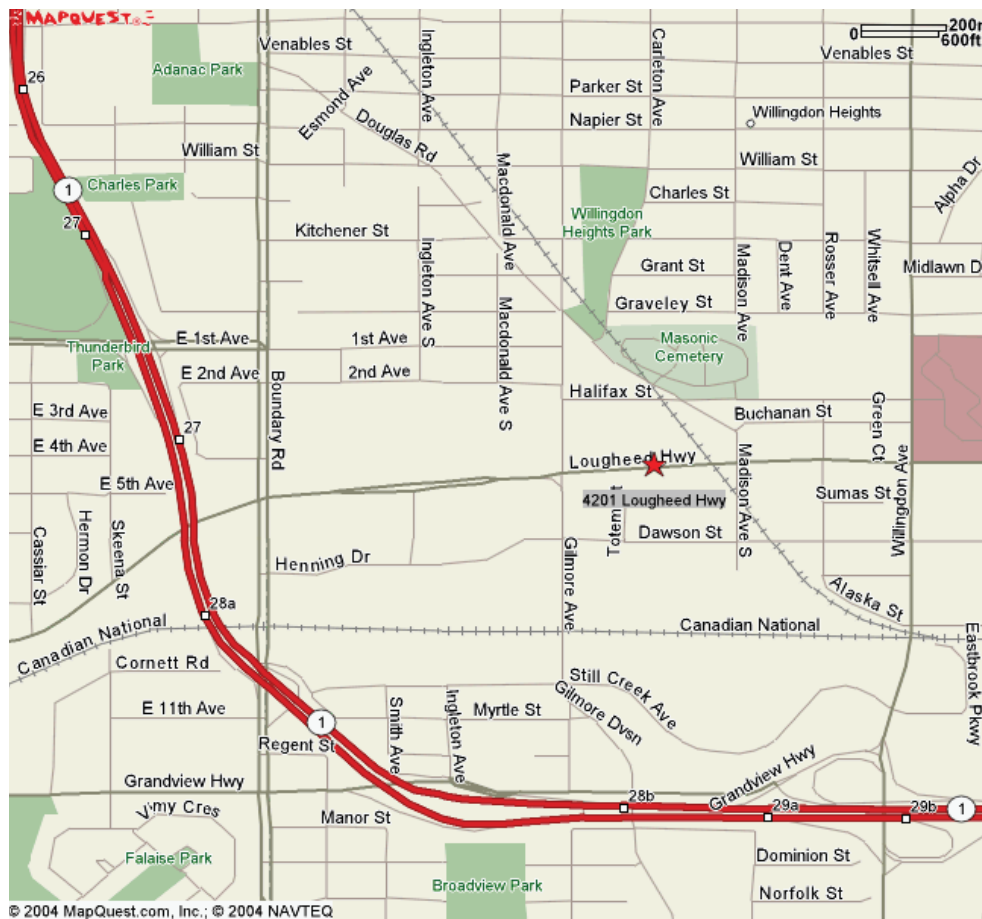
(♿ Wheelchair accessible)



### PARKING

YOU DO NOT HAVE TO PAY TO PARK IN THE HOTEL PARKING LOT. CHF BC has made special arrangements with the Hotel for free parking for conference participants. Do not purchase a ticket from a machine, despite the many signs telling you to do so!

### Detailed Map:



★ The Executive Hotel is behind the Cactus Club Café and Boston Pizza.



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**Semi-Annual General Meeting  
Saturday, May 5, 2012  
Burnaby, BC**

**AGENDA**

- 9:15 a.m. Registration opens**
- 9:45 a.m. Orientation for delegates**
- 10:30 a.m. Business Meeting**
1. Call to order, establishment of quorum
  2. Introduction of directors, guests and staff
  3. Appointment of chairperson
  4. Explanation of meeting procedures
  5. Approval of agenda
  6. Approval of AGM minutes (November 26, 2011)
  7. Business arising from the minutes
  8. CHF BC Scholarship Fund awards
  9. BCCA presentation
  10. CHF Canada report
- 12:00 p.m. Lunch and Networking**
- 1:15 p.m. Prize Draws**
- 1:30 p.m.**
11. Member Forum: a new mission statement for CHF BC
  12. Board reports on priority initiatives
  13. 2012-2013 budget and membership dues
  14. Resolutions  
#1: Toward a sustainable future for co-op housing
  15. Other business
  16. Announcements
- 4:30 p.m. Close of Meeting**



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**MINUTES OF THE ANNUAL GENERAL MEETING**  
**NOVEMBER 26, 2011**  
**BURNABY, BC**

Delegates	42
Alternates	10
Observers and Guests	<u>44</u>
<b>Total Registered</b>	<b>96</b>

**1. Call to Order**

President Catherine Porter called the meeting to order at 10:30 a.m. Executive director Thom Armstrong confirmed that quorum was present. Directors, guests and staff were introduced.

**2. Appointment of Chairperson**

M/S/C Vancouver East/Greenland

**THAT** Geoffrey Dabbs be appointed to serve as chairperson for the meeting.

**3. Approval of Agenda**

M/S/C Delta Green/Granville Gardens

**THAT** the agenda be adopted as presented by the chair.

**4. Approval of Minutes**

M/S/C Jasmine Place/Vancouver East

**THAT** the minutes of the semi-annual general meeting of April 30, 2011 be approved as circulated.

**5. Business Arising from the Minutes**

The chair advised that there was no business arising from the minutes that would not be dealt with elsewhere on the agenda.

**6. Nominating Committee Report**

Director Isabel Evans reviewed the election procedures. She announced that the five candidates nominated for five vacant board positions would be declared elected by acclamation later in the meeting.

Evans advised members that Nicole Chaland had been elected at the October 12, 2011 Vancouver Island Council meeting to the position of Vancouver Island Director.

**7. Executive Director's Report**

Executive director Thom Armstrong referred members to his written report. Armstrong reported that CHF BC's membership now stands at 237 housing co-ops and 12,450 units, including 34 of 35 co-ops on Vancouver Island. He then reviewed members' use of the Federation's education, communication and commercial services in the year ending July 31, 2011.

The executive director closed his report by thanking members, directors and staff for their contributions to the Federation's success.

M/S/C            Twin Rainbows/Dundee Court

**THAT** the Executive Director's report be received.

**8. Report from the Board of Directors**

President Catherine Porter introduced the report from the board and referred members to the written report included in their delegate handbooks. She briefly reviewed the past year's priorities and provided a summary of the Federation's accomplishments. Porter also reported on the plans for 2012 including the International Year of Co-operatives, the Federation's 30<sup>th</sup> anniversary and the 10<sup>th</sup> anniversary of the merger between CHF BC and the Vancouver Island Co-op Housing Association (VICHA).

Director Lawrence Boxall reported on the Federation's participation in the Canadian Rental Housing Coalition. The Coalition is a new alliance of industry, non-profit and government leaders with one goal in mind: to increase the supply of affordable rental housing in BC and in Canada.

Director Alana Van Dam reported on CHF BC's partnership with Terra Housing Consultants and Vancity to create a new company: Social Purpose Development Partners, Inc. CHF BC is the majority shareholder in this company. This partnership will expand our capacity to help co-ops through the refinancing and redevelopment process.

Directors Larry LeSage and Marty Norgren reported on the struggles that co-ops will face as their operating agreements come to an end.



Director Dianne Brubaker announced the launch of the new CHF BC Scholarship Fund. Catherine Ludgate, Manager of Community Investments at Vancity, presented CHF BC with a \$5,000 cheque. These funds will be used to help the Federation launch the new Fund.

In concluding the report from the board, the president introduced the Federation's new video on co-operative living and thanked fellow directors, staff and members for their support and commitment to the Federation.

M/S/C Pine Ridge/Common Ground

**THAT** the report from the Board of Directors be received.

**9. CHF Canada Report**

Wes Hosler, Anne Davidson, and Nicholas Gazzard reported on recent developments at the national federation.

M/S/C Delta Green/Vancouver East

**THAT** the report from CHF Canada be received.

**10. Auditors' Report and Audited Financial Statements**

Auditor Edwin Liu, CA, of Grant Thornton, LLP presented his report to the meeting. He confirmed that the Federation had received a clean, unqualified audit opinion.

Treasurer Lisa Berting presented highlights of the financial statements for the year ending July 31, 2011. She reported that the Federation had finished the year in a surplus position for the tenth consecutive year. Finally, she drew delegates' attention to a summary of the Federation's first-quarter financial results.

M/S/C Pine Ridge/Vancouver East

**THAT** the auditors' report and audited financial statements for the year ending July 31, 2011, and financial summary for the quarter ending October 31, 2011 be received.

M/S/C Pacific Heights/Common Ground

**THAT** Grant Thornton be appointed to serve as CHF BC's auditor for the fiscal year ending July 31, 2012.

**11. Election Forum**

Director Isabel Evans presented the candidates for five at-large positions on the CHF BC board. Those nominated and elected by acclamation were: Manon Bertrand (The Brambles); Jane MacDermot (Vancouver East); Fred Silvergieter (Hillside Place); Amanda Skillin (Delta Green) and Alana Van Dam (Kinross Creek).

Evans also announced that there had been one nomination for the vacancy on the Finance Committee. Derek Darling (Common Ground) was elected by acclamation.

The acclaimed candidates participated in an election forum and responded to questions from the delegates.

**12. Special Reports**

Mike Alsop gave an update on the activities of Rooftops Canada Foundation.

**13. Resolutions**

M/S/C Vancouver East/Quebec Manor

**THAT** CHF BC make the issue of land leased to co-ops by the City of Vancouver and now facing the end of their leases a much higher priority.

Two resolutions submitted by Heritage Housing Co-operative were not seconded.

**14. Other Business**

The Chair announced several upcoming Federation events.

**15. Close of Meeting**

There being no further business to conduct, the chairperson declared the meeting closed at 4:11 p.m. on November 26, 2011.

CERTIFIED to be a true copy of the minutes of the annual general meeting of the Co-operative Housing Federation of British Columbia held in the City of Burnaby on November 26, 2011.

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Chairperson

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Recording Secretary



## **Our Top Priorities for 2012-2013**

Our top priorities will help members and the co-op housing sector prepare most effectively for a sustainable future.

### **To serve our members, we will:**

- help our members achieve the highest standards of sound management, good governance and principled leadership
- engage our members in a renewed commitment to meet the 2020 co-op standards before the end of their operating agreements

### **To speak up for co-ops, we will:**

- communicate our most important messages effectively to every level of government and the media, especially our municipal partners
- use the next provincial election and IYC 2012 as public platforms for our most important messages
- propose a solution for every leaky co-op that has not yet been repaired

### **To practise sound governance, we will:**

- implement a concrete plan to recruit, elect and mentor federation directors
- provide ongoing education and support for directors and staff

### **To secure our future, we will:**

- in partnership with CHF Canada, pursue a common strategic agenda for the co-op housing sector that emphasizes growth and sustainability
- engage our members in an effort to plan actively for their long-term financial viability
- continue building more effective partnerships within and outside our sector to support existing co-ops and promote the development of new housing co-ops

**Free**

**Prizes**



**Family-friendly**

**Games**

**Burgers, hot dogs, drinks**

**Use transit or ride your  
bike for **green** prizes!**

# **CO-OP HOUSING SUMMER BBQ**

**SATURDAY, JUNE 23rd, 12:00 p.m. - 3:00 p.m.**  
**at the south end of TROUT LAKE PARK**  
**under the covered picnic area**

**RSVP by June 17 to 604.879.5111 ext. 133**  
**or email [info@chf.bc.ca](mailto:info@chf.bc.ca)**

**This event is sponsored by CHF BC and CHF Canada.**



## **CHF BC BUDGET AND DUES RESOLUTION**

### **WE RESOLVE:**

1. **THAT** the attached operating budget for the fiscal year ending July 31, 2013 be approved;
2. **THAT** membership dues for occupied housing co-operatives in the fiscal year ending July 31, 2013 be increased to \$3.65 per unit per month (from their current level of \$3.55 per unit per month);
3. **AND THAT** membership dues for Class B and C members in the fiscal year ending July 31, 2013 be increased to \$325 annually (from their current level of \$300 annually).

### **BACKGROUND:**

1. CHF BC is committed to delivering programs and services of the highest quality to its members. The priorities recently adopted by the Board of Directors will build on those commitments and chart a course toward a sustainable future for housing co-ops and the co-operative housing movement.
2. In looking to the coming year, the board has put together an ambitious plan to:
  - Serve our members more effectively than ever
  - Speak up for housing co-ops whenever they need us
  - Practise good governance, and
  - Secure a strong future for housing co-ops and the broader co-op housing movement by continuing to promote the goals of the 2020 Vision program in partnership with CHF Canada, and by pursuing the common strategic priorities adopted by federations like ours all across the country.
3. A plan this ambitious needs resources to support it, so we are also proposing an increase in our membership dues so that we can cover our costs in the coming year. The board believes that the value-for-dues offered by CHF BC is the best in the country, and we will share our plans and priorities with you at this semi-annual general meeting to show you what we mean.
4. The proposed dues increase is typical of increases the members have approved over the past ten years. The impact of the increase on the average co-op in our membership will be roughly \$66 for the entire year. Most co-ops will save what they pay in dues, or more, by using the Federation's programs and services.
5. The attached budget document includes three columns: the budget approved for the current year ending July 31, 2012; revenue and expense projections to the end of the current year; and the budget proposed for next year (August 1, 2012 to July 31, 2013).
6. The Board of Directors and the Finance Committee unanimously recommend this budget and schedule of membership dues to the members for adoption.
7. Members can find more detail on the proposed budget in the attached Budget Notes.

# Co-operative Housing Federation of BC

## PROPOSED BUDGET

2012 - 2013

	2011-2012 APPROVED BUDGET	2011-2012 PROJECTED ACTUAL	2012-2013 PROPOSED BUDGET
<b>REVENUE</b>			
ADMINISTRATION			
Membership Dues	529,500	529,500	557,600
Other	120,900	122,900	231,300
ADMINISTRATION SUB-TOTAL	650,400	652,400	788,900
EDUCATION PROGRAM	106,000	114,700	106,500
COMMUNICATIONS PROGRAM	13,500	14,800	15,500
COMMERCIAL SERVICES			
Group Buying Program	130,500	124,600	133,400
Investment Programs	166,000	199,600	199,800
COMMERCIAL SERVICES SUB-TOTAL	296,500	324,200	333,200
<b>TOTAL REVENUE</b>	<b>1,066,400</b>	<b>1,106,100</b>	<b>1,244,100</b>
<b>EXPENSE</b>			
GOVERNANCE	50,200	48,200	51,700
ADMINISTRATION			
Staffing	627,000	636,800	754,700
Office & Equipment	113,900	115,300	126,400
Other	119,000	128,400	140,400
ADMINISTRATION SUB-TOTAL	859,900	880,500	1,021,500
EDUCATION PROGRAM	101,300	97,600	96,200
COMMUNICATIONS PROGRAM	52,200	65,500	68,100
COMMERCIAL SERVICES	1,300	1,300	1,600
<b>TOTAL EXPENSE</b>	<b>1,064,900</b>	<b>1,093,100</b>	<b>1,239,100</b>
<b>NET INCOME (DEFICIT)</b>	<b>1,500</b>	<b>13,000</b>	<b>5,000</b>

## **BUDGET NOTES**

### **for the fiscal year ending July 31, 2013**

The proposed budget covers the fiscal year **August 1, 2012 to July 31, 2013**. On the same page you can see what we budgeted for the current year ending July 31, 2012 and where we expect to stand by the end of the year.

These notes will help you understand the budget proposal in more detail. Please don't hesitate to ask questions at the SAGM. You can also call CHF BC's executive director, Thom Armstrong, before the meeting at 604-879-5111 #143 (toll free at 1-866-879-5111 outside Metro Vancouver) or email [tarmstrong@chf.bc.ca](mailto:tarmstrong@chf.bc.ca).

### **REVENUE**

**Membership dues** will increase from **\$3.55 to \$3.65** per unit per month for occupied housing co-ops. This is a typical dues increase for the past ten years. It will add about **\$66** to the dues invoice of an average-size member housing co-op. The budget assumes a membership level of **12,634** units. Dues will also increase for Class B and C members by **\$25** per year to **\$325**. Member dues account for almost half of the Federation's total revenue. This is what keeps us strong and independent.

**Other administration revenue** is made up of interest the Federation earns on its own investments, registration fees for members' meetings, consulting revenue, CHF Canada's shared revenue contribution, and salary recoveries.

The significant increase in this line is due mainly to a change in our accounting procedures for management fees and staff salary recoveries from various sources. These contributions and recoveries from the Land Trust, COHO Management Services Society, COHO Repair Services Inc., Social Purpose Development Partners Inc., the new asset management company, and CHF Canada all have the effect of reducing CHF BC's overall salary costs. In the past, some of these amounts have been recorded as management fee revenue and others have been shown as reduced salary expenses. Beginning next year, all salary contributions and recoveries will be shown as revenue in this budget line and the full salary expense for all positions will be shown in staffing expenses. This new approach will be more transparent and easier for the board and members to follow.

Without this change in accounting methods, this budget line would have been **\$118,500**, which is roughly **\$4,400** less than the current year-end projection.

**Education Program** revenue will return to more typical levels next year, but we will continue to expand our focus on the 2020 Vision program and develop more tools to support our members' efforts to achieve the highest standards of sound management, good governance and principled leadership. We are counting on consistently strong take-up in education conference registrations and other workshops throughout the year to meet this revenue target.

**Communications Program** revenue is expected to increase slightly against this year's projected total. This is primarily due to a planned increase in SCOOP advertising rates. We will continue to publish SCOOP twice a year.

Revenue from the **Group Buying Program** (flooring, appliances, waste collection, maintenance supplies, cabinets and countertops) will finish slightly under budget this year. Next year's budget assumes a modest increase based on more take up in a majority of the programs. While members use the existing programs consistently, the demand is never guaranteed from year to year. It is more prudent to budget with that in mind. And as these notes are being written, the process to award a new three-year contract to a flooring program partner is nearing completion, but we do not as yet know the outcome.

There is another accounting change that inflates the budgeted revenue in the group buying program by roughly **\$11,000**. This represents the total of all sponsorship contributions due to CHF BC under the terms of existing contracts with group buying partners. In the past, this source of revenue has not been very transparent because the contributions have been recorded as reductions in the expenses of various events and programs. Next year the financial statements will record the real cost of those events and all sponsorship revenue will be shown in group buying program revenue.

The budget assumes that **Investment Program** revenue will also increase. This will be due to marginal increases in interest rates paid on higher average deposit levels in the **CHIP** program, which is the current trend.

**Overall**, we expect that total revenue earned next year will be **\$1,244,100**. While this appears to be an increase of **\$138,000** over this year's projected total, bear in mind that **\$129,600** of that amount is due to the various accounting changes described above. The real increase, minus the impact of accounting changes, is **\$8,400** or less than one percent.

The revenue we generate next year will make it possible for us to deliver on the promises we have made to our members.

## **EXPENSE**

**Governance** expenses will increase by **\$3,500** next year. This will be just enough to cover the net cost of holding member meetings, support activities related to youth and diversity, and provide adequate support for board and committee meetings. This includes a continuing investment in board training and development. It will also cover the cost of attendance at the bi-annual federations conference hosted by CHF Canada.

**Staffing** expenses will be **\$117,900** higher next year. Almost **\$113,000** of that is due to the accounting changes described earlier in these notes. The balance of the increase will cover the cost of a new staff position focusing on services to members in the area of long-term financial planning and viability. That position will be added to the staff team in the current fiscal year. The collective agreement currently in force between CHF BC and CAW Local 3000 expires on July 31, 2014 and the proposed budget also includes an allowance for cost of living, seniority and group benefit increases provided in the existing collective agreement.



**Office and Equipment** expenses will increase by just over **\$11,000** next year. This will cover the cost of increased rent arising from the relocation of the Vancouver office and associated facilities costs.

**Other** expenses will increase by **\$12,000** as a result of increases in audit fees, professional services and an allowance for expenses associated with the Federation's activities before and during the May 2013 provincial election.

**Education Program** expenses will not decrease by as much as the budgeted decrease in revenue so that we can invest more resources in workshop leader training, workshop development and the Model Rules 2.0 project.

**Communications Program** expenses will increase by **\$2,600**, due primarily to an additional allowance for member outreach and activities connected to CHF BC's 30<sup>th</sup> anniversary.

**Commercial Services** expenses include a small allocation to support program promotion efforts and to increase the visibility of our group buying program on Vancouver Island.

**Overall**, expenses will increase next year by **\$146,000**. The major component of the increase (**\$113,000**) can be explained by the change (noted above) in how we account for staffing costs. The real increase in expenses is only **\$33,000** or 3% over the current year.

The **net result** of our efforts next year will be a **\$5,000** surplus. This is a very small margin of error in a budget of this size, but we are confident that the revenue and expense assumptions are reasonable and achievable.

A more detailed presentation on the budget will be made at the SAGM. We welcome your questions and comments.

canada**2012**.coop



# CO-OPERATIVE ENTERPRISES BUILD A BETTER WORLD

**2012**  
International  
Year of



**Co-operatives**

*The* CO-OPERATIVE HOUSING FEDERATION *of Canada* | [chfcanada.coop](http://chfcanada.coop)

## **CO-OPERATIVE HOUSING FEDERATION OF BC POLICY MANUAL**

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**Date Approved/Amended:** October 6, 2008

**Subject:** Resolutions Procedure

**Approved by:** Board of Directors

**Purpose:**

To establish a procedure for the receipt and consideration of resolutions from members at annual and semi-annual meetings of the Federation.

**Policy:**

1. Any member organization (and only a member organization) may submit a resolution for consideration at a meeting of Federation members.
2. The board will set a deadline for the receipt of resolutions from members in advance of members' meetings. The deadline will be in advance of (but not more than a week before) the last scheduled board meeting before the members' meeting. The board will notify members of the deadline at least one month before the members' meeting to which it applies.
3. At the last board meeting before the members' meeting, the board will consider all resolutions submitted by the deadline. The board may decide to support, oppose or take no position on each resolution submitted.
4. All resolutions submitted by the deadline will be circulated to Federation members in advance of the next meeting of members. The board will indicate whether it supports, opposes or takes no position on each resolution. The same information will be posted on the Federation's website.
5. All resolutions submitted by the deadline will be placed before the members at the next members' meeting for discussion and decision.
6. Resolutions submitted after the deadline, including those submitted by delegates at a meeting of members, will be "late resolutions". Late resolutions will be automatically referred to the board for consideration and a report back to the next members' meeting, unless the members present at a members' meeting decide by a majority of votes cast that they qualify as "urgent resolutions".
7. Urgent resolutions will be placed immediately before the members for discussion and decision. If a members' meeting ends before the members deal with an urgent resolution, the urgent resolution is automatically referred to the board of directors.

## **2012 SEMI-ANNUAL GENERAL MEETING**

### **RESOLUTION #1**

#### **Toward a Sustainable Future for Co-op Housing**

##### **Submitted by:**

CHF BC Board of Directors

##### **Contact:**

Thom Armstrong  
tarmstrong@chf.bc.ca

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##### **WE RESOLVE:**

**THAT** CHF BC work with its members and partners to secure a sustainable future for housing co-ops and the co-operative housing movement in British Columbia and Canada by:

1. Promoting 2020 Vision as a means to improve co-op management and governance and support long-term co-op viability
2. Focusing our core education program on the 2020 co-op standards and the highest standards of sound management, good governance and principled leadership
3. Pressing government to provide adequate financial support for lower-income co-op members whose housing charge assistance will otherwise end with the expiry of federal program operating agreements
4. Finding solutions for leaky co-ops that have not yet been repaired
5. Expanding our new sector-based financing facility for member housing co-ops
6. Exploring every opportunity to support the development of new housing co-ops, including traditional non-profit co-ops and those with options for member equity contributions
7. Building our capacity to support members with asset management challenges and long-term financial planning needs
8. Assisting members who want to explore mergers or operational partnerships as a means of achieving better economies of scale in their future operations

9. Assisting housing co-ops and seniors living in co-ops to plan for a future in which seniors can remain in their homes as long as possible, in units that can be adapted to suit their changing needs and support their continuing involvement in their co-op communities
10. Developing an active leadership renewal strategy with a particular emphasis on the development of young leaders for the co-op housing sector
11. Improving our capacity to advise members on viable strategies to promote environmental sustainability and energy efficiency
12. Expanding our group buying efforts to deliver even more savings to members in their day-to-day operations;

**AND THAT** CHF BC, in working to achieve these goals, plan to:

1. Mobilize and engage our members as never before to play an active role in these pursuits
2. Develop and support strong leadership among Federation directors and a culture of excellence among staff
3. Co-operate with existing partners to reinforce our common strategic priorities
4. Develop new strategic partnerships within and outside the co-op housing sector to maximize our influence and chances of success
5. Communicate our most important messages effectively to every level of government and media, especially our municipal partners
6. Use the May 2013 provincial election and the United Nations International Year of Co-operatives as public platforms in support of our efforts
7. Refresh our mission, vision and values to reinforce our relevance to the current and future needs and priorities of our members.

## **REASONS FOR THIS RESOLUTION:**

1. 2012 has been designated by the United Nations as the International Year of Co-operatives with a focus on the theme “co-operative enterprises build a better world”.
2. 2012 is also the 30<sup>th</sup> anniversary of the Co-operative Housing Federation of British Columbia.
3. Housing co-ops and the co-op housing sector face unprecedented challenges in securing a viable and sustainable future.
4. There has never been a better time to rededicate ourselves to a common course of action in pursuit of that viable and sustainable future.

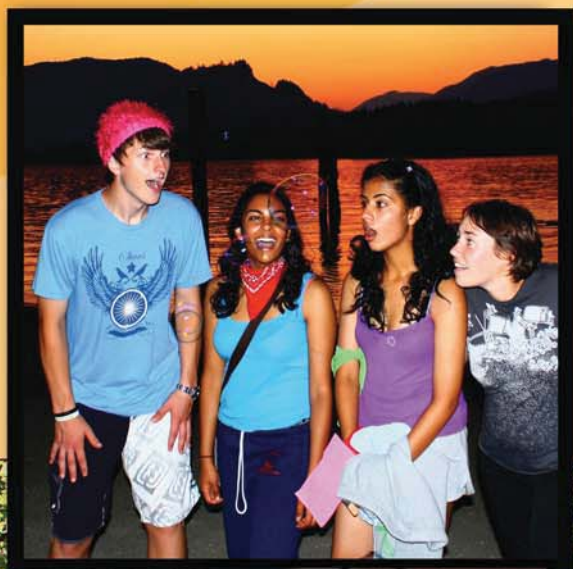
5. The resolution includes every element of the priorities adopted by the board for the coming fiscal year and the common strategic priorities endorsed by CHF Canada and other federations of housing co-ops across the country.
6. The board urges members to adopt this resolution and to support the direction it sets for our future work together.

**COST:**

The budget presented to this SAGM for the members' approval is designed to provide sufficient resources to pursue this agenda. We will also continue to count on our longstanding partnership with CHF Canada to support our mutual efforts.



THE  
**yes**  
.ca



**Team  
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The CO-OPERATIVE HOUSING FEDERATION of Canada





**CO-OPERATIVE HOUSING FEDERATION OF BC**

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**DELEGATE'S REPORT OF THE CHF BC  
SEMI-ANNUAL GENERAL MEETING  
SATURDAY May 5, 2012**

**PURPOSE:** To help delegates to CHF BC's Semi-Annual General Meeting report back to their Board of Directors

**REPORT TO:** The Board of Directors of \_\_\_\_\_  
(name of your co-op)

**FROM:** The CHF BC Delegate \_\_\_\_\_  
(your name)

**SUBJECT:** Co-operative Housing Federation of BC 2012 Semi-Annual General Meeting

**INTRODUCTION:**

President Catherine Porter called the Semi-Annual General Meeting of the Co-operative Housing Federation of BC to order at 10:30 a.m. on Saturday, May 5, 2012 at the Executive Hotel and Conference Centre, Burnaby.

**SPEAKERS AND REPORTS**

- Introduction of directors, guests and staff
- Business arising from the minutes of the AGM of November 26, 2011.
- CHF BC Scholarship Fund awards
- BC Co-operative Association presentation
- CHF Canada report

- Prize draws
- Member Forum: a new mission statement for CHF BC
- Board report on priority initiatives

- 2012-2013 budget and membership dues

- Resolutions
  - Toward a sustainable future for co-op housing

- Other business

- Announcements and upcoming events

- Close of meeting

- Attendance: Delegates \_\_\_\_\_ Alternates \_\_\_\_\_ Observers \_\_\_\_\_ Total \_\_\_\_\_

# Rules of Order for Meetings of the Co-operative Housing Federation of British Columbia

## MAIN MOTION

**Purpose:** To get the meeting to take some kind of action. The motion and its meaning should be clear. It should include what, when, where, who, how and timeline, as needed.

**Use:** Secunder required. Debate allowed. All other motions apply to it.

## TO AMEND

**Purpose:** To make some change to the main motion without changing its intent. Amendments may not be directly against or unrelated to main motion.

**Use:** Secunder required. Debate allowed on the proposed amendment. Simple majority required to incorporate the amendment into the main motion.

**Note:** Once an amendment is passed, the meeting continues to discuss and eventually vote on the main motion as amended.

Friendly amendment: A member may ask the mover and seconder of the main motion to accept an amendment as “friendly”. If they all agree, the main motion is debated as amended. A friendly amendment should only be used to make minor changes or correct obvious errors.

## TO REFER

**Purpose:** To send the main motion to another body for consideration (e.g. the board, committee).

**Use:** Secunder required. May debate whether to refer or not. Provides direction about who to refer to and timeline for reporting back to the meeting, if necessary. Simple majority required.

## TO CLOSE DEBATE

**Purpose:** To close debate on the motion under discussion without hearing any more speakers, and proceed directly to the vote.

**Use:** Secunder required. No debate. Two-thirds majority required.

**Note:** This is sometimes called “calling the question”. Someone who has already spoken on the motion cannot move to close debate.

At any time, if no member of the assembly wants to speak on the motion, the chair may call for a vote and there is no need for a motion to close debate.

## TO TABLE

**Purpose:** To postpone consideration of a motion, usually to a stated time.

**Use:** Secunder required. No debate. Simple majority required.

## TO WITHDRAW

**Purpose:** To withdraw any motion under consideration.

**Use:** May be moved only by mover of the motion and requires permission of seconder. No debate. No vote required unless there is an objection to the withdrawal, in which case a simple majority would be required.

## TO APPEAL

**Purpose:** To appeal a decision of the chair.

**Use:** Secunder required. No debate. Mover states reason for appeal, then chair states reason for decision. Simple majority required to uphold the chair or not.

## POINT OF ORDER

- Purpose:** To correct an error in the conduct of the meeting.
- Use:** No debate. The member calls out “point of order”. The chair interrupts the current speaker (if there is one) and asks the member to state the point of order. Point is decided by the chair. The chair’s decision may be appealed. After the point of order has been dealt with, the meeting continues where it was interrupted.
- Note:** May also be used as point of information where a mover asks for clarification about the business at hand.

## POINT OF PRIVILEGE

- Purpose:** To make a request to the chair or to propose a motion on a matter that may affect the integrity, comfort, rights or privileges of the meeting or of individuals.
- Use:** No debate. The member calls out “point of privilege”. The chair interrupts the current speaker (if there is one) and asks the member to state the point of privilege. Point is decided by the chair. The chair’s decision may be appealed.
- Any resulting motion (if permitted by chair) is debated. All other motions apply to it. Simple majority required.
- After the point of privilege has been dealt with, the meeting continues where it was interrupted.

## TO CLOSE

- Purpose:** To end the meeting.
- Use:** Secunder required. May be debated. Majority vote required. Not normally made until all business has been completed, except in cases of urgency.
- Note:** The chair may close the meeting without a motion when all the business is done, there is no quorum, or it has become impossible to conduct business.

## TO ADJOURN

**Purpose:** To adjourn the meeting to a future time, date and place. No business shall be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

**Use:** The chair of a meeting may, and if directed by members must, adjourn a meeting at which quorum is present. Secunder required. May be debated. Simple majority required.

There are two motions that have less priority than the main motion, because they cannot be made until the vote has been taken on the main motion. They are:

## TO RECONSIDER

**Purpose:** To reconsider the vote on the main motion.

**Use:** Debatable if original motion was debatable. Can be moved at any time, by any person who voted in favour of the original motion, providing that no one has acted on the original motion and it can be reversed. Requires same notice and same majority as the original motion.

Cancels the outcome of a previous vote on the main motion and allows the meeting to debate and vote again on the motion.

## TO RESCIND

**Purpose:** To cancel a main motion.

**Use:** Debatable. Two-thirds majority required. Has the effect of cancelling an earlier decision (if the decision has not yet been acted upon). If passed, a new motion may be placed before the meeting. Rarely used and not in order if a motion to reconsider would have the same effect.

# **CO-OPERATIVE HOUSING FEDERATION OF BC POLICY MANUAL**

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**Date Approved/Amended:** June 7, 2010

**Approved by:** Board of Directors

**Subject:** Delegates

## **Delegate Job Description**

### **Responsibilities**

- a) Represent your co-op at the annual general meeting in the fall and the semi-annual general meeting in the spring.
- b) Represent your co-op at delegate forums held at CHF BC's Vancouver office or at Vancouver Island council meetings held in Victoria.
- c) Keep informed by reviewing the minutes of CHF BC meetings and other information sent to you, and by checking the website at [www.chf.bc.ca](http://www.chf.bc.ca).
- d) Make reports to your co-op to keep the members and directors informed of Federation activities and services.
- e) Make sure that information from CHF BC is distributed to members in your co-op.
- f) Make sure your co-op's annual budget includes CHF BC membership dues and enough money to attend members' meetings and education events.

### **Meetings**

- a) Annual General Meeting (AGM): usually held on the last Saturday in November.
- b) Semi-Annual General Meeting (SAGM): usually held on the first Saturday in May.
- c) Delegate forums: usually held on the second Monday evening in the month, with a break over the summer.
- d) Vancouver Island council meetings: held three times a year at times and locations determined by delegates.

# CHF BC Commercial Services

Check out CHF BC's website for information on our group buying partners and programs.



## Appliances

Trail Appliances offers an expanded appliance program for members with eight showroom locations across the province and a team of dedicated professionals to assist with sales, service and delivery.



## Maintenance and repair supplies

Whether you prefer in-store shopping or direct order, RONA offers a wide selection of products and services to CHF BC members. Discounts include best available pricing on many frequently purchased items.



## Waste and recycling collection

BFI offers excellent member pricing on regular scheduled waste and recycling collection service, extra pickups and temporary clean-up bins.

Lower Mainland:



Vancouver Island:



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## Cabinets and countertops

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## Junk Removal

Responsible disposal of furniture, mattresses, appliances, electronics, construction debris and more. Service to member co-ops in the Lower Mainland and Victoria areas. No need to wait until you have a full load; on-site estimates available.

[www.chf.bc.ca](http://www.chf.bc.ca)



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For information about your co-op's commercial insurance options, contact Selena Buck of The Co-operators at 1-800-265-2662.