



SEPTEMBER 2016 MAILOUT

Please distribute as follows:

1. CHF BC Delegate – *Please deliver immediately*

- Vancouver Island Council Meeting – October 19, 2015
 - Agenda of Vancouver Island Council – October 19, 2016
 - Minutes of Vancouver Island Council – May 25, 2016
 - Calling all Candidates – Chair and Vice-Chair Vancouver Island Council
 - Candidate's declaration and consent – Chair and Vice-Chair
 - Calling all Candidates – Vancouver Island Director
 - Candidate's declaration and consent – Vancouver Island Director
 - Vancouver Island Council delegate confirmation

2. Co-ordinator/Board of Directors

- Upcoming events – *please post*



Vancouver Island Council Meeting

Wednesday, October 19, 2016

7:00 – 9:30 p.m.

Howard Johnson Hotel, 4670 Elk Lake Drive, Victoria, BC

(see map on reverse)

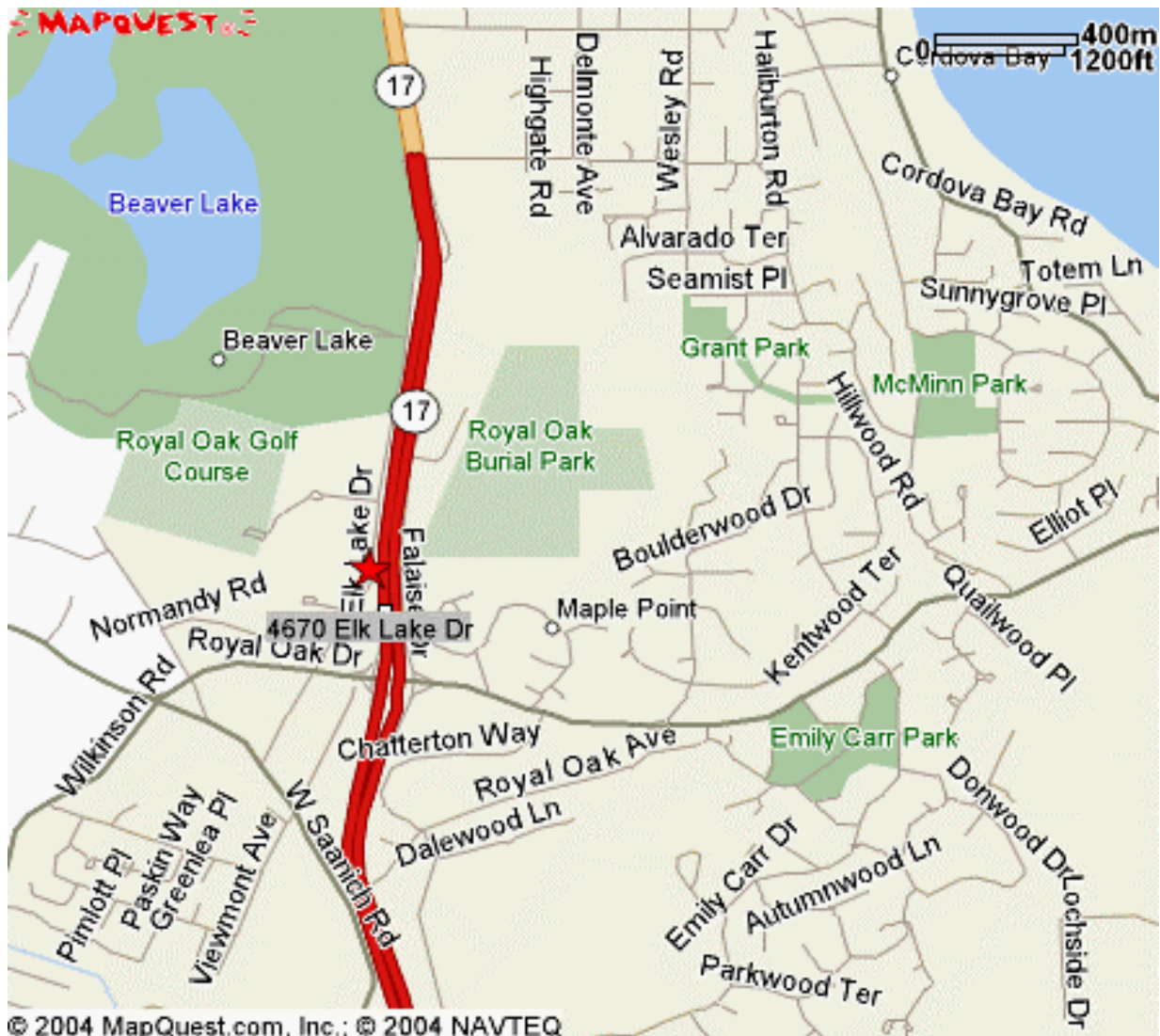
AGENDA

- | | |
|-----------|---|
| 6:30 p.m. | Registration & Coffee |
| 7:00 | 1. Call to order and introductions |
| | 2. Acknowledgement that meeting is being held on the homeland and traditional territories of Vancouver Island's First Nations |
| | 3. Approval of agenda |
| | 4. Approval of May 25, 2016 minutes |
| | 5. Business arising from the minutes |
| 7:10 | 6. Report from CHF BC Board |
| 7:30 | 7. Member Services report |
| 7:50 | 8. Election of Council chair and vice-chair |
| 8:00 | 9. Break |
| 8:15 | 10. Prize Draws |
| 8:20 | 11. Housing refugees in Victoria – Christine Culham, Capital Regional District |
| 9:00 | 12. Election of Vancouver Island Director |
| 9:15 | 13. CHF Canada report |
| 9:25 | 14. Other business |
| 9:30 | 15. Close of meeting Please return voting cards. |

Refreshments have been sponsored by RONA.

Please bring meeting agenda and minutes with you. Thank you.

Directions to Howard Johnson Hotel, 4670 Elk Lake Drive, Victoria



Directions from south:

1. Follow PROVINCIAL ROUTE 17 N.
2. Take the ROYAL OAK DR/HWY-17A exit toward WEST SAANICH RD/ROYAL OAK INDUSTRIAL PARK.
3. Turn LEFT onto ROYAL OAK DR/PROVINCIAL ROUTE 17A.
4. Turn RIGHT onto ELK LAKE DR.

Directions from north:

1. Follow PROVINCIAL ROUTE 17 S.
2. Take the HWY-17A N/ROYAL OAK DR exit.
3. Take the ROYAL OAK DR/HWY-17A ramp.
4. Turn SLIGHT RIGHT onto ROYAL OAK DR/PROVINCIAL ROUTE 17A.
5. Turn RIGHT onto ELK LAKE DR.



Vancouver Island Council Meeting

Wednesday, May 25, 2016

Victoria, BC

MINUTES

Chair: Avis Michalovsky, Pioneer Housing Co-op

Present: Attendance sheet attached

1. Call to Order and Introductions

The meeting was called to order at 7:01 p.m. by the chair, Avis Michalovsky.

2. Acknowledgement

The chair acknowledged that the meeting is being held on the traditional territories of Vancouver Island's First Nations.

3. Approval of Agenda

M/S/C Tyee/Pheasant Meadows

THAT the agenda be approved as circulated.

4. Approval of February 24, 2016 Minutes

M/S/C Pheasant Meadows/Oak Bay

THAT the minutes of the Vancouver Island Council meeting of February 24, 2016 be approved as circulated.

5. Business Arising

There was no business arising from the minutes.

6. Report from CHF BC Board

Vancouver Island Directors Art Farquharson and Patty Shaw presented the board report. They reviewed the priorities adopted by the board for the coming year and summarized the business of the May 7 Semi-Annual General Meeting.

Delegates heard reports on the CHF BC scholarship awards, Housing Central (a strategic partnership with the BC Non-Profit Housing Association), the You Hold the Key campaign, services designed to help co-ops following the expiry of their federal program operating agreements, asset management planning and refinancing, and the community land trust.

The directors also announced a change in the date and venue chosen for CHF BC's 2016 Annual General Meeting. The AGM will be held on Sunday November 20, 2016 at the Sheraton Vancouver Airport Hotel along with the annual conference of the BC Non-Profit Housing Association.

7. Member Services Report

Member Services Director Kerry Panter highlighted the new telecom program with Telus and reviewed the program's advantages for co-op members. More than 40 co-ops with more than 2,000 units have already signed up with the program.

Kerry also advised delegates of an upcoming PIPA webinar being offered on June 14, 2016, the next Council meeting on October 19, 2016, and the next Island Education Day on November 5, 2016. Locations for the latter two events will be announced shortly.

8. Break

The chair acknowledged the contribution of Alpine in sponsoring the meeting's refreshments and snacks.

9. Prize Draws

Prizes were won by:

Carolyn Zyha – Superior Street
Emile Delongchamp – Washington
Peter Michalovsky – Pioneer
Shannon Sangster – Tyee

10. Forum: The Challenge of Change

Executive Director Thom Armstrong facilitated the member forum on the subject of change in the co-op housing sector. Members discussed the challenge of change, effective responses and the best role for CHF BC to play. Member comments are attached to these minutes.

11. CHF Canada Report

CHF Canada director Dianne Brubaker delivered the report from the national federation. Dianne announced that Lisa Berting has been elected to the position of BC/Yukon regional director for a two-year term. She also summarized the national scope of the You Hold the Key campaign and encouraged members to attend the 2016 AGM in Hamilton, Ontario.

12. Close of meeting

The meeting ended at 9:24 p.m.

Attendance List

Name	Co-op
Patty Shaw	CHF BC Board/Kailasa
Art Farquharson	CHF BC Board/Seawalk
Maureen Cross	Four-Mile Heights
Laura Doll	Frances Gardens
Fern Hallam	Greenway
Dave Maier	Greenway
Terry Ahern	James Bay
Bonnie Dale	James Bay
Shannon Sangster	Krisineleos
Tim Lempriere	Krisineleos
Pamela Woodland	Oak Bay Kiwanis
Noreen Taylor	Oak Bay Kiwanis
Mary Wood	Pheasant Meadows
Shawn Braun	Pheasant Meadows
Brenda Nazarchuk	Pheasant Meadows
Avis Michalovsky	Pioneer
Peter Michalovsky	Pioneer
Debra Sheets	Superior Street
Carolyn Zyha	Superior Street
Emile Delongchamp	Washington
Regrets	
Melissa del Sol	Craigflower Co-op
Other	
Dianne Brubaker	CHF Canada
Thom Armstrong	CHF BC
Kerry Panter	CHF BC
Patrick O'Brien	CHF BC



2016 SAGM Member Forum Feedback Form

1. What are the most significant changes we will face in the next five years?

- Aging in place – single-member households
- Asset management
- Education and training of our members; alternative methods, annual board training for boards of individual co-ops
- Aging in place – housing charges, adapting units, support services
- Co-ops on leased land
- Infrastructure
- Member development
- Aging members
- Aging buildings
- Increased maintenance costs
- Reduced (pension) income – aging members
- Climate change – food price, fuel costs
- Good governance/oversight
- Climate change, drought
- Aging population – reduced income – fixed income
- Aging buildings
- Higher cost of fuel
- Lowering food costs
- Sustainable culture
- End of operating agreements
- Subsidy changes
- Aging

- Increasing maintenance/deferred
- Education of boards, running of governance
- Having membership agree to housing increase
- End of operating agreement – greater responsibility for directors
- Major capital repairs
- Aging in place issues – fewer able members to do work, insufficient homes for seniors
- Leased land take back threat
- Good governance

2. What must we do to respond to those changes most effectively?

- Building some senior co-ops or include in new developments
- Maximize education for all members, adding webinars to mix
- Board training annually
- Land trust help or CHF BC
- Be financially responsible 5 year, 30 year plans, adhere to them
- Sharing information
- Continued education
- Implement aging in place solutions
- Educate members on ramifications of deferring maintenance
- Commercial partner – selling solar panels
- More edible landscapes, rooftop gardens
- Be more politically active
- Bylaws, build fences
- Planning
- Education/awareness
- Political lobbying
- Edible garden spaces
- Commercial partner for solar panels
- Healthy business = healthy community
- Planning
- Implementation
- Action plan
- Education and training
- Adapt to changing behaviours to co-op awareness
- Build lots of 1 BR units in co-ops and senior co-ops
- Plan, implement, assess
- Focused attention

3. How can CHF BC help you navigate that change most successfully?

- Promote idea of 1 BR units in co-ops
- Consistency from board to board
- 'do something' to attract members to Vancouver island councils and training; or skype or record; periscope (twitter): city of Vancouver twitter
- Continue providing advice, education and training
- Awareness – political
- Nimble and open to new ideas
- Proactive
- Energy savings
- Continue to increase/promote commercial partnerships
- Co-op fuel e.g., peninsula co-op
- Continue its commitment/promotion to member co-ops
- Webinars – member education
- Social investment
- Lobby Saanich Council
- Research challenges to outdated bylaws
- Research viability of newer designs and energy saving with new projects
- Continued education courses
- Webinar training (especially Victoria co-ops)
- Skype interface – Education, governance
- Live remote participation
- Provide statistics indicating appropriate housing charges
- Education alternatives, advocacy



CO-OPERATIVE HOUSING FEDERATION OF BC
330-1105 Pandora Avenue, Victoria, BC V8V 3P9
Tel 250.384.9444
Fax 250.384.0349
www.chf.bc.ca

CALLING ALL CANDIDATES

Vancouver Island Council Chair and Vice-Chair

CHF BC invites Vancouver Island Council delegates to step up and run for the positions of Vancouver Island Council Chairperson and Vice-Chairperson.

A Chairperson and Vice-Chairperson will be elected for a one-year term at the **October 19, 2016** Council meeting.

Attached is a copy of the candidate declaration form. Interested candidates should complete the form and either fax it to CHF BC at 250-384-0349, scan and email to islandinfo@CHF.bc.ca or submit it in person to our offices at 330-1105 Pandora Avenue, Victoria **by 4:30 p.m.** **Wednesday, October 5, 2016.**

CHF BC will hold a short question/answer period at the October 19 Vancouver Island Council meeting just before the election so that delegates can learn more about the candidates. Each candidate will be invited to make a short opening statement (two minutes) and a closing statement (one minute) as part of that question and answer period.

For more information please phone 250-384-9444 or email kpanter@CHF.bc.ca.



CO-OPERATIVE HOUSING FEDERATION OF BC
 330-1105 Pandora Avenue, Victoria, BC V8V 3P9
 Tel 250.384.9444
 Fax 250.384.0349
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CANDIDATE'S DECLARATION AND CONSENT

Vancouver Island Council Chairperson/Vice-Chairperson

I, _____, declare that I am a candidate for the position of Vancouver Island Council chairperson/vice-chairperson and consent to serve as such if elected.

I confirm that my Co-op, _____, is a member of the Co-operative Housing Federation of British Columbia (CHF BC) on Vancouver Island.

I confirm that I have been duly appointed by my Co-op to serve as the Co-op's Delegate to the CHF BC Vancouver Island Council.

I wish to run for the following positions:

Chairperson

Vice-Chairperson

Note: If you are running for the office of Chairperson and wish to stand for election as Vice-Chairperson in the event that you are not elected to be Chairperson, please check both boxes.

 Witness Signature

 Candidate Signature

 Date

 Date

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

Phone: _____

Phone: _____

Please complete and submit this form **by 4:30 p.m. Wednesday, October 5, 2016.**

You may submit the form in person to our offices at 330-1105 Pandora Ave., Victoria, by fax to 250-384-0349, or by email to islandinfo@chf.bc.ca.



CO-OPERATIVE HOUSING FEDERATION OF BC
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CALLING ALL CANDIDATES

Vancouver Island Director

CHF BC is holding an election at the Vancouver Island Council Meeting on October 19, 2016 to choose a Vancouver Island Director for the CHF BC Board of Directors.

One Vancouver Island Director will be elected for a two-year term.

The term begins at the end of CHF BC's Annual General Meeting on November 20, 2016.

You can run for election if you:

- are a member of a Class A Member (housing co-op) whose dues are current, or a Delegate who is a director, officer or employee of a Member other than a Class A Member, whose dues are current
- are at least 18 years of age
- live on Vancouver Island
- have not been found by a court to be incapable of managing your own affairs
- do not owe your housing co-op any money
- are not an undischarged bankrupt.

If you are interested, please complete and submit the Candidate's Declaration form that comes with this notice **by 4:30 pm Wednesday, October 5, 2016**. You may submit the form in person to our offices at 330-1105 Pandora Ave., Victoria, by fax to 250-384-0349, or by email to islandinfo@CHF.bc.ca.

Questions? Call us at 250-384-9444, email kpanter@CHF.bc.ca, or visit www.chf.bc.ca.



CANDIDATE'S DECLARATION AND CONSENT

Board of Directors (Vancouver Island Director)

I, _____, declare that I am a candidate for the position of Vancouver
Name of candidate

Island Director on the CHF BC Board of Directors and I consent to serve in that position if I am elected.

I also declare that:

I am a member of _____.
Name of Housing Co-op

I am at least eighteen years of age, have not been found by a court to be incapable of managing my own affairs, and am not an undischarged bankrupt.

I am not in arrears of housing charges or other charges owing to my housing co-op. My housing co-op is not in arrears of membership dues to CHF BC.

I live on Vancouver Island.

Witness Signature

Candidate Signature

Date

Date

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Please ensure that your housing co-op signs the Confirmation of Good Standing on the reverse.

You must submit this declaration and consent form to CHF BC by 4:30 p.m. on **Wednesday, October 5, 2016** to be eligible for election. You may submit the form in person to our offices at 330-1105 Pandora Ave., Victoria, by fax to 250-384-0349, or by email to islandinfo@chf.bc.ca.

CONFIRMATION OF GOOD STANDING

I declare that _____ (the “Co-op”) is a member
(Name of housing co-op)

of the Co-operative Housing Federation of British Columbia (“CHF BC”).

On behalf of the Co-op, I confirm that _____ (the “Candidate”)
(Name of Candidate)

is a member of the Co-op and is not in arrears of housing charges or any other charges owing to the Co-op.

For purposes of this declaration, I understand that “*arrears of housing charges or any other charges*” means money owed to the Co-op other than scheduled future payments towards the purchase of shares, current month’s housing charges, or any other amount for which a repayment agreement with the Co-op is in place and the terms of the repayment have not been breached.

(Name of co-op)

Per: _____
(Signature of duly authorized representative)

(Name)

(Title)

(Date)

For more information, please call CHF BC at 250-384-9444, email islandinfo@chf.bc.ca or visit www.chf.bc.ca.



Island events



Services for CHF BC member housing co-ops

OCT

19 Vancouver Island Council Meeting

7 to 9:30 pm, Howard Johnson Hotel, 4760 Elk Lake Drive, Victoria

Send a delegate from your co-op to this important meeting. The complete meeting package is included in this mailing. For more information please contact Patrick O'Brien at 1-866-879-5111 ext. 140 or members@chf.bc.ca.

22 CHF BC Fall Education Conference

9:30 am to 4:45 pm, Executive Hotel and Conference Centre, 4201 Lougheed Hwy, Burnaby

Join CHF BC members from around the province for a full day of workshops. The conference brochure and registration information will be mailed to your co-op and available online closer to the date.

NOV

5 Vancouver Island Education Day

9 am to 4 pm, Comfort Inn and Suites, 3020 Blanshard Street, Victoria

Join us for a day of workshops. Please see flyer enclosed in this mailing.

20 Annual General Meeting

10:30 am to 4:30 pm, Sheraton Vancouver Airport Hotel, 7551 Westminster Hwy, Richmond

Send a delegate to this important meeting: complete registration package will be sent in another mailing closer to the date.

Island Co-op Housing Education Day

Saturday, November 5, 2016, 8:45am to 4:30pm
Comfort Inn and Suites
3020 Blanshard Street, Victoria



Register online at www.chf.bc.ca

For more information contact

Debbie Van Kuyk: education@chf.bc.ca or
604.343.2359 (toll-free 1.866.879.5111 ext. 135)

FEES PER PERSON, INCLUDES LUNCH

FULL-DAY RATE (8:45am – 4:30pm)

\$125 (GST will be added)

HALF-DAY RATE (8:45am – 1:15pm OR
12:30pm – 4:30pm)

\$80 (GST will be added)

CHF BC will invoice your co-op after the conference. When you register online, you will be asked to confirm that your co-op has authorized your registration.

EARLY BIRD DISCOUNT FOR MEMBERS

Register by Friday, **October 7** and save \$10 off each full-day registration fee.

CANCELLATION

Cancel by **12 noon on Friday, October 21** — if not, we will invoice your co-op. Workshops with fewer than 15 people registered may be cancelled.

For non-member rates visit:
www.chf.bc.ca/learn-more/fees

EDUCATION DAY AT A GLANCE

8:45am – 9:25am:	meet our CHF BC Island Group Buying partners over light breakfast and coffee
9:30am – 12:30pm:	workshops
12:30pm – 1:15pm:	lunch and registration
1:15pm – 2:00pm:	plenary
2:00pm – 4:30pm:	workshops

Thanks to our Group Buying partners for their sponsorship of the Island Education program:



PORTABLE AND SCHEDULED WORKSHOPS

Can't make it to the Island Education Day? Ask us to bring a workshop to your co-op or attend a webinar:
www.chf.bc.ca/education.

**Turn over for workshop
descriptions**



CHF BC ISLAND EDUCATION DAY

MORNING WORKSHOPS 9:30AM TO 12:30PM

Maintenance 101

You do need skilled professionals to get great maintenance results, but there is still a critical role for members in looking after your property and buildings.

Come along to understand this role, including what is (and isn't) a member's responsibility, how to recognize preventative and routine repair needs, and how to use a maintenance calendar.

Workshop facilitator: Cheryl Alsop, a senior maintenance coordinator in the housing co-op sector for the past ten years.

Ask the lawyers

Bring your toughest legal questions for our team of experienced co-op lawyers.

Get the answer to that question you've always had about the Co-op Act, model rules, human rights, privacy, membership termination, governance, etc. Win a prize for the workshop's toughest question!

Workshop panelists: Bob Milne of Jawl Bundon Barristers & Solicitors and Geoffrey Dabbs of Gehlen Dabbs Lawyers.

Workshop moderator: Thom Armstrong, Executive Director of CHF BC.

LUNCH 12:30PM TO 1:15PM

PLENARY

Worried you won't get to finish your coffee and dessert? No need, if you register for the full day or the half-day afternoon, stay in your seats and participate in a dynamic and entertaining 45 minutes of housing co-op sector debate and action!

AFTERNOON WORKSHOPS 2:00PM TO 4:30PM

Mental health and your co-op community

Dealing with a co-op member living with mental illness in a supportive and effective way can be challenging. In this updated workshop you will learn how to engage appropriate support services, and be clear about the legal issues, in order to balance the best interests of the co-op with the needs of individual members.

Workshop facilitators: Geoffrey Dabbs of Gehlen Dabbs Lawyers and Chris Whyte, a mental health social worker with over twenty years' experience.

Membership terminations

The easiest way to deal with membership terminations is to implement strategies that help to avoid them! That's where this workshop will start. However there are times when your co-op board has to terminate a membership for the well-being of the co-op and the other members. Come along to:

- learn about the basic legal framework,
- be able to identify the conditions for successful membership terminations,
- review the necessary steps and procedures with accompanying forms and templates, and
- be able to ask questions about specific situations.

Workshop facilitators: Thom Armstrong, Executive Director of CHF BC & Bob Milne of Jawl Bundon Barristers & Solicitors.

Longer workshop descriptions and facilitator bios at: www.chf.bc.ca

Co-operative Housing Federation of BC

The voice of housing co-ops in British Columbia

Please post

