



DELEGATE HANDBOOK

Semi-Annual General Meeting

May 7, 2017
Westin Wall Centre, Vancouver Airport
3099 Corvette Way
Richmond, BC

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by Adrian Ciocoiu



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OFFICIAL NOTICE

2017 SEMI-ANNUAL GENERAL MEETING

DATE:	Sunday, May 7, 2017	New Bigger and Better Venue
REGISTRATION:	Opens at 10:30 a.m.	
LUNCH:	11:30 a.m. (including presentation of CHF BC Scholarships)	
BUSINESS MEETING:	1:00 p.m.	
LOCATION:	Westin Wall Centre Vancouver Airport 3099 Corvette Way, Richmond	

Join us on May 7, 2017 for CHF BC's Semi-Annual General Meeting (SAGM).

Enjoy a delicious lunch while we award **CHF BC Scholarships** to two deserving co-op students.

Then get a close look at CHF BC's strategic plan, make some noise at our pre-election rally to **Make Housing Central**, and wrap up the afternoon by approving CHF BC's budget for the coming year.

Each CHF BC member may be represented by one delegate. Each member may also appoint an alternate delegate. We encourage members who are not their co-op's delegate to register as observers. Please register by completing the attached form and faxing or emailing it to members@chf.bc.ca.

Directions to our new venue in Richmond are on the reverse. Visit chf.bc.ca/events for more information and additional registration forms.

CHF Canada will hold a national AGM Forum in the *Gulf of Georgia* room beginning at 10:30 a.m. The forum will end before lunch is served at 11:30 a.m.

The Westin Wall Centre, Vancouver Airport

3099 Corvette Way, Richmond, British Columbia, V6X 4K3, Canada
Phone: 604.303.6565

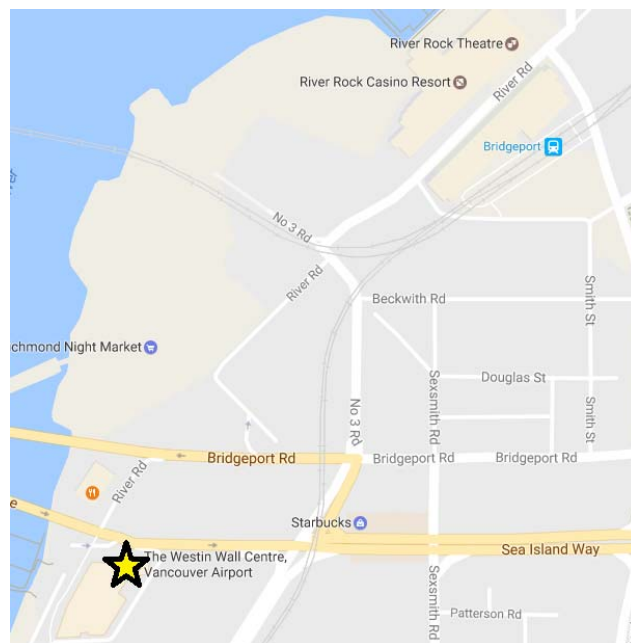
The hotel is located just off No. 3 Road and Sea Island Way in Richmond.
(Parking is complimentary; record your license plate at registration.)

From Tsawwassen Ferry Terminal

1. Take Highway 17 and it turns into Highway 99.
2. Take the Highway 99 north ramp toward Richmond/Vancouver.
3. Follow Highway 99 to Bridgeport Rd in Richmond. Take exit 39 from BC-99 N.
4. Turn left on Bridgeport Road.
5. Turn left on #3 Road.
6. Turn right on Capstan Way.
7. Proceed to the hotel on Corvette Way.

From Vancouver International Airport

1. Follow signs to Richmond City Centre.
2. Proceed along Sea Island Way
3. Turn right on Sexsmith Road.
4. Turn right on Capstan Way.
5. Proceed to the hotel on Corvette Way.



Taking Transit To the Westin Wall

The closest Skytrain station to the hotel is Bridgeport (River Rock Casino) on the Canada Line. This station is walking distance (about four blocks) from the hotel. If you have difficulty walking you can catch the hotel shuttle at Canada Line YVR Airport. See details below.

For detailed transit information and trip planning, please call TransLink at 604-953-3333 or visit their website at translink.bc.ca.

Hotel Shuttle

Take the Canada Line to YVR Airport* and take the free shuttle to Westin Wall Centre. This courtesy shuttle runs between the airport and hotel, on the hour and 30 minute mark from 4 a.m. - 12:30 a.m. Courtesy shuttle pick-up & drop-off areas are located at the green canopy outside of Arrivals Level 2 International Terminal Building and outside the Arrivals Level 1 Domestic Terminal Building. From the Hotel to the airport, the shuttle runs on the 15 and 45 minute mark of every hour, from 3:45 a.m.-12:45 a.m.

*Monthly pass holders are exempt from the \$5 add fare to YVR Airport.

For more information on getting to the Westin, please visit www.westinvancouverairport.com.

The Westin Wall Centre, Vancouver Airport 3099 Corvette Way, Richmond, BC

Leaving your car at home? Getting to our new venue just got easier!

If you are taking transit to the SAGM at the Westin Wall Centre, you can get off at Bridgeport station and walk for 15 minutes to the hotel or wait for the shuttle that loops every 15 minutes starting at 10:30 am. In the morning, the last shuttle leaves at 11:15 am.

Walking directions from Bridgeport SkyTrain

1. Head southwest and turn left toward Charles Street
2. Turn right onto Charles Street and left onto River Rd
3. Turn left onto No 3 Rd with a slight right to stay on No 3 Rd
4. Turn right onto Sea Island Way
5. Sharp left on Corvette Way

Catching the CHF BC Shuttle from Bridgeport SkyTrain

To the Westin - The shuttle leaves from the five minute pick up zone outside the River Rock Hotel. If you walk out of the River Rock front entrance, turn left. Look for the driver holding a CHF BC sign. Departure times are approximately, 10:30, 10:45, 11:00, 11:15

From the Westin - The shuttle leaves from the hotel front entrance. Departure times are approximately 4:45, 5:00, 5:15, 5:30

Airport shuttle

For the airport shuttle, please take the Canada Line to YVR Airport and take the Westin Wall Centre shuttle to the hotel. This courtesy shuttle runs between the airport and hotel, on the hour and 30 minute mark. Courtesy shuttle pick-up & drop-off areas are located at the green canopy outside of Arrivals Level 2 International Terminal Building and outside the Arrivals Level 1 Domestic Terminal Building.

From the Hotel to the airport, the shuttle runs on the 15 and 45 minute mark of every hour.

Bike Lockup at the Hotel

Cyclists with their own lock must check in at the hotel reception for directions to the secure bike lock up at the hotel.

Accessible Transportation

If you are in need of accessible transportation, please contact staff at 604-343-2357.

Semi-Annual General Meeting

Sunday, May 7, 2017

Richmond, BC

AGENDA

- 10:30 a.m. Registration opens**
- 11:30 a.m. Lunch (including presentation of CHF BC Scholarship Awards)**
- 1:00 p.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 20, 2016)
 7. Business arising from the AGM minutes
 8. Board report: strategic vision and priorities
 9. Election campaign rally
 10. CHF Canada report
 11. 2017 – 2018 budget and membership dues
 12. Resolutions
 13. Other business
 14. Prize draws, announcements
- 4:30 p.m. Close of Meeting**

***CHF Canada will hold a national AGM Forum in the *Gulf of Georgia* room beginning at 10:30 a.m. The forum will end before lunch is served at 11:30 a.m.**

MINUTES OF THE ANNUAL GENERAL MEETING
November 20, 2016
RICHMOND, BC

Delegates	53
Alternates	17
Observers/Guests	<u>53</u>
	123

1. Call to Order

President Patty Shaw called the meeting to order at 1:00 p.m. Executive director Thom Armstrong confirmed that quorum was present.

Hon. Suzanne Anton, Minister of Justice and Attorney General, and MLA for Vancouver-Fraserview, brought greetings from the province. Minister Anton announced the BC government's contribution of \$2 million to provide assistance to low-income co-op members in 22 co-ops with CMHC agreements that expired prior to April 1, 2016.

President Patty Shaw thanked the Minister for her announcement and for the government's contribution to co-op members' security of tenure.

Directors, guests and staff were then introduced.

2. Appointment of Chairperson

M/S/C False Creek/Garry Point

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

The chair acknowledged that the meeting is being held on the traditional territories of the Coast Salish First Nations and thanked them for allowing us to live and work on their traditional lands.

3. Approval of Agenda

M/S/C Pine Ridge/Lore Krill

THAT the meeting agenda be adopted as circulated.

4. **Approval of Minutes**

M/S/C Kailasa/James Bay

THAT the minutes of the semi-annual general meeting of May 7, 2016 be approved as circulated.

5. **Business Arising**

The chair advised that all business arising was covered in some manner on the approved agenda.

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

President Patty Shaw introduced the report from the board and referred members to the written report included in their delegate handbooks. She highlighted members' record participation in the education program, the added value delivered through the group buying program, and the Federation's strong partnership with the non-profit housing sector through Housing Central.

Members viewed a video presentation summing up the Federation's programs and services in the last year.

M/S/C Pheasant Meadows/Killarney Gardens

THAT the report from the Board of Directors be received.

7. **Report from Treasurer**

Treasurer Larisa Gorodetsky directed members' attention to copies of the auditors' report and audited financial statements. She summarized the year-end financial results and confirmed that the Federation had received a clean, unqualified audit opinion for the year ending July 31, 2016.

M/S/C Cameo/Spectrum

THAT the auditors' report and audited financial statements for the year ending July 31, 2016 be received.

M/S/C Alexander Street/Pacific Heights

THAT Grant Thornton be appointed to serve as CHF BC's auditor for the fiscal year ending July 31, 2017.

8. CHF Canada Report

Executive Director Nicholas Gazzard reported on recent developments at the national federation and CHF Canada's participation in the National Housing Collaborative.

M/S/C Queens Park/ Spectrum

THAT the CHF Canada report be received.

9. Report from the Nominating Committee, Election Forum and Election

Charles Sandor, director and chair of the nominating committee, reviewed the election procedures. He announced vacancies for six at-large directors and one Finance Committee member.

a) **Board of Directors**

There were eight candidates nominated for six vacant board positions. Sandor confirmed that five directors would be elected for two-year terms and one director for a one-year term.

Sandor advised delegates that Art Farquharson had been elected to serve a two-year term as Vancouver Island Director at the Vancouver Island Council meeting held on October 19, 2016.

The following candidates were nominated: Yuri Artibise (First Avenue Athletes Village); Lawrence Boxall (Juniper); Eric Dunning (Waldon Place); Erin Gilchrist (Heritage); Larisa Gorodetsky (Granville Gardens); Cassia Kantrow (Pace Accounting); Bob Lewis (Marina); David Maier (Greenway).

Prior to ballots being distributed, candidates took part in an election forum, during which they offered remarks to the meeting and responded to questions from delegates.

After the ballots were counted, the following candidates were declared elected for a two-year term: Yuri Artibise, Erin Gilchrist, Larisa Gorodetsky, Cassia Kantrow and Bob Lewis. David Maier was declared elected for a one-year term.

b) **Finance Committee**

There was one declared candidate for the finance committee position. Anne Davidson was declared elected by acclamation.

10. Retiring Director

Retiring director David Lach was recognized for his dedication to the members of CHF BC.

11. Member Forum: Our movement. Our future. Voicing our vision!

Members contributed their ideas on the benefits of co-op housing and the future of the co-op housing movement in a member forum led by Tim Ross of CHF Canada.

12. Close of Meeting

There being no further business to conduct, the chairperson declared the meeting closed at 4:00 p.m. on November 20, 2016.

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 Richmond on November 20, 2016.

Chairperson

Recording Secretary

Strategic Vision (2017-2022)

By the year 2022:

- CHF BC's reputation for excellence and reliability will grow as we deliver an even more comprehensive suite of programs and services to support our members as thriving housing businesses and healthy co-op communities.
- CHF BC will have diversified its revenue stream to become more financially resilient.
- Co-op housing will be widely regarded as a reliable, proven affordable housing solution in the British Columbia market, and a key contributor to a stable, long-term supply of permanently affordable housing.
- CHF BC will be seen by its members, partners in the community housing sector, government and the public as making a key contribution to the affordable housing agenda.
- The Community Land Trust will be accepted and used by the community housing sector, government and others as the preferred tool for long-term asset management and new housing development.
- The supply of co-op homes will expand through the development of new co-ops and the redevelopment of existing co-ops.

Operational Priorities (2017-2018)

In the coming year, we will focus our energy and resources to:

- Execute a new and robust communications strategy designed to engage co-ops and co-op members more fully in pursuit of a thriving and prosperous future for housing co-ops and the co-operative housing sector.
- Expand the program of supports and services specifically geared to the challenges facing housing co-ops as they exit their federal program operating agreements.
- Serve even more members by increasing the reach of CHF BC's education, commercial and planning services.
- Protect members' security of tenure and the assets of the co-op housing sector by helping co-ops secure fair and reasonable terms for lease extensions on public and private lands.
- Advance and support strategies to maintain affordability and sound asset management strategies for co-ops and their evolving communities, during and beyond government agreements.
- Complete a comprehensive governance review and take the steps needed to ensure responsible oversight and support for the continued growth of CHF BC and its related entities, with an emphasis on expanding and strengthening the capacity of the Community Land Trust to achieve its objectives.
- Promote the emergence of a strong, effective community housing sector within and outside British Columbia.

CHF BC BUDGET AND DUES RESOLUTION

WE RESOLVE:

1. **THAT** the attached operating budget for the fiscal year ending July 31, 2018 be approved;
2. **AND THAT** membership dues for occupied housing co-operatives in the fiscal year ending July 31, 2018 be increased to \$4.10 per unit per month (from their current level of \$4.00 per unit per month).

BACKGROUND:

1. CHF BC is committed to delivering a wide range of services to its members with a focus on excellence and reliability. The priorities recently adopted by the Board of Directors will guide our efforts to anticipate and respond to the needs of members regardless of their circumstances.
2. The proposed budget reflects a plan to cover the increased cost of delivering the services our members count on through a combination of new revenue-generating programs and a very modest increase in our membership dues.
3. The CHF BC board has put together an ambitious plan to serve our members more effectively than ever. In the coming year, we will focus our energy and resources to:
 - a) Execute a new and robust communications strategy designed to engage co-ops and co-op members more fully in pursuit of a thriving and prosperous future for housing co-ops and the co-operative housing sector.
 - b) Expand the program of supports and services specifically geared to the challenges facing housing co-ops as they exit their federal program operating agreements.
 - c) Serve even more members by increasing the reach of CHF BC's education, commercial and planning services.
 - d) Protect members' security of tenure and the assets of the co-op housing sector by helping co-ops secure fair and reasonable terms for lease extensions on public and private lands.
 - e) Advance and support strategies to maintain affordability and sound asset management strategies for co-ops and their evolving communities, during and beyond government agreements.
 - f) Complete a comprehensive governance review and take the steps needed to ensure responsible oversight and support for the continued growth of CHF BC and its related entities, with an emphasis on expanding and strengthening the capacity of the Community Land Trust to achieve its objectives.
 - g) Promote the emergence of a strong, effective community housing sector within and outside British Columbia.

4. These priorities have been developed in support of a strategic vision that will position CHF BC to serve its members and build an even stronger co-operative housing movement through 2022 and beyond.
5. If we continue to invest in the Federation's capacity to serve current and future members, by the year 2022:
 - a) CHF BC's reputation for excellence and reliability will grow as we deliver an even more comprehensive suite of programs and services to support our members as thriving housing businesses and healthy co-op communities.
 - b) CHF BC will have diversified its revenue stream to become more financially resilient.
 - c) Co-op housing will be widely regarded as a reliable, proven affordable housing solution in the British Columbia market, and a key contributor to a stable, long-term supply of permanently affordable housing.
 - d) CHF BC will be seen by its members, partners in the community housing sector, government and the public as making a key contribution to the affordable housing agenda.
 - e) The Community Land Trust will be accepted and used by the community housing sector, government and others as the preferred tool for long-term asset management and new housing development.
 - f) The supply of co-op homes will expand through the development of new co-ops and the redevelopment of existing co-ops.
6. The proposed dues increase is in line with increases our members have approved in recent years. The impact of the increase on the average co-op in our membership will be roughly \$66 for the entire year. The board believes that the value for dues offered by CHF BC is the best in the country, and most co-ops will save what they pay in dues, or more, by using the Federation's programs and services.
7. The attached budget document includes three columns: the budget approved for the current year ending July 31, 2017; revenue and expense projections to the end of the current year; and the budget proposed for next year (August 1, 2017 to July 31, 2018).
8. The Board of Directors and the Finance Committee unanimously recommend this budget and schedule of membership dues to the members for approval.
9. Members can find more detail on the proposed budget in the Budget Notes below. We also welcome questions from delegates before or at the semi-annual general meeting.

Co-operative Housing Federation of BC

PROPOSED BUDGET

2017 - 2018

	2016-2017 APPROVED BUDGET	2016-2017 PROJECTED ACTUAL	2017-2018 PROPOSED BUDGET
REVENUE			
ADMINISTRATION			
Membership Dues	640,000	632,000	658,500
Other	378,800	376,400	378,100
ADMINISTRATION SUB-TOTAL	<u>1,018,800</u>	<u>1,008,400</u>	<u>1,036,600</u>
EDUCATION PROGRAM	110,000	101,100	115,000
COMMUNICATIONS PROGRAM	15,000	2,500	8,500
COMMERCIAL SERVICES PROGRAM			
Group Buying Program	356,000	407,100	447,500
Investment Programs	295,000	310,000	300,000
COMMERCIAL SERVICES SUB-TOTAL	<u>651,000</u>	<u>717,100</u>	<u>747,500</u>
PLANNING AND RENEWAL PROGRAM	400,000	325,000	390,000
TOTAL REVENUE	<u>2,194,800</u>	<u>2,154,100</u>	<u>2,297,600</u>
EXPENSE			
GOVERNANCE	107,500	110,500	124,600
ADMINISTRATION			
Staffing	1,177,900	1,145,300	1,284,000
Operations	331,500	374,700	383,900
Outreach and Program Development	73,800	96,600	90,500
ADMINISTRATION SUB-TOTAL	<u>1,583,200</u>	<u>1,616,600</u>	<u>1,758,400</u>
EDUCATION PROGRAM	112,400	111,600	131,200
COMMUNICATIONS PROGRAM	68,300	102,800	65,400
COMMERCIAL SERVICES PROGRAM	7,000	16,000	23,000
PLANNING AND RENEWAL PROGRAM	314,000	190,600	165,000
TOTAL EXPENSE	<u>2,192,400</u>	<u>2,148,100</u>	<u>2,267,600</u>
NET INCOME (DEFICIT)	2,400	6,000	30,000

BUDGET NOTES

for the fiscal year ending July 31, 2017

The proposed budget covers the fiscal year **August 1, 2017 to July 31, 2018**. On the same page you can see what we budgeted for the current year ending July 31, 2017 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.

REVENUE

Membership dues will increase from **\$4.00 to \$4.10** per unit per month for occupied housing co-ops. This is in line with past dues increases. It will add about **\$66** to the dues invoice of an average-size member housing co-op. The budget assumes a membership level of just over **13,300** co-op units. Dues for Class B and C members will remain at **\$350** per year. Membership dues represent the Federation's most stable and consistent source of 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, management fees charged to related organizations, CHF Canada's shared revenue contribution, and salary recoveries and grants for specific projects such as Aging in Place research.

Education Program revenue is expected to rebound from a slight drop in the current year as we continue to explore new opportunities and formats for members to take advantage of the program. We will continue to help members adopt and implement the new Model Rules 2.0, but our focus will be on a new and more extensive range of supports and services geared to the needs of co-ops exiting their federal program operating agreements. The education program will always promote the highest standards of sound management, good governance and principled leadership. We will be counting on consistently strong take-up in education conference registrations and other education services throughout the year to meet this revenue target.

Communications Program revenue will increase as we complete the transition to a new digital platform and generate new opportunities for commercial partners and others to advertise their products and services to member co-ops. A more dynamic communications strategy will feature new online and print vehicles that make this possible, including a much expanded social media presence and a more interactive website that serves and promotes CHF BC's varied programs.

Revenue from the **Group Buying Program** (flooring, appliances, waste collection, maintenance supplies, cabinets and countertops, and – most recently – telecom services) will increase as we fully implement our new partnership with Telus. This will allow us to increase staffing capacity for new services without additional pressure on membership dues.

The budget assumes that **Investment Program** revenue will drop slightly, but we have yet to see the expected migration of funds on deposit in the **CHIP** program to the new **Social Housing Investment Program** managed by **Encasa Financial Inc.** This will be an area to monitor closely in future budgets.

The **Planning and Renewal Program** (formerly Asset Management/Refinancing) continues to perform strongly. Member co-ops are signing up to take advantage of this program in great numbers. The drop in projected revenue compared to budget in the current year arises from the timing of some refinancing activity, but that revenue will be captured in the first half of next year.

Overall, we expect that total revenue earned next year will be **\$2,297,600**. This represents an increase of **\$143,500** over our current year projections. This is due primarily to the introduction of new programs and services, the expansion of existing services and an increase in membership dues.

EXPENSE

Governance expenses cover the cost of meetings for both members and directors. They also support our activities related to leadership development, youth and aging in place, and our participation in the national co-op housing movement. Board meeting and related costs can vary depending on travel and accommodation requirements. The budget will increase by just over 12% next year in order to accommodate additional director development costs and the overall governance review planned for CHF BC and its many related entities.

Staffing costs will be **\$138,700** higher next year. The increase is due in part to the incremental cost of seniority adjustments provided under the collective agreement between CHF BC and Unifor Local 3000. It also includes an allowance for the outcome of negotiations to renew the existing agreement, which runs until July 31, 2017. One position now contracted from a related entity will be hired directly in the next year, and we will add staffing capacity through our strategic partnership in **Housing Central** to provide additional support in communications and member engagement.

Operations expenses will increase by just over **\$9,000** next year, primarily to cover rent increases in Vancouver and in our new Victoria premises and to provide for additional assistance to co-ops negotiating lease renewals on public and private land.

Outreach and Program Development expenses will drop by just over **\$6,000** next year. This is primarily because the current year projections include an extra allowance for activities related to the provincial election campaign.

Education Program expenses will increase by just under **\$20,000** to reflect an additional investment in workshop development and enhanced consulting services geared to the challenges facing co-ops as they exit federal program operating agreements and to cover increases in the cost of venues for education conferences.

Direct **Communications Program** expenses will drop by more than **\$37,000** next year, because most of the expenses associated with the development and launch of the new website will be incurred in the current year. The budget includes the resources needed to enhance our publications, website, social media and other vehicles we use to engage co-ops and co-op members more fully in our vision and plans for a thriving and prosperous future.

Commercial Services expenses include sufficient resources to promote group buying and investment services for co-ops and co-op members, including an additional allowance to assist in signing up new members in the rapidly growing telecom program.

Spending in the **Planning and Renewal Program** (formerly Asset Management/Refinancing) will drop by **\$25,600** due the reallocation of contract expenses to staffing costs noted above.

Overall, expenses will increase next year by **\$119,500** to **\$2,267,600** for the reasons described above.

The **net result** of our efforts next year will be a modest surplus of **\$30,000** (1.3% of total expenses). This is a slim margin, but we are conscious of the pressures on members' budgets and we are confident that the revenue and expense projections are achievable.

The proposed budget includes the investments required to sustain the organization and deliver on the priorities approved by the board. We will be looking at every opportunity to enhance current program and service levels in the coming years as more housing co-ops lean on their federations at the regional and national levels to support their continuing viability.

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

Free

Prizes



Family-friendly

Games

Burgers, hot dogs, drinks

Live music with award-winning recording artist **Sibel Thrasher!**

CO-OP HOUSING SUMMMER BBQ

SATURDAY, June 24, 2017, 12:00 p.m. - 3:00 p.m.
at the south end of TROUT LAKE PARK
under the covered picnic area

RSVP by June 16 to 604.879.5111 ext. 140
or email members@chf.bc.ca



This event is sponsored by CHF BC and CHF Canada.

CO-OPERATIVE HOUSING FEDERATION OF BC POLICY MANUAL

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.

DELEGATE'S REPORT

SEMI-ANNUAL GENERAL MEETING

SATURDAY MAY 7, 2016

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 - 2017 Semi-Annual General Meeting

CHF BC SCHOLARSHIP AWARDS

INTRODUCTION

President Patty Shaw called the Semi-Annual General Meeting of the Co-operative Housing Federation of BC to order at 1:00 p.m. on Sunday, May 7, 2016 at the Westin Wall Centre Vancouver Airport, Richmond.

SPEAKERS AND REPORTS

- Introduction of directors, guests and staff
- Business arising from the minutes of the AGM of November 20, 2016

- Board report: Strategic vision and priorities

- Board report: Strategic vision and priorities

- Election campaign rally

- CHF Canada report

- 2017-2018 budget and membership dues

- Resolutions

- Other business

- Announcements and upcoming events

- Close of meeting

- Attendance: Delegates ____ Alternates____ Observers____ Total ____

Group Buying Program

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.



Co-op Telecom Program

Get on board for deep discounts for co-op members with our new Telecom Program's HDTV, Home Phone and High Speed Internet! Sign-up at cotel.ca.

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.



Cabinets and countertops program

CHF BC's cabinets and countertop program offers members great deals on cabinets and countertops now with high-end products. For tighter budgets we offer quality options. All delivered with our two-year labour and five-year product warranties.



Flooring products and installations

Our Core Product group includes a wide range of quality residential and commercial carpet, vinyl, tiles and laminate flooring. Our partners purchase large quantities directly from the manufacturer and pass the savings onto CHF BC members.



K&A FLOORING LTD.

Contract Division

Mainland



Vancouver Island

Banking

Our Co-op Housing Interest Pool (CHIP) program earns members higher interest on their co-op accounts.

Vancity



Mainland

Vancity



Vancouver Island

Visit chf.bc.ca for more information.

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.

Policy Manual

Subject	Delegate's Job Description
Date Approved or Amended:	June 7, 2010
Date Reviewed:	
Approved by:	Board of Directors
1. Purpose of Policy	a) Delegate's Job Description
2. Policy	a) See Attached.
3. Procedures and Forms	

Job Description

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 the 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 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



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