



DELEGATE HANDBOOK

Annual General Meeting

November 20, 2016
Sheraton Vancouver Airport Hotel
7551 Westminster Highway
Richmond, BC

THANK YOU TO OUR AGM SPONSORS





OFFICIAL NOTICE TO CHF BC MEMBERS OF THE 2016 ANNUAL GENERAL MEETING


DATE:	Sunday, November 20, 2016
LOCATION:	Sheraton Vancouver Airport Hotel 7551 Westminster Highway, Richmond, BC
REGISTRATION:	Opens at 11:00 a.m.
ORIENTATION:	Online in advance of meeting
LUNCH AND KEYNOTE ADDRESS:	11:30 a.m.
BUSINESS MEETING:	Begins at 1:00 p.m. and ends at 4:00 p.m. <ul style="list-style-type: none">• business• member forum• elections
HOUSING CENTRAL WELCOME RECEPTION:	5:30 p.m. (if you plan to attend, please indicate on registration form)

Mark your calendar and register now!
(see registration form enclosed)

Call us at 604.879.5111
(toll-free at 1.866.879.5111)
Fax us at 604.879.4611
Email us at members@chf.bc.ca

SHERATON VANCOUVER AIRPORT HOTEL

7551 Westminster Hwy, Richmond

 (Wheelchair accessible)

DRIVING DIRECTIONS TO THE SHERATON HOTEL:

From BC Ferry Terminal (Tsawwassen) :

1. Take Highway 17 and it turns into Highway 99.
2. Take Highway 99 north ramp toward Richmond/Vancouver
3. Take exit 36 from Highway 99.
4. Turn left onto Westminster Highway
5. Follow Westminster Highway just passed Minoru Blvd then turn left into parking lot.

From Vancouver International Airport:

1. Head northwest on Grant McConachie Way E
2. Continue to Grant McConachie Way E. Take Miller Rd, Russ Baker Way S and Gilber Rd to Westminster Hwy
3. Slight left onto Grant McConachie Way E
4. Continue straight to stay on Grant McConachie Way E
5. Turn right onto Aurora Connector
6. Turn left at the 1st cross street onto Miller Rd
7. Turn right onto Russ Baker Way S
8. Use the left 2 lanes to turn left onto Gilbert Rd
9. Turn left onto Elmbridge Way
10. Turn right onto Minoru Blvd
11. Turn right onto Westminster Hwy

Taking Transit to the Sheraton Vancouver Airport Hotel:

The closest Skytrain to the Hotel is Richmond-Brighouse Canada Line Station. The station is about four blocks from the Hotel. The closest bus stop is Richmond-Brighouse Stn Bay 4 and will take approximately two minutes. For detailed transit information and trip planning, please call TransLink at 604-953-3333 or visit their website at translink.bc.ca.

Biking to the Hotel:

The hotel is accessible by bicycle via Westminster highway's paved shoulders. Please note that there are a few bike racks around the hotel which are available to conference delegates. Ask the front desk for directions to bike racks if needed.

SHERATON VANCOUVER AIRPORT HOTEL

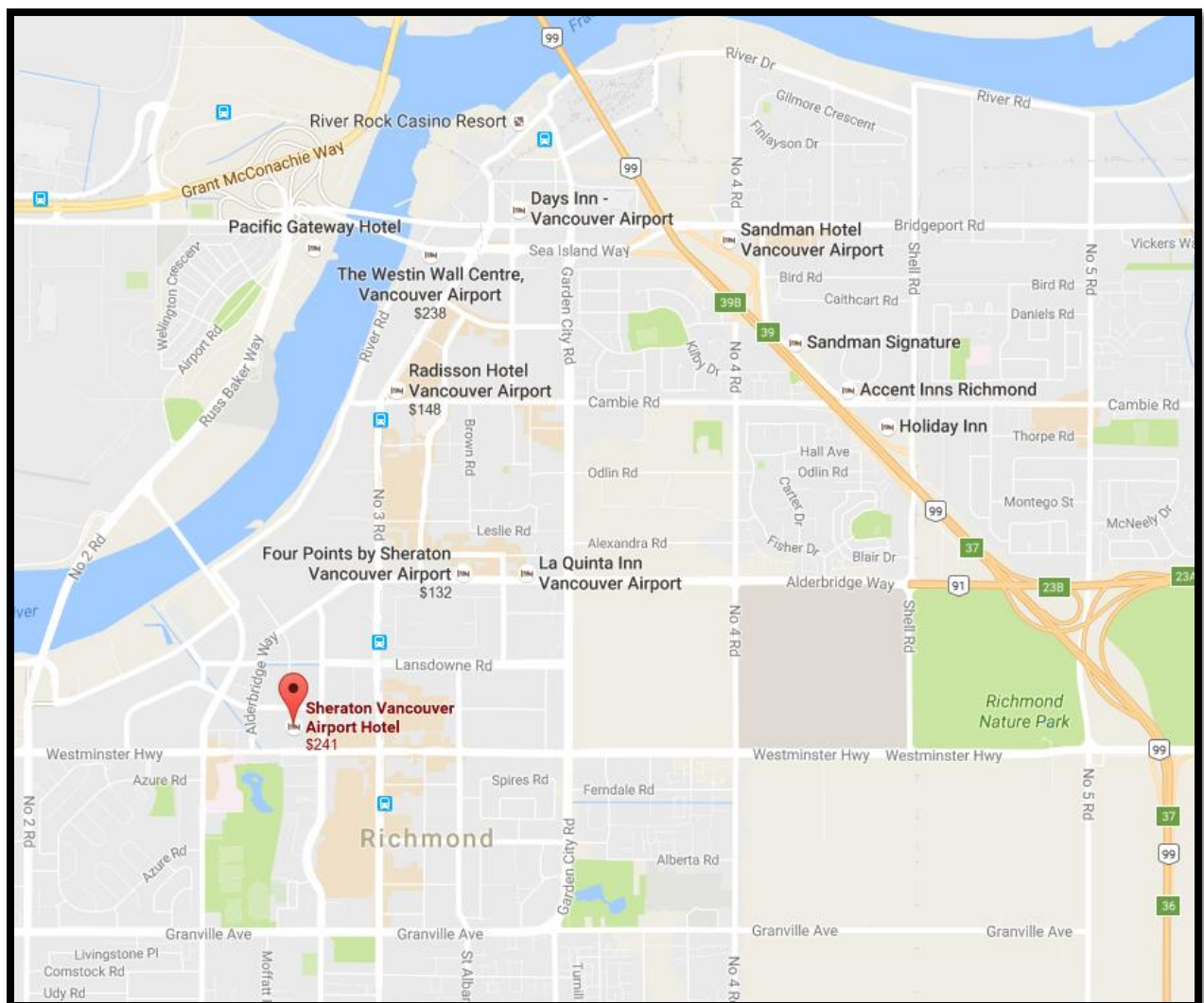
7551 Westminster Hwy, Richmond

♿ (Wheelchair accessible)

Parking:

You do not have to pay to park at the hotel. CHF BC has made special arrangements with the Hotel for free parking for conference participants. Please ensure that you register your license plate prior to the event by going to goo.gl/YtovdP

Detailed Map:





CHF BC Annual General Meeting
Sunday, November 20, 2016
Sheraton Vancouver Airport Hotel
7551 Westminster Highway, Richmond, BC

AGENDA

- 11:00 a.m. Registration opens
- 11:30 Lunch and Keynote Address
- 1:00 p.m. Call to order and welcome
Introduction of guests, directors and staff
Appointment of chairperson
Explanation of meeting procedures
Approval of agenda
Approval of SAGM minutes from May 7, 2016
Business arising from the minutes
Report from the board of directors
Report from the treasurer
Presentation of auditor's report and July 31, 2016 audited financial statements
Appointment of auditor
CHF Canada report
Report from nominating committee
Election forum
Elections (board and finance committee)
Member Forum: Our movement. Our future. Voicing our vision!
Other business
Close of meeting
- 4:00 p.m. CHF BC community mixer
- 5:30 p.m. Housing Central Welcome Reception



MINUTES OF THE SEMI-ANNUAL GENERAL MEETING

May 7, 2016

BURNABY, BC

Delegates	52
Alternates	11
Observers	47

Total Registered	110

1. Call to Order

President Patty Shaw called the meeting to order at 10:30 a.m. Executive director Thom Armstrong confirmed that quorum was present. The president introduced members of the board of directors and various guests. The executive director introduced Federation staff.

2. Appointment of Chairperson

M/S/C Cameo/Ford Road

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

The chairperson 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 Ford Road/False Creek

THAT the agenda be adopted as circulated.

4. Approval of Minutes

M/S/C Tidal Flats/Pioneer

THAT the minutes of the Annual General Meeting of November 28, 2015 be approved as circulated.

5. **Business Arising from the Minutes**

Telecom Services

Director Amanda Skillin gave an update on the successful launch of CHF BC's telecom program. Thirty co-ops have already joined the program. She encouraged members to sign up so that more members can benefit from the program.

The Chair advised that all other business arising would be covered elsewhere on the agenda.

6. **CHF BC Scholarship Fund Awards**

Directors Lorien Quattrocchi, Eddie Sabile, Charles Sandor and Cassia Kantrow introduced the CHF BC Scholarship Fund and thanked the donors and review committee for their dedication and support of the program.

2016 scholarships were presented to: Sophie Patel-Martin (Tidal Flats), Cameron O'Hara (La Petite Maison) and Yegor Konechnyy (Oaklands).

7. **Board Report**

President Patty Shaw introduced the board report and reviewed CHF BC's priorities for the upcoming fiscal year. She also updated members on the new strategic alliance known as Housing Central and on the change in the date of this year's AGM to Sunday, November 20, 2016.

Director Thomas Robson reported on the *You Hold the Key* campaign and the successful outcomes of that campaign to date. CMHC agreements that expire between now and March 2018 will be extended until March 31, 2018 to preserve subsidies for low-income members

Director Cassia Kantrow reported on the end of operating agreement services provided by the Federation. CHF BC and CHF Canada will work together to produce advice and resources for co-ops on taxation and accounting issues that every co-op will have to deal with in the post-operating agreement world. She continued her report with an update on the asset management program, including success stories from Marigold and Pioneer housing co-ops.

Director Yuri Artibise provided an update on the activities of the Community Housing Land Trust Foundation, the Vancouver Community Land Trust Foundation and the Community Land Trust Foundation of BC.

The president concluded the board report by thanking the members for their support and acknowledging the work of CHF BC directors and staff.

M/S/C Misty Ridge/Pine Ridge

THAT the report from the Board of Directors be received.

8. CHF Canada Report

Executive director Nicholas Gazzard reported on the current programs and activities of the national federation, including plans to influence the national housing strategy being developed by the federal government. President Anne Davidson reported on the various regional activities in the *You Hold the Key* campaign and the timing of on-line elections for the national board. She concluded her report by inviting delegates to attend the national AGM in Hamilton during the first week of June 2016.

9. Member Forum

Delegates participated in a member forum to discuss the following questions:

1. What are the most significant changes we will face in the next five years?
2. What must we do to respond to those changes most effectively?
3. How can CHF BC help you navigate that change most successfully?

10. 2016-2017 Budget and Membership Dues

Treasurer Larisa Gorodetsky presented the 2016-2017 budget and schedule of proposed membership dues, including a detailed projection of revenue and expenses for the current fiscal year and proposed revenue and expenses for the 2016-2017 fiscal year.

M/S/C La Petite Maison/Cameo

THAT the proposed operating budget for the fiscal year ending July 31, 2017 be approved;

THAT membership dues for occupied housing co-operatives in the fiscal year ending July 31, 2017 be increased to \$4.00 per unit per month (from their current level of \$3.90 per unit per month).

11. Resolutions

There were no resolutions submitted by the published resolutions deadline and no late resolutions brought forward by delegates.

12. Other Business

Scott Jackson reported on the activities of Rooftops Canada.

13. Announcements

The Chair reminded delegates of upcoming Federation meetings and other events.

14. Close of Meeting

There being no further business to conduct, the chairperson declared the meeting closed at 3:30 p.m. on May 7, 2016.

CERTIFIED to be a true copy of the minutes of the Semi-Annual General Meeting of the Co-operative Housing Federation of British Columbia held in the City of Burnaby on May 7, 2016.

Chairperson

Recording Secretary



Co-operation works

Enjoy all the benefits of a CHF Canada membership

For more than 30 years, CHF Canada and The Co-operators have worked together to offer member housing co-ops:

- > exceptional insurance programs tailored to the needs of housing co-ops
- > personalized service from experts who care about the long-term sustainability of your co-op
- > free risk management advice
- > dedicated and reliable claims service

Get a quote for your housing co-op today.

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1-800-465-2752, ext. 234



Co-operative Housing
Federation of Canada





Co-operative Housing Federation of BC

220 - 1651 Commercial Drive, Vancouver, BC V5L 3Y3

www.chf.bc.ca

Report from the Board of Directors to the Annual General Meeting

November 20, 2016

It is our pleasure to present the report from the Directors for the year ending July 31, 2016.

The annual meeting is an opportunity to look back on the past year and measure our performance against the goals we set together. It's also a time to look ahead to the challenges we will face this year and beyond.

Our priorities

In the past year, we worked diligently to:

- Develop and deliver a full program of supports and services specifically geared to the needs of housing co-ops exiting their federal program operating agreements;
- Successfully conclude efforts to win a provincial rent supplement program to assist low-income co-op members as federal operating agreements end, and to support a national campaign to convince the federal government to share the cost of that assistance;
- Protect the interests of housing co-ops on leased land by negotiating fair and reasonable terms for lease extensions or other arrangements designed to promote security of tenure, affordability and sound asset management, consistent with co-op principles and values;
- Complete the work currently underway to better understand the needs of older co-op members by providing advice to member co-ops and exploring resources to support effective strategies for aging in place; and
- Design and implement a communications strategy to engage co-ops and co-op members more fully in CHF BC's vision and plans for a thriving and prosperous future for the co-op housing sector.

Our members

We finished the year with a membership of 246 housing co-ops and 13,208 co-op homes. That includes 34 of the 35 co-ops on Vancouver Island and 94% of the housing co-ops in British Columbia. By comparison, in 2001 we had 176 member co-ops with 8,983 units.

Members continued their loyal use of the Federation's services, whether to save money in their day-to-day operations through our group buying programs, build their governance and management capacity through our education program, stay in touch with the larger co-op community through our various communications media, or count on us for help when facing difficult challenges.

Education program

CHF BC's education program continues to be highly valued and well used by members. We held two education conferences on the mainland, and 104 co-ops sent 311 members to attend 24 workshops. One Island education evening hosted 28 members from 12 housing co-ops. And the trend continued at last month's education conference, which attracted 151 people from 64 housing co-ops.

In addition to our mainland and Island conferences, 66 co-ops sent 111 members to four scheduled workshops and two webinars, and 532 members from 49 different co-ops attended 71 portable workshops held in the lower mainland or on Vancouver Island. Workshops scheduled outside of the main conference events during the year are growing in popularity and this aspect of our program will continue to evolve in response to that demand.

Aside from those scheduled events, 44 co-ops used the Federation's consulting services on 92 different occasions to help with difficult situations, meetings and other challenges. Of these services, the most popular continues to be professional chairing, which helps co-ops achieve fair and balanced meeting outcomes in the most demanding circumstances.

During the course of the year, four more co-ops participated in 16 different *Co-op Compass* sessions. At last count, 67 co-ops had completed the Compass, developing a common vision for the future based on a mission statement and shared values. This will serve them well as they face the challenges we all know the future will bring.

It has now been three years since we launched an ambitious new resource: Model Rules 2.0. Members, staff, directors, co-op lawyers and managers all played key roles in developing this new best practice in housing co-op governance. Since then, we have maintained and updated a full suite of resources on our website in support of Model Rules 2.0. Last year 30 more members from 13 co-ops attended model rules information

sessions in Vancouver, Victoria and on the web. Online attendees included members from co-ops in the north and interior of the province.

The board wishes to thank our excellent workshop leaders and consultants, our two volunteer education committees, and the staff who work tirelessly to co-ordinate the most dynamic co-op education program in the country.

Communications

Communication with members, partners and other stakeholders is a priority for CHF BC. This past year we published the first online version of *SCOOP* magazine. It was the largest edition of *SCOOP* ever published and members responded positively to an accessible new format full of helpful advice and in-depth articles on topics that matter to housing co-ops.

More people than ever rely on our website as a source of information on Federation events and services. As a result we are investing in the development of a new responsive design site that will be a hub for co-op members and others looking for the most current information on housing co-ops and CHF BC.

The new website will also support the significant increase in traffic across our various social media platforms, including Facebook and Twitter. And our electronic newsletter – with more than 2,700 subscribers – will be retooled to serve the information needs of members more conveniently on a wider variety of devices.

Finally, as the next step in our communications strategy, we will unveil a new brand and visual identity for CHF BC at this annual meeting that will speak to our emergence as a hub for developing and strengthening co-op communities. Together we are a stronger place for community, and this is reflected in our brand, our mission and in our core values.

Commercial services

Members continued their support of the Federation's commercial services and group buying efforts, resulting in significant savings and other added value.

Our mainland waste collection and recycling program with Progressive Waste Solutions served 115 co-ops last year, with annual contract sales of \$557,000. In the same year, our ongoing partnership with Alpine Disposal and Recycling served 23 of our Island members with contract sales worth just under \$89,000.

The popular mainland flooring program with partners CD Contract and K&A Flooring continued its strong performance last year, serving 68 co-ops and generating more than \$1.3 million in total sales. Seven more Vancouver Island co-ops purchased almost \$125,000 in flooring products from Jordans, our Island partner.

Trail Appliances continued to serve our members' major appliance needs. In the seventh year of our partnership with Trail, 104 co-ops generated \$490,000 in sales.

The maintenance and hardware supplies program with Rona served 109 co-ops and generated \$438,000 in sales, while 24 more member co-ops spent almost \$800,000 on new counters and cabinets.

The CHIP program continues to serve members well, including those on Vancouver Island. During the year, 190 housing co-ops maintained an average of almost \$59 million on deposit in three partner credit unions. More than \$52 million of this total is on deposit with Vancity, our primary CHIP partner.

The newest of our group buying programs is a partnership with Telus to provide deep discounts on HDTV, high-speed Internet and home telephone services for co-op members. At year end, 60 co-ops had signed a telecom program agreement with CHF BC. That number has now reached 84 co-ops, and more than 1,200 co-op members are presently enjoying telecom program benefits.

Combining our group buying power is one of the best ways to achieve greater economies of scale in our day-to-day operations, and turning the principle of "co-operation among co-operatives" into practical benefits for our members remains one of our top priorities.

Supporting our members

We celebrated the fifth year of our popular **CHF BC Scholarship Fund** with three new scholarship awards in 2015. Sophie Patel-Martin (Tidal Flats), Cameron O'Hara (La Petite Maison) and Yegor Konechnyy (Oaklands) all received scholarships at our last semi-annual meeting. We have now awarded a total of 13 scholarships worth more than \$60,000 and we look forward to meeting the next group of deserving candidates in 2017.

The Federation's **Aging in Place** committee pursued its mandate to learn more about the needs of seniors living in housing co-ops. The committee has successfully obtained funding from the national elder care program through the British Columbia Co-operative Association to look more closely at housing and community support services for older co-op members in BC.

CHF BC's **Planning and Renewal** program continued to attract co-ops interested in combining professional building condition assessments and long-term financial forecasts to produce comprehensive asset management plans.

More than 60 co-ops have now been served by the program in some way, including 45 building condition assessments and 42 full asset management plans. Financing in excess of \$12 million has been arranged through Vancity, including \$8.6 million in new borrowing

and \$3.7 million in the refinancing of existing debt. Two major building envelope rehabilitation projects made possible through the program are now nearing completion.

Work in recent months has set the stage for a considerable expansion of program activity. We have added staff capacity to serve more members, and the amount of refinancing and borrowing for new work is expected to increase significantly as more operating agreements end and the terms of workout loan agreements oblige co-ops to refinance. The combined total of program refinancing and new borrowing through the end of fiscal year 2017 is expected to exceed \$40 million.

CHF BC and CHF Canada worked closely together during the year to achieve a successful outcome in the **You Hold the Key campaign**. The 2016 federal budget included \$30 million to extend subsidies for low-income members in section 95 housing co-ops with operating agreements set to expire in the period April 2016 through March 2018. In BC alone this assistance will benefit low-income members in up to 55 housing co-ops with more than 3,700 homes. It is a major achievement and should be widely celebrated.

There is no help in the federal budget for co-ops with agreements that expired prior to April 2016, but there is an equally pressing need to find a similar solution for them. There are 22 housing co-ops in BC with low-income members who need our help, and delegates attending CHF BC's 2016 annual meeting will hear an update on this most urgent matter.

The last phase of the campaign will be the struggle to achieve a permanent solution to the loss of subsidies for low-income members. We will be devoting additional resources during the upcoming provincial election campaign to win a permanent, cost-shared, provincially-delivered rent supplement program for low-income co-op members in BC and across Canada.

CHF BC's efforts on behalf of its members were broadened during the year to include other housing co-ops facing difficult challenges and uncertain futures. This included a concerted effort in support of housing co-ops on leased land – municipal and private – and discussions undertaken with provincial housing officials about the difficulties facing co-ops funded under the provincial Homes BC program.

New co-op housing development

Construction on the 358 affordable homes being developed by the Vancouver Community Land Trust Foundation is well underway. The development will include the 278-unit Fraserview Housing Co-op, which will be the largest housing co-op in British Columbia when it is occupied. The land trust is a non-profit society controlled by CHF BC, and the homes are being built on three City of Vancouver sites that have been leased to the land trust for 99 years. The first homes in the development will be occupied in March 2017.

The Community Land Trust Foundation of British Columbia is another land trust incorporated by CHF BC to serve as a platform for the development and redevelopment of housing co-ops and other forms of affordable housing across the province. The land trust has executed three letters of intent to utilize municipal land in Metro Vancouver and Vancouver Island to build new co-op and non-profit homes. It has also been selected by the City of Vancouver as a pre-qualified partner to own and manage new affordable housing in the City.

The land trust has recently received \$6 million in provincial funding to pursue the development of new co-op and affordable homes in Surrey and Maple Ridge. It is just finalizing the legal agreements necessary to allow the transfer of co-op lands in Abbotsford into the trust to initiate a comprehensive renewal of those co-op homes. And it is preparing to accept the transfer of a large property owned by the Province of BC into the trust to provide security of tenure for the seniors housing co-op now situated on the lands.

The community land trust model is being used in BC to demonstrate that it is not only possible, but essential that the co-op housing sector take charge of its own future by providing security of tenure and the capacity for co-op development and redevelopment on a larger scale.

Strong governance, stronger federation

During the year we strengthened many of the partnerships that will be important to our future success here in British Columbia. We also worked with CHF Canada and the network of housing co-op federations across the country to support a strong national co-operative housing movement.

We launched a new strategic partnership with our allies in the non-profit housing sector under the banner of Housing Central. We now share offices on Commercial Drive in Vancouver with the BC Non-Profit Housing Association and we share resources in key areas such as government relations and communications. This innovative approach is designed to break down the silos that have made us more dependent on government and less able to create the partnerships that will make us all more successful.

As always, we depend on our members to stay actively involved in our governance. That is one of our enduring strengths as one of the largest and most ambitious federations in the country. Please consider running for the board, joining one of our committees, or attending member forums, Vancouver Island Council meetings and other events throughout the year. This is your federation, and we welcome your active involvement.

Finally, our thanks go to the staff of the Federation for their dedication and hard work. And to our members, it is a privilege to represent and serve you.



Co-operative Housing Federation of BC

220 - 1651 Commercial Drive, Vancouver, BC V5L 3Y3

www.chf.bc.ca

Report from the Treasurer to the 2016 Annual General Meeting

I am pleased to submit my treasurer's report to CHF BC's 2016 Annual General Meeting.

The Federation ended the year at July 31, 2016 in solid financial shape, with better year-end results than originally budgeted or forecast in our more recent mid-year projections.

We set out last year to maintain the high quality of our services and to take positive and concrete steps to secure a thriving and prosperous future for our members and for the broader co-operative housing movement. As an independent membership association, we do not rely on grants from government to sustain our operations. The Federation's revenue comes primarily from membership dues and money earned from the services we provide.

While last year's budget targeted a modest surplus of \$4,800 in the Operating Fund, we adjusted our mid-year projections to reflect a bigger investment in the *You Hold the Key* campaign during the federal election campaign and in the post-campaign period leading up to the spring federal budget. Instead of a projected deficit of almost \$36,000, we earned an Operating Fund surplus of just over \$73,000 at year end. Taking expenditures from the Capital Asset Fund into account, the year-end surplus across all funds was just under \$23,000.

Operating Fund revenue was \$55,000 more than we budgeted for the year and almost \$200,000 more than we earned in the previous year. This was due primarily to growth in the planning and renewal program, increased member take-up in our group buying programs and healthier earnings on our CHIP program. We also benefited from CHF Canada's contribution to our *You Hold the Key* campaign efforts.

Operating Fund expenses were \$13,000 under budget for the year and \$153,000 more than in the previous year. Expenses rose as expected in areas such as staffing and premises, and we also invested the resources necessary to bring the latest phase of the *You Hold the Key* campaign to a successful conclusion.

Despite the challenges of the last couple of years, our reserves remain strong and our prospects are bright. We will continue to steward the resources of the Federation prudently and strategically in the best interests of the association and its members.

This marks the ninth year we have worked with Grant Thornton as our auditors. We are very satisfied with their work and with their advice on strengthening our financial controls and administration to keep pace with our growth.

I am pleased to present another unqualified auditor's opinion to our members at this annual meeting.

This marks the end of my second full year as the Federation's treasurer. I am grateful to our members for their continuing support and to the board and staff for their leadership and diligence.

Thank you for your support and confidence.

Respectfully submitted,

Larisa Gorodetsky, BBA, CPA, CMA
Treasurer

Please note: The auditor's report, statement of financial position, and statement of operations and changes in fund balances for the year ending July 31, 2016 are attached. The full audited financial statements, including notes, are available on request.

Independent Auditor's Report

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To the Members of
[Co-operative Housing Federation of British Columbia](#)

We have audited the accompanying financial statements of the Co-operative Housing Federation of British Columbia (the "Federation"), which comprise the statement of financial position as at July 31, 2016 and the statements of operations and changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

[Management's responsibility for the financial statements](#)

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

[Auditor's responsibility](#)

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Co-operative Housing Federation of British Columbia as at July 31, 2016 and its operations and its cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

Vancouver, Canada
November 2, 2016



Chartered Professional Accountants

Co-operative Housing Federation of British Columbia

Statement of Financial Position

July 31, 2016

	Operating Fund	Research and Development Fund	Capital Asset Fund	CHFBC Scholarship Fund	Total 2016	Total 2015
Current assets						
Cash and cash equivalents	\$ 267,528	\$ 427,422	\$ -	\$ -	\$ 694,950	\$ 1,281,175
Investments (Note 3)	269,200	-	-	-	269,200	256,004
Receivables (Note 4)	262,231	-	-	-	262,231	188,758
Co-operative Housing Federation of Canada revenue share receivable	2,426	-	-	-	2,426	1,459
Prepaid expenses	43,188	-	-	-	43,188	32,506
	<u>844,573</u>	<u>427,422</u>	<u>-</u>	<u>-</u>	<u>1,271,995</u>	<u>1,759,902</u>
Long-term assets						
Investment in Encasa Financial Inc. (Note 5)	283,696	-	-	-	283,696	240,006
Loan receivable	28,959	-	-	-	28,959	47,373
Restricted cash	-	-	-	13,907	13,907	10,502
Property and equipment (Note 6)	-	-	275,281	-	275,281	217,226
	<u>\$ 1,157,228</u>	<u>\$ 427,422</u>	<u>\$ 275,281</u>	<u>\$ 13,907</u>	<u>\$ 1,873,838</u>	<u>\$ 2,275,009</u>
Current liabilities						
Payables and accruals	\$ 141,981	\$ -	\$ -	\$ -	\$ 141,981	\$ 497,961
Bulk purchasing commitments payable	89,728	-	-	-	89,728	27,740
Due to related party: Community Land Trust Foundation of BC (Note 7)	-	250,000	-	-	250,000	500,000
Deferred dues and grants (Note 8)	468,336	-	-	-	468,336	313,507
Current portion of loan (Note 9)	14,406	-	22,307	-	36,713	34,839
	<u>714,451</u>	<u>250,000</u>	<u>22,307</u>	<u>-</u>	<u>986,758</u>	<u>1,374,047</u>
Long-term liabilities						
Long-term portion of loan (Note 9)	101,626	-	157,367	-	258,993	295,677
Share capital (Note 10)	<u>14,550</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,550</u>	<u>14,550</u>
Fund balances						
Unrestricted	326,601	177,422	-	-	504,023	563,834
Internally restricted	-	-	-	13,907	13,907	10,502
Invested in capital assets	-	-	95,607	-	95,607	16,399
	<u>326,601</u>	<u>177,422</u>	<u>95,607</u>	<u>13,907</u>	<u>613,537</u>	<u>590,735</u>
	<u>\$ 1,157,228</u>	<u>\$ 427,422</u>	<u>\$ 275,281</u>	<u>\$ 13,907</u>	<u>\$ 1,873,838</u>	<u>\$ 2,275,009</u>

Approved by:  Director

 Director

See accompanying notes and schedules to the financial statements.

Co-operative Housing Federation of British Columbia

Statement of Operations and Changes in Fund Balances

Year ended July 31, 2016

	Operating Fund (Schedules 1 & 2)	Research and Development Fund	Capital Asset Fund	CHFBC Scholarship Fund	Total 2016	Total 2015
Revenue						
Administration	\$ 1,008,722	\$ -	\$ -	\$ -	\$ 1,008,722	\$ 950,392
Commercial services	854,216	-	-	-	854,216	715,541
Communications	6,581	-	-	-	6,581	8,028
Education program	102,696	-	-	-	102,696	100,193
CHFBC Scholarship Fund donations	-	-	-	10,405	10,405	9,369
	<u>1,972,215</u>	<u>-</u>	<u>-</u>	<u>10,405</u>	<u>1,982,620</u>	<u>1,783,523</u>
Expenses						
Amortization	-	-	53,769	-	53,769	47,316
Administration	1,892,441	-	-	-	1,892,441	1,753,033
Commercial services	155,158	-	-	-	155,158	143,618
Communications	59,883	-	-	-	59,883	23,432
Education program	89,272	-	-	-	89,272	93,139
CHFBC Scholarship Fund expenses	-	-	-	7,000	7,000	10,000
	<u>2,196,754</u>	<u>-</u>	<u>53,769</u>	<u>7,000</u>	<u>2,257,523</u>	<u>2,070,538</u>
Less loss on windup of investment	-	-	-	-	-	58
Less cost recoveries	(297,705)	-	-	-	(297,705)	(252,648)
	<u>1,899,049</u>	<u>-</u>	<u>53,769</u>	<u>7,000</u>	<u>1,959,818</u>	<u>1,817,948</u>
Excess (deficiency) of revenue over expenses	73,166	-	(53,769)	3,405	22,802	(34,425)
Interfund transfers						
Transfer (from) to operating fund (Note 11)	(132,977)	-	132,977	-	-	-
	<u>(59,811)</u>	<u>-</u>	<u>79,208</u>	<u>3,405</u>	<u>22,802</u>	<u>(34,425)</u>
Fund balances, beginning of year	<u>386,412</u>	<u>177,422</u>	<u>16,399</u>	<u>10,502</u>	<u>590,735</u>	<u>625,160</u>
Fund balances, end of year	<u>\$ 326,601</u>	<u>\$ 177,422</u>	<u>\$ 95,607</u>	<u>\$ 13,907</u>	<u>\$ 613,537</u>	<u>\$ 590,735</u>

See accompanying notes and schedules to the financial statements.

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

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 OF CO-OPERATIVE HOUSING FEDERATION OF BC
ANNUAL GENERAL MEETING
SUNDAY, NOVEMBER 20, 2016**

PURPOSE: To help delegates to CHF BC's 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: CHF BC 2016 Annual General Meeting

INTRODUCTION:

The Annual General Meeting of the Co-operative Housing Federation of BC was called to order at 1:00 p.m. on Sunday, November 20, 2016 at the Sheraton Vancouver Airport Hotel.

SPEAKERS AND REPORTS

- Introduction of guests, directors and staff

- Appointment of chairperson

- Explanation of meeting procedures

- Approval of agenda and minutes from SAGM of May 7, 2016

- Business arising from the minutes of the SAGM of May 7, 2016

- Report from the board of directors

- Report from the treasurer

- Presentation of auditor’s report and July 31, 2016 audited financial statements

- Appointment of auditor

- CHF Canada report

- Report from nominating committee

- Election forum

- Elections (board and finance committee)

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

- Other business

- 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.



Mainland



Vancouver Island

Banking

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




Mainland



Vancouver Island

Visit www.chf.bc.ca for more information.



***Our mission is to unite,
represent and serve our
members in a thriving
co-operative housing
movement.***