

Co-operative Housing Federation

Semi-Annual General Meeting

May 3, 2014

Executive Hotel and Conference Centre
4201 Lougheed Highway, Burnaby



Delegate handbook



Thank You



Thank you to our group buying partners for waste and recycling, and our mainland flooring partners, our sponsors for today's lunch.



Thank you to our group buying partner, Trail Appliances, our sponsor of the morning beverage and snack service.



Sponsorship of today's SAGM



Co-operative Housing Federation of BC
220 - 1651 Commercial Drive, Vancouver, BC V5L 3Y3
www.chf.bc.ca

OFFICIAL NOTICE TO CHF BC MEMBERS OF THE 2014 SEMI-ANNUAL GENERAL MEETING

DATE: Saturday, May 3, 2014

REGISTRATION: Opens at 9:15 a.m.

ORIENTATION: 9:45 a.m.

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

Lunch will be served.

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

The main items of business at the SAGM will be:

- approval of CHF BC's 2014-2015 budget and schedule of membership dues
- our members' vision of a thriving and prosperous future for housing co-ops and the co-op housing sector
- highlights of our "You Hold the Key – Fix the Co-op Housing Crunch" campaign

We will also award CHF BC scholarships to two deserving co-op members.

Each CHF BC member may be represented by one Delegate. Each member may also appoint an Alternate Delegate. We encourage co-op members who are not their co-op's delegate to register as Observers. To register, please complete the attached form and send by fax to 604-879-4611 (or 1-877-879-4611) or by email to members@chf.bc.ca.

Visit chf.bc.ca/events/upcoming for more information and additional registration forms.

EXECUTIVE HOTEL & CONFERENCE CENTRE

4201 Lougheed Hwy, Burnaby, BC

(♿ Wheelchair accessible)

DRIVING DIRECTIONS TO THE EXECUTIVE HOTEL:

From BC Ferry Terminal (Tsawwassen)

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

From Vancouver International Airport

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

From the East

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

TAKING TRANSIT TO THE EXECUTIVE HOTEL:

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

BIKING TO THE EXECUTIVE HOTEL:

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

EXECUTIVE HOTEL & CONFERENCE CENTRE

4201 Lougheed Hwy, Burnaby, BC

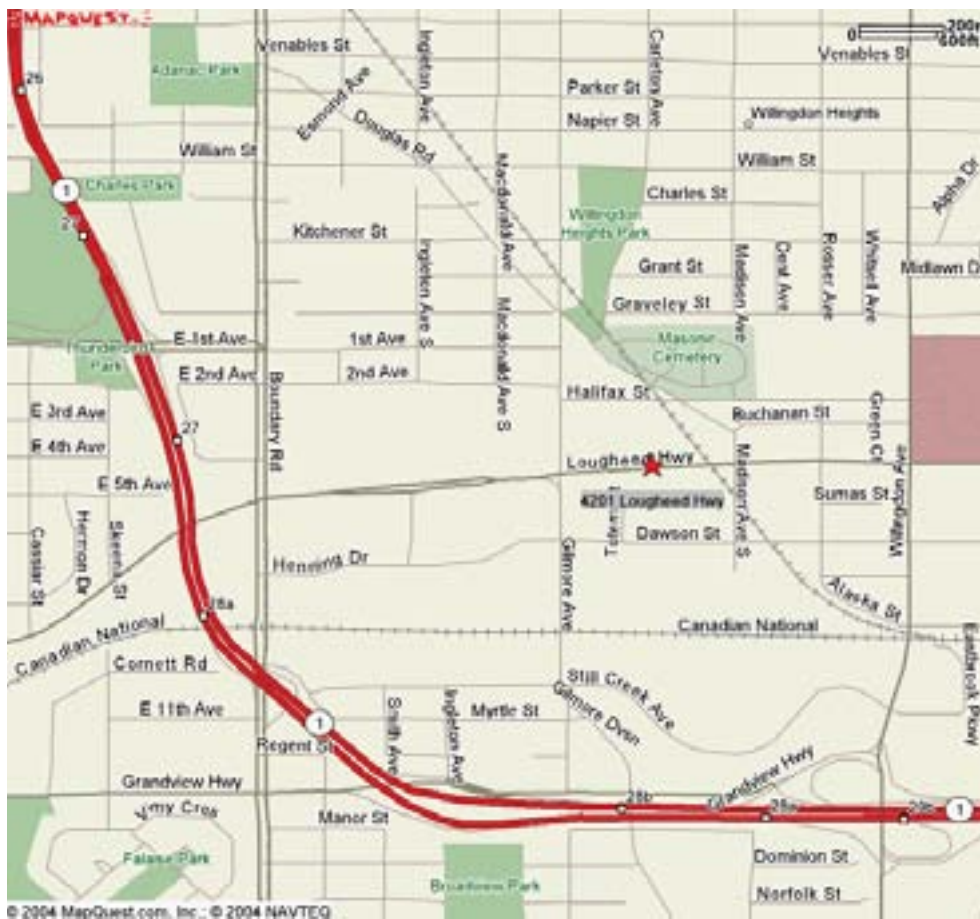
(♿ Wheelchair accessible)



PARKING

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

Detailed Map:



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



Co-operative Housing Federation of BC

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

www.chf.bc.ca

**Semi-Annual General Meeting
Saturday, May 3, 2014
Burnaby, BC**

AGENDA

9:15 a.m. Registration opens

9:45 a.m. Orientation for delegates

10:30 a.m. Business Meeting

1. Call to order, establishment of quorum
2. Introduction of directors, guests and staff
3. Appointment of chairperson
4. Explanation of meeting procedures
5. Approval of agenda
6. Approval of AGM minutes (November 30, 2013)
7. CHF BC Scholarship Fund awards
8. Business arising from the minutes
9. CHF Canada report

12:15 p.m. Lunch and Networking

1:15 p.m. Prize Draws

1:30 p.m. 10. Member Forum

Our vision of a thriving and prosperous future for housing co-ops and the co-op housing sector

11. 2014 – 2015 budget and membership dues
12. Other business
13. Announcements

4:00 p.m. Close of Meeting



MINUTES OF THE ANNUAL GENERAL MEETING
November 30, 2013
BURNABY, BC

Delegates	49
Alternates	11
Observers	55

Total Registered	115

1. Call to Order

President Isabel Evans called the meeting to order at 10:30 a.m. Executive director Thom Armstrong confirmed that quorum was present. The president introduced the CHF BC board and several invited guests. The executive director introduced Federation staff.

2. Appointment of Chairperson

M/S/C Juniper/Twin Rainbows

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

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

3. Approval of Agenda

M/S/C Pine Ridge/Delta Green

THAT the agenda be adopted as circulated.

4. Approval of Minutes

M/S/C De Cosmos Village/Delta Green

THAT the minutes of the semi-annual general meeting of May 4, 2013 be approved as circulated.

5. Business Arising from the Minutes

Executive director Thom Armstrong provided members with an update on two outstanding issues: co-op mergers and co-op lease renewals.

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

6. Nominating Committee Report

Director Yuri Artibise reviewed the election procedures. He announced that the five candidates nominated for five vacant board positions and the one candidate nominated for the vacant finance committee position would be declared elected by acclamation later in the meeting.

Artibise advised delegates that Patty Shaw and Art Farquharson had been elected to serve as Vancouver Island Directors at the Vancouver Island Council meeting held on October 16, 2013.

7. Report from the Board of Directors

President Isabel Evans introduced the report from the board and referred members to the written report included in their delegate handbooks.

Evans announced the extension of the existing partnership agreement with Trail Appliances. Director Art Farquharson then announced a new three year partnership with BFI Waste Management at reduced rates to mainland members.

Director Alana van Dam unveiled the new Model Rules 2.0 and executive director Thom Armstrong acknowledged the contributions made by members, management companies, legal advisors and staff to the successful completion of the new model.

M/S/C Kinross Creek/Pine Ridge

THAT the report from the Board of Directors be received.

8. Auditors' Report and Audited Financial Statements

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

Treasurer Lisa Berting presented highlights of the financial statements for the year ending July 31, 2013. She reported that the Federation had finished the year with a surplus for the eleventh consecutive year.

M/S/C Killarney Gardens/Quebec Manor

THAT the auditors' report and audited financial statements for year ending July 31, 2013 be received.

The Treasurer then described the process implemented to receive and review proposals from qualified companies to provide audit services to CHF BC. She announced that, following a careful review by the finance committee, the board was pleased to recommend the reappointment of Grant Thornton as CHF BC's auditors.

M/S/C Community Housing Land Trust Foundation/Bounty

THAT Grant Thornton be appointed to serve as CHF BC's auditor for the fiscal year ending July 31, 2014.

9. CHF Canada Report

Anne Davidson, Karla Skoutajan, and Nicholas Gazzard reported on recent developments at the national federation. Highlights included an update on efforts to support co-ops affected by the flooding in Calgary, national lobby activities, CHF Canada's youth engagement strategy, and a report on the international co-op housing environment.

10. Member Forum (Tackling the Future)

Delegates received a presentation on the challenges facing the co-op housing movement and CHF BC's efforts to address those challenges. Issues included the campaign to replace expiring federal subsidies for low-income members, aging in place, asset management and refinancing, new co-op development and the challenge of scale at the co-op and sector levels.

Delegates then participated in an exercise to identify and address the challenges facing housing co-ops and the co-op housing movement.

11. Resolutions

Resolution #1: A New Mission Statement for CHF BC

M/S/C Cameo/China Creek

THAT the members of CHF BC approve the following as the Federation's mission statement: *Our mission is to unite, represent and serve our members in a thriving co-operative housing movement.*

Resolution #2: Tackling Change

M/S/C Twin Rainbows/Domego

THAT CHF BC work to unite, represent and serve its members in a thriving co-operative housing movement by continuing its efforts to:

- Engage members and other partners in a forceful and effective campaign to persuade the province to replace expiring federal subsidies with a rent supplement program for low-income co-op members;
- Support co-ops' long-term viability by encouraging members to access comprehensive asset management planning services and the financing they need;
- Advocate concrete measures to help seniors living in co-ops age in place with dignity in the communities they call home;
- Pursue the development of new housing co-ops and the repair or redevelopment of existing co-ops to preserve and expand the co-op housing movement;

AND THAT the CHF BC board report back to the next meeting of members with an update on its progress toward these objectives and recommendations for further action as required.

Resolution #3: Tackling Scale

M/S/C De Cosmos Village/Juniper

THAT CHF BC actively seek new opportunities for housing co-ops to increase the scale of their assets to more effectively meet the challenges of the future;

AND THAT CHF BC engage other federations of housing co-ops, including CHF Canada, in a dialogue to explore how we might develop our scale and capacities to more effectively serve the present and evolving needs of our members;

AND THAT the CHF BC board report back to the next meeting of members with an update on its progress toward these objectives and recommendations for further action as required.

12. Election Forum

Director Yuri Artibise presented the candidates for five at-large positions on the CHF BC board. Those nominated and elected by acclamation were: Manon Bertrand (Brambles), Eddie Sabile (Killarney Gardens), Fred Silvergieter (Fraserview), Amanda Skillin (Delta Green) and Linda Woyce (Domego).

Artibise also presented the nomination and acclamation of Deena Szostak (Kinross Creek) to the finance committee.

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

13. Rooftops Presentation

Rooftops director Scott Jackson provided members with an update on Rooftops development initiatives in Africa.

14. Other Business

Retiring directors Alana van Dam and Jane MacDermot were recognized for their dedicated service to the members of CHF BC.

Finance committee member Derek Darling was also recognized for his service to the members of CHF BC.

15. Announcements

The Chair announced upcoming Federation meetings and other events.

16. Close of Meeting

There being no further business to conduct, the chairperson declared the meeting closed at 4:30 p.m. on November 30, 2013.

CERTIFIED to be a true copy of the minutes of the Annual General Meeting of the Co-operative Housing Federation of British Columbia held in the City of Burnaby on November 30, 2013.

Chairperson

Recording Secretary

CHF BC BUDGET AND DUES RESOLUTION

WE RESOLVE:

1. **THAT** the attached operating budget for the fiscal year ending July 31, 2015 be approved;
2. **AND THAT** membership dues for occupied housing co-operatives in the fiscal year ending July 31, 2015 be increased to \$3.80 per unit per month (from their current level of \$3.70 per unit per month).

BACKGROUND:

1. CHF BC is committed to delivering programs and services of the highest quality to its members. The priorities recently adopted by the Board of Directors will build on those commitments and chart a course toward a thriving and prosperous future for housing co-ops and the co-operative housing movement. A copy of our priorities for the coming year is attached.
2. In looking to the coming year, the board has put together an ambitious plan to serve our members more effectively than ever. We will focus staff and other resources on the critical issues that matter most to our members: protecting low-income members by securing a provincial rent supplement program as federal operating agreements end; delivering a full program of asset management and refinancing services for co-ops that need to reinvest in their homes; and completing the rollout of Model Rules 2.0. We will also deploy our Land Trust to pursue an active strategy of co-op development and redevelopment. All of this will require a renewed effort to engage co-ops and co-op members more fully in our vision, and we will invest in a communications strategy to accomplish that.
3. A plan this ambitious needs resources to support it, so we are also proposing a very modest increase in our membership dues so that we can cover our costs in the coming year. Resources in the current year are stretched to the limit, and we will need to work together to develop the additional capacity we need to unite, represent and serve our members, not just now but in the coming years.
4. The proposed 10 cents 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. Dues for other membership classes will remain the same.
5. The attached budget document includes three columns: the budget approved for the current year ending July 31, 2014; revenue and expense projections to the end of the current year; and the budget proposed for next year (August 1, 2014 to July 31, 2015).
6. The Board of Directors and the Finance Committee unanimously recommend this budget and schedule of membership dues to the members for adoption.
7. Members can find more detail on the proposed budget in the attached Budget Notes.



Our Top Priorities for 2014-2015

To help CHF BC's members prepare for a thriving and prosperous future, our top priorities in the year ending July 31, 2015 will be to:

- Deliver a full program of timely, comprehensive, cost-effective asset management planning and refinancing services to member co-ops
- Secure provincial funding for a rent supplement program to assist low-income co-op members after federal operating agreements end, and support a national campaign to obtain long-term financial commitments from the federal government to share the cost of that assistance
- Complete the rollout of Model Rules 2.0 and provide the support our members need to adopt and implement new rules to serve their future governance needs
- Begin construction of a new housing co-op on City-owned lands in partnership with the Community Housing Land Trust Foundation, and build the capacity of the Land Trust to secure co-op assets for the future and pursue an active strategy of co-op development and redevelopment
- 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

Co-operative Housing Federation of BC

PROPOSED BUDGET

2014 - 2015

	2013-2014 APPROVED BUDGET	2013-2014 PROJECTED ACTUAL	2014-2015 PROPOSED BUDGET
REVENUE			
ADMINISTRATION			
Membership Dues	572,400	575,000	592,000
Other	280,700	324,000	324,700
ADMINISTRATION SUB-TOTAL	<u>853,100</u>	<u>899,000</u>	<u>916,700</u>
EDUCATION PROGRAM	108,000	106,500	114,000
COMMUNICATIONS PROGRAM	17,500	10,300	17,900
COMMERCIAL SERVICES			
Group Buying Program	147,000	175,700	216,200
Investment Programs	225,000	253,000	255,000
COMMERCIAL SERVICES SUB-TOTAL	<u>372,000</u>	<u>428,700</u>	<u>471,200</u>
REFINANCING PROGRAM	-	75,000	175,000
TOTAL REVENUE	<u><u>1,350,600</u></u>	<u><u>1,519,500</u></u>	<u><u>1,694,800</u></u>
EXPENSE			
GOVERNANCE	52,600	57,200	69,000
ADMINISTRATION			
Staffing	842,700	860,600	924,000
Office & Equipment	138,000	138,500	148,500
Other	137,200	200,300	197,600
ADMINISTRATION SUB-TOTAL	<u>1,117,900</u>	<u>1,199,400</u>	<u>1,270,100</u>
EDUCATION PROGRAM	103,200	102,300	112,700
COMMUNICATIONS PROGRAM	70,400	56,000	62,500
COMMERCIAL SERVICES	1,500	1,500	3,500
REFINANCING PROGRAM	-	103,100	177,000
TOTAL EXPENSE	<u><u>1,345,600</u></u>	<u><u>1,519,500</u></u>	<u><u>1,694,800</u></u>
NET INCOME (DEFICIT)	5,000	-	-

BUDGET NOTES

for the fiscal year ending July 31, 2015

The proposed budget covers the fiscal year **August 1, 2014** to **July 31, 2015**. On the same page you can see what we budgeted for the current year ending July 31, 2014 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 **\$3.70 to \$3.80** 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 **12,895** co-op units. Dues for Class B and C members will remain the same at **\$325** per year. Member dues represent the Federation's single biggest 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.

In the current year this line includes a significant transfer from the Research and Development Fund on the balance sheet to cover the cost of activities undertaken to represent and serve our members. In the coming year we will increase the management fees charged to related organizations in addition to the increase in membership dues in the hope of avoiding another transfer from reserves. This line also includes a contribution from CHF Canada to our "You Hold the Key" campaign to win a provincial rent supplement program as federal rent assistance comes to an end for many housing co-ops.

Education Program revenue will increase by a modest amount next year as we deliver more services designed to help members adopt and implement the new Model Rules 2.0. We will continue to focus on the 2020 Vision program and develop more tools to support our members' efforts to achieve the highest standards of sound management, good governance and principled leadership. We will be counting on consistently strong take-up in education conference registrations and other workshops throughout the year to meet this revenue target.

Communications Program revenue is expected to return to more typical levels as we resume our twice-yearly SCOOP publication schedule.

Revenue from the **Group Buying Program** (flooring, appliances, waste collection, maintenance supplies, cabinets and countertops) will finish ahead of budget this year based on more take up in a majority of the programs, especially the flooring service. The significant increase in group buying revenue shown in the budget for next year is based on the expectation of revenue from a new program: the bulk buying of television and internet services for co-op members.

The budget assumes that **Investment Program** revenue will remain the same. This is based on the expectation that average deposit levels in the **CHIP** program will remain constant and that interest rates will increase only marginally, if at all.

There is new revenue shown in the current year and in the budget for next year based on changes introduced in the **Asset Management and Refinancing Program**. CHF BC is now providing the service directly to members and collecting the related fees, which we estimate to be **\$175,000** in the coming year.

Overall, we expect that total revenue earned next year will be **\$1,694,800**. This represents an increase of **\$175,300 (11.5%)** over our current year projections. This is due primarily to the introduction of new programs and services and an increase in membership dues.

EXPENSE

Governance expenses will increase by **\$11,800** next year. This will be just enough to cover the additional cost of meetings for both members and directors, support our activities related to youth, diversity and aging in place, and send representatives to the bi-annual conference of federations organized by CHF Canada.

Staffing expenses will be **\$63,400** higher next year. This is due to a combination of factors: the addition of one position to staff the Asset Management and Refinancing program, the reclassification of one position, the incremental cost of seniority adjustments under the collective agreement, and an allowance for the renewal of the collective agreement between CHF BC and Unifor Local 3000 on August 1, 2014.

Office and Equipment expenses will increase by **\$10,000** next year. This is due to increased rent in both Vancouver and Victoria premises and upgrades to the office computer network.

Other Administration expenses will drop slightly after a substantial increase in the current year to account for a higher amortization expense triggered by last year's investment in leasehold improvements and the cost of the "You Hold the Key" campaign to protect low-income co-op members as federal rent assistance comes to an end.

Education Program expenses will increase by **\$10,400** as we contract for additional consulting work and develop new resources to support Model Rules 2.0. The increase is almost entirely offset by related increases in revenue.

Communications Program expenses will increase by **\$6,500**, but this is a return to a more typical level of communication expenses. The current year projections include the cost of one SCOOP issue instead of two. We will publish two issues next year.

Commercial Services expenses include an additional allowance to promote the new program for the bulk buying of television and internet services for co-op members.

The **Asset Management and Refinancing Program** will require additional consulting and administrative support, and these expenses are budgeted separately. We expect the program to cost **\$177,000** to deliver next year in addition to the full-time position accounted for under Staffing expenses.

Overall, expenses will increase next year by **\$175,300** to **\$1,694,800** for the reasons described above. The entire increase is offset by increased revenue.

The **net result** of our efforts next year will be a break-even operation. This eliminates the very small margin of error we typically build into our budgets, but these are challenging times and our resources are stretched to the limit. While we are confident that the revenue and expense assumptions in the budget are achievable, we will all have to be engaged in the effort to sustain 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.

Prizes

Free



Family-friendly

Games

Burgers, hot dogs, drinks

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

CO-OP HOUSING SUMMER BBQ

SATURDAY, July 5th, 12:00 p.m. - 3:00 p.m.
at the south end of **TROUT LAKE PARK**
under the covered picnic area

RSVP by June 27 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.



Co-operative Housing Federation of BC

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

www.chf.bc.ca

**DELEGATE'S REPORT
SEMI-ANNUAL GENERAL MEETING
SATURDAY MAY 3, 2014**

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 - 2014 Semi-Annual General Meeting

INTRODUCTION:

President Isabel Evans called the Semi-Annual General Meeting of the Co-operative Housing Federation of BC to order at 10:30 a.m. on Saturday, May 3, 2014 at the Executive Hotel and Conference Centre, Burnaby.

SPEAKERS AND REPORTS

- Introduction of directors, guests and staff
- CHF BC Scholarship Fund awards

- Business arising from the minutes of the AGM of November 30, 2013

New Mission

You Hold the Key Campaign update

Asset Management Planning and Refinancing

Aging in Place

New co-op development

Scale: housing co-ops

Scale: sector

- CHF Canada Report
- Member Forum—*Our vision of a thriving and prosperous future for housing co-ops and the co-op housing sector*
- 2014-2015 budget and membership dues
- Other business
- Announcements and upcoming events
- Close of meeting
- Attendance: Delegates ____ Alternates____ Observers____ Total ____

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

MAIN MOTION

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

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

TO AMEND

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

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

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

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

TO REFER

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

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

TO CLOSE DEBATE

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

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

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

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

TO TABLE

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

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

TO WITHDRAW

Purpose: To withdraw any motion under consideration.

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

TO APPEAL

Purpose: To appeal a decision of the chair.

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

POINT OF ORDER

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

POINT OF PRIVILEGE

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

TO CLOSE

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

TO ADJOURN

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

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

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

TO RECONSIDER

Purpose: To reconsider the vote on the main motion.

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

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

TO RESCIND

Purpose: To cancel a main motion.

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

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

Date Approved/Amended: June 7, 2010

Approved by: Board of Directors

Subject: Delegates

Delegate Job Description

Responsibilities

- a) Represent your co-op at the annual general meeting in the fall and the semi-annual general meeting in the spring.
- b) Represent your co-op at delegate forums held at CHF BC's Vancouver office or at Vancouver Island council meetings held in Victoria.
- c) Keep informed by reviewing the minutes of CHF BC meetings and other information sent to you, and by checking the website at www.chf.bc.ca.
- 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.

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.



Cabinets and countertops

For all of your cabinet and countertop replacement needs, for melamine, laminate, thermafoil or solid wood, for a handful of units or a complete co-op replacement.

KBCC Home Improvement

Maintenance and repair supplies

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



Waste collection and recycling

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

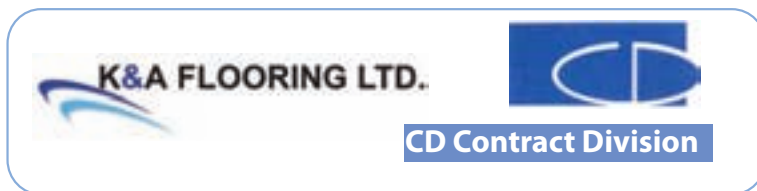


Alpine Group offers similar waste and recycling collection services for members on Vancouver Island.



Flooring products and installations

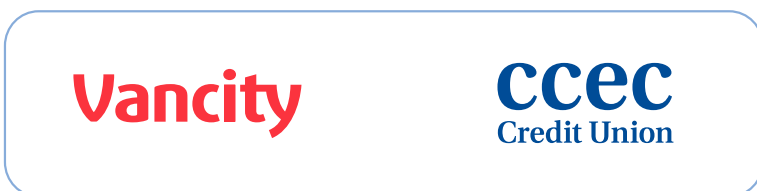
Our Core Product group includes a wide range of quality residential and commercial carpet, vinyl, tiles and laminate flooring products. Our flooring partners purchase large quantities directly from the manufacturer. The savings mean preferential prices for CHF BC members.



Mainland

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 on our group buying partners and programs

CHF Canada and The Co-operators: Co-operation works



CHF Canada and The Co-operators are celebrating the International Year of Co-operatives. For more than 30 years, we have worked together to provide housing co-op members with exceptional insurance programs tailored just for housing co-ops. That's co-operation among co-operatives.

We provide the best value in commercial insurance to almost 900 housing co-operatives like yours. You can count on reliable claims service, free risk management advice and excellent insurance coverage for CHF Canada members.

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



Co-operative Housing
Federation of Canada



20
VISION
20

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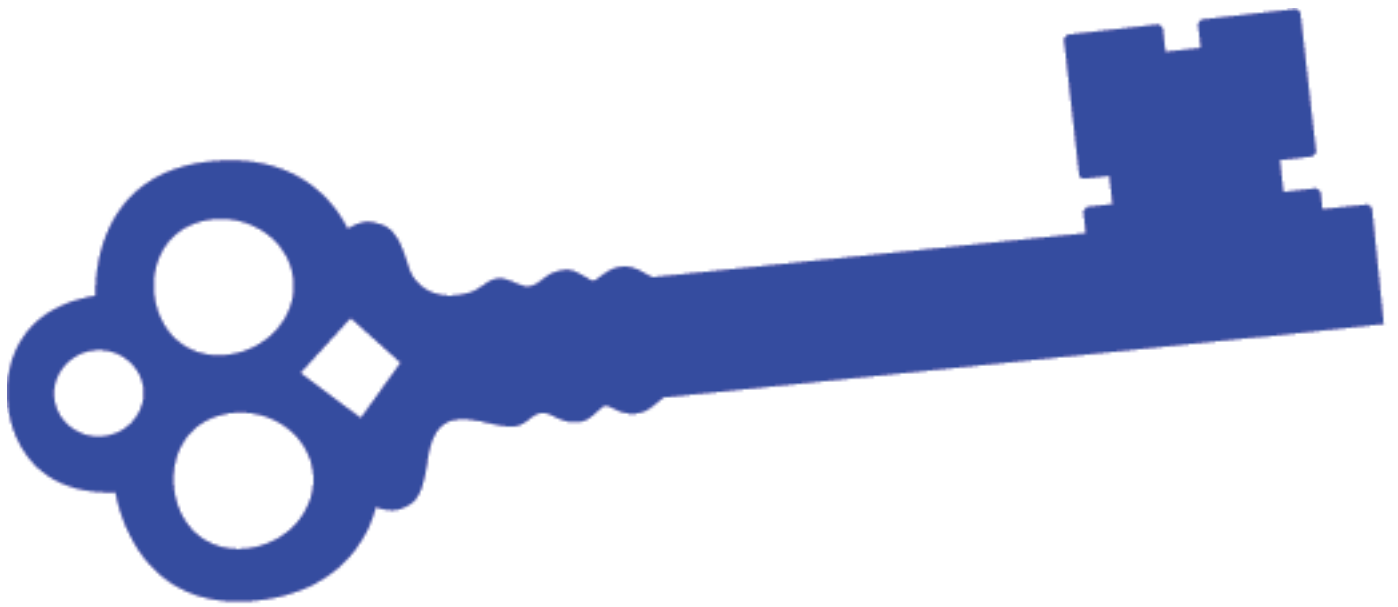
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YOU

HOLD THE KEY

FIX THE CO-OP HOUSING CRUNCH



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