

Co-operative Housing Federation of BC

Semi-Annual General Meeting

May 7, 2016

Executive Hotel and Conference Centre
4201 Lougheed Highway, Burnaby



Delegate handbook



Thank you to our sponsors



Today's lunch is sponsored by our mainland group buying partners in waste removal/recycling and flooring.



This morning's coffee and snacks are sponsored by our group buying partners in home appliances and our mainland cabinets and countertops partners.

A watercolor illustration of a village scene. In the foreground, there are several houses with dark roofs and white outlines. Behind them are rolling hills in shades of green, yellow, and blue. A bright yellow sun is visible in the upper left corner.

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 2016 SEMI-ANNUAL GENERAL MEETING

DATE: Saturday, May 7, 2016

REGISTRATION: Opens at 8:45 a.m.

CHF CANADA AGM FORUM: 9:00 a.m.

CHF BC 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 2016-2017 budget and membership dues
- CHF BC scholarship awards
- Update on You Hold the Key Campaign and the federal budget announcement
- Planning for a thriving and prosperous future for housing co-ops and the co-op housing sector

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.

Visit chf.bc.ca/events 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

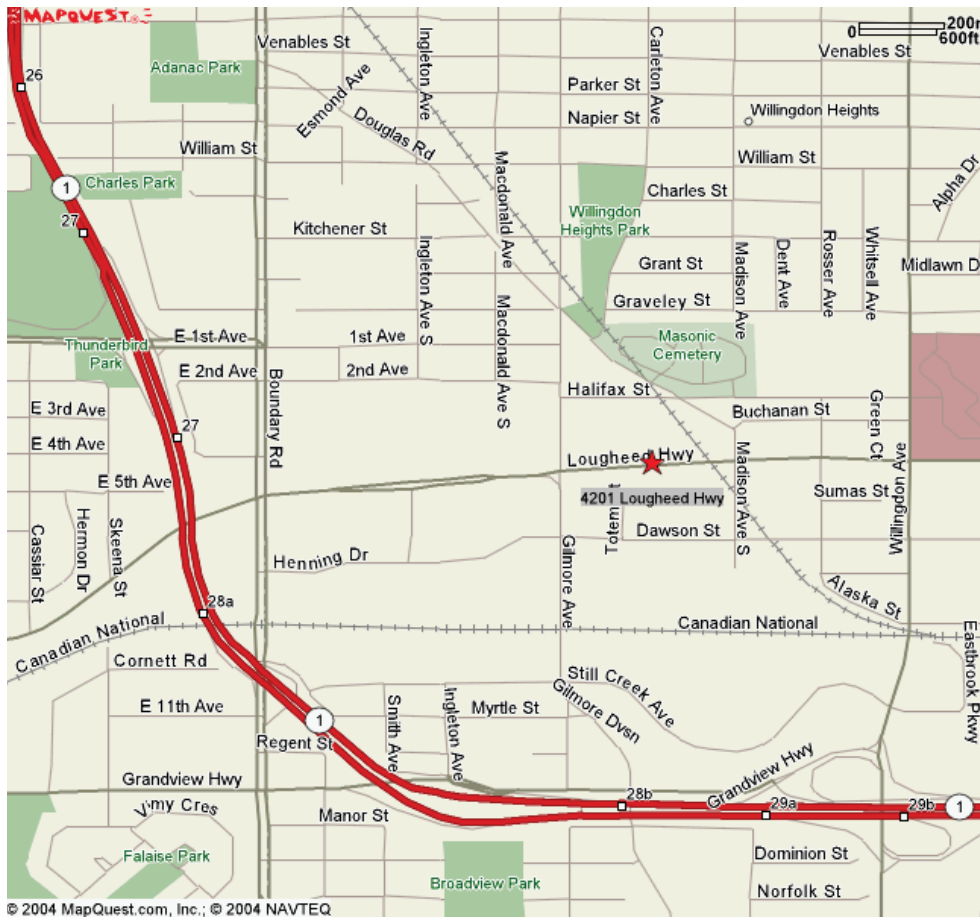
(♿ Wheelchair accessible)



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 7, 2016
Burnaby, BC**

AGENDA

- 8:45 a.m. Registration opens**
- 9:00 a.m. CHF Canada AGM forum**
- 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 28, 2015)
 7. Business arising from the minutes
 8. CHF BC Scholarship Fund awards
 9. CHF BC board report
 10. CHF Canada report
- 12:00 p.m. Lunch and Networking**
- 1:00 p.m. Prize Draws**
- 1:15 p.m.**
11. Member Forum
The Challenge of Change
 12. 2016 – 2017 budget and membership dues
 13. Resolutions
 14. Presentation (Rooftops Canada)
 15. Other business
 16. Announcements
- 4:00 p.m. Close of Meeting**



MINUTES OF THE ANNUAL GENERAL MEETING

November 28, 2015

BURNABY, BC

Delegates	63
Alternates	22
Observers	65

Total Registered	150

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. Directors, guests and staff were introduced.

2. Appointment of Chairperson

M/S/C Kinross Creek/La Petite Maison

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

The chair acknowledged that today's 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 The Manor/Hillside Place

THAT the agenda be adopted as circulated.

4. Approval of Minutes

M/S/C Lore Krill/False Creek

THAT the minutes of the semi-annual general meeting of May 2, 2015 be approved as circulated.

5. Business Arising from the Minutes

Protecting Housing Co-ops on Leased Land

Members adopted a resolution at the 2015 SAGM declaring their support for housing co-ops on leased land. CHF BC has been active in working with co-ops on land leased from the City of Vancouver, other municipalities and private owners such as pension funds. This work will continue until co-ops enjoy adequate security of tenure on their land and the ability to plan properly for their future.

The Chair advised that all other business arising was covered in some manner on the agenda as adopted.

6. Nominating Committee Report

Cassia Kantrow, director and chair of the nominating committee, reviewed the election procedures. She announced vacancies for five at-large directors and one Finance Committee member.

There were eight candidates nominated for five vacant board positions. Kantrow confirmed that five directors would be elected for two-year terms. She then reviewed the election procedures including the planned election forum for candidates.

Kantrow advised delegates that Patty Shaw had been elected to serve a two-year term as a Vancouver Island Director at the Vancouver Island Council meeting held on October 14, 2015.

At the close of nominations there was one declared candidate for the Finance Committee. Alana van Dam from Kinross Creek will be declared elected by acclamation.

7. 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.

The board's priorities for 2014/2015 included the development of asset management planning and refinancing services, the You Hold the Key campaign, Model Rules 2.0, member communications and getting BC's newest housing co-op started.

Members continue to participate in our education program and the group buying program is more popular than ever. During the year members purchased more than \$3.6M of goods and services through the various programs.

M/S/C Paloma/Killarney Gardens

THAT the report from the Board of Directors be received.

8. Auditors' Report and Audited Financial Statements

Treasurer Larisa Gorodetsky directed members 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, 2015.

M/S/C Juniper/China Creek

THAT the auditors' report and audited financial statements for the year ending July 31, 2015 be received.

M/S/C False Creek/Ford Road

THAT Grant Thornton be appointed to serve as CHF BC's auditor for the fiscal year ending July 31, 2016.

9. News of the Day

Director Amanda Skillin introduced "News of the Day" to provide members with an update on the most significant activities being pursued by the CHF BC board and staff.

President Patty Shaw and CHF Canada President Anne Davidson gave a report on the partnership forged by both federations in the You Hold the Key campaign to respond to the expiry of federal program operating agreements.

Directors Art Farquharson and Manon Bertrand reported on the aging in place survey results and the recommendations coming out of that report.

Director Lorien Quattrocchi reported on the refinancing and renewal program. The program has helped deliver more than \$10M in financing to co-ops to help them achieve their goals.

Director David Lach reported on Encasa Financial Inc., which CHF BC owns in partnership with CHF Canada, BC Non-Profit Housing Association and Housing Services Corporation of Ontario.

Director Yuri Artibise reported on co-op development and redevelopment activities. He also introduced Tiffany Duzita, the director of development for the Community Land Trust Foundation of British Columbia.

Director Eddie Sabile announced the Federation's new partnership with Telus to provide deeply discounted HDTV, high-speed internet and home telephone services to members of housing co-ops in British Columbia. Jaime Brice, representing Telus, assisted in the launch of the new program.

10. Special Announcement

Fire struck three member housing co-ops this year. Staff thanked management companies, CHF Canada and members who supported these co-ops and provided details on the donation drive held by the City of Port Moody to support the displaced families at Mountain View Housing Co-op.

11. CHF Canada Report

Nicholas Gazzard, Karla Skoutajan and Nick Sidor reported on recent developments at the national federation.

12. Member Forum (Enterprising Housing Co-ops)

Delegates participated in group and plenary discussions designed to highlight how co-ops might use the power of the co-op enterprise model to support their communities.

13. Election Forum

- a) Board of Directors: Cassia Kantrow, director and chair of the nominating committee, presented the candidates for five at-large positions on the CHF BC board and then chaired an election forum during which the candidates spoke to delegates and responded to their questions.

The following candidates were nominated: Terry Berting (Misty Ridge); Lawrence Boxall (Juniper); Rider Cooley (False Creek); Lorian Quattrocchi (Paloma); Thomas Robson (Lore Krill); Eddie Sabile (Killarney Gardens); Charles Sandor (Ford Road) and Amanda Skillin (Delta Green).

Following the counting of ballots, the following were declared elected for a two-year term: Lorian Quattrocchi, Thomas Robson, Eddie Sabile, Charles Sandor and Amanda Skillin.

- b) Finance Committee: There was one declared candidate for the available finance committee position. Alana van Dam from Kinross Creek was declared elected by acclamation.

M/S/C Lakewood Terrace/Twin Rainbows

THAT the election ballots be destroyed.

14. Rooftops Presentation

Scott Jackson, representing the Rooftops Canada Foundation board, provided members with an update on Rooftops international development initiatives.

15. Other Business

CHF Canada director Anne Davidson advised attendees that UNIFOR has agreed to contribute \$2,500 annually to CHF BC's scholarship fund.

Retiring directors Manon Bertrand and Fred Silvergieter were recognized for their dedicated service to the members of CHF BC.

Retiring finance committee member Deena Szostak was also recognized for her service to the members of CHF BC.

16. Announcements

The Chair announced upcoming Federation meetings and other events.

17. Close of Meeting

There being no further business to conduct, the chairperson declared the meeting closed at 4:05 p.m. on November 28, 2015.

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 28, 2015.

Chairperson

Recording Secretary

CHF BC BUDGET AND DUES RESOLUTION

WE RESOLVE:

1. **THAT** the attached operating budget for the fiscal year ending July 31, 2017 be approved;
2. **AND 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).

BACKGROUND:

1. CHF BC is committed to delivering a wide range of proactive and responsive services of the highest quality to its members. The priorities recently adopted by the Board of Directors will guide our efforts in support of 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. The CHF BC board has put together an ambitious plan to serve our members more effectively than ever. Investing in a robust communications strategy to engage co-ops and co-op members more fully in our vision and activities as we move forward will be a top priority. We will also focus staff and other resources on the critical issues that matter most to our members, including:
 - a) delivering a full program of supports and services to meet the operational needs of housing co-ops exiting their federal program operating agreements;
 - b) protecting co-op assets by negotiating fair and reasonable terms for land lease extensions and promoting long-term asset management planning;
 - c) expanding co-op assets by providing opportunities for co-op development and redevelopment through our community land trusts.
3. The budget includes a plan to cover the increased cost of delivering the services our members rely on through a combination of new revenue-generating programs and services and a very modest increase in our membership dues.
4. 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 \$65 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.
5. The attached budget document includes three columns: the budget approved for the current year ending July 31, 2016; revenue and expense projections to the end of the current year; and the budget proposed for next year (August 1, 2016 to July 31, 2017).
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. We also welcome questions from delegates before or at the semi-annual general meeting.

Co-operative Housing Federation of BC

PROPOSED BUDGET

2016 - 2017

	2015-2016 APPROVED BUDGET	2015-2016 PROJECTED ACTUAL	2016-2017 PROPOSED BUDGET
REVENUE			
ADMINISTRATION			
Membership Dues	615,200	612,000	640,000
Other	340,900	359,800	378,800
ADMINISTRATION SUB-TOTAL	<u>956,100</u>	<u>971,800</u>	<u>1,018,800</u>
EDUCATION PROGRAM	116,000	100,700	110,000
COMMUNICATIONS PROGRAM	10,000	7,500	15,000
COMMERCIAL SERVICES			
Group Buying Program	235,000	238,000	356,000
Investment Programs	265,000	298,000	295,000
COMMERCIAL SERVICES SUB-TOTAL	<u>500,000</u>	<u>536,000</u>	<u>651,000</u>
REFINANCING PROGRAM	335,000	335,000	400,000
TOTAL REVENUE	<u>1,917,100</u>	<u>1,951,000</u>	<u>2,194,800</u>
EXPENSE			
GOVERNANCE	78,700	99,100	107,500
ADMINISTRATION			
Staffing	947,500	992,500	1,177,900
Operations	297,000	314,200	331,500
Outreach and Program Development	87,300	125,000	73,800
ADMINISTRATION SUB-TOTAL	<u>1,331,800</u>	<u>1,431,700</u>	<u>1,583,200</u>
EDUCATION PROGRAM	125,800	101,300	112,400
COMMUNICATIONS PROGRAM	116,000	74,500	68,300
COMMERCIAL SERVICES	5,000	8,000	7,000
REFINANCING PROGRAM	255,000	272,000	314,000
TOTAL EXPENSE	<u>1,912,300</u>	<u>1,986,600</u>	<u>2,192,400</u>
NET INCOME (DEFICIT)	4,800	-35,600	2,400

BUDGET NOTES

for the fiscal year ending July 31, 2017

The proposed budget covers the fiscal year **August 1, 2016** to **July 31, 2017**. On the same page you can see what we budgeted for the current year ending July 31, 2016 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 **\$3.90 to \$4.00** per unit per month for occupied housing co-ops. This is in line with past dues increases. It will add about **\$65** 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 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, salary recoveries and grants for specific projects such as Aging in Place research.

Education Program revenue is expected to remain at typical levels 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 broader 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 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.

Revenue from the **Group Buying Program** (flooring, appliances, waste collection, maintenance supplies, cabinets and countertops, and – most recently – telecom services) will increase dramatically 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 **Asset Management/Refinancing Program** continues to perform strongly. Member co-ops are signing up to take advantage of this program in great numbers, and this is reflected in both the current year projections and in the budget for next year.

Overall, we expect that total revenue earned next year will be **\$2,194,800**. This represents an increase of **\$243,800 (12.5%)** 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 youth and aging in place, and our participation in the national co-op housing movement. The budget will increase by just over 8% 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 expenses will be **\$185,400** higher next year. The increase is due in part to the incremental cost of seniority adjustments and cost-of-living increases provided under the collective agreement between CHF BC and Unifor Local 3000. The agreement was renewed on August 1, 2014 and 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 to provide support and coordination to the new telecom program and to increase communication and engagement with our growing membership.

Operations expenses will increase by just over **\$17,000** next year, primarily to fund an investment in additional information technology and rent increases in both Vancouver and Victoria offices.

Outreach and Program Development expenses will drop by more than **\$51,000** next year. This is primarily due to lower spending in government relations and research/development. Expenses related to a demographic survey of housing co-op members (covered by an external grant) will not be repeated, and we expect the ***You Hold the Key*** campaign and related expenses to wind down as federal budget commitments are implemented and negotiations with the provincial government are concluded. Some research and development expenses will also be relocated to the newest community land trust.

Education Program expenses will increase by **\$11,000** to reflect a modest increase in the cost of adding more services geared to the needs of housing co-ops exiting their federal program operating agreements. The increase will be almost entirely offset by related increases in revenue.

Direct **Communications Program** expenses will drop by **\$6,000**, but an increased investment in communication-related activities will be realized in staffing and operations. This will provide 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.

Spending in the **Asset Management/Refinancing Program** will increase by **\$42,000** to accommodate an expansion of services to members.

Overall, expenses will increase next year by almost **\$206,000** to **\$2,192,400 (10.3%)** for the reasons described above.

The **net result** of our efforts next year will be a very small surplus of **\$2,400**. This is less than a typical margin of error for a budget of this size, so it would be reasonable to think of it as a break-even budget.

We are confident that the revenue and expense assumptions in the budget are achievable, but as always, we will be engaged in a determined 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.



Our Top Priorities for 2016-2017

Our top priorities in the year ending July 31, 2017 will be to:

- Develop and implement a communications strategy 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
- Deliver a full program of supports and services specifically geared to the operational needs of housing co-ops exiting their federal program operating agreements
- Protect and expand the assets of the co-op housing sector by helping co-ops negotiate fair and reasonable terms for lease extensions and implementing other strategies to promote security of tenure, affordability, sound asset management and growth, consistent with co-op principles and values
- Review and update the governance framework of CHF BC and related entities to support responsible oversight, skills recruitment and development, succession planning, risk management, and continuing growth across the full range of their operations

Prizes

Free



Family-friendly

Games

Burgers, hot dogs, drinks

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

CO-OP HOUSING SUMMER BBQ

SATURDAY, June 25, 12:00 p.m. - 3:00 p.m.
at the south end of **TROUT LAKE PARK**
under the covered picnic area

RSVP by **June 17** to 604.879.5111 ext. 140
or email members@chf.bc.ca

This event is sponsored by CHF BC and CHF Canada.



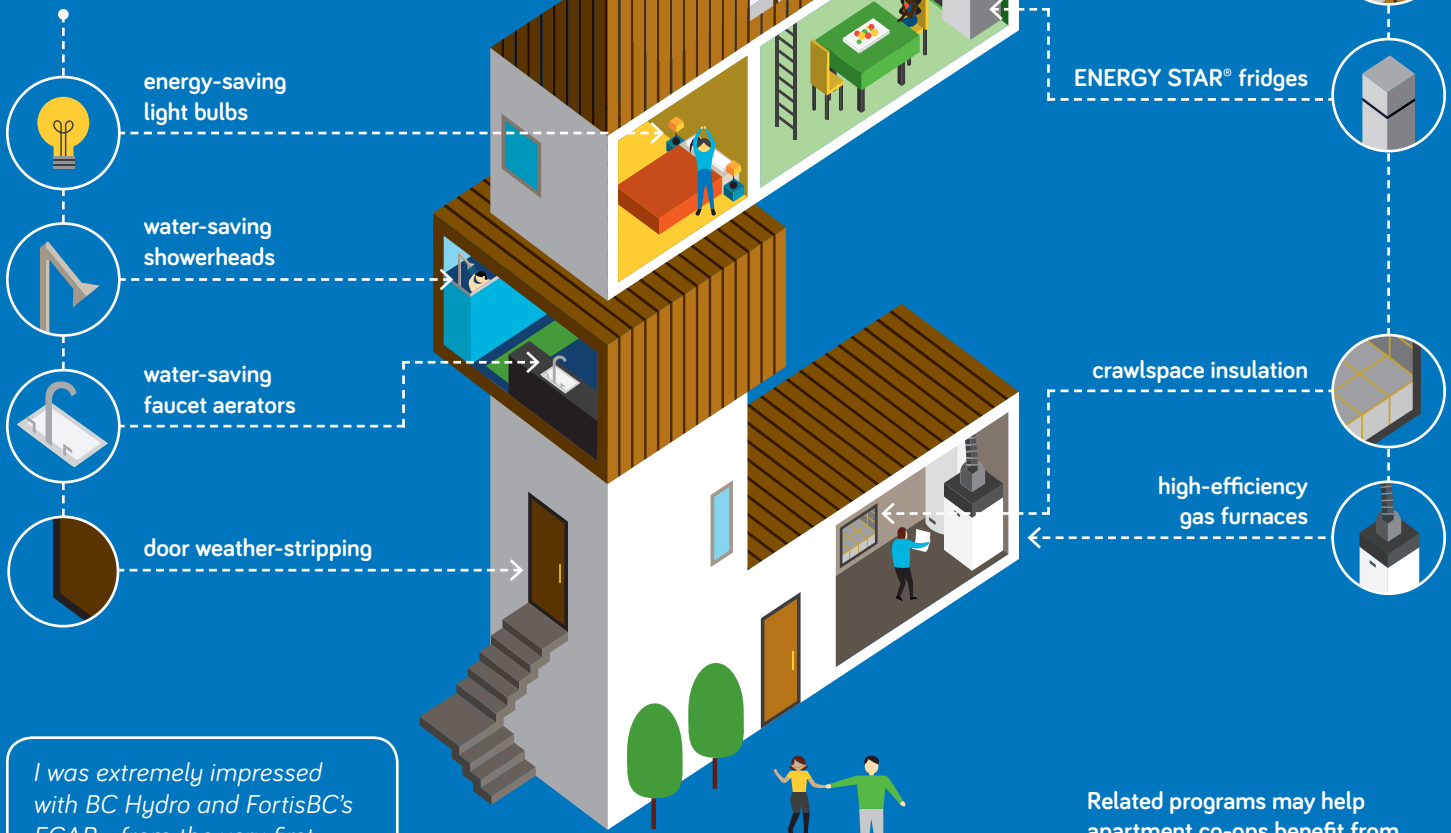
Free energy-saving upgrades for co-ops

Help your co-op save money and increase the comfort of your homes.

Townhome co-ops may even qualify for:

The Energy Conservation Assistance Program (ECAP)

provides members of qualified non-profit housing co-operatives with **FREE** home energy assessments and installations of energy-saving products, which may include:



I was extremely impressed with BC Hydro and FortisBC's ECAP... from the very first contact with the program, I felt that they cared and wanted to help our housing co-op.

Lisa,
Friendship Co-op

Related programs may help apartment co-ops benefit from high-efficiency boilers.

This offer is FREE and easy to take part in!

A trained evaluator will install the products and answer any energy efficiency questions you may have, saving you time and money, and increasing the comfort of your home. Get started today! Visit bchydro.com/ecap or call the approved ECAP contractor at 1-877-806-3242.

We're working together to help B.C. save energy.



Supports co-ops and co-op members to find ways to save energy and reduce waste.

CO-OPERATIVE HOUSING FEDERATION OF BC

POLICY MANUAL

SUBJECT	RESOLUTIONS PROCEDURE
DATE APPROVED OR AMENDED:	October 6, 2008
DATE REVIEWED:	
APPROVED BY:	Board of Directors
1. PURPOSE OF POLICY	a) To establish a procedure for the receipt and consideration of resolutions from members at annual and semi-annual meetings of the Federation.
2. POLICY	a) Any member organization (and only a member organization) may submit a resolution for consideration at a meeting of Federation members. b) 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 no 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. c) 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. d) 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. e) All resolutions submitted by the deadline will be placed before the members at the next members' meeting for discussion and decision. f) 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 resolution". g) 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.

SUBJECT	RESOLUTIONS PROCEDURE
3. PROCEDURES AND FORMS	



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 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 - 2016 Semi-Annual General Meeting

INTRODUCTION

President Patty Shaw called the Semi-Annual General Meeting of the Co-operative Housing Federation of BC to order at 10:30 a.m. on Saturday, May 7, 2016 at the Executive Hotel and Conference Centre, Burnaby.

SPEAKERS AND REPORTS

- Introduction of directors, guests and staff
- Business arising from the minutes of the AGM of November 28, 2015
- CHF BC Scholarship Fund awards
- CHF BC Board Report

- CHF BC Board report (continued)

- CHF Canada Report

- Member Forum

- 2016-2017 budget and membership dues

- Resolutions

- Presentation (s)

- 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.

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

Waste collection and recycling

Progressive Waste Solutions 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.



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

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 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.

Get unbeatable prices with the Co-op Telecom Program



Glen Armstrong
Pine Ridge Co-op, Burnaby

It's phenomenal! Our members are VERY enthusiastic, and pleased with this program. I have increased my internet speed, kept my phone and will save over \$50 a month!



Jared Melvin
Pheasant Meadows Co-op, Victoria

Our members are excited about saving so much money!

Telecom Service	Program Price
Optik TV Essential (with free PVR rental)	\$15 per month
High Speed Internet 15	\$20 per month
High Speed Internet 25	\$35 per month
Home Phone	\$20 per month

And even bigger savings when you bundle...

Telecom Service	Program Price	Retail Price	Savings
Bundle HDTV, Home Phone and High Speed Internet 15	\$50	\$113	\$63
Bundle HDTV, Home Phone and High Speed Internet 25	\$65	\$118	\$53

Cut your telecom costs in half!



If you live in a CHF BC member housing co-op, you can get deep discounts on your **HDTV**, **high speed internet** and **home phone service** with TELUS right now!

Co-op members can't wait to enjoy big savings on their favourite TELUS services.

We're rolling the program out to members everywhere in BC on a first-come, first-served basis, so don't get left behind. Don't delay!

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