

# Co-operative Housing Federation

## Annual General Meeting

November 30, 2013  
Executive Hotel and Conference Centre  
4201 Lougheed Highway, Burnaby



## Delegate handbook

# Thank You



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



Thank you to these quality flooring product manufacturers, sponsors of the morning beverage and snack service.

A watercolor illustration of a town with a sun. The sun is a yellow circle in the top left. The town consists of several houses with white outlines and purple roofs, set against a background of green and blue watercolor washes representing hills and sky.

Sponsorship of today's AGM



**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 2013 ANNUAL GENERAL MEETING**

- DATE:** Saturday, November 30, 2013
- LOCATION:** Executive Hotel & Conference Centre  
4201 Lougheed Hwy, Burnaby, BC
- REGISTRATION:** Opens at 9:15 a.m.
- ORIENTATION:** 9:45 a.m.
- BUSINESS MEETING:** Begins at 10:30 a.m. and ends by 4:30 p.m.
- directors' report
  - election of directors
  - auditors' report and financial statements
  - resolutions

### **LUNCH AND REFRESHMENTS PROVIDED**

**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  
(toll-free at 1.877.879.4611)  
Email us at [members@chf.bc.ca](mailto:members@chf.bc.ca)

## **EXECUTIVE HOTEL & CONFERENCE CENTRE**

4201 Lougheed Hwy, Burnaby, BC

(♿ Wheelchair accessible)

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### **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](http://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

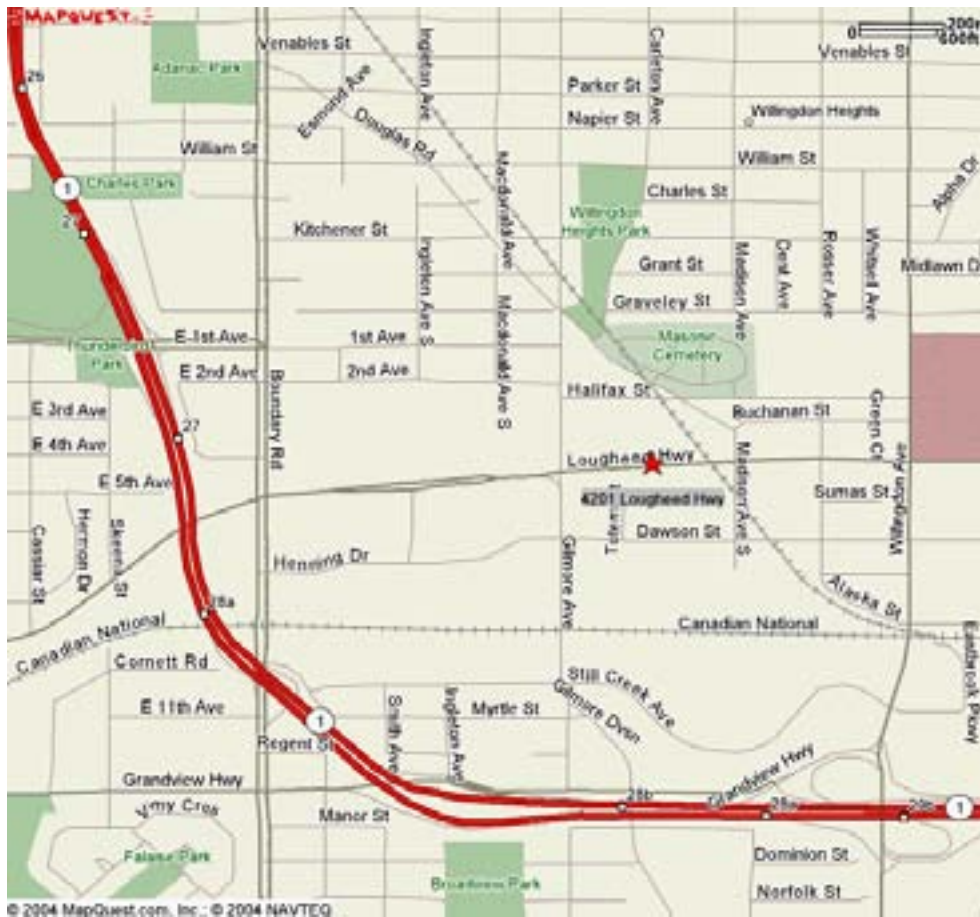
(♿ Wheelchair accessible)



## 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.



**CHF BC Annual General Meeting**  
Saturday, November 30, 2013  
Executive Hotel and Conference Centre  
4201 Lougheed Hwy, Burnaby, BC

## **AGENDA**

- 9:15 a.m.            Registration opens
- 9:45                    CHF BC delegate orientation
- 10:30                 Call to order and welcome  
Introduction of guests, directors and staff  
Appointment of chairperson  
Explanation of meeting procedures  
Approval of agenda  
Approval of minutes from SAGM of May 4, 2013  
Business arising from the minutes  
Report from nominating committee  
Report from the board of directors  
Report from the treasurer  
Report from the auditors  
Presentation of July 31, 2013 audited financial statements  
Appointment of auditor
- 12:00 p.m.            **BUFFET LUNCH**
- 1:00                    Prize draws
- CHF Canada report  
Member Forum: tackling the future  
Resolutions:  
#1 (new mission statement for CHF BC)  
#2 (tackling change)  
#3 (tackling scale)  
Election Forum  
Elections (board and finance committee)  
Other business:
- Prize draws
  - Rooftops Canada Foundation
  - Retiring directors
  - Late resolutions
  - Announcements
- 4:30 p.m.            Close of meeting



## **MINUTES OF THE SEMI-ANNUAL GENERAL MEETING**

**May 4, 2013**

**BURNABY, BC**

Delegates	53
Alternates	8
Observers	42
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<b>Total Registered</b>	<b>103</b>

### **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 Federation directors and guests, including members of the CHF BC scholarship review committee and visitors from across Canada. The executive director introduced Federation staff.

### **2. Appointment of Chairperson**

M/S/C Dundee Court/Four Mile Heights

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

### **3. Approval of Agenda**

M/S/C Garry Point/Grandview

**THAT** the agenda be adopted as circulated.

### **4. Approval of Minutes**

M/S/C Creekside /Pine Ridge

**THAT** the minutes of the Annual General Meeting of December 1, 2012 be approved as circulated.

### **5. Business Arising from the Minutes**

Executive director, Thom Armstrong, provided members with an interim report on the financial implications of merging housing co-ops, as directed by the resolution adopted at

the December 2012 AGM. He described the potential efficiencies and more effective risk management that might arise from the introduction of greater scale in the co-op housing sector. Staff will partner with CHF Canada to carry out case-specific financial and legal analyses by identifying co-ops willing to be test models.

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

**6. CHF BC Scholarship Fund Awards**

Director Amanda Skillin provided members with an update on the launch of the CHF BC Scholarship Fund and thanked the scholarship review committee for their dedication and support in reviewing applications and selecting scholarship recipients.

2012 scholarship winner Jazz Groden-Gilchrist presented the Aaron Webster Memorial Scholarship to Keisha Jones (Beckley Farm Housing Co-op, Victoria). Another 2012 scholarship winner, Arielle dela Cruz Yip, presented a second scholarship to Jessica McNeil (Dundee Court Housing Co-op, Vancouver).

**7. YES Camp Presentation**

Chelsea Lake of the British Columbia Co-operative Association (BCCA) spoke to members about the YES Leadership camps and urged CHF BC members to consider sponsoring co-op youth to attend the camps.

**8. Election Campaign Update**

Directors Yuri Artibise and Patty Shaw provided members with an update on CHF BC's activities during the provincial election campaign. They encouraged members to participate actively in the all-candidate election forum that would be held later in the meeting.

**9. CHF Canada Report**

Miriam Trotscha, CHF Canada's member relations program manager, described some of the projects being undertaken by CHF Canada on behalf of housing co-ops across the country.

President Anne Davidson invited members to attend the national AGM in Calgary in the first week of June 2013.

**10. Election Forum**

Executive director Thom Armstrong introduced representatives of the provincial New Democratic Party, Green Party and Liberal Party. The candidates spoke to issues concerning housing co-ops and housing policy generally, and then answered questions from members.



## 11. **Board Report**

President Isabel Evans introduced the report from the directors.

Director Phil Brown reported on the 2020 Vision Action Plan and the co-op home energy survey.

Director Fred Silvergieter reported on the launch of the new Model Rules and Occupancy Agreement and outlined the support that members would receive from the Federation.

Directors David Lach and Alana van Dam reported on refinancing and asset management plans, including options for renewal and refinancing and the activities of Social Purpose Development Partners, Inc., of which CHF BC is the majority shareholder.

Directors Dianne Brubaker and Manon Bertrand reported on the activities of the Aging in Place committee and its accomplishments over the last year. Members were encouraged to identify a contact person at their co-op to receive information on the home renovation tax credit and other issues relevant to seniors living in co-ops.

The president concluded the board's report by inviting questions from members.

M/S/C            Lakewood Terrace/Kinross Creek

**THAT** the report from the Board of Directors be received.

## 12. **2013-2014 Budget and Membership Dues**

CHF BC treasurer Lisa Berting presented the 2013-2014 budget and schedule of membership dues, including a detailed projection of revenue and expenses for the current fiscal year and proposed revenue and expenses for the 2013-2014 fiscal year.

M/S/C            Dundee Court/Sitka

**THAT** the proposed operating budget for the fiscal year ending July 31, 2014 be approved;

**AND THAT** membership dues for occupied housing co-operatives in the fiscal year ending July 31, 2014 be increased to \$3.70 per unit per month (from their current level of \$3.65 per unit per month);

## 13. **Rooftops Presentation**

Scott Jackson provided members with an update on Rooftops Canada Foundation initiatives.

**14. Other Business**

There was no other business.

**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 May 4, 2013.

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 4, 2013.

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Chairperson

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Recording Secretary

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



## Commercial insurance for members

Co-operation works. But we don't need to tell you that – co-op members understand this better than anyone. CHF Canada and The Co-operators are co-ops too and are committed to the same principles you follow in your own co-op. The Co-operators has been working with co-operatives on their insurance needs for almost 30 years. For the last 25 years, CHF Canada and The Co-operators have worked together to provide members with exceptional insurance programs. Of course, these programs wouldn't be what they are today without members like you helping to make them better along the way. Now that's 'co-operation among co-operatives'.

CHF Canada and The Co-operators really do offer the best possible value for housing co-ops when it comes to commercial insurance. Just ask any one of almost 850 co-ops across Canada that already belong. They know they can save money (some even offset their CHF Canada member dues) and protect their co-op community. You can also count on reliable claims service and free risk management advice.

Questions about your co-op's commercial insurance? Contact your insurance agent at The Co-operators. To find out more about the commercial insurance program, contact CHF Canada at the number below.

**1.800.465.2752**



Co-operative Housing  
Federation of Canada



**Co-operative Housing Federation of BC**

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

[www.chf.bc.ca](http://www.chf.bc.ca)

## **Report from the Board of Directors to the Annual General Meeting**

**November 30, 2013**

It is our pleasure to present the report from the Directors for the year ending July 31, 2013.

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 next year and beyond.

### **Our priorities**

In the past year, we worked diligently to:

- help our members achieve the highest standards of sound management, good governance and principled leadership
- engage our members in a renewed commitment to meet the 2020 co-op standards before the end of their operating agreements
- propose a solution for every leaky co-op that has not yet been repaired
- communicate our most important messages effectively to every level of government and the media, especially our municipal partners
- use the provincial election and the United Nations International Year of Co-operatives as public platforms for our most important messages
- implement a concrete plan to recruit, elect and mentor Federation directors
- provide ongoing education and support for directors and staff
- continue building more effective partnerships within and outside the co-op housing sector to support existing co-ops and promote the development of new housing co-ops
- in partnership with CHF Canada, pursue a common strategic agenda for the co-op housing sector that emphasizes growth and sustainability
- engage our members in an effort to plan actively for their long-term financial viability

### **Our members**

We finished the year with a membership of 239 housing co-ops and 12,877 co-op homes. That includes 33 of the 35 co-ops on Vancouver Island and more than 90% of the housing co-ops in British Columbia. And since year end, our membership has grown even more to include 242 housing co-ops with more than 13,000 co-op homes. By comparison, in 2001 we had 176 member co-ops with 8,983 units.

Our members continue their steady use of the Federation's services, whether it's 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 *SCOOP* and the website, or to count on us for help when they face difficult challenges.

## **Education program**

CHF BC's education program continues to be well received by members. We held two education conferences on the mainland, and 88 co-ops sent 302 members to attend 21 workshops. Two Island education days were well attended, hosting 51 members from 16 housing co-ops. And the trend continued at last month's education conference, which attracted 135 people from 55 housing co-ops.

In addition to our scheduled conferences, 34 co-ops brought 471 members to 55 scheduled or portable workshops held in the lower mainland or on Vancouver Island.

Aside from those scheduled events, 45 co-ops used the Federation's consulting services on 126 different occasions to help with difficult situations, meetings and other challenges.

Our most popular consulting services continue to be professional chairing and the *2020 Compass*. During the course of the year, 14 co-ops participated in 50 different Compass sessions. At last count, **50** co-ops had completed the Compass and another 4 are well on their way to 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.

In all, 137 member co-ops used our education services during the year. This reflects a commitment to the principles of sound management, good governance and principled leadership that is one of CHF BC's enduring strengths.

This annual general meeting will see the official launch of our new Model Rules 2.0. Members, staff, directors, co-op lawyers and managers have played key roles in developing this new standard in housing co-op governance. We look forward to working with members during the coming year to adopt and implement the new Rules.

In the meantime, the Federation produced and distributed a streamlined version of the new Rules to help members comply with recent changes to the *Cooperative Association Act*. Many members have already adopted this shorter version of the proposed changes.

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 is a priority for CHF BC. Only one issue of *SCOOP* magazine was published last year, but it will resume its semi-annual publication schedule this year while continuing to offer useful information and connect members to the larger community of co-ops. For the news of the day, our monthly electronic newsletter now has almost 2,600 subscribers.

More people than ever rely on our website as a source of current information on Federation events and services. We continue to add new content and features to the site in response to an average of 600 hits per day. Almost 4,200 people have signed up for exclusive access to our members-only pages, an increase of 800 over last year. And there has been a significant increase in traffic across our various social media platforms.

## **Commercial services**

Members continue their support of the Federation's commercial services and group buying efforts. Our mainland waste collection and recycling program with BFI Canada served 108 co-ops, with annual contract sales of more than \$668,000. And our new partnership with Alpine Disposal and Recycling served 25 of our Island members with contract sales worth almost \$75,000.

Our popular mainland flooring program with partners CD Contract and K&A Flooring recovered its momentum last year, serving 82 co-ops and generating \$1.25 million in total sales. We welcomed Jordans as our new flooring partner on the Island, and 8 co-ops have already purchased almost \$25,000 in flooring products to get this new relationship off to a promising start.

Trail Appliances continued to serve our members' major appliance needs. In the fourth year of our partnership with Trail, 109 co-ops generated more than \$409,000 in sales, a record total.

The maintenance and hardware supplies program with Rona attracted 117 co-ops and \$473,000 in sales. And even without the incentive of the federal retrofit grants, 42 member co-ops still spent almost \$188,000 on new counters and cabinets from KBCC.

The CHIP program continues to serve members well, including those on Vancouver Island. During the year, 187 housing co-ops maintained an average of \$48.4 million on deposit in three partner credit unions. More than \$41 million of this total is on deposit with Vancity, our primary CHIP partner.

Combining our group buying power is one of the best ways to achieve greater economies of scale in the management of our housing co-ops, and the commercial services program for members remains one of our top priorities. We will have exciting news on the expansion of this signature program at our spring meeting of members.

## **Supporting our members**

We followed the successful 2012 launch of the CHF BC Scholarship Fund with two new scholarship awards in 2013, one to Keisha Jones of Beckley Farm Housing Co-op in Victoria, and a second to Jessica McNeil of Dundee Court Housing Co-op in Vancouver. We look forward to awarding even more scholarships to young co-operators in the coming years.

The Federation's Aging in Place committee pursued an ambitious networking program to learn more about the needs of seniors living in member co-ops. CHF Canada was a strong partner in that effort, and the British Columbia Co-operative Association has invited the Federation to participate in its *Caring Co-operatively* elder care initiative.

Following months of planning, CHF BC launched its new Refinancing and Renewal service in partnership with Vancity and Terra Asset Management. This exciting new venture will provide access to asset management planning services and loan financing on preferred terms for housing co-ops that need to reinvest in or redevelop their aging buildings. Several information sessions have already been held and the response from members has been enthusiastic.

*You Hold the Key* was the theme as staff and volunteers waged a spirited provincial election campaign to highlight the need for a continuing rent supplement program to replace the rent-gear-to-income subsidies coming to an end as federal program operating agreements expire. The campaign was funded by a generous contribution from CHF Canada, and we are now well positioned to continue the struggle, along with partner federations across the country.

## **New housing development**

The Community Housing Land Trust Foundation, a non-profit charity controlled by CHF BC, was the successful proponent in a call for proposals from the City of Vancouver to develop affordable rental housing on City land. The Land Trust is using an innovative financial model to develop more than 350 non-profit and co-op homes on four sites leased from the City for 99 years. This may form the basis for a partnership between the co-op housing sector and municipal governments who understand the need for affordable housing and are willing to commit resources to see it developed.

## **We moved**

After almost 13 years at 5550 Fraser Street, we moved our Vancouver office to new premises in the Il Mercato building at Commercial Drive and 1<sup>st</sup> Avenue. We share the space with our affiliated companies—COHO Management Services, COHO Repair Services and the Land Trust—and CHF Canada's Vancouver office. Our environmentally friendly new space has already had a noticeable impact on staff morale and productivity.

## **Celebrating co-ops**

CHF BC wrapped up its celebration of the United Nations International Year of Co-operatives by distributing a poster to all members featuring the twelve "co-ops of the month" and proudly

announced two microfinance investments—one with Rooftops, the other with OIKO—to promote self-reliance and co-operation internationally.

We also remain the sector's only carbon-neutral federation of housing co-ops. The results of this year's *Climate Smart* carbon audit are in. Since our first report to you in 2008 we have reduced our annual carbon footprint from 54.65 tonnes to 18 tonnes. Our new Vancouver premises will make it easier to improve on this performance.

### **Strong governance**

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.

Our treasurer will report once again to this annual meeting that the Federation's finances are healthy. We are slowly but surely building our reserves to a level that will protect our ability to serve members in good and bad times.

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.

Respectfully submitted,

Board of Directors





**Co-operative Housing Federation of BC**

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

[www.chf.bc.ca](http://www.chf.bc.ca)

## **Report from the Treasurer to the 2013 Annual General Meeting**

I am pleased to submit my treasurer's report to CHF BC's 2013 Annual General Meeting.

The Federation ended the year at July 31, 2013 in solid financial shape, thanks to the loyalty and support of our members and the continuing benefit of our partnerships with CHF Canada and Vancity.

We set out last year to maintain the high quality of our services to members and to take positive and concrete steps to secure a sustainable future for the 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.

We expected the year ending July 31, 2013 to be challenging, given our plans to relocate the Vancouver office to newer premises. Knowing that, we budgeted for a very modest surplus of \$5,000.

As you can see in the attached financial statements, we finished the year with an operating surplus of just over \$46,000 (before interfund transfers). This was due primarily to higher investment earnings, growing member take-up of our education services and group buying programs, healthier earnings on our CHIP program, cost recoveries on activities pursued jointly with CHF Canada, and spending reductions in several areas of our operations.

This healthier net income mitigated the impact of the office move on our financial position. In fact, it allowed us to borrow almost \$50,000 less than expected to cover the cost of leasehold improvements to the new office space, and added just over \$5,200 to our reserves when we had originally expected them to shrink.

This marks the sixth year we have worked with Grant Thornton as our auditors. We are very pleased with their work and with their advice on strengthening our financial controls. I am most pleased to present another unqualified auditors' opinion to our members at this annual meeting. I am also able to report that our auditors reported no weaknesses or deficiencies in the Federation's internal control procedures in their annual letter to the board.

The Federation's financial oversight policies require a periodic review of auditing services. Beginning last summer, we initiated a rigorous call for proposals from qualified firms. From a short list of four proponents, we received complete proposals from two, including our current auditor.

Following a careful review of both proposals by the finance committee and board, I am pleased to recommend the reappointment of Grant Thornton as CHF BC's auditors. Grant Thornton's proposal was the most competitive in terms of price and service, and we look forward to continuing our very productive relationship.

As we look to the future, I am grateful to our members for their continuing support of the Federation, to my fellow directors for their leadership, to the finance committee for its helpful scrutiny, and to our staff for their diligence.

Thank you again for your support and confidence.

Respectfully submitted,

Lisa Berting  
Treasurer

Please note: The auditors' report, statement of financial position, and statement of operations and changes in fund balances for the year ending July 31, 2013 are attached. The full audited financial statements, including notes, are available on request. A limited number of copies will be available at the November 30, 2013 annual general meeting.

## Independent Auditor's Report

Grant Thornton LLP  
Suite 1500, Grant Thornton Place  
333 Seymour Street  
Vancouver, BC  
V6B 0A4  
T +1 604 687 2711  
F +1 604 685 6569  
[www.GrantThornton.ca](http://www.GrantThornton.ca)

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 statements of financial position as at July 31, 2013, July 31, 2012 and August 1, 2011, and the statements of operations and changes in fund balances and cash flows for the years ended July 31, 2013 and July 31, 2012, 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 audits. We conducted our audits 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, 2013, July 31, 2012 and August 1, 2011, and the results of its operations and its cash flows for the years ended July 31, 2013 and 2012, in accordance with Canadian accounting standards for not-for-profit organizations.

Vancouver, Canada  
November 6, 2013

*Grant Thornton LLP*

Chartered Accountants

# Co-operative Housing Federation of British Columbia

## Statements of Financial Position

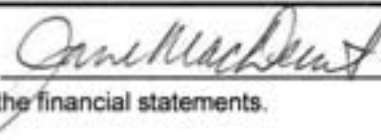
July 31, 2013

	Operating Fund	Research and Development Fund	Capital Asset Fund	CHFBC Scholarship Fund	Total July 31, 2013	Total July 31, 2012	Total August 1, 2011
<b>Current assets</b>							
Cash and cash equivalents	\$ 435,596	\$ 270,503	\$ -	\$ -	\$ 706,099	\$ 893,545	\$ 763,200
Investments (Note 4)	228,381	-	-	-	228,381	220,932	208,686
Receivables	103,137	-	-	-	103,137	81,298	114,749
Due from related party							
COHO Management Services Society	23,117	-	-	-	23,117	11,197	3,508
COHO Repair Services Inc.	184,801	-	-	-	184,801	7,980	8,333
Co-operative Housing Federation of Canada revenue share receivable	1,305	-	-	-	1,305	6,762	6,717
Prepaid expenses	28,495	-	-	-	28,495	81,153	22,934
	<u>1,004,832</u>	<u>270,503</u>	<u>-</u>	<u>-</u>	<u>1,275,335</u>	<u>1,302,867</u>	<u>1,128,127</u>
<b>Long-term assets</b>							
Investment in related entity (Note 6)	58	-	-	-	58	-	-
Loan receivable	156,901	-	-	-	156,901	-	-
Restricted cash	-	-	-	18,058	18,058	13,833	11,833
Property and equipment (Note 5)	-	-	288,456	-	288,456	60,675	79,860
	<u>\$ 1,161,791</u>	<u>\$ 270,503</u>	<u>\$ 288,456</u>	<u>\$ 18,058</u>	<u>\$ 1,738,808</u>	<u>\$ 1,377,375</u>	<u>\$ 1,219,820</u>
<b>Current liabilities</b>							
Payables and accruals	\$ 133,565	\$ -	\$ -	\$ -	\$ 133,565	\$ 62,631	\$ 66,698
Bulk purchasing commitments payable	46,683	-	-	-	46,683	57,713	13,855
Deferred dues and grants (Note 6)	386,396	270,503	-	-	656,899	747,677	673,485
	<u>566,644</u>	<u>270,503</u>	<u>-</u>	<u>-</u>	<u>837,147</u>	<u>868,021</u>	<u>754,038</u>
<b>Long-term liabilities</b>							
Loan (Note 7)	154,985	-	240,000	-	394,985	-	-
<b>Share capital (Note 8)</b>	<u>14,550</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,550</u>	<u>14,500</u>	<u>14,450</u>
<b>Fund balances</b>							
Unrestricted	425,612	-	-	-	425,612	420,346	359,639
Internally restricted	-	-	-	18,058	18,058	13,833	11,833
Invested in capital assets	-	-	48,456	-	48,456	60,675	79,860
	<u>425,612</u>	<u>-</u>	<u>48,456</u>	<u>18,058</u>	<u>492,126</u>	<u>494,854</u>	<u>451,332</u>
	<u>\$ 1,161,791</u>	<u>\$ 270,503</u>	<u>\$ 288,456</u>	<u>\$ 18,058</u>	<u>\$ 1,738,808</u>	<u>\$ 1,377,375</u>	<u>\$ 1,219,820</u>

Approved by:



Director



Director

See accompanying notes and schedules to the financial statements.

# Co-operative Housing Federation of British Columbia

## Statements of Operations and Changes in Fund Balances

Years ended July 31

	Operating Fund	Research and Development Fund	Capital Asset Fund	CHFBC Scholarship Fund	Total 2013	Total 2012
<b>Revenue</b>						
Grant revenue	\$ -	\$ 700,000	\$ -	\$ -	\$ 700,000	\$ -
Administration	847,690	-	-	-	847,690	774,104
Commercial services	391,776	-	-	-	391,776	350,188
Communications	13,056	-	-	-	13,056	13,775
Education program	120,932	-	-	-	120,932	138,905
CHFBC Scholarship Fund donations	-	-	-	6,225	6,225	6,000
	<u>1,373,454</u>	<u>700,000</u>	<u>-</u>	<u>6,225</u>	<u>2,079,679</u>	<u>1,282,972</u>
<b>Expenses</b>						
Amortization	-	-	38,166	-	38,166	32,142
Administration	1,376,998	-	-	-	1,376,998	1,166,565
Commercial services	2,128	-	-	-	2,128	2,909
Communications	38,964	-	-	-	38,964	51,732
Education program	105,931	-	-	-	105,931	108,989
Contribution to Research and Development	-	700,000	-	-	700,000	-
CHFBC Scholarship Fund expenses	-	-	-	2,000	2,000	4,000
	<u>1,524,021</u>	<u>700,000</u>	<u>38,166</u>	<u>2,000</u>	<u>2,264,187</u>	<u>1,366,337</u>
Less: loss on disposal of assets			14,938		14,938	
Less: cost recoveries	(196,718)	-	-	-	(196,718)	(126,887)
	<u>1,327,303</u>	<u>700,000</u>	<u>53,104</u>	<u>2,000</u>	<u>2,082,407</u>	<u>1,239,450</u>
Excess (deficiency) of expenses over revenues	46,151	-	(53,104)	4,225	(2,728)	43,522
<b>Interfund transfers</b>						
Transfer (from) to operating fund (Note 9)	(40,885)	-	40,885	-	-	-
	<u>5,266</u>	<u>-</u>	<u>(12,219)</u>	<u>4,225</u>	<u>(2,728)</u>	<u>43,522</u>
Fund balances, beginning of year	420,346	-	60,675	13,833	494,854	451,332
Fund balances, end of year	<u>\$ 425,612</u>	<u>\$ -</u>	<u>\$ 48,456</u>	<u>\$ 18,058</u>	<u>\$ 492,126</u>	<u>\$ 494,854</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

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**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.

## 2013 ANNUAL GENERAL MEETING

### RESOLUTION #1

#### New Mission Statement for CHF BC

#### Submitted by:

CHF BC Board of Directors

#### Contact:

Thom Armstrong, Executive Director  
tarmstrong@chf.bc.ca  
604-879-5111 #143

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#### WE RESOLVE:

**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

#### REASONS FOR THIS RESOLUTION:

1. Fifty housing co-ops in BC have already used the Federation's *2020 Compass* service to develop a mission statement and a vision for their future. But CHF BC has never had a mission statement of its own, and it's time to correct that.
2. At our semi-annual general meeting in May 2012, delegates took part in an exercise to generate ideas for a new mission statement. Delegates at a Vancouver Island Council meeting did the same. The discussions that followed produced many rich expressions of why CHF BC exists and why the Federation is important to its members.
3. The board is recommending that the members adopt this mission statement because it is:
  - short and simple, and therefore easy to remember
  - forward looking and not caught in the present or the past
  - hopeful and optimistic, like our members, directors and staff
  - consistent with but not identical to the missions of our partners, like CHF Canada

4. It also captures the values that appeared repeatedly in the ideas generated by our members, such as growth, sustainability, advocacy, representation, unity, service and a sense of belonging to a vibrant movement of housing co-ops, here in BC, across Canada and around the world.
5. We believe that our mission is to unite, represent and serve our members in a thriving co-operative housing movement, and we hope that our members will agree.

**COST:**

None.

## 2013 ANNUAL GENERAL MEETING

### RESOLUTION #2

#### Tackling Change

#### Submitted by:

CHF BC Board of Directors

#### Contact:

Thom Armstrong, Executive Director

[tarmstrong@chf.bc.ca](mailto:tarmstrong@chf.bc.ca)

604-879-5111 #143

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#### WE RESOLVE:

**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.

#### REASONS FOR THIS RESOLUTION:

1. At this annual general meeting, delegates will take part in a member forum called *Tackling the Future*. The discussion will deal with the changes confronting housing co-ops and the co-op housing sector in the next decade and beyond.

2. The resolution identifies four key areas that will require an investment of time and resources if we are to accomplish our mission and secure a viable future for housing co-ops and their members:
  - protecting members whose homes will be put at risk by the withdrawal of rent assistance as federal operating agreements expire;
  - supporting the viability of co-op assets through planning and refinancing services;
  - helping seniors age in place in their co-op communities; and
  - preserving and expanding the stock of co-op housing.
3. The board will make a presentation on these key areas at the beginning of the member forum, and then it will be up to delegates in the course of their discussion to determine if they share these priorities.

**COST:**

The cost of implementing this resolution is included in the approved budget for the year ending July 31, 2014. If the resolution is adopted, future budgets will also be prepared with a view to achieving the results set out in the resolution.

**Note:** The content of this resolution will be discussed as part of the afternoon member forum on the subject of *Tackling the Future*. It is subject to amendment by delegates following the plenary discussion on future priorities.

## 2013 ANNUAL GENERAL MEETING

### RESOLUTION #3

#### Tackling Scale

#### Submitted by:

CHF BC Board of Directors

#### Contact:

Thom Armstrong, Executive Director  
tarmstrong@chf.bc.ca  
604-879-5111 #143

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#### WE RESOLVE:

**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.

#### REASONS FOR THIS RESOLUTION:

1. It's no secret that housing co-ops in BC are smaller, on average, than co-ops in some other parts of Canada. And Canadian housing co-ops are quite small compared to co-ops in other parts of the world.
2. Working through their federations at the regional and national levels, housing co-ops have pooled their resources to provide education and group buying services, exercise political influence, and create self-governed communities that are highly valued by their members.
3. While it has encouraged the development of close, intimate communities, our small scale also comes with significant disadvantages that are only becoming more apparent over time. Housing co-ops are more vulnerable than larger housing providers to shifting market forces. And their capacity for coordinated asset management and their equity in land is spread wafer thin.



4. This is nothing new. But as co-ops tackle the challenges of asset management planning, refinancing and (in some cases) redevelopment, the implications of their relatively small scale are more evident than at any time in our existence.
5. Delegates have discussed this issue at earlier meetings, and it was the subject of a town hall at a CHF Canada annual meeting a few years ago. The board is suggesting that we need to devote more time and attention to the challenge of how to increase the scale of our assets and operations where possible and appropriate.
6. This challenge does not just apply to housing co-ops. CHF BC is generally regarded as a strong, self-sufficient federation with a loyal membership base and a history of innovation and service. But our business environment is changing. Are we positioned as effectively as we could be to help our existing members succeed and promote new growth and development that will make the advantages of co-op housing available to others?
7. The board is proposing that CHF BC take a leadership role and engage other federations, including CHF Canada, in a discussion of our options for the future. How can we best continue our history of co-operation? What kinds of partnerships or pooling of resources will best serve our members in the future? If the scale on which the sector is organized has become an obstacle to future success, what are we going to do about it?
8. We are entering a prolonged period of unprecedented change in the co-op housing sector. Our members will expect us to anticipate and lead the response to that change in a way that serves their present and evolving needs. That's what this discussion is about.

**COST:**

The cost of implementing this resolution is included in the approved budget for the year ending July 31, 2014. If the resolution is adopted, future budgets will also be prepared with a view to achieving the results set out in the resolution.

**Note:** The content of this resolution will be discussed as part of the afternoon member forum on the subject of *Tackling the Future*. It is subject to amendment by delegates following the plenary discussion on future priorities.

**DELEGATE'S REPORT OF CO-OPERATIVE HOUSING FEDERATION OF BC  
ANNUAL GENERAL MEETING  
SATURDAY, NOVEMBER 30, 2013**

**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 2013 Annual General Meeting

**INTRODUCTION:**

The Annual General Meeting of the Co-operative Housing Federation of BC was called to order at 10:30 a.m. on Saturday, November 30, 2013 at the Executive Hotel & Conference Centre, Burnaby.

**SPEAKERS AND REPORTS**

- Introduction of guests, directors and staff
  
- Appointment of chairperson
  
- Approval of agenda and minutes from SAGM of May 4, 2013
  
- Business arising from the minutes of the SAGM of May 4, 2013
  
- Nominating committee report





- Rooftops Canada Foundation

- Retiring Directors

- Late resolutions

- Announcements

- 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.



## 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.



**CD Contract Division**

**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](http://www.chf.bc.ca) for more information on our group buying partners and programs**

# Together, we're building a better way to care for our communities.



photos: TerhyaMackenzie.com

The co-op sector across Canada is building a better way to care for our elders, in our communities. Led by the BC Co-operative Association, with funding from the Vancouver Foundation and the Government of Canada, we are building elder care co-ops—helping provide independent living, aging in place, foster care, and assisted living on a co-operative basis.

We know that co-operatives can build a better world. Co-ops bring people together and help communities provide the services that they need. We're building a way to care for our elders, co-operatively, and we're proud to work with the Co-operative Housing Federation of BC.



Caring  
Co-operatively  
CO-OPERATIVE ELDER CARE PROJECT

<http://bccca.coop/caringcooperatively>

vancouver  
foundation

Funding is provided in part by the  
Government of Canada's Social  
Development Partnerships Program.

Canada