



# DELEGATE HANDBOOK

**2023 HOUSING CO-OP SPRING FORUM**

**MAY 28, 2023**

**Westin Wall Centre, Vancouver Airport**

3099 Corvette Way  
Richmond, BC

**Delta Hotels by Marriott**

**Victoria Ocean Pointe Resort**  
100 Harbour Rd  
Victoria, BC

**Online via Zoom**

Meeting ID: 857 3568 0518  
Passcode: 330252

# CHF BC SPRING FORUM

MAY 28, 2023 9:00 A.M. – 5:30 P.M.

Thank you for registering for this hybrid event.



[Watch our Delegate Orientation Video](#)

## Join Us

### In Person:

Westin Wall Centre  
Vancouver Airport Hotel,  
Richmond, B.C.

### Online

via Zoom ID: 857 3568 0518  
Passcode: 330252

### By Phone:

778-907-2071  
1-855-703-8985 Toll-free

### In Victoria

Delta Ocean Pointe  
Victoria, B.C.

## CHF BC is dedicated to ongoing reconciliation with Indigenous Peoples

We at the **Co-operative Housing Federation of BC (CHF BC)** acknowledge and pay our respect to the Indigenous keepers of the traditional and unceded lands upon which our offices and many housing co-operatives are situated: the Musqueam, Squamish, Tsleil-Waututh, WS. NEĆ, and Lekwungen-speaking Peoples.

We acknowledge the impact of colonialism and that our presence here today was paved through a system of discriminatory and racist practices. We are committed to honouring, listening, and continuously learning from the diverse perspectives of these and other Indigenous Peoples.

# THANK YOU

## GROUP BUYING PARTNERS

CHF BC would like to thank our Group Buying program partners for their generous sponsorship of this event.



## OFFICIAL NOTICE

# 2023 SEMI-ANNUAL GENERAL MEETING

**DATE:** Sunday, May 28, 2023

**BUSINESS MEETING:** 2:30 p.m.

**LOCATIONS:** Westin Wall Centre Vancouver Airport  
3099 Corvette Way, Richmond

Online via Zoom

This event will take place in person at the Westin Wall Centre in Richmond, with a live broadcast to the Delta Ocean Pointe Hotel for our Vancouver Island members. Members will also be able to participate in the meeting online from anywhere in the province.

Business will include an update from the board on important issues of the day, and members will be asked to approve the schedule of membership dues for the upcoming fiscal year.

Each CHF BC member may be represented by one delegate. Each member may also appoint an alternate delegate. We encourage members who are not their co-op's delegate to register as observers.

Members may submit resolutions for consideration at the meeting by email to [members@chf.bc.ca](mailto:members@chf.bc.ca). **The deadline for receipt of resolutions is 4:30 p.m. on May 15, 2023.**

The meeting is held as part of the Spring Forum, a celebration of co-op living for all ages, featuring education, inspiring plenaries, our annual scholarship awards, and a reception to follow.

To learn more about the event and register, click here! [bit.ly/422tf8V](https://bit.ly/422tf8V) or visit [chf.bc.ca/events](https://chf.bc.ca/events) for more information.

## 2023 SPRING FORUM

Sunday, May 28, 2022

Westin Wall Centre, Richmond  
and Online

### SCHEDULE AND AGENDA

8:30 a.m.	Registration
9:15 a.m.	Education conference plenary
10:00 a.m.	Workshops
12:00 p.m.	Lunch and prize draws
12:45 p.m.	Scholarship Award Ceremony (Live Broadcast)
1:45 p.m.	Plenary (ETHOS LABS)
2:30 p.m.	<b>Business Meeting</b> Call to order and welcome, establish quorum Introduction of directors, guests, staff Explanation of meeting procedures Approval of agenda Approval of AGM minutes (November 20, 2022) Business arising from the minutes Report from the board of directors 2023-24 budget and membership dues Report from CHF Canada Prize draws and announcements
4:00 p.m.	Close of meeting
4:15 p.m.	Wrap-up Reception
5:30 p.m.	End of Program

**MINUTES OF THE ANNUAL GENERAL MEETING**  
**November 20, 2022**  
**Vancouver, BC**

Delegates	42
Alternates	5
Observers/Guests	<u>33</u>
	<u>80</u>

**1. Call to Order**

President Suzann Zimmering called the meeting to order at 10:00 a.m. CEO Thom Armstrong confirmed that quorum was present.

The chair welcomed members and guests to the 40<sup>th</sup> annual general meeting. She directed members to the notice of meeting in the delegate handbook and confirmed that the meeting was duly constituted for the transaction of business. The chair welcomed members, directors and staff who were attending remotely and thanked CHF BC's group buying partners and other guests for attending the meeting.

**2. Land Acknowledgement**

Director Shannon Sangster acknowledged that the meeting is being held on the traditional, ancestral, and unceded territories of the Musqueam, Tsleil-Waututh and Squamish First Nations and that members online were joining the meeting from the lands of many other First Nations in British Columbia.

**3. Appointment of Chair and Meeting Protocols**

M/S/C     **THAT** vice-president Jarrett Hagglund be appointed to chair the meeting.

The chair reviewed rules of order and meeting protocols for a legally constituted hybrid in-person/online meeting of CHF BC members.

**4. Approval of Agenda**

M/S/C     **THAT** the annual meeting agenda be adopted as circulated.

**5. Approval of SAGM Minutes**

M/S/C     **THAT** the minutes of the semi-annual general meeting of May 15, 2022 be approved as circulated.

**6. Business Arising**

There was no business arising from the minutes of the semi-annual general meeting.

## **7. Keynote: Hogan's Alley Society**

Djaka Blais and Udokam Iroegbu delivered a presentation on behalf of Hogan's Alley Society. Hogan's Alley is a non-profit organization of civil rights activists, business professionals, artists, writers, and academics working to build the capacity of racialized and marginalized communities in Vancouver and British Columbia.

Members learned of efforts underway to create a community land trust to reclaim a Black neighbourhood of enormous historical and cultural significance in Vancouver.

## **8. Report from the Board of Directors**

Suzann Zimmering delivered the annual report of the CHF BC Board of Directors. The CEO added an update on matters arising since the July 31 year end.

**M/S/C** THAT the annual report of the Board of Directors be received.

## **9. Report from CHF Canada**

CHF Canada president Tina Stevens joined the meeting online to bring greetings from the national federation. Vice-president Mary Ann Hannant attended in person to provide an update from CHF Canada.

## **10. Report from the Treasurer, Auditor's Report, Audited Financial Statements**

Treasurer Deanna Overland reviewed the financial results of the year ending July 31, 2022, which included a healthy operating surplus and a clean, unqualified audit opinion.

The Treasurer also provided context for the special resolution to be considered later in the meeting.

**M/S/C** THAT the Treasurer's report, auditor's report and audited financial statements for the year ending July 31, 2022 be received.

## **11. Appointment of Auditor**

**M/S/C** THAT Grant Thornton be appointed to serve as CHF BC's auditor for the fiscal year ending July 31, 2023.

## **12. Special Resolution: Financial Oversight and Risk Management**

The Treasurer presented a special resolution to amend CHF BC's Rules to eliminate the Finance Committee as constituted. Members heard about the board's plan to enhance CHF BC's finance, audit and risk management capacity.

**M/S/C** THAT Article 7 (Finance Committee) of CHF BC's Rules be and is hereby repealed;  
**AND THAT** the board be directed to submit the special resolution as adopted to the Registrar of Companies for approval and filing.

### **13. Report From the Nominating Committee**

Art Farquharson presented the report of the nominating committee and confirmed that Shannon Sangster had been elected by delegates at the October Vancouver Island Council meeting to serve a two-year term as a Vancouver Island Director.

The CEO conducted the election of directors.

Eight candidates were nominated for five vacancies on the board, all for two-year terms:

- John Bathurst (Misty Ridge, Burnaby)
- Marcelo Cohen (Athletes Village, Vancouver)
- Cherise Craney (Aaron Webster, Vancouver)
- Anne Davidson (Granville Gardens, Richmond)
- Clarissa Hart (Sahali, Kamloops)
- Danny Loubert (Ford Road, Pitt Meadows)
- Stephanie Smith (Lore Krill, Vancouver)
- Suzann Zimmering (The Manor, Vancouver)

Following the counting of ballots, the following candidates were declared elected to serve two-year terms as at-large directors: Marcelo Cohen, Anne Davidson, Danny Loubert, Stephanie Smith, Suzann Zimmering.

**M/S/C** THAT the ballots and electronic voting records be destroyed.

President Suzann Zimmering recognized Jarrett Hagglund and John Bathurst for their contributions to the CHF BC board.

### **14. Other Business**

The chair drew attention to upcoming events sponsored by CHF BC and invited delegates to visit the website for more information.

Prizes were awarded to delegates.

The chair noted that there was no further business to conduct and thanked everyone for attending the annual general meeting.

There being no further business to conduct, the chairperson declared the meeting closed at 2:35 p.m. on November 20, 2022.

CERTIFIED to be a true copy of the minutes of the Annual General Meeting of the Co-operative Housing Federation of British Columbia held in the City of Richmond and online on November 20, 2022.

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Chairperson

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Recording Secretary



SUBJECT	FINANCE, AUDIT AND RISK (FAR) COMMITTEE
DATE APPROVED OR AMENDED:	October 23, 2022
DATE REVIEWED:	October 20, 2022 (Executive Committee)
APPROVED BY:	CHF BC Board of Directors
FUNCTION	Finance, Audit and Risk Committee Job Description
POLICY	N/A
PROCEDURES AND FORMS	N/A
Review Cycle	3 years
Due for next review	October 2025
Cross Reference	Officer Job Descriptions

## BACKGROUND

The **Finance, Audit and Risk (FAR) Committee** is a standing committee of the Board of Directors. It provides oversight of the finances and related activities of the Co-operative Housing Federation of BC (Federation) and its subsidiaries, including:

- i. COHO Management Services Society
- ii. CLT Development Services Society
- iii. CLT Community Foundation
- iv. Community Land Trust Foundation of BC (CLT BC)
- v. Any other society of which CHF BC is the sole member.

For the purposes of these terms of reference, the Federation and the above-mentioned subsidiaries are collectively called the CHF BC Group. Directors of the Federation are also directors of each of the above-named subsidiaries.

Purpose and objectives	The role of the FAR Committee is to monitor, review, and oversee implementation of financial processes and investments in the CHF BC Group and to identify a risk-management program for the CHF BC Group.
Duties and responsibilities	<ol style="list-style-type: none"> <li>1. Review financial reporting systems to ensure that interim reporting is in place</li> <li>2. Review audit processes and year-end financial statements</li> <li>3. Review annual budgets to ensure that financial resources are adequately aligned with strategic plans</li> <li>4. Review the systems of internal controls that have been established by management and the Board</li> <li>5. Review the process for identifying and recruiting services for the annual audit or financial compilations review for the CHF BC Group.</li> <li>6. Review all investments of the CHF BC Group, including Encasa Financial Inc., to ensure that they are consistent with the Federation’s vision and mission, and to make recommendations regarding investment policy and strategy.</li> <li>7. Review CHF BC’s enterprise risk management framework, including the measures necessary to identify and assess key risk and organizational risk management strategies.</li> <li>8. Carry out additional activities or mandates identified by the Committee or the Board that contribute to the sound financial governance and management of the CHF BC Group.</li> </ol>
Authority	<p>Management is responsible for the financial reporting, information systems, risk management and internal controls of the CHF BC Group.</p> <p>The Board oversees the Federation’s financial process in accordance with CHF BC policies.</p> <p>The Board has appointed senior staff as CLT BC Officers. These staff are directors of each society in the group of project societies, and report all financial activities directly to the CHF BC Board at its regularly scheduled board meetings.</p>

Composition	<p>The Board shall appoint the Committee members. The Committee shall include no fewer than four (4) Directors, one of which is the Treasurer. The president is an <i>ex officio</i> member of the Committee.</p> <p>The chief executive officer (CEO) and the chief operating officer (COO) are assigned to the committee as staff support and management representatives. The Board may remove any committee member at its sole discretion.</p>
Chair	<p>The Treasurer of the Federation will be the chairperson of the Committee.</p> <p>They will also represent CHF BC as its shareholder representative to Encasa Financial Inc.</p>
Quorum	<p>Three committee members, at least one of whom shall be either the Treasurer or the President, will constitute a quorum for meetings.</p>
Meetings	<p>The committee will meet a minimum of four (4) times per year. Meetings will be scheduled ten (10) business days before a regularly scheduled board meeting.</p> <p>The Treasurer or their designate will schedule meetings that allow the committee to provide timely advice to the board on the approval of budgets and year-end financial statements. The Treasurer or their designate will coordinate additional meetings as required.</p> <p>Staff will record minutes of meetings and provide copies to the Board.</p>
Resources	<p>The CEO and the COO attend meetings as a resource to the committee, plus any staff assigned by the CEO.</p>
<b>DECISION MAKING</b>	<p>Decisions of the committee will be made by a simple majority of the votes cast by committee members, but the committee will strive to achieve consensus wherever possible.</p>

## DUTIES AND RESPONSIBILITIES (Detail)

### Financial Statements and Other Financial Information

Review and make recommendations with respect to:

- Annual audited financial statements and compilation reports
- Annual operating and capital budgets
- Capital reserve funding and planning
- Variances from approved budget

### External Audit

- Review and recommend to the Board, for approval by the membership, the engagement of the external auditor
- Meet with the external auditor to discuss the annual financial statements and auditor's report (audit and compilation)
- Review and inform the Board with respect to the annual audit
- Review and discuss the appropriateness of internal controls observed by the external auditors
- Review and discuss any significant proposed changes in financial reporting and accounting policies

### Risk Management

- Review and recommend for approval to the Board, the enterprise risk management framework, identifying and assessing key corporate risks and risk management strategies
- Obtain reasonable assurance that the systems of internal controls are properly designed and implemented through reports from management and external auditors
- Monitor compliance with applicable laws and statutory requirements

### Investment Duties and Responsibilities

- Ensure that borrowing and other activities comply with the organizations' financial policies
- Meet with the investment manager to review, monitor, and assess the portfolio performance and the investment counsel's outlook and strategy annually, and as required
- Make recommendations regarding investment policy and any other recommendations of the investment manager
- Represent CHF BC as the shareholder's representative to Encasa Financial Inc. and provide reports to the CHF BC Board.

## SUGGESTED COMMITTEE TIMETABLE AND ANNUAL ACTIVITIES

### March/April (Prior to Q3 Board Meeting)

- Annual operating and capital budgets (CHF BC)
- Capital reserve funding and planning
- Year-to-date variances from approved budget
- Ensure that borrowing and other activities comply with the organizations' financial policies

### Late August/Early September (First Board Meeting of the Fiscal Year)

- Annual operating and capital budgets (COHO, CLT DSS, CLT CF, CLTBC)
- Receive and update on budgets and performance of Community Land Trust project subsidiaries
- Capital reserve funding and planning
- Year-to-date variances from approved budget
- Ensure that borrowing and other activities comply with the organizations' financial policies
- Review and advise with respect to planning and reporting of the annual audit

### Late October (Prior to Q4 Board Meeting)

- Meet with the external auditor to discuss financial statements and auditor's report for all entities
- Obtain reasonable assurance that the systems of internal controls are properly designed and implemented through reports from management and external auditors
- Receive and review approved financial statements of the CLT project subsidiaries

### Ongoing

- Monitor compliance with applicable laws and statutory requirements
- On an annual basis, and additionally as required, meet with the investment manager to review, monitor, and assess the portfolio performance and the investment counsel's outlook and strategy
- Make recommendations regarding investment policy and any other recommendations of the investment manager
- Represent CHF BC as the shareholder's representative to Encasa Financial Inc. and provide reports to the CHF BC Board.

## ETHICS

Members of the committee will not knowingly take advantage or benefit from confidential information that is obtained through the course of their committee duties and responsibilities, that is not otherwise generally available to the members or directors of CHF BC.

## CONFLICT OF INTEREST

All members of the committee will disclose any circumstances or existing, potential, or perceived conflicts of interest. If such a situation arises, the member will remove themselves from all committee activities related to the conflict. These members will refrain from accessing, reading, listening to, commenting on, influencing in any way all materials regarding the subject at hand.

# THE CO-OP PRINCIPLES

## FOR HOUSING CO-OPERATIVES

### 1 Voluntary and Open Membership

Membership in a housing co-op is open to all who can use the co-op's services and accept the responsibilities of being a member, without discrimination.

### 4 Autonomy and Independence

Housing co-ops are independent associations. They follow the laws that apply to them and their agreements with governments or other organizations. But the members control the co-op.

### 2 Democratic Member Control

Housing co-ops are controlled by their members. Each member has one vote. Housing co-ops give members the information they need to make good decisions and take part in the life of the co-op.

### 5 Education, Training and Information

Housing co-ops offer education and training to the members, directors and staff so that everyone can play a full role in the life of the co-op. Housing co-ops find ways to tell the public what they are and what they do.

### 3 Members' Economic Participation

Members contribute financially to the co-op and share in the benefits of membership. The co-op does not pay a return on the members' shares or deposits. Instead it sets aside reserves for the future and charges the members only what it needs to operate soundly.

### 6 Co-operation among Co-operatives

By organizing together in federations, housing co-ops grow stronger and help to build a healthy co-op movement. Where they can, housing co-ops use the services of co-op businesses to meet their needs.

### 7 Concern for Community

Housing co-ops work to build strong communities inside and outside the co-op. They help to improve the quality of life for others and they take care to protect the environment.

## 2023 – 2024 BUDGET AND MEMBERSHIP DUES

### WE RESOLVE

1. **THAT** the attached operating budget for the fiscal year ending July 31, 2024, be received;
2. **AND THAT** membership dues for occupied housing co-operatives for the fiscal year ending July 31, 2024, be increased from \$4.25 per unit per month to \$4.35 per unit per month;
3. **AND THAT** membership dues for all other membership classes remain unchanged.

### BACKGROUND

1. The annual operating budget represents the allocation of financial resources to execute the board's strategic plan. On April 23, 2023, the CHF BC board approved a budget that will support the strategic and operational initiatives required to unite, represent, and serve our members effectively.
2. At this semi-annual meeting, the board is asking members to increase membership dues from \$4.25 to \$4.35 per unit per month. This is a 2.4% increase and represents an added expense of less than \$70 per year for the average member co-op. The membership dues for all other membership classes remain unchanged.
3. Members are engaging in their Federation in all areas of our programs and services and this is generating more value for their daily and long-term operations while also providing additional revenue for the Federation. With more co-ops signing up to the CHIP program and higher interest rates than in prior years, the CHIP program continues to be the strongest performer among our suite of programs and services.
4. We are committed to updating existing and developing new resources to support members in the day-to-day governance and management of their co-ops. We are investing in delivering education and co-op services programs to support good governance with equity and inclusion front of mind while also improving the experience of co-op members seeking out advice and support in running their co-ops.
5. Our long-term planning services provide members with expert advice so that co-op homes continue to be well maintained over their lifecycle. We have a robust staff development program to ensure the planning and renewal team keeps up with best practices in asset management and financial analyses. We are expanding this service by launching an Energy Benchmarking program so that co-ops can take the first steps in saving energy by measuring and comparing their buildings' energy to similar homes.



6. As an employer of more than 140 employees and more than a dozen consultants, CHF BC continues to invest in the employee experience, by ensuring that they have both the capacity and knowledge and skills to support our members. We are excited to be training and mentoring a new generation of meeting chairpersons and workshop leaders so that we continue to provide these critical services to our members in the future.
7. We have prioritized professional development of our board of directors by delivering training designed to increase their knowledge of the issues impacting CHF BC and its members while ensuring that directors have access to expert advice to support the efficient and effective governance of our group of social purpose entities.
8. We have fully transitioned to hosting events both in person and online as part of our commitment to inclusivity and sustainability in addition to providing a hybrid workplace for our staff.
9. We are committed to continuing our work in supporting co-ops in the implementation of the City of Vancouver lease framework. We continue to maintain and create new strategic alliances that will advance co-op housing in BC and build on the accomplishments of the broader community housing sector within and outside British Columbia.
10. When we presented the budget to members at our 2022 SAGM, we projected a deficit of \$165,000 and since then we are pleased to report that due to the strong performance of our group buying programs, we expect to post a modest surplus. For the year ending July 2024, we are expected to return a budget surplus of 20,000.
11. The attached budget document includes three columns: the budget approved for the current year ending July 31, 2023; revenue and expense projections to the end of the current year; and the budget approved for next year (August 1, 2023 to July 31, 2024). CHF BC's treasurer will provide a more detailed presentation of the budget at the SAGM on May 28 and will be pleased to provide more information at the meeting or in advance on request.
12. Members are asked to approve the dues schedule that supports the financial projections in the budget.



# OPERATING BUDGET 2023-2024

REVENUE	2022-2023 APPROVED BUDGET	2022-2023 PROJECTED ACTUAL	2023-2024 APPROVED BUDGET
ADMINISTRATION			
Membership Dues	740,000	729,000	759,900
Other	547,600	594,800	663,700
ADMINISTRATION SUB-TOTAL	1,287,600	1,323,800	1,423,600
EDUCATION AND CO-OP SERVICES			
Education	145,500	116,400	135,600
Co-op Services	47,800	48,500	64,900
EDUCATION AND CO-OP SERVICES SUB-TOTAL	193,300	164,900	200,500
COMMUNICATIONS PROGRAM	2,000	-	-
PLANNING AND RENEWAL PROGRAM	236,900	334,500	275,000
COMMERCIAL SERVICES PROGRAM			
Group Buying Program	528,000	556,700	551,100
Investment Programs COMMERCIAL	770,000	1,122,500	1,200,000
SERVICES SUB-TOTAL	1,298,000	1,679,200	1,751,100
<b>TOTAL REVENUE</b>	<b>3,017,800</b>	<b>3,502,400</b>	<b>3,650,200</b>
<b>EXPENSE</b>			
GOVERNANCE	107,600	185,300	175,700
ADMINISTRATION			
Staffing	2,030,000	2,136,200	2,252,600
Operations	428,200	464,500	459,600
Outreach and Program Development	120,400	159,200	145,500
ADMINISTRATION SUB-TOTAL	2,578,600	2,759,900	2,857,700
EDUCATION AND CO-OP SERVICES			
Education	217,100	198,100	220,700
Co-op Services	29,300	25,400	47,300
EDUCATION AND CO-OP SERVICES	246,400	223,500	268,000
COMMUNICATIONS PROGRAM	136,200	140,500	161,500
PLANNING AND RENEWAL PROGRAM	89,000	93,500	141,500
COMMERCIAL SERVICES PROGRAM	25,000	24,700	25,800
<b>TOTAL EXPENSE</b>	<b>3,182,800</b>	<b>3,427,400</b>	<b>3,630,200</b>
<b>NET INCOME (DEFICIT)</b>	<b>-165,000</b>	<b>75,000</b>	<b>20,000</b>

# FREQUENTLY ASKED QUESTIONS

## SPRING FORUM AND SEMI-ANNUAL GENERAL MEETING (SAGM)

### WHAT IS THE SPRING FORUM?

The Spring Forum is an exciting combination of our Spring Education Conference and our semi-annual general meeting (SAGM). We combined these two events this year to bring more value to our members. It's a jam-packed celebration of co-op living for all ages; featuring education, inspiring plenaries, our annual scholarship awards, members meeting, and a reception to follow.

### WHEN WILL THE SPRING FORUM TAKE PLACE? WHERE IS IT LOCATED?

The Spring Forum will take place on Sunday, May 28, 2023, at The Westin Wall Centre, Vancouver Airport with a live broadcast at Victoria's Delta Ocean Pointe Hotel.

Meeting attendees may attend in person or online. If you are attending in person at the Richmond location, please go to the 4<sup>th</sup> floor of the hotel and look for the signs to the registration desk.

The Victoria event will be held in the Pacific Room (3<sup>rd</sup> Floor) at the Delta Ocean Pointe Hotel.

Sign-in for in-person attendees at both locations starts at 8:30 a.m. The opening plenary starts at 9:00 a.m. Workshops run from 10:00 a.m. – 12:00 p.m., and the scholarship ceremony starts after lunch at 12:45 p.m. and is followed by an afternoon plenary. Our business meeting will begin starts at 2:30 p.m. and will end at 4:00 p.m. We hope you can stay for small reception immediately following the business meeting.

Online participants can start joining at 8:30 a.m. and will follow the same schedule as our in-person attendees. Here is the Zoom link for those attending online:

<https://us02web.zoom.us/j/85735680518?pwd=a0l6eXo2RnkreTFDWDB3YXRnR2pWZz09>

### WHAT IF I AM ONLY ATTENDING THE SAGM?

If you are joining us for the SAGM only you can register in person or online anytime from 11:30 a.m. to 2:30 p.m.

### WHAT IS A HYBRID MEETING?

A combination of in-person attendees with live broadcasting for those attending the meeting virtually.

## IF I AM ATTENDING THE MEETING IN PERSON, CAN I ALSO JOIN THE ONLINE ZOOM MEETING ON MY DEVICE TO CHAT WITH ONLINE PARTICIPANTS?

Yes, the meeting ID and passcode is provided to you at the registration desk. Both venues have free WIFI Internet access to facilitate this. To ensure there is no echoing or background noise, we ask that you always stay muted and turn the volume on your device off/all the way down so the mics in the room do not pick up any sound.

## HOW DO I VOTE DURING THE SAGM?

If you are the delegate for your co-op, you can vote on motions during the meeting. For in-person delegates, you will be given a voting card upon sign-in at the registration desk. You can raise your voting card to move or second a motion during the meeting.

For online delegates, you will be renamed upon entry into Zoom to indicate you are a voting delegate. You can raise your Zoom hand to move or second a motion during the meeting.

## HOW DO I ASK QUESTIONS OR MAKE COMMENTS DURING THE FORUM?

For in-person attendees, you can raise your hand or voting card, and after your table number is called, you can use the microphone on the table to speak into. Delegates may speak during the business meeting by raising their voting card and speaking their name and the name of their co-op. Observers and guests can request permission to speak by addressing the meeting chairperson.

For online attendees, you can enter your questions/comments in the Chat box and one of our staff will respond or read it into the meeting. You can also raise your Zoom hand and staff can unmute you so you can speak into the meeting.

## IF I CAN'T ATTEND, CAN I TRANSFER MY REGISTRATION?

Registrations may be transferred to another member in your co-op housing and requests for transfers of registration fees must be made in writing to email: [dvankuyk@chf.bc.ca](mailto:dvankuyk@chf.bc.ca).

## WHO SHOULD I CONTACT IF I HAVE ANY QUESTIONS OR PROBLEMS?

Our staff are present online or in person. Please address your concerns with them during the event or you may call 1-877-384-9444 or [sagm2023@chf.bc.ca](mailto:sagm2023@chf.bc.ca).

## HOW CAN I PROVIDE FEEDBACK ON THE SAGM?

To help us improve the planning and quality of our meetings, please scan the survey link located at the back your name tag.

**For the health and safety of everyone, we ask that you stay home if you are sick or feeling unwell and consider joining us online if you feel well enough to do so.**



## MISSION

Unite, represent and serve our members in a thriving co-operative housing movement.

Growing an inclusive community of sustainable and permanently affordable co-operative housing

## VISION



# 2021-25 STRATEGIC PRIORITIES



## Belonging

Inspire housing co-ops to be communities that promote and embody equitable access, opportunity, respect, and a sense of belonging for everyone.

### Key Strategies

- Help housing co-ops identify and work to remove barriers to equity and inclusion.
- Model best practices to promote equity and inclusion and to increase diversity among CHF BC directors, staff, workshop leaders, contractors, and consultants.
- Refresh our education program, management services and development practices to reflect this strategic priority.



## Sustainability

Model and promote the principles and best practices of social, economic and environmental sustainability in everything we do and encourage our members to do the same.

### Key Strategies

- Refresh our education and member services, management services and development practices to reflect this strategic priority.
- Ensure that CHF BC is financially and organizationally sustainable in the long term.
- Partner with members, allies, stakeholders, and others to maximize the impact of our efforts.



## Growth

Champion the ongoing and significant development of co-op homes to expand our movement and increase the availability of co-operative housing in BC.

### Key Strategies

- Continue advancing the community land trust as an engine of growth and a steward of assets in the community housing sector.
- Support the redevelopment of existing co-ops to add more co-op homes and protect existing members' security of tenure.
- Pursue the acquisition of existing purpose-built rental housing for conversion to housing co ops.

## 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.

# FURNITURE & WOOD PRODUCTS



Wood Shop is a worker-owned, triple-boom-line co-operative. They create custom wood furniture and millwork for homes and businesses. From shelving units, tables, and bed frames, to complete home office design/builds, Wood Shop works with you every step of the way to fit your needs.

Wood Shop also has a Fairwood line of pre-designed beds and tables, which can also be customized. Their other services include cabinetry, metalwork, and engraving.

CHF BC members get a **10% discount** on all Wood Shop offerings.

Wood Shop's social and environmental efforts are an integral part of what they offer as a workers co-operative:

- They provide stable, meaningful work to those in our neighborhood with barriers to employment.
- They get our wood from sustainable and reclaimed sources.
- Their finishing products are plant-based, low VOC, and not tested on animals.
- They are passionate about building a better world with our many community partners.



If you would like to find out more, please contact our Group Buying team.

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

 **1-866-879-5111**





# VIP PRO

DESIGNED SPECIFICALLY FOR  
CHF BC MEMBER CO-OPS



## PRIVILEGE PROGRAM<sup>00</sup>

Paint and accessories

15%

Kitchen

Ventilation, heating  
and cooling

Maintenance products

Seasonal and horticultural  
products

Exterior doors

Building supplies

Forest products

Windows

Flooring

5%

Decoration

Hardware

Electricity

Plumbing

Manual tools

10%

Portable and stationary  
electrical tools

Interior Doors

8%

PRIORITY SERVICE



STRONG NETWORK

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT NATIONAL.AGREEMENT@RONA.CA**

In order to obtain your privileged discounts, you must have an account opened and linked to the agreement. If you have not already done so: For RONA and Lowe's corporate stores: complete the attached account opening form and send it by e-mail to national.agreement@rona.ca. Your account number will be sent to you by email within 24-48hrs.

\*\*Please note that these discounts are only available in RONA and Lowe's corporate stores.

### IN-STORE SHOPPING PROCESS

There is 2 ways to identify yourself: either by mentioning your phone # or by presenting the barcode linked to your account via the VIPpro application on your smartphone. To do so, download the VIPpro application from your smartphone.



<sup>00</sup>RONA offers to all customers with a PRO account, a member of CHF BC Up to 15% off regular priced merchandise in store. This offer does not apply to the purchase of gift cards, layaway, previous purchases, special orders, various in-store services such as installation, delivery, rental, cutting service, etc. Sico Evolution, Sico Muse, Amazon, Canexel, Rockwool, Dyson, Google Home, Nest, Ecobee, Broil King, Kamado Joe, Napoleon, Traeger, Weber, Arlo, Samsung Smart Home, iRobot, Ring, Lutron Caseta, Aeries, Husqvarna and EGO products, water heaters, electrical wire and appliances are excluded from this offer. Discounts apply to the retail price at the time of the in-store transaction. Note: Retail prices may vary from region to region. Discounts cannot be combined with an in-store promotion, the best price will be applied. You can take advantage of these discounts in all our corporate stores. Please refer to the list on the CHF BC website. The privilege program is valid until December 31, 2023. It may be modified at any time without notice. Thank you, your National agreement team.



# THANK YOU



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