



Delegate Handbook

2023 Annual General Meeting

Sunday, November 19, 2023
10 a.m. - 2:30 p.m.

IN PERSON

**Sheraton Vancouver
Wall Centre**

1000 Burrard St.
Vancouver, BC

ONLINE

Zoom Meeting ID: **853 1299 9683**

Passcode: **178651**

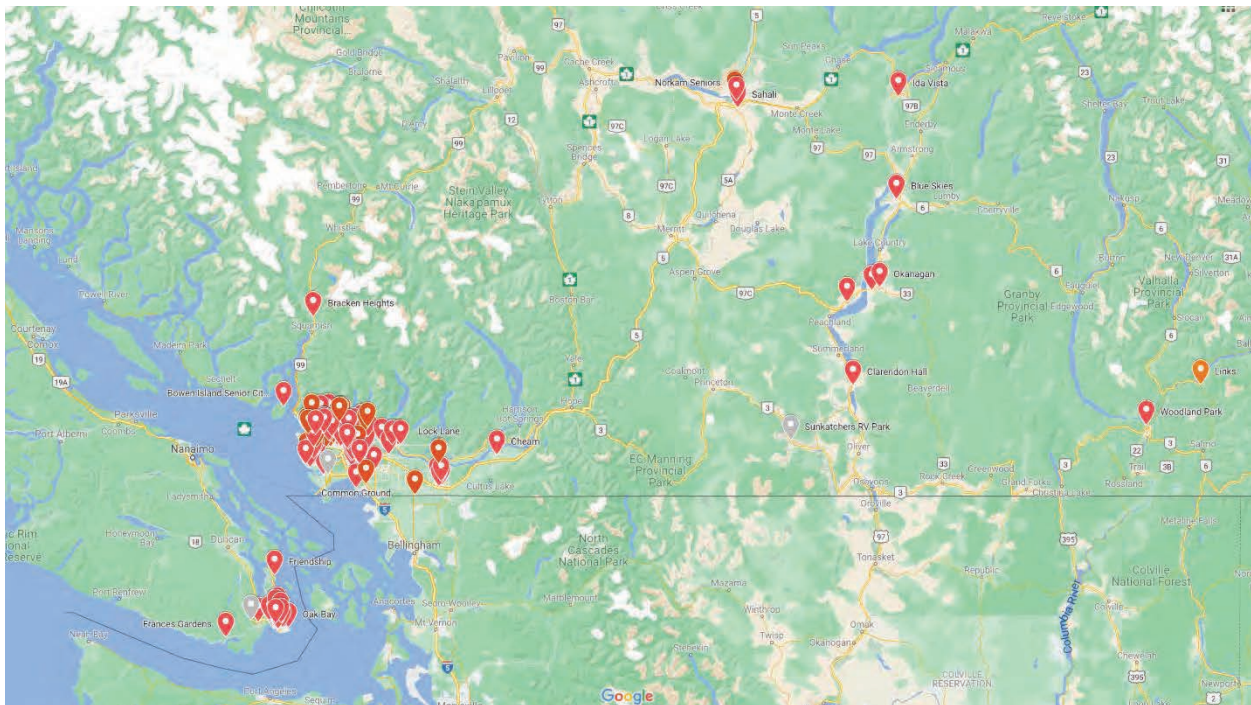
Join by phone: **778-907-2071**



Thank you to our sponsors



LAND ACKNOWLEDGMENT



CHF BC acknowledges and pays our respect to the Indigenous keepers of the traditional and unceded lands upon which our offices and many of our housing co-op members are situated: the Musqueam, Squamish, Tsleil-Waututh, WSÁNEĆ, 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 to, and continuously learning from the diverse perspectives of these and other Indigenous peoples.

OFFICIAL NOTICE 2023 ANNUAL GENERAL MEETING

Sunday, November 19, 2023

10:00 a.m.

In person and Online

**In person at Sheraton Vancouver Wall Centre
1000 Burrard Street, Vancouver, BC
Online via Zoom (link to follow)**

Join us on **November 19, 2023** for CHF BC's Annual General Meeting (AGM).

The business of the AGM will include a report from the Board of Directors, receipt of the audited financial statements, appointment of the auditor and the election of directors.

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

Get all the meeting information and register online at chf.bc.ca/events.

Annual General Meeting

Sunday, November 19, 2023

Sheraton Wall Centre, Vancouver, BC
and Online

AGENDA

- 9:00 a.m.** **Sign-in begins:**
- on Zoom for online participants
 - onsite for in-person participants
- Member Networking**
- 10:00 a.m.** **Business Meeting**
- Call to order and welcome
Territorial acknowledgement
Explanation of meeting procedures
Approval of agenda
Approval of SAGM minutes (May 28, 2023)
Business arising from the minutes
Report from the board of directors
Presentation: Global Insights on Co-op Innovation and Housing Partnerships
CHF Canada report
Report from the treasurer
Auditor's report and 2023 audited financial statements
Appointment of auditor
Report from nominating committee
- 12 noon** **LUNCH**
- (Lunch includes a meal, networking, and prize draws)
- 1:00 p.m.** Election of directors
Acknowledgement of retiring directors
Other business
Announcements
- 2:30 p.m.** End of meeting
- 2:30 – 4:00 p.m.** Mix and Mingle



Scan to access Zoom



2024 SCHOLARSHIPS



APPLICATION
DEADLINE IS
MARCH 29, 2024

If you:

- Live in a CHF BC member housing co-op
- Plan to attend, or already attend, a Canadian, publicly-funded, accredited college, university or government-approved apprenticeship program on a full-time basis
- Are making a positive contribution to their school, co-op, or community
- Demonstrate financial need

You may be eligible for a CHF BC scholarship!



Find more information at

chf.bc.ca/scholarships or 1-866-879-5111

SUPPORTING THE
NEXT GENERATION
OF **CO-OPERATORS**

CHF BC has been delivering a program designed to harness the combined buying power of its members for more than 40 years. The program offers housing co-ops and their members the benefit of significant savings on a wide range of products and services they need every day.

What is the Group Buying Program?

Our Group Buying Program leverages the power of collective purchasing to provide services and products at reduced cost to individual housing co-ops. The service is a partnership between suppliers, CHF BC and housing co-ops. We help our members make educated decisions when selecting products and services that give them the best value. Our direct relationship with our suppliers means that you have peace of mind that CHF BC works on your behalf to ensure good customer service.

Our team is committed to getting excellent value in superior sustainable products and quality of services for our housing co-ops. Some of our Group Buying service providers, like RONA and Telus, offer programs that extend to the individual co-op members. Our Group Buying Program includes appliances, flooring, counters and cabinets, health, heating and cooling, maintenance and supplies, office supplies, waste and recycling, telecom and banking.

A Range of Services

Our Group Buying Program offers significant savings on products and services co-ops use every day. We provide co-ops with competitive pricing and incentives on waste management, cabinets and countertops, flooring, maintenance supplies, health, banking and appliances. Individual households in member co-ops can benefit from our telecom services (HDTV, high-speed internet, and fibre optic upgrades



Why use the Group Buying Program?

- Safety net for purchases
- Full support from CHF BC
- Proven track record
- Liability Insurance holders
- Project management support
- No requirements to obtain 3 quotes

As a member, if a problem arises you have peace of mind that you can contact us to resolve it because we stand behind the products and work of our partners. Our Group Buying Team is happy to help, offering excellent service and high-quality products for your co-op.



Learn how CHF BC's Group Buying and other programs can help your co-op by visiting us at: chf.bc.ca/group-buying. If you have any questions about our Group Buying partners or the services they provide, please contact our Group Buying team at groupbuying@chf.bc.ca or 1-866-879-5111.

2024 CENTURY OF CO-OPERATION AWARDS



Are you eligible for our Century of Co-operation Award? Do you know someone who would be eligible for this honour?

CHF BC's Aging in Place Committee initiated the Century of Co-operation Awards in 2016. Every year the committee welcomes new nominations and applications.

To qualify, you must be living in a CHF BC member housing co-op, and your age plus the length of time you have lived in co-op housing must add up to 100 years or more.



Here's the formula:

- (Member's age) + (length of time living in co-op housing, current co-op or other co-op) \geq 100.
- For example, a person who is 80 years old and has lived in co-op housing for 20 years qualifies with an even 100 years.



Visit chf.bc.ca/scholarships or call 1-866-879-5111 for more information.

Applications will open in January 2024



2023 BOARD OF DIRECTORS CANDIDATES

There are five at-large board positions to be filled. Each position is for a two-year term.

Members of the Board of Directors are responsible for the governance of our federation, providing overall direction for the CHF BC group of social enterprises, including approval and evaluation of CHF BC's strategic priorities, policies, and budget.



Lisa Berting
Misty Ridge



Sharon Esson
Twin Rainbows



Eric Finkel
Marina



David Hiebert
Le Coeur



Dyanna Pfenniger
Hillside Place



Sally Yee
Fraserview

FREQUENTLY ASKED QUESTIONS

ANNUAL GENERAL MEETING (AGM)

WHAT IS THE ANNUAL GENERAL MEETING?

The Annual General Meeting is a members' opportunity to learn about the work that CHF BC has been doing in the last year to support housing co-ops and their communities and advocate for the co-op model as one solution of permanent housing affordability using community owned assets. Governance is the cornerstone of sound management of housing co-ops and members will elect new directors to the board to shape the direction of the co-op housing movement in BC.

WHEN WILL THE AGM TAKE PLACE? WHERE IS IT LOCATED?

The AGM will take place Sunday, November 19, 2023, at Sheraton Vancouver Wall Centre or online via Zoom (hybrid). Meeting attendees may attend in person or remotely. Sign-in for in-person attendees starts at 9:00 a.m., with lunch starting at 12:00 p.m. Online participants can start joining at 9:00 a.m. Here is the Zoom link for those attending online:

Zoom Link:

<https://us02web.zoom.us/j/85312999683?pwd=aW10TCszY1VhLytXTEJMdHFMbHFmQT09>

Meeting ID: 853 1299 9683

Passcode: 178651

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 AGM?

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 MEETING?

For in-person attendees, you can raise your hand or voting card, and after your table number is called, you can use the microphones set up in the room or wait for a microphone to be brought to your table. 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 Chatbox, 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.

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.

HOW CAN I PROVIDE FEEDBACK ON THE AGM?

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.

Co-operative Housing Federation of British Columbia Instructions for Delegates Participating Remotely

These instructions are for voting delegates. If you are an alternate or guest, some of these features will not be available to you. These instructions may vary depending on the type of device or smartphone. For example, iPads have the control panel and menu bar at the top.

TIPS

- If you are using a web browser, leave full screen view by hitting the- [ESC] key on your keyboard or through the control panel in the top of the screen.
- If you do not see the control panel at the bottom of your computer screen (or top of iPad), hover your mouse over the screen.

ZOOM INFORMATION



If you need to join by telephone, dial:
778-907-2071 (local)
1-833-955-1088 (toll-free)

Meeting ID: 853 1299 9683
Passcode: 178651

SIGN-PROCESS

Once you join the Zoom meeting, you will first enter a “waiting room”. The CHF BC Zoom Host will let delegates into the main meeting. To sign-in, wait until you the host asks you to confirm your name and that you’re a delegate for your co-op to CHF BC staff.

(By phone):

Once you’ve entered the meeting from the waiting room, to unmute yourself, you will need to press * 6 on your phone keypad.

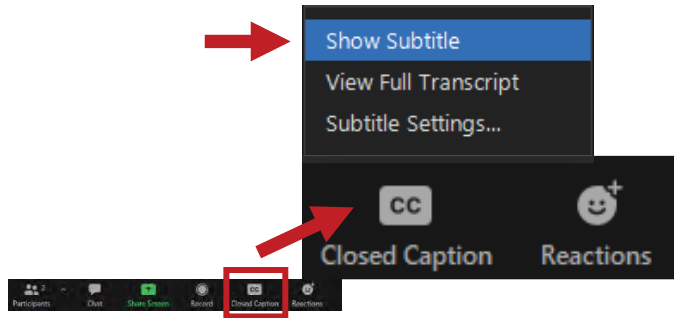
IDENTIFICATION OF VOTING DELEGATES

Our staff will rename voting delegates during registration as follows:

@D - Co-op Name - Member’s First Name

CLOSED CAPTION - SPEECH TO TEXT

At meetings where Speech to Text services are provided by a third party, delegates can read the captions by turning on the Closed Captions on their Zoom Platform.



DELEGATE FUNCTIONS

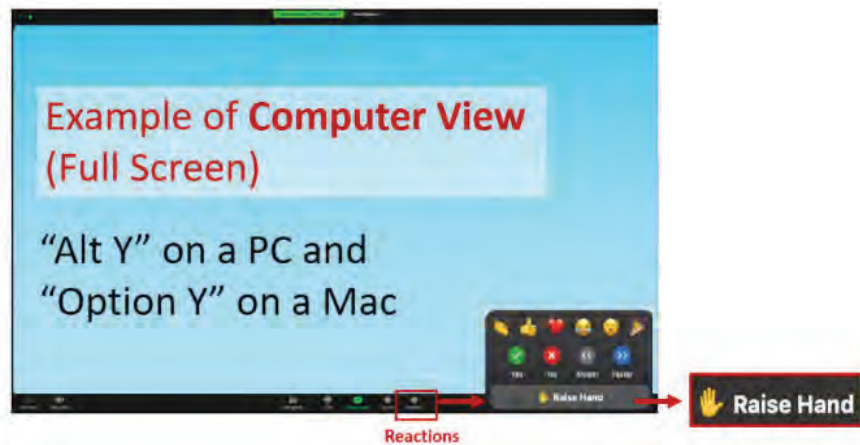
Delegates making or seconding a motion, requesting to speak, raising a point of order, or voting, must use the “Raise Hand” function in Zoom. The chair or their designate will read their names into the meeting record.

Once a motion has been moved and seconded the chair will ask “All in favour” and “Any opposed”. Only voting delegates can raise their virtual hands.

Computer View

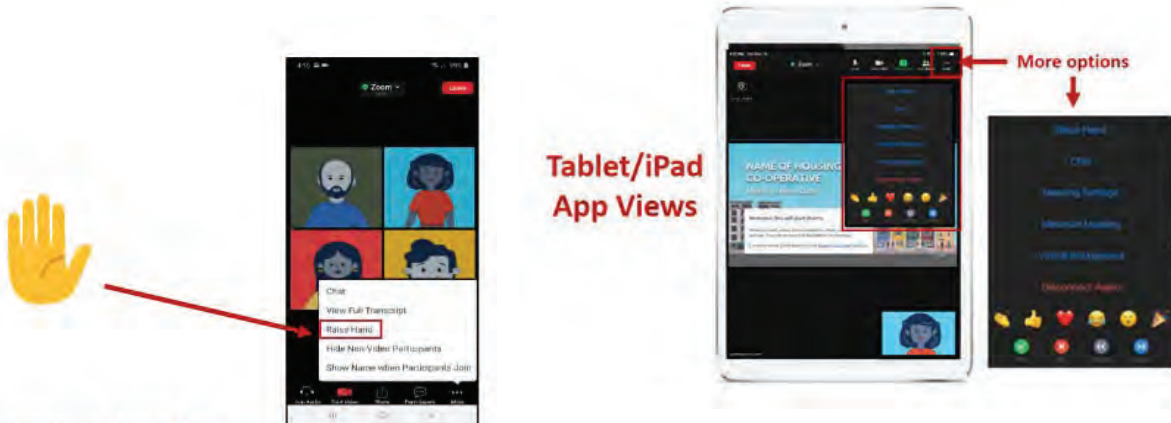
You will find your “raise hand” icon feature by clicking the **reactions icon** in the control panel at the bottom. Click on “Raise Hand” to raise and click again to lower hand.

Shortcut: On a PC, push **Alt Y** on your keyboard. On a Mac push **Option Y**. A raised hand will appear beside your name. Press those same keys again to lower your hand.



Tablet/iPad and Smartphone View

On the Zoom app, click on “...” on the control panel/menu bar and then click on “Raise hand”.



Tablet/iPad
App Views

Mobile App Views


Calling/Dialing in by phone

On a phone with no app, press star nine (*9) to raise (and lower) your hand.

Controls for Participants Calling in by Phone



The following commands
can be entered using
your phone's dial pad:

- *6 Toggle mute/unmute
- *9 Raise hand 

PARTICIPATION

Participation is through Chat with other remote attendees or you may ask the chair permission to speak in the meeting by using the chat or raising your hand. During the election, you will have a chance to meet the candidates in the room and online, before voting.

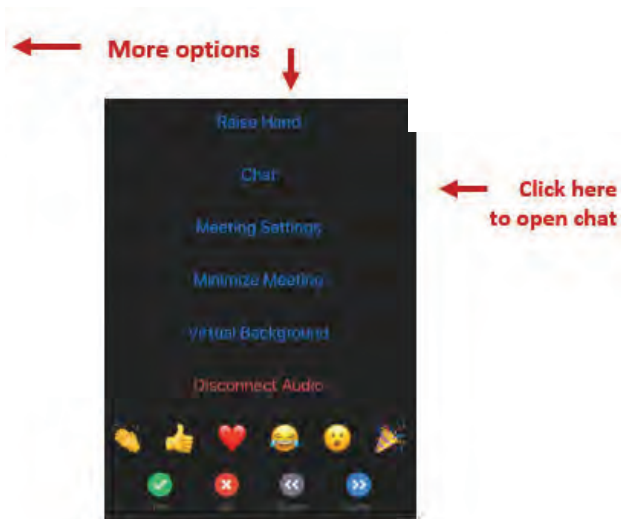
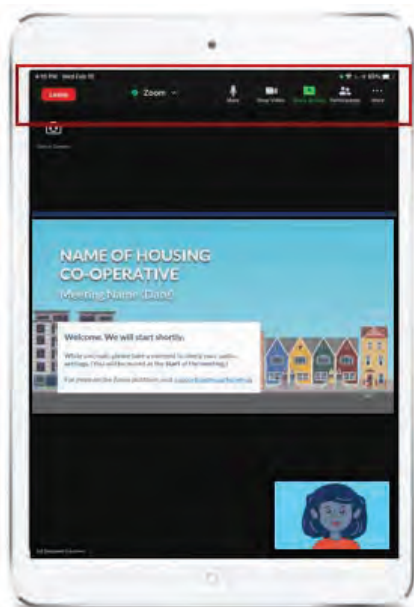
Computer View

If you are using a computer or smartphone, you can view and send chat messages. On your computer view, click on the chat icon in the control panel.



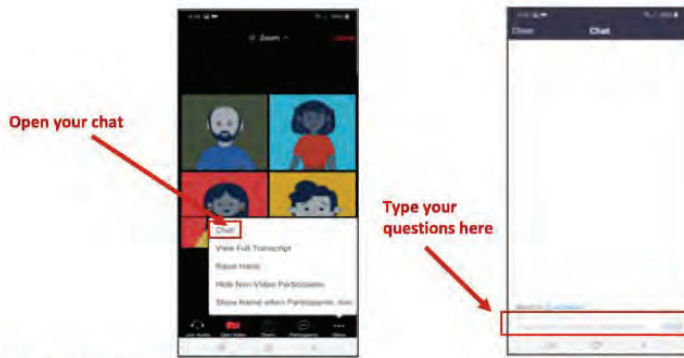
Tablet/iPad App Views

On a Tablet or iPad with the Zoom app, go to the **control panel** (menu bar) **at the top**, then click on the **button with the three dots** showing "...". Click on Chat.



Mobile App Views

On a **smartphone with the Zoom app**, go to the **control panel** (menu bar) **at the bottom**, then click on the **button with the three dots showing “...”**. Click on Chat.



Mobile App Views

Calling/Dialing in by phone

You are not able to use the chat function over phone. You will have to raise your hand if you wish to speak.

ELECTING CANDIDATES FOR THE BOARD OF DIRECTORS

Before the start of the meeting, and again prior to the election, a staff person will provide instructions on how you can vote for the board candidates using Election Runner.

MINUTES OF THE SEMI-ANNUAL GENERAL MEETING
May 28, 2023
Vancouver, BC

Delegates	47
Alternates	6
Observers/Guests	<u>42</u>
TOTAL	<u>95</u>

1. Call to Order

President, Suzann Zimmering, called the meeting to order at 2:30 p.m. and confirmed that quorum was present.

The chair welcomed members and guests to the 41st semi-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

COO, Michelle Cooper-Iversen, acknowledged that the meeting is being held on the traditional, ancestral, and unceded territories of the Musqueam, Squamish, Saanich, and Lekwungan-speaking First Nations peoples and that members online were joining the meeting from the lands of many other First Nations in British Columbia.

3. Meeting Protocols

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 semi-annual meeting agenda be adopted as circulated.

5. Approval of AGM Minutes

M/S/C **THAT** the minutes of the annual general meeting of November 20, 2022 be approved as circulated.

6. Business Arising

At the annual general meeting on November 20, 2022, members eliminated old Finance Committee and changed it to the Finance, Audit, and Risk Management Committee. A special resolution was submitted to the Registrar of Companies and has been approved and filed. There was no other business arising from the minutes of the 2022 annual general meeting.

7. Report from the Board of Directors

Vice-president, Anne Davidson, delivered the annual report of the CHF BC Board of Directors. She also provided an update on matters arising since the 2022 annual general meeting including the appointment of housing minister, Ravi Kahlon, \$500 million dollars for the Housing Acquisition Fund / Rental Protection Fund, the appointment of HAF's new CEO, Katie Maslechko, new Community Land Trust co-operatives, and updates on member services, group buying services, and the Active Resilient Communities (ARC) program.

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

8. Report from the Treasurer, Auditor's Report, Audited Financial Statements

Treasurer, Deanna Overland, reviewed the 2022-2023 annual budget, 2023-2024 annual budget, and member dues schedule which included a healthy operating surplus.

The Treasurer also reviewed the special resolution passed at the 2022 AGM and appointment of the new Finance, Audit, and Risk Management (FAR) Committee

M/S/C THAT the attached operating budget for the fiscal year ending July 31, 2024 be received;

AND THAT membership dues for occupied housing co-operatives in the fiscal year ending July 31, 2024, be increased from \$4.25/unit/month to \$4.35/unit/month;

AND THAT membership dues for all other membership classes remain unchanged.

9. Report from CHF Canada

CHF Canada BC/Yukon regional director, Cassia Kantrow, joined the meeting in person to bring greetings and an update on activities from the national federation, including the CHF Canada AGM and education events in Ottawa June 15-17.

M/S/C THAT the report from CHF Canada be received.

10. Other Business

The chair invited director Shannon Sangster to speak on upcoming Vancouver Island events sponsored by CHF BC. The chair also invited guests and delegates to visit the website for more information on upcoming events and workshops in Vancouver.

Prizes were awarded to delegates.

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

There being no further business to conduct, the chairperson declared the meeting closed at 3:45 p.m. on May 28, 2023.

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 Richmond and online on May 28, 2023.

Chairperson

Recording Secretary

The Co-op Principles for Housing Co-ops

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.



2022/2023 CHF BC Board of Directors



Left to Right: Marcelo Cohen, Anne Davidson, Val Embree, Art Farquharson, Eric Finkel, Danny Loubert, Deanna Overland, Shannon Sangster, Sahara Shaik, Stephanie Smith, Sally Yee, Suzann Zimmering

REPORT FROM THE BOARD OF DIRECTORS
ANNUAL GENERAL MEETING
NOVEMBER 19, 2023

We are pleased to report on the highlights of the year ending July 31, 2023.

The **Co-operative Housing Federation of BC (CHF BC)** represents 263 housing co-operatives and 14,377 co-op homes in British Columbia. We were created in 1982 to help co-ops put the principle of co-operation among co-operatives into practice, support the sound management and good governance of our members, represent co-ops to various levels of government in support of existing co-op communities, and expand the co-op housing option in British Columbia.

More than 40 years later, CHF BC is a membership association representing 96% of the housing co-ops in the province, a property management company handling the day-to-day operations of 6,000 co-op homes (**COHO Management Services**), and a social purpose real estate developer (**Community Land Trust**) with a portfolio of almost 1,700 occupied homes and another 1,600 plus homes in construction or under development.

We are member-owned and governed and collectively hold real estate assets valued at close to \$389M. We employ more than 140 staff and record over \$11M in annual revenues from the organizations that deliver programs and services to our members and represent their interests.

We are uniting our members to create a strong and resilient co-op housing sector to preserve the homes we already have, increase the number of co-op homes in BC, and promote equitable access and a sense of belonging in our communities.



Let's look at how CHF BC supported housing co-ops and their members during the year ending July 31, 2023.

Strong Support and Expert Advice for Members

The landscape of co-op living is constantly changing, and CHF BC creates space for our members to come together, share ideas and experiences, and learn from industry experts. These



engagements support housing co-ops in their drive to be strong and vibrant communities no matter what challenges they face. We held three education conferences in Vancouver and on Vancouver Island, delivered **50 workshops**, and facilitated **116 individual co-op meetings** and town halls. These services continue to be in high demand, with an **11% increase in attendance** year over year.

No two co-ops are exactly alike. CHF BC members have a direct line to our staff for technical advice on governance matters, such as board and director responsibilities, policies, human rights, privacy, or dispute resolution. Staff responded to more than **1300 calls and emails** from co-op members last year.



Our online resources and toolkits include policy templates and step-by-step direction on critical responsibilities for co-op boards. This year we saw a **record 69% increase** in the number of subscribers to our website resources. Our E-news, Sustainability and Education newsletters are the most direct way of providing targeted content to members, and our subscribers continued to increase over the year, reaching a total of **3,829 subscribers** by year end.

Making Co-op Housing A Reality for People Who Need it Most

For many, co-op housing – or any affordable housing – continues to be out of reach. This is particularly impacting persons and families who have experienced varying levels of systemic inequities. This year, our Community Land Trust partnered with [Collective Impact TRRUST](#) to create opportunities for young people aging out of government care to join a co-op community. And we continue to partner with [Community Living Society](#) to provide homes for adults with development disabilities and the [BC Society of Transition Houses](#) for women fleeing intimate partner violence.

Group Buying is Not Slowing Down

Joining with other co-ops to combine their group buying power is one of the best ways co-ops can achieve greater economies of scale in their day-to-day operations. Our program offers essential products and services to co-ops and their members. Even in the face of inflation and supply chain challenges this year, our suppliers and partners managed to deliver another year of excellent products and services across the full range of group buying options for members.



From Classroom to Community

We aspire as a federation of housing co-operatives to create opportunities for people to share their experience of living in thriving co-operative communities. Whether lining up for BBQ burgers, exploring the community on co-op walking tours, or piloting an online platform to help prepare for current and future challenges, our members reported that combining fun and learning is here to stay.



Preserving Existing Co-op Homes

The best way to grow a thriving co-op housing sector is to **ensure that we properly maintain and manage our existing homes**. To date over **130 housing co-ops** have worked with CHF BC to develop asset management plans and **89 housing co-ops** are using **COHO Management Services** for professional property management and governance support.

In more extreme circumstances, the Community Land Trust is ready to step in and save the day for co-ops who may be at risk from the sale of their land and buildings to a private investor.

Historic deal secures 425 co-op homes in Burnaby

The residents of 425 co-op homes in Burnaby are breathing much easier now that their homes are protected in a historic partnership deal announced today.



The Community Land Trust is not only building new co-ops but preserving existing co-op homes through property transfers to protect their security of tenure in perpetuity. There are currently **11 housing co-ops built before 1993** whose members can rest easy knowing their properties have been secured forever.

We were saddened by the loss of Totem Housing Co-operative this year – an outcome we hope never to see again.

We are working aggressively with our members in two housing co-ops on Packard Avenue in Coquitlam to ensure that they do not meet the same fate.

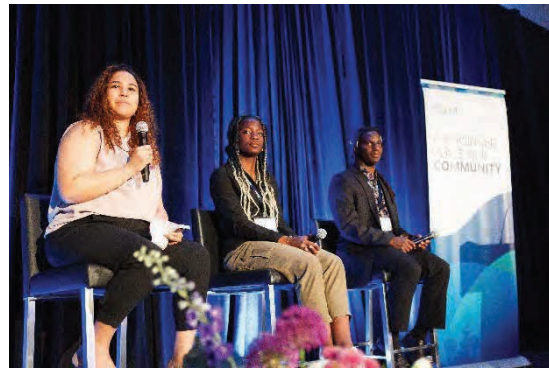


Pathways for Youth



To support the next generation of co-operators, we awarded another \$12,000 in post-secondary scholarships and sponsored three youth to attend YES Camp.

At our Spring Forum in May, we hosted a panel of youth leaders from [Ethos Lab](#), who shared their experiences and told us how they have co-created a space where a sense of belonging is at the core of their efforts to empower youth to be creators and not just consumers.



Celebrating our Older Co-op Members

CHF BC's Aging In Place committee is a passionate group of co-operators who continued their work on speaking up for seniors and celebrating the contributions of older co-op members to their communities.

This year committee members attended several public events focused on issues facing seniors and the many resources available to them. The committee also hosted its annual **Century of Cooperation** awards to honour **31 individuals** who have dedicated their time and energy over many years to their co-op communities.



Government Relations and Advocacy

CHF BC maintained a robust government relations and community outreach presence throughout the year. We receive regular invitations to participate in consultations with all levels of government on various housing policy issues. During the year we continued our work with the City of Vancouver on co-op lease renewals, with a focus on co-ops in the SE False Creek area and those that have been flagged for redevelopment.



A historic investment in safe, secure, affordable Housing for all British Columbians.

In January 2023, the provincial government made a historic investment of **\$500 million** to create the Rental Protection Fund, to support the community housing sector in acquiring existing, occupied rental buildings, addressing a critical gap in housing policy – the erosion of affordability in the private rental market.

Several years of persistent advocacy and our partnership with BC Non Profit Housing Association and the Aboriginal Housing Management Association – **Housing Central** – paid off in January this year when the Province of BC announced an investment of \$500M to establish the [Rental Protection Fund](#).

The Fund will be used to assist in the purchase of purpose-built rental housing or co-ops at risk of privatization, to maintain affordable rents, prioritize security of tenure, and offer tenants in privately owned rental buildings the opportunity to convert to a co-op form of tenure. We are proud to be part of this effort to secure housing affordability for future generations.

Creating More Co-op Communities and Expanding the Community Land Trust Model

This year we continued to develop new co-op communities with our partners across the Metro Vancouver region and beyond. As of July 31, 2023, the Community Land Trust’s portfolio included



2,660 co-op homes, 628 non-profit homes and 20 commercial retail units. This mixed-income, mixed-use approach to housing accommodates a broad range of incomes, household types, and community partners.

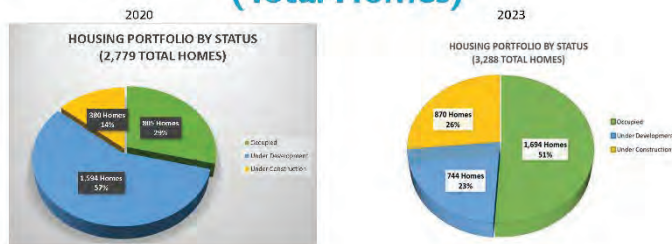
Most recently we opened [North Arm Housing Co-operative](#) on Fraser Street in Vancouver.

This 58-unit co-op in East Vancouver is a community created for mature adults and features studio and one-bedroom

apartments. The ground floor of the co-op is occupied by 411 Seniors Society, a non-profit organization that is a community hub and service organization dedicated to the well-being of seniors in Vancouver.

Over the last three years, the Community Land Trust has more than doubled the number of homes under development and construction. And last month we were proud to help launch the Canadian Network of Community Land Trusts to foster the growth of community land trusts across the country.

Portfolio Summary (Total Homes)



Our operations today are more complex and larger in scale than ever, but our commitment to the co-operative principles remains unchanged. Our top priority has always been and will continue to be supporting our members in the governance and management of their co-ops and championing the growth of our movement so that anyone who wants one can have a safe, secure, affordable co-op home.

Thank you for your loyalty and support in this important work.



ENERGY BENCHMARKING

General Eligibility

- Apartment and/or townhouse buildings
- BC Hydro and/or FortisBC customer
- Member of CHF BC

Contact

Nick Dolbilov
Asset Management Program Analyst
sustainability@chf.bc.ca

chfbcplanning.ca
Energy Star Benchmarking

Report from the Treasurer to the 2023 Annual General Meeting

I am pleased to submit my treasurer's report to the annual general meeting for the year ending July 31, 2023.

My role as your treasurer is to link our finances to the strategic objectives approved by the board for CHF BC and its related subsidiaries. Collectively, our mandate is to support and expand the co-op housing sector in BC and to ensure that our member housing co-ops have the tools and resources they need to be thriving co-op communities.

CHF BC maintained its strong financial position during the year with revenues of just over **\$3.5M**, a 20% increase over last year. This is largely due to our loyal members who continued to use our group buying programs and other services in record numbers. Over the year, we maintained or increased the number of co-ops using programs like the Co-op Housing Interest Pool (CHIP), waste management, appliances, flooring, and kitchen cabinets. By combining the purchasing power of more than 260 housing co-ops, we generated savings to members and diversified our revenue to keep membership dues affordable.

I am pleased with how many of our members are using our online resources and templates and contacting our staff via phone or members@chf.bc.ca to request advice on issues related to the governance and management of their co-ops. Our staff respond to hundreds of requests throughout the year, and this direct connection to our members adds tremendous value to their day-to-day operations.

Subscriptions to our website and electronic newsletters increased significantly over the year – a direct result of significant investments in our communications and web platforms. While these services do not produce direct revenue for CHF BC, they are strong indicators of growing member engagement and the value that members are receiving for their membership dues.

The planning and renewal program had another successful year, finishing within 10% of budgeted revenue projections. This is a key service developed to combine professional asset management planning with access to affordable financing.

Revenue from the education program was lower than in prior years, reflecting a growing preference among some members to attend workshops online. Registration fees are lower for online events, but this format is extremely convenient for members, extending the education program's reach and offering access to a larger and more varied pool of workshop leaders.

We continued to make significant investments in our staff, adding new positions, expanding existing roles, and offering skills enhancement and professional development opportunities. Our staff face an increasingly complex set of challenges common to everyone who works in the

community housing sector. Our continued investment in our workforce, and in the governance capacity of our board of directors, will ensure the future success of housing co-ops in BC.

CHF BC finished another year in solid financial shape, posting a surplus of just under \$124,000 in a year with a projected deficit of \$165,000. While the surplus was a result of sound fiscal management and increased use of our group buying programs, it is also worth noting that unexpectedly higher interest rates delivered 55% more CHIP program revenue than budgeted.

While high interest rates improved revenue from the CHIP program, the Bank of Canada's efforts to curb inflation are also driving up the cost of borrowing for many co-ops who need financing to repair their buildings. The current economic environment also has an impact on our Community Land Trust's development activities, where higher construction and financing costs make first-year housing charges more challenging for lower-income members.

Amid this financial uncertainty, and in response to a special resolution approved at the last AGM, we took steps to enhance our financial oversight and risk management by creating the Finance, Audit and Risk (FAR) committee. The complexity of our business and the challenges in our current environment demand a more holistic view of our finances, operations, and risk. I am pleased to report that the new committee is now fully operational.

At year end, we added \$123,908 to the balance of the Operating Fund, after the usual transfer to the Capital Asset Fund, and realized an increase of more than \$52,000 in the value of our equity holding in Encasa Financial Inc.

COHO Management Services provides property management services to 90 housing co-ops with 6,000 homes. COHO had another successful year, posting an operating surplus of \$50,546 and maintaining healthy reserves. All of COHO's net earnings are reinvested in the development and delivery of management services to housing co-ops.

Since 2020, the Community Land Trust has more than doubled the number of completed and occupied co-op homes and almost tripled the number of homes under construction or development.

The Community Land Trust acts as both a vehicle for building new and preserving existing co-op homes. Last year, we reported that CLT purchased two co-op properties in Burnaby that were at risk of being sold to private investors. This year, we took further steps toward a similar deal for two co-ops in Coquitlam, and we hope to report good news soon. With our growing portfolio of homes owned and managed by the co-op housing sector, we can leverage our collective assets to provide housing security in co-op communities for many more British Columbians.

I am pleased to present another clean, unqualified auditor's opinion to our members at this annual meeting. The board is also recommending that you reappoint Grant Thornton to serve as our auditor for another year.



This is my final term as your treasurer, and I am proud to be leaving this role with our finances in excellent shape. CHF BC provides a wider and more comprehensive range of services to housing co-ops than any federation in Canada. Our investments in the country's most successful sector-owned property management company (COHO) and most prolific social purpose real estate developer (Community Land Trust) continue to strengthen the co-op housing sector in BC and across Canada.

Members can be confident that the board of directors will continue to steward CHF BC's resources prudently and strategically in the best interests of the Federation and its members.

Thank you for your support and confidence.

Respectfully submitted,

Deanna Overland
Treasurer

Please note: The auditor's report, statement of financial position, and statement of operations and changes in fund balances for the year ending July 31, 2023 are attached. The full audited financial statements, including notes, are available on request.

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T +1 604 687 2711
F +1 604 685 6569

Opinion

Basis for opinion

Audit of the Financial Statements

Auditor's Responsibilities for the

Responsibilities of management and those charged with governance for the financial statements

Auditor's responsibilities for the audit of the financial statements

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Grant Thornton LLP

Co-operative Housing Federation of British Columbia

Statement of Financial Position

	Operating Fund	Research and Development Fund	Capital Asset Fund	Encasa Equity Investment Fund	Total 2023
Current assets					
				\$	1,438,373
					339,305
					669,231
					74,466
Long-term assets					2,521,375
					887,644
					113,333
					3,522,352
Current liabilities					\$ 68,975
					203,882
					904,700
					-
Long-term liabilities					1,177,557
Share capital					40,000
Fund balances					15,500
					2,175,962
					113,333
					2,289,295
					\$ 3,522,352

Approved by:  Director 2023-11-05

Approved by:  Director 2023-11-05

Co-operative Housing Federation of British Columbia Statements of Operations and Changes in Fund Balances

Operating Fund (Schedules 1 & 2)	Research and Development Fund	CHF BC Capital Asset Fund	Encasa Equity Investment Fund	Total 2023
			\$	1,336,960
				2,025,450
				-
				146,959
				52,405
				3,561,774
				109,792
				3,408,415
				95,828
				117,203
				293,938
				4,025,176
				(577,749)
				3,447,427
				114,347
				-
				114,347
				2,174,948
				\$ 2,289,295

CO-OPERATIVE HOUSING FEDERATION OF BC POLICY MANUAL

Date Approved/Amended: October 6, 2008

Subject: Resolutions Procedure

Approved by: Board of Directors

Purpose:

To establish a procedure for the receipt and consideration of resolutions from members at annual and semi-annual meetings of the Federation.

Policy:

1. Any member organization (and only a member organization) may submit a resolution for consideration at a meeting of Federation members.
2. The board will set a deadline for the receipt of resolutions from members in advance of members' meetings. The deadline will be in advance of (but not more than a week before) the last scheduled board meeting before the members' meeting. The board will notify members of the deadline at least one month before the members' meeting to which it applies.
3. At the last board meeting before the members' meeting, the board will consider all resolutions submitted by the deadline. The board may decide to support, oppose or take no position on each resolution submitted.
4. All resolutions submitted by the deadline will be circulated to Federation members in advance of the next meeting of members. The board will indicate whether it supports, opposes or takes no position on each resolution. The same information will be posted on the Federation's website.
5. All resolutions submitted by the deadline will be placed before the members at the next members' meeting for discussion and decision.
6. Resolutions submitted after the deadline, including those submitted by delegates at a meeting of members, will be "late resolutions". Late resolutions will be automatically referred to the board for consideration and a report back to the next members' meeting, unless the members present at a members' meeting decide by a majority of votes cast that they qualify as "urgent resolutions".
7. Urgent resolutions will be placed immediately before the members for discussion and decision. If a members' meeting ends before the members deal with an urgent resolution, the urgent resolution is automatically referred to the board of directors.



DELEGATE'S REPORT
ANNUAL GENERAL MEETING
Sunday November 19, 2023

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: Co-operative Housing Federation of BC - 2023 Annual General Meeting

INTRODUCTION

The Annual General Meeting of the Co-operative Housing Federation of BC to order at 10:00 a.m. on Sunday, November 19, 2023 at the Sheraton Vancouver Wall Centre.

SPEAKERS AND REPORTS

Business arising from the minutes of the SAGM of May 28, 2023

Presentation: Global Insights on Co-op Innovation and Housing Partnerships



Report from the CHF BC board of directors

Report from CHF Canada

Report from the treasurer and the presentation of auditor's report and July 31, 2023 audited financial statements

Appointment of auditor

Report from nominating committee and election of directors

Retiring directors

Other business

Close of meeting

Attendance:

Delegates -----

Alternates -----

Observers -----

Total -----



VIP PRO

DESIGNED SPECIFICALLY FOR
CHF BC MEMBER CO-OPS



PRIVILEGE PROGRAM⁰⁰

Paint and accessories

15%

Kitchen

Ventilation, heating
and cooling

Maintenance products

Decoration

Hardware

Electricity

Plumbing

Manual tools

10%

Seasonal and horticultural
products

Exterior doors

Building supplies

Forest products

Windows

Flooring

5%

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.



⁰⁰RONA 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.

RESIDENT MEMBERS
HOME & GARDEN

RONA

LOWE'S

PRIVILEGE PROGRAM ⁰⁰			
Paint and accessories	15%	Kitchen Ventilation, heating and cooling Maintenance products Seasonal and horticultural products Exterior doors Building supplies Forest products Windows Flooring	
Decoration Hardware Electricity Plumbing Manual tools	10%		
Portable and stationary electrical tools Interior Doors	8%		
			5%



Don't miss out on these fantastic discounts.

Sign up today!

The new RONA/Lowe's maintenance and hardware resident member program is here!

Now co-op resident members can get the same discounts as your co-op for everyday in-store purchases.

Find out more at:

chf.bc.ca/rona-program or 1-866-879-5111

2024 CENTURY OF CO-OPERATION AWARDS



Are you eligible for our Century of Co-operation Award? Do you know someone who would be eligible for this honour?

CHF BC's Aging in Place Committee initiated the Century of Co-operation Awards in 2016. Every year the committee welcomes new nominations and applications.

To qualify, you must be living in a CHF BC member housing co-op, and your age plus the length of time you have lived in co-op housing must add up to 100 years or more.



Here's the formula:

- (Member's age) + (length of time living in co-op housing, current co-op or other co-op) \geq 100.
- For example, a person who is 80 years old and has lived in co-op housing for 20 years qualifies with an even 100 years.



Visit chf.bc.ca/coc or call 1-866-879-5111 for more information.

Applications will open in January 2024





phone
toll-free
email
members

604-879-5111
1-866-879-5111
info@chf.bc.ca
members@chf.bc.ca

website

www.chf.bc.ca

