

## **Sunnyhill Housing Co-operative**

787 – 3<sup>rd</sup> Street N.W.  
Calgary, AB T2N 1P1  
Phone/Fax: 403-270-8405

# **NOTICE OF ANNUAL GENERAL MEETING**

Sunnyhill Housing Co-operative invites you to attend

*SATURDAY APRIL 13, 2019  
1:30PM – 3:30PM  
SUNNYSIDE SCHOOL GYM  
211 7 STREET NW*

The purpose of this meeting will be...

1. To approve the March 9, 2019 Budget meeting minutes
2. To receive a presentation of the Audited Financial Statements
3. To approve Auditor
4. To receive Committee Reports
5. To elect new Privacy Officer
6. To elect members of the Board of Directors

***The 2018 Audited Financial Statement has been delayed however they will be delivered A.S.A.P.***

*If you need a ride please contact Andrea at the office 403-270-8405  
Babysitting services will be provided*

*Thank you*

*Hope to see you there!*

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**ANNUAL GENERAL MEETING**

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1:30PM – 3:30PM  
SUNNYSIDE SCHOOL GYM  
211 7 St NW

**AGENDA**

***PLEASE NOTE: The 2018 Audited Financial Statement has been delayed however they will be delivered A.S.A.P.***

- 1:30 Social – Coffee/tea
- 1:45 Call to order
- 1:45 Opening remarks and introductions – review Co-op principles
- 2:00 Approval of Proposed Agenda
- 2:02 Approval of Minutes from the March 9, 2019 Budget meeting
- 2:05 Presentation of the Audited Financial Statements by Anda Frusescu
- 2:15 MOTION:  
From the Board of Directors, Robert Perry (Treasurer) moves that the Audited Financial Statements presented today by the offices of Anda Frusescu be accepted as a real and true presentation of Sunnyhill Housing Cooperation Ltd. Financials for the year ending December 31, 2018.
- Motion Discussion
  - Motion Vote
- 2:20 Call for Motion to appoint Anda Frusescu 2019 Auditor
- 2:25 Committee Reports:
- Board of Directors
  - Buildings Committee
  - Communication Committee
  - Education Committee
  - Finance Committee
  - Grounds Committee
  - Member Selection Committee
  - Planning and Development Committee

- Privacy Officer
- Social Committee

3:00 Privacy Officer Election:

3:10 Board Election:

**MOTION:**

Philip Cox (Chair) moves that there be 7 directors on the Board of Directors for the 2019 – 2020 year.

**Two (2) Directors have completed their term:**

- Philip Cox (Chair)
- Robert Perry (Treasurer)

**Returning Directors:**

- Sarah Reimer (Vice-Chair)
- Mark Terrell (Director)
- Jacky Durrie (Director)

**There were 2 positions that became vacant on the Board in 2018:**

- The Board has appointed these 2 positions that require a motion to ratify at this meeting:
  - o Coeur Riley
  - o Ben Arkell

There are two (2) positions that need to be filled.

**ELECTION PROCESS AS FOLLOWS:**

- Step 1 – Nominations  
Please refer to the eligibility criteria in the bylaws, Section 12
- Step 2 – Appointment of Scrutineers
- Ballot Distribution/Vote
- Count/Announcement of new Board members

3:30 CALL FOR MOTION TO ADJOURN

**Sunnyhill Housing Co-operative**  
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Calgary, AB T2N 1P1  
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## **GENERAL MEETING – BUDGET VOTE**

SATURDAY MARCH 9, 2019  
1:30pm – 4:00pm

Location:  
Calgary Curling Club – Blue Room  
720 3<sup>rd</sup> Street NW

### **MEETING MINUTES**

**Attended:** Andrea Bergen (Office Coordinator), Kevin Chaney (4), Ben Arkell (10), Yvonne Sabraw (22), Philip Cox (22), Brendan French (26), Jacky Durrie (738), David Broadhead (744), Kathleen Shepherd (746), Jean-Pierre Dandurand (747), Sarah Stephens (748), Karol Garner (762), Jane Roberts (767), Rose Ing (768), Rachel Janzen (771), Chris Hibbert (775), Mia Rushton (803), Buzz Viberg (805), Laura Doram (811), Sherry Kozak (817), Herta Fidler (821), Coeur Riley (823), Bob Bott (837), Helen Wirrell (839), Cristian Badea-Hasasian (843), Roxana Badea-Hasasian (843), Romelia Geamanu (847), Mark Terrell (849)

**Regrets:** Tyla Cosgrove (44), Belle Auld (825)

1. Social – Coffee/tea
2. Call to order at 2:00pm by Philip Cox
3. Announcements:
  - a. Empower workshop tomorrow at the curling club; bring your utility bills
  - b. Andrea has the 2019 HSCA renewal stickers
  - c. Please remember to sign the sign in sheet
4. Approval of Agenda:
  - a. M/S/C          Jean-Pierre/Brendan/Carried
5. Approval of February 24, 2019 General Meeting Minutes as amended:
  - a. M/S/C          Herta/Yvonne/Carried

- b. Amendment: on the question V (7) that Coeur asked: will there be other % options presented now that there has been some changes made to the budget? The answer should state: "No, we will not be presenting alternate options"
6. Introductions by Members
7. Education – Budget words and what they mean
- a. A budget is a tool for planning for the financial future
8. Budget for 2019 -- discussion of 2 options. Note that there are 2 options outlined 3% and 5% increases. The full budget is only listed once as it does not change.
- a. Jacky reviewed the proposed budget
  - b. Questions:
    - i. Next year can everyone get a printed copy of the budget?
      - 1. Yes
    - ii. Please explain why the cost of water went down so much last year
      - 1. Due to the \$36,000 reimbursement from Enmax for paying for the water and electricity for the pump station
    - iii. Why did the cost for garbage removal go up so much?
      - 1. The City of Calgary increased their rates for pick up so Membership voted to change the contract to BluPlanet. BluPlanet offers better sized bins
    - iv. Why did the mortgage interest go down?
      - 1. Because the mortgage was changed from CMHC to First Calgary and has a lower interest rate
    - v. The Buildings contingency still seems quite high compared to history
      - 1. Buildings Committee has lowered the contingency from the previous 20% to 15% as requested at the Budget discussion meeting
      - 2. This is to allow for padding on the stucco walls by the playground project
        - a. This should be a capital cost, not operating
      - 3. We can't predict emergencies so we must have padding
      - 4. The extra padding will affect the housing charges, we don't need that much extra padding

5. Can appreciate the intention of double padding as it reduces under budget situations. Is double padding explicit enough?
- vi. When the budget is not spent, where does the left over go?
  1. Retained earnings
- vii. Are we able to lower snow removal/landscaping costs?
  1. Can we buy a snow blower and hire Members to do the snow removal?
    - a. No, as per our by-laws and policies Sunnyhill can't hire Members to do the work of the Co-op
  2. We had a heavy snow fall winter last year which increased costs
  3. Our handyman used to do our snow removal
  4. The Grounds Committee is in the process of looking for another contractor. The hope is to have this in place for next winter
  5. SACHA is looking into a contractor that can do several different co-ops for a better rate
  6. We have a half km of sidewalk that needs to be cleared and we have some ice challenges that are not simple to deal with. It is a condition of our lease with the city that the sidewalks and pathways be cleared
  7. Does Curbside charge extra to come on holidays?
    - a. No
  8. Is Curbside a set cost?
    - a. No, the costs are task related.
- viii. Why are we having more discussions at the vote meeting? Isn't that why we had the separate discussion meeting?
  1. The more knowledge the Members have the better
- ix. Why would we have to take money from Reserves if increase budget?
  1. We would be adding to Reserves, not taking from
- x. It doesn't look like there was any change in the budget from the budget discussion meeting
  1. The buildings contingency went from 20% to 15%
- xi. Downspouts and eaves includes 2 cleanings and repairs as needed

- xii. Why have the kitchen repairs cost gone up?
    - 1. To facilitate piecework repairs such as countertops and cupboards
  - xiii. Buildings contingency suggestion – meet half way and change the amount to \$6000
    - 1. If there is more money needed it can come to a general meeting
    - 2. The change has been agreed on by Membership. \$6000 will be buildings committee contingency
  - xiv. Are there deferred costs for the interior of units?
    - 1. Yes, but they are not as big as the exterior deferred costs
  - xv. Paving hasn't been budgeted for
    - 1. The paving is beyond repairs, needs to be a capital expense
  - xvi. What is the \$ difference between 3% & 5%?
    - 1. \$15,000
  - xvii. Inflation last year was 2.2%. Suggests a 3% increase instead of a 5%
  - xviii. Historically we have underfunded maintenance so it is best to increase to 5%
  - xix. According to the BCA we are about \$2,000,000 behind
  - xx. We must consider what is in the best interest of the business (the co-op). We have to anticipate the costs of the big projects that are coming up and recommends 5% increase
  - xxi. A 5% increase would almost hit market rate, we are currently \$300 away from market rate now. This information comes from a formula that the City of Calgary provides
  - xxii. It is important to look towards the future but would be very helpful to have specific information on projects that are coming up to understand why the requested increase
- c. MOTION by Philip Cox - We approve a 5% increase on the operating budget for the 2019-2020 year
- i. Seconded by Sherry
  - ii. 14 In favor
  - iii. 14 opposed
  - iv. Restate the motion and recount requested

1. Comments:

- a. If we consistently vote higher than inflation we will eventually hit market rate
- b. Members on fixed income do not get a 5% increase on their wages

v. Recount:

- 1. 12 in favor
- 2. 12 opposed
- 3. Motion defeated

d. MOTION by Philip Cox - We approve a 3% increase on the operating budget for the 2019-2020 year

- i. Seconded by Herta
- ii. 20 in favor
- iii. 3 against
- iv. Motion carried

9. Adjournment: 3:44pm

Respectfully submitted by Andrea Bergen

## Board Annual Report

It is now nearly a year since Sunnyhill seized the opportunity to prepay our expensive mortgage with CMHC and re-finance through First Calgary. Up to this moment in our history, we were on a path with few options leading to 2029, the end of that mortgage and 2039 the end of our lease. This decision to break free has given us short run savings and much needed wriggle room to chart our future, but has also propelled us into a new phase in our life as a housing co-op. We are no longer flying on auto-pilot.

As we enter this brave new world of lease negotiations with the City, finding our way within the new National Housing Strategy and managing commercial mortgages, we have come to realize how important it is that our governance arrangements be up to the tasks ahead. At this handover to a new Board, we can point to a few strategies employed to date knowing that these are works in progress:

1. holding an annual board retreat to develop and propose to membership board priorities for the year ahead
2. differentiating the board's role and the committees' roles; the former being to mandate and facilitate on behalf of the membership, the latter being to do and report
3. ensuring that we have an up to date body of policy and guidance notes that are aligned to bylaws and other statutory documents
4. stewarding our property management contract with SACHA to ensure continued value for our investment
5. positioning Sunnyhill as an active contributor and beneficiary of the Co-op sector, mainly through representation at SACHA and at CHF.

A few board achievements to note from 2018-19 are:

- The re-financing with First Calgary
- A nearly completed revision of the member handbook and policies
- Clarifications over
  - how we minute meetings at the membership and board levels
  - how we post resolutions for discussion
  - how we address member concerns
  - standards to meet in the units when doing member move ins and move outs

A couple of items that have challenged us this year are:

- we began a member discussion re: smoking in the Coop, members did some preparatory research but, to date, we have not carried that forward - a board decision was made to restart with a task group in June 2019
- in a move out situation, we encountered the problem of Third Hand Smoke and were not prepared with a remediation strategy - since then, a remediation proposal has been handed to the buildings committee for inclusion with their Buildings Policy revision

Three items on the radar for attention in coming months are:

- Ensuring that new members coming in have continuity of support from designated members as they transition from *selection* to *move in* process, to *feeling engaged*

- Rationalizing the mandates of the buildings committee and the planning and development committee in relation to one another as we venture further into our retrofitting/adaptive living project
- Setting up a solid process for member participation in decision-making as we begin to see our housing choices materialize in front of us

On the Board we lost Helen Wirrell and Janice Way mid-way for personal reasons. Many thanks to them both. In March we gained Coeur Riley and Ben Arkell to fill Helen's and Janice's shoes; thanks and welcome to them both. Robert Perry (former Chair and current Treasurer) and Philip Cox (former Secretary and current Chair) are stepping down after two terms in office. Assuming the membership is good with the current number of seven board members - we are looking for two new board members to join now comprised of: Sarah Reimer, Jacky Durrie, Mark Terrell, Coeur Riley and Ben Arkell.

Submitted by the  
2018-19 Board of Directors  
Sunnyhill Co-op

**Buildings Committee Report to:  
Sunnyhill Housing Co-op Annual General Meeting, April 13, 2019**

Dear Members:

The Buildings Committee is composed of Members of Sunnyhill Housing Co-operative along with the Office Co-ordinator. It is the Office Coordinator who provides P.O.s for work done by Co-op contractors when Members need work done in their units. When the Office Coordinator is not in the office Members can find Emergency Contacts on the SHC phone list.

The Office Coordinator oversees the required maintenance of the Co-op. While all Co-op Members are responsible for their individual units, this committee oversees and appoints administrators for capital replacements (such as replacement of water heaters, roof replacement, kitchens, baths etc.). The Buildings Committee works to see that quotes are collected, a competent Contractor is selected, and ensuring that work gets done at Sunnyhill.

This past year the committee has had some feedback on our policy review and plans to give membership an opportunity in the near future to review the policies for themselves.

### **Committee Activities**

During this fiscal year we accomplished and monitored:

- Purchased additional fire extinguishers for each home instead of the fire ladders that did not work for our property.
- Reviewed and discussed the performance, value and cost of our service providers such as plumbers, electricians and handyman
- 4 units changed hands this year. Each unit is typically inspected three times. One 1 bedroom unit got a complete face lift.
- Installation of two new kitchens, three hot water tanks, only one fridge was replaced, one home had a full bathroom renovation and two homes had the flooring replaced.
- One household had their bathroom vanity replaced
- Annual furnace inspections revealed that minimal repairs were needed and no replacements were required.

### **Upcoming Activities**

In the coming year the Committee has a list of items to be discussed, decided and implemented.

- The committee looks forward to being able to spend more on kitchen cupboards repairs in order to improve kitchens without the major cost of a full kitchen replacement.
- Another challenge for the upcoming year will be assessing the full extent of the damage that the extraordinarily cold winter caused to our eavestroughs and downspouts.
- A bigger project that we are looking forward to is the repair of the stucco on the two gable end walls adjacent to the playground. This is an opportunity to see what is under the stucco and check for any other signs of deterioration. The Committee will work closely with the Board, Planning and Development and Members to see that this work gets done before the end of construction season.

-Also included in the budget for the year are the usual break/fix/repair/replace for plumbing, electrical, fridges, stoves washer and dryer sets for the one bedroom units as well as furnaces and hot water tanks.

-Funds for bathroom, kitchen and flooring replacements have been allocated and Andrea is working with members to co-ordinate these improvements.

-Continually work with our service providers to provide the most value and quality of work

Many thanks are owed to the Building Committee members for their service during the past year.

Aurica Bondoc, Sabine Schlichting, Nathan Erickson and our committee helpers-Simon Evans (IPM), and Chris Hibbert (Paint Administrator) and last but not least our hard working Andrea Bergen.

Co-operatively submitted by

Submitted by

Jacky Durrie

Building Committee Chair

## Education Committee report on activities between April 1'18 – March 31'19

This year the Education Committee consists of Rose Ing, Chris Taylor and Belle Auld.

We hosted one public workshop, presented/facilitated several educational components at General Meetings and submitted a half dozen or so articles to the Sunnyhill newsletter. We were also able to purchase radon gas test kits for co-op members interested in testing their units for radon gas. Finally, we were pleased to assist the Grounds Committee by providing information posters for all our garbage enclosures. We did not hold a Potential Member Orientation (PMO). Details below.

### PMO

- Booked for October'18. Only three people signed up so we cancelled it.
- We feel that low interest is due to the fact we have held two PMOs in the past two years and most people on the waiting lists have already attended one of these.
- We plan to hold another PMO in the fall of 2019.

### Public workshop

- How to Save Energy, Money and the Environment workshop presented by **Empower me.**

Newsletter articles included information on topics such as:

- Recycling, composting, garbage
- Radon gas
- An income tax savings program
- Low cost internet
- Who to call when you see an intoxicated person who may need help (the DOAP - Downtown Outreach Addictions Partnership - team)
- Bees and neonics insecticides
- And more

### Educational presentations at GMs

- Smoking etiquette
- Recycling/composting/garbage (with Grounds)
- Toys and the common area

### Radon test kits

- 10 kits ordered November 2018 – bulk purchased at a reduced cost
- To date no-one has reported any radon gas test levels too high

We are always open to ideas for future educational workshops, articles and events.

Submitted by Belle Auld

2018 Annual report of the Finance Committee

Sunnyhill Housing Co-operative Ltd.

April 13, 2018

Sunnyhill's Finance Committee was pleased to welcome Robert Perry and Jacky Durrie in 2018. The committee currently includes the above mentioned members and led by chairman Jane Roberts. Kevin Chaney joined the Committee in 2019.

Members of the Finance Committee have presented at two different orientations for potential new members.

The recently approved budget for 2019 proposed a choice between a 3 or 5 % increase in the budget, with 3% proving to be more popular than 5%. In keeping with our co-op's future plans this is the first year that Committees submitted a three year projection of their costs.

The residency and income reports are ready to go and members should fill out and then return these to the office as soon as possible. This important document tracks the number of people living at Sunnyhill and where they are living. Members who are eligible and could benefit from a subsidy have the option of providing this information on the form. This sensitive information will be seen only by Andrea.

Respectfully submitted,

Finance Committee

## Grounds Committee Annual Report from April 2018 to April 2019

1. Rake-a-thon, wall repair and help neighbours with garden boxes – in the fall we raked our own leaves, a crew rebuilt the 3<sup>rd</sup> street retaining wall and helped neighbor with garden boxes.
2. Permaculture project – we wrote three grants around the permaculture project. Tree Canada (3500), Co-op Community Grants (150,000), CHF Micro Green grant (4000)
3. Wildlife – Someone from a wildlife organization came to check our kestrel boxes. We removed them on her advice.
4. Curbside – We are working with Curbside to reduce waste, increase mulch and reduce blower use. We contacted Curbside several times during the winter to indicate especially icy areas of the co-op. Thanks to members who communicated with us re ice problems in their areas.
5. Yards Letter – We continued with the yard inspections. We gave out Kudo cards.
6. Survey - We plan on creating a survey for members to tell us how they use their yard space.
7. Recycling/Compost – We ended our contract with the City and have Blue Planet as our sole collector allowing for us to keep it all contained within the garbage enclosures. We also attached bins for bottle collection. With Education Committee, posted signs on garbage enclosures.
8. Hedges – ongoing treatment of hedges continues spring and fall.
9. Grounds Committee Members - Members remain strong at 7 active to very active members. We meet the first Monday of each month either in the office or at a member's home (or 2<sup>nd</sup> Monday if 1<sup>st</sup> is a holiday). We usually have drinks and snacks!

10. Communication - Minutes from each monthly meeting are sent to the board and we try to submit something to the newsletter each month.
11. Budget – We submitted our budget on time.

Written collectively and submitted by The Grounds Committee

## **Member Selection Annual Report, April 2018 - March 2019**

The Member Selection Committee consists of Marzena Czarnecka, Sarah Stephens, Lisa Rouleau, Jaime Muneoka and Laura Doram with Susan Russell and Buzz Viberg, co-chairing. Our board liaison is Sarah Reimer.

Currently, the three bedroom list is open and the one and two bedroom lists are closed.

Member Selection facilitated the following move-ins for the period of April 2018 to March 2019:

- 1- 1-B unit, #768, for May 1, 2018
- 1- 2-B unit, #34, for December 1, 2018
- 2 -3-B units, #763 for May 1, 2018 and #10 for July 1, 2018

Member Selection holds meetings as move-outs are announced or projects arise and meetings are arranged to accommodate committee member's schedules. When a move-out happens, Member Selection contacts prospective members on the associated waitlist, schedules and conducts interviews, completes reference checks and organizes and conducts walk-throughs of the available unit. When this process is complete the committee writes up a recommendation(s) for the SHC Board of Directors and waits for their approval before offering the unit to potential members. The committee also takes responsibility for facilitating internal transfers and managing the three waitlists. When a unit becomes available committee members must work within a fairly tight time line to avoid any vacancy at SHC as well as give potential members enough time to provide sufficient notice to their current landlord. Anyone interested in joining the Member Selection Committee can telephone one of the current members to get on our email list and participate in setting the date of the next meeting.

Susan Russell on behalf of the Member Selection Committee

## Planning and Development Committee - Recap of 2018-19

On this long and windy road, there is motion on several fronts.

- We exited our housing agreement with CMHC through the Federal Government's Mortgage Prepayment Plan. Our new five year agreement with First Calgary gives us short run budget savings (~\$6k/month), but we have to actively manage our financing from this point forward - there are lots of financing decisions ahead
- Discussions continued with the City of Calgary about our lease that expires in 2039. Initially, our file (once found and dusted off) was under the purview of Commercial Properties, but with some stewarding by our City Councillor Druh Farrell, we are now being treated as an affordable housing initiative under Calgary Housing. It looks like we will be granted either a new lease or a lease extension so long as we can show that we will meet the City's affordability criteria into the future. As a housing cooperative, we are an oddity. Lots of moving parts here.
- Communitas has helped us to develop a 60 year housing analysis that attempts to address the City's questions about our long term viability as an affordable housing project. We now have a solid draft of this document - many thanks here to some budget savvy members who helped us make sure we were being realistic with our projections.
- Our 60 year analysis factors in requirements for re-financing under the CMHC National Housing Strategy, namely that investments in infrastructure meet energy efficiency and accessibility criteria. It factors data from research done on solar conversion and from the 2018 Building Condition Assessment Report that we commissioned as part of our re-financing activity. We have worked off the deep energy retrofit and the one bedroom conversion scenarios that we first developed in 2016. To this we have added a new scenario that would see the one bedroom units maintained but completely re-furbished as deep energy retrofitted adaptive living units.
- The City now has this document and a meeting is scheduled imminently to hear their response. We are hopeful that they are now in position to offer us the terms of a new lease arrangement that would take us 40 years forward from the expiry of our current lease.
- In mid-March, we submitted a seed grant application to CMHC for \$50,000. If we are successful, the funds will be used to help the membership scrutinize the various housing options in front of us. There will be technical and costing studies and a thorough process of member engagement.
- All being well, the City will grant us a lease arrangement that we can manage into the long range future and with the studies and soul searching done we can write up our chosen development proposal to CMHC and other financiers that we identify (we have some leads here).

It has been long, slow and complicated, but we hope the membership can see that progress is being made. We concede that we have not been very strong at keeping the membership up to speed and we pledge to do better now that we are arriving at a new plateau of clarity.

Privacy Officer AGM Report:

There have been no privacy breaches in the past year. It is my opinion that the new privacy officer needs to review the subsidy process and make recommendations to insure greater confidentiality.

Mark Terrell

## Sunnyhill Social Committee Final Report 2018

The Social Committee was pleased to have a stable group of members for 2018. Thank you to Gabriella, Marzena, Dorrie, James, Bonnie & Hannah for their contributions for the year! The Social Committee successfully delivered 9 events in 2018 within budget, as well as managed welcoming new members by taking over this role from the Member Involvement Committee.

One of the main highlights for 2018 was the Co-ops 40<sup>th</sup> Birthday Party which was lead by Marzena. Despite the intense summer smoke this was a lovely celebration complete with magic, food, a time capsule, and potluck. The Social committee also integrated a few new events with Board Games at the Curling Club (which was enjoyed by many!) as well as two Fire Pit and Smores Night's. Thank you to Dorrie for helping the committee to buy a brand new Fire Pit. Attendance at each event was solid and we hope to see it continue to build as we work towards better communication and more routine offerings.

Events offered in 2018 were:

- March: St. Patrick's Day Pub Night
- April: Spring Fling & Easter Eggs
- May: Garage Sale
- June: Fire Pit & Smores
- July: Stampede Breakfast
- August: Co-op 40<sup>th</sup> Birthday Party
- September: Fire Pit and Smores
- October: Halloween
- November: Board Games Social
- December: Holiday Dinner

One of the main success for the Social Committee happened behind the scenes as we built much needed infrastructure for planning and communicating events. We now have clearer budget/planning records, a tool for making posters and communications, and we are working towards developing a leadership model to help sustain events and manage peoples volunteer time more thoughtfully.

On the horizon for 2019 is fine tuning our leadership model as well as offering one event each month. We are always working to communicate in more meaningful ways and have worked to utilize the website and newsletter as well as 'save the date' notices in mail boxes in lieu of posters on the dumpsters. We will also continue to look at the roles and distinctions between Member Involvement Committee and Social as well as engage members in more meaningful ways as a means of building social capital in the co-op. We look forward to having Tyla return to the committee as well as Kiara for 2019 and say a fond farewell to Hannah and Marzena.

## PRIVACY OFFICER INFORMATION FROM POLICIES

### 6.2 COMMITMENT TO PROTECTING PRIVACY

Sunnyhill is committed to protecting the privacy of its Members, staff, applicants for Membership and applicants for employment. We require the collection of personal information at times in order to conduct Sunnyhill's business, and recognize that we have the responsibility to use this information responsibly and to carry out our business within the guidelines of the PIPED and PIP Acts.

### 6.3 ELECTION OF PRIVACY OFFICER AND TERMS OF REFERENCE FOR PRIVACY OFFICER

Sunnyhill has a Privacy Officer as one of its volunteer positions. A Member will be elected to this position annually at the AGM. The Privacy Officer may serve 2 consecutive terms. The Privacy officer will:

- ensure that Sunnyhill follows the PIPED and PIP Acts
- review bylaws and policies to ensure compliance with the Acts
- conduct education for the Membership regarding personal information protection and privacy as needed, and
- receive and follow up on any inquiries or complaints about how Sunnyhill collects, uses, shares and disposes of personal information.

### 6.9 COMPLAINTS AND DISPUTES

Complaints or concerns regarding the collection, handling or disposal of personal information by Sunnyhill Housing Coop shall be made in writing to the Privacy Officer. The Privacy Officer will have the responsibility and right to investigate any complaints and will have access to all individuals and documents needed to investigate the complaint. Referring to the PIPED and PIP Acts, the Privacy Officer will determine if there has been a breach of the acts (i.e. if Sunnyhill has not properly collected, used, shared or disposed of private information, or if an individual is unreasonably withholding information that is necessary for Membership in Sunnyhill Housing Coop.)

## **Eligibility to run for the Board**

### **1.1 Eligibility**

- a) Any Member in good standing can serve as a Director. Only one registered shareholder from any Member household can serve at a time
- b) A Member who is party to a contract for profit with Sunnyhill can be a Director only with the approval of a general meeting. The decision will be made by ordinary resolution

### **1.2 Disqualification of Directors and vacating the office of Director**

A person is disqualified from becoming or continuing as a Director if that person

- a) Is not an individual
- b) Is under 18 years of age
- c) Is an individual who:
  - a. Is a represented adult as defined in the Adult Guardianship and Trusteeship Act or is the subject of a certificate of incapacity that is in effect under the Public Trustee Act
  - b. Is a formal patient as defined in the Mental Health Act
  - c. Is the subject of an order under the Mentally Incapacitated Persons Act (RSA 1970 c232)
  - d. Has been found to be a person of unsound mind by a court elsewhere than in Alberta;
- d) Has the status of bankrupt

## ROBERTS RULES ON BASIC MOTIONS

Even though it's the nature of meetings to have more said than done, Robert's Rules helps keep things on track by requiring that no discussion be undertaken until somebody proposes an idea for action. It's through *motions* that everything your group ever accomplishes gets its start. The length of time you discuss something and the ultimate decision your group makes are both based on your members' use and understanding of the nature of the different types of motions, their relationships to each other, and how the different motions are best used as your tools for effective decision-making.

### REMEMBER:

Until a motion is made, seconded, and stated by the chair, no discussion is in order. This rule of "motion before discussion" saves valuable meeting time. When you start off with a definite proposal — "I move that . . ." — your group discusses the motion's merits and all the details necessary to make a decision. And during the discussion, you and the other members are free to alter your motion as much as necessary before reaching the final decision. This process is much more productive than just starting off jabbering about some vague idea hoping to work it out as you go, and then getting around to making a motion summarizing what you think you may have just proposed.

- A **main motion** introduces a new subject for discussion and action. A main motion says: Let's do this about that. The main motion is the starting point on the way to making a group decision.
- **Secondary motions** offer different approaches to consider in the discussion of the main motion. A secondary motion says: Let's do that this way. Secondary motions fall into one of the three classes:
  - **Subsidiary motions** apply directly to a pending main motion (or pending secondary motion) and help the group arrive at a final decision on the main motion. A *subsidiary motion* says: Let's do this along with the main motion.  
  
For example, the motion to *Refer* the main motion to a committee. You use it when you don't want to spend all night talking about something that could be done at another time by people who are interested in working out the details.
  - **Privileged motions** deal with things relating to the comfort of the assembly or other situations so important they may interrupt pending business and must be decided immediately by the chair or by the members without debate. A *privileged motion* says: Let's do this even though there is a pending main motion.
  - **Incidental motions** are motions that generally deal with procedures and help process other motions. An *incidental motion* says: Let's do this to better handle the pending motion. You use incidental motions to help the group go about conducting its business in meetings.
- A restorative motion seeks to put things back to where they were. A restorative motion says: Let's undo this and maybe do that instead.