

Sunnyhill Housing Co-operative Ltd.
787 Third Street NW
Calgary, Alberta T2N 1P1
403-270-8405

Notice of General Meeting

Friday, September 27, 2019
7:00pm – 9:00pm
Crescent Heights Community Association
1101 2 Street NW, Calgary, AB

Proposed Agenda

1. Call to order
2. Opening remarks and introductions
3. Approval of proposed agenda
4. Approval of June 14, 2019 General Meeting minutes
5. Approval of July 23, 2019 General Meeting minutes
6. Education – Garbage/Compost/Recycle presentation
7. Business -
 - a. Planning and Development update:
 - i. Urban Matters presentation of Accessibility Analysis
 - b. Approval of Member Handbook Policies
 - c. Approval of Member Handbook By-laws
8. Adjournment

*****IF YOU REQUIRE A PRINTED COPY OF THE POLICIES PLEASE LET ANDREA KNOW IN ADVANCE. THERE WILL NOT BE PRINTED COPIES AVAILABLE AT THE MEETING, HOWEVER THERE WILL BE A PROJECTED COPY*****

****If you require babysitting or car pool please let Andrea know in advance****

Policies Executive Summary

1. Policies have been divided into major (membership passed) and operational (minor/ passed by board)
2. Policies are listed alphabetically
3. Updated policies- especially those that were passed more than 2 years ago
 - a. Tried not to change too much content, but simply edit what was there to reflect current practice
4. Added 3rd hand smoke remediation clause to buildings policy
5. Updated outdated language
 - a. Block refs ref
 - b. Added First Calgary refs to mortgage: wording left intentionally open so that it can include any mortgage provider, as we are aware this might change
6. Added references to passed motions since 2008- which represented change to policy
 - a. Includes VISION, mission, purpose 20/20 guidelines,
 - b. Fences to be repaired by co-op 2009, yard inspection vote etc
 - c. This will become an ongoing process as we have a policy/ by-law to capture these changes- all policies must be updated within 60 days- what's unclear is who is responsible for adjusting policies- suggest PMC as there is a master copy in the office
7. Removed some of the historical documents- links to these will be found on our website
8. Updated the term 'office coordinator' to job description of Property Management Coordinator
9. Included a draft member involvement policy- does not need to live in a committee but rather outlines Sunnyhill's belief about member involvement- all committees will be expected to fulfill this
10. Included an anti-abuse/ harassment policy- this is required by law and we have tried to make it reflect our co-op ethos.
11. Included member approved mandates where committees don't have policies
 - a. Not all committees need policy, but membership is final authority on mandate- so included when able
12. Updated spellings from US to Canadian

Next steps

There are some policies that are committee policies which need editing to be a co-op policy

for example- we do not need an MI committee to administer the MI policy; similar to education- we don't need an education committee policy but rather an education policy- what do we hold to be our responsibility for education? Then all committees can implement the education policy as it affects their actions

Separate motions- by-laws

12.4 (c) Addition to eligibility of board directors - A person who has served two regular consecutive terms of 2 years each plus any appointed term unless there has been at least a one-year break before seeking election again.

(So a person who has been appointed to finish the term of a director who has resigned, is eligible to run for two regular consecutive terms of 2 years each but a person who has served 2 two-year terms has to take a break for at least one year so no one can stay on the board for more than 4 years without taking time out.)

12.11 replace with Board Term of Office- A Director who is elected or appointed to fill a vacancy holds office for the unexpired term of the Director's predecessor in office. In the case of more than one vacancy, the Member with the most votes is declared elected to the position having the longest remaining term; those with fewer votes are, in descending order, declared elected to the shorter remaining terms. Directors filling a vacancy in their first term are eligible to stand for re-election for a second term regardless of the number of terms served by their predecessor.

12.12- Spelling correction of ballet to ballot

28.1 – Replace wording with Major Policies must be reviewed regularly

Special Resolution to Change Sunnyhill Housing Cooperative Ltd. Bylaws

Be It Resolved:

“that Sunnyhill bylaw 12.4c Eligibility be amended to read as follows:

12.4 Board term of office

- c) A person who has served two regular consecutive terms of 2 years each plus any appointed term unless there has been at least a one-year break before seeking election again.

Reasons/Overview:

- This motion is presented as a special resolution because it is a change to a bylaw which requires a greater number of members to pass the motion. This motion requires two-thirds or 66 percent of the eligible members at this meeting to pass motion.
- Major policies establish the standards and guidelines for living in the Co-op. These policies are interrelated and reviewing them carefully takes time.
- A person who has been appointed to finish the term of a director who has resigned, is eligible to run for two regular consecutive terms of 2 years each but a person who has served 2 two-year terms has to take a break for at least one year so no one can stay on the board for more than 4 years without taking time out

Presented by the Board of Directors

Special Resolution to Change Sunnyhill Housing Cooperative Ltd. Bylaws

Be It Resolved:

“that Sunnyhill bylaw 12.11 Length of remaining term be amended to read as follows:

12.11 Board term of office

A Director who is elected or appointed to fill a vacancy holds office for the unexpired term of the Director's predecessor in office. The Member with the most votes is declared elected to the position having the longest term; those with fewer votes are, in descending order, declared elected to the shorter terms. Directors filling a vacancy in their first term are eligible to stand for re-election for a second term regardless of the numbers of terms served by their predecessor.

Reasons/Overview:

- This motion is presented as a special resolution because it is a change to a bylaw which requires a greater number of members to pass the motion. This motion requires two-thirds or 66 percent of the eligible members at this meeting to pass motion.
- Major policies establish the standards and guidelines for living in the Co-op. These policies are interrelated and reviewing them carefully takes time.

Presented by the Board of Directors

Special Resolution to Change Sunnyhill Housing Cooperative Ltd. Bylaws

Be It Resolved:

“that Sunnyhill bylaw 12.12 Tie vote be amended to read as follows:

12.12 Tie vote

If there is a tie vote, a second ballot will decide who serves the longer term.

Reasons/Overview:

- This motion is presented as a special resolution because it is a change to a bylaw which requires a greater number of members to pass the motion. This motion requires two-thirds or 66 percent of the eligible members at this meeting to pass motion.
- Major policies establish the standards and guidelines for living in the Co-op. These policies are interrelated and reviewing them carefully takes time.
- A person who has been appointed to finish the term of a director who has resigned, is eligible to run for two regular consecutive terms of 2 years each but a person who has served 2 two-year terms has to take a break for at least one year so no one can stay on the board for more than 4 years without taking time out
- Spelling errors

Presented by the Board of Directors

Special Resolution to Change Sunnyhill Housing Cooperative Ltd. Bylaws

Be It Resolved:

“that Sunnyhill bylaw 28.1 Major Policies be amended to read as follows:

c) Major policies must be reviewed regularly.

Reasons/ Overview:

- This motion is presented as a special resolution because it is a change to a bylaw which requires a greater number of members to pass the motion. This motion requires two-thirds or 66 percent of the eligible members at this meeting to pass motion.
- Major policies establish the standards and guidelines for living in the Co-op. These policies are interrelated and reviewing them carefully takes time.
- The board and committees are completing a review of all policies. The board recommends that a more efficient method of policy review be found.
- Establishing a procedure to review policies on a rotating schedule, with a few policies reviewed every two to three years, allows for careful consideration of individual policies and how they interact with other policies, while ensuring that each will be reviewed regularly.
- As part of the procedure, the Board will make a report to members at a general meeting regarding which policies have been reviewed.
- If a policy is working well and is reviewed regularly, there is no need for the policy to be ratified by the members again. The members have passed the policy and until it requires amendment, the policy is in effect.
- If a policy is not working and there are numerous problems relating to aspects covered by the policy, a committee or the board will prepare a proposed amendment to address the problems and present the amended policy to the membership for consideration and approval.
- In order to ensure a timely and effective review of policies, a bylaw change is proposed.

Presented by the Board of Directors