

Central Ontario Co-operative Housing Federation

# **NOTICE OF ANNUAL GENERAL MEETING**

Date: Saturday April 23, 2022, 1 pm via Zoom  
*Virtual meeting link will be emailed with AGM package*

*Meeting Packages will be emailed to COCHF members and will include:*

- 2021 Annual Report
- Auditor's Report for year ending December 31, 2021 and Appointment of Auditor for 2023.
- Election of COCHF Directors

**A complete Meeting Package will be mailed out during the week of April 4<sup>th</sup> 2022.**

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## COCHF Annual Meeting – Saturday April 23, 2022

### Designation of Delegate and Alternate

COCHF encourages the co-op to appoint co-op members to be its Delegate and Alternate. If a co-op member is not available to attend on behalf of the co-op, the COCHF by-laws allow a co-op to appoint an employed staff person to be the Delegate or the Alternate.

**To: Central Ontario Co-operative Housing Federation**

We wish to advise you that:

\_\_\_\_\_ has been appointed as the DELEGATE  
(Name of Delegate)

for \_\_\_\_\_,  
(Name of COCHF Member Organization)

To attend and vote on its behalf at COCHF's Annual Meeting on April  
23<sup>rd</sup> 2022 and that:

\_\_\_\_\_ has been appointed as the ALTERNATE  
(Name of Alternate)

to attend and vote if the Delegate cannot exercise her/his obligations.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
(For the Board of Directors)

## Official Nomination for COCHF Board

We, the Board of Directors of \_\_\_\_\_,  
**(Name of COCHF Member Organization)**

being a member in good standing of the Central Ontario Co-operative Housing Federation Inc.,

do hereby nominate \_\_\_\_\_ for the position of  
**(Name of nominee)**

Director of the Federation for a term beginning on May 1 2022.

**Dated:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
**(Representative of co-op Board)**

## Acceptance of Nomination for COCHF Board

I, \_\_\_\_\_,  
**(Name of nominee)**

being a member in good standing of \_\_\_\_\_,  
**(Name of COCHF Member Organization)**

do hereby accept the nomination for the position of Director of the Federation for a term beginning on May 1 2022.

**Dated:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
**(Signature of nominee)**

**Mailing Address of Nominee:** \_\_\_\_\_

**Email Address of Nominee:** \_\_\_\_\_

**Telephone Number of Nominee:** \_\_\_\_\_

There are 3 positions on the COCHF Board of Directors up for election.  
Director term(s) will begin May 1, 2022, and end Spring 2024.

## Call for Nominations for the COCHF Board for 2022

**Central Ontario Co-op Housing Federation (COCHF) is looking for qualified people to run for positions on our Board of Directors.**

- ✓ Are you interested to contribute to the larger co-op housing sector and help plan for its future?
- ✓ Are you passionate about housing co-ops?
- ✓ Do you have a solid understanding of the co-op housing model?

### COCHF Board of Directors ensures

- ✓ ensures that COCHF performs well to serve the federation's members;
- ✓ looks after the long-term interests of the federation and plans for its future; and
- ✓ utilize co-op principles when making business decisions on behalf of the federation.

### The COCHF Board is made of up 9 directors

- Seven (7) directors from member housing co-ops
- One (1) director from the co-op staff association.
- One (1) director representing a member resource group/management company.

### What is expected of a director?

- To attend monthly board meetings that are 2 hours long; board meetings are held on the 3<sup>rd</sup> Monday of each month;
- To prepare for meetings by reading all the meeting documents;
- To attend an annual strategic planning session
- To attend an annual board orientation session
- To be available by email/phone between meetings for feedback
- To attend sector events on behalf of the federation as needed. This may include sector events, annual meetings, regional meetings, and/or meetings at local co-ops.
- To act in the best interests of the federation at all times.
- Directors may take on additional responsibilities if interested.

COCHF will pay mileage and other reasonable expenses for directors to be able to attend in-person events when the pandemic is over. Currently, all meetings are being held virtually until further notice. We are using the following online platforms for our meetings: ZOOM and/or MS Teams.

COCHF Bylaws criteria for accepting board candidates:

- 18 years of age or older,
- mentally competent,
- not in an undischarged bankruptcy,
- a member of a member organization of the Federation,
- a member in good standing in your co-op (not in arrears), and
- endorsed by your co-op's Board.

The COCHF Board of Directors carries out its responsibilities to ensure that the federation fulfills its stated mission which is as follows:

**COCHF Mission Statement** (Updated October 2017) *We build strong communities together by offering quality services and education guided by the International Co-operative Principles to our housing co-op members, in partnership with other supporting organizations.*

If you are interested in running for the COCHF Board and you can meet the commitments:

1. Complete and sign the nomination form. A copy is attached.
2. Have your co-op's Board of Directors endorse your nomination by signing the form.  
**The nomination requires the support of your co-op's board of directors.**
3. Send your completed nomination form to the COCHF office (Scan to [info@cochf.coop](mailto:info@cochf.coop) and/or or fax to 519-579-2195) by Thursday April 21 2022.

**Important!** Nominees will be expected to attend the April 23<sup>rd</sup> board election, be prepared to introduce themselves and share why they want to join the board.

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### **Directors who are continuing:**

1. **Brenda White** – Fife Road, Guelph
2. **Melody Alderwick** – Bread and Roses, Kitchener
3. **Ken Goka** – Niagara Peninsula Homes
4. **Shelley Watts** – Willowside Housing Co-op, Kitchener
5. **Sam Scrimshaw** – Cole Road, Guelph

### **Completed terms:** These elected director's terms are now completed:

6. **Lana Wong** – WCRI Co-op, Waterloo
7. **Twillia Gringas** – Beaver Creek Co-op – Waterloo
8. **Liz Jung** – Emanuel Co-op, Kitchener
9. **Carine Nind** – Co-op Staff Association (CSACO) (This is an appointed position.)

Only one member per co-op, who has been nominated by their co-op, can be elected to the COCHF Board – this is a requirement of the federation by-laws.

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**(Name of nominee)**

Director of the Federation for a term beginning on May 1 2022.

**Dated:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
**(Representative of co-op Board)**

### Acceptance of Nomination for COCHF Board

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**(Name of nominee)**

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**Dated:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
**(Signature of nominee)**

**Mailing Address of Nominee:** \_\_\_\_\_

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