

Federation Digest



Holiday Inn Parkway Conference Centre in
St. Catharines
905-688-2324

AGM 2019 Edition

AGM & Winter Workshops 2019

DATE:

Saturday, January 26, 2019

LOCATION

Holiday Inn & Suites
Parkway Conference Centre
327 Ontario Street
St. Catharines, ON L2R 5L3
905-688-2324

WORKSHOPS: 9:30 am-4:30 pm

MEETING: 5:00 pm-6:30 pm

DINNER/DANCE: 7:00 pm-1:00 am

Our home team of workshop leaders includes **Doug Sider; Catherine Jolliffe; Angie Armstrong; Tracy Geddes, Kathy Dimassi, Judy Mair.**

We will also have our massive Supplier Expo with lots of displays from companies who are co-op friendly.

COSTS

Half day workshop \$50.00 per person
Dinner Dance cost \$50.00 per person
Full day workshop \$100.00 per person

In 2019 we will be offering a **15 workshop program.**

Iler Campbell Lawyers **Celia Chandler** and **Michael Hackl** will lead us through **Messy Human Drama in co-ops**, and **Staffing/Contract issues.**

Deniz Bilgen CHF, and the Co-operators will lead you through **Risk Management** and how to mitigate costly problems in your co-op.

Dawn Richardson from CHF Ont will provide **new information** on the **End of Mortgages in HSA Co-ops.**

Diane Kirke is back to help Boards' with those difficult situations.

Morning Program

9:30 – 12:30

1. A.O.D.A. It's Time, you need this.

Accessibility for Ontarians with Disabilities:

everyone in your co-op dealing with the public must have this training. **Staff**, Board members, committee members, e.g. interview, new member committees, staff etc. **The law requires that your co-op must have a policy in place to accomplish this.** This workshop will give you the necessary tools to make this happen.

2. Full Day Board training: Topics include: leadership; legal responsibilities; co-op finances; planning and goal setting; managing staff; fiduciary duties working with committees and creating a co-operative community.

Note: this is a full day workshop \$100.00

3. Creating an age friendly co-op:

We know that co-op members are increasingly choosing to age in place, Is your co-op ready? We will cover issues related to your diverse and aging membership: current trends in aging; health issues related to aging and their impact on the co-op; how to communicate effectively with an aging membership.

This workshop was a hit at the CHF AGM.

4. Co-op Finances for Dummies: Understanding how to use your budgeted money.

This workshop **will Not** teach you how to read your co-op's financial statement but you will learn who is responsible for producing it, when the board should see it and how to **use it as a tool to make sure you have money to spend on your projects.**

You will see through the myths of co-op finances and **will Not** be afraid of asking "dumb" questions to get to the truth.

You will learn staff and board's responsibilities and **what reports the board should receive** every month.

5. Committees: Do we Really need them?

Ok, your co-ops has committees. How did they start? How are they run?

Who do they report to and how do they report their activities?

How do committees work? How do they get a job description?

How do you get rid of a committee? Who has authority over your committees?

This workshop will take some of the mystery and misconceptions out of starting and running a committee.

6. Messy Human Dramas: A lawyer's Perspective.

Lawyer, Celia Chandler

In working with co-ops, lawyers encounter lots of situations which can be characterised as "**messy human drama**".

Celia has compiled her top 15 into a presentation.

She will discuss these "dramas" while also drawing in important **Human Rights and LTB considerations for co-ops.**

7. Picking your next Neighbour,... What Rules and Laws apply?

We call it member selection but do we really have any control over who gets into the co-op? Of course you do but there are lots of rules you should know about. You will leave this workshop with a better understanding and ready to improve the way your co-op picks your neighbours.

8. Risk Management:

Deniz Bilgen CHF Canada / Co-operators:

Risk management is becoming even more important for co-ops to reduce their future insurance premiums.

Many insurance claims can be prevented, which is why it's important to follow good loss prevention practices in your co-op!

We'll show you practical steps you can take to keep your co-op safe and helpful tips that could save money in the future.

We will also show you how to use CHF Canada's very successful Risk Management Program tools.

Afternoon Program

2:00 – 4:30

9. End of Mortgage: HSA Co-ops. What's gonna Happen Now? Updated information

Is your co-op legislated under the Housing Services Act and funded through your local municipality?

Do you wonder what will happen at your co-op when the mortgage is paid off?

In this workshop, we will discuss the things that will change and the things that will stay the same at the end of mortgage. We will review the current funding model and the effects when the mortgage is paid off. **Dawn Richardson, CHF Ont Region**

10. Leadership Skills: Leadership can be learned, most of us do not have natural leadership abilities. The business of housing co-operatives needs leaders with leadership Skills.

This workshop will help you understand the different styles of leadership; explain the concept of leadership and its importance to effectively deliver your message; and **it will assist you in your ability to positively influence others.**

11. How does your Board deal with Member Complaints: Diane Kirke

Member grievances & complaints will occur in every co-op community. Eliminating all grievances is just not possible, however, how the co-op deals with bringing forward a resolution will strengthen or weaken the community. This workshop we will look at the process, roles and expectations of the board, staff and membership in bringing together an equitable agreement.

12. Taking a new look at your by-laws:

You take your by-law book to all your board and member meetings and refer to it regularly right?

Or maybe they sit there unopened. How do you know your by-laws are still doing their job? Do they need updating? Do you have the correct by-laws? In this workshop we'll review how to work with your by-laws and make sure they are up-to-date and working as intended.

This workshop is for both Federal and HSA coops

13. What happened to the co-op I used to know?

Longing for the good old days? Co-op living is not what it used to be in the old days? How do we get those days back? Do we want them back? How are co-ops supposed to be? What are the rules? Who changed them and why did my co-op change?

Join this discussion and add your 2 cents.

14. Staffing Issues: Lawyer Michael Hackl

“Co-ops rely heavily on staff to carry out the operations of the co-op, and ensure that directors are aware of the rights and obligations of the co-op in dealing with staff. In addition, co-ordinators are typically charged with ensuring that the co-op meets its obligations to various stakeholders, including staff, so it is important for managers to know what the co-op's obligations are as well”.

This workshop will consider the rights and obligations of co-ops in dealing with staff. Managing staff requires you to consider your rights and obligations under your contracts, whether they are an employee directly or with a management company. We will discuss ways to ensure that your contracts are enforceable so that you can avoid challenges to provisions in the contracts that are meant to protect your interests. We will also discuss legislation that affects the employer/employee relationship such as the Employment Standards Act, Ontario Human Rights Code and Occupational Health and Safety Act, and what the co-op needs to do to ensure that it is meeting its obligations under these laws.

15. Maintenance: Kyle Stokes

Good, comprehensive, maintenance programs prevent high cost emergency repairs.

Let's review the elements of a maintenance plan; how to carry it out; planning for major repairs, planning for those unexpected problems.

What should the co-op be doing and what should the member be doing to keep your co-op in great shape?

Hear from the guy you hire to fix your maintenance issues.

Winter Workshops 2019

Order Form (one name per form)

PLEASE PRINT

Registrant: _____ **Co-op:** _____

Email: _____

Orders must be paid in full by Jan 21 2019, We can accept cancellations until Jan 21,....no shows will be charged full price

Circle Your Choice: Morning Sessions 9:30 – 12:30

- Program 1:..... A.O.D.A\$50.00
- Program 2:..... Full Day Board\$100.00
- Program 3:.....Creating an Age Friendly Co-op,.....\$50.00
- Program 4:..... Co-op Finances for Dummies.....\$50.00
- Program 5:..... Committees, Do we really need them?.....\$50.00
- Program 6:.....Messy Human Dramas, a lawyer’s perspective.....\$50.00
- Program 7:..... Picking your next Neighbour.....\$50.00
- Program 8:..... Risk Management.....\$50.00

Circle Your Choice: Afternoon Sessions 2:00 - 4:30

- Program 9:..... End of Mortgage HSA Co-ops\$50.00
- Program 10:..... Leadership Skills,.....\$50.00
- Program 11:.....How does your Board deal with Complaints.....\$50.00
- Program 12:.....Taking a NEW look at your By-laws.....\$50.00
- Program 13:.....What happened to my Co-op?.....\$50.00
- Program 14:.....Staff issues, from the lawyer’s perspective.....\$50.00
- Program 15:.....Preventative Maintenance.....\$50.00
- Dinner / Dance Ticket (not included in price of workshop),.....\$50.00

Total Order: \$

Please let us know of any dietary requirements

Fax to Golden Horseshoe Office: 905-561-1153