

**SATURDAY, APRIL 26, 2025**

The Glenmore Inn & Convention Centre  
1000 Glenmore Ct. SE Calgary, AB

9 AM - 3 PM

**AGM**

ANNUAL GENERAL MEETING



[www.sacha-coop.ca](http://www.sacha-coop.ca)

# INDEX

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01

## MEETING AGENDA

Proposed Agenda items and the day's events are outlined here

02

## WORKSHOP DETAILS

Find all the information about this year's workshops and facilitators here

03

## 2025 ELECTION - SACHA BOARD OF DIRECTORS

Everything you need to know about running for SACHA's Board of Directors

04

## MINUTES FROM 2024 SGM MEETING

Meeting minutes from December 5, 2024 to be approved

05

## HOW TO REGISTER

Find all registration information in this section

# PROPOSED AGENDA

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**8:30 - 9:00 AM**

## **REGISTRATION AND REFRESHMENTS**

**9:00 - 10:30 AM**

### **CALL TO ORDER**

- Opening remarks
- Introductions
- Establish Quorum

#### **1. APPROVAL OF THE PROPOSED AGENDA**

#### **2. APPROVAL OF THE [SGM MINUTES - DECEMBER 5, 2024](#)**

#### **3. AUDITOR'S REPORT**

- Motion to accept the Auditors Report and 2024 audited Financial Statements
- Appointment of Auditor for 2025 financial year
- Audited financial statements will be provided via email one week prior to the meeting.

#### **4. FINANCIAL REPORT**

- Motion to receive the Financial Report

#### **5. EXECUTIVE DIRECTOR'S REPORT**

- Motion to receive the Executive Director's Report

#### **6. ELECTIONS FOR BOARD OF DIRECTORS ([SEE PAGE 7](#))**

1. Nominations
2. A few words from nominees
3. Selection of Scrutineers
4. Voting
5. Motion to destroy ballots

**10:30 - 10:40 AM**

### **TEN MINUTE BREAK**

**10:40 AM - 12:00 PM**

### **7. REPORTS**

- a. Board of Directors Report presented by Joanne Crouse
  - b. Bulk Purchasing Report
  - c. Greetings from CHF Canada
- Motion to receive the Reports

### **8. PRINCIPAL 6: CO-OPERATION AMONG CO-OPS**

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.

**12:00 - 1:00 PM**

### **LUNCH**

**1:00 - 3:00 PM**

### **WORKSHOPS**



# WORKSHOPS DETAILS

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“Education is for improving the lives of others and for leaving your community and world better than you found it.”  
- Marian Wright Edelman

## RISK MANAGEMENT: HOW TO HELP KEEP YOUR CO-OP SAFE

*Facilitated by Owen Carnahan*

Preventable damages that can happen to a building can be costly to fix and hurt the long-term stability of a co-op. What starts off as a small issue can quickly become a much bigger problem. By understanding common risks, your co-op can avoid expensive and complex insurance claims. Learn what risk management is, how it can help lower insurance premiums, and how it can help to identify risks to keep co-ops and their members safe.

## ASK THE LAWYER

*Facilitated by Erin Viala*

Join us for an immersive session designed for housing coop members to ask questions about legal situations that take place in their co-op communities. We invite you to bring your questions about the Co-op Act, human rights, privacy, membership termination, governance and more! Please note that any commentary during this session is not legal advice and is only meant to be informative. If you are looking for legal advice, you can contact Erin at her office to discuss legal matters further.

## COMING TOGETHER AS A DIVERSE COMMUNITY

*Facilitated by Dani Driusso*

How can we come together as a community made up of so many different lived experiences to cultivate an environment where people feel accepted for who they are? In this hands-on workshop we will envision a better future for our communities while brainstorming a tangible action plan to take back to your co-op. We hope this workshop allows you to engage members in new ways and foster connection within your community.

## MEMBERSHIP SELECTION

*Facilitated by Patricia Matthews*

Finding and vetting new members into your co-op is not just a focus on filling waiting lists or vacancies, it is the first step in creating a community. A community active in embracing the values and principles of cooperative living. A well-designed membership selection process is your first opportunity to build such a community and refresh the commitment of existing members.

Join us as we explore the five critical steps to finding, interviewing and welcoming new members to your co-op.

# MEET THE FACILITATORS

**OWEN CARNAHAN** is currently the Risk Management Co-ordinator for CHF Canada's Risk Management program in partnership with The Co-operators Insurance. Owen has worked for CHF Canada for the past five years helping to administer the Risk Management Program for our members, and he has ten years of experience in adjusting insurance claims under homeowners and commercial property policies. Owen has a Bachelor of Arts in Economics and has completed a certificate in Risk Management.

**DANI DRIUSSO** is an author, speaker and educator who specializes in fostering community values by training leaders to bring compassion, integrity and collaboration to the spaces they govern. Dani comes with first-hand experience in co-operative housing, having been a member in the past as well as serving on the board of Springhill Ranch. She is an author, speaker and educator who has worked in various industries teaching confidence, intentional leadership and effective communication skills for over 9 years.

**PATRICIA MATTHEWS** is a long time, active member of Ramsay Heights Co-operative Housing where she has served on the Membership Selection Committee for over seven years. She was also the author of many of the supporting documents for the Committee including the orientation package, interview questions, recommendation form and related policies and procedures.

**ERIN VIALA** is a lawyer with HMC Lawyers in the commercial litigation department. Erin focuses on commercial debt recovery, insolvency, employment, and general commercial litigation. Erin has worked with housing co-operatives in southern Alberta on various litigation matters including employment and debt recovery.

## 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.

“Housing Co-operative members serve as ambassadors within their co-ops and their greater community.” - Anonymous





# IMPORTANT MESSAGE

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**Dear Board of Directors,**

The Annual General Meeting (AGM) of SACHA is similar to your co-op's AGM – the audited financial statements are presented and elections are held. The issues facing co-ops today are increasingly complex and urgent. It is essential for all housing co-operatives in Southern Alberta to be well represented.

**How does it benefit one of your members to serve on the SACHA Board?**

- Your member receives a hands-on training course in good governance.
- Your member establishes a network of contacts with co-ops throughout Alberta and hears about best practices applied in other co-ops.

**How does it benefit your Board when a member serves on our Board?**

- Your member brings to you the knowledge and skills acquired while with SACHA.
- Your Board has access to a wider perspective on the issues you are dealing with and possible solutions to problems.

**How does SACHA benefit when one of your members serves on our Board?**

- Improved communication with individual co-ops helps SACHA provide more effective services.
- Wider representation gives SACHA board members varied skill sets and creative ideas for problem solving.

The number and scope of maintenance and renovation demands are increasing. The changing demographics among members are raising questions about accommodation. The operating agreements of many co-ops are coming to an end and Boards will be solely responsible for multi-million dollar complexes.

SACHA was founded to provide education and support to our member co-ops. Our goal is to build strong, sustainable housing co-operatives. Together we are stronger.

# 2025 ELECTION

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## **There are two vacant positions up for election at the AGM on April 26th, 2025.**

Both of the positions are for two-year terms. SACHA Nominations are to be made in writing and submitted to the Nominating Committee, the Board of Directors, or the SACHA office 14 clear calendar days before the meeting. Anyone who is nominated and cannot attend will need to submit written acceptance of nomination and a completed Member-in-good standing form (on the next page) before the meeting. If you have been nominated and plan on attending the meeting, please bring a completed member-in-good-standing form with you.

## Would You Make A Good SACHA Director?

### **YOU ARE ELIGIBLE IF YOU:**

- Are a member in good standing in your co-op.
- Can carry out the responsibilities of the Board, as set out in the job description and Bylaws.
- Can maintain confidentiality.
- Support the co-op philosophy and want to have a positive, hands-on influence on co-op housing in Southern Alberta.
- Represent an auxiliary member organization.

### **YOU ARE NOT ELIGIBLE IF YOU:**

- Are not bondable.
- Are currently bankrupt.
- Have served three consecutive terms of two years each on SACHA's Board, unless there has been at least a one year break.
- Are a regular employee of SACHA.
- Are a staff member of a housing co-op.

## What Would Be Involved?

- Attendance at Board and Members' Meetings; the Board meets at least nine times a year and there are a minimum of two Member meetings a year.
- Acceptance of the role of liaison to a committee.
- Actively taking part in the board's decision making by preparing for meetings and contributing to discussions.
- Listening to and respecting the opinions of others.

## From SACHA's Bylaws

### **6. BOARD OF DIRECTORS**

#### **6.1 DIRECTION AND SUPERVISION**

- a) The primary role of the Board is to oversee and direct the business of the federation, determine policy and direction through leadership, planning and sound financial management.
- b) The Board can exercise all of SACHA's powers except those that members must exercise at general meetings.
- c) The Board can delegate powers to committees or to staff except as noted in the Act.

#### **6.2 DUTIES OF DIRECTORS**

Duties are noted in a job description approved by ordinary resolution at a Board meeting.

#### **6.3 MANAGEMENT REVIEW**

The Board must regularly review the management and administration structures of SACHA as noted in the Board job description.

#### **6.4 OTHER BOARD RESPONSIBILITIES:**

The Board has the following extra responsibilities:

- It makes contracts and handles other business.
- It makes decisions based on members' direction and must consult members whenever it is reasonable to do so.



# MEMBER IN GOOD STANDING

SOUTHERN ALBERTA CO-OPERATIVE HOUSING ASSOCIATION  
Confirmation of Good Standing of Candidates for the Board of Directors

I declare that \_\_\_\_\_ (the "SACHA Member") is a member of the  
*(Name of member organization)*

Southern Alberta Co-operative Housing Association ("SACHA"). On behalf of the SACHA member, I confirm  
that \_\_\_\_\_ (the "Candidate") is a member in good standing.

### DEFINITION

For the purposes of this declaration, I understand that "good standing" means that **the Candidate** does not owe any money to any housing co-operatives other than scheduled future payments towards the purchase of shares; current month's housing charges; or any other amount not exceeding one month's housing charges and for which a repayment agreement with the co-operative is in place.

**For the duration of any term served by the Candidate on the SACHA board, the SACHA Member undertakes to notify SACHA immediately should the Candidate no longer be a member in good standing or joins the staff of the SACHA Member.**

Per: \_\_\_\_\_  
*(Signature of duly authorized representative)*

Per: \_\_\_\_\_  
*(Signature of duly authorized representative)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date)*

### Confirmation by Candidate

I confirm that I do not owe any money (as described above) to any housing co-operative. And that I have no notice outstanding against me from the housing co-operative in which I live.

Per: \_\_\_\_\_  
*(Name of Candidate)*

Per: \_\_\_\_\_  
*(Signature)*



# MINUTES OF THE SGM Dec.5, 2024

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## ATTENDANCE

- **Attendance:** Monica Taylor (Springhill Ranch), Rhett Brown (West Heritage Manor), Donna Riczu (Jubilee), Krystal Dafoe (Sarcee Meadows) Kelly Edwards (Sarcee Meadows), Rebecca Breland (Sarcee Meadows), Crystal Bond (Skotoko), Chris Guzman (Bridge), Patricia Matthews (Ramsay Heights), Nancy McMahon (Deerfoot Estates), Ayana Abdulla (Deerfoot Estates), Robert Perry (Sunnyhill)
- **SACHA:** Joanne Crouse (Sikome Rise), Linda Bouchard (Springhill Ranch), Susan Clayton (Whippletree West), Brenda Davies
- **Recorder:** Patricia Matthews

## CALL TO ORDER, OPENING REMARKS, INTRODUCTIONS & IDENTIFICATION OF VOTING DELEGATES

Susan Clayton facilitated the meeting and called the meeting to order at 6:47 pm. She welcomed everyone to SACHA's SGM and offered the Land Acknowledgement. Emergency exits and the location of amenities were identified for the group.

Each person introduced themselves to the room, how long they have lived in their co-op and other personal information of interest.

Susan asked for delegates to raise their voting flags to identify themselves and to establish quorum. Quorum was established.

## CONSIDERATION and APPROVAL of the PROPOSED AGENDA

There were no amendments to the agenda

**Motion** "To approve the proposed agenda"

**M/S/C** Monika Taylor/Krystal Dafoe

## APPROVAL of MINUTES of ANNUAL GENERAL MEETING – APRIL 20th, 2024

There were no amendments or corrections to the minutes.

**Motion:** "To approve the April 20th, 2024 AGM minutes"

**M/S/C** Krystal Dafoe/Donna Riczu

## BOARD OF DIRECTORS REPORT

The report from the Board of Directors was delivered by Joanne Crouse. She welcomed everyone to the SGM and Member Appreciation evening and how after the disruption of Covid 19, it was nice to meet in person. SACHA has and will continue to offer virtual and hybrid meetings encouraging participation with members who are unable to attend in person.

SACHA continues to work with CHF Canada and other coop housing federations to build educational programming for members.

Interest in the development of more co-op units has been steadily increasing across Canada. This is a new challenge for SACHA and the federation is excited for the future of co-op housing in Alberta.

SACHA has received an increase in calls from the community asking for help dealing with different forms of community breakdown and conflicts. We have worked hard and will continue to work hard to help members mediate and manage these challenges.

SACHA was formed by the housing co-ops in Southern Alberta with a mandate to provide services and products for members. Providing support, education and operational services specific to housing co-ops is our primary way of delivering on that mandate.

On behalf of our Board of Directors, Joanne wished to thank members for their loyalty to the housing cooperative sector and for supporting SACHA over the past year.

She concluded the report by wishing everyone happiness in the upcoming holiday season and SACHA is looking forward to working with members in the New Year.

**Motion:** "To receive the Board of Directors report"

**M/S/C** Monika Taylor/Patricia Matthews

## EXECUTIVE DIRECTOR'S REPORT

Brenda Davies began the Executive Director's report with a Land Acknowledgement.

The presentation titled What SACHA Does for You was previewed and outlined the programs and services provided through membership in SACHA.

She provided an update on the Property Tax Exemption program offered to non-profit organizations. So far there has been only one submission accepted and a number of others which were denied and SACHA has requested a list. There is an acknowledgement that there are problems with ambiguities, confusion regarding housing co-op eligibility and the impact of Bill 20. Stand by for updates in 2025.

**Motion:** "To receive the Executive Director's report"

**M/S/C** Donna Riczu/Ayana Abdulla

A short video produced by the International Labour Organization celebrating the International Year of Cooperatives was shown. Gilbert F. Hougbo, the Director General of ILO presented.

## FINANCIAL RESOLUTIONS

Linda Bouchard presented the 2025 Budget, reviewing and providing supporting information on the changes from the 2024 budget.

**Motion:** "THAT the SACHA membership dues for each member cooperative be increased from \$4.80 to \$4.95 per unit per month for the 2025 financial year."

**M/S/C** Donna Riczu/Monica Taylor

**Motion:** "THAT the SACHA AUXILIARY membership dues increase to \$375.00 for the financial year."

**M/S/C** Patricia Matthews/Rebecca Breland

**Motion:** "THAT the proposed 2025 budget be approved as presented."

**M/S/C** Monica Taylor/Rhett Brown

**Motion:** "THAT the Board of Directors be authorized to allocate any surplus to the operational reserve."

**M/S/C** Kelly Edwards/Rhett Brown

## AUXILIARY MEMBERS IN SACHA:

Prairie Sky Cohousing

Canadian Workers Co-op

The Kentish Town Mews condos at Whippletree West

## DOOR PRIZES

Several door prizes were drawn.

Congratulations to:

Donna Riczu, Linda Bouchard, Kelly Edwards and Crystal Bond!

## ADJOURNMENT

**Motion** "to adjourn SACHA's 2024 SGM"

**M/S/C** Rebecca Breland/Rhett Brown

The meeting adjourned at 8:10 pm.

# REGISTRATION

Registration Deadline: April 24, 2025

In an effort to limit paper usage and reduce our environmental impact, SACHA has moved towards the digitization of event registration. If you do not have online access to use this link, please contact SACHA's office via phone or email to register.



## REGISTRATION FEES (Cost per person, GST not included)

- Pre-registration for this event is required. There is no fee to attend the business meeting.

### FULL DAY REGISTRATION

- Member: \$200
- Non-member: \$300
- Additional Registrant: \$150
- Registrants age 35 or younger: \$75
- **Lunch included**

### WORKSHOPS ONLY

- Member: \$155
- Non-Member: \$175
- **Lunch not included**

The business meeting starts at 9 AM and will be followed by lunch at 12 PM. The workshops start at 1 PM and run until 3 PM. Sign-up for the workshop of your choice using the link to the online registration form below. If you do not have online access to use this link, please contact SACHA's office via phone or email to register.

Registration fees are only refundable if an event is cancelled due to low registration. If the registered attendee cannot attend, the attendee or their co-op should find someone else to attend in their place.

## HOW TO REGISTER

1. Please register in advance on our website, each person attending must be registered separately.
2. Here is the link: <https://www.sacha-coop.ca/event-details/2025-annual-general-meeting-agm>
3. Complete the registration form.
  - If you plan to attend a workshop, select the workshop of your choice when registering.
  - If you do not plan to attend a workshop, select "I do not plan to attend a workshop".
  - Select whether or not you will be staying for lunch.
  - Select the registration option that applies to you.
4. Receive an email confirmation that your registration has been received once you complete the online registration form.

## PAYMENT DETAILS

We encourage Housing Co-operative Board of Directors to distribute this information to their membership and give them the opportunity to attend the meeting and/or workshops. Most co-ops have an education budget that allows the co-op to pay for their own registration if their co-op does not have funds available. Payment will be requested via invoice after the event.

# CONTACT US

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