

Summary

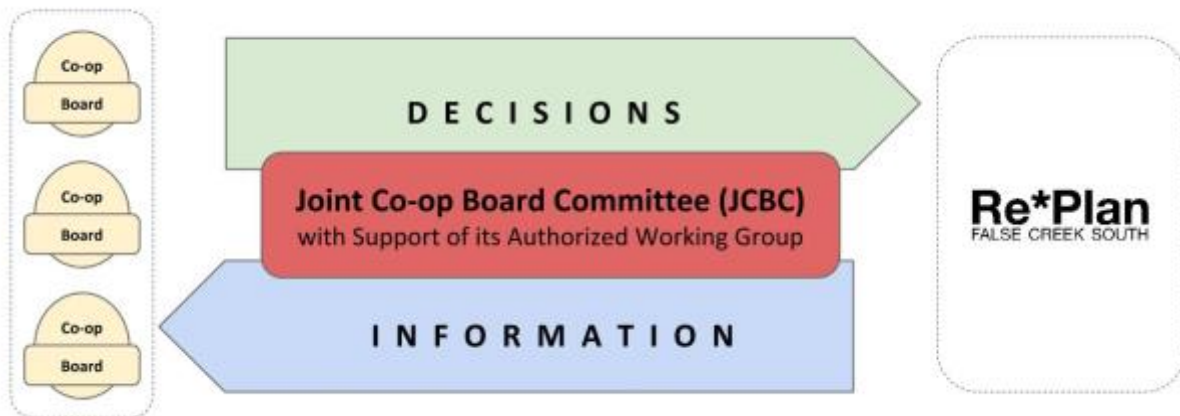
TERMS OF REFERENCE of the Joint Co-op Board Committee (“JCBC”) of Housing Co-operatives in False Creek South

This is a summary. Please refer to the latest version of the Terms of Reference for details on reporting, structure and procedure by contacting the Chair of the JCBC or via info@replanfcs.ca

The **purpose** of the Joint Co-op Board Committee (“JCBC”) is to create an **official forum to enable Housing Co-operatives in the False Creek South area (“co-ops”) to share information and work together on land lease negotiations and other matters of common concern.** The JCBC is part of a formal reporting structure that includes the FCSNA’s *RePlan Committee (“*RePlan”), each co-op Board, and each co-op’s membership. **To enable those purposes, as many as possible, but at least one board member from each co-op shall be a member of the JCBC.**

Here the important facts:

1. **Composition:** The JCBC comprises Co-op board members only. It works closely with its **Authorized Working Group (AWG)**, comprising board members and authorized co-op representatives. The AWG also liaises with *RePlan as the “*RePlan Co-op Subcommittee”;
2. **Making Decisions:** The JCBC may wish to establish consensus when making decisions. If no consensus can be reached, a simple majority of votes from participating co-ops represented at a JCBC meeting is necessary to pass or amend a motion. Each participating co-op has one vote;
3. **Reporting (see graph):** JCBC representatives - with support of the AWG - will inform and request endorsement and feedback from their respective Boards on motions passed at JCBC meetings, and will report on JCBC/*RePlan activities at their monthly co-op Board meeting following each JCBC meeting;
4. JCBC representatives will also share information and provide input/recommendations, any feedback, comments or concerns and endorsements from their Boards to *RePlan via the AWG;
5. *RePlan will provide updates of relevant information to co-op boards via the AWG on an ongoing basis.



TERMS OF REFERENCE

of the

Joint Co-op Board Committee (“JCBC”)

of

Housing Co-operatives in False Creek South

May 26, 2015

PURPOSE

The purpose of the Joint Co-op Board Committee (JCBC) is to create an official forum to enable Housing Co-operatives in the False Creek South area (co-ops) to share information and work together on land lease negotiations and other matters of common concern. The JCBC is part of a formal reporting structure that includes the FCSNA’s *RePlan Committee (*RePlan), each co-op Board, and each co-op's membership. To enable those purposes, as many as possible, but at least one board member from each co-op shall be a member of the JCBC.

Objectives

The objectives of the JCBC are to:

1. Establish a forum for False Creek South co-ops to collaborate on research, analysis and decision-making for issues of common concern
2. Develop a shared and consistent approach to making recommendations back to individual co-op Boards
3. Support each co-op in defining its position regarding its own negotiations for land-lease renewal with the City of Vancouver (COV)
4. Provide each co-op with information or recommendations for land lease renewal and/or community planning and
5. Communicate issues, concerns and preferences regarding land lease renewal specific to participating co-ops as a group or individually, and to *RePlan, for use in negotiations with the City, including, but not limited to:
 - 5.1. Land lease negotiations, incl. negotiation costs
 - 5.2. Changes to co-op policies
 - 5.3. Time frames
 - 5.4. Approaches to negotiations with the City of Vancouver
 - 5.5. Working with strata and non-profit leaseholders



- 5.6. Future governance options and models for leasehold land
- 5.7. Land use opportunities and limitations

COMMITTEE COMPOSITION & MEETINGS

6. The Joint Co-op Board Committee comprises representatives of Boards of Housing Co-operatives in False Creek South, plus Heritage Co-operative and any other co-op subsequently approved by the JCBC as authorized to participate. Housing Co-operatives that are currently participating include:
 - 6.1. **Alder Bay** Housing Co-operative
 - 6.2. **Creekview** Housing Co-operative,
 - 6.3. **False Creek Co-operative** Housing Association,
 - 6.4. Greater Vancouver Floating Home Co-operative (aka. **Spruce Harbour Marina**),
 - 6.5. **Heritage** Housing Co-operative.
 - 6.6. **Marina** Housing Co-operative,
 - 6.7. **Twin Rainbows** Housing Co-operative,
7. The JCBC meets at least quarterly to discuss various issues of mutual concern or interest. Additional meetings may be called by the Chair upon request of Board representatives or as may otherwise be decided by a poll of the participating members of the JCBC. Meetings are held in the False Creek Housing Co-op Enclave 6 meeting room east of Sitka Square in False Creek South or as may otherwise be decided by a poll of the participating members of the JCBC.
8. Guests from *RePlan, the Authorized Working Group, the False Creek South Neighbourhood Association and other tenure groups of False Creek South, as well as individuals present by invitation of the JCBC Chair are welcome to attend and speak at regular meetings of the JCBC, but do not have voting privileges.
9. Meetings will be chaired by the Chair of the Authorized Working Group or by the Chair of the JCBC as elected from time to time by the JCBC during a meeting.
10. The JCBC Chair calls the meeting to order, remains neutral and keeps a speaker list during discussions, and decides who has the floor.
11. Meetings will be conducted in a manner inclusive and respectful of JCBC participants needs and concerns.
12. The JCBC meeting shall respect whoever has the floor.

RELATIONSHIP TO OTHER COMMITTEES

13. The JCBC works closely with its **Authorized Working Group (AWG)**
 - 13.1. The AWG supports the JCBC by working between JCBC meetings to do background research, preparing proposed motions to be discussed by the JCBC, and providing advice and recommendations to the JCBC.



- 13.2. The AWG is comprised of co-op members that are appointed from each co-op, as well as *RePlan support staff. Appointed members need to be able to report back to Board meetings at their individual co-ops as the need arises.
- 13.3. The AWG also liaises with *RePlan as one of its subcommittees (the Co-op Subcommittee)
14. Appendix 1 provides a simplified overview of the established decision-making structure of the JCBC, its AWG and *RePlan.

MAKING DECISIONS

15. The JCBC does not make binding decisions for individual co-ops and does not speak on behalf of individual co-ops, unless requested to do so in writing that is then communicated to the next JCBC meeting.
16. Representatives of the JCBC can bring forward proposed motions for discussion and voting, either:
 - 16.1. During a meeting or
 - 16.2. Prior to a meeting via the AWG Chair
 - 16.3. Through any member of the AWG.
17. The content and intent of motions endorsed at JCBC meetings are communicated to *RePlan (via the AWG) after endorsement by the individual co-op Boards (see below for details).
18. The JCBC may wish to establish a consensus when making decisions. If no consensus can be reached, a simple majority of votes from participating co-ops represented at a JCBC meeting are necessary to pass or amend a motion.
19. Each participating co-op has one vote.
20. Motions will be:
 - 20.1. Documented by the minute taker and made available to all representatives and
 - 20.2. Communicated to *RePlan via the AWG after endorsement by co-ops - if appropriate.

COMMUNICATIONS & REPORTING

The JCBC - with support of its Authorized Working Group - aims to ensure two-way communications with co-op Boards and *RePlan (see Appendix 1 for illustration):

21. Members of the AWG will support JCBC representatives in ensuring two-way communication between Boards and *RePlan.
22. JCBC representatives will inform and request endorsement and feedback from their respective Boards on motions passed at JCBC meetings, and will report on JCBC/*RePlan activities at their monthly co-op Board meetings following each JCBC meeting;
 - 22.1. JCBC representatives will request that these discussions be included in Board minutes to keep co-op members informed;
 - 22.2. JCBC representatives will request Board assistance in informing and distributing relevant information to the membership.



23. The JCBC will share information and provide input/recommendations, any feedback, comments or concerns and endorsements from their Boards to *RePlan via the AWG
24. *RePlan will provide updates of relevant information to co-op Boards via the AWG on an ongoing basis

MEETING DOCUMENTATION / AGENDAS

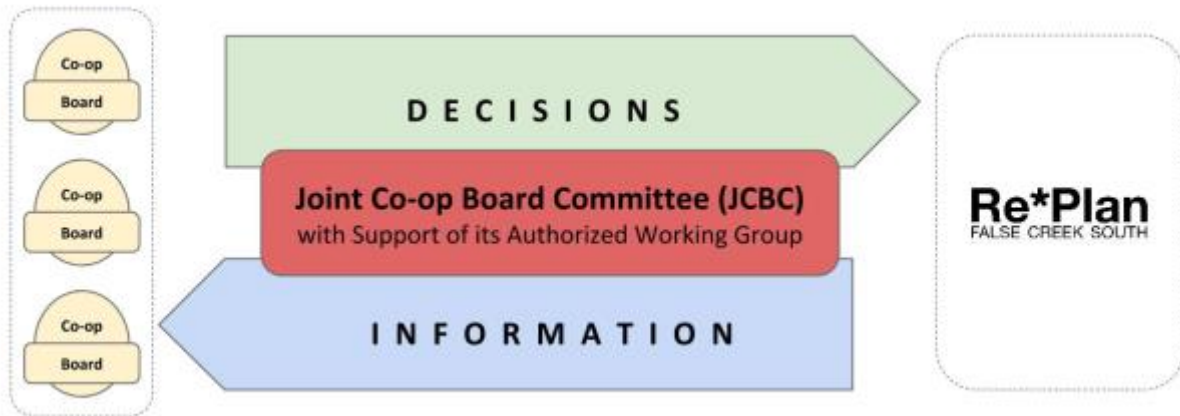
25. Decisions and essential discussion points are recorded by a minute taker at every JCBC meeting. All minutes are available to all members of the co-ops upon request to the JCBC Chair, by direct message from the Chair or via info@replanfcs.ca Minutes are to be approved at subsequent meetings Minutes are to be distributed no later than one week after meetings.
26. The Meeting Agenda is set by the JCBC Chair with input from the AWG and JCBC representatives. The Meeting Agenda and additional relevant information is to be made available no later than one week in advance of JCBC meetings. Additions and amendments to the Agenda can be requested at the beginning of each meeting or in writing to the Chair prior to the meeting.

REVIEW & AMENDMENTS

27. Amendments to these Terms of Reference can be instituted by JCBC members in the same manner as motions are proposed.
28. Any recommended amendments to these Terms of Reference must be approved by the JCBC.
29. The JCBC will inform *RePlan of any changes to its Terms of Reference, whenever such changes are made.
30. Amendments to these Terms of Reference will come into force upon approval.



APPENDIX



Appendix 1: Decision-making and reporting structure JCBC, Co-op Boards, *RePlan, Authorized Working Group

Approved

