

Membership Policy

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Purpose of the Policy

- To provide a framework within which the committee members can exercise the important functions of finding, screening and selecting members who will make the best possible contribution to the successful operation of the co-op.

Committee Responsibilities

- Ensuring consistency and fairness in dealing with all applicants when carrying out the tasks of the committee. The system should not only be fair, but it should be perceived to be fair also.
- Maintaining an awareness of committee policies and procedures and operating accordingly.
- Keeping the units filled, thereby avoiding financial loss to the co-op due to vacancies.
- Finding and screening potential members and making recommendations to the Board of Directors as to acceptance or rejection.
- Ensuring a commitment to respecting the confidentiality of matters considered by the committee or to which the committee has access.
- Making decisions which are in the best interest of the co-op.

Functions of the Board of Directors

- Reviewing the recommendations of the committee and making the final decision as to acceptance or rejection.
- Ensuring that committee members receive adequate training in the areas of committee responsibility.
- Ensuring that the committee is functioning according to approved policies and procedures.

- (a) Source of Authority - Board of Directors
- (b) Composition
 - The committee will consist of resident members who have volunteered to sit on the committee and have been confirmed as members of the committee by the Board of Directors. As far as possible, the make up of the committee will reflect the diverse membership of the co-op. Upon being Board approved, the new member will sign the Oath of Confidentiality.
 - The committee will aim to ensure that there is a good balance of new and experienced members on the committee at any one time.
- (c) Meetings
 - Quorum shall be 50% plus 1.
 - Meeting shall be generally held once a month or as required.
 - An agenda shall be prepared for each meeting.
 - Meetings will usually be closed to non-committee members due to the confidential nature of the business. If a non-committee member wishes to attend a meeting to discuss a particular item of business, the item will be put on the agenda and they may attend that portion of the meeting only.
- (d) Minutes
 - Minutes will be recorded at all committee meetings.
 - Committee recommendations concerning membership applications shall be recorded in the meeting minutes and be forwarded to the Board of Directors following the meeting at which the decisions are made.
 - All confidential matters considered by the committee shall be recorded in these minutes but shall not be made available to the members of the co-op.
- (e) Confidentiality
 - When the interview teams conduct the interview with prospective applicants, they often become aware of confidential information about the applicants. Because of this, everyone on the Membership Committee will be required to sign an Oath of Confidentiality (Schedule A).
- (f) Reporting
 - A written or verbal report on committee activities shall be made on a regular basis to the general members.
- (g) Committee Responsibilities -
 - (i) On an ongoing basis, the Membership Committee will interview applicants for membership, make recommendations on the applications to the Board, administer the waiting list and work with staff filling vacancies.

- (ii) The Committee will be responsible for recommending changes or additions to the Membership Policy to the Board of Directors and the members.
- (h) Statement of Process - The committee shall ensure that all persons wanting to be considered for membership in the co-op be made aware of the following procedural aspects:
- (i) submitting an application form
 - (ii) providing income verification (if being offered subsidy)
 - (iii) paying a non-refundable membership fee
 - (iv) submitting to a credit check
 - (v) being interviewed by at least two members of the Membership Committee
 - (vi) having a right to appeal in writing within 14 days to the Board of Directors if rejected
 - (vii) paying a \$100.00 non-refundable deposit upon acceptance of a unit to be applied to the Maintenance Guarantee
 - (viii) paying the balance of the Maintenance Guarantee upon move-in
- (i) Approval Process - No applicant shall be approved for membership in the co-op until the Membership Committee's recommendation has been reviewed, and accepted by the Board of Directors.
- When an applicant has been approved by the Board it shall be as a "member pending occupancy".

Section II - Selection Criteria

1. The following considerations form the basis of the member selection criteria.
 - (a) Open and voluntary membership is one of the seven fundamental co-operative principles established by the International Co-operative Alliance. It means that membership in the co-op is open to anyone who wants to make use of it's service providing that they are willing to live up to and respect the rights and responsibilities of co-op membership.
 - (b) Legislation and government regulations forbid discrimination against minority groups or on any grounds that violate fundamental human rights.

2. The following criteria will be taken into consideration when assessing applications for membership in the co-op.
 - (a) Commitment to co-op principles and a willingness to participate in co-op decision making and activities. (Examples: attending general member's meetings, working on the committees, running for the Board)
 - (b) Demonstrated financial responsibility.

- (c) Likely to maintain the co-op property in good condition.
- (d) Likely to be a neighbour who respects the human and civil rights of others in the co-op.
- (e) Indicates a positive attitude towards living in a community with people from a variety of social, economic, religious, cultural and ethnic backgrounds.
- (f) Shows a willingness to be informed of and to abide by the by-laws, policies, agreements and procedures developed by the co-op.

Section III - Interviews

- (a) All adult occupants (18 years and older) of the household must be present at the interview. Adult children (18 - 25 years) of applicants have the option of applying for full membership, or being household occupants.
- (b) Interviews should be done (when practical) in the applicant's home by no fewer than two trained interviewers. All household occupants, regardless of age, are requested to be present at the interview.
- (c) The interviewers will report back to the Membership Committee as a whole.
- (d) The committee will make a recommendation to the Board of Directors for their review. Acceptance for membership or denial of membership shall be made by a resolution of the Board of Directors.

Section IV - Unit Size Standards

The following guidelines are used in assigning units to new members.

- (a) A single member, that is a household consisting of only one person, may be admitted providing they are restricted to a two-bedroom unit.
- (b) With the exception of (a), every attempt will be made to house families with a maximum of 2 people/bedroom and a minimum of 1 person/bedroom.
- (c) Only the people named on the application form will live in the unit.
- (d) For the purpose of determining household size and unit size eligibility, all persons deemed "permanent" members of the household will be included. Someone may be considered a permanent member of a household even if that person is only a periodic resident in a unit. (Examples: children under joint custody of separated/divorced parents, a spouse who's job requires them to live away from home, children who live elsewhere while attending school or other institution)
- (e) The individual needs of a person or a family may also be taken into consideration when assigning units.

Section V - Financial Obligations

The following costs and payments are required of all members prior to move-in in the co-op.

(a) Maintenance Guarantee

The Maintenance Guarantee is \$400.00. An instalment of \$100.00 on the Maintenance Guarantee is required at the time of accepting a unit in the co-op. This instalment will be non-refundable if the member decides not to move in. The balance of \$300.00 is to be paid upon move-in.

If the member indicates that it will be extremely difficult to pay the balance of \$300.00 upon move-in, a Repayment Schedule may be signed for \$50.00/month until the balance is paid (not to exceed 6 months)

(b) Membership Fee

Upon move-in (or just prior) the member shall sign the Occupancy Agreement and pay the membership fee of \$5.00 per adult member. This is non-refundable and is a one time only payment.

(c) First Month Housing Charge

This payment shall be made by certified cheque or money order and is due upon move-in and shall be made at the time the keys are picked up.

(d) Monthly Housing Charges

Housing charges are due in the co-op office **before noon** on the first business day of each month.

For the convenience of the member and the co-op, it is suggested that post-dated cheques for each month up to and including November of each year be provided to the co-op office.

(e) Upon move-in, members will be issued a Member Handbook. This book must be returned to the co-op, in good condition upon move-out. Failure to return the Member Handbook, in good condition, upon move-out will result in a \$50.00 fine being deducted from the member's Maintenance Guarantee.

Section VI - Internal Waiting List

The following policies will govern the internal waiting list.

(a) An internal waiting list will be maintained consisting of resident members who wish to relocate to another unit. The internal waiting list, in all cases, will take priority over the external waiting list.

(b) Members may apply to relocate to any size or type of unit for which they qualify according to Section IV - Unit Size Standards.

(c) Following an internal move, one year must pass before members can apply for

another transfer. These requirements may be waived if:

- (i) members who, because of a change in household size would qualify for another size unit
 - (ii) members who, for financial reasons need to move to a less expensive unit
 - (iii) members who wish to apply for a unit modified for the disabled
 - (iv) members who have other reasons acceptable to and approved by the Board
- (d) Members who are in breach of their Occupancy Agreement with the co-op are not eligible to relocate within the co-op. Grounds for refusing a request to relocate include, but are not limited to:
- (i) arrears, where no signed Repayment Schedule has been made
 - (ii) failure to maintain the unit in regards to the Maintenance and Improvements Policy
- (e) Priority for relocation will generally be based on the date of application. Exceptions may be allowed where:
- (i) housing charge assistance is not available and a household needs to move to a less expensive unit
 - (ii) a household is severely underhoused or overhoused
- (f) If a household turns down two (2) unit offers that meet the conditions specified on their relocation request, their name will be placed at the bottom of the waiting list, except in cases where the household would require housing charge assistance for that unit and no assistance is available.
- (g) All requests to relocate should be submitted in writing to the co-op office. It must include the unit size and type. If a member wishes to relocate to a particular area of the co-op, the particular block or unit numbers or number must also be specified. The request will be forwarded to the Board of Directors for approval and then to the Membership Committee to be added to the internal waiting list.
- (h) Members must advise the office within 48 hours of viewing a unit that is being offered as to whether they wish to take the unit or not.
- (i) If a household's request to relocate is refused, that household may appeal the decision to the general members.
- (j) If members wish to swap units, they must make a request, in writing to the Board of Directors.

Section 7 - External Waiting List

The Membership Committee shall maintain an external waiting list and shall comply with the process outlined in the External Waiting List Procedures.

Section 8 - Decision Making and Appeals

- (a) The committee as a whole shall make recommendations to the Board of Directors on acceptance or rejection of applicants.
- (b) The committee may decide that an applicant be re-interviewed by a different interview team if additional information is required. A recommendation will be made to the Board on acceptance or rejection after

the re-interview.

- (c) The Board will review the committee's recommendation. If the Board disagrees with the committee's recommendation concerning an applicant, it will return the application to the committee for further consideration. A written summary of it's concerns shall accompany the application. If, having considered the points made by the Board, the committee feels that the recommendation should stand, it shall send a representative to the next Board meeting to present it's point of view. The Board's decision at this point is final unless the applicant chooses to appeal the Board's decision.
- (d) Applicants may appeal a rejection of membership by advising the Board, in writing, within 14 days of receiving the written notification of rejection, that they wish to appeal the Board's decision.

In such case of an appeal, two Board members will conduct the appeal interview within 30 days of receipt of the request and report back to the Board as a whole. No second appeal and no further review of the application will be considered if the applicant is rejected after the appeal interview.

Changes to the Membership Policy can only be made at a duly constituted general members meeting. Changes must be confirmed by a 51% vote of the members.

Changes suggested by the Membership Committee: September 19, 2005 (Section V(d))
Suggested changes approved by the Board: October 17, 2005
Policy change approved by the Members: November 30, 2005

Changes suggested by the Membership Committee : March 3, 2009
Suggested Changes approved by the Board: March 9, 2009
Policy changes approved by the Members : March 25, 2009

Changes suggested by the Board of Directors : April 18, 2011
Policy changes approved by the Members : June 13, 2011

Peterborough Co-operative Homes Inc.

Request for Internal Transfer

Name(s) in present unit: _____ Unit # _____

of adults: _____ # of children: _____ move-in date: _____

Name(s) to occupy new unit (if different from above): _____

of adults: _____ # of children: _____

Size of unit you are requesting:

Location preferred: _____

Reason(s) for requesting to relocate: _____

When would you like to relocate: _____

I have attached income verification because there will be a change in occupants: _____ YES _____ NO

I agree to a maintenance inspection of my unit before a transfer will be granted: _____ YES _____ NO

I understand that applications handed in after a particular unit gives notice to vacate may not be considered: _____ YES _____ NO

Date: _____ Signature of Member: _____

Date: _____ Signature of Members: _____

This Section is for Office Use Only

Date Received: _____ Co-ordinator's Signature: _____

Maintenance Inspection completed: _____

Financial status: (subsidy required?) (income verification required) _____

Arrears (if any):

New Housing Charge amount:

Approved by the Board of Directors: Date: _____ Signature:

Confirmation sent to Membership Committee: Date:

Letter sent to Member granting the request: Date:

Rejected by the Board of Directors: Date: _____ Signature:

Letter sent to the Member denying the request: Date:

If any requirements were waived or priority given, list reasons here:
