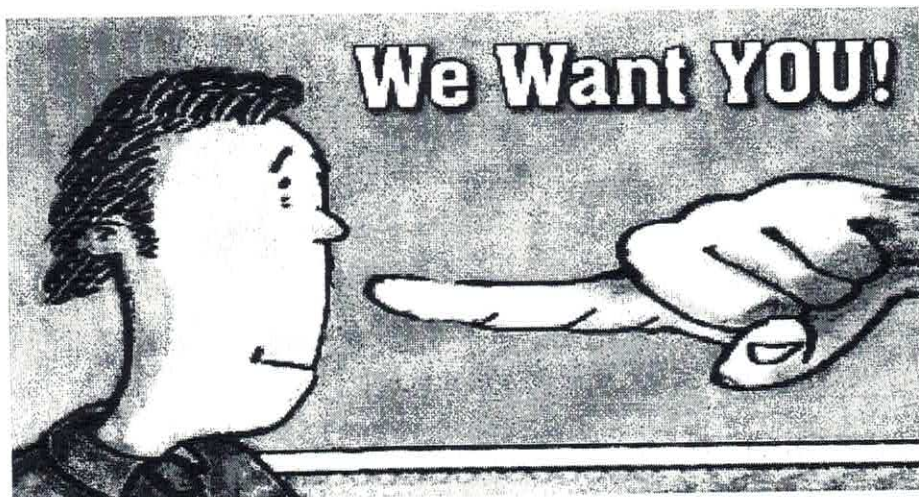


## Member Selection Policy

Part of what sets co-ops apart from other types of housing is our ability to choose our members. Our Member Selection Committee works hard at interviewing prospective applicants and making recommendations to the Board about who should make it onto our waiting list, and who should not. The Board makes the final decision.

The **Member Selection Policy** includes details about:

- the criteria for membership
- the application/interview process
- internal transfers
- our waiting list
- # of people per bedroom



# Kawartha Village Co-operative Homes Inc.

## **Member Selection Policy**

### Purpose of the Policy

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

### Committee Responsibilities

Ensuring that there is a consistent and fair process in place for all applicants. 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 operate 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 interests 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. Reporting back to the committee these decisions.

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.

## SECTION I - Operational Guidelines

A Source of Authority Board of Directors

B Composition Minimum of 6 members  
Maximum of 12 members

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.

Upon being Board approved, the new member will sign a Confidentiality Agreement, participate in at least 3 meetings, and their performance will be assessed after 6 months, as outlined in the Member Selection Procedures.

As far as possible, the make up of the committee will reflect the diverse membership of the co-op. 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 generally be 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, this 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 were made.

All confidential matters shall be recorded in these minutes but shall not be made available to members of the co-op.

E Confidentiality When interview teams conduct interviews with prospective applicants, they often become aware of confidential information about the applicants. Because of this, everyone on the Member Selection Committee will be required to sign a Confidentiality Agreement.



F      Reporting      A written or verbal report on committee activities shall be made on a regular basis to the Board of Directors and to the general members at the GMMs or through the newsletter.

G      Committee Responsibilities

On an ongoing basis, the Member Selection Committee will interview applicants for membership, make recommendations on the applications to the Board, administer the waiting list and work with staff to fill vacancies.

The committee will be responsible for recommending changes or additions to the Member Selection 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 are made aware of the following procedural aspects :

- Submitting an application form
- Providing income verification (only if being offered a subsidy)
- Paying a non-refundable membership fee
- Submitting to a credit check
- Being interviewed by at least two members of the Member Selection Committee
- Having the right to appeal to the Board of Directors, in writing, within 14 days if rejected
- Paying in full the last month on deposit and the first month's housing charges by money order, certified cheque or bank draft before moving into the unit
- That they can pay their Maintenance Guarantee before move in, or have up to six (6) months to pay it with the first payment due the month following move in

I      Approval Process      No applicant shall be approved for membership in the co-op until the Member Selection 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 its service providing 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 the co-op principles and a willingness to participate in co-op decision making and activities. Examples : attending general member's meetings, working on committees, running for the Board, etc.
  - B Demonstrated financial responsibility
  - C Likely to maintain the co-op property in good condition
  - D Likely to be a good neighbor who respects human and civil rights of others in the co-op
  - E Indicates a positive attitude towards living in a community with people from various social, economic, religious, cultural and ethnic backgrounds.
  - F Shows a willingness to be informed of and abide by the by-laws, policies, agreements and procedures developed by the co-op.

The needs of the co-op may also be considered when assessing applications for membership in the co-op.

## **SECTION III - Interviews**

1. All adult occupants (16 years and older) of the household must be present at the interview. Adult children (16 – 25 years) of applicants have the option of applying for membership, or being household occupants.
2. The interviewers will report back to the Member Selection Committee as a whole.
3. 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 resolution of the Board of Directors.



## **SECTION IV - Unit Size Standards**

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

1. A single member, that is a household consisting of only one person, may be admitted providing they are restricted to a two-bedroom unit.
2. With the exception of (1), every attempt will be made to house families with a maximum of 2 people/bedroom and a minimum of 1 person/bedroom.
3. Only the people named on the application form will live in the unit.
4. For the purpose of determining household size and unit size eligibility, all persons deemed as '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 the unit, children who live elsewhere while attending school or other institution.
5. If as a result of change in household size, a member is occupying a unit that is larger than he or she is eligible for (overhoused), and is receiving subsidy, the member will be asked if they wish to transfer into the next appropriately sized unit. If they do not wish to transfer, the housing charge payable during the time the member is overhoused shall be equal to their subsidized rate + the difference between the unit price they are eligible for and the unit price of the unit they are occupying.
6. The individual needs of a person or family may also be taken into consideration when assigning units.

## **SECTION V - Financial Obligations**

### **1. Maintenance Guarantee**

The Maintenance Guarantee is always 40% of one month's current full housing charge. If the member indicates that it will be extremely difficult to pay the full amount due, the member will be given up to six (6) months to pay the amount with the first payment being due in the month following occupancy.

### **2. Membership Fee**

Upon move in, 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 onetime only payment.

### **3. Last Month on Deposit**

This payment shall be made by certified cheque, money order, bank draft or debit and is due upon move in and shall be made before keys are picked up.

#### 4. Monthly Housing Charge

Cheques are due in the co-op office BEFORE NOON on or before the first business of each month.

For the convenience of the member and the co-op, it is suggested that post-dated cheques for each month of the co-op's fiscal year (March – February) be provided to the co-op office.

#### 5. Member Handbook

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 handbook in good condition will result in a \$50.00 fine be deducted from the member's Maintenance Guarantee.

### **SECTION VI - Internal Waiting List**

The following rules will govern the Internal Waiting List :

1. An internal waiting list will be maintained consisting of resident members who wish to relocate to another unit, and members who are required to relocate because of overhousing. The internal waiting list, in all cases, will take priority over the External Waiting List.
2. Members may apply to relocate to any size or type of unit for which they qualify according to Section IV – Unit Size Standards.
3. Members must have lived in their unit for a minimum of one (1) year before they can apply for an internal move. Following an internal move, two (2) years must pass before members can apply for another transfer. These requirements may be waived if :
  - A Members who, because of a change in household size would qualify for another size unit;
  - B Members who, for financial reasons need to move to a less expensive unit; or
  - C Members who have other reasons acceptable to and approved by the Board of Directors.
4. 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 :



- A Arrears, where no signed Repayment Schedule has been made and/or the member's payment history;
  - B Failure to maintain the unit in accordance with the Maintenance and Improvements Policy
  - C Non-participation in co-op activities.
5. Priority for relocation will generally be based on the date of application. Exceptions may be allowed where :
- A Subsidy is not available and a household needs to move to a less expensive unit.
  - B A household is severely underhoused or overhoused
6. If a household turns down a unit offered that meets the conditions specified on their relocation request, their name will be placed at the bottom of the Internal Transfer List, except for cases where the household would require subsidy for that unit and no subsidy is available.
7. All requests to relocate should be submitted on an official Internal Transfer Request form. If a member wishes to relocate to a particular area of the co-op, the block and/or units numbers must be specified on the request. The request will be forwarded to the Board of Directors for approval and then to the Member Selection Committee to add to the Internal Waiting List.
8. Members must advise the office within 48 hours of viewing a unit that is being offered as to whether or not they wish to take the unit.
9. If a household's request to relocate is refused, that household may appeal the Board's decision to the general members.
10. Swapping units directly between members is not permitted. If members wish to swap, they must make a request, in writing, to the Board of Directors.

## **SECTION VII - External Waiting List**

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



## **SECTION VIII - Decision Making and Appeal**

1. The committee as a whole shall make recommendations to the Board of Directors on acceptance or rejection of applicants.
2. The committee may decide that an applicant be re-interviewed by a different team if additional information is required. A recommendation will be made to the Board on acceptance or rejection after the re-interview.
3. 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 the Board's concerns shall accompany the returned 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 its point of view. After this presentation, the Board's decision will be final, unless the applicant chooses to appeal the Board's decision.

4. 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.

In such case, two Board members and one Member Selection Committee member (who was not part of the original interview team) will conduct an appeal interview within 30 days of receipt of the request, and then 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 Member Selection Policy can only be made at a duly constituted meeting of the general members.

Policy Approved by the Member Selection Committee :	September 5, 2012
Policy Approved by the Board of Directors :	October 2, 2012
Policy Confirmed by the General Members :	October 17, 2012