
PARTICIPATION POLICY

1. All members are obligated to participate in the decision making process in the Co-Op, by attending each monthly general meeting and annual general meeting. Should the member be prevented from attending mandatory meetings, by reason of work, illness or other emergency, the Board must be notified in writing. In cases of two members per unit, at least one member is obligated to attend the monthly general membership meetings and annual general meeting.
2. All members shall also participate in the operation of the Co-op by sitting on the Board of Directors, a committee or volunteering time in some other area of the co-op's operation. Each member who has fulfilled their participation obligations for the preceding full year may be entitled to a sabbatical period of one year, every alternate year, with Board approval.
3. Each unit (comprised of the member, associate member, and the non-member adult occupants of a housing unit) is obligated to contribute, during each one year time commitment, at least five hours per month towards the operation of the Co-op. Members will be credited participation hours for the full time of each General membership meeting. The member **MUST** stay at the General membership meeting for a period of at **LEAST** one hour, to be credited with attending the meeting. For members who stay at the General Membership meeting for the full duration of the meeting, time after one hour will be recorded in half-hour increments.
4. A member may be given exemption from this participation requirement for reasons acceptable to the Board, such exemption to be reviewed every 6 months.
5. The Participation Committee will keep a record of each member's participation to assist the Board in evaluating participation. This record shall be kept by the Participation Committee.
6. It is the responsibility of the Member to find areas where volunteer participation is required. The Participation Committee will also inform members of areas where participation is needed, if necessary. Areas **NOT** covered by volunteer participation include upkeep of members' unit and attached private gardens, patios, etc.
7. A Maintenance Levy totalling \$300.00 (\$5.00 per hour, for 60 hours of participation required per unit for each twelve month period) will be recorded on the 1st day of April each year, for each unit. Each unit has 12 months to reduce this Maintenance Levy to a zero balance, by participating and reporting correctly their participation hours. The Participation Committee will conduct a review of Participation records after 6 months (September 30th) and report to each unit the total participation hours completed and the balance of their Maintenance Levy. Members will have 6 months (until March 31st) to reduce their Maintenance Levy to a zero balance. The Participation Committee will report to the Co-ordinator any outstanding participation hours per unit. The Co-ordinator will provide each unit with a statement of any Maintenance Levy due and payable by the end of April. If a member/unit fails to satisfy the

participation requirement, and fails to pay the Maintenance Levy by the end of April in each current year, the amount of the Maintenance Levy shall be added to the arrears for that unit. Appeals regarding this Maintenance Levy may be addressed, in writing, to the Board.

8. The Maintenance Levy collected from non-participation members/units will be deposited to a Maintenance Levy account, and used for General Maintenance work for Dundee Housing Co-Operative.
9. Participation may be deemed to include involvement in any of the following activities:
 - a. Management: Board of Directors, Executive Officers;
 - b. Administration;
 - c. Committees;
 - d. Special Skills (carpentry, painting, etc.);
 - e. Work Parties and other seasonal tasks as may arise.
10. All members have a right to review their own participation record, upon written request to the Board.
11. Internal Moves
 - a. If the member/unit wishes to be placed on the internal move list, he/she must have maintained a level of full participation of 60 hours/unit for at least 12 months prior to the date of application for the internal move;
 - b. Current or other unit occupants (e.g. adult children) wishing to apply for their own unit must have maintained their own level of full participation of 60 hours, separate from the family unit, for at least 12 months prior to their request;
 - c. Any extenuating circumstances regarding internal moves by a member or unit shall be addressed by the Board.