

KANATA CO-OPERATIVE HOMES INC.

PARTICIPATION POLICY

Preamble

The members of a housing co-operative benefit greatly from their living situation if the co-op is well run, on a sound financial footing, and well maintained. However, since it is up to the members to determine how the co-op will run, they in fact control the extent to which they will benefit.

Participation in co-op activities and in the decision-making process is the key to each member's control in the running of the co-op.

Participation will yield additional benefits in the social sphere as neighbours become friends and a sense of community is attained. And so, the prime responsibility of co-op membership, that of participation in running the co-op, is at the same time one of the primary advantages.

A housing co-operative is owned and operated by its members. Given this, Members are expected to undertake, corporately, all the activities of a home owner. We are jointly responsible for making all the decisions governing the operations of the co-op. We are also responsible, together with any staff we may hire to assist us, for the day-to-day operation of the co-op, ensuring our homes are safe, effectively managed, and well-maintained.

Participating in the decisions governing our housing is a privilege. It is also the responsibility of each member to participate actively in the community, so that the burden of leadership is not carried by only a few.

PARTICIPATION REQUIREMENTS

In order for the co-op to function, the membership must assume a number of responsibilities. Each member is to contribute to the co-op in their own way, depending on individual skills, life styles, etc.

The minimum participation expectation is as follows:

1. Paying monthly housing charges on time without having to be reminded.

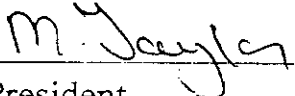
2. Meeting any other financial obligations to the co-op.
3. Reporting damage to the office immediately.
4. Maintaining one's unit in good condition.
5. Getting along peaceably with your neighbours.
6. Contributing a minimum of four hours per month in a participatory activity, plus attendance at all general members' meetings. Details of this contribution are as follows:
 - a. Each member is obligated to participate in the decision making of the co-op by attending each Annual Meeting of members, and all other meetings of members, unless prevented by illness, work commitment or emergency, or other reasons acceptable to the Board. This obligation is continuous. Regrets must be received in writing.
 - b. Each household will also participate in the operation of the co-op by sitting on the Board, a committee, or volunteering time in some other area of the co-op's operation - on average, the equivalent of four hours per month per member of each household. (e.g. Two members in a household equals 8 hours of participation per month)
 - c. Each member will normally give a minimum of a one year time commitment to the chosen participation activity.
 - d. A member will normally be given a temporary or permanent exemption by the Board from this participation requirement for reasons of health, employment or other reasons acceptable to the Board. The onus is on the member to petition the Board, in writing, for this exemption.
 - e. The co-op will keep a record of each member's participation to assist the Committee in monitoring participation. This record will specifically include attendance at general members' meetings and all other known participation. This record will be maintained by staff or a member appointed by the Board. These records will be viewed by the Board yearly.
 - f. This policy applies to work parties or other short term tasks which may require volunteers from time to time, provided that the member participates in such activities on a regular basis.

- g. It is the responsibility of the Board, committees and staff to inform members of areas where volunteer participation is required. However it is the members' responsibility to try to find out where help is needed.
- h. No member may sit on more than two committees anytime.

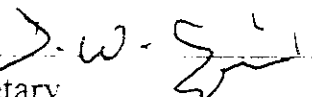
PROCEDURE FOR PARTICIPATION RECORD KEEPING

- 1) Every three months the co-ordinator or a member of the Participation Committee will pass out a one page member participation log. It is the member's responsibility to keep track of the date, activity, and number of hours put in. The form will be handed out the last Friday of the third month, and must be returned by the first Friday of the following month.
- 2) The questionnaires will be self-administered. Thus, if a member has not participated, having to fill out something may shame them into doing something. **Those who report no participation or do not return the log by the date specified on the log will be fined \$25.00.**
- 3) Members reporting no participation or not returning the log will be given jobs to do when required. If they did not respond to these specific requests, they will officially be considered as a member "not in good standing." Members who are not in good standing are not eligible for certain co-op privileges as determined by the Board. Also, the Board will enter into a Performance Agreement with the member regarding performance of the member's obligations in the future.

**Passed by the Board of Directors of Kanata Co-operative Homes Inc. on
this 27th day of May, 1997.**



President



Secretary

Amended by the Board of Directors of Kanata Co-operative Homes Inc. on
this 22nd day of July, 1997.

M. Taylor

President

D. W. G.

Secretary

PARTICIPATION SUGGESTION LIST

1. GARBAGE PADS - CLEANING WEEKLY.
2. BABY-SITTING - FOR MEMBERS WHO HAVE BOARD MEETINGS, COMMITTEE MEETINGS, OR GENERAL MEMBERS' MEETINGS.
3. WATERING THE LAWNS AND SHRUBS.
4. TRIMMING THE LAWNS AFTER CUTTING.
5. TRIMMING THE HEDGES AND CLEANING GARBAGE OUT FROM UNDER THEM.
6. RAKING THE LAWNS.
7. APPLYING FERTILIZER TO THE LAWNS.
8. SHOVELLING THE SNOW.
9. SALTING AND SANDING THE WALKWAYS.
10. PICKING UP GARBAGE AROUND THE CO-OP PROPERTY.
11. INTERNAL MAIL DELIVERY.
12. MAINTAINING AND CLEANING PLAY AREA FOR CHILDREN.
13. STOOPING AND SCOOPING FOR THOSE WHO DO NOT.
14. ATTENDING OR PARTICIPATING IN COMMITTEE BUSINESS AND COMMITTEE MEETINGS.
15. ATTENDING OPEN PORTIONS OF BOARD MEETINGS.
16. SWEEPING PARKING LOTS AND CARPORTS.
17. PARTICIPATING IN SPRING AND FALL CLEAN UP DAYS.

*****IF YOU ARE UNSURE OF WHAT HAS TO BE DONE, CONTACT A COMMITTEE MEMBER BECAUSE THERE IS ALWAYS LOT'S TO BE DONE!!!**