

# Community Engagement Policies and Procedures

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## Table of Contents

Community Engagement Policies and Procedures	1
Office	1
Common Room	1
Public Space Usage	2
Childcare (for AGM/GMs)	3
Participation	4

## Community Engagement Policies and Procedures

### Office

The purpose of this policy is to limit the use of the Co-op office, while acknowledging that some Members will require access.

#### Policy

1. An office key will be held by the Community Engagement Committee chair.
2. The office key may only be loaned to Members.
3. The office may only be used by Members.

### Common Room

The purpose of this policy is to allow Members to use the Paloma Common Room, and to ensure it is kept clean, maintained and safe.

#### Policy

1. The Common Room may only be reserved by Members.
2. The Common Room may not be used by outside groups unless reserved by a Member and the event is attended by that Member.
3. Any person under 19 using the Common Room must have an Member reserve the room, chaperone the event, and take responsibility for clean-up and safe use of Co-op property.
4. Any damage to the Common Room is the responsibility of the Member using it or taking responsibility for those using it. That Member must pay for repairs as assessed by the Maintenance Committee or the management company.
5. The Common Room may be used by Members without reserving it. If another Member has reserved it for a specific time, the reservation will take priority over casual, unscheduled usage and the casual user must surrender the Common Room in a clean, orderly condition at the reserved time.
6. Reserving the Common Room does not include the exclusive usage of outside courtyards.

7. Items such as furniture, toys, kitchen supplies and games must not be deposited in the Common Room without permission from the Community Engagement Committee.

## Procedures

1. All Members or committees using the Common Room must reserve the room through the Co-op Common Room reservation volunteer. The bulletin board to the right of the Common Room door will contain reservation contact details.
2. Members or groups must leave the Common Room as they found it by following the guidelines posted in the kitchen. The Member who reserved the room is responsible for clean-up and other duties, which must be completed within 24 hours of the end of the reservation or before the next reservation begins, whichever is earlier. Members who fail to follow the guidelines after one warning without a reason that has been accepted by the Community Engagement Committee may lose Common Room reservation privileges. Brooms and mops are located in the laundry room.
3. Members must provide their own paper towels, tissues, hand towels, soap, toilet paper, etc.
4. The Community Engagement Committee will order and maintain supplies for, and arrange clean up after, Co-op social events.
5. Any concerns about the cleanliness of the Common Room, the reservation system or specific items in the Common Room should be forwarded to the Community Engagement Committee.
6. The Community Engagement Committee will fill the propane tanks on a yearly basis (by May 15); however, Members using the barbeque frequently, or to host a large group, must replenish them when emptied or after use. The Community Engagement Committee may decide to no longer accept reservations by members failing to do this more than once.

## **Public Space Usage**

The purpose of this policy is to outline fair-use guidelines on the public spaces and outline restrictions with respect to noise.

### Policy

1. Courtyards and general play areas are available for all residents to use. Toddlers and young children must be supervised at all times.
2. Any ball, stick or tag-type games played in the courtyards must be supervised by an adult. These games must not be played in walkways, stairways, elevators and parking garages.
3. Members must cease noisy activities in public spaces at 10:00 PM in consideration of those Members living adjacent to these areas. Events must move to the Common Room at that time, as it is not adjacent to any Member units.

4. Outside courtyard spaces may not be formally reserved. Members should convey to other Members ahead of time (through group communication methods such as the Co-op group email or the Facebook group) if they intend to use the space for an event or gathering.
5. Furniture, toys, games, tools or equipment must not be deposited in the outdoor common spaces without permission from the Community Engagement Committee.

## Bulletin Boards

1. Bulletin boards outside of the laundry room are for Co-op and co-op sector business, information and announcements.
2. All other bulletin boards may be used for community and neighbourhood information-sharing.

## Childcare for General Meetings

The purpose of this policy is to ensure that all Members have the ability to fulfill their Member obligations regarding general meeting attendance, and to ensure that childcare providers are paid a fair wage.

### Policy

1. If a Member is attending a Co-op general meeting and requires childcare for a child or children age 12 and under, the Co-op will pay childcare costs. Any Member is entitled to reimbursement for childcare while they attend a general meeting.
2. For annual general meetings, both parents (if they are both Members) are required to attend and the family is entitled to childcare provided by the Co-op.

### Procedures

1. Childcare must be coordinated by the legal guardian(s) of the child(ren).
2. To be reimbursed, the legal guardian must fill out the childcare form and submit it to the Community Engagement Committee within 7 days of the meeting that required childcare. The Community Engagement Committee will submit the form to the Board on the Members' behalf.
3. Childcare providers must be paid at least \$15/hour. Reimbursements will be made up to a maximum of \$20/hour.

4. If a general meeting or committee meeting is cancelled with less than 24 hours' notice due to lack of quorum, the Co-op will pay the Member a babysitting charge of \$10.00 to be passed on to the child care provider as a cancellation reimbursement.
5. The Co-op will not pay for childcare providers that are younger than 12 years old.
6. Childcare providers living in the Co-op may be hired by the Co-op to provide childcare services, but are encouraged to complete a babysitting course through Red Cross or St. John's Ambulance.
7. Single parents/legal guardians with children age 5 and under are eligible for up to 2 hours of Co-op-reimbursed childcare per month while performing their Co-op responsibilities.

## Participation

The intent of this policy is to ensure that the total effort managing the Co-op is shared fairly among Co-op members.

### Policy

#### *General Meetings*

1. All Members are expected to attend all general meetings.
2. Members must sign the attendance book at general meetings. The Board Secretary will note Members absent in the attendance book.
3. If a Member is unable to attend a general meeting, they are asked to notify the Board Secretary or President that they will be absent.
4. Quorum for general meetings is 40% of all Members.

#### *Committees and Community Tasks*

5. A Community Engagement Committee member will visit new Members after one month of living in the Co-op to ask how they are settling in and to gently encourage them to sign up for a task or a committee position.
6. All Members are expected to sit on one committee OR be responsible for at least one task to the best of their abilities.
7. Any Member taking on more than three co-op responsibilities will be considered over-participating and may be asked to drop a committee or a task.

8. Each committee must appoint a secretary and provide their name to the Community Engagement Committee. Committee secretaries will monitor their committee's attendance and report any attendance issues to the Board which approves committee membership.
9. The Community Engagement Committee will monitor whether the tasks are being completed as described in the committee's task list.

### ***Board***

10. All members are eligible to serve on the Board. Board terms are at least one year. A Director must not serve as such for greater than two consecutive two-year terms or portions thereof, and the Director may again serve after an absence of at least one year. Board members must attend board meetings and the Secretary must keep a Board attendance record.