

Filling Vacancies Policy

Pods are expected to make every effort to fill vacancies in order to support the Coop's financial stability and allow for needed maintenance, infrastructure funding, members subsidies and other Coop financial demands. The Occupancy Committee supports this process and works closely with pod members whenever necessary.

Purpose of the Policy:

To ensure that vacancies are filled in a timely manner to avoid revenue loss and that candidates are assessed for both pod and community suitability.

Policy:

- It is the responsibility of pods to start looking for a new podmate as soon as the official vacancy for a room is announced to the community: this includes, but is not limited to, assessing the applications received through the website, interviewing interesting applicants and possibly, posting their own pod specific ad. The Guidelines for Filling Vacancies (in the Pod Rules binder) outline the process in more detail.
- Pods will be mindful of the Coop values of diversity and inclusion (in regards to ethnicity, age, gender, sexual orientation and socio-economic status) and aim to select applicants who will not only be suitable podmates but also, active co-managers of the Coop. Therefore, the interview process will address the need for community compatibility, experience and contribution (please refer to clause #17 of the Good Neighbour Policy).
- As part of the reference checking process, the reference checker will contact by phone the favoured applicant(s) to confirm their understanding of the contributions mentioned in clause #17.
- A candidate is notified that they have been selected to fill the vacancy only after reference check approval, completion of necessary documents and payments of deposit and first month's housing charge with COHO.
- If the pod has been unable to find a new podmate a month after notice was given, the pod will contact Occupancy in writing, detailing their challenges so that Occupancy may assist them in finding someone in a timely manner.