



Housing

OWNERS MANUAL



Guelph Campus Co-op

Updated April 2009

Defining the Co-operative

What are Co-operatives?

- Co-operatives are organizations owned and democratically controlled by the people who use their services
- They are formed when people pool their resources to acquire the goods and services they need
- Co-ops put people first – members are the heart of a co-operative

What is Co-operation?

- In its broadest sense, 'co-operation' refers to two or more individuals working together
- Within the Guelph Campus Co-op, co-operation is both voluntary and formalized. It is based on the agreement between individuals to work together towards the achievement of a common goal – like affordable student housing, textbooks and course materials.
- In many countries of the world, co-operation has formed the basis for a larger social movement: co-operatives
- In all cases, co-operatives work towards more equitable social and economic relationships.

The GCC is a “Member-Owner” Organization

As a resident member, you are an owner of this co-op. As you probably know, the GCC isn't just any old organization. Here's why:

- ***You are a member:***
The co-op runs only as well as the members make it run. From the start, your participation and co-operation is essential to making the GCC a great place to shop or live.
- ***The financial resources come from and are equally divided by the members:***
We are our own landlords, managers and decision makers. When we buy merchandise from our retail operations or pay our housing charges, we are buying utilities, insurance, goods to sell at the stores and everything else it takes to run the co-operative. The allocation of our funds is decided by the membership through meetings and votes. If we don't like something, there is no higher authority to go to – no U of G administrators or landlords. Just us.
- ***The members make the rules:***
We follow our co-op's by-laws and standing rules that have been created by past and current members. We, as a group, can decide at any time to change any of those rules.

Your participation makes the co-op what it is:

The functioning of the co-operative depends on the attitudes and actions of the individual members of the GCC. Without member input and participation, the co-op will not be as effective as it could be. If the washroom isn't clean, it will eventually need repairing. If the taps are left running, the utility bills will be higher. On the other hand, if everybody makes an effort, the co-op will be cheaper, safer, cleaner and a lot more fun. This will happen if everyone does their part and stays actively involved.



GCC History

- Our co-op was established in 1913 by a group of seven Guelph students for the direct benefit of other students on campus.
- The co-op started the first bookstore on campus, ran the campus skating rink, and published the OAC Review and, later, OACIS, a weekly student newspaper.
- In an important '1932 Agreement' with the College, the Co-op sold valuable land to the College for the nominal sum of \$1.00 and gained the right to sell books on campus for the next 99 years.



Co-operative Association
Committee 1913

Statement on Cooperative Identity

The International Co-operative Alliance

The General Assembly adopted a Statement on Co-operative Identity to replace the Co-operative Principles adopted in 1966. This identity will guide Co-operatives into the 21st century and the ICA Board is proposing that Co-operatives should consider including the Identity Statement in the By-laws, implementing it in their daily work and encouraging governments to base co-operative legislation upon it where applicable.

(Introduction with thanks to NASCO)

Definition

- A co-operative is an autonomous association of persons united voluntarily to meet common economic, social and cultural needs and aspirations through jointly owned and democratically controlled enterprise.

Values

- Co-operatives are based on the values of self-help, democracy, equality, equity and solidarity. Co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

Principles

The Co-operative principles are guidelines by which co-operatives put their values into practice. They are the following:

- **1st Principle: Voluntary and Open Membership**

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

- **2nd Principle: Democratic Member Control**

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. The people serving as elected representatives are accountable to the membership. In primary co-operatives, members have equal voting rights (one member, one vote) and co-operatives at other levels are also organized in a democratic manner.

- **3rd Principle: Member Economic Participation**

Members contribute equally to, and democratically control the capital of their co-operative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: development of their co-operative; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

- **4th Principle: Autonomy and Independence**

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

- **5th Principle: Education, Training and Information**

Co-operatives provide education and training for their members, elected representatives, managers and employees so they can contribute effectively to the development of their co-operative. They inform the general public, particularly young people and opinion leaders about the nature and benefits of co-operation.

- **6th Principle: Co-operation among Co-operatives**

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional, and international structures.

- **7th Principle: Concern for Community**

While focusing on member needs and wishes, co-operatives work for the sustainable development of their communities.

Governance Structure

The Board of Directors

- The power behind all co-ops lies with the membership. It is the membership (one member, one vote) that ultimately controls what goes on at the Co-op.
- Each year, at the Annual General Meeting held in October, the membership democratically elects a group of 12 people who take on the legal and fiduciary authority of the Guelph Campus Co-op. In other words, the membership is selectively giving responsibility to a certain number of people to deal with business that needs to be taken care of on behalf of the members on a regular basis. The Board is directly responsible to the membership.
- Any member of the Co-op, from any division, can run for the Board of Directors. Terms run for 2 years and after finishing a term, any member is eligible for re-election. Within the Board itself, a president, treasurer, and secretary are elected and the past-president joins in to form the Executive Committee.
- The Board of Directors meets at least once a month and sometimes more often; the Executive Committee does the same.
- Any member of the Co-op is welcome at the Board's meetings to express concerns or just to listen in.
- Even though the Board of Directors come from different areas of the Co-op (some have an interest in Housing, some in the Bookstore), they are responsible for making decisions about the Co-op as a whole, for the good of the whole.
- The Board receives no form of monetary remuneration. They receive training through workshops and conferences.



Co-op Housing *Apartments*

Forest Hill Drive
Guelph ON N1G 2E1

Facilities: each building has 3 one-bedroom, and 5 two-bedroom apartments.

Amenities: coin laundry, close to downtown, treed courtyard, limited parking and a bicycle shelter. Rear apartments in buildings one and three have a view of the Speed River.



Carroll House (1 Forest Hill Drive)
Skinner House (3 Forest Hill Drive)
Bell House (5 Forest Hill Drive)
Stewart House (7 Forest Hill Drive)
Simon House (9 Forest Hill Drive)

Lodging Houses

Tweeddale House

7 College Avenue West
Guelph ON N1G 1R7

Facilities: 12 single rooms, accessible for students with disabilities, barrier-free bathrooms, elevator, and accessible appliances.

Amenities: coin laundry, common room, TV, DVD, parking, wired for Internet, across from campus, “green” ecological technologies



Blanchard House

13 College Ave West
Guelph, ON N1G 1R7

Facilities: 9 Single Rooms

Amenities: coin laundry, common area, TV, DVD, parking, wired for Internet,

across from Campus



McLarty House

15 College Avenue West
Guelph ON N1G 1R7

Facilities: 9 single rooms

Amenities: coin laundry, common room, TV, DVD, 2 kitchens, wired for Internet, across from campus, parking

Hart-Shaver House

Co-op Central Office
17 College Avenue West
Guelph ON N1G 1R7

Facilities: board/meeting room





Lofthouse House

1 Hales Crescent
Guelph ON N1G 1P4
Facilities: 3 bedrooms
Amenities: private, deck, across from campus, parking, wired for Internet

Sackville House
3 Hales Crescent
Guelph ON N1G 1P4
Facilities: 8 single rooms
Amenities: common area, TV, DVD, parking, wired for Internet, across from campus



14 Moore Avenue

Guelph ON N1G 1R3
Facilities: 1 house (capacity 3 persons)
Amenities: private, common area, parking, wired for Internet

MOVING IN

- SIGN Occupancy Agreement; look over Waiting List App to ensure information is current.
- Sign up for hydro, cable or phone service (if applicable)
- **PAY first month's rent, membership fee, maintenance fee**
- PICK UP keys and sign Key Release Agreement and parking permit (if applicable)
- INSPECT room or apartment
- COMPLETE room/apartment map noting condition of unit and, if applicable, furniture provided; return this to office within a week of move-in
- PROVIDE Co-op with current contact information, including names of all occupants, name description of pets, and emergency contacts. (for emergency preparedness purposes).
- Be sure to place felt pads underneath all furniture to prevent scratching floors

MOVING OUT

Notice of Non-renewal

- If at any time you decide that you wish to move out of the co-op, you must notify the Central office in writing at least sixty (60) days before you plan to leave
- The sixty days notice must correspond with the first day of the month (i.e. you cannot give notice on the 15th of March in order to leave on the 15th of May; you must give notice for either the 1st of May or the 1st of June and have the unit vacated by the appropriate date).
- If you do not notify the Central Office sixty days before you plan to leave, you will continue to be held responsible for payment for sixty days after you gave notice.

Settle Your Co-op Account:

- Check to be sure that you have no unpaid housing charges and that your deposit is up-to-date
- Failure to settle accounts will result in cases being forwarded to a collection agency

Scheduling an Inspection

- You must schedule a time with the office to have your room or apartment inspected.
- The room and its contents must be left identical to when you moved in. *That means: if you've altered the paint on the walls, it must be returned to its original condition with Co-op approved paint. If you've temporarily removed any furniture, it must be returned.*

Other Important Move-Out Tips

- You must be completely out of your premises no later than 12 noon on the 1st of the month
- You must leave your premises thoroughly clean.
- You must remove any belongings from storage areas.
- All keys must be returned to the office.
- You must terminate your own phone, cable or hydro service.

Occupancy Information

Subletting

- If you plan on leaving the Co-op temporarily, you can sublet your room or apartment to someone else as a sub-occupant for a period of 2 to 6 months.
- *You are responsible for your own subletting.* All agreements must be cleared through the office and must be with University of Guelph students. The office will do what we can to assist you in finding subletters, and we will facilitate the paperwork involved, but it remains your responsibility.
- The room is still in your name, so it is still your responsibility. All housing payments must continue to come from you: the sub-occupant pays you and you pay the Co-op. Your relationship with the Co-op remains active.
- The sub-occupant does not inherit the room should you choose to move out. If you give notice for the end of your sublet term, the Co-op will choose someone from our waiting list to fill the vacancy.

Internal Transfers

- If you are interested in transferring rooms and/or apartments, you can request an internal transfer by filling out an *Internal Transfer Request* form at the Central office.
- Each time an apartment or room becomes available, it is offered internally first, which means **someone on the internal transfer list has first chance at a room or apartment before it's offered** to someone on the external waiting list.
- In order to transfer internally, you must be up-to-date on your rent payments with the co-op and you must have resided with us for over 4 months.
- Members transferring into new rooms or apartments may be subject to an increase and will pay the new current rate for the dwelling they transfer to.
- Due to several administrative factors, Internal Transfers cannot be guaranteed.

Guest Policy

Members must have the Co-op's permission for a guest to stay for an extended length of time. In a unit designated as a house:

- any members planning to have a guest for more than 3 days, up to a maximum of 14 days, must get approval from their house mates.
- any members planning to have a guest for more than 3 days, up to a maximum of 2 weeks, must notify the Housing Office.

In a unit designated as an apartment:

- any members planning to have a guest for a maximum of two months must notify the Housing Office.

In a unit which has been designated to be a male or female residents only,

- any members planning to have a guest of the opposite sex must first seek permission from their house mates. If no objections are raised the member may have a guest for a maximum of 3 days.

Failure to comply with this policy will result in guests being obligated to leave.

Maximum Number of Occupants

A one-bedroom apartment may be occupied by a maximum of two persons and that a two-bedroom apartment may be occupied by a maximum of 4 persons. Children over the age of 18 months must be provided with their own bedroom. In the case of two adults sharing a one-bedroom apartment, they must also share the designated sleeping quarters (i.e. the bedroom). It is not permitted for any person to establish a separate sleeping area in the living room of either a one- or two-bedroom apartment.

Decorating Policy

- Painting of your premises is not allowed. Any changes to any surfaces must be returned to GCC code and **will be done at the resident's expense**. Further, the painted surfaces must be returned to GCC approved – code paint and professionally applied at his/her own expense prior to vacating.
- Wallpaper is not allowed.
- Wall hangings must be hung with great care to avoid damage. If you are unsure of how to properly proceed, contact the Maintenance Co-ordinator for assistance.



Balcony Policy at Forest Hill Drive

Maintaining high standards for Co-op properties is important on many levels; Keeping the buildings and grounds in good repair ensures that our properties retain their value, and will remain desirable, affordable places for students to live for generations to come. Maintaining positive relations with the surrounding neighbourhood is also an important goal, one which can be achieved by careful management of our properties.

With respect to the balconies on our buildings at Forest Hill Drive:

- All balconies will be kept in neat order. They are not to be used for storage.
- No barbecues are allowed, as per the City of Guelph Fire Prevention Bi-Law.
- Persons wishing to store garbage on the balcony may do so using a prescribed container only. Green containers will be provided by the Guelph Campus Co-op. All other garbage must be stored in the member's apartment or in a centralized location designated by the Co-op.
- No laundry, clothing, bedding or other articles may be hung directly on the balcony frame/banister/railing. However, through the use of a drying rack or strings that contain all articles within the balcony, the balconies may be used for drying.
- Bicycles are not to be stored on balconies. Two locations are provided for bicycle storage on the property (the outside kiosk & the locked storage shed) if one does not wish to store their bicycle in their apartment.

The By-laws

- The Guelph Campus Co-op is governed by the Co-operative Corporations Act and the Residential Tenancies Act at the provincial level, and also by our own by-laws.
- These by-laws lay out everything from exactly how Board members are elected to how much notice is required for a General Meeting.
- When you sign an Occupancy Agreement with the GCC, you are agreeing to accept all the policies and procedures which govern the Co-op.
- Copies of the by-laws are available at the Central Office upon request.

House Rules

- A copy of the rules is included as an appendix to this document

Finances and Housing Charges

Housing Deposit

- When you move in, you are required to pay a deposit equal to the amount of your monthly housing charge
- **This money is put toward your final month's housing charge or, if you pay it for that month, it will be refunded to you at the end of your stay**
- If your housing charge increases during the year, you must pay the extra amount to the Co-op; if the charges decrease, the Co-op will pay you the difference

Membership and Capital Improvement Fund Contribution

- Each September, everyone who lives in housing must purchase a membership card and show a valid University of Guelph student card in order to continue residing in the co-op
- The cost of the membership card may vary from year to year
- The Capital Improvement Fund contribution is a one-time payment of \$45.00, due at the beginning of residency and is a one-time transferable fee.

Your Housing Charge Bill

- All housing charges are due in full on the first business day of every month
- You can pay your bill in the Housing Office or you may drop off your payment in the drop slot (payments will also be considered on time if they are dropped in the slot before 8:30 am the morning after they are due)
- Payments can be made by
 - personal cheque – these can be handed in monthly or you can submit post-dated cheques to our office
 - cash – please do not drop cash through the drop slot as the GCC will not be responsible if it gets lost
 - Automatic Fund Transfer – you can fill out an AFT form at the Housing Office so that the housing charge gets deducted automatically from your bank account on the first of each month

Late Payments

You are required to pay your monthly housing charges in full on the first day of each month. If your housing charges are not paid you will be in arrears and your account may be sent to collection and/or eviction procedures started. If you are experiencing financial difficulty, contact the Housing Office before your housing charge is due to make payment arrangements with the Co-op staff.

Non-Sufficient Fund Cheques

- All NSF cheques returned to the co-op will result in the member being charged \$5.00 for first offence and \$25.00 each time thereafter. **This will be added to the current month's housing charge.**
- The member may be asked to have further cheques certified or to pay by cash

Participation

The Co-op has been providing services for students for almost a hundred years. Today, students still enjoy quality student accommodations at affordable prices because for generations, students have worked their "sweat equity" into Co-op buildings. You are now part of that long, proud legacy and can ensure it continues for generations to come.

What do I have to do to participate?

- All you have to do is keep your house or building clean, make an effort to attend special Co-op social functions and the Co-op's **general meetings, as well as any house meetings**
- Your house or building should have a meeting at least once a term to determine cleaning and participation schedules
- There are all sorts of jobs to do, such as taking out the garbage, shoveling snow, mopping and sweeping your building hallway, cleaning common areas, scrubbing bathrooms, washing windows or a number of other activities.

For a complete list of resident responsibilities see the information supplied in the appendix.

General Meetings

- Usually there is only one general meeting a year (the Annual General Meeting), but sometimes there is more than one if the need arises.
- All members of the Co-op from all divisions are required to attend these meetings in order to make important decisions about the Co-op.

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- Often, the members must vote on something in order for it to become a true policy at the GCC – a change to our bylaws is an example of this.
 - **As a member you automatically have a vote in business pertaining to the Co-op. Make use of it!**

Lodging House Rules

The following are a list of the house rules. They are presented in no particular order. These are rules that have evolved over many years with full participation and awareness of Co-op residents.

1. Quiet Hours: 11:00pm-8:00am

All house members are requested to keep all activities (eg. playing music, watching TV, talking in the hallway) during this time at minimal noise levels.

2. Shower/Bath:

All house members are required to wipe up/mop up the sink/shower after every use out of respect for the next person.

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3. Laundry Hours: Noon-10pm

All house members are requested to do laundry within this time slot so as to allow for morning showers and to remain within quiet hours. Please check all bathrooms before doing laundry to make sure no one is in the shower, and please clean the dryer filter after every use.

4. Dishes:

All dishes (owned or communal) should be washed, dried, and put away after use. If certain dishes need to be soaked, they can remain soaking on the counter by the stove with a note on them saying who used **them and when they'll be washed by.**

5. Kitchen:

All house members should wipe the following...

- the counters
- the stove inside
- the stove outside
- the microwave
- around the sink

...after use, with clean damp, not dripping cloth/sponge, which they will rinse afterwards. (Please take a moment and check to be sure the cloth is clean and put it in the wash if it's not)

House members are asked to sweep and wipe up any mess left on the floor in consideration of the safety of others.

6. Doors:

All house members are asked to close and lock all doors (front or back) behind them when they leave **the house. If you're just going outside to the car, the door still needs to be closed to keep out the cold or the bugs.** Help keep the hydro bill low.

7. Heat:

Remains at 23 C unless the house discusses that it be increased.

8. T.V.:

This follows the general rule of first come, first served. If a house member wishes to watch a specific program on a certain day they are asked to leave a note by the T.V. at least a day in advance.

9. Visitors:

All house members are responsible for letting their visitors know that they must ring the bell or knock, not just walk into the house. If anybody is home, they will come to the door and inform the requested **individual that there's somebody at the door for them. Please give house members at least three days**

warning of any houseguests, and recognize that you're responsible for their dishes and noise levels, etc. Residents with multiple visitors for dinner are asked to not use the kitchen during peak cooking hours.

10. Lights:

In order to keep the hydro bill low, all house members are asked to turn off lights as they leave the room/hallway.

11. House meetings:

It is mandatory that all house members attend. Every attempt will be made to find a time that works for everyone. If, for some reason, a resident misses a meeting, it is their responsibility to find out what was discussed. A suggestion would be to have a rotating secretary (all take a turn) who will send the minutes to all house members and the Co-op Housing Manager via e-mail or in person.

12. Consequences of not obeying house rules: **The infraction, if it's deemed noteworthy, whatever it might be will be brought up at the house meeting (at which attendance is mandatory).**

- o If it is a cleaning infraction, the responsible individual will be asked to explain how they do the chore and how they could improve on it (eg. wringing out the mop more before washing the floor to avoid puddles and rinsing it when done to keep it from getting smelly. This is useful in **the case the individual genuinely doesn't know how/understand why** to clean)
- o Attend Co-op Board meeting or have a meeting with the Co-op Housing Co-ordinator, revisiting Co-op values and functioning.
- o if all attempts have been repeated at least twice and failed, a request may be placed by the house for the Board to look into asking the individual to leave the Co-op.

Lodging House Chores:

Weekly individual chores:

- Kitchen floor:
sweep the floor once a day
mop the floor, once a week, more if necessary
- Kitchen counters:
clean the counters (includes microwave inside and outside, stove inside and outside, and wall around the stove)
- Living room floor:
sweeping and mopping of floor (includes under tables and behind couches)
- Living room area:
organizing papers, wiping table tops and T.V., tidying up couch cushions and pillows
- Garbage:
Changing garbage bags when full, and placing them on the curb on Monday evenings. This includes washing out the bins when necessary
- Front hallways:
sweeping and mopping of floor (even under the mats/carpets, and vacuuming carpeting...organizing of shoes
- Stocking Supplies:
 - extra wet/dry/clear bags
 - toilet paper rolls
 - work orders
 - fire alarm
 - refill for cleaning fluid

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- Vacuuming
upstairs hallway, both stairways, basement hallway
 - Windows
Clean with glass cleaner when necessary
 - Shared chores:
All bathrooms

Useful tips for getting along at Forest Hill Drive

- 1 Clean regularly or you'll p*#@# people off.** We have to be blunt here. People not carrying their weight by regularly participating in the cleaning schedule is the single biggest source of tension in the Co-op.
- 2 Keep your balcony tidy.** We live in a residential neighbourhood and beside a school. Many people have unfair negative stereotypes about students being slobs. Take pride in how your Co-op looks.
- 3 Put felt pads on your furniture legs.** The Co-op will supply these to you. Please protect our floors - they get scratched and gouged easily.
- 4 Noise travels easily.** Loud conversations in the hallways end up heard by everyone, which is a real pain at 2 in the morning. Please be mindful not to slam doors or crank your music. This is a quiet place and we mean for it to stay that way.
- 5 Sort your garbage properly.** Who wants ripped open random bags of trash scattered in front of their home?
- 6 Keep doors locked.** The front lobby doors must be locked at keep doors locked after 11pm and opened again by whoever leaves first in the morning. Laundry and storage rooms should always stay locked when not in use.
- 7. Your bike can stay outside.** The Co-op provides a bike shelter as well as a shed (beside building one near the garden) for longer-term storage. Ask the office for the combination. If you still want to carry your bike up to your apartment, please take extra care not to scratch the walls or mark them with tires.
- 8. Avoid showers and laundry after 11pm.** These are old buildings, and the plumbing can sound very loud to people trying to sleep.
- 9. Be VERY careful what goes down the drain.** The most important thing you can do to protect your Co-op is to NEVER pour grease down a drain. Oil hardens into a solid lump and causes thousands of dollars in damage. Drain cooking oil into an old container and dispose of it in the garbage.
- 10. Cars without tags get towed.** Parking is tight. Maximum of 1 space per apartment. Visitors must have special tags in their windows. Call the City to report unauthorized vehicles.
- 11. Keep the stairwells and hallways clear.** Bicycles, baby carriages and assorted "stuff" can never be left out. The Fire Marshall will fine us.
- 12. Keep your laundry room clean.** Who wants to clean and fold clothes in a room covered in dust and crusted soap?

Participate in Governance:

Join the Guelph Campus Co-op Board of Directors!

Each year, at the Annual General Meeting held in October, the membership democratically elects a group of 12 people who take on the legal and fiduciary authority of the Guelph Campus Co-op. In other

words, the membership is selectively giving responsibility to a certain number of people to deal with business that needs to be taken care of on behalf of the members on a regular basis. The Board is directly responsible to the membership.

Participation in the GCC Board of Directors allows individuals to develop their skill set, gain professional experience, and provide input into the day to day affairs of the Co-op. If any of the following sounds like you, it may be time to run for the Board!

- Directors must be members of the Guelph Campus Co-operative
- Available to meet monthly to attend Board meetings
- Willingness and interest to attend mandatory Board Training sessions
- Ability to engage in strategic processes and discussion in an honest and frank manner
- Respect for the co-operative values of honesty, openness, social responsibility and caring for others
- Value the principles of self-help, self-responsibility, democracy, equality, equity and solidarity
- Previous Committee and/or Board experience is an asset!

If you are interested in becoming a GCC Director, please address questions to Board of Directors, Guelph Campus Co-operative, info@guelphcampus.coop.

Member Services

Mediation

- Unfortunately, problems can arise within our co-op houses, which may require mediation. These problems may range from a cultural dispute to roommate problems.
- If you are experiencing a problem with your neighbour or housemate, we encourage you to start by **speaking with them in person**. It'll go a long way to **building a friendlier neighbourhood**.
- However, if for some reason you're not comfortable with that, or that avenue hasn't worked, you can speak with the Housing Manager.

Communication

- Bulletin boards are available near the front door in all the buildings.
- This is where you can pick up work order forms, see when your house meeting is and keep up to date with Co-op happenings. Check it out!
- **The Housing Manager sends out "Co-op Lowlights & Highlights," a regular e-mail update.**

Responsible Living

Just as the Co-op has a responsibility to the members to make sure that the buildings are maintained properly and that the wishes of the members are carried out, so the members have a responsibility to treat the buildings that they live in with respect and care. This means:

- Regular cleaning
- Regular maintenance reporting
- Immediate emergency maintenance reporting
- Being vigilant to ensure that no other members are damaging the house – after all, you have a vested interest in your house, not just because you live there, but because you are a part owner.

The GCC as a whole has the responsibility to ensure that any house or building stays at a level of cleanliness that does not begin to damage the building in a physical manner. Conditions that may warrant Co-op staff stepping in include:

- Obvious lack of care on the parts of the members leading to severe damage.
- Rodent or bug infestation due to lack of cleanliness within the building, especially in kitchen and garbage areas.
- Severe lack of cleanliness in the bathroom area.

Co-op Rule Number One: Clean Up After Yourself!

All this adds up to the common sense rule that no one is going to clean it for you. Think about and respect your fellow residents and staff members; remember that you own it! You clean it!

Maintenance

Emergency Maintenance Issues

- During office hours (Monday to Friday, 9 a.m. to 3 p.m.), if you are experiencing a maintenance emergency, please call the **Central Office (519) 824-4950**
- For after-hours emergencies in which life or property are endangered, call the **Emergency Cell Number (519) 249-6083**

Work Orders

- Proper reporting of maintenance issues is all-important in keeping our houses and buildings in good shape.
- When you notice a maintenance problem in your unit, or in a common area, please fill out a **Maintenance Work Order** immediately.
- You can find these work orders 1) at the Central Office 2) in the front halls at Forest Hill Drive by the bulletin boards 3) by the bulletin boards in the lodging houses.
- Please drop these off at the Central Office, (or, after-hours, through the mail slot).
- Our Maintenance Co-ordinator will attend to the problem in order of priority.
- You may also notify the Office though E-mail, but be sure to include all pertinent information included on the form (such as giving permission to enter your premises!)
- **Failing to report a problem often results in that problem becoming increasingly serious – please don't hesitate to call right away!**

Do-it-Yourself Maintenance

- If there is a problem in your apartment or room and you have the knowledge to fix it, do it yourself and save maintenance time for larger things.
- Please do not fix plumbing or wiring, as this could be dangerous.
- **You must own a plunger!**
- If you have a clogged toilet or drain, you are expected to attend to this with a plunger to try and resolve the problem before calling maintenance.



Bug Spraying

- Spraying is provided to the houses and buildings should a problem be detected.
- If your house or building has a problem, contact the Central Office to make the necessary arrangements.
- Please remember that cleanliness on the part of all house members will help avoid bugs and will also eliminate the added expense and environmental impact of spraying.

Supplies

- The Co-op provides cleaning supplies, garbage bags, toilet paper, and light bulbs to the lodging house residents (not to residents of Forest Hill Drive)
- These supplies are kept at the Central Office. You can drop in when your house is running low and re-stock – **remember to fill out the number of items you've taken** in the Supplies Binder.
- To get more cleaning solution, just bring in the empty jug for a refill
- **For lightbulbs, let us know when one burns out and either we'll get you a replacement or our Maintenance person will stop by to replace it for you**

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- The Co-op makes every effort to ensure that we purchase environmentally friendly cleaning products as part of our commitment to sustainability!

The Little Red Light at FHD

- There is a red light located in front of the 1 Forest Hill Drive building, near the exit of the horseshoe driveway
- When and if this light goes on, call the office or After Hours number immediately, as this indicates the possibility of sewage pump failure which could result in lower apartment flooding.
- Do not wait to see if the light will go off – call right away!

Utilities

Telephone

- Each room and apartment in the co-op is equipped with a telephone jack, but it is your responsibility to call Bell Canada and have it activated.
- Telephone Companies may require a security deposit if you make a lot of long distance calls, especially if they are overseas.
- If you arrange your hook-up in person at Stone Road Mall and show two pieces of I.D. there is less chance of a security deposit. To get more information about telephone hook-up with Bell Canada, call (519) 310-2355.

Internet

- 7, 13, and 15 College, 1 and 3 Hales, and 14 Moore are wired for Internet sharing using either cable modem or DSL
- The networking of the houses was a service provided by the Co-op but as for obtaining access to the Internet and paying the bills, these arrangements are administered by residents themselves.
- Forest Hill Drive Residents are responsible for contacting their telephone and internet provider prior to moving in to set up their account and also for cancelling that account when it comes time to leave.

Television

- Television service is available either from antenna (free) or via cable TV (supplied by Rogers Cable TV)
- Antenna television will only offer about 2 fuzzy channels, whereas with cable TV up to 70+ channels are available
- The Co-op has provided wiring in 7, 13 and 15 College, 1 and 3 Hales, and 14 Moore to use/share cable TV service BUT ordering, paying for, determining how to split bills etc. is the responsibility of the residents

Hydro

- At Forest Hill Drive, tenants are responsible for paying for their hydro consumption.
- Since heating and water are included in the rent, hydro costs basically only include overhead lighting and appliances, like your fridge and stove.
- You can keep costs down through simple exercises like turning off lights when you leave a room, or choosing not to use an air conditioner in the summer.
- Residents are responsible for contacting Guelph hydro prior to moving in to set up their account and also for cancelling that account when it comes time to leave.

Miscellaneous

Mail

- Mail always goes directly to your house or building if that is the address you have given. It does not go through Central Office before you receive it, nor does Central deliver it to you.

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- The co-op does not forward your mail once you have left, so if you plan on moving soon it might be better to give your housemates your new address and ask them to forward your mail.
 - When you move out, the Post Office (Canada Post) can be instructed to forward all your mail to a new address in Canada for 6 months for a small fee. Contact the closest Post Office (there is one on campus in the University Centre) for information on how to do this. The Co-op highly recommends you do this so your mail does not get lost.
 - The front doors on the Forest Hill Drive buildings lock, but must be kept unlocked during the day so that the mail carrier is able to deliver your mail

Keys

- If you happen to lose your keys or lock yourself out, Central Office can temporarily provide you with another key. The loss of a key will result in a charge of \$25.00 for replacement.
- Lost keys do not classify as a pager emergency unless life or property are in danger as a result (i.e. you are locked out and the stove is on).
- You may want to consider finding a trusted neighbour or friend to leave a spare key with to avoid week-end lockouts.
- Calling the emergency cell phone for a lockout will result in a \$20.00 charge.
- Duplication of keys without prior permission from the Housing Office is prohibited.
- Failure to hand in your assigned keys at the end of your stay will result in a \$50.00 charge.

Laundry Facilities

- Coin laundry is available to all members of the Co-op and can be found in all buildings except 14 Moore and 1 and 3 Hales Crescent. The residents of these houses can go to 7, 13 or 15 College to do their laundry.
- If there is a problem with a machine, please contact the Central Office immediately so that it can be returned to use as soon as possible.

Bicycles

- Fire regulations strictly forbid storage of bikes in any hallways or common areas.
- Keep your bicycles locked up.
- At the Forest Hill Drive Apartments, the Co-op provides an outdoor shelter for bikes, as well as a shed for long term lock up. (Please contact the Co-op office for the shed lock combination)
- ***Use nothing else but a u-lock since bicycle thefts, unfortunately, are common in Guelph.***
- It is also a good idea to record the serial number of your bike and take a photograph of it.

Insurance

- The co-op does not insure your personal belongings – it only insures the buildings.
- Ask your parents if you can be covered under their policy for theft and vandalism. If not, consider getting a **tenant's** insurance policy of your own.

Parking



- Parking is available in limited numbers at Forest Hill Drive, 7 College, 1 Hales, 3 Hales, and 14 Moore.
- Do not park your car without a parking permit in the lot behind 21-17 College, otherwise you may be towed away at your own expense. (Visitor parking on weekends is fine). If you live at 17, 15 or 13 College, ask for your parking pass at Central Office.
- **If you're having a visitor who will need to use a parking space, please give them a Visitor Parking Pass to place on their dashboard, so their vehicle will be identified.**

Furniture

- If you live in the lodging houses, you will be provided with a bed and mattress with cover, a desk, a desk chair, and a dresser or wardrobe.
- When you move in, these will be noted in your Room Inspection and you will be responsible for any loss or damage incurred to the contents of your room during your stay.

- These items belong to the Co-op and may not be removed from your room without prior arrangement and consent from the Housing Manager.
- The Co-op provides furnished rooms – we cannot store unneeded room furniture for you if you have your own.
- Apartments are unfurnished except for fridge and stove.

Pets

- Different areas of the Co-op have different rules for pets.
- Only pets that swim, sing and some that are kept in a cage are allowed in the houses. (Please check with the Housing Manager)
- In the Forest Hill Drive apartments and in any other self-contained unit in the Co-op, both dogs and cats are allowed.
- Please register your pets with the Housing Office so that we have a record in case of emergency such as a fire.
- Remember that if you have a pet, you are responsible for the costs of damage that your pet incurs while you live at the Co-op.
- If you own a dog or cat, be responsible and stoop and scoop.
- Dogs must be kept on a leash on Co-op property, and must be licensed by the Guelph Humane Society (as per City of Guelph By-law).



Safety and Security

Violence and Sexual and Racial Harassment

- The Co-op is a community which includes all residents and employees.
- Residents and employees must not commit violence against another person in the Co-op. This violence or harassment can be real or threatened; it can be physical, psychological, and/or sexual, and includes child abuse.
- Sexual and racial harassment are the most common types of harassment.
- *Sexual harassment* is defined as any unwanted sexual attention a person receives which is based on gender or sexual orientation. It can include comments, gestures, intrusive questioning or other forms of personal attention.
- *Racial harassment* is any verbal or physical conduct which could reasonably be expected to offend a person on the basis of their race.
- Any *physical harassment* will be considered violence.
- Harassment based on these or any other reasons as described in the Ontario Human Rights Code will not be tolerated.
- Co-op staff are authorized to call police and, in cases of **child abuse**, the **Children's Aid Society**.
- Members who are violent or harass other members can be evicted by the Board.

Security

Here are a few rules to follow to keep both you and your belongings safe and secure:

1. **Secure the entrance to your house.** Don't leave exterior doors and windows unlocked or open. Do not leave fire doors propped open. Forest Hill apartments entrances should be locked after 11pm. Keep laundry rooms locked.
2. **Get to know the other people in your house.** Know exactly who you live with and be prepared to ask anyone you don't recognize if they live in the house. Ask your neighbour if that is a friend that has been entering his/her room. It is your responsibility to know who is living in your house.
3. **Keep your room or apartment locked.** If you leave it open, you are asking for trouble. Do not store valuables in your room or advertise that you have some if you do. Ask your parents whether or not you are insured under their policy for stolen articles – make sure your computer and stereo are covered (and get them engraved)! Remember that the Co-op has no insurance for your personal belongings. You can arrange to borrow an engraver from the Co-op Office.
4. **Don't let people into your room that you don't know.** If anyone is demanding entrance to your room that you don't recognize, ask for identification or call the Central Office to confirm

that repairs are needed. Remember: most assaults occur between acquaintances – trust your instincts!

5. **Never lend your keys to anyone or get your keys copied.** Keys can be copied only with permission from the Central Office. You are responsible for returning all keys signed out to you as well as any copies you may have made.
6. **Let housemates know where you are.** When coming back to your house late at night, let a friend know where you are and when you are leaving. Follow lit walkways, not a path like Johnston Green. Know where the emergency poles are on campus and plan your route around them or, better yet, call Campus Safewalk or take a city bus.

Fire Prevention

Fire is always a possibility, especially in older buildings. Follow these hints to keep safe:

1. **Get to know your exits.** Acquaint yourself with the fire exits in your house, and plan your escape beforehand so you are prepared in the case of an emergency. Make sure you know where the fire extinguishers are.
2. **Don't leave the stove unattended when it is on.** This is extremely dangerous, as a grease fire could start or a pot could boil dry and cause a fire. **Don't try to put out a stove fire with water** (because it is probably a grease fire) but use baking soda, a pot lid, or a suitable fire extinguisher.
3. **Don't prop fire doors open.** If there is a fire, you will have no protection and the flames will spread much more rapidly. Fire doors must be kept closed by order of the Fire Marshal and the Co-op is subject to a fine if this law is not obeyed. It is also illegal to remove any closures from doors in your room.
4. **Call for help.** Don't try to fight the fire if it is blocking your exit route, if it has spread from its place of origin or if you are in danger. Evacuate the house immediately and call 911 from a neighbour's home. Then call the Co-op.
5. **Check and clean appliances regularly.** Replace cords when needed.
6. **Be careful with lit candles.** Always monitor their use, and keep them out of children's rooms.



The Environment

Part of living in a co-operative community means co-operating to reduce costs through waste management and stopping waste before waste occurs. Here are some hints to help:

Water

- When you shower, you can shut the water off while you are soaping up. The Co-op has installed water-saving showerheads in all buildings as well as low-flush toilets.
- Turn the water off while you are brushing your teeth.
- Fill the basin to wash your hands or shave or do the dishes instead of letting the water run.
- Report dripping taps to maintenance, and wash only full loads of laundry.

Hydro

- In apartments, avoid freestanding heaters and air conditioners.
- Turn lights off if you are going out.
- Don't leave the fridge door open to decide what you want – decide beforehand.
- Don't open windows in winter or leave doors swinging open to let heat escape.

Garbage Collection

- The Guelph Wet/Dry Plus system is a three-bag collection program designed to separate out recyclables, compost material and waste.

- This system has diverted much waste from the landfill and allowed it, instead, to be composted and reused.
- All waste must be separated properly according to the Wet/Dry Plus system.

Here's how it works:

- BLUE: is for dry recyclables such as paper, plastic bottles, Styrofoam and egg cartons.
- GREEN: is for wet garbage. This includes wet paper towels, tissues, and animal litter. What is considered *wet*? Just remember that everything that goes in to wet eventually has to become compost. (For instance, left over noodles in a tin can: the noodles will become dirt, so scrape it into the wet. But the can goes in to the dry.)
- CLEAR: is for waste. Stuff like shoes, clothing, film plastic, plastic grocery bags and soiled plastic and paper food packaging.
- The garbage guys *do* check which is why we've had so many rejected bags.
- **Garbage day is Tuesday morning except following holidays, when it's a day later. *Garbage is only to be placed on the curb Monday night.*** Otherwise squirrels, birds, and rain make an unsightly mess *and it won't get picked up.*
- Garbage must be placed right up to the curb; **otherwise it won't get picked up.**
- All boxes must be collapsed and stacked.
- Got lots of newspapers? Please stack them separately.



The Co-op will not be responsible for picking up the mess left behind.

Home Hazardous Waste Products

- There are certain products which should *not* be put out with your regular trash or recycling, and these are called hazardous waste.
- Home hazardous waste products include: paints/stains, motor oil, toilet cleaners, medicine, oil filters, antifreeze, photographic chemicals, solvents, batteries, oven cleaners, gasoline, propane tanks, and batteries.
- You can dispose of hazardous waste at the Waste Resource Innovation Centre at 110 Dunlop Drive.
- *Try to use alternative, environmentally-friendly cleaners. The Co-op only stocks environmentally-friendly cleaning products!*
- **Questions?** Send an e-mail to wetdry@city.guelph.on.ca or check out the City of Guelph's website at www.city.guelph.on.ca.
- *See the appendix for a detailed list of how to sort your waste.*

On-Campus Co-operative Services: Books & Info

The Co-op Bookstore

Johnston Hall (downstairs)

University of Guelph

Phone: 821-2050 or 824-4120 x 52235

E-mail: books@guelphcampus.coop

CO-OP BOOKSTORE

- The Co-op Bookstore offers a textbook selling service to University of Guelph students.
- It has an amazingly innovative service: all you have to do is bring in your book list or timetable and the bookstore staff will find your books for you, which takes less time than searching for them yourself!
- Just like the housing that you live in, the Co-op Bookstore is also owned and operated by students. In fact, as a member of the Guelph Campus Co-op, you are an owner of the Co-op Bookstore!
- Our new website allows you to search your course numbers to see what books you require. You can even print out your book lists, for easy reference. Check it out at www.guelphcampus.coop.
- Did you know that your Bookstore hires temporary runners, cashiers and poster people at the beginning of every semester?

Thecannon.ca

- A Guelph student built a site for students to buy and sell books and called it Guelphbooks.com. It turned out to be too popular for one person to do as a volunteer, so the Central Student Association and the Guelph Campus Co-op, ever wanting to preserve a good student service, bought it from him.
- Both organizations saw in the site the potential for more than a simple buy and sell spot. It was too popular to waste the opportunity of connecting with people. Named after The Cannon on Branion Plaza, Guelphbooks.com was changed to thecannon.ca and in the winter of 2002 the project idea was put to the student body, who approved a dedicated one-dollar per student per semester fee.
- The buy/sell function for textbooks, housing, a rideboard and various other items and services of interest to students is hugely successful, but it is now also a site for news, reviews, events, academic information -- and whatever else students want to add.



A Historical Look at Co-operatives

In the beginning...

- Co-operatives have been in existence for over three thousand years in the form of ancient **Chinese memorial societies and in artists' guilds of the early Renaissance.**
- The precedent for modern co-operatives was set on October 24, 1844 in Rochdale, England. Twenty-eight weavers, joiners and shoemakers pooled their meager savings to register the **Rochdale Equitable Pioneers' Society. They bought food supplies for their store in Toad Lane** and sold these staples back to themselves at market prices.
- With the surplus, which was their own, they bought more goods. At the end of the first year, their surplus was sufficient to increase their stock and set aside reserve funds. It was also enough to issue a rebate to members in proportion to the amount of business each had done with the co-op during the first year.
- This philosophy was embodied in their Rochdale Principles. The modern version, known as the Seven International Principles of Co-operation, serves as our guideline.

Canadian Co-op Development

- One of the movements that developed amid the optimism and need of the early twentieth century was the co-operative movement. The first co-ops to achieve stability in English Canada **in the years after 1900 were farmers' marketing and purchasing societies. They were built on urgent needs and the seeds of co-operation planted during the previous century.** They gained a large following in Ontario as well as smaller groups of supporters in Quebec, the Maritimes, and Manitoba.
- The movement spread to dairy farmers and the establishment of co-operative creameries soon followed. By 1900, there were over 1,200 creameries scattered across Canada. This movement began primarily in Ontario and Quebec. As early as 1887, the Manitoba government had passed enabling legislation largely to allow settlers from Ontario to build their own co-operative creameries.
- Between 1907 and 1911, the efforts of co-operators had paid off in a stable co-operative farm movement in Saskatchewan. In fact, farmers in all regions participated in the development of the co-operative movement, but it was the Prairie grain growers who first made co-operative action work on a large scale.
- In many ways, it is the strength and depth of the co-operative movement in rural Canada that ensures the development and continuity of other co-operative sectors of the Canadian economy. It was out of the agricultural co-operative movement that Guelph Campus Co-operative began as the **Ontario Agricultural Students' Co-operative** in 1913, forming *the oldest continuing student co-operative in Canada.*

Student Co-ops

- The first student co-ops in North America were created around bookstores: the Harvard Co-op Society (1882); the University of Texas in Austin (1896); and the OAC Students' Co-operative

Association (1913) which changed its name in 1962 to the Guelph Campus Co-operative. Other student co-op bookstores are: the Oberlin Consumers Co-op, in Ohio; and the Uconn Co-op, in Connecticut.

- **The OAC Student' Co-op** was created on November 26, 1913 by seven students from Guelph and Wellington County. Its main purpose was to provide a cost-effective and structured business *on-campus* that would sell students their textbooks and supplies. As the only other bookstore was downtown, the Co-op provided a valuable service.
- Membership also meant ownership. The board of directors, elected from the student community and Co-op alumni, ensured the Co-op's continued success from year to year. This experimental model of a Co-op, as first envisaged by H. H. LeDrew, provided a viable alternative to the traditional way of doing business.
- The Campus Co-op exists to serve the needs of its members. As the needs have changed, so has the Co-op.



A Community – The Mondragon Experiment

- Often held as the role model for co-operative societies, Mondragon Co-operative Society is the **world's largest and most successful venture in worker-owned production**. It started as a small factory in 1962 in a small rural community of Spain. It has grown to the present network of 67 enterprises, with 19,000 worker-members. They produce machine tools, refrigerators, agricultural products, allied retail and social services.
- Each worker has one vote in electing the governing board which oversees the management of each enterprise. All the profits are divided with 15% going for community projects, 15% for a reserve for each firm, and 70% to an interest-bearing loan from the worker-members to their co-ops.
- **The Mondragon 'system' is an entire 'co-operative' community; it is a community of interrelated co-ops co-operating with one another.** Because of the nature of the community, it has been able to establish a support network consisting of a technical high school, a research institute, a computer service center, and a highly successful Credit Union, which invests exclusively in new and existing co-operatives.
- Studies show that Mondragon co-ops are on average 30% more productive than comparable privately-owned businesses. Co-operation pays off!

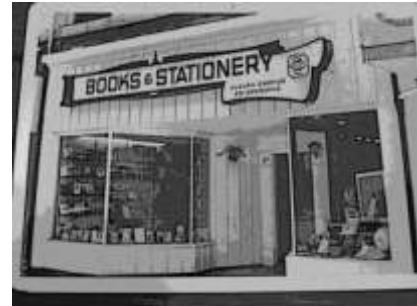
Chronological Highlights of the GCC

"In 1906, we started this co-operative work at the College here. I can assure you, at that time, it was like the voice of one crying in the wilderness – nobody listened, no interest was taken. There were few co-operative societies then in existence. The Association at this College is truly experimental."

H.H. LeDrew from the annual report of the Ontario Agricultural College and Experimental Farm, 1918

- 1913** The incorporation of the Ontario Agricultural College Students Co-operative Association, the precursor to the GCC. First located in Johnston Hall, it sold textbooks, blazers and soft drinks.
- 1914** Built the college skating rink (rebuilt in 1916).
- 1923** Took charge of fund-raising for War Memorial Hall.
- 1929** Funded "OACIS", the first student weekly on campus. Co-op Bookstore moved to Mills Hall.
- 1932** Co-op Bookstore returned to the rebuilt Johnston Hall.
"OACIS" suspended due to a critical review of a poetry reading.
In return for free space in Johnston Hall for our Co-operative Bookstore and Supplies division, for as long as the Co-op existed, the Co-op sold a valuable piece of land to the College for \$1.
- 1951** Dug out by students, the basement of Massey Hall became their coffee shop and lounge which the Student Union requested that the Co-op run.
- 1962** The Co-op took over operation of OVC Coffee Shop at the request of the Canadian Veterinary Student Association, and built a commercial complex at 21 College to house a bank, co-op bookstore and offices.

-
- 1963 First house bought for use as a student residence.
- 1964 The three original colleges and the new Wellington College were granted University status; the Co-op officially changed its name to the Guelph Campus Co-operative.
- 1966 Co-op financed the building of the O.T.S. Veterinary Fraternity House on Gordon St.
- 1968 The C. Anderson Bookstore downtown was bought as well as the Forest Hill Drive apartment complex.
- 1972 East Residence Variety is established.
- 1974 Co-op Shop moves into the University Centre.
- 1989 University administration votes not to renew the leases on the Bookstore, Pharmacy, and the Co-op Shop. The Pharmacy and the Co-op Shop close.
- 1990 Bookstore forced to close and the GCC files a \$5.5 million lawsuit against the University of Guelph. East Variety does not re-open in the fall. The GCC bookstore in Cambridge, Notes & Novels, is sold. The Central Office moves to 17 College.
- 1991 Eaton Centre and Stone Road Mall stores are sold. The Co-op and the University settle out of court.
- 1992 The Co-op Bookstore re-opens in Johnston Hall.
- 1993 The University requests that OVC Coffee Shop move out of their space in the OVC Building to make way for a museum. Backed by popular support from students and faculty, the request is denied.
- 1998 Massey Coffee Shop closes.
- 1999 Co-op explores feasibility of redeveloping properties on College Ave and Hales Cres. into new student townhouses. After 3 years (which involved a protracted battle with neighbourhood association and a successful defense at Ontario Municipal Board hearing) and all legal and political hurdles cleared, the Co-op finds the project not financially viable to proceed at that time.
- 2003 OVC Co-op Coffee-shop closes after close to 40 years of operation.
- 2007 Partnered **with the Central Students' Association**, the Co-op builds a fully accessible, "green" addition onto the 7 College Ave West Lodging House.
- 2008 7 College project wins Ontario Co-operative Association "*Co-operative Spirit Award*" and City of Guelph "*Water Conservation Community Education Award*"



Umbrella Organizations

NASCO

- NASCO stands for the North American Students of Co-operation, and it is based in Ann Arbor, Michigan. It has provided services to any student co-op that is a member since 1968. These services include co-op education and training sessions at both Board and Member levels; sponsorship of national conferences such as the WATBASH held at Waterloo Co-operative Residence Inc. in Waterloo; internship networks so that co-ops can get experience at other co-operatives during the summer; supporting struggling co-ops in both the U.S. and Canada through an information network, and much, much more. They even send us student job postings from around North America!
- NASCO has also developed and implemented the Campus Co-operative Development Corporation, which provides support for creating new student co-ops in both Canada and the U.S. If you would like more information about NASCO, please contact the Central Office.

OSCA

- The Ontario Student Co-operative Association is made up of student housing co-ops from across Ontario including Waterloo Co-operative Residences Inc., Science 44 Co-op (Kingston), Neill-Wycik Co-operative (Toronto), Campus Co-op Inc. (Toronto), and of course the Guelph Campus Co-op! For more information check out, www.osca.coop.

Co-operative Housing Federation (CHF)

- CHF is the National Association of Housing Co-operatives and among its numerous roles is lobbying and networking. It works with other organizations throughout Canada to strengthen the co-op housing movement, and also offers conferences and training sessions to its members.
- Most of its membership is made up of family housing co-ops, not student co-ops. In fact, the membership of CHF is made up of over 580 Co-operative Housing Communities with 37,007 units (this is where the GCC fits in), 36 resource groups, 18 federations, 6 sponsoring organizations, 3 other sector organizations, 1 staff association, 1 land trust, and 23 organizational associates (this is where NASCO fits in).
- CHF's annual conference, which is held alternately in major cities across Canada, is always completely bilingual to accommodate both French- and English-speaking members.

The Guelph Co-op Council

The Guelph Co-op Council is dedicated to the support and development of the Co-operative community in the Guelph area.

- AgEnergy Co-operative
- Co-operative Preschools:
 - Campus Childcare Co-operative
 - Co-op Kids Day Care
 - Gingerbread House Co-op Preschool
 - Lilliput Land Co-op Nursery School
 - Royal City Co-operative Preschool
 - Whistle Stop Co-operative Preschool
- Canadian Emu Co-operative
- Desjardins Credit Union
- Gay Lea Foods Co-operative Ltd.
- Guelph Campus Co-operative
- Guelph Community Car Co-op
- Guelph Housing Co-operatives:
 - Fife Road Co-op
 - Cole Road Co-op Community
 - Royal City Co-op
 - Silverwood Co-op
 - Windfield Co-op Homes
 - Wyndham Hill Co-op
- Meridian Credit Union
- Ontario Worker Co-op Federation
- Ontario Co-operative Association
- Organic Meadow Farmers Co-op
- Planet Bean Coffee
- SUMAC Worker Co-operative
- The Co-operators