

# CO-OPERATIVE HOUSING FEDERATION OF CANADA

## POLICY MANUAL

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**SUBJECT:**

Management Scholarship Program

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### 1. Purpose

- (a) The Management Scholarship Program was created by CHF Canada as a legacy of the United Nations International Year of Co-operatives. The purpose of the national Program is to promote the continuous development of excellence in co-operative housing management in Canada.
- (b) This scholarship program is also intended to support individuals who have been involved in the Canadian co-operative housing movement to become proficient managers of housing co-ops.
- (c) The scholarship program will provide financial assistance to attend a recognized Canadian post-secondary institution (university or college) or recognized professional training equivalent, in a program of study relevant to improving the business skills of property managers of housing co-ops including building asset management, finance and administration, co-operative housing, customer service, community development etc.

### 2. General Guidelines

- (a) Eligibility
  - (i) Applicants must undertake studies at a recognized Canadian university, college or professional training equivalent. They must be either full-time or part-time students, taking full or partial credit courses.

- (ii) The program of study must prove relevant to improving the business skills of property managers of housing co-ops, including but not limited to building asset management, finance, administration, co-operative housing, co-operative housing, customer service, community development.
- (iii) All applicants and scholarship recipients must be a member, director, or employee of a CHF Canada member. Priority will be given to employees of a CHF Canada member.
- (iv) Currently serving members of CHF Canada's Board of Directors, Finance and Audit Committee and CHF Canada staff and their families are not eligible.
- (v) Only for course or program of study not yet completed.
- (vii) Applicants must agree to abide by the terms and conditions set out in this policy.
- (viii) Successful applicants are eligible to re-apply for another scholarship every five years. The year their most recent successful application was approved will be counted as year one.

(b) Funding

- (i) The CHF Canada Board of Directors approve the funds allocated to the CHF Canada Management Scholarship Program as part of the annual budget approval process. The total scholarship amount allocated in one year may not exceed the total available scholarship funds.
- (ii) Based on eligible applications and available scholarship funds, up to ten individual scholarships will be awarded per year ranging from \$500 to \$4,000; up to five of which will be reserved for the CHF Canada and Institute of Housing Management's joint Co-op Housing Manager (or renamed) national accreditation.
- (iii) No single scholarship will exceed:
  - the lesser of the cost of tuition or \$2,000 in the first year, and \$1,000 in subsequent years;

- plus any applicable unused funds carried over from year one. Up to \$500 of unused funds can be carried over from year one to year two. Unused funds from year two cannot be carried over to year three.

(iv) Scholarships may be disbursed over a period of three years.

### **3. Selection Process**

(a) Application

- (i) Every year, CHF Canada will invite applications for the CHF Canada management scholarship. Application forms will be available online.
- (ii) CHF Canada staff will confirm eligibility of the applications.

(b) Selection

- (i) The Selection Committee will review eligible applications based on established criteria and award scholarships.
- (ii) The Selection Committee may decide that no applicants will be allocated a scholarship in the current year if no suitable applications are received or if insufficient funds are available. The Committee's decision will be final.

(c) Reporting and allocation

- (i) CHF Canada staff will co-ordinate the communication and disbursement of the scholarships to the successful recipients.
- (ii) The CHF Canada Board will receive annual report(s) on the Management Scholarship.
- (iii) Scholarship funds will be disbursed to recipients upon written proof of payment into the identified program of study.
- (iv) Recipients must undertake their proposed study within one calendar year of the scholarship being awarded.

#### 4. **Selection Committee**

(a) **Composition**

The CHF Canada Management Scholarship recipients will be determined by the Management Scholarship Selection Committee. The Committee will comprise three (3) persons; one (1) CHF Canada Board liaison, one (1) academic representative and one (1) other drawn from any of the following: CHF Canada's membership, past scholarship recipients, and groups with management, non-profit housing or co-operative expertise.

(b) **Appointment of members**

- (i) Committee members will be appointed by the CHF Canada Board. CHF Canada staff will provide recommendations for committee composition. The term of each appointment except the CHF Canada Board liaison will be three years. The CHF Canada Board will appoint a CHF Canada Board of Director as liaison to the Committee for terms between one and three years.
- (ii) Selection Committee members may serve up to three consecutive three-year terms, at which time they cannot be reappointed to the Committee for at least one year. Committee members may submit a written request to the CHF Canada Board of Directors requesting reappointment to the Committee in advance of their terms' expiry.

(c) **Chairperson**

Each year, the members of the Selection Committee will appoint a chairperson at their first meeting of the year.

(d) **Function**

- (i) Review the applications received, select the recipients based on the established selection criteria and report the results within the established timelines.
- (ii) Meet as required via conference call to carry out the selection process. The meetings will typically occur between March 15 and May 1 each year but may vary.