

Waterloo Co-operative Residence Incorporated

Fee and Fine Policy

As approved by the General Manager,
and incorporating all changes through:

18 September 2009

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

Revision History

Date	Revisionist	Summary of Changes
30 July 2008	John Stilla	Creation of policy. This policy used to exist, in part, within the former Judicial Policy. It has been altered and now comprises a policy of its own.
4 March 2009	Cary Hubbard	Updates to policy to prepare for implementation
18 September 2009	Cary Hubbard	Update appendix to include mandatory meeting as part of Divisional Fine

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)
2	Admissions		
	Judicial Policy		
Parts 1, 2, and 3	Security and Access Policy		

DEFINITIONS

- An “appeal” is a formal request by a member for a review of a fee or fine that has been issued to them.
- “fee” means a dollar amount charged to a member by WCRI staff for administrative purposes. Fees are issued according to the WCRI Fee List (Appendix A).
- “fine” means a dollar amount charged to a member for a non-administrative purpose. Fine appeals are submitted to the WCRI Office and forwarded to the Judicial Coordinator (see *Judicial Policy* for a description of the Judicial Coordinator position). Fines are issued according to the WCRI Fine List (Appendix A).

POLICY

1. WCRI must balance the need to maintain an efficient organization with the commitment to co-operative values and principles, such as democracy and concern for community. Therefore, WCRI shall maintain both fees and fines as methods of ensuring its proper functioning as an organization, and it shall maintain a mechanism for members to appeal fees or fines issued to them.
 - a) **Fees** are levied against members as a way of maintaining efficient and effective administrative procedures and safeguarding the cleanliness and good condition of WCRI property so it may be enjoyed by many future resident members.
 - b) **Fines** are levied against members in order to deter behaviours and actions that are threatening or destructive to the WCRI community and environment, as articulated in the policies of the co-operative. Fines may also be levied as a way of recovering costs in the case of damage to WCRI property or failure to perform certain duties.
2. Only those authorized on the WCRI Fine List (Appendix A) may issue fines, and they may only issue the fines attributed to their position on the list.
3. (1) A fine issuer is responsible for properly issuing a fine. Proper issuing of a fine is explained in the procedures that follow.

(2) The improper issuing of a fine may constitute grounds for overturning a fine.

PROCEDURE

Issuing Fees

4. (1) When a member incurs a fee, that fee shall be automatically applied to their WCRI account.

(2) A member may request, at any time, that the WCRI Office disclose to them what fees, if any, remain outstanding on their account.

(3) The WCRI office may withhold certain services if fees are outstanding on a member’s account.

Fee Appeals

5. No fees can be appealed except for those described in the “Admissions Petition” section of the *Admissions Policy* (see Admissions 2.).

Issuing Fines

6. (1) All fines are to be processed through the WCRI Office, and record of the fine must reflect whether the fine has been paid, has not yet been paid, or is pending an appeal.

(2) To issue a fine notice, the fine issuer must communicate with the designated WCRI staff member and ensure that the fine is applied to the member’s account and that notice is sent in the proper form.

7. (1) To issue a fine, the authorized fine issuer must completely fill out the necessary form, and submit it to the member who has been fined (either electronically or in paper form) and to the designated WCRI staff member.

(2) The date of notice of the fine shall be:

- (a) the date on which the notice is sent electronically if the member being fined no longer resides at WCRI, or
- (b) the date on which hardcopy notice is delivered internally if the member being fined resides at WCRI.

8. When a fine is issued, it shall remain dormant for ten days, giving the member the opportunity to appeal it. After ten days have passed, the fine is no longer eligible for appeal. The fine will be added to the accounting system, and it will be paid by the member.

9. (1) Members shall be notified at the first Division General Meeting of the term that notification of fines will be sent to them electronically or in paper form, and that the date of notification of the fine is the date on which the electronic notice is sent or the date on which the paper form is delivered to the member's room/apartment.

(2) Members shall be responsible for providing the WCRI Office with a reliable email address that they can be reached at, and for checking their electronic mail and keeping apprised of any fines that are issued to them.

(3) No member may have a fine overturned due to their failure to check their own electronic mail.

10. The WCRI office may withhold certain services if fines are outstanding on a member's account.

11. Members are encouraged to speak to the fine issuer before submitting an appeal. Therefore, the first avenue a member should follow when they wish to dispute a fine that has been issued to them is to go to the fine issuer and discuss their concerns with them directly. If a member does so, and the problem remains unresolved, they may then proceed to the appeal procedure.

Fine Appeals

12. If a member wishes to appeal a fine, they must, within ten days of the fine notice being issued, fill out and submit an appeal form. This form is available at the WCRI Office and must be submitted to the WCRI Office after it has been filled out properly (see below).

13. The appeal form must be filled out completely and must include:

- a) The name, division, room/apartment number, and contact information (including valid email address) of the member requesting the review;
- b) A detailed description of why the member would like to appeal the fine;
- c) Identification of the fine issuer;
- d) Identification of any documents that support the member's case (e.g., doctor's note, exam schedule); and
- e) Identification of any people who have information pertinent to the member's case, or who may have witnessed the incident in question.

14. (1) If the appeal form is submitted more than ten days after the date when the fine notice was issued, the appeal will automatically be denied and no further opportunities to have the fine overturned will be allowed.

(2) If the appeal form is submitted within ten days of the date when the fine notice was issued, the appeal will be scheduled to be heard at the next meeting of the Judicial Committee (see *Judicial Policy* for all policies and procedures related to the hearing and decision process). The member appealing the fine will be contacted directly by the Judicial Co-ordinator with regards to the judicial process.

Appendix A: Fees & Fines List
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WCRI Fee List (all of which are issued by WCRI staff to members)

See the Miscellaneous Rate Sheet in the Board approved budget for a complete list of WCRI Fees.

WCRI Fine List

Fine	Amount	Issuer/Receiver
Damage	Cost of replacement	<ul style="list-style-type: none"> • Issued by DM to members • Issued by WCRI staff to members
Disturbance	\$25 for first offence; \$50 for subsequent offences	<ul style="list-style-type: none"> • Issued by DM to members • Issued by WCRI staff to members
Fire safety violation, including smoking	<ul style="list-style-type: none"> • First offence: \$100 • Second offence: \$200 • Third offence: \$1,000 + membership review 	<ul style="list-style-type: none"> • Issued by DM to members • Issued by WCRI staff to members
Security and access violation	<ul style="list-style-type: none"> • Violation of Part I of Security and Access Policy: \$200 or less; • Violation of Part II of Security and Access Policy: \$200 or less; • Violation of Part III of Security and Access Policy: \$25 or less. 	<ul style="list-style-type: none"> • Issued by DM to members • Issued by WCRI staff to members
Divisional (includes failure to attend a mandatory meeting)	\$25	<ul style="list-style-type: none"> • Issued by DM to members
Failure to properly clean Weavers' Arms	Cost of staff clean-up (\$25/hour) + \$25	<ul style="list-style-type: none"> • Issued by WCRI staff to party who failed to clean Weavers' Arms