



**A By-Law about the rights and obligations of Country Lane Co-operative
Homes Incorporated and the members**

By-Law No. 6

OCCUPANCY BY-LAW

Passed by the Board of Directors on _____, 20__

Confirmed by the members on _____, 20__

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Article 1 ABOUT THIS BY-LAW

1.1 INTRODUCTION AND MISSION STATEMENT

This By-law states the basic rules for the co-op to provide housing for its members and the basic rights and obligations of the co-op and the members.

Country Lane Co-operative Homes Mission Statement

To create a diverse housing environment that cultivates opportunities and democracy within a progressive, vital community that promotes co-op principles and safe, affordable, quality housing.

1.2 PRIORITY OF THIS BY-LAW

a) Conflict with other by-laws

This By-law governs over other co-op by-laws if there is a conflict. By-laws passed after this By-law can amend or add to this By-law, but they have to specifically state this.

b) References to other by-laws

Some parts of this By-law refer to other co-op by-laws. If the co-op does not have the by-law referred to, the board of directors will decide on anything which would have been in the by-law. This does not apply if the co-op has the by-law, but just uses a different name for it.

c) No unauthorized commitments

No one can commit to anything dealing with occupancy rights on behalf of the co-op unless authorized under this By-law. Any unauthorized commitment is not effective.

1.3 REPEALS

The following bylaws, or parts of by-laws, are repealed when this by-law becomes effective:

- a) The Occupancy By-law (By-law No. 5).
- b) Schedule G: Notice of Intention to Terminate Occupancy
- c) Schedule H: Board of Directors Eviction Resolution
- d) Schedule J: Arrears Policies and Procedures
- e) The Organizational By-law (By-law No. 3), Section 5.11
- f) Schedule I: Notice to Vacate
- g) Schedule II: Long Term Guest Agreement
- h) Schedule III: Sub-Occupancy Agreement
- i) Schedule IV: Repayment Schedule (Arrears, Late Payment, Member Deposit)
- j) Schedule V: Performance Agreement
- k) Occupancy Agreement
- l) Housing Charge Assistance Agreement

1.4 LAWS ABOUT OCCUPANCY

a) Main laws

In addition to this By-law certain laws affect occupancy at the co-op. These include the following laws in addition to other government requirements.

- (i) The Co-operative Corporations Act governs the co-op. Parts of the Co-operative Corporations Act have important rules about occupancy that are not in this By-law.
- (ii) The Residential Tenancies Act has rules about co-op evictions that are not in this By-law.
- (iii) The Ontario Human Rights Code has important rules about housing that affect the co-op.

b) Changing by-laws

If any part of this By-law breaks any laws, the board of directors will pass by-law amendments to correct the situation and submit them to the membership for approval. This could happen if there are changes in the laws or new interpretations.

1.5 OCCUPANCY AGREEMENT

a) Standard form

The Occupancy Agreement, Schedule A, is part of this By-law. All members must sign it when their membership in the co-op begins. The Occupancy Agreement includes Appendixes that have to be signed at the same time or later.

- (i) **Appendix A: Member Charges.** This applies at the time of signing the Occupancy Agreement. It does not have to be updated each year when charges change.
- (ii) **Appendix B: Household Members.** This applies at the time of signing the Occupancy Agreement. If there are changes, the member has to notify the co-op as stated in section 9.5 (Reporting Change in Household Size). A new Appendix B should be signed.
- (iii) **Appendix C: Housing Charge Subsidy Terms.** This has to be signed at the same time as the member signs the Occupancy Agreement if the member will receive housing charge subsidy. If the member gets housing charge subsidy at a later time, Appendix C has to be signed before the housing charge subsidy starts. Up-to-date Appendixes A and B have to be signed at the same time.

b) Who signs

The Occupancy Agreement must be signed by all co-op members who will occupy the unit.

The Appendixes must be signed by all members and any non-member occupants 16 years old or older.

c) Government requirements

To meet government requirements, the Appendixes to the Occupancy Agreement can be changed by the board of directors without amending this By-law.

d) Occupancy Agreement applies

The co-op and the members must obey this By-law, including the Occupancy Agreement and Appendixes, even if a particular member has not signed an Occupancy Agreement or Appendix or has signed an older version of the Occupancy Agreement or Appendix.

e) Special requirements

Some by-laws and agreements only apply to certain members. Both the co-op and those members must obey them. Examples are performance agreements and by-laws dealing with housing charge subsidy.

1.6 SPECIAL MEANINGS

a) **Business day**

A “business day” in this By-law means any day that is not a Saturday, Sunday or public holiday.

b) **Eviction**

The *Co-operative Corporations Act* and the *Residential Tenancies Act* use words like “terminating membership and occupancy rights” or “terminating occupancy rights.” In this By-law these are also referred to using words like “evicting the member” or “eviction.”

c) **Government requirements**

“Government requirements” means the laws, regulations or agreements with government bodies that apply to co-ops. This includes the ones stated in section 1.4 (Laws about Occupancy).

d) **Housing charge subsidy**

“Housing charge subsidy” in this By-law means geared-to-income subsidy, or any other subsidy for housing charges, or any income-based or similar reduction in housing charges.

e) **Housing charges**

In this By-law “housing charges” means all charges that the co-op makes to members or that members owe the co-op.

- “Full monthly housing charges” means the housing charges calculated monthly before deducting or crediting any housing charge subsidy.
- “Subsidized monthly housing charges” means the full monthly housing charges after deducting or crediting any housing charge subsidy.

f) **Legal action**

A “legal action” under this By-law includes an application to the Landlord and Tenant Board or to the courts.

g) **Manager/Co-ordinator**

In the By-law the co-op “manager” refers to the senior staff person. That person could be called Co-ordinator or have a different job title. Also, in some cases the board of directors or manager may authorize other staff members to perform some of the manager’s duties mentioned in this By-law.

h) **Performance agreement**

A “performance agreement” includes an arrears payment agreement.

i) **Staff**

“Staff” refers to employees of the co-op and to property management companies and other contractors and their employees.

j) **Year**

When this By-law refers to a “year”, it means a consecutive twelve-month period. This is not necessarily a calendar year. The co-op decides what twelve-month period to use in each case.

1.7 SUMMARY OF TIME REQUIREMENTS

Attachment A at the end of this By-law is a summary of the time requirements for some actions by the co-op as required under this By-law and the *Co-operative Corporations Act*. In case of conflict the *Co-operative Corporations Act* and the By-law will govern over Attachment A.

Article 2 MEMBERS' RIGHTS

2.1 USE OF A UNIT AND THE CO-OP'S FACILITIES

The co-op gives members the right to:

- live in their housing unit
- use their parking space if any,
- use the co-op's common facilities, and
- be involved in the governance of the co-op.

Co-op by-laws limit members' rights.

Article 3 MEMBERS' CONTRIBUTIONS

3.1 HOUSING CHARGES

a) Monthly housing charges

Each member must pay housing charges to the co-op. Monthly housing charges are made up of:

- the full monthly housing charges for the member's unit, less any housing charge subsidy
- parking charges, if applicable
- bulk cable TV charges
- other monthly charges that members must pay under any of the co-op by-laws.

b) Other housing charges

Each member must pay additional housing charges, if applicable. These include:

- the membership fee of \$5.00 per member (once only)
- late payment charges
- bank or financial institution charge for NSF cheques or failed payments
- NSF administration or failed payment charges
- other charges that members must pay under any of the co-op's by-laws.

c) Not included in housing charges

Housing charges do not include the following costs to a member:

- electricity for a unit, including hot water tank rental (stacked townhouse units & townhouse units)
- gas for a unit, including hot water tank rental (townhouse units)
- telephone for a unit
- insurance on the member's personal property
- the member's personal liability insurance.

If the co-op has to pay for any of these, the cost will be added to the member's housing charges.

d) Adjusting items in housing charges

This By-law has to be amended in order to change the items that are included in housing charges or not included in housing charges.

3.2 MEMBER INVOLVEMENT / PARTICIPATION

The Member Involvement or Participation By-law is enacted for the purpose of supporting the Co-operative Principles hereto attached as Schedule A, Appendix E)

a) Required Participation

Each member is obligated to participate in the function of the co-op by:

- (i) contributing financially to the operation of the co-op by paying all housing charges on time

- (ii) keeping the interior and exterior of their units reasonably clean and orderly, and reporting maintenance problems promptly
- (iii) attending each annual meeting of members and all other general meetings of members, unless prevented by illness, emergency, employment or other reason acceptable to the Board
- (iv) electing annually a Board of Directors and an auditor at a general members meeting
- (v) generally following the rules and regulations, as set out in these by-laws.

b) Voluntary Participation

The Co-op recognizes the member's right to participate and supports them in encouraging and providing opportunities to participate. Each member has the right to participate in the function of the co-op by:

- (i) standing for election to the Board of Directors (provided they meet the qualifications set out in By-law #3, Article 5, 5.03), serving on committees or by assisting in other areas of operation of the Co-op, according to their interests
- (ii) organizing and attending social events
- (iii) co-operatively sharing their ideas and opinions at Board, committee or General Members' meetings, in accordance with the established agenda, within an atmosphere of open mindedness and creativity.

3.3 PAYMENT OF HOUSING CHARGES

a) Time of payment

Housing charges are due each month before midnight on the first business day of the month.

b) No cash payments

Housing charges cannot be paid in cash.

c) Pre-authorized payment

Members can pay housing charges in a pre-authorized way. This is usually more convenient for both members and co-op staff. This includes:

- pre-authorized debit, if available at the co-op
- pre-authorized payment, if available at the co-op
- post-dated cheques.

Arrangements can be made at the co-op office.

d) Other ways to pay

Members can also pay by monthly cheque or money order. These have to be delivered to the co-op office. If no one is in the office, they can be put under the office door.

Members who bank at Meridian Credit Union can arrange an automatic transfer with the credit union or you can direct deposit on-line. A printed copy of the direct deposit must be provided to the office.

3.4 OTHER CHARGES

Members are responsible for and must pay the co-op for any extra costs, charges or expenses caused by:

- any member of their household, or
- anyone permitted on co-op property by the co-op member or another member of their household.

This applies even if no co-op by-law has been broken. Examples include debt collection charges and the cost of repairs.

3.5 HOLDING DEPOSIT AND MAINTENANCE DEPOSIT

a) Holding Deposit

Once an applicant has been accepted for membership and a unit has been assigned for them, they are required to submit a Holding Deposit to the office in the amount of \$150.00. This deposit establishes the applicant's intention to move into the unit. Should the applicant choose not to move into the Co-op, the Holding Deposit is non-refundable.

b) Maintenance Deposit

Once the applicant moves in and becomes a member of the Co-op, the Holding Deposit is held on the member's account as a Maintenance Deposit until they move out of the Co-op. The Maintenance Deposit will be refunded to the member following move-out, provided there are no damages or outstanding charges owing to the Co-op.

3.6 MEMBER DEPOSIT

a) Paying the member deposit

Members must pay a member deposit to the co-op. This deposit cannot be used as the last month's housing charges. Members must pay this deposit before moving into their unit, unless the co-op allows them to pay it over time. This could be over several months. This must be stated in a member deposit payment agreement prepared by the manager and signed by the member and the co-op.

b) Amount of the member deposit

Members must pay a member deposit equal to their monthly housing charges.

The member deposit is rounded to the nearest dollar.

c) Adjusting the member deposit when housing charges change

The amount of the member deposit will be adjusted by the same percentage as any change in the member's monthly housing charges.

Members must pay the amount of any increase on a date set by the board of directors unless the members' meeting approving the new housing charges decides on a different date. If there is a reduction, members will get a credit on future charges.

If members receive housing charge subsidy, the amount of the member deposit will be adjusted annually after the annual review of household income and composition. It will change to the new amount of the monthly subsidized housing charges. Members must pay the amount of any increase on a date set by the board of directors. If there is a reduction, members will get a credit on future charges.

d) Returning the member deposit

The co-op will return the member deposit when the member and the member's household leave the co-op permanently. Before returning the deposit, the co-op can deduct any amount which the member owes because:

- the member did not give enough notice
- the unit was not left in the condition required under Article 5, 5.1: Maintenance and Repair
- the member owes money to the co-op, or
- the member did not pay their last month's housing charges.

e) Interest on the member deposit

The co-op will not pay interest on the member deposit.

3.7 HOUSING CHARGES ARE PER-UNIT

Housing charges and member deposits are payable on a per-unit basis. If more than one member occupies a unit, they are each responsible for the total housing charges—not just a share of them. It does not matter if they are members of the same family or what arrangement they have between them. They must make one single monthly payment to the co-op.

If any person moves out of the unit, the remaining members in that unit are still responsible for all the charges which apply to the unit.

Article 4 SETTING HOUSING CHARGES

4.1 THE MEMBERS SET THE FULL MONTHLY HOUSING CHARGES

The full monthly housing charges can be set only by a majority vote of the members at a general meeting. Members do this annually or more often as needed. A budget must be presented to the members for approval when they are asked to consider a change in housing charges. Existing charges continue until the members approve a change. The members may approve charges that are different from those proposed in the budget.

4.2 ANNUAL BUDGETS

a) Operating budget

Each year the board of directors will submit an operating budget for the next fiscal year for approval of the members at a general meeting. The operating budget must contain:

- the total expected cost of operating the co-op
- a breakdown of the total expected cost in detailed categories
- the full monthly housing charges proposed for each unit or kind of unit
- the charges proposed for each service provided to members and charged separately, such as parking spaces.

b) Capital budget

The Capital Budget can also be referred to as the Replacement Reserve. The Board must also prepare a capital budget for approval of the members. If possible, it should be presented to the members at the same time as the operating budget. A capital budget must contain:

- the proposed capital expenses
- the proposed source of funds
- the effect of the proposed expenses on the co-op's capital reserve
- the effect of the proposed expenses on the co-op's future operating budget
- the estimated timeline for the capital expenses.

c) Approval by members

Approval of an operating budget or capital budget by the members authorizes the board to spend money as stated in the budget subject to the Spending By-law.

4.3 NOTICE OF PROPOSED BUDGET

A general meeting can consider a proposed budget and proposed housing charges only if the notice of the general meeting states that a budget will be considered. The notice must be given as required by the *Co-operative Corporations Act* and the by-laws. A copy of the proposed budget must be delivered to each unit at least ten days before the budget meeting. This must include the full housing charges for each type of unit if changes are proposed.

4.4 CHANGES IN HOUSING CHARGES

a) Beginning of changed housing charges

Any change in the full monthly housing charges will begin on the first day of the third month after the members decide on the change. The members at a general meeting can decide by a two-thirds vote on a different date for the new charges to begin, including an earlier date.

b) Notice of change

Notice of a change in the full housing charges must be delivered to each unit within a reasonable time after the meeting. Government requirements may state a time period.

4.5 MID-YEAR CHANGE IN HOUSING CHARGES

The board of directors may decide that there should be a change in the budget and/or housing charges during a fiscal year. If so, the board will prepare a budget or statement showing the reason for the change and submit it to a meeting of the members. Section 4.3 of this By-law states how the co-op will give notice of this meeting. Timing and other rules about any change will be as stated in sections 4.1 to 4.4 as applicable.

Article 5 MEMBERS' UNITS

5.1 MAINTENANCE AND REPAIR

a) Responsibility of the co-op

The co-op must keep all units in a good state of repair and fit for habitation. It must make sure that each unit meets all health, safety and housing standards in government requirements.

b) Common elements

The co-op must keep the co-op property and all services and facilities of the co-op to the same standard as the units.

c) Appliances

The co-op must provide each unit with a stove and refrigerator in normal working order.

d) Responsibility of members

Members must keep their units reasonably neat and clean. Members must meet the standards of cleanliness and maintenance in government requirements.

e) Co-operation with the co-op

Members must co-operate in all reasonable ways with co-op staff and any tradespeople or contractors who are involved in repair and maintenance. This includes making sure that their unit is ready for access as stated in section 5.2(b) (Notice of entry).

f) Reporting problems

Members must promptly report to the co-op any condition in their unit, the equipment in the unit or their building, if it could cause damage to their unit or co-op property.

g) Maintenance and Improvements By-law

The co-op's Maintenance and Improvements By-law, if there is one, or other co-op by-laws, may have more detail on maintenance and repair responsibilities. The co-op and the members must obey those by-laws.

h) Alterations and improvements

Members cannot make alterations and improvements to their units or co-op property, unless they comply with the terms of the Maintenance and Improvements By-law or any other applicable co-op by-laws. Members must get advance written permission from the board of directors unless those by-laws say something else.

i) Changing locks

Members cannot change their unit locks. Members who require a lock change must arrange it through the Co-op office. All unit keys must be keyed to the Co-op's Master Key system.

j) Neglect of responsibilities

If members do not fulfill their responsibility under this section, the Maintenance and Improvements By-law or any other applicable co-op by-laws, the co-op can do what is necessary to correct the situation. Those members have to pay the cost.

k) Moving out of the unit

When members move out of a unit, they have to leave it clean and in good condition. The unit has to be left in the condition required by the Maintenance and Improvements By-law, if there is one, or other applicable co-op by-laws.

5.2 PRIVACY**a) Permission needed**

Members have the right to privacy. The co-op may not enter a unit without permission unless an emergency happens or appears to be happening or proper notice has been given.

b) Notice of entry

After giving a member 48 hours written notice, someone designated by the co-op can enter a unit, at any reasonable time, for:

- maintenance inspections, regular or special
- maintenance, repairs or renovations, or
- any other reason which the board of directors decides.

c) Showing unit

After giving a member 24 hours written notice, the co-op can enter the unit to show it to a prospective occupant at any reasonable time. The co-op can do this if:

- the members have given notice to end their membership and occupancy rights, or
- the co-op has given notice of a board of directors' decision to evict the member.

d) Time of entry

Any entry notice can give a time range and not necessarily a specific time. The time range can be longer than one day and the notice can allow more than one entry into a unit. The member does not have to be present at the time of entry.

e) One notice per unit

Only one notice needs to be given under this section for all members and others in a unit.

5.3 DAMAGE BY FIRE, ETC.**a) Major damage**

If there is major damage affecting a large number of units, the board of directors will examine the situation and propose a solution. The membership will make the final decision at a members' meeting.

b) Other damage

If only one or a small number of units are damaged, the board of directors will consult with the members living in the units to deal with the situation. If those members do not agree with the proposed solution, the membership will make the final decisions at a members' meeting. The board can give these decisions priority over the internal and external waiting lists.

c) Things to decide

The board of directors and members will consider questions such as the following:

- Should the unit be repaired?

- How quickly?
- When will the members be required to move out?
- When will the members be entitled to move back?
- Will there be any charges to the members during the period?
- Are there any available units that the members can occupy until their unit is repaired?
- Should there be any priority on the co-op's internal or external waiting list?

d) Limit of co-op responsibility

The co-op does not have to provide a housing unit, or pay for increased housing charges, or rent to an outside landlord, or any other costs, because of damage unless the costs are covered by the co-op's insurance or are payable by a government or other subsidy provider. The co-op does not have to repair a unit and can terminate membership and occupancy rights because of damage if that is part of the decision under this section.

e) What is damage?

Damage under this section is anything that makes a unit uninhabitable. It could be a specific event, such as a fire, or a condition like mould or insect infestation.

5.4 MEMBERS' INSURANCE

Members can obtain public liability insurance and property insurance for their unit. The co-op, co-op staff, contractors and other members will not have any liability to a member or a person in a member's household for things that would be covered by a normal renter's or co-op member's insurance policy. It does not matter what caused any loss and it does not matter whether the member or anyone in the household had any insurance.

Article 6 USE OF UNITS

6.1 RESIDENCES

Units must be used as private residences for members, their households and other persons allowed by this By-law.

6.2 PRINCIPAL RESIDENCE

Each member must use the member's co-op unit as the member's principal residence and personally occupy it. A member may not be absent from the co-op unit for a total of more than three months in any year without the permission of the board of directors. The unit must remain the member's principal residence while the member is absent. Members will be considered absent from their units even if they visit them for short periods. Government requirements or co-op by-laws may set limits on absence from units for members who receive housing charge subsidy. Members who receive housing charge subsidy should check section 8.6(a) (Sub-Occupancy and Absence from Unit—Housing charge subsidy).

6.3 RELATED USES

a) Related uses permitted

“Related uses” are typical home business uses that are related or incidental to the use of a unit as a member's principal residence. Members can have one or more related uses, if:

- the use is permitted by government requirements, including zoning by-laws
- the use does not create disturbance beyond what is appropriate in a residential community like the co-op, such as by too much noise or too many visitors
- the use does not involve excessive demands on co-op utilities and services, such as electricity, and
- co-op by-laws are obeyed.

b) No rooming or boarding houses

Related uses do not include using a unit as a rooming house, or boarding house, or providing food or lodging for others or renting space or anything similar. Those uses are prohibited except for sub-occupancy and sharing permitted under this By-law.

c) Insurance and liability

A member must have all insurance that is reasonable for a related use including any insurance that is needed to meet government requirements. The member must give the co-op a current copy of the insurance policy and any changes. The member will obey any directions by the co-op about the insurance so that it will protect the co-op in addition to the member. The member will be responsible for any claims against the co-op, co-op staff, contractors and other members and occupants that are connected to any related use by the member.

6.4 NO TRANSFER OF MEMBERSHIP OR OCCUPANCY RIGHTS

Members cannot transfer their membership or their occupancy rights to anyone else.

6.5 NO PROFIT FROM UNIT

a) When leaving co-op

Members must not profit, directly or indirectly, when they leave the co-op.

b) Sub-occupancy or sharing

Members must not profit, directly or indirectly, when they allow others to use their unit. This includes sub-occupancy of the unit when the member is away or any sharing arrangement.

c) Examples

Examples of profit are key money and placing too great a value on the furnishings of a unit. Profit does not include guests or sub-occupants paying their fair share of the housing charges and other household costs if it is not a hidden profit on the housing charges.

6.6 CO-OP'S INSURANCE

Members must not break any obligation that the co-op has to its insurance companies. The use of a member's unit must not increase the co-op's insurance costs or any other cost or liability of the co-op.

Article 7 BEHAVIOUR

7.1 PROHIBITED CONDUCT

The co-op is a community which includes all the residents, visitors and staff. It is also part of the larger neighbourhood community. Co-op members must not harass, obstruct, coerce, threaten or interfere with any other member of these communities. Co-op members must not make or allow any noise, nuisance or other act that unreasonably disturbs or interferes with any other member of these communities. Co-op members must not commit any illegal act in their units or on co-op property.

7.2 HUMAN RIGHTS

Co-op members must respect the human rights of other members of these communities. Co-op members must obey the Ontario *Human Rights Code* and not do anything that would discriminate against or harass any other member of these communities in a way that would breach the *Human Rights Code*. Co-op members must strive for an environment at the co-op that is fair, inclusive and respectful of people's dignity.

7.3 VIOLENCE

Co-op members must not commit violence against any other member of these communities. Violence can be real or threatened. Violence can be physical, psychological and/or sexual. Child abuse is a kind of violence. Violence against another person in the same household is domestic violence.

7.4 DOMESTIC VIOLENCE

a) Not tolerated

The co-op does not tolerate domestic violence. It will try to assist victims of domestic violence. Members who engage in domestic violence may be evicted.

b) Rights of victim

Members who are victims of domestic violence while they live at the co-op can:

- ask the board of directors to evict any person who commits domestic violence
- request emergency housing charge subsidy if available under the co-op by-laws and subject to any applicable government requirements
- get information from the co-op on supports available in the community.

c) Eviction

Under Article 12 (Dealing with Problems) the board of directors can evict anyone who has committed domestic violence at the co-op. A complaint from the victim is not necessary. The board can accept the following as proof that domestic violence occurred:

- a restraining order or peace bond is in effect at the time the Notice to Appear is issued
- terms of bail allowing no contact are in effect at the time the Notice to Appear is issued, or
- the offending member has been convicted of an offence against the victim.

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7.5 RETURN OF MEMBER

If a member is ready to let a previously violent spouse, partner or co-occupant return, the member can ask the board of directors in writing to reinstate that person's membership. The board may reject an application from that person if the victim does not consent, or if the board thinks it would not be best for the co-op. Article 8 (Members' Households and Guests) applies if the member wants that person to stay as a long-term or casual guest. Section 8.7 (Evicted Persons) applies if that person is on co-op property without board approval.

7.6 EXPLANATIONS

Violence and harassment can be based on a prohibited ground under the Ontario *Human Rights Code* or on other grounds. Criticism of the job performance of the board of directors and staff is not harassment or a breach of section 7.1 (Prohibited Conduct) if it is made in a reasonable and constructive way. The board does not have to wait until any court charges are heard before evicting someone in the case of violence or other illegal acts.

7.7 CALLING POLICE AND OTHER AUTHORITIES

Co-op staff is authorized to contact the police, children's aid society and other authorities in case of violence or illegal acts.

7.8 ACTS OF OTHERS

Co-op members are responsible for any act or failure to act by

- any member of their household, and
- anyone permitted on co-op property by the co-op member or another member of their household.

Members must make sure that none of those persons does anything that would break this Article or other parts of the co-op by-laws. Co-op members may be evicted as a result of acts or failures to act by those persons and will have to pay for any damage caused by them.

Article 8 MEMBERS' HOUSEHOLDS AND GUESTS

8.1 BASIC REQUIREMENTS

a) Who is part of a household

In the co-op's by-laws, household means:

- a member
- any other members living in the unit
- children of the member who are under sixteen and live in the unit
- children of the member who have turned sixteen and continue to live in the unit, and
- long-term guests approved by the board of directors under this Article.

Someone is considered a child of a member if they would be considered the member's child under the Ontario *Family Law Act*.

b) Who is not part of a household

Only persons mentioned in paragraph (a) are part of a member's household. Other persons can stay in a member's unit only as casual guests or sub-occupants and only if permitted by this By-law. Members must not allow anyone other than the persons referred to in paragraph (a) and this paragraph to use their unit.

c) Non-member occupants

Occupants of a unit who are not members have:

- no right to occupy the unit independent of the members
- no right to occupy any other unit in the co-op
- no right to a place on the co-op's internal waiting list.

8.2 ADDITION OF A MEMBER

Someone can apply for membership in the co-op as an addition to an existing household. The application must also be signed by all co-op members in the household. The applicant will become part of the household if accepted as a member. If not accepted, the applicant can occupy the unit only as a long-term guest if approved by the board.

8.3 TURNING SIXTEEN

Persons in a member's household who turn sixteen can apply for membership in the co-op. The application must also be signed by all co-op members in the household. If persons who turn sixteen do not apply for membership or are not accepted as members, they will automatically be considered long-term guests. A long-term guest agreement is not necessary.

8.4 LONG-TERM GUESTS

a) Approval needed

Members can make a written request to the board of directors to approve someone as a long-term guest. The request must be signed by all co-op members in the household. The proposed guest must sign the request and a consent to a credit check. The member and the proposed guest must provide any other information requested by the co-op.

b) Length of time

The board can approve a long-term guest for a fixed period or for a maximum period or for an indefinite period. This must be stated in the board's approval motion. If approval is for a fixed or maximum period, the person will no longer be a long-term guest at the end of the period. Paragraph (d) (Cancelling long-term guest status) does not apply.

c) Long-term guest agreement

All members in the household and their guests must sign and comply with a long-term guest agreement, such as Schedule B attached to this By-law.

d) Cancelling long-term guest status

The board of directors can cancel long-term guest status or change the terms of long-term guest status at any time. This includes long-term guests under section 8.3 (Turning Sixteen). The board must give written notice to the members in the household and the guest of any meeting where it will be discussed and of the board decision. Only one notice needs to be given for all members and others in a unit. There is no right of appeal.

e) Housing charge subsidy calculation

The income of long-term guests is normally to be included in household income when housing charge subsidy is calculated. This is subject to government requirements and the co-op's Housing Charge Subsidy By-law, if it has one.

8.5 CASUAL GUESTS

Members can have only a reasonable number of casual guests.

A casual guest may not stay at the co-op for more than three months in any year. Persons will be considered as staying at the co-op even if they are away from the co-op for short periods. If members wish someone to stay longer, they must ask the board of directors to approve that person as a long-term guest as stated in section 8.4 (Long-term Guests).

8.6 SUB-OCCUPANCY AND ABSENCE FROM UNIT

a) Housing charge subsidy

Section 8.6 applies to all members, but special rules also apply to members who receive housing charge subsidy and want to have a sub-occupant or be absent from the co-op.

- CMHC Operating Agreement states that members who receive housing charge subsidy cannot have a sub-occupant. This is stated in the Housing Charge Assistance Agreement
- CMHC Operating Agreement states that members who are absent from their unit will lose their housing charge subsidy and it will not be reinstated when they return.
- CMHC Operating Agreement sets a maximum time a member can be absent before losing housing charge subsidy.
- Housing charge subsidy will be suspended during some absences without being cancelled.

Members who receive housing charge subsidy, and who are thinking about sub-occupancy or other absence from the co-op, should find out what effect it may have on their housing charge subsidy.

b) Temporary absence from co-op

If a member wants to leave the co-op temporarily, the member can allow someone to occupy their unit as a sub-occupant. All co-op members in the household and all sub-occupants must sign and comply with a Sub-Occupancy Agreement approved by the co-op before the sub-occupancy begins. Schedule C attached to this By-law is a sample Sub-Occupancy Agreement.

c) Sub-occupancy longer than one month

Members must have the written approval of the board of directors to permit a sub-occupancy for more than one month. All sub-occupants must be approved.

d) Maximum sub-occupancy

Normally a sub-occupancy cannot last more than three months. In unusual circumstances the board of directors can allow a longer term but not longer than twelve months.

8.7 EVICTED PERSONS

If someone has been evicted from the co-op or has left after a Notice to Appear was issued or in a situation of domestic violence or owing money to the co-op, a member cannot permit that person to be a casual or long-term guest or a sub-occupant without advance written approval from the board of directors. The co-op may treat that person as a trespasser and may remove him or her from co-op property. The member who permits that person on the co-op's property will be considered in default under this By-law.

Article 9 HOUSEHOLD SIZE

9.1 PURPOSE OF HOUSEHOLD SIZE REQUIREMENTS

The co-op has established minimum household size rules in order to balance the co-op’s obligation to make the best use of co-op property and the right of co-op members to have long-term security in their units.

9.2 HOUSEHOLD SIZE – RECOMMENDED REQUIREMENTS

a) **The maximum number who can live in each unit type is:**

one bedroom	2 persons
two bedroom	4 persons
three bedroom	6 persons

These are the recommended “Maximum Occupancy Standards”.

b) **The minimum number who can live in each unit type is:**

one bedroom	1 persons
two bedroom	4 persons
three bedroom	6 persons

These are the recommended “Minimum Occupancy Standards”.

9.3 REPORTING CHANGE IN HOUSEHOLD SIZE

If the number of persons in a member’s household changes, the member must give written notice of the change to the co-op office within ten days, including the names of the persons involved.

9.4 SUBSIDIZED HOUSEHOLDS

Subsidized households have to meet any household size standards and other rules in CMHC’s Operating Agreement and in the co-op’s Housing Charge Subsidy By-law. These are in addition to what is stated in this Article.

Subsidized members that are overhoused must pay an overhousing surcharge, in the amount of \$75, for each bedroom, in accordance with the Subsidy By-law.

Article 10 HOW MEMBERS WITHDRAW FROM THE CO-OP

10.1 MEMBERSHIP AND OCCUPANCY ARE LINKED

Members cannot withdraw from membership without ending their occupancy rights. Members cannot end their occupancy rights without withdrawing from membership. A notice to end occupancy is also a notice to withdraw from membership and a notice to withdraw from membership is also a notice to end occupancy rights.

10.2 ENDING MEMBERSHIP AND OCCUPANCY

This section applies when all members in a household wish to end membership and occupancy rights. The procedure is based on the requirements of the *Co-operative Corporations Act*.

a) Last day of a month

Each member must give advance written notice of termination to the co-op. The notice must state a termination date. The termination date must be the last day of a month. Membership and occupancy rights end on the termination date stated in the notice.

b) 60 days' notice

The amount of notice given must be at least 60 days. There is an exception if the termination date is the last day of February or March.

c) February and March

If the termination date is the last day of February, the notice can be given on or before January 1 of that year.

If the termination date is the last day of March, the notice can be given on or before February 1 of that year.

d) Not enough notice

If a member gives less than the required notice of termination, the termination will still be effective. The termination date will be 60 days after the notice is given. If that is not the last day of a month, the termination date will be the last day of that month.

e) No withdrawal of notice without consent

Members cannot withdraw a notice of termination without the written consent of the board of directors. The board can refuse to allow members to withdraw a notice of termination. Members cannot appeal the board decision.

f) Vacating early

If all persons in the household vacate the unit earlier than the termination date, the co-op can take possession of the unit and the members and other persons in the household are not entitled to move back in. Membership and occupancy rights end on the day the co-op takes possession. The members will owe housing charges that become due until the original termination date.

g) If members do not vacate

If all persons in the household do not vacate the unit on the termination date or earlier, the co-op can take legal action for an eviction order. The procedures in Articles 11 to 15 relating to eviction do not apply.

10.3 PART OF HOUSEHOLD ENDS MEMBERSHIP AND OCCUPANCY

This section applies if a member stops occupying a unit as a principal residence, but one or more co-op members continues to occupy the unit. This could happen following domestic violence (see section 7.4) or because a member moved out for any other reason.

a) Notice procedure

The member who is leaving should follow the procedure in section 10.2 (Ending Membership and Occupancy), as applicable.

b) When procedure not followed

If the procedure in section 10.2 is not followed by the member who is leaving, that person's membership and occupancy rights end on the first day that person no longer occupies the unit as a principal residence.

c) Notice by remaining household

The members who continue to occupy the unit must notify the co-op in writing within ten days after one of the members or a non-member occupant stops occupying the unit as a principal residence. They must do this whether or not that person gave notice of termination.

d) Housing charge subsidy

The remaining members in the household will not be entitled to an increase in housing charge subsidy. If section 7.4 (Domestic Violence) applies, the remaining members may be entitled to emergency housing charge subsidy if available under the co-op by-laws and subject to any applicable government requirements.

10.4 DEATH OF A MEMBER

a) Membership and occupancy rights end

If a member dies, that person's membership and occupancy rights end on the date of death.

b) If no other members occupy the unit

If no other members occupy the unit, the member's estate will be responsible for housing charges for the month in which the member died and the following month. The estate must remove all of the member's possessions by the end of that time. The estate and the co-op can agree to an earlier date to end housing charges and to remove possessions. If possessions are not removed by the time required under this paragraph, the co-op can remove and dispose of them without liability to anyone.

c) If other members occupy the unit

If other members occupy the unit at the date of death, they must give the co-op written notice of the death.

d) Approved long-term guests

A long-term guest can apply for membership under this paragraph if:

- the guest occupied the unit at the time of the member's death

- the occupancy by the guest was approved by the board, and
- no other member occupied the unit at the time of the member's death.

A guest who is accepted for membership under this paragraph will be entitled to remain in the unit for the time being. The guest will not receive the member's housing charge subsidy, but might be able to apply under CMHC's requirements or the co-op's Housing Charge Subsidy By-law. If a guest does not apply for membership or the application is rejected, the board can evict the guest without using the procedures in Articles 11 to 15 relating to eviction.

10.5 VACANT OR ABANDONED UNIT

If a unit is vacant or abandoned, the co-op can take possession or the board of directors can decide to take legal action. The procedures in Articles 11 to 15 relating to eviction do not apply. Membership and occupancy rights end on the day that the co-op takes possession.

Article 11 DEALING WITH ARREARS

11.1 EVICTION

Arrears are any amounts owed to the Co-op that have not been received when due. The Board of Directors can evict a member if the member owes housing charges to the co-op.

11.2 NON-PAYMENT AND LATE PAYMENT

a) Procedures

This section states procedures to ensure that member arrears are dealt with quickly and fairly. The board of directors can change these procedures if it decides that other procedures would be better. A Notice to Appear for arrears can be issued without following the procedures in this section.

b) Late payment letter

A late payment letter will be sent by the Office staff to each household that is in arrears as soon as possible prior to the fifth business day of the month advising the household of the amount of the arrears, including any late payment charges owing. Only one letter needs to be sent for all members and others in a unit.

c) Notice to Appear

If payment is not received by the tenth business day of the month, office staff shall send a notice to all households still in arrears advising them that a representative of the household is to appear at a meeting of the Arrears Sub-Committee on or about the third week of the month to discuss the problem (A date for the Arrears Sub-Committee meeting will be established in advance by the Sub-Committee Chair so the Co-ordinator can include this date in the second notice). All members of the household must sign the Payment Schedule.

Letters sent to households in arrears shall specify that if payment of the arrears (including late payment charges) is received by the Co-op before the date of the Arrears Sub-Committee meeting, the household need not appear at the meeting.

In all cases, the letter shall advise Members that if a representative of the household cannot meet the Arrears Sub-Committee at the scheduled time, it is the household's responsibility to contact the Chair of the Sub-Committee to attempt to arrange an alternative time for meeting.

d) Persistent late payment

Late payment includes

- failure to pay the full amount owing, and
- a failed payment as described in section 11.3(a) (Failed Payment).

Late payment of housing charges three times in any year will be considered persistent late payment. The manager will give a Notice to Appear under Article 12 (Dealing with Problems) to each member who is late paying for the third time in any year. That Notice to Appear will be in addition to a Notice to Appear for arrears under this section.

The Co-ordinator should serve the Member with a Notice to Appear before the Board and recommend to the Board either that the occupancy rights of the Member be terminated, or conditions under which the Member is allowed to rectify the arrears

Letters sent to households in arrears for a third or subsequent time during the current fiscal year may specify that a representative of the household must appear before the Board of Directors even if payment has been received by the Co-op prior to the meeting. All members of the household must sign the Payment Schedule.\

e) Advance notice of lateness – Payment Hold

If for legitimate reasons of financial hardship, a member cannot pay housing charges by midnight on the first business day of the month, the member may request a payment hold by letting the manager know *before* the first business day of the month. The manager will decide if the reasons are legitimate. In that case, the manager is authorized to hold the payment until the date that the Arrears Sub-Committee is scheduled to meet. Then an arrears payment agreement can be arranged by the Arrears Sub-Committee if permitted under section 11.6 (Arrears Payment Agreements) or a request for an arrears payment agreement may be submitted to the Arrears Sub-Committee.

11.3 REPLACEMENT PAYMENT

a) Failed Payment

A “failed payment” includes:

- a cheque returned to the co-op by the bank or financial institution
- payment not made to the co-op under a pre-authorized debit, pre-authorized payment plan or other pre-authorized plan.

In case of a cheque this could happen because the cheque is marked NSF (not sufficient funds), Stop Payment, Account Closed or for any reasons. The same reasons and other reasons could apply in the case of a pre-authorized plan. The reason does not matter if the funds are not paid or credited to the co-op.

b) Replacement payment required

A member must replace a failed payment within two business days of being notified by the co-op. Only one notice needs to be given for all members and others in a unit. A failed payment must be replaced by a certified cheque or money order.

c) Notice to Appear

If the member does not replace the failed payment within two days of being notified, the manager will give a Notice to Appear to the member.

d) Future payments

If the members in a household have two failed payments within a year, then for the next year the members must pay housing charges by certified cheque, money order or debit card, if available at the co-op. The co-op will not accept payment in any other form.

11.4 LATE PAYMENT, SPLIT PAYMENT, REPAYMENT SCHEDULE AND FAILED PAYMENT CHARGES

a) Late payment charges

A member that does not pay the full housing charges by noon on the first business day of the month will be levied graduated late payment charges. These amounts may be increased by the members at a general meeting.

The first time a member is late with a payment the late fee will be waived. The second late payment will result in a \$15.00 late fee being levied. Five dollars will be added to the late fee for each subsequent late payment in a twelve-month period (i.e. 3rd late payment = \$20.00; 4th late payment = \$25.00) to a ceiling of \$25.00. If the member is late a fourth time, an appearance before the Board of Directors will automatically be required.

This charge will be levied at the time that the reminder is sent out. The Finance Committee may, at its discretion, waive the charge, but only if the Member has contacted the Co-ordinator before the payment becomes overdue.\

b) Split Payment charges

Payments that are “split” (i.e. partial payments made but not received in full on the first day of the month by the Co-operative), are subject to a 2% administrative fee. The fee will be levied on the outstanding balance

c) Failed payment charges

A member will pay the amount charged to the co-op by the credit union for a returned cheque or other failed payment, plus an administration charge of \$20.00 per household. This is in addition to the late payment charge, if applicable. The administration charge may be increased by the members at a general meeting.

d) Repayment Schedule Charges

A Repayment Schedule lasting longer than three months, a second Repayment Schedule within a year, or a Repayment Schedule where the conditions of payment are not being met, will be assessed an administrative fee on the balance of the arrears at a rate of 2%, rounded to the nearest dollar. The Member may appeal the administrative fee to the Board of Directors.

e) Charges are arrears

Members who do not pay their late payment charges, failed payment charges and administration charges (as well as other amounts owing to the co-op) will be considered in arrears.

11.5 DIRECTORS IN ARREARS

a) Directors’ arrears policy

If directors are in arrears, it:

- undermines the co-op’s governance
- weakens the co-op’s financial management
- sends the wrong message to members of the co-op and to government.

b) Directors in arrears

A director should not owe any money to the co-op other than future payments for a member deposit. Board members are permitted one Payment Schedule per year. A director must have a signed Repayment Schedule for these payments. Member will be removed from the Board for breaches to the Repayment Schedule or a second Repayment Schedule within the current year. Twelve months of an established timely payment pattern is required before running or being appointed to the Board again.

c) Procedure for director arrears

If a director is in arrears, the manager will forego the steps in section 11.2 (Non-Payment and Late Payment), and issue the member with a Notice to Appear before the Board. The manager will also report to the board of directors on the director's arrears at the next board meeting if the arrears are not paid in full by that time. A one-time Repayment Schedule can be arranged, with a maximum repayment period of three months. Breaches to the Repayment Schedule, payment periods longer than three months or additional arrears within a twelve-month period will necessitate that the director will automatically cease to be a member of the board at the beginning of the meeting.

If there is any dispute about whether there are arrears, the director must state it in writing and deliver it to the manager before the next board meeting. In that case the director will still be on the board at the beginning of the meeting and can explain the dispute. The board will decide the dispute. The board decision is final. If the board decides the director is in arrears, then the director will automatically cease to be member of the board as soon as the decision is made. If the board does not make a decision, the director will automatically cease to be a member of the board at the end of the meeting.

d) Arrears payment agreements

Directors in arrears can only sign a Arrears Repayment Schedule with the Board., but they will cease to be directors if they breach the agreement or require a second arrears payment agreement within the current year. This does not apply to member deposit payment agreements.

11.6 ARREARS PAYMENT AGREEMENTS

a) Before Notice to Appear

This Article applies to arrears payment agreements made with a member before a Notice to Appear has been issued. If a Notice to Appear has been issued and has not been decided by the board of directors, or an eviction decision has been made and is still outstanding, any agreement will be governed by Article 14 (Alternatives) or Article 16 (Legal Action).

b) Limits of manager's authority

The manager has the authority to approve a hold request from a household as long as the agreement provides for full payment on or before the scheduled meeting date of the Arrears Sub-Committee.

The Co-ordinator will make a monthly report to the Board. The report will show the total amount of arrears and number of households in arrears for the current month and cumulative. The report will also summarize arrangements made by the Committee with members in arrears to rectify the arrears

c) Role of Arrears Sub-Committee

The Arrears Sub-Committee will deal with arrears cases by administering this Arrears Policy and, where necessary, by referring arrears cases to the Board. If, in the opinion of the Co-ordinator, the Arrears Sub-Committee is unable to deal with an arrears case promptly due to illness or lack of available members, the Co-ordinator has the authority to refer the case directly to the Board.

The Committee will meet on or before the end of the third week of each month, and more often if necessary, to deal with any members in arrears. The Chair of the Sub-Committee

shall contact the Co-ordinator between the tenth and the fifteenth of the month to discuss the arrears cases and confirm the date of the Sub-Committee meeting.

The Arrears Sub-Committee shall consist of two members appointed from the Finance Committee. One of the two members shall be designated Chair of the Sub-Committee.

Quorum for considering arrears cases shall be two members. If one of the appointed members of the Sub-Committee is unable to attend a meeting, any other member of the Finance Committee can substitute. At all meetings of the Arrears Sub-Committee, two members must be present.

No member with arrears may serve on the Arrears Sub-Committee.

- (i) The Arrears Sub-Committee shall be authorized to make written agreements with Members for scheduled repayment of arrears.
 - If a member in arrears is present at the meeting of the Sub-Committee with an explanation, the explanation and any proposal to pay the arrears shall be considered by the Sub-Committee in consultation with the Co-ordinator.
 - If the Sub-Committee is satisfied that the member is able and willing to pay the arrears, then a written agreement shall be entered into with the Member establishing the conditions under which the arrears are to be rectified. The agreement may also specify further action to be taken if any of the conditions are not met. The agreement shall be signed by a representative of the household and of the Sub-Committee. One copy shall be given to the Member and one copy to the Co-op office.
- (ii) If the Sub-Committee is unable to reach an agreement with the household for repayment of the arrears, the Sub-Committee shall recommend that the household be served with a Notice to Appear before the Board of Directors and shall recommend what action should be taken.
- (iii) If no representative of the household has attended the meeting and no prior arrangement has been made with the Chair of the Sub-Committee to meet at another time, the Co-ordinator shall refer the matter to the Board.
- (iv) Where a Member has made arrangements with the Board or the Arrears Sub-Committee to pay arrears, and where the conditions of payment are not being met, the Member will automatically be served with a Notice to Appear before the Board of Directors
- (v) Following each meeting of the Arrears Sub-Committee the Chair shall notify the Co-ordinator, in writing, of all arrears repayment agreements entered into with Members, any Notices to Appear to be served by the Co-ordinator, Sub-Committee recommendations as to action that should be taken in the case of Members being asked to appear before the Board and any other resolutions of the Sub-Committee concerning arrears problems.
- (vi) Members may enter into one Repayment Schedule for Arrears (Schedule J) with the Arrears Sub-Committee in one calendar year. Arrangements for any additional Repayment Schedules in the same calendar year must be made before the Board of Directors.

d) Board's approval needed

Approval by the board of directors is required:

- for additional requests for an arrears payment agreement within a year

- for an arrears payment agreement where full payment will not be made within 90 days in addition to the normal housing charges within that time.

e) Procedure for additional arrears payment agreements

If a member requests an additional arrears payment agreement within a year, the manager will submit the request to the board of directors along with payment terms that the member suggests. If the member goes into arrears, or deeper into arrears, before the board considers the request and section 11.2(c) (Notice to Appear) applies, the manager will issue a Notice to Appear in addition to submitting the request.

f) Limits

Generally, the co-op will not approve more than one arrears payment agreement for a household in a year or an arrears payment agreement where full payment will not be made within 90 days.

g) Non-payment

If a member does not make the payments stated in an arrears payment agreement, the manager will give each co-op member in the household a Notice to Appear. This does not apply if the arrears payment agreement states something else.

11.7 NOTICE TO APPEAR FOR ARREARS

a) Issuing Notice to Appear

A Notice to Appear for arrears must contain the information in Schedule D attached to this By-law. It must be given at least ten days before the board meeting where it will be considered.

b) Termination date

The proposed termination date in the Notice to Appear will be ten days after the board meeting or later.

Article 12 DEALING WITH PROBLEMS

12.1 EVICTION

The board of directors can evict a member if the member has broken the by-laws in a way the board considers serious or someone the member is responsible for under the by-laws has done so.

This includes repeated serious breaches of the by-laws even if the situation was corrected after notice was given.

12.2 NOTICE TO APPEAR

a) When Notice to Appear required

A Notice to Appear must be given to a member before the board of directors can decide to evict the member. It must be given at least ten days before the board meeting where it will be considered.

b) Information in Notice to Appear

A Notice to Appear under this Article must contain the information in Schedule E attached to this By-law.

c) Additional information

When a Notice to Appear is given to a member, it should include copies of any written materials that the board of directors may consider at the meeting. Examples would be a report from the manager on the background and letters of complaint from others. The name of the person who complained and details that could identify that person can be deleted if reprisals are a possibility or for other good reasons. Irrelevant parts of the written materials may be deleted. Correspondence and notices between the co-op and the member do not have to be included.

d) Termination date in Notice to Appear

The proposed termination date in the Notice to Appear will be ten days after the board meeting or later. If there is a right of appeal to the membership under this By-law, the proposed termination date in the Notice to Appear will be at least twenty days after the board meeting.

12.3 DECIDING TO GIVE A NOTICE TO APPEAR

a) No prejudice

The board of directors can decide to issue a Notice to Appear. When making this decision, the board must not prejudice the situation. It cannot make any conclusion about evicting without following the Notice to Appear process in this By-law.

b) Other by-laws may apply

When a complaint is received by the board of directors or staff, or when the board or staff becomes aware of any problem, it may be dealt with under the co-op's Grievance Policies. In addition, the board can decide to issue a Notice to Appear instead of following the procedures in other by-laws that could be applicable.

12.4 LIMITS OF ACTION BY CO-OP

a) Factors to consider

The co-op does not have to issue a Notice to Appear or take other action to deal with noise, harassment, violence, illegal acts or other behavioural issues, even if they are a breach of this By-law. The same applies to other breaches of this By-law or other co-op by-laws. The board of directors has to consider things like:

- the evidence available as to what happened
- the appropriateness of eviction as a response
- the costs involved in evicting someone.

b) No co-op liability

The co-op has no liability to anyone for misbehaviour by a member or anyone else, even if the misbehaviour is a breach of this By-law. An exception is that the co-op could have liability if the person is acting officially on behalf of the co-op.

Article 13 EVICTION PROCEDURES

13.1 BOARD MEETING ON NOTICE TO APPEAR

a) Member and representative can attend meeting

When a Notice to Appear has been given, the member can appear at the board of directors meeting and can have a lawyer or other representative. The member and a representative can speak at the meeting. They can also deliver written statements at the meeting or before the meeting. They can take notes but cannot record the meeting, whether by tape or any other device. The board sets the procedure for the meeting. The board can limit the number of people brought by the member.

b) Continuing meeting

If the board of directors decides to continue the meeting on another date, no new Notice to Appear is required if the time and place to continue the meeting is announced at the original meeting.

c) Making decision

The board of directors makes an eviction decision by passing a resolution to evict a member. A quorum of the board must be present and there must be a majority vote. The board decision should state the grounds of eviction on which the decision is based and the termination date. The board can make its decision using Schedule F or Schedule G attached to this By-law. The minutes do not have to state who made or seconded the motion to pass the resolution or how each director voted.

d) Date of termination

The decision can state a termination date that is later than the proposed date in the Notice to Appear.

e) Notice of decision

Written notice of a decision to evict must be given to the member within ten days after the board meeting. Schedule H or Schedule I attached to this By-law can be used for the notice. The Notice should normally include a copy of the eviction decision.

Article 14 ALTERNATIVES

14.1 ALTERNATIVES TO EVICTION

The board of directors can take steps to deal with issues without eviction. These could happen after a Notice to Appear was issued or without a Notice to Appear. Some examples are:

- mediation, which could be paid for by the co-op
- limiting access by a member or another person to the co-op staff or office or other parts of co-op property or requiring different ways of access
- limiting or prohibiting access by non-residents to co-op property
- limiting contact between certain households or household members
- sending a warning letter
- signing an arrears payment agreement
- signing a performance agreement
- having a conditional eviction decision.

14.2 CONDITIONAL EVICTION DECISIONS

When a Notice to Appear is considered by the board of directors, the board can decide to evict a member, but also decide that the eviction will not go ahead if the member meets conditions stated in the decision, such as that the member does something or stops doing something as stated in the decision.

14.3 PERFORMANCE AGREEMENTS

The board of directors can decide to sign a performance agreement in different situations. Examples include:

- A condition under section 14.2 (Conditional Eviction Decisions) could be that the member sign and comply with a performance agreement (including an arrears payment agreement).
- The board could decide not to pass an eviction decision if a performance agreement is signed.
- The board could decide to sign a performance agreement instead of issuing or considering a Notice to Appear.

Sample performance agreements are in Schedules J and K of this By-law.

14.4 INFORMATION TO OTHERS

a) Limited information

The board of directors must limit information about a performance agreement or conditional eviction decision that it gives to a member who complained and to others.

b) What can be disclosed

A performance agreement can state what can be told to others. If it does not state this, the board of directors can decide to disclose that there is a performance agreement but not personal information that led to the agreement. The board may be able to disclose some of the details of the agreement that do not involve sensitive information.

c) Example

For example, someone who complained can be told that there is a performance agreement that includes not playing the radio after 10.00 p.m., but not about other parts of the agreement that relate to medical treatment of the member involved.

14.5 NON-PERFORMANCE BY MEMBER

a) If member breaks conditions in eviction decision

If a member does not perform the conditions stated in a conditional eviction decision, the board of directors can decide to go ahead with the eviction. The member is not entitled to notice of the board meeting, but will be given at least ten days' notice of the decision. It may not be appealed to the membership.

b) If member breaks performance agreement

If a member does not comply with a performance agreement required by a conditional eviction decision, paragraph (a) applies. If the performance agreement was not required by a conditional eviction decision, the board of directors must issue a Notice to Appear if it wishes to consider eviction.

c) Time limit in decision

The board can set a time limit for performing the conditions in an eviction decision or a performance agreement, but if the board has not decided to go ahead with the eviction within six months after the original decision, the board cannot proceed to evict without a new Notice to Appear. This must be given under Article 11 (Dealing with Arrears) or Article 12 (Dealing with Problems). The same procedure will be followed as if there had not been a conditional eviction decision or a performance agreement.

14.6 AUTHORIZATION OF PERFORMANCE AGREEMENTS

All performance agreements must be authorized by the board of directors except as stated in section 11.6 (Arrears Repayment Payment Agreements).

Article 15 APPEALS TO MEMBERSHIP

15.1 WHEN A MEMBER CAN APPEAL

A member can appeal a board of directors' eviction decision to the membership if the grounds of termination are not:

- Arrears
- Domestic violence
- An act involving drugs or violence
- An illegal act, or
- An act or failure to act that impairs the safety of others.

15.2 HOW TO APPEAL

a) Notice of appeal

A member who wants to appeal must give written notice to the co-op office within seven days after notice of the eviction decision was given.

b) Member's statement

A member who appeals can include a written statement with the notice of appeal. The board of directors will give a copy of the statement to each member with the notice of meeting or separately before the meeting. This paragraph is limited by the Co-operative Corporations Act.

c) Board statement

If the member delivers a written statement that is distributed to the membership, the board of directors can deliver a written statement in response.

d) Date of members' meeting

The members' meeting to decide on the appeal must be at least fourteen days after the notice of appeal is received. The board of directors can call a special meeting to decide on the appeal or put the appeal on the agenda for another members' meeting.

15.3 APPEAL INFORMATION

a) Limited information on agenda

When an eviction appeal is on the agenda for a members' meeting, the agenda will only state that there is an appeal, the name of the member or members who appealed, the unit address and a short statement of the grounds for eviction.

b) Information package

The co-op will prepare an information package that includes only:

- the Notice to Appear including anything attached to it
- the eviction decision
- other written information that was presented by the member or anyone else at the board meeting that made the decision.

The information does not include a member's statement referred to in sections 15.2(b) (Member's Statement) and 15.2(c) (Board Statement). Those sections will apply if the member delivers a statement under them.

c) Personal information about others in information package

The board may decide to omit names and/or personal information about others from the information package unless those persons give written consent to including that information.

d) Available at office and at members' meeting

Members may come to the co-op office during ordinary office hours after delivery of the agenda and before the members' meeting and read the information package. The information package will be available to all members at the meeting. Copies may not be made except by the co-op and the member who appealed.

e) Request to distribute information

The information package will not be distributed in advance of the meeting unless the member who appealed requests it before delivery of notice of the meeting. In that case the Notice to Appear and eviction decision will be distributed, but the board may decide not to distribute some or all of the other information.

f) Disclosure at members' meeting

Discussion at the members' meeting will normally be limited to things mentioned in the information package. If the member or member's representative brings up other things, then the board or staff can disclose other relevant information, including personal information about the member.

g) Personal information about others at members' meeting

If anyone wishes to raise personal information about others that is not in the information package, section 17.1(b) of this By-law applies (When members raise things about someone else). This may limit the information that can be stated by the board, staff or member who appealed.

15.4 PROCEDURE AT MEMBERS' MEETING

a) Chair

The board will decide whether the meeting will be chaired by the president, another director or an outside person.

b) Member and representative can attend meeting

The member who appealed has the right to attend and vote at the members' meeting. The member can have a lawyer or other representative at the meeting. The member and any representative can speak at the meeting. They can also deliver written statements at the meeting.

c) No taping

People present at the meeting can take notes but cannot record the meeting, whether by tape or any other device.

d) Secret ballot

Voting on motions about the eviction decision will be by secret ballot. This does not include procedural motions, such as a motion to end debate.

e) Quorum

The quorum at the meeting will be the normal quorum as stated in the Organizational By-law. If the quorum is not present thirty minutes after the meeting is scheduled to start, or a quorum is not present at the time of the vote, the board decision is confirmed. The meeting cannot be continued on a later date.

f) Membership decision

The members' meeting can confirm the board of directors' eviction decision, or replace it with any other decision which the board could have made. This includes changing any terms and conditions for a performance agreement or a conditional eviction. A simple majority vote is needed. The board decision is confirmed if the meeting does not pass a motion to change the board decision.

g) Effective date of decision

If a member appeals an eviction, the decision is not effective until the appeal is decided or dropped. If the appeal is not successful, the termination date will be the latest of:

- the second day after the members' meeting
- the date stated in the eviction decision
- a later date decided by the members at the meeting.

Article 16 LEGAL ACTION

16.1 ENFORCING EVICTION DECISIONS

The board of directors can decide to take legal action as a result of decisions under previous sections. The board can choose someone to deal with legal actions for the co-op. This will be the co-op manager unless the board decides something else. The board can limit that person's authority by a board motion. The board can designate a director or someone else to work with that person.

That person can:

- give all necessary directions to the co-op's lawyers and paralegals
- act as agent for the co-op on court actions and at the Landlord and Tenant Board
- make a settlement or other agreement.

16.2 MEMBERSHIP RIGHTS ON EVICTION

a) When membership ends

Membership ends on the termination date in an eviction decision, even though the former member can continue to occupy the unit until the co-op gets an eviction order. Since the occupant is no longer a member, the occupant cannot attend meetings of the co-op as a member, vote or run for the board of directors. If the occupant was on the board, the position is automatically vacated on the day that membership ends.

b) When membership restored

The *Co-operative Corporations Act* and the *Residential Tenancies Act* state when someone's membership and occupancy rights are considered not to be terminated. This could be because the member paid arrears by a certain time or for other reasons. When this happens, the occupant's membership is restored. The occupant can attend meetings of the co-op as a member, vote or run for the board of directors. If the occupant was a director when their membership ended, that person will not automatically be a director when their membership is restored. They would have to be re-elected to the board or appointed to fill a vacancy.

c) Co-op actions while occupants were not members

Any votes or actions taken by the co-op during the time when the occupant was not a member will be valid and binding.

d) When new Notice to Appear not needed

No new Notice to Appear or eviction decision is needed in the case of:

- repeat breaches within six months referred to in subsection 94.2(2) of the *Residential Tenancies Act* (Deemed termination of membership and occupancy rights)
- breaking the conditions in a mediated settlement agreement or order of the Landlord and Tenant Board as stated in subsection 94.11(2) of the *Residential Tenancies Act* (Deemed termination of membership and occupancy rights).

The board of directors can decide to go ahead with the eviction. The member is not entitled to notice of the board meeting, but will be given notice as required under the *Residential Tenancies Act*. The board decision may not be appealed to the membership.

16.3 INTEREST

Members owe interest on all arrears and other amounts owing to the co-op at the rate of six percent above the prime rate of any credit union or bank designated by the board of directors. The co-op may include this interest when bringing legal action against a member or former member, but will not normally claim interest at other times.

16.4 RIGHTS NOT CANCELLED

The only way the co-op can cancel or waive any rights is under an arrears payment agreement or other performance agreement or settlement agreement authorized under this By-law and signed by the co-op. The co-op does not waive any Notice to Appear, eviction decision or other rights by:

- accepting arrears or compensation
- sending reminder or other letters even if incorrectly addressed “Dear Member” or similar
- recalculating housing charge subsidy
- making any error on a member ledger or other document
- accepting a cheque or other item marked “Payment in Full” or anything similar
- doing anything else except as stated at the beginning of this section.

16.5 CO-OP COSTS

The co-op has the right to recover full indemnity costs (the actual legal fees and costs) of any legal action that the co-op takes to recover money owed to it or enforce its rights under the by-laws.

Article 17 MISCELLANEOUS

17.1 PERSONAL INFORMATION TO MEMBERSHIP

a) When members raise things about themselves

If a member appeals a board of directors' decision under the co-op by-laws, or raises something at a members' meeting involving the member's personal information, the board can disclose other relevant personal information about that member.

b) When members raise things about someone else

A member cannot appeal a board of directors' decision under the co-op by-laws about another person, or raise something at a members' meeting involving personal information about another person, unless the other person has given written approval. The member must show the written approval to the chair of the meeting. It may be examined by any member. If the written approval is given, the chair can allow members to discuss that personal information and the board and staff can disclose other relevant personal information about the person. If that person does not give approval, the appeal or discussion is out of order.

c) Appeal information

If a member distributes written information to the membership about an appeal under the co-op by-laws or other decision involving their own personal information, the board can disclose other relevant personal information about that member. The same thing applies if the co-op is required to distribute the information under section 15.2(b) (Member's statement) of this By-law.

17.2 LEGAL ACTIONS BY MEMBERS

If a member sues the co-op or takes other legal action against the co-op, such as a complaint to the Ontario Human Rights Tribunal, the board of directors should report the matter to the members in writing or orally at a members' meeting. The report can include relevant detail, including relevant personal information of the person who started the action. The board does not have to report the matter to the members if it does not believe it would be in the best interests of the co-op to do so. The board would normally get legal advice about any disclosure or decision not to disclose.

17.3 EXTERNAL COMPLAINTS

If a member makes a complaint about the co-op to anyone outside the co-op, or sends anyone outside the co-op a copy of an internal complaint, the board of directors is entitled to respond to that complaint to the same persons or organizations. In doing so it can disclose relevant personal information about the member and the member's household. Examples include complaints sent to bodies like the Agency for Co-operative Housing, Canada Mortgage and Housing Corporation, a service manager, a government official, a newspaper, the Co-operative Housing Federation of Canada or a local co-op housing federation.

17.4 CO-OP EMPLOYEES

a) Not members

A permanent employee of the co-op cannot be a member of the co-op or live in the household of a member.

b) Exceptions

Paragraph (a) does not apply to members and members of their households:

- who are temporarily employed by the co-op if the total employment for all members of the household is not more than two weeks in a year
- who are on-call committee members if the total on-call payment for all members of the household is for not more than one day a week of on-call on average, or
- who are employed by a property management company or another contractor of the co-op if the total employment at the co-op for all members of the household is not more than two days a week on average.

c) Serving on board of directors

Members in the first two exceptions can be on the board of directors, but they have to watch out for conflicts of interest and follow the by-laws, if there is a conflict. Members in the third exception cannot be on the board.

d) Live-in staff

If the board of directors decides that the duties of an employee or the employee of a contractor make it necessary to live in the co-op, the employee and the employee's household will be tenants of the co-op, not members. The board must make sure that there is a written agreement stating that the tenancy ends when the employment or contract ends or as soon after that as legally required. The board must pass a motion before the employment starts designating the employee's unit as a non-member unit.

17.5 NON-MEMBER UNITS

This By-law applies only to member units. The co-op does not have to follow the procedures in this By-law when dealing with non-member units or non-residential spaces, if any. Leases, agreements or government requirements govern the co-op's relations with them.

17.6 NON-MEMBERS IN A MEMBER UNIT

Parts of this By-law apply to non-members living in a member unit. In dealing with non-members who are occupying a member unit, the board of directors may take any action permitted by law.

17.7 PROOF**a) When required**

When investigating compliance with the co-op's by-laws or government requirements, the co-op can ask a member to prove:

- that the member's unit is the member's principal residence
- that the member is not profiting from any arrangement with guests or sub-occupants
- the member's household composition
- the member's household income if the member receives housing charge subsidy
- other things to show compliance with government requirements, this By-law and other co-op by-laws, as applicable.

b) Member response

If asked, members must give complete proof and details about the things stated in paragraph (a). This request can include originals or copies of any documents and sworn statements from everyone involved. Failure to provide proof under this section is a breach of this By-law. If a member fails to provide proof, the co-op can conclude that this is evidence that the member is not complying with government requirements, this By-law or other co-op by-laws, as applicable.

17.8 SERVING DOCUMENTS**a) Ways to serve documents**

Notices and other documents relating to an eviction are considered served on a member if given in any of the following ways:

- handing it to the member
- handing it to an apparently adult person in the unit
- leaving it in the mail box where mail is ordinarily delivered to the member
- if there is no mail box, sliding it under the door of the member unit or through a mail slot in the door or leaving it at the place where mail is ordinarily delivered to the member
- mailing it to the last known address where the member lives or works.

b) When mailed

Documents that are mailed to a member are considered delivered or served on the fifth day after the day of mailing.

c) More than one member

A separate notice or other document must be given to each member involved and to any member who has left the unit, but is still involved.

17.9 SIGNING SCHEDULES FOR CO-OP

The Schedules to this By-law (including any Appendixes) can be signed by any director or anyone authorized by the board of directors.

17.10 MINOR ERRORS, OMISSIONS OR IRREGULARITIES

A minor error, omission or irregularity will not affect any decision made by the board of directors and/or members as stated in the *Co-operative Corporations Act*.

17.11 STARTING DATE FOR THIS BY-LAW

This By-law will go into effect on the date when it is confirmed by the membership.

SCHEDULES AND ATTACHMENTS

SCHEDULE A Occupancy Agreement



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Names of Members:

Unit Address:

Date of Occupancy:

MEMBERSHIP TERMS

1. The co-op gives you the right to occupy a unit.
2. The main terms of your occupancy rights and obligations are contained in the Occupancy By-law. The remaining co-op by-laws also contain rights and obligations of members. You agree to obey all co-op by-laws and decisions made by the board and co-op members.
3. Under the *Co-operative Corporations Act* and the co-op's by-laws, the co-op can change the terms of membership and occupancy. You are entitled to a notice of all general meetings where members will decide on these changes. You are also entitled to attend and vote at these meetings. You will be bound by these member-approved changes even if you do not agree with them.
4. If there is a conflict between the co-op's by-laws and this Agreement, the co-op's by-laws have priority.

Before signing this Agreement, you are responsible for reading and understanding it. You are also entitled to a copy of all the co-op's by-laws. You are entitled to ask any questions and to have them answered.

The attached Appendixes are part of this agreement. Any updated Appendixes will be part of this Agreement.

Signatures:

Country Lane Co-operative Homes Incorporated

Date: _____

By: _____
Print Name / Title

Date: _____

Name of Member

Date: _____

Name of Member

Date: _____

Name of Member

MEMBER CHARGES



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

The following provisions of occupancy are in effect as of: _____

The following specific provisions of occupancy are in effect as of: _____

The Agreement is to be signed by each member.

1. MEMBERS

2. UNIT # & ADDRESS

_____ 412 Louth Street, St. Catharines, ON, L2S 3P7
Unit #

3. MONTHLY CHARGES

Full Housing Charge (Including utilities)	\$	_____
Less: Subsidy Assistance*	\$	_____
MONTHLY CHARGES	\$	_____

4. DEPOSITS

Full Member Deposit	\$	_____
Maintenance Deposit	\$	_____
Membership Fee (s)	\$	_____

5. PARTICIPATION REQUIREMENTS

Each member is obligated to participate in the function of the Co-op by: contributing financially to the operation of the Co-op by paying all housing charges on time; keeping the interior and exterior of their units reasonably clean and orderly, and reporting maintenance problems promptly; attending all meetings of members; electing a Board of Directors annually; generally following the rules and regulations, as set out in the Co-op's by-laws.

6. DATE OCCUPANCY COMMENCED

* This amount subject to change as per the Terms of the Subsidy Assistance Program

HOUSEHOLD MEMBERS



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address

Date of this Form

Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

List the names of each member in the unit

List the names of each non-member 16 years old or older in the unit

List the names of each non-member less than 16 years old in the unit

I agree to give prompt written notice of any change in the size of my household or the persons who make up the household. This includes any long-term guests.

I understand that no one may occupy the unit except the people listed on this form. To have additional occupants I must comply with Article 8 (Members' Household and Guests) of the Occupancy By-law and any other applicable rules.

If I receive housing charge subsidy, this includes anyone whose income has to be considered in setting the amount of housing charge subsidy.

Signatures:

_____ <i>Date</i>	_____ <i>Signature</i>	_____ <i>Name of Member</i>
_____ <i>Date</i>	_____ <i>Signature</i>	_____ <i>Name of Member</i>
_____ <i>Date</i>	_____ <i>Signature</i>	_____ <i>Name of Non-Member Occupant</i>
_____ <i>Date</i>	_____ <i>Signature</i>	_____ <i>Name of Non-Member Occupant</i>

To be signed by all members and any non-member occupants 16 years old or older

HOUSING CHARGE SUBSIDY TERMS



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address

Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

Date of this Form
Names of Members

Names of any non-member occupants 16 years old or older

Basic rules:

1. This document is an agreement between the co-op and each member and between the co-op and each non-member occupant who signs it. They are called the “household” in this document.
2. Each member of the household agrees to comply with the rules and obligations in this document and the applicable parts of the co-op’s Occupancy Agreement and by-laws. Words used in this document have the same meaning as in the co-op’s Occupancy By-law.
3. This document states some of the rules and obligations for households that receive a housing charge subsidy. It does not state all of them. Government requirements and co-op by-laws have many other rules and obligations that apply. These rules can change. These rules can govern over this document.
4. Households who receive housing charge subsidy are responsible for finding out about all the rules and obligations that apply to them and any changes in them. The co-op can give people information and answer questions about these rules and obligations.
5. The co-op members decide on the housing charges as stated in the Occupancy By-law. The co-op will reduce the household’s housing charges by the amount of the housing charge subsidy that is allocated to the household. This amount is determined under government requirements or the co-op’s Housing Charge Subsidy By-law, if it has one, or other co-op by-laws or a combination of these.

Giving information:

6. Each of the members of the household must truthfully and completely give the co-op all information that is relevant to housing charge subsidy and must ensure that that information is accurate and complete at all times.
7. Once a year the household will have to update the record of all persons in the household and their incomes. The household will have to give proof of current household income and the income for the previous year. This must include the income of any long-term guests staying for more than three months.
8. The household must report the following changes to the co-op within ten days after they happen:

- any change in any relevant document previously provided
 - any change in income
 - any change in assets
 - any change in the source of income for any member of the household
 - any change in household composition
9. The co-op will confirm the household’s financial situation annually. All members of the household must give the co-op any information it requests for this investigation. This includes household income, household composition and any other relevant information. Each member of the household is responsible to make sure that all persons in the household also give all requested information to the co-op.
- If asked, households must give complete proof and details about the above. This request can include originals or copies of any documents and signed statements from everyone involved.

Ending subsidy:

10. Housing charge subsidy ends when the household has not occupied a unit in the co-op for more than two months. This period of time will be changed to meet any applicable government requirements. This applies whether or not the absence is permitted under co-op by-laws.
11. Housing charge subsidy can be ended if any member of the household does not give any information or proof that the co-op asks for. Housing charge subsidy ends if a member or anyone in the household breaks any term of the Housing Charge Subsidy By-law, or government requirements, or this Appendix or any other rules that apply.
12. Households that are overhoused must follow the applicable rules in the co-op by-laws and government requirements. Overhousing will be determined according to occupancy standards under co-op by-laws or government requirements.
13. If the household ever receives more subsidy than it should have because of a breach of co-op by-laws or government requirements or this Appendix or for other reasons, each household member must pay back the excess.

Each of the undersigned agrees that the co-op can receive, through its employees or agents, credit information from any credit agency or other source. All persons in the member’s household must sign a separate authorization for a credit check if requested by the co-op.

Each of the undersigned agrees that personal information that the co-op receives during its investigations will be kept confidential, but it may be shared as stated in government requirements.

Signatures:

<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Non-Member Occupant</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Non-Member Occupant</i>

CO-OPERATIVE PRINCIPLES



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

1. Voluntary and Open Membership

Membership in a housing co-op is open to all who can use the co-op's services and accept the responsibilities of being a member, without discrimination.

2. Democratic Control

Housing co-ops are controlled by their members. Each member has one vote. Housing co-ops give members the information they need to make good decisions and take part in the life of the co-op.

3. Member Economic Participation

Members contribute financially to the co-op and share in the benefits of membership. The co-op does not pay a return on the members' shares or deposits. Instead it sets aside reserves for the future and charges the members only what it needs to operate soundly.

4. Autonomy and Independence

Housing co-ops are independent associations. They follow the laws that apply to them and their agreements with governments or other organizations. But the members control the co-op.

5. Education, Training and Information

Housing co-ops offer education and training to the members, directors and staff so that everyone can play a full role in the life of the co-op. Housing co-ops find ways to tell the public what they are and what they do.

6. Co-operation Among Co-operatives

By organizing together in federations, housing co-ops grow stronger and help to build a healthy co-op movement. Where they can, housing co-ops use the services of co-op businesses to meet their needs.

7. Concern for Community

Housing co-ops work to build strong communities inside and outside the co-op. They help to improve the quality of life for others and they take care to protect the environment

SCHEDULE B Long-term Guest Agreement



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

All members and the long-term guest must sign.

Unit Address: Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

Start Date: _____ **End Date:** _____

Names of Members

Names of long-term guests

Terms of agreement:

1. The co-op agrees that the long-term guest can live in the member’s unit as a part of the member’s household starting on the Start Date stated in this agreement. If a date is filled in for the End Date, the long-term guest agrees to leave the member’s unit on or before the End Date. The long-term guest must have written permission from the co-op and the member to stay longer.
2. The member is still responsible to the co-op for all housing charges and all the member’s obligations to the co-op.
3. The long-term guest agrees not to break any of the terms of the member’s Occupancy Agreement or any co-op by-laws.
4. The long-term guest acknowledges that the co-op only allows members and their households to occupy co-op units. The long-term guest acknowledges that being a long-term guest does not give the member a right to the unit or any other unit or position on the co-op’s internal or external waiting lists.
5. The long-term guest agrees to leave the member’s unit if the member or the co-op requests it. The long-term guest will be entitled to written notice to leave the unit.
6. The long-term guest must immediately leave the unit when the member’s occupancy rights end.
7. The long-term guest acknowledges that the unit is a member unit under the Co-operative Corporations Act and that the long-term guest is not a tenant under the Residential Tenancies Act.
8. The member and the long-term guest acknowledge and understand that the long-term guest cannot pay anything to the member, such as key money, and the only payment permitted is a fair share of the housing charges. Any other payment is against the law.
9. The long-term guest agrees that the co-op, through its employees or agents, can receive credit information about the long-term guest from any credit agency or other source.
10. If the unit is subsidized the income of the long-term guest must be included with the household income.

Signatures:

<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Non-Member Occupant</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Non-Member Occupant</i>

Country Lane Co-operative Homes Incorporated

<i>Date</i>	<i>Signature</i>	<i>Title</i>
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SCHEDULE C Sub-Occupancy Agreement**COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED**

All members and the sub-occupant must sign.

Unit Address: Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

Start Date: _____

End Date: _____

Names of Members

Names of Sub-Occupants

Contact information for member

Current monthly housing charges:

\$ _____

Terms of agreement:

1. The co-op agrees that the sub-occupant can live in the member's unit from the Start Date to the End Date stated in this agreement. The sub-occupant agrees to leave the member's unit on or before the End Date. The sub-occupant must have written permission from the co-op and the member to stay longer.
2. If the End Date in this agreement is blank or indefinite the sub-occupant can live in the member's unit on a monthly basis starting on the Start Date. The member or the sub-occupant can end this agreement on sixty days' written notice. The notice period must end on the last day of a month.
3. The member is still responsible to the co-op for all the member's obligations to the co-op.
4. The sub-occupant agrees not to break any of the terms of the member's Occupancy Agreement or any co-op by-laws.
5. The sub-occupant agrees to pay all housing charges and to carry out all the obligations that the member has to the co-op. The current monthly housing charges are stated above and must be paid directly to the co-op. The monthly housing charges may change during the sub-occupancy.
6. The member agrees that the member is still legally responsible for housing charges if the sub-occupant does not pay them.
7. The member agrees that all legally required notices to the member may be delivered or served at or to the unit in compliance with co-op by-laws and the Co-operative Corporations Act.
 - (a) The sub-occupant agrees to contact the member immediately on receipt of any notice from the co-op.

- (b) The co-op may contact the member as stated in the contact information in this agreement and may send the member a copy of a notice. The co-op does not have to do this. This includes important documents, such as a Notice to Appear. If the co-op does contact the member, the time of service of the notice or document will be when it was delivered or served at or to the unit or the sub-occupant.
- 8. The sub-occupant acknowledges that the co-op allows only members and their households to occupy co-op units, except for a temporary sub-occupancy. The sub-occupant’s right to live in the member’s unit ends when the member’s occupancy rights end. This agreement does not give the sub-occupant a right to the unit or any other unit in the co-op or position on the co-op’s internal or external waiting lists.
- 9. The co-op can end the sub-occupant’s rights to the unit when it wishes to do so. The sub-occupant will be entitled to thirty days’ notice to leave the unit. The co-op can do this if the member ends co-op membership or the co-op is evicting the member or for other reasons that the co-op decides.
- 10. The member and the sub-occupant must update the co-op in writing within five days of any change in the member’s contact information.
- 11. The sub-occupant acknowledges that the unit is a member unit under the Co-operative Corporations Act and that the sub-occupant is not a tenant under the Residential Tenancies Act.
- 12. The member and the sub-occupant acknowledge and understand that the sub-occupant cannot pay anything to the member, such as key money, and the only payment permitted is the housing charges. Any other payment is against the law.
- 13. The sub-occupant agrees that the co-op, through its employees or agents, can receive credit information about the sub-occupant from any credit agency or other source.

Signatures:

<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Non-Member Occupant</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Non-Member Occupant</i>

Country Lane Co-operative Homes Incorporated

<i>Date</i>	<i>Signature</i>	<i>Title</i>
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SCHEDULE D Notice to Appear for Arrears (Board)



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: _____ *Unit #* _____ 412 Louth Street, St. Catharines, ON, L2S 3P7

Names of Members

The board of directors is going to consider ending your membership and occupancy rights and evicting you.

The grounds for this are that you have failed to pay housing charges to the Co-operative. The amount owing is stated in this Notice. This is grounds for eviction under section 11.1 (Eviction) of the Occupancy By-law.

The meeting to consider this will be in the place and at the time stated in this Notice. You do not have to arrive before the arrival time stated in this Notice.

The proposed date for ending your membership and occupancy rights is stated in this Notice. The board may set a later date.

You may appear and speak at the meeting. You may present written material. You may have a lawyer or other representative speak for you.

You do not have to vacate the unit, but after your membership and occupancy rights are ended, the Co-operative may get possession of the unit by obtaining an order of the Landlord and Tenant Board terminating your occupancy and evicting you under Part V.1 of the *Residential Tenancies Act, 2006*.

Place of board meeting: _____

Date of board meeting: _____ **Time:** _____

Time of Arrival: _____

Housing charges owing: \$ _____ as of _____

Proposed termination date: _____

Attachments: Copy of Member Ledger as of _____

Other: _____

Country Lane Co-operative Homes Incorporated

Date *Signature* *Title*

SCHEDULE E Notice to Appear



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: _____ *Unit #* _____ 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

The board of directors is going to consider ending your membership and occupancy rights and evicting you.

The board of directors is going to consider whether you have broken the Co-operative’s by-laws and, if so, whether you should be evicted. The grounds for this are stated in this Notice.

The meeting to consider this will be in the place and at the time stated in this Notice. You do not have to arrive before the arrival time stated in this Notice.

The proposed date for ending your membership and occupancy rights is stated in this Notice. The board may set a later date.

You may appear and speak at the meeting. You may present written material. You may have a lawyer or other representative speak for you.

You do not have to vacate your unit, but after your membership and occupancy rights are ended, the Co-operative may get possession of the unit by obtaining an order of the Landlord and Tenant Board terminating your occupancy and evicting you under Part V.1 of the *Residential Tenancies Act, 2006* if it applies, or else by obtaining a writ of possession from the court.

Place of board meeting: _____ **Date of meeting:** _____

Time: _____ **Time of Arrival:** _____

Proposed termination date: _____

Grounds of Termination:

a. By-Laws and parts of by-laws: _____

b. Summary of facts: _____

Continued on the next page.

Attachments: **Attachments:** (See section 12.2(c) (Notice to Appear Additional Information) of the
Occupancy By-law about what should be included. List the Attachments here.)

Country Lane Co-operative Homes Incorporated

<i>Date</i>	<i>Signature</i>	<i>Title</i>
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(Note: Insert the next paragraph if an appeal is available under the Occupancy By-law. It should go before “Place of board meeting”.)

You may appeal the board decision to a general meeting of the members.

SCHEDULE E.1 NOTICE TO APPEAL FOR ARREARS (ARREARS COMMITTEE)



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

Two horizontal lines for member information.

It is preferred that all members of the unit attend this meeting, although one member may attend to represent the household. Whether all members or one member of the household attends the meeting, the Payment Schedule will be considered binding on all members of the household. You may present written material relevant to the arrears at the above stated meeting. You may also bring a representative to speak on your behalf.

The meeting to consider the outstanding housing charges will be in the co-op meeting room at the date and time specified above. You do not need to arrive before the time stated.

Members are given three months to clear their arrears. If you require more than three months, be advised that a 2% administrative fee will be levied monthly on the balance of the arrears.

If you should breach the Payment Schedule arranged with the Arrears Committee, you will be required to meet with the Board of Directors. The Board of Directors could consider ending your membership and occupancy rights. For this reason, it is in your best interest to devise a Payment Schedule that you can realistically adhere to.

If no member from your household is able to appear on the date and time scheduled above, promptly contact the office or the Chair of the Arrears Committee. Failure to attend this meeting as scheduled without notice will necessitate an appearance before the Board of Directors.

Place of board meeting: Time:

Date of board meeting: Time of Arrival:

Housing charges owing: \$ as of

Office Contact: 905-684-5250

Arrears Committee Chair Contact:

Country Lane Co-operative Homes Incorporated

Date Signature Title

SCHEDULE F Notice to Appear



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: *Unit #* 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

The board of directors is going to consider ending your membership and occupancy rights and evicting you.

The board of directors is going to consider whether you have broken the Co-operative’s by-laws and, if so, whether you should be evicted. The grounds for this are stated in this Notice.

The meeting to consider this will be in the place and at the time stated in this Notice. You do not have to arrive before the arrival time stated in this Notice.

The proposed date for ending your membership and occupancy rights is stated in this Notice. The board may set a later date.

You may appear and speak at the meeting. You may present written material. You may have a lawyer or other representative speak for you.

You do not have to vacate your unit, but after your membership and occupancy rights are ended, the Co-operative may get possession of the unit by obtaining an order of the Landlord and Tenant Board terminating your occupancy and evicting you under Part V.1 of the *Residential Tenancies Act, 2006* if it applies, or else by obtaining a writ of possession from the court.

Place of board meeting: _____ **Date of meeting:** _____

Time: _____ **Time of Arrival:** _____

Proposed termination date: _____

Grounds of Termination:

c. By-Laws and parts of by-laws: _____

d. Summary of facts: _____

Continued on the next page.

Attachments: **Attachments:** (See section 12.2(c) (Notice to Appear Additional Information) of the
Occupancy By-law about what should be included. List the Attachments here.)

Country Lane Co-operative Homes Incorporated

Date

Signature

Title

(Note: Insert the next paragraph if an appeal is available under the Occupancy By-law. It should go before “Place of board meeting”.)

You may appeal the board decision to a general meeting of the members.

SCHEDULE G Board of Directors' Eviction Decision for Arrears



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

Note: If there is more than one member, the word “member” in this Decision refers to all members.

Background:

The Co-operative gave the member a Notice to Appear as required by the *Co-operative Corporations Act* and the by-laws.

Decision:

The occupancy rights of the member in the unit are ended on the date stated in this Decision. The membership of the member in the Co-operative is ended on the same date.

Reasons:

The board of directors made its decision because the member broke the Co-operative’s by-laws and eviction is appropriate.

Additional decision, if any:

Date of board meeting: _____ **Termination date:** _____

A member attended the board meeting: Yes No

Name of Member: _____

Representative of a member attended board meeting: Yes No

Name of representative: _____

Kind of representative: Lawyer Paralegal Other: _____

This document is a resolution of the board of directors passed on the date of the board meeting stated in this document and this resolution is still in effect and has not been amended.

Signature:

Country Lane Co-operative Homes Incorporated

Date

Signature

Title

SCHEDULE H Board of Directors' Eviction Decision



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

Note: If there is more than one member, the word “member” in this Decision refers to all members.

Background:

The Co-operative gave the member a Notice to Appear as required by the *Co-operative Corporations Act* and the by-laws.

Decision:

The occupancy rights of the member in the unit are ended on the date stated in this Decision. The membership of the member in the Co-operative is ended on the same date.

Reasons:

The board of directors made its decision because the member broke the Co-operative’s by-laws and eviction is appropriate.

Additional decision, if any:

Date of board meeting: _____ **Termination date:** _____

A member attended the board meeting: Yes No

Name of Member: _____

Representative of a member attended board meeting: Yes No

Name of representative: _____

Kind of representative: Lawyer Paralegal Other: _____

Grounds of Termination:

a. By-Laws and parts of by-laws broken: _____

b. Summary of facts: _____

This document is a resolution of the board of directors passed on the date of the board meeting stated in this document and this resolution is still in effect and has not been amended.

Signature:

Country Lane Co-operative Homes Incorporated

Date *Signature* *Title*

SCHEDULE I Notice of Eviction for Arrears



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

A meeting of the board of directors was held on the date stated in this Notice. You were given a Notice to Appear to be considered at that meeting. The board of directors decided to end your membership and occupancy rights on the date stated in this Notice.

You do not have to vacate your unit, but the Co-operative may get possession of the unit by obtaining an order of the Landlord and Tenant Board terminating your occupancy and evicting you under Part V.1 of the *Residential Tenancies Act, 2006*.

Additional decision, if any:

Date of board meeting: _____ **Time:** _____

Housing charges owing: \$ _____ **as of** _____

Termination Date: _____

Country Lane Co-operative Homes Incorporated

Date *Signature* *Title*

SCHEDULE J Notice of Eviction**COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED**

Unit Address: _____ *Unit #* _____ 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

A meeting of the board of directors was held on the date stated in this Notice. You were given a Notice to Appear to be considered at that meeting. The board of directors decided to end your membership and occupancy rights on the date stated in this Notice.

You do not have to vacate your unit, but the Co-operative may get possession of the unit by obtaining an order of the Landlord and Tenant Board terminating your occupancy and evicting you under Part V.1 of the *Residential Tenancies Act, 2006*, if it applies, or else by obtaining a writ of possession from the court.

Additional decision, if any:

Date of board meeting: _____ **Time:** _____

Housing charges owing: \$ _____ **as of** _____

Termination Date: _____

Grounds of Termination:

a. By-Laws and parts of by-laws broken: _____

b. Summary of facts: _____

Country Lane Co-operative Homes Incorporated

Date

Signature

Title

(Note: Insert the next paragraph if an appeal is available under the Occupancy By-law. It should go before “Additional decision, if any”.)

You may appeal the board decision to a general meeting of the members. To do this, you must give written notice to the co-operative within seven days after this Notice was given to you. More information about appealing is in Article 15 (Appeals to Membership) of the Occupancy By-law and subsection 171.8(3) of the *Co-operative Corporations Act*.

SCHEDULE K Performance Agreement Arrears



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

Note: If there is more than one member, the word “member” in this Agreement refers to each member.

Date of board meeting: _____ **Date of this Agreement:** _____

Housing charges owing at date of this Agreement: \$ _____

A meeting of the board of directors was held on the date stated in this Agreement. The member was given a Notice to Appear to be considered at that meeting.

The member

- admits that the co-op is owed the amount of housing charges stated in this Agreement.
- agrees to pay the entire amount owing as follows:

- agrees to make these payments to the co-op office by 4:00 p.m. on or before the agreed dates. If any of the agreed dates is a weekend or holiday, the payment must be made by 4:00 p.m. on the next business day.
- agrees to pay all monthly housing charges on or before the first day of each month from the date this agreement is signed.
- agrees to make all arrears and monthly housing charge payments by certified cheque or money order or debit card (if available at the co-op). This will apply until all arrears are paid.
- agrees to meet all the deadlines in this Agreement and not to miss any of them without advance written permission from the co-op.

The member understands the terms of this Agreement and has had the opportunity to get legal advice.

(Choose ONE of the following three paragraphs. Delete the others.)

If the member breaches this Agreement, a Notice to Appear may be issued and the member may be evicted.

The board of directors decided to end the member’s membership and occupancy rights in the above unit. The eviction decision is cancelled on signing this Agreement. If the member breaches this Agreement, a new Notice to Appear may be issued and the member may be evicted.

The board of directors decided to end the member's membership and occupancy rights in the above unit. The eviction decision is suspended on signing this Agreement. If the member breaches this Agreement, the eviction decision will become effective. The date of termination of membership and occupancy rights will be at least ten days after a written notice served on the member as stated in section 17.8 (Serving Documents) of the Occupancy By-law. The notice must state the termination date and details of the breach of this Agreement.

Signatures:

_____	_____	_____
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
_____	_____	_____
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
_____	_____	_____
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>

Country Lane Co-operative Homes Incorporated

_____	_____	_____
<i>Date</i>	<i>Signature</i>	<i>Title</i>

SCHEDULE L Performance Agreement Arrears



COUNTRY LANE CO-OPERATIVE HOMES INCORPORATED

Unit Address: Unit # 412 Louth Street, St. Catharines, ON, L2S 3P7

To Members

Note: If there is more than one member, the word “member” in this Agreement refers to each member.

Date of board meeting: _____ **Date of this Agreement:** _____

A meeting of the board of directors was held on the date stated in this Agreement. The member was given a Notice to Appear to be considered at that meeting.

The member

- admits that the following is true: _____

- agrees to: _____

- authorizes the co-op to give information about this agreement to others as follows: _____

The member understands the terms of this Agreement and has had the opportunity to get legal advice.

(Choose ONE of the following three paragraphs. Delete the others.)

If the member breaches this Agreement, a Notice to Appear may be issued and the member may be evicted.

The board of directors decided to end the member’s membership and occupancy rights in the above unit. The eviction decision is cancelled on signing this Agreement. If the member breaches this Agreement, a new Notice to Appear may be issued and the member may be evicted.

The board of directors decided to end the member’s membership and occupancy rights in the above unit. The eviction decision is suspended on signing this Agreement. If the member breaches this Agreement, the eviction decision will become effective. The date of termination of membership and occupancy

rights will be at least ten days after a written notice served on the member as stated in section 17.8 (Serving Documents) of the Occupancy By-law. The notice must state the termination date and details of the breach of this Agreement.

Signatures:

<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>
<i>Date</i>	<i>Signature</i>	<i>Name of Member</i>

Country Lane Co-operative Homes Incorporated

<i>Date</i>	<i>Signature</i>	<i>Title</i>
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SUMMARY OF TIME REQUIREMENTS AND EXAMPLES

In case of conflict the *Co-operative Corporations Act* and the By-law will govern over Attachment A.

Business day

3.3(a) Housing charges are due before noon on first business day of the month.

Example: September 1, 2013 is a Sunday.

Monday, September 2, 2013 is a public holiday—Labour Day.

Housing charges are due on Tuesday, September 3, 2013—the first business day in September.

Budget

4.3 Must be delivered at least five days before the budget meeting.

Example: Budget meeting is June 16, 2014.

Last day to deliver a copy of the budget is June 11, 2014.

Changed housing charges

4.4 Begin on the first day of the third month after the members decide on the change.

Example: Budget meeting is June 16, 2014 and members approve a change.

July is the first month after the decision.

August is the second month after the decision.

Therefore, housing charge change takes effect on September 1, 2014. Changed housing charges apply for September.

Notice of entry

5.2(b) 48 hours notice is required. A time range can be given (5.2(d)).

Example: Plumber to arrive at 8:00 a.m. on Monday, June 16, 2014 to work on several units; will be there for a week.

Notice must be given by 8:00 a.m. on Saturday, June 14, 2014. Notice can cover the whole week to June 20, 2014.

Showing unit

5.2(c) 24 hours notice is required. A time range can be given.

Example: Member has withdrawn from co-op effective June 30, 2014.

Potential new member to look at the unit at 7:00 p.m. June 16, 2014.

Notice must be given by 7:00 p.m. on June 15, 2014.

Year

6.2 Can't be away from unit more than 3 months in a year without board approval.

Example: Member will be away November and December 2014 and January and February 2015.

"Year" means a consecutive twelve-month period, not a calendar year. (See Definitions paragraph 1.6(j)).

Therefore, member can't be away without board approval.

Change in household size

9.5 Notice must be given by member to co-op within 10 days.

Example: Child gets married on May 14, 2014 and leaves home permanently.

Last day for notice to co-op is May 24, 2014.

Withdrawing from co-op

10.2 (b) At least 60 days' written notice required ending on last day of month.

Example: Member wants to withdraw from co-op effective June 30, 2014.

Notice must be delivered to co-op office on or before May 1, 2014.

— 30 days in May (not counting May 1).

— 30 days in June (counting June 30).

— Total 60

Example: Member wants to withdraw from co-op effective August 31, 2014.

Notice must be delivered to co-op office on or before July 2, 2014.

— 29 days in July (not counting July 2).

— 31 days in August (count August 31).

— Total 60

10.2 (c) Special counting rules for February and March.

Example: Member wants to withdraw from co-op effective February 28, 2014 (or 29th in a leap year).

Notice must be delivered to co-op office on or before January 1, 2014.

Example: Member wants to withdraw from co-op effective March 31, 2014.

Notice must be delivered to co-op office on or before February 1, 2014

Death of a member

10.4 (b) Unit rights and responsibilities end at the end of the month after the month of death.

Example: Member dies on March 15, 2014.

Month after March is April.

Rights and responsibilities end on April 30, 2014.

Notice to Appear for arrears

11.2(c) Notice to Appear to be given by manager by noon on fifth business day of the month.

Example: May 1, 2014 is a Thursday.
Housing charges are due on May 1, 2014.
May 3 and 4 are Saturday and Sunday.
Fifth business day is Wednesday, May 7, 2014.

Delivery of Notice to Appear to member

11.7(a) or 12.2(a) At least 10 days before board meeting.

Example: Board meeting is Monday, June 16, 2014.
Last day to give notice to member is June 6, 2014.

Proposed termination date in Notice to Appear

11.7(b) or 12.2(d) 10 days after board meeting.

Example: Board meeting is Monday, June 16, 2014.
Day to put in notice is Thursday, June 26, 2014

Proposed termination date in Notice to Appear if there is right of appeal

12.2(d) 20 days after board meeting.

Example: Board meeting is Monday, June 16, 2014.
Day to put in notice is Sunday, July 6, 2014. (It can be a non-business day.)

Delivery of notice of board eviction decision to member.

13.1(e) Within 10 days after board meeting.

Example: Board meeting is Monday, June 16, 2014.
Last day to deliver to member is Thursday, June 26, 2014.

Member breaks performance agreement or condition in eviction decision.

14.5(a) and (b) Member must be given at least 10 days' notice of board decision to proceed with the eviction.

Example: Board meeting is Monday, June 16, 2014
Notice is given to member on Tuesday, June 17, 2014.
First day to take legal action or other steps is Friday, June 27, 2014.

Appeal to membership

15.2(a) Member must give written notice to office within seven days after notice of eviction decision was given.

Example: Notice of eviction decision given on Monday, June 16, 2014.
Last day to deliver appeal notice is Monday, June 23, 2014.

15.2(b) Members' meeting must be at least 14 days after appeal notice received.

Example: Notice of appeal received on Monday, June 23, 2014.
Earliest day for members' meeting is Monday, July 7, 2014.

15.4(g) If appeal not successful, termination date is second day after meeting (unless the membership changes it).

Example: Members' meeting is Tuesday, July 8, 2014.
Termination date is Thursday, July 10, 2014.