

Alex Laidlaw Housing Co-operative Inc.

By-law No. 5

Occupancy By-law

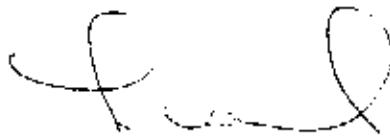
A By-law which contains the rights and obligations of the
Alex Laidlaw Housing Co-operative Inc.
and its members.

Passed by the Board of Directors on the 20 day of
April, 1998.

Confirmed by the Members on the 27 day of
April, 1998.

.....
OCCUPANCY BY-LAW

CERTIFIED to be a true copy of By-law No. 5 of NCV. Leathrock, passed by the board of directors at a meeting held on the 25 day of April, 1998 and confirmed by a two-thirds vote at a meeting of members held on the 27 day of April, 1998.



Secretary of president c/s

TABLE OF CONTENTS

Occupancy By-law	4
Article 1 About This By-law, Schedules and Appendices	5
1.1 Occupancy Agreement.....	5
1.2 Priority of This By-law	5
Article 2 Members' Rights.....	6
2.1 Use of a Unit and the Co-op's Facilities	6
Article 3 Members' Contributions	7
3.1 Housing Charges	7
3.2 Member Deposit.....	8
3.3 Other Charges.....	10
3.4 All Charges Are Housing Charges.....	11
3.5 Responsibility for Charges	11
3.6 Housing Charge Subsidy	12
3.7 Participation.....	12
Article 4 Setting Housing Charges	13
4.1 The Members Set the Housing Charges.....	13
4.2 Operating and Capital Budgets	13
4.3 Notice of Proposed Budget.....	14
4.4 Date of Change in Housing Charges	14
4.5 Mid-year Change in Housing Charges	15
Article 5 Use and Behaviour	16
5.1 Residences.....	16
5.2 Nuisance	16
5.3 Illegal Acts	16
5.4 Leases, Mortgages and Agreements	16
5.5 Insurance	17
5.6 Privacy.....	17

Co-op Housing Bookstore

TABLE OF CONTENTS

5.7	Violence	18
5.8	Domestic Violence	18
5.9	Maintenance and Repair	19
5.10	Acts of Others	21
Article 6	Occupancy Rights and Standards	22
6.1	Purpose of This Article.....	22
6.2	Change in Household Size	22
6.3	Able to Live Independently	25
6.4	Sale of a Part of the Co-op.....	25
6.5	Government Takeover of Co-op Ownership and End of Co-op's Lease.....	26
6.6	Damage by Fire, etc.	26
Article 7	Occupancy by Members	28
7.1	Policy	28
7.2	Additions to Household.....	29
7.3	Persons Sixteen Years of Age	29
7.4	Casual Guests	29
7.5	Long Term Guests	30
7.6	Principal Residence	31
7.7	No Transfer of Occupancy Rights	31
7.8	Sub-Occupancy	31
7.9	No Profit.....	31
7.10	Co-op Employees	32
7.11	Persons in Units that Become Part of the Co-op	32
7.12	Death of a Member	33
Article 8	Members Who End Their Occupancy	34
8.1	Procedures.....	34

Co-op Housing Bookstore

TABLE OF CONTENTS

8.2	Withdrawal from Membership	34
8.3	Vacant Unit	34
8.4	Members No Longer Living in the Co-op	35
8.5	Founding Board Members.....	35
Article 9	The Co-op Evicts a Member.....	36
9.1	Terms Used in This By-law.....	36
9.2	When the Co-op Can Evict a Member	36
9.3	How the Co-op Can Evict a Member	37
9.4	Right of Appeal.....	39
9.5	Legal Action	40
9.6	Performance Agreements.....	41
9.7	Non-Members in a Member Unit	42
Article 10	Miscellaneous	43
10.1	Personal Information of a Member.....	43
10.2	References to Other By-laws	43
10.3	Serving Documents	43
10.4	Errors or Omissions in Procedures or Notices.....	44

OCCUPANCY BY-LAW

Bylaw No. 5 Occupancy By-law

This By-law contains the rules under which the Alex Laidlaw Housing Co-operative Inc.(the co-op) provides housing for its members, and the rights and obligations of both the co-op and its members. The *Co-operative Corporations Act* (the *Act*) regulates how the co-op must be run. Certain parts of the *Act* contain rules which are not included in this By-law. Members should refer to them when questions come up.

1.ABOUT THIS BY-LAW

Article 1: About This By-law, Schedules and Appendices

1.1

Occupancy Agreement

- (a) The Occupancy Agreement, Schedule A, is part of this By-law. Members must sign it when their membership in the co-op begins. The Occupancy Agreement includes Terms of the Member's Housing Charge Subsidy, Appendix C, if it applies to the member. The co-op and the members must obey this By-law and the Occupancy Agreement even if a particular member has not signed an Occupancy Agreement.
- (b) Some by-laws and agreements, such as the Housing Charge Subsidy By-law and Performance Agreements, only apply to certain members. These members must obey them.

1.2

Priority of This By-law

- (a) This By-law takes the place of or amends all previous by-laws or resolutions that deal with the occupancy rights and obligations of the co-op and its members. Any future by-law can only amend this By-law if the future by-law states that it is doing so. No one can commit to anything dealing with occupancy rights except where they are authorized under this By-law. Any unauthorized commitment is not effective.
- (b) If there is a conflict between documents, the following will govern in the order in which they appear:
- first, the *Act*
 - second, the Articles of Incorporation
 - third, this By-law, and
 - fourth, the other by-laws of the co-op, unless the by-laws state differently.

2.MEMBERS' RIGHTS

Article 2: Members' Rights

2.1

Use of a Unit and the Co-op's Facilities

Members of the co-op have the right to:

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

Co-op by-laws and rules limit members' rights.

3.MEMBERS' PAYMENTS

Article 3: Members' Contributions

3.1

Housing Charges

- (a) Each member of the co-op must pay housing charges. Housing charges are made up of:
- the membership fee of \$12.00 (once only)
 - monthly housing charges, less any subsidy
 - the member deposit, and
 - other charges that members must pay under any of the co-op's by-laws.
- (b) Co-op members must decide what the monthly housing charges will be at a general members' meeting.
- (c) Members must pay their housing and parking charges before the close of business on the last day of the preceding month.
- (d) The housing charge does not include the following costs to a member:
- gas and electricity for a unit
 - telephone for a unit
 - charges for cable television for a unit
 - insurance on the member's personal property, and
 - 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 charge.

3.MEMBERS' PAYMENTS

3.2

Member Deposit

(a) Paying the Deposit

Members must pay a member deposit to the co-op. Members must pay this deposit before moving into their unit, unless the co-op allows them to pay it at another time.

(b) The Amount of the Member Deposit

If members do not receive a subsidy, they must pay a member deposit equal to two months housing charges plus 50%. The member deposit is rounded to the nearest dollar.

(c) Adjusting the Member Deposit

When there is a change in the monthly housing charge, the co-op adjusts the amount of the member deposit. The members' meeting discussing the budget can decide differently. If the member deposit increases, members must pay the extra amount on the date decided by the co-op. If it decreases, members will get a credit for the difference on future charges.

(d) Returning the Member Deposit

The co-op will return the member deposit when the member leaves the unit 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 stated in 5.9 of this By-law
- the member owes money to the co-op, or
- the member did not pay the last month's housing charge.

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3.MEMBERS' PAYMENTS

(e) **Interest on the Member Deposit**

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

3.3

Other Charges

(a) A member is responsible for and must pay the co-op for any extra costs, charges or expenses caused by:

- the member
- any person who is a part of the member's household, or
- any person that the member allows onto the co-op's property.

This applies even if no co-op by-law has been broken.

Some examples of these costs are:

school support
charges on returned cheques
charges for collection of debts
increased insurance premiums
legal fees, and
cost of repairs.

The co-op has the right to recover solicitor and client costs, as settled by the co-op (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.

3.MEMBERS' PAYMENTS

- (b) Members must pay any interest at the rate of 2% above the prime rate of any credit union or bank designated by the board.

3.4 All Charges Are Housing Charges

Housing charges include all amounts that the co-op charges to members.

3.5 Responsibility for Charges

(a) **Per-Unit Basis**

The co op calculates the monthly charge and the member deposit for each unit as a whole. If more than one adult occupies a unit, they are each responsible for the full charges. This is so whether or not they are members of the same family or household.

If any person moves out of the unit, the remaining occupant(s) remain(s) responsible for all the charges which apply to that unit.

(b) **Sharing Expenses**

Persons who share a unit can arrange to share expenses, with the following conditions:

- the sharing arrangement does not limit the co-op's rights
- one of the members in the unit must collect the payments and make one single monthly payment to the co-op, and
- they are each responsible for the full charges.

3.MEMBERS' PAYMENTS

3.6

Housing Charge Subsidy

Rights to a subsidy are stated in the Housing Charge Subsidy By-law. If there is no such by-law, members' rights will be stated in Appendix C of the Occupancy Agreement and in any other document which the board of directors has adopted. The subsidy/arrears committee is authorized to determine who is entitled to subsidy and the amount of the subsidy. Members have the right to appeal to the board. The board will determine the procedures to follow. These procedures must be procedurally fair.

3.7

Participation

Members must attend general members' meetings and take part in the activities of the co-op including participation in at least one co-op committee as a requirement for continued residence within the co-op.

4.SETTING HOUSING CHARGES

Article 4: Setting Housing Charges

4.1

The Members Set the Housing Charges

Monthly housing 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 when they are asked to consider an increase in housing charges. 4.2 of this By-law, "Operating and Capital Budgets", shows how the co-op must present a budget to the members. Existing charges continue until the members approve a change. The members may approve changes that are different from those proposed in the budget.

4.2

Operating and Capital Budgets

(a) Preparing the Operating Budget

Each year, the board and finance committee will prepare a budget for the next fiscal year. The members will consider this proposed budget at a general meeting during which the budget is presented. 4.3 of this By-law shows how the co-op must give notice of this meeting. The budget must contain:

- the total expected cost of operating the co-op
- the charges proposed for each unit, and
- the cost of any special expenses which the board suggests and the charges that would result.

(b) Capital Expenses

The board may prepare a capital budget if it is planning capital expenses. The capital budget must contain:

- the proposed capital expenses

4.SETTING HOUSING CHARGES

- the proposed source of funds, and
- the effect of the proposed expenses on the co-op's operating budget.

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 contains mention of the budget. The notice must be given as the *Act* and by-laws require. A copy of the proposed budget and housing charges for each type of unit must be delivered to each unit at least 10 days before the budget meeting.

4.4

Date of Change in Housing Charges

- (a) Any change in housing charges will normally begin on the first day of the third month after the members decide on the change.

For example: If the meeting was on July 15, the new housing charges begin on October 1.

Notice of change in housing charges must be delivered to each unit within a reasonable time after the meeting.

- (b) Members can decide by a two-thirds vote at the general meeting on a different date for the new charges to begin, including an earlier date.

4.SETTING HOUSING CHARGES

4.5

Mid-year Change in Housing Charges

The board may feel that there should be a change in the total operating expenses and/or housing charges during a fiscal year. If so, the board must call a special members' meeting to consider the change. The board will prepare a budget or statement showing the reason for the change. 4.3 of this By-law shows how the co-op must give notice of this meeting.

5.USE AND BEHAVIOUR

Article 5: Use and Behaviour

5.1

Residences

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

This use can include incidental uses if all the other rules in this By-law are obeyed.

5.2

Nuisance

The co op is a community which includes all the residents. It also is part of the larger neighbourhood community.

Members must not make or allow any noise, nuisance or any other act that unreasonably disturbs or interferes with any other member of these communities. Members must be tolerant of general day to day noise.

5.3

Illegal Acts

Within their unit, or on co-op property, members must not commit any illegal act or break any agreement with any government authority. This includes breaking any municipal, provincial or federal law, or any by-law or regulation of any other authority such as the fire department.

5.4

Leases, Mortgages and Agreements

Members must not break any obligation that the co-op has to:

- Canada Mortgage and Housing Corporation
- the Province of Ontario, and
- the co-op's mortgagee.

If all or part of the co-op's property is leased to the co-op, members must not break any obligations under the lease.

5. USE AND BEHAVIOUR

5.5

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.

5.6

Privacy

(a) Permission Needed

Members have the right to privacy. The co-op may not enter a unit without the member's permission unless an emergency happens or appears to be happening or proper notice has been given (24 hrs).

(b) Permission Not Needed

After giving a member 24 hours notice, someone appointed by the co-op can enter the member's unit, at any reasonable time, for:

- maintenance inspections, regular or special
- maintenance repairs or renovations, or
- any other reason which the board decides
- failure by a member to give the co-op access to their unit, upon reasonable notice, will be considered a serious breach of this bylaw

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

- the member has given the co-op written notice of withdrawal from membership and occupancy, or
- the co-op has given notice of a board decision to evict the member.

5. USE AND BEHAVIOUR

(c) Notice 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 member's unit.

5.7 Violence

The co-op is a community which includes all the residents. Residents must not commit violence against another person in the co-op. This violence can be real or threatened. The violence can be physical, psychological and/or sexual and includes child abuse. The Board is authorized to call police and the Children's Aid Society in cases of child abuse. When taking action with respect to 5.7 and 5.8 the board is required to seek prior legal advice.

5.8 Maintenance and Repair

(a) Cleanliness

Members must keep their units reasonably neat and clean. The units must meet the standards of cleanliness and maintenance set by health and other public authorities. Members who damage co-op property are responsible for its repair.

(b) Maintenance

Members must obey the Maintenance and Improvements By-law of the co-op if it has one.

(c) Alterations and Improvements

Members cannot make alterations and improvements, or alter or change their locks, unless they obey the terms of the Maintenance and Improvements By-law. If there isn't one, members must get the board's permission.

5.USE AND BEHAVIOUR

(d) Changing Locks

Members must not change their locks or add new locks to their door. The co-op is responsible to have locks re-keyed in a unit when a new member moves into that unit.

(e) Reporting Problems

Members must promptly report to the co-op any condition in their unit, the equipment in their unit, or their building, which may cause damage to their unit or their building.

(f) Neglect of Responsibilities

If members do not carry out any responsibilities connected with maintenance or repair in a reasonable time, the co-op can carry them out. Those members must pay the co-op for its out-of-pocket expenses and for the reasonable value of any employee time involved.

(g) The Responsibility of the Co-op

The co-op must keep all units, co-op property, and all services and facilities of the co-op in a good state of repair and fit for habitation. It must make sure that it meets all the legal standards of health, safety, maintenance and occupancy.

(h) Appliances

The co-op may provide one bedroom units with a stove and refrigerator in normal working order. Members must keep the appliances reasonably clean.

5.USE AND BEHAVIOUR

(i) Moving Out of the Unit

When members move out of their unit, they must leave it clean and in good order. The Maintenance and Improvements By-law describes the condition they must leave their unit in.

5.9

Acts of Others

Members are responsible for any act or failure to act of their household, guests or sub-occupants. This includes any person they, or their household, guests or sub-occupants, invite or allow onto co-op property. Members may be evicted as a result of any such act or failure to act. Members will have to pay for any damages.

6.OCCUPANCY RIGHTS AND STANDARDS

Article 6: Occupancy Rights and Standards

6.1

Purpose of This Article

This Article deals with members already living in the co-op. It does not cover when new members, or members who want to relocate to other units, will get a unit. The Member Selection and Unit Allocation By-law deals with those matters. Nevertheless, all members currently occupying units who do not comply with the minimum household size for their unit, have the right to remain in their unit, as long as they have not broken any other part of this by-law or any other bylaw. New members who occupy units after May 1st 1993 must conform to maximum and minimum household size provisions of this policy. After September 1995, no persons without dependants co-habiting with them on a full-time basis are eligible to apply for 3 or 4 bedroom units. i.e. this implies parents/legal guardians with full legal custody, or a member caring full-time for an ageing relative.

6.2

Change in Household Size

- (a) The number of persons in a member's household may change. The member must give prompt written notice of the change to the co-op office. If the household size has decreased, the notice must give the names of the persons who no longer live in the unit.

Members must agree to a credit check of any new person in their household. The new person must sign a consent if the co-op asks for it. Members must also give the co-op any other reasonable information which the co-op asks for. Members must give the notice, consent and other information promptly.

- (b) The maximum number who can live in each unit type is:
- one-bedroom 2 persons

6.OCCUPANCY RIGHTS AND STANDARDS

- two-bedroom 4 persons
- three-bedroom 6 persons
- four-bedroom 8 persons.

These are the "Maximum Occupancy Standards".

- (c) The minimum number of persons who can live in each of the co-op's unit types is:

- one-bedroom 1 person
- two-bedroom 1 person
- three-bedroom 2 persons
- four-bedroom 3 persons.

These are the "Minimum Occupancy Standards".

- (d) If a member's household does not meet these standards, the board will normally require the household to move to a unit of the proper size. If the co-op has an existing unit of the proper size, the board will put the member at the top of the internal waiting list for that type of unit. The member must accept the first unit offered.

However, the board can decide not to require the household to move if:

- the situation is temporary, or
 - the board decides that there are special circumstances that justify letting the household stay in the unit.
- (e) If the board is going to consider a resolution to require the member to move, it must give the member 10 days written notice of the meeting.

6.OCCUPANCY RIGHTS AND STANDARDS

- (f) The member can attend and speak at the board meeting, or have a representative speak. The representative can be a lawyer or another person. The board must deliver its decision in writing to the member. The member cannot appeal the board's decision.
- (g) The board can evict the member if:
 - the member does not accept the first unit offered, or
 - the board decides not to put the member on the internal waiting list because there are no units of a suitable size.

The board must use the procedures stated in Article 9 of this By-law.

However, the board can decide not to evict the member if:

- the situation is temporary, or
 - the board decides that there are special circumstances that justify letting the household remain in the unit.
- (h) If the board decides to evict the member, the date must be at least 90 days after the board meeting that required the member to move. If the member was not put on the internal waiting list, the date must be at least 90 days after the board meeting that decided to evict the member. The board must use the procedures stated in Article 9 of this By-law.

6.OCCUPANCY RIGHTS AND STANDARDS

6.3

Able to Live Independently

- (a) Members must be able to live independently and take care of themselves, or arrange for their care without undue hardship on the co-op, its members or board members. This is an essential requirement of living in the co-op.

The board can evict a member if it decides that the member cannot meet these conditions. However, this will not happen if:

- the member makes arrangements that are acceptable to the board, and
 - the member signs and obeys a written agreement if the board requires it.
- (b) The board does not have to get medical or other expert advice when it passes any resolution under 6.3 of this By-law. It has the right to rely on the opinion and experience of the board and members of the co-op. However, the board will consider any medical or other expert advice which the member offers.
- (c) The board must use the procedures stated in Article 9 of this By-law.

6.4

Sale of a Part of the Co-op

The board can decide to sell all or part of the co-op's housing units if the members pass a special resolution giving it the power to do so. The resolution should deal with the occupancy rights of the members living in these housing units. It can deal with the position of these members on the internal waiting list.

6.OCCUPANCY RIGHTS AND STANDARDS

6.5

Government Takeover of Co-op Ownership and End of Co-op's Lease

- (a) When a government body takes over ownership of the co-op by expropriation, members' occupancy rights against the co-op end on the date the takeover is final.
- (b) Members cannot profit from the takeover. This does not include any compensation from a government body for disturbance or moving expenses. Members must pay any other compensation to the co-op. The co-op has the right to take any necessary action to obtain that compensation. This includes the right to sue or make any other claim in the name of the member.

6.6

Damage by Fire, etc.

- (a) If there is major damage affecting a large number of units, the board will examine the situation and propose a solution. The membership will make the final decision in a members' meeting.
- (b) If only one or a small number of units are damaged, the board will consult with the members living in the units to deal with the situation. If the members do not agree with the proposed solution, the membership will make the final decisions in a members' meeting. These decisions will have priority over the Unit Allocation By law (for example, in questions about priority on a waiting list).

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

- Should the unit be repaired?
- How quickly?
- When will the member be required to move out?

6.OCCUPANCY RIGHTS AND STANDARDS

- When will the member be entitled to move back?
 - Will there be any charges to the member during the period?
 - Are there any available units that the member can occupy until their unit is repaired? Should there be any priority on the co-op's internal or external waiting list?
- (c) 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.

7.OCCUPANCY BY MEMBERS

Article 7: Occupancy by Members

7.1

Policy

(a) In the co-op's by-laws, household means a member

- any other members living in the unit
- persons under eighteen living in the unit
- persons who have turned eighteen and continue to live in the unit, and
- any long-term guests approved by the board under 7.5 of this By-law.

The co-op does not consider anyone else as part of a member's household. Other persons can live in a member's unit only as casual guests, or as sub-occupants if permitted by this By-law. Members must not allow anyone other than the persons referred to above to use their unit.

- (b) This By-law applies to a member unit. 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. Any leases, agreements or applicable laws govern the co-op's relations with them. Parts of this By-law apply to non members living in a member unit.
- (c) Occupants of a member unit who are not members have:
- no greater right to occupy the unit than the members who occupy it, or any right to occupy it independent of the members
 - no right to occupy any other unit in the co-op, and
 - no right to a place on the co-op's internal waiting list.

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7.OCCUPANCY BY MEMBERS

7.2

Additions to Household

Members may wish to add to their household someone over eighteen years of age who is not a member. That person must apply for membership in the co-op or for board approval as a long-term guest. That person can occupy the unit as a casual guest while waiting for the board to decide.

If the board refuses to approve the application for membership, that person can occupy the unit only as a casual or long-term guest if permitted under 7.4 or 7.5 of this By-law.

7.3

Persons Eighteen Years of Age

If a person who is part of a member's household turns eighteen, that person must apply for membership in the co-op. If they fail to apply for membership, then they will be considered long term guests and the board may cancel or change their long-term guest status at any time, as stated in 7.5.

7.4

Casual Guests

- (a) Members can have only a reasonable number of guests at any one time.
- (b) Members must have the board's permission to permit a guest to stay for more than two consecutive month for a single visit. Normally this would only be for up to one additional month. Members must have the board's permission to allow a guest to spend a total of more than three months in a unit for any number of visits during any twelve-month period. The board can choose the twelve-month period.
- (c) The board normally allows a single visit to last for three months. When the board gives permission for any visit it:
 - sets the time limit for the visit, and

7.OCCUPANCY BY MEMBERS

- can decide to include the income of the casual guest when calculating household income for a housing charge subsidy.

7.5

Long-Term Guests

- (a) The board can allow members to have a guest for an up to 12 months. These guests are long-term guests in this By-Law. Examples include:
 - family members who are part of a member's household
 - live-in employees
 - additions to the household who have been refused membership, and
 - others whom the member invites.
- (b) Members and their guests must sign a long-term guest agreement, such as Schedule B of this By-law.
- (c) The board can cancel long-term guest status or change the terms of the long-term guest status at any time. The board must give written notice to the member and the guest of any meeting where it will be discussed. The board must give written notice to the member and the guest that it has ended long term guest status after it has decided to do so. The board decides when the long-term guest status ends. There is no right of appeal.
- (d) Normally, the income of long-term guests is to be included in the household income when housing charge subsidy is calculated.

7.6

Principal Residence

That homeownership prohibit people from being members of the Alex Laidlaw Housing Cooperative, subject to the

7.OCCUPANCY BY MEMBERS

discretion of the Board of Directors.

7.7

No Transfer of Occupancy Rights

Members cannot transfer their occupancy rights to anyone else.

7.8

Sub-Occupancy

- (a) If members want to leave the co-op temporarily, they can allow someone to occupy their unit as a sub-occupant. The members and all sub-occupants must sign a Sub-Occupancy Agreement approved by the co-op, such as Schedule C of this By-law, before the sub-occupancy begins.
- (b) All sub-occupants must have the approval of the member selection committee and the board if the term is longer than one month.
- (c) Normally a sub-occupancy can only last twelve months. However, the board can allow a longer term but not longer than eighteen months.

7.9

No Profit

- (a) Members must not profit, directly or indirectly, from sharing expenses with anyone using their unit.
- (b) Members must not profit when they give up occupancy rights, or allow others to use their unit. Members must pay any profit to the co-op.
- (c) The co-op can ask members to prove that they are not profiting from any arrangement with guests or sub-occupants of their unit. If asked, members must give complete details of any arrangement. This request can include sworn statements about the arrangement from everyone involved.
- (d) Some examples of profit are key money, and placing too great a value on the furnishings of a unit. Profit does not

Co-op Housing Bookstore

7.OCCUPANCY BY MEMBERS

include guests or sub-occupants paying their fair share of the housing charges. Profit does not include paying a reasonable charge for meals, cleaning etc. (if it is not a hidden profit on the housing charges).

7.10

Co-op Employees

Not applicable.

7.11

Persons in Units that Become Part of the Co-op

- (a) Persons who occupy units which become part of the co-op can apply for membership if they have not already done so. If they do not apply, or are not accepted, they will be tenants of the co-op.
- (b) The *Act* designates units which become part of the co-op as non-member units. If all of the occupants that are sixteen or older give written consent, the board, or a committee of at least two directors selected by the board, can end the designation as a non-member unit. Even if the occupants become members, they will still have to give written consent.
- (c) If a co-op housing unit was occupied on August 24, 1992, (the day that the *Co-operative Corporations Statute Law Amendment Act* became law), but none of the occupants was a member, the *Act* designates this unit as a non-member unit. If all of the occupants that are sixteen or older give written consent, the board, or a committee of at least two directors selected by the board, can end the designation as a non-member unit. Even if the occupants become members, they will still have to give written consent.

7.12

Death of a Member

- (a) If a member dies and no other members occupy the unit, the member's estate will be responsible for housing charges

Co-op Housing Bookstore

7.OCCUPANCY BY MEMBERS

until the end of the second month after the death. The estate must remove all of the member's possessions by the end of the second month after the death.

- (b) Non-members living in the unit after a member's death can apply for membership. If they are accepted, the board can allocate the unit to them without following the Member Selection and Unit Allocation By-law. If they do not apply for membership or their application is rejected, the board can evict them without using the procedures in Article 9.

8. MEMBERS WHO END THEIR OCCUPANCY

Article 8: Members Who End Their Occupancy

8.1

Procedures

- (a) If members want to end their occupancy in the co-op, they must give at least ninety days' written notice. The notice period must end on the last day of the month. The members' right to occupy their unit ends at the end of the notice period. Members cannot withdraw a notice without the board's consent. The board can refuse to allow members to withdraw the notice. Members cannot appeal the board's decision.
- (b) Members have full rights and obligations during the notice period. If members move out of their unit, they are still responsible for any outstanding obligations until the end of the notice period.
- (c) If the co-op needs to get possession of a unit of a member who has given notice, the board can follow the procedures stated in 171.14 of the *Act* or take any other action. It can do this before or after the day on which the member should leave. In this case, the board does not have to follow the procedures in Article 9 of this By-law.

8.2

Withdrawal from Membership

A notice to end occupancy will also be considered a notice of withdrawal from membership. Any withdrawal from membership without ending occupancy will not be valid.

8.3

Vacant Unit

If a unit is vacant, the co-op can take possession. The member's occupancy rights end on the day that the co-op takes possession. It will be considered that the member has withdrawn from membership at the same time.

8. MEMBERS WHO END THEIR OCCUPANCY

8.4

Members No Longer Living in the Co-op

This section applies when a member ceases to live in the co-op as a principal residence, but other members of the co-op remain in the unit. It will be considered that the member has given notice to withdraw from membership on the first day the member no longer lives in the unit. The member's occupancy rights also end on that day.

8.5

Founding Board Members

Not applicable.

9.THE CO-OP EVICTS A MEMBER

Article 9: The Co-op Evicts a Member

9.1

Terms Used in This By-law

The *Act* uses the terms "terminating membership and occupancy rights" when referring to members, and "terminating occupancy rights" when referring to non-members. In this By-law these acts of the co-op are referred to as "evict the member" or "eviction". A copy of the rules in the *Act* that apply to ending the membership and occupancy rights of a member are contained in Schedule I.

9.2

When the Co-op Can Evict a Member

- (a) The board can evict a member if the member:
- i. owes housing charges to the co-op at the time of the board meeting
 - ii. has been repeatedly late in paying housing charges
 - iii. has broken the by-laws in a way the board considers serious, or
 - iv. has repeatedly broken the by-laws in a way the board considers serious, even if the member has corrected the situation when given notice.

The board can also evict a member if someone the member is responsible for, under the by-laws, has done any of the above.

- (b) The board can evict a member under 6.2, 6.3, a resolution referred to in 6.4 and a decision on membership referred to in 6.6 of this By-law.

9. THE CO-OP EVICTS A MEMBER

9.3

How the Co-op Can Evict a Member

- (a) The board must pass a resolution by majority vote to evict a member.

The board can base its resolution on the model in Schedule E of this By-law.

- (b) Before passing a resolution to end membership and occupancy rights, the board must give written notice to the member of a meeting held to consider the eviction of the member. This notice must be given to the member at least ten days before the meeting.

The notice must be signed by a director.

- (c) The notice must state:
- i. the time and place of the board meeting. It may also state a time when the board will discuss the member's membership and occupancy rights during that meeting.
 - ii. the reasons for the proposed eviction
 - iii. the member's unit
 - iv. the proposed eviction date, and
 - v. the fact that the member need not vacate the unit, but that the co-op may obtain a writ of possession after it ends the member's membership and occupancy rights.

9. THE CO-OP EVICTS A MEMBER

- (d) The board can choose a later date to continue the discussion about eviction. If the meeting is continued at another time, the board does not have to give notice of the continued meeting as long as the time and place is announced at the original meeting.
- (e) The notice must state the proposed eviction date. The figure to be inserted in the notice will be the following number of days after the board meeting:
- i. ten days if the member owes charges to the co-op
 - ii. thirty days if the member is unable to live independently, as in 6.3 of this By-law
 - iii. ninety days if the member's household size breaks the co-op's occupancy standards
 - iv. thirty days for all other reasons.

The board can decide that the eviction will be later than the date given in the notice.

- (f) The notice must state that the member has the right to attend and speak or present written material at the meeting, or have a representative speak. The representative can be a lawyer or any other person. It must also state that the member has the right to appeal the board's decision to the members.

The notice must contain the information in the model notice in Schedule D of this By-law.

- (g) If the board decides to evict a member, it must give the member a written eviction notice. The notice must be delivered within five days of the meeting. The notice must be signed a director.

The decision may be in the form attached as Schedule E of this By-law.

9. THE CO-OP EVICTS A MEMBER

The eviction notice may be in the form attached as Schedule F of this By-law.

9.4

Right of Appeal

- (a) A member can appeal the board's decision. The decision is not effective until the appeal is decided or dropped.
- (b) A member who wants to appeal must give a notice of appeal to the co-op office within seven days of the date on which the eviction notice was given.
- (c) When the co-op receives a member's notice of appeal the co-op must:
 - i. call a meeting of the members, giving proper notice, or
 - ii. put the matter on the agenda for another members' meeting.

However, there must be at least fourteen days between the time the notice of appeal is received and the members' meeting to discuss the appeal.

9.THE CO-OP EVICTS A MEMBER

- (d) Everyone who receives notice of the members' meeting should also receive copies of any written statements that the member included with the notice of appeal. This right is limited by the *Act*.
- (e) The member appealing the decision has the right to attend and speak at the meeting, or have a representative speak. The representative can be a lawyer or any other person.
- (f) The meeting can confirm the board's decision, or replace it with any other decision which the board could have made.
- (g) The board's decision is confirmed if:
 - i. the meeting does not pass a resolution to change the decision, or
 - ii. a quorum is not present at the meeting or at the time of the vote.
- (h) If the appeal is unsuccessful, the member will be evicted two days after the meeting, or on the date stated in the notice to vacate, whichever is later. However, the members' meeting can set a later date for eviction.

9.5 Legal Action

- (a) The board can decide to take legal action as a result of decisions under previous sections.

The board does not have to wait until the eviction date to start legal action.

9. THE CO-OP EVICTS A MEMBER

- (b) The board can choose someone to deal with legal actions for the co-op. It can do this either by making it part of that person's job description or by a resolution. This person can:
 - i. give all necessary instructions to the co-op's lawyers, and
 - ii. make a settlement or other agreement after consulting with the co-op's lawyers.

For example, there could be a performance agreement or similar agreement worked out. The board can limit the person's authority by a board resolution.

9.6

Performance Agreements

- (a) The co-op can sign a performance agreement with the member. When a member and the co-op sign a performance agreement, any outstanding resolution evicting the member will be cancelled.
- (b) The performance agreement may state how the member will:
 - i. carry out obligations in the future
 - ii. correct any past problem, and
 - iii. compensate the co-op for any losses.

The board must authorize every performance agreement except under 9.5 (b). It can authorize a director or committee, formal or informal, to decide on the details of the agreement and sign it.

- (c) The board can use the Performance Agreements in Schedules G and H of this By-law.
- (d) If the member breaks the performance agreement, then the

Co-op Housing Bookstore

9.THE CO-OP EVICTS A MEMBER

board must start the procedure to evict the member over again. Breaking the performance agreement does not itself give the co-op the right to evict the member. However, any statements in the agreement, and the fact that the member broke the agreement, may be taken into consideration by the board, the members or a judge.

- (e) When signing a performance agreement, the board can decide that a resolution of eviction will not be effective if the member:
 - i. pays the amounts owed, or
 - ii. carries out any acts that the board states in the resolution

within the time period stated in the resolution.

9.7 Non-Members in a Member Unit

In dealing with non-members who are occupying a member unit, the co-op may take any procedure permitted by law as long as it does not break this By-law.

10.MISCELLANEOUS

Article 10: Miscellaneous

10.1

Personal Information of a Member

- (a) If members appeal a board decision, or bring up a discussion at a members' meeting involving personal information about themselves, the board can disclose other relevant personal information about the members.
- (b) If members appeal a board decision about another member, or bring up a discussion at a members' meeting involving personal information about another member, they must get the other member's written approval first. Then the board can allow members to discuss that personal information about the other person concerned and the board can disclose relevant personal information about the member concerned. If that person does not give approval, the discussion is out of order.

10.2

References to Other By-laws

Some terms in this By-law contain references to other by-laws of the co-op. If those other by-laws have not been passed by the co-op, the board will decide any matters which would have been included in any by-law.

10.3

Serving Documents

When the co-op serves documents to members in connection with an eviction, it must follow this procedure:

- a separate notice will be given to each member being evicted, and to any member who has left the unit
- if a member is absent or evading notice, the notice can be given by :
 - handing it to any apparently adult person at the unit,

10.MISCELLANEOUS

- posting it in a conspicuous place on some part of the unit (for example, taping it to the door), or
- sending it by registered mail to the person at the unit.

10.4

Errors or Omissions in Procedures or Notices

A minor error or omission in any action taken or notice given will not affect any decision made by the board and/or members. A member can accept any minor defect in the co-op's procedures. The member can do this in writing, orally or by not objecting at the appropriate time.

Schedules
and
Appendices

Schedule A Occupancy Agreement

*Insert full name of Co-op (or
see letterhead)*

If you are receiving housing charge assistance, "Terms of the Member's Housing Charge Subsidy, Appendix C" is part of this agreement.

**List each Member in
the Member Unit:**

Please print or type. Add additional pages if necessary.

1.

2.

3.

**Address of
Member Unit:**

Unit # & Street:

City:

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 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, including the appendices, have priority.

By signing this Agreement, you acknowledge receiving a copy of it. You are responsible for reading and understanding this Agreement. You are entitled to ask any questions and to have them answered.

**Signature(s) of
Member(s):**

Member 1: Date:

Member 2: Date:

Member 3: Date:

**Signature for the Co-
op:**

Co-op

by: Date

Appendix A Charges to the Member(s)

*Insert full name of Co-op for
and addresses*

These figures may change from time to time.

Please print or type. Add additional pages if necessary.

**List each Member in
the Member Unit:**

1.

2.

3.

4.

**Address of Member
Unit:**

Unit # & Street:

City:

Monthly Charges as of _____, 19 ____.

Housing Charge

Housing Charge Assnt/loan

Your Housing Charge is:

Parking Charge +

Your Total Housing Charge is:

Member Depart:

**Signature(s) of
Member(s):**

Member 1: Date:

Co-op Housing Bankstore

Member 2: Date:

Member 3: Date:

Member 4: Date:

**Appendix B
Member's Household**

*Insert full name of Co-op for
this document*

Please print or type. Add additional pages if necessary.

**Address of Member
Unit:**

Unit # & Street:

City:

**List each person in
the household:**

1.

2.

3.

4.

5.

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

**Signature(s) of
Member(s):**

Member 1: Date:

Member 2: Date:

Member 3: Date:

Member 4: Date:

Appendix C

Terms of the Member's Housing Charge Subsidy

*Insert full name of Co-op for
the insertions!*

(Adjust according to the program(s) under which the co-op receives subsidy. If the co-op receives subsidy under more than one government program, you may need several appendices.)

1. The co-op members decide on the housing charge as stated in the Occupancy By-law. The co-op will reduce the member's housing charge by the amount of the subsidy that the member is entitled to. This amount is determined under the Housing Charge Subsidy By-law or in a decision of the co-op. The Housing Charge Subsidy By-law has priority.
2. Once a year the member will have to update the record of all persons in the member's household and their incomes. The member will have to give proof of current household income and the income for the previous year. The member must include the income of any casual or long term guests if the board asks for it.
3. *(Include any terms of the Housing Charge Subsidy By-law that apply to reporting changes in income such as:)*
The member must report the following changes to the co-op within **[seven]*** days after they happen:
 - (a) an increase of more than **[\$100]*** per month in the member's adjusted household income
 - (b) an increase in the member's shelter or housing cost allowance if the member receives Social Assistance, or
 - (c) a change in the source of the member's income from Social Assistance to employment income.
4. The co-op will investigate the member's financial situation when it decides on the member's subsidy. The member must give the co-op any information it needs for this investigation. This includes the member's household income, size or any other relevant information. The member must make sure that all persons in the member's household also give all necessary information to the co-op.
5. The member agrees that the co-op can receive, through its employees or agents, credit information from any credit agency or other source. The member must have all persons in the member's household sign an authorization for a credit check.
6. The board can end the member's right to a subsidy if the member or anyone in the member's household does not give any information that the co-op asks for. The member's subsidy ends if the member or anyone in the member's household breaks any term of the Housing Charge Subsidy By-law.
7. All personal information that the co-op receives during its investigation must be kept confidential
8. The member's subsidy ends when the member has not occupied a unit in the co-op for more than 5 weeks. This applies whether or not the absence is permitted under this By-law. If the member does not occupy a unit for a longer period, the member can apply to have the subsidy resumed when the member returns
9. The member must pay back all or part of the member's subsidy if the member
 - gives false information about household income
 - fails to report an increase in household income, or

receives a larger subsidy than the member is entitled to.

The member will also have to pay interest on the subsidy paid back. The interest will be calculated from the date on which the member received the subsidy. The member is still responsible for paying back this subsidy even after the member's occupancy or co-op membership ends.

By signing this Appendix, the member agrees that the Housing Charge Subsidy By-law, and the terms above, apply to the member.

**Signature(s) of
Member(s):**

Member 1: Date:

Member 2: Date:

Member 3: Date:

Member 4: Date:

Schedule B Long-Term Guest Agreement

*Insert full name of Co-op for
and apartment*

Please print or type. Add additional pages if necessary.

**List each Member in
the Member Unit:**

1.

2.

3.

Long-Term Guest:

**Address of Member
Unit:**

Unit # & Street

City:

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
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 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.
5. The long-term guest must immediately leave the unit when the member's occupancy rights end.
6. The long-term guest acknowledges that the unit is a member unit under the *Co-operative Corporations Act* and that the Landlord and Tenant Act does not apply.
7. The long-term guest agrees that the co-op, through its employees or agents, can receive credit information from any credit agency or other source.

**Signature of the
Long-Term Guest:**

Date:

**Signature for the Co-
op:**

Co-op: _____

by: Date: _____

Schedule C Sub-Occupancy Agreement

Insert full name of Co-op for use hereinafter!

Please print or type. Add additional pages if necessary.

List each Member in the Member Unit:

1.

2.

3.

4.

List each Sub-occupant:

1.

2.

3.

4.

Address of Member Unit:

Unit # & Street:

City:

Date of Occupancy:

1. The co-op agrees that the sub-occupant can live in the member's unit from _____, 19____ to _____, 19____. The sub-occupant agrees to leave the member's unit at the end of the time period above. The sub-occupant must have written permission from the co-op and the member to stay longer.

If the time period of the sub-occupancy has not been agreed to, you should substitute this

1. The co-op agrees that the sub-occupant can live in the member's unit on a monthly basis starting _____, 19____. The member or the sub-occupant

can end this agreement on sixty days' notice. The notice period must end on the last day of a month

2. The sub-occupant agrees not to break any of the terms of the member's Occupancy Agreement or any co-op by-laws.
3. 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 monthly housing charge is \$_____ and must be paid directly to the co-op. The monthly housing charge may change during the sub-occupancy
4. The member agrees that the member is still legally responsible for housing charges if the sub-occupant does not pay them
5. 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.
6. 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.
7. The sub-occupant acknowledges that the unit is a member unit under the *Co-operative Corporations Act* and that the Landlord and Tenant Act does not apply.
8. The sub-occupant agrees that the co-op, through its employees or agents, can receive credit information from any credit agency or other source.

Signature(s) of Member(s):

Member 1: Date: _____

Member 2: Date: _____

Member 3: Date: _____

Member 4: Date: _____

Signature(s) of Sub-Occupant(s):

Sub-Occupant 1: Date: _____

Sub-Occupant 2: Date: _____

Sub-Occupant 3: Date:

Sub-Occupant 4: Date:

**Signature for the Co-
op:**

Co-op

by: Date:

Schedule B Notice to Appear

*UNIT'S FOR BOARD OF CO-OP INC
and Interiors*

Please print or type. Add additional pages if necessary.

To Members:

List each
Member in the
Member Unit:

1.

2.

3.

4.

Address of
Member Unit:

Unit # & Street:

City:

The board of directors is going to consider ending your membership and occupancy rights at a board meeting.

Fill in the date of the meeting, the room or location, the street address and the municipality; the start time and the time the member should arrive. If the member has to arrive at the beginning of the meeting, put a line through the words "but you do not have to arrive before _____ p.m."

This meeting will be on _____, 19____, in the _____ at _____, Ontario. The board meeting will start at _____ p.m., but you do not have to arrive before _____ p.m.

Earliest possible date, based on meeting date and by-laws.

The proposed date for ending your membership and occupancy rights is _____, 19____. 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 may appeal the board decision to a general meeting of the members.

You do not have to vacate your unit, but the Co-operative may obtain a Writ of Possession (eviction order) from a court after your membership and occupancy rights are ended. If you do not vacate your unit, the Co-operative will also seek a court order that you pay its legal costs.

The Grounds for ending your membership and occupancy rights are:

Check one or both (if appropriate).

Fill in the amount and date. Fill in the paragraph of the by-law and its name and number.

Fill in the paragraph of the by-law and its name and number.

Fill in as many as necessary. Indicate or not arrears is checked.

Paragraph(s) that the member has broken.

Paragraph that provides for eviction.

Describe the details of what the member did wrong, including dates if appropriate.

Signatures for the Co-op:

Appears:

1. You owe the co-op \$_____ of housing charges as of _____, 19____. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____)

2. You have repeatedly paid your monthly housing charges late. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

Other:

3. Specific:

General:

Details:

_____ Co-op

by: _____ Date: _____

**Schedule E
Board of Directors
Eviction Decision**

*Insert full name of Co-op for
use in Schedule E*

Please print or type. Add additional pages if necessary.

Members:

List each Member in
the Member Unit:

1.

2.

3.

4.

Address of Member
Unit:

Unit # & Street:

City:

*Fill in the paragraph of the By
law and its name and number.*

Background:

1. The Co-operative gave the member(s) a Notice to Appear as required by paragraph _____ of the _____ By-law (By-law No. _____) and section 171.8 of the *Co-operative Corporations Act* (as amended by Bill 166).

*Put a line through the
incorrect phrases.*

2. The member(s) (attended/did not attend) the board meeting. A representative of the member(s) (attended/did not attend) the board meeting.

3. This decision was made by a majority of the directors at a proper meeting.

Conclusion:

*Fill in the date, which cannot be
any earlier than the proposed
date in the Notice to Appear.*

4. The occupancy rights of the member(s) in the above unit are ended on _____, 19_____. The membership of the member(s) in the Co operative is ended on the above date.

*Indicate on a separate sheet
ground in the Motion to Appear
used by the board to seek a
motion (which may not be all
of them). Not all of the details
are necessary.*

Reasons:

5. The board of directors made its decision because:

*Fill in the amount and date. Fill
in the paragraph of the by-law
and its name and number.*

Appears:

1. The member(s) owe(s) the co-op \$ _____ of housing charges as of _____, 19____. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

*Fill in the paragraph of the by-
law and its name and number.*

2. The member(s) has/have repeatedly paid monthly housing charges late. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

*Support for each additional
reason.*

Other:

*Paragraph(s) that the member
has broken*

3 Specific:

*Paragraph that provides for
eviction*

General:

*Describe the details of what
the member did wrong,
including dates if appropriate*

Details:

*Examples of there are
conditions the member can
omit to stop the eviction. Fill
in "The membership and
occupancy rights of the
member will not end if" and
the condition such as signing a
Performance Agreement or
making payments at certain
times.*

Further Decision:

*Insert full name of Co-op and
date of board meeting*

Resolution of the board of directors of _____ passed _____, 19____ at a proper meeting, which resolution is still in effect and has not been amended.

**Signature for
the Co-op:**

	Co-op
--	-------

by: Date:

**Schedule F
Notice of Board of Directors Eviction Decision**

*Insert full name of the co-op for
and apartment*

Please print or type. Add additional pages if necessary.

To Members:

List each Member in
the Member unit:

1.

2.

3.

4.

Address of Member
Unit:

Unit # & Street:

City:

*Fill in the date of the board
meeting and the date the
member is to move out.*

A meeting of the board of directors was held on _____, 19____. You were given a Notice to Appear to be considered at that meeting. The board of directors decided to end your occupancy rights in the above unit on _____, 19____, and decided to end your membership in the Co-operative on that date. (See the attached Board of Directors Eviction Decision.)

*Attach a copy of the Board
Eviction Decision to this notice.*

*Specify the date the member is
to move out.*

Leave your unit by _____, 19____. If you do not, the Co-operative will start a court proceeding against you.

*If your by-laws allow for an
appeal, fill in the paragraph of
the by-law and the name and
number, otherwise, leave it
blank.*

To find out how you may appeal this decision see paragraph _____ of the _____ By-law (By-law No. _____) and section 171.8 of the *Co-operative Corporations Act* (as amended by Bill 166).

Signature for the Co-
op:

Co-op

by: Date:

**Schedule E
Performance Agreement
Arrears and Late Payment**

*Insert full name of Co-op (or
its certificate)*

Please print or type. Add additional pages if necessary.

**List each Member in
the Member Unit:**

1.

2.

3.

4.

**Address of Member
Unit:**

Unit # & Street:

City:

*Indicate this paragraph only if
the board of directors has
decided to end membership and
occupancy rights.*

The board of directors decided to end your membership and occupancy rights at a meeting on _____, 19____.

You admit that the following is true:

Fill in one of these.

1. You owe the co-op \$_____ of housing charges as of _____, 19____. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

2. You have repeatedly paid your monthly housing charges late. This is contrary to paragraph _____ of the _____ By-law (By-law No. _____).

Any outstanding resolution to evict you is cancelled. The co-op agrees not to end your membership and occupancy rights as long as you do the following:

Change and/or add to this list depending on the payment terms.

1. You agree to pay your entire debt on the following schedule:

(a) \$ _____ when you sign this Agreement.

(b) \$ _____ on or before _____, 19 _____.

(c) \$ _____ a month from then on.

In addition, you will be responsible for paying interest as stated in the co-op's by-laws.

2. You agree to pay your monthly housing charges on or before the first day of each month from the date this agreement is signed.

3. You agree to make the above payments by certified cheque or money order. You agree to make these payments to the co-op office by 4 p.m. on or before the agreed dates. If any of the agreed dates is a weekend or holiday, you can make the payment on the next business day.

4. You acknowledge that you understand the terms of this Agreement and have had the opportunity to get legal advice.

5. You must meet all the deadlines in this Agreement. You must not miss any of them unless you have authorization from the co-op.

Signature(s) of Member(s):

Member 1: Date: _____

Member 2: Date: _____

Member 3: Date: _____

Member 4: Date: _____

Signature for the Co-op:

Co-op _____

by: Date: _____

Schedule B Performance Agreement

*Insert full name of Co-op for
and between!*

Please print or type. Add additional page if necessary.

List each Member to
the Member Unit:

1. _____

2. _____

3. _____

4. _____

Address of Member
Unit:

Unit # & Street: _____

City: _____

*Include this paragraph only if
the board of directors has
decided to end membership and
occupancy rights.*

The board of directors decided to end your membership and occupancy rights at a meeting on _____, 19____.

You admit that the following is true:

*Describe the details of what
the member did wrong,
including dates if appropriate.*

Any outstanding resolution to evict you is cancelled. The co-op agrees not to end your membership and occupancy rights as long as you agree that for _____ months you:

*Fill in what the member agrees
to do or not to do.*

Signature(s) of
Member(s):

Member 1: Date: _____

Member 2: Date: _____

Member 3: Date: _____

Member 4: Date:

**Signature for the Co-
op:**

Co-op

by: Date:

Schedule I

Rules that apply to ending the membership and occupancy rights of a member of a non-profit housing co-operative.

(An extract from the *Co-operative Corporations Act*.)

171.8

Procedure for terminating

membership, etc. (2) The following rules apply:

1. Membership and occupancy rights may be terminated only by a majority of the board of directors at a meeting of the board.
2. Membership and occupancy rights may be terminated only if the member ceases to occupy a member unit or on a ground set out in the by-laws. Membership and occupancy rights may not be terminated on a ground in the by-laws that is unreasonable or arbitrary.
3. The member shall be given written notice that the board of directors will consider terminating the member's membership and occupancy rights. The notice must be given at least ten days before the meeting of the board of directors at which the matter will be considered.
4. The notice must be signed by a director of the co-operative or by any other person authorized by the by-laws for the purpose and must,
 - i. set out the time and place of the board's meeting,
 - ii. set out the grounds for the proposed termination,
 - iii. identify the member unit to which the member has occupancy rights,
 - iv. specify the date of the proposed termination,
 - v. advise the member that he or she need not vacate the member unit but that the co-operative may obtain possession of the unit by obtaining a writ of possession following the termination of the member's membership and occupancy rights.
 - vi. advise the member he or she may appear and make submissions at the board's meeting, and
 - vii. advise the member that he or she may appeal the board's decision to the members.
5. If a meeting is adjourned no new notice is required if the time and place of the continuation of the meeting is announced at the original meeting.
6. The member has a right to appear, either personally or by agent or counsel, and to make submissions at the meeting of the board of directors.
7. In a decision to terminate the member's membership and occupancy rights, the board of directors may specify a date for the termination that is later than the proposed date that was specified in the notice to the member.
8. The member shall be given written notice of the decision of the board of directors within five days after the board's meeting. The notice must be signed either by the secretary of the co-operative or by a person authorized by the by-laws for the purpose.

9. The member may appeal the board's decision to the members. The effect of the decision is suspended until the appeal is disposed of or abandoned.
10. To appeal, a member must give written notice to the co-operative within seven days, or such longer period as the by-laws provide, after the notice of the board's decision has been given to the member under paragraph 8.
11. The appeal shall be considered at a meeting of the members held at least fourteen days after the notice to appeal is received.
12. If the co-operative receives written representations with the member's notice of appeal, the board of directors shall, subject to subsection (4), ensure that a copy of the representations is given, before the meeting at which the appeal will be considered, to each member entitled to receive notice of the meeting. The distribution of the representations shall be at the co-operative's expense. This paragraph does not apply if the representations exceed 5,000 words.
13. The member has a right to appear, either personally or by agent or counsel, and to make submissions at the meeting of the members.
14. The appeal shall be decided by a majority vote of the members and the members may confirm, vary or set aside the board's decision. If no decision is made by the members or if there is no quorum at the meeting or if there is no longer a quorum when the vote is to be taken, the board's decision shall be deemed to have been confirmed.

Idem

- (3) Subject to the rules in subsection (2), the board of directors may by by-law determine procedures for the termination of the membership and occupancy rights of members but the procedures must be procedurally fair.

Refusal to distribute

- (4) The board of directors is not bound under paragraph 12 of subsection (2) with respect to a member's representations if it clearly appears that the right of the member to have his or her representations distributed is being abused to secure needless publicity for matters that,
 - (a) are not related to the appeal; and
 - (b) are not related, in a significant way, to the business or affairs of the co-operative.

Notice of refusal

- (5) If the board of directors refuses to distribute copies of a member's representations, the board shall ensure that written notice of its refusal together with written reasons for it are given to the member within ten days after the representations were received by the co-operative.

Application to court

- (6) Upon application by a member whose representations the co-operative has refused to distribute, the Ontario Court (General Division) may restrain the holding of the meeting at which the appeal will be considered and may make any further order it thinks fit.

Advance determination

- (7) The board of directors or any other person aggrieved by the member's representations may apply to the Ontario Court (General Division) for an order permitting the board of directors to refuse to distribute the representations and the court, if it is satisfied that subsection (4) applies, may make any such order it thinks fit.

Liability for representations

- (8) If copies of a member's representations are distributed under paragraph 12 of subsection (2), the co-operative, the directors, officers and employees of the co-operative and persons acting on behalf of the co-operative, other than the member who makes the representations, do not incur any liability only by reason of distributing copies of the representations.