

**A BY-LAW ABOUT THE RIGHTS AND OBLIGATIONS OF THE  
CO-OP AND THE MEMBERS**

# By-law No.10

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**MEMBER SELECTION AND UNIT ALLOCATION BY-LAW**

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Passed by the Board of Directors on February 1, 2017

Confirmed by the members on \_\_\_\_\_, 20\_\_

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# **Article 1: MEMBER SELECTION PROCEDURE**

## **1.1 Applicant Responsibilities**

The applicant shall:

- Attend an information session at their own cost before being given an application.
- Complete the application form.
- Provide income verification, such as a letter from an employer or social agency, a statement from an accountant, or a notarized statement of income. The co-op may ask for other types of verification.
- Pay the non-refundable application fee.

## **1.2 Co-op Responsibilities**

- The co-ordinator will do a credit check and report back to the membership committee before any interviews.
- A rent check may be done by the co-ordinator if questions arise from the application form and/or credit check.
- Two members of the membership committee will interview each applicant.
- The membership committee will make a recommendation to the Board of Directors for acceptance or rejection.

## **Article 2: MEMBER SELECTION CRITERIA**

### **2.1 Criteria for Membership**

Criteria for membership include:

- Commitment to Co-op principles and a willingness to participate in Co-op activities and decision-making;
- Acceptable credit history;
- Likelihood of being a good neighbour and resident who will maintain their home and respect the rights of others; and
- The household size meets the minimum occupancy standards.

## **Article 3: WAITING LISTS AND UNIT ALLOCATION**

### **3.1 Waiting List Allocation**

After all the applicants from the information session have been processed and approved, each family name will be placed in a draw. The order of the names drawn will be the order they are placed on the waiting list.

### **3.2 External Waiting List**

Waiting lists will be maintained of applicants who have been interviewed and accepted but have no units available.

- (a) Separate waiting lists will be maintained for each unit size.
- (b) A household can be on more than one waiting list for which they qualify, but once they accept a unit, they will be removed from any other list.
- (c) The order of the lists will be based on the date of receipt of fully completed applications. Units as they become available will be offered to the first name on the list. If the co-op cannot reach the first on the list after one week, they will offer the unit to the next on the list. The position of the first applicant will not change.

- (d) An applicant can turn down an offered unit two times, for legitimate reasons, and still retain their place on the list. After the third refusal, their name(s) will be removed from the list.
- (e) The waiting list will be updated regularly.

### **3.3 Deposit and Payment**

The first month's housing charge, plus the membership fee and maintenance deposit, will be due prior to occupancy and must be paid before the keys are received. The last month's housing charge can be paid in installments, but must be paid within 6 months of moving in.

### **3.4 Internal Waiting List**

The co-ordinator will maintain an internal waiting list of resident members who wish to relocate to a different unit.

- (a) The internal waiting list will have priority over the external waiting list.
- (b) The order of the list will be based on date of application. Units will be offered to the first on the list, except in cases of relocation due to occupancy standards. The duty to accommodate, as per the Human Rights Code, takes precedence over any other order.
- (c) Part of a household may apply to relocate to their own unit with an outside applicant, as long as both parties have been approved for membership.
- (d) To request relocation, the member should submit a dated written request to the office. The co-ordinator will initial and date the request, and add the names to the office copy of the internal waiting list. The application will be passed on to the membership committee for consideration. If the application is approved, the name will be added to the committee's copy of the list. If the application is rejected, the co-ordinator will remove the name from the office copy of the list.
- (e) To qualify for a place on the list, the members must not be in breach of any by-law, and the household size must qualify for the unit as per the Occupancy By-law.
- (f) A household can turn down an offered unit 2 times, for legitimate reasons, and still retain their place on the list. After the third refusal, the name(s) will be moved to the bottom of the list. When a household has been offered a unit, they have 48 hours to accept or decline the offer, before the unit is offered to the next name on the list.

### **3.5 Occupancy Standard**

The minimum number of people in a unit is one person per bedroom.

### **3.6 Interview Policies**

The purpose of the membership interview is to:

- Tell the applicant about the co-op and member responsibilities and rights;
  - Allow the applicant to ask questions about the co-op; and
  - Give the committee the opportunity to assess the applicant.
- (a) Two unrelated committee members will conduct the interview.
  - (b) Interviewers cannot interview friends or relatives.
  - (c) The interview form and questionnaire will always be followed to ensure that interviews are consistent and complete.
  - (d) The location of interviews shall be decided by the membership committee.
  - (e) Interviewers will report in writing to the membership committee, making a recommendation based on selection criteria.
  - (f) The membership committee will decide by a majority vote what to recommend to the Board.
  - (g) The membership committee may decide to recommend an applicant with a bad credit rating for occupancy, but it must report its reasons for doing so.
  - (h) All applicants 16 years of age or over must attend the interview. Other members of the household will be welcome.
  - (i) An applicant may appeal a rejection for membership by advising the co-op, in writing, within 7 days following the notice of rejection.
    - In case of an appeal, the Board will conduct a second interview within 30 days of receipt of the request.
    - If the Board rejects the applicant a second time, there will be no second appeal.