**To:** Co-op Members

**From:** Board of Directors

**Re:** By-law Amendments

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1. Organizational By-law No. 3, Article 3.2 Regular Members’ Meetings

**Current by-law:** The board must call regular members’ meetings at least once a year. This meeting will be held in addition to the annual meeting.

**Proposed Change:** The board may call additional meetings each year in addition to the Annual General Meeting.

**Reason:** To reduce the cost of meetings to the co-op and increase member participation.

**Motion:** BE IT RESOLVED that in the Organizational By-law No. 3, Article 3.2 Regular Members Meetings, the word “must” be replaced with the word “may”.

1. Occupancy By-law no. 4, Article 5.9 (h) Appliances / Occupancy By-law No. 4, Article 3.1 (d)

**Current by-law:** The co-op must provide each unit with a stove and refrigerator in normal working order. Members must keep the appliances reasonably clean.

**Proposed change:** Remove this article.

**Reason:** The co-op’s financial institution owns this asset and would like to clear the co-op of being responsible for appliances.

**Motion:** BE IT RESOLVED that the Occupancy By-law No. 4, Article 5.9 (h) be removed and that in the Occupancy By-law No. 4, Article 3.1 (d), appliances be added to the list of items not included in the housing charges.

1. Occupancy By-law no. 4, Article 3.2 Member Deposit

**Current by-law**: That the member deposit can be paid over a 6-month period at the discretion of the board.

**Proposed Change:** Remove this line in the by-law.

**Reason:** To protect the co-op if a member moves out quickly and to demonstrate financial responsibility.

**Motion:** BE IT RESOLVED that in the Organizational By-law No. 3, Article 3.2 Member Deposit, the sentence “That the member deposit can be paid over a 6-month period at the discretion of the board.” be removed.

1. Occupancy By-law No. 3, Article 7.1 (e) Employment of Staff

**Current by-law:** A permanent full-time employee cannot live in the co-op.

**Proposed Change:** That this article of the by-law be removed.

**Reason:** So that current members have the opportunity to participate in a fair hiring process and become employees of the co-op.

**Motion:** BE IT RESOLVED that in the By-law No. 4, Article 7.1 (e) be removed.

1. Occupancy By-law No. 4, Article 5.5 Insurance

**Current by-law:** Members must not break any obligations 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 to the co-op.

**Proposed Change:**

* Public liability insurance and property insurance is mandatory for every unit.
* The member must give the co-op a current copy of the insurance policy and any changes.
* New members must provide a copy of their insurance with their new address prior to be given the keys to their unit.
* 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.
* The co-op, co-op staff, contractors and other members will not have any liability to a member or a person of the 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.

**Reason:** The co-op’s member insurance does not cover the costs to members to their personal items or for relocation during an emergency.

**Motion:** BE IT RESOLVED that Public liability insurance and property insurance is mandatory for every unit.

* The member must give the co-op a current copy of the insurance policy and any changes.
* New members must provide a copy of their insurance with their new address prior to be given the keys to their unit.
* 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.
* The co-op, co-op staff, contractors and other members will not have any liability to a member or a person of the 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.

1. Occupancy By-law No. 4, Article 3.2 (c) Returning the Member Deposit

**Current by-law:** The co-op will return the member deposit 30 days after the member leaves the unit permanently.

**Proposed Change:** The co-op will return the member deposit **60 days** after the member leaves the unit permanently.

**Reason:** The co-op requires time to receive invoices from contractors who have completed work when there are damages to the unit so that members can be charges back for items that they are responsible for.

**Motion:** BE IT RESOLVED that the first sentence of the Occupancy By-law No. 4, Article 3.2 (c) be revised as follows: The co-op will return the member deposit **60 days** after the member leaves the unit permanently.