GENERAL POLICIES

Miscellaneous policies	***2***
Covid 19 mandatory vaccination policy	***4***
Rules for elections policy	***5***
Election procedures	***6***
Expenditure policy	***7***
Expenses policy	***8***
Fencing policy	***9***
Housing charge payment policy	***10***
No cash policy	***12***
Late fee on housing charges	***13***
Internal moves policy	***14***
Conflict of interest	***16***
Membership rules for long term guests / co-occupancy / membership	***17***
Procedure for members only in a unit	***18***
Member adult child policy	***19***
Procedures to become a member from a co-occupant	***20***
Revised member in good standing policy	***21***
Member's responsibility list 2024	***23***
Motorized vehicle policy	***25***
Parking control policy	***26***
Procedures for committees' policy	***27***
Policy and rules for Burnhamwood Rec. Center	***28***
Short term subsidy policy	***29***
Rules for running the board	***33***
Policy on workplace violence and harassment	***34***
Revised procedure for the allocation of units	***43***
Drone policy	***44***
Signing of checks policy	***45***
Vehicle control policy	***46***
Wildlife policy	***47***

MISCELLANEOUS POLICIES

ON MOTION DULY MADE, SECONDED BY AND CARRIED, THE FOLLOWING POLICY REGARDING THE USE OF DRONES WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON: January 13, 2026

By the Membership on April 21, 2026

To protect the privacy of all members, children and their guests Drones will be not allowed in or over co-op property effective immediately. Drones must be taken off property when in use.

ON A MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE BUYING OF MATERIALS WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON NOVEMBER 7, 2023

The co-op cannot buy any materials from any members of the Co-op.

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING POLICIES AND REGULATIONS WERE ADOPTED BY THE BOARD OF DIRECTORS AT ITS MEETING HELD ON: MARCH 25, 1981 and March 23, 2004

1. CO-OP STAFF
No permanent full-time staff of Burnhamwood Co-op may be a resident of the Co-operative.

2. GARBAGE
Garbage must be packed in appropriate plastic bags or other secure containers and must not be left at the curb earlier than the evening before collection day. Members are expected to pick up any loose trash around the site.

3. USE OF GARAGES
- **a)** Closed garage doors reduce heating bills and help prevent freezing of plumbing pipes.
- **b)** All garage doors are to be kept closed to satisfy insurance regulations and insure the safety of children.
- **c)** Flammable solutions and solvents must be properly stored in accordance with applicable fire insurance coverage.

ON MOTION DULY MADE SECONDED AND CARRIED, THE FOLLOWING POLICIES WERE ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON NOVEMBER 23, 1999

Re: Kitchen Floors
That the renovations done to all kitchen floors in the co-operative must include completely new sub-flooring.

Re: Board Polls
That Board Polls be disallowed.

Directive From the Board of Directors to the Membership Committee

This is to advise that at their Goal Setting meeting, the Board of Directors mandated, that after someone has been processed by the Membership Committee and given membership by the Board, any change in their status - adding to the Housing Agreement \ revoking of Membership will be approved or rejected by the Board of Directors.

Motion: Myrtle Yearwood

2nd By: Nina Articona

Carried at the membership meeting Feb 21, 2017

COVID 19 MANDATORY VACCINATION POLICY

Burnhamwood Co-operative Homes Inc. is committed to the health and safety of our employees. Vaccination is an important part of protecting people against Covid 19. This policy is designed to maximize vaccination rates among employees. **Burnhamwood Co-op** employees are required to be vaccinated against Covid 19.

Full vaccination has been shown to be effective in reducing the transmission of Covid 19. It also protects people from severe illness and death. This includes the variants such as Delta. The Delta variant is the dominant variant in Ontario today. Delta has been shown to be very transmissible, particularly among unvaccinated people. It is important for Burnhamwood Co-op employees to be vaccinated in order to protect themselves from serious illness as well as to provide indirect protection to others, including colleagues, members, and contractors.

This policy applies to all **2 Co-op employees**. New staff are required to be fully vaccinated against Covid 19 as a condition of employment.

Burnhamwood Co-op will support employees in getting their vaccines. Staff can get their vaccines during work time, without using sick time.

All **Burnhamwood Co-op** employees are expected to continue to comply with all health and safety measures to reduce the risk of Covid 19. This includes wearing a mask or face covering, using PPE, maintain physical distancing and self-monitoring of potential Covid 19 symptoms when at work.

Employees who are unvaccinated due to a Human Rights Code accommodation may be required to take extra infection and prevention control measures, including providing proof of a negative Covid 19 test, as well as self-isolating if exposed to Covid 19.

The Board of Directors is responsible for the administration of this policy. The Board is expected to Lead by Example and ensure employees complete any required education or training about Covid 19, including about vaccinations and safety protocols.

Employees are expected to follow all health and safety policies and protocols, and complete any required education or training about Covid 19, including about vaccinations and safety protocols.

All 2 Co-op employees Helen Sadler and Rosemary Gibbons are required to be fully vaccinated with a Covid 19 vaccine series by October 31, 2021.

Employees must provide visual proof of Vaccination. Proof means verification of having received a vaccination series approved by Health Canada or the World Health Organization. Visual proof includes the receipt provided by the Ontario Ministry of Health. Proof must be shown to The Board of Directors. They will not keep a copy of the proof.

Employees must disclose their vaccination status to The Board of Directors by November 9, 2021.

RULES FOR ELECTIONS POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY REGARDING ELECTIONS PROCEDURES AT THE ANNUAL GENERAL MEMBERSHIP MEETINGS WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETINGS HELD ON: March 26, 1981: and March 23, 2004 and By the Membership on October 1981:

1. The Nomination form MUST be signed by both the candidate and the nominator of that person. Only one (1) nomination per family will be accepted.
2. The Board will appoint a neutral person to act as the Elections Officer.
3. Six volunteers for scrutineers will be appointed at the AGM. NEITHER CANDIDATE NOT ANY MEMBERS OF THEIR FAMILIES MAY SERVE AS SCRUTINEERS. Volunteers appointed to become scrutineers will sign a confidentiality letter agreeing not to disclose or discuss the counts or results of voting at any time.
4. Nominations from the floor will not be accepted unless voted to re-open at the AGM by 2/3 of the attending members.
5. The votes and the count will not be published and the ballots will be destroyed immediately.
6. In the case of a two-way tie, a coin will be flipped by the Elections officer with the candidates in private. In case of a three or more tie, short straws will be drawn.
7. The "Special order of the Day" will be voting at the AGM and when all members in attendance have cast their vote.
8. The ballots will be handed to the members as they sign-in at the door.
9. Each member present has only one ballot. There is no proxy voting.
10. The casting of ballots MUST take place during the AGM. There will be no advance poll.
11. A quorum (25 persons or 12% of the membership, whichever is less) must be maintained from the beginning of the AGM until the termination of the meeting, in order for the election to be valid.
12. Each member voting MUST vote for the exact number of Director positions which are open. NO MORE, NO FEWER. Any ballot containing more or fewer votes than the number of Director positions open shall be considered spoilt.
13. Two members of the same family cannot sit on the Board at the same time.

Addendum: The definition of "Family" means persons related through blood or marriage.

ELECTION PROCEDURES

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING POLICY AND RULES REGARDING ELECTION PROCEDURES AT THE ANNUAL GENERAL MEETINGS WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON OCTOBER 13, 1987.
RULES FOR ELECTION PROCEDURES AT THE ANNUAL GENERAL MEETINGS:

1. The Nomination form MUST be signed by both the candidate and the nominator of that person.
2. The Board will appoint a neutral person to act as the Elections Officer.
3. Six volunteers for scrutineers will be appointed at the A.G.M.. NEITHER CANDIDATES NOR ANY MEMBERS OF THEIR FAMILIES MAY SERVE AS SCRUTINEERS. Volunteers appointed to become scrutineers will sign a confidentiality letter agreeing not to disclose or discuss the counts or results of voting at any time.
4. Nominations from the floor will not be accepted unless voted to re-open at the A.G.M. by 2/3 of the attending members.
5. The voters and the count will not be published and the ballots will be destroyed immediately.
6. In the case of a two-way tie, a coin will be flipped by the Elections officer with the candidates in private. In case of a three or more tie, short straws will be drawn.
7. The "SPECIAL ORDER OF THE DAY" will be to start voting at 2:00PM for a minimum of 30 minutes, and a maximum of 60 minutes. Polls will close early if all the members have voted.
8. The ballots will be handed to the members as they sign-in at the door.
9. Each member present has only one ballot. There is no proxy voting.
10. The casting of Ballots MUST take place during at the A.G.M. There will be no advance poll.
11. A quorum (25 persons or 12% of the membership, whichever is less) must be maintained from the beginning of the A.G.M. till the termination in order for the election to be valid.
12. Each member voting MUST vote for the exact number of Director positions which are open, NO MORE, NO FEWER. Any ballot containing fewer or more votes than the number of Director positions open shall be considered spoilt.

EXPENDITURE POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE EXPENDITURES OF THE CO-OPERATIVE WAS ADOPTED BY THE BOARD OF DIRECTORS, AT THEIR MEETING HELD ON; January 23, 2001 and March 23, 2004

1. Board Expenditures:
That the Board of Directors can approve al expenditures specified in the approved budget. Any expenditures to be funded from the reserves, must be approved by the General Members and CMHC, before being allocated.

2. Officer Expenditures:
That any Officer of the Co-operative may approve expenditures up to $100 - but must bring to the Board to be ratified.

3. Committees:

(a) Maintenance: That the Maintenance Committee Chairperson may approve expenditures to allow for specified repairs and stock, but must bring to the Board to be ratified, and must fall within the Budget guidelines.

(b) All Other Committees: Must present their needs to the Board for pre-approval.

(c) Staff: Staff may approve the purchase of Office & Meeting supplies not to exceed $100, and must fall within the Budget guidelines. Staff may, together with the Treasurer, approve expenditures for emergencies, but must bring back to the Board to be ratified.

4. Quotes & Tenders
That in order to make purchases at competitive pricing – 3 quotes will be obtained and presented to the Board for approval and purchase orders are to be written up for each purchase.

5. Cheques
Cheques will be signed by any two of the four Officers – the Treasurer to see and initial all cheque requisitions.

EXPENSES POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE REIMBURSEMENT OF OUT-OF-POCKET EXPENSES INCURRED MY MEMBERS AND STAFF IN FULFILLING RESPONSIBILITIES DELEGATED BY THE BOARD OF DIRECTORS WERE ADOPTED BY THE BOARD OF DIRECTORS AT IT'S MEETING HELD ON: March 25TH 1981 and March 23, 2004.

1. ACCOMMODATION

It is expected that members will exercise discretion in selecting suitable accommodation of a reasonable standard (i.e. Holiday Inn or equivalent).

2. MEALS AND INCIDENTALS

Actual expenses for meals and incidentals (up to a maximum established by the Board of Directors from time to time) will be covered. Itemized statement of expenses and receipts may be required.

3. TRANSPORTATION

Economy class air fare will be paid. Trains or buses should be considered for shorter distances where time permits.
Automobile travel, when necessary, will be reimbursed at a rate established by the Board of Directors from time to time. Airport transport will be reimbursed at the most economical method, abnormal conditions excepted.

4. LOST TIME

Loss of income will not be compensated for except by prior approval of the Board of Directors.

5. ADVANCE PAYMENT

Advance payments may be made.

FENCING POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING FENCING POLICY WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETINGS HELD ON: August 1982: November 1995 and March 23, 2004 and By the Membership on October 1982:

1. Members are required to file an outline of the proposed fencing additions with the office prior to construction of the fencing to ensure that the policy has been interpreted properly and to update the unit file regarding structural changes which then becomes part of that unit.

2. The additional fencing\decking will be erected at the individual members own expense, but becomes the property of Burnhamwood Co-op once built.

3. Members residing in the unit must maintain and repair the additional fencing. The fencing, decks and gates used, must be consistent in style, quality and colour, with privacy fences as placed by the Co-op.

4. As per fire regulations, fencing must have access provided for an exit from the back yard to either the common area or the street no less than three (3) feet wide.

5. No member may increase the length of the fencing extending outward from the members unit.

6. Built-ins become the property of Burnhamwood Co-op, therefore fencing, decking and gates once installed become the co-op's property.

HOUSING CHARGE PAYMENT POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE PAYMENT OF HOUSING CHARGES WERE ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETINGS HELD ON: March 26, 1981: December 8, 1987 and March 23, 2004 and By the Membership on October 1981: April 1987

1. Housing Charges are due and payable on the first day of each month as stated in By-law VI, Article 3.1 (the Housing Agreement) signed by each member. Members are encouraged to file post-dated cheques with the office to facilitate prompt processing.

2. If a member is aware of personal hardships which will prevent payment on the first day of the month, the member must arrange to meet with the Co-ordinator or Treasurer before the first of the month affected to explain the circumstances and make alternate arrangements.

3. The Housing Charge must be paid by personal cheque or money order, and should be given to the Co-ordinator or deposited in the locked mailbox provided in the office, on or before the first day of the month. Under no circumstances should cash be left in the office mailbox. If for some reason the Housing Charge must be paid in cash, the member should arrange to meet with the Co-ordinator in order that a receipt may be issued. *(Note: Superseded by the 2023 "No Cash Policy" below)*.

4. If a cheque for payment of the Housing Charge is returned by a bank marked N.S.F. (not sufficient funds) it must be replaced within one banking day by a certified cheque, money order, or cash. The first N.S.F. cheque is forgiven (anyone can make a mistake). If an N.S.F. cheque is not replaced within one banking day, or if a member has two N.S.F. cheques within a twelve month period, the member may be asked to attend a Board of Directors meeting at which the members' Membership rights may be terminated. The Board may request that the member pay future Housing Charges by certified cheque, money order or cash.

5. Any member whose Housing Charge is not received in the office by the first of the month will be considered to be in arrears and will receive a reminder letter immediately.

6. If the member in arrears does not immediately respond to the reminder letter, a second letter will be sent requesting the member's attendance at the next meeting of the Board of Directors.

7. A member whose Housing Charge is late more than twice will be asked to file a year's post-dated cheques with the Co-ordinator.

8. When the Housing Charge payment of a member is late four times within a twelve-month period, the Treasurer may request that the member attend a meeting of the Board, at which time termination of the members' Membership may be considered.

NO CASH POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE ADOPTION OF NO CASH PAYMENTS WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON September 19th, 2023 AND BY THE MEMBERSHIP AT LARGE AT THEIR MEETING HELD ON OCTOBER 24TH, 2023

NO CASH ACCEPTED

Effective immediately the Co-op will no longer accept cash payments for housing charges. All housing charges must be paid by check, money order, etransfer.

LATE FEE ON HOUSING CHARGES

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE ADOPTION OF CHARGING LATE FEES WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON SEPTEMBER 19TH, 2023 BY THE MEMBERSHIP AT LARGE AT THEIR MEETING HELD ON OCTOBER 24TH, 2023

EFFECTIVE JANUARY 1ST, 2024 THE CO-OP WILL BE CHARGING A LATE FEE OF $25.00 ON ANY HOUSING CHARGES NOT PAID BY THE 5TH OF THE MONTH.

- THIS WILL BE CHARGED EVERY MONTH THE HOUSING CHARGE IS LATE.
- ALL HOUSING CHARGES ARE DUE ON OR BEFORE THE 1ST OF EACH AND EVERY MONTH IN FULL.

You may pay your housing charge by etransfer, check or debit machine.

INTERNAL MOVES POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY REGARDING INTERNAL MOVES WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETINGS HELD ON: March 26, 1981: February 1998 and March 23, 2004: November 2013 and September 19, 2023 and January 13, 2026

By the Membership Committee on February 1981: January 1997: February 2004 and November 2013 and

By Membership on April 1988: April 2004 and April 22, November 2013 and October 24th, 2023, April 21, 2026

1. An Internal Move should always be considered a privilege, not a right, of membership in Burnhamwood Co-operative Homes Inc.

2. "Internal move" means that the whole household must move and leave the unit vacant.

3. Internal Moves are expensive for the Co-op. The unit desired by the members has to be prepared for occupancy (maintenance costs) and will remain vacant (revenue loss) during the period of preparation.

4. The unit vacant by the members also has to be prepared for occupancy and will remain vacant during the preparation. Thus, the co-op must bear double maintenance costs plus loss of revenue, possibly for as long as one month, depending upon the extent of repairs required.

5. An Internal move can only be turned down twice, if you refuse two units of the size you are requesting you will then be removed from the internal move list.

PROCEDURES FOR AN INTERNAL MOVE ARE AS FOLLOWS:

1. Members requesting an internal move must do so in writing.

2. Members will have priority over new applicants for a more desirable unit if they have:
    - **a)** Lived in their present unit for at least one year before moving,
    - **b)** Have an excellent membership record: (prompt housing charge payments, participation within the co-op, co-operative attitude, attendance at the General Membership Meetings)
    - **c)** A change in the family situation which necessitates a move to a larger or smaller unit.

3. If two (2) or more members desire the same unit and meet the criteria of 1, 2, 3a, 3b and 3c, then the unit will be allocated according to the date of the letter received requesting the internal move.

4. The Board of Directors must approve all Internal moves.

5. Once the Internal move is approved, a new Housing Agreement must be signed.

6. The notice period will be worked out (based on repairs and other factors) and will be such that both units do not remain vacant for more than 15 days each, as far as possible, to save costs.

7. The unit member(s) are moving from will be inspected 30 days before moving.

8. Once Member(s) current unit inspection has been completed the Board of Directors will then approve the internal move. At this time a new housing agreement will be signed.

9. An Agreement listing all work required to be completed before moving will be given to members to sign. If any of the required work is not complete before moving the members will be responsible for reimbursing the co-op for all costs incurred.

Policies: Revised / Internal Moves: January 2026

CONFLICT OF INTEREST

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING CONFLICT OF INTEREST POLICY PERTAINING TO THE MEMBERSHIP SELECTION COMMITTEE WAS ADOPTED AS FOLLOWS:

- **Membership Committee on: Feb 21, 2017**
- **Board of Directors on: March 14, 2017**
- **General Members on:**

No Committee member can be part of the discussion or vote if they are related in any way to the person being discussed.

Motion To Accept: Alice Greenham

2nd By: Michelle Crooks

MEMBERSHIP RULES FOR LONG TERM GUESTS / CO-OCCUPANCY / MEMBERSHIP

ON A MOTION DULY MADE SECOND AND CARRIED, THE FOLLOWING POLICY REGARDING RULES FOR LONG TERM GUESTS/CO-OCCUPANCY/MEMBERSHIP WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON: NOVEMBER 7TH, 2023 AND BY THE MEMBERSHIP AT LARGE AT THEIR MEETING: APRIL 23rd, 2024

Definition of Guest is as follows:

- Relative
- Adult child moving home
- Friend
- Martial partner
- Common-in-law partner
- Caregiver

1. All members are allowed a guest in their unit for one month without reporting to the office.

2. Any guest staying longer than a month the Member(s) of the unit must request Long Term Guest Status by sending a written letter to the Board of Directors requesting long term Guest status which includes the names of guest(s) and all members along with guest must sign the letter.

3. Letter will go to the Board of Directors for approval, once approved the member(s) and guest(s) will be required to sign a Long-Term Guest Agreement for 6 months.

4. After 6 month's member(s) and guest(s) will have to request co-occupancy status in the unit in writing to the board of Directors once approved member(s) and guest will sign a co-occupancy agreement for 6 months.

5. After 6 months as a co-occupant member(s) and guest(s) can apply for membership in the unit. This request must be in writing to the Board of Directors and all member(s) and co-occupant(s) must sign the letter. At this time, you may have your co-occupant put on your housing agreement, this must also be in writing.

PROCEDURE FOR MEMBERS ONLY IN A UNIT

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING PROCEDURE FOR MEMBERS ONLY IN A UNIT WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON NOVEMBER 7TH, 2023 AND BY THE MEMBERSHIP AT LARGE AT THEIR MEETING: APRIL 23rd, 2024

Procedure for Members only in a Unit

1. Fill out the full application form
2. Provide proof of income / 4 consecutive paystubs or employment letter
3. Pass a credit check
4. Pay the current member loan
5. Will not receive subsidy for one year

If you do not pass any of the requirements you will have to vacate the unit within 30 days.

MEMBER ADULT CHILD POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING ALL ADULT CHILDREN THAT ARE MEMBERS WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON: Approved By The Board March 25/2014 and by the Membership on April 22/2014

Be it Therefore Resolved that:

1. When an Adult Child residing in Burnhamwood Co-op requests membership both the member and adult child must sign the request.
2. The Adult Child must be 18 years of age.
3. Must be in Canada legally, or a Canadian Citizen.
4. An Adult Child that is a member may vote at all GMM and AGM meetings.
5. Attendance is required at all GMM and AGM meetings, regrets for not attending must be in writing to the Co-op Office.
6. An Adult Child that is a member may join Committees.
7. An Adult Child who is a member cannot apply for a unit until the Waiting List is open, and then must follow the Membership Committee's process.
8. An Adult Child cannot turn down a unit. If the unit is turned down they will be removed from the waiting list, whether they are a member or not.

PROCEDURES TO BECOME A MEMBER FROM A CO-OCCUPANT

Membership Committee Burnhamwood Co-op

1. Request must be in writing to the Membership Committee requesting membership in the unit request must be signed by both the co-occupant and the member of the unit.

2. Request will go to the committee for approval.

3. At this time a complete application form will be issued to be filled out and returned to the office.

4. Once approved by the Membership Committee it will go to the Board of Directors for approval.

5. There is a $15.00 membership fee that must be paid upon becoming a member of Burnhamwood this is a one time expense.

6. If the person is becoming a member in the unit only there will be no credit check done, however if the person is going on the housing agreement a credit check will be done.

Approved by the Membership Committee November 17, 2015

REVISED MEMBER IN GOOD STANDING POLICY

ON A DULY MADE MOTION, SECONDED AND CARRIED, THE FOLLOWING POLICY REGARDING MEMBER IN GOOD STANDING WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON: January 20th, 2019, and by the Membership on: APRIL 16TH, 2019, November 7th, 2023.
By the Membership at large at their meeting Held: April 18th, 2023

To be a Member in Good Standing with the Co-op means:

1. Meeting FINANCIAL obligations

- To have the full amount of the Member Loan Paid and,
- To meet the payment of Housing Charges in full every month
- Having no more than 1 returned check in the previous 12 months
- Having no more than 2 late payments in the last 12 months

2. Making a COMMITMENT TO MEMBERSHIP AND PARTICIPATION

- Members who keep their unit and yard in a good repair and maintained.
- Members who abide by the By-Laws, Policies, Board Decisions and all Procedures of the Co-op. It also means that no legitimate complaints or grievances against the member and his/her Household remains unresolved.
- Any member of the unit who has been called before the board or received written notification of any infraction of By-laws, Policies. Board Decisions or any Procedures of the Co-op will no longer be a Member in Good Standing. This applies to all members in the unit. The members in the unit must abide by all by-laws, polices, Board Decisions and Procedures of the Co-op for one year after infraction has cleared before being reinstated as Members in Good Standing.
- Members who respect the right of others.
- Members who regularly attend the GMM and AGM Meetings. (Regular is defined as 6 of the last 8 Regular meetings having given proper prior regrets in writing for at least one of the missed meetings, It is Mandatory to give written regrets with a reason).
- Members who regularly participate in activities to make a significant contribution to the Community by being a good neighbor or working on a committee, or taking part in organized Special projects such as social events, or any activity that is beneficial to the Co-op.
- Members who takes an interest and keeps informed about activities and issues that concern the co op so, the informed decisions can be made at committee and members meetings.

Members who are not in Good Standing

- Cannot rent the rec center
- Cannot run for the board of directors
- Cannot be granted an internal move
- Cannot have a reserve spot
- Or any other privilege the co-op has to offer

Members who are in Good Standing

- Pay their housing charges on time and in full
- Follow all the Co-op's By-Laws and Policies, Board Decisions
- Keep their units inside and outside in good condition and free from weeds and garbage
- Report any issues with their unit immediately
- Send back any requested communication and information to the office in a timely manner (including Waivers)

MEMBER'S RESPONSIBILITY LIST 2024

- **Note 1:** Must take into consideration, normal wear and tear
- **Note 2:** Member is responsible for neglect, misuse or damages.
- **Note 3:** Member is responsible for keeping unit clean and in good repair

ITEM	MEMBER RESPONSIBILITY
Smoke Detectors	Members are responsible to change batteries once a year
Carbon Monoxide Detectors	Members are responsible to change batteries once a year
Garage Doors	If damaged - vandalism is covered by members' own insurance
Garage Door Locks	If Damaged
Entry Locks	If member wants changed
Outlets & Switches	If covers broken or missing
Light fixtures	Bulb\shade replacements
Driveways	If member damages
Furnaces	Members responsibility to replace filter every 3-4 months
Fans	Member responsible to replace filters and grills
Doors & Frames	If damaged or missing
Windows	Broken\Broken panes - vandalism is covered by members' own insurance
Window Screens	Tears, holes, bent frames, missing altogether
Kitchen Floors	Stained or damaged
Parquet/Laminate Floors	Need to be maintained. Members responsible if damage done by member
Bathroom Floors	If damage done by member
Carpets	Needs to be maintained\no pet urine, stains or holes
Toilets	Flush operating properly\plugging due to member fault\chips, breakage and cracks

Bathtubs	Chips\caulking
Vanities & Sinks	Chips, loose doors, damages
Vanity Mirrors	Damaged
Laundry tub & taps	Damaged Paint splattered
Outside taps	Outside taps must be closed off before the winter to avoid broken pipes.
Stoves	Chipped, damaged - member to keep clean
Fans & Hoods	Filters\clean to prevent overheating\light bulbs
Fridges	Chipped, damaged - member to keep clean
Countertops	Chips, cuts, burns, replacement of caulking\damage caused by leaking taps due to not repairing
Cupboards	Damaged\loose doors
Walls & Ceilings	Damaged (holes) wallpaper & dark paint
Closets	Damaged or missing shelves, rods, doors
Passage sets	Member responsibility
Stairs	Damaged
Handrails	Replace if removed\damaged
Vent covers	Members responsibility to replace
Missing doors\Closet\Basement	Member responsibility

When vacating the unit:

- If member removes own light fixtures - they must be replaced.
- If member removes central air - it must be capped by a professional and copy of invoice submitted to the office.
- If a Member requests a contractor to come to their unit to repair an issue and it is found to be member's responsibility then the Member will be responsibility to pay the contractors invoice.

MOTORIZED VEHICLE POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE CONTROL OR MOTORIZED VEHICLES ON CO-OP PROPERTY WAS ADOPTED BY THE BOARD OF DIRECTORS AT IT'S MEETING HELD ON MARCH 27, 2022 AND PASSED BY THE GENERAL MEMBERS AT THE GMM HELD ON April 22, 2022

1. No gas-powered recreational vehicles will be permitted to be operated/driven on Co-op property. This includes:

    - Mini-bikes,
    - ATVs,
    - Dirt Bikes.

2. Any two members can report in writing, a violation of this Motorized Vehicles Policy to the office. After two written complaints, a member may be requested to attend a Board of Directors meeting, at which time termination of Membership may be considered.

PARKING CONTROL POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE PARKING OF VEHICLES ON CO-OP PROPERTY WERE ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON DECEMBER 8, 1987 AND BY THE MEMBERSHIP AT LARGE AT THEIR MEETING HELD ON: APRIL 23rd, 2024

1. For the purposes of this policy, the term "vehicle" shall be construed to include cars, vans, trailers, boats on trailers, motor-cycles, School buses and all such wheeled conveyances.

2. The maximum number of vehicles is restricted to space allocated to your unit: such space being the garage and driveway. Any additional vehicles must be parked permanently off-site.

3. **MEMBERS VEHICLES MAY NOT BE PARKED IN VISITORS PARKING SPACES.** Vehicles found to be in violation of this regulation may be ticketed or towed away with authorization of a Board Member. Any member witnessing a violation should contact a Board member (Members should note that Peel Regional Parking Control will tow away a vehicle on the second offence).

4. Vehicles may not be parked on any internal road. These roads are designated Fire Routes. **VEHICLES MUST NOT OVERHANG DRIVEWAYS ONTO FIRE ROUTES.** Any member can have a vehicle removed from the Fire Route.

5. Vehicles may not be parked on any grassed area.

6. Visitors must park in the Visitors spaces or in the driveway of the member being visited. Residents are responsible for informing their visitors of the regulations.

7. The License numbers of all vehicles owned or operated regularly by residents must be registered with the office.

8. School Buses: School Buses unless picking up children are not allowed to park or be on the property.

PROCEDURES FOR COMMITTEES' POLICY

ON A MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY REGARDING COMMITTEE GUIDELINES FOR ALL EVENTS WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON: NOVEMBER 5, 2024, and revised on JANUARY 20th, 2025 AND BY THE MEMBERSHIP AT LARGE ON: April 22, 2025

1. The Committee Chairperson must sign the rec center rental contract and pay the $200.00 deposit, which will be returned after the event and the Rec. Center is inspected. Any damage/cleaning will be removed from the deposit.

2. Absolutely NOTHING is to be removed from the rec center such as any furniture, chairs or tables.

3. During a Co-op event all doors to the Rec Center must be kept closed and always locked. Members/Guests can us their own facilities if needed. This does apply to a private event.

4. Committee will need to present their itinerary to the Board of Directors for any event with a minimum of 2 months in advance of the event. The Committee needs to have in writing he numbers that will be attending (Members, Children, Outside Guests), location of the event. All funds for any event must be paid for by committee members and receipts handed in to the office to be reimbursed.

5. As per our Auditor, all money must be in the co-op's bank account and not in the personal bank account of anyone on the committee.

6. All receipts and any money (including 50/50 draw, and any money from guests attending an event) left over after each event must be handed in to the office within 2 weeks of the event.

7. The Committee will be responsible for all garbage and removal form the rec center immediately after any event.

8. The Chairperson of the Committee will be the only person with the key for the rec center during the event. The key must be returned the next day after the event.

POLICY AND RULES FOR BURNHAMWOOD REC. CENTER

1. Most important, ABSOLUTELY no pins/tape/adhesives/3M Strips to be used to the walls/ceiling or anywhere in the center. Example, Decorations.

2. Fireplace is NOT to be used under any circumstance. Our insurance will not cover its use.

3. All garbage and recycling for the event must be collected and removed off-site after each function and NOT placed in the center's garbage/recycling bins outside. This is for office refuse only.

4. Members must wipe clean/vacuum the center after each event. This includes both bathrooms, all flooring and all counter spaces and tables.

5. All furniture/tables/chairs must go back to their original positions.

6. Burnhamwood staff must be notified when center is cleaned up and all people are out from the building.

7. Center must be cleaned and vacated by 1am on Friday and Saturdays, All other times by 11pm.

8. Member renting the center is fully responsible for all damages incurred by themselves or guests. All damages must be reported to the office within 12hrs. of rental in person or in an email to the office. Damages will be repaired by office staff/contractors and charges for repairs charged back to the rental member.

9. Liquor license is required if liquor is to be served with the public/guests invited.

10. Key must be returned to staff immediately the next morning.

11. No pets allowed in the Rec Center.

12. The board has the right to revoke the privilege of the center to any member due to excessive noise, damage and/or disorderly conduct in or around the center during the hours of rental.

13. Members cannot book Rec Center more than 6 months in advance. Deposit must be paid at time of booking.

14. **FRONT DOOR OF REC CENTER MUST BE KEPT CLOSED AT ALL TIMES.** If door is left open, you will lose ¼ of your deposit.

2024-02-06

SHORT TERM SUBSIDY POLICY

Passed by the Board of Directors on July 7, 2026
Passed by the General Members October 27, 2026

1. General

(a) Government Funding

Subsidy under the S95 Agreement with Canada Mortgage and Housing Corporation (CMHC) ended September 2020.

For the period September 1, 2020, to March 2028, subsidy will be provided by CMHC under The Federal Community Housing Initiative Phase II (FCHI-2) Agreement between CMHC and the Co-op to a specific number of eligible member households for whom the market housing charge exceeds thirty percent (30%) of their gross household income. Households receiving subsidy under the FCHI-2 program, must apply for subsidy annually.

(b) Coop Funding

The Co-op may allocate a specific amount of Short-Term Subsidy each year in the annual Operating Budget to provide temporary subsidy to member households who are eligible for FCHI-2 subsidy, but for whom there is no space in the FCHI-2 program.

The annual Short-Term Subsidy budget will be up to 1% of the market housing charge revenue.

2. Waiting List

The co-op will maintain a list of households who require subsidy. The waiting list will be made up of households who currently receive subsidy under the FCHI-2 program, as well as households who have applied for (and are eligible to receive), Short-Term Subsidy, but for whom no FCHI-2 subsidy funds are available.

The waiting list will be prioritized based on the date the household applied for subsidy. The list will be updated at least annually.

3. Eligibility Requirements

(a) Basic eligibility requirements

Member households applying for subsidy must meet the following basic eligibility requirements:

- The market housing charge exceeds thirty percent (30%) to the gross household income
- The household must have at least one occupant eighteen (18) years or older
- All household members must be entitled to reside in Canada
- The co-op unit must be the primary residence of all the occupants
- The household does not receive rental assistance from any private source or government (municipal, provincial or federal) programs
- No member of the household owes money to a previous social housing provider unless there is a valid agreement to pay the monies owed and compliance has been confirmed with the former housing provider
- No member of the household owns or has a share in any residential property that is suitable for year-round occupancy, whether the property is in or outside Ontario or Canada
- The member must be a member in good standing.

(b) Additional eligibility requirements

Member households applying for Short-Term Subsidy must meet the following additional eligibility requirements:

- The household has lived in the Co-op for at least **twelve (12) months**
- The household must demonstrate there has been a decrease or loss of income
- The household does not owe money to the Co-op unless there is a valid agreement to pay the monies owed and compliance has been confirmed

4. Short-term Subsidy

Short-Term Subsidy is intended to provide temporary subsidy to market rent households who have had a decrease in household income, who would be eligible for FCHI-2 subsidy, but for whom there is no space in the FCHI-2 program.

In most respects, Short-Term Subsidy will be administered following the guidelines set out in the FHCI-2 subsidy program. These guidelines are set out in the Agreement between the Co-op and CMHC and the National Housing Strategy Federal Community Housing Initiative (FCHI-2) Reference Guide.

(a) Short-Term Subsidy applications will be processed by Co-op staff, based on date completed application "received", subject to availability of funds.

(b) Short-Term Subsidy will not be granted retroactively.

(c) If Short-Term Subsidy funds are not available, the Board may approve a transfer of funds from the Subsidy Reserve Fund.

(d) A household may receive Short-Term Subsidy for up to **three (3) months** in a fiscal year.

(e) Households receiving Short-Term Subsidy must report any increase in household income **as soon as a change occurs**. The housing charge will increase the month following the month the household income increased.

(f) Households who are granted Short-Term Subsidy will be moved to the FCHI-2 program as soon as possible.

5. Application Process

(a) Households who wish to be considered for Internal Subsidy must provide the following information:

- Application for housing charge subsidy
- Proof of income for all occupants in the unit aged 18 and over including,
  - Most recent three (3) months statements for all bank and investment accounts
  - Source documents for proof of current income
  - Most recent income tax return and Notice of Assessment
- Proof attending school full-time for children between the ages 18 to 26, if applicable

(b) Applications will not be considered "received" until they are complete, signed and all supporting documentation is received.

(c) Completed applications will be processed on a "first come, first served" basis dated based on the date they are "received".

(d) Households receiving Short-Term Subsidy will be required to complete and sign the FCHI-2 Income Declaration Form and may be required to update their income information prior to the allocation of FCHI-2 Subsidy.

6. Subsidy/Surplus Reserve

The Co-op was entitled to retain Subsidy/Surplus Reserves at the expiry of the S95 Agreement.

The Subsidy/Surplus Reserves can be used to provide housing charge subsidy **only**, and for no other purpose. The Board may **only** transfer funds from the Subsidy Reserve Fund to the Operating Budget for Short-Term Subsidy. When all Subsidy/Surplus Reserves Funds are exhausted, the Subsidy Reserve will terminate.

RULES FOR RUNNING FOR THE BOARD

ON A MOTION DULY MADE SECONDED AND CARRIED, THE FOLLOWING POLICY REGARDING RULES FOR RUNNING FOR A POSITION ON THE BOARD OF DIRECTORS WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON: January 20th, 2019 and by the Membership on: APRIL 16TH, 2019 and SEPTEMBER 19, 2023 AND OCTOBER 24TH, 2023

Rules for Running for a Position on the Board of Directors

1. Must be 18 years old or over and a Member of the Co op
2. Member in Good Standing
3. No Undischarged bankruptcy
4. Not be on a payment plan for arrears
5. Must be Mentally Competent
6. Must be a member of the Cooperative for 1 year prior to running
7. Must be an active member in the Co-op
8. Must attend a candidates information meeting prior to running
9. Must have attended at least the last 4 GMM and AGM meetings.
10. Only one member per unit can run for the board.
11. No member can run for the board if related to staff

POLICY ON WORKPLACE VIOLENCE AND HARASSMENT

A policy dealing with preventing and responding to violence and harassment, including sexual harassment in the workplace and Community
BURNHAMWOOD CO-OPERATIVE HOMES INC

TABLE OF CONTENTS

1. Policy Statement
2. Purpose of Policy
3. Definition of Workplace/Community Violence and Harassment
4. Definition of Worker
5. Not Workplace Harassment
6. Implementation of the Workplace Violence and Harassment Policy
7. Rights and Duties
    - **7.1** Workers' Rights/Community Rights
    - **7.2** Workers' Duties/Community Duties
    - **7.3** Rights of the Person Accused of Violence or Harassment
    - **7.4** Duties of the Person Accused of Violence or Harassment
8. Reporting Workplace Violence
9. Investigating Incidents and Complaints
10. Domestic Violence Brought into the Workplace/Community
11. Privacy
12. Action by the Co-operative
13. Other Legal Rights

1. Policy Statement

Burnhamwood Co-operative Homes Inc. is committed to the safety of its workers. Co-op staff should enjoy a workplace that is free from violence and harassment, including sexual harassment.

No worker, volunteer or any other individual associated with the co-op shall subject any other person to workplace violence or harassment or allow or create situations that allow workplace violence or harassment to occur. The co-op will:

- support and promote a program on the prevention of workplace violence and harassment;
- regularly assess the risks of workplace violence;
- identify possible sources of violence and harassment; strive to eliminate or reduce the risk of workplace violence and harassment.
- investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and prompt manner.

2. Purpose of Policy

The purpose of this policy is to:

- identify roles and responsibilities when violence or harassment take place in the workplace/or community
- set out how the co-op will respond to reports of violence or harassment in the workplace.

3. Definition of Workplace/Community Violence and Harassment

Workplace/Community violence

Under the Occupational Health and Safety Amendment Act 2009, workplace violence means:

- the exercise of physical force by a person against a worker or any other person in the community, in a workplace or on property that causes, or could cause, physical injury to the worker / or member of the community.
- an attempt to exercise physical force against a worker / or member of the community, in a workplace or property that could cause physical injury to the worker or member of the community.

- a statement or behaviour that is reasonable for a worker or member of the community to interpret as a threat to exercise physical force against the worker, in a workplace or on the property that could cause physical injury to the worker or member of the community.

Workplace harassment
Under the Occupational Health and Safety Amendment Act 2009, workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome.

Workplace sexual harassment
Under the Occupational Health and Safety Act, workplace sexual harassment means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or

- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

4. Definition of Worker

For the purposes of this policy, a worker means a person who performs work or services for monetary compensation at the co-op and includes all full-time and parttime employees, casual workers, individual contractors and employees or staff of any contractor or service provider carrying out business for the co-op.

Where co-op staff are employees of property management or service companies, the board may decide that incident reports, complaints and other matters referred to in this Policy can be adequately dealt with under corresponding policies, programs and procedures of the property management or service company rather than the co-op.

5. Not Workplace Harassment

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. Criticism of the job performance of staff is not harassment if it is made in a reasonable and constructive way.

6. Implementation of the Policy

Burnhamwood Co-operative Homes inc. is committed to the prevention of workplace/community violence and harassment, including sexual harassment, entering the workplace, and supports the following program to protect its workers:

1. A Policy has been adopted by the board of directors. All workers and members of the community, as defined in the Policy, shall be given a copy of the Policy. The Policy will be formally reviewed by the board and management staff annually and revised as necessary.

2. The co-op will provide training and instructional resource material to all staff and management on the nature of workplace violence and harassment, and the co-op's Policy for preventing and responding to it.

3. Risk assessments will be annually conducted by the co-op, or after any incident of workplace or community violence. The board will designate a person to co-ordinate the assessment. The assessment will include:

   a) Employee/member survey.

   b) review of the physical premises with regard to employee/member safety;

   c) review of any incidents of violence.
   The results of the assessment will be shared with workers.

4. The co-op will put in place any reasonable measures identified by workers/members to increase their safety in the workplace/community and reduce the risk of workplace/community violence or harassment. These include:

   a) safe cash handling protocols;

   b) buddy systems and personal communication devices for workers that work alone;

   c) limiting access to the office or other areas of the co-op by persons who may pose a threat to workers;

   d) improvements in physical environment such as better lighting;

   e) designated safe areas for emergency situations;

   f) training on dealing with violent people;

   g) hiring security personnel as required.

5. In the case of a person with a history of violent behavior, as verified in a previous complaint investigation by the co-op:

   a) the co-op is required to provide information to a worker about the person if the worker could be expected to encounter the person in the course of his/her work, and there is a risk of workplace violence that may expose the worker to physical injury;

   b) information shall only be disclosed as is reasonably necessary to protect the worker from physical injury;

   c) the board will seek legal advice from the co-op's lawyer before disclosing any information.

6. The co-op will investigate and promptly deal with all incidents and complaints of violence or harassment. The board will designate a person to investigate the incident or complaint and advise the board on appropriate actions.

7. The co-op will offer an Employee Assistance Program to allow employees subject to workplace violence or harassment, or those with personal problems, to seek help.

8. The co-op will keep detailed records of any workplace violence or harassment reports, investigations or work refusals.

9. The co-op will review and evaluate procedures and outcomes of recent workplace complaints of violence or harassment (if any) on a regular basis to improve results.

The co-op will maintain and review, at least annually, the implementation of the Workplace Violence and Harassment Policy.

7. Rights and Duties

7.1 Workers' and Community Rights

Workers/Community have a right:

a) to report an incident of violence or harassment, including sexual harassment, or file a complaint without fear of retaliation.

b) to be told about the co-op's process for looking into the incident or complaint.

c) to choose a person to be with them during meetings about the incident or complaint. This can be a lawyer or other person.

d) to get information about the review of the incident or complaint.

e) to be treated fairly while the co-op is looking into the incident or complaint.

f) to get information about the action taken by the co-op because of the incident or complaint.

g) to refuse work if the worker has reason to believe that workplace violence is likely to endanger himself or herself.

7.2 Workers and Community Duties

Workers/Community have a duty:

a) to report any incidents of violence or harassment, including sexual harassment.

b) if they feel they have been harassed, to communicate clearly to the person who harassed them that the behaviour was unwelcome, unless it is unreasonable to expect them to do so.

c) after reporting an incident or file a complaint, to co-operate with the people who are looking into the incident or complaint.

7.3 Rights of the Person Accused of Violence or Harassment

A person accused of violence or harassment has the right:

a) to be told that a report or complaint has been filed.

b) to know who filed the report or complaint, unless the co-op decides that reprisals are an issue, in which case the name may be withheld. This should be done only in the most extreme circumstances.

c) to be told about the co-op's process for looking into the incident or complaint.

d) to choose a person to be with them during meetings about the incident or complaint. This can be a lawyer or other person.

e) to be treated fairly during the investigation process.

7.4 Duties of the Person Accused of Violence or Harassment

Anyone accused of violence or harassment has a duty to co-operate with the co-op in the investigation of the incident or complaint.

8. Reporting Workplace /Community Violence

When an incident of workplace/community violence occurs, the co-op will notify police or emergency responders for immediate assistance where necessary.

If the incident results in a person being killed or critically injured, the co-op will immediately notify a Ministry of Labour health and safety inspector, the co-op's health and safety representative and union, if any, and within 48 hours notify, in writing, a director of the Ministry of Labour.

9. Investigating Incidents and Complaints

The co-op will investigate all incidents and complaints about violence and harassment promptly:

a) If the incident or complaint is on human rights grounds, the co-op will follow the process set out in the Human Rights By-law.

b) An incident report or a complaint must be in writing and signed by the person filing the report or making the complaint unless this is unreasonable. The report or complaint should be given to the co-op manager. If the report or complaint is about the manager, it can be given to the President. If the report or complaint is about both the manager and the President, it can be given to any director.

c) The co-op will designate a person to look into the incident or complaint. This position may be called the Incident Investigator or the Complaints Officer. The designated person may or may not be a director or a staff member and may be from outside the co-op.

d) The designated person may be authorized to consult the co-op lawyer. Where there is a possible legal liability on the part of the co-op, the co-op lawyer will be consulted before proceeding further.

e) The investigation into the incident or complaint will include interviews with the parties and any others that may have knowledge of the incident or complaint. The investigation may include a review of co-op files and inspection of parts of the co-op as necessary. The designated person will submit a written report to the board.

f) The board will consider the report and take the appropriate action where there is evidence of violence or harassment. In determining the action to take, the board will consider the seriousness of the acts. Possible actions include:

- a letter of apology or a performance agreement, if the parties will agree to these;
- mediation between the parties or mandatory counselling.
- proceedings to remove someone from the board if the person at fault is a director;
- reprimand, suspension or dismissal if the person at fault is a worker.
- eviction, under Article 7 of the Occupancy By-law, if the person at fault is a resident of the co-op. However, in determining what to do, the board will be guided by the eviction process.
- establishing appropriate security measures as part of the workplace violence and harassment program.

10. Domestic Violence Brought into the Workplace/Community

Workers should bring domestic violence that may impact the employee in the workplace to the attention of the co-op. The co-op should take reasonable steps to protect the employee while at work. Workers may file a complaint about any failure by the co-op to do so.

11. Privacy

As far as possible, the co-op will keep all information relating to an incident or complaint confidential.

However, in order to investigate an incident or complaint, the person conducting the investigation may have to interview people in order to get at the facts. As far as possible in doing these interviews, that person will try to protect the identity of those involved, but this will not always be possible.

The Co-op will disclose information only on a need-to-know basis.

12. Action by Co-operative

While the incident or complaint is being investigated, the co-op will limit contact between the workplace parties involved in the incident or complaint.

13. Other Legal Rights

COMMUNITY HARASSMENT IS UNPLEASANT AND INTIMIDATING. Fear of retaliation, embarrassment or feelings of guilt may prevent members from complaining, however it is essential that members notify the Board of Directors in writing if they are being harassed. All members have the right to live without fear of harassment. Each member has a responsibility to protect that right.

CERTIFIED to be a true copy of a Policy passed by the Board of Directors at a meeting held on January 13, 2026. Approved by the Membership at a meeting Held on April 21/26.

REVISED PROCEDURE FOR THE ALLOCATION OF UNITS

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE ALLOCATION OF UNITS WERE ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD:

ON TUESDAY, MARCH 25, 2014 AND SEPTEMBER 19TH, 2023

And

BY THE MEMBERSHIP COMMITTEE AT THEIR MEETING HELD:
ON TUESDAY, MARCH 18, 2014

And

BY THE MEMBERSHIP AT LARGE AT THEIR MEETING HELD: April 22, 2014

BY THE MEMBERSHIP AT LARGE AT THEIR MEETING HELD: October 24, 2023

Be it therefore resolved that these moves will take place in the following order:

1. **INTERNAL MOVES** always have first choice and will be handled by the office.

2. **ADULT CHILDREN** who are members AND on the waiting list, will be treated the same as other ADULT CHILDREN living outside the co-op and on the waiting list and will be allocated **BY DATE OF APPROVAL**.

3. If two adult children have been approved on the same date, their names would be put into a hat and a Board Executive person in the presence of the staff person will pull name out.

4. **WAITING LIST** - by date of Board approval

5. Units will be given out 2 outsiders to 1 adult child

DRONE POLICY

ON MOTION DULY MADE, SECONDED BY AND CARRIED, THE FOLLOWING POLICY REGARDING THE USE OF DRONES WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON: January 13, 2026

By the Membership on April 21, 2026

To protect the privacy of all members, children and their guests Drones will be not allowed in or over co-op property effective immediately. Drones must be taken off property when in use.

SIGNING OF CHECKS POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE ADOPTION OF SIGNING OF CHECKS WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON JANUARY 18TH, 2024.
AND BY THE MEMBERSHIP AT LARGE AT THEIR MEETING HELD ON APRIL 23, 2024

Two Board Members from the same family with signing authority for the Co-op will NOT be allowed to sign checks at the same time.

All etransfers must be approved by 2 signing officers.

VEHICLE CONTROL POLICY

ON MOTION DULY MADE, SECONDED AND CARRIED, THE FOLLOWING POLICY AND REGULATIONS RESPECTING THE CONTROL OF VEHICLES ON CO-OP PROPERTY WERE ADOPTED BY THE BOARD OF DIRECTORS AT ITS MEETING HELD ON DECEMBER 8, 1987.

1. For the purposes of this statement, the term "vehicle" shall be construed to include cars, vans, trailers, tent trailers, boats on trailers, motor-cycles and all such -wheeled conveyances.

2. The speed limit on internal roads is **10 KILOMETERS PER HOUR**.

3. Any two members of the Co-op witnessing an obvious infraction of the speed limit, may report it in writing to the office.

4. Only minor maintenance of vehicles may be performed on Co-op property. Major repairs (motors, transmissions, body work, radiator repairs, oil changes, spray painting, major brake jobs, disconnect lines and gas tank repairs), may not take place on Co-op property at any time.

5. Members are expected at all times to keep their vehicles in such state of repair that they cause no excessive noise. Any two members of the Co-op observing excessive noise emissions from a member's vehicle may report it in writing to the office.

6. Any two members may report in writing, a violation of this Vehicle Control Policy to the office. After two written complaints, a member may be requested to attend a Board of Directors meeting, at which time termination of Membership may be considered.

7. A copy of the complaints will be sent to the offending member and a copy filed with the office.

WILDLIFE POLICY

ON A MOTION DULY MADE SECONDED AND CARRIED, THE FOLLOWIING POLICY AND REGULATIONS RESPECT THE ADOPTION OF THE WILDLIFE POLICY WAS ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON MARCH 4TH, 2025
AND BY THE MEMBERSHIP AT LARGE AT THEIR MEETINBG HELD ON: April 22, 2025

1. Members must not feed any of the Wildlife as per Mississauga By-law Animal Care and Control Part 4 section 10 this includes birds, squirrels, rabbits.

2. The Co-op will not be trapping any wildlife on the property, this includes squirrels, skunks, rabbits, racoons, possums, or any kind of birds.

   If you see a coyote on property, you must call City of Mississauga Animal control 905-896-5858.

3. Members must ensure that their decks front and back are closed in so no animals can get underneath. If you have an open deck and an animal gets under your deck you will be responsible for the costs involved in trapping and removing the animal.