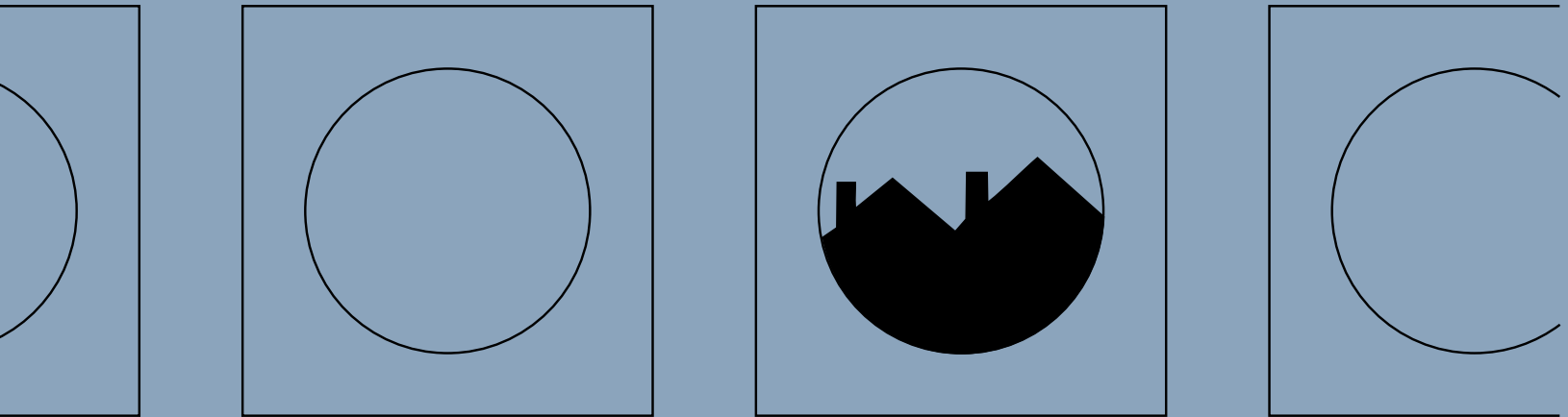




Co-operative Housing  
Federation of BC



Effective Governance  
for BC Housing Co-ops

# Resources

## R E S O U R C E S

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# Letter to the Registrar requesting certified true copy of registered Rules

Date: \_\_\_\_\_

To the Registrar of Companies,

## **Re: request for certified true copy of Rules**

I am writing to request a certified true copy of the Rules for the following housing co-operative:

Name of Co-op: \_\_\_\_\_

Registered office address: \_\_\_\_\_

\_\_\_\_\_

I have enclosed the processing fee of \$ \_\_\_\_\_ which includes a fee of \$35.00 plus \$0.50 per page.\*

Sincerely,

[Name of Director and position]

[Name of Co-operative]

\*[You need to know the number of pages for your co-op before you can write a cheque for the full amount. Call the Company Search Unit of the Registrar of Companies:

- in Victoria at 250.356.8673
- from Greater Vancouver at 604.775.1041
- from anywhere else in BC, ask Enquiry BC at 1.800.663.7867 to connect you.]

## **Special Resolution**

**(to be passed at general meeting)**

You have a choice of two forms of special resolution. What you must use depends on your co-op's current Rules and Memorandum of Association. Every housing co-op must explain what will happen to its property if the co-op ends or "dissolves". This is called a dissolution provision. The *Guide to the Model Rules* covers this on page 49.

Older co-ops have the dissolution provision in their Rules. They must use Resolution A. More recent co-ops have it in their Memorandum. They must use Resolution B. A few older co-ops may have it in both places, in which case, consult CHF BC for correct wording.

R E S O L U T I O N   A

**Special Resolution**  
**(to be passed at general meeting)**

**Note: Use this resolution if the dissolution provision is in your current Rules.**

WE RESOLVE:

THAT the existing Rules of the Co-operative, EXCEPT FOR DISSOLUTION PROVISIONS being Rule [67 (a) and (b)]<sup>1</sup> filed and registered [date]<sup>2</sup>, which will remain in force pursuant to Section 173 of the *Cooperative Association Act*, be altered and amended by substituting for the present Rules, the Rules as attached, including the Occupancy Agreement scheduled to the Rules as attached or with any amendments approved by members at this meeting;

AND THAT the board be directed to submit the Rules to the Registrar of Companies for approval and filing.

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<sup>1</sup> Insert the correct Rule number of your co-op's Rules presently registered with the Registrar.

<sup>2</sup> Insert the date your current Rules were registered.

R E S O L U T I O N   B

## **Special Resolution**

**(to be passed at general meeting)**

**Note: Use this resolution if the dissolution provision is in your Memorandum.**

WE RESOLVE:

THAT the Rules of the Co-operative be altered and amended by substituting for the present Rules, the Rules as attached, including the Occupancy Agreement scheduled to the Rules as attached or with any amendments approved by members at this meeting;

AND THAT the board be directed to submit the Rules to the Registrar of Companies for approval and filing.

# Notice of General Meeting

[Today's date]

Take notice that there will be a General Meeting of the Members of:

Name of Co-op: \_\_\_\_\_

On [date]: \_\_\_\_\_ At [time]: \_\_\_\_\_

[address]: \_\_\_\_\_  
\_\_\_\_\_

The purpose of the meeting will be to consider and to vote on the following Special Resolution regarding the revised Rules and Occupancy Agreement for the Co-operative.

[Insert Special Resolution A or B here.]

The Directors will make a report on the revised Rules and Occupancy Agreement before the vote on the Special Resolution.


This is an important meeting because the new Rules are required under the *Cooperative Association Act*.

\_\_\_\_\_  
Board of Directors

# Form 6 Special Resolution

(for filing with the Registrar)

You can now fill out this form on line and print it from the Registrar's web site at <http://www.fin.gov.bc.ca/registries/corppg/crforms.htm>. Click on "Cooperative" under "Popular Topics".

 <b>BRITISH COLUMBIA</b>		Certificate of Incorporation No. <b>CP</b>				
<b>COOPERATIVE          SPECIAL RESOLUTION</b> <b>Form 6</b> <i>COOPERATIVE ASSOCIATION ACT</i> <i>(Sections 68 (2), 71 (2), 191 (3) (a) and 197 (1) (a))</i>						
<p><i>Please type or print clearly</i></p> <p>The following special resolution* was passed by the undermentioned association on the date stated:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">           FULL NAME OF ASSOCIATION         </td> <td style="width: 40%; padding: 5px;">           DATE RESOLUTION PASSED  <small>YYYY / MM / DD</small> </td> </tr> <tr> <td style="height: 40px;">           _____         </td> <td>           _____         </td> </tr> </table>			FULL NAME OF ASSOCIATION	DATE RESOLUTION PASSED <small>YYYY / MM / DD</small>	_____	_____
FULL NAME OF ASSOCIATION	DATE RESOLUTION PASSED <small>YYYY / MM / DD</small>					
_____	_____					
Resolution †						
† Insert text of special resolution						
<b>CERTIFIED CORRECT</b> – I have read this form and found it to be correct.						
Signature of a current Director, Officer, or Lawyer of the Association	Relationship to Association	DATE SIGNED <small>YYYY / MM / DD</small>				
<b>X</b>						
<b>Note:</b> <ul style="list-style-type: none"> <li>• No special resolution altering the memorandum or rules has effect until accepted by the Registrar of Companies.</li> <li>• Send, in duplicate, to the Registrar of Companies. Mailing Address: PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3            Location Address: 2nd Floor – 940 Blanshard Street, Victoria BC together with applicable fee. Enquiries: 250 356-8673</li> <li>• Additional information and forms are available on the internet at: <a href="http://www.fin.gov.bc.ca/registries">www.fin.gov.bc.ca/registries</a></li> </ul>						
FIN 744/WEB Rev. 2002 / 1 / 18						

## **Acknowledgement of Receipt of Rules and Occupancy Agreement**

When your co-op has received the stamped copy of the new Rules from the Registrar, give a copy to each Member. You can give one copy of the Rules and Occupancy Agreement to:

- each household, or
- each Member.

**All members should sign this form:** principal members, associate members and joint members. Use the form for new Members as they move into the Co-op. Keep the signed form in members' files.

## Acknowledgement of Receipt of Rules and Occupancy Agreement

To [Name of Co-op]: \_\_\_\_\_

Re: Unit # \_\_\_\_\_

I acknowledge that I have received a copy of the Rules of the Co-operative, including the Occupancy Agreement attached as Schedule A to the Rules. I am bound, under the *Cooperative Association Act*, by the Rules of the Co-operative, including the Occupancy Agreement, as amended from time to time. The provisions of the Occupancy Agreement, as amended from time to time, shall apply with respect to the Unit and any other housing unit that may be assigned to me on the records of the Co-operative.

\_\_\_\_\_  
Member's Full Printed Name

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Member's Address

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_

\_\_\_\_\_  
Date