

SAMPLE POLICIES ON THE WEB

INTRODUCTION

BOARD AND GOVERNANCE	1. Board of Directors – Job Description
	2. Board President and Vice President – Job Description
	3. Chair – Job Description
	4. Board Treasurer – Job Description
	5. Board Secretary – Job Description
	6. Personal Information Protection Policy – for Board
Board and Governance – RESOURCES	7. Confidentiality Agreement
	8. Ethical Conduct Declaration
	9. Rules of Order
	10. Co-op Meetings
	11. Co-op Principles
	12. General Meetings
	13. Meeting Agreements
FINANCE	1. Finance – Notes
	2. Finance Committee – Job Description
	3. Budgeting Policy
	4. Financial Reporting Policy
	5. Spending Policy
	6. Arrears Policy - Notes
	7. Arrears Policy
	8. Housing Charge Assistance Policy – Notes: Section 95
	9. Housing Charge Assistance Policy – Section 95

	10. Subsidy Notes – Homes BC
	11. Subsidy Policy – Homes BC
	12. Subsidy Policy - ILM
Finance - RESOURCES	13. Monthly Arrears Report to the Board
	14. Notice of Board Meeting for Termination of Arrears
	15. Sample Arrears Payment Agreement
	16. Sample Demand for Payment
	17. Share Purchase Loans Available to Co-op Applicants
MAINTENANCE	1. Maintenance Policy
	2. Maintenance Designate, Staff or Maintenance Company – Job Description
	3. Paint and Alternations Policy
	4. Purchasing and Repairs Policy
	5. Keys and Locks Policy
Maintenance – RESOURCES	6. Member Versus Co-op Responsibility
	7. Annual Unit Inspections Procedure
	8. Emergency procedure
	9. Preventative Maintenance Annual Calendar
	10. Work Order Co-ordination Procedure
MEMBERSHIP	1. Membership Policy – Notes
	2. Membership Committee – Job Description
	3. Member Selection Policy
	4. Over-under Housing Policy – Homes BC
	5. Over-under Housing Policy – ILM
	6. Over-under Housing Policy – Section 95
	7. Over-under Housing Policy - Notes
Membership – RESOURCES	8. Membership Application Form – Sample
COMMUNITY	1. End of Participation

	2. Parking Policy - Notes
	3. Parking Policy
	4. Pet Policy – Notes
	5. Pet Policy
Community – RESOURCES	6. Municipal Animal Control By-law – Excerpts
	7. Sample Complaint Form