

Little Falls Co-operative Homes

A BY-LAW TO AMEND THE OCCUPANCY BY-LAW

By-law No. [15]

OCCUPANCY AMENDING BY-LAW

Passed by the Board of Directors on June 20th, 2024

Confirmed by the Members on July 4, 2024

AMENDMENT TO OCCUPANCY BY-LAW

The purpose of this By-law is to amend the Occupancy By-law (By-law No. 12) to deal with electronic attendance at board meetings about evictions.

New Article

1. *A new Article is added to the end of the Occupancy By-law. It will be numbered using the number of the last Article plus 1. The new Article will be as follows:*

Article 18: ***Electronic Participation***

18.1 Electronic participation

(a) Notice to Appear

When the board of directors considers ending a member's membership and occupancy rights, the meeting can have

- in-person attendance only,
- electronic attendance only, or
- in-person or electronic attendance.

The board can decide in each case or can adopt a policy that would normally apply.

(b) Special meaning

In this By-law "electronic" or "electronically" means transmitting information or data by telephone or in other electronic or technological ways, including phone calls, voicemail, fax, e-mail, automated touch phone system, cell phone, computer or computer networks.

(c) **Electronic meetings**

When meetings are held electronically or have electronic participation, people who attend electronically must be able to reasonably participate in the meeting. They are considered to be present at the meeting for all purposes.

(d) **How to connect**

If electronic attendance is allowed or required, the Notice to Appear has to state the details on how the member and the member's lawyer or other representative can connect and participate.

(e) **Member's request**

On request, the board may permit a member or a member's lawyer or other representative to participate electronically, even if electronic attendance was not stated in the Notice to Appear. In that case details on connecting and participating will be given within a reasonable time after the request.

18.2 Continuing a meeting on a Notice to Appear

The meeting to consider a Notice to Appear can be continued on another date without a new Notice to Appear only if the time and place to continue the meeting is announced at the original meeting together with instructions for attending and participating electronically if applicable. If the member is not present at the time of the announcement, the board may decide to give the member notice that no decision was reached on the original date and notice of the continued meeting.

Schedule D and Schedule E:

Notice to Appear

2. *The form of Notice to Appear in Schedules D and E is amended by deleting the following lines:*

Place of board meeting: _____

Time and date of board meeting: _____

Time for arrival: _____

3. *The form of Notice to Appear in Schedules D and E is amended by inserting the following in place of the deleted lines:*

Complete one box and delete others:

IN-PERSON ATTENDANCE ONLY

Place of board meeting: _____

Time and date of board meeting: _____

Time for arrival: _____

ELECTRONIC ATTENDANCE ONLY

Time and date of board meeting: _____

Instructions for attending: Click on link:

Password:

Phone Number in case of problems:

Time for connecting: _____

IN-PERSON OR ELECTRONIC ATTENDANCE

Place of board meeting: _____

Time and date of board meeting: _____

Instructions for attending: Click on link:

Password:

Phone Number in case of problems:

Time for connecting or arrival: _____