



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

OPERATIONS POLICY

SUBJECT: **Internal Waiting List**

ORIGINAL DATE OF APPROVAL: April 23, 1992

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: October 2007, October 2011, May 2018

1. The Internal Waiting List supersedes the External Waiting List.
2. The Internal Waiting List is made up of approved applicants for Internal Moves and, members approved for an Intra-Family move.
3. The Membership Committee, in consultation with the Property Services Coordinator and General Manager, shall present the Board reasons why parties are to be removed from the Waiting List.
4. After final approval has been given, the prospective members shall be placed on the Internal Waiting List in the order that their application was received.
5. Only those attending an Interview can have their name[s] added to the Share documents of Sarcee Meadows Housing Co-operative Ltd.
6. Once a member has been approved to be placed on the waiting list for a certain size unit, any request to change that unit size must be presented back to the Board for approval. The best use of space policy applies at the time of move in as well as at the time of application.
7. Members on the Internal Waiting List may defer once from being offered a unit for 6 months. Once the deferral has expired they must accept the next unit offered or be removed from the waiting list.