

3.2.5 INTERNAL MOVE POLICY  
(October 21, 1986)

*up date  
11/16/93*

1. Each member of Kinross Creek is entitled to a suitable unit within the co-operative in accordance with our contractual obligations. An internal move, on the other hand, is a privilege granted by the co-operative.

2. Members can only apply for an internal move after they qualify according to our Unit Entitlement Policy.

3. Kinross' objective regarding internal moves is to ensure that all members are dealt with fairly and without bias, in a manner that meets the needs of both the individual family unit and the co-operative as a whole.

4. The Board of Directors will accept application in writing for Unit Transfers. Each letter of application is to be signed and dated by the Board and administered by the Membership/Education Committee. The signed date on the application will be used as the seniority date with regards to the unit transfer.

5. In cases where more than one application in writing was accepted on the same day, seniority will be determined by length of membership in Kinross Creek and by the drawing of lots should the latter by the same date as well.

Factors which will be taken into consideration for a unit transfer will include:

- a) Seniority
- b) Co-op's unit entitlement policy
- c) Justifiable reason for move
- d) Finances - if the co-op is in hardship, shall be taken into consideration

6. Members shall not lose their seniority because they fail to meet specified requirements. Final approval of an applicant will be made by the Board of Directors.

7. When a vacancy occurs only those members who registered and have their name on the Internal Move List prior to the co-op being notified of an upcoming vacancy will be considered.

8. The co-operative is under no obligation to contact, or to consider for an internal move, anyone whose name is not on this list.

9. When a member requests an internal move for more than one unit (i.e. 2 or 3 bedroom, 3 bedroom with or without basement) and they accept one of these units, the seniority date for any other unit(s) for which they applied and wish to maintain as an option, will be re-dated to the "move-in" date of the internal move.

*designated  
wheel chair units  
12/17/91*

10. It is the member's responsibility to ensure that their whereabouts are known in the event of their prolonged absence from Kinross Creek and to keep in touch with the co-operative as regards to internal moves. The co-operative is under no obligation to make unusual or prolonged attempts to contact a member.

ADDENDUM: Member's whose names have been approved by the Board of Directors as at October 21, 1986 are exempt from Clause No. 9.