Procedure when a Member Dies

Co-op learns of a member's death

Death NOT in the unit

Death IN the unit

Contact 911. Secure unit and stay until emergency services arrive and removes body

Is sanitation required?

Check Rule 4.2

Remaining residents in the home?

Yes

No

Provide a letter expressing condolences

Secure the unit

Non-members

One or more Associate members

One or more Joint members

If there is a pet, call the emergency contact person to take it; otherwise, the Co-op must make an arrangement that can be made through SPCA or a neighbour

The Board/management will remove perishables

If surviving resident requests, consider for membership (following internal move policy)

Process transfer of shares

Identify if there is an emergency contact

Deny request

Approve

Yes

No

Contact next of kin and the Executor of the estate

Contact the Co-op lawyer for advice

Prepare and send letter indicating:
- end of occupancy date (Rule 4.2), which includes removal of content
- accounting outstanding charges
- date for the balance of shares will be issued
- reasons for the Co-op to access the unit
  - emergencies (OA 22.01)
  - non-emergencies (OA 22.03) always in dual custody, possibly with the contact person

Follow up:
- Removal of the member's belongings
- Confirm convenient times
  - unit remediation assessment
  - move-out inspection
  - show unit to prospective members

With the end of occupancy, the Co-op will provide a cheque in the amount of the shares less charges (Rule 11.2)