# When to "Think Legal"

| **"Think legal" occasions** | **Check . . .** |
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| When you change your by-laws | *Co-op Corporations Act*, own by-laws |
| When you hold Board elections | *Co-op Corporations Act*, own by-laws |
| When you change the number of Board members or the location of the head office | *Co-op Corporations Act, Articles of Incorporation* |
| When you reorganize your filing system (or want to throw out files!) | *Co-op Corporations Act, HSA* |
| When someone wants to look at the co-op's records | *Co-op Corporations Act, PIPEDA, HSA,* own by-laws |
| When a member wants to requisition a meeting | *Co-op Corporations Act,* own by-laws |
| When you hold your AGM or other members' meetings | *Co-op Corporations Act*, own by-laws |
| When you approve members | *Co-op Corporations Act, HSA* or operating agreements, *Human Rights Code,* own by-laws |
| When you evict a member | *Co-op Corporations Act,* own by-laws |
| When you change membership policies or practices | *Co-op Corporations Act, Human Rights Code, HSA* or operating agreements |
| When you hire staff | *Human Rights Code, Employment Standards Act, HSA, Criminal Code,* employment contract |
| When you change staff contracts or benefits | *Employment Standards Act, Workplace Safety and Insurance Act, Income Tax Act, Health Insurance Act,* employment contract |

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| When you fire staff | *Employment Standards Act, own by-laws or policies* |
| When you hire contractors | *Construction Lien Act, Workplace Safety and Insurance Act, Criminal Code, own by-laws* |
| When you renovate your building | *Ontario Fire Code, Electricity Act, Building Code*, and many specific codes (e.g. electrical, elevator servicing, etc.) |
| When you change subsidy-related policies or practices | *HSA* or operating agreements, own by-laws |
| If you change the number or configuration of units | *HSA* or operating agreements |