

# Over- and under-housing

**Purpose of the policy** To make sure that members live in suitable units of appropriate size To maintain the economic viability of the co-operative To balance member households' needs with the co-op's objective to provide affordable and well-maintained housing To ensure that over- and under-housing situations are not created

**Definitions Over-housing** means having too many bedrooms for the size of the household

**Under-housing** means having too few bedrooms for the size of the household

**Maximum Housing Charge** is the full market rate for a unit

1. The co-op will use the following **National Occupancy Standards** in determining the appropriate unit size for each household as follows:
  - no more than two residents per bedroom
  - no fewer than one resident per bedroom
  - parents do not share a bedroom with a child
  - one bedroom for each child of the opposite sex aged five or over
  - one bedroom for each dependent aged 18 or over
2. Members must advise the co-op **within 30 days** of any change in household size, as required by Section 23 of the Occupancy Agreement
3. Over- and Under-housed members: will be offered an appropriately-sized unit in the order most beneficial to the co-op.
4. Members who refuse offers for an appropriately sized unit will not be eligible for housing subsidy, until they move to an appropriately-sized unit.
5. A standard monthly surcharge for each unoccupied room or extra occupant

will be added to the housing charge for any unit. The amount of the surcharge will be proposed annually by the Board and brought to the Membership for approval.

**Note:** Failure to pay Housing Charge may result in a motion for termination as per the Occupancy Agreement 4.07

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6. Members may be exempted by the Board from any aspect of this policy for the reasons listed below.

The household will be permitted to stay in the current unit while an exemption is being negotiated.

- Children resident on a part-time basis (at least 50% of the month) due to formal custody arrangements.
- Foster children or family members resident on an interim basis, at least 50 % of the year.
- If dependent adult children leave home and have the intention of returning to reside in the unit within a 12-month period, they will be counted as household members.
- Where age or poor health make a move medically inadvisable
- For care-givers of members with documented special needs
- For members with documented medical conditions requiring an additional bedroom
- For 18 months following a bereavement
- For 12 months following family separation
- For other reasons at the discretion of the board

7. Supporting documentation that substantiates the reason for the exemption must be provided at the time of the application for exemption.

8. Any exemption approved by the Board must be recorded in the Board minutes as follows:

- Listing the reasons for the exemption
- Stating either **an end** date for the exemption, or a means to regularly confirm its continued need

- Relevant supporting documentation for the exemption **will be** kept in the member's file

Approved by the General Membership February 18, 2020

Replacing policy approved 28 August 28, 2007

Replaces policy dated: May 23, 2006 Item 3

modified by board motion January 7, 2015