
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. Under-housed members:
 - Must accept the offer of the first available, appropriate-sized unit. The household will be permitted to stay in the current unit until that time.
 - For whom no appropriately sized unit is available, or who refuse the offer of an appropriately sized unit, will be given two months notice to vacate.
3. Over-housed members:
 - Will be subject to an over-housing charge of \$100.00 per empty bedroom per month.
 - No one will pay more than the market value rate, the maximum housing charge allowable, for their unit.
 - Over-housed members who have not previously refused an offer for the first available appropriately-sized unit may complete an Internal Unit



- Request form and not pay the over-housing charge while on the waiting list.
- Members who have previously been offered and have refused an available appropriately-sized unit must pay the over-housing charge, whether or not they submit another Internal Unit Request.
4. Members will be exempt from the over-housing charge if they house:
 - Children on a part-time basis (at least 50 % of the month) due to formal custody arrangements.
 - Foster children or family members on an interim basis, at least 50 % of the year.
 5. Members must provide documentation acceptable to the co-op to support exemptions listed in Point 4
 6. Members must advise the co-op promptly of any change in household size, as required by Section 24 of the Occupancy Agreement.
 7. The board may approve a request by an over-housed or under-housed member for an exemption to the requirement to move as follows:
 - 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 other reasons at the discretion of the board.
 8. Any exemption approved by the Board must be recorded in the Board minutes as follows:
 - Listing the reasons for the exemption.
 - Stating either a termination date for the exemption, or a means to regularly confirm its continued need.
 - Relevant supporting documentation for the exemption should kept in the member's file.

Policy approved: August 28th, 2007

Replaces policy dated: May 23, 2006

