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| Purpose of the policy* To ensure that members are provided with a suitable unit of appropriate size
* To balance member households' wants and needs with View Court.s stated values, and its objective to provide affordable and adequate housing to current and future members, and
* To maintain the economic viability of View Court Housing Co-operative

Co-ops take their mandate to provide affordable housing seriously. The need for more affordable housing has increased dramatically. Co-ops have responded by evaluating how effectively they house current members and their potential to house future members.**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
* **Bedroom** also means .main/living room. in the case of a bachelor suite
* **Family** need not include children

Policy1. View Court Housing Co-op will use the following standards in determining the appropriate unit size for each household. For purposes of this policy, the "bachelor and a half" suites will be treated like a bachelor suite.* There should be no more than two (2) residents per bedroom.
* There should be no fewer than one (1) resident per bedroom.
* There should be enough bedrooms that parents do not have to share a bedroom with a child.
* There should be one (1) bedroom for each child of the opposite sex aged five (5) or over.
* There should be one (1) bedroom for each dependent aged 18 or over.
* A family member up to the age of 25, who is living at home at least six (6) months of the year, will be considered an occupant as long as he/she is regularly attending an accredited, post-secondary educational institution as a registered full-time student.

2. If available, members will be provided with sufficient bedrooms to house:* their children on a part-time basis (e.g. at least two/2 out of seven/7 days per week, or at least 22 weeks out of the year) due to custody arrangements
* foster children or family members on an interim basis (at least 25% of the year)
* caregivers for members with special needs
* members with medical conditions requiring an extra bedroom
* members who require any of the above arrangements should notify the Membership Committee in writing and submit their name to the internal waitlist for consideration

3. Members must provide documentation acceptable to View Court Housing Co-op's relevant committee/s as outlined in the procedures.4. Members must advise the co-op of any change in household size within thirty (30) days of the change by a letter to the Membership Committee. (Refer to Rule 2: Eligibility for membership, Occupancy Agreement 2: Right to possession, and Occupancy Agreement 24: Visitors for more information about who is considered .resident. in a suite).5. The View Court Board of Directors may approve a written request by an over-housed or under-housed member for an exemption to the requirement to move:* where age or poor health make a move inadvisable
* for up to twelve/12 months following a bereavement, or break-up with a resident companion
* for other reasons at the discretion of the Board of Directors

Any exemption approved by the Board must be reported in writing to the general membership within thirty (30) days of the decision.6. In other cases, the co-op will require a household that is over-housed or under-housed to be placed immediately on the internal suite switch list and move to an appropriate-sized and suitable unit (as decided by the Membership Committee) when one becomes available. The household will be permitted to stay in the current unit until that time. This situation will be considered top priority for consideration by the Membership Committee.7. Members required to move may turn down one (1) offer of an appropriate-sized and suitable unit. Members must accept the offer of a second (2nd) appropriate sized and suitable unit, unless there is a valid reason which has been submitted in writing acceptable to the Membership Committee. (Exception for subsidized suites, see below.)  After 12 months, a member will be required to switch suites with eligible members on the internal waiting list who have requested to live in the residence.8. The co-op may help members who are over-housed or under-housed with reasonable internal move costs following a written request to, and approval by, the Board of Directors.9. No member who is over-housed will be eligible for subsidy. A member who agrees to move will continue to receive subsidy until a unit of appropriate size is available. In this case, the first available, appropriate-sized suite must be taken, of the member will lose subsidy.10. Two bedroom internal waitlist: a single member may apply to be on this waitlist, however:* preference for a couple, or family with a child, already resident in the co-op and on the waitlist may be given
* if a single member.s non-resident partner wishes to be considered for membership, he/she must go through the regular application and acceptance process prior to becoming resident in the co-op (entire policy 2008-1-29)

11. All suite switches be passed through every committee before approval. (#11 Sept. 1999 AGM).Procedures needed to carry out this policy1. Determining acceptable custody documentation for children residing part time.2. Criteria for documentation required in point #2.3. .Member selection policy. for internal waitlists and moves.4. Other relevant policies:* subsidy/housing charge assistance
* personal information protection
* registration status for any family member/child enrolled in a post-secondary institution

5. Process of how above decisions are made by membership committee(Removed from below #11: (NB: The Committee agrees with this, at this point in principle as we recognize the logistics of getting .full. committee approval would be cumbersome. Suggest the Board/Committee ask each Committee to provide a formal committee able to give recommendations on financial capability, ability to keep suite in safe and reasonable condition, and ensure that participation has been consistently good (all areas).)  |
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