

Over and Under Housing Policy

Purpose of the policy

- To make sure that members are provided with a suitable unit of appropriate size
- To balance member households' wants and needs with the co-op's objective to provide affordable and adequate housing to current and future members, and
- To maintain the economic viability of the co-operative.

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.

Policy

1. The co-op will use the following standards in determining the appropriate unit size for each household:
 - There should be no more than two residents per bedroom
 - There should be no fewer than one resident per bedroom
 - There should be enough bedrooms so that parents do not have to share a bedroom with a child
 - There should be one bedroom for each child aged five or over of opposite sex.
2. People who live **in** the co-op for more than 30 days aggregate during the fiscal year of the co-op must provide proof of residency at the time of annual income verification and when requested. See Procedures for acceptable documentation.
This includes:
 - dependents over 18 years of age
 - guests of members
3. In recognition of a variety of co-parenting arrangements, a child who resides with their parent(s) a minimum of 60 days aggregate during the fiscal year will qualify as a permanent member of the household when determining eligibility and appropriate unit size.
4. Members must provide documentation acceptable to the co-op as outlined in the procedures when requested by the Board.
5. Members must advise the co-op within 30 days of any change in household size.
 - Any household whose family size decreases may be expected to move to a more suitably-sized suite when one comes available. The household may also be expected

to "trade" suites with a household whose size has increased. This trade may take place anytime within a year of change in size.

6. The Board may approve a request by an over-housed or under-housed member for an exemption to the requirement to move:
 - Where poor health affects your ability to move
 - For 12 months following a bereavement or divorce, or
 - For other reasons at the discretion of the board.
7. In other cases, the co-op will require a household that is over-or under-housed to move to an appropriate sized and suitable unit when one comes available. The household will be permitted to stay in the current unit until that time.
8. Any member who refuses to move to another suite when requested by the Co-op may be subject to eviction.

Refer to section 5 of the Occupancy Agreement

Procedures

- a. Proof of Residency consists of:
 - Valid BC Driver's license or BC 10 card and any of three (3) of the following:
 - Cell phone bill
 - Notice of Assessment
 - Pay stub (even if electronically deposited to bank account)
 - Bank statement
 - Vehicle Insurance
 - Addressed correspondence from provincial or federal government
 - Notarized statement

ALL documents must be current

- b. A waiting list will be maintained by the Membership Committee. Households will be offered appropriate sized units in order of the date that the household became over or under housed.

Policy approved by general meeting: August 28, 2014