

SCHEDULE “A”
OVER AND UNDER HOUSING POLICY
ADENDUM TO SUBSIDY BY-LAW #13

Purpose of the Policy:

- To make sure that members live in units of appropriate size
- To balance members households make-up with the co-op’s objective to follow the guidelines provided to the Co-operation
- To ensure that over- and under – housing situations are not intentionally created on move-in

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 means the full market rent for a unit

1. Parents do not have to share a bedroom with a child
2. Due to the small size of a 1 bedroom apartment, couples will not be considered to be over-housed in a 2 bedroom apartment.
3. Members who have medical problems and require medical devices will be allowed an additional bedroom to store these devices or equipment.
4. Members who, due to the death of a partner/spouse and are over-housed, will be permitted to remain in their current apartment for a period not to exceed 2 years from the date of death.
5. Members who have medical problems that require them to have a larger apartment than they would qualify to have, must provide a medical letter from their physician indicating the reasons behind this requirement. The physician must also indicate if the problem is short or long term. The letter must be presented to the Board of Directors who will approve the decision to allow over-housing if justified. This letter does not have to be kept in the file and will be returned to the Member.

6. Members who are over-housed without any justification for being in the larger unit, must agree to be placed on the internal waiting list and move to an appropriate sized unit. Should they not wish to do so, they can pay the amount of their subsidy assistant in addition to the difference between the 2 units and remain in their current unit. For example at the present time the difference between a 1 and 2 bedroom apartment would be \$208.00 per month – this would be in addition to their approved monthly housing charges.
7. Members who are over the age of 70 who are considered to be over-housed, will be allowed to remain in their current apartment so as not to cause the Member undo stress or anxiety. This will also allow for family or support helpers to remain over-night when assistance is required, either on an occasional, part time or full time basis.
8. 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

Members must provide documentation acceptable to the Co-operative to support exemptions list above.

9. Members must immediately advise the Co-operative of any change in household size.