

OVER- AND UNDER-HOUSING POLICY

Applies to subsidized units only

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:
 - a. There should be no more than two residents per bedroom
 - b. There should be no fewer than one resident per bedroom
 - c. There should be enough bedrooms so that parents do not have to share a bedroom with a child
 - d. There should be one bedroom for each child of the opposite sex aged five (5) or over
 - e. There should be one bedroom for each dependent aged 18 or over
2. Members will be provided with sufficient bedrooms to house:
 - a. Children on a part-time basis (at least 50 % of the month) due to custody arrangements
 - b. Foster children or family member on an interim basis (at least 75% of the year)
 - c. Caregivers for members with special needs
 - d. Members with medical conditions requiring an additional bedroom
3. Members must provide documentation acceptable to the co-op as outlined in the procedures.
4. Members must advise the co-op of any change in household size.

Over and Under-housed members will be placed first on the internal move list, ahead of other transfer requests, regardless of their submission date.

5. The board may approve a request by an over-housed or under-housed member for an exemption to the requirement to move:
 - a. Where age or poor health make a move inadvisable.
 - b. For 12 months following a divorce, separation, or bereavement.
After this grace period expires, the member is placed at the top of the internal waiting list (preceded only by under-housed members waiting for the same unit size).
 - c. For other reasons at the discretion of the board.

Supporting documentation is required.

6. In other cases, the co-op will require a household that is over- or under-housed to move to an appropriately sized and suitable unit when one comes available. The household will be permitted to stay in the current unit until that time.
7. Over-housed members must take the first offer of an appropriately sized and suitable unit, unless there is a valid reason acceptable to the Board.

If a member refuses to move, they will be subjected to an over-housing fee as outlined in the attached Appendix A: section 4.9 Over-housing charge of FCHI Phase II.

8. If a situation should arise that results in only one person living in a two-bedroom unit, that person will not be regarded as over-housed. Since Dundee Court does not have any one-bedroom units (except handicapped units) an established co-op member may remain in a two-bedroom unit. This exception applies only to members living in the co-op and does not apply to prospective members.
9. The co-op will help members who are over- or under-housed with the internal moving costs by paying utility re-hook-up fees (BC Hydro, cable, telephone).

Appendix A

Federal Community Housing Initiative: Phase II (FCHI-2)

4.9 Over-housing charge

When the number of occupants in the household decreases and no dwelling of the correct size is available, no additional charge will be applied.

As soon as a suitable dwelling or a dwelling of a more suitable size is available in an over-housing situation, the housing provider must offer that dwelling to the household. The household will have a maximum of thirty (30) days, set by the housing provider, from the date of the letter offering the suitable dwelling, to accept or refuse the offer. A household that accepts the offered dwelling will not be charged any additional amount from the time when the household is over-housed until the time the household moves into the suitable dwelling offered.

A household who refuses the offer of a suitable dwelling will have a period of six (6) months, starting from the date of the offer from the housing provider, with no additional charge. If the household is still living in the dwelling after this period, the additional charge must be added to its household share immediately. It is important to remember that this additional charge is not part of the lease/occupancy agreement and that the household and the housing provider are responsible for making the necessary arrangements.

A household that accepts a housing offer that does not fully meet the occupancy standard may refuse a new, more adequate housing offer submitted by its housing provider within the following twenty-four (24) months without having to pay an over-housing charge. This exception is proposed in order to avoid the costs associated with frequent moves. It should be noted that if several households are in a situation of over-housing, the housing provider must adopt an internal policy to determine to whom housing will be offered as a priority. This policy must be known to tenants and applied rigorously.

Important: If the housing provider has no unit sizes that match the occupancy standard, the unit of the closest size will be considered the one that applies for the purposes of this policy. For example, a household lives in a three-bedroom unit and according to the occupancy standards the household should be living in a one-bedroom unit but the housing provider only has two and three bedroom units, the household will live in the two-bedroom unit without having to pay an over-housing charge.

Important: When the housing provider joins the FCHI-2 program, it is recommended not to apply an over-housing surcharge for a household already paying a surcharge under the former CMHC programs if there is no adequate accommodation available. However, the surcharge may apply if the household confirms in writing their intention not to move to a more suitable accommodation when one is available. The amount of surcharge must then follow the guidelines of the FCHI-2 program.

The amount of the additional charge is calculated as the ***difference between the occupancy charge for the dwelling that is occupied and the occupancy charge for the dwelling the household should be occupying per the occupancy standards (or the occupancy charge for the dwelling offered by the housing provider if a dwelling corresponding to the occupancy standard was not available)***. For example, if the household lives in a two-bedroom unit and, according to the occupancy standards, the household should be living in a one-bedroom unit, the housing provider must do the following calculation:

$$\begin{aligned}
 &\text{The additional charge =} \\
 &\text{the occupancy charge for the two-bedroom unit} \\
 &\quad - \\
 &\text{the occupancy charge for the one-bedroom unit}
 \end{aligned}$$

When the occupancy charges vary for the same unit size, the housing provider must determine the average occupancy charge. For example, if there are three (3) one-bedroom units, the housing provider must calculate the average occupancy charge for these three (3) units and use it in the formula above.

Example: A household lives in a two-bedroom unit and the occupancy charge is \$765. According to the occupancy standards, the household should live in a one-bedroom apartment. The one-bedroom units' occupancy charges are \$685, \$680 and \$700.

Average occupancy charge for one-bedroom units:

$$(\$685 + \$680 + \$700) \div 3 = \$688.33$$

Calculation of the additional charge:

$$\$765 - \$688 = \$77$$

The additional charge is \$77.

Note: The average is calculated by adding up the occupancy charges of all dwellings of the same size and dividing the total by the number of dwellings of this size.