

Ford Road Co-op 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.
- To maintain the economic viability of the co-operative.
- Clarify the Occupancy Agreement's subletting rules.

Definitions:

- **Over-housing** means having too many bedrooms for the number of family members living in the unit.
- **Under-housing** means having too few bedrooms for the number of family members living in the unit.
- **Subletting** means a member or resident of the co-op being compensated for the use of space in or outside their unit for accommodation.

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 dependent, resident, or member age 18 or over.
2. Members will be provided with sufficient bedrooms to house children on a part-time basis at least thirty (30) percent of the month due to custody arrangements. Members must provide documentation acceptable to the co-op.
3. Members must advise the co-op of any change in household size.
4. The Occupancy Agreement (section 13) states that...
Except with the prior written consent of the Directors, consent to be in the sole and absolute discretion of the Directors, the Member shall not:
 - a) Assign this Occupancy Agreement;
 - b) Sublet in whole or part the Unit;
 - c) Otherwise part with possession of the Unit; or
 - d) Encumber any interest in the Occupancy Agreement.

5. Consent of any of the above is not permanent and is subject to review on an annual basis, two (2) months preceding the Co-op AGM.
6. Board consent will not be given for short-term stays including but not limited to:
 - Air-BNB, Couch-Surfing, VRBO, or other apps.
 - Home exchanges.
 - Operating a Bed & Breakfast (B&B).
 - Student homestays.
 - Permitting camping on co-op property (unit or common area).
 - Other informal agreements reached between members/residents and outside individuals/groups.
7. The board may approve a request by an over-housed or under-housed member for an exemption to the request to move (Section 8 & 9), For eighteen (18) months following a bereavement (Death).
8. In other cases, the co-op will request a household that is over or under-housed to move to an appropriately sized and suitable unit when one becomes available. The household will be permitted to stay in the current unit until they accept the offer to move.
9. Members requested to move will be based on the procedure of most over-houses.
10. Current over-housed members, refusing to move to an appropriately sized and suitable unit when offered, will only receive the subsidy to which they would be entitled if they were not over-housed.
11. New members moving into the Co-op who will be over-housed, will only receive the subsidy to which they would be entitled if they were not over-housed.
12. This policy is not intended to prevent members from having friends or family visit for short durations or prevent foster caregiving and kinship care.

Procedure:

1. Refer to section 13 – Rule 13.01 page 25 of the Occupancy Agreement.
2. Refer to section 6 – Rule 6.01 page 16 of the Occupancy Agreement
3. Refer to the Internal Moves Policy.

Approved by the General Membership: 26/ June/ 2024