

Ashworth Square Co-operative
Bylaw 7 - HOUSING CHARGE ASSISTANCE BY-LAW

Ashworth Square Co-operative annually contributes, as well as receives funds from the federal government to provide housing charge assistance to co-op members in accordance with terms of the 56.1 Agreement signed by the co-operative and Canada Mortgage and Housing Corporation.

This by-law sets down guidelines that relate to the allocation of assistance by the co-op, and the rights and responsibilities of members receiving assistance. Requirements relating to the application process, daily administration and co-op reporting are not incorporated. The Housing Charge Assistance Application form and the 51.6 Agreement should be consulted concerning these requirements.

1. Income and Tenure Eligibility Criteria

- 1.1 To apply for assistance the regular housing charge for appropriate unit size must equal 30% or more of the household's adjusted gross monthly income.
- 1.2 To apply for assistance a member has to be a resident of the co-op for at least one year.

2. Unit Size Eligibility

- 2.1 The following occupancy standards will govern the minimum number of persons living in each of the co-op's unit types:

one-bedroom	1 person
two-bedroom	2 persons
three-bedroom	3 persons
four-bedroom	4 persons
- 2.2 If the household receiving assistance does not meet these standards, the board will require the household to move to a unit of the proper size. The board will follow the relocation procedure as per the Occupancy by-law and will give the household priority on the internal waiting list for a unit of appropriate size. If the household declines to move, the housing charge assistance will be either withdrawn at the end of the month or the amount of the assistance will be calculated in accordance with the occupancy standards, eg a single person in a two bedroom unit will receive assistance applicable for one bedroom unit only.

3. Application and Approvals

- 3.1 Households applying for assistance must complete the co-op's Housing Charge Assistance Application form and provide the required proof of income.

- 3.2 The Property Manager or other employee designated by the board will verify that the households applying for assistance meet the requirements and will administer the waiting list, calculate the amount of assistance for each applicant and make recommendation for approval to the Subsidy Committee.
- 3.3 The Subsidy Committee will review and give final approval to all applications for assistance.

4. Allocation of Housing Charge Assistance

Assistance shall be allocate in following order:

- a) first come, first served basis;
- b) only if sufficient funds are available.

5. Depth of Assistance for Members Receiving Social Assistance

Members receiving social assistance shall pay the shelter component of the benefit payment or the amount required by application of the total payment to the graduated occupancy charge scale, whichever is greater.

6. Minimum Housing Charge

The monthly housing charge payment shall never be less than \$85.00.

7. Minimum Housing Charge Assistance

The housing charge assistance shall never be less than \$50.00.

8. Appeals

Any member denied assistance or disputing the amount of assistance granted may appeal the decision to the Board of Directors, with further appeal to the members at large.

9. Internal Waiting List for Assistance

- 9.1 A waiting list will be established consisting of members who meet all the eligibility requirements for assistance.

10. Mid-year Changes in Income

- 10.1 All mid-year increases in gross household income of more than \$50.00 must be reported to the office within thirty days of any such increase.

- 10.2 Members receiving housing charge assistance will receive sixty days notice of increase of housing charge.
- 10.3 Housing charge assistance will be adjusted monthly in case of the fluctuating monthly gross income.
- 10.4 Households whose income decreases between annual income verification dates by \$50.00 have the option of reporting the decrease so that the level of the assistance can be adjusted upwards, providing that sufficient funds are available in the subsidy pool. The adjustment will take place on the first of the month after the change is reported.

11. Annual Verification of Income and Household Composition

- 11.1 Members receiving housing charge assistance shall annually provide the co-op with a declaration of gross income and assets in the form designated by the Board and on the date specified by the Board.
- 11.2 Members receiving housing charge assistance shall annually provide the co-op with declaration of household size and composition in the form designated by the Board and on the date specified by the Board.
- 11.3 Members receiving housing charge assistance shall report immediately to the co-op in writing of any mid-year changes to their household size and composition.

12. Termination

- 12.1 Housing charge assistance may be terminated for any or all the following reasons:
 - a) an increase in income that disqualifies the household according the co-op's income eligibility guidelines;
 - b) failure to report increases in household income within thirty days of any such increase;
 - c) wilful falsification of the Housing Charge Assistance Application form or income verification;
 - d) failure to abide by the Housing charge Assistance By-law.
- 12.2 Where a household is being evicted, any assistance allocated will be terminated effective on the date on which the household is required to vacate the unit.

Approved by the Board of Directors October 27, 2004

Approved at the Annual General Meeting November 22, 2004