
MEMBER SELECTION and UNIT ALLOCATION BY-LAW By-law No. 16

**A BY-LAW ABOUT THE RIGHTS AND OBLIGATIONS
OF THE CO-OP AND THE MEMBERS**

**PASSED by the Board of Directors and sealed with the corporate seal of the co-
op on:
the 28th day of May, 2019.**

President

(corporate seal here)

Secretary

**CONFIRMED by at least two-thirds of the votes cast at a General Meeting of
Members on:
the 18th day of June, 2019.**

President

(corporate seal here)

Secretary

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Article 1: About this By-law

This By-law takes the place of or amends all previous By-laws or decisions that deal with membership approvals, unit allocations and waiting lists. Some related provisions appear in the co-op's Occupancy By-law, and the Organizational By-law. If there is a conflict between documents, the following will govern in order of authority:

- First, the Co-operative Corporations Act (the Act), the Housing Services Act (the HSA) and the Human Rights Code
- Second, the local rules set by the City of Ottawa Service Manager based on the Housing Services Act or any other legislation established in the future to replace it where applicable (Lebreton / Cambridge, Cabridget II)
- Third, the co-op's Organizational or Occupancy By-laws this By-law
- Fourth, this by-law.

1.1 Special Meanings

Certain words have special meanings when used in this By-law.

(a) "Government Requirements"

A term used in this By-law to refer to rules that apply to co-ops as stated in the Housing Services Act, the regulations, and local rules set by the Service Manager

(b) "Mandate"

The co-op's commitment, if any, to allocate units to a specific group, such as seniors, persons with disabilities, artists etc., as established in the Housing Services Act.

(c) "Target Plan"

The required minimum and maximum number of geared-to-income and market units and the number of modified/special needs units to be maintained in the co-op as established under the Housing Services Act.

- (d) “Over Housed”
The term used to describe a household where there are fewer occupants than permitted under the minimum applicable occupancy standards.
- (e) “Under Housed”
The term used to describe a household where there are more occupants than permitted under the maximum applicable occupancy standards.
- (f) “Applicable Occupancy Standards”
The Occupancy Standards, if any, set out in the co-op’s Occupancy By-law and the Occupancy Standards set by the Service Manager for geared-to-income households.
- (g) “Special Needs Unit”
Unit that is modified or purpose built to be wheelchair accessible.
- (h) “Liability”
Legal and/or financial responsibility
- (i) ‘Service Manager’
Government representative that oversees the Operating Agreement with the City Ottawa.

1.2 Aims of the Process

The aims of the application and membership approval process are to make sure that:

- applications are evaluated fairly according to the co-op’s membership criteria
- applicants have enough information to decide whether they are interested in living in the co-op
- the co-op has enough information to evaluate the application
- the process minimizes loss of revenue caused by vacancies
- to be transparent
- the process is used to educate the applicants about and to promote co-op principles

1.3 Non-Discrimination

In assessing applications for membership, the co-op will comply with the Ontario Human Rights Code and will not discriminate against anyone in a way that is prohibited by the

Human Rights Code. The co-op will assess applications on the basis of the co-op Principle of Open and Voluntary Membership.

1.4 Membership Criteria

Applicants for membership in the co-op must meet the following standards:

- at least one (1) member of the household is aged sixteen (16) years or older
- the household's rental history gives the co-op reasonable grounds to believe the household is able to pay the housing charge
- the household size meets the applicable Occupancy Standards
- applicants have:
 - commitment to being part of this community
 - a positive attitude towards living in a community with people from different social, economic, and cultural backgrounds, and a commitment to treating other members with respect
 - an interest in living by the co-op principles
 - an interest in contributing to the operation and life of the co-op
 - a willingness to maintain the unit in good repair

The co-op will apply these standards equally to all applicants.

1.5 Giving Notices

Rules for giving notices under this By-law will be as in the co-op's HSA By-law.

Article 2: Applying to the Co-op

2.1 Application Requirements

All people wishing to live in the co-op must attend an information session. Applications will be given to attendees at the end of the information session. More details about information sessions are provided in Schedule B.

All applicants must apply to the co-op on the application form that the co-op provides. Schedule A of this By-law provides more details about the Information Session as well as a sample application form. Application forms must be complete and signed by all adult household members.

All members of the applicant's household who are sixteen (16) years of age or older and intend to live in the co-op must apply for membership or long-term guest status. If they do not, the co-op will consider the application incomplete and will not continue to process it.

All applicants must go through the co-op's membership process.

All applicants must provide proof of income in a form determined by the co-op.

All applicants applying for a modified or unmodified special needs unit must provide proof of their requirement for this type of unit.

2.2 Confidentiality

Each applicant must sign a form that gives permission for the co-op to conduct a credit check and landlord check, for purposes of ensuring they meet membership criteria. The co-op will use the information obtained only in connection with the application and with the applicant's membership, if accepted. (This consent is in the attached application form.)

2.3 Membership Process

The Board may adopt procedures for dealing with member applications, including an expedited process. Until the Board decides otherwise, the procedures will be as stated in Schedule B. The procedures shall conform to this By-law.

Article 3: Refusals and Internal Reviews

3.1 Purpose of This Article

The co-op will consider all applications seriously and will not refuse applications without careful consideration. This article sets out the rules for the refusal of applicants.

3.2 Refusals

The reasons to refuse an applicant must conform to the criteria stated in Article 1.4 of this By-law, and to government requirements. The process for refusing applicants is set out in the co-op's HSA By-law. The process will apply to all applicants.

3.3 Internal Reviews

All applicants are entitled to request an internal review of a decision to refuse their membership application. The procedures for internal reviews are set out in the co-op's HSA By-law. A list of the Forms and Notices is attached to this By-law as Schedule D.

3.4 Record of Refusals

The co-op will maintain a written record of refusals for a period of at least seven (7) years after the day the Notice of Refusal (Form I) was given to the household. The written record will include:

- the Board's decision to refuse
- copies of all Notices that were given to the applicant
- any materials received from the applicant
- the information used by the co-op to make its decision

3.5 Re-Applying After Refusal

Applicants that have been refused membership can submit a new application in the future. For example, the applicants may feel that their circumstances have changed and they now meet the co-op's membership criteria.

The Board may decide not to consider the application if they feel that the circumstances have not changed.

Article 4: Waiting Lists

4.1 Two Waiting Lists

There are two (2) waiting lists in the co-op that must be maintained:

- “The Internal Waiting List”
- “The External Waiting List”

The “Internal Waiting List” is made up of people who live in the co-op who:

- are required to transfer under the HSA By-law
- are required to transfer under the co-op’s other By-laws
- are part of a geared-to-income or special needs household who has been given special priority status and has requested a transfer
- need or want to move to a different unit

The “External Waiting List” is made up of households who do not live in the co-op but have applied for a unit.

4.2 Priority

The Internal Waiting List normally has priority over the External Waiting List.

The co-op’s HSA By-law describes the order of priority for allocating units in clusters governed by the HSA.

The priority may not apply in the case of an application for relocation of part of a household described in Article 5.7 where an additional geared-to-income subsidy is required. In that case, the timing of the relocation would be determined by the approval of geared-to-income subsidy by the Service Manager and by the Target Plan requirements.

Articles 5 and 6 of this By-law describe how the Internal and External Waiting Lists are set up and used by the co-op.

4.3 External Waiting List Priority

Applicants’ priority on the external waiting list may be adjusted to meet the Co-op’s target plan.

4.4 Board Responsibility

The Board has the responsibility to ensure that waiting lists are maintained.

Article 5: Internal Waiting List

5.1 Member's Right to Apply

Subject to Article 5.3, members may apply to transfer to any size or type of unit for which they qualify (or will qualify at the time of transfer). All households must meet any applicable occupancy standards.

Members may specify that they only wish to transfer to a particular area of the co-op, a particular type of unit or a particular unit or units.

All requests to transfer to another unit in the co-op must be submitted to the co-op office using a form provided by the co-op. The co-op may use the form attached to this By-law as Schedule E Internal Transfer Form.

5.2 Transfers Under the HSA By-Law

For geared-to-income households and households occupying special needs units that must make a required transfer under the co-op's HSA By-law, and households requesting transfers under the special priority provisions of the Housing Services Act, the rules are set out in the co-op's HSA By-law and are subject to Government Requirements. These households have greater priority on the list than households described in 5.3 and 5.4 of this By-law.

5.3 Transfers Required Under the Co-op's Occupancy By-Law

For households that have to make a required transfer under the co-op's Occupancy By-law the rules are set out in Article 6 of the Occupancy By-law. These households have greater priority than households described in 5.4 of this By-law.

5.4 Members Requesting an Internal Transfer

For members requesting an internal transfer that is not required under the HSA By-law or the Occupancy By-law, priority will be lower than households described in 5.3 and 5.4 of this By-law. Priority for determining an applicant's place in this category on the internal waiting list will be the later of:

- the date that a completed application for transfer is received by the co-op
- the earliest date on which the member is first permitted to make an application for transfer under Article 5.6, Minimum Period of Residence

Priority within this category is chronological unless an exception is made for such reasons as economic (a market-paying member wants to move to a less expensive unit), conflicts with neighbours or health reasons. If a member requests an exception to the chronological list, a notice will be given to applicants higher on the list in order that they might indicate any reason why they should have preference. Confidential information on the person requesting the exception will not be given. The Board will determine the order of priority for such exceptions, based on the severity of the situation.

5.5 No Trading of Units

No trading of units between members will be permitted without the prior approval of the co-op.

5.6 Minimum Period of Residence

- (a) Except where the internal transfer is required under the co-op's HSA By-law or Occupancy By-law, or where the household has been given special priority status and has requested a transfer, applicants for internal transfer must have been resident as members in a unit in the co-op for a minimum of one (1) year immediately prior to submitting an application to transfer. Following an internal transfer, members must have been resident in that unit for a minimum of one (1) year immediately prior to applying to transfer to another unit.
- (b) The Board may waive the one (1) year residency requirements set out in (a) of this section, for any the following reasons:
 - the number of persons in the member's household exceeds the maximum applicable occupancy standards
 - the member's household size has changed and, as a result of the change, the household qualifies for a size of unit for which it was not previously eligible
 - the household needs to move to a less expensive unit because of an unexpected change in financial circumstances
 - any other special need recognized by the Board exists
- (c) A person who moved into the co-op to join a member already resident may not apply to transfer independently of that member for a period of one (1) year after becoming a member and will not be eligible to have the waiting period waived under (b) of this section.

5.7 Relocation of Part of Household

If one (1) or more, but not all, residents who live together in a unit wish to transfer to a separate unit, they may do so provided that:

- at least one (1) of the persons remaining in the original unit is a member of the co-op and at least one (1) of the persons moving to the new unit is a member of the co-op
- at least one (1) member remaining in the old unit and at least one (1) member moving to the new unit have resided in the old unit for the minimum period of residency set out in paragraph 5.6 (a) Minimum Period of Residence
- the household is not in arrears or if the household is in arrears, the household complies with the Article 5.10 Arrears
- the size of the household remaining in the old unit and the size of the household moving to the new unit will, at the time of the transfer, meet the applicable occupancy standards
- any new residents in a household who are sixteen (16) years of age or older are accepted for membership or given long-term guest status in the co-op
- the Board is satisfied that the household remaining in the old unit and the household moving to the new unit will meet the obligation to pay housing charges for the unit in the amount and at times they are due
- if the new household requires rent geared-to-income assistance, the household must have applied to the local centralized waiting list and the Service Manager must agree to the allocation of assistance

5.8 Unit Allocation Priority

- (a) When a unit becomes vacant, or the co-op determines that a unit is going to become vacant, the rules for the order of priority for allocating a unit are set out in the co-op's HSA By-law. The co-op will offer the unit to qualified members on the internal transfer list who have indicated an interest in that unit or that type of unit. The units will be offered in accordance with the members' record dates or approved exceptions as set out in paragraph 5.4 and 5.6(b).
- (b) The unit will not be offered to anyone on the external waiting list until it has been refused by all persons on the internal transfer list who have indicated an interest in that unit or that type of unit or unless required by the Target Plan.

5.9 Serious Damage to Unit

Despite anything in the co-op's By-laws, if the Board determines that a household is required to move because of fire or other serious damage to their unit, or contamination of their unit or any other reasons that require the unit to be vacant, the Board can offer any vacant unit to that household. When the household's original unit is repaired they must move back unless the Board decides to give them the option of staying in the new unit.

5.10 Arrears

A household on the internal waiting list will not be eligible to be allocated a unit that becomes available if the household is in arrears, with the exception of:

- an over housed geared-to-income household
- a special needs household that no longer requires a special needs unit
- a household that has requested an internal transfer and has been given special priority status
- any household that wishes to transfer to a less expensive unit and has signed a Payment Agreement and is meeting the terms of the Payment Agreement

5.11 Role of Staff in Making Offers

- (a) Co-op staff are authorized to make offers to households that are on the internal waiting list.
- (b) Co-op staff will keep the Board up to date on information they may have regarding potential move-outs and internal moves. This is to permit offers to be made quickly.

5.12 Priority if Member Unavailable

If the co-op is unable to contact the member with priority on the internal waiting list within forty-eight (48) hours the unit will be offered to the next eligible member on the internal waiting list. The original member will retain his or her priority on the waiting list but the household will be considered to have refused the unit. The co-op will maintain written records of the contacts made with each household including date and time of contact.

5.13 Effect of Refusals

Overhoused RGI Households may refuse the units according to Local Rules without losing their geared-to-income assistance and being removed from the Internal Waiting List. There may be a Local Rule when a refusal is not counted.

Special needs households may refuse units according to the Local Rules without being removed from the Internal Waiting list. There may be a Local Rule when a refusal is not counted.

Special needs households that no longer require a special needs unit may refuse one appropriate unit that is offered to them. If they refuse to transfer to the second appropriate unit that is offered to them, they may be evicted. Procedures for eviction are stated in the occupancy Bylaw.

For households that are required to move under the co-op's Occupancy By-law because they don't meet the co-op's occupancy standards, rules about refusals are in section 9.4 of the Occupancy By-law.

Other households on the internal waiting list may refuse one (1) unit that have been offered and retain their priority on the internal waiting list. If they refuse two (2) units that meet the conditions specified by them in their application, they will be removed from the internal waiting list.

5.14 Notification of Acceptance by Applicant

- (a) For all households on the internal waiting list that have been offered a unit for which they are eligible, members must notify the co-op office within forty-eight (48) hours whether they wish to accept the unit. If they fail to do so, they will be considered to have refused the unit.

- (b) Once a member on the internal waiting list has accepted a unit the member must vacate his or her existing unit and move into the new unit on the date specified when the unit was offered. Acceptance of the unit may not be withdrawn without the consent of the Board. Members of the household cannot appeal the Board's decision.

Article 6: External Waiting List

6.1 Maintaining the External Waiting List

- (a) The external waiting list will comprise applicants who have completed the co-op application form where required. The list will include geared-to-income households and special needs households on the centralized waiting list, and households applying directly to the co-op for units without geared-to-income assistance.
- (b) The record date for determining an applicant's place on the co-op's external waiting list will be the date when a completed application form is received from the applicant or the ranking assigned to a geared-to-income or special needs household when it was placed on the City of Ottawa Social Housing Registry Centralized Waiting List.

6.2 Priority in Allocating Units

The co-op must follow the Target Plan when offering units. Priority among applicants will be first to comply with the Target Plan and then according to the applicant's record date as defined in Article 6.1(b).

6.3 Offer of Units to Applicants on the External Waiting List

- (a) Co-op staff will be authorized to make offers to households that are on the external waiting list.
- (b) A unit will be considered available to an applicant on the external waiting list if no member who has requested an internal transfer is eligible or no such member has accepted the unit.
- (c) When a unit becomes available to an applicant on the external waiting list, it will be offered to the first household on the external waiting list that has completed the co-op's membership process (Schedule B), has been accepted for membership, is eligible for that size and type of unit, and indicates it wants the unit.
- (d) If a household on the external waiting list accepts a unit that has been offered to them, they will not be required to take occupancy and commence payment of the housing charges for at least one (1) full calendar month from the date they were first offered the unit. If the unit is vacant earlier, the household must make all reasonable efforts to move in and commence paying the housing charges earlier, if it can be done without financial loss to them.

6.4 Withdrawal of Membership Approval

Where new information about an approved applicant comes to the attention of the co-op prior to the offer of a unit the co-op may make any appropriate change to its waiting list

or may withdraw its approval of the application for membership without liability. If approval of the application is withdrawn the application will be treated as if originally refused and the applicant will be entitled to an internal review as described in Article 3.3 of this By-law.

6.5 Priority if Applicant is Unavailable

If the co-op is unable to contact the household with priority on the external waiting list within two (2) business days, the unit will be offered to the next eligible household. Each applicant will retain its priority on the waiting list. In order to avoid vacancy losses, the co-op can contact several households (in order of priority) at one time. The co-op will maintain written records of the contacts made with each household including date and time of contact.

6.6 Priority if Offer is Refused

- (a) The applicant will maintain their priority on the external waiting list in the event that they refuse a unit because the date of occupancy is less than the sixty (60) days from the date the unit is offered.
- (b) A household on the Centralized Waiting List may refuse units as allowed under Government Requirements.
- (c) A household on the external waiting list may refuse two (2) units that have been offered and still retain their priority on the waiting list. Subject to Article 6.6(a), if the household refuses a third unit, it will lose its priority on the waiting list with the record date for its application being changed to the day the household turned down the third unit.

6.7 Notification of Acceptance by Applicant

- (a) A household will be given two (2) business days to visit the unit offered and decide whether to accept it and sign the Occupancy Agreement.
- (b) If the household does not, within two (2) business days, inform the co-op office, that it accepts the unit and signs the Occupancy Agreement, the Applicant will be considered to have refused the unit.
- (c) Once an applicant has accepted a unit under this Article, the acceptance may not be withdrawn without the consent of the Board. The Board will not be obliged to permit the withdrawal of an acceptance and the decision of the Board in this regard will not be subject to an appeal.

6.8 Deposits and Charges

- (a) The co-op's Occupancy By-law, Article 3, sets out the charges required from members.
- (b) As per article 3.4 of the Occupancy By-law, the Member Deposit equal to the current market housing charge for the unit is due prior to occupancy. The co-op may allow the household to pay the Member Deposit in equal monthly installments spread out over a maximum of a year. The household must sign a Payment Agreement. The co-op will administer the implementation of this paragraph such that the member deposit does not function as a barrier to membership for lower income households.

The co-op may not charge a Member Deposit that exceeds one (1) month's housing charge unless it is reasonable and approved by the membership.

The Member Deposit may be returned within sixty (60) days after the household has vacated the unit and met all of the requirements regarding vacating a unit that are in the co-op's Occupancy By-law. The co-op will not pay interest on the Member Deposit.

- (c) The applicant must pay the monthly housing charge beginning on the date specified in the Occupancy Agreement or on the date the member gets the keys to the unit, whichever is earlier.

Article 7: Special Needs Units

7.1 Rules

Rules for managing the external waiting list for special needs units and reviewing eligibility for those units are in the co-op's HSA By-law.

7.2 Decisions and Internal Reviews

Rules for notices of decisions and administering requests for internal reviews of decisions on special needs units are in the co-op's HSA By-law and Article 8 of this By-law.

Article 8: Internal Review of Waiting List Decisions for Members Living in HSA Clusters

8.1 Right to Internal Review For Members Living in HSA Clusters

All members living in and applicants applying to HSA Clusters can request an internal review of decisions regarding their priority on the waiting lists, acceptance of a unit or any other decision regarding the waiting lists. The review will be conducted by the City. No one who takes part in making the original decision can take part in the internal review.

8.2 Process for Internal Review

The internal review process is as set out in the co-op's HSA By-law. The co-op must follow those procedures when making a decision regarding an applicant's place on the waiting list and when dealing with an applicant's appeal of the decision.

A list of the Forms and Notices is attached to this By-law as Schedule F.

Article 9: No Liability

9.1 No liability

(a) Anything in the co-op's By-laws, or any commitment made by anyone that is not authorized by the Board will not create any liability for the co-op.

In addition, the co-op will not be liable to anyone for:

- any error, omission, or mistake concerning the waiting lists
- the allocation of units
- the failure to allocate units

(b) The provisions of the co-op By-laws are for the benefit of the co-op and its members. They do not create any rights in favour of non-members. Anyone who is accepted for membership will have no right to make any claim respecting any breach of this By-law or any of the other co-op By-laws.

(c) The co-op will in no case have any liability if a unit is not available for occupancy on a date notified or agreed to with anyone because of failure of the prior occupant to vacate or need for repairs or maintenance work.

9.2 Matters Not Addressed in By-law

The Board will decide anything relating to membership approval and waiting lists not set out in the By-law or the co-op's other By-laws.



DALHOUSIE NON-PROFIT HOUSING CO-OPERATIVE

Schedule A: MEMBERSHIP APPLICATION

This application is in two parts to ensure confidentiality is respected. The first part is household information and will be used by the Member Selection Committee to learn about you, your volunteer experience and your interest in member engagement upon moving into the co-op. The second part is your financial information and will be used by the Co-op staff person to ensure you meet all the co-ops eligibility criteria.

PLEASE NOTE: Your application will not be recorded as complete until all information and documentation including proof of income for 2 consecutive months is included.

PART I: HOUSEHOLD INFORMATION

- Print legibly and include all given names to ensure accurate identification for credit checks.
- List everyone in your household.
- Give a complete mailing address, including postal code.

Applicant 1

First Name: _____ Last Name: _____

Address: _____

_____ Postal Code: _____

Home phone: _____ Work / Cell Phone: _____

Email: _____

Applicant 2

First Name: _____ Last Name: _____

Address: _____

_____ Postal Code: _____

Home phone: _____ Work / Cell Phone: _____

Email: _____

HOUSING INFORMATION:

Pease write the number "1" beside your first choice and the number "2" beside your second choice, etc.

Laurier:	1 Bedroom Apartment _____	2 Bedroom Apartment _____
Cambridge:	1 Bedroom Apartment _____	2 Bedroom Apartment _____
Primrose:	1 Bedroom Townhouse _____	2 Bedroom Townhouse _____
Lebreton:	1 Bedroom Apartment _____	2 Bedroom Apartment _____
Primrose, Lorne, Empress:		
	1 Bedroom Apartment _____	2 Bedroom Apartment _____
Albert:	1 Bedroom Apartment _____	2 Bedroom Apartment _____

Do you require parking? Yes No

Our pet policy allows...

Do you own a pet? Yes No

How many? _____

What kind? _____

GENERAL INFORMATION:

1. How did you hear about this housing co-operative? _____

2. Why do you want to move into the Co-op?

3. Have you lived in a housing co-op before or been involved in any other form of co-operative or credit union, community group, service group or trade union? Please give your volunteer experience.

4. Please list any skills or experience which you could contribute to the operations of the Co-op.

5. Some committees include finance, membership, communications and social. The co-op encourages member engagement, how do you see your role in this democratic community?

PART II: FINANCIAL INFORMATION AND REFERENCES

This part of the application is confidential and available only to the Board, Member Selection Committee and the Co-op Manager.

ACCOMODATION HISTORY:

Have you ever lived in Social or Subsidized Housing? Yes No

Do you have any rental arrears? Yes No

Do you own your current dwelling? Yes No

How much do you pay in mortgage / rent each month? _____

How much do you pay in utilities each month? _____

How long have you lived at your current address? _____

How much notice do you have to give? _____

Landlord's name and phone number: 	May we contact your landlord for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
---	---

Previous Address: _____

_____ Postal Code: _____

How long have you lived at your previous address? _____

Landlord's name and phone number: 	May we contact your landlord for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
---	---

HOUSEHOLD INCOME:

Please list ALL household income. This may include employment income, self-employment income, pensions (OAS, CPP, GIS, employment pensions), assistance (OW, ODSP), child support, spousal support, GIS, dividends or any other income.

Applicant 1

Name: _____ Date of birth: (d) ____ (m) ____ (y) _____

Occupation: _____

Employer: _____

Type of Income: _____ Gross Monthly Income \$ _____

Type of Income: _____ Gross Monthly Income \$ _____

Type of Income: _____ Gross Monthly Income \$ _____

Applicant 2

Name: _____ Date of birth: (d) ____ (m) ____ (y) _____

Occupation: _____

Employer: _____

Type of Income: _____ Gross Monthly Income \$ _____

Type of Income: _____ Gross Monthly Income \$ _____

Type of Income: _____ Gross Monthly Income \$ _____

Other Household Members:

Name: _____ Date of birth: (d) ____ (m) ____ (y) _____

Relationship to member: _____

Name: _____ Date of birth: (d) ____ (m) ____ (y) _____

Relationship to member: _____

Name: _____ Date of birth: (d) ____ (m) ____ (y) _____

Relationship to member: _____

Are you expecting any household changes over the next 6 months? _____

CONSENT: I / we understand that only members of Dalhousie Non-profit Housing Co-operative may occupy a housing unit and I/ we hereby apply for membership in the co-operative.

I/we understand that we will be asked to provide the following:

- Fifteen dollar (\$15.00) non-refundable application fee per household;
(You will be asked for this fee when your application is being processed. Do not enclose with application.)
- Income verification in a form suitable to the Co-operative for each member who receives an income.

I/we understand that Dalhousie Non-profit Housing Co-operative was formed for the purpose of providing housing at cost to its members and that membership includes the responsibility to participate in the Co-operative.

I/we understand that accommodation in Dalhousie Non-profit Housing Co-operative depends on being accepted for membership in the Co-operative and I/we will be interviewed for membership at a later date.

I/we understand that if accepted for membership and offered a unit, the annual membership fee of three dollars (\$3.00) per adult will be required for the current year.

I/we declare that all the information in this application is correct and hereby authorize the Co-operative or its agent to verify any or all of the information contained herein, and to perform any and all landlord and credit checks at the discretion of the Co-operative.

I/we also authorize all financial institutions to release information on my/our behalf. (To be signed by all Members and any non-Member occupants 16 years old or older.)

Applicant Name:

Date

Applicant Name:

Date

* *Do not hesitate to call the Co-op office if you need clarification regarding any of the questions or reasons they are being asked.*

Dalhousie Non-Profit Housing Co-operative

211-224 Bronson Avenue

Ottawa, Ontario

K1R 6H5

613-234-5500

office@dalhousiecoop.ca

MEMBER SELECTION CRITERIA:

In assessing the suitability of applicants for membership, the Co-op will not discriminate by reason of race, national or ethnic origin, color, religion, age, sex, marital status, political affinity or activity, sexual orientation, family relationship, physical handicap, conviction for which pardon has been granted or by any other reason which would be a violation of fundamental human rights.

Applicants for membership in the co-op must meet the following standards:

- at least one (1) member of the household is aged sixteen (16) years or older,
- the household's rental history does not give the co-op reasonable grounds to believe the household may fail to pay the housing charge,
- the household size meets the applicable Occupancy Standards,
- applicants have:
 - i. a positive attitude towards living in a community with people from different social, economic, and cultural backgrounds, and a commitment to treating other members with respect,
 - ii. an interest in living by the co-op principles,
 - iii. an interest in contributing to the operation and life of the co-op,
 - iv. a willingness to maintain the unit in good repair.

The co-op will apply these standards equally to all applicants.

HOUSING CHARGES:

Market rent housing charges are adjusted for the fiscal year beginning July 1st **each year** as approved by the membership of Dalhousie Non-profit Housing Co-operative Inc.

- Member pays their own gas (heat) and hydro (electricity) in the townhouses.
- Housing Charge includes gas (heat) and members pay their own hydro (electricity) in the apartments.
- These housing charges do not include parking, \$30.00 per month / spot or, the co-operative sector support, \$8.00 per month.

Schedule B

Membership Approval Process

1. Roles and Responsibilities

The Board of Directors will delegate the responsibility for the membership process to a Membership Committee. The Membership Committee will not include Board Members or co-op staff.

The Board of Directors will appoint the members of the Membership Committee and approve the job description for the Committee. All persons involved in the membership process must sign Confidentiality Agreements.

The Membership Committee shall conduct interviews and make decisions to recommend acceptance or refusal of applications. All recommendations are forwarded to the Board of Directors for approval.

When the Board decides to refuse an application, the applicant is entitled to request an internal review of the decision. The rules about requesting an internal review are in Article 7.6 of the co-op's HSA By-law. The Board will conduct the review as described in Article 7.7 of the co-op's HSA By-law.

2. Application Process

The process requires the applicant to complete the following steps:

- a. Information Session
- b. Member Selection Interview
- c. Application Summary
- d. Board Approval

3. Information Session

The Co-op will hold information sessions for regularly to educate applicants on the following:

- Co-op principles
- History of Dalhousie Co-op
- Information on co-op by-laws
- Member Involvement
- Member Selection Criteria

An applicant must attend an information session prior to approval of the application by the Board.

4. Member Selection Interview

The Membership Committee is responsible for scheduling and conducting member selection interviews. The interview questions will be approved by the board of directors and comply with the Human Rights Code.

The Membership Committee will provide a written approval of the applicant. This approval will be included in the Application Summary Sheet.

An Interview Form shall be completed after each interview. It shall be in a format approved by the Board and must comply with the criteria described in Articles 1.2, 1.3 and 1.4 of this By-law. The co-op may use the Interview Form attached to this By-law as Schedule C.

Every member of a household must attend the interview. The interviewer (s) will complete and sign the Interview Form including their recommendations. The form will be forwarded to the Board for approval and to the Membership Committee for information only.

5. Application Summary

The co-op staff is responsible for conducting landlord, credit checks, and completing an Application Summary Sheet.

The Application Summary Sheet will include the following information:

- Application Date
- names, ages and relationships of the household
- rental history
- size of unit requested
- Results of Credit Check
- Membership Committee Approval

The Application Summary Sheet will not include information on the market or geared-to-income status of the household.

3. Membership

Decisions:

The Board can make a decision to approve or refuse an application, or the Board can make other decisions such as a second interview.

4. Contract between

Co-op and approved Applicants

When an applicant is approved for membership there will be deemed to be a contract between the co-op and the applicant whereby the co-op is obligated to allocate a unit to the applicant in accordance with the Member Selection and Unit Allocation By-law and to permit the applicant to take occupancy and become a member in accordance with the Occupancy By-law.



DALHOUSIE NON-PROFIT HOUSING CO-OPERATIVE

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Interview Questions for Membership Committee

Date of Interview: _____

Name(s) of Applicants present at Interview:

Introduction

1. Tell us a little about yourself, and how you heard about our Co-op?

2. What types of housing have you lived in before?

3. What did you like or dislike about it?

4. Are you currently volunteering in your community? Please explain.

Commitment to Co-op Principles and Participation

1. Have you had any other housing Co-op experience? Or other types of Co-ops' (Ex. playgroups, credit unions)

2. What was it that attracted you to living in a Co-op?

3. What do you see as the advantages or the disadvantages to living in a Co-ops as opposed to other types of housing?

4. What do you think a member's responsibility to the co-op should be?

5. What do you think the co-op's responsibilities are to the members?

Financial Responsibility

Financial responsibility and ability to pay are verified by co-op management through the credit check, income verification and Landlord check

Long term Commitment

1. How long have you lived at your present address? _____

2. What is your reason for moving?

3. How long do you think you are going to live in the co-op?

Good Neighbour

1. What responsibility do you feel members should take for maintaining their units in good condition?

2. What would you do if your neighbours pet destroyed your flower beds?

3. How do you think the co-op should respond to noisy neighbours?

4. What advantages do you see in having a diverse community of this size?

5. Our Co-op is governed by a set of bylaws and policies that members must adhere to. If you felt a Co-op policy or bylaw was unfair how would you deal with it?

Membership Interview Report

Applicant Name	Introduction	Coop principles & participation	Financial Resp.	Commitment	Good Neighbour	Total
	/ 10	/ 10	To be confirmed by co-op office	/ 10	/ 10	
	/ 10	/ 10		/ 10	/ 10	
	/ 10	/ 10		/ 10	/ 10	
Total						

Comments

1. Commitment to Co-op

Yes No

Demonstrates understanding and will contribute by:

2. Financial/ Ability to Pay (To be completed by Office)

3. Long Term Commitment

Yes No

How long at Present address: _____

Reason for leaving:

Why Co-op Housing:

4. Good Neighbour

Yes No

Impression:

5. Comments

6. Recommendation to Accept

Interviewers Name: Yes No

Interviewers Name: Yes No

Interviewers Name: Yes No

Committees Recommendation to Accept: Yes No

Schedule C

Membership Interview Form To be completed by interviewers

Applicant(s):	Date:	Interviewer(s):
---------------	-------	-----------------

Applicant requested: Modified unit: <input type="checkbox"/> Yes <input type="checkbox"/> No Special needs: <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant requested: size of unit type of unit	Household Composition:
--	--	------------------------

Membership Criteria	Reasons for the Decision
The household meets the co-op's mandate (if any) <input type="checkbox"/> Yes <input type="checkbox"/> No	
The household has a commitment to being part of the community. <input type="checkbox"/> Yes <input type="checkbox"/> No	
The household has a positive attitude towards living in a community with people from different social, economic, and cultural backgrounds, and a commitment to treating other members with respect. <input type="checkbox"/> Yes <input type="checkbox"/> No	
The household has an interest in living by the co-op principles. <input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>The household is Interested in contributing to the operation and life of the co-op.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>The household is willing to maintain the unit.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>General observations and Comments.</p>	

Schedule D: Application Summary To be completed by staff

Applicant(s):	Date:
---------------	-------

The co-op can REJECT applicants for the following reasons only.
The co-op must advise the applicant(s) and provide details to support this decision.

Rejected Applicant(s) Because <i>(check appropriate box):</i>	Reasons for This Decision
Household meets the co-op's mandate (if any) <input type="checkbox"/> Yes <input type="checkbox"/> No	
The household meets the occupancy standards. <input type="checkbox"/> Yes <input type="checkbox"/> No	
At least one (1) member of the household is age sixteen (16) years or older. <input type="checkbox"/> Yes <input type="checkbox"/> No	
The applicants are Canadian Citizens or landed immigrants, if applicable. <input type="checkbox"/> Yes <input type="checkbox"/> No	
The household does not owe any money to another housing provider. <input type="checkbox"/> Yes <input type="checkbox"/> No	
The household had a positive landlord check. <input type="checkbox"/> Yes <input type="checkbox"/> No	
The household had a satisfactory credit check. <input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>There are reasonable grounds to believe that based on the applicant's rental history, the applicant(s) will pay housing charges in the amount and at the time it is due.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>The applicant(s) agree to accept the responsibilities of membership in the co-op.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>There are reasonable grounds to believe that the applicant(s) will accept the responsibilities of membership in the co-op.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>In cases where the household is requesting special needs housing, the level of support service required by the applicant(s) is significantly greater than the level of service provided in the unit.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>The household is eligible for special needs housing. (Note: the Service Manager may have the responsibility for determining special needs eligibility)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>General observations and comments</p>	

Schedule D

Forms and Notices for Internal Reviews of Decisions to Refuse a Membership Application

The following forms are schedules from the Housing Services Act By-law and are to be used in the process of notification of decisions and internal reviews of all refusals:

Form I	Notice of Refusal of Membership Application
Form J	Notice of Board Meeting to Conduct Internal Review of Membership Decision
Form K	Notice of Result of Review of Membership Decision

Schedule E

Internal Transfer Application

Name: _____

Current Unit: _____

Number of bedrooms in current unit: _____

Number of bedrooms now requested: _____

Other household members who will be living with you:

Name	Date of birth	Relationship (if applicable)

Length of time in current unit: _____

Reasons for Requesting Transfer:

- Over housed (fewer occupants than allowed under applicable occupancy standards)
- Under housed (more occupants than allowed under applicable occupancy standards)
- Family abuse or domestic violence (confirmed by Service Manager)
- Medical condition or disability makes the unit inaccessible or aggravates a condition
- Current housing charge unaffordable (market-paying household)
- Other (specify): _____

Please add any relevant details about why you are seeking a transfer

I understand that the Internal Transfer process is subject to the provisions of the Member Selection and Unit Allocation By-law and that the co-op may require documentation to support this application to transfer.

Member Name:

Date

Member Name:

Date

Schedule F

List of Forms and Notices for Internal Reviews of Waiting List Decisions

The following forms are from the *Housing Services Act* By-law and are to be used in the process for notification of waiting list decisions and internal reviews of decisions for all applicants:

Form B	Notice of Opportunity to Comment
Form C	Waiver of Opportunity to Comment
Form D	Notice of Decision with Right to Internal Review
Form E	Notice of Final Decision
Form F	Notice of Board Meeting to Conduct Internal Review
Form G	Notice of Decision after Internal Review