

**CARDIFF HOUSING CO-OPERATIVE INC.**

**BY LAW NO. 23**

**A BY-LAW TO REPEAL AND REPLACE BY-LAW NO. 4**

**MEMBER SELECTION AND UNIT ALLOCATION BY-LAW**

**Preamble**

This By-law deals with matters related to the selection of members and allocation of units. Many related provisions appear in the Co-op's Occupancy By-law which should be read together with this By-law.

**ARTICLE 1**

**MEMBER SELECTION CRITERIA**

1.01 In assessing the suitability of applicants for membership, the Co-op will not discriminate by reason of race, national or ethnic origin, colour, 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.

The member selection criteria below set out the standards that the Co-op will use when assessing applicants' suitability for membership. Every effort will be made to apply these standards equally to all applicants.

- 1.02 Acceptability of applicants for membership in the Co-op will be assessed according to the following criteria:
- (i) Commitment to co-op principles and a willingness to participate in Co-op decision-making and activities (for example, attending members' meetings, serving on committees, or on the Board or in other positions, or taking on miscellaneous volunteer tasks);
  - (ii) Financial responsibility;
  - (iii) Household income and size meet the requirements of the Co-op (that is, the household can afford the housing charge, or housing charge assistance is available and the household size can be accommodated according to the co-op's occupancy standards);
  - (iv) Indication of permanency or long-term commitment to the Co-op;
  - (v) Likely to be a good resident who will maintain the unit and other Co-op property in good condition;

- (vi) Likely to be a good neighbour who will live co-operatively with, and respect the rights of, others;
- (vii) Indication of a positive attitude to living in a community with people from a variety of social, economic and cultural backgrounds; and
- (viii) Ability to live independently in the Co-op (using support services available in the community, if required).

## ARTICLE 2

### MEMBER SELECTION PROCESS

- 2.01 The aim of the selection process is to ensure that all applicants are evaluated equally and fairly against the Co-op's selection criteria.
- 2.02 Each applicant shall:
  - (i) submit a completed application including:
    - . the application form, filled in and signed by all applicants
    - . proof of income in a form determined to be appropriate by the Co-op
    - . a non-refundable application fee, in an amount to be determined from time to time by the Board of Directors, to cover the costs to the Co-op of considering the application
  - (ii) attend an orientation session approved by the Co-op prior to a membership interview.
- 2.03 Credit checks, landlord checks and income reviews shall be conducted on all applicants in accordance with procedures established by the Committee and approved by the Board.
- 2.04 The record date for determining an applicant's place on the Waiting List shall be the date when all of a completed application form, proof of income, and the application fee are received from the applicant.
- 2.05 Normally a household shall not be interviewed until all adult members of the household have attended an orientation session. The household may, however, apply to the Member Selection Committee to have this requirement waived and the Committee may waive the requirement if it feels there are adequate

reasons (such as infirmity of a household member) why one or more members of the household are not able to attend an orientation session. In such a case the Committee may establish an alternative member orientation requirement.

- 2.06 (a) Except as provided in 2.06(b), all membership interviews will be conducted by two members of the Member Selection Committee in accordance with procedures established by the Committee and approved by the Board.
- (b) **If two Committee members are not available and in the case of an emergency, a member of the Board may be asked to participate in the membership interview.**
- (c) All members of a household fourteen years old and over will normally be required to attend a membership interview. No unit will be allocated to a household until all members of the Household **sixteen** years and over have been interviewed, unless the Board otherwise provides.
- 2.07 Following receipt of a report from the interviewers, the Member Selection Committee, as a whole, shall be responsible for making recommendations to the Board to accept or reject an applicant, in accordance with the selection criteria.
- 2.08 The Board will normally ratify the recommendations of the Committee. If, however, the Board disagrees with a Committee recommendation concerning an applicant it will return the application to the Committee for further consideration. A written summary of its concerns shall accompany the application. If, having considered the points made by the Board, the Committee feels that its original recommendation should stand, it shall send a representative to the next Board meeting to present its point of view. The Board's decision at this point will be final, subject to 2.09 of this By-law.
- 2.09 Applicants may appeal a rejection of their application for membership by submitting to the Board, within seven days of receiving written notification of the rejection, a written statement of their wish to appeal.

- 2.10 In the case of an appeal, two interviewers from the Member Selection Committee other than those who originally conducted the interview shall conduct a second interview within thirty days of receipt of the request. The interviewers shall report to the Member Selection Committee, which shall report to the Board. No subsequent appeal by an applicant will be considered.
- 2.11 The Co-op shall not be obliged to give, nor shall any applicant be entitled to receive, written or other reasons for refusal of an application for membership in the Co-op.
- 2.12 Applicants may, at a future date, submit a new membership application to the Co-op if they feel that their circumstances have changed and that they now meet the Co-op's member selection criteria. The Committee may, at its discretion, decline to consider a new application if it feels that an applicant's circumstances have not substantially changed since the previous application was considered.
- 2.13 Prospective Sub-occupants of a Member (who will not become Members of the Co-op) shall be interviewed by the Member Selection Committee in accordance with the provisions of Article 7 of the Occupancy By-law of the Co-op, as amended (By-law No. 20) and the Procedures governing Sub-occupancy in the Co-op. An interview report as provided to the Committee shall be completed and submitted to the Board for approval.
- 2.14 Prospective Long-term Guests (who may or may not be or become Members of the Co-op) shall be interviewed by the Member Selection Committee in accordance with the provisions of Article 7 of the Occupancy By-law of the Co-op as amended (By-law No. 20) and the Procedures governing Long-term Guests of Co-op Members. An interview report as provided to the Committee shall be completed and submitted to the Board for approval.

ARTICLE 3  
OCCUPANCY STANDARDS

- 3.01 The Occupancy Standards outlined below will govern the allocation of units in the Co-op:

*Original  
amended to  
conform w. #25  
June 22/92*

- (a) With the exception set out in 3.01(b), the maximum number of people in a household to whom a unit may be allocated will be as follows:

<u>Unit Size</u>	<u>Maximum</u>
. bachelor	1 *
. one bedroom	2
. two bedroom	3 **
. three bedroom	5***

- \* The Board may, at its discretion, permit two persons to reside in a bachelor unit.
- \*\* Two-bedroom Penthouse: Maximum of 4 of whom no more than 3 are adults.
- \*\*\* Maximum of 5 of whom no more than 3 are adults.

- (b) A two-bedroom unit shall not be allocated to a one-person household unless there are fewer than seven of the Co-op's two-bedroom units so occupied at the time.
- (c) When determining the size of unit that a household is eligible to occupy, only permanent members of the household shall be considered. A person who is only periodically resident in the household (such as a child under the joint custody of separated parents or a spouse who works out of town) may be considered to be a permanent member of the household provided the Board is satisfied that it is appropriate to treat such person as a permanent member of the household rather than as a guest.
- (d) In the allocation of wheelchair-accessible units, preference will be given to applicants using wheelchairs over other applicants.

3.02 If the household size increases to the point where it exceeds the maximum number of people allowed to occupy a unit by more than one person, the matter will be reviewed by the Member Selection Committee or by such other committee or individual as the Board may designate. The committee or individual carrying out the review will recommend to the Board what action should be taken pursuant to the Co-op's Occupancy By-law.

*Amendment to  
Conform w By-L. 25  
June 22/92*

- (a) With the exception set out in 3.01(b), the maximum number of people in a household to whom a unit may be allocated will be as follows:

<u>Unit Size</u>	<u>Minimum</u>	<u>Maximum</u>
. bachelor	1	1 *
. one bedroom	1	2
. two bedroom	2(x)	3 **
. three bedroom	3	5***

- \* The Board may, at its discretion, permit two persons to reside in a bachelor unit.  
\*\* Two-bedroom Penthouse: Maximum of 4 of whom no more than 3 are adults.  
\*\*\* Maximum of 5 of whom no more than 3 are adults.

- (b) i) A two-bedroom unit shall not be allocated to a one-person household unless there are fewer than seven of the Co-op's two-bedroom units so occupied at the time.

- (x) ii) If in a two member household occupying a 2-bedroom unit one member should die or leave, the remaining member may retain the unit (even if there are seven two-bedroom units occupied by one person only at that time) provided the remaining member wishes to do so and is able to pay the full housing charge. (In this case, the maximum of seven two-bedroom units to be occupied by one-person households will be reinstated when the next two-bedroom vacancy occurs.)

- (c) When determining the size of unit that a household is eligible to occupy, only permanent members of the household shall be considered. A person who is only periodically resident in the household (such as a child under the joint custody of separated parents or a spouse who works out of town) may be considered to be a permanent member of the household provided the Board is satisfied that it is appropriate to treat such person as a permanent member of the household rather than as a guest.

- (d) In the allocation of wheelchair-accessible units, preference will be given to applicants using wheelchairs over other applicants.

3.02

If the household size increases to the point where it exceeds the maximum number of people allowed to occupy a unit by more than one person, the matter will be reviewed by the Member Selection Committee or by such other committee or individual as the Board may designate. The committee or individual carrying out the review will recommend to the Board what action should be taken pursuant to the Co-op's Occupancy By-law.

- 3.03 The Occupancy Standards set out in this By-law shall apply to the allocation of units to new members moving into the Co-op. Accordingly, the Occupancy Standards will only apply to existing members in cases where a household wishes to relocate within the Co-op to another unit or where household composition subsequently changes so that the household is no longer eligible to occupy a unit under this Article 3.

#### ARTICLE 4

##### DEPOSITS AND CHARGES

- 4.01 a non-refundable deposit as an initial instalment on the first month's housing charge shall be required at the time that an applicant agrees to accept a particular unit. The amount of the deposit shall be determined by the Board. The instalment to be paid by a household receiving housing charge assistance shall be 50% of the full instalment.
- 4.02 The first month's housing charge, less the instalment paid, shall be due, in advance, one month prior to occupancy. If the member agrees to accept a unit less than one month prior to occupancy, the full first month's housing charge shall be due at the time the unit is accepted. The payment shall be non-refundable.
- 4.03 Members shall pay to the Co-op, prior to moving into their unit, or at any other time as permitted by the Board, a Member Deposit which shall be **140% of one month's housing charge**, rounded to the nearest dollar. Should a member be receiving Housing Charge Assistance, the Member Deposit shall be **100% of the full Housing Charge** for the unit.

If necessary, applicants may sign an agreement with the Co-op to pay the Member Deposit by instalments on terms permitted by the Board.

The Co-op shall not pay members interest on the Member Deposit.

- 4.04 Prior to occupancy (or in the case of applicants already resident in the Co-op, prior to signing the Occupancy Agreement) applicants shall pay to the Co-op the lifetime membership fee of \$10.00 per adult member.

**ARTICLE 5**  
**EXTERNAL WAITING LIST**

**5.01 Establishing and Updating the Waiting List**

- (a) A Waiting List shall be maintained, consisting of applicants who have been interviewed and accepted for membership and will become members when a unit becomes available. Applicants who are living or working out-of-town or who, for other reasons, are unable to attend an orientation session at the time they wish to apply to the Co-op may ask the Board for permission to make application and to have their name placed on the External Waiting List prior to attending an orientation session and being interviewed. Such applicants must, however, attend an orientation session, be interviewed and accepted for membership prior to being offered a unit in the Co-op.
- (b) The Waiting List shall identify applicants' record date, the size and type of unit they are eligible to occupy, any restrictions applicants have identified concerning units they wish to be offered, and whether the applicant requires housing charge assistance.
- (c) Priority among applicants shall be according to the applicant's record date.
- (d) Approximately every six months, a Co-op representative will attempt to contact all applicants on the External Waiting List by telephone to find out if:
  - . they are still interested in moving into the Co-op;
  - . there have been any changes in the size or type of unit which they require; or
  - . there have been any changes in their financial circumstances which would affect their need or eligibility for housing charge assistance.



If the Co-op is consistently unable to contact a household on the Waiting List, a letter will be sent to that household advising them that they must contact the Co-op within one month indicating that they wish their application to remain active or their name will be removed from the Waiting List.

- (e) In addition to updating information concerning all applicants every six months, a Co-op representative shall contact applicants with high priority on the Waiting List to advise them of their position on the List and to suggest that they should contact the Co-op periodically, in case a unit becomes available.
- (f) A Co-op representative shall review the financial information on file concerning applicants who have high priority on the Waiting List. Such applicants shall be required to submit updated proof of income and the Co-op shall carry out a further credit check on the applicant if more than six months have passed since the information on file was compiled.

#### 5.02 Allocation of Units

- (a) When an applicant is accepted, there shall 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 this By-law and permit the applicant to take occupancy and become a member in accordance with the Organizational By-law. Where new information about an accepted applicant comes to the attention of members of the Member Selection Committee, Board or staff, prior to the offer to, and acceptance of, a unit by such applicant, the staff or Committee may make any appropriate change to any Waiting List or the Board may withdraw its acceptance of the party's application without liability. In the latter event, the application shall be treated as if originally refused and the applicant shall be entitled to appeal under 2.08 of this By-law. Any monies paid by the applicant other than the non-refundable application fee shall be returned without interest.

- (b) When a unit becomes available to an applicant from the External Waiting List it will, subject to 3.01(b) and (d), be offered to the first household on the Waiting List wanting, and qualifying for, that size and type of unit, with the following exceptions:
- i) If the Co-op is unable to contact the first household on the list within 48 hours, the unit will be offered to the next eligible household. The original household will retain its position on the List.
  - ii) If the household to whom the unit is first offered does not accept the unit because the date of occupancy is less than 60 days from the date the unit is offered, the Co-op will offer the unit to the next eligible household. The original household will retain its position on the List.
  - iii) If housing charge assistance (other than the Co-op's Emergency and/or Reserve assistance) is available beyond what is needed to satisfy any internal applications, the vacant unit will be offered to the first eligible household on the Waiting List that requires assistance even though there may be households which applied earlier and are eligible to occupy the unit.
- (c) A household offered a unit will be given 48 hours from the time the unit was offered to decide whether to accept the unit. Payment of the first instalment of the first month's housing charge, in accordance with 4.01 of this By-law, is required to confirm acceptance of a unit. This payment is normally non-refundable.
- (d) A household may turn down **three** units that have been offered and retain its place on the Waiting List. A unit turned down under 5.02(b)(ii) shall not be considered a refusal for these purposes. If the household turns down a **fourth unit**, it shall lose its priority on the Waiting List with the record date for its application being changed to the day it turned down the **fourth** unit. If the household fails to advise the Co-op office within 48 hours of being offered a unit whether it will accept the unit, it shall be considered to have turned down the unit.

**ARTICLE 6**

**INTERNAL WAITING LIST**

- 6.01 An Internal Waiting List will be maintained consisting of residents who have applied, in writing, to relocate to another unit. The Internal Waiting List shall, in all cases, have priority over the External Waiting List.
- 6.02 All requests to relocate to another unit in the Co-op must be submitted to the Co-op Office using a Relocation Form provided by the Co-op.
- 6.03 Residents may apply to relocate to any size or type of unit for which they qualify (or will qualify at the time of relocation) according to the Occupancy Standards set out in this By-law. In their application, residents may specify that they only wish to relocate to a particular area of the building, a particular type of unit or a particular unit or units.
- 6.04 Except in the cases outlined below, residents must have lived in a unit for a minimum of one year before they can submit an application to move to another unit, and following an internal move, must have lived in the unit for a minimum of two years before they can apply for a second internal move. This requirement may be waived for residents who are members of the Co-op if:
- i) members are under-accommodated in their present unit (according to the Co-op's Occupancy Standards) or, because of a change in household size, would qualify for another size of unit;
  - ii) members need to move to a less expensive unit for financial reasons;
  - iii) another special need recognized by the Board exists.
- 6.05 Unless otherwise determined by the Board, households which are in arrears of housing charges or rent to the Co-op shall not be eligible to relocate within the Co-op. An exception to this provision may be allowed by the Board if a household in arrears wishes to relocate to a less expensive unit or if the household has signed an arrears repayment agreement with the Co-op and the Board is satisfied that the household will be able to continue to meet the repayment terms. A household which has signed an arrears repayment agreement with the Co-op to pay its Member Deposit and is meeting the terms of the agreement shall not be considered to be in arrears for the purposes of this Section 6.05.

- 6.06 If one or more, but not all, residents who live together in a unit wish to relocate to a separate unit they may do so provided that:
- i) they are members of the Co-op;
  - ii) they have been resident in the unit for the minimum period indicated in Paragraph 6.04 of this By-law;
  - iii) the original household is not in arrears of housing charges or rent to the Co-op, or if in arrears, complies with 6.05;
  - iv) the Board is satisfied that each of the households formed as a result of the relocation will be able to afford the housing charge;
  - v) the new household size meets (or will meet at the time of relocation) the Occupancy Standards set out in this By-law; and
  - vi) any new residents in a household are interviewed and accepted for membership in the Co-op.

- 6.07 Priority for relocation will normally be based on date of application which shall be called the "record date". If a household is forced to vacate a unit because of damage to the unit by fire or other form of damage and has requested an internal move, the household shall have priority to relocate, in accordance with the Co-op's Occupancy By-law. In addition, exceptions may be allowed for residents who are members of the Co-op in cases where:
- . housing charge assistance is not available and a household needs to move to a less expensive unit; or
  - . because of a change in household size, a household receiving housing charge assistance requires a smaller unit in order to continue to receive assistance; or
  - . a household is judged by the Committee to be severely under-accommodated or over-accommodated.

In all cases where the Co-op gives priority for relocation to a household under this section, the Co-op will attempt, as far as possible, to accommodate existing requests for relocation before assigning an appropriate size unit to the household in need.

- 6.08 No trading of units directly between members will be allowed.

- 6.09 A household may turn down one unit that has been offered and retain its priority on the Waiting List. If a household turns down a second unit offered that meets the conditions specified on the relocation application, it shall lose its priority on the Waiting List with the record date for its application being changed to the day the household turned down the second unit.
- 6.10 Residents must advise the Co-op Office within 48 hours of being offered a unit whether they wish to accept the unit. If they fail to so advise the Co-op Office, they shall be considered to have turned down the unit.

**ARTICLE 7**

**GENERAL**

- 7.01 Anything relating to the subject matter of this By-law not set out herein or in the Co-op's other By-laws shall be decided by the Board and in the event of any conflict between this By-law and the Co-op's Occupancy or Organizational By-law, the latter By-laws shall prevail.

PASSED by the Board of Directors and sealed with the Corporate Seal of the Co-operative this 22nd day of February 1990.

Jean Dixon  
President

Wolfe Susan Dietrich<sup>c/s</sup>  
Secretary

CONFIRMED by at least two-thirds of the votes cast at a general meeting of members this 7th day of May 1990.

Jean Dixon  
President

Wolfe Susan Dietrich<sup>c/s</sup>  
Secretary

by law 1000

# CARDIFF HOUSING CO-OPERATIVE

## MEMBERSHIP AND HOUSING APPLICATION

This application has been separated into two parts as a way of helping to ensure the confidentiality of the information you provide.

The first part contains information on your household and will be used by the Co-op to gain information on the volunteer resources that are available.

The second part contains reference and financial information which will be accessible only to those directly involved in the member selection process to help in their assessment of your suitability as a future member of the Co-op.

If you would like clarification about what any of the questions mean or why they are being asked, please do not hesitate to call the Co-op office.

### FOR OFFICE USE ONLY

Date of Interest Form: _____	Allocation Number: _____
Date of Application: _____	Date of Information Session Attended: _____

### PART I: HOUSEHOLD INFORMATION

1. HOUSEHOLD COMPOSITION (Please print legibly and please include all given names of applicants 18 years of age or over to help ensure accurate identification for credit checks.)

#### Applicant 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (h) \_\_\_\_\_

(w) \_\_\_\_\_

#### Applicant 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (h) \_\_\_\_\_

(w) \_\_\_\_\_

#### OTHER MEMBERS OF HOUSEHOLD:

Surname	Given Name(s)	Relationship To Applicant	Birthdate	Sex
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. HOUSING REQUIREMENTS

- Size of accommodation required or preferred (and second choice, if any):
  - Bachelor \_\_\_\_\_
  - One bedroom \_\_\_\_\_
  - Two bedrooms \_\_\_\_\_
  - Three bedrooms \_\_\_\_\_
  - Wheelchair Accessible \_\_\_\_\_
- Do you require a parking space? \_\_\_\_\_ How many? \_\_\_\_\_
- Do you own a pet? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what kind(s) and how many? \_\_\_\_\_
- Does any member of your household have any health problems that affect their housing needs? If yes, please specify:

3. PARTICIPATION

All Co-op members are OBLIGED by our By-laws to volunteer some time to help with the running of the Co-op. Please specify the area of interest for each applicant. (See attached page for committee job descriptions.) Note first and second preference. Initial your choice if there is more than one adult applicant in your household.

- Membership Committee \_\_\_\_\_
- Finance Committee \_\_\_\_\_
- Maintenance Committee \_\_\_\_\_
- Newsletter Committee \_\_\_\_\_
- Other Volunteer Activities \_\_\_\_\_ (specify)

Why are you particularly interested in this committee or volunteer activity?

\_\_\_\_\_

\* List those of your skills which might be helpful to our Co-op:

\_\_\_\_\_  
\_\_\_\_\_

\*Approved by the Board July 16/97

4. GENERAL INFORMATION

How did you hear about Cardiff Housing Co-operative?

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

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Have you lived in a housing co-op before or been involved in any other form of co-operative or credit union? If yes, give details.

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Are you now or have you in the past been involved with any other volunteer organizations such as a community group, service club or trade union? If yes, give details.

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I/We understand that only members of **CARDIFF HOUSING CO-OPERATIVE** may occupy a housing unit and I/we hereby apply for membership in the Co-operative.

I/We understand that this application must be accompanied by the following:

- . the ten dollars (\$10.00) non-refundable application fee per household;
- . income verification in a form suitable to the Co-operative for each member of the household who receives an income. (See the following page for information on Proof of Income.)

I/We understand that **CARDIFF HOUSING CO-OPERATIVE** is 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 **CARDIFF HOUSING CO-OPERATIVE** depends on being accepted for membership in the Co-operative.

I/We understand that if accepted for membership and offered a unit, a one-time membership fee of ten dollars (\$10.00) per adult will be required.

I/We declare that all the information in this application is correct and hereby authorize the Co-operative to verify any or all of the information contained herein, and to perform a credit check at the discretion of the Co-operative.

SIGNATURE

Applicant(s)

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** Your application will not be recorded as received until all information and the application fee has been received.