

# Unit Entitlement

## 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

**Family** means individual/family head, with or without spouse, with or without dependents

**Extended Family** means a parent, grandparent, child, grandchild, brother or sister by blood, marriage, common-law partnership, or adoption of the principle or associate member

**Dependent** means children under the age of 19; OR children who are in full time studies in an accredited education facility; OR dependent spouse or dependent extended family member

**Exceptions concerning the Unit Entitlement Policy that involve the consideration of other than Family or Extended Family will require Board approval. Those members who feel that their unit requirements should receive special consideration must direct their requests in writing to the Board of Directors.**

## Policy

1. To qualify for a unit the co-op will use the following standards in determining the appropriate unit size and suitable unit for each household:
  - **There should be no fewer than one resident per bedroom (2 bedroom apartments on Tolbooth are an exception to this requirement)**
  - **There should be no more than two residents per bedroom (there are no exceptions to this requirement)**
  - **There should be enough bedrooms so that parents (or any other family or extended family members over the age of 19) do not have to share a bedroom with a child**
  - **There should be one bedroom for each child of the opposite sex aged five or over**

Members will be provided with sufficient bedrooms to house:

- **children on a part-time basis (at least 2 days out of every 7 in any given month) due to custody arrangements (current documentation required)**
- **foster children or family members and extended family members on a permanent interim basis (at least 2 days out of every 7 in any given month (current documentation required)**
- **care-givers for members with special needs (current documentation required)**
- **members with medical conditions requiring an additional bedroom (current documentation required)**
- **any other dependent living in full time residence in the household**

New members, and existing members requesting an internal move, to a three-bedroom townhouse unit featuring a full basement or a four-bedroom townhouse unit must meet the following additional entitlement requirements moving in but thereafter may remain in the unit so long as they continue to meet all other general unit entitlement requirements.

- **A minimum of two children (defined as under the age of 19) are required to qualify for a three bedroom townhouse unit featuring a full basement - OR a minimum of four family members (one family head plus three family or extended family members) are required to qualify for a three bedroom townhouse unit featuring a full basement.**
  - **A minimum of three children (defined as under the age of 19) are required to qualify for a four bedroom townhouse unit - OR a minimum of four family members (one family head plus three family or extended family members) are required to qualify for a four bedroom townhouse unit.**
2. Members must provide current documentation acceptable to the co-op as outlined in the procedures when requesting exceptions to the unit entitlement policy.
  3. Members must advise the co-op of ANY change in household size within 30 days or upon request by the Board.
  4. The co-op will require all households that no longer meet unit entitlement requirements to move to an appropriate sized and suitable unit when one comes available unless there is a valid reason acceptable to the co-op for the household to remain in the current unit. All households that no longer meet unit entitlement re-

quirements and are required to move as per this policy must accept the **first** offer of an appropriate sized and suitable unit. The household will be permitted to stay in the current unit until an appropriate sized and suitable unit becomes available.

The co-op recognizes that the needs of existing members may vary over time and will allow for the maintenance of additional space in the following situations:

- **Existing members in any sized unit may maintain a bedroom for each adult child up to 25 years of age who is residing elsewhere while in full time studies in an accredited education facility and who maintains the co-op as their permanent residential address (current documentation required)**
- **Existing members in any sized unit may maintain one bedroom for adult family members or extended family members who no longer maintain the co-op as their permanent residential address for up to 18 months (current documentation required)**

Members must advise the co-op if they are maintaining additional space for the above reasons.

5. The board may approve a request for an exemption to the requirement to move:
  - **where infirmity may make a move inadvisable (current professional documentation required)**
  - **for 18 months following a bereavement, or**
  - **for other reasons at the discretion of the board**
  - **in any case where an exemption to the requirement to move is made, members may not have one bedroom more or one bedroom less than the appropriate sized unit for that household.**

Any exemption approved by the board must be reported to the members.

6. The co-op may, at the discretion of the board, help members who are required to move with their internal moving costs by:
  - **paying all or some of any fees incurred for moving utility accounts**
  - **offering other assistance to the household to offset moving expenses**

**Policy approved by general meeting dated: JUNE 16, 2015**  
**Replaces all Over-and-Under Housing and Unit Entitlement and any other related Policies and Procedures previously adopted by the Kinross Creek membership or Board of Directors.**