

**Westwood Place Co-operative Homes Inc.  
(Phase I)**

By-law No. 21

**HOUSING CHARGE ASSISTANCE BY-LAW**

(for co-ops under the Federal Community Housing Initiative—Phase 2 (FCHI-2) program)

Passed by the Board of Directors on the 22<sup>nd</sup> day of February, 2023.

Confirmed by the Members on the 27<sup>th</sup> day of April, 2023.



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**Article 1: Eligibility**

**1.01** To receive Rent Supplement Assistance, a household must first be assessed for eligibility based on the following requirements:

- The household must be in **Housing Need**. This means that a household pays more than thirty per cent (30%) of their Gross Household Income for housing.
- The household must have at least one primary occupant eighteen (18) years or older or otherwise emancipated, in accordance with applicable laws.
- Household must be allowed to reside permanently in Canada. This includes people with an accepted application for permanent resident in Canada (those with a first-stage approval or "approval in principle").

No household member may hold an ownership interest in a residential property that can be lived in year-round unless the holder of the interest agrees to dispose of it within a six-month period of being offered assistance. The co-operative may extend the six-month period at its discretion.

No household members may owe money to a fully or partly government-funded housing provider unless;

- the debt has been forgiven
- the debt has been settled even though only part of the debt was paid
- the housing provider will accept payment over time.

The household will only be responsible for 50% of the debt in order to be eligible, if;

- the debt is owed by a member of the household who is a victim of domestic violence
- victims of domestic violence are given priority for assistance under the co-operative's by-laws
- the debt is a result of a joint tenancy.

Household members must be able to live independently, either with or without support services. It is the responsibility of the applicant to arrange for any necessary and appropriate support services.

**Article 2: Assessing and Reviewing Eligibility**

When a household applies for rent supplement assistance, their eligibility is assessed. If the household is placed on the waiting list for assistance, the co-operative may need to do another eligibility assessment if some time



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**Article 4: False Declaration of Income and Failure to Report Increases**

Where a household is discovered to have falsely declared their income, they will be required to retroactively reimburse the co-op for assisted funds allocated to their account unjustifiably. Where the household refuses to reimburse the co-op, eviction proceedings will be initiated.

**Article 5: Households Being Evicted**

Where a household is being evicted, any subsidy allocation will be terminated effective on the date at which the household is required to vacate their unit.

**Article 6: Occupancy Standards**

**6.01 How Many Bedrooms Can a Household Have?**

Occupancy standards are rules about the size of unit (based on the number of bedrooms) that a household can live in and be eligible for assistance.

Occupancy standards in the rental assistance program set the minimum number of people who must live in a unit in order to be eligible to receive assistance.

**6.02 Minimum and Maximum Occupancy Standards**

**Minimum Occupancy Standard:** one occupant per bedroom

- Two adults who are married or cohabiting as spouses are required to share a bedroom.
- Children under the age of 26 years who are attending school out of town may be included in the household for purposes of applying the Minimum Occupancy Standard provided;
  - they are attending a recognized educational institution on a full-time basis
  - they are dependent, in whole or in part, on the family for financial support.

**Maximum Occupancy Standard:** two occupants per bedroom

The co-operative may make exceptions to the maximum Occupancy





