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## ABC Housing Co-op

# Over and Under Housing Policy

For co-ops that are required to follow National Occupancy Standards – FCHP (ILM) subsidized units.

### Purpose of policy

To make sure that members are provided with a suitable unit of appropriate size.


### Definitions

**Over housing** means having too many bedrooms for the size of the household.

**Under housing** means having too few bedrooms for the size of the household.

### Policy

1. The co-op will use National Occupancy Standards in determining the appropriate unit size for each household:
    - no more than two and no fewer than one person per bedroom
    - spouses and couples share a bedroom
    - parents do not share a bedroom with their children
    - dependents of the same sex, age 18 or over, do not share a bedroom, and
    - dependents of the opposite sex over age five do not share a bedroom.
  2. Members will be provided with sufficient bedrooms to house:
    - children on a parttime basis (at least 20% of the month) due to custody arrangements
    - foster children or family members on an interim basis (at least 20% of the year)
    - caregivers for members with special needs
    - members with medical conditions requiring an additional bedroom,
  3. Members must provide documentation acceptable to the co-op as outlined in the procedures.
  4. Members must advise the co-op of any change in household size.
  5. Unless exempted by the board, the co-op will require a household that is over or underhoused to move to an appropriate sized and suitable unit when one comes available.
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The household will be permitted to stay in the current unit until that time.

6. Over housed households required to move may turn down one offer of an appropriate sized and suitable unit. Members must accept the offer of a second appropriate sized and suitable unit, unless there is a valid reason acceptable to the co-op.
7. Over and under housing cases are approved at the discretion of the board, in compliance with the BC Housing agreement.

**Please note:** The over and under housing policy should set out co-op requirements and adhere to standards outlined in the agreement with BC Housing. Where the board is called upon to use its discretion, it will consult with BC Housing.

Policy approved: May 18, 2024



### **Procedures needed to carry out this policy**

1. Criteria for documentation required in Point #2.
2. Method of notifying members that they are over- or underhoused, providing adequate notice.
3. External transfer form and procedures where other housing options are available.
4. Note other relevant policies.
5. BC Housing Rent Calculation Manual.
  - Rent Calculation Manual