

ALLOCATION OF UNITS & OCCUPANCY GUIDELINES POLICY:

The following guidelines for occupancy will be followed:

A. ALLOCATION OF UNITS

1. Members using wheelchairs who are capable of living independently with or without support services provided in the community will be given preference in the allocation of disabled units;
2. After initial allocation, a member has security of tenure in the co-operative subject to the bylaws and policies of the co-operative.
3. Occupancy of any unit shall **NOT** exceed 2 persons or become less than 1 person per bedroom with the exception of 1 member in a two bedroom unit. There will be a maximum of 2 people in a one bedroom, maximum of 4 people in a two bedroom, maximum of 6 people in a three bedroom, and a maximum of 8 people in a four bedroom. Once you fall below or exceed the appropriate occupancy limit you **MUST** apply for an internal move. If more than four bedrooms are needed, you will be required to resign your membership within 3 months. In the case of the extra occupant being a newborn, you must resign your membership by one year less a day of the child's birth.

B. INTERNAL MOVES

1. If a household ceases to meet the occupancy guidelines outlined in A, then the following provisions apply:
 - i. When the number of persons residing in the unit falls below the minimum number or exceeds the maximum number the member(s) will be required to move to a unit of appropriate size.
 - ii. Two months after the number of persons residing in the unit no longer meets the occupancy guidelines the member(s) will be placed on the internal waiting list for a unit of appropriate size. Units will be offered to the member(s) as they come available.
 - iii. Member(s) required to move internally will be offered up to two units. The member(s) will be given a maximum 60 days' notice of availability of a unit for a required internal move.
 - iv. If the member(s) turn down two units of appropriate size, the member(s) will be asked to submit their reasons in writing to the board. The board will consider this submission. If they find there is just cause, the board can extend the time period for moving at their discretion. If there is not just cause the board will automatically consider termination of the member(s) membership and occupancy rights in the co-operative. The co-operative must give 60 days' notice of termination of membership and occupancy rights in this situation.

Amended at November 23, 2023 GM; Amended at November 29, 2016 GM

Approved by the General Membership on November 25, 2014

This policy replaces the former Occupancy Guidelines Policy, Allocation of Units Policy, Internal Wait list Policy and External Wait list policy

2. In the case where a unit has been allocated prior to November 23, 2023, the member(s) shall continue to enjoy the rights outlined in the previous Occupancy Guidelines Policy for as long as they are a member in the current unit which they reside, except as described below. This policy states that *the minimum number of persons in a unit shall be one less than the number of bedrooms and the maximum number of persons shall be one more than the number of bedrooms.*
 - i. Once the grandfathered member(s) move to a different unit in the Coop, this rule will no longer apply.
 - ii. Once the number of persons in the unit exceeds or falls below the number of persons as described above, this rule will no longer apply.
3. Member households may apply to the Board of Directors to relocate to any size or type of unit provided that:
 - i. The household qualifies for the unit requested under section A of this policy.
 - ii. The household is not in breach of its Occupancy Guidelines or Agreement with Rainbow Housing Cooperative.
 - iii. The member(s) have lived in their unit for a minimum of one year and has fulfilled all the responsibilities of the Members Policy, except in cases where a member resident becomes disabled and requires a modified unit; a household is forced to vacate a unit because of damage by fire, or other forms of damage, and requests an internal transfer pending investigation to cause of damage and responsibility; or that a unit becomes available and no other applicant either internally or externally can be approved for that size of unit.
4. Grounds for refusing a request to relocate include, but are not limited to:
 - i. Arrears (where no repayment agreement has been made or maintained);
 - ii. Failure to fulfil participation requirements;(as per the Occupancy Agreement)
 - iii. And/or failure to maintain the unit in accordance with the Maintenance Policy.
 - iv. **And/or are in violation of any Co-operative By-law or Policy**
5. No trading of units directly between members will be allowed.
6. A written internal transfer offer must be accepted in writing within the time specified on the offer.
7. Internal Moves shall be given fifteen (15) days to conduct their move and preform a move out inspection on their original unit. The member may apply to the Board of Directors for an extension if required. Failure to conduct the move within the allotted time frame will result in chargebacks at a rate of the prorated daily amount of the full housing charge.
8. In the case where an internal move has been granted to one member of a unit while other existing members remain in the initial unit, the share capital will remain with the initial unit. The full share capital or 50% of the share capital and payment arrangements not exceeding one year are due upon accepting the unit. The amount of share capital due is equal to the amount due on the date the member was granted membership.
9. **If the household refuse two unit offers, they will be removed from the waiting list and not allowed to reapply for a period of twenty-four months.**

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