

OLD GRACE HOUSING CO-OPERATIVE

WAIT LIST AND SUITE ALLOCATION POLICY

1. BACKGROUND AND PURPOSE

- a. This Policy is used to allocate available suites to current co-op members (internal allocation) or to Friends of OGHC (external allocation). Current co-op members will have priority over Friends whenever a suite becomes available. The Wait List for Suites is used for external allocations.
- b. Under the terms of the co-op's Financial Assistance Agreement with Manitoba Housing, Old Grace Housing Co-operative must maintain 30 suites of affordable housing on the Arlington Street site. In addition, the 4 townhouses on Evanson Street are designated as affordable housing.
- c. Priority for Suites is based on Co-op Number (see *Friends and Members Application Policy* for details). In some circumstances, the Membership Committee may approve an internal allocation of an available suite based on criteria other than Co-op Number, such as when a suite transfer is required by Manitoba Housing regulations, or when an exception is granted to a co-op member (see below).
- d. Information collected by the Membership Committee from Friends of OGHC or from co-op members is protected by federal and provincial Protection of Personal Information legislation, and will remain confidential at all times.

2. WAIT LIST

- a. The Membership Committee will establish and maintain the co-op's Wait List for Suites.
- b. All Friends of OGHC are eligible to submit a completed *Wait List Application Form*. Friends are informed of this on becoming a Friend of the co-op.
- c. The *Wait List Application Form* gives the Membership Committee detailed information about the applicant's household composition, the size and type of housing preferred, when they wish to move into the co-op, and other pertinent information.
- d. Applicants who submit a Wait List Application will be added to the Wait List for Suites.
- e. At least annually, the Membership Committee will contact applicants on the Wait List for Suites to ask about any changes in their housing preferences or contact information.
- f. Applicants are responsible for ensuring that Old Grace Housing Co-operative has their current contact information on file. If an individual fails to do this, OGHC cannot be held responsible for failing to inform the applicant when a suitable suite becomes available, or for any delay in doing so.

3. SUITE ALLOCATION

When a suite becomes available, the Membership Committee will follow a two-step allocation process:

- a. **Step One** is to offer the available suite, internally, to existing co-op members. This may result in several transfers of suites between members.
- b. **Step Two** is to offer the suite that is now available to Friends of OGHC whose names are on the Wait List for Suites, based on their Co-op Number and according to their eligibility for the size and type of suite available.

See APPENDIX for procedures related to these two steps.

Requests for exceptions from allocation by Co-op Number:

- a. Requests for exceptions from allocation by Co-op Number may be received from co-op members for a number of different reasons. A three-member Sub-Committee of the Membership Committee will be struck to determine if such requests are warranted. Recommendations to the Board from the Membership Committee will be made on a case-by-case basis, guided by Article 9 of the *OGHC Occupancy Rules* and the co-op's *Vision, Mission and Values*.
- b. A co-op member whose request for exception is turned down by the Membership Sub-Committee has the right to appeal the decision to the co-op board of directors.

Exceptions to allocation by Co-op Number may include, but are not limited to:

- a. Co-op members living in affordable housing, and receiving monthly Rent Supplement, are subject to Manitoba Housing's rules about minimum and maximum household size. These are detailed in Article 9.D.1 of the *OGHC Occupancy Rules*. If Manitoba Housing rules that a household must change suites, the Membership Committee must give that household priority for an internal move when a suitable suite becomes available.
- b. Co-op members living in affordable housing are subject to the co-op's household size rules. These are detailed in Articles 9.C.2 and 9.C.3 of the *OGHC Occupancy Rules*. For example, the loss of a household member or the division of a household, may result in too few people occupying a suite. A member in this situation may request an exception to the minimum household size rule in order to stay in their current suite, or may be given priority for a smaller suite.
- c. Requests to transfer suites might also result from a member's documented health concerns (eg. to move to a larger suite in order to accommodate medical equipment).
- d. A member household's financial concerns might prompt a request to transfer to a smaller suite with a lower monthly housing charge.

4. PROCESSING INTERNAL SUITE APPLICATIONS

- a. A member who has been offered a suite internally will be asked to fill out and sign an *Acceptance of Suite Offer and 90-Day Notice of Suite Change* within 5 business days of the offer date.
- b. If the offer is not accepted within 5 business days, the suite will be offered to an internal applicant with the next lowest Co-op Number or to eligible Friends on the Wait List, if there are no other internal applicants.

5. PROCESSING EXTERNAL SUITE APPLICATIONS

- a. Friends of OGHC who wish to apply for a suite will be given 5 business days to view the suite, and submit a completed *Membership and Suite Application Form* (and income verification if applicable) together with the required deposit.
- b. If the application is accepted, the Friend's contact information will be forwarded to the board of directors. Arrangements will be made for the Friend to pay the Member Shares required and sign the co-op *Member Shares Subscription Statement*.
- c. If the Friend withdraws their application at any point in the application process, the suite deposit will be fully refunded. The Friend's name will remain on the Wait List for Suites unless they choose to withdraw from the co-op completely.

- d. In situations where an applicant is ineligible, or the Friend withdraws an application, the Membership Committee will offer the suite to the next eligible Friend on the Wait List. This process continues until the available suite is successfully allocated.

APPENDIX: SUITE ALLOCATION PROCEDURE

1. STEP ONE: Allocation of the available suite to a co-op member

- a. The Membership Committee will notify all co-op members by email (or by phone, if necessary) when a suite becomes available. Information about the size and type of suite will be included.
- b. Members will be given a deadline of 5 business days from date of notification, to indicate their interest in the available suite.
- c. When this deadline has passed, the Membership Committee will compile a list of members who have expressed interest, ranked according to their Co-op Number. The suite will be offered to the eligible member expressing interest who has the lowest Co-op Number.
- d. If the offer is not accepted within 5 business days, the suite will be offered to the member with the next lowest Co-op Number. This process will be repeated until the suite is accepted, or until it has been refused by all the co-op members who had previously expressed interest.
- e. Depending on the co-op member's household circumstances, the suite presently occupied by the member might become available for reallocation. If so, all co-op members will be notified and given 5 business days from the notification date to indicate their interest, and so on.
- f. If there is a suite available following this allocation/reallocation process, it will be offered to Friends of OGHC who are on the Wait List for Suites (see Step Two).

2. STEP TWO: Allocation of the available suite to a Friend of OGHC

- a. When a suite becomes available, the Membership Committee will refer to the Wait List for Suites for Friends of OGHC who are eligible for the size and type of suite available.
- b. The Membership Committee will contact the first 10-20 Friends on the Wait List for the available suite with an invitation to apply, allowing 5 business days for Friends to view the suite, fill out an application and submit a deposit should they wish to apply. If a Friend does not use email they will be contacted by phone.
- c. The Membership Committee will arrange for interested Friends to view the available suite in accordance with Article 5.3 of the *OGHC Occupancy Rules* or as agreed with the current resident.
- d. A Friend who wishes to apply for the Suite will submit a *Membership and Suite Application Form* along with the required deposit and income verification if applicable.
- e. The Membership Committee will assess the *Membership and Suite Application Form* for completeness, eligibility and accuracy, and may contact the Friend for additional information if needed.
- f. Once the deadline for submission of applications has passed, the Membership Committee will determine who, among the eligible applicants, has the lowest Co-op Number. This applicant will be sent a suite offer.
- g. If the offer is accepted, the Friend's contact information will be forwarded to the board of directors who will complete the process for obtaining the suite.
- h. Once the suite offer has been accepted, any remaining Friends who applied will be notified that the suite is no longer available and assured that they will remain on the Waitlist.
- i. If no applications were submitted and accepted the process will be repeated until the suite has been allocated.