

Woodsworth Housing Co-operative, Incorporated

Housing Charge Subsidy By-law for Co-ops receiving CMHC Rent Supplement

By-Law # 81

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1. About This By-law

1.1. Introduction

1. This By-law sets out the process and procedures that relate to subsidized monthly housing charges from CMHC for eligible co-op households. There may also be a separate bylaw for internal subsidy, funded by Woodsworth Housing Co-operative.

1.2. Priority of the By-law

- (a) In case of any conflict between this by-law and the Co-op's Occupancy By-law or Organizational By-law, the latter by-laws will prevail. If there are any conflicts between this by-law and the rent supplement agreement with Canada Housing and Mortgage Corporation (CMHC), the latter will prevail.

This By-law repeals, takes the place of or amends all other by-laws, policies or resolutions that deal with subsidized monthly housing charges.

(b) Government and Other Requirements

The Appendices of this bylaw are in the agreement between CMHC and the co-operative. To meet government or other funder requirements, the Appendices of this bylaw can be changed by the Board of Directors without amending this by-law.

1.3. Definition of Terms

- a) "Household" shall mean a person or a group of persons who occupy the same private dwelling and do not have a usual place of residence elsewhere in Canada.
- b) Dependent: Someone is considered a child of a member if they would be considered the member's child under the Ontario Family Law Act.
- c) RGI Subsidy: For the purposes of this By-law, all mentions of the following terms mean the total subsidy granted to any household of the co-op, pursuant to this By-law.

- RGI subsidy
- RGI housing charge subsidy
- Rent-gear-to-income subsidy
- Housing charge subsidy
- Housing charge assistance
- Subsidy
- Rent supplement

2. Eligibility Requirements to Receive Subsidy from CMHC

- 2.1. Members have to meet the eligibility requirements as attached to this by-law as set out in Attachment 2.
- 2.2. This program is for households who pay thirty per cent (30%) or more of their Gross Household Income for housing accommodation.
- 2.3. To be eligible to receive or to continue to receive housing charge subsidy, a household must meet the following eligibility requirements:
 - (a) meet the eligibility requirements as set out in Attachment 2.
 - (b) provide accurate information about who lives in the unit and proof of their income;
 - (c) update their information with the co-op within ten (10) days whenever there is a change in household composition and/or household income.

2.4. Burden of Proof

The burden of proof of initial or continued eligibility for RGI subsidy and/or the amount of subsidy shall, in all cases, be the responsibility of the applicant. The applicant must provide any information requested by the co-op. If the Management has doubts regarding the factual nature of the applicant's information, then the co-op may:

- refuse to grant RGI subsidy to the household;
- terminate RGI subsidy previously granted to the household;
- recalculate the household's RGI subsidy on the basis of an income that the Management considers reasonable.

2.5. Overhoused Households

- (a) Overhousing is the term used for an assisted household living in a unit with more bedrooms than allowed by the CMHC rent supplement agreement (Attachment 2). This section does not apply to households receiving Emergency Internal Subsidy.
- (b) After move-in, members may remain in the housing unit chosen, even though there is a change in family composition, as long as the one person per bedroom minimum requirement is met.
- (c) Overhoused households will be offered a unit of a more appropriate size to the household composition.

- (d) If someone dies who is living in the household at the time of their death, the remaining member(s) will be granted one year before having to move to meet minimum requirements.

2.6. Procedures for Overhousing

- (a) An overhoused household must place their name on the internal waiting list and relocate to a more appropriate sized unit.
- (b) Or an overhoused household receiving rent supplement can opt to pay the difference between the full housing charge for their current unit and the full housing charge for the most expensive unit they are eligible for under the occupancy standards set by the housing charge subsidy service provider (CMHC). This is called an Overhousing Surcharge.
- (c) Members must tell the co-operative in writing that they are choosing to pay the overhousing surcharge rather than relocate. This option can be changed by the subsidized household with written notice to the Co-operative.
- (d) There is no relocation fee for overhoused households receiving subsidy.
- (e) The household may refuse the first two units offered to it, but must move to the third unit. If a smaller unit is offered and the household refuses to move, they are no longer eligible for assistance.
- (f) The overhoused household will not be charged an overhousing surcharge while waiting to relocate to the more appropriately sized unit. However, the overhousing surcharge will apply after the refusal of one (1) unit offer of the appropriate size.
- (g) If an overhoused household refuses to be added to the Internal Waiting List or to pay the Overhousing Surcharge, they will no longer be eligible for housing charge subsidy,
- (h) An overhoused household that is receiving RGI subsidy and that has been added to the Internal Waiting List will continue to be eligible for housing charge subsidy in their current unit until an appropriate unit becomes available unless they:
- no longer meet all of the other eligibility requirements set out in Article 3 of this By-law, or
 - refuse three (3) units of the appropriate size offered to them while they are overhoused and on the Internal Waiting List
- (i) In the event, of any of the above, the household's housing charge subsidy will be terminated
- (i) with sixty (60) days' notice after they have refused three (3) units,
 - or
 - (ii) when the household no longer meets the co-op's eligibility requirements.

3. Definition of Household Income

- 3.1. See Attachment 3 for definition of household income.
- 3.2. The income of people living in a member's unit as casual guests who are allowed as guests under the Co-op's Occupancy By-law will not be included.

4. Application and Verification Process

4.1. Application Process

- (a) Co-op households may apply for housing charge subsidy at any time during the co-op's fiscal year.
- (b) Co-op households will use the Housing Charge Subsidy Application attached to this By-law to apply for housing charge subsidy (See Appendix A).
- (c) Applications for housing charge subsidy will not be processed until they are complete, signed and all information and supporting documentation have been received by the co-operative.
- (d) All residents in the household, including long-term guests, must report and provide proof of income and sign the application.
- (e) Applications for housing charge subsidy will be processed and approved by co-op staff. Co-op staff will calculate the subsidized monthly housing charge.
- (f) Co-op staff will review the income and assets of all households who apply for housing charge subsidy. Reviews will be done:
 - before a household begins to pay a subsidized monthly housing charge
 - annually;
 - when there is a change in family composition of a household paying a subsidized monthly housing charge;
 - when there is a change in income of a household paying a subsidized monthly housing charge.
- (g) A completed application will include:
 - a list of all persons living in the unit including any long-term guests, providing:
 - name of each person;
 - relationship to each other;
 - birth dates;
 - information about types of income and documented proof of income;
 - a signed declaration and verification of all income for all people in the household. A parent or guardian signs for a child.

- (h) The co-op will use the completed application and the information to determine
 - whether the household is eligible for housing charge subsidy;
 - the unit size the household is entitled to occupy under the minimum household size (as set out in the applicable provisions of CMHC Rent Supplement agreement (Attachment 2 and the overhousing procedure set out in this by-law);
 - the subsidized monthly housing charge for the unit.
- (i) Households that are eligible for RGI subsidy will be required to sign the Housing Charge Subsidy Terms and Agreement form (as set out in Appendix C of the Co-op's Occupancy By-law) before beginning to pay the subsidized monthly housing charge.

4.2. Annual Verification Process

- (a) The annual verification process is used to update the co-op's records on all households receiving assistance and make any necessary changes.
- (b) The annual verification process will normally start four (4) months before the end of the co-op's fiscal year.
- (c) The annual verification package to be provided by the co-op will include the housing charge subsidy application form (See Appendix A), instructions for completing the form, a list of incomes and supporting documentation required, and the deadline to submit the information.
- (d) Verification for housing charge subsidy will be sent to all households currently receiving housing charge subsidy.
- (e) Verifications for housing charge subsidy will be processed as set out in Section 4 of this By-law.
- (f) Notice of the subsidized housing charges granted to co-op households will normally be sent to the household in question no later than sixty (60) days before the end of the co-op's fiscal year end.

4.3. If the household received more subsidy in the prior year

If a household received excess subsidy in the prior year than they were entitled to receive, they will be required to re-pay any overpayment.

4.4. Reporting Changes Throughout the Year

Within ten (10) calendar days of the occurrence of any change households paying a subsidized monthly housing charge must report changes in:

- (a) household composition (i.e. who lives in the unit);
- (b) household income (i.e. how much money each occupant earns)
- (c) Adjusting housing charge subsidy

- (d) If the change results in a lower assisted housing charge, the decrease will be effective the first day of the first month after the change.
- (e) If the change results in a higher assisted housing charge, the increase will be effective if it is at least \$25.00 higher. It will be effective the first day of the second month after the change.

4.5. Waiting List for Housing Charge Subsidy

- (a) The co-op will establish a waiting list for housing charge subsidy if there is no housing charge subsidy available. Priority on the waiting list will be determined on a “first come, first serve basis” based on the date (and time, if necessary), a complete application was received by the co-op.
- (b) There are separate waitlists for government (CMHC) subsidies and internal subsidy, if there is an internal co-op subsidy.
- (c) A member may be placed on the waiting list for government subsidy if they qualify while on any internal subsidy if they believe they will need ongoing subsidy. If a government subsidy should come available and they are next for the government subsidy, the member is moved to the government subsidy after paperwork review.

5. Sub-Occupancy

Households in receipt of housing charge assistance cannot sublet their units.

6. Appeals

Members who are refused housing charge subsidy, lose their subsidy, or dispute the amount of subsidy may appeal to the Board of Directors. Appeals must be made within 14 days after the member receives notice of the disputed decision. Members will be given at least 10 days’ notice of when the Board will consider the appeal. Members can appear and make representations to the Board before it decides. Members can have a representative. The decision of the Board is final.

7. Breach of Obligations by Members

- 7.1. The Co-op can end housing charge assistance if a household or a member of the household has broken the terms of this By-law.
- 7.2. A household must pay back the Co-op for housing charge assistance to which it was not entitled if it:
 - (a) declared its income falsely, or
 - (b) did not report an increase in income when required by this By-law, or
 - (c) ceases to meet the eligibility or occupancy standards as described in this By-law.

8. Privacy and Confidentiality

The co-operative will comply with the *Personal Information Protection and Electronic Documents Act (PIPEDA)* when collecting personal information from applicants and assisted households.

The co-operative must use the information only for the purpose for which it was collected and protect the information collected from unauthorized sharing, use and disposal.

The co-op will develop a process that ensures privacy for members and maintains confidentiality.

9. Conflict of Interest

- 9.1. In any situation where a staff person or board member may have an actual or perceived conflict of interest in regards to housing charge assistance decision, the co-op's conflict of interest rules must be followed. Normally, the person with the actual or perceived conflict of interest:
 - (d) must report the conflict to the board
 - (e) may not take part or be present in the discussion or decision about the matter
- 9.2. The co-operative should make sure there is a written record of the conflict of interest and the action taken.

CERTIFIED to be a true copy of Bylaw No. of _____ Housing Co-operative,
passed by the Board of Directors at a meeting held on _____ and confirmed by a two /
thirds vote at a meeting of members held on _____, _____.

_____ c/s
Secretary

Appendix A: Application for Housing Charge Subsidy

Unit #		Phone & email	
Please provide information about who the co-op can contact for emergencies			
Name of Person to contact	Relationship to you (e.g. mother, cousin, friend)		Phone # and email

1. List all the people living in your unit.

- List everyone living in your unit, including long-term guests, whether they have an income or not. List children who are temporarily away attending school. **Do not forget to list yourself.**

Last Name	First Name	Relationship to each other (mother, father, son, daughter, grandson)	Birth Date (M/D/Y)	
Has anyone moved <u>into</u> your unit during the last 12 months?			Yes	No
If yes, who moved <u>in</u>		Date moved <u>in</u>		
Has anyone moved <u>out</u> of your unit during the last 12 months?			Yes	No
If yes, who moved <u>out</u>		Date moved <u>out</u>		

2. List the income for each household member and attach proof-of-income.

- See the attached “What Counts As Income?” for some examples of income
- See the attached “Proof-of-income Checklist” for how to prove your income
- Some household members may have more than one type of income
- All types of income must be listed and proved
- Children (over 16) in your household who provide proof they are **full-time** students do not need to provide other income verification

Name of Person with Income	Source of Income (name of employers, pension or type of benefit)	Date employment or benefit started	Amount & Frequency

3. List the assets for each household member and attach proof.

- Include bank accounts, term deposits, GICs, RRIFs and annuities, mutual funds, stocks or shares, bonds and real estate such as house, land or cottage
- List all assets even if they do not produce income
- See the attached “What Counts as Income?” for some examples of assets to include

Name of Person with Assets	Name of Financial Institution / Description of Asset	Account Numbers / Type of Account	Value of Asset

•

4. List all students in your household and attach proof that they are attending school.

- Proof includes a copy of the **OSAP Assessment Summary** if you receive OSAP, **or** a letter from the educational institution identifying the name of the program, the program start date, year in program, current course load, and anticipated graduation date

Name of student	School	Program Information	Full-time or Part-time	Proof Attached

5. Please read the following information and sign the form.

Declaration, Release and Consent

- I understand that applications for subsidy will be processed only when completed and only on a first come first served basis, subject to availability of subsidy funds
- I understand that my application for subsidy will not be considered complete until I have provided all information requested
- I understand that the Co-op has the right to verify all information I give them. I authorize the Co-op to take whatever steps considered necessary to confirm the information.
- I understand the Co-op will use the information I give them in order to see
 - if my household qualifies for the size and type of unit we live in,
 - if my household is eligible for rent-geared-to-income subsidy, and
 - how much rent-geared-to-income (RGI) subsidy my household qualifies for
- I understand that any information on this form or attachments will only be given in accordance with the *Personal Information Protection and Electronic Documents Act (PIPEDA)*..
- I agree to co-operate fully and give complete information in the form required by the co-op for the purpose of any investigation it may carry out concerning my income, household size or other qualifications for housing charge subsidy

I declare that

- everything I have written in this document is true and that no information that is required to be given has been withheld or omitted
- all persons in my household are in Canada legally

I acknowledge that

- only the people I have listed on this document may live with me.
- all information I give to the Co-op will belong to the Co-op.
- I must report changes in who lives in my unit and household income within ten (10) days of any change.
- subsidy will be terminated if
 - I do not provide information requested about my household
 - I no longer meet the eligibility requirements, as described in the Co-op's by-laws
- I must pay back all or part of the subsidy received if I have
 - given false or incomplete household information

- failed to report an increase in household income
- received more subsidy than I was entitled to receive for any reason

The form must be signed by all adults, even if they are not members.

	Print Name	Signature	Date
1.			
2.			
3.			
4.			

You must attach proof of income and assets to the form and return it to the co-op office
BEFORE THE DEADLINE OF _____.

The Application is not complete until all information required is received.

Do not forget to include the following for all persons over 16:

- **proof of Income Statement (Option C Form)**
- **statements for all bank accounts for last 2 months**
- **statements for all investments**
- **verification of current income**
- **sworn declaration for any adult not in school with no income**

Attachment 1 Calculation Of Geared-To-Income Housing Charges

Schedule B of the CMHC Rent Supplement Agreement

(This Attachment does not form part of the By-law itself. CMHC may update/change it from time to time)

A. CALCULATION METHODS

Calculate monthly Geared-to-Income Housing Charges using either **METHOD 1** or **METHOD 2** below.

Note: Use only one method of calculation for each Assisted Household.

METHOD 1: Calculation for Assisted Households Receiving Social Assistance

Use the Province of Ontario's social assistance rent scales if the Assisted Household's primary source of income is social assistance **and** their income from sources other than social assistance is less than the Province of Ontario's Non-Benefit Income Limit (defined below).

This applies to Assisted Households with income from:

- Ontario Works
- Ontario Disability Support Program (ODSP)

If more than one person in an Assisted Household receives social assistance:

- Calculate the Geared-to-Income Housing Charge separately for each member of the Assisted Household who receives social assistance.
- Add up the separate calculations for each Assisted Household member to determine the total Geared-to-Income Housing Charge for the Assisted Household.

Note: Assisted Household members who were previously receiving ODSP and are now receiving the Old Age Security Spouse's Allowance benefit (OAS-SA), or the Canada Pension Plan Disability Benefit (CPP-D), and who also have income from ODSP must provide proof of such income. The statement of assistance provided along the ODSP payment will show the actual source of monthly income.

- If the monthly income from CPP-D or OAS-SA is more than the ODSP maximum basic needs, do not include the ODSP income in the total income used to calculate the Geared-to-Income Housing Charge. The 30% ratio is applied to the income excluding ODSP.
- If the CPP-D or OAS-SA is less than the ODSP maximum basic needs, calculate the Geared-to-Income Housing Charge using the ODSP scale.

METHOD 2: Calculation for Income Sources other than Social Assistance

This section describes how to calculate Geared-to-Income Housing Charges for Assisted Households not receiving social assistance. It also applies to Assisted Households that receive some social assistance, with other income sources that are higher than the Province of Ontario's Non-Benefit Income Limit.

Primary Occupants (defined below in the Addendum to Schedule B) pay Geared-to-Income Housing Charges based on 30% of their Gross Household Income (as defined in Schedule D). If the income is from employment, deduct the employment allowance of \$75/\$150, as outlined in paragraph C of this Schedule, before applying the 30% ratio.

Secondary Occupants (defined below in the Addendum to Schedule B) who are not in full-time attendance at an educational institution pay Geared-to-Income Housing Charges in accordance with the following calculation:

- Add up the income of the secondary occupant(s)
- Do not deduct the earned income exemption, even if there is earned income
- Apply a 15% ratio to the first \$1,000 of income
- Apply a 30% ratio to the income above \$1,000
- Add the results together to determine the Geared-To-Income Housing Charge

Note: If the total earnings of an occupant are not more than \$75 per month, do not count their income in the calculation of total Gross Household Income.

B. USE OF THE SOCIAL ASSISTANCE RENT SCALES AND THE NON-BENEFIT INCOME LIMIT

Social Assistance Rent Scales

The social assistance rent scales provide geared-to-income amounts, by benefit type, for Assisted Households in receipt of Ontario Works or ODSP. There are 3 scales:

- Ontario Works scale for single persons and couples with and without beneficiaries
- Ontario Works scale for single persons with beneficiaries
- Ontario Disability Support Plan (ODSP)

For recipients of Ontario Works, the composition of the Assisted Household (e.g. single parent with children) determines which of the two Ontario Works scales to use.

The scales have three columns:

- Benefit unit size (number of individuals);
- Rent attributable to a benefit unit; and
- Non-Benefit Income Limit (household limit for income other than social assistance income).

Non-Benefit Income Limit

Use the Non-Benefit Income Limit to determine which method (Social Assistance Rent Scale or 30%

Housing Charge Ratio) should be used to calculate the Geared-to-Income Housing Charge for Assisted Households with income in addition to social assistance, such as employment earnings or support payments. For those Assisted Households, calculate the Geared-to-Income Housing Charge as follows:

- Add up the Gross Household Income. Include all sources of income except social assistance income. All income sources must be verified with source documents. The statement of assistance is not to be used as verification.
- Compare this total to the Non-Benefit Income Limit on the social assistance rent scale for the benefit type and household composition.

If the total Gross Household Income is greater than the Non-Benefit Income Limit:

- exclude the social assistance income;
- apply the employment allowance where applicable; and
- apply the 30% ratio to the remaining income (excluding the social assistance income).

If the total Gross Household Income is lower than the Non-Benefit Income Limit:

- exclude the Gross Household Income; and
- use the Social Assistance Rent Scale for the benefit type and household composition to determine the Geared-to-Income Housing Charge payable.

C. EARNED INCOME EXEMPTION

Assisted Households that receive income from an earned source such as employment, self-employment, employment insurance or short-term Workplace Safety and Insurance Board benefits are entitled to an earned income exemption for Geared-to-Income Housing Charges.

Apply the earned income exemption by reducing an Assisted Household member's earned income by the monthly earned income exemption amount as follows:

- \$75 for each person who does not have dependants
- \$75 for each member of a couple who both have earnings and one or more dependants
- \$150 for the sole income earner of a couple with one or more dependants
- \$150 for a single person with one or more dependants

Deduct the earned income exemption before applying the 30% ratio.

D. UTILITY CHARGES AND ALLOWANCES

Utility charges and allowances will be as determined by the Corporation from time to time for different unit sizes and different geographic locations.

E. MINIMUM HOUSING CHARGE

The minimum monthly Geared-to-Income Housing Charge eligible for Housing Charge Assistance is

§32.

ADDENDUM TO SCHEDULE “B”: Definition of Primary and Secondary Occupants

Any person aged 18 years or older is considered an adult, and a child ceases to be considered as such upon reaching the age of 18 years.

For the purposes of this schedule Primary and Secondary Occupants shall be defined as follows:

Primary Occupant

- A person living alone
- A person and spouse (of each family in the Household, if the Household is formed by more than one family)
- Any parent residing with a child or person legally responsible for a child
- Any non-dependant relatives
- Any unrelated persons sharing a housing unit
- Any current signatories to the lease or occupancy agreement

Secondary Occupant

Secondary Occupants include all members of the Assisted Household with the exception of the Primary Occupant(s) as defined above.

Financially dependent relatives are considered Secondary Occupants. These include

- an individual who is attending a recognized learning institution on a full-time basis and under the age of 26;
- a child (under the age of 18), without dependants, who is not attending a primary, secondary or post-secondary institution as a full-time student;
- an adult or child with a recognized disability.

If, at any time, a Secondary Occupant leaves and then rejoins the Assisted Household, he/she is then considered a Primary Occupant.

Attachment 2: Eligibility Requirements & Occupancy Standards for Assisted Units

Schedule C of the CMHC Rent Supplement Agreement)

(This Attachment does not form part of the By-law itself. CMHC may update/change it from time to time)

A. Eligibility for Accommodation – Assisted households

All Assisted Households receiving Housing Charge Assistance have been assessed for eligibility as follows:

- The Household must be a Household in Housing Need, as defined in the Agreement, which refers to the inability to acquire or maintain accommodation within the applicant's market area without paying more than 30% of total annual income for accommodation;
- All Household members must be either Canadian citizens, landed immigrants, refugees or refugee claimants, persons with an accepted application for permanent residence in Canada, or any other persons allowed to reside permanently in Canada. Domestic workers are eligible only if their contracts do not include room and board;
- The Primary Occupant(s) listed under the Tenancy or Occupancy Agreement must be 18 years of age or older or must have withdrawn from parental control and be at least 16 years of age;
- Former residents of fully or partially government funded geared-to-income housing units who have left owing money will be considered only if the debt is paid in full or if the creditor has agreed to waive payment, accept partial payment or accept an agreement to pay;
- Any Household member eligible for priority (e.g. where the housing provider's bylaws provide for special priority for victims of abuse or urgency) who owes money and is from a former fully or partially government funded geared-to-income housing unit shall be considered as long as an agreement to pay the debt has been reached with the creditor. When the debt was incurred in a joint tenancy, the Household member is deemed to be responsible for 50% of the debt;
- Household members who hold an ownership interest in real property are not eligible unless they agree in writing to dispose of their share in the property within a six month period of being offered accommodation; however, the six month period may be extended at the discretion of the Co-operative;
- Household members must be able to live independently with or without support services. It is the responsibility of the applicant to arrange for any necessary and appropriate support services.
- Adult non-members must sign the following documents in order to live in the unit:
 - Appendix A, Occupancy Bylaw: Member Charge
 - Appendix B, Occupancy Bylaw: Household Members
 - Appendix C, Occupancy Bylaw : Housing Charge Subsidy Terms and Agreement
 - Schedule B: Occupancy Bylaw: Long-term Guest Agreement
 - Appendix A of this bylaw: Application for Housing Charge Subsidy

B. Occupancy Standards – Assisted Households

- A maximum of two and a minimum of one person per bedroom, except in circumstances identified below:
 - Parents are eligible for a bedroom separate from their children;
 - Household members aged 18 or more are eligible for a separate bedroom unless married or otherwise cohabiting as spouses;
- Dependents aged 5 or more of the opposite sex need not share a bedroom.

Exceptions to the One Person per Bedroom Requirement

There must be a least one person to a bedroom to qualify for Housing Charge Assistance except in the following circumstances:

- Any member of a Household who is disabled may require a separate bedroom to store equipment; Co-operatives shall exercise discretion in accommodating the needs of disabled individuals on a case-by-case basis and maintain records of these arrangements;
- A separate bedroom may be allocated by the sponsor for the accommodation of part-time or full-time support staff. A doctor's note is required to confirm the need for these services;
- Joint Custody - since both parents have equal rights and responsibilities in providing for the child(ren) in joint custody situations, the child(ren) may be counted as part of the Household when determining occupancy requirements (For example - if each parent applies for assistance, the child(ren) will be counted as part of each household); court ordered documentation must be provided as proof of the arrangement;
- Sole-Custody - non-custodial parents with access rights may request an extra bedroom to accommodate child(ren) who regularly require overnight accommodation. A case-by-case review is needed to determine whether the extra space is necessary. The onus is on the Assisted Household to verify that an extra bedroom is required to fulfill access arrangements. A letter from the sole custody parent may be sufficient in some situations or arrangements may be indicated in a separation agreement. When requesting verification from sole custody parents, the Co-operative should be sensitive to circumstances which may cause hardship to the relationship between the parents;

Where there is no stipulation of adequate accommodation as a condition of access, extra space shall not be granted. The Co-operative shall permit temporary crowding to allow parents access to their child(ren);

- Child(ren) being returned to the care of their parent(s) by the Children's Aid Society or under court order may be provided with the appropriate accommodation. Verification from the Children's Aid Society or a certified copy of the court order is needed to confirm the arrangement;
- Pregnant applicants may wish to plan for appropriate housing to suit the needs of a growing family. Medical confirmation may be required to confirm the pregnancy. An extra bedroom may be allocated in order to provide for an unborn child;
- Children who are out-of-town full-time students (up to the age of 26) will be counted as part of the Household when determining occupancy requirements as long as they are:
 - attending a recognized learning institution on a full-time basis
 - and**
 - dependent, in whole or in part, on the family for financial support;

Attachment 3: Definition Of Gross Household Income

(Schedule D of the CMHC Rent Supplement Agreement)

(This Attachment does not form part of the By-law itself. CMHC may update/change it from time to time)

For the purposes of this Schedule “D” the following definitions shall apply:

“Gross Household Income” means the combined income of every person residing in an Assisted Household.

“Income” means all income, benefits and gains, of every kind and from every source including, but not limited to the list provided below.

A. Included Income

The following sources of income are to be included for Geared-to-Income Housing Charge calculation purposes:

- Gross salaries, wages, overtime payments, vacation pay, shift premiums, commissions, bonuses, tips, gratuities;
- Gross annual income from any form of self-employment including an owned business less itemized business deductions as allowed by Canada Revenue Agency, except for the following deductions that must be added back:
 - capital cost allowances for depreciation of assets
 - rent, parking, utilities (if the household member works from home)
 - child care expenses;
- Gross amount of Employment Insurance (EI) Benefits;
- Gross amount of Workplace Safety and Insurance Board (WSIB) payments or other industrial accident insurance payments made because of illness or disability;
- Gross amount of any short-term or long-term disability benefits received on a regular or periodic basis;
- Gross amount of training allowances exclusive of any portion specifically intended to pay for child care expenses, living away from home expenses, transportation expenses or tuition fees or books;
- Gross annual amount of Registered Retirement Income Fund (RRIF) payments;

- Gross amount of every pension, benefit and annuity received from a federal, provincial or municipal government of Canada (e.g.: Old Age Security, Guaranteed Income Supplement and Spouse's Allowance, and financial assistance under the Ontario Guaranteed Annual Income System);
- Gross amount of every private or public pension, benefit or annuity received from any source no matter where located in the world;
- Gross amount of alimony, separation, maintenance or support payments;
- Gross amount of interest income or gains from investments including dividends, stocks, shares and other securities; where the actual interest income or gain cannot be determined, the imputed rate as set by the Corporation will be used;
- Gross interest income from savings or chequing accounts in a bank, trust company or a credit union;
- Gross amount of interest earned or payable from bonds, debentures, term deposits, investments, certificates, mortgages or other assets;
- Total interest earned on invested lump sum payments and capital gains;
- Imputed income from the total appraised or otherwise documented value of all assets or investments which do not produce interest income but are intended to appreciate in value, including a Registered Retirement Savings Plan (RRSP);
- Imputed income from the total appraised or otherwise documented value of all assets given away.

- Note:**
- 1) When using a series of pay and payment stubs for verification of income, the stubs for the last two (2) months are to be provided.
 - 2) When a Certified Income Tax Return or pay stub is not available, an Employer's letter is to be provided.
 - 3) Where required, a letter from the Assisted Occupant's financial institution should be provided to confirm a regular deposit of a benefit (Social Assistance, Pension, RRIF) and/or interest earned on a saving/chequing account.

B. Excluded Income

The following sources of income **should not** be included as income for Geared-to-Income Housing Charge calculation purposes:

- Income of children or dependants under age 26 in regular full-time attendance at a recognized educational institution (unless they are not a dependent);

- Canada Millennium Scholarships;
- Repayable student loans (e.g. Ontario Student Award Program – excluding the portion that is forgiven);
- Grants, scholarships, or bursary payments;
- Living out or travelling allowance of any Assisted Household member;
- Canada Child Benefit (this may include the child disability benefit paid by Canada Revenue Agency and any related provincial or territorial benefits; e.g. Ontario child benefit);
- Retroactive amounts of Universal Child Care Benefit (previous years);
- Working Income Tax Benefit;
- Property and sales tax credits (including GST);
- Tax grants for senior citizens;
- Special disability allowance received by Ontario Disability Support Plan (ODSP) recipients;
- Disability benefits if received in a lump sum;
- Disabled children's allowance;
- A child benefit under the *Canada Pension Plan* (CPP) paid to, on behalf of or for the benefit of a dependent of a disabled or deceased contributor;
- Attendant care allowance;
- Allowances/payments for child care, transportation, tuition, books or living away from home expenses of any participant in programs to promote employment or enhance job skills or qualifications;
- Income which may be earned by a prepaid funeral plan; a death benefit received under the CPP;
- Allowable business expense deductions from gross self-employment income (not same as Canada Revenue Agency);
- Support payments made by occupants are forgiven on a monthly basis - the occupants should provide regular verification that support payments are made;
- Periodic and lump sum war reparation payments;
- Interest income earned is included in income;

- RRSPs which are “locked-in” until the person reaches retirement; although the RRSPs are not considered income, the imputed income is based on the current value of the RRSP.
- Capital gains/Lump Sum payments – although the following examples of capital gains are not considered income, any income generated by their investment is considered income and must be included in the calculation:
 - Lump sum payments, such as insurance, compensation or WSIB Settlements
 - Lump sum payments from court awards
 - Inheritances
- The sale of effects (furniture, equipment or automobile);
- Severance pay, excluding pay in lieu of notice;
- Lottery winnings;
- Liquidation of an investment certificate e.g. Guaranteed Income Certificate, Mutual Fund or Bond (principal only is excluded);
- Home care allowances, for example:
 - Foster Child Allowance (from the Children’s Aid Society)
 - Foster Allowance (Ontario Works)
 - Disabled Children’s Allowance (Ministry of Community and Social Services);
 - Developmental Care Program payments (Children’s Aid Society)
 - Foster Child/Adult Placement Program payments (e.g. Associations for Community Living)
 - Attendant Care Allowance, normally received by a disabled veteran;
- A payment received pursuant to the *Indian Act* (Canada) under a treaty between Her Majesty in right of Canada and a band, other than funds for post-secondary education;
- A payment received under the Extraordinary Assistance Plan (Canada);
- A grant received under the *Employment Insurance Act* (Canada) and used for the purpose of the purchase by a member of a benefit unit under the *Ontario Works Act, 1997* of a training course approved by an administrator under that Act;
- A Canada Education Savings Grant, if it is paid into a Registered Education Savings Plan (RESP) for a child of a member of the Assisted Household;
- A payment received from Human Resources Development Canada under the program called the “Opportunities Fund for Persons with Disabilities”, if the payment has been or will be applied to the costs incurred or to be incurred as a result of participation in employment-related activities;

- B165 payments received from the WSIB under the Workplace Safety and Insurance Act (formerly received under subsection 147(14) of the Worker's Compensation Act, as it read on December 31, 1997);
- A payment made by the Government of Canada under the *Canada Disability Savings Act (2007)* that is paid into a Registered Disability Savings Plan (RDSP) established for the benefit of a member of the Assisted Household;
- A gift or voluntary payment received for the purpose of making a contribution to a RDSP, if the gift or payment is contributed as soon as practicable into a RDSP established for the benefit of a member of the Assisted Household;
- Interest, dividends or any other income accrued in a RDSP and RESP established for the benefit of a member of the Assisted Household;
- Payments from a Registered Disability Savings Plan established for the benefit of a member of the Assisted Household;
- A donation received from a religious, charitable or benevolent organization;
- A casual gift or casual payment of small value;
- A loan;
- A benefit received from Veterans Affairs Canada under the Veterans Independence Program;
- A special allowance received from Veterans Affairs Canada under the Veterans Affairs Disability Pension Program;
- A payment received as a special allowance under the Resettlement Assistance Program established under the *Immigration and Refugee Protection Act (Canada)*;
- A payment received under the authority of the Ministry of Municipal Affairs and Housing of the Province of Ontario in conjunction with an initiative under financial contributions are made towards the recipient's savings goals;
- A payment received under the Community Homelessness Prevention Initiative of the Ministry of Municipal Affairs and Housing of the Province of Ontario.

Attachment 4: Proof of Income

(Schedule E of the CMHC Rent Supplement Agreement)

(This Attachment does not form part of the By-law itself. CMHC may update/change it from time to time)

Table 1

Type of income

Verification required

Income related to employment

Income from employment.

Recent consecutive pay stubs covering an eight-week or two-month period showing the employee's name, the employer's name and address, pay periods covered, gross earnings.

Income from seasonal or intermittent employment.

Recent consecutive pay stubs covering an eight-week or two-month period showing the employee's name, the employer's name and address, pay periods covered, gross earnings.

Income from self-employment - if the person has been self-employed for more than one year.

Audited financial statements for the most recent fiscal year prepared by a professional accountant or a copy of the most recent notice of assessment and statement of business activities plus any additional information required to calculate business deductions. A working copy of the business tax return or the Proof of Income Statement (Option C print) from Revenue Canada is also acceptable.

Income from self-employment - if the person has been self-employed for one year or less.

A statutory declaration that estimates the revenue and expenses for the year.

Training allowances (see Appendix C for exclusions).

Recent consecutive pay stubs covering an eight-week or two-month period showing the employee's name, pay periods covered, gross earnings.

Employment insurance (EI) benefits

EI statements showing the recipient's name, gross income, date and payment frequency.

Workers' compensation, industrial accident insurance payments, regular or periodic short- or long-term disability payments.

Payment statements showing the recipient's name, gross income, date and payment frequency.

Strike pay

Payment statements showing the recipient's name, gross income, date and payment frequency.

Type of income

Verification required

Income for support

Social assistance (OW, ODSP or GAINS-D)

"Proof of Eligibility Letter" from the income support worker that identifies the number of beneficiaries, the type of assistance, the net earned and non-earned non-benefit income. (However, the amount of any non-benefit income needs to be verified separately because this social assistance document does not use gross earnings.

Pension payments including Registered Retirement Income Fund (RRIF) payments

Payment statements showing recipient's name, gross income, date and payment frequency.

(See Appendix A – Definitions for a complete list of pensions.)

Spousal support and child support or, maintenance payments received.

A copy of the legal agreement, cheque copies, lawyer's letter, a letter from the Family Responsibility Office or a statutory declaration showing the recipient's name, and the amount and frequency of the payment.

Income related to investments (assets)

Income from income-producing assets

Copies of recent statements or other documents from the bank, credit union, investment or trust company showing the recipient's name, gross income, date and payment frequency.

Imputed Income from non-income producing assets

Copies of recent statements or other documents from the bank, credit union, investment company showing the recipient's name and the total value of the assets.

Imputed income from transferred assets

Written appraisal or valuation of transferred property, including the date of the appraisal and the name and qualifications of the appraiser and date of transfer.

Imputed income from other property (includes real estate, art, precious metals etc.)

Written appraisal or valuation of the property, including the date of the appraisal and the name and qualifications of the appraiser.

Excluded Income

Appropriate documentation also needs to be provided for all excluded income.

Tax information

The co-operative may also ask for the household's most recent Notice of Assessment or Proof of Income Statement from the Canada Revenue Agency. It can be requested online.

The co-op may require this information under the following circumstances:

- when a person is self-employed
- when a person receives tips, bonuses, overtime pay or commissions
- to confirm that income previously reported was correct and make any necessary retroactive adjustments
- if the member reports no income
- other reasons that the co-op defines as reasonable