

# **Woodsworth Housing Co-operative Inc.**

## **Membership Bylaw: Member Approval and Unit Allocation #84**

Passed by the Board of Directors on September 5, 2023

Confirmed by the Members on September 26, 2023 by a 2/3 majority

Amended by Membership Bylaw #89

Passed by the Board of Directors on August 20, 2024

Confirmed by the members on October 16, 2024 with a two-thirds majority

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## 1. About this bylaw

This bylaw deals with:

- membership application and approval of individuals who wish to become Woodsworth members and live in Woodsworth including those who already live in Woodsworth as long-term guests or returning members who wish to move back to Woodsworth and teens turning sixteen who live in Woodsworth, and
- waiting lists, relocation or transfers of households, and the unit allocation process, and
- the election and role of the Membership Committee and allocation of key tasks for member approval and unit allocation.

### 1.1. Priority laws and Woodsworth bylaws

Some related provisions appear in the co-operative's Occupancy bylaw and the co-operative's Organizational Bylaw.

The Occupancy Bylaw deals with household size, occupancy standards, use of units, Turning Sixteens, longterm guests, sub-occupancy (sublet), arrears, and withdrawal from membership.

In addition certain laws affect admission to the co-operative. The following laws will govern in order of priority:

- first, the *Co-operative Corporations Act and the Ontario Human Rights Code* and other government requirements
- second, the Co-operative's Occupancy Bylaw
- third, the Co-operative's Organizational Bylaw
- fourth, this Bylaw
- fifth, the other bylaws of the co-operative, unless the bylaws state differently.

### 1.2. Repeals

The following bylaws, policies, or parts of bylaws are repealed when the Bylaw becomes effective:

- Membership Bylaw #20
- Any relocation and waiting list policies

### 1.3. Special Meanings

Certain words have special meanings when used in this Bylaw.

#### **Accommodation**

The term "accommodation" refers to adapting or adjusting policies, procedures, structures, etc. for a resident with a disability, and not to its more common usage as lodging or housing. An accommodation plan is developed for an individual with accommodation needs by the manager of the co-operative, the accommodation seeker and, where appropriate, the Board of Directors and any necessary health practitioners.

#### **Business days**

Business days refers to Monday through to Friday and does not include Saturday or Sunday or any public holidays.

#### **Government Requirements**

"Government requirements" means the laws, regulations or agreements with government bodies that apply to the co-operative.

#### **Household**

As defined in the Occupancy Bylaw, Article 8.1: a member, any other members living in the unit, children of the member who are under sixteen (16) and live in the unit, children of the member who have turned sixteen (16) and continue to live in the unit, and long-term guests approved by the Board of directors.

### **Long-term guest (LTG)**

A non-member who is approved by the Board of Directors to live as a part of a member's household. An LTG is not a member and has no member rights or privileges. The Occupancy Bylaw has the rules about long-term guest process and rights (Article 8) and the long-term guest agreement (Schedule F). Long-term guests may apply for membership as an internal applicant but there are restrictions in place.

### **Manager**

In this Bylaw "manager" refers to the senior staff person. That person could have a different job title. Also, in some cases the Board of directors or manager may authorize other staff members to perform some of the manager's duties mentioned in this Bylaw. Management may be called the "office".

### **Member**

A member for this bylaw is a person who has completed the co-operative's membership process, has been accepted for membership by the Board of Directors, and has signed an occupancy agreement.

### **Non-member**

Someone who is not a member of Woodsworth Housing Co-operative Inc. This includes long-term guests, children including "turning sixteens" who have not applied for and been granted membership, or casual guests, as defined by the Occupancy Bylaw Article 8.

### **Occupancy Agreement**

The agreement is attached to the Occupancy Bylaw as Schedule A. All members must sign it when their membership in the co-operative begins. The Occupancy Agreement includes Appendices that have to be signed at the same time or later as needed.

### **Occupancy Standards**

The minimum number of persons required for occupying each of the co-operative's unit types. See Occupancy Bylaw, Article 9 for details and about when the standards do not apply.

### **Priority waiting list**

For members who have documented medical or disability accommodation needs, or in cases of severe financial hardship, or domestic violence.

### **Relocation**

Move to a different unit in Woodsworth. Also referred to as an internal move or transfer. There is no relocation fee to apply to move.

### **Turning Sixteen (16)**

Persons living in a member's household between the ages of 16 and 19. There are special rules that apply when they become an applicant for membership. See the Occupancy Bylaw, Article 8.3. Turning Sixteen (16) and Article 8.1 (a) Who is part of a household.

### **Unit allocation**

Assigning a unit in Woodsworth, whether to a new member or relocating within Woodsworth.

### **1.4. Summary of Time Requirements**

Schedule B at the end of this Bylaw is a summary of the time requirements for some actions by the co-operative or by applicants as required under this Bylaw and the Co-operative Corporations Act. In case of conflict the Co-operative Corporations Act and the Bylaw will govern over Schedule B.

## **2. Applying for membership**

This section deals with the community at large who wish to become members as well as internal applicants, including older teens (Turning Sixteen), approved long-term guests, and returning members who wish to return to live as members in Woodsworth.

### **2.1. Overview**

- (a) The Membership Committee hosts information sessions for all applicants. After an interview, a recommendation about membership is made to the Board of Directors. The committee must notify the Board about all applicants, including those that the committee does not recommend for membership.
- (b) Application forms are only distributed to those who have attended an information session. This includes external membership applicants, internal applicants (long-term guests and Turning Sixteens) and returning membership applicants.
- (c) The Board of Directors approves the placement of external applicants and returning members on a waiting list and these applicants become members on the acceptance of a unit. The Board approves long term guests and Turning 16s for membership with the permission of the other members in their household.
- (d) Management maintains waiting lists and allocates units based on this bylaw including waiting lists and priority needs and occupancy standards in the Occupancy Bylaw.
- (e) All members who live in Woodsworth must sign the Occupancy Agreement for their unit. It must be signed by all co-operative members who occupy the unit.
- (f) Signing the occupancy agreement for a unit completes the membership approval process, subject to the membership criteria in article 2.2

#### **2.1.1. Aims of the application and membership approval process**

The aims of the membership application and approval process are to make sure that:

- (a) Applications are evaluated fairly against the co-operative's membership criteria (Article 2.2 in this bylaw)
- (b) Applicants have enough information to decide whether they are interested in living in the co-operative.
- (c) The co-operative has enough information to evaluate the application.

#### **2.1.2. Fees**

There is no application or membership fee. There is also no waiting list fee.

## **2.2. Membership criteria**

Applicants for membership in the co-operative must meet the following standards:

- (a) At least one member of the household is aged 16 years or older.
- (b) The household's credit and rental history together with other financial information can give the co-operative reasonable grounds to believe the household will pay the housing charge.
- (c) The household meets or will meet the applicable Occupancy standards in the Occupancy Bylaw.

Applicants should have:

- (a) An understanding of co-operative principles and member participation



- (b) A positive attitude towards living in a community with people from different social, economic and cultural backgrounds and have a commitment to treating other members with respect
- (c) An interest in contributing to the operation and life of the co-operative
- (d) A willingness to accept their responsibilities as co-operative members
- (e) Indication of permanency or long-term commitment to the co-operative

### **2.2.1. Non Discrimination**

In assessing applications for membership, the co-operative will comply with the Ontario Human Rights Code and will not discriminate against anyone in a way that is prohibited by the Ontario Human Rights Code.

The Human Rights Code prohibits discrimination in housing on the basis of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance, sex, or sexual orientation.

The co-operative will take all reasonable steps to adjust any restriction, qualification or factor in the co-operative's operations that results in indirect discrimination contrary to the Human Rights Code.

## **2.3. Overview of membership application requirements**

### **2.3.1. External applicants**

- (a) All residents of the external applicant's household who are 16 years of age or older and intend to live in the co-operative must apply for membership or apply to become a longterm guest. If they do not, the co-operative will not consider the application. The co-operative encourages all those who are 16 years of age or older to apply as members.
- (b) All applicants for membership must go through the co-operative's membership process which includes attendance at the information session, a rental/credit/financial information check by management, an interview by two members of the Membership Committee, and approval by the Board of Directors.
- (c) Application forms for each household which are received at the required information session must be completed and signed by all household members from the age 16 and over. The external application form includes unit size preference. Requests must conform to the occupancy standards. See also Article 6.2.8 Special requests other than number of bedrooms.
- (d) Anyone in the household (except children under the age of sixteen of the applicant) who does not apply for membership or has their membership application refused must get approval as a long-term guest and sign the long-term guest agreement before move-in.
- (e) Applicants who are approved for membership by the Board of Directors become members when they are allocated a unit. Once they have accepted a unit, members must sign an Occupancy Agreement before moving in.

### **2.3.2. Internal applicants**

- (a) Internal applicants include residents approved by Woodsworth as long-term guests, children living in a member's unit who will use the "turning sixteen" process, and returning members who wish to join Woodsworth again and move into their own unit.
- (b) The applicants must attend an information session, be interviewed and recommended for membership to the Board of Directors by the Membership Committee, and be approved as members by the Board.

- (c) Residents of Woodsworth who are approved for membership by the Board become members when they sign their household occupancy agreement.

### **2.3.3. Long-term guests applying for membership**

- (a) Long-term guests are non-members who live with a member. The member(s) of the household apply to the Board of Directors for long-term guest status for non-members living with them. The Membership Committee is not part of this process. The rules are in the Occupancy Bylaw.
- (b) There is no required waiting period after approval of long-term guest status by the Board before applying for membership.
- (c) If a long-term guest (LTG) wishes to become a member, they must get agreement from the other members of their household. The household members sponsor the applicant as member in their unit, since once approved for membership by the Board, the new member shares equal rights and responsibilities for the unit with the existing member(s), with no priority for any member in the household.
- (d) The applicant must notify the Membership Committee that they wish to attend the information session. Before attending, the applicant must provide two pieces of acceptable proof that the member's unit is their principal residence. See Attachment B for acceptable proof.
- (e) Both the long-term guest (LTG) status in Woodsworth and the LTG agreement need to be in effect as of the date of the information session. See the Occupancy Bylaw for the agreement.
- (f) At the membership information session, they will receive an application form. All other members in the household must sign this application form agreeing to this applicant joining their unit as a member.
- (g) After being interviewed by the Membership Committee, the Board of Directors at a Board meeting, can approve membership, request more information as needed, or deny membership.
- (h) A resident who has become a member by living with existing member(s) must wait two (2) years from the date of becoming a member to take sole responsibility for that unit or to apply to relocate independently of that member.
- (i) They cannot join the internal waiting list until the required waiting period of two years has elapsed. Any period of time before Board approval as member is not included in the two years. However, they may be eligible to move with the rest of the household. See restrictions on joining the waiting list in Article 5.1.2 (b).
- (j) They cannot inherit a unit alone until they have lived with the household for two (2) years after membership approval. Exception: Occupancy Bylaw, Article 10.4 Death of a member.

### **2.3.4. "Turning Sixteen's" living with members**

- (a) Teens from age 16 to age 19 living in a member's household are encouraged to apply for membership. Applicants must be sixteen years or older in order to become a member.
- (b) Only those who are between the ages of sixteen and nineteen may use the "Turning Sixteen" application process.
- (c) If they apply as Turning Sixteen, they do not have to show proof of income nor do they have a separate interview with the Membership Committee. However they must provide proof that they qualify as children of members and live in Woodsworth. See Occupancy Bylaw Article 8.1 (a).
- (d) Applicants with Turning Sixteen status must attend an Information Session (an education interview session) in order to receive an Internal Membership Application. The interview is completed as part of that session. The applicant must notify the Membership Committee that they wish to attend the

information session. Before attending, the applicant must provide acceptable proof that the member's unit is their principal residence. See Attachment B for acceptable proof.

- (e) The membership application must be co-signed by the other members in their unit. Once approved for membership, the new member shares all rights and responsibilities for the unit with the existing member(s).
- (f) The Board of Directors approves membership at a Board meeting. They can approve membership, request more information as needed, or deny membership.
- (g) If teens do not apply for membership, they automatically become long-term guests.
- (h) These new members cannot join the internal waiting list until the required waiting period of two years has elapsed. Any period of time before Board approval as member is not included in the two years. However, they may be eligible to move with the rest of the household. See restrictions on joining the waiting list in Article 5.1.2 (b).
- (i) They cannot inherit a unit alone until they have lived with the household for two (2) years after membership approval.
- (j) Those older than nineteen years old can apply as a long-term guest. Failure to have a long-term guest agreement on file does not prevent them from applying for membership if they lived in Woodsworth before their sixteenth birthday.

### **2.3.5. Returning members applying as internal applicants**

- (a) Former members of Woodsworth Housing Co-operative who had moved out of Woodsworth can reapply for membership as a returning member.
- (b) They will be considered for membership again unless they left owing money to Woodsworth or were evicted, or left after a notice to appear, or in situations of domestic violence. They must have resided in the co-op as members for two (2) years.
- (c) To move into Woodsworth, returning members must attend any information session and interviewed by the Membership Committee and approved by the Board of Directors.
- (d) After approval by the Board, the returning member must request a unit through the internal relocation process. There is no waiting period. The date that the co-operative receives their completed Request for Internal Relocation form is their record date for the purposes of the waiting list. The member will be placed on the bottom of the internal waiting list for their choice of units, subject to occupancy standards, based on their household size. See 1.3 Household.
- (e) Only previous members may apply for membership through this process. The returning member should apply to the Board of Directors for long-term guest (LTG) status for anyone in their household who is aged sixteen or over and who were not previously members of Woodsworth. This happens after the member accepts a unit in Woodsworth.
- (f) Former resident non-members such as former long-term guests do not have any advantage over other external applicants. They can only apply as an external applicant when the external waiting list is open.

### **2.4. Application forms**

All applicants for membership must apply to the co-operative on the membership application forms that the co-operative provides. The application forms are only available at the information sessions that the co-operative will organize from time to time. The application must be submitted to Management within 3 months of attending the information session.

## **2.5. Proof of income**

External and Returning Member applicants for membership must provide official or verifiable proof of income in a form determined by the co-operative.

Internal applicants (long-term guests and Turning 16's) must show proof of income prior to joining the internal waiting list.

To comply with the Ontario Human Rights Code, the co-operative can ask applicants for income information only if it also asks for credit references, rental history information and authorization for credit checks. The co-operative can consider income information only if it also considers all the other information that was obtained.

## **2.6. Credit and landlord check**

External and internal applicants for membership except turning sixteens-must sign a form that gives permission for the co-operative to conduct a credit check. External members and returning members must also agree to a landlord check, for purposes of determining rental history only from the most recent landlord of the applicant.

The co-operative will use the information obtained in connection with the application and with the applicant's membership, if accepted. *(This consent is in the application forms).*

There is no credit or landlord check for internal applicants using the Turning Sixteen process.

The applicant may use or the Board of Directors may require a co-signer. The co-signer agreement is attached to the Organizational Bylaw Schedule D.

## **2.7. Membership Committee and Process**

The Membership Committee has been established to hold annual information sessions and process member applications. The procedures will be as stated in Article 10 and Schedule A. The procedures shall conform to this Bylaw.

## **3. Membership application refusals and appeals**

The co-operative will consider all applications seriously and will not refuse applications without careful consideration. This article sets out the rules and the process for refusal of applicants.

### **3.1. Grounds for refusal of membership**

The reasons to refuse an applicant must conform to the membership criteria stated in Article 2.2 of this Bylaw.

### **3.2. Notifying the applicant**

The co-operative will notify the applicant of the decision about membership. When the Board decides to refuse an applicant, the co-operative will notify the applicant in writing within ten (10) business days of the date of the Board meeting. The letter will state the reasons for the refusal and inform the applicant that they are entitled to request an appeal of the Board's decision.

### **3.3. Appeals about membership applications**

Applicants who have been refused can request an appeal of the Board's decision. The request must be in writing and must be received at the co-operative office within twenty (20) business days after the letter refusing the applicant was given to the applicant.

The Board can decide to deny the request or offer the applicant a second interview with two different interviewers. The interviewers will forward their recommendations to the Board for approval. The Board can make any decision that could have been made originally. The decision of the Board will be final. The co-operative will notify the applicant in writing of the Board's decision within ten (10) business days of the Board meeting at which the decision was made.

### **3.4. No appeal to the members**

Decisions of the Board under this Bylaw cannot be appealed to the members.

### **3.5. Record of refusals of membership**

The co-operative will maintain a written record of refusals for a period of at least seven (7) years after the day the letter was given to the applicant. The written record will include:

- (a) The Board's decision to refuse membership
- (b) Copies of all correspondence that were given to the applicant
- (c) Any materials received from the applicant
- (d) The information used by the co-operative to make its' decision

### **3.6. Re-applying after refusal**

Applicants that have been refused membership can submit a new application in the future. For example, the applicants may feel that their circumstances have changed and they now meet the co-operative's membership criteria.

The Board may decide not to consider the application if they feel that the circumstances have not changed.

## **4. Allocating units by waiting lists**

- (a) Unit allocations are based on waiting lists with some exceptions. See Article 5.
- (b) There are separate waiting lists for each unit size for internal and external applicants. There is also a priority waiting list which is dealt with separately.
- (c) To join a waiting list, the household must meet occupancy standards for the requested unit. See Occupancy Bylaw Article 9.3.
- (d) Occupancy standards are based a minimum of one person per bedroom, but there is an exception for two-bedroom units in the mid-rise building and on Wilton Street.
- (e) All prospective occupants of the household must be listed on a waiting list. Members will be allocated a unit based on their household size when they are offered a unit and must meet Woodsworth's occupancy standards. The household can be made of up people currently living in the co-op or those who will apply for long-term guest status when a unit is offered.
- (f) Applicants have the responsibility of updating the information on application forms: contact information and household names, in order to meet Woodsworth's Occupancy Standards, Article 9.3 of the Occupancy Bylaw, and requested units, including any preferences on size, type, location.
- (g) They can choose to be listed for more than one unit size or type of unit or location that they qualify for based on the co-operative's Occupancy Bylaw. There is a maximum of two choices in effect at any one time. They can change their choices including unit size in writing without changing their current position on the waiting list.
- (h) Applicants may specify that they only wish to live in a particular area of the co-operative, a particular type of unit or a particular unit or units. Applicants are skipped over if the available unit does not meet the

criteria selected by them. Adding criteria does not give the household any priority for units. Being skipped for this reason does not count as a refusal. However adding special requests may delay being offered a unit. See 5.2.4 (b).

- (i) Vacancies of all unit sizes will be filled by a sequence. Each different unit size waiting list is dealt with independently.
- (j) When a unit becomes available or the co-operative learns that a unit is going to become vacant, the co-operative will offer the unit to the first qualified member or household on a waiting list who has indicated an interest in a unit that size, type or location.
- (k) Once a household has accepted a unit, the household is removed from all waiting lists.

#### **4.1. Alternating between internal and external waiting lists**

- (a) The co-operative will fill vacancies alternately from the internal and external waiting lists unless there is someone with established special priority for that sized unit. See Article 5.2.1 about priority list.
- (b) Alternation of waiting lists applies to all sized units: 1, 2, 3 and 4 bedroom units.
- (c) One (1) of each unit size will be filled from the internal waiting list and then the next available of that unit size will be filled from the external waiting list. Each unit size (bedroom) waiting list operates independently.
- (d) One bedroom units will be filled alternately between the one bedroom internal and external waiting lists. Two bedroom units will be filled alternately between the two bedroom internal and external waiting lists. Three bedroom units will be filled alternately between the three bedroom internal and external waiting lists. Four bedroom units will be filled alternately between the four bedroom internal and external waiting lists.
- (e) If no one on the appropriate waiting list is qualified for or accepts the available unit, the alternate waiting list for that size unit will be used.
- (f) Only moves from the regular internal and external waiting lists count for alternating between internal and external wait lists. A priority move doesn't count as an internal move. Allocation of wheelchair adapted units does not count as an internal or external move.

#### **4.2. Qualifications for a unit**

- (a) The co-operative must be satisfied that the household will meet the obligations to pay the monthly charges to the co-operative in accordance with the bylaws and their occupancy agreement. The co-operative will take into account whether or not the household qualifies for a subsidy in the new unit if a subsidy is available. See also Article 5.1.2 (c) Household in arrears.
- (b) The household must meet occupancy standards.
- (c) The households must qualify based on Articles 5 (Internal) or 6 (External).

### **5. Internal waiting list for unit allocation**

The Internal Waiting List is made up of members or households who live in the co-operative who are:

- (a) Want or need to move to a different unit, or
- (b) Are required to transfer under the co-operative's Bylaws or any requirements of a rent-geared-to-income program or the Occupancy Bylaw, or

(c) Are former members who have been approved as returning members.

There is no special fee to relocate within Woodsworth.

## **5.1. Member's right to apply to relocate in Woodsworth**

Members normally are allowed to apply to relocate within Woodsworth. Members may apply to transfer to any size or type of unit that meets applicable occupancy standards.

### **5.1.1. Position on the internal waiting list**

An applicant's place on the internal waiting list is determined by the date that a completed Request for Internal Relocation form is received by the co-operative office, subject to any restrictions on joining the waiting lists, regardless of unit size request changes.

### **5.1.2. Restrictions on joining the internal waiting list**

(a) Minimum period of residence

Members must live in their unit for at least two (2) years before they can apply to relocate. This applies to all relocation requests. However the Board may waive it. See Article 5.2.5

(b) Long-term guests and Turning Sixteen's (16s)

There is a wait time of two years after becoming a member before being able to join the internal waiting list. This applies to long-term guests who applied for membership and for those using the Turning Sixteen (16) process. See Articles 2.3.3 and 2.3.4.

Exemption: Members on the internal waiting list prior to bylaw confirmation (Sept 26, 2023) who met the repealed bylaw requirement of one year maintain their position on the waiting list.

They must also demonstrate a history of financial responsibility when they apply to be placed on the internal waiting list.

(c) Household in arrears

A household in arrears cannot join the internal waiting list and they cannot be in arrears at the time of transfer. Exception: a rent-geared-to-income household that is required to move due to government requirements.

(d) Not meeting occupancy standards

Members may only request a unit with the number of bedrooms for which they qualify. Once the household relocates to a new unit, they must maintain that household size for three years. See Occupancy Bylaw, Article 9.4

(e) Financial disclosure

Members must provide official or verifiable proof of income in a form determined by the co-operative to join the internal waiting list or inherit a unit alone if the other unit members move out of Woodsworth.

## **5.2. Relocation requests with priority**

Members living in Woodsworth may have priority on the internal waiting lists in certain circumstances.

### **5.2.1. Priority Internal Waiting List**

#### (a) Eligibility

In order to provide additional supports to individuals requiring it by virtue of their physical or mental disability, facing abuse, or financial hardship, members may be eligible for placement on a separate Priority Internal Waiting list. They may qualify if they are experiencing medical or disability accommodation needs, and in some circumstances, severe financial hardship, or domestic violence.

Those with financial issues must not be in arrears. See Article 5.1.2 (c)

The Occupancy Bylaw outlines the co-op's response to domestic violence. Occupancy Bylaw, Article 7.4.

#### (b) Human Rights

Ontario Human Rights legislation and our Human Rights Bylaw have requirements about providing medical and disability accommodation. Such requests have a higher priority on the Priority Internal Waiting List than financial hardship or domestic violence requests.

#### (c) Applying for priority

Members wishing to request a priority move must fill out the Priority Move Application and then meet with the Woodsworth Manager.

In an accommodation-based priority move application, an Accommodation Request Form will also need to be filled out.

The priority waiting list is maintained by Management and is confidential. The Membership Committee is not involved in the priority waiting list.

The Board of Directors votes to approve or decline all priority move requests.

If the member qualifies for the an accommodation-based priority move, the Manager of the co-operative and the accommodation seeker and, where appropriate, one or more directors and any necessary health practitioners will work together cooperatively to develop an Accommodation Plan for the individual.

If the member does not qualify for the Priority Waiting list, the member can fill out a Relocation Application to go on the main internal waiting list.

The Board of Directors will review and approve the accommodation plan.

#### (d) Unit offers

The member will be offered three opportunities to accept a unit based on their Accommodation Plan.

Once a move has been accepted, the priority status is removed. If necessary, the member can reapply for a priority move or through the normal internal waiting list.

See also Schedule F of this bylaw and Article 5.5.5 Refusals for priority internal waiting list

### **5.2.2. Maintain number of units with housing charge subsidy**

The Co-operative's Agreement with the Canada Mortgage and Housing Corporation (CMHC) requires that the co-operative provide subsidies for 25% of the units, if applicable.

If a unit becomes available and the number of households in the co-operative receiving subsidy is below the minimum number required in the co-operative's Agreement with CMHC, Management may offer the unit if appropriately sized to someone on the waiting list who requires government subsidy or the Board may have to



give applicants on the external waiting list subsidy priority over households on the internal waiting list in order to comply with CMHC's requirements.

### **5.2.3. Transfers based on Occupancy Bylaw, Article 5.3 Damage by fire, etc.**

These household relocations may be given priority. Households entitled to be offered a unit under the provisions of the Occupancy Bylaw on fire or other damage, or sale of the co-operative may be offered a unit in the order in which they first became entitled to a new unit. See the Occupancy Bylaw

### **5.2.4. Internal move requests that do not get priority on waiting lists**

#### **(a) Moves based on other bylaws**

Occupancy Bylaw, Article 9.4, Not Meeting Minimum Household Size  
and  
Housing Charge Subsidy Bylaw, Article 2.5, Overhoused Households

These may require members to move. There are specific rules attached to each of these, but they do not get priority on the waiting list and must wait their turn to be offered a new unit. See the relevant bylaw.

#### **(b) Special waiting list requests other than number of bedrooms**

Units are offered by date order (Article 5.1.1)

Members may specify on their relocation request that they only wish to transfer to a particular type of unit, specific floor, or specific unit or group of units. They will be skipped if the available unit does not match their preference. However they are not given any priority when their preferred unit becomes available. They must be next on the waiting list when a match comes up for their preference. See Article 4 (h).

### **5.2.5. Waiving residency requirements**

There is no priority granted, only the waiving of the two (2) years minimum residency requirement in their unit before the household can join the internal waiting list.

The Board may waive the residency requirements for any of the following reasons:

- The member's household size has changed and as a result of the change, the household qualifies for a size of unit for which it was not previously eligible; or
- The household needs to move to a less expensive unit because of an unexpected change in financial circumstances; or
- Any other special circumstance such as conflicts with neighbours that are recognized by the Board.

The Board may also waive it for approved priority such as accommodation needs. See article 5.2.1 and Schedule F.

### **5.3. Splitting a household**

If some of the residents who live in the same unit wish to apply to relocate to a separate unit or if one or more members of an existing household wish to apply to join another existing household in the co-operative, they may do so provided that:

- (a) at least one of the persons remaining in the original unit is a member of the co-operative and at least one of the persons moving to the new unit is a member of the co-operative;

- (b) current member(s) of a household who wish to join another household must provide two documents as proof of residency in the current unit
- (c) at least one member remaining in the old unit and at least one member moving to the new unit have resided in the old unit for the minimum period of residency set out in Article 5.1.2 (a) Minimum period of residence
- (d) if the household is in arrears, Article 5.1.2 (c) Arrears applies and they cannot move.
- (e) the size of the household remaining in the old unit and the size of the household in the second unit comply with Occupancy Bylaw 9.4, Not Meeting Minimum Household Size
- (f) any residents in a household that are 16 years of age or older are accepted for membership or given longterm guest status;
- (g) the Board is satisfied that the household remaining in the old unit and the household moving to the new unit will meet the obligations to pay the housing charges for the unit and at the time the housing charges are due;
- (h) follows the Occupancy Bylaw 10.3. Part of Household Ends Membership and Occupancy and 9.2. When Household Size Rules Apply, (c) and (d).

#### **5.4. No trading of units**

No trading of units directly between members will be permitted.

#### **5.5. Role of staff in making offers**

- (a) The co-operative Manager is authorized to make offers to households that are on the internal and external waiting lists based on this bylaw.
- (b) Management will follow the occupancy standards. (Occupancy Bylaw, Article 9.3) Management will confirm with the applicant who will be living in the new unit and the status of the old unit before finalizing the offer of a unit.
- (c) The household must meet the qualifications referred to in Article 4.2 in this bylaw.
- (d) The co-operative Manager will report to the Board on moves, including internal and waiting lists.

##### **5.5.1. If member cannot be contacted it is considered a refusal**

If the co-operative is unable to contact the member next in line on the internal waiting list within three (3) business days, the unit will be offered to the next eligible member on the internal waiting list.

The original member will retain their position on the internal waiting list but the household will be considered to have refused the unit.

The co-operative will maintain written records of the contacts made with each household including date and time of contact.

##### **5.5.2. Notification of acceptance of a unit by applicant**

Households on the internal waiting list that have been offered a unit for which they are eligible, must notify the co-operative within three (3) business days whether they wish to accept the unit. If they fail to do so, they will be considered to have refused the unit.

##### **5.5.3. Refusal of a unit (internal)**

Households that are not required to move but have requested a transfer, may refuse up to three units that have been offered and retain their position on the internal waiting list. When an applicant refuses three units that meet their own criteria on the relocation form, they will be moved to the bottom of all internal waiting lists.

No matter how many unit types or sizes or criteria the member indicates on their Request for Internal Relocation, the number of allowed refusals does not change.

Management will keep a record of refusals.

#### **5.5.4. Refusal of a unit if required to move**

Households may be required to move due to subsidy regulations, not meeting adapted unit requirements or occupancy standards. See:

Housing Charge Subsidy Bylaw, Article 2.6. Procedures for over-housing  
and

Occupancy Bylaw, Article 9.4 (d) Three offers

Management will keep a record of any refusals.

#### **5.5.5. Refusals for priority internal waiting list**

Households that have been given special priority status for an internal move as defined in Article 5.2.1 (Priority Internal Waiting List) will be offered three (3) opportunities to accept a unit based on their Accommodation Plan.

After three refusals, the household will be removed from the priority waiting list.

If the household still wishes to relocate, they must apply through the normal internal waiting list procedures. Their position on the internal waiting list will be based on the date their application for a normal priority move was received.

#### **5.5.6. Withdrawing acceptance**

Acceptance of the unit may not be withdrawn by the member without the consent of the Board. Members of the household cannot appeal the Board's decision.

#### **5.5.7. Moving date when relocating**

Once a member on the internal waiting list has accepted a unit, the member must vacate their unit and move into the new unit on the date specified when the unit was offered.

Members will be provided with at least thirty (30) days notice for an internal relocation.

#### **5.5.8. Housing charges**

Members must make or arrange to make all payments relating to first and last month housing charge and any deposit prior to move in. See Occupancy Bylaw, Members' Contributions, Article 3.

#### **5.5.9. Updating occupancy agreement**

All members of the household must sign the occupancy agreement for the unit prior to moving in. Long-term guests do not sign the Occupancy Agreement.

### **6. External waiting list for unit allocation**

#### **6.1. Who is on the external waiting list**

The external waiting list is made up of households who do not live in the co-operative but have applied for membership in Woodsworth and a housing unit. They have attended an information session, been interviewed, had a credit and landlord check by Management and approved by the Board of Directors for membership in Woodsworth.

Applicants who are approved for membership by the Board of Directors become members when they are allocated a unit and sign an occupancy agreement.

Those on the external waiting list for a unit should report any changes in household composition to Management. Additional people do not become members on move in, but must sign a long-term guest agreement with Board approval. If the household is reduced in size, any unit offered will be appropriate for that sized household.

### **6.1.1. Housing charge subsidy**

The list will include households that require geared-to-income assistance applying for units and households that do not require subsidies.

### **6.1.2. Position on the external waiting list**

The record date for determining an applicant's place on the co-operative's external waiting list will be the date when a completed application is received by the office.

## **6.2. Offers to applicants on the external waiting list**

The co-operative Manager will be authorized to make offers to households that are on the external waiting list based on this bylaw and the Occupancy standards, Article 9.3.

### **6.2.1. Offering a unit (external)**

When a unit becomes available to an applicant on the external waiting list, it will be offered to the first household on the waiting list provided that the household:

- (a) has completed the co-operative's membership process
- (b) has been accepted for membership by the Board of Directors;
- (c) must confirm their household composition before accepting any offer of a unit
- (d) is eligible for that size and type of unit, and
- (e) the applicant has indicated they want the unit

### **6.2.2. Notification of acceptance by external applicant**

- (a) Time limit

A household offered a unit will be given three (3) business days to decide whether to accept the unit and sign the Occupancy Agreement.

- (b) Missed time limit considered refusal

If the household does not within three (3) business days, inform the co-operative office that it accepts the unit and signs the Occupancy Agreement, it will be considered to have refused the unit.

- (c) No withdrawal of acceptance

Once an applicant has accepted a unit under this Article, the acceptance may not be withdrawn without the consent of the Board. The Board will not be obligated to permit the withdrawal of an acceptance and the decision of the Board in this regard is final and will not be subject to an appeal.

### **6.2.3. Special requests other than number of bedrooms**

Applicants may specify that they only wish to live in a particular area of the co-operative, a particular type of unit or a particular unit or units. Applicants are skipped over if the available unit does not meet the criteria selected by them. Adding criteria does not give the household any priority for units. Being skipped for this reason does not count as a refusal.

#### **6.2.4. If an external applicant cannot be contacted**

- (a) It is the applicants' responsibility to inform the co-operative of any changes in their contact information, household size or circumstances that affect their membership or position on the waiting list.
- (b) In order to avoid vacancy losses, the co-operative can contact several households (in order of rank) within the time frame.
- (c) If the co-operative is unable to contact the household with top placement on the external waiting list within three (3) business days, the unit will be offered to the next eligible household. The first household will be skipped over. However, the household will be considered to have refused the unit.
- (d) The co-operative will maintain written records of the contacts made with each household including date and time of contact.

#### **6.2.5. Refusal of units (external)**

Households may refuse up to three units that have been offered and retain their position on the external waiting list. If they refuse three units that meet their stated criteria, they will be moved to the bottom of the waiting list.

No matter how many unit types or sizes or criteria the applicant indicates on their application form, the number of allowed refusals does not change. Management will keep a record of refusals.

#### **6.2.6. Deposits and charges**

The co-operative's Occupancy Bylaw, Article 3 sets out the charges required from members.

#### **6.2.7. Signing an Occupancy Agreement**

All members must sign an Occupancy Agreement. Long-term guests do not sign the Occupancy Agreement.

#### **6.2.8. Moving date: taking occupancy in Woodsworth**

If a household on the external waiting list accepts a unit that has been offered to them, they will not be required to take occupancy and commence payment of the housing charges until the first day of the third month following the offer, approximately sixty (60) days.

If the unit is vacant earlier, the household must make all reasonable efforts to move in and commence paying the housing charges earlier, if it can be done without financial loss to them.

### **6.3. Withdrawal of Membership Approval**

Where new information about an approved applicant comes to the attention of the co-operative prior to the offer of a unit, the co-operative may make any appropriate change to its waiting list or may withdraw its approval of the application for membership without liability. If approval of the application is withdrawn, the application will be treated as if originally refused and the applicant will be entitled to request an appeal as described in Article 3.3 of this Bylaw.

## **7. Appeal of waiting list decisions**

### **7.1. Right to Appeal about waiting lists**

All members-and applicants can request an appeal of decisions regarding their position on the waiting lists, acceptance of a unit or any other decision regarding the waiting lists. The appeal will be conducted by the Board.

## **7.2. Process for Appeal for the waiting list**

The co-operative must follow these procedures when making a decision regarding an applicant's place on the waiting list:

- The applicant must apply in writing to the Board of Directors.
- The applicant will receive ten (10) days' notice in writing of the consideration of the appeal by the Board of Directors.
- The decision of the Board will be final. The co-operative will notify the applicant in writing of the Board's decision within ten (10) business days of the Board meeting at which the decision was made.
- Successful appeals cannot undo moves that have already taken place.

## **8. Moving out of the Co-op**

A notice to end occupancy is also a notice to withdraw from membership and a notice to withdraw from membership is also a notice to end occupancy rights.

The Occupancy Bylaw in Article 10 outlines:

- How a member gives notice that they are moving out.
- What happens when only part of a household ends membership and occupancy
- Death of a member

## **9. Wheelchair adapted units**

- (a) The co-operative has a few units that have been specially adapted to meet the needs of people who must use a wheelchair in their unit on a continuous basis. These wheelchair-adapted units will only be allocated to people who require these modified units in order to live in our community. Members who use a scooter or other mobility aid but don't normally use a wheelchair full-time can apply for accommodation to meet their needs in a regular unit and are not eligible for these specialized units.
- (b) Woodsworth's accommodation policy will be used to assess the suitability of the applicant for the adapted unit.
- (c) If an adapted unit becomes available, it will be offered to those that qualify in this order: first, current residents, then people on the external list, and then if no one qualifies for the unit, Management and the Membership Committee will liaise with community agencies to fill the unit with someone who requires the wheel-chair adapted units.
- (d) The co-operative will maintain a request list (expressions of interest file) for these units, separate from the waiting lists, including the Priority list. However, a member may be on several lists if they qualify.
- (e) A move to an adapted unit doesn't count as an internal or external move for the purposes of alternating unit waiting lists. Article 4.1
- (f) Since occupancy and membership are linked, the co-operative will make every effort to speedily process an external applicant's membership application prior to move-in.
- (g) If the board of directors believes that a member currently occupying an adapted unit no longer requires the adapted unit or has been misallocated the adapted unit in error, the board shall pass a motion to relocate the member occupying the adapted unit. The member shall be required to move out of the adapted unit. The member occupying the adapted unit shall be put on the internal waiting list for an alternative unit. The

member may refuse up to three units that have been offered to them. A member can be evicted for failing to move to the third unit offered by the co-op.

## **10. The Membership Committee**

### **10.1. About the Membership Committee**

The Committee must follow membership bylaws and policies in its activities. These activities include organizing and hosting information sessions for Long-Term Guests, Turning 16's and external people. After interviewing these attendees, the committee makes recommendations for membership to the Board of Directors.

The committee responds to membership inquiries and concerns. Membership also provides feedback on membership bylaws when needed.

Management maintains waiting lists and making offers of units, and the committee liaises with them about membership matters.

Committee members are responsible for attending all meetings or if unavailable, to give notice of absence; for being punctual; for performing an equal share of assigned tasks (e.g., contacting and interviewing applicants); for contributing to decision-making; and for maintaining the strict privacy of material related to applications for membership.

### **10.2. Election**

Co-operative members will elect the members of the Membership Committee at a General Members' Meeting. After the election, the committee members must sign a conflict of interest and confidentiality agreement.

#### **10.2.1. Committee makeup**

The Membership Committee shall consist of seven (7) members who are elected at a meeting of the co-operative for a two-year term as follows:

four (4) members of the Membership Committee shall be elected in even numbered years, and three (3) members of the Membership Committee shall be elected in odd numbered years.

Board members cannot be members of the Membership Committee.

Members of the Membership Committee may not serve more than four (4) consecutive years, ie. two (2) consecutive 2-year terms.

A member of the committee who has served for two consecutive terms is not eligible to be a committee member until the next annual election after the second term ended. A partial term counts as a term if it is longer than one year.

#### **10.2.2. Committee vacancies**

Members of the committee who step down during their term must notify the chair of the committee in writing and wait at least one full term before becoming eligible to serve on the committee again. Until then, the member cannot be elected to the committee or appointed to fill a vacancy. A partial term counts as a term if it is longer than one year. This may be overturned at a General Members' Meeting only under extenuating circumstances and only if two-thirds majority vote in favour of the member's return to the committee.

Elected positions may be filled by a qualified person who is appointed for the rest of the term of the former committee member. If there is a quorum, the committee may decide not to fill the vacancy. The Board of Directors must be notified of the vacancy and the proposed action of the committee.

The appointment takes effect immediately, but the election of the committee member must be put on the agenda for the next members' meeting. The appointment will be considered confirmed unless the members elect someone else.

### **10.3. Committee organization**

The committee will select a chairperson and a secretary. The committee may set and delegate other roles as required. The chairperson will be responsible for overall co-ordination of the committee, for convening meetings whenever necessary, for chairing meetings and for reporting to the Board of Directors.

The secretary will ensure that there are minutes of all meetings, and they are distributed to committee members in a timely manner. A complete set of minutes, either print or electronic must be on file in the Co-operative office. Correspondence should be reviewed and dealt with by the committee and assigned to a committee member to respond.

#### **10.3.1. Committee meetings**

The quorum for committee meetings will be four (4) of seven (7) members.

If requested by a committee member, the rules of order in the Organizational Bylaw will be followed.

The committee will meet at least eight (8) times per year.

#### **10.3.2. Absence from committee meetings**

A committee member must give notice of absence from a meeting. If a member misses three (3) meetings in a 12-month period, without giving prior notification or having suitable justification, their position on the committee will be reviewed and they may be asked to resign.

All committee members would be notified of the review with at least ten (10) days notice. The vote will happen without the presence of the committee member under review. The Board will be notified if a recommendation of removal is approved by a simple majority vote.

### **10.4. Confidentiality agreement**

All committee members must sign a Confidentiality and Conflict of Interest Agreement within ten (10) days after they become committee members and before the first meeting is held. A signed copy must be given to the manager and to the chair of the committee. People who fail to do this are automatically removed from the committee.

A breach of confidentiality of the committee is grounds for removal from the committee and will be reported to the Board by the chairperson. Committee members must follow the requirement of the Organizational Bylaw on confidentiality. The confidentiality requirements of the Bylaws continue to apply even after someone no longer has the position under which they got the information or even after they are no longer members.

### **10.5. Files**

The committee may maintain files in a locked committee filing cabinet in the co-operative office for committee minutes, documents relating to information sessions and interviews, important correspondence, move reports and committee-generated documents.

Management will maintain files including member applications, membership approvals and refusals, requests for units and for relocations, waiting lists, and occupancy agreements.

### **10.6. Conflict of Interest**



A conflict arises when a relative of a member on the Membership Committee or the Board applies to become a member of the Co-operative or asks the committee to intervene on unit allocation. Relatives and those in the same household as applicants cannot participate in the interview and/or subsequent approval by the Board of the Membership Committee decision. The Membership Committee must follow the conflict of interest rules of the Organizational Bylaw.

## **10.7. Committee tasks**

### **10.7.1. Information sessions:**

The Membership Committee will hold information sessions for these three groups:

- Information sessions for Long Term Guests wishing to become members of the Co-operative, held annually. Returning members can attend these sessions.
- Information / Interview sessions for "Turning Sixteens", for children of co-op households aged 16 to 19, held annually.
- External information sessions, held from time to time, when the waiting list for units is insufficient to fill expected turn-over.

### **10.7.2. Application forms:**

At the information sessions potential applicants receive a Membership Application form which they are required to complete and then submit to the co-operative office within three months.

There are two different application forms: one for internal applicants (Turning Sixteens, Long Term Guests, and returning members) and one for external applicants.

The application form will have a unique application number assigned by the co-operative. The Membership Committee will track the assignment of the numbers.

An outline of the content of the application forms is attached as Schedule B and Schedule C.

There is no application or membership fee.

### **10.7.3. Membership Interviews**

A list of applications received by the office following information sessions will be sent to the Membership Committee to schedule interviews. The applicants will be contacted by the Membership Committee to attend an interview.

Turning Sixteen do not have separate interviews. The interview is part of the Turning Sixteen information session.

Two members of the Membership Committee will interview the applicant household. They may use the questionnaire in Attachment A of this bylaw. The questions must be relevant to the criteria for membership in this bylaw.

If the first pair of interviewers do not agree on acceptance or rejection of the applicant, a second pair of interviewers must conduct another interview. An applicant can only be interviewed two times.

### **10.7.4. Membership Decisions**

A summary of the interview shall be completed and signed by the interviewers after each interview. It will include recommendations on the applicant. The co-operative may use the Interview Report for Board of Directors attached to this Bylaw as Attachment B. The form will be forwarded to the Board for a decision on the applicant's membership.

The committee must notify the Board about all applicants, including those the committee does not recommend for membership.

The co-operative manager is responsible for conducting rental and credit checks, where applicable.

The Board can make a decision to approve or refuse an application, or the Board can make other decisions such as to require a second interview.

When the Board decides to refuse an application, the applicant is entitled to request an appeal of the decision. The rules about requesting an appeal are in Article 3 of this Bylaw.

#### **10.7.5. Management responsibilities**

Management is responsible for notifying the applicants of the Board decision. The Membership Committee is also notified, however no reason is required.

Management is responsible for ensuring that new members and those relocating sign an Occupancy Agreement. If the applicant is an external member, the signing only takes place before the new members move into unit.

Management is responsible for waiting lists and ensuring that applicants are on the appropriate waiting lists based on the Occupancy standards in the Occupancy Bylaw. See Article 4 and Schedule A (ii).

### **11. No Liability**

- (a) Anything in the co-operative's bylaws, or any commitment made by anyone that is not authorized by the Board will not create any liability for the co-operative. The co-operative will not be liable to anyone for:
  - any error or omission, or mistake concerning the waiting lists
  - the allocation of units
  - the failure to allocate units
- (b) The provisions of the co-operative bylaws are for the benefit of the co-operative and its members. They do not create any rights in favour of non-members.
- (c) The co-operative will in no case have any liability if a unit is not available for occupancy on a date notified or agreed to with anyone because of failure of the prior occupant to vacate or need for repairs or maintenance work.

#### **11.1. Matters not addressed in this Bylaw**

The Board will decide anything relating to membership approval and waiting lists not set out in this Bylaw or the co-operative's other Bylaws.

#### **11.2. Starting Date for this By-law**

This By-law will go into effect on the date when it is confirmed by the membership.

Membership Bylaw No. 84 was passed by the Board of directors at a meeting held on , 20 and confirmed by a two-thirds vote at a meeting of members held on 20.

## **Schedules and Attachments**

### **Schedule A: Membership and Unit Allocation Responsibilities**

This schedule lists key tasks in this bylaw relating to the approval of new members and unit allocation. Some relevant tasks may be added to or omitted from the list or may change over time.

**(i) The Membership Committee is responsible for**

- Periodic external information sessions for prospective members, when needed.
- Annual information sessions for long term guests and Turning Sixteens.
- Promotion in the co-op, especially for potential Turning Sixteens and long-term guests to attend information sessions.
- Advertising to members, CHFT and others about opening of the external waiting lists and opportunities for membership
- Distributing membership applications at the information sessions, and tracking the application numbers
- Validating two pieces of acceptable proof of principal residence for long-term guests attending info sessions. See Attachment B for valid forms.
- Interviewing applicants to establish whether they meet the criteria for membership
- Recommendations to the Board on acceptance or rejection of applicants
- Responding to enquiries and forwarding when appropriate.
- Being a resource to Management on the bylaw and to ensure internal and external waiting lists are maintained in accordance with the bylaw;
- Notifying the directors of chair and any other role of committee members
- Reporting to the Board periodically or as requested
- Participation formally or informally in the education of members about housing co-operatives and Woodsworth in particular
- Proposing membership procedures for Board and membership approval

The Membership Committee is not responsible for unit allocation nor long-term guest status.

**(ii) The manager is responsible for:**

- Receiving application forms completed by member applicants on behalf of the Membership Committee
- Maintaining a record of membership applications, Board decisions (approvals and refusals)
- Credit checks for external and internal applicants for membership except turning sixteens.
- Landlord checks of all external member applicants and returning members, only from the most recent landlord of the applicant.
- Maintaining waiting lists in accordance with the bylaw, including priority moves
- Making offers of units to members based on this bylaw and the Occupancy Bylaw; and tracking refusals
- Showing units to prospective members
- Occupancy agreements for all members, signed according to co-op bylaws and on file
- Housing charges and other charges for relocating members and new move-in's. (Occupancy Bylaw Article 3)
- Following occupancy standards in Occupancy Bylaw Article 9.3 including the special rules for singletons in two bedroom units in the mid-rise and on Wilton Street.
- Ensure that those on the internal waiting list satisfy certain financial disclosure procedures, i.e. a history of financial responsibility. (Occupancy Bylaw Article 8.3 and 8.4)
- Ensuring units are repaired when necessary and ready for move-in's.
- Move-in and move-outs and other tasks as assigned by the Board of Directors and by contracts with the co-operative.
- Ensuring compliance with occupancy standards and income needs when only part of a household has relocated or moved out
- Ensuring that designated units for people with disabilities are filled by individuals who qualify for the types of accommodation provided by each unit. See Article 9
- Creating and implement member approval, waiting lists and relocation procedures in accordance with the bylaws, as needed.
- Long-term guest requests and long-term guest agreements; recording applications for long-term guest status, Board decisions and approvals and refusals including duration and status expiry, and LTG agreements (attached to the Occupancy Bylaw)
- Notifying the Membership Committee when the external waiting list is too small. (See also Article 4.1 (e))

- Forwarding to the Membership Committee any queries that are appropriate for the committee

**(iii) The Board of Directors is responsible for:**

- Approving new members - approve, request more information as needed or deny their membership
- Approving of long-term guests, based on the Occupancy Bylaw
- Appeals, based on Articles 3 and 7
- Waiving residency requirements as they deem necessary, based on Article 5.2.5
- Approving all priority move requests and priority moves based on accommodation based on Article 5.2.1 and Schedule F.

**Schedule B: Summary of Time Requirements**

In case of conflict the Co-operative Corporations Act, the Occupancy and Organizational and this Bylaw will govern over this schedule.

**Long-term guests (who become members):**

2.3.3 (h) A resident who has become a member by living with existing member(s) must wait two (2) years from the date of becoming a member to take sole responsibility for that unit or to apply to relocate independently of that member.

Those already on the internal waiting list prior to confirmation of this bylaw by members on Sept 26, 2023 who joined the waiting list with a one year wait time are exempt from the new time period.

2.3.3 (i) They cannot join the internal waiting list until the required waiting period of two years has elapsed. Any period of time before Board approval as member is not included in the two years. However, they may be eligible to move with the rest of the household.

2.3.3 (j). They cannot inherit a unit alone until they have lived with the household for two (2) years. Exception: Occupancy Bylaw, Article 10.4 Death of a member.

**2.3.4 (h-i) “Turning Sixteen’s” living with members (who become members):**

A resident who has become a member by living with existing member(s) must wait two (2) years from the date of becoming a member to take sole responsibility for that unit or to apply to relocate independently of that member..

They cannot join the internal waiting list until the required waiting period of two (2) years has elapsed. Any period of time before Board approval as member is not included in the two years.

Those already on the internal waiting list prior to confirmation of this bylaw by members on Sept 26, 2023 who joined the waiting list with a one year wait time are exempt from the new time period.

**2.3.5 Returning members:**

The applicant(s) must have resided in the co-op as a member for two (2) years.

**Application forms:**

2.4 Internal and external applicants: Applicants must have attended an information session within three (3) months of submitting an application for membership.

**Refused membership and appeals about membership:**

3.2 Refused membership: Notice in writing within ten (10) business days of the date of the Board meeting.

3.3 Appeal of membership refusals: Notice of appeal must be received at the co-operative office within twenty (20) business days.

The co-operative will notify the applicant in writing of the Board's decision within ten (10) business days of the Board meeting at which the decision was made.

3.5 Record of refusals - The co-operative will maintain a written record of refusals for a period of at least seven (7) years after the day the letter was given to the applicant.

### **Minimum Period of Residence for internal waiting list**

5.1.2 (a) Joining the internal waiting list: Must be a member resident for a minimum of two (2) years immediately prior to submitting an application to transfer. Article 5.1.2 (a) Minimum period of residence

### **Restrictions on joining the internal waiting list - long-term guests and turning 16s**

5.1.2. (b). There is a wait time of two years after becoming a member before being able to join the internal waiting list. This applies to long-term guests who applied for membership and for those using the Turning Sixteen (16) process. See Articles 2.3.3 and 2.3.4.

### **Restrictions on joining the internal waiting list - arrears**

5.1.2 (c) A household in arrears cannot be on the internal waiting list except a rent-geared-to-income household that is required to move due to government requirements

### **If member cannot be contacted considered a refusal**

5.5.1 If the co-operative is unable to contact the member next in line on the internal waiting list within three (3) business days, the unit will be offered to the next eligible member on the internal waiting list. It is considered a refusal.

### **Notification of Acceptance of a unit by applicant:**

5.5.2 Households on the internal waiting list that have been offered a unit for which they are eligible, must notify the co-operative within three (3) business days whether they wish to accept the unit. If they fail to do so, they will be considered to have refused the unit.

### **Refusal of a unit (internal waiting list):**

5.5.3. Households that are not required to move that have requested a transfer, may refuse up to two (2) units that have been offered and retain their position on the internal waiting list. After the third refusal, the household is moved to the bottom of all waiting lists.

### **Refusal of a unit if required to move**

5.5.4 Households required to move are allowed three (3) refusals only. See Housing Charge Subsidy Bylaw, Article 2.6. Procedures for over-housing and Occupancy Bylaw, Article 9.4 (d) Three offers

### **Refusals (priority status waiting list)**

5.5.5 Households that have been given special priority status for an internal move as defined in Article 5.2 1 (Priority Internal Waiting List) will be offered three (3) opportunities to accept a unit based on their Accommodation Plan. After three refusals, the household will be removed from the priority waiting list. The member can apply for the internal waiting list.

## **Moving date when relocating**

5.5.7 Once a member on the internal waiting list has accepted a unit, the member must vacate their unit and move into the new unit on the date specified when the unit was offered. Members will be provided with at least thirty (30) days notice for an internal relocation.

## **Offers to applicants on the external waiting list**

### **6.2 (a) Time limit**

A household offered a unit will be given three (3) business days to decide whether to accept the unit and sign the Occupancy Agreement.

### **6.2 (b) Missed time limit considered refusal**

If the household does not within three (3) business days, inform the co-operative office that it accepts the unit and signs the Occupancy Agreement, it will be considered to have refused the unit.

## **If an external applicant cannot be contacted**

6.2.4 If the co-operative is unable to contact the household with top placement on the external waiting list within three (3) business days, the unit will be offered to the next eligible household. The first household will be skipped over but will retain its rank on the waiting list.

## **Refusal of units (external)**

6.2.5 Households may refuse up to three units that have been offered and retain their position on the external waiting list. If they refuse three units that meet their stated criteria, they will be moved to the bottom of the waiting list.

## **Moving into Woodsworth: taking occupancy**

6.2.8 If a household on the external waiting list accepts a unit that has been offered to them, they will not be required to take occupancy and commence payment of the housing charges until the first day of the third month following the offer. If the unit is vacant earlier, the household must make all reasonable efforts to move in and commence paying the housing charges earlier, if it can be done without financial loss to them.

## **7. Appeals of waiting list decisions**

### **7.2 Appeals for the waiting list**

The applicant will receive ten (10) days' notice in writing of the consideration of the appeal by the Board of Directors.

The co-operative will notify the applicant in writing of the Board's decision within ten (10) business days of the Board meeting at which the decision was made.

## **Schedule C: Application Form for external members**

The official application form will include all or most of the following information, and updated as needed.

Applications for membership have to be completed and signed using the co-op's standard forms or the co-op will not consider the applications.

Application forms are available only to those that register and attend a co-op membership information session. The applicant(s) must submit their application within 3 months of attending an information session.

An individual or a household may apply with one application form for the group. However since membership in the co-op is personal and individual, all applicants for membership who are sixteen and over must co-sign.

The official application form will have a unique application number assigned by the co-op. The Membership Committee or Management will track the assignment of the numbers.

The application form collects the information that the co-operative needs to determine eligibility for housing and membership in the coop, and to process and approve new members. If there are changes to contact information or household makeup, the applicants must notify Woodsworth management.

The application form will have include a declaration that the information is correct, gives the co-op permission for the co-op to verify the information and do a landlord and credit check

Please return the completed form to Management, Woodsworth Housing Co-operative Inc. at 133 Wilton Street, Suite 201, Toronto, Ontario M5A 4A4.

Including:

- Names, current addresses, telephone numbers(s), email addresses for each membership applicant.
- All members of the incoming household must be listed.
- Children under 16 should be listed with their ages.
- List names, addresses, telephone numbers(s), email addresses, and relationships for any that will be part of the new member's household, but are not applying for membership at this time.

Those (except children under the age of sixteen of the applicant) who do not apply for membership or has their membership application refused must apply for long-term guest status and sign the long-term guest agreement before move-in.

The application form will have include a declaration that the information is correct.

Applicants who are approved for membership by the Board of Directors become members when they are allocated a unit and sign an occupancy agreement.

Households will only be able to move into a unit that they qualify for under the occupancy standards. (Occupancy Bylaw, Article 9.3)

- A single person qualifies for a one-bedroom and a two-bedroom unit (mid-rise and Wilton Street only)
- A two person household qualifies for any two bedroom unit. They may also select a one-bedroom unit.
- Three bedroom units requires a minimum of 3 persons.
- Four bedroom units requires a minimum of 4 persons.

The minimum number of persons does not include short-term guests or visitors.

#### **Statement on confidentiality and privacy:**

It gives the co-operative permission for the co-operative to verify the information and do a landlord and credit check.

The form will not request social insurance number (SIN) nor income information.

The co-op will follow the Organizational Bylaw on confidentiality and privacy.

### **Schedule D: Application form for internal applicants**

The official application form will include all or most of the following information, updated as needed.

The form will be used by long-term guests / joining an existing member's household, Turning Sixteens and returning members only.

Internal applicants must follow the protocols described in the Membership Bylaw, Article 2.3.2 and must attend an information session where they will receive an application form.

The application form will have a unique application number assigned by the co-operative. The Membership Committee or Management will track the assignment of the numbers.

The applicant must fill out the official application form completely and submit it by person, mail or email to the Woodsworth Housing Co-op office within 3 months of attending an information session.

**Status of applicant:**

The applicant must select one of these options:

- that they are long-term guests in a member's unit, or
- that they are requesting membership as a "Turning Sixteen", or
- that they are returning members.

**About the applicant:**

Name:

Current address:

Telephone number(s):

Email address:

List the names of all current occupants of the household and their status - member, long-term guest, child under 16.

This information must be updated where applicable before you are allotted a unit.

If using Turning Sixteen process, include the applicant's date of birth including year.

**Long-term guests:**

- Applicants with long-term guests must have current approval as LTG by the Board of Directors and have a signed LTG agreement in force and on file in the co-operative office. They must provide the start and end date of that approval, if not open-ended.

- They must provide two (2) pieces of acceptable proof that the member's unit is their principal residence.

- Waiting periods:

There is no required waiting period after approval of long-term guest status by the Board before applying for membership.

There is a wait time of two years after becoming a member before being able to join the internal waiting list. This applies to long-term guests who applied for membership and for those using the Turning Sixteen (16) process. See Articles 2.3.3 and 2.3.4.

**Turning Sixteen:**



- Applicants must be at least sixteen years old in order to become a member.
- If they are older than nineteen years old but have lived in Woodsworth with their parent(s) or legal guardians and their principal residence is in Woodsworth, they can apply as a long-term guest.
- For those who they lived in Woodsworth before their sixteenth birthday, failure to have a long-term guest agreement on file does not prevent them from applying for membership.

**Returning members:**

- All members of the incoming household must be listed. Children under 16 should be listed with ages.
- Applicants must include their dates of membership in Woodsworth for each applicant using the Returning Members process.
- Only previous members may apply for membership through this process.
- Must have resided in the co-op as a member for two years.

**Proof of income:**

The applicants except those under the Turning Sixteen rules must provide income information. Household income - you will need to show proof of income. Employer or other source of income (for example, Social Assistance, CPP, OAS)

The applicants must give co-op permission for the co-op to verify the information and to do a landlord and credit check.

**Signatures - statements about signing the application**

All applicants for membership must sign the application form.

- I understand that only members of Woodsworth Housing Co-operative may occupy a housing unit.
- I understand that Woodsworth Housing Co-operative is formed for the purpose of providing housing at cost to its members and that membership includes the responsibility to participate in the membership, GMMs and maintenance of Woodsworth Housing Co-operative.
- My principal residence is in Woodsworth Housing Co-operative (if applying as an LTG or Turning Sixteen).
- I understand how the Membership Bylaw and procedures applies to my application.

The application form will have include a declaration that the information is correct, gives the co-op permission for the co-op to verify the information and do a landlord and credit check.

Residents of Woodsworth who are approved for membership by the Board must sign their household occupancy agreement to complete the membership process.

**Signature(s) by current household members of the applicant:**

All other members in the household must sign this application form saying they agree to this applicant joining their unit because as a new member, the applicant will share all rights and responsibilities with the existing member(s).

Exception: there are time restrictions on relocating separately to their own unit. (Article 2.3.3 (h-j))

**Confidentiality and privacy:**

The form will not request social insurance numbers (SIN).

The co-op will follow the Organizational Bylaw confidentiality and privacy rules.

## Schedule E: Internal Relocation Application Form

(This is a sample form that Woodsworth could use.)  
Return the completed form to the office.

### About you:

Name:

Current Unit No.:

Phone number:

Email address:

Number of bedrooms in current unit:

When did you move into your current unit (month and year):

### Your unit request:

Households will only be able to move into a unit that they qualify for under the occupancy standards. (Occupancy Bylaw, Article 9.3). You must qualify at the time of requesting relocation to a new unit.

- A single person qualifies for a one-bedroom and a two-bedroom unit (mid-rise and Wilton Street only)
- A two person household qualifies for any two bedroom unit. They may also select a one-bedroom unit.
- Three bedroom units requires a minimum of 3 persons.
- Four bedroom units requires a minimum of 4 persons.

The minimum number of persons does not include short-term guests or visitors.

If you are receiving housing charge subsidy, please check the subsidy bylaw or consult Management.

Number of bedrooms requested (maximum of two sizes):

Special requests:

If you wish, you can limit your choices by location, street, floor, unit type.

However this will delay being offered a unit. Members are skipped over if the available unit does not meet the criteria selected by the member. Adding criteria does not give a member any priority for units. They must be next on the waiting list when a match comes up for their preference. Being skipped for this reason does not count as a refusal.

Requested location(s) only:

Requested unit type (stacked, mid-rise, end unit, etc.) only:

Requested these unit numbers only:

### Your household:

List the names and membership status (Member, LTG, child, or proposed occupant with no current status) of all those that will live with you:

Contact information for proposed household member:

Name:

Address:

Phone number:

Email address:

Will anyone remain in your current unit after you move?  Yes  No

Name and membership status of any remaining in your unit (Member, LTG, other)

It is the applicant's responsibility to update this information with Management of the co-operative as needed and that any unit offered will be based on the Occupancy and Membership bylaws, including the Occupancy Standards in the Occupancy bylaw. Failure to do so may jeopardize or delay relocation in Woodsworth.

**Reasons for requesting a move (optional):**

If it is a medical condition or disability, you may request a priority move. An Accommodation Request Form will also need to be filled out as part of this process in order to create an accommodation plan for you. See the Accommodation Policy for Residents with Disabilities or talk to Management.

Please add any other relevant details about why you are seeking to move to a new unit.

I understand that the internal relocation process is subject to the provisions of the Membership Bylaw and that the co-operative may require documentation to support this application to transfer.

I understand that the Occupancy Bylaw's occupancy standards in Article 9.3 apply.

I understand that the co-operative must be satisfied that the household will meet the obligations to pay the monthly charges to the co-operative in accordance with the bylaws and their occupancy agreement. The co-operative will take into account whether or not the household qualifies for a subsidy in the new unit if a subsidy is available.

I agree to update the co-operative with any change of circumstances that might affect my internal relocation application.

I declare that I am a member in my current unit and have resided there without any absence that would have cancelled my membership under the co-operative's Occupancy Bylaw.

Signed:

Date:

**Schedule F: Woodsworth's Criteria Guideline for Priority Moves**

1. Members may be eligible for placement on a separate Priority Internal Waiting list if they are experiencing a Medical or Disability Accommodation needs, severe Financial Hardship, or-Domestic Violence. See Article 5.2.1 Priority Internal Waiting List
2. By legal requirement, Medical and Disability Accommodation requests have priority. Applications regarding Financial Hardship or Domestic Violence will be processed on a first come, first serve basis.
3. The first step is to fill out the Priority Move Application and then meet with the Woodsworth Manager. This process is completely confidential. If the member does not qualify for the Priority Internal Waiting list, the

member can fill out a Relocation Application to go on the main internal waiting list.

4. The Board of Directors will review and give final approval to the Accommodation Plan.

## **CRITERIA**

### **Medical or Disability Accommodation**

A request for a Priority Move due to Medical or Disability reasons must follow the Woodsworth's Accommodation Policy for Residents with Disabilities based on the Ontario Human Rights Code. An Accommodation Request Form will also need to be filled out as part of this process.

The Co-op's obligations are limited to accommodating disability-related needs, not members' preferences. The manager will request documentation from an appropriate health practitioner detailing the nature of the individual's disability, any restrictions resulting from the disability, the expected duration of the restrictions, and the basis for the medical conclusions.

Each person's situation will be individually assessed by the Co-op Manager. If the manager determines a current housing unit is detrimental to a member's medical condition and a different unit is needed soon, then the member would qualify for the Priority Move waiting list.

The manager and member will go through the accommodation procedure together. The manager may propose other accommodation options that meet the member's needs. If the member accepts an accommodation option other than priority relocation, the member can join the main internal waiting list requesting a different unit.

Management and the Co-op website can provide detailed information on the Woodsworth Accommodation Policy and the Accommodation Planning process.

### **Financial Hardship**

If a member is experiencing severe financial hardship and has an urgent need for a less expensive unit, the member must present third-party financial or legal documents to the Co-op Manager as part of the application for a Priority Move.

Proof of severe financial hardship might include, but is not limited to the following documentation: bankruptcy documents (filing documents, proof of claim etc.), creditors letters, Bank statements, Record for employment for job loss.

Those with financial issues must not be in arrears. See Article 5.1.2 (c)

### **Domestic Violence**

Woodsworth's Occupancy Bylaw #82, 7.3, defines violence against another person in the same household as domestic violence. 7.4a of Occupancy Bylaw states: The co-op does not tolerate domestic violence. It will try to assist victims of domestic violence. Members who engage in domestic violence may be evicted.

If a member has experienced domestic violence, is no longer living with the abuser, yet fears for their safety by remaining in the same unit, they can request a Priority Move to another unit.

Documentation may be required. Examples include a restraining order and a peace bond.

The Occupancy Bylaw outlines the co-op's response to domestic violence. Article 7.4.

## **Attachment A: Membership Interview Questionnaire**

(This is a sample form that Woodsworth could use.)

For Potential New Members

Name of Applicant:

Date Attended Info Session:

Q: What is it about a housing co-operative that appeals to you?

Q: Do you have an understanding of co-operative living and how they run?  
If so could you share it with us?

The co-operative's Occupancy bylaw says: "Members must attend all general members' meetings. Members should take part in the other activities of the co-operative."

Q: How would you like to contribute to your co-operative?  
(interviewer to say something regarding various committees, how involvement helps the co-operative run and one of the reasons we can build community)

Q: Are there any specific skills that you can bring to the co-operative?

Q: How would you deal with a difficult situation with a neighbour?

Q: What kind of volunteer activities are you now or have you been involved with?

Q: What do you think is entailed in a general members' meeting / annual general meeting? GMM/AGM?

Q: Are you willing to make best efforts to attend co-operative meetings? GMMs/AGM?

Q: Do you have any questions?

Advise the applicant that the results of the interview will be reported to the Membership Committee and forwarded to the Board of Directors.

They will be notified as to the status of their membership by our office staff once this process has been completed (up to 8 weeks)

## **Attachment B: Interview Report for Directors and Management; Proof of Principal Residence**

(This is a sample form that Woodsworth could use.) Updated by the Board of Directors, October 2024.

Name of Applicant(s) - *External households and Returning Members may apply jointly on one application form.*

Surname(s)

First Name(s):

Current address:

Phone numbers:

Email address:

**Application form number (AFN):**

**Applying as:**  LTG  Turning 16  Returning member  External applicant

**Date of Info Session:**

**MEMBERSHIP COMMITTEE RECOMMENDATION:**

Recommended     Not Recommended

Comment:

Names of Membership Committee interviewers (2):

Committee signatures:

Date Interviewed:

Is this the applicant's first interview or a follow-up interview?

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**MANAGEMENT REPORT:**

Date completed application was received by the office:

Was the application form completed fully and correctly? (If incorrect, notify the Membership Committee.)

Was the credit check completed satisfactorily (all applicants except for Turning 16s)?    Yes    No

Was an income verification completed satisfactorily (Returning Members, external applicants)?    Yes  
No

Was the landlord check completed satisfactorily for Returning Members, external applicants?    Yes  
No

Returning member: Did the applicant leave Woodsworth owing money or after a Notice To Appear or in situations of domestic violence?    Yes    No

**Result of review:**     No problems     Issue with credit     Issue with landlord     Issue with income  
 Other issues

Date completed:

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**BOARD DECISION:**

Board decision:

Board meeting date:

Board followup (if necessary):

**ALL APPLICANTS**

Membership Bylaw Article 2.2 Applicants should have:

- (a) *An understanding of co-operative principles and member participation*
- (b) *A positive attitude towards living in a community with people from different social, economic and cultural backgrounds and have a commitment to treating other members with respect*
- (c) *An interest in contributing to the operation and life of the co-operative*
- (d) *A willingness to accept their responsibilities as co-operative members*
- (e) *Indication of permanency or long-term commitment to the co-operative*

Do you feel the applicant(s) will/would be [a] good neighbour(s)?                      Yes    No  
i.e. Have a positive attitude towards living in a community with people from different social, economic and cultural backgrounds and have a commitment to treating other members with respect

Do they display an interest in contributing to the operation and life of the co-op?    Yes    No

Are they willing to accept their responsibilities as co-op members? (Incl. GMMs)    Yes    No

Additional comment:

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## INTERNAL APPLICANTS

### LONG-TERM GUESTS

Has the applicant signed a long term guest (LTG) agreement?                      Yes    No  
if no, why not?

### LONG-TERM GUESTS AND TURNING 16'S

Did all the current members in the unit co-sign the application for membership?    Yes    No

### Proof of Woodsworth as principal residence

A long-term guest or Turning 16 applicant cannot receive an application form for membership in Woodsworth without presenting two (2) documents showing their name and their Woodsworth mailing address to prove that Woodsworth is their principal residence. Two (2) types of documentation from the following list must be presented.

Unless stated otherwise, documents can be paper or a digital copy / screen print (but not a photocopy). The Membership Committee does not keep copies of the documents.

However Woodsworth Board may require to see the original copy. **(Please circle documents used by the applicant.)**

1. Valid Ontario driver's licence (or valid license with previous address and a temporary license with Woodsworth address). An application for a change of address is not accepted.
2. Valid Ontario Photo Card (only if a driver's licence is not presented)
3. Ontario vehicle permit (ownership) (green form) with Woodsworth address
4. Bank statement with name and membership applicant's address.
5. A major credit card (show physical card) plus a copy of a recent statement for that credit card. (Counts as 1 item.)
6. Income tax Notice of Assessment or T4 (recent)
7. Statement of direct deposit for Ontario Works (recent)
8. Ontario Disability Support Program (ODSP) (recent)
9. Statement of Employment Insurance Benefits Paid (T4E) (recent)

10. Statement of Old Age Security (T4A) (recent)
11. Statement of Canada Pension Plan Benefits (T4A) (P) (recent)
12. Workplace Safety and Insurance Board Statement of Benefits (T5007) (recent)
13. Canada Pension Plan Statement of Contributions
14. Ontario Students Assistance Program (OSAP) correspondence
15. Recent correspondence from the Federal or Ontario governments addressed to the membership applicant at Woodsworth, received within in the last 3 months. (Not forwarded mail)
16. Any of the following recent statements from a bank, trust company or credit union: TFSA RRSP, RRIF, RHOSP statement

**Turning 16s: 16-19 year olds may present any of the above for long-term guests or the following:**

17. School, college, university report card or transcript or letter from the school or institution on letterhead showing applicant's name and Woodsworth address
18. Employer record (e.g. pay stub, letter from employer on company letterhead)

## EXTERNAL APPLICANTS AND RETURNING MEMBERS

Returning Members (considered by the bylaw as internal members) must not have left owing money to Woodsworth or were evicted, or left after a notice to appear, or in situations of domestic violence. They must have resided in the co-op as members for two (2) years.

All residents of the returning members' or external applicant's household who are 16 years of age or older and intend to live in the co-op must apply for membership or apply to become a long-term guest (LTG).

- Is the entire household, age 16 and over applying for membership?    Yes            No
- How many are applying for membership at this time with this application?
- Number of household members under 16?            Age(s)
- Name of applicant(s) for LTG status:
- Contact info for non-applicant(s) if different:

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## MANAGEMENT FOLLOWUP

- Send Board decision to applicant. Inform them about the importance of signing the Occupancy Agreement or appeals process, as appropriate.
- Is a long-term guest application needed for other household members?
- Returning Members approved by the Board are added to the Internal Waiting list. External Members are added to the External Waiting list.
- Add new member(s) to the Members' List if residents (LTGs and Turning 16s).



## **NOTES**

**Form: Updated by the Board of Directors, October 2024**

### **Related schedules in the Occupancy Bylaw:**

Schedule A: Occupancy Agreement

Schedule B: Long-term Guest Agreement

Schedule C: Sub-Occupancy Agreement