

By-Law VIII – Social Housing Reform Act – 2010

FORESTWOOD CO-OPERATIVE HOMES INC.

BY-LAW VIII

SOCIAL HOUSING REFORM ACT BY-LAW

**A BY-LAW TO COMPLY WITH THE ONTARIO
SOCIAL HOUSING REFORM ACT**

RECORD OF ENACTMENT BY THE CO-OPERATIVE

This By-Law was passed by the Board of Directors of FORESTWOOD CO-OPERATIVE HOMES INC. on the 25th day of September, 2002.

This By-Law was confirmed by at least two-thirds of the votes cast by the General Members of FORESTWOOD CO-OPERATIVE HOMES INC. at a meeting called for that purpose on the 16th day of October, 2002.

Carole-Ann Sullivan

Authorized Signing Officer

Rada Loncarevic

Authorized Signing Officer

This By-Law was reviewed by the Board of Directors of FORESTWOOD CO-OPERATIVE HOMES INC. on the 12th day of March, 2010.

This By-Law was confirmed by Board of Directors on 12 March, 2010 and least two-thirds of the votes cast by the General Membership of FORESTWOOD CO-OPERATIVE HOMES INC. at a meeting called for that purpose on the 31st day of March, 2010.

This By-Law was reviewed by the Board of Directors of FORESTWOOD CO-OPERATIVE HOMES INC. on the 1st day of June, 2010.

This By-Law was confirmed by Board of Directors on June 1st, 2010 and least two-thirds of the votes cast by the General Membership of FORESTWOOD CO-OPERATIVE HOMES INC. at a meeting called for that purpose on the 15th day of July, 2010.

Ken Petro

Authorized Signing Officer

Jana Danisova

Authorized Signing Officer

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Article 1: About This By-Law

1.1 Special Meanings

Certain words have special meanings when used in this By-law.

- (a) “*Social Housing Reform Act*” means the Ontario *Social Housing Reform Act*, including all amendments to bring it up to date.
- (b) “*Co-operative Corporations Act*” means the Ontario *Co-operative Corporations Act*, including all amendments to bring it up to date.
- (c) “Regulations” means official Regulations passed by the Ontario government under the *Social Housing Reform Act*, including all amendments to bring them up to date.
- (d) “Local Rules” means rules and standards that are officially set by the Service Manager in compliance with the *Social Housing Reform Act*.
- (e) A “Service Manager” is the municipal body that relates to the Co-op under the *Social Housing Reform Act*. The Service Manager for the Co-op is: THE REGION OF PEEL
- (f) “Government Requirements” is a term used in this By-law to refer to the rules that apply to co-ops as stated in the *Social Housing Reform Act*, the Regulations, Local Rules or any of them.
- (g) An “Internal Review” is a review of a decision about geared-to-income or housing resulting from an appeal by an applicant or member under Government Requirements. Procedures for internal reviews by the Co-op are in Article 6 (Procedures for Decisions, Internal Reviews and Notices) and Article 7 (Selection of Geared-to-Income Members).

Words that have special meanings in the *Social Housing Reform Act* and the Regulations have the same meaning when used in this By-law unless another meaning is clearly intended.

Some other words have special meanings in this By-law. These include:

- Applicable occupancy standards (section 3.6)
- Household (section 6.6)
- Business days (section 6.15).

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Agreement and the Appendices to the Occupancy Agreement that apply to them, even if a particular member has not signed an Occupancy Agreement or the Appendices.

2.2 Signing Occupancy Agreement

- (a) New members must sign Appendices A and B when their membership in the Co-op begins and they sign an Occupancy Agreement. If they pay a geared-to-income housing charge, they must also sign Appendix C.
- (b) Existing members who pay a market housing charge must sign Appendices A and B when they would be signing a new Occupancy Agreement.
- (c) Existing members who pay a geared-to-income housing charge must sign Appendices A, B and C within 12 months of this By-law passing. The Service Manager may require new Appendices to be signed sooner.
- (d) Existing members who pay a market housing charge and start to receive geared-to-income assistance must sign Appendices A, B and C when they start to receive geared-to-income assistance.
- (e) Existing members must sign Appendices A and B, and Appendix C if applicable, when there is a change in their household size.
- (f) Members who pay a geared-to-income housing charge must make sure that non-member occupants in their household sign the Appendices as stated in the signature section.

Article 3: Required Internal Transfers

3.1 Purpose of Article 3

The Regulations require the Co-op to set policies and procedures for internal transfers of geared-to-income households. These policies and procedures must comply with Government Requirements. They are different from the Co-op's earlier policies as stated in its by-laws.

3.2 Relation to Other By-Laws

The policies and procedures set out in this Article are intended to work with the Co-op's existing by-laws. If there is a conflict, this By-law governs. This By-law covers only required moves for:

- households paying a geared-to-income housing charge who have requested an internal move and been given special priority status under Government Requirements and

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Government Requirements that are used to determine the size of unit that a geared-to-income household can occupy.

3.7 Special Priority Status for Members Requesting an Internal Transfer

- (a) This category is made up of geared-to-income or special needs households who have been given special priority status on the internal waiting list due to abuse by another member of the household or immigration sponsor. Geared-to-income households are included if the co-op has at least one unit where the household would not be overhoused.
- (b) Households paying a geared-to-income housing charge who have been given special priority status **under Government Requirements** and have requested an internal transfer will be offered units of a size and type for which they are eligible under applicable occupancy standards regardless of preference.
- (c) **Within this category, priority will be as stated in Government Requirements.**
- (d) **If the household is removed from the special priority category under Government Requirements, the household will be removed from the Internal Waiting list.**

3.8 Required Transfers

- (a) Sections 3.8 to 3.15 state rules for priority in offering units to households that must move to another unit according to Government Requirements. In this By-law these moves are called required transfers.

3.9 Overhoused – Geared-to-Income Households

- (a) This category is made up of households paying a geared-to-income housing charge who have received a notice that they are overhoused from the Service Manager (or the Co-op on behalf of the Service Manager) if the Co-op has at least one unit where the household would not be overhoused. If the Co-op is giving the notice that a household is overhoused, the Co-op can use Form D, Notice of Geared-to-Income or Special Needs Decision with the Right to Internal Review.
- (b) **With this category, priority will be based on the date of application for geared-to-income assistance. If a household has applied more than once for geared-to-income assistance, the Co-op will use the last date they applied to set priority.**

******3.10 Modified Units, 3.11 Support Services Do not apply to Forestwood Co-operative Homes******

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any vacant unit to that household. When the household's original unit is repaired, they will move back. The board can decide to give them the option of staying in the new unit. If they agree to stay in the new unit, the original unit will be available for an internal transfer.

3.19 Priority If Member Unavailable

If the Co-op is unable to contact the member with priority on the Internal Waiting List within 48 hours, the unit will be offered to the next eligible member. The original household will retain its priority on the Internal Waiting List.

3.20 Notification of Acceptance

- (a) Members must notify the Co-op office within 48 hours of being offered a unit whether they wish to accept the unit. If they fail to do so, they will be considered to have refused the unit.
- (b) Once a member on the Internal Waiting List has accepted a unit, the member must vacate his or her existing unit and move into the new unit on the date specified when the unit was offered. Acceptance of the unit may not be withdrawn without the consent of the board. Members of the household cannot appeal the board's decision.
- (c) When a member accepts a unit, they must come into the office and sign a form provided by the Co-op accepting the unit and agreeing to move and/or a new Occupancy Agreement. This should be done within the 48 hours, but can be postponed by Co-op staff if it is a weekend or is inconvenient for other legitimate reasons.

3.21 No Liability

Anything in the Co-op's by-laws, or any commitment made by anyone that is not authorized by the board, will not create liability for the Co-op. The Co-op will not be liable to anyone for:

- any error, omission, or mistake concerning the Internal Waiting List
- the allocation of units or geared-to-income assistance
- the failure to allocate units or geared-to-income assistance to persons on the Internal Waiting List.

3.22 Things Not Stated In By-Laws

The board will decide anything relating to the Internal Waiting List not stated in this By-law or in the Co-op's other by-laws or in Government Requirements.

Article 6: Procedures for Decisions, Internal Reviews & Notices

6.1 Purpose of Article 6

Under Government Requirements the Co-op must use specific procedures when making certain kinds of decisions about, geared-to-income assistance and refusing applicants. These procedures are different from the Co-op's earlier procedures as stated in its by-laws.

The procedures for refusing geared-to-income applicants are set out in Article 7 (Selection of Geared-to-Income Members).

6.2 Relation to Other By-Laws

The policies and procedures stated in this Article are intended to work with the Co-op's existing by-laws, but some of them may be different from existing by-laws. If there is a conflict, this By-law governs. The procedures stated in this Article replace the procedures in the Co-op's other by-laws that deal with the decisions listed in section 6.4 (Kinds of Decisions under Government Requirements).

6.3 Decisions By Co-Op

Some of the decisions that are dealt with in this Article must always be made by the Co-op under Government Requirements. Other decisions are the responsibility of the Service Manager, but can be delegated to the Co-op. Some decisions are the responsibility of the Co-op, but can be delegated to another party, such as a support services agency or the Service Manager.

The arrangement can be that the decision is made by the Co-op, but the internal review of that decision is made by the other party, or that both the decision and the internal review are made by the Co-op.

This Article only applies to decisions that are being made by the Co-op and internal reviews that are being done by the Co-op.

6.4 Kinds of Decisions Under Government Requirements

The kinds of decisions that are referred to in section 6.7 (Opportunity to Comment) and sections 6.9 (Request for Internal Review) and 6.10 (Procedure for Internal Review) are:

- a decision that a household is not eligible for geared-to-income assistance
- a decision about which category within the internal waiting list the household will be included in
- a decision that a household is not eligible for special needs housing

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6.7 Opportunity to Comment

- (a) Before the Co-op makes one of the decisions mentioned in section 6.4 (Kinds of Decisions under Government Requirements) that is negative to a household, it will give each member of the household the opportunity to comment on any information that the Co-op believes could be important in making the decision.
- (b) The Co-op does not have to give an opportunity to comment to a household about information received from a member of the household within 30 days before the decision is made.
- (c) The Co-op will give each member of the household notice of their opportunity to comment. The notice must be given within the time and contain information stated in Government Requirements. The Co-op can use the attached Form B, Notice of Opportunity to Comment.
- (d) Members must give their comments to the Co-op in writing signed by them by the date stated in the notice.
- (e) Members can sign a waiver of their opportunity to comment. If all persons in the household do this, the decision could be made sooner. The household can use the attached Form C, Waiver of Opportunity to Comment.
- (f) The Co-op can make a decision that is different from what was stated in the Notice of Opportunity to Comment. If the Co-op does this, there will be no additional opportunity to comment.

6.8 Notice of Decisions

- (a) Government Requirements have special rules for notices of decisions relating to geared-to-income households. These are different depending on:
 - the kind of decisions
 - whether the household has a right to an internal review or does not have a right to an internal review
 - whether the decision is that the household is eligible or not eligible.
- (b) Clauses (c) to (f) describe the use of these notices.
- (c) When giving notice of decisions about eligibility for geared-to-income assistance, the Co-op can use:
 - Form D, Notice of Geared-to-Income Decision with Right to Internal Review if the decision is that the household is not eligible

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- (b) Because of the time frames in Government Requirements, the board cannot extend the time for doing the review of a decision mentioned in section 6.4 (Kinds of Decisions under Government Requirements).
- (c) Each member of the household that requested the internal review will be given five days written notice of the board meeting at which the internal review will be conducted. The board can use the attached Form F, Notice of Board Meeting to Conduct Internal Review.
- (d) Members of the household involved can attend and speak at the board meeting, or have a representative speak. The representative can be a lawyer or another person.
- (e) Directors, staff members and others who took part in making the decision cannot take part in the internal review of a decision mentioned in section 6.4 (Kinds of Decisions under Government Requirements). See clause (a) of section 6.5 (Making Decisions).
- (f) The board can get help from someone with special knowledge, such as a representative of a support services agency (if applicable), their local federation or the manager of another Co-op.
- (g) That party can review the file before the meeting, but must give their advice to the board at the meeting so that the household involved can hear it and make any comments on it. The board will ask that party to sign a confidentiality agreement, if the confidentiality provisions of the Co-op's by-laws do not apply to them, unless they are bound by professional or other adequate confidentiality obligations.
- (h) In the case of medical or similar evidence, the board can rely on a letter from a doctor or other professional, but it must give a copy of the letter to the household with the notice of the meeting or within two business days of receiving it, if it is received after the notice of the meeting was sent.
- (i) The board can make any decision that could have been made originally. This decision could be more favourable to the household, or less favourable.
- (j) The board must give written notice of its decision to the individuals who requested the internal review within five business days after the board meeting. The board can use the attached Form G, Notice of Decision after Internal Review.
- (k) The board can delegate responsibility for all internal reviews, or specific kinds of internal reviews, or a specific internal review to a committee made up of directors. The committee will perform the duties of the board under this section and all rights and responsibilities of the board will be exercised by the

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Government Requirements change, the Co-op will use any new Government Requirements.

- (e) Notices can be signed for the Co-op by a staff person or any director. The person signing a notice is authorized to fill in all the blanks.
- (f) A person who signs a notice about an opportunity to comment or a decision cannot be involved in the internal review of that decision.

6.15 Business Days

When this By-law refers to “business days” it means days from Monday to Friday, other than public holidays.

6.16 Things Not Stated in By-laws

The board will decide anything relating to the procedures for decisions dealt with in this Article that are not stated in this By-law or in the Co-op's other by-laws or in Government Requirements.

Article 7: Selection of Geared-to-Income Members

7.1 Purpose of Article 7

The Regulations contain rules and procedures about rejecting applications for membership from applicants who will pay a geared-to-income housing charge. This Article applies to them. It does not apply to applications for market units.

7.2 Relation to Other By-Laws

The policies and procedures stated in this Article are intended to work with the Co-op's existing by-laws, but some of them may be different from existing by-laws. If there is a conflict, this By-law governs. Rights to information, internal review and other things dealt with in this Article will replace information, appeal and similar rights in the Co-op's other by-laws for applicants who will pay a geared-to-income housing charge.

7.3 Making Decisions

- (a) The board will pass a motion to create a membership committee. The Organizational By-Law sections will apply to it.
- (b) The board will decide how many members are on the committee. The committee could be a committee with only one member.
- (c) The board will decide who makes up the committee. The board can decide to include directors, non-directors, staff or any combination. Any volunteers must be approved by board motion.

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- (b) The request must be given to the Co-op within ten business days after the day the notice of the decision was given to the household.
- (c) **The Co-op can extend the time for giving a request for a review if the Co-op is satisfied that the member of the household acted in good faith and was unable to comply with clause (b) because of the absence, accident, illness or some other reason beyond their control.**
- (d) An individual may withdraw a request for internal review by giving written notice to the Co-op. The withdrawal is not effective if it is received after the review is completed.

7.7 Procedure for Internal Review

- (a) The board will conduct the internal review. The internal review must be completed within (ten) business days after the request for the review is received.
- (b) Each member of the household that requested the internal review will be given (five) days written notice of the board meeting at which the internal review will be conducted. The board can use the attached form J, Notice of Board Meeting to Conduct Internal Review of Membership Decision.
- (c) Members of the household involved can attend and speak at the board meeting, or have a representative speak. The representative can be a lawyer or another person
- (d) The board can get assistance from someone with special knowledge, such as a representative of a support services agency (if applicable), their local federation or the manager of another co-op.
- (e) That party can review the file before the meeting, but must give their advice to the board at the meeting so that the household involved can hear it and make any comments on it. The board will ask that party to sign a confidentiality agreement, if the confidentiality provisions of the Co-op's by-laws do not apply to them, unless they are bound by professional or other adequate confidentiality obligations.
- (f) In the case of medical or similar evidence, the board can rely on a letter from a doctor or other professional, but it must give a copy of the letter to the household with the notice of the meeting. If the letter is received after the notice of the meeting was sent, a copy must be given to the household within two business
- (g) The board can make any decision that could have been made originally. This decision could be more favourable to the household, or less favourable.

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FORESTWOOD CO-OPERATIVE HOMES INC.

Monthly charges

Unit: _____ Block: 11 _____ Forestwood Drive, Mississauga, ON L5C 1H _____

as of: _____

Market housing charge*

Less Geared-to-income assistance

Your housing charge*

Parking charge

Sector support charge

Your total housing charge is:

**does not include sector support charge*

Member Deposit: _____

Note: The figures stated may change from time to time as stated in the Co-op by-laws or the other rules governing geared-to-income assistance, if applicable. There may be other charges as permitted under the Co-op by-laws and Government Requirements.

Signatures of Members:

1. _____
Print Name

Signature

Date

2. _____
Print Name

Signature

Date

Appendix B

Member's Household

FORESTWOOD CO-OPERATIVE HOMES INC.

Unit: _____

List each member in the member unit:

1. _____
2. _____
3. _____
4. _____

List each non-member in the member unit (including children) :

1. _____
2. _____
3. _____
4. _____
5. _____

I agree to give prompt written notice of any change in my household size or the persons who make up my household. This includes any long-term guests and sub-occupants.
If I receive geared-to-income assistance, this includes anyone whose income should be considered in setting the amount of a geared-to-income housing charge.

I understand that no one may occupy the unit except the people listed on this form. To have additional occupants I must comply with Article 7 (Occupancy by Members) of the Occupancy By-law and By-law 4, article 7 (Long Term Guest).

Signatures of Members:

1. _____
Print Name

Signature

Date

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Note: This form must be signed by all members. If the household pays a geared-to-income housing charge, this form must also be signed by all non-member occupants, including:

- **Anyone who is required to sign by the Service Manager.**
- Anyone whose income is considered in setting the amount of a geared-to-income housing charge, such as long-term guests.

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10. Each person who is part of the household will be fully responsible for all obligations of the household under this document and the Co-op's Occupancy Agreement and by-laws. By signing this document each person agrees to perform those obligations.
11. This document forms an agreement between the Co-op and each member and non-member occupant. Each non-member occupant who signs this document agrees to comply with the applicable parts of the Co-op's Occupancy Agreement and by-laws and the Co-op's standard Long-term Guest Agreement.

Amount of geared-to-income assistance

12. The housing charges payable by the household are stated in Appendix A to the Occupancy Agreement. These charges apply at the time it was signed.
13. A change in the household's financial circumstances could affect their geared-to-income housing charge in the following ways:
 - The amount of a geared-to-income housing charge may go up or down.
 - The household may receive no geared-to-income assistance, but remain eligible for 12 months. This could happen if the household's income increases so that no assistance is payable under the geared-to-income formula.
 - The household may lose eligibility for geared-to-income assistance if their income or assets are above limits set by the Service Manager.

Decisions about these things will be made by the Service Manager, or by the Co-op if responsibility has been delegated to it.

14. Overpayments of assistance must be repaid to the Co-op. The geared-to-income housing charge can be increased or the household can be required to repay the entire amount. These decisions will be made by the Service Manager, or by the Co-op if responsibility has been delegated to it.
15. If it is determined that the household did not receive all the assistance it was entitled to, the household will be credited with the underpayment of assistance. The credit will be applied to later housing charge payments as they fall due.
16. Under Government Requirements households can get a notice telling them to pursue certain types of income. The household has to apply for and use reasonable efforts to get the income. If the household does not comply with the notice, it is no longer eligible for assistance. The types of income include:
 - Ontario Works assistance
 - child or spousal support under applicable laws
 - employment insurance
 - government pension benefits for persons 65 or older
 - support or maintenance under an immigration undertaking.

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25. Government Requirements require prompt updating of information. Between reviews, it is the household's responsibility to promptly report in writing to the Service Manager, or to the Co-op if responsibility has been delegated to it:
- any change in income
 - any change in assets
 - any change in household composition
 - any change in immigration status.
26. These changes must be reported no matter how small the change is unless the Service Manager has made a different Local Rule.
27. These reports must be made within the time set by Government Requirements. The household must make these reports even if the paperwork relating to the change has not been received. The household must use any forms that are set by the Service Manager or Co-op.
28. The household agrees that the Co-op can receive, through its employees or agents, credit information from any credit agency or other source. The member must have all persons in the member's household sign an authorization for a credit check, if requested by the Co-op.
29. Personal information about the household may be shared with the Service Manager and other bodies as stated in Government Requirements and the Co-op's by-laws or as stated in other laws. Except for this, the Co-op must keep all personal information confidential.

Losing assistance:

30. Households can lose their geared-to-income assistance if they break any of the rules that apply – whether or not the rules are stated in this document. In addition:
- They may have to repay amounts that should have been paid by them, either immediately or over time.
 - **The will have to meet special requirements to get geared-to-income assistance again. These can include things like:**
 - they will have to go on the Service Managers' centralized waiting list
 - they will have to pay any arrears or sign a repayment agreement or make reasonable attempts to sign a repayment agreement. The Service Manager or housing provider has to be satisfied that they will repay the arrears
 - **they will have to wait at least two years after any crime, offence or misrepresentation relating to geared-to-income assistance**
31. Households can also lose their geared-to-income assistance without breaking any rules. This can happen for the following reasons:

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Signatures of Members:

1. _____
Print Name

Signature

Date
2. _____
Print Name

Signature

Date
3. _____
Print Name

Signature

Date
4. _____
Print Name

Signature

Date

Signatures of Non-Member Occupants if Household Pays a Geared-to-Income Housing Charge:

1. _____
Print Name

Signature

Date
2. _____
Print Name

Signature

Date
3. _____
Print Name

Signature

Date

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Form A

Notice to Transfer

FORESTWOOD CO-OPERATIVE HOMES INC.

To: _____

Address: _____

This is your notice that the Co-op requires you to move to a different unit in the Co-op. Your name has been put on the Internal Waiting List.

If you refuse **THREE (3)** appropriate units that are offered to you, you may be evicted. The Co-op may take other steps because of the situation described in this Notice. These steps may be taken before or after you have been offered any units.

Internal review

You are entitled to an internal review of the decision to issue this Notice. To receive an internal review you must make a written request to the Co-op.

This request must be received by the Co-op on or before: _____

Articles 3 and 6 of the *SHRA* By-law, as well as other parts of the Co-op's by-laws, state rights and obligations that apply to you in this situation.

Reason

The following is the reason why this Notice has been given to you (check one or more and fill in details below):

- ☐ Your household occupies a unit for which you are not eligible. See section 3.9 of the *SHRA* By-law.

Details:

The facts on which the Co-op relied in making its decision to issue this Notice are: _____

Signature for the Co-op:

Signature

Date

Form B

Notice of Opportunity to Comment
FORESTWOOD CO-OPERATIVE HOMES INC.

To: _____

Address: _____

This is your notice that the Co-op is considering a decision about your household.

Any member of your household may comment on the information described in this Notice before the decision is made. Comments must be in writing and must be signed by the person who is making them.

Comments must be received by the Co-op on or before (the date to be filled in must be at least 30 days after the notice is given): _____

Members of your household can waive their right to comment. The Co-op has a form that each member of the household can sign. The form is enclosed.

Decision

The proposed decision is:

- _____ that your household is not eligible for geared-to-income assistance.
- _____ about the type and size of unit for which your household is eligible, if your household pays or will pay a geared-to-income housing charge. The specific decision being considered is: _____

- _____ about the category into which your household will be placed on the internal waiting list :

- _____ about the amount of a geared-to-income housing charge payable by your household. The specific decision being considered is: _____

- _____ about a request for deferral of a geared-to-income housing charge payable by your household. The specific decision being considered is: _____

Form C

Waiver of Opportunity to Comment

FORESTWOOD CO-OPERATIVE HOMES INC.

I received a Notice of Opportunity to Comment dated _____, 2____.
I give up and waive my right to comment on the information described in the Notice.

From: _____

Address: _____

Signatures of Members:

1. _____
Print Name

Signature

Date

2. _____
Print Name

Signature

Date

3. _____
Print Name

Signature

Date

4. _____
Print Name

Signature

Date

Signatures of Non-Member Occupants if Household Pays a Geared-to-Income Housing Charge:

1. _____
Print Name

Signature

Date

Form D

Notice of Geared-to-Income Decision with Right to Internal Review

FORESTWOOD CO-OPERATIVE HOMES INC.

To: _____

Address: _____

This is your notice that the Co-op has made a decision about your household.

The decision was made on: _____

Internal review

You are entitled to an internal review of this decision. To receive an internal review you must make a written request to the Co-op.

This request must be received by the Co-op on or before: _____

Opportunity to comment

Your household was given an opportunity to comment before the decision was made.

Notice of the opportunity to comment was given on: _____

Comments had to be received by: _____

Comments were provided by the following members of your household: _____

Decision

The decision was:

___ that your household is not eligible for geared-to-income assistance.

___ about the type and size of unit for which your household is eligible, if your household pays or will pay a geared-to-income housing charge. The specific decision being considered is: _____

___ about the category into which your household will be placed on the internal waiting list: _____

Form E

Notice of Final Geared-to-Income Decision

FORESTWOOD CO-OPERATIVE HOMES INC.

To: _____

Address: _____

This is your notice that the Co-op has made a decision about your household.

The decision was made on: _____

The decision is final. You may not request an internal review.

Decision

The decision was:

___ that your household is eligible for geared-to-income assistance.

Inclusions

If the decision was a decision that your household is eligible for geared-to-income assistance, the following Notice accompanies this Notice, if applicable

___ a Notice about the type and size of unit for which your household is eligible (Form D).

Signature for the Co-op:

Signature
Forestwood Co-operative Homes Inc.

Date

Form G

Notice of Decision After Internal Review

FORESTWOOD CO-OPERATIVE HOMES INC.

To: _____

Address: _____

The Co-op gave you a Notice dated _____ about a decision or decisions described in the Notice.

You requested an internal review.

This is your notice that the Co-op has conducted an internal review of the decision. The following is the result of the internal review:

___ There is no change in the decision. The original decision has been confirmed.

___ The original decision has been changed. The new decision is: _____

The decision stated above is final.

Signature for the Co-op:

Signature
Forestwood Co-operative Homes Inc.

Date

Form I

Notice of Refusal of Membership Application for Geared-to-Income Household

FORESTWOOD CO-OPERATIVE HOMES INC.

To: _____

Address: _____

This is your notice that the Co-op refuses to offer you membership and a unit of housing in the Co-op.

You are entitled to an internal review of this refusal. To receive an internal review you must make a written request to the Co-op.

This request must be received by the Co-op on or before: _____

The procedures for the internal review are stated in Articles 6 and 7 of the Co-op's *Social Housing Reform Act* By-law. A copy of Articles 6 and 7 is attached to this notice.

Reasons

The reasons for the Co-op's refusal to offer the unit to you are:

- ___ selection of your household would be contrary to the Co-op's mandate
- ___ the Co-op has reasonable grounds to believe, based on your household's rental history, that your household may fail to fulfill the obligation to pay housing charges for the unit in the amount and at the times they are due
- ___ members of your household did not agree to accept their responsibilities as members of the Co-op, or the Co-op has reasonable grounds to believe that members of your household will not accept or will be unable to accept those responsibilities
- ___ the unit is one in which individuals will reside in a shared living situation and the Co-op has reasonable grounds to believe that it is unreasonable for your household to reside in the shared accommodation
- ___ the Co-op has reasonable grounds to believe that the unit is not suitable for your household due to the physical characteristics of the unit in relation to the number, gender and ages of the members of your household

Form J

Notice of Board Meeting to Conduct Internal Review of Membership Decision

FORESTWOOD CO-OPERATIVE HOMES INC.

To: _____

Address: _____

The Co-op refused to offer you a unit of housing in the Co-op. You requested an internal review of this refusal.

The board of directors is going to conduct the internal review at a board meeting.

This meeting will be on _____ in the Co-op Centre at the Co-op, 1186 Forestwood Drive, Mississauga, Ontario. The board meeting will start at _____ but you do not have to arrive before _____. Because of the time frames set by Government Requirements, the board cannot change this time.

You may appear and speak at the meeting. You may present written material. You may have a lawyer or other representative speak for you.

You may withdraw your request for internal review by giving written notice to the Co-op.

Signature for the Co-op:

Signature

Forestwood Co-operative Homes Inc.

Date

