BURNHAMWOOD CO-OPERATIVE HOMES INC.
Short Term Subsidy Policy

Passed by the Board of Directors on July 7, 2026
Passed by the General Members October 27, 2026

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1. General

(a) Government Funding

Subsidy under the S95 Agreement with Canada Mortgage and Housing Corporation (CMHC) ended September 2020.

For the period September 1, 2020, to March 2028, subsidy will be provided by CMHC under The Federal Community Housing Initiative Phase II (FCHI-2) Agreement between CMHC and the Co-op to a specific number of eligible member households for whom the market housing charge exceeds thirty percent (30%) of their gross household income. Households receiving subsidy under the FCHI-2 program, must apply for subsidy annually.

(b) Coop Funding

The Co-op may allocate a specific amount of Short-Term Subsidy each year in the annual Operating Budget to provide temporary subsidy to member households who are eligible for FCHI-2 subsidy, but for whom there is no space in the FCHI-2 program.

The annual Short-Term Subsidy budget will be up to **1%** of the market housing charge revenue.

2. Waiting List

The co-op will maintain a list of households who require subsidy. The waiting list will be made up of households who currently receive subsidy under the FCHI-2 program, as well as households who have applied for (and are eligible to receive), Short-Term Subsidy, but for whom no FCHI-2 subsidy funds are available.

The waiting list will be prioritized based on the date the household applied for subsidy. The list will be updated at least annually.

3. Eligibility Requirements

(a) Basic eligibility requirements

Member households applying for subsidy must meet the following basic eligibility requirements:

- The market housing charge exceeds thirty percent (30%) to the gross household income
- The household must have at least one occupant eighteen (18) years or older
- All household members must be entitled to reside in Canada
- The co-op unit must be the primary residence of all the occupants
- The household does not receive rental assistance from any private source or government (municipal, provincial or federal) programs
- No member of the household owes money to a previous social housing provider unless there is a valid agreement to pay the monies owed and compliance has been confirmed with the former housing provider
- No member of the household owns or has a share in any residential property that is suitable for year-round occupancy, whether the property is in or outside Ontario or Canada
- The member must be a member in good standing.

(b) Additional eligibility requirements

Member households applying for Short-Term Subsidy must meet the following additional eligibility requirements:

- The household has lived in the Co-op for at least **twelve (12) months**
- The household must demonstrate there has been a decrease or loss of income
- The household does not owe money to the Co-op unless there is a valid agreement to pay the monies owed and compliance has been confirmed

4. Short-term Subsidy

Short-Term Subsidy is intended to provide temporary subsidy to market rent households who have had a decrease in household income, who would be eligible for FCHI-2 subsidy, but for whom there is no space in the FCHI-2 program.

In most respects, Short-Term Subsidy will be administered following the guidelines set out in the FHCI-2 subsidy program. These guidelines are set out in the Agreement between the Co-op and CMHC and the National Housing Strategy Federal Community Housing Initiative (FCHI-2) Reference Guide.

(a) Short-Term Subsidy applications will be processed by Co-op staff, based on date completed application “received”, subject to availability of funds.

(b) Short-Term Subsidy will not be granted retroactively.

(c) If Short-Term Subsidy funds are not available, the Board may approve a transfer of funds from the Subsidy Reserve Fund.

(d) A household may receive Short-Term Subsidy for up to **three (3) months** in a fiscal year.

(e) Households receiving Short-Term Subsidy must report any increase in household income **as soon as a change occurs**. The housing charge will increase the month following the month the household income increased.

(f) Households who are granted Short-Term Subsidy will be moved to the FCHI-2 program as soon as possible.

5. Application Process

(a) Households who wish to be considered for Internal Subsidy must provide the following information:

- Application for housing charge subsidy
- Proof of income for all occupants in the unit aged 18 and over including,
  - Most recent three (3) months statements for all bank and investment accounts
  - Source documents for proof of current income
  - Most recent income tax return and Notice of Assessment
- Proof attending school full-time for children between the ages 18 to 26, if applicable

(b) Applications will not be considered "received" until they are complete, signed and all supporting documentation is received.

(c) Completed applications will be processed on a "first come, first served" basis dated based on the date they are "received".

(d) Households receiving Short-Term Subsidy will be required to complete and sign the FCHI-2 Income Declaration Form and may be required to update their income information prior to the allocation of FCHI-2 Subsidy.

6. Subsidy/Surplus Reserve

The Co-op was entitled to retain Subsidy/Surplus Reserves at the expiry of the S95 Agreement.

The Subsidy/Surplus Reserves can be used to provide housing charge subsidy **only**, and for no other purpose. The Board may **only** transfer funds from the Subsidy Reserve Fund to the Operating Budget for Short-Term Subsidy. When all Subsidy/Surplus Reserves Funds are exhausted, the Subsidy Reserve will terminate.