

# Denman Community Land Trust Association

## Tenant Selection Procedure

1. Selection of tenants shall be determined by a committee of not less than five people appointed by the directors of the society. The committee members need not be members of the Society but must be residents of Denman Island who have been such for not less than three years. Where possible, the committee will include two members nominated by two other charitable societies on Denman Island (one nominee per society) and a retired or practicing physician. Committee members must not be related to, or close friends with, any of the people who are then applying for a tenancy.
2. A vacancy for an affordable housing tenancy shall be advertised in at least two editions of one or more publications circulated on Denman Island.
3. The committee shall first screen applicants to determine those who meet the following mandatory requirements:
  - i) the Household Income of the applicant for the previous three years must be shown to be within 120% of the Low Income Cutoff as determined by Statistics Canada or its successor agency\*;
  - ii) the applicant must have been primarily resident on Denman Island for at least the two years preceding the consideration of the application;
  - iii) the aggregate household assets of the applicant must not exceed \$50,000 (plus an inflation adjustment after 2012) unless the applicant has agreed to enter into an Equity Sharing Agreement\*\* with DCLTA for use of the amount exceeding \$50,000. Assets included for valuation are: cash, funds on deposit, stocks, bonds, term deposits, annuities, mutual funds, equity in a business or real estate, RRSPs and RRIFs. Assets excluded for valuation are: personal jewelry, furniture, a vehicle for personal use, bursaries and scholarships, and trade tools for employment.
  - iv) the applicant must have provided satisfactory references to establish that the applicant would be a responsible tenant, i.e. would pay rent promptly, cause no damage, and create no nuisance.
4. From the qualified applicants, the committee will select the tenant(s) by a points system applied to each of the following criteria
  - i) the length of the applicant's connection to Denman Island;
  - ii) the contribution of the applicant to Denman Island through paid or volunteer work;

- iii) the degree of unsuitability of the applicant's present housing;
  - iv) the degree of suitability of the personal characteristics of the applicant to the type of the available affordable housing project (eg. senior's, special needs, single person, family, etc.).
5. In each of the points categories, each committee member shall evaluate the relative degree to which the criteria apply among the applicants and shall award from 0 to 10 points to each applicant accordingly.
  6. The applicant with the greatest aggregate number of points from the committee members shall be selected as the tenant.
  7. If a tie occurs the selection shall be made, from the tied applicants, by a majority vote of the committee.

\*If Statistics Canada discontinues the publication of the Low Income Cutoff, the committee may substitute a similar monetary amount based upon available statistical information (adjusted to economic circumstances on Denman Island) which estimates the minimum income required to meet basic living needs and which, for example, may include reference to the CMHC Core Needs Income Threshold.

\*\*An Equity Sharing Agreement provides a method for low income people to develop an equity ownership interest in a home structure on land leased from DCLTA. At the end of the Agreement the home structure is either: donated to DCLTA, sold to DCLTA on a non-profit basis through an agreed formula, or removed to another location.