



CITY OF LANGFORD

SUBJECT:**Affordable Housing Program Criteria for Applicants****SECTION: Planning & Devel.****POLICY NO: 6940-00-02****Affordable Housing Program
Criteria for Applicants****New Policy – Council Resolution of November 16th, 2009**

Eligibility Criteria for applicants to the Affordable Housing Program for a **three or more bedroom house:**

- a. That the applicant and all household members not be immediate family to any member of the Affordable Housing Committee, the Selection Committee, any City Staff person, or to Mayor or Councilor;
- b. That eligible applicants for affordable housing consist of a family of a minimum of 2 people, one of whom is an eligible dependent;
- c. That the applicant and all household members do not currently own any real estate, or have total household assets exceeding \$50,000;
- d. That the maximum household income be \$60,000 per annum;
- e. That the applicant provide a pre-mortgage approval;
- f. That the applicant has been a resident of the City of Langford for a minimum of 2 years as adults (18 years and over) prior to their application to the Affordable Housing Program, or that the applicant be an employee working in Langford for a minimum of 6 months immediately prior to their application, with a preference given to current residents of Langford; or that the applicant is a current serving member of the Canadian Armed Forces posted to Greater Victoria, with a preference given to current residents of Langford;

Eligibility criteria for applicants to the Affordable Housing Program for **new one- and two-bedroom houses:**

g. For one-bedroom dwelling unit

- i. That the applicant and all household members not be immediate family to any member of the Affordable Housing Committee, the Selection Committee, any City Staff person, or to Mayor or Councilor;
- ii. That the applicant and all household members do not currently own any real estate, or have total household assets exceeding \$50,000;
- iii. That the maximum household income be \$40,000 per annum;
- iv. That the applicant provide a pre-mortgage approval; and
- v. That the applicant has been a resident of the City of Langford for a minimum of 2 years as adults (18 years and over) prior to their application to the Affordable Housing Program, or that the applicant be an employee working in Langford for a minimum of 6 months immediately prior to their application, with a preference given to current residents of Langford; or that the applicant is a current serving member of the Canadian Armed Forces posted to Greater Victoria, with a preference given to current residents of Langford;

h. For two-bedroom dwelling unit

- i. That the applicant and all household members not be immediate family to any member of the Affordable Housing Committee, the Selection Committee, any City Staff person, or to Mayor or Councilor;
- ii. That eligible applicants for affordable housing consist of a family of a minimum of 2 people, one of whom is an eligible dependent, or a child under 25 years of age and attending school
- vi. That the applicant and all household members do not currently own any real estate, or have total household assets exceeding \$50,000;
- vii. That the maximum household income be \$50,000 per annum;

- viii. That the applicant provide a pre-mortgage approval; and
- ix. That the applicant has been a resident of the City of Langford for a minimum of 2 years as adults (18 years and over) prior to their application to the Affordable Housing Program, or that the applicant be an employee working in Langford for a minimum of 6 months immediately prior to their application, with a preference given to current residents of Langford; or that the applicant is a current serving member of the Canadian Armed Forces posted to Greater Victoria, with a preference given to current residents of Langford;

The following attachments are required to complete the application:

- i. Notices of assessment for all household members 18 and over, for the last fiscal year;
- j. Employment stubs for the past 6 months, if gaining eligibility due to employment in Langford; (otherwise not applicable)
- k. Pre-Mortgage Approval; and
- l. Current serving members of the Canadian Armed Forces must provide verification of employer;

The following definitions are to be used by the City to determine eligibility and applicant selection:

- a. A mobility impairment or disability can be defined as a permanent condition, which features:
 - i. total or partial loss of the person's bodily or mental functions; or
 - ii. total or partial loss of a part of the body; or
 - iii. the presence in the body of organisms causing disease or illness; or
 - iv. the malfunction, malformation or disfigurement of a part of the person's body; or
 - v. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction.
- b. An immediate family member includes parents, brothers, sisters, children, father-in-law, mother-in-law, sister-in-law, brother-in-law, and any other relatives who are financially supported.
- c. An eligible dependent can fit one of the following two categories:
 - i. Cohabiting, unmarried children under 18 years of age; or
 - ii. Cohabiting, unmarried children, siblings, parents or spouse who are physically or mentally incapable of self-support (i.e., they fit the definition of permanent mobility impairment or disability);
- d. The definition of children, for the purposes of this application, can include natural children, legally adopted children and step-children, but does not include temporary foster children or children that do not reside with the applicant more than 75% of the year, except an applicant applying for a two-bedroom unit may have joint custody of their child(ren) where a child(ren) either lives with both parents equally or lives mostly with one parent (the child's primary residence) but the parents have agreed to share equally the rights and responsibilities for that child.
- e. A "current employee working in Langford" includes any employee or volunteer that has worked for a minimum of 6 months in Langford, at a minimum of 20 hours per week, within the municipal boundaries.

Amends: Affordable Housing Program Criteria Policy #6930-35

DATED: May 2nd, 2005

ADOPTED BY COUNCIL: November 16th, 2009

CERTIFIED CORRECT



Administrator