

# ATTACHMENT #1

## 685 QUEEN STREET EAST - RIVERDALE CO-OPERATIVE HOUSES

### ACCESS POLICY FOR ARTISTS DESIGNATED UNITS

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#### **Overview**

Riverdale Co-operative Houses' affordable housing project at 685 Queen Street East will have five (5) residential units designated for professional artists.

These units must be used for residential purposes only and live/work arrangements cannot be accommodated. Visual artists will also not be permitted to use these units as studios.

The type and location of the units within the building will be identified as part of the Tenant Access Plan to be developed in accordance with this Policy, and approved by the City of Toronto prior to occupancy.

#### **Purpose**

To ensure that the residential units dedicated to artists are filled in a clear and transparent process in accordance with this Policy and the Tenant/Occupant Access Plan to be developed for 685 Queen Street East.

#### **Companion Document**

This Access Policy will form part of Riverdale Co-operative's Tenant/Occupant Access Plan to be approved by the Director, Housing Stability Services, prior to first occupancy.

#### **Non-Discrimination**

In assessing the suitability of applicants for occupancy and in accordance with the Ontario Human Rights Code, Riverdale Co-operative Houses will not discriminate by reason of race, national or ethnic origin, colour, religion, sex, age, gender, gender identity, marital status, political affinity or activity, sexual orientation, same-sex partnership status, family relationship, or physical disability.

#### **Eligibility for an Artist Unit**

##### *Artist Criteria*

Riverdale Co-operative Houses ("Riverdale Co-op") will determine an applicant's eligibility to occupy one of the units designated for artists using the following criteria based on the Draft Canadian Artist Code (the "Code"). To be eligible, an applicant must demonstrate that they:

- a) Have presented their work to the public by means of exhibitions, publications, performance, readings, screenings, or by any other means appropriate to the nature of their work;
- b) Are represented by a dealer, publisher, agent or similar representative appropriate to the nature of their work;
- c) Devote a reasonable proportion of their professional time as an artist to promoting or marketing their work, including but not limited to: presenting themselves for auditions; seeking sponsorship, agent or engagements; or similar activities appropriate to the nature of their work;
- d) Receive or has received compensation for their work, including but not limited to: sales; fees; commissions; royalties; residuals; grants and awards, any of which may reasonably be included as professional or business income;
- e) Have record of income or loss relevant to the exploitation of their work and appropriate to the span of their artistic career;
- f) Have received professional training, either in an educational institution or from a practitioner or teacher recognized within their profession;
- g) Have received public or peer recognition in the form of honours, awards, professional prizes or by publicly disseminated critical approval;
- h) Have membership in a professional association appropriate to their artistic activity whose membership or categories of membership are limited under standards established by the association; or which is a trade union or is its equivalent appropriate to his/her artistic ability; and
- i) With the exception of writers, actors and dancers, the applicant must demonstrate that they have a studio or workspace elsewhere where they practice their profession. A copy of the lease should accompany the application.

All applicants are required to submit an Artist's CV and a letter of intent, which should clearly illustrate how the applicant meets each of the criteria in the Code. Applicants do not have to meet all the criteria, in order to be considered professional, however, Riverdale Co-operative will use the criteria as a guide to determine eligibility. Riverdale Co-operative will not review examples of an applicant's art work and will base their decision solely on the criteria of the Code and the information presented in the CV and letter of intent.

If Riverdale Co-operative determines that an application meets criteria d) or e) as well as at least half of the criteria in the Code, Riverdale Co-operative will give a 'yes' vote and will indicate which criteria of the Code were clearly illustrated in the CV and letter of intent.

If Riverdale Co-operative determines that an application does not meet either criteria d) or e) at least four of the criteria in the Code, Riverdale Co-operative will give a 'no' vote and will indicate which criteria of the Code were not clearly illustrated in the CV and letter of intent.

### *Step 2: Income and Other Eligibility Criteria*

The 'Affordable Rental Housing - Eligibility and Income Verification Guide' included as Attachment 2 outlines the income and other eligibility requirements. In addition to meeting the Artist Criteria outlined above, applicants for an artist unit must meet all other criteria specified in the Affordable Rental Housing - Eligibility and Income Verification Guide.

### **Conflict of Interest Statement**

Riverdale Co-operative's staff or those not at arm's length of staff shall not be eligible to rent a unit at 685 Queen St. East.

### **No Qualified Applicant**

Should no qualified applicant be selected for a unit through this process, Riverdale Co-operative will offer the unit to its existing waitlist based on the established order of priority, which is determined by the applicant's date of application to the waitlist. All eligibility criteria will otherwise be enforced.

### **Appeals**

Applicants who were not initially selected for a rental unit will receive details of the right and process to appeal in the letter of decision. Appeals will not be granted on the basis of a change in status, income or household size after the submission of the application.

In the case where an applicant feels that a decision made by the Application Review Committee was not done in a fair manner, an appeal may submit a written request within 10 days after receiving the notice of decision.

An Appeals Committee, made up of three members of Riverdale Co-operative, who were not involved in the prior selection process, will review the appeal. This will consist of reviewing the application, scoring sheets, and at their discretion, interviewing members of the committee, and conducting a follow up interview with the applicant.

If the Appeals Committee determines that the review and selection was not done in a fair manner that reviewed and assessed criteria transparently and clearly, they will make a recommendation to offer the first available unit. Successful appeals will not pre-empt previously selected candidates.

Should the Appeals Committee determine that the review and selection adhered to the procedures and principles of the eligibility process and advises no change to the scoring, then the decision will be final. A letter will be sent to the applicant making the appeal advising them of the outcome.

### **Monitoring and Enforcement by the City of Toronto**

Riverdale Co-operative will be required to fill the artists units in accordance with this Policy and the Tenant Access Plan to be developed and approved by the City of Toronto prior to occupancy. The City of Toronto reserves the right to audit compliance with this Policy from time to time.

This requirement will be outlined in greater detail in the Contribution Agreement signed between the City of Toronto and Riverdale Co-operative Houses.

### **Changes to this Policy**

The City of Toronto reserves the right to request changes to this Policy from time to time over the term of the affordability period, which is 99 years.

Any changes to this Access Policy must be approved in writing by the Director, Housing Stability Services of City of Toronto.