



DIRECTIVE

- ☐ **Legislation/Regulation**
☒ **Operational**

DATE: 2003-09-15
NUMBER: 03- 20

The policies and procedures in this Directive are to be implemented by housing providers funded by the Municipality under the following programs:

- | | |
|--|--|
| <input type="checkbox"/> Public Housing Program | <input type="checkbox"/> Aboriginal Program |
| <input checked="" type="checkbox"/> Non-Profit Program | <input type="checkbox"/> Public Housing
Rent Supplement Program |
| <input checked="" type="checkbox"/> Co-Op Program | <input type="checkbox"/> Ontario Community
Housing Assistance Program (OCHAP) |
| <input type="checkbox"/> Federal Program | <input type="checkbox"/> Community Sponsored Housing
Program (CSHP) |
| <input type="checkbox"/> Social Housing Registry | |

* Please note: If your program is not checked, this Directive doesn't apply to your project.

SUBJECT: Requirement to Return to Target

BACKGROUND:

At the time of program commitment/initial rent-up, each housing project was assigned specific unit targets. This unit target states the number of rent-geared-to-income units and the number of market rent units which must be maintained within each housing portfolio. For various reasons, while still under the administration of the Ministry of Municipal Affairs and Housing (MMAH) some providers, within limitations, negotiated adjusted targets based upon consumer demand. In recognition of this fact, the MMAH confirmed all approved targets with each provider immediately prior to devolution. Approved targets were also confirmed with each service manager prior to the point of transfer.

In that the program funder (Service Manager) provides subsidy to housing providers based upon unit targets, variance from assigned targets will result in changes to the subsidy levels. In addition, the Social Housing Reform Act (SHRA) identifies the minimum number of RGI units which must be maintained within the service area. It is therefore incumbent upon each housing provider to ensure that their assigned portfolio targets are maintained at the ministry approved level.

ACTION TO BE TAKEN:

When filling each vacancy, the housing provider must select a household type which will assist to achieve and/or maintain the approved target split. If the current subsidiary waiting list does not contain a household type to meet or move closer to target, the following action must be taken;

- Step 1. Contact the Housing Registry of Kingston & Frontenac County to inquire if any Additional applications exist to assist the provider to meet it's target,
- Step 2. If Step I does not assist in achieving target, the provider must complete and submit a request for exemption form (Appendix "A") to the Supervisor of Administration, Housing Division,
- Step 3. Upon receipt of a written response from the Housing Division the housing provider must fill the vacancy as directed. (note: This may be direction to leave the unit vacant until a suitable applicant is available or it may provide approval for temporary exemption for reaching target for that vacancy only.)
- Step 4. When another vacancy occurs, again attempt to achieve or come closer to target,
- Step 5. If not successful, repeat the process starting with Step 1.

Quick Response:

The Service Manager will attempt to respond to "Request for Exemption" as quickly as possible in an effort to minimize vacancy loss.

Priority Status:

Housing providers must continue to offer to applicants who qualify for priority placement due to abuse even when the project is below their approved target. In such cases, the service manager does not have to approve a temporary exemption.

SOCIAL HOUSING REFORM ACT, 2000 – REFERENCE:

none

If you have any questions, please contact Mila Kolokolnikova, Supervisor of Program, Policy & Research

Greg Grange
Manager, Social Housing Division

Attachment

c.c. Lance Thurston, Commissioner, Department of Community Services
Liz Fulton/Marian VanBruinessen, Frontenac Management Board
Supervisors, Housing Division
Alan McLeod, Legal Division

APPENDIX “A”

Application to be Exempted from Approved Target Plan

Please complete the attached form and submit it to the Housing Division, City of Kingston, attention: Supervisor of Administration.

Approval will be given on a unit by unit basis as vacancies occur.

1. Group and Project Information.

Incorporated Name of Non-Profit Housing

Provider: _____

Project Name: _____

Project Address: _____ City: _____

Postal Code: _____ Group Contact: _____

Phone Number: (____)_____ Fax Number: (____)_____

2. Approved Target

	RGI Units	Market Units	Total Units
Approved Target			
Current Distribution			
Variance			

3. Details regarding Unit Requesting Exemption.

Unit Type: Row House ☐ Semi-Detached ☐ Detached ☐ Apartment ☐

Unit Size Bachelor ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom ☐

Special Needs ☐Yes ☐No

Accessible ☐Yes ☐No

Unit Vacated: Date: _____

Available for Occupancy: Date: _____

Number of Offers to Date? _____

4. Was Centralized Waiting List (CWL) contacted? ☐ Yes ☐ No

Date of Contact: _____

5. Reason for Requesting Exemption for Unit?

What marketing strategies have been attempted, and the difficulties encountered?

It is understood that this approved exemption from target pertains to this unit only. All future vacancies, as they occur, must be used to return to target if possible.

Property Manager

Approved ☐

Not Approved ☐

Signed: _____ Date: _____
Housing Division