

Peel Region

Webinar Training:

Local Rules

RGI Eligibility & Housing Provider Standards

Tuesday November 26, 2013

Webinar How to....

- Check in: Audio and Visual
- How to toggle
- You have a question?
- Recorded Seminar

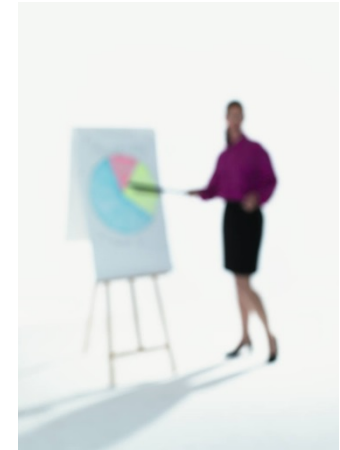
Summary of the presentation

- Introduction of Presenters
- HSA Local Rules –Timeline
- Intended Audience
- Peel Policy Structure
- Local Rules Update
 - RGI Eligibility
 - Housing Provider Standards
- Where the Webinar is Recorded

Introduction of Presenters

Manager, Housing Programs

Michelle Waye



Housing Administrators:

Laura Simpson

Shannon Murphy

Stephen Cheung

Ray Farrugia

HSA Local Rules

The *Housing Services Act, 2011* sets basic Provincial policy directions, gives Service Managers greater flexibility and control in the planning and delivery of housing and homelessness services including social housing administration.

HSA Local Rules Time Line



Date	Action
Oct – Dec 2012	Completed two consultations w/housing provider stakeholders (RGI Eligibility & Housing Provider Standards)
Jan-Apr 2013	Staff Reviewed feedback and prepared policy proposals
May 2013	Policy Proposals Reviewed with housing provider stakeholders for final verification
June 2013	Hosted information session to present policy proposals to Board
Sept 2013	Council Report prepared to recommend policy proposals for Housing Provider Standards and RGI Eligibility
Oct 2013	Implementation of Final HIP Policy and Proposals

Intended Audience

Who do the Local Rules Apply To?



- Rent Supplement
- Federal w/ (OCHAP)
- HSA providers
- Peel Access to Housing (PATH)

Housing in Peel

How We Design Our Policies

All updated local rules are found in the Housing In Peel (HIP) Policy and Procedures.

These include:

- **Peel Policy Rationale**
- **Exceptional Circumstances**
- **Housing Provider Feedback/Influence**
- **SHRA and HSA Legislation**
- **Forms/Templates**
- **Scenarios/Examples**

Please visit:

[HIP Policies and Procedures - Housing - Region of Peel](#)

To access Peel's Policies

RGI ELIGIBILITY LOCAL RULES

**Absence
from Unit**

**Asset
Limits**

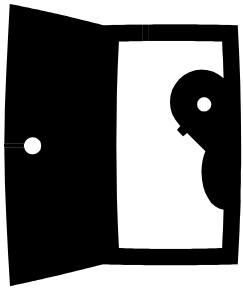
**Certain
Convictions**

**Notification
of Changes**

**Number of
Offers**

**Occupancy
Standards**

**Pursuit of
Income**



Absence from Unit

Maintain status-quo

- A household is ineligible for RGI assistance if all household members are absent from the unit for more than 90 consecutive days

Action!

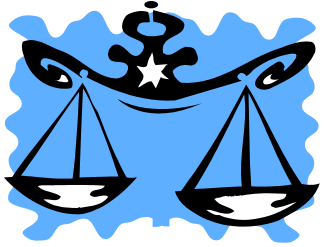
- If a Housing Provider suspects a household is no longer residing in their unit based on the amount of days absent from the unit, Housing Providers should refer to the provisions contained in leases/occupancy agreement for further action. (i.e. abandonment of unit)



Asset Limits

Maintain Status Quo

- Peel will continue to maintain no asset limit under the HSA.
- This option removes obstacles for individuals that may have assets but are still in need of long term affordable housing



Certain Convictions

Local Rule in Peel

- A household is ineligible for RGI assistance if within the past **two** years a member of the household was convicted of:
 - An offense under the HSA
 - A crime under the Criminal Code relating to RGI assistance

Note!

- Household's that are found guilty of misrepresentation of income by the Landlord Tenant Board cannot be found ineligible for RGI



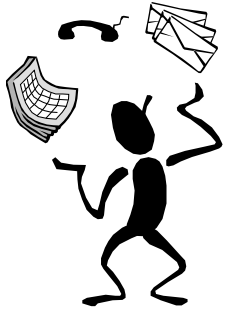
Number of Offers

Maintain Status Quo

- Peel will continue to permit households to refuse up to 3 offers of housing before being determined ineligible for RGI.

Note!

- This policy applies to households:
 - On the Centralized Wait List(CWL) who are not yet in receipt of RGI assistance
 - Overhoused on the CWL and/or their housing provider's internal transfer list.



Notification of Changes

Maintain Status Quo

- The policy Peel originally implemented under the SHRA for a time period of 30 days to notify changes was appropriate and is in compliance with the HSA. As such, Peel's policy has not changed under the HSA.

Note!

- The notification period should be counted as **30 calendar days**

Occupancy Standards



Maintain Status Quo

- With added flexibility for a smaller unit than what the occupancy standards permit to be approved if
 - the household and housing provider are in agreement with the arrangement, and
 - other legislation or bylaws pertaining to occupancy standards are adhered to.



Overhoused Households

Maintain Status Quo

- HSA requirements:
- A household can not be made ineligible for RGI assistance
- Within first 12 months after being notified of overhoused status, and
- If household is following the Service Manager's policy and procedure (i.e. on the wait list and/or centralized wait list)

Action!

- Housing Provider must confirm an overhoused household has applied to PATH (to be added to the CW) before removing household from internal transfer list.

Example of the Blue Card

Front of Blue Card

Region of Peel
Working for you

PLEASE KEEP THIS REFERENCE CARD

Peel Access to Housing

This will confirm that Peel Access to Housing has processed your application for subsidized housing and you are on the active waiting list.
Please quote your client number when contacting Peel Access To Housing.

A label is placed here that includes the client's name, date of application and ID number

10 Peel Centre Dr., Suite B, Brampton Telephone: 905-453-1300 e-mail: peelaccesstohousing@peelregion.ca

Example of the Blue Card

Back of Blue Card

APPLICANT RESPONSIBILITY

Applicants are responsible to inform **PATH** of **any changes** to their:

1. Address
2. Family Composition
3. Telephone Number
4. Household Income
5. Immigration Status

within 10 business days of the change taking place.

Applications that are **NOT** updated will be **inactivated**.

Your name will be removed from the waiting list and you will be **ineligible** for subsidized housing in Peel.

To Contact PATH Address: 10 Peel Centre Dr. Suite B, P.O. Box 2800, STN B, Brampton, ON L6T 0E7
e-mail: peelacesstohousing@peelregion.ca
Telephone: 905-453-1300 Fax: 905-453-1308
Website: www.peelregion.ca

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Pursuit of Income

Maintain Status Quo

- Households are:
 - required to pursue certain income in which they are eligible.
 - Given 30 days to provide verification of pursuit of income
- Housing providers must inform households of their requirement to pursue

Update!

- Households are no longer required to pursue CPP

HOUSING PROVIDER STANDARDS LOCAL RULES

**Conflict of
Interest**

**Lease/
Occupancy
Agreements**

**Number of
Board
Meetings**

**Property
Management
Standards**

**Remuneration
of Directors**

Conflict of Interest



Peel Policy

- Housing providers are not required to report to the Service Manager each time a conflict incident occurs. Service Manager will monitor a housing provider's Conflict of Interest (COI) compliance as a part of the regular operational review process.

Action!

- A COI Declaration must be signed by each board member, employee and agent
- Housing Providers must keep clear and complete records to ensure any COI is well documented.

Lease/Occupancy Agreements

Peel Policy

- Housing Providers must decide whether household members 16 years of age or older that do not have income contributing to the RGI calculation sign the lease/occupancy agreement

Action!

- Housing Providers decision must be well documented and consistently applied to all households in project.
- This may be formalized by a policy that is supported by a documented board resolution



Number of Board Meetings

Maintain Status Quo

- In Peel, the Board of Directors for each housing provider is required to meet **at least** four times a year.

Note!

- Directors can participate in meetings in person, by phone, or through other technological means



Property Management Standards

Peel Policy

- A contract for a housing project can not be renewed at the end of the three year term, but it can now only be extended for up to two years if at the end of the three year term the housing provider wants to retain the same property management company.

Action!

- Housing Providers:
 - Must ensure they tender before the 5 year period has expired
 - must have a written contract that satisfies these terms



Remuneration of Directors

Maintain Status Quo

- Remuneration of directors will continue to not be permitted unless, due to exceptional circumstances, a housing provider requests and receives preapproval from the Service Manager

Note!

- If you have questions related to exceptional circumstances please contact your Housing Administrator.

Summary

- The HSA gives Service Managers greater flexibility
- Peel has consulted with housing provider stakeholders to assist in created local rules.
- Updated Peel Policy and Procedures provide extensive detail (i.e. scenarios/examples) for Housing Providers.
- Peel's finalized local rules for RGI Eligibility & Housing Provider Standards

This webinar has been recorded and will be made available on the Region of Peel website.

The location of the webinar will be emailed to participants of today's session and to all of Peel's housing providers.

When you receive the link we encourage you to share it with all Board members and staff.

Thank You!

