



Niagara Regional Housing

Notice

No: 14-05

APPLICABLE TO:

DATE: May 1, 2014

<input checked="" type="checkbox"/>	Municipal & Private Non Profit
<input checked="" type="checkbox"/>	Co-operative
<input type="checkbox"/>	Federal Non Profit
<input checked="" type="checkbox"/>	OCHAP/CSHP
<input type="checkbox"/>	Rent Supplement

<input checked="" type="checkbox"/>	Mandatory
<input type="checkbox"/>	For Information

SUBJECT: Occupancy Standards – Local Rule

BACKGROUND

The *Housing Services Act (HSA)* provides service managers with mandatory rules as well as areas of flexibility for the development of new and/or revised local rules. This Notice details the local rule respecting occupancy standards for rent-geared-to-income units.

REPORT

Occupancy standards consist of 8 specific rules related to various household circumstances. Three of these rules remain the same as per previous legislation. Four local rules have been further defined and clarified regarding eligibility and process. One local rule is new.

Local Rules – No Change	. Disability/Medical Condition (<i>HSA Mandatory</i>) . Number of Bedrooms . Modified Units
Clarification of Existing Local Rules	. Joint Custody/Visitation . Overhoused . Students (<i>HSA Mandatory</i>) . Caregivers
New Local Rule	. Kinship Care

The attached **Occupancy Standards – Local Rule** provides details on the policy and process for each of the eight household circumstances related to occupancy standards. The associated forms and sample letters are attached as Appendix A to Appendix I. The forms and letters will also be emailed to all providers for use.

Housing Provider's Role

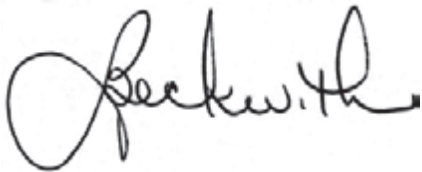
Housing providers are directed to:

1. Review the occupancy standards local rule attached to this Notice;
2. Ensure their board of directors review and adopt the new local rule; and,
3. Implement the new Occupancy Standards Local Rule effective immediately.

Service Manager's Role

NRH will review during the operational review process to ensure compliance with the occupancy standards local rule.

If you have any questions or concerns regarding this notice, please contact your Housing Administrator at (905) 682-9201.



Lora Beckwith, General Manager

Enclosures:

1. Occupancy Standards - Local Rule Details
2. Appendix A – Additional Bedroom Request
3. Appendix B – Accessible Unit Request
4. Appendix C – Parental Declaration
5. Appendix D – Primary Residence Declaration
6. Appendix E – Overhoused Process Chart
7. Appendix F – Sample Letter to Overhoused Households With No Unit Size
8. Appendix G – Overhoused Form
9. Appendix H – Sample Letter to Overhoused Households at one year expiry
10. Appendix I – Caregiver Information Form