



Notice No: 20-12

APPLICABLE TO:

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

DATE: October 7, 2020

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

SUBJECT: Internal Transfers and Maintaining RGI Targets**BACKGROUND**

The *Housing Services Act* (HSA) requires Housing Providers to establish an internal transfer policy for rent geared to income (RGI) households within their communities. The HSA also gives Service Managers the option to develop a local rule related to internal transfers. These rules regarding internal transfers are outlined in NRH Notices 18-10 and 14-13. Upon review of the notices, it was determined that further clarification would be useful in terms of the process for filling units and the need to maintain RGI targets.

Policy

RGI households on internal transfer lists are housed before those on the Centralized Waiting List. Housing Providers must continue to maintain an internal transfer list for rent geared to income transfers. The priority order for internal transfer is SPP (Special Priority – victims of domestic violence and human trafficking) and then Overhoused. Approved transfers will be offered vacancies on a chronological basis, within priority categories, based on the transfer request date. Housing Providers continue to have the flexibility to include additional priorities in their own internal transfer policy.

CLARIFICATION

The Housing Services Act, 2011 (HSA), Section 77, requires that housing providers maintain a mandated target number of units occupied by households receiving RGI assistance.

Housing Providers must fill all vacancies with households receiving RGI assistance until their RGI target is reached or exceeded and continue to maintain that target upon any future vacancies. When a vacancy occurs, the first step in filling the unit is to refer to the targeting plan to determine whether that unit will be an RGI unit or a market rent unit. The Housing Provider will then refer to its internal transfer list and determine if

there are any suitable internal applicants. If no suitable internal applicants exist based on the type of unit to be filled, the housing provider is to refer to the Centralized Waiting List.

If a Housing Provider is unclear on what their RGI target is or would like confirmation, please reach out to your Housing Administrator.

Housing Provider's Role

Housing Providers are to ensure this policy is fully implemented upon filling units.

Service Manager's Role

NRH will monitor compliance with this notice through the Annual Information Return and Operational Reviews.

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

Donna Woiceshyn, Chief Executive Officer