

## **CHAPTER 4: OCCUPANCY STANDARDS**

---

Local Rules - Occupancy Standards .....	2
How many bedrooms does a household qualify for?.....	2
Re-housing households who had to move .....	2
When is a household eligible for an additional bedroom? .....	3
Is a student living away from home a member of the household? .....	4
Local Rules - Overhoused Households .....	6
Local Rule - Housing Preferences for Overhoused Households .....	7
Underhoused Households.....	8

### Local Rules - Occupancy Standards

#### How many bedrooms does a household qualify for?

Toronto's occupancy standards for RGI *households* are:

- adult household members who are spouses must share a bedroom. Two persons who live together are considered "spouses" if
  - the social and familial aspects of the relationship amount to cohabitation, and
  - one individual provides financial support to the other, or
  - the individuals have a mutual agreement or arrangement regarding their financial affairs.
- for adult household members other than spouses, a minimum of one (1) and a maximum of two (2) persons per bedroom
- for children under the age of 18, no less than one (1) and no more than two (2) persons per bedroom where the unit contains three (3) bedrooms or less
- for children under the age of 18, no less than one (1) and no more than three (3) persons per bedroom where the unit contains more than three (3) bedrooms, if the shared bedroom provides the minimum space required under the City's Municipal Code Property Standards.
- a single parent may share a bedroom with a child if the applicant wants to share.
- bachelor units are normally given to single persons. However, a *two person family* is eligible for a bachelor unit, if the applicant requests it.

A two person family consists of either two spouses or a parent and child.

#### Re-housing households who had to move

Sometimes households must move temporarily, due to

- renovation/revitalization of a building, or
- regeneration/redevelopment of a community.

When they return, RGI Administrators/housing providers re-house these RGI households in accordance with Local Occupancy Standards. In order to re-house households within the available housing stock, RGI Administrators/housing providers may need to prioritize unit allocations by household size.

## **CHAPTER 4: OCCUPANCY STANDARDS**

---

**Note:** RGI Administrators/housing providers have no obligation to provide units in which every child has their own bedroom.

### **When is a household eligible for an additional bedroom?**

A household may be eligible for another bedroom if

1. One of the spouses requires an additional bedroom because of a disability or medical condition and this requirement is documented by a medical professional, subject to the following conditions:
  - a. The household must submit the City-approved form and required medical documentation with the request.
  - b. If a medical professional has verified that spouses cannot share a bed, the household will not normally qualify for an additional bedroom unless a second bed cannot be accommodated within a shared bedroom.
  - c. A household will not qualify for an additional bedroom based on a snoring condition alone.
2. An additional room is required to store equipment that a member of the household needs because of a permanent disability or medical condition, and the equipment is too large to be reasonably accommodated in a unit size for which the household would normally qualify. This is subject to the following conditions:
  - a. The household must submit the City-approved form(s) and required medical documentation, detailing the size and type of equipment required, with the request.
  - b. Equipment that will not normally qualify a household for an additional bedroom, includes, but is not limited, to the following:
    - i. continuous positive airway pressure (CPAP) machines
    - ii. air-filtration systems
    - iii. vaporizers or humidifiers
    - iv. walkers, wheelchairs, or scooters
    - v. massage tables, or
    - vi. exercise equipment.
3. An additional bedroom is required for an individual who is not a member of the household but who occupies the unit to provide full-time overnight support services to a member of the household.

The household must submit the City-approved [form\(s\)](#) and required medical documentation with the request.

4. A member of the household is pregnant.

## CHAPTER 4: OCCUPANCY STANDARDS

---

The household must submit a letter from the pregnant household member's primary health care provider (certified by the Province of Ontario) confirming the pregnancy.

5. A member of the household has shared custody or access rights with respect to a child who is not a member of the household and
  - a. the household member is either a parent or legal guardian of the child; and
  - b. the household member is subject to a Court Order or a domestic contract that is valid under the [Family Law Act](#) and that is in writing and signed by both parties and witnessed; and
  - c. the Court Order or domestic contract states that the household member is required or permitted to provide overnight accommodation for the child, at least 78 nights per year and the bedroom is required to provide adequate accommodation for the child.

To decide if a household qualifies for an additional bedroom, you will have to review the documents that the household provides.

If the household is requesting another bedroom because of a disability or medical condition, the household must submit the applicable City-approved medical form(s). You can download the forms from the [RGI Administration Manual](#) web page. They are listed under RGI Forms - Medical Forms. The forms are also in Chapter 10, Appendix 8.

You will have to base your decision on the supporting documents and form(s).

### **Is a student living away from home a member of the household?**

A student attending school away from home is a member of the household, if the student meets all these conditions:

- is a child of the household
- is in regular attendance at a recognized educational institution
- lives with the household while not attending school and
- depends in whole or in part, on the household for financial support.

### **Recognized educational institution**

A recognized educational institution is

- a school
- a university
- a college of applied arts and technology
- a private career college
- a private school

Note: a school, other than a post-secondary institution (university, college or private career college), must be within the Province of Ontario

### Local Rules - Overhoused Households

An RGI household becomes *overhoused* if a household member leaves the unit and the household now has more bedrooms than the City's RGI occupancy standards allow.

**Exception, death of household member:**

If an RGI household has more bedrooms than allowed under local occupancy standards due to the death of a member of the household, the household is not classified as overhoused for a period of 6 months after the death.

If you decide that the household is overhoused, send the household a written notice of the decision, telling them that they could lose their RGI assistance if they refuse three offers to move to a suitably sized unit. Make sure that the notice informs the household that they can ask for a *review* of this decision and tells them the process that they must follow. See Appendix 4 for a template Notice of Decision.

If you **have a unit of the size that the household is eligible for**, you must add the household to your internal transfer list. This is the list of households already living in your housing project that would like to or must move to different units. An RGI household that is overhoused has priority on the internal transfer list unless there is a special priority household on the list.

After one year on the internal transfer waiting list, the household must be added to the centralized waiting list. Do not remove the household from the internal transfer waiting list.

You will have to submit a form, called *Provider Authorized Application Form*, to Housing Connections. Housing Connections will provide you with this form. You can also download the form from the Housing Provider area of the Housing Connections website: <http://www.housingconnections.ca/Provider.Net/ProviderForms.aspx>

If your project does not include units of the size that the household is eligible for, you will have to submit this form to Housing Connections right away. However, an overhoused household cannot lose eligibility for RGI in the first 12 months after being notified that they are overhoused.

If an overhoused household refuses to complete a Housing Connections application form, the housing provider must complete the form as much as possible and submit it unsigned to Housing Connections.

Even if the housing provider has units of the size needed, an overhoused household can ask to be placed on the centralized waiting list right away. They can ask to be removed

## **CHAPTER 4: OCCUPANCY STANDARDS**

---

from the centralized waiting list during the 12 month period after they become overhoused, because their application was voluntary.

Once the household has been overhoused for 12 months, their application to the centralized waiting list is no longer voluntary.

A housing provider must decide that a overhoused household is no longer eligible for RGI assistance if they have refused three housing offers, whether for internal transfer or from a different housing provider, and they have been overhoused for at least 12 months.

### **Local Rule - Housing Preferences for Overhoused Households**

Overhoused households who must apply to the centralized waiting list will have to choose at least 5 housing preferences for other social housing projects, not including their current housing project. They may also choose their current location, but this will not be counted as part of the minimum of five needed to maintain RGI eligibility.

When an overhoused household is added to the Housing Connections waiting list, the household's application is ranked as third priority. Victims of abuse are first priority and terminally ill applicants (optional for housing providers) are second priority.

Overhoused households that are required to be on the Housing Connections list will lose their eligibility for RGI if they

- are listed for less than five housing preferences, not including their current location.
- have been overhoused for at least 12 months and they have refused 3 unit offers of the size that they are eligible for, including both internal transfer offers and centralized waiting list offers, or
- ask to be taken off the centralized waiting list.

If a household does not have at least five preferences, not including their current location, you must issue the household a notice of loss of eligibility for RGI assistance.

Once a household has been overhoused for one year, Housing Connections keeps track of all refusals. When an overhoused household on the centralized waiting list refuses an offer, report this refusal to Housing Connections immediately. When Housing Connections tells you that a household has refused three offers, you must issue the household a notice of loss of eligibility for RGI assistance (if they have been overhoused for at least 12 months).

## CHAPTER 4: OCCUPANCY STANDARDS

---

See [Chapter 8](#) for a full discussion of waiting list management.

### **Underhoused Households**

An RGI household is *underhoused* if the unit has less bedrooms than the City's RGI occupancy standards would allow.

Underhoused households are not considered a priority under the *HSA*. When developing an internal transfer policy, RGI Administrators may not rank underhoused households before special priority and overhoused households. See [Chapter 8](#) for more information about internal transfer policies.