

1. Authority

1.1 This Policy is issued under the authority of the YHC Board of Directors.

1.2 *Housing Corporation Act*, RSY 2002, c. 114:

4 (2) Without restricting the generality of subsection (1), the corporation may undertake, carry to completion, or assist in the provision, development, maintenance, and management of housing

a) generally;

b) for families and individuals;

c) for employees of the public service;

d) for students;

e) for senior citizens; and

f) for families and individuals receiving social allowances or social assistance.”

2. Purpose

2.1 The purpose of this Policy is to explain how rent is determined under the Rent Geared to Income Program.

2.2 This policy aims to ensure fair and equitable rental rates are being charged and to reduce paperwork both for Tenants and for YHC staff.

3. Application

3.1 This policy applies to YHC housing units rented out under the Program.

3.2 The terms of this policy form part of every Tenancy Agreement under the Program and are incorporated into those agreements by reference.

4. Definitions

4.1 In this policy:

4.1.1 “Excluded Income” means income that is not considered in the rent assessment process under the Program;

4.1.2 “Household” means a person, or a group of persons, who occupy a Unit;

4.1.3 “Housing Income Limits” reflects the minimum income required for a household to afford appropriate accommodation without spending more than 25 per cent of its income for shelter.

4.1.4 “Included Income” means the income of the Tenant and of any of the Permitted Occupants that is assessable under this policy for the

purpose of calculating the income that will be used to assess the rent payable for a Unit;

- 4.1.5 “Notice of Assessment” means the document by that name issued annually by the Canada Revenue Agency to an individual upon that individual having filed a tax return for the previous year;
- 4.1.6 “Notice of Reassessment” means the document by that name issued from time to time by the Canada Revenue Agency to an individual as the result of a reassessment of that person’s tax return for a tax year;
- 4.1.7 “Permitted Occupants” has the same meaning as in the Tenancy Agreement;
- 4.1.8 “Premises” means the Unit being rented as defined in the Tenancy Agreement;
- 4.1.9 “Program” means YHC’s Rent Geared to Income Housing Program;
- 4.1.10 “Tenancy Agreement” means the agreement between the Tenant and YHC for the possession and use of the Premises;
- 4.1.11 “Tenant” means the person or persons identified as “Tenant(s)” in the Tenancy Agreement;
- 4.1.12 “Unit” means a separate building, or a distinct portion of a building, designed to be a residence and owned or operated by YHC;
- 4.1.13 “YHC” means the Yukon Housing Corporation;

5. Rental Rates

- 5.1 The rent payable under the Program is based on 25% of the Included Income, as calculated in accordance with section 7 below.
- 5.2 Rent is not based on Excluded Income.
- 5.3 Subject to this policy, rent will generally be calculated annually and take effect on September 1 of each year for a 12-month period.
- 5.4 Reductions in the rent payable will be considered if the Tenant’s income drops by 20 per cent or more and their rent will be assessed monthly as per section 13 in this policy.

6. Persons Whose Income is Assessable

- 6.1 Except as otherwise outlined in this Policy, anyone residing in a YHC Unit aged 19 or older will be considered a person whose income is assessable for the purpose of determining the rent payable under this policy.
- 6.2 Income earned by anyone residing in a YHC Unit aged 19-25 and enrolled in full-time studies will not be counted in the rent geared to income calculation for that unit, unless that person is a named Tenant.

- 6.3 Income earned by anyone residing in a YHC Unit who is less than 19 years old will not be assessed for the purpose of calculating rent, unless that person is a named Tenant.

7. Determining Included Income

- 7.1 Included Income is based upon the gross income as reported on line 150 of any Notice of Assessment or Notice of Reassessment as issued by Canada Revenue Agency.

- 7.2 Where income is assessed monthly (per section 13), the following sources of income are included in the calculation of Included Income:

7.2.1 Salary

7.2.2 Wages

7.2.3 Commissions

7.2.4 Rent revenue

7.2.5 Investment income

7.2.6 Part-time earnings

7.2.7 Tips

7.2.8 Alimony payments received from a separated or divorced spouse

7.2.9 Employment Insurance benefits

7.2.10 Social Assistance

7.2.11 Old Age Security Pension

7.2.12 Yukon Seniors Income Supplement (YSIS)

7.2.13 Guaranteed Income Supplement

7.2.14 CPP/QPP pension

7.2.15 Elders Benefit (for Elder's whose Land Claim has been settled)

7.2.16 Private pensions or annuities

7.2.17 Income, in whatever form received, of children and dependents of the household

7.2.18 Training allowance provided to an adult

7.2.19 Scholarship provided to an adult

7.2.20 Honorariums

8. Excluded Income

- 8.1 Sources of income excluded from the calculation of rent geared to income rates are as follows based on self-disclosure with supporting

documentation; or based on detailed notice of assessment if provided by the Client:

- 8.1.1 Child tax credit (deduct if they were included previously)
- 8.1.2 Child support payments received from a separated or divorced spouse
- 8.1.3 Living-out or travelling allowances of any household member
- 8.1.4 Lump-sum payments received from insurance settlements (other than Employment Insurance). This does not include payments that will continue monthly.
- 8.1.5 Inheritance
- 8.1.6 Lump-sum disability awards. This does not include payments that will continue monthly.
- 8.1.7 Sale of effects
- 8.1.8 Where training allowance is provided, the cost of tuition, books and childcare, if specified on the training allowance form. The Tenant must provide a receipt to prove payment of this. If the amount paid is less than the amount specified on the form, then that is all that is allowed.
- 8.1.9 Capital gains
- 8.1.10 The income, in whatever form received, of children or dependents who are in full-time school attendance
- 8.1.11 GST Rebate or Income Tax refund
- 8.1.12 Money received for the care of foster children
- 8.1.13 Work-related earnings of a single parent, working spouse or any other household member, excluding the household head, up to \$75 per month per qualifying household member
- 8.1.14 For children or dependents not in full-time school attendance, the above noted \$75 deduction can be applied against income in whatever form received. This \$75 deduction is not allowed where the source of income is Social Assistance, Employment Insurance or pensions. Remember this deduction is for working income only. For example, in a household with two income earners, where one is working and one is receiving Employment Insurance, no deduction is given. If the 2nd income earner were receiving Employment Insurance and working, up to \$75 would be deducted from their income. If a single parent is on Employment Insurance only, they do not receive the \$75 deduction.
- 8.1.15 Self-employed business expenses
- 8.1.16 All tax exempt income sources, as determined by the Canada Revenue Agency (e.g. veteran's disability pension) are automatically excluded as these are not included in line 150 of a Notice of Assessment.

9. Required Information

- 9.1 Every Tenant who is not self-employed must provide a copy of his or her Notice of Assessment to YHC by July 31 of each year.
- 9.2 Every Permitted Occupant who is not self-employed and whose income is assessable for the purpose of determining the Household's Included Income must provide a copy of his or her Notice of Assessment to YHC by July 31 of each year.
- 9.3 Every Tenant who is self-employed must provide a copy of his or her Notice of Assessment to YHC by September 1 of each year.
- 9.4 Every Permitted Occupant who is self-employed and whose income is assessable for the purpose of determining the Household's Included Income must provide a copy of his or her Notice of Assessment to YHC by September 1 of each year.
- 9.5 Every Tenant and every Permitted Occupant whose income is assessable for the purpose of determining the Household's Included Income must provide a copy of every Notice of Reassessment received by him or her to YHC within two weeks of his or her receipt of same provided that same is in respect of a year in which that person was an occupant of a Unit, or the year immediately prior to that person having become the occupant of a Unit.
- 9.6 Tenants who have Excluded Income must provide proof of the amount of that Excluded Income and of the nature of it to YHC staff prior to September 1 of each year.

10. Failure to Supply Required Information

- 10.1 YHC will terminate any Tenancy Agreement where any person whose income is assessable under this policy has not complied with section 9.
- 10.2 Tenants who are found non-compliant will be given a first-offence warning letter reminding them of the terms of the Tenancy Agreement related to rent assessment, and a second notification will be sent if the tenant continues to be non-compliant with the Policy, advising them that the third notification will be their eviction notice.
- 10.3 Failure of a tenant to comply with tenant responsibilities outlined in this policy within a reasonable time after YHC provides written notice will result in termination of tenancy.

11. YHC Staff Responsibilities

- 11.1 YHC staff has the following responsibilities under this policy:

- 11.1.1 Communicate the Rent Assessment Policy to existing Tenants and prospective Tenants.
- 11.1.2 Ensure that the YHC adheres to all bylaws and regulations enacted by the YHC Board and local authorities, as well as territorial legislation.
- 11.2 The Director of Housing Operations has the authority to make decisions contrary to this policy, upon consideration of a Tenant's extenuating circumstances pertaining to rent assessment, on a case-by-case basis.

12. Tenant Responsibilities

- 12.1 Every Tenant is required to:
 - 12.1.1 Annually complete and submit his or her income tax return on time;
 - 12.1.2 Ensure that every other of the Permitted Occupants whose income is assessable under this policy annually completes and submits his or her income tax return on time;
 - 12.1.3 Provide the information required from time to time under this policy to YHC on time;
 - 12.1.4 Notify YHC staff if the Tenant wishes to apply for a reduction in rent based upon a change in income and to provide any required supporting documentation; and
 - 12.1.5 Notify YHC staff if he or she is aware of an upcoming significant life change that will impact his or her ability to pay the currently assessed rental rate for the Unit (e.g. job loss, treatment for illness that requires a reduction in work).

13. Monthly Rent Assessment

- 13.1 Rent assessments will be managed on a month-to-month basis for YHC Tenants receiving Social Assistance benefits and those Tenants who have been approved for rent reductions.
- 13.2 Tenants receiving Social Assistance benefits must provide documentation of receipt of Social Assistance benefits in the form of a budget sheet or data decision sheet. Failure to provide documentation of receipt of Social Assistance benefits may result in eviction.
- 13.3 Tenants who are being assessed monthly due to an income drop of 20 per cent or more will be required to report all income for the previous calendar month on the first day of each calendar month.
- 13.4 Temporary reductions in rent will be approved for a total period of 3 months, at which time the Tenant requesting the rent reduction will be required to resubmit income verification.

- 13.5 If a Tenant's income returns to the original monthly income level, they will resume paying the monthly rent rate that was calculated based on their notice of assessment and/or reassessment immediately and their file will not require monthly monitoring.
- 13.6 Tenants who claim no income must be assessed on a monthly basis and cannot declare that they will receive no income in future months.
- 13.7 Tenants who claim no income for more than three months must provide Housing Operations staff with suitable documentation of the Excluded Income they have received during that three-month period.

14. Seasonal Workers and Self-Employed Individuals

- 14.1 If an individual's work is seasonal (i.e. occurring every year for select months) or if they are self-employed, rent rates will continue to apply as per section 5.
- 14.2 All Tenants, including seasonal and self-employed individuals, must apply for rent reductions and are not automatically eligible for a rent reduction.
- 14.3 YHC may request a list of revenues and expenditures from the seasonal worker or self-employed individual requesting a rent reduction and will determine eligibility of each Tenant on a case-by-case basis.

15. Policy Review

- 15.1 This policy shall be reviewed as required to ensure its effectiveness.

ATTACHMENT: HOUSING INCOME LIMITS

The Rent Geared To Income Housing Program assists low to moderate income families and individuals with affordable housing. For the purpose of the Rent Geared To Income Housing Program, household with low to moderate incomes are considered “Targeted Households”.

The funding provided to Yukon Housing Corporation from Canada Mortgage and Housing Corporation must be devoted for the benefit of “Targeted Households”.

The Housing Income Limits (HILs), which is used when determining eligibility as “Targeted Households”, reflects the minimum income required for a Household to afford appropriate accommodation without spending more than 25 per cent of its income for shelter.

Yukon Housing Corporation’s Rent Geared To Income Housing Program utilizes these income limits to determine eligibility and the existence of affordability barriers. The appropriate Housing Income Limits reflects location, family composition and the number of bedrooms required by the household

In Yukon, there is a Housing Income Limits for Whitehorse and then a second Housing Income Limits for all other communities.

Current YHC Housing Income Limits

Bedroom Count	Whitehorse	Rural Yukon
1 - Bedroom	\$49,500	80% of median annual household income
2 - Bedrooms	\$54,000	80% of median annual household income
3+ Bedrooms	\$61,500	80% of median annual household income

YHC APPROVAL	<i>Effective Date:</i> December 15, 2016	<i>Version:</i> 5
	<i>Chair, YHC Board of Directors</i>	<i>YHC President</i>
	<i>Approval:</i>	<i>Approval:</i>