

1. Authority

- 1.1. This Policy is issued under the authority of Yukon Housing Corporation's (YHCs) Vice-President of Operations, pursuant to the Rent-Geared-to-Income (RGI) Housing Program approved by YHCs Board of Directors on October 27, 2021.
- 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. Application

- 2.1. This policy applies to YHC housing units rented out under the Community Housing framework under the Rent-Geared-to-Income, (RGI) Program.
 - 2.1.1. The mixed-income model will be applied to all YHC buildings and housing developments in Whitehorse that are not governed under a third-party agreement.
 - 2.1.2. The mixed-use model will be applied to all YHC's buildings and housing developments in Whitehorse that are not already designated as purpose built for seniors or other purpose or governed under a third-party agreement.
 - 2.1.3. This policy does not yet apply to units in rural communities.

3. Purpose

- 3.1. The purpose of this policy is to establish a fair and consistent method of assigning units under YHC's RGI program based on the Community Housing Framework.

4. Definitions

- 4.1. “By-Name-List” - The By-Name List is a tool for understanding how many people are experiencing homelessness in Whitehorse and what the needs are for housing and services. It is curated by the Safe at Home Society.
- 4.2. “Dwelling” means a house, apartment, or other place of residence.
- 4.3. “Housing Income Limits” or “HILS” are based on Yukon Bureau of Statistics’ bi-annual Rent Survey. HILS recommendations are provided every two years by the CMHC and adopted or modified by the YHC Board of Directors.
- 4.4. “Household” means a person or group of persons who occupy a dwelling.
- 4.5. “Intimate family violence” incorporates the following terms:
 - 4.5.1. “Perpetrator” means the person in a close relationship who behaves in ways that harm, control, or dominate another and is the individual's spouse, common law partner, intimate partner, parent, or child.
 - 4.5.2. “Victim” means the person who is in a close relationship with the “perpetrator” and is, or has been, purposely harmed by the unwanted actions of the “perpetrator”.
 - 4.5.3. “Violence” includes one or more incidents of deliberate behavior in a close relationship in which one person chooses to dominate, control or harm another through physical or sexual force, actual or threatened, including emotional and/or financial abuse which leads an individual to fear for their safety, or the safety of a family member.
- 4.6. “Medical accommodation” is for a household member whose present residential location or community cannot safely accommodate a) their life threatening medical/health problems that require prolonged or recurring treatment, or b) their significant mobility issues that prevent the safe use of stairs and require a barrier-free living environment.
- 4.7. “Mixed-income housing” – housing where tenants with a variety of incomes live within a development or community.
- 4.8. “Mixed-use housing” – an allocation of a mix of different tenant groups (seniors, families and individuals) within one building.

- 4.9. "Premises" means the premises defined in the Tenancy Agreement and for greater certainty the premises includes any balcony, porch, patio, or fully enclosed outdoor area adjacent to and accessible from the dwelling.
- 4.10. "Supportive Services" can range from non-clinical supports such as life skills training, to connections to health care, mental health or substance-use services, etc. These services can be provided by Yukon government or outside agencies with a focus on supporting successful tenancies.
- 4.11. "Support Plans" provide an outline of the supportive services that a tenant and supporting agencies/providers have identified as required for a successful tenancy. See Appendix 1 for a template that can be used for a support plan. This support plan must include:
- A release of information for the support agencies/providers.
 - Contact information and release of information for an "in case of emergency" or "next of kin".
 - An outline of how this person is being supported i.e.: weekly meetings, monthly check-ins, budgeting, counselling, life skills training etc.
 - What steps YHC should take in the event of any issues that may arise with the tenancy i.e.: who to contact, when to contact support providers, the best way to contact tenant regarding concerns.
 - What information YHC should know about how to best support this tenant – this section cannot remain blank.
 - Other agencies/organizations that are involved in supporting the tenant
- 4.12. "Tenancy Agreement" means the agreement between the tenant and Yukon Housing Corporation for possession of residential premises.
- 4.13. "Tenant" means a person who has been granted a temporary right of occupancy, subject to the terms of the Tenancy Agreement.
- 4.14. "Units" means a separate building, or a distinct portion of a building, designed to be a dwelling by YHC.
- 4.15. "YHC" means the Yukon Housing Corporation.

5. Policy



Yukon Housing Corporation
Operational Policy
Community Housing RGI Tenant
Allocation

- 5.1. Tenants will meet the RGI Housing Program eligibility criteria, including the asset cap policy.
- 5.2. When a unit becomes vacant in a building or housing development, tenants will be selected according to the prioritization described in 5.2.1 and the distribution by mixed-income model described in 5.2.2¹. Prioritization will be given as follows:
 - 5.2.1. Allocation will consist of three distinct streams:
 - 5.2.1.1. 20% of units will be designated towards the YHC “priority stream” which includes:
 - 5.2.1.1.1. Clients who have a verified medical accommodation need, and/or have recently experienced intimate family violence. These clients must have verification of the priority form completed by an approved service provider to be considered under this stream and have a support plan in place prior to move in. Accessible units will be prioritized for those in need.
 - 5.2.1.2. 20% of units will be designated for the By-Name-List (BNL). These clients must have a support plan in place prior to move in. If a client indicates they are homeless, they will be referred to the BNL and will be prioritized through that mechanism. If the client declines referral to the BNL, they will be captured in YHC’s “affordability stream” or the “priority stream” if they qualify. All BNL clients are required to fill in an RGI application for YHC units.
 - 5.2.1.3. 60% of units will be designated for the “affordability stream”. These clients will be prioritized by their income to match the mixed-income distribution discussed below.
 - 5.2.2. The mixed-income distribution will see 1/3 of units go towards tenants in income band 1, 1/3 in income band 2 and 1/3 in income band 3. See band income ranges in Table 1 below.

¹ Social assistance rates and shelter allowance will be taken into account as YG looks at this issue raised by the OAG. The draft action plan from HSS and YHC indicates this issue is to be addressed by the end of 2023.



Yukon Housing Corporation
Operational Policy
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- 5.2.2.1. Allocations in buildings will adhere to the mixed-income model upon opening. All tenants' incomes will be considered as part of the allocation described in table 1, including those allocated to clients on the BNL and those in the YHC priority stream.
- 5.2.2.2. New units will be allocated in a way that helps to continually work toward 1/3-1/3-1/3 band distribution within a building. YHC will regularly identify how to achieve a balanced provision of 1/3 of available units to clients in band 1, band 2 and band 3.
- 5.2.2.3. If there is no client on the waitlist in the band required, the unit will be allocated to a client in the band below.

Client allocation	If no client in band required choose a client in this band
Band 1	Band 3
Band 2	Band 1
Band 3	Band 2

Table 1: Unit allocation according to Community Housing mixed-income model.

Band	Low Income	High Income	% of units allocated
Band 1 – Bachelor	\$0	\$17,200	1/3
Band 1 – 1 Bedroom	\$0	\$17,200	
Band 1 – 2 Bedroom	\$0	\$21,500	
Band 1 – 3+ Bedroom	\$0	\$25,500	
Band 2 – Bachelor	\$17,201	\$34,400	1/3
Band 2 – 1 Bedroom	\$17,201	\$34,400	
Band 2 – 2 Bedroom	\$21,501	\$43,000	
Band 2 – 3+ Bedroom	\$25,501	\$51,000	
Band 3 – Bachelor	\$34,401	\$51,500	1/3
Band 3 – 1 Bedroom	\$34,401	\$51,500	
Band 3 – 2 Bedroom	\$43,001	\$64,540	
Band 3 – 3+ Bedroom	\$51,001	\$76,500	

Note: In practice, individuals looking for a bachelor or a one-bedroom unit are evaluated on the same economic criteria. This is in part due to the fact that YHC has a much greater demand for bachelor units

than what is available. It should be noted that the ongoing goal is a 1/3 - 1/3 - 1/3 mix. This may require uneven allocations in any particular period of time to achieve the overall equal balance.

6. Exemptions


- 6.1. Vacant units may be exempt from this tenant selection policy if they fall under a third-party agreement between YHC and a Community Partner or funder that stipulates a required allocation model.
- 6.2. Buildings in communities outside of Whitehorse are exempt from this policy until further review is conducted.

7. Evaluation

- 7.1. An evaluation of this policy will begin within the first year of implementation. Information from the evaluation will inform the review of this policy.
- 7.2. This will be supported by the CH performance measurement framework – Whitehorse RGI program which will be launched in early 2023.

8. Policy Review

- 8.1. This policy shall be reviewed as required after implementation to ensure its effectiveness, as well as its continued alignment with Yukon government priorities and legislation. The first review shall begin at the completion of the evaluation as noted above.

YHC APPROVAL	<i>Version: 1</i>	<i>Effective Date: January 16, 2023</i>
	<i>Version: 2</i>	<i>Effective Date:</i>
	<i>Version: 3</i>	<i>Effective Date:</i>
	<i>Version: 4</i>	<i>Effective Date:</i>
 <i>Signature, YHC Vice-President Operations</i>		

Related policies:

- RGI eligibility policy
- Priority policy
- Asset Cap policy

Appendix 1: YHC support plan template