

**Policy Name: Special Purpose Units**

**Policy Category:** Tenancy Management

**Purpose**

The Special Purpose Units Policy defines “special purpose unit” and provides guidance for the creation and administration of these types of units.

**Scope**

This policy applies to all units owned or operated by Halton Community Housing Corporation (HCHC).

**Standards and Values**

HCHC provides housing to families, seniors, couples, singles, and people with special needs in Halton Region.

HCHC provides rental accommodations that are affordable, accessible, and appropriate, and makes available housing with rent-geared-to-income.

**Definitions**

**Average Market Rent:** An affordable rent program that calculates rent as a percentage of the average market rent for the area and is based on the household income.

**Program Provider:** An organization that provides program services.

**Program Provider Office Space:** An area within an HCHC community used by a Program Provider (community partner) to support the delivery of community development, health and social services, and life-enrichment programming to HCHC tenants.

**Program Provider Units:** Rental accommodation units allocated for non-residential purposes to the Program Provider to deliver programs or services.

**Rent-geared-to-income (RGI):** Rent that has been reduced through a housing subsidy; RGI is calculated using guidelines in governing provincial legislation.

**Special Purpose Units:** Rental units used for purposes other than housing at market rent or rent-geared-to income tenant

**Policy Details**

All special purpose units across HCHC’s housing portfolio must have an agreement in place with HCHC to comply with this policy. The HCHC informs the Board of Directors

when a unit becomes a special purpose unit, and removes it from the HCHC housing stock.

The Program Provider of the special purpose unit is responsible for all rent and fees as outlined below.

**Rent**

All rental rates for HCHC units are based on the Canada Mortgage and Housing Corporation *Rental Market Report*.

- The rent for Program Provider units is equivalent to the average market rent based on the size of the rental accommodation.
- All SPU’s will be operated under a signed Community Partnership Agreement and the provider will be responsible for maintaining insurance requirements.
- The rent will be no less than \$1.00 per square foot of usable space, unless otherwise approved the Chief Operating Officer.

**Parking**

All rates for parking spaces are based on vehicle registration and parking rules as set out in the *HCHC Tenant Handbook*.

**Utilities**

The cost of utilities will be determined as follows:

- **Program Provider unit in any utilities-inclusive unit:** Standard extra charges are determined by the regulations of the *Housing Services Act*.
- **Program Provider unit in a townhouse, semi-detached unit, or detached unit:** Rate is determined by the local utility.
- **Program Provider office space:** Standard extra charges are determined by regulations of the *Housing Services Act* for a two-bedroom unit

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|---------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Related Policies and Resources</b> | Canada Mortgage and Housing Corporation <i>Rental Market Report</i><br><i>HCHC Tenant Handbook</i> |
| <b>Related Legislation</b>            | <i>Housing Services Act, 2011</i><br><i>Residential Tenancies Act, 2006</i>                        |

HCHC policies can be found online at [halton.ca/hchc](http://halton.ca/hchc)