



	<b>REPORT No.: 2019-25</b>
<b>MEETING DATE: MAY 16, 2019</b>	<b>DATE PREPARED: APRIL 25, 2019</b>
<b>SUBJECT: LONG-TERM VACANCIES POLICY</b>	

**RECOMMENDATION**

THAT with respect to Report No. 2019-25 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Long-Term Vacancies Policy as presented;

AND THAT the Chief Administrative Officer be authorized to amend this policy with respect to housekeeping items, as may be required from time to time.

**REPORT SUMMARY**

To present The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with information related to the implementation of a Long-Term Vacancies Policy.

**BACKGROUND**

TBDSSAB owns and operates almost 2,500 housing units across the District of Thunder Bay. Administration has found that some units have long-term vacancies. The long-term vacancies can be attributed to the location of the units within a given building, such as second floor units with no elevator access. Age requirements for some locations are not producing eligible applicants, and income levels of some applicants are above rent geared to income (RGI) requirements making applicants ineligible for RGI.

Administration has made efforts to fill long-term vacancies by advertising available units on social media pages, by calling local agencies to promote the vacancies and by making offers to applicants on other waitlists. Historically, local newspapers or print media was also utilized.

**COMMENTS**

Currently there are 12 units with long-term vacancies: Collingwood Court in Schreiber (50+ age building) has 6 vacant units for over 12 months. Centennial Drive in Longlac (family units, 3 and 4 bedrooms) has 4 empty units with vacancies extending to 24 months. Fisher Court in Geraldton (50+ age building) has 2 second floor empty units with vacancies

for over 12 months. Maximizing the occupancy and rent revenue within these properties is the ultimate goal of the proposed Long-Term Vacancies Policy.

Service level standards will be monitored and balanced across the entire portfolio as required and through other efforts with rent supplement opportunities, portable housing benefits and changing incomes within the direct owned TBDSSAB properties.

**FINANCIAL IMPLICATIONS**


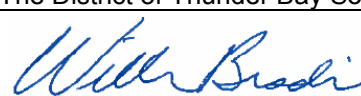
Implementation of a policy that allows for the filling of RGI vacancies with market rate tenants will lead a maximization of rent revenue.

**CONCLUSION**

It is concluded that this report provides the Board with information relative to the adoption of the Long-Term Vacancies Policy as presented.

**REFERENCE MATERIALS ATTACHED**

Attachment #1 – [Long-Term Vacancies Policy](#)

<b>PREPARED BY:</b>	Crystal Simeoni, Manager, Property Management The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	
	Ken Ranta, Director - Housing Services Division The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

**POLICY**

CATEGORY/SECTION

**PROPERTY MANAGEMENT**

SUBJECT

**LONG-TERM VACANCIES**

**AUTHORITY**

*Residential Tenancies Act, 2006*  
*Housing Services Act, 2011*

**INTENT OF POLICY**

Recognizing its role in providing safe, secure, affordable housing to the community and its responsibilities under the *Residential Tenancies Act* and the *Housing Services Act*, The District of Thunder Bay Social Service Administration Board (TBDSSAB) will proactively work to fill all units designated as rent geared to income (RGI) with eligible applicants where possible. However, if a unit is vacant for a period of 4 months or longer, efforts will be made to fill the vacancy with a market rent applicant.

The purpose of this policy is to provide staff with a formalized approach to filling long-term vacant units.

**DEFINITIONS**

**Tenant**

A person who has signed a lease and who enjoys all of the rights and responsibilities of tenancy.

**Applicant**

A person(s) who has completed an application for housing.

**Vacancy**

An unoccupied unit.

**POLICY**

This policy focuses on units that have been vacant for a period of 4 months or longer with no eligible rent geared to income applications received. Once the long-term vacancy has been identified and all efforts to fill the unit with a rent geared to income tenant have been exhausted, applications will be accepted for market rent tenants.

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**STANDARDS OF APPLICATION**

TBDSSAB Administration will work to fill the long-term vacancy by advertising the unit, monitoring new applications that have been received and reaching out to community partners to identify eligible RGI applicants where a waitlist does not exist.

Once all efforts to fill the unit with an RGI tenant are exhausted, Administration will attempt to fill the vacancy with a market rent tenant.

The goal is to fill the vacant unit so that rent revenue can be maintained. Although this approach will offset the service level standards, attempts to balance RGI units filled with market tenants by designating other current market units as RGI wherever legislatively possible.

Once a market tenant vacates a unit, a review will be conducted to determine if the unit can be again offered as RGI.

**RELATED POLICIES**

N/A

**RELATED PROCEDURES**

N/A

**FORMS**

N/A

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