

# Communiqué

**Issue 2025-10****Date: July 28th, 2025**

*The Requirements, Recommendations and Guidelines in this Communiqué are applicable to the social housing providers administered by the City of Hamilton.*

|   |   |
|---|---|
| ✓ | Providers Under <i>Housing Services Act, 2011</i> |
| ✓ | Providers Under a Federal Operating Agreement     |
| ✓ | Access to Housing (ATH)                           |
| ✓ | Requirement                                       |
| ✓ | Guidelines  |

**SUBJECT:****Overhoused Policy and associated documents****BACKGROUND:**

The purpose of this Communiqué is to issue the approved Overhoused Policy and associated documents. This Policy is effective August 1<sup>st</sup>, 2025.

The City of Hamilton as Service Manager under the *Housing Services Act, 2011* (HSA), is required to establish and administer local policies, and procedures for social and community housing in Hamilton which includes rules for households in receipt of rent-geared-to-income assistance to be transferred to a unit that is a permissible size.

Local occupancy standards match household size to unit size by defining the largest and smallest sized units for which a household qualifies as measured by the number of bedrooms and based on composition of the household. When a household occupies a unit that is larger than the largest size permissible, the household is considered "overhoused". The eligible bedroom count is based on the *Housing Services Act, 2011* and the Occupancy Standards Policy.

Attached to this Communiqué is the:

- Overhoused Policy
- Overhoused Process Flowchart
- Overhoused ATH Application Form
- Building Selection Form
- Notice of Overhousing – Provider Letter Templates (Letters 1&2)
- Current Overhoused – Update Building Selection



City of Hamilton  
Housing Services Division  
Healthy & Safe Communities Department  
Brian Kreps  
Manager – Social Housing

This communiqué will be posted shortly, along with resources to support the Overhoused Policy, on the City of Hamilton's *Housing Provider Information* webpage: <https://www.hamilton.ca/people-programs/housing-shelter/housing-services/housing-provider-information>.

Please contact your Housing Administration Officer with any questions.

Carin Finch [Carin.Finch@hamilton.ca](mailto:Carin.Finch@hamilton.ca)

George Gambioli [George.Gambioli@hamilton.ca](mailto:George.Gambioli@hamilton.ca)

Godfred Okyere-Koranteng [Godfred.Okyere-Koranteng@hamilton.ca](mailto:Godfred.Okyere-Koranteng@hamilton.ca)

Kelly Harrington [Kelly.Harrington@hamilton.ca](mailto:Kelly.Harrington@hamilton.ca)

**Note:**

Effective immediately, do not send Overhoused Notification letters with the City of Hamilton's letterhead and the Manager of Social Housing's signature to Overhoused Households.