

**DIRECTIVE**

**EFFECTIVE DATE: May 26, 2003**

**NUMBER: 2003-10**

The policies, procedures and County requirements in this Directive are to be implemented by housing providers that are funded under the following Programs, which are administered by the County:

Please note if your program is not checked, this Directive is not applicable to your project(s), and is for information purposes only.

✓	Federal/Provincial Non-Profit Housing Program	✓	Rent Supplement - Commercial
✓	Ontario Non-Profit Housing Programs	✓	Rent Supplement-Homelessness Initiative
✓	Federal/Provincial & Ontario Co-operative Housing Programs	✓	Rent Supplement-OCHAP & CSHP
✓	Simcoe County Housing Corporation		

**SUBJECT: RULES OF THE CENTRALIZED WAITING LIST**

INTRODUCTION

Ontario Regulation (O. Reg.) 298/01, made under the Social Housing Reform Act, 2000 (SHRA) requires the County of Simcoe (The County), as service manager, to establish and administer a centralized waiting list (CWL) for rent-geared-to-income (RGI) units in its designated housing projects. Furthermore, O. Reg. 298/01 establishes rules for the administration of the CWL. This policy documents sets out those rules and sets out two local priority ranking categories.

DEFINITIONS

‘designated housing project’ means a housing project located within the County that is subject to a housing program prescribed for the purposes of Part V of the SHRA, i.e. public housing, commercial, OCHAP, CSHP, and Homelessness Initiative rent supplement programs, and Non-Profits and Co-ops. formerly administered by the Province.

SUBSIDIARY WAITING LISTS

The County must provide an up-to-date subsidiary waiting list for a housing project in the service area to the housing provider for the project at least once each month and at such

other times as the housing provider may request. The subsidiary list shall include all households on the CWL that indicate a preference for the housing project, and shall contain the names of the members of the household, the address at which the household can be contacted, whether the household is a Special Priority Household or whether it is included in any local priority category, and the size and type of unit in respect of which the household is eligible to receive RGI assistance under the County's occupancy standards.

## RULES

The following are requirements for the CWL:

1. A household shall be added to the CWL upon the County determining that the household is eligible for RGI assistance.
2. A household shall be removed from the CWL if it requests to be removed or if it ceases to be eligible to be included.
3. A household shall be removed from the CWL if the household has accepted an offer of RGI assistance.
4. Paragraph 3 does not apply with respect to the acceptance of an offer of temporary housing that is to be provided while one or more members of the household are receiving treatment or counseling or that is provided because the household is in need of emergency shelter.
5. The size of unit with respect to which a household has indicated a preference, either in the household's application for RGI assistance or subsequently, shall be indicated on the waiting list.
6. A household may indicate a preference either for,
  - i. all sizes of units within the range in respect of which the household is eligible to receive RGI assistance under the County's occupancy standards, or
  - ii. the largest of the units described in subparagraph i.
7. If a household does not indicate any preference for a size of housing unit, it shall be deemed to have indicated a preference for the largest unit under subparagraph 6 ii.
8. The housing projects with respect to which a household has indicated a preference, either in the household's application for RGI assistance or subsequently, shall be indicated on the CWL.

9. A preference for a housing project by a household is ineffective and shall not be indicated on the CWL if no member of the household meets the requirements of the housing provider's mandate under section 99 of the SHRA with respect to the housing project.
- 9.1 Despite paragraph 9, a household may indicate a preference for a seniors housing project and the preference shall be indicated on the CWL if a member of the household is at least 57 years of age. However the household will not be allowed to move into the seniors project until a member of the household is 60 years of age.
10. The CWL contains geographic areas of the County, and a household may indicate a preference for all the housing projects in a geographic area by indicating a preference for that geographic area.
11. If a household does not indicate any preference for a housing project it shall be deemed to have indicated a preference for all the housing projects in the service area.
12. A household's preference for a housing project or geographic area shall be removed if the household requests it.
13. A household not receiving RGI assistance that occupies a unit in a designated housing project may indicate a preference to receive RGI assistance for the unit it occupies if the unit meets the County's occupancy standards for the size of the household.

#### TRANSFERS TO ANOTHER HOUSING PROVIDER IN THE COUNTY

A household occupying an RGI unit in the County that wishes to transfer to another RGI unit in a housing project operated by a different housing provider within the County must submit an application in order to be added to the CWL.

#### REFUSAL OF THREE OFFERS

A household that is on the CWL, other than a household that has been determined to be eligible for special needs housing, ceases to be eligible for RGI assistance if the household refuses three offers of an RGI unit.

However, in order to count as a refusal the following must apply:

1. The size of unit that is offered is a size for which the household has indicated a preference, and
2. The unit that is offered is a unit in respect of which the household would be eligible for RGI assistance under the County's occupancy standards, and

3. The unit that is offered is in a housing project for which the household has indicated a preference.

**Nevertheless, the refusal of a bachelor unit by a household consisting of two spouses or same-sex partners does not count as a refusal, nor does a refusal of a unit by a household that is in temporary housing that is provided while one or more members of the household are receiving treatment or counselling or that is provided because the household is in need of emergency shelter.**

### PRIORITY RANKING

Regulation establishes that Special priority (SPP) households are the highest ranked households on the CWL. The County of Simcoe has two other local priority ranking categories on the CWL. After SPP households, households who are placed on the CWL because they are overhoused relative to the County's local occupancy standards shall have priority. Relative to each other, overhoused households are ranked according to the date that they applied for RGI assistance before first beginning to receive RGI assistance. After overhoused households, households who require actual dollar RGI assistance shall have priority. Relative to each other, such households are ranked according to the date that they applied for RGI assistance. All other households are ranked according to the date they applied for RGI assistance.

An SPP household ranks higher than another SPP household if the County determines that a member of the first household is at a greater risk of being abused than the members of the other household. Subject to such a determination, if the abused member of an SPP household lives with the abusing individual, that household ranks higher than another SPP household for which that is not the case.

Subject to the preceding paragraph, an SPP household ranks higher than another SPP household with a later SPP ranking date. The SPP ranking date is the date the household requested to be included in the SPP category.

Households who select different building choices after the date of their original application will be given the date of their original application as the ranking date for all their building choices. However, if a household selects a seniors building before at least one member of the household is 57, the ranking date for that building will be the earliest date that a member of the household turns 57 years of age. Furthermore the household shall not be permitted to move into a seniors building until at least one member of the household turns 60 years of age.

The ranking date for a household that submits an application to transfer from an RGI unit of one housing provider to an RGI unit of another housing provider within the County is the date the household submits the application.

LEGISLATIVE REFERENCES

SHRA ss. 68 & 77; O. Reg. 298/01 ss. 35-44.