



County of Wellington

Social Services Department – Housing Services

DIRECTIVE

Directive Number: 2014-04

Effective Date: February 27, 2014

This directive has been developed by the County of Wellington in its role as Consolidated Municipal Services Manager (CMSM) and applies to housing providers funded under the following social housing programs:

√	Provincially Reformed Non-Profit Housing Programmes (MNP, PNP & OCHAP)
√	Provincially Reformed Co-operative Housing Programmes (Co-ops)
√	Municipal Non-Profit Housing Programme (Section 56.1 Pre-1986)
√	Local Housing Corporation (LHC)
	Federal Non-Profit Housing Programme (Section 95 Pre-1986)

SUBJECT: Local Priority

LEGISLATIVE REFERENCES: Housing Services Act, 2011 s.48 & 53
Ontario Regulation 367/11, s. 52-58, 61 & 79
Ontario Regulation 368/11, Schedule 35
Statutory Powers Procedures Act R.S.O.1990, Chapter S.22

POLICY REFERENCES: CWL Local Priority HS 2014-PCW15.0

DIRECTIVE REFERENCES: Replaces and removes from use the following directives:
Directive 2007-12, Directive 2004-08 & Directive 2002-09
Amends: Directive 2010-01

ATTACHED: CWL Local Priority HS 2014-PCW15.0

BACKGROUND:

The Housing Services Act, 2011 (HSA) gives the Consolidated Municipal Service Manager (CMSM) the opportunity to establish a Local Priority status on the Centralized Waiting List (CWL). Under the Social Housing Reform Act, the CMSM established the Urgent Priority status which was removed from use and replaced with the Extraordinary Circumstance status.

Through a process which started in November 2013, the County of Wellington has developed a new local priority category on the CWL which is referred to as “Local Priority”. The Local Priority policy, approved in January 2014, established the category’s eligibility criteria, request requirements, decisions making process, the order of CWL priorities and how to notify and review decisions made. This priority replaces the current extraordinary circumstance priority

used by housing providers in the CMSM area. The Local Priority policy also established a transition period for the Extraordinary Circumstances phase out and Local Priority phase in.

TRANSITION PERIOD:

The new CWL Local Priority is being transitioned into use. The implementation of the Local Priority policy is subject to the “phase out” and “phase in” dates as stated below. However, as of the policy approval date for this document, the rules and policies contained within this document will be the official policy of the County of Wellington CMSM and the Centralized Waiting List.

Extraordinary Circumstances phase out: As of February 28, 2014, the Extraordinary Circumstances category on the Centralized Waiting List will be repealed.

Local Priority phase in: As of March 1, 2014, the Centralized Waiting List Local Priority policy comes into effect.

As of March 1, 2014, the directions set out herein and the Local Priority policy HS2014-PCW15.0 will be fully implemented and in use for all affected housing providers.

DIRECTION:**Housing Providers and the Local Priority policy**

Effective March 1, 2014, housing providers are directed to:

1. Ensure that all staff/individuals involved in the selection of applicants on the Centralized Waiting List are aware of the Local Priority status.
2. Ensure that when housing providers become aware of an RGI vacancy, they must first offer the vacant unit to applicants holding the Special Priority status. If there are no Special Priority applicants on the property list, the housing provider is directed to offer the unit to applicants holding the Urgent Priority category type of “Local Priority” on the CWL. Any other Urgent Priority category types are used for CWSH internal transfer applicants and are not to be considered a priority by housing providers. This applies to all CWL applicants on Internal Transfer lists, Over Housed Transfer lists, Special Needs waiting lists and the Chronological waiting list.

Effective March 1, 2014, housing providers and staff should be aware that:

1. The Local Priority status can only be determined by the County of Wellington CMSM.
2. Any refusal by housing provider to offer a unit to an applicant holding the Local Priority status, must properly notify the applicant of the decision as per the CMSM’s Refusal by Housing Provider policy (HS2013-PA13.0) and Directive 2013-15.
3. Any refusal by housing provider to offer a unit to an applicant holding the Local Priority status is a reviewable decision, as per the CMSM’s Review of Decision policy (HS2013-PA14.0) and Directive 2014-03.

If you require additional information, please contact your Housing Advisor.



Harry Blinkhorn
Acting Director of Housing