



Social Services Department Housing Services

Policy Name:	Notification of Changes	Policy Catalogue #	HS 2013-PA9.0
Department:	Administration	Approved by:	Committee and Council
Approval Date:	June 27, 2013	Signature:	<i>Harry Blinkhorn</i>

1.0 PURPOSE

To establish notification of household change requirements for all tenants of the County of Wellington, CMSM and its housing providers; as prescribed under the Housing Services Act, 2011 and Ontario Regulation 367/11 section 28.

2.0 REVISION HISTORY

N/A

3.0 POLICY

3.1 Notification of Household Change

The County of Wellington, CMSM and its housing providers require all Rent-Geared-to-Income and Rent Support Programme households to submit notification of a change in household information or documentation within 30 days after the change.

Proper notification for a change in household documents:

- a copy of the changed document within the time period provided.

Proper notification for a change in household information:

- a notice setting out the change within the time period provided.

3.2 Exceptions

The housing provider has the ability to extend the 30 day time period either before or after the time period has expired.

Any requests for a waiver of this policy based on extenuating circumstances will be considered. All extenuating circumstance requests must be submitted to the housing provider in writing prior to or as soon as the circumstances are known to the household. All decisions with regards to extenuating circumstances are at the discretion of the Housing Provider.

3.3 Cessation of Eligibility

Under Ontario Regulation 367/11 sections 28 of the Housing Services Act, 2011, housing providers under the County of Wellington, CMSM are able to remove eligibility from those households under the following circumstances:

- The household fails to notify the housing provider of a change to any information or document that the household previously provided to the housing provider and that the household is required to provide for the purposes of determining the household’s eligibility or continued eligibility for Rent-Geared-to-Income or Rent Support, within 30 days after the change; or
- The household fails to notify the housing provider of a change to any information or document that the household previously provided to the housing provider and that the household was required to provide for the purposes of determining the rent payable by the household, within 30 days after the change.

4.0 DEFINITIONS

(1) “Extenuating Circumstances” means a situation which hinders a household’s ability to follow the local rule;

(2) “CMSM” means Consolidated Municipal Service Manager. The Corporation of the County of Wellington is the Consolidated Municipal Service Manager for the geographic area that includes The County of Wellington and the City of Guelph for the purposes of the Housing Services Act, 2011;

(3) “Housing Provider” means all landlords in the County of Wellington CMSM service area that fall under Ontario Regulation 368/11, Schedule 35;

(4) “Policy Approval Date” means the date this policy received final approval by County Council;

(5) “Rent Support Programme” means the consolidation of three Federal, Provincial and Municipal programmes and funding known as Strong Communities Rent Supplement Programme, County 2005 Housing Strategy and the Investment in Affordable Housing for Ontario – Rent Supplement and Housing allowance components.

5.0 APPLICATION

The Notification of Changes policy comes into effect on the policy approval date. This policy will apply to all current and future programmes administered by the County of Wellington, CMSM and its housing providers.

6.0 PROCEDURES

N/A

7.0 RELEVANT LEGISLATION & POLICY

Housing Services Act, 2011 S.O. 2011
 Ontario Regulation 367/11, s. 28
 Ontario Regulation 368/11, Schedule 35
 Directive 2006-02



Alternative Formats Available Upon Request