



## Social Services Department Housing Services

---

**Policy Name:** Centralized Waiting List  
Local Priority      **Policy Catalogue #** HS 2018-PA 15.1

---

**Department:** Social Services      **Approved by:** Director of Housing

---

**Approval Date:** October 15, 2018

**Signature:** 

---

### 1.0 PURPOSE

The County of Wellington has established the Local Priority policy for households on the Centralized Waiting List. The Local Priority policy shall be used in the administration of the County of Wellington, Centralized Waiting List pursuant to section 48(1) the Housing Services Act, 2011 ("the Act").

### 2.0 REVISION HISTORY

Centralized Waiting List Local Priority, HS 2014-PCW15.0

### 3.0 POLICY

Effective on the day the policy is approved, the Local Priority categories will give eligible households priority over those chronologically selected on the centralized waiting list, except those households holding priority under the Special Priority category, as prescribed by the Act.

Local Priority households will be required to make 5 building selections. With approval from Applicant Services, this selection requirement may be reduced if appropriate inventory is not available in the household's preferred geographic area.

Only one offer of housing will be made to a household requesting local priority status. If the household refuses one offer of housing their priority status will be removed. The household will remain eligible on the CWL with their original application date.

One of every ten vacancies will be offered to applicants who meet the By Name List/Coordinated Entry priority category.

### **3.1 Local Priority Categories:**

#### **Uninhabitable Housing**

Those living in condemned housing or housing that has become uninhabitable or destroyed.

#### **Family reunification**

Those whose children are in the care of a child protection agency and who will be reunited with one or both of their parents if adequate housing is obtained; or those whose children will be taken into the care of a child protection agency if the family cannot obtain adequate housing on their own.

#### **Hospital Discharge**

Those awaiting release from hospital or other time-limited treatment facility, and cannot return to the former place of residence due to the modifications required to the home.

#### **By Name List/Coordinated Entry**

Prioritization through the Guelph Wellington Coordinated Entry System and participating in a Housing Support Programme (i.e. Housing First).

Local Priority will only be granted if it is demonstrated, to the satisfaction of the Service Manager, that the household has appropriate supports in place and a care plan is in effect.

### **3.2 Local Priority Request Requirements**

All requests for inclusion in a priority category, under these rules, must be submitted to the County of Wellington, Applicant Services Manager.

The request for inclusion must be made in writing and must meet the eligibility criteria.

A request for inclusion will not be considered until all required supporting documentation is submitted.

Local Priority households will require the following documentation to have eligibility determined:

#### **Uninhabitable Housing**

- One or more pieces of documentation must be attached to support the request for local priority. Acceptable documentation may include documentation from the Chief Building Official, Fire Official, landlord or property manager, a newspaper article, and/or correspondence from a community support worker or advocate.
- Documentation must demonstrate that the unit is uninhabitable and will not be available for occupancy for an extended period of time, and list occupants affected by the damage.

#### **Family reunification**

- A letter from Family and Children Services indicating that appropriate housing is the sole condition for family reunion must be attached to support the request for inclusion; or
- Documentation before the courts or a court order, indicating that the child or children will be removed by Family and Children Services unless adequate housing is obtained must be attached to support the request for inclusion.

#### Hospital Discharge

- A letter from an acceptable medical professional (doctor, registered nurse, hospital social worker, or discharge planner) outlining the conditions of release must be attached to support the request for inclusion.

#### By Name List/Coordinated Entry

- Prioritization through the Guelph Wellington Coordinated Entry System and limited to access only one in every ten vacancies.

### 3.3 Local Priority Decisions

Eligibility for the Local Priority is determined by the Applicant Services Manager or an alternate as determined by the County of Wellington, CMSM's Director of Housing.

After receiving the completed application with all required information, the entire eligibility process from the initial request to the applicant receiving their notice of decision shall be no longer than twenty (20) business days.

### 3.4 Order of Priorities

A household in the Special Priority Household category has priority over all other categories on the centralized waiting list. Households within the Special Priority category will be selected in chronological order based on the original date the household requested to be included in the priority category. (O Reg. 367/11 section 52)

A household within a Local Priority category has priority over all households with no priority status. The Local Priority holds no priority over those in the Special Priority.

Applicants and clients within the Local Priority category will be selected in chronological order based on the original date the household requested to be included in the priority category. (O Reg. 367/11 section 52).

All Centralized Waiting List applicant households without a priority category will be selected in chronological order based on their original application date.

### 3.5 Notice of Decision

Any decision regarding eligibility under the Local Priority category must be communicated to the applicant in writing within seven (7) business day of the decision being made. (O Reg. 367/11 section 61)

### 3.6 Review of Decision

Determination of eligibility for the Local Priority is a reviewable decision. All eligibility and procedural requirements of the Review of Decisions system are described under the HS 2013-PA14.1 Review of Decisions policy.

## 4.0 DEFINITIONS

1. “CWL” means the Centralized Waiting List established for the purposes of allocating Rent-Geared-to-Income, Rent Support and Special Needs units and which complies with the criteria established in the Housing Services Act, 2011 and the Regulations;
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. “Original Application Date” means the original date that an application for rent-geared – to income assistance was first acknowledged as complete by the CWL for an applicant that has remained active continually since that date;
4. “Original Request for Inclusion Date” means the original date that an applicant requested inclusion within a specified priority category on the centralized waiting list;
5. “Policy Approval Date” means the date this policy received final approval;
6. “Special Priority Household Category” means a centralized waiting list category which is given priority over all other waiting list categories, as referred to in Section 48(2) and S63(2) of the Act read with sections 52 to 58 and 79 of Ontario Regulation 367/11.

## 5.0 APPLICATION

This Local Priority comes into effect on the policy approval date. These rules will apply to all current eligible households on the County of Wellington, CMSM centralized waiting list.

## 6.0 RELEVANT LEGISLATION & POLICY

Housing Services Act, 2011, section 48  
Housing Services Act, 2011, section 53  
O Reg. 367/11 section 52-58;61 and 79  
HS 2013-PA14.0 Review of Decisions



Alternative Formats Available Upon Request