



Social Services Department Housing Services

Policy Name:	Failure to Provide Information	Policy Catalogue #	HS 2013-PA10.0
Department:	Administration	Approved by:	Committee and Council
Approval Date:	June 27, 2013	Signature:	<i>Harry Blinkhorn</i>

1.0 PURPOSE

To establish requirements for all tenants of the County of Wellington, CMSM and its housing providers, to provide information requested for the purposes of determining eligibility and the amount of rent payable by the household; as prescribed under the Housing Services Act, 2011 and Ontario Regulation 367/11 section 29.

2.0 REVISION HISTORY

N/A

3.0 POLICY

3.1 Failure to Provide Required Information

The County of Wellington, CMSM and its housing providers require all Rent-Geared-to-Income and Rent Support Programme households to provide requested information for the determination of household eligibility or the amount of rent payable.

3.2 Exceptions

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 section 29 of the Housing Services Act, 2011, the County of Wellington, CMSM and its housing providers are able to remove eligibility from those households under the following circumstances:

- The household does not provide information required to determine eligibility or continued eligibility for Rent-Geared-to-Income or Rent Support assistance;
- The household does not provide information required to determine the amount of rent payable by the household.

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 Failure to Provide Information 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. 29



Alternative Formats Available Upon Request