



Social Services Department Housing Services

Policy Name: Centralized Waiting List Local Priority
Policy Catalogue #: HS 2023-PA 15.2

Department: Social Services
Approved by: Housing Director

Approval Date: July 13, 2023

Signature: 

1.0 PURPOSE

The County of Wellington has established the Local Priority policy for households on the Centralized Waiting List (CWL). 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 2018-PCW15.1
Centralized Waiting List Local Priority, HS 2014-PCW15.0

3.0 POLICY

The Local Priority categories will give eligible households priority over those chronologically selected on the Centralized Waiting List (CWL), except those households holding priority under the Special Priority Household Category (SPP), as prescribed by the Housing Services Act, 2011.

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.

A Local Priority household who refuses an offer of housing will be determined ineligible for RGI assistance. However, the Service Manager may determine that a Local Priority household remains eligible for RGI if satisfied there are extenuating circumstances. A household's refusal of an offer of a portable housing benefit shall not be considered a refusal. (O.Reg. 367/11, s 32.2). The household may re-apply to the CWL and their application date will correspond to the date their new application is received.

4.0 Local Priority Categories

The following have been established as Local Priority categories for the Wellington service area applicants to the Centralized Waiting List (CWL).

4.1 Uninhabitable Housing

Those living in condemned housing or housing that has become uninhabitable. Local Priority will only be granted to Uninhabitable Housing applicants if it is demonstrated, to the satisfaction of the Service Manager, that the household's housing has become uninhabitable within the 3 months prior to the date their request for Local Priority was received.

4.2 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.

4.3 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.

4.4 Wellington-Guelph By-Name List (BNL)/Coordinated Entry System

Prioritization to households requesting Local Priority through the Wellington-Guelph BNL/Coordinated Entry System and are participating in a Housing Support Programme.

5.0 Local Priority Request Requirements

All requests for inclusion in a Local 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 in a Local Priority category will not be considered until all required supporting documentation is submitted.

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

5.1 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, 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.

5.2 Family reunification

- A letter from Family and Children Services indicating that appropriate housing is the sole remaining 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.

5.3 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.

5.4 Wellington-Guelph By-Name List/Coordinated Entry System

- Prioritization through the Wellington-Guelph BNL/Coordinated Entry System Local Priority category requires documentation that demonstrates, to the satisfaction of the Service Manager, that the household has appropriate supports in place and a care plan is in effect.
- Referrals for the BNL/Coordinated Entry System Local Priority category are submitted to the Applicant Services Manager by the County of Wellington Housing Stability Programme.

6.0 Local Priority Decisions

Eligibility for Local Priority is determined by the Applicant Services Manager or an alternate as determined by the County of Wellington 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 thirty (30) business days.

7.0 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 Household Category will be selected in chronological order based on the date the written request to be included in the Special Priority Household Category was made. (O Reg. 367/11 section 52).

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

Otherwise, Local Priority households will be selected in chronological order based on the date the written request for Local Priority status was received. All Centralized Waiting List applicant households without a priority category will be selected in chronological order based on the date their application was received (O Reg 367/11 52(2) read with 52(1.3))

8.0 Notice of Decision

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

9.0 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 2022-PA14.2 Review of Decisions Policy.

10.0 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. “Service Manager” refers to the County of Wellington in the role of Consolidated Municipal Service Manager for the geographic area that includes Wellington County and the City of Guelph for the purposes of the Housing Services Act, 2011;
3. “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.

11.0 Applications

This Local Priority Policy comes into effect on the date the policy is approved. These rules will apply to all current eligible households on the County of Wellington Centralized Waiting List.

12.0 Relevant Legislation and Policy

Housing Services Act, 2011, Section 47 & 48
Housing Services Act, 2011, Section 53, 156
O Reg. 367/11 Sections 32.2, 52-58;61 and 79
HS 2022-PA14.2 Review of Decisions Policy



Alternative Formats Available Upon Request