



## Social Services Department Housing Services

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**Policy Name:** Over Housed RGI

**Policy Catalogue #** HS 2022 -PA 21.2

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**Department:** Social Services

**Approved by:** Director of Housing

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**Approval Date:** February 16, 2022

**Signature:** 

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### 1.0 PURPOSE

To establish process for over housed rent-g geared-to-income (RGI) households in all units administered by the County of Wellington, CMSM, Wellington Housing Corporation, and the County's housing providers.

### 2.0 REVISION HISTORY N/A

*Over Housed RGI Policy, 2019 – HS 2019-PA21.1*

### 3.0 POLICY

A household occupying an RGI unit that is larger than the largest size permissible under local Occupancy Standards (HS 2022-PA 5.3) is considered over housed and stands to cease to be eligible for RGI assistance.

An over housed household must be notified that the household occupies a unit that is larger than the largest size permissible under the local Occupancy Standards and is required to move to an appropriate sized unit.

An over housed household will continue to be eligible for RGI assistance for a "waiting period" of one year after the date it was initially notified of being over housed. During the one year "waiting period" housing providers may offer the unit size required under the local Occupancy Standards as they become available to over housed households. Housing offer(s) refused during the waiting period will not impact the household's RGI eligibility.

Following the waiting period of one year, an over housed household will continue to be eligible for RGI assistance as long as the household follows the process specified by the housing provider to be moved to a unit that is permissible under local Occupancy Standards.

The over housed household must make an external application to the Centralized Waiting List (CWL) at the end of the "waiting period" of one year. As part of CWL application, over housed households will be required to make 5 building selections. If an over housed

household does not complete and return the application or does not make 5 building selections, all buildings they are eligible for will be selected on their CWL application.

Over housed households will have priority status on the CWL over chronological households, but not over local or provincially designated special priority households. The CWL priority status date of the over housed household will correspond to the date of the over housed decision letter issued at the end of the waiting period.

### **Cease to be eligible for RGI**

Over housed households will become ineligible for RGI if the household refuses any appropriately sized housing offer that is presented following the 12 month waiting period. The service manager may determine that the household remains eligible if satisfied that there are extenuating circumstances.

An over housed household who refuses any appropriately sized housing offer presented after the 12 month waiting period and remains in their current unit will cease to be eligible for RGI and will become a market rent household.

### **Addition to household requests for an over housed household**

Once a household has been determined to be over housed under the local Occupancy Standards, they may only apply to add individuals to their household who are one of the following:

- Spouse of a member of the household; or
- Child of a member of the household

**Exception to addition to household requests for an over housed household:** The member who left the household, causing the household to be over housed, may be added back to the household within 12 months after the household is notified that they are over housed.

## **5.0 DEFINITIONS**

- (1) “Child” for the purposes of applying the Occupancy Standards, is up to twenty-nine (29) years of age, unless the child meets the definition of a child as outlined in the s. 42 (1) of O Reg. 367/11.
- (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 a person who operates a housing project;
- (4) “Over housed” means a household that has a unit larger than it is eligible for under local Occupancy Standards (HS 2022-PA 5.3);

- (5) “Waiting period”: is the one-year period when an over housed household remains eligible for RGI assistance after initial notification of being over housed (O. Reg. 367/11, s. 38 (2)).
- (6) “Spouse” for the purposes of applying the Occupancy Standards, means, an individual who, together with the member of the household, has declared to the Service Manager that the individual and the member are spouses.
- (7) “Unit” means a unit intended for use as residential accommodation in a housing project. (Housing Services Act 2011, section 2).

## 6.0 APPLICATION

The over housed policy comes into effect on the policy approval date. The rules established in this policy will apply to all current and future programmes administered by the County of Wellington, CMSM, Wellington Housing Corporation, and its housing providers. All future vacancies must be filled in accordance with this policy or Directive 2020-03 and all current households will be subject to the policy upon annual review.

## 7.0 RELEVANT LEGISLATION & POLICY

Housing Services Act, 2011 s. 43

Ontario Regulation 367/11, s. 38, 42 & 43

Directive Number: 2020-05



Alternative Formats Available Upon Request