

ADMINISTRATION MANUAL

SUBJECT:	Temporary/Permanent Removal from Wait list	POLICY/PROCEDURE #: C-32
SECTION:		
IMPLEMENTATION DATE:	May 2012	APPROVED BY: Board of Directors
REVISION DATE(S):		SIGNATURE: <i>Original Signed by Lora Beckwith, General Manager</i>
REASON FOR CHANGE:	Implementation of Housing Services Act (effective January 1, 2012)	
RELEVANT LEGISLATION:	Housing Services Act, 2011, O. Reg 367/11, section 46	

PURPOSE

To inform all Niagara Regional Housing (NRH) staff and housing providers of the mandatory requirements, local rules and requirements related to the new Housing Services Act (HSA) and associated regulations related to the temporary and permanent removal from the Affordable Housing wait list.

BACKGROUND

The HSA specifies the conditions under which an applicant could be temporarily and/or permanently removed from the wait list.

Under the former Social Housing Reform Act (SHRA), applicants for affordable housing were removed from the wait list if they accepted an offer of a Rent-Geared-To-Income (RGI) unit anywhere in Ontario. Under the HSA, applicants are removed from the wait list only if they accept an offer within that Service Manager area.

POLICY

Temporary Removal

By Applicant(s)

Temporary removal could take place at the applicant's request for a time period agreed to by the household and NRH.

By NRH

Applications will be cancelled by NRH if Staff is unable to contact the applicant(s) but will be reinstated if the household contacts NRH within one year of the cancellation date. The

applicant(s) will be placed on the waitlist with the original application date. A household is allowed this exemption once.

Permanent Removal

By Applicant(s)

Permanent removal from the wait list takes place if the applicant requests to be removed from the wait list

By NRH

Permanent removal from the wait list takes place if the applicant:

- Ceases to be eligible for rent-geared-to-income (RGI); or,
- Accepts an offer of an RGI unit (within the Service Manager area only).

SUPPORTING FORMS

N/A