



Notice **No: 13-14**

APPLICABLE TO:

<input checked="" type="checkbox"/>	Provincial Reform Non-Profit
<input checked="" type="checkbox"/>	Provincial Reform Co-operative
<input checked="" type="checkbox"/>	OCHAP Rent Supplement
<input type="checkbox"/>	Federal

DATE: July 22, 2013

<input checked="" type="checkbox"/>	Mandatory
<input type="checkbox"/>	For Information

SUBJECT: Housing Services Act and Regulations – Waiting List Selection System**BACKGROUND**

The *Social Housing Reform Act* has been repealed and replaced with the *Housing Services Act (HSA)* effective January 1, 2012.

A local rule related to waiting list selection system has been established and is attached to this Notice.

Chronological Affordable Housing Wait List

NRH will continue to select applicants based on a chronological system and date of application (status quo). NRH will implement a choice-based component for modified units that are difficult to fill, as a pilot project. Modified units refer to all modified units without supports that are not filled by a supportive agency through agreement.

Modified Unit Choice-Based Pilot Project

To reduce vacancy losses, NRH will implement a choice-based pilot for housing provider modified units that are difficult to fill. If a housing provider cannot fill a modified unit from their own waiting list, the unit will be advertised on the NRH website. Households and/or agencies who are interested in the unit will be required to apply by the established deadline. Applications will be processed for basic eligibility and, once eligible, the highest priority from those who applied will be offered the unit.

Housing Provider Process for Filling Modified Units

For all vacant modified units, housing providers should follow the process as outlined:

- a) The provider will first review their own waiting list to determine if their vacant modified unit meets the needs of applicants on their waiting list, in priority order (status quo).

- b) If there is no one on the provider's waiting list that matches the modifications of the unit, the unit will be advertised on the NRH website.
- c) The provider will be required to take pictures of the outside and inside of the unit, showing the unit modifications, and forward the pictures by email, together with the complete address and unit # to their Housing Administrator.
- d) The information will be posted on the NRH website for a set time period.
- e) External support agencies will be notified to go to the website if they are in need of a modified unit for one of their clients, and to apply by the established deadline.
- f) All applications will be reviewed for eligibility.
- g) The highest priority from those that apply will be offered the unit.

Housing Provider's Role

1. Adopt and implement the new local rules attached to this Notice;
2. Ensure board meeting minutes reflect the approval and adoption of the local rules; and,
3. Ensure that all staff responsible for the administration and management of the social housing program to which this Notice applies is familiar with the local rules as established, as well as the *Housing Services Act* and its Regulations.

Service Manager's Role:

Throughout 2013, local rules will be developed and issued to housing providers.

If you have any questions or concerns regarding this notice, please contact your Housing Administrator at (905) 682-9201.

Lora Beckwith, General Manager

Attachment: NRH Waiting List Selection System Policy