



Social Housing Directives

Policy No. 2013-15

SECTION	SUBJECT	PAGE 1 OF 3
Wait List	Selection of RGI Household for Vacant Units	January 2013

PURPOSE:

The Service Manager is responsible for the management of Centralized Wait List for Rent-Geared-to-Income assistance including the ranking of applicants for access to housing.

HOUSING SERVICES ACT:

A Service Manager's system for selecting households must include rules that provide for the following in relation to the selection, for a vacant unit, of a household that will be receiving rent-geared-to-income assistance:

1. Except as provided under paragraphs 5 and 7, the household shall be selected:

- i. From the Centralized Wait List required under section 46; and*
- ii. In accordance with the Service Manager's determination of priority under section 48 of the Act.*

2. For the purposes of paragraph 1, the selection of a household in accordance with the Service Manager's determination of priority under section 48 of the Act shall be made using one of the following methods, as determined under the Service Manager's system for selecting households:

- i. By selecting the highest priority household from among the relevant households; or*
- ii. After information about the vacancy has been made available to the relevant households, by selecting the highest priority household from among the relevant households that express interest within the specified time period.*

3. If the method under subparagraph 2 i is used, a household with a lower priority may be selected if every other relevant household with a higher priority has been given an offer but has not accepted within a reasonable time.

4. If the method under subparagraph 2 ii is used, a household with a lower priority may be selected if every other relevant household with a higher priority that expressed interest within the specified time period has been given an offer but has not accepted within a reasonable time.



5. *The Housing Provider may select a household, regardless of whether or not the household is on the Centralized Wait List required under section 46, if the household:*

- i. Occupies another unit operated by the Housing Provider in the service area;*
- ii. Is already receiving rent-geared-to-income assistance; and*
- iii. Has requested a transfer to another unit operated by the Housing Provider in the service area.*

6. *In selecting a household under paragraph 5, the Housing Provider shall give a household in the Special Priority household category priority over a household that is not in the Special Priority household category.*

7. *If the rules so provide, the Housing Provider may select a household if:*

- i. The household occupies a unit in another service area;*
- ii. The household is already receiving rent-geared-to-income assistance;*
- iii. The household has requested a transfer to a unit in the Service Manager's service area;*
- iv. The Service Manager has determined that the household is eligible for rent-geared-to-income assistance; and*
- v. The selection is part of an exchange arrangement under which households receiving rent-geared-to-income assistance in different service areas will move between service areas.*

8. *A household may be selected only if the vacant unit is of a size and type that is permissible for the household under section 46 of the Act (367/11 s. 47).*

POLICY:

The Service Manager will offer Rent-Geared-to-Income units based on the highest priority ranking of applicants on the Centralized Wait List for each housing provider in the service area from the earliest date of submission of an application for a specified Housing Provider.

Applicants will be selected as follows:

1. Special Provincial Priority applicants.



2. Households that are receiving Rent-Geared-to-Income assistance that cease to meet occupancy standards.
3. All other applicants by date of application including those wishing to transfer from one Housing Provider to another Housing Provider in the Service Manager's area. A household must have expressed interest in the project and meet occupancy standards for vacant unit.
4. A lower priority household may be offered unit if all higher priority households have not accepted offer within a reasonable time.

APPROVED BY:

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