

# Directive

## Directive: Social Housing Reviews

<b>Issue Date:</b>	November 1, 2012	<b>Directive No.:</b>	2015-02
<b>Revision Date:</b>	January 20, 2015	<b>Replaces No.:</b>	2012-05

**Applicable Policy:** N/A

**Type:** Legislative/ Operational

*The policies and procedures in this Directive are to be implemented by Housing Providers/Cooperatives funded by the Municipality under the following programs.*

### Provincial Non-Profit Housing Providers

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Gananoque Family Housing                      | <input checked="" type="checkbox"/> Gananoque Housing Inc.                           |
| <input checked="" type="checkbox"/> Legion Village 96 Seniors Residence           | <input checked="" type="checkbox"/> Twp. of Bastard & South Burgess Housing Corp.    |
| <input checked="" type="checkbox"/> Brockville Municipal Non-Profit Housing Corp. | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Pineview |
- 

### Federal Non-Profit Housing Providers

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Athens & District Non-Profit Housing Providers | <input checked="" type="checkbox"/> Marguerita Residence Corp.                           |
| <input checked="" type="checkbox"/> Gananoque Housing Inc.                         | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Rideau Lakes |
- 

### Federal/Provincial Cooperative Housing

- |  |
|--|
| <input checked="" type="checkbox"/> Shepherds Green Cooperative Homes Inc. |
|--|
- 

### Affordable Housing Providers

- |  |   |
|--|---|
| <input type="checkbox"/> Elgin Seniors Housing Development | <input type="checkbox"/> 2049515 Ontario Inc. |
| <input type="checkbox"/> Housing Department                |   |
- 

### Housing Providers

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Housing Department | <input checked="" type="checkbox"/> Rent Supplement Program |
|--|---|

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### BACKGROUND

The *Housing Services Act, 2011* prescribes that the service manager establish a review body and a system for reviewing decisions that are subject to review under the Act. The Act and regulations also specify rules for the review system and effective dates of the review body's decisions.

### PURPOSE

This directive is to advise all social housing providers within the United Counties of Leeds and Grenville of revisions to the Social Housing Reviews policy HDPOL6, precipitated by amendments to O. Reg. 367/11 effective July 1, 2014. The amendments allow the review body to uphold the original date of a decision with respect to rent-gear-to-income (RGI) eligibility.

### ACTION TO BE TAKEN

1. All notices of decisions that are subject to review under the *Housing Services Act, 2011* and outlined in the Social Housing Reviews policy shall include the Add-On – Decision Subject to Review (Appendix A).
2. Housing providers shall determine an internal process for reviewing decisions not subject to review under the Act. The Add-On – Decision Not Subject to Review (Appendix B) may be used at the provider's discretion on correspondence communicating a decision not subject to review under the Act (e.g. a maintenance chargeback, or denial of an internal transfer for a same-sized unit).

Note: internal transfers related to the size and type of unit a household qualifies for is subject to review under the Act. Therefore, if an internal transfer request for a larger rent-gear-to-income unit is denied, that decision is subject to review under the Act. A denial of a request to move from a currently occupied 1-bedroom unit to another 1-bedroom unit in the same complex is not subject to review under the Act, since the decision is not related to unit size.

3. Requests for review must be submitted in writing within 30 days of the notice of decision to the United Counties of Leeds and Grenville and clearly marked "Request for Review". The Request for Review form (Appendix C) must be available from the housing provider.

### REFERENCE

Social Housing Reviews HDPOL6  
Appendix A....Add-On – Decision Subject to Review  
Appendix B....Add-On – Decision Not Subject to Review  
Appendix C....Request for Review

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**LEGISLATION**

*Housing Services Act, 2011*  
O. Reg. 298/01 s. 52 and 53  
O. Reg. 367/11

If you have any questions, please contact the following:

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**Chris Morrison, Manager  
Housing Department**

*January 16/2015*  
Date