

Lambton County Community Services Housing Services Department Policy and Procedure Manual

SUBJECT: Notice of Decision		INDEX NO.: 2.012
EFFECTIVE: 01/10/01	APPROVED: 01/05/02	REVISED: 02/01/05

Policy: (pursuant to Ont. R. 339/01; 18(3))

As a Housing Provider the Housing Services Department must give members of a Household a written notice for the following:

- Refusal to Offer a Unit

Procedure: (Ont. R. 339/01; 18(4))

Written notices must be given to the Household refused a unit, with a copy to the Co-ordinated Access office within ten (10) business days after the unit is offered to another household and must contain:

- A statement of the date the decision was made,
- A statement of the reasons for the refusal to offer the unit to the household including facts on which the housing provider relied in making its decision,
- If members of the household were given an opportunity to comment (see Opportunity to Comment, Index 1.007) before the decision was made,
 - a statement of the date the notice was given,
 - a statement of the date before which comments must have been received, and
 - a statement of which members of the household provided comments.
- A statement that the member of the household is entitled to request a review, and
- Information on how to request a review and what the deadline is for doing so. (Form Request for Internal Review, Index 3.007 may be provided to household)