



	REPORT No.: 2019-09
MEETING DATE: FEBRUARY 21, 2019	DATE PREPARED: JANUARY 29, 2019
SUBJECT: NOT FOR PROFIT HOUSING PROVIDER OPERATIONAL REVIEW POLICY	

RECOMMENDATION

THAT with respect to Report No. 2019-09 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Not for Profit Housing Provider Operational Review Policy as presented;

AND THAT the Chief Administrative Officer be authorized to amend this policy with respect to housekeeping items, as may be required from time to time.

REPORT SUMMARY

To present The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with information related to the implementation of a Not for Profit Housing Provider (NFP Housing Provider) Operational Review Policy.

BACKGROUND

TBDSSAB is the Service Manager for social and affordable housing under the *Housing Services Act, 2011* (HSA). The *Housing Services Act* – Section 82 provides the authority for Service Managers to conduct Operational Reviews for the NFP Housing Providers.

COMMENTS

TBDSSAB Housing Programs will conduct 5-year cyclical reviews, or more frequently under certain circumstances, of the NFP Housing Providers to measure the performance of each corporation against key requirements as outlined in the *Housing Services Act*, operating agreements and best management practices.

Operational reviews examine all areas of operations including, administrative procedures, corporate requirements, financial administration, RGI administration, and maintenance administration, including an on-site physical inspection of the property and assets.

FINANCIAL IMPLICATIONS



There are no financial implications arising from this report.

CONCLUSION

It is concluded that this report provides the Board with information relative to the adoption of the NFP Housing Provider Operational Review Policy.

REFERENCE MATERIALS ATTACHED

Attachment #1 [Not For Profit Housing Provider Operational Review Policy](#)

PREPARED BY:	Aaron Park, Manager, Housing and Homelessness Programs The District of Thunder Bay Social Services Administration Board
APPROVED / SIGNATURE:	 Ken Ranta, Director, Housing Services, Housing Services Division The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

POLICY	CATEGORY/SECTION HOUSING SERVICES – HOUSING AND HOMELESSNESS PROGRAMS
	SUBJECT NOT FOR PROFIT HOUSING PROVIDER – OPERATIONAL REVIEW

AUTHORITY

Housing Service Act, 2011 (HSA)

INTENT OF POLICY

The District of Thunder Bay Social Services Administration Board (TBDSSAB) strives to assist Not for Profit housing providers to be stable with regards to operations and finances, and ensure they meet all legislative and regulatory requirements.

As a Service Manager for social and affordable housing under the *Housing Services Act, 2011 (HSA)*, TBDSSAB will conduct cyclical operational reviews for the Not for Profit Housing Providers. The *Housing Services Act – Section 82* provides the authority for the TBDSSAB to conduct such Operational Reviews of the Not for Profit Housing Providers.

POLICY

TBDSSAB Housing Programs will conduct 5-year cyclical reviews of the Not for Profit Housing Providers to measure the performance of each corporation against key requirements as outlined in the *Housing Services Act*, operating agreements and best management practices.

Operational reviews will also be conducted at any time where operational concerns arise with a Not for Profit Housing Provider.

Operational reviews examine all areas of operations including, administrative procedures, corporate requirements, financial administration, RGI administration, and maintenance administration, including an on-site physical inspection of the property and assets.

STANDARDS OF APPLICATION

Not for Profit housing providers in receipt of annual funding from the TBDSSAB will be provided with cyclical operational reviews.

RELATED PROCEDURES

Not for Profit Housing Provider – Operational Reviews

IMPLEMENTATION / BOARD APPROVAL DATE:

February 21, 2019

REVISION DATE(S):

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