

**POLICY**

CATEGORY/SECTION

**BOARD - GENERAL**

SUBJECT

**SERVICE MANAGER CONSENTS  
UNDER THE *HOUSING SERVICES ACT*,  
2011****AUTHORITY***Housing Services Act, 2011*

Governance &amp; Procedural By-law No. 03-2021

TBDSSAB Resolution No. 23/21

**INTENT OF POLICY**

To ensure The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) administers the Service Manager decision making rights and responsibilities as they relate to specific consent decisions under the *Housing Services Act, 2011*.

**DEFINITIONS**

Housing Project - means all or part of the residential accommodation, including facilities used for ancillary purposes, located in one or more buildings used in whole or in part for residential accommodation.

Housing Provider - means a person (entity) who operates a housing project.

Local Housing Corporation - means a Local Housing Corporation as defined in Section 24 of the *Housing Services Act, 2011*.

Service Manager – means the entity responsible for overseeing the provision of community and affordable housing in their service area. The Service Manager works with Housing Providers to deliver housing services and supports. Service Managers may also directly provide housing.

**POLICY**

As of January 1, 2017 amendments to the *Housing Services Act, 2011* give Service Managers the authority to make certain consent decisions that were formerly the purview of the Minister of Municipal Affairs and Housing.

CAO APPROVAL DATE:

**February 16, 2023**

REVISION DATE(S):

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Where Service Manager Consent is required, Administration will prepare reports requesting the Board make consent decisions with respect to the following:

- certain changes to Local Housing Corporations (Sections 32(a), 33(a), 34(a), and 35(a) of the Act)
- the transfer of certain social housing projects (Sections 161(2) and 162(2) of the Act)
- the redevelopment of housing projects (Section 161 of the Act)
- to make corporate changes (Section 166 of the Act).

The Chief Administrative Officer is granted the authority by the Board to make Service Manager Consent decisions related to the following:

- the mortgage of housing projects (Sections 161 and 162 of the Act)
- Articles of Incorporation
- Board member changes related to membership or decision-making ability.

The Chief Administrative Officer may defer the consent decision to the Board where it is deemed in the best interest of TBDSSAB to do so.

#### **STANDARDS OF APPLICATION**

This policy applies to all circumstances where a Service Manager Consent is required/ requested.

Managers and Directors are responsible for receiving consent requests and providing recommendations to the Chief Administrative Officer for approval based on the *Housing Services Act, 2011* guidelines and directives.

#### **RELATED POLICIES**

None

#### **RELATED PROCEDURES**

Service Manager Consent Procedure

#### **FORMS**

None

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