

# Communiqué

Issue 2024-02

Date: February 8, 2024

*The Requirements, Recommendations and Guidelines in this Communiqué are applicable to the community housing with agreements administered by the City of Hamilton.*

<input checked="" type="checkbox"/>	Providers Under <i>Housing Services Act, 2011</i>
<input checked="" type="checkbox"/>	Providers Under a Federal Operating Agreement
<input type="checkbox"/>	Requirement
<input type="checkbox"/>	Recommendation
<input checked="" type="checkbox"/>	Guidelines
<input type="checkbox"/>	For Information Purposes Only

## **SUBJECT: 2024 Housing Provider Checklist**

### **BACKGROUND:**

Hello Providers,

In December 2023 a Housing Provider Reporting Calendar was shared detailing Housing Provider reporting requirements to the City of Hamilton and their time frames. Please find attached a Housing Provider Checklist for 2024. This checklist is intended to complement the Reporting Calendar and may be used as a resource for Providers to highlight upcoming reporting requirements and events scheduled for the year.

Please contact your Housing Administration Officer if you have any questions.

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### Housing Provider Checklist 2024

Action Item	Description	Due Date	Complete
Review Calculation of RGI Policy	All providers should review local policies regularly for any updated information ensuring RGI entitlements are properly calculated.	March 1,2024	<input type="checkbox"/>
Capital Funding Applications	Municipal capital grant program Poverty Reduction Fund COCHI-Repair Stream	Call for applications March-April 2024	<input type="checkbox"/>
Annual/Financial Reports	Audited financial statements for the previous fiscal year.  Signed and complete Annual Information Return (AIR).  Management letter form auditor, if issued.  Information concerning amounts reported in the audited financial statements for the fiscal year.  The information needed to enable the Service Manager to calculate the amount of any subsidy payable to the housing provider for the fiscal year.  Updated copy of the Board of Directors to be submitted annually with the Financial Statements.  If in surplus, a letter from provider advising of transfer to Capital Reserves.  If in a deficit, a deficit reduction plan within 3-6 months.	May 31 <sup>st</sup> Or *5 months after fiscal year end	<input type="checkbox"/>

Insurance	A copy of renewal certificate of insurance *Including proof of cyber insurance.	Upon annual policy renewal	<input type="checkbox"/>
Serious Incident Reporting	All Community Housing Providers that have an agreement with the City of Hamilton for Rent-gearred-to-income (RGI) or any other form of housing subsidy are required to report any serious incident to the Service Manager – City of Hamilton, Housing Services Division.  Details of types of incidents and whom to contact are provided in the following policy document.	Within 24 hours of occurrence.	<input type="checkbox"/>
Update By-laws and Articles of Amendment	Non-Profit Housing providers are required to revise their by-laws and their Articles of Amendment by October 2024 which are submitted and certified by the Province of Ontario to meet of the requirements of the Not-for-Profit-Incorporation Act 2010.	October 1, 2024	<input type="checkbox"/>
Confirm Corporate Filing is up to date.	The Housing Provider must ensure that their corporate status is active, the member/director list is current and all corporate reporting is up to date	Upon change to corporate filing	<input type="checkbox"/>
Property management agreement	A copy of the current property management agreement in accordance with the Property Management Procurement and Contracts for Housing Providers Policy.	Prior to execution of a new agreement	<input type="checkbox"/>
Annual General Meetings	Housing Administration Officers should be notified of and invited to all Annual General Meetings.	Upon scheduling of AGMs	<input type="checkbox"/>



### Upcoming Events for Housing Providers in 2024

Event	Details	Date
Governance Training	3hrs in person at Villa Kiev, 18 Mall Rd, Hamilton, ON  Space is limited, please RSVP to <a href="mailto:Godfred.Okyere-Koranteng@hamilton.ca">Godfred.Okyere-Koranteng@hamilton.ca</a>	March 9, 2024,
Housing Provider Meeting	Details to follow via e-mail	March 15, 2024
Housing Provider Meeting	Details to follow via e-mail	June 14, 2024
Housing Provider Meeting	Details to follow via e-mail	October 11, 2024
Social Housing Review Panel Training/update of the Confidentiality agreement	For new and or existing members.  Details to follow via e-mail	Tentative Date December 2024