

DNSSAB Housing Services  
Local Housing Policy

LHP - 2020-17

SUBJECT:	Other Reports from Housing Providers		
DATE of ISSUE TO HOUSING PROVIDER:			
IMPLEMENTATION DATE:	January 1, 2021	APPROVED BY:	DNSSAB Supervisor
REVISION DATE(S):	January 1, 2020	SIGNATURE:	<small>DocuSigned by:</small> <i>Dee Johnson</i> <small>09F24F2BF3B442F...</small>
ASSOCIATED DOCUMENT(S):			
RELATED POLICY(IES):			
ISSUED TO:	<input checked="" type="checkbox"/> Federal Section 95 Private Non-Profit Housing Program <input checked="" type="checkbox"/> Federal Section 26/27 Housing Program <input checked="" type="checkbox"/> Federal Urban Native Non-Profit Housing Program <input checked="" type="checkbox"/> Private Non-Profit Housing Program <input checked="" type="checkbox"/> Municipal Non-Profit Housing Program (Pre-1986) <input checked="" type="checkbox"/> Local Housing Corporation <input type="checkbox"/> Affordable Housing/Investment in Affordable Housing/Social Infrastructure Fund Program <input type="checkbox"/> DNSSAB Rent Supplement Programs <input type="checkbox"/> DNSSAB Housing Access		

**PURPOSE**

To inform all housing stakeholders of the local rule, background and compliance standard under the Housing Services Act, 2011 (HSA) and associated regulations related to other reports from the Housing Provider.

**BACKGROUND**

The Housing Services Act, 2011, s. 80 - 81 states that Service Managers may require reports, documents and information from the Housing Provider of a Part VII housing Project.

There are no provincial limitations however, provincial reporting requirements also apply.

**LOCAL RULE**

A Housing Provider shall provide the Service Manager, at the times specified by the Service Manager, other reports, documents and information as the Service Manager may reasonably request relating to the Housing Provider's compliance with the HSA and its related Regulations.

The reports, documents and information shall be given in the form and manner approved by the Service Manager.

A Housing Provider shall provide accurate information in a report, document or information given to the Service Manager under this section.

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SUBJECT:	Other Reports from Housing Providers (continued)
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The Housing Provider shall submit to the Service Manager an annual report for the year within:

- Five (5) months after the end of each fiscal year of a Housing Provider fiscal year end for both Reformed Programs and Municipal Non-Profit Programs.

The annual reports will include, but are not limited to:

- Audited Financial Statements (AFS);
- Annual Information Return (AIR);
- Accountant's Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return.

Upon request, the Housing Provider shall provide to the Service Manager the following additional documents to accompany the annual reports:

- A complete rent roll for the year to include:
  - Unit numbers to include unit sizes (# of bedrooms);
  - Rent arrears per month;
  - Rent received per month;
  - Unit turnovers per month;
  - Unit vacancy per month.
- Contact information for all Board Members to include:
  - Telephone numbers;
  - E-mail addresses

The DNSSAB will provide revised/new forms to housing providers for the collection of the additional information listed above.

The annual report (AIR & Accountants Report) will be in the form authorized by the Ministry and will include the prescribed information and the prescribed documents. All reports, documents and information shall be provided in the form and manner approved by the Service Manager.

## ACTION

That Housing Providers implement the new Local Housing Policy - *Other Reports from Housing Providers* - LHP - 2020-17.



**AUTHORIZATION**

Original signed by: DocuSigned by:  
*Stacey Cyopeck*  
C2A5B0B6B9364F2... \_\_\_\_\_ Date: 6/10/2021  
Stacey Cyopeck  
Director, DNSSAB Housing Programs

Replaced By Policy #		Retirement Date:	
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