

DNSSAB Housing Services
Local Housing Policy

LHP - 2020-16

SUBJECT:	Records for 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> Dee Johnson 09F24F2BF3B442F...
ASSOCIATED DOCUMENT(S):			
RELATED POLICY(IES):			
ISSUED TO:	<input type="checkbox"/> Federal Section 95 Private Non-Profit Housing Program <input type="checkbox"/> Federal Section 26/27 Housing Program <input 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 the records of Housing Providers.

BACKGROUND

Under *O. Reg. 367/11, s. 102 (1)* of the Housing Services Act, 2011 s. 79 (1) guidance is provided regarding the governance related to the records that a Housing Provider of a Part VII housing project must keep.

Please note that provincial record-keeping requirements also apply.

LOCAL RULE

As prescribed by *O. Reg. 367/11, s. 102* the Housing Provider must keep each of the following records for least **seven (7) years** after the end of the fiscal year to which the record relates:

- Housing Provider's financial records;
 - The Housing Provider's records relating to a Part VII housing project, other than records to which subsection (3) or (4) applies. *O. Reg. 367/11, s. 102 (2);*
- (3) The Housing Provider must keep the records relating to a household that occupies a unit in a Part VII housing project for **at least five years** after the household last resides in a unit in the project. *O. Reg. 367/11, s. 102 (3)*. (Tenant Files, receiving RGI assistance)

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SUBJECT:

Records for Housing Providers (continued)

- (4) If the Housing Provider refuses to offer a unit to a household under a rule under subsection 50 (1) or 77 (1), the Housing Provider shall keep a record of the decision to refuse to offer the unit to the household, including a copy of the notice given to the household under that section and the information used by the Housing Provider to make its decision, for at least seven years after the notice was given to the household. *O. Reg. 367/11, s. 102 (4).*

A Housing Provider shall keep any such additional records as may reasonably be required by the Service Manager for the period of time specified by the Service Manager.

A Housing Provider will provide complete accurate information in reports, documents or information to the Service Manager under this section.

ACTION

That Housing Providers implement the new Local Housing Policy - *Records for Housing Providers* - LHP - 2020-16.

AUTHORIZATION

Original signed by:

DocuSigned by:

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Stacey Cyopeck

Director, DNSSAB Housing Programs

Date: 6/10/2021

Replaced By Policy #

Retirement Date: