

Directive

Directive: Annual Information Return (AIR) – Non-Compliance

Issue Date:	June 1, 2014	Directive No.:	2014- 02
Revision Date:		Replaces No.:	

Applicable Policy: HDPOL14

Type: Legislative/Operational

The policies and procedures in this Directive are to be implemented by Housing Providers/Cooperatives funded by the Municipality under the following programs.

Provincial Non-Profit Housing Providers

- | | |
|---|--|
| <input checked="" type="checkbox"/> Gananoque Family Housing | <input checked="" type="checkbox"/> Gananoque Housing Inc. |
| <input checked="" type="checkbox"/> Legion Village 96 Seniors Residence | <input checked="" type="checkbox"/> Twp. of Bastard & South Burgess Housing Corp. |
| <input checked="" type="checkbox"/> Brockville Municipal Non-Profit Housing Corp. | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Pineview |
-

Federal Non-Profit Housing Providers

- | | |
|--|--|
| <input checked="" type="checkbox"/> Athens & District Non-Profit Housing Providers | <input checked="" type="checkbox"/> Marguerita Residence Corp. |
| <input checked="" type="checkbox"/> Gananoque Housing Inc. | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Rideau Lakes |
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Federal/Provincial Cooperative Housing

- Shepherds Green Cooperative Homes Inc.
-

Affordable Housing Providers

- Elgin Seniors Housing Development
-

Housing Providers

- | | |
|---|--|
| <input type="checkbox"/> Community Housing Provider | <input type="checkbox"/> Rent Supplement Program |
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BACKGROUND

The *Housing Services Act, 2011 s. 80* specifies that housing providers must submit an annual report to the service manager within five months after the end of the each fiscal year of a housing provider. The annual report must be in the form authorized by the Minister and include the prescribed information and the prescribed documents.

Failure to submit an Annual Information Return (AIR) within the prescribed timelines contravenes the *Housing Services Act* and is a triggering event identified in section 83 of the Act. The service manager may exercise specific remedies for contravention.

PURPOSE

The purpose of this directive to clearly outline the housing provider’s responsibility to submit the Annual Information Return (AIR) in a timely manner.

ACTION TO BE TAKEN

- Each housing provider shall submit an annual report to the service manager **within five months after its fiscal year end;**
- The annual report must be in accordance with the AIR and guide as published by the Ministry of Municipal Affairs and Housing from time to time;
- The following information and documents must be included in the annual report for a fiscal year:
 1. Audited financial statements for the fiscal year.
 2. Information required to enable the service manager to calculate the amount of any subsidy payable to the housing provider for the fiscal year under section 78 of the Act.
 3. Statistical information on the households residing in the housing provider’s Part VII housing projects.
- The housing provider shall not knowingly submit false information in its annual report;
- Failure to submit the annual report within the time period specified will be considered a triggering event under s. 83 of the Act, and as such, the remedy that may be imposed is the withholding of subsidy payable to the housing provider;

A minimum of 30 days written notice shall be given to the housing provider by the service manager prior to withholding subsidy.

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REFERENCE

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LEGISLATION

*Housing Services Act, 2011 c. 6, s. 80, 81, 83 (1), and 85 (1), 90.
O. Reg. 367/11 s. 103*

If you have any questions, please contact the following:

Chris Morrison, Manager, Housing Department
Phone: 613-342-3840 ext. 2328
E-mail: Chris.Morrison@uclg.on.ca
Fax: 613-342-8908



**Chris Morrison, Manager
Housing Department**

MAY 28/2014
Date