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London  
CANADA

# Housing Division Notice

**Date: February 26, 2013**

**HDN#: 2013 - 183**

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note if your program is **not checked**, this change is **not applicable** to your project.

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Federal Non-Profit Housing Program

Private Non-Profit Housing Program

Co-operative Non-Profit Housing Program

Municipal Non-Profit Housing Program (Pre-1986)

Local Housing Corporation

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**Subject: HOUSING PROVIDER ANNUAL INFORMATION RETURN AND REPORTING REQUIREMENTS (REPLACES HDN# 2007-115)**

**1. PURPOSE:**

To inform all housing stakeholders of the new Annual Information Return (AIR) and Guide, background and compliance standard under the *Housing Services Act, 2011 (HSA)*, associated regulations and local requirements related to the annual reporting of financial, operating and statistical information.

**2. BACKGROUND AND COMPLIANCE STANDARD:**

In accordance with section 80(1) of the HSA and federal operating agreements, housing providers are required to submit an annual report after the end of each fiscal year. Part VII housing providers are required to submit within five (5) months of their fiscal year end and federal housing providers are required to submit within four (4) months.

manager. Finally, a housing provider shall not knowingly furnish false information in a report, document or information given to the service manager

If a housing provider does not provide the service manager with its annual report, both the HSA and federal operating agreements allows the service manager to enact a penalty and/or remedy. Under HAS subsection 80(4), the service manager may reduce the amount of the subsidy payments with a thirty (30) day written notice, by no more than two (2) percent of the unreduced subsidy for the fiscal year or \$5,000 whichever is less, for each month in which the report(s) remain undelivered. Under federal operating agreements, the service manager has the right to discontinue, suspend or reduce its contributions.

The AIR does have parts that apply only to projects developed under particular programs. The supplementary guide applies to both private and municipal non-profits and non-profit housing cooperatives that are subject to Part VII of the HSA, as well as those projects which are not subject to this part of the Act. This includes providers who formerly reported to the Canada Mortgage and Housing Corporation (CMHC).

### **3. APPLICATION**

In order to simplify the annual reporting process, the City of London Housing Division has developed an Annual Report Package Submission Checklist (HDN 2007-115). The checklist provides a quick reference regarding a housing provider's annual reporting requirements and documentation. Additional sections have been provided for identification purposes, deadline notification, housing provider authorization and instructions on completing and submitting the annual report package.

Please note that only those submissions, which include all the required documentation, will be processed and considered to be received by the Housing Division. Incomplete annual report packages may be deemed "undelivered" and returned as an incomplete submission along with an information request notification. Failure to submit a completed annual report package by the required due date may also result in the assessment of a late penalty and/or enactment of any available remedy(s).

The following annual reporting forms and reports can be found and downloaded from the Housing Division's website at <http://housing.london.ca/Policies/Policies.htm>

- Social Housing - Annual Information Return Template (Excel format)
- Social Housing - Annual Information Return Guide (Word format)
- Accountant's Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return" (Accountant's Report) with appendix. (Word format)
- Annual Report Package Submission Checklist (2011) (Excel format)

### **4. ACTION:**

Housing providers shall provide a signed and completed Annual Report Package Submission Checklist along with all requisite documentation and prescribed reports within the timelines established under the HSA or applicable Operating Agreement.

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**4. ACTION:**

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**5. AUTHORIZATION:**

*Original signed by*



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Louise Stevens,  
Director Municipal Housing

Date: Feb 27, 2013

Cc: Auditors

Attachments:

- i. Social Housing - Annual Information Return Template (Excel format)
- ii. Social Housing - Annual Information Return Guide (Word format)
- iii. Accountant's Report on Applying Specified Auditing Procedures in Respect of the Annual Information Return" (Accountant's Report) with appendix. (Word format)
- iv. Annual Report Package Submission Checklist (2011) (Excel format)