Communiqué

Issue 2025-03   **Date: January 21, 2025**

The Requirements, Recommendations and Guidelines in this Communiqué are applicable to the social housing providers administered by the City of Hamilton.

✓	Providers Under *Housing Services Act, 2011*
✓	Providers Under a Federal Operating Agreement
✓	Requirement
	Recommendation
	Guidelines
✓	Social Housing Providers

SUBJECT:

Requirement that Social Housing Providers, who are executing agreements with the City of Hamilton, must submit the below referenced documentation to their Housing Administration Officer by **January 31, 2025**:

For a Sole Proprietor – this will confirm that the name of the sole proprietor on the registration would be the individual responsible for executing any documents

- Copy of the Master Business License/Business Registration (this is <u>not</u> a copy of the license provided by the City of Hamilton)

For a Corporation – this will confirm the correct legal name of the Corporation (contract should be issued in this legal name) and who has authority to sign and bind the contract on behalf of the Corporation.

- Articles of Incorporation/Amalgamation/Amendment
- Certificate of Incumbency – this will set out all the directors and officers for the Corporation.
- Certificate of Status and an Officer's Certificate – confirms who has authority to sign on behalf of the Corporation.
- If someone other than an officer/director is authorized to sign on behalf of the corporation, a certified copy of whatever document (Bylaw/Resolution) setting who has authority to sign on behalf of the Corporation.
- Proof that the Corporation exists and is currently active.

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

Carin Finch	Carin.Finch@hamilton.ca
George Gambioli	George.Gambioli@hamilton.ca
Kelly Harrington	Kelly.Harrington@hamilton.ca
Godfred Okyere-Koranteng	Godfred.Okyere-Koranteng@hamilton.ca