


Housing Services Policy	 Hamilton	Content Updated: 2018-01-09
Social Housing Administration		Housing Services
<i>Housing Provider Training and Board of Director Succession Plans</i>		
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<i>Housing Provider Training and Board of Director Succession Plans Policy</i>		
POLICY STATEMENT	Under the <i>Housing Services Act 2011</i> , s. 69 (5) and O.Reg 367/11 s.87, a Housing Provider shall prepare and implement training plans for staff, volunteers and members (in the case of Co-operatives) and succession plans for the Board of Directors.	
PURPOSE	To ensure Housing Providers are informed of mandatory requirements under the <i>Housing Services Act, 2011</i> and associated regulations related to Housing Provider training and succession plans.	
SCOPE	This policy is applicable to Housing Providers who must adhere to the <i>Housing Services Act, 2011 (HSA)</i> .	
DEFINITIONS <i>Housing Provider Board of Directors</i> <i>Housing Provider</i> <i>Service Manager</i>	A group of individuals with a legal responsibility for oversight to the management of a Housing Provider – oversight responsibilities and process vary depending on the Board Governance model in use. a Non-Profit or Co-operative organization that provides social housing The City of Hamilton is a Service Manager designated to administer and fund the social housing program in Hamilton.	
TERMS & CONDITIONS	Housing Provider’s must develop a Succession Plan for key staff positions within the organization as well as replacement of board members. Succession plans must be reviewed on a continual basis or when there is a change to key staff position(s) or board members. The City of Hamilton, Housing Services Division requires Housing Provider Boards of Directors to develop the following plans: <u>All Housing Providers:</u> <ul style="list-style-type: none"> • <u>Training Plan</u> for training staff and volunteers involved in the operation of the housing project(s), and;	

Resources	<ul style="list-style-type: none"> • <u>Succession Plan</u> for the Board of Directors to: <ul style="list-style-type: none"> ○ Address the replacement of board members and key staff positions; ○ Identify current job descriptions that accurately reflect all the duties and responsibilities of specific staff positions; ○ Identify the skills sets and expertise levels required by Board Members; ○ Identify the effective board membership number. <p><u>For Co-operative Providers only:</u></p> <p>In addition to the plans above, non-profit housing co-operatives are also required to have:</p> <ul style="list-style-type: none"> • A plan for educating the members about the governance of the co-operative. <p>Housing Provider’s must develop a succession Plan for key staff positions within the organization as well as replacement of board members. Succession plans must be reviewed on a continual basis or when there is a change to key staff position(s) or board members.</p> <p>The Ontario Non-Profit Housing Association (ONPHA) has developed materials for board succession planning, including recruitment and governance strategies, to assist Housing Providers which Housing Providers may use to develop their plans.</p> <p>The Co-operative Housing Federation (CHF) has online courses on board basics and other tools which Co-operative Housing Providers may use to develop their plans.</p>
RESPONSIBILITIES and COMPLIANCE	<p>Housing Providers and the respective Board of Directors are responsible to ensure compliance with this policy. Housing Providers are required to forward this Policy to their Board of Directors for information and compliance. Review of this policy must be noted in Board Meetings. A copy of this policy shall be retained with the corporate bylaws and made available for reference and review.</p> <p>During an Operational Review, City of Hamilton - Housing Administration Officers will examine Housing Provider plans and meeting minutes to ensure compliance.</p>
Approval	<p>Author Name: Tammy Morasse, Senior Policy Analyst Manager Name: Adam Sweedland, Manager of Social Housing Director Name: Vicki Woodcox, Acting Director of Housing Services Date: 2018-01-15</p>