

Discussion Items

1. Welcome

2. Review of previous minutes – April 19, 2023

3. Good Project Management Practices for Small Projects

- Jacek Sochaki of the Durham Region's Works Department presented on best practices for managing small projects.

Presentation slide deck attached to minutes.

4. Housing Services staff update

- Angie Juarez has returned as Community Housing Administration Manager
- Housing Program Coordinator, Jessica Stasiuk, has accepted a temporary transfer to the Income, Employment and Homelessness Support Division (IESHD). Jake MacDouell has been hired as a temporary Housing Program Coordinator to backfill Jessica's position.
- Housing Program Coordinator, Rebecca Phillips, will return from maternity leave in October.
- Housing Services is currently in the hiring process to backfill the position of Eligibility Review Officer while Jessica Ross is on maternity leave.

5. Service Manager Annual Information Return (SMAIR)

- Service managers are responsible for submitting annual Service Manager Annual Information Return (SMAIR) information to the Province under the Housing Services Act, 2011 (HSA). The Province uses this information for assessing the service manager's compliance with the HSA and reporting to Canada Mortgage and Housing Corporation (CMHC). In part, the SMAIR includes statistical information regarding rent-g geared-to-income (RGI) recipients and their income levels.
- In the past, the SMAIR was completed at the time of Operational Reviews; however, Housing Services is moving to risk-based Op Reviews meaning fewer reviews will be completed each year. Housing Services is considering collecting

the SMAIR information outside of the Op Reviews on a yearly basis and is seeking housing providers' input.

- Completion of the SMAIR requires only the information that each housing provider already has on file for each RGI tenant/member. Housing providers will not be required to obtain additional information.
- Housing Services would like to align collection of this information with providers' current processes and technology. Housing providers are asked to send information to CHAdmin@durham.ca to advise the programs/ systems they are using to track the required information and how easy it is to pull this information for completion of the SMAIR.

6. Communication between Housing Services Division and Housing Providers

- Housing providers are reminded to communicate with the Community Housing Administration team and Finance department using the CHAdmin@durham.ca email address to ensure seamless communication during staff absences and turnover.
- Requests for Regional Reviews however should be sent directly to Nicole Fogal at Nicole.Fogal@durham.ca.

7. Canada Greener Affordable Housing program

- Discussed funding opportunities through CMHC's Canada Greener Affordable Housing program which helps affordable housing providers complete deep energy retrofits on existing multi-unit residential buildings.
- Program consists of two parts: 1) Pre-Retro Fit funding for activities such as energy audits, energy modelling studies and building condition assessment reports required for a Retrofit Funding application; and 2) Retrofit Funding for deep energy retrofits that will reduce rental buildings' energy consumption and greenhouse emissions.
- The next window for Pre-Retrofit Funding applications is in November 2023. Retrofit Funding applications are accepted on a continues basis until the funding has been fully committed.
- Providers indicated that CMHC is very helpful throughout the application process.
- More information can be found at [Canada Greener Affordable Housing | CMHC \(cmhc-schl.gc.ca\)](https://cmhc-schl.gc.ca)

8. Regional Review Process

- Roberta Jagoe presented on Housing Services Regional Review Process
- Advised that changes to the policy will be coming soon, particularly regarding requests for review made outside of the 10-day timeframe for appeal.
- Completed Regional Review packages should be forwarded directly to Nicole.Fogal@durham.ca
- Presentation slide deck attached to minutes.

9. Standing Items

Landlord and Tenant Board

- Housing providers noted continued inconsistency at the LTB specifically regarding the scheduling of hearings.

New Directives

- Gagan Nijjar, Policy Analyst, provided a brief overview of the most recent new directives. Directives can be found at [Resources for Community Housing Providers](#) including:

INF 2023-03 [Government Pension Income July 1, 2023 to September 30, 2023](#)

RGI 2023-02 [Minimum Rent – effective July 1, 2023](#)

RGI 2023-03 [In-Year Reviews and Notice of Changes](#)

In-year reviews are now conducted only if:

- A new household member moves in with income.
- A household member has had their incomes taxes reassessed and the increase in net income is material.
- Tenant/member requests an in-year decrease and all of the following criteria are met:
 - Total annual adjusted family net income (AFNI) for the whole of the household has decreased by at least 20 per cent.
 - No one in the household is pending or required to pursue other income. In the case of a benefit unit, their current RGI charge and other shelter costs exceed the maximum social assistance shelter allowance.

In-year decreases are now effective the first day of the month following the request for a review, except for:

- Permanent change in household composition, which is effective the first day of the month following the change.
- Other extenuating circumstances, with the approval of the Housing Services Division.

10. New Business

- None

11. Next Meeting

- Wednesday January 17, 2024 | 9:00 am to 12:00 pm
- Region of Durham – IEHSD Offices
C1-A 200 John St, Oshawa
Meeting Room
- **Please note that this is an in-person only meeting.**