



County of Wellington Social Services Department – Housing Services DIRECTIVE

Directive Number: 2015-02

Effective Date: June 10, 2015

This directive has been developed by the County of Wellington in its role as Consolidated Municipal Service Manager (CMSM) and applies to housing providers funded under the following social housing programmes:

X	Provincially Reformed Non-Profit Housing Programmes (MNP, PNP & OCHAP)
X	Provincially Reformed Co-operative Housing Programmes (Co-ops)
X	Municipal Non-Profit Housing Programmes (Section 56.1 Pre-1986)
	Local Housing Corporation (LHC)
X	Federal Non-Profit Housing Programme (Section 95 Pre-1986)

SUBJECT: Training and Succession Plans

LEGISLATIVE REFERENCE: Housing Services Act, 2011 S.69 (5), O. Reg.367/11 S.87

POLICY REFERENCE: N/A

DIRECTIVE REFERENCE: N/A

ATTACHED: N/A

BACKGROUND

The Housing Services Act, 2011 (HSA) requires that housing providers develop the following plans:

1. a plan for training the staff and volunteers involved in the operation of the housing project
2. a succession plan for the board of directors, and
3. for housing co-operatives, a plan for educating members about the governance of the co-operative

DIRECTION

Housing providers will develop the required plans. The plans must be formally approved by the board of directors at a meeting of the board.

The plans must be submitted to the CMSM on or before December 31, 2015.

APPLICATION

- Resources for the development of succession and training plans are available through the Co-operative Housing Federation (CHF), the Ontario Non-Profit Housing Association (ONPHA) and the CMSM.
- Housing providers are expected to review and update their plans as required to keep the plans current and relevant
- Any costs associated with board and staff training should be included in the annual budget.

If you require additional information, please contact the Housing Advisor.



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Director of Housing