



ADMINISTRATION MANUAL

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| SUBJECT: | Penalties – Annual Information Return (AIR) | POLICY/PROCEDURE #: C-28 |
| SECTION: | C- General Administration | |
| IMPLEMENTATION DATE: | February 2012 | APPROVED BY: General Manager |
| REVISION DATE(S): | Implementation of Housing Services Act, (effective January 1, 2012) | SIGNATURE: <i>Original Signed by Lora Beckwith, General Manager</i> |
| REASON FOR CHANGE: | | |
| RELEVANT LEGISLATION: | Housing Services Act 2011, s. 80; O. Reg. 367/11, s. 103 | |

PURPOSE

To inform housing providers of the mandatory requirements, local rules and requirements related to the Housing Services Act (HSA) and associated regulations related to the penalties for failing to submit year-end Annual Information Returns (AIR) within established timelines.

BACKGROUND

Under the HSA, the timelines for the submission of a provider’s annual report remains unchanged from the Social Housing Reform Act (SHRA). Housing providers are required to submit an annual report to the Service Manager within five (5) months of their year end.

However, the penalties for failing to submit within the 5 month period have increased under the HSA.

POLICY

Housing providers are required to submit their annual reports to NRH within five (5) months of their year-end. If the housing provider fails to submit its annual report within the required time period, NRH may reduce the provider’s subsidy by 2% of the subsidy for the fiscal year or \$5,000 (whichever is less), for each month in which the report remains undelivered.

SUPPORTING FORMS:

N/A