



ADMINISTRATION MANUAL

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| SUBJECT: | Housing Provider Conflict of Interest | POLICY/PROCEDURE #: H-1 |
| SECTION: | Housing Programs | |
| IMPLEMENTATION DATE: | July 2012 | APPROVED BY: Board of Directors |
| 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. 75 O. Reg. 367/11, s. 100 | |

PURPOSE

To inform Niagara Regional Housing (NRH) staff and housing providers of the mandatory requirements, local rules and requirements related to the Housing Services Act (HSA) and associated regulations related to housing provider conflict of interest rules.

BACKGROUND

The Housing Services Act (HSA) gives Service Managers the option to develop a local rule related to housing provider conflict of interest rules.

POLICY

NRH will continue to require Housing Providers to abide by the current Conflict of Interest policy (NRH Notice #09-12), which provides housing providers with clear and comprehensive requirements related to actual and/or potential conflict situations, including:

- A plan for resolving all actual and potential conflicts of interest by the board of directors;
- A process for reporting conflict situations to NRH;
- A separate conflict of interest file for review by NRH;
- A requirement for all board members and staff to sign conflict of interest acknowledgement forms; and,
- Purchasing policies that include clear standards on how goods/services are to be acquired.

SUPPORTING FORMS

NRH Notice 09-12 - Conflict of Interest