

Housing Services Policy	 Hamilton	Content Updated: 2017-06-13
Social Housing Administration		Housing Services
Minimum Number of Board Meetings and Remuneration of Board Directors		RGI Guide
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Minimum Number of Housing Provider Board Meetings and Remuneration of Board Directors Policy		
POLICY STATEMENT	<p>The City of Hamilton, Housing Services Division requires Housing Provider boards to meet a minimum of four (4) times per year.</p> <p>The City of Hamilton, Housing Services Division prohibits remuneration of members of a Housing Provider’s Board of Directors except for reimbursement of reasonable expenses.</p> <p>Under the <i>Housing Services Act 2011</i>, s. 75, a Housing Provider shall operate a housing project and govern itself in accordance with both the prescribed provincial requirements and local standards made by the Service Manager.</p> <p>As outlined in O.Reg 361/11, s. 100, Service Managers have the option to develop local rules related to prescribed matters, including the minimum number of board meetings required to be held by Housing Providers on an annual basis and remuneration remuneration of directors of a Housing Provider.</p>	
PURPOSE	<p>To establish the minimum number of board meetings expected to be held by a Housing Provider’s Board of Directors on an annual basis and to establish there is no remuneration for Board members of a Housing Provider except for reasonable expenses.</p>	
SCOPE	<p>This policy is applicable to Housing Providers who must adhere to the <i>Housing Services Act, 2011 (HSA)</i> and Housing Providers who have an Agreement with the City of Hamilton.</p>	
DEFINITIONS <i>Housing Provider Board of Directors</i> <i>Housing Provider</i> <i>Service Manager</i>	<p>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.</p> <p>a Non-Profit or Co-operative organization that provides social housing</p> <p>The City of Hamilton is a Service Manager designated to administer and fund the social housing program in Hamilton.</p>	



TERMS & CONDITIONS

Housing Providers are required to establish corporate by-laws, policies and procedures to effectively guide and manage Board meetings.

Minimum Number of Board Meetings

The Board of Directors of a Housing Provider will meet at least four times per 12 month period.

Meetings of sub-committees and the Annual General Meeting (AGM) of the Board are not included in this minimum requirement.

The Board may meet more frequently than four times per year in accordance with the policies and bylaws of the Housing Provider or as deemed necessary by the Board.

Quorum is required at all Board meetings for the purpose of determining the minimum number of Board meetings held within a twelve month period.

If a meeting starts with quorum but quorum is not maintained, then official business may not continue and the meeting must be rescheduled.

Housing Providers must prepare and maintain accurate corporate records including meeting minutes with the names of those present and those absent.

Annual General Meetings (AGMs)

In addition to regular Board meetings, Housing Providers must have annual general meetings (AGMs). These AGMs include the broader membership of the organization and Board Members as per membership criteria and eligibility set out in a Housing Provider's bylaws.

Remuneration of Board Members

Housing Provider's Board of Directors remuneration of members is prohibited except for reimbursement of reasonable expenses.

Reasonable expenses are nominal and infrequent in nature and may include:

- travel costs related to Housing Provider business;
- child care costs incurred due to Housing Provider business, and;
- costs to attend training sessions or conferences as pre-approved by the Board of Directors, including travel and accommodation as applicable.

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	<p>Board Members requesting reimbursement of expenses must provide proof of the expense prior to reimbursement unless the expense is paid directly by the Housing Provider.</p> <p>All expenses incurred by a Board Member must be related to their duties and responsibilities as a member of the Housing Provider's Board and/or on behalf of the Housing Provider's Board.</p> <p>All reimbursements must be paid directly to the Board Member</p> <p>Housing Providers must keep records of all reimbursements.</p>
COMPLIANCE	<p>Housing Providers and the respective Board of Directors are responsible to ensure compliance with this policy.</p> <p>Housing Providers are required to forward this Policy to their Board of Directors for information and ensure 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>Housing Administration Officers with the City of Hamilton will review Housing Provider meeting minutes to ensure compliance. If there is non-compliance or if the Housing Provider has met less than four times in a 12 month period, the Housing Provider must notify their Housing Administration Officer.</p>
Approval	<p>Author Name: Tammy Morasse, Senior Policy Analyst Manager Name: Adam Sweedland, Manager of Social Housing Director Name: David Brodati, Acting Director of Housing Services Date: 2017-06-21</p>