

Lambton County Community Services Housing Services Department Policy and Procedure Manual

SUBJECT: Compliance Audits		INDEX NO.: 1.012
EFFECTIVE: Nov. 1, 2003	APPROVED: Nov. 27, 2003	REVISED:

Policy:

The service manager is responsible to ensure that housing providers comply with the *Social Housing Reform Act* and its Regulations. To this end, the Service Manager may appoint any of its employees or agents, the auditor, to conduct an audit or investigation. *SHRA* 114 (2).

Procedure:

An audit or investigation will be conducted every three years for each housing provider under all programs administered by the Service Manager.

The Program Administrator will notify the Housing Provider of the date of the audit. The auditor may enter and inspect the housing project at any reasonable time.

The auditor will not enter any household without the consent of the tenant/member.

The Housing provider and its employees and agents shall co-operate with the auditor.

The forms applicable to the Housing Provider's program (Section 3, Forms) will be used as the guideline for conducting the audit or investigation.

Within 60 days after completion of the audit or investigation, the service manger shall prepare a report of the results of the audit or investigation and shall give the housing provider a copy of the report, unless the report has, or circumstances identified in the report have, been referred to a law enforcement agency.

If the latter be true, then the Service Manager may give the housing provider a copy of all or part of the report if the service manager is satisfied that the housing provider will use it only for the purposes of the proper operation of the housing project.