



# The Agency Client-Service Standards Report Card 2010

Further details on the following page

## Client Approval/Requests

**A**

Requests for approval to spend replacement reserve funds: five business days	A+
Requests for approval to spend replacement reserve funds where we can't approve without more information: two business days for an interim response	A+
Requests for replacement reserve plan approvals: four weeks	A+
Requests for information: two business days	A+
Requests for budget approval: four weeks	C

## Reporting

**A+**

AIRs validated after receipt of co-operative's complete AIR, audited financial statements and signed Board Certification: four weeks	A+
Within no more than three days, the Agency will communicate any health and safety concerns found through property inspection	A+
Report on the results of Agency property inspection: within two months of inspection	A+
Report on risk assessment: within five weeks following validation of an AIR	A+
Report on compliance: within five weeks following validation of an AIR	A+
Report on co-op data: within five weeks following validation of an AIR	A+

## Transparency and Provision of Information

**A**

Post contact information for all staff and board members on the Agency website: within one week of any change	A
Publish on the Agency website summaries of the proceedings of meetings of the Board of Directors: within two weeks of adoption of the minutes	A+
Publish new or updated policy and program information under the board's purview on the Agency website: within four weeks of adoption of the change	A+
Publish new or updated policy and program information from an issuing authority on the Agency website: within four weeks of the change	A+
Notify co-ops of a change in their primary contact at the Agency: five working days	A+
Post co-ops' reports on the Agency client website: within four weeks of the date they were sent to the co-op	A+
Email new contact information for Agency staff to all affected service-partner organizations: within one week of change	A-
Make all affected service-partner organizations aware of any new or updated policy and program information: within four weeks of the change	A+

## Concerns/Complaints

**A+**

Respond to a concern/complaint: two business days	A+
Provide a full response to a concern/complaint: four weeks	A+



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## Client Approval/Requests

Agency staff respond to messages and service requests from co-ops within set time limits. In 2010 we met our standard 99 per cent of the time for approving requests to spend capital replacement funds. However, on three occasions we failed to acknowledge receipt of a request for capital spending that could not be approved without more information. Our performance for timely replacement reserve plan approvals saw just one miss. As in 2008 and 2009, but for two occasions, we met our standard for answering information requests. However, Agency/CMHC budget approvals need to take less time.

In 2010, as in the three previous years, most information requests were about housing-charge subsidy matters, particularly subsidy administration and the calculation of assisted charges or income-tested assistance reconciliations. Enquiries concerning replacement reserves held second place for the second year in a row. As in 2009, questions about compliance with the operating agreement came third.

## Reporting

In 2010 we met our standard 95 per cent of the time for reviewing annual information returns. Throughout the year, without exception, we met both reporting standards for property inspections and notifying co-ops of health and safety concerns. We met the reporting standards 99 per cent of the time for risk assessment, compliance and co-op data reports.

## Transparency and Provision of Information

In 2010, except on four occasions, we met or surpassed our standards for transparency and the provision of information throughout the year. Three of the missed standards were for posting contact information on our website within one week and one was for promptly notifying a federation about the hiring of a Relationship Manager for their area.

## Concerns + Complaints

In 2010, we responded to all but one concerns and complaints within the time allowed. As in the past, most concerns came from members of co-op clients and had to do with their governance or management. As before, we gave these callers information and referred them to their co-op board or to the regional or national federation, where the co-operative was a member.