



Internal Review Committee

Terms of Reference

Purpose: To review decisions made by the Service Manager as per sub-section 82(1) of the Social Housing Reform Act, 2000 and in accordance with sections 57, 58 and 59 of Ontario Regulation 298/01.

Membership: Three (3) Members of the Board of Directors of the KDSB and one member representing the public at large appointed by the KDSB Board of Directors. A quorum will consist of any 3 members of the Internal Review Committee.

Term: Two (2) year term for members of the Board of Directors and four year term for the public-at-large member concurrent with the term of the Board or until replaced by a new appointee.

Areas of Responsibility:

1. Upon written request of a household in accordance with section 57 of O. Reg. 298/01 conduct an internal review within ten (10) business days after the request for the review is received
2. The review shall be completed within five (5) business days after the request for the review is received if,
 - a. The decision is with respect to a request for inclusion in the special priority household category, or
 - b. The decision is with respect to an application for rent-geared-to-income assistance with which a request for inclusion in the special priority household category was made.
3. The committee may substitute its decision for the decision being reviewed.
4. The committee shall give written notice of the result of the review to the household who requested the review within five (5) business days after the review is completed.
5. The committee shall follow the general rules for notices as outlined in section 59 of O. Reg. 298/01.

Director Of Housing Responsibilities for Membership Re Outside Membership:

1. Following the Municipal Elections the Director of Housing shall, two (2) months prior to the commencement of the term of office of KDSB Board of Directors, issue a public notice through the local print media seeking an 'at-large' candidate for membership to the Internal Review Committee.
2. The Director of Housing shall submit the applications of the candidates to the Board of Directors at the first regular board meeting immediately following the date established for receipt of applications.
3. The Board of Directors shall review the applications 'in-camera'. The Board of Directors will appoint one applicant to the Internal Review Committee at a public meeting of the Board.
4. Should the 'public-at-large member resign from the Internal Review Committee during the term, the Board of Directors shall, through the Director of Housing, issue a public notice through the local print media seeking candidates for membership to the Internal Review Committee and then follow steps 2 and 3 above.