



THE AGENCY
FOR CO-OPERATIVE
HOUSING

L'AGENCE
DES COOPÉRATIVES
D'HABITATION

Agency Report Card 2023

The Agency's service promise is to help our clients on their journey to success.

To this end, we publish the measurable standards for client service that we strive to achieve each year. This report card is our public self-assessment against those standards for the 2023 year.

Timely Response to Client Requests

We expect our staff to respond to messages and service requests within set time limits.	A+
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Approve or turn down a co-op's request for approval to spend capital-replacement reserve funds within 5 business days.	A+
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Provide an interim response within 2 business days when we need more information to answer a request to spend capital replacement-reserve funds.	A+
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Approve or turn down a co-op's capital-replacement reserve plan within 4 weeks.	A+
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Respond within 2 business days to any request for information.	A+
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Approve a co-op's operating budget within 1 month of receipt of a complete budget (co-ops with workouts or under deep-subsidy programs only).	A+
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Approve or turn down a complete request to register a new mortgage within 5 weeks, if an up-to-date building condition assessment was received at least 2 weeks before the request; otherwise, 8 weeks.	A+
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Respond within 2 business days to a damage claim under the Rent Supplement Program when more information is required to process the claim.	A+
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Approve or turn down a damage claim under the Rent Supplement Program within 2 weeks.	A+
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Review submitted Action Plans within 4 week following receipt	A+
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Reporting to Clients

We want co-ops, without delay, to get the information they need to keep their properties and finances in good shape. **A+**

Validate every co-op's Annual Information Return within 4 weeks of receipt of a complete return, final audited financial statements and the co-op's AIR certification. **A+**

Tell co-ops about any health and safety concern within 3 days of an Agency property inspection. **A+**

Send the co-op a report on any property inspection within 2 months of the inspection. **A+**

Send the co-op a risk-assessment report within 5 weeks of AIR validation. **A+**

Send the co-op a report on its compliance with its CMHC operating agreement within 5 weeks of AIR validation. **A+**

Send the co-op a Performance Report within 5 weeks of AIR validation. **A+**

Send the co-op a report on its administration of the Rent Supplement Program within 4 weeks of an on-site review. **A+**

Send Annual Health Check clients their Plain-Language Financials within 4 weeks of AIR validation. **A+**

Send Annual Health Check clients their Annual Health Check Report within 6 weeks of AIR validation. **A+**

Send CHF Canada an annual review of each co-op that borrowed under its refinancing program within 6 weeks of AIR validation. **A+**

Concerns and Complaints

From time to time, the Agency receives concerns or complaints from our clients. We strive to address and resolve these quickly. **A+**

Acknowledge a concern or complaint within 2 business days of receipt. **A+**

Provide a full response to a concern or complaint within 4 weeks of receipt. **A+**

Sharing Information

We are quick to let our clients and service partners know about any changes at the Agency that affect them.	A+
Update the Agency's website within 3 weeks of any change in the Agency's board members.	A+
Update the Agency's website within 4 weeks when the Agency's board adopts or changes Agency policies.	A+
Update the Agency's website within 4 weeks of receiving any new or updated CMHC policy or program information.	A+
Tell affected co-ops about any new or updated policy or program within 2 days of posting the information on the Agency's website.	A+
Notify co-ops within 5 business days when their primary Agency contact has changed.	A+
Post all Agency reports to the secure client website within 4 weeks of sending them to the co-op.	A+
E-mail new contact information for Agency staff to all affected service partners within 1 week of the change.	A+
Inform all affected service partners of any new or updated policy or program information within 4 weeks of the change.	A+

What influenced our ratings?

TIMELY RESPONSE TO CLIENT REQUESTS

We responded to 57 requests to approve spending from capital-replacement reserves in 2023, responding on time in every case.

In 2023, we met our standard for approving budgets within one month of receipt 95 per cent of the time.

We processed 1 rent-supplement damage claim in 2023, meeting our standard 100 per cent of the time.

We received 655 requests for information in 2023, answering them within two business days 100 per cent of the time.

The top five most common information requests in 2023 accounted for 75 per cent of all enquiries.

Topic	Total Requests	Share of Total
Rental Assistance Program	398	29%
Contact Information/Username and passwords	333	24%
Rent Supplement Program	113	8%
Mortgage Information	88	6%
Annual Information Return	78	5%

REPORTING TO CLIENTS

In 2023, we met our standard for reviewing Annual Information Returns 99 per cent of the time; our reporting standard for property inspections 100 per cent of the time; and our standard for sharing health and safety concerns 100 per cent of the time. For Risk-Assessment, Compliance and Performance Reports, we met our standard 100 per cent of the time.

Following the requirement for co-ops who have joined the Rental Assistance Program (FCHI-2) to submit an Action Plan in 2023, we began to monitor our commitment to review these plans within four weeks of submission. In 2023 we received 46 Action Plans and in all but one case we met our standard for reviewing these plans.

CONCERNS AND COMPLAINTS

In 2023, we addressed all concerns and complaints within the time our standards require. As in the past, most came from members of client co-ops and concerned the governance or management of their co-ops. We were able to resolve 43 per cent of concerns and complaints. In the other cases, we referred the complainant to their co-op board or to a regional or national co-op housing federation, if the co-op was a member.

SHARING INFORMATION

In 2023, we met all our information-sharing standards 100 per cent of the time.

CLIENTS' OVERALL SATISFACTION

In 2023 the Agency surveyed all our clients and asked how satisfied you are with our services and tools. We strive to achieve an overall satisfaction level of 85 per cent. However, the most recent survey reported an overall satisfaction level of only 77 per cent.

We take your responses seriously and appreciate the time that you took to provide us with this important feedback. We are working hard to improve our tools and services based what you told us in the All-Client Satisfaction Survey.

This report card measures how far we met our published [Client Service Standards](#) in 2023.