

CITY GUIDELINE

Number: 2015-3

Date Issued: February 1, 2015

Effective Date: May 1, 2015

The policies and procedures in this City Guideline must be implemented under the following programs:

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|---|---|
| <input checked="" type="checkbox"/> HSA*, Part VII Housing Projects, Market and RGI** | <input checked="" type="checkbox"/> Rent Supplement Programs |
| <input checked="" type="checkbox"/> HSA, Part VII Housing Projects, 100% RGI | <input type="checkbox"/> Federal Non-Profit Housing Section 26/27 |
| <input checked="" type="checkbox"/> Toronto Community Housing Corporation | <input type="checkbox"/> Federal Non-Profit Housing Section 95 |

Please note: If your program is not checked, this City Guideline does not apply to your project.

* Housing Services Act **Rent-Geared-to-Income

Subject: RGI Administration Manual Re-Issue of Chapters "How to Use the RGI Administration Manual, 1,2,5,6 and 9

Background:

City Guideline 2014-1 established the online RGI Administration Manual as the authority for RGI administration in the City of Toronto.

Since that time, the Social Housing Unit has re-issued Chapters 4, 7, 8 and 10. The Social Housing Unit is now re-issuing the following chapters: "How to Use the RGI Administration Manual", 1,2,5,6 and 9.

Key changes to note are:

All chapters

Changed "housing providers" to "RGI Administrators", where appropriate. This term includes

- Former provincial co-operative and non-profit housing providers

- Toronto Community Housing
- Housing Connections
- Former federal non-profit housing providers when they administer rent supplement programs funded by the Social Housing Unit
- Any other housing providers when they administer rent supplement programs funded by the Social Housing Unit

Chapter 5

- If a household has difficulty complying with their income verification obligations because of disabilities, there may be a "duty to accommodate" under the Ontario Human Rights Code. Where the "duty to accommodate" applies, an RGI Administrator **must** accept an alternative document if a reasonable person would consider it sufficient to confirm a household member's income.

Note: While this is new to the RGI Administration Manual, an RGI Administrator has always had a duty to comply with the Ontario Human Rights Code.

- Extended care and maintenance allowances received from a children's aid society are now called Continued Care and Support for Youth agreements
- All awards or grants from the Ministry of Training, Colleges and Universities, including Second Career grants, are excluded from income.

Chapter 6

- The Ontario Disability Support Program (ODSP) Basic Needs Allowances increased, effective September 1, 2014. Use this chart when a household has income from Canada Pension Plan - Disabled and ODSP. See page 17.

Previously issued City Guidelines are included in the chapters of the RGI Administration Manual, so the City Guidelines are no longer needed. The following City Guideline is revoked:

2003-12	Income of Full-Time Students Living with their Parents
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Action Required:

1. RGI Administrators must comply with the online [RGI Administration Manual](#) when administering the RGI Program.

If you have any questions or concerns, please contact your Social Housing Consultant.

Original signed

Rob Cressman
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