

CITY GUIDELINE INTRODUCTION

This is an outline of what a City Guideline is and how it is to be used.

Number: 2002-0

Date Issued: September 10, 2002

Last City Guideline Received:

Subject: Introduction to City Guidelines

Effective Date: Immediately

Applicable to:

The policies and procedures in this City Guideline are mandatory and are to be implemented by all housing providers.

Background:

The City of Toronto is committed to communicating with housing providers in a clear and timely manner. When the Ministry of Municipal Affairs and Housing administered social housing, they used Directives to communicate with housing providers. As of May 1 2002, the City of Toronto is responsible for the administration and direct funding of social housing. We are using City Guidelines to communicate the mandatory policies and procedures that housing providers must follow.

The Social Housing Reform Act, *SHRA 2000* and its regulations allow the Service Manager to set certain local rules. Once a local rule is made that affects housing providers, the City will send out a City Guideline communicating the local rule, what action is required and the effective date. City Guidelines will also be issued when there are regulation changes that affect housing providers, when a clarification is needed about a part of the SHRA legislation and other items as necessary. Housing providers will receive only the City Guidelines that apply to them.

Each City Guideline will tell housing providers what the number was on the last City Guideline they received. This will assist housing providers to keep track of what City Guidelines they should have.

In the near future we will be mailing you a binder that should be used to file all City Guidelines. The binder will help you reference and organize the City Guidelines for easy access.

Action Required:

1. We suggest a copy of the binder containing all issued City Guidelines be kept on site and up to date by housing providers.
2. We suggest that all City Guidelines be presented to the Board of Directors and minuted as accepted and reviewed by the board.

For more information, or if you have questions or concerns, please contact your Social Housing Consultant.

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