

# CITY GUIDELINE

**Number:** 2014-1

**Date Issued:** August 22, 2014

**Effective Date:** immediately

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

- |                                                                        |                                                                           |
|------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> HSA*, Section 78, Market and RGI** | <input type="checkbox"/> Non-Profit Housing Section 95                    |
| <input checked="" type="checkbox"/> HSA, Section 78, 100% RGI          | <input checked="" type="checkbox"/> Rent Supplement Programs              |
| <input type="checkbox"/> Federal Non-Profit Housing Section 26/27      | <input checked="" type="checkbox"/> Toronto Community Housing Corporation |

**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:** Online RGI Administration Manual - Requirement to Comply

## Background:

Under the terms of agreements with housing providers and the City of Toronto, the Social Housing Unit conveys local rules through City Guidelines. This City Guideline requires housing providers/RGI Administrators to comply with the newly renamed **RGI Administration Manual** (formerly the RGI Guide).

The RGI Administration Manual includes the information housing providers/RGI Administrators need to administer the RGI program. This includes rules provided by the *Housing Services Act* and its regulations as well as City Guidelines.

Future changes to local rules and other aspects of RGI administration will appear in the online version of the RGI Administration Manual. The revision date will appear beside each chapter title. City Guidelines about RGI administration will identify the changes and direct housing providers/RGI Administrators to comply with the online RGI Administration Manual.

Do not use hard copies of the RGI Administration Manual. Using the online version ensures that you have the correct information. The [RGI Administration Manual](#) is available on the Social Housing Unit's web pages.

Since compliance with the RGI Administration Manual is mandatory, some older City Guidelines are no longer needed. When the Social Housing Unit issues a revised chapter of the RGI Administration Manual, we will revoke the older City Guidelines that are incorporated into the chapter.

These changes will ensure that there is one definitive City of Toronto source for all RGI program related legislation, regulations, local rules, policies and procedures.

### **Action Required:**

1. Housing providers/RGI Administrators must comply with the RGI Administration Manual when administering the RGI assistance program.
2. Housing providers/RGI Administrators must refer to the online version of the RGI Administration Manual and City Guidelines.

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

Original signed by

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