



City Guideline – 2024-1: RGI Administration Manual Re-Issue

| Date issued | Effective date |
|--------------|----------------|
| Feb 29, 2024 | March 1, 2024 |

Applicability to Social Housing Programs

The City Guideline is applicable to the programs indicated in the table below.

Applicability Program

| | |
|---|---|
| ✓ | Housing Services Act, Part VII Housing Projects, Market and Rent-Geared-to-Income, Section 78 |
| ✓ | Housing Services Act, Part VII Housing Projects, 100% Rent-Geared-to-Income, Section 78 |
| ✓ | Other alternative mandated units |
| ✓ | Rent Supplement Agreements with the City of Toronto |
| ✓ | Toronto Community Housing Corporation |
| ✓ | Toronto Seniors Housing Corporation |

If your program is not checked in the Applicability column, this City Guideline does not apply.

About City Guidelines

Under the authority of the Housing Services Act, the City of Toronto, Housing Secretariat, City Guidelines and the Rent-Geared-to-Income (RGI) Administration Manual are the authority for housing administration and RGI administration for prescribed housing providers in the City of Toronto.

City Guidelines are the City of Toronto's mandatory policies and procedures that social housing providers must follow. City Guidelines are most often issued when a Local Rule is established by the City of Toronto, the Rent-Geared-to-Income (RGI) Administration Manual is updated, or other relevant legislative changes or operational requirements occur. City Guidelines which impact RGI are incorporated into the RGI Manual.

Please see www.toronto.ca/socialhousing for more information.

Background

The *Housing Services Act, 2011* (HSA), and its accompanying regulations, outline the requirements that the City of Toronto as Service Manager for the Rent-Geared-to-Income (RGI) program must follow. City Guideline 2014-1 established the [online RGI Administration Manual](#) as the authority for RGI administration in the City of Toronto.

In March of 2022, the Province introduced Ontario Regulation 242/22 under the HSA which amended Ontario Regulation 367/11. This regulation introduced new criteria that require service managers to implement local income and asset limits for RGI assistance eligibility.

The City of Toronto is implementing changes associated with Ontario Regulation 242/22, as well as new local priorities on March 1, 2024. Housing Stability Services is re-issuing a revised version of the [RGI Administration Manual](#) and associated RGI forms and templates to reflect these new program changes.

Key changes include:

1. **New household asset limit:** Details on the new household asset limit for RGI eligibility and implementation procedures introduced in [City Guideline 2023-8](#), which come into effect on March 1, 2024. Key details related to the asset limit are outlined in Chapter 1, Determining and Managing Eligibility and applied/updated throughout the manual.

RGI Administrators must always refer to the [online RGI Administration Manual](#) to ensure they have the most current information.

2. **New definitions have been added to Appendix A.** These include:
 - Anniversary date
 - Assets
 - Asset limit
 - Exempted assets
 - Household total asset value
3. **[RGI Forms & Templates](#) (revised)**
 - Revised – **Annual Household Asset Declaration Form** (Mandatory)
 - Revised – **Annual Household Income Review Form**
 - Revised – **Consent and Declaration for RGI Review**
 - Revised – **Notice of Decision – Loss of Eligibility for RGI Assistance** (Mandatory)
 - Revised – **Documentation of Suspected RGI Fraud Form**
4. **New priority rules for the ranking of applicants on the CWL from [City Guideline 2023-10](#) and City Guideline 2023-11** (applicable only to specified buildings).

Actions required

Housing providers must ensure that their relevant processes, documents and policies continue to be in compliance with the current rules and guidelines detailed and updated in the City of Toronto's [online RGI Administration Manual](#) (February 2024 version).

Questions

If you have any questions, please contact your Housing Consultant or HSS:

Housing Stability Services

Housing Secretariat

City of Toronto

Metro Hall, 55 John Street, 6th floor

Toronto, ON M5V 3C6

Telephone: 416-392-4126

Email: HSS@toronto.ca

Website: www.toronto.ca/socialhousing

ORIGINAL SIGNED

Doug Rollins, Director, Housing Stability Services

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