

SHB *notification*

Subject: Service Manager Reporting to Province

Legislation/Regulation

Release 02 - 03

Operational

This is a follow up to the “Clarification on the use of Annual Information Returns for 2002”, Release 23 of the Implementation Guidelines, dated April 22, 2002.

In that release the ministry advised service managers that we had requested Canada Mortgage and Housing Corporation (CMHC) accept a change in reporting period under the Social Housing Agreement (SHA) to coincide with the municipal yearend of December 31.

CMHC has agreed to the change in reporting period from April 1st to March 31st each year to January 1st to December 31st calendar year basis to coincide with the fiscal year of service managers.

As required under the SHA, the ministry must provide, to CMHC, an audited part year report, for the period April 2001 to December 31, 2001, to bring our last report in line with the change in year end. In order to bring our expenditure tracking up to date and to complete the report we require Service Managers to complete a copy of the attached SMAIR for the following periods and programs: (electronic copy of the SMAIR is available through the contact at the bottom of this release.)

January 1, 2001 to March 31, 2001 (required for historical purposes)

Program 1 Public Housing

Program 2 Rent Supplement

April 1, 2001 to December 31, 2001

All Programs administered by the Service Manager during that period.

Since the ministry is not requiring Service Managers to provide audited information we require the completed SMAIRs be **submitted no later than September 30, 2002** to provide sufficient time for audit preparation, subsequent auditing of a sampling of the SMAIR information and submission of our report to CMHC within the time frame available.

Once we have compiled the SMAIR information, the selected audit firm will audit a sampling of the service managers to provide an opinion as to whether the information provided by the service manager presents the data fairly and complies in all material respects with the terms and conditions contained in the Social Housing Agreement.

Changes have been made to Page 3 “Funding” on the SMAIR that requires reporting of the total municipal expenditure by program and the percentage of the units that are targeted within each program where expenditures occur.

We also require statistical information Page “4” for Public Housing and Rent Supplement Programs including the total number of households, number of targeted households and average

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annual gross household income by client type. To compile statistical information for the non-profit programs (Programs 2 to 8) the ministry may contact service managers to assistance in preparing a survey and gathering information, required for reporting, from a sampling of providers.

Should you have any questions please contact Terry Pearce by telephone 416-585-7349 or by facsimile 416-585-7003 or by e-mail SMAIR@mah.gov.on.ca .

Toni Farley
Director
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Attachment