

**Ministry of  
Municipal Affairs  
and Housing**

Housing Programs Branch  
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**Ministère des  
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July 28, 2009

Mr. Peter Bradley  
Manager, Social Housing Services  
Manitoulin-Sudbury District SSAB  
210 Mead Boulevard  
Espanola, ON P5E 1R9

Dear Mr. Bradley:

**Note from Interim Acting CAO:**

The Administration Agreements have been amended and signed locally. The amendment was to the Maximum Household Income Level 2009 chart for use in the Homeownership and Northern components of the AHP Extension. The maximum household income level in the Manitoulin-Sudbury DSSAB's jurisdiction has been corrected to show it as being \$57,700. The amended agreements have been delivered to the Ministry for their signatures as of August 11.

**Re: Manitoulin-Sudbury District SSAB  
Service Manager Administration Agreement  
Canada - Ontario Affordable Housing Program Extension (2009) and Social  
Housing Renovation and Retrofit Program**

It is my pleasure to provide you with the Administration Agreement for the Canada - Ontario Affordable Housing Program Extension (2009) and Social Housing Renovation and Retrofit Program. This agreement will serve to consolidate the partnership of the Province of Ontario and Manitoulin-Sudbury District SSAB in the delivery of affordable housing projects under the new program initiative. It articulates our respective roles as well as legal and contractual obligations in the delivery of the programs.

As you are aware, AHP Extension (2009) and SHRRP are two-year programs that end on March 2011. Funding under the programs for each fiscal year is on a strict "use it or lose it" basis. Therefore, funding approved during Year 1 and Year 2 will need to be committed by March 31<sup>st</sup> of each fiscal year and projects need to start construction within 3 months of commitment.

Please review the Administration Agreement and sign it. Return all four (4) copies of the signed agreement with a void cheque and direct deposit form (to confirm your banking information) to the Team Lead, Regional Housing Services of your local Municipal Services Office.

Once the Minister's signature is in place, we will return the signed Administration Agreement to you for your records. Please note that the signed Administration Agreement is a prerequisite for receiving funding for approved projects under the program.

We are pleased to have this opportunity to continue to work with you to increase the supply and quality of much needed affordable housing units in your service area.

Sincerely,



Randy Hodge  
Director, Housing Programs Branch  
Housing Division

c. Cindy Couillard, Team Lead, Regional Housing Services, MSO-NE

Attachments:

1. Service Manager Administration Agreement - 4 customized copies
2. Direct Deposit Form