

**Ministry of Housing**

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April 10, 2018

**MEMORANDUM**

**TO:** Service Managers

**FROM:** Janet Hope, Assistant Deputy Minister, Housing Division

**RE:** Five-Year Review of Housing and Homelessness Plans: A Guide for Ontario Service Managers

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As communicated on December 6, 2017, the ministry has committed to sharing with Service Managers resource material to help with the five-year review of Housing and Homelessness Plans. Attached you will find a "*Five-Year Review of Housing and Homelessness Plans: A Guide for Ontario Service Managers*" to support you during the review process.

Please recall that as part of the review process, Service Managers are required to provide a written report of their review to the ministry to summarize main revisions to the plan including changes driven by the 2016 update to the policy statement (Policy Statement: Service Manager Housing and Homelessness Plans), changes in local priorities, etc. In the December 6 memo, the ministry had clarified that the *HSA* provides some flexibility with regards to the timing of the five-year review: Service Managers must *initiate*, but not necessarily *complete* their review by the fifth anniversary of their plan. In terms of more specific timing, Service Managers are asked to complete and submit their review report and revised plans to the ministry by June 30, 2019. Consultations with the public and the Minister need to take place before a revised plan can be approved by the service manager.<sup>1</sup> Service Managers needing more time to complete their process are asked to advise the ministry of their expected completion date.

The review process provides the opportunity for Service Managers to update their Housing and Homelessness Plans to reflect the changing environment and to ensure consistency of local plans with the *HSA* and the revised policy statement released in

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<sup>1</sup> From the *HSA, 2011*: "9 A service manager may amend its approved housing and homelessness plan, either after a review under section 10 [Periodic Review] or at any other time, and sections 7 and 8 apply, with necessary modifications, to the amendment. 2011, c. 6, Sched. 1, s. 9." Section 7 refers to the Consultation with the public, etc., while Section 8 pertains to the Consultation with the Minister.

2016. In addition, Service Managers will want to consider opportunities to leverage the National Housing Strategy.

As a next step, the ministry will be hosting online webinar sessions for Service Managers in order to walk through the guide and provide Service Managers with an opportunity to ask questions regarding the guide and the five-year review process. The webinar sessions are being organized by region according to the following schedule:

- Northern regions: April 19, 2018 3:00 pm to 5:00 pm
- Central region: April 18, 2018 9:00 am to 11:00 am
- Western region: April 17, 2018 2:30 pm to 4:30 pm
- Eastern region: April 23, 2018 10:00 am to 12:00 noon

We encourage all Service Managers to use the guide and participate in the regional webinar session. To register for the webinar and receive login details, please RSVP by email to [housing.research@ontario.ca](mailto:housing.research@ontario.ca) before April 13, 2018. For any specific questions during the review process, feel free to reach out to your ministry contact in the regional Municipal Services Office.

Sincerely,

Janet Hope  
Assistant Deputy Minister, Housing Division

c.  
Marcia Wallace, Assistant Deputy Minister, Municipal Services Division  
Ian Kerr, Regional Director, Municipal Services Offices (Western)  
Carol Latimer, Director, Housing Policy  
Jim Adams, Director, Housing Programs