

Royal City Co-operative Housing Inc.

Policy 2016.15 Absence from Unit Wellington County Housing Services Directive 2013-08

Passed by the Board of Directors of Royal City Housing Co-operative Inc.
at a duly constituted meeting on 21 September 2016
Confirmed by 2/3 majority at a duly constituted General Members'
Meeting on 26 October 2016

Pauline Busby, President

Shelley Hickey, Corporate Secretary

Royal City Co-operative Housing Inc.

Policy 2016.15

Absence from Unit

Wellington County Housing Services Directive 2013-08

1. Purpose

The purpose of the policy is to set out rules for RGI members that are absent from their unit.

2. Applicable Rules

Many of the rules applicable to Co-ops are set out in the *Housing Services Act*, and the Regulations and Local Rules established by the County of Wellington. The Co-op must obey these rules even if they conflict with its Bylaws and policies. The Co-op must also continue to follow the rules in the *Co-operative Corporations Act*.

If there is a conflict among rules, they will govern in this order:

- a. The *Co-operative Corporation Act*, and the *Housing Services Act*;
- b. The Regulations under *the Housing Services Act*, and the regulations that are relevant under the *Co-operative Corporations Act*;
- c. County of Wellington Directive 2013-08 'Absence from a Unit' and other Local Rules;
- d. Bylaw No 10, the *Housing Services Act*, including the Appendices and forms;
- e. The other bylaws of the Co-op;
- f. This policy.

3. Distribution

The Co-op will ensure that all RGI households are informed of this policy in writing, and will include this Local Eligibility Rule in all documents or agreements where other eligibility requirements are noted.

4. Rent Geared to Income Eligibility

A household ceases to be eligible for RGI assistance if all members of the household have been absent from the unit (i.e. unit left vacant) for more than ninety (90) days within any twelve (12) month period (i.e. not limited to a calendar year). All members of a household in receipt of RGI assistance are permitted to be absent from the unit for a maximum of sixty (60) consecutive days.

5. Payment of Housing Charges

A household that is absent from the unit is required to pay their monthly housing charges on time and in full.

6. Exception

A household in receipt of RGI assistance shall be deemed to be not absent from the unit for the purposes of these local rules if such a person is absent from the unit for medical reasons.

6.1 Medical Reasons

- a. If a household has only one member and that member is absent from the unit for more than ninety (90) days for medical reasons, they will not be considered absent from the unit. Written verification documents will be required.
- b. If a unit is vacant for more than ninety (90) days because a member of the household is absent from the unit as a result of a serious medical condition and all other members of the household need to be housed elsewhere, the unit is deemed to be not vacant. Written verification documents will be required.

Examples of valid medical reasons may include, but are not limited to:

- A patient in hospital
- A person in a residential treatment centre or a substance abuse recovery programme
- A person in a care facility
- A person recuperating from a serious medical intervention at the home of family or friends

6.2 Verification Documents

The following table provides examples of the types of verifications documents that are acceptable in situations where a unit has been/will be vacant for longer than ninety (90) days for medical reasons.

| If the unit will be vacant because a household member is: | Then verification should be in the form of : |
|---|--|
| <ul style="list-style-type: none"> • Required to be accommodated elsewhere because of medical reasons. | <ul style="list-style-type: none"> • A letter from the patient's physician, living and licensed to practice in Ontario, verifying that their patient has a particular medical condition or disease, and <ul style="list-style-type: none"> ○ The length of time for the treatment; ○ That the patient has to be accommodated elsewhere because of the treatment, and ○ That after the treatment the person will be able to return to the unit to live independently with or without support services. |

7. Extenuating Circumstances

Any request for a waiver of this policy based on extenuating circumstance will be considered by the housing provider. All extenuating circumstance requests must be submitted to the housing provider in writing prior to or as soon as the circumstances are known to the household. All decisions with regard to the extenuating circumstances are at the discretion of the housing provider.

7.1 Definition

Extenuating circumstances means a situation which hinders a household's ability to follow this policy. An example of an extenuating circumstance may include, but not limited to:

- Caring for a parent

Passed by the Board of Directors of Royal City Housing Cooperative Inc. at a duly constituted meeting on the 11th day of February, 2015.

x [Signature], President

x [Signature], Corporate Secretary

Confirmed by the 2/3 majority at a duly constituted General Meeting of Royal City Housing Co-operative Inc., which was called for this purpose on 18th day of March, 2015.