

HOUSING SERVICES ACTFIFE ROAD CO-OPERATIVE HOMES, INC.

ABSENCE FROM UNIT POLICY

Approved by the Board of Directors **December 8, 2016**

Presented to the Membership on **January 25, 2017**

FIFE ROAD CO-OPERATIVE HOMES, INC.

ABSENCE FROM UNIT POLICY

1. PURPOSE

The purpose of this policy is to provide the rules for RGI members that are absent from their units (Refer to Occupancy Bylaw 2, Article 6, 6.2) for the ninety (90) days explained below. This Policy does not apply if one or more of the member household remains in the unit.

2. APPLICABLE RULES

Many of the rules applicable to co-ops are set out in the Housing Services Act, 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 set out in the Co-operative Corporations Act.

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

- 1 The Co-operative Corporations Act and the Housing Services
- 2 The Regulations under the Housing Services Act, and Regulations that are relevant under the Co-operative Corporations Act.
- 3 County of Wellington directives (based on the above 2) including any Appendixes and Forms.
- 4 Bylaw Number 2, Organizational Bylaw, including Appendixes and Forms, of the Co-operative.
- 5 The other bylaws of the Co-operative.
- 6 This policy.

3. DEFINITION OF MEMBER ELIGIBILITY

(a) As detailed in the Co-op's Occupancy Bylaw No. 2, members of a rent-geared-to-income consist of the following:

- A member
- Any other members living in the unit
- Children of the member who are under sixteen and live in the unit
- Children of the member who have turned sixteen and continue to live in the unit, and
- long-term guests approved by the board of directors under this Article.

1. POLICY

(a) A member of the co-op may not be absent from the co-op unit for a total of more than more than sixty (60) consecutive days or ninety (90) days in any year without the permission of the board of directors.

(b) The unit must remain the member's principal residence while they are away.

(c) Members will be considered absent from the units even if they return for a few days at a time.

(d) 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 (refer to Extenuating Circumstances).

PLEASE NOTE: Long term and occasional guests under Occupancy Policy Bylaw 2, 8.4, are not considered members and if the members are vacating under this Absence of Unit Policy, the guests must leave the unit.

4. PAYMENT OF HOUSING CHARGES

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

5. EXTENUATING CIRCUMSTANCES

(a) Medical reasons are the only circumstance that will allow the household members to be absent for greater than (90) days to a maximum of six (6) months.

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 program
- A person in a care facility
- A person recuperating from a serious medical intervention at the home of family or friends

(b) Medical verification is required for these circumstances.

- A letter from the patient's physician, living and licensed to practice in Ontario. This letter must:
 - Verify that their patient has a particular medical condition or disease, and
 - The length of time for the treatment, and
 - That the patient has to be accommodated elsewhere for treatment, and
 - That after the treatment, the patient will be able to return to the unit to live independently with or without support services