



Long Term Absences

CCOC tenants in receipt of a subsidy will lose their subsidy if they are absent from their unit for a period of more than 60 consecutive days or for a total of 90 cumulative days in a calendar year.

CCOC tenants who are absent from their unit due to their own personal medical reasons are exempted from this policy.

Background:

Rental subsidies are a limited resource. On occasion, staff is informed that a subsidized tenant has been/will be away for a number of months. On September 13, 2017, Ottawa City Council approved a new Maximum Absence from a Unit Policy. The maximum period that members of a household can be absent from their unit is 60 consecutive days or 90 cumulative days in a calendar year. To address the new policy, CCOC has revised its policy accordingly.

Procedures:

Tenants must advise CCOC if they intend to be away from their unit for an extended period of time.

Tenants who inform CCOC of their intention to be away for longer than two months will be told that they will lose their subsidy.

The Director of Rentals has authority to extend the two month time period, provided there are exceptional circumstances which have been well documented.

Some examples of exceptional circumstances could include:

- a) tenants who requires long-term hospitalization and who have a discharge plan which provides that they are moving back home
- b) tenants attending drug/alcohol rehabilitation programs at recognized institutions
- c) tenants who must attend to a family member who has a terminal illness. The definitions of “family member” and “terminal illness” as taken from Compassionate Care Benefits under EI legislation.

The Rental Director will report all approved extensions to the Rental Committee. If CCOC becomes aware that the tenant has been away for longer than two months without permission, the tenant will be sent a letter informing them of their loss of subsidy and their right to ask for a review of this decision in accordance with the City of Ottawa, Housing Services Internal Review Protocol.