

## Housing Policy

Approval Authority: Vice-President, Administration and Chief Operating Officer

Established On: 13 April 2021

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### 1.0 POLICY STATEMENT

This document establishes the NOSM University's (NOSM U) principles, mandatory requirements, standards and guidelines for the utilization of NOSM U supported housing. NOSM U recognizes that safe and comfortable housing is an inherent need to Learner wellness and their ability to work and learn effectively.

### 2.0 SCOPE

- 2.1 This Policy applies to all Learners completing placements through NOSM.
- 2.2 This Policy does not apply to Learners who are arranging their own housing and/or Postgraduate Medical Education (PGME) Learners who have chosen Resident Arranged Housing (Option 2) funding.
- 2.3 This Policy does not apply to Undergraduate Medical Education (UME) Phase 2 Year 3 Comprehensive Community Clerkship (CCC) Learners.
- 2.4 This Policy does not apply to Learners completing UME Phase 1 Module 106 placements.
- 2.5 Learners with special accommodations or accessibility needs must contact their respective program prior to booking a placement. The Community Relations Unit (CRU) must be aware of special requests as far in advance as possible.

### 3.0 DEFINITIONS

- 3.1 *Learner*: All Postgraduate Medical Education (PGME) Learners and Undergraduate Medical Education (UME), Learners enrolled with NOSM U and NOSM U supported Physician Assistant Program, Northern Ontario Dietetic Intern Program (NODIP), and Rehabilitation Learners.
- 3.2 *Visiting Learner*: Any Learner external to NOSM U that is scheduled for clinical placement at NOSM.
- 3.3 *Resident Arranged Housing (Option 2)*: Term used to refer to a reimbursement policy applicable to NOSM U Postgraduate residents who are arranging their own housing.
- 3.4 *Single Learner Allocation*: NOSM U managed housing that is allocated to a single Learner based on special circumstances including family and/or wellness. Single

Learner allocation cannot be guaranteed and the CRU will take every reasonable step to accommodate Learner requests.

3.4.1 *Family Housing*: Single Learner Allocation may be available to NOSM U Postgraduate Learners with family circumstances only if available and within certain geographic parameters.

3.4.1.1 *“Family” as defined by Revenue Canada is*: Spouse or common-law partner; and child/children or the child/children of the Learner’s spouse or common-law partner. In addition, a relative or other person (i.e. nanny or babysitter) required to provide childcare to a NOSM U Learner’s family will be permitted to occupy NOSM U managed housing.

3.4.2 *Wellness Accommodation*: An accommodation that is granted to Learners subsequent to a request made by Learner Affairs and The Postgraduate Resident Wellness Program and in accordance with The Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).

3.5 *NOSM Housing*: NOSM U may utilize various forms of housing to accommodate Learners while on placement. NOSM U housing may include any of the following:

3.5.1 *NOSM U-Managed Unit*: NOSM U leases the unit for the sole purpose of housing NOSM Learners. This also applies to housing that is owned and/or managed by the community for the purpose of facilitating Learner placements.

3.5.2 *As Required*: NOSM U uses the unit on a ‘per Learner’ or ‘per placement’ basis with NOSM U having preferred allocation. These units include, but are not limited to, hospital houses that are also utilised by other hospital staff and locums.

3.5.3 *Alternate Housing*: Housing booked as an alternate option such as bed and breakfasts, Airbnbs, hotel suites and billet situations.

#### **4.0 POLICY TERMS AND PROCEDURES**

4.1.1 Housing will be allocated in accordance with the NOSM U Housing Allocation Policy.

4.1.2 NOSM U is responsible for arranging housing for Learners that are completing a clinical placement of two-weeks or greater.

4.1.3 If housing is not required, Learners must notify the CRU as soon as possible and no later than eight weeks in advance.

4.1.4 Learners must notify the CRU of any changes to their housing needs as soon as possible.

4.1.5 NOSM U is considered to be the tenant of the premises it manages. No subletting is permitted under any circumstances. Premises are only for the personal use of the occupants assigned by NOSM U.

- 4.1.6 NOSM U will require housing fees to be paid in advance, no later than two weeks before the start date.
- 4.1.7 In the event that a program requires core clinical placements to be booked outside of recognized NOSM U learning sites, the CRU will endeavour to provide appropriate housing within the established standard, per section 5.0. A minimum of twelve weeks' notice must be given to the CRU to allow enough time to find appropriate housing.
- 4.1.8 Selection of Required or Alternate Housing will take into consideration the following:
- Proximity of health facilities (hospital, clinic, private practice);
  - Proximity to shopping, and other facilities;
  - Safety and security of the housing site;
  - Caretaker/Land lord availability for emergency situations; and
  - Adequate management and maintenance of the property.
- 4.1.9 NOSM U requests that Learners arrive no earlier than the check-in time and date, and depart no later than the check-out time and date outlined in the housing confirmation letter. If a Learner has a conflict with the check-in and/or check-out date they must contact the CRU immediately. Any changes to the predetermined time periods must be approved by the CRU.
- 4.1.10 When the housing unit is vacated, the occupant must attend to the following:
- Turn off all lights, bathroom and kitchen fans, televisions, radios, etc.
  - Ensure that all water sources are turned off.
  - Leave all areas of the apartment clean and tidy.
  - Lower thermostats to 20 degrees Celsius or 65 degrees Fahrenheit when apartment is vacant.
  - Empty the refrigerator before vacating the premises.
  - Ensure dishes have been cleaned and put away. Do not leave any dishes in the draining tray or sink on departure.
  - Lock all doors – close and lock windows before you leave the residence. Also close the blinds/curtains.
  - Remove all garbage and recyclables from premises.
  - Complete and remit your Departure Evaluation and return with your keys to the CRU.

## **4.2 Standards in NOSM U Housing**

- 4.2.1 NOSM U supplies safe, clean, furnished housing, as well as alternate housing (i.e. Bed & Breakfast rooms, suites with kitchenettes, or motel rooms) based on housing availability within the community.
- 4.2.2 Establishment of NOSM U managed housing units in a community is based on the community's capacity to provide appropriate clinical placements.
- 4.2.3 NOSM U housing is shared and mixed gender.

- 4.2.4 It is anticipated that Learners from different professional schools will occupy units at the same time and Learners are expected to demonstrate respectful behaviour towards one another at all times.
- 4.2.5 Scheduled cleanings of NOSM U managed housing units will take place after each guest has exited the unit. While the unit is occupied, the responsibility is with the Learner(s) that are occupying the space to maintain a clean and safe dwelling.
- 4.2.6 Learners occupying NOSM U managed housing will be provided with a private, furnished bedroom with a lockable door for each Learner, including a private study desk or equivalent.
- 4.2.7 Guests are not permitted to stay with the individual who is utilizing the NOSM unit. Learners who wish to have their spouse or family visit during their clinical placements are required to arrange local temporary accommodations for the visit. This added expenditure would be the sole responsibility of the Learner.
- 4.2.8 Accommodation information, including emergency contacts for each unit is available to all Learners via email communication, PaNDa, or located in the apartment. Landlord contact information is available to Learners.
- 4.2.9 NOSM will comply with all legislative requirements including those that pertain to fire safety. Fire safety includes but is not limited to the emergency preparedness plan provided by the landlord, smoke/fire alarms, fire extinguishers and carbon monoxide detectors. In the event that a Learner has concerns regarding fire safety or they become aware that fire safety equipment is not working properly, they must contact the CRU immediately.
- 4.2.10 Accessible Internet with high-speed connectivity, a telephone and cable television will be provided. If high-speed Internet is not available, interim measures will be made available (i.e. Rocket Sticks).
- 4.2.11 Unacceptable Internet usage is expressly prohibited and includes downloading, transmitting, file sharing, any transmissions constituting or encouraging conduct that would constitute a criminal offence, give rise to civil liability or otherwise violate any municipal, provincial, federal or international law, order or regulation. Any illegal use of NOSM U supplied Internet may result in suspended or terminated service. In the event that there is evidence of criminal activity the proper authorities may be notified.
- 4.2.12 Parking is subject to lease agreements, cost and availability. When parking is included, NOSM U managed housing units typically include 1 parking spot per Learner and may have limitations based on the size and height of the vehicle. Learners must ensure that their vehicles are suitable for the parking space provided. In the event that parking is not included, Learners will be responsible for arranging their own parking and all related costs.
- 4.2.13 Firearms, including hunting rifles as well as any restricted weapons are not permitted in NOSM U housing at any time.

- 4.2.14 Pets are not permitted in NOSM U housing. This is in consideration of current and future Learners with allergies and/or other medical conditions.
- 4.2.15 Smoking is not permitted in NOSM U housing. Failure to comply may result in the Learner's eviction from the property as well as an additional deep cleaning charge as per Appendix A.
- 4.3.1 While occupying NOSM U housing, Learners are responsible for the following cleaning on a weekly basis: vacuuming carpets, mopping tile floors, cleaning kitchen and washrooms (sinks, bathtubs and toilets), disposing of recycling and garbage as required.
- 4.3.2 The housing facility may be visited by NOSM U staff periodically. Learners will be provided with 24-hours written notice, unless in the event of an emergency or otherwise agreed upon by both parties.
- 4.3.3 NOSM U cannot guarantee odour-free buildings. Learners who cannot tolerate strong odours in the building will be responsible for making alternative arrangements.
- 4.3.4 Scented products and perfumes may cause irritation and discomfort to some individuals. NOSM U requests occupants to be considerate of those with whom they share the unit.
- 4.3.5 The CRU will issue keys to Learners (when applicable) at the beginning of their clinical placement. Keys must be returned to the CRU upon placement completion. Loss of keys should be immediately reported to the CRU. Non-returned or lost keys and the associated fees to have keys re-cut and/or to have locks re-keyed will be charged back to the Learner as outlined in Appendix A. Fees related to dispatching a lock-smith or landlord/cleaner to unlock a door due to locked/misplaced keys will also be the Learner's responsibility as per Appendix A.
- 4.3.6 Learners will be responsible for ensuring all furnishing and NOSM U property remains on the premises, and is not moved (i.e. moving furniture to a different room, hanging pictures or shelving on walls, painting, etc.). NOSM U will invoice the Learner for any costs related to damage or removed property as per Appendix A. Failure to pay the invoice will be treated as a failure to pay a fee or fine pursuant to NOSM U's policy and procedures.
- 4.3.7 Any damage to the premises, furnishings or property (including any maintenance requirements) should be reported as soon as possible to the landlord and the CRU
- 4.3.8 Premises will be cleaned by third party cleaners between occupants. Cleaning staff are asked to call the unit 24 hours ahead of a scheduled clean. Learners are advised to check the messages on the answering machine for these calls. Occupants are asked to remove all personal items before cleaning staff arrive.

### **Tenant Insurance**

NOSM U is not responsible for lost or stolen personal items. Tenant insurance on personal belongings is solely the Learner's responsibility and should be obtained by the Learner's own insurance company of choice prior to the clinical

placement. NOSM U recommends that valuables be left at home. It is the responsibility of the Learner to safeguard property and personal items while residing in NOSM U managed housing.

### **Damage**

Additional costs for cleaning and repairs incurred due to a failure to comply with this Policy will be the Learner's responsibility. Failure to comply with this Policy may result in eviction from NOSM U properties as well as future restricted use of and access to NOSM U properties. Policy violations may also result in a complaint under the responsible Professional Code of Conduct.

## **5 ROLES AND RESPONSIBILITIES**

Learners are responsible for:

- Completing and complying with the *NOSM U Housing Agreement* (Appendix B).
- Reviewing and complying with all other agreements and housing policies as outlined in related documents (section 9.0) that are affixed as an Appendix to this Policy.
- The care and control of apartment keys, laundry cards, garbage keys and tags. Lost or misplaced items will be replaced at the cost of the Learner and in accordance with Appendix A.
- Bringing their own food and personal items.
- Reporting any broken or damaged items within the unit to the CRU promptly.
- Reporting all safety hazards and/or broken or missing safety equipment to the CRU immediately.
- Staying in the housing unit that has been assigned to them. There should be no changing units or bedrooms without prior approval from the CRU.
- Communicating any concerns to the CRU immediately upon arrival.
- Communicating changes to their housing needs in a timely manner (i.e. early departure, extension/change of stay or placement duration).
- Obtaining pre-approval from NOSM U to allow other individuals (i.e. family members) to reside with the Learner during the placement, subject to availability.
- Learners who choose to find their own housing or choose to live with family or friends will be responsible for all arrangements and expenses.
- Ensuring adequate tenant insurance coverage on their personal belongings in case of damage, theft, etc.
- All incidental costs that may arise as a result of a failure to comply with this Policy and all related documents.
- Notifying the CRU as soon as possible of any changes to their housing status/needs

Community Relations Coordinators are responsible for:

- Assigning units to Learners according to the Housing Allocation Policy
- Monitoring user compliance with this Policy and all related documents.

- Assessing utilization of units and procuring units within fiscal parameters.
- Responding to housing inquiries prior to allocations and providing appropriate resolution of inquiries as required.
- Collection of housing agreements and fees as appropriate.
- Implementing changes as directed by management.

NOSM U is responsible for:

- Selecting and ensuring NOSM U managed housing units are safe, maintained and comply with standards as set out in section 5.0.
- Assessing viability of apartments in new and existing communities.
- Following NOSM U approved procurement policies when entering into rental agreements or supplying furnishings for existing apartments.
- Acquiring proper approvals and research risk, if applicable, prior to signing any agreements.
- Ensuring that selected properties have adequate liability insurance in place.

## 6 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to

[housing@nosm.ca](mailto:housing@nosm.ca)

## 7 RELATED DOCUMENTS

In support of this Policy, please refer to the following:

- NOSM U Housing Fee Information (Appendix A)
- NOSM U Learner Housing Agreement (Appendix B)
- NOSM U Apartment Internet Access – Terms of Use
- NOSM U Resident Coordinated Housing
- NOSM U Arranged Housing Agreement
- NOSM U Housing Allocation Policy

## AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Approved by Ray Hunt (Vice-President, Administration and Chief Operating Officer)
- b. Responsible Officer: Manager, Community Services
- c. Procedural Authority: Manager, Community Services
- d. Procedural Officer: Community Relation Coordinators (responsible for NOSM U Housing)

**Review and Revision History**

**Review Period:** As required

**Date for Next Review:** 2023 04



## Appendix A

## Housing Fee Information

Learner Type	Provisions	Fee
NOSM U Postgraduate Electives occurring in the following cities: <ul style="list-style-type: none"> <li>• Toronto</li> <li>• Ottawa</li> </ul>	PGME residents may request housing for their elective in those communities no more than 60 days in advance by emailing <a href="mailto:housing@nosm.ca">housing@nosm.ca</a>	\$125.00/week
NOSM U UME Electives	If requested by the Learner and NOSM U managed housing is available for a 2 week placement.	\$125.00/week
Visiting Learners	If requested by the Learner and NOSM U managed housing is available for the placement duration.  *Special agreements with other institutions may dictate varying fees.	\$200.00/week

## Incidental Costs- As per Housing Policy

Item	Description	Cost
Express shipping of housing keys	If keys are to be expedited to learner due to delays on the part of the learner	\$75
Replacement set of keys	In the event a replacement set of keys must be issued (includes set of keys, key fob, parking fob or pass)	\$50
Locksmith	In the event a locksmith is called to the unit, the cost will be charged at the rate determined by the contractor	\$500
Standard Cleaning	In the event that a scheduled cleaner is turned away	\$100
Deep Cleaning	To remediate damage and odour caused by smoking, unauthorized pets and/or excessive dirt and garbage left in NOSM managed unit	\$500
Damages to property or damages/removal of furnishings	Where damages have been deemed to be caused by Learner or damages/removal of furnishings	Varied* *determined by the replacement or cost of repairs of item(s), including contractor fees

**Appendix B****NOSM University Learner Housing Agreement****PURPOSE:**

This agreement is to be used in conjunction with the **NOSM University Housing Policy and all applicable appendices**. The NOSM University (NOSM U) Housing Policy sets out the terms and conditions by which NOSM will allow Learners associated with the school to occupy NOSM U housing units for purposes related to school business.

**AGREEMENT:**

In consideration of being permitted to occupy the premises, the parties agree as follows:

1. NOSM U agrees to provide occupation of the premises to the undersigned for the duration of the NOSM U Learner's undergraduate or postgraduate studies as applicable.
2. During occupation of the unit by the Learner, the Learner, and guests or invitees, will abide by the NOSM U Housing Policy.
3. NOSM U reserves the right to amend the NOSM U Housing Policy as well as any applicable appendices and implement additional reasonable rules with respect to the use and occupation of the premises from time to time. Such rules, when communicated to the Learner in writing, shall be deemed to be part of this Agreement.
4. I agree and acknowledge that NOSM U shall be entitled to terminate this Agreement in the event that I or anyone that I permit on the premises:
  - i. performs an illegal act on the premises;
  - ii. causes or permits undue damage to the premises;
  - iii. disrupts the reasonable enjoyment or peace of mind of other tenants and their families; and/or
  - iv. otherwise breaches any term or condition of this agreement.

**I, the undersigned, have read and understand this Agreement as well as the NOSM U Housing Policy and all applicable appendices and agree to the terms and conditions therein:**

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 LEARNER NAME (Print)

SIGNATURE

DATE

*Please sign and return this agreement by email to [housing@nosm.ca](mailto:housing@nosm.ca) or mail to the NOSM U Housing Unit along with any applicable housing fees. Cash can be dropped off in person to the Community Relations Unit. Cheques or money orders must be made payable the NOSM University. Credit Card and Interac transfers are not available.*

**Return Completed Form to:**

**Email** [housing@nosm.ca](mailto:housing@nosm.ca)

**Fax** 705-662-6913

**Mail**

NOSM University Housing  
935 Ramsey Lake Rd  
Sudbury, ON P3E 2C6