



**THE DISTRICT OF THUNDER BAY**  
SOCIAL SERVICES ADMINISTRATION BOARD

**HOUSING SERVICES DIVISION**  
The District of Thunder Bay  
Social Services Administration Board.  
34 North Cumberland St. 5<sup>th</sup> Floor  
Thunder Bay, ON P7A 8B9  
Telephone: 807-766-2112  
Toll free: 1-866-363-0929  
Fax: 807-344-4543

## **LOCAL OCCUPANCY STANDARDS**

**The following local occupancy standards have been approved by the Thunder Bay DSSAB to guide housing providers in the determination of the appropriate size of unit a household may be eligible for:**

### **STANDARDS**

1. Only household members who are spouses of each other or same sex partners of each other may share a one bedroom unit.
2. Bedrooms may be shared by:
  - a) Two children at the request of the applicant and discretion of the housing provider after considering bedroom size, medical conditions, ages and sex of the children.
  - b) A parent and a child if they are of the same sex, and the child is under five years of age.
3. A household member who does not meet the conditions outlined in sections 1 & 2 will require a separate bedroom.

### **ADDITIONAL BEDROOMS**

**Additional bedrooms may be allocated under the following circumstances:**

1. **Disability or Medical Conditions** – when one of the spouses or same sex partners requires a separate bedroom because of a disability or medical condition. Supporting documentation is required.
2. **Equipment Storage** – to store equipment required for use by a member of a household who has a disability or medical condition.
3. **Pregnancy** – when a member of the household is pregnant. The pregnancy must be confirmed by medical documentation.
4. **Students living away from the household** – when a child of a household member who is less than 27 years of age, relies on the household for financial support and does not live with the household while in full-time attendance at a recognized educational institute, but resides with the household while not attending the educational institute.
5. **Shared physical custody** – refers to an arrangement where a child or children spend part of the time with each parent. Parents may have joint custody where only one parent has physical custody, with the other sharing in the decision making. The number of children that a member of the household is responsible for under a shared physical custody agreement may determine the size of the allocated unit.

**Additional bedroom may be allocated when:**

- A member of the household has joint custody over a child who is not a member of the household;
- The member is required to provide accommodation for the child, and the bedroom is required to accommodate the child;
- A member of the household has visiting rights with respect to a child who is not a member of the household;
- It is a condition of the member's visiting rights with respect to a child who is not a member of the household;
- The child with stay overnight with the member frequently.

A household member's request for an additional bedroom to accommodate a child or children who regularly require overnight accommodation must be accompanied by a document verifying shared physical custody. The following documents are proof of shared physical custody:

- A court-ordered custody or separation agreement and accompanying minutes of settlement if necessary.
- A letter of confirmation from a child welfare agency, which indicates that the child or children reside with the parent.
- Income tax returns, Child Tax Credits or other financial documents.
- Income support program drug and dental card which lists dependant children.
- A statement from a school or daycare regarding the home address of the child or children.
- A sworn statement in writing by the parent or parent's that the child or children will or do reside with them;

For parents without shared physical custody, temporary crowding will be permitted to allow parents' access to their child or children. Specifically, where there is no court stipulation of adequate accommodation as a condition for access, extra space is not normally granted.

### **SPECIAL PRIORITY HOUSEHOLD**

If a household with Special Priority status feels at risk if they were to obtain the required documentation for determination of unit size, they must inform the Housing Services Intake.

### **BACHELOR UNITS**

Bachelor units are defined as smaller units without a separate bedroom. These units are usually allocated to single member households, including single senior citizens.

### **FOSTER CHILDREN**

The Social Housing Reform Act, 2000 defines child in relation to an individual as a child born inside or outside marriage or as a child adopted by an individual in Ontario. This does not include a child placed in an individual's home as a foster child for consideration by another person having lawful custody. Consequently, foster children are not included as a household member and are not considered in allocating unit size.

### **ADDITIONS TO THE LEASE**

Approval from your current housing provider must be obtained to add household members to an existing lease. Approval is dependent on current occupancy of the unit and the circumstances of the household member(s).

### **MUNICIPAL BYLAWS**

**Municipal By-laws prevail over local occupancy standards.**