

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: I. Social Housing	Effective Date: <b>March 1, 2013</b>
Topic: I.4. Tenant Policies	Replaces: <b>NEW</b>
Subject: 4.9. Motorized Mobility Assistive Devices	
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## POLICY

Tenants residing in Manitoulin-Sudbury DSB units may require the assistance of motorized mobility devices to aid in their day to day activities.

Tenants wishing to have Motorized Mobility Assistive Devices (included but not limited to scooters, golf carts, motorized carts), must declare these to the Manitoulin-Sudbury DSB (Landlord) in writing at the onset of a tenancy, or anytime thereafter. This policy does not apply to electric/powering wheelchairs.

Tenants who wish to keep such a motorized device on the property will be made aware of this policy and are expected to adhere to the procedures which accompany this policy to ensure the safety and well-being of other tenants and DSB staff.

The Manitoulin-Sudbury DSB assumes no liability for tenant's motorized mobility assistive devices and will in no way provide tenants with maintenance or servicing of these devices.

## PROCEDURE

- As part of the Offer of Accommodations process, the Integrated Program Assistant (IPA) will ask new tenants if they possess, or plan to possess a motorized mobility assistive device (included but not limited to scooters, golf carts, or other motorized carts).
- The IPA will add this information to the Unit Turnover Service Request to advise Infrastructure and Asset Management (IAM) of the need to ensure a proper Ground Fault Circuit Interrupter (GFCI) outlet is installed on the outside patio of the unit.
- New tenants having these devices will be provided with a fact sheet that outlines their responsibilities with respect to their equipment.
- Tenants may store their motorized device on their outside patio only, and are able to charge them only in the GFCI outlet supplied.
- The tenant is responsible for having a cover for their motorized device if

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they so choose.

- Tenants will not be allowed to operate these motorized devices within the confines of the building. The exception being for the purposes of moving the motorized device to the designated winter storage area from their outside patio area.
- Tenants wishing to store their motorized devices indoors for the winter months must make their request to their local DSB office in writing. Where areas exist, tenants will be provided space to store their motorized device indoors from November 1 to March 31. If the designated facility cannot accommodate all requests, then storage will be allotted based on the date the request was received at the DSB local office. Tenants whose motorized devices cannot be accommodated will be responsible to find alternate storage off site or can choose to store the motorized device on their patio.
- As space for storage in most buildings is limited, it may be very difficult to move other motorized devices which have been demobilized with the removal of the batteries; if a tenant chooses to remove their device during the storage period, this device cannot be placed back in storage. (no in and out)
- Tenants storing their motorized device must remove the battery, or have it removed for them at their cost.
- Given the typical northern winters, it is anticipated most tenants would wish to store their motorized devices. Those tenants wishing to use their devices throughout the winter months are to store their motorized devices units on their patio and only charge the unit using the supplied GFCI plug. Tenants are responsible to make arrangements with a relative, friend or contractor to keep a path cleared from their patio to a point where DSB staff keep DSB property cleared such as a sidewalk or parking lot.
- Manitoulin Sudbury DSB staff are not responsible for maintaining a tenant's motorized devices.

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### **Fact Sheet – Motorized Mobility Assistive Devices** Scooters or Electric Powered Vehicles

Tenants wishing to have Motorized Mobility Assistive Devices (included but not limited to scooters, golf carts, motorized carts), must declare these to the Manitoulin-Sudbury DSB (Landlord) in writing or on the form provided.

Such motorized devices are only permitted to be stored on-site on the ground floor of buildings that have patio access to outside.

The Landlord will ensure that a proper Ground Fault Circuit Interrupter (GCFI) Outlet is installed in the patio area of the unit designated to house the motorized device.

Tenants will not be allowed to operate these motorized devices within the confines of the building. The only exception would be the purposes of moving the motorized device to the designated winter storage area.

#### **Designated Winter Storage Area Requirements**

Where indoor winter storage areas exist, tenants must adhere to the following;

- Batteries must be removed
- Motorized devices placed in storage will not afterward be removed or added after the designated storage period November 1 to March 31. If a tenant chooses to remove their device during the storage period, this device cannot be placed back in storage. (no in and out)
- Tenants will place their motorized device in the storage area under the direction of the building custodian
- Manitoulin Sudbury DSB Staff are not responsible for maintaining a tenant's motorized devices
- The Manitoulin-Sudbury DSB assumes no liability for any such devices while on site