

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Sitting/Acting as (if applicable) Policy Session Worksheet

Presentation Date: 6/26/2018 **Approx. Start Time:** 3:00PM **Approx. Length:** 30 min.

Presentation Title: Veterans Village Transitional Shelter Operations

Department: Health, Housing & Human Services

Presenters: Rich Swift, Director; Vahid Brown, Housing Policy Coordinator

Other Invitees: Chris Aiosa, Executive Director of Do Good Multnomah

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Receive an update on operations plan for the Clackamas County Veterans Village

EXECUTIVE SUMMARY: The Board of Commissioners has expressed an interest in the ongoing operations and services plans for the Veterans Village. Do Good Multnomah has been contracted as the service partner for the Veterans Village Transitional Shelter Community and has developed an operational manual for the Village. We will present the manual to the Commission, introduce Do Good, and provide information related to the operations of the village.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? \$ 100,000 What is the funding source? County General Fund

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?
Sustainable and affordable house
- How does this item align with the County's Performance Clackamas goals?
- Ensure safe, healthy and secure communities

LEGAL/POLICY REQUIREMENTS:

PUBLIC/GOVERNMENTAL PARTICIPATION:

County Counsel	Do Good Multnomah
H3S	PGA
BCC	Social Services

OPTIONS:

RECOMMENDATION:

Informational only

ATTACHMENTS:

Veterans Village Policies & Protocols Manual

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Vahid Brown @ 503-742-5345

Clackamas County Veteran Village

POLICIES & PROTOCOLS MANUAL

CONTENT: Agreements (p.1), Types of Membership (p.1), Village Governance (p.2), Village Security Plan (p.3), Intervention Action Plan (p.4), Village Safety Plan (p.6), Pod Policy (p. 8), Food Storage (p.8), Pets (p.9), Abandonment (p.10), Alcohol, Drug Policy (p.10), Guest Policy (p. 11), Probationary Status (p. 11), Medical & Family Leave (p.12), Bathroom Cleaning (p.12)

AGREEMENTS: There are two sets of agreements that the Village must follow at all times:

Community Agreement: The internal agreements that list acceptable behavior for residents within the Village (included in the back of this document).

Operational Agreement: The formal agreement between Do Good and the Clackamas County Veteran Village that regulates what the Village can and cannot do.

ROLES:

Probationary Villager: A new resident undergoing a 4-week trial period, to make sure that they can follow the Community Agreement before being fully accepted as a villager.

Villager: A Veteran individual who currently resides in a housing unit at the Village.

Village Council Member: 3 to 5 residents elected to have additional responsibility in upholding the orderly management of the Village.

Village Volunteer: A non-resident or prior resident who is trained to assist in the operation and maintenance of the Village.

CCVV Support Committee: A committee of DGM, Clackamas County, and other key individuals responsible for providing oversight and support to CCVV.

Do Good Multnomah: Do Good Multnomah (Do Good) will be supporting the CCVV through peer driven services. Do Good is a non-profit organization that specifically serves Veterans experiencing homelessness which includes a Board of Directors and staff.

Non-Discrimination Policy: Clackamas County Veteran Village does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age (18 and older), national origin (ancestry), disability (as permitted within physical limits of current facilities), marital status, sexual orientation, military status, or any other characteristic protected under applicable federal or state law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, selection of village residents, and provision of services. We are committed to providing an inclusive and welcoming environment for all village residents and members of our staff, clients, volunteers, subcontractors, and vendors.

VILLAGE GOVERNANCE

Self-governance is a core value of the CCVV. This means that the success of the Village rests on the participation of those who live here. There are three governing groups for making decisions related to the management of the Village. They are:

1) Weekly Village Meeting (All Residents)

Attendance at the weekly Village Meeting is mandatory for all residents. Issues related to the organization of the Village will be discussed and voted on at this time. Specific roles will be identified and filled in order to maintain a safe and sanitary environment. The following applies to Village meetings:

- Advanced notice with documentation must be provided to and approved by the Village Council for excused absences (i.e. work, school, medical).
- Excused absences may vote on policy issues prior to the meeting through absentee ballot.
- A quorum is established when over 50% of residents are present.
- Any decisions made at the Village Meeting must comply with the existing Community Agreement, Village Manual, and Operational Agreement.
- Amendments to the Village Manual may be proposed at the meeting in writing. Proposals will be voted on at the next meeting and require 2/3 majority vote to pass.
- Amendments to the governance and policy sections of the Village Manual must be reviewed and approved by the Support Committee before taking effect.
- Expulsion from the Village may be appealed at the weekly meeting (see appeal process for more details).

2) Village Council

Elections are held during Village Meetings to maintain a Village Council of 3 to 5 residents. To become a Council member, a resident must be nominated by another resident. A majority vote of Villagers present then decides which nominees are elected.

The elected term is two months (3). Council members may serve consecutive terms. Elections are to be staggered so that the entire Council does not change at once, and members stepping down from Council should provide at least two weeks' notice. A Council member may be removed from their position by a majority vote at a Village Meeting for failure to perform the duties of a Council member.

The role of the Village Council is to uphold orderly management of the Village. A primary responsibility of the Council is to act between meetings when urgent situations arise. There is to be a designated "Councilor of the Day" as a point of contact for day-to-day operations.

The Council is not meant to have greater power than any other Villager. Those elected to the council are simply given the task of responding to incidents when a Community Agreement is

broken, and enacting the appropriate level of intervention as specified in this manual. When an incident occurs that is not described in this manual, it is up to the Village Council to determine the appropriate level of intervention and guidance.

All Council decisions are potentially subject to review by the entire village at a Village Meeting following the Appeal Process. In this way, service on the Council is much like any other form of contribution to the operation and maintenance of the village. For incidents resulting in suspension or expulsion, the offender must be given a chance to appeal before taking their leave—unless the Village Council considers the behavior to be a threat to the village.

The Village Council is to hold at least one regular meeting per week. Impromptu Village Council meetings may also be necessary to address urgent situations. Quorum to hold a Village Council meeting is to have at least 50% of members present, but an attempt must be made to notify all Council Members.

3) Support Committee

The Support Committee will at all times have at least one representative from Clackamas County Health, Housing & Human Services; Do Good; and the Village Council. Membership may expand as warranted to include, for example, a core volunteer or a Clackamas County Sheriff's Office village liaison deputy.

The Village Council representative will be chosen by majority vote of the Village Council at time of Village Council elections. The elected Support Committee liaison Councilor will serve a three month term, and the liaison may serve consecutive terms if he or she is also elected to consecutive terms as a member of the Village Council.

The role of the Support Committee is to provide oversight of the Veterans Village as a whole, of the implementation of this Manual, and of adherence to the Community Agreements.

Final decisions on program displacement of a village participant will be made by the Support Committee. No program participant may be permanently expelled from the Veterans Village without prior review by the Support Committee.

The Support Committee is to hold one regular meeting per month. Additional meetings may be called as needed, and will be called in the event an intervention action involving potential displacement of a Veterans Village program participant occurs.

VILLAGE SECURITY PLAN

The Front Desk is the only gateway in and out of the Village and shall remain secure. Staffing the front desk is one of the most important duties at Opportunity Village. This will be a mandatory service of all residents. Only residents and Village Volunteers may enter the Village unaccompanied.

The Front Desk is to be staffed by at least two trained individuals during open hours (8am-10pm). At least one person must be a resident. The second may be a resident or a Village Volunteer. Their primary role is to be the "eyes and ears" of the Village during their shift.

Staffing the Front Desk includes the following duties:

- Answer phone calls
- Register visitors and locate a resident to accompany the visitor
- Document any disruption to normal operations in the Front Desk Log
- Inner perimeter checks
- For further details on this duty, see the "Front Desk Duties and Information" sheet posted at the Front Desk

The gate will be locked between 12am-8am. During this time, at least one person is to spend the night at the Front Desk in case assistance is needed at the gate. In the case of an incident, the resident on duty should alert the Village Council.

Weapons are not allowed on the Village site. Weapons are defined as firearms, knives (other than small pocket knives with 4" blade or less or those used for cooking), explosives of any type, clubs, or other striking implements. Chemicals such as Mace or Pepper spray must be checked at the front desk.

There are Three Stages of Response for maintaining a secure and orderly environment within the Village. Stage 1 is the least severe and most common type of response. Stage 3 is the most severe and least common type of response.

Stage 1: Village Council

Village Council members are responsible for maintaining order when urgent situations arise. For a full description of this duty see page 2.

Stage 2: Support Committee

When Village Council members are unable to gain the cooperation of a disruptive resident, they are to contact the appropriate person from the Support Committee. If that fails, the next contact is the Executive Director of Do Good.

Stage 3: Clackamas County Sheriff's Office

The Clackamas County Sheriff's Office (CCSO) is welcome to patrol the Village as they would any other neighborhood in Clackamas County. In cases where the law is being broken and residents are unable to gain cooperation of the offender, the Sheriff's Office will be contacted. The previous two Stages of Response are to be tried first if appropriate. Other than life and safety emergencies – in which case call 911 – first contact with the CCSO should be to the Veterans Village liaison deputy, whose contact information is posted at the front gate and in the common areas.

Contact the Clackamas County Sheriff's Office when a person crime is committed or is in progress, or upon a victim's request. The Village Council may resolve lower level crimes such as petty theft and minor criminal mischief.

INTERVENTION ACTION PLAN

1) Complaints

- a) When a complaint that is not technically a rule break, is cause for concern for members of the Village, the Council will meet with said Villager and discuss a plan of action to curtail the behavior. We hope that early intervention will help prevent further and more severe action.
- b) In cases of a complaint by one Villager against another when the complaint is not a clear rule break, a third party mediator should meet with the complainant and the alleged offender to discuss the issue and reach a resolution that is agreeable to both parties.
- c) Any Villager may submit a complaint to the Council using the Complaint Form.

2) Rule Violations

- a) When a rule break occurs, any Villager may write an Incident Report and submit it to a Council member within 48 hours. The Village Council is responsible for verifying that the level of intervention is appropriate. At least two Council members should then deliver written notice to the alleged offender. From there, the alleged offender has three options:
 1. Accept the Incident Report with the proposed level of intervention
 2. Request that Council provide a date at which they may appeal the decision.
- b) Minor rule violations (i.e. missed host shift, village meeting, bathroom shift, etc.) result in 4 levels of intervention:
 - o Level 1 – Verbal Warning
 - o Level 2 – Written Warning (Support Committee is notified)
 - o Level 3 – 24- 48-hour expulsion from Village depending on severity
 - o Level 4 – Expulsion from Village
- d) Minor rule violations will be tracked for a 3-month rolling period.

For example: If you missed a shift on the 5th of October you would receive a verbal warning. If you missed another shift on the 12th of November you would receive a written warning. If you again missed a shift on the 9 of December you would then be on a 24 or 48-hour expulsion. If you missed another shift on the 4 of January you would be permanently expelled. However, if your 4th missed shift was on the 6th of January it would be treated as a level 3 again. And if you had missed no shifts between the 5th of October and the 6th of January the January violation would be treated as a level one violation again.

- e) Villagers reserve the right to work off minor rule violations by contributing extra hours towards the operation and maintenance of the Village. Missed host shifts may be made up by working 2x the number of hours missed. The Village Council may designate requirements for other minor rule violations.
- f) More severe rule violations may require action at a heightened level of intervention even though the rule violation may be a first offense. The Village Council will deal with these rule violations on a case-by-case basis unless defined in this manual.
- g) All intervention actions require the agreement of a majority of Village Council members. No Villager may be permanently expelled without prior review of their case by the Support Committee.

- h) In cases of expulsion from the Village, where the Villager is not an imminent threat to others, the Villager to be expelled will be given a reasonable amount of time to make arrangements for their safety. No resident who is not an imminent threat to others will be expelled after 8pm.

3) Appeals

- a) Villagers may appeal an Incident Report at the weekly village meeting. In cases of expulsion, the appeal may include actions for addressing the problematic behavior that caused their expulsion rather than disputing the incident. A majority vote will either uphold or revise the decision.
- b) Appeal Process:
 - 1. Council reads incident report and informs Village of their decision.
 - 2. Accused has a chance to respond and state their case.
 - 3. Village has a chance to ask questions of the accused.
 - 4. Accused leaves the room.
 - 5. Village has opportunity to discuss the details of the incident. In the interest of time, each person may be limited to one chance to speak unless there is a direct response.
 - 6. A motion is made to move to vote on whether to “uphold” or “revise” the Council decision.
 - 7. If a majority vote to revise, a new motion should be made stating a desired revision.

VILLAGE SAFETY PLAN

- a. Residents shall report a fire or other emergency to 9-1-1 through the use of a personal cell phone. All residents also have access to a phone at the front desk in emergency situations.
- b. Residents will be notified of a fire or other emergency by word of mouth, and if necessary will relocate and evacuate based upon the designated evacuation route (see Fire Safety and Evacuation Map posted at Front Desk). All new residents are to be informed of this during the orientation process.
- c. A Safety Committee shall be formed with representation from the Village and DGM staff and Support Committee. Duties of this committee shall include the following:
 - o Oversight of fire drills and Food Storage Policy
 - o Quarterly safety inspection with attention to trip, slip, and fall hazards
 - o Quarterly testing of all smoke and CO2 detectors
 - o Quarterly testing of all extension cords and power strips with an approved circuit tester
 - o Maintenance of systems and equipment installed to prevent or control fires
 - o Maintenance and control of fuel hazard sources
- d. In addition, resident members of the Committee shall be prepared to:

- Assist others and provide medical aid in an emergency.
 - Take a head count after an evacuation. Identify the names and last known locations of anyone not accounted for and provide them to the Fire Official in charge.
 - Provide additional information or explanation of duties under the plan to residents and volunteers.
- e. The following fire fighting and fire protection measures will be taken:
- No recreational fires will be permitted within the Village as prohibited by City Code 6.200.
 - No open flames are permitted within the housing units.
 - ABC fire extinguishers will be accessible throughout the Village (see Fire Safety and Evacuation Map for locations).
 - Smoke detectors and carbon monoxide alarms will be installed in common buildings and dwellings per City Code, and will be inspected to insure they are functional and replaced if they are not functional.
 - A map of the village will be maintained and provided to the Eugene Fire Department
- f. Emergency vehicle ingress and egress
- A fire lane with a minimum width of 20' will be maintained at all times, and is identified on the Fire Safety and Evacuation Map. The fire lane will be defined and kept clear of obstructions within the Village.
 - A minimum 10-foot setback and right-of-way will be maintained between structures on the Village site.
- g. Village residents will participate in at least two fire drills per year with the Clackamas Fire Marshal's Office present, using the following procedure:
- Appoint someone to monitor the drill, activate and reset the fire alarm, and time the evacuation.
 - Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. Make it realistic by requiring participants to use their second way out or to crawl low. This can be done by having someone hold up a sign reading "smoke" or "exit blocked by fire"
 - After the evacuation, take a head count at the designated meeting place(s) to account for everyone's participation and safe evacuation.
 - After the drill, gather everyone together to discuss questions or problems that occurred. Redesign the drill procedures as needed.
- h. The fire drills will be documented and recorded in the Village Operations Records with the following details:
- Identify the person conducting the drill.
 - Date and time of the drill.
 - Notification method used.
 - Staff members on duty and participating.
 - Number of occupants evacuated.
 - Special conditions simulated.
 - Problems encountered.
 - Weather conditions during the drill.

- o Time required completing the evacuation.
- i. Fire Safety and Evacuation Map (posted at front desk)

VILLAGE POLICIES

1) SLEEPING POD POLICY

Each program participant will be assigned one of the “pod” structures to use for sleeping and the storage of personal belongings. The pods are at all times under the direct responsibility of Clackamas County. They are not the property of the program participants.

a) Entry and Maintenance Assessment

As part of your participation in the program at the CCVV, you acknowledge that Do Good (through the Village Manager or other authorized staff) may from time to time enter the pod assigned to you to assess health, safety, or maintenance issues. You are expected to cooperate and comply when the Village Manager requests an inspection. Entry for maintenance assessment will be conducted in your presence and with previous notice, except in emergency situations posing a life and safety risk. Do Good reserves the right to consent to the search of any pod at the request of law enforcement.

- b) Modifications. Before making any modifications to the pod, clients must discuss all proposed modifications with the Village Manager. The Oversight Committee must approve all pod modifications before the change takes place. The installation of shelves and hooks will generally be approved. Some other modifications, such as weatherization, painting, or door changes, in addition to requiring advance approval, may only be performed by the Village Manager or authorized individuals.

If you have an issue with the pod or believe that repairs are needed, please speak with the Village Manager as early as possible.

- c) Area Outside of Pods. In addition to the assigned pods, clients may use up to three (3) feet of the immediate area surrounding the assigned pod for storage. Acceptable uses include, for example, storing a bicycle, a cooler, or yard decorations. Items should not rest or lean on the outside of the pod. Clients may be asked to remove items or store them inside the pod at the Village Manager's discretion. Permission must be obtained from the Village Manager before making any modifications or using the area for long-term storage.
- d) Keys. Villagers will be provided with two keys: a gate key and a pod key. **Do not duplicate or distribute either key.** Please report any lost or missing keys to the Village Manager immediately. Upon leaving the program, keys must be returned to the Village Manager on the last day of participation. If not returned, Catholic Charities may charge the expense replacing locks, in order to maintain the safety of the Village.

2) FOOD STORAGE POLICY

Fair sharing of resources is critical to the well-being of the Village. Hoarding or inequitable division of resources is unhealthy. Additionally, the Village is vulnerable to food stealth by dogs, cats, rodents and other animals. Rodents themselves provide a health hazard and we must

discourage their presence by not having food available to attract them. Consequently, the following Food Storage Policies have been adopted:

- a) All community food that enters the Village as a donation must be stored in the community food pantry in an appropriate sealed container. Donated food must be signed out, and only a single serving should be taken at once. All community food must be eaten in community areas. This is not only for sanitation purposes but also to promote the social health of the Village.
- b) Personal food purchased by residents with their own resources may be stored in rodent and insect resistant containers in their residence.
- c) A limited amount of personal food may be stored in designated refrigerator(s) if it is labeled with a name and date. Items in the refrigerator without a label immediately belong to "everyone."
- d) All food should be prepared in the community kitchen or yurt. Coffee and hot water may be prepared in other communal spaces.
- e) It is important, if one eats in their residence, to immediately wipe or sweep up any crumbs for the prevention of rodent infestation.
- f) Any resident who fails to store food properly in their unit may be ruled no longer able to have food in their unit by the Village Council.

2) PET POLICY

Service Animals and pets are honored as an important part of residents' lives. The limited capacity of the Village to support only a small number of such animals is also honored. Consequently, the following Pet Policies have been adopted:

- a) Service Animals are welcome at CCVV. A doctor's prescription for a service dog must be shown. If someone with a service dog does not have a prescription, they may seek assistance from CCVV in locating a doctor to assess the need and prescribe a service animal. A service animal does not count in the "quota" of dogs. Service Animals must follow the same rules as other dogs. However, if someone has a service animal but cannot obtain a prescription, that animal will be considered a pet and must be counted in the quota on a first come first served basis as outlined below.
- b) There will be a maximum of 5 dogs at CCVV at any one time, including therapy dogs but not service dogs. Space for dogs is on a first come, first served basis.
- c) All pets must be tagged with ID as required by local regulations.
- d) No pets may be acquired AFTER acceptance into CCVV, unless otherwise approved by the Support Committee.
- e) All cats and dogs must be spayed and neutered prior to moving on site. Applicants may seek help from CCVV in finding funds/veterinarian for such procedures.
- f) All dogs must be kept on a leash and be under supervision at all times. If, at any time, the

Village Council finds that a pet either poses a nuisance or danger to others or is not properly cared for, the pet must leave CCVV at the instruction of the Village Council. Residents may ask CCVV for assistance in the proper training of their pet.

- g) If the resident is off site, all dogs must be properly kenneled in the kennel area and/or under the supervision of another Villager.
- h) The owner is responsible for proper health and care of their pet, must pick up all solid waste for their pet, and keep their pet from annoying other residents either through trespass, barking or any other means. Failure to do so can result in the Village Council ejecting the pet from the premises.

3) ABANDONMENT POLICY

Village residents who have been continuously absent from the Village and have made no effort to remain in contact for a period of 4 days have abandoned their participation in the Veterans Village program. Said persons would no longer be a Villager and their possessions would be removed from their assigned pod immediately upon the pod being declared abandoned. They would then have a period of 30 days to retrieve their possessions after which time those items would be disposed of at Village discretion.

A pod will also be considered abandoned if a resident is spending less than 8 out of 14 nights at the village.

Exceptions will be made for program participants who are unable to contact the village due to extenuating circumstances such as; jail, hospital, etc. Abandonment will not be considered for those Villagers who wish to spend time away from the Village for personal reasons provided they inform a Council member and make arrangements to cover their host hours when possible. In the case of emergencies exceptions will be made to for those unable to make arrangements to cover their host hours.

Process for documentation and storage of abandoned possessions:

When a pod has been declared abandoned at least 2 members of the Village Council will remove items from the abandoned pod. They will document what items are present and place them in an available storage container or bag that is clearly labeled with the name of the former Villager and the date of the abandonment. These items will then be stored in the storage loft of the Front Desk until such time as the owner retrieves them or they are over the 30-day limit. Once items have reached the 30-day limit the Village will determine the proper disposal of said items during the next Village Meeting.

4) ALCOHOL, DRUG, & PARAPHENALIA POLICY

- a) Drugs and alcohol are not permitted in CCVV
- b) Possession of alcohol and/or other illegal drugs or drug paraphernalia, including needles (if no proscription for insulin or other IV medications), pipes (used for anything other than tobacco or marijuana), and spoons that have been used for "cooking" drugs, are prohibited

at the Veterans Village: See Intervention Action Plan.

- c) Any other items suspected to have been used for drug related purposes will be dealt with on a case-by-case basis by the Village Council.

5) GUEST POLICY

Program participants may host visiting guests at the Village during operational hours: 8am-6pm. Guests are not permitted to stay beyond 6pm or overnight.

- a) Registration. Guests must be logged in and out at the front gate and must be accompanied by their host while visiting. Guests will state their name, the name of the program participant they are visiting, and the times of arrival and departure.
- b) Common areas. Guests may use bathrooms but not the community showers. Guests should be escorted by their host while in common areas, including the kitchen.
- c) Exclusions. Hosts are responsible for the behavior of their guests. In the event of violence, illegal behavior, destruction of property, or theft, a guest may be permanently banned from the Village. There will be a list at the front gate of banned guests and they will not be allowed on the property.

6) PROBATIONARY STATUS POLICY

New residents undergo a 4-week probationary period to ensure that they are willing to follow the Community Agreements before being fully accepted as a villager. The goal of this program is to obtain a fair and objective view of the potential villager that removes the "popularity contest" factor, and instead focuses on their willingness to be a contributing member of the community.

The villager will be given a mentor who will guide them through orientation and do a daily check-in with the new villager to answer any questions or concerns that they may have. It will also be the mentor's responsibility to counsel the villager when any issues arise so that the concerns may be addressed.

The mentor will meet with the Vetting Committee once a week to advise them on how the new villager is progressing.

After 4 weeks, Council, Vetting and at least 1 Support Committee member will hold a meeting where villagers can express any legitimate concerns, questions, and compliments about the new villager. After the meeting, the Support Committee will vote on whether to accept the new villager based on the following criteria:

- 1) Has the villager upheld their responsibilities, such as front gate, extra hours around the village and bathroom cleaning duties?
- 2) Does the villager have any incident reports? If so, can those be interpreted as part of the learning process and will not be a continual issue?

In certain cases the probationary period may be extended by a defined period of time.

7) MEDICAL & FAMILY LEAVE POLICY

Definition of Medical Leave: Medical leave is time off from village duties, excluding utility payments that villagers can use to address their health and safety needs without losing their villager or residence status.

Definition of Family Leave: Family leave refers to time taken off from village duties, excluding utility payments for the purpose of caring for an ill family member or to assist a family member with crisis needs.

Time allowed for Medical and Family Leave: A villager is allowed two weeks of medical leave or family leave with no documentation necessary. If the need is longer than two weeks, documentation may be required to present to council. If the villager needs more than 60 days of medical leave or family leave, they would need to vacate their residence in order to allow a new villager to get into the village. (Housing waitlist current policy would still be followed). The current villager would then be placed first on the wait list for re-entering the village when their medical issues are resolved and they are able to be a full villager once more. If more than one villager is on the waitlist, they would be in order of placed on waitlist. A person would remain on the wait list for 3 months and would need to reapply if they were not able to become a full villager once more. Exception to this rule would be if no housing units become available before their 3 months are up.

While on medical or family leave, if a villager is staying onsite, they will be required to pay their utilities as normal. If they are not staying on full time at the village, they are responsible for paying a prorated amount for the time they are there.

If the villager attends the weekly village meetings, they retain their full voting rights. If they do not attend, they forfeit their voting rights for that meeting.

How to apply for Medical and Family Leave: If a villager needs to take medical or family leave, they will need to advise council of their needs as soon as they are able in order to be granted leave. If a villager is staying on-site and needs more than 60 days, they will speak to council and it will be handled on a case-by-case basis.

8) BATHROOM CLEANING POLICY

All villagers are required to sign up to share in the duty of cleaning the village bathrooms, shower and laundry area.

1. First refusal to sign up or to adequately complete this requirement will result in a verbal warning and villager will be required to sign up for two spots the following month.
2. Failure to sign up for the 2 days in the following month or adequately complete the cleaning duty will result in a written warning for the first violation and a 48 hour expulsion for the second violation. The villager will again be required to sign up for an additional 2 days on the following month.

3. Failure to sign up or adequately complete the cleaning duty would then result in a permanent expulsion, to be determined by the Support Committee.