

Management Directive No.	MA50
Management Directive Name:	Trespass Orders
Date Approved by CEO or Designated Person:	April, 2007
Date revision approved by CEO or Designated Person:	September 2015 December 5, 2018
Related SOP, Management Directive, Board Policy, Forms	Appendix A - MA50 Trespass Orders

Policy Statement

Kawartha Lakes Haliburton Housing Corporation (KLH Housing Corp.) is committed to the provision of safe, affordable accommodations to suit the needs of the tenants and to the provision of a safe workplace for KLH Housing Corp. workers and contractors. KLH Housing Corp. will issue No Trespass Orders to individuals who have disturbed the reasonable enjoyment or interfered with the safety of tenant, staff or property.

Scope:

KLH Housing Corp. may issue a No Trespass order for reasons it deems appropriate in the circumstances subject to the limits of the law.

Policy:

1. Requests for a No Trespass Order:

- a) A tenant may make a request to the Program Supervisor-KLH for a No Trespass Order to be issued against a certain individual. A tenant must provide adequate documentation of a No Contact Order or proof of an incident involving the individual.
- b) Tenants or KLH Housing Corp. staff may request that a No Trespass Order be issued against individuals who are unlawfully residing in a unit.
- c) The Police may request a No Trespass Order.

2. Procedure

- a) When a request for a No Trespass Order is received by KLH Housing Corp., the Program Supervisor-KLH (PS-KLH) will determine if it is appropriate to issue a No Trespass Order.

- b) If the request is deemed appropriate, a No Trespass Order is completed by the PS-KLH.
- c) The PS-KLH or a Process Server will serve the No Trespass Order to the individual by handing it directly to the person. The location of the person is required.
- d) After the No Trespass Order is served on the individual, a copy noting the date of service will be delivered to the applicable Police Department by the PS-KLH or designated staff.
- e) A copy of the Order will be filed at KLH Housing Corp.
- f) A copy of the Order will be given to the tenant who requested the order.
- g) A copy of the Order will be posted on the bulletin board in the applicable building.
- h) Tenants or staff should call the police if any individual who has a No Trespass Order against them is on the property.

3. Withdrawal of Orders

- a) Following completion of a one year period with no further incidents, a written request may be made to withdraw the Order and allow the individual access to the property.
- b) The PS-KLH will review the request and determine if the Order will be withdrawn.
- c) If an Order is withdrawn and further problems occur, the PS-KLH will issue a second No Trespass Order. A request for withdrawal of the second No Trespass Order cannot be made for two years.
- d) If a request is made for a withdrawal of the Order prior to one year, the PS-KLH may make an exception in extenuating circumstances. The Order may be lifted temporarily or on a permanent basis.

Revision History:**Proposed Date of Review:** December 2020

Revision	Date	Description of changes	Requested By
v1	April 2007	Initial Release	
v2	Sept 2015		
v3	Dec 2018	New template format	CEO