Northeastern Catholic District School Board

TEACHERAGES - MOOSONEE

Administrative Procedure Number: APF006

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) recognizes that access to housing in the community of Moosonee is limited, yet essential to the recruitment and retention of a school principal and permanent teaching staff. The NCDSB is committed to providing affordable housing to eligible employees.

REFERENCES

Residential Tenancy Act, 2006
NCDSB Policy
F-6 Teacherages-Moosonee

DEFINITIONS

Teacherage
A housing unit owned by the Board, used to accommodate staff in a school.

PROCEDURES

1.0 ASSIGNMENT OF TEACHERAGES

1.1 A designated house shall be reserved for the Principal.

1.2 The multi-bedroom units shall be assigned to tenants with dependents prior to those without dependents based on family needs and housing availability.

1.3 Housing assignments are typically completed on a school-year basis and only under exceptional circumstances will a reassignment during the school year be necessary.

1.4 No housing unit is to be sublet or used for any type of commercial enterprise, except where permitted under the *Residential Tenancy Act*, 2006.

1.5 Where feasible, teacherages which are not being used, may be leased to other tenants at the discretion of the Manager of Plant and Maintenance.

2.0 NOTICE TO TENANTS

2.1 In the instance of reassignment of teacherages, a minimum of one (1) month notice shall be provided prior to a tenant moving to an alternate teacherage.

2.2 If reassignment is to take place for the following September, the Board shall provide a minimum of 60 days notice. This 60 days notice, under exceptional circumstances, may be waived and a 30 day notice provided.

2.3 The Manager of Plant and Maintenance or designate, has the right without written notice to enter the dwellings in the case of an emergency.

2.4 The Manager of Plant and Maintenance, or designate, or professional completing an inspection has the right to enter the premises with written notice 24 hours before the time of entry for repairs or inspection. Such entry will occur between 8:00 a.m. and 8:00 p.m.

2.5 A tenant may consent to entry without written notice.

2.6 A tenant agrees to notify the landlord of an intended absence of more than 10 days and will permit the landlord to enter the Rental Premises during the tenant's absence if reasonably necessary.

2.7 In the event the tenant has given notice of termination to the landlord, the landlord shall be permitted to show the Rental Premises to prospective tenants between 8:00 a.m. and 8:00 p.m. provided the landlord shall make reasonable efforts to inform the tenant of its intention to do so.

3.0 ESTABLISHMENT OF RENT

3.1 The Board will establish rent (inclusive of heat and hydro) for apartment units, single-family units, and multi-bedroom units on an annual basis in accordance with the provisions of the *Residential Tenancy Act*, 2006.

3.2 Tenants shall be informed of rent increases as per the provisions of the *Residential Tenancy Act*, 2006.

4.0 PAYMENT OF RENT

4.1 Rent will be deducted from the employee's pay deposits twice a month.

5.0 FURNISHINGS AND FIXINGS

5.1 Housing is allocated complete with refrigerator, stove, couch, table, chairs, bedroom set including mattress, washer/dryer and fixtures which remain in the unit.

5.2 In all instances, furniture and fixings must be returned in good condition, save and except normal wear and tear.

6.0 COMMUNICATION SERVICES

6.1 Telephone, internet, and cable television hook-up expenses and monthly fees are the responsibility of the tenant unless the tenant has been asked to relocate by the Manager of Plant and Maintenance.

7.0 PROPERTY MAINTENANCE AND REPAIR

7.1 Tenants occupying Board teacherages must have the consent of the Manager of Plant and Maintenance before making any type of alteration to the unit.

7.2 No pictures or wall decorations are to be attached to walls unless an approved wall hook is used.

7.3 Rug cleaning is the responsibility of the tenant.

7.4 The tenant shall be responsible for lawn mowing at the Rental Premises, unless the tenant lives in multi-unit. If the tenant lives in a multi-unit, the landlord shall be responsible for lawn mowing at the rental premises.

7.5 The Board will provide access to a rug cleaner, and a push lawnmower if requested.

7.6 The tenant shall be responsible for snow removal at the rental premises, unless the tenant lives in a multi-unit. If the tenant lives in a multi-unit, the landlord shall be responsible for snow removal at the rental premises.

7.7 The landlord and the tenant agree that the rental premises is designated as non-smoking.

7.8 The Board as landlord, is responsible for providing and maintaining teacherages in a good state of repair and fit for habitation and for complying with health, safety, housing and maintenance standards.

8.0 RESIDENTIAL LEASE AGREEMENT

8.1 The tenant and the landlord shall enter into a tenancy agreement, Form A *Residential Tenancy* Agreement.

9.0 RELATED FORMS AND DOCUMENTS

DOCUMENT: Residential Tenancy Agreement

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: March 2024