



ADMINISTRATIVE PROCEDURES

1.0 ASSIGNMENT OF ACCOMMODATIONS

- 1.1** The Secretary-Treasurer or their delegate will assign accommodations by June 30 of each year.
- 1.2** Assignment will be based on the staffing needs of the district.
- 1.3** Eligibility for staff housing shall commence on August 1 of the calendar year in which employment with the Pacific Rim School District commenced in the community (Bamfield, Tofino or Ucluelet) and expires on July 31, two years following the eligibility commencement date.

2.0 TERMS OF RENTAL

- 2.1** Tenants will sign an annual lease agreement covering the August 1 to July 31 period.
- 2.2** Tenants renewing a lease will be responsible for rental payments during the summer months.
- 2.3** Rental payments are payable in advance by e-transfer or payroll deduction.
- 2.4** Tenants are responsible for utility costs, excluding water.
- 2.5** Sub-let leasing is not permitted.
- 2.6** Damage deposits are the equivalent of a half month's rent. Damage deposits will be returned within 15 days after the tenant moves out, provided that the inspection of the unit does not show damage beyond normal wear and tear.

3.0 FURNISHINGS

- 3.1** Refrigerators, stoves, drapes and suitable floor covering will be provided.
- 3.2** Normal clearing and maintenance is the responsibility of the tenant.



4.0 MAINTENANCE

- 4.1** Major repairs and maintenance such as painting, re-roofing, etc. are the responsibility of the Board.
- 4.2** Minor repairs and maintenance are the responsibility of the tenant.
- 4.3** Maintenance needs requiring Board attention must be reported as soon as practical to the Facilities Manager. Costs due to neglect or deliberate misuse will be charged to the tenant.
- 4.4** The Tenant shall be responsible for the care of the grounds, including grass cutting.

5.0 PETS

- 5.1** Tenants are allowed to keep one small pet (eg., cat or dog under 25 pounds) on the premises. Tenants must obtain written permission from the District prior to bringing the pet on the property.
- 5.2** Pet Care Responsibilities: The tenant agrees to clean up after the pet promptly and dispose of waste in a sanitary manner. The tenant is responsible for any damage caused by the pet to the interior of the rental unit or common areas.
- 5.3** Noise and Disturbance: The tenant agrees to ensure that the pet does not disturb other tenants or neighbors. Excessive noise or any complaints received by the Landlord regarding the pet's behavior may result in eviction proceedings.
- 5.4** Pet Deposit and Fees: Tenant shall pay a monthly pet fee of \$20.00 to cover additional wear and tear and potential cleaning costs associated with the pet.
- 5.5** Revocation of Pet Privileges: Landlord reserves the right to revoke the pet privileges granted under this agreement if the pet becomes a nuisance or causes damage to the premises.
- 5.6** The Tenant will comply with all applicable laws and regulations regarding pet ownership and licensing in the municipality of where they reside.

6.0 INSPECTION

- 6.1** Regular inspections by a Board employee will occur. Board employees will give 24 hours' notice of inspection as per the School Act tenancy contract.
- 6.2** Prior notice of inspection will be given to the tenant.

Resources and References