



3305: Housing (AP)

Approved: 24 06 11

Approved: 24 09 10

ADMINISTRATIVE PROCEDURES

DEFINITIONS

“Negligence” refers to any act or failure to act by the Tenant that results in damage to the rental property or any common areas, or which otherwise violates the terms of this agreement and/or applicable laws and could have been reasonably avoided with proper care and attention.

1.0 ASSIGNMENT OF ACCOMMODATIONS

- 1.1** The Secretary-Treasurer or their delegate will assign accommodations by June 30 of each year.
- 1.2** Assignments 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.

7.0 TENANT RESPONSIBILITIES

- 7.1** Tenant Responsibility: The Tenant agrees to exercise reasonable care in the use and maintenance of the rental property. This includes, but is not limited to, preventing damage caused by improper use, failure to maintain cleanliness, or negligence in performing minor maintenance tasks as specified in this agreement.
- 7.2** Damage and Repairs: In the event of damage to the rental property or common areas resulting from Tenant negligence, the Tenant shall be responsible for the cost of repairs or replacement. The Landlord shall provide the Tenant with written notice of any such damage and an itemized estimate of repair costs. The Tenant must reimburse the Landlord for these costs within [specify time frame, e.g., 30 days] of receiving the notice.
- 7.3** Maintenance Responsibilities: The Tenant shall be responsible for maintaining cleanliness and order in the rental property, including but not limited to regular cleaning of appliances, fixtures, and surfaces. The Tenant must promptly report any maintenance issues or necessary repairs to the Landlord. Failure to report such issues in a timely manner may be considered negligence if it results in further damage.
- 7.4** Insurance: The Tenant is encouraged to obtain renter's insurance to cover any personal property and potential liability arising from negligence. The Tenant's insurance shall be primary in covering any damages or losses before any claim is made against the Landlord's insurance.
- 7.5** Landlord's Remedies: In cases where negligence by the Tenant results in damage to the property or other financial loss, the Landlord reserves the right to seek compensation through the security deposit, insurance claims, or other legal remedies available under applicable laws.
- 7.6** Dispute Resolution: Any disputes arising from claims of negligence shall be resolved according to the dispute resolution procedures outlined in this agreement, including mediation or arbitration if necessary.
- 7.7** Replacement Keys/Access: Tenants requesting replacement keys will be charged a fee of \$25.00 per key issued. Tenants requesting access to their units (i.e. locked out) during business hours will be charged a fee of \$50.00. Tenants requesting access to their units (i.e. locked out) after hours or on weekends will be charged a fee of \$200.00.