



IDENTIFICATION CODE

POL14-082

TITLE: POLICY ON THE USE OF COMMISSION SCOLAIRE DU LITTORAL HOUSING

ENFORCEMENT DATE	REQUIRED AUTHORIZATION	RESPONSIBLE FOR FOLLOW-UP
July 2 nd , 2014	Administrator	Material Resources Coordinator & School Administration

INFORMATION PAGE

	DATE	AUTHORIZATION
ADOPTION	July 2 nd , 2014	Ordinance 14-082
LAST MODIFICATION		

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1. PREMISES

1.1 Goal

1.1.1 In cases where finding available housing on the Commission scolaire du Littoral (CSL)'s service territory proves particularly difficult, the School Board may provide housing to its employees who are eligible.

To this end, the CSL has acquired a building inventory which includes not only buildings for educational purposes, but also residential and storage facilities.

1.1.2 The present policy defines the roles and responsibilities of the various parties and determines the rules regarding the allocation and terms and conditions of use of CSL housing by its tenants.

1.1.3 This policy applies to all tenants with the exception of management staff. Allocation of housing to management staff is determined by the *"Guidelines on the use of residences reserved for management staff."*

2. ROLES AND RESPONSIBILITIES

2.1 Allocation of housing

2.1.1 The allocation of housing is jointly coordinated by the Material Resources Department, the Human Resources Department and the administration of the school concerned according to the procedure established in Section 3.

2.2 Physical maintenance

2.2.1 The Material Resources Coordinator oversees the physical maintenance and development of properties and housing inspections. He/she is also responsible for the mobilization of financial resources for the long-term maintenance of housing.

2.2.2 The Material Resources Coordinator will maintain an inventory of all furniture and equipment provided with School Board housing.

2.2.3 The Material Resources Coordinator will provide his/her superior with an annual report detailing the building maintenance work that has been carried out and a priority list of work to be accomplished.

2.3 Housing inspections

2.3.1 The school administration will ensure the inspection of housing upon the following:

- a. a tenant's notice of departure:
 - one (1) month prior to the actual departure,
 - and upon the date of departure
- b. five days prior to the arrival of a new tenant;

c. annually, at the end of the school year, if there is no change of tenant.

2.3.2 The Material Resources Coordinator will complete and update inspection forms and report to their superior as required.

2.4 Budget

2.4.1 The Material Resources Coordinator will manage the building maintenance budget.

2.5 Rent collection

2.5.1 The Material Resources Coordinator is responsible for getting the lease signed. (Appendix F)

2.5.2 The Human Resources Coordinator is responsible for collecting rental income by deducting the rent amount from employee paychecks. Based on the pricing established in Appendix E.

3. ALLOCATION OF HOUSING

3.1 Application:

3.1.1 Subject to availability within its building inventory, and excluding housing reserved for management staff or students, the School Board may provide housing to any employee with real need of it and having been hired over 50 km from their place of employment or in the event of a lack of a road link.

3.1.2 The School Board may not allocate housing to an employee working within a village located on its territory, which is accessible by road and within a 70 km radius of a home owned, in whole or in part by the said employee or their spouse or dependant.

3.1.3 Between June 1 and September 15, the School Board will allocate available housing to new staff and persons who already have a housing unit on June 30 and who wish to relocate as per the terms set forth in Section 3.2.

3.1.4 Notwithstanding the above, housing allocations will not be considered final until October 15.

3.2 Priority:

3.2.1 The allocation of available housing is based on employee family needs in terms of the number of bedrooms required, as described in Section 3.4 and according to the following order of priority:

- 1) Employee with spouse and dependent (family)
- 2) Employee with dependent other than spouse (single-parent family)
- 3) Single employees sharing housing
- 4) Employees living with a spouse (couple)
- 5) Single employees living alone

3.3 Cohabitation

- 3.3.1 The CSL cannot require that a single person share housing with a couple, family or person of the opposite sex.
- 3.3.2 When possible, the CSL avoids cohabitation unless voluntarily requested.

3.4 Suitable housing based on status

- 3.4.1 Subject to availability, employees will be allocated housing suitable to their needs as determined by the following table:

Employee status	Category of housing
Single person with no dependants	1 bedroom
With spouse	1 or 2 bedroom(s)
With one dependent (other than spouse)	2 bedrooms
With two dependants (other than spouse)	2 or 3 bedrooms
with three or more dependents (other than spouse)	3 bedrooms

3.5 Return from an authorized leave

- 3.5.1 Employees returning from an authorized leave have priority on their former housing unit unless it has been allocated to a higher priority employee whose needs cannot be met by other available housing.

3.6 Employees with suitable housing

- 3.6.1 Other employees have priority over employees who already have suitable housing. The latter may only relocate to unallocated housing upon approval of the Material Resources Department.

3.7 Availability of accommodations

- 3.7.1 If the School Board does not have enough available housing, it will provide for employee real housing needs in the following manner and order of priority:

- a) When suitable housing at a reasonable price is available within the village or surrounding villages accessible by road, the CSL may offer it to the employee under the same conditions as if it belonged to the Board;
- b) Boarding house
- c) Voluntary cohabitation (people from the same community residing together are presumed to do so voluntarily).

3.8 End of contract/resignation/non-renewal of contract

3.8.1 Notwithstanding any other provision to the contrary, it is understood that CSL housing is for the exclusive use of CSL employees and leases are linked to the employment contract. Any person who is no longer in the employment of the School Board, regardless of the reason, must vacate their housing unit within ten (10) days following the employment end date or upon the lease expiration date, whichever occurs sooner.

4. CONDITIONS THAT APPLY TO EMPLOYEES MOVING TO ANOTHER HOUSING UNIT

4.1 Voluntary Relocation

- 4.1.1 When, upon request, an employee occupying suitable housing is granted the right to move to another housing unit, they will bear all related moving costs.
- 4.1.2 Notwithstanding any other provision to the contrary, between August 15 and October 15, a person with one or more dependants occupying housing deemed unsuitable, may dislodge, with the Board's assent, a single person or a person with one or more dependents with lesser family needs occupying housing which meets the needs expressed.

4.2 Obligation to move

- 4.2.1 When the School Board requires that an employee move from one housing unit to another, it will bear all related moving costs and incidental expenses.
- 4.2.2 The CSL must send prior notice by email to the email address provided by the employer to the tenant along with a carbon copy to the School Administration at least 30 days before the date of relocation. The "prior notice" email will be considered to have been "received" three (3) minutes after having been sent.

5. USE OF OCCUPIED HOUSING

5.1 Third-party use

- 5.1.1 Use of an employee's housing unit by a third party within the former's rental period is prohibited without their prior consent.

5.2 Leave of absence authorized by the School Board

- 5.2.1 With the exception of sickness and maternity leaves, when an employee and their dependants voluntarily and temporarily leave the territory on a leave of absence totalling 30+ consecutive working days, they must completely vacate the occupied housing unit, unless otherwise specified by agreement.
- 5.2.2 In the event that the CSL require the use of the housing unit, all employee personal effects left on the premises will be stored at the employee's cost.
- 5.2.3 In such cases, the CSL will not be held liable for any damage, loss, theft or other deterioration to employee personal effects.

5.3 Liability for damages

- 5.3.1 Tenants must restore housing to its original condition at the time of departure;
- 5.3.2 Tenants are responsible for damages or deterioration incurred to the housing unit during the period of use;
- 5.3.3 Outside of normal wear and tear, tenants are responsible for losses, damages or any other deterioration of materials, equipment or furniture present within the housing unit at the time of their arrival;
- 5.3.4 Tenants are responsible for light maintenance work on the housing unit during their tenancy;
- 5.3.5 Tenants are responsible for the use of their personal effects, materials and equipment as well as their food. The CSL is not responsible for providing the above.

5.4 Use of housing during the summer period

- 5.4.1 All persons returning to work at the CSL in the fall and residing in CSL housing who wish to make use of their housing unit during the summer period, namely between July 1 and teachers' first day of school in August, must file a formal request in writing to the Material Resources Department (form available in **Appendix G**) on or before May 31 of each year. Providing they have written permission from the Material Resources Department, the claimant (and their family) may continue to reside in their current housing unit.
- 5.4.2 The CSL may charge rent in some cases.
- 5.4.3 During the summer period, tenants must allow the School Board and its workmen access to the housing unit at all times so that they can carry out required maintenance or repairs.
- 5.4.4 To this effect, the CSL or one of its representatives may ask to visit any tenant's housing unit with 24 hours prior notice, with no restriction on the number of

visits. Prior notice will be sent by email to the email address provided by the CSL with a carbon copy to the School Administration. The “prior notice” email will be considered to have been “received” three (3) minutes after having been sent.

5.4.5 A tenant may not, in any case, sublet their housing unit to a third party, or allow a third party to reside in it.

5.4.6 All persons unsure as to whether they are returning to work at the CSL in the fall must take necessary measures to vacate the occupied housing unit and remove all of their personal belongings before or upon the end of the school year, i.e. June 30 of the current year. Failing which, the CSL will clean out the housing unit and dispose of personal effects left behind as it sees fit and at the employee’s cost.

6. USE OF VACANT HOUSING

6.1 Once all staff housing needs have been satisfied, the CSL may use remaining vacant housing according to the *“Guidelines on the use of CSL surplus facilities”* at its discretion, while maintaining a wide margin of vacancy to avoid potential housing problems that may arise in the course of the year.

7. SCHOOL BOARD OBLIGATIONS

7.1 General condition of housing

7.1.1 The Material Resources Department will ensure:

7.1.1.1 That housing units are generally maintained in good condition.

7.1.1.2 That the housing unit is clean upon delivery.

7.2. Front line of response: School Administration

7.2.1 The School Administration acts as “first responder” and is the front line of response with respect to housing units under its responsibility.

7.2.2 The School Administration will handle daily calls and all tenant requests. The School Administration is responsible for screening, addressing or referring requests to the second line of response.

7.2.3 Maintenance work and other non-urgent light tasks that do not require competency cards are the responsibility of the School Administration and will be carried out by its janitorial service. Work should not exceed \$500 per task. Non-exhaustive examples of such tasks are as follows: replacing a damaged door, changing a door handle, minor plastering and painting, replacing broken down household appliances, repairing a broken ceramic tile, replacing a leaky faucet, replacing a cupboard handle or hinge, enhancing building security, moving various pieces of furniture upon request, etc.

Cost of materials will be borne by the CSL. Work requisitions must be sent to the Material Resources Coordinator by purchase order for approval.

For minor material purchases (under \$100) the claimant's signature, the reason of purchase and the building # must be noted on the supplier's invoice.

- 7.2.4 The School Administration will act as the representative of the School Board in the event of housing-related emergencies and must keep the Material Resources Department in the loop in the event of such an occurrence.

7.3 Second line of response: the Material Resources Department

7.3.1 Major Repairs

Except in cases of emergency, the CSL will carry out all major repairs and extensive maintenance work during the summer period. To this end, an inspection of all housing units will be conducted during the course of the year in order to evaluate the maintenance work to be carried out, if any, and to establish the calendar of priorities for summer maintenance tasks.

7.4 Access to housing units

- 7.4.1 Except in cases of emergency, or when otherwise agreed upon with the tenant, the School Board must give 24 hours prior notice before inspecting the condition of the housing unit or proceeding with repairs. The notice will be sent by email to the email address provided by the CSL with a carbon copy to the School Administration. The "prior notice" email will be considered to have been "received" three (3) minutes after having been sent.

- 7.4.2 If the work requires that the housing unit be temporarily vacated, the CSL will bear all temporary accommodation and/or relocation costs.

7.5 Services provided

- 7.5.1 The School Board will pay all heating and electricity costs;

- 7.5.2 In some cases, lawn maintenance may be carried out by the School Board;

- 7.5.2 Snow removal and seasonal landscaping are at the tenant's cost.

- 7.5.3 As per the property maintenance policy, housing units will be entirely re-painted by the CSL every seven (7) years. Changing the colour of or taking it upon oneself to paint the housing unit, in whole or in part, is strictly forbidden. In such an event, the tenant will be charged for corrections should they be required.

8. TENANT OBLIGATIONS

8.1 Rent

8.1.1 Rent will be paid according to the various provisions set forth in the collective agreement or other conditions of employment. (See Appendix E)

8.2 Use of housing

8.2.1 The tenant will make use of the supplied housing unit and furniture for housing purposes only.

8.2.2 Under no circumstances may the tenant transfer, allocate or sublet their housing unit, in whole or in part, to someone else.

8.2.3 The tenant may not rent out a room within the unit to another person.

8.3 Condition of housing

8.3.1 The tenant is responsible for maintaining their housing unit and grounds clean, safe and in good condition at all times;

8.3.2 The storage of hazardous materials and products within the housing unit is prohibited.

8.3.3 The cost of repairs due to tenant negligence will be borne by the latter;

8.3.4 The CSL may conditionally allow certain pets in housing units. However, all related repair and cleaning costs will be borne by the tenant.

8.4 Damages to the housing unit or furniture

8.4.1 The tenant is responsible for any damage, loss or deterioration incurred to the housing unit or included equipment and furniture.

8.5 Notifying the School Board

8.5.1 The Tenant will immediately inform the School Administration, who will in turn inform the Material Resources Department, of any damage or deterioration incurred to the housing unit, equipment or furniture. All work requisitions must be made in writing by completing a work order and submitting it to the School Administration who will evaluate and transmit it to the Material Resources Coordinator for approval. (Appendix B).

8.6. Insurance coverage

8.6.1 The tenant is responsible for obtaining or not liability insurance which would be intended to protect him or her from potential lawsuits in case of an accident or disaster. The cost of this insurance policy will be entirely borne by the tenant;

8.6.2 The tenant is responsible for taking or not taking out (though the CSL strongly recommends it) a tenant insurance policy to protect their personal effects. The cost of such an insurance policy will be entirely borne by the tenant.

8.7. Inspection reports

- 8.7.1 Upon being notified of a tenant's departure, the School Administration must ensure to undertake an inspection of the housing unit, fill out the included inspection form (Appendix C) and forward the results to the Material Resources Coordinator, who will file the report in the housing unit's file;
- 8.7.2 If the inspection reveals signs of negligence on the part of the tenant, the School Administration must immediately notify the Material Resources Coordinator;
- 8.7.3 Unless otherwise agreed upon, following appraisal by the Material Resources Coordinator, the work to be carried out will be at the tenant's cost;
- 8.7.4 The tenant must sign the inspection report before vacating their housing unit.

8.8 Pets

- 8.8.1 Unless otherwise previously agreed upon, pets are not allowed within CSL housing units.
- 8.8.2 Under no circumstances may the tenant have over three pets within the confines of the grounds of the housing unit they occupy (including, but not limited to: dogs, cats, birds, rodents, reptiles or other).

8.9 Landscaping and interior design

- 8.9.1 Tenants are required to pay special attention to maintaining their yard and housing unit.
- 8.9.2 All landscaping or interior design projects must be subject to a written request filed with the School Administration who will submit it to the Material Resources Department for approval.
- 8.9.3 All leasehold improvement projects must be subject to a written request filed with the School Administration who will submit it to the Material Resources Department for approval.
 - 8.9.3.1 Any leasehold improvement carried out by the tenant that is inseparable from the housing unit will become the property of the CSL upon departure of the tenant, who will not be compensated by any means for the improvement.
 - 8.9.3.2 Transfer of ownership will occur in cases where the CSL considers the leasehold improvement to be "in good condition." In the opposite case, the tenant is responsible for its demolition/disposal before their final departure.
Failing which, the CSL will proceed with the demolition/disposal at the tenant's expense.
 - 8.9.3.3 The tenant is free to retrieve, move, dispose of, transfer ownership of, etc. leasehold improvements that are separable from the housing unit (ex. shed)

at their own expense, providing that they restore the site to its original state without damaging CSL property. In the opposite case, Section 8.9.3.1 and the following apply.

8.9.3.4 In the case where a shed, if its structure meets or exceeds the standards of existing school board-owned sheds, the school board may make an offer to purchase the shed in question.

8.9.4 The installation of alternative heating units is prohibited (including, but not limited to: wood, gas or pellet stoves).

9. LEASE

The lease is linked to the employment contract (Appendix F).

10. TAXABLE BENEFIT

10.1.1 Under applicable tax laws within the province of Quebec, the difference between the rent paid by the tenant in accordance with *“Appendix E: Housing Pricing”* and the market price is considered a taxable benefit.

10.1.2 Employees should also be aware that 6 months consecutive residency within the territory entitles one to the Northern Residents' Tax Deduction.

10.2.3 Market price is intermittently determined by the CSL according to the *“Guidelines for determining the local market price for the rental of housing units.”*

11. ENFORCEMENT OF THE POLICY

11.1 Previous Provisions

11.1.1 The current policy supersedes any other School Board policy pertaining to this same subject.

11.2 Responsibility

11.2.1 The Material Resources Department is responsible for enforcing the current policy.

11.2.2 Administrative Services, in collaboration with the General Secretary are responsible for the elaboration, correction, revision and adoption of this policy.

11.3 Appendices

11.3.1 All appendices form an integral part of this policy.

11.4 Inherent guidelines

11.4.1 The following guidelines relate to this policy:

- *“Guidelines for determining the local market price for the rental of housing units”*

- *“Guidelines on the use of CSL surplus facilities”*
- *“Guidelines on the use of residences reserved for management staff”*
- *“Guidelines on the use of student residences”*
- *“Guidelines on the installation of equipment on exterior siding or rooftops of housing units and residences”*
- *“Memorandum of understanding on the presence of pets”*

Appendix A

DEFINITIONS

For the purposes of this policy, the following definitions apply:

Prolonged absence: more than 5 days

Leasehold improvements: Additions and alterations made to the leased premises for the specific purposes of the tenant. This may include, but is not limited to: fencing off the yard or adding a terrace or shed to the backyard.

Seniority: years of service for the CSL, calculated from June 30 of each year as per the requirements of the collective agreement or other conditions of employment;

Spouse: Refer to the definition set forth in national collective agreements;

School Administration: The administration of the establishment to which an employee (tenant) has been assigned;

Dependent child: Refer to the definition set forth in national collective agreements;

Housing unit: the residential unit occupied by a tenant including contents, accessories and adjacent grounds. The size of the said unit being determined by the number of bedrooms therein.

Tenant: an employee or an organization who is eligible for housing who has been allocated a housing unit as stated in the Guidelines on the use of CSL surplus facilities.

Hazardous materials: Include, but are not limited to: all manner of flammable substances such as paint solvents and fuels including propane gas, canisters regardless of capacity.

Light maintenance work: This includes, but is not limited to: regular and seasonal cleaning and repairs that are part of the regular maintenance of the facilities and included equipment which the average tenant can perform themselves (replacing a light bulb, shovelling snow, deicing the entrance, balcony or terrace, cleaning appliances, unclogging a toilet, changing the batteries in the smoke alarms, touching up paint, adding bacteria to the septic tank, etc.). Such maintenance tasks are normally inexpensive.

Summer period: period between July 1 of each year and teachers' first day of school in August of the same year.

Staff concerned: CSL staff hired over 50 km from their place of employment and having real housing needs.

Dependent: Refer to the definition set forth in national collective agreements.

Light tasks: tasks that do not require competency cards.

Appendix B

**BON DE TRAVAIL
WORK ORDER**

Nom: _____
Name: _____

No. de l'immeuble _____
Building No. _____

Village: _____

Date: _____

	Description du travail / Job Description	Temps Time
	Matériaux/Materials Quantité/Quantity	Description
	Nom du requérant/Requested by :	Date:

Appendix C

Rapport d'inspection des logements / Inspection Report

Type de formulaire / Form Type : Acceptation
 Quittance

Village : _____ No. de l'immeuble _____
 Building No. _____

Locataire / Tenant: _____

		Condition	
		Bonne/Good	Endommagée/Damage
1)	Murs / Walls		
2)	Planchers / Floors		
3)	Plafonds / Ceilings		
4)	Fenêtres et portes / Windows and doors		
5)	Accessoires électrique et mécaniques Electrical and mechanical accessoires		
6)	Appareils et armoires de cuisine Appliances and kitchen cabinets		
7)	Mobilier chambre à coucher Bedroom furniture		
8)	Mobilier salon / Living room furniture		
9)	Mobilier salle à manger Dining room furniture		
10)	Salle de bain / Bathroom		
11)	Enveloppe de l'immeuble / Exterior siding		
12)	Remise / Shed		

Notes:

Inspecté en présence de : _____ et de : _____
 Inspected in the presence of : _____ pour/for : CSL _____ Locataire / Tenant

Appendix D

LISTE D'AMEUBLEMENT / FURNITURE LIST

Ensemble de salon / Living room kit

- Sofa ou divan / Sofa or couch
- Table à café / Coffee table
- Lampe sur pied / Standing lamp
- Lampe de coin / Table lamp
- Table de coin / Corner or end table

Ensemble de salle à dîner / Dining room kit

- Table
- Chaises (4 unités) / Chairs (4 units)

Ensemble de chambre à coucher / Bedroom kit

- Lit de 54'' ou 60 '' comprenant sommier, matelas, pattes de bois ou support /54'' and/or 60'' bed including boxspring, mattress, wooden legs or frame
- Tête de lit / Head board
- Commode avec miroir / Dresser with mirror
- Chiffonnier / Dresser
- Table de nuit / Night table
- Lampe de table de nuit / Bedside lamp

- Pour la 2e et 3e chambre (lorsque requis) Lit de 39'' ou 54'', chiffonnier, table de nuit et lampe de nuit / For the 2nd and 3rd bedroom, when applicable, 39'' and/or 54'' bed, drawer chest, night/table lamp and night table

Accessoires électriques et autres / Electric & other accessories

- Poêle et réfrigérateur / Stove and refrigerator
- Laveuse et sècheuse / Washer & dryer
- Congélateur / Freezer
- Aspirateur / Vacuum cleaner
- Rideaux ou stores pour fenêtres / Curtains or blinds for windows

Appendix E

TARIFICATION DES LOGEMENTS / HOUSING PRICING

Studio / Bachelor	(pas de chambre séparée)	\$ 100.00
1 chambre/room		\$ 125.00
2 chambres/rooms		\$ 160.00
3 chambres/rooms		\$ 200.00
4 chambres/rooms		\$ 250.00
5 chambres/rooms		\$ 300.00

Le cas échéant, ces taux sont réduits de / Where applicable, these rates are reduced by:

- a) Dix (10 \$) dollars par mois, si l'on doit utiliser des lieux communs (salle de lavage, entrée, etc.) / Ten (\$ 10) dollars per month, if common areas use (laundry room, hall, etc.).
- b) Vingt-cinq (25 \$) dollars par mois, si le logement est une maison mobile. / Twenty-five (\$ 25) dollars per month, if the property is a mobile home.

Si l'on bénéficie de l'utilisation privée d'espace supplémentaire (sous-sol, garage, etc.), ces taux sont augmentés de dix (10 \$) dollars par mois, par espace supplémentaire. / These rates shall be increased by ten (\$ 10) dollars per month, if there is a private use of extra space (basement, garage, etc.).

Sept-Îles, le 1^{er} Septembre / September 1, 2013

Appendix F

LEASE

BETWEEN

A		
Tenant	Owner	
Name:	Name: Commission scolaire du Littoral	
Address:	Address: 789, rue Beaulieu	
Municipality:	Municipality: Sept-Îles (Quebec)	
Postal code:	Postal code: G4R 1P8	
Telephone:	Telephone: 418 962-5558	
Telephone (other):	Telephone (other):	

B

**DESCRIPTION AND LOCATION OF RENTAL PROPERTY,
ACCESSORIES AND DEPENDENCIES**

No.: Street: App.

Municipality: Postal code:

Number of rooms:

Furniture included with rent: Yes No

Please complete the following pages.

C

Please indicate which list items are included with the housing unit.

Résidence - Residence	<input type="checkbox"/>				
No chambres - Rooms	<input type="checkbox"/>				
Description d'actif Asset Description	Qté Qty	Locataire Lessee	CSL	Commentaire(s) Comments	
SALON - LIVING ROOM					
Sofa ou divan // Sofa or couch					
Table à café // Coffee table					
Lampe sur pied // Standing lamp					
Lampe de coin // Table lamp					
Table de coin // Corner or end table					
Meuble-audio // Entertainment unit					
SALLE À DINER - DINING ROOM					
Table à dîner // Dining room table					
Chaises // Chairs					
CHAMBRE DES MAÎTRES - MASTER BEDROOM					
Lit // Bed 54"					
Sommier, matelas, support // Boxspring, mattress, frame					
Tête de lit // Head board 54"					
Bureau a/miroir // Dresser w/mirror					
Commode // Dresser					
Table de nuit // Night table					
Lampe de chevet // Bedside lamp					

	Qté Qty	Locataire Lessee	CSL	Commentaire(s) Comments
2^e CHAMBRE - 2ND BEDROOM				
Lit // Bed 39"				
Sommier, matelas, support // Boxspring, mattress, frame				
Chiffonnier // Drawer chest				
Lampe de nuit // Night/table lamp				
Table de nuit // Night table				
3^e CHAMBRE - 3RD BEDROOM				
Lit // Bed 39"				
Sommier, matelas, support // Boxspring, mattress, frame				
Chiffonnier // Drawer chest				
Lampe de nuit // Night/table lamp				
Table de nuit // Night table				
APPLIANCES	Qté Qty	Locataire Lessee		Commentaire(s) Comments
Poêle // Oven				
Réfrigérateur // Refrigerator				
Laveuse // Washing machine				
Sécheuse // Dryer				
Congélateur // Freezer				
Aspirateur // Vacuum				
Détecteur fumée // Smoke detector				
Extincteur chimique // Fire extinguisher				
COMMENTAIRE (S) - COMMENTS				
Tenant's signature		Date		
Principal's signature		Date		

DURATION OF LEASE

This lease begins on / /
 day month year

And ends on /
 day month year

D

PRICING OF HOUSING

Bachelor	no separate room	\$100.00 per month
Housing unit	1 room	\$125.00 per month
	2 rooms	\$160.00 per month
	3 rooms	\$200.00 per month
	4 rooms	\$250.00 per month
	5 rooms	\$300.00 per month

Rates are reduced by:

- Ten (\$ 10) dollars per month, if use of common areas (laundry room, entrance, etc.) is required.
- Twenty-five (\$ 25) dollars per month, if the housing unit is a mobile home.

Rates increase by:

- Ten (\$ 10) dollars per month, per unit, if tenant has use of additional private space (basement, garage, etc.).

Payments will be equally spread over each paycheque during the period covered.

ADDITIONAL CLAUSES

1. The **TENANT** acknowledges that the present lease is linked to their employment contract with the **COMMISSION SCOLAIRE DU LITTORAL** and that the above-mentioned rental opportunity is offered them due to the lack of available housing within the communities wherein he/she will be called upon to exercise his/her functions.
2. The **TENANT** acknowledges the particular nature of the community wherein they will be employed and more particularly the isolation and the possible lack of services normally and regularly found in major urban centres.
3. The **COMMISSION SCOLAIRE DU LITTORAL** will ensure, to all extents possible and taking into account the particular circumstances of the locality wherein the tenant will live, that the leased premises are in good state of repair and in habitable condition and will proceed with the maintenance and repair of the leased premises with all possible diligence taking into account the particular circumstances, remoteness and severe climatic conditions of the locality.
4. The **TENANT** acknowledges that the present lease also covers the rental of furniture and equipment and acknowledges receipt of said furniture and equipment as described, failing which the **TENANT** must indicate his/her disagreement to the Material Resources Department within ten days of moving into the housing unit.
5. It is understood and agreed that, in light of its relationship to the employment contract between the parties, the present lease is valid for the duration of the **TENANT**'s employment and will automatically terminate upon his/her resignation, dismissal or non-reappointment.
6. Additionally, should the **TENANT** absent him/herself for a predetermined period greater than 30 days, the School Board may make use of the leased premises allocated him/her during his/her absence. Upon his/her return, all possible efforts will be made to reallocate the leased premises to the **TENANT**.
7. In cases where multiple tenants occupy the same housing unit and are thereby obliged to make common use of various rooms, such as the bathroom, dining room, kitchen, living room, laundry room or other rooms, they will be held jointly liable for any damage incurred to the common areas, as per the liability regime established within the current lease.
8. The **TENANT** acknowledges that the **POLICY ON THE USE OF COMMISSION SCOLAIRE DU LITTORAL HOUSING** set forth by the **COMMISSION SCOLAIRE DU LITTORAL**, which establishes both availability and rental rates of housing units, is part and parcel of the lease and included as is upon signature of the present and may be amended from time to time during the term of the lease.

9. As the **COMMISSION SCOLAIRE DU LITTORAL** is responsible for heating, it is forbidden to install any heating unit or other electrical conduit without the written expressed consent of the board within the leased premises.
10. For this same reason, the **TENANT** must take care to avoid leaving doors or windows open, which could let rain or snow enter the unit and cause overheating or damage the heating system, failing which the **COMMISSION SCOLAIRE DU LITTORAL** will to claim damages from the **Tenant** for negligence.
11. In order to help the **COMMISSION SCOLAIRE DU LITTORAL** maintain the leased premises in good habitable condition, the **TENANT** agrees to notify the **COMMISSION SCOLAIRE DU LITTORAL** as quickly as possible of any damage incurred to the leased premises so that necessary repairs may be duly carried out, regardless of whether the damage resulted from the misconduct and/or negligence of the **TENANT** or of a third party.
12. No alterations may be made to the leased premises indicated within the current lease, without the written expressed permission of the **COMMISSION SCOLAIRE DU LITTORAL**.
13. Housekeeping supplies are the **TENANT**'s responsibility and the latter acknowledges that all housekeeping duties are equally his/her responsibility.
14. The **TENANT** will see to it that he/she store his/her personal effects inside of the leased premises, as the **COMMISSION SCOLAIRE DU LITTORAL** will not be held responsible for any losses or damages resulting from theft or exposure to the elements (water, mildew, fire, etc.).
15. The **TENANT** must ensure that substances deemed hazardous are stored within areas designated for this purpose by the **COMMISSION SCOLAIRE DU LITTORAL**.
16. Under no circumstances, may the **TENANT** use the heating or laundry rooms for storage or warehousing purposes.
17. In order to allow the **COMMISSION SCOLAIRE DU LITTORAL** to prevent damage due to freezing or other circumstances, the **TENANT** must, in the event of extended absence, hand over the keys to the leased premises to a designated representative of the **COMMISSION SCOLAIRE DU LITTORAL**.
18. The current lease may be amended in writing in whole or in part at any time by agreement between the **TENANT** and the **COMMISSION SCOLAIRE DU LITTORAL**.
19. The current lease supersedes and replaces all prior understandings, agreements, letters of agreement, verbal or written communications, or any other document pertaining to said lease.
20. Each provision contained herein constitutes a separate whole, such that, should any court decision render any provision or obligation of this agreement illegal, unenforceable, invalid or deemed unwritten, the said provision or obligation shall be deemed independent and severable from the rest of the current lease and its invalidity, unenforceability or illegality will not



diminish or affect the validity of the remainder of the lease or any part thereof, such that all other provisions and obligations will remain effective between the parties.

21. The current lease shall be governed by and interpreted according to the laws applicable within the Province of Quebec. Any dispute arising from the present agreement must be instigated before a competent court in the judicial district of Mingan.
22. The fact that either party fails to insist upon or enforce the strict performance of, or exercise any rights contained herein will not be construed as a waiver of that right or preclude the exercise or enforcement of it at any time or times thereafter.

IN WITNESS WHEREOF, the parties hereto have signed two certified true copies in Sept-Îles

This _____ day of the month of _____ 20 _____.

Commission scolaire du Littoral

Tenant

Witnesses (if desired)

Witness



Appendix G

Formulaire de demande d'utilisation de logement pendant la période estivale Housing use during summer application form

Veillez compléter les informations ci-dessous et retourner le formulaire au Service des ressources matérielles de la Commission scolaire avant le 1^e mai.

Please complete the information below and return it to Material Service Department of the School Board before May 1st.

Nom/Surname:

Prénom /First Name:

Adresse courriel /Email Address:

No. d'immeuble de la Commission scolaire/Building No. of School Board:

Village:

No. contrat ou poste pour l'année prochaine/Contract No. or position for next year:

École/School:

Poste/Position:

Ma famille et moi occuperions le logement pour la période ci-bas :
My family and I will occupy the housing unit for the following period:

Cliquez ici pour entrer une date. [au/to](#) Click here to enter date.