



**Title:**

Housing Services Internal Policy-Department of Social Services-Tenants Fees

**Policy No.:**

SL 009

**Revisions:**

August 27, 2008

July 14, 2017

January 1, 2022

**Effective Date:**

July 17, 2006

**Applies to:**

The policy and procedures contained in this document apply to the following Housing Providers:

- \* Municipal & Private Non-Profit;
- \* Public Housing;
- \* Rent Supplement\*.
- \* incl. former OCHAP/CSHP



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## **Purpose of the policy**

The United Counties of Prescott and Russell is the landlord for its Housing Services units. As such, it is required to respect all municipal by-laws. Therefore, Housing Services has established a policy to ensure that its tenants comply with the Town of Hawkesbury's Municipal By-law No 14-2007 being a by-law requiring properties to be maintained and kept clear of waste.

## **Housing Services Rules**

Article 2 of Municipal By-law No 14-2007 of the Town of Hawkesbury specifies: " No person shall store, keep, dump, throw or blow any waste on any property either belonging to this person, on another person's property or any property belonging to the Corporation or cause such waste to remain thereon." The Town of Hawkesbury has a special rubbish collection once a year so residents can throw away old furniture, etc. At no time can this rubbish be stored outside except during this annual rubbish collection.

Also, Article 8 of this same by-law specifies: "No person shall fail to keep clean and the grass maintained on a regular basis ..."

Any person who contravenes any of the provisions of the by-law is guilty of an offence and is liable to pay a penalty.

## **Procedure**

In order to avoid penalties, Housing Services have established the following procedure concerning large wastes and grass maintenance.

1. Each spring, a newsletter will be sent to tenants advising them of the dates of the Town of Hawkesbury's special rubbish collection of old furniture, etc.
2. The lease stipulates: "The Tenant shall be responsible for maintaining, in good order and condition, any lawn or garden that forms part of the Unit."
3. Regular inspections will be done. If a tenant leaves large waste on the property, or the grass has not been cut, a letter will be sent to advise the tenant of the due date to get rid of the waste or cut the grass.
4. After that time, if the tenant still has not disposed of the waste or cut the grass, a contractor will be sent to do the work and the tenant will be charged for the costs incurred. A tenant who does not pay these costs could receive an eviction notice.
5. If the Township gives the tenant a notice concerning the large waste or grass that hasn't been cut and the tenant doesn't respect the notice, all invoices from

the Township sent to the United Counties of Prescott-Russell will be charged back to the tenant. A tenant who doesn't pay these costs could receive an eviction notice.

6. A tenant may call his municipality to have details on how to dispose tires or big garbage at the municipal dump. All hazardous waste such as paint, batteries, toxic products must be securely disposed upon the annual collection of such items or products.

### Legislation

- *LHA – Administration Section 04-11-02, Service Related Charges.*

### Questions

If you have questions about this document, please contact your Housing Services Manager at the United Counties of Prescott and Russell.

**APPROVED BY: Original copy signed by Sylvie Millette**

**DATE:** \_\_\_\_\_