



**Title:**

Housing Services Internal Policy-Department of Social Services-Sheds and Shelters

**Policy No.:**

SL 029

**Revisions:**

November 8, 2021

**Effective Date:**

November 1, 2021

**Applies to:**

The policy and procedures contained in this document apply to semi-detached homes.



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### ***Purpose of the policy***

The Housing Services wish to establish regulations regarding sheds and shelters for the safety and health of their tenants. Also, for their own security and that of other citizens, the Housing Services require their tenants to respect all regulations pertaining to construction such as:

- 1) the Town of Hawkesbury's and Champlain Township's municipal By-law stating its requirements concerning shed constructions and shelter installations
- 2) the *Ontario Building Code*.

To ensure this, a procedure has been established.

### ***The Housing Services Regulations***

1. Shed of no more than 9.3 square metres (100 square feet) and shelters will only be accepted in the backyard.
2. For the installation of sheds and shelters, tenants must fill the request for permission form (**see example in Schedule A**) in writing from the Housing Services. Tenants will not be allowed to install a shed or tempo until they have obtained written permission (**see example in Schedule B**) from the Housing Services. The Housing Services may revoke their permission from any tenant who does not respect the present policy and/or municipal By-laws or *Codes*. (**see example in Schedule C**)
3. Before building a shed, tenants must obtain a permit from the Town of Hawkesbury or the Champlain Township if it is required, as per their municipal by-law. If a permit is required, a copy of the building permit will have to be sent to us. Once the shed is installed, the tenant must provide Housing Services with the inspection report from the Town of Hawkesbury and/or from the Building and Engineering Services.
4. The tenant must obtain responsibility insurance for his personal belongings that will be kept in the shed since he is the only one responsible for the objects that will be stored.
5. No electrical installations will be permitted in the sheds.
6. No permanent installations will be permitted (cement platforms, sonotubes, etc)
7. The tenant must ensure that the shed or shelter is installed at least 1.22 m (4 feet) from all backyard fences.
8. The shed must be well maintained and painted or with a finish that satisfies all municipal standards.
9. Upon move-out, the shed or shelter must be removed from the premises unless you received a written consent from the Housing Services following an agreement that has been made with the future tenants. To obtain permission, a written request will have to be sent to Housing Services. (**see example Schedule D**)

### **Procedure**

To ensure that tenants respect all regulations pertaining to sheds and shelters, following is the procedure that has been adopted:

1. The tenants must fill out the request form (**See example Schedule A**) and send it to the Housing Services to ask permission to install a shed or a shelter. Tenants will not have the right to install a shed or shelter until they have obtained written permission from the Housing Services (**See example Schedule B**)
2. Tenants must also obtain a permit from the Town of Hawkesbury or the Champlain Township to install a shed when it is required.
3. Once the shed is installed, the tenant must provide Housing Services with the inspection report from the Town of Hawkesbury or the Champlain Township and/or from the Building and Engineering Services.
4. During the summer, semi-detached homes and bungalows will be inspected to check if tenants comply with all regulations and the present policy on shed and shelters.
5. Those who do not comply will receive a 24-hour notice letter (**see example in Schedule C**). In this letter, we will allow tenants seven (7) days to make the necessary changes. After this time, another inspection will be made.
6. After the 3<sup>rd</sup> infraction, we will revoke our permission, the tenant will have to remove his/her shed or shelter, and we will not give him/her permission to install a shed or shelter in the years to come. If the tenant refuses to remove his/her shed or shelter, the Housing Services may send the tenant a Notice to Terminate a Tenancy Early (N5) for having caused a dangerous act.

### **Conflict**

If there should be a conflict between this policy on sheds and shelters and municipal by-laws and/or the *Ontario Building Code*, in case of contention, the latter would have precedence.

### **Questions**

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

**APPROVED BY:** \_\_\_\_\_

**DATE:** November 8, 2021



Housing Services  
59 Court St PO Box 303  
L'Orignal ON K0B 1K0

Sir/Madam:

We request your permission to install in our back yard:

- a shed \_\_\_\_\_
- a shelter \_\_\_\_\_

We understand that we must comply with:  
the Town of Hawkesbury's or Champlain Township municipal by-law requiring  
properties to be maintained and kept clear of waste;  
the Ontario Building Code, requiring the issuance of building permit for certain  
construction projects.  
the Housing Services regulations (attached)

We will wait until we receive your written approval, and we will obtain a permit from the  
Town of Hawkesbury or the Champlain Township before installing our shelter if  
required.

\*\*\*We confirm reading the Housing Services regulations before filling out this request  
form and engage to respect them\*\*\*

\_\_\_\_\_  
Tenant(s) Signature \*Tenants that are on the lease

\_\_\_\_\_  
Name(s) \*Tenants that are on the lease

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**Schedule A example**

***The Housing Services Regulations***

1. Shed of no more than 9.3 square metres (100 square feet) and shelters will only be accepted in the backyard.
2. For the installation of sheds and shelters, tenants must fill the request for permission form in writing from the Housing Services. Tenants will not be allowed to install a shed or tempo until they have obtained written permission from the Housing Services. The Housing Services may revoke their permission from any tenant who does not respect the present policy and/or municipal By-laws or Codes.
3. Before building a shed, tenants must obtain a permit from the Town of Hawkesbury if it is required, as per their municipal by-law. If a permit is required, a copy of the building permit will have to be sent to us. Once the shed is installed, the tenant must provide Housing Services with the inspection report from the Town of Hawkesbury or the Champlain Township and/or from the Building and Engineering Services.
4. The tenant must obtain responsibility insurance for his personal belongings that will be kept in the shed since he is the only one responsible for the objects that will be stored.
5. No electrical installations will be permitted in the sheds.
6. No permanent installations will be permitted (cement platforms, sonotubes, etc)
7. The tenant must ensure that the shed or shelter is installed at least 1.22 m (4 feet) from all backyard fences.
8. The shed must be well maintained and painted or with a finish that satisfies all municipal standards.
9. Upon move-out, the shed or shelter must be removed from the premises unless you received a written consent from the Housing Services following an agreement that has been made with the future tenants. To obtain a permission, a written request will have to be sent to Housing Services.

***Schedule A cont'd***



DATE:

NAME:

ADDRESS:

**RE: AUTHORIZATION—SHED AND SHELTER**

Sir, Madam:

We acknowledge receipt of your request for permission, and we grant you permission to install:

- a shed size \_\_\_\_\_
- a shelter

Please be reminded that you are required to respect our policy on sheds and shelters, as well as the Town of Hawkesbury's municipal By-laws which set out the city's requirements on constructions. Make sure you always comply with them.

- No electrical installations will be permitted in the sheds.
- No permanent installations will be permitted (cement platform, sonotubes etc.)
- You must ensure that the shed or shelter is installed at least 1.22 metres (4 feet) from all backyard fences,
- You must obtain responsibility insurance for your personal belongings that will be kept in there.
- Shed must be well maintained and painted or with a finish that satisfies all municipal norms.

Once your shed or shelter is installed, you must contact the Building and Engineering Services to have the inspection completed and provide us with a copy of the report.

We thank you for your collaboration. Should you have any questions, do not hesitate to contact me at 613-675-4661.

Virginie Viau  
Community Relations Worker  
Housing Services

***Schedule B example***

Date

Nom  
Adresse

**RE: 24-Hour Notice—Shed and shelter**

Madam, Sir,

Following your backyard inspection, we noticed that you are contravening our policy on sheds and shelters SL 029.

- You have not sent your request in writing to install a shed or shelter in your back yard.
- Enclosed is the form you can fill out to make this request in writing. If you do not send your written request within seven days, we will ask that you remove your shed/shelter. If you do not remove it, we may send you an eviction notice.
- Your shed/shelter is in the front yard and should be in the back yard
- You are at less than 1.2 metres from your fence.

We will be doing another inspection \_\_\_\_\_ to make sure that you have made the necessary changes to comply. If these are not done by 9 A.M. on this date, you could receive an eviction notice for not respecting our internal policy.

Please consider this letter as your minimum 24-hour notice as per the *Residential Tenancies Act, 2006*, CHAPTER 24, for entry to your unit.

We thank you for your cooperation on this matter.

Yours truly,

Virginie Viau  
Community Relations Worker

***Schedule C: Example of 24-Hour Notice—shed and shelter notice***





Housing Services  
59 Court St PO Box 303  
L'Orignal ON K0B 1K0

Sir/Madam:

We request your permission to leave in our back yard:

- a shed \_\_\_\_\_
- a shelter \_\_\_\_\_

We understand that if our request is refused, we will have to remove our shed or shelter from the backyard or we will be responsible for all fees related to the work.

\_\_\_\_\_  
Tenant(s) Signature \*Tenants that are on the lease

\_\_\_\_\_  
Name(s) \*Tenants that are on the lease

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

Request:

Approved: \_\_\_\_\_

Refused:

\_\_\_\_\_  
Virginie Viau  
Community Relations Agent  
Date: \_\_\_\_\_

**Schedule D example**