



Titre :

Housing Services Internal Policy, Social Services Department, Right to operate a business in a housing unit.

Policy NO. :

SL 005

Revisions:

June 21, 2007

November 14, 2007

July 14, 2017

January 11, 2024

Effective Date :

January 11, 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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1. Purpose of the policy

The Prescott and Russell Housing Services want to establish regulations for tenants living in its housing units who operate a business to ensure consistency for rent calculations and to make sure that the other tenants will not be disturbed by the business operations.

2. Housing Services Regulations

- As indicated in his lease, a tenant who wants to operate a business in his unit must request written permission from Housing Services.
- Permission to operate a business will be granted only if the business meets all related municipal by-laws and codes, visitors cannot come and go at the unit and the tenant can only use normal home tools to operate his business.
- Housing Services will not give permission to erect signs to advertise the business.
- No storage will be permitted inside the unit or on the property.

3. Housing services regulations for rent calculation

A tenant who operates a business in his unit will pay the maximum rent until he provides us with a certified Notice of Assessment from Revenue Canada for the past year. When we receive the Notice of Assessment, the Rent Calculation Clerk will calculate the rent at the rate of 30% of the family income. If the tenant ends up with a credit on his account, the credit will be deducted from his next months' rent until there is no more credit. The tenant will then pay the maximum rent until he provides us with the next certified Notice of Assessment.

4. 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: _____