Tenant Information Package

Suite 200-133 Main Street West, P.O. Box 480

North Bay, ON P1B 8J1

705.472.2441

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# Welcome!

Dear Tenant:

Welcome to your new home. We hope your experience with us will allow you and/or your family a safe, affordable place to call your own and provide the opportunity for you to develop and strive to reach your goals.

We are proud to say that the staff of the Nipissing District Housing Corporation (NDHC) is a group of conscientious, caring individuals who have dedicated themselves to the assistance of others to the best of their abilities.

Our mission is:

**“To provide safe and affordable housing to those who need it the most and to support healthy, secure communities for our tenants.”**

With that in mind, our values and guiding principles are:

1. To be accountable for the timely, efficient fulfillment of our mission.
2. To serve our clients to the best of our abilities.
3. To treat all people fairly and equitably.
4. To continually pursue excellence.
5. To recognize our employees as a source of strength within the Corporation and for our tenants.

We recognize that the situations our clients and we face can be challenging and therefore it is imperative to us that we continuously strive to improve our performance and to gain and maintain the respect of our clients, tenants, colleagues and peers through mutual support and cooperation.

It is our hope that by working together, we can create a sense of community and an environment that is safe, healthy and genuinely enjoyable for everyone!

Sincerely,

TracyAnn Bethune

Tenant Services Supervisor

# Office Hours and Telephone Numbers

Office 705-472-2441

Toll Free 1-800-461-6113

Fax 705-472-4171

Open Monday to Friday from 9:00am to 4:00pm

**After hours and weekend *EMERGENCY ONLY***

705-472-2441   
(will be directed to the after hour line)

# Maintenance Department

**Regular maintenance, repairs and emergency**

Monday to Friday from 8:30am to 4:00pm

705-472-2441

***After hours, DO NOT contact your custodian***

The role of the custodian is to make minor repairs and to clean the common areas in apartment buildings (lobbies, hallways and stairways) only.

**What is a maintenance emergency?**

* No HEAT
* No WATER
* No POWER
* BROKEN WATER LINE (a dripping tap is NOT an emergency)

# Our Team

|  |  |
| --- | --- |
| Tenant Services Department 705-472-2441 | |
| Brandon Devost  Tenant Retention Officer | Ext. 3732 |
| Pauline Lebeau  Tenant Administrative Worker | Ext. 3735 |
| Ginette Lavoie  Tenant Retention Officer | Ext. 3733 |
| Dennis Spencer  Tenant Retention Officer | Ext. 3731 |
| TracyAnn Bethune  Tenant Services Supervisor | Ext. 3740 |

|  |  |
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| Corporate Assets Department 705-472-2441 | |
| Raphael Duchesne  Maintenance Clerk for all other units | Ext. 3743 |
| Rollande Brisson  Maintenance Clerk for Edgewater and Golden Age towers ONLY | Ext. 3734 |
| Jessica Sanche  Maintenance Officer | Ext. 3739 |
| Patricia Therriault  Capital Works Officer | Ext. 3741 |
| Elise Larochelle  Corporate Assets Supervisor | Ext. 3730 |

Apartment Buildings

# Elevator Operating Procedure

## Holding the Door Open

The door is timed to close within twelve (12) seconds. If it is necessary for the door to be kept open beyond twelve seconds (i.e. wheelchair), the “DOOR OPEN” button should be pressed.

## Getting on and off

Please let all the people off first before attempting to enter the elevator. Most elevators will stop within ½ inch of the floor level. However, some types will vary. Before entering or exiting the elevator, always look to see if it is level with the floor.

## Caught in the elevator

If the elevator stops or stalls between floors, press the “EMERGENCY” button and wait for help. Stay CALM and DO NOT try to leave the elevator before it returns to the floor level. If there is a telephone, pick it up and the answering service operator will talk to you and send help.

## Maintenance checks

The elevator is checked once a month. If it is necessary for the elevator to be out of service for any length of time it will be announced.

## Garbage

Wrap your garbage before you throw it down the chute. DO NOT put in burning materials such as cigarettes and ashes. NEVER force cartons, coat hangers and bundles of paper into the chute because it may become blocked. DO NOT put bottles or boxes down the chute. Ask your custodian to dispose of them.

# Keys and Laundry Card

Upon move-in, you will be required to sign for the following items: one entrance key, two apartment keys, one mailbox key and a smart card for the laundry machines. You should safeguard these items as they will have to be returned upon move out.

**\*\*For tenants who have postal boxes, arrangements need to be made with Canada Post at 1-800-267-1177\*\***

If for any reason you require another key or laundry card, you will have to contact our office and make a request for a replacement. You should be aware that there is a charge to replace these items and payment in full will be required before any key or card is given to you.

## If you have lost your keys or are locked out of your apartment:

After hours

Contact your security tenant (no charge for this call)

You can also call Jim’s Locksmithing to provide you with access to your unit however **you must pay for this call.**

Monday to Friday

9:00am to 4:00pm

Call 705-472-2441

Tenants of Family Units

You will be required to **provide identification**.

# Dryer Hose

According to the Fire Prevention Office, a dryer exhaust hose must be a corrugated aluminum type and not plastic. The vent of a clothes dryer can become clogged with lint over time, causing the dryer to dry less efficiently and resulting in dangerous house fires, check and clean the lint trap and vent on a regular basis.

# Electrical

Electronic equipment must be plugged in an approved power bar and all major appliances must be plugged directly into an outlet. Cheater blocks are not permitted.

# Storage Tips

The furnace room should not be used for storage as it is a safety hazard. If it is reported that you do have items stored in this location, all items will have to be removed.

# Yards

We inspect all yards regularly. Please make sure your yard is free of garbage. Loose garbage and unwanted furniture left around the garbage area or in the yard is not permitted.



# Pets

Tenants are allowed to own pets however, the owners have responsibilities. Under the Lease Agreement and the Residential Tenancies Act pet owners are responsible to ensure that their pets do not interfere with the Landlord’s or other Tenant’s ***quiet enjoyment*** of the property. The Animal By-Laws require that all pets be properly licensed and that leashes can be no longer than **two (2) meters** in length.

A Notice to Vacate can be issued for keeping an animal which disturbs others or impairs their safety if the animal:

* Causes nose, an odour or damage;
* Attached another tenant or the landlord or acted aggressively toward them;
* Causes the landlord or another tenant to have an allergic reaction;
* Could be dangerous to the landlord or another tenant, even if it has not harmed anyone.

In accordance with By-Law #151-93, tenants are required to keep their **pets on a leash at all times** and/or to carry their pets through **common areas** (including elevators and stairs). Pets of any kind are not allowed in lounges, common rooms or laundry rooms. Also, in accordance with By-Law #2009-113, pet owners will be charged for any clean-ups needed caused by your pet. Please **remember to stoop and scoop**.

**North Bay & District Human Society Pet Clinic now offers spay and neuter services**

For reservations please contact 705-478-8233

**For more information:**

www.northbayhumanesociety.ca

# Complaint procedure regarding tenant’s pets

Pet owners must observe all local municipal regulations including license/tag requirements, proper hygiene, animal control, etc. As a resident, you can contact your Municipal Office or local Human Society to find out if they can take action under their By-Laws regarding:

* Noise of barking/whining dogs
* Owner not picking up after their dog/cat/other pet
* Dog/cat not on a leash
* Owner allowing their dog/cat/other pet to run loose on other people’s property

You can contact your local Human Society regarding abuse or neglect of any animal by calling 705-474-1251.

# If you’ve been bitten

* Seek medical attention if needed
* Contact your local Healthy Unit and/or Police and/or Humane Society

If you require information before contacting the above agencies, please contact the Tenant Services Department.

# Feeding wildlife

Feeding wild animals on NDHC property is not permitted. Not only can they become a nuisance but the can potentially be extremely destructive. Please remember, they are wild animals and should be left alone.

# Tenant’s responsibilities upon move-out

Upon move-out, you are responsible to ensure your unit is in the same condition it was when you moved in. You may be charged for damages over and above normal *wear and tear* of occupying a home. The following are some examples of what we will charge for, however this is not an exhaustive list:

* Damage to drywall, woodwork and/or flooring
* Dark coloured paint applied by the tenant
* Removal of wallpaper applied by the tenant
* Replacement of locks if keys are not returned to the office within 48 hours of move-out
* Garbage left in the unit upon move-out
* Broken doors and/or windows
* Missing or broken fixtures
* Any additional cleaning required

**If your unit needs fumigating, please call the office immediately.**

A tenant may also be charged for damages caused by negligence such as:

* Fire damage
* Flooding
* Damage caused by back-ups due to blocked plumbing in relation to inappropriate use.

# Fire Safety Plan

**If you see, smell, hear or suspect fire ACT QUICLY!**

1. Upon discovery of the fire, alert ALL occupants and leave immediately.
2. If the fire is still small and you are able, fight the fire. Otherwise, leave immediately, closing all doors as you leave.
3. Call the Fire Department and give them your name and your correct address. Do not assume that someone else will call the Fire Department.
4. If you are caught in the smoke, keep low to the floor where the air is clearer and cooler. Take short breaths (through your nose) until you reach safety.
5. Notify the Housing Corporation.
6. Have an escape plan organized so that you and your family know what to do in an emergency and practice it. Consider that in an emergency, your power may be off. Make sure you can follow an escape plan even in the dark. Have an alternate plan in mind and rehearsed so that you are prepared for any situation. Ensure your baby-sitter is aware of your family fire safety plan.

# For apartment buildings

**If there is a fire DO NOT use the elevator, take the STAIRS. Go directly to the designated meeting place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you cannot get to the stairs,**

**hang a piece of cloth out of a visible window**

**to alert firefighters OR take a phone with you**

**and stand on a balcony.**

**Call 911 to alert the dispatchers and**

**try to get someone’s attention.**

# For all buildings

All tenants and their families should:

* Be aware of where fire alarms, extinguishers and emergency exits are located within the building.
* Be sure of the correct address and location of your unit
* Have an emergency plan, where you can meet with your family in the event of an emergency. Be sure that your meeting spot is in an area that can be easily found in the dark and that is safe. Make sure that you are far enough away from your building that you would not be caught in any explosions or falling debris and that you do not have to cross a busy street.

# The most common fires in the home occur in the kitchen

For pan fires on top of the stove:

* Turn off the heat.
* Try to smother the flames by covering the fire with a pan lid (it should completely cover the pan)

**Do not attempt to remove a burning pan!**

For oven fires:

* Turn off the heat.
* Try to smother the flames by closing the door for a few minutes. If this doesn’t work, open oven door a crack and use your fire extinguisher.
* Open oven door as little as possible

If the fire threatens to ignite nearby combustibles:

* Get everyone out of the house.
* Close kitchen door to prevent the fire from spreading and then get out.
* **Call your fire department.**
* Never put water on a grease fire.

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**Never try to fight anything but a small fire and only AFTER notifying the fire department!**

# To avoid fire hazards:

* Never put cigarette ashes or butts, or any other burning materials into the garbage chute until you are certain that there are no smoldering materials left.
* Never dispose of flammable liquids, such as nail polish remover or household chemicals, in the garbage chutes. Please make sure any bottles containing these liquids are empty, rinsed and dried before disposing of them.
* Never force materials into the garbage chute, especially large boxes, coat hangers or other materials that could cause the chute to become blocked.
* Never leave anything in common areas that could be a trip hazard or that could easily ignite.
* Never use unsafe electrical appliances, frayed extension cords or over-loaded outlets. Do NOT use extension cords as a permanent source of power for any appliance.
* Report any violations of the Fire Code or any fire hazards to the Housing Corporation.

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**Schedule “A” to your Lease:**

**Rules and Regulations #9 Safety Equipment**

“The tenant shall not tamper with or disconnect any heat, smoke or carbon monoxide detectors, fire alarms, door closures or any other safety equipment installed in the leased premises or the residential complex by the Landlord.”

# Smoke detectors save lives

Your smoke alarms are devices that can provide early warning of possible fires in your home. It is especially useful during the times you may be sleeping.

Your landlord has installed a smoke detector in your home for our safety and for the safety of your neighbours.

Sometimes the alarm will sound even if a small amount of food is burned on the stove or if someone smokes cigarettes directly under it. To stop the alarm, clear the smoke out of the home and gently fan clear air into the opening of the smoke detector.

If you feel your smoke detector is not working properly or if you notice the “power on” indicator is out, call the office and ask for the maintenance department and it will be checked.

**Article 6.3.3.5 of the Fire Code:**

**There is a fine for “intentionally disabling the smoke alarm to make it inoperable”.**

**\*\*If a unit is found with a smoke detector disconnected or tampered with, we will have no alternative but to inform the Fire Prevention Office.\*\***

If we are made aware that your hydro is being disconnected,

we will be entering your unit to install

battery operated smoke detectors at your expense.

# Maintaining your smoke alarms

Test your smoke alarm weekly by doing the following:

* Firmly depress the “Push to test” button for at least five (5) seconds. The smoke alarm will sound a loud beep for about four (4) times per second. The alarm may sound for up to 10 seconds after releasing the “Push to test” button.
* Clean the smoke alarm at least once a month to remove dust, dirt or debris. Always turn off power to the smoke alarm before cleaning.
* Using a soft brush or want attachment to a vacuum cleaner, vacuum all sides and cover of the smoke alarm. Be sure all the vents are free of debris.

**\*\*Important: Do not attempt to remove the cover or clean inside**

**the smoke detector alarm.\*\***

If you have any questions, do not hesitate to call the

Maintenance Services Department at our office.

# Community Services

## What NDHC offers:

The Tenant Services Department of the Housing Corporation has a variety of functions over and above the administration of our units. We also offer:

* Tenant support
* Liaison with Tenant Associations
* Mediation
* Referrals to other agencies

# General Community Services

## Emergency Departments

Emergency 9-1-1

North Bay Regional Health Centre

General Inquiries 705-474-8600

Emergency Department 705-495-7951

Mattawa General Hospital 705-744-5511

West Nipissing General Hospital 705-753-3110

# Walk-in clinics

## Blue Sky Family Health Clinic

705-476-1413 685 Bloem Street, 2nd floor

Open Saturday from 10am to 1pm

Statutory Holidays: please call the clinic prior to arriving to ensure they are open

**\*\*You must register 1 hour prior to closing in order to see a doctor.\*\***

**\*\*Only Blue Sky Family Health Clients may use this clinic.\*\***

## Head to Toe Clinic

705-495-0300 1950 Algonquin Avenue, Suite 303

Operates Monday to Friday

**Book ahead or same day for appointment**

## Near North Medical Clinic

705-495-2685 66 Josephine Street

Monday to Friday from 5pm to 8pm

**\*\*Please register ½ hour prior to closing in order to see a doctor.\*\***

## Powassan Medical Centre

705-384-5225 8 King Street East, Powassan

Dr. K. Runciman 705-724-3388

Dr. S. Houghton 705-724-5511

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| **Other Emergency Numbers** | |
| Poison Control | 1-800-268-9017 |
| North Bay Police | 9-1-1 |
| Non-urgent Police matters | 705-474-1234 |
| Crime Stoppers  Confidential Tip Line | 1-800-222-TIPS (8477) |
| Crime Stoppers  Near North Confidential Tip | 705-476-TIPS (8477) |

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| **Emergency Shelters / Crisis Centers** | |
| Crisis Centre North Bay | 705-474-1031 |
| Esprit Place Family Resource Parry Sound | 705-746-4800 |
| Mattawa Women’s Resource Centre | 705-744-5567 |
| Sturgeon Falls Family Resource Centre | 705-753-1154 |
| Nipissing Transition House | 705-476-2429 |
| Ojibwa Family Resource Centre | 705-472-3321 |
| Amelia Rising Women’s Sexual Assault Centre of Nipissing Office | 705-840-2403 |
| Amelia Rising Women’s Sexual Assault Centre 24 Hour Crisis Line | 705-476-3355 |
| Salvation Army Family Services | 705-474-7859 |

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| **Community Resources** | |
| North Bay and District Humane Society | 705-474-1251 |
| AIDS Committee North Bay | 705-497-3560 |
| Community Counseling Centre | 705-472-6515 |
| North Bay Food Bank | 705-495-3290 |
| Nipissing Legal Clinic | 705-476-6603 |
| Legal Aid Ontario | 705-472-4893 |
| North Bay & District Health Unit | 705-474-1400 |
| The Clinic: Sexual Health Services for All | 705-474-1400 ext.2289 |
| Low Income People Involvement (LIPI) | 705-472-1337 |
| North Bay & District Association for Community Living | 705-476-3288 |
| Telehealth Ontario | 1-866-797-0000 |

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| **Resources for Families** | |
| Kid’s Help Phone | 1-800-668-6868 |
| Children’s Aid Society | 705-472-0910 |
| North Bay Family Enrichment Centre | 705-472-2152 |
| Sturgeon Falls Family Resource Centre | 705-753-1154 |
| Nipissing Family Program (FASST) | 705-494-4774 ext.226 |
| Big Sisters and Big Brothers of North Bay | 705-474-3041 |
| Canadian Mental Health Association Community Resource Program | 705-474-1299 |
| Community Care Access Centre (CCAC)  North Bay | 705-476-2222 |
| CCAC Sturgeon Falls | 705-753-4000 |
| CCAC Toll Free | 1-800-533-2222 |
| Nipissing Association for Disabled Youth (NADY) | 705-476-5437 ext.3550 |

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| **Resources for Seniors** | |
| Victorian Order of Nurses North Bay | 705-472-8060 |
| Meals On Wheels North Bay | 705-474-7048 |
| North Bay Golden Age Club | 705-474-6520 |
| North Bay & District Association for Community Living | 705-476-3288 |
| Cassellholme North Bay | 705-474-4250 |
| Eastholme Powassan | 705-724-2005 |
| Phone Busters (Fraud reporting) | 1-888-495-8501 |
| Alzheimers Society North Bay & District | 705-495-4342 |
| Ontario Drug & Alcohol Treatment Information Line (DART) | 1-800-565-8603 |

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| **Resources for Mental Health & Addictions** | |
| Beattie Garth Addiction Counselling | 705-474-9947 |
| Nipissing Detox & Substance Abuse | 705-476-6240 |
| Alcoholics Anonymous North Bay | 705-474-7940 |
| Narcotics Anonymous North Bay | 705-475-3168 |
| Claude Ranger Mental Health Clinic | 705-494-3050 |
| Rehabilitation Resources | 705-476-6400 |
| Ontario Problem Gambling Help Line | 1-888-230-3505 |
| PEP Place | 705-494-4774 |
| Ontario Drug & Alcohol Treatment Information Line (DART) | 1-800-565-8603 |

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| logo final**The Motivational Wellness Kits** are bags filled with sports equipment that tenants can borrow to use for **FREE**. They are beneficial to children of all ages, adults and seniors by providing fun games and equipment to engage in healthy activities. This is a great way to enjoy staying active with friends and family.  **For more information  please contact the  Tenant Services Department  at (705) 472-2441 ext. 3735** |



**The GOOD FOOD BOX is filled with quality fruit and vegetables.**

The produce is purchased at whole sale cost, therefore saving the participant money and allowing them to get more produce for less.

**A large box feeds 3-4 people and costs $20.**

**A small box feeds 1-2 people and costs $10.**

Contact Tiffany Fournier, Good Food Box Coordinator

to find out more about our distribution/pick up sites.

**goodfoodboxnipissing@gmail.com**