



**To:** Residential Tenants  
**From:** Mark Mandawoub – Housing Director  
**Date:** February 20<sup>th</sup>, 2023  
**Re:** Notification of Annual Inspection

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Dear Tenant(s):

This letter serves as official notification that we will be inspecting residential apartment units on Tuesday March 7<sup>th</sup>, Wednesday March 8<sup>th</sup> and Thursday March 9<sup>th</sup>, 2023.

Notice has been provided to tenants to this effect and inspections will occur at the following properties:

- 7 Village Road
- 8 Village Road
- 6 Pashwood Drive
- 11 Madwayosh Lane, and
- 41 Mason Drive.

The inspection team will consist of the Housing Director, Deputy Fire Chief, Band Administrator and a Building Inspector. As per *Housing Policy (2018) 5.12.1 – Regular Inspections*, 'residential housing units shall be inspected at least once annually. The inspection will be carried out to record the condition of the unit and to identify the needs for any preventative maintenance.'

*Housing Policy (2018) 5.12.1 – Regular Inspections* stipulates that the 'Housing Department will provide reasonable notice (24-hours) that the inspection will take place'. In consideration of our Tenants and in a manner to provide sufficient notice, we respectfully are providing three (3) weeks' advanced notice of this scheduled inspection.

*Housing Policy (2018) 5.12.1 – Regular Inspections* further stipulates that 'housing department representative(s) and the Tenant are required to be present for the inspection. If the Tenant is not available, Housing Department representative(s) shall conduct [the] inspection and shall provide photographs and sign the report. A copy of the report will be provided to the Tenant.'

Should there be questions or concerns, please contact:

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