



Building Alterations, Satellite Dishes and Antennas Policy Guideline

STATEMENT

The goal of the Building Alterations, Satellite Dishes and Antennas Policy is to establish a procedure and guideline to be followed by the Nunavut Housing Corporation and the Local Housing Organizations in installing and maintaining devices or equipment that can alter or modify NHC buildings and prevent damage to owned and leased properties.

PRINCIPLES

This Policy is based on the following principles:

- The use of lessons learned and best practices by housing maintenance.
- Safety and security are essential on all properties operated by the NHC and its Local Housing organization partners.
- Designated personnel are responsible and accountable for outcomes in accordance with this Policy.

APPLICATION

This Policy applies to all Public Housing and Staff Housing managed by NHC and Local Housing Organizations.

DEFINITIONS

Antenna – Means a device used to receive or transmit radio frequency signals and is used in various applications, including television and radio broadcasting, cell phone and wireless communication, GPS navigation, and more.

Building alteration – Means any changes made to a building's structure, layout, or systems that alter its original design or function. The scope and complexity of a building alteration will determine the level of permitting and inspection required.

Communication equipment – Means any equipment used in the transmission and reception of signals for the purpose of communication. Some examples of communication equipment include radios, satellite dishes, antenna, modems, switches, repeaters, antenna boosters and optical fibre equipment.

Landlord – Means the Nunavut Housing Corporation or the Local Housing Organization.



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Local Housing Organization (LHO) – Local delivery agents of the NHC housing programs. Each LHO operates under a management agreement with the NHC.

NHC – The Nunavut Housing Corporation.

Oversight and assessment of the Installation – Refer to monitoring and evaluating an installation project's safety to ensure the installation is carried out according to the approved plans and specifications. This includes checking for compliance with building codes and regulations, ensuring the proper use of materials and equipment, and verifying that the installation is carried out safely and efficiently.

Public Housing – Subsidized housing provided by the NHC to tenants based on the Public Housing Rent Scale.

Satellite Dish – Means a type of antenna used to receive and transmit signals from satellites in space. The dish is typically shaped like a parabolic or rectangular reflector, which helps to focus the incoming signals from the satellite onto a central receiver located at the dish's focal point. The size and shape of the dish can vary depending on the frequency of the signals being received, with larger dishes being used for higher-frequency signals.

Staff Housing – Subsidized rental housing provided by the Government of Nunavut to some term and indeterminate employees. This program is administered by the NHC.

Supervisory Direction – Refers to the guidance and oversight provided by a Local Housing Organization or anyone assigned by the maintenance manager to ensure that the installation is performed correctly, efficiently, and in accordance with established policies and procedures.

SCOPE

This Policy outlines the guidelines for installing communication equipment onto housing buildings managed by the Nunavut Housing Corporation and the Local Housing Organizations. This Policy aims to ensure that the installation of communication equipment is done safely and responsibly and that it does not interfere with the appearance or functioning of the building or other tenants.



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APPROVAL PROCESS

All tenants must obtain written approval from the Landlord/LHO prior to installing a satellite dish, antenna or any communication equipment. To obtain approval, the tenant must submit a written request that includes the following information:

- A detailed description of the satellite dish or antenna and its components.
- The location of the dish or antenna on the building or unit.
- A diagram showing the placement of the dish or antenna and its components.
- Proof of insurance covering the installation, operation, and removal of the dish.
- Installation Requirements.

INSTALLATION AND SUPERVISION

The Installation of Satellite dishes or communication equipment must be done under the supervision of the LHO. In some cases, an experienced installer may be required to ensure that the installation is done safely and in compliance with building regulations and restrictions. In other cases, the tenant may be allowed to install the dish themselves. However, the LHO may still require that the installation be approved, and the dish be installed per the guidelines. Before installation, it is important to understand the restrictions in the lease agreement and the Policy Guidelines and consult with the Landlord to ensure that the installation is done safely, legally, and in compliance with all requirements.

The tenant is responsible for ensuring that the satellite dish or antenna installation meets the following requirements:

- The dish or the communication equipment must be installed in a safe and secure manner that does not pose a threat to the building, its tenants, or the public.
- The communication equipment must be installed in accordance with the manufacturer's instructions and all applicable building codes and regulations.
- The dish or antenna must not interfere with the appearance of the building or with the views of other tenants.
- The dish or antenna must not obstruct fire escapes, windows, or other safety exits.
- The dish or antenna must not interfere with other communication devices or systems in the building or the units.
- The dish, antenna and communication equipment must be installed by an experienced installer qualified to perform the installation to the satisfaction of the LHO.



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INSTALLING ON A RENTAL BUILDING

Installing a satellite dish or antenna on a rental building can provide residents access to a wider range of television and entertainment options. However, several factors must be considered before installation, including building regulations, lease agreements, and the preferences of other residents.

Building regulations must be considered before installing a satellite dish or antenna. For example, some local laws may prohibit the installation of dishes in certain areas of a building or require that dishes be installed in a certain way to avoid interfering with other residents or causing damage to the building. It is important to research and understand local building regulations before installation.

Lease agreements are another important consideration. Rental buildings have specific provisions for alterations, installing satellite dishes, antenna or other communication equipment. For example, the lease agreement may prohibit alteration to the building or the installation of dishes and antenna altogether or limit the size or type of dish that can be installed. Reviewing the lease agreement and understanding any restrictions before installation is essential.

The preferences of other residents must also be taken into consideration. Installing a dish may impact other residents' views or use of common areas, and it is important to be respectful of their preferences and concerns. In some cases, it may be necessary to have a conversation with other residents

It is important to note that installing a satellite dish or communication equipment on an apartment building requires approval from the LHO and may require the services of an experienced installer. Before installing a dish, it is best to research local regulations, understand the restrictions in your lease agreement, and consult with the LHO and a professional installer to ensure that the installation is safe, legal, and respectful of the needs of others.

Here are the steps for installing a satellite dish on an apartment building:

- **Check building regulations:** Before installing a satellite dish, research local building regulations to ensure the installation is legal and complies with any restrictions or requirements.
- **Review lease agreement:** Review the lease agreement for any restrictions or



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Here are some common restrictions that the Landlord may have regarding the installation of a satellite dish or communication equipment in a rental building:

Prohibitions:

The Landlord may prohibit the installation of satellite dishes or antenna altogether.

Location restrictions:

The Landlord may restrict where the dish can be installed, such as limiting installation to specific areas of the building or requiring that the dish or antenna not be visible from the street. Satellite dishes and communication equipment are not allowed to be installed on the roof or building structure.

Size restrictions:

The Landlord may limit the size of the dish that can be installed, for example, to prevent it from interfering with views or the use of common areas.

Type restrictions:

The Landlord may restrict the type of dish or antenna that can be installed, for example, to ensure that the dish or antenna is compatible with the building and does not cause damage.

Maintenance requirements:

The Landlord may require the tenant to maintain the dish and ensure it is in good condition.

Removal requirements:

The Landlord may require that the dish be removed at the end of the lease or if the tenant moves out.

RISK

Here are some potential risks that may arise if a tenant wrongly installs a satellite dish on a rental building:



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Building damage: Improper installation may cause damage to the roof, walls, or structure of the building, resulting in repair costs and potential liability for the tenant.

Interference with other residents: The dish or antenna may interfere with other residents' views or use of common areas, leading to complaints or disputes.

Signal interruption: The dish or antenna may be installed in a location where there is no clear line of sight to the satellite, leading to poor reception and reduced quality of the television programming.

Safety hazard: The dish or antenna may pose a safety hazard by becoming loose or falling off the building, which could cause damage or injury.

Legal violations: The Installation may violate local building regulations or safety codes, resulting in fines or penalties for the tenant.

Lease agreement violations: The Installation may violate provisions in the lease agreement or the Policy on Building Alterations, Satellite Dishes and Antenna, leading to the dish or antenna being removed or the tenant being in violation of the lease.

Landlord liability: The Landlord may become liable for damages caused by the tenant's improper installation, such as if the installation causes damage to the building or if the Landlord knew or should have known of the potential for damage and failed to take steps to prevent it.

SAFETY

Tenants, LHO staff and installers that install satellite dishes or communication equipment must follow safety rules and regulations. Installers must use proper safety precautions at all times if ladders are used to install a satellite dish on a rental building. Falls from ladders are a common cause of injury and can result in serious harm, including broken bones, head injuries, and even death.

To reduce the risk of falling, it is important to take the following steps:

Use a sturdy ladder: Choose a ladder that is rated for the weight it will bear and is in good condition, without any damaged or missing parts.

Secure the ladder: Make sure it is on level ground and securely placed or anchored to



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prevent it from slipping or tipping over.

Wear appropriate footwear: Wear shoes with non-slip soles to reduce the risk of slipping on the ladder rungs.

Maintain three points of contact: Keep at least two hands and one foot, or two feet and one hand, in contact with the ladder at all times to maintain stability.

Don't overreach: Reach only as far as the ladder allows and don't lean or stretch too far to one side, which can cause the ladder to become unbalanced and unstable.

By following these safety precautions, a tenant can reduce the risk of falling while installing a satellite dish in a rental building. If a tenant is not comfortable with the installation or unfamiliar with the proper safety precautions, it may be safer to hire a professional or seek assistance from someone with experience.

Is it recommended that tenant install their equipment?

It depends on the specific circumstances and the individual tenant's abilities and experience. If tenants are comfortable with the installation process and have the necessary tools and equipment, they may choose to install their own satellite dish with the permission of the LHO.

Installing a satellite dish, antenna or communication equipment on a rental building can be a complex and potentially dangerous process, involving the use of ladders, drilling holes, and running cables. Improper installation can damage the building, signal interruptions, safety hazards, and legal violations.

To minimize these risks, research and understand the requirements for installing a satellite dish, antenna or communication equipment on a rental building and comply with all regulations, restrictions, and requirements before installation. If a tenant is unsure about the installation process or does not have the necessary experience, it is generally recommended to seek professional assistance to ensure a safe and successful installation.

COST OF THE INSTALLATION

Tenants will be responsible for the costs associated with installing a satellite dish or any communication equipment in a rental building, whether or not the work has to be performed by the Landlord or a professional installer. This includes the cost of the



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equipment, installation, and any necessary repairs or modifications to the building.

MAINTENANCE AND REPAIR

The tenant is responsible for maintaining the satellite dish or antenna in good condition and repairing any damage caused by the dish or its installation.

REMOVAL

The tenant must remove the satellite dish and all its components upon termination of the lease unless otherwise agreed in writing with the Landlord. The tenant must repair any damage caused by the removal of the dish, and the building must be returned to its original condition.

LIABILITY

The tenant is responsible for any damages, liabilities, or claims arising from the installation, operation, maintenance, or removal of the satellite dish or antenna. The tenant must have insurance coverage for these risks and provide proof of insurance upon request. The Landlord is not responsible for any damages or claims arising from the installation or use of the satellite dish, except for damages or claims caused by the Landlord's negligence or wilful misconduct.

DISCLAIMER

This Policy is intended to serve as a guideline for installing communication equipment in apartment buildings managed by NHC and the LHOs. It is not intended to be a substitute for professional advice or judgment, and the NHC reserves the right to modify this Policy at any time without notice. The tenant is responsible for reviewing and understanding this Policy and guideline.

PREROGATIVE OF NHC BOARD OF DIRECTORS

Nothing in this Policy shall be construed to limit the prerogative of the Board of Directors to make decisions or take action respecting Building Alterations, Satellite Dishes, communication equipment and Antenna installation outside the provisions of this Policy.

SUNSET CLAUSE

This Policy shall be in effect from the date of the signature until April 1, 2026



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NUNAVUT HOUSING CORPORATION
LA SOCIÉTÉ D'HABITATION DU NUNAVUT
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APPENDIX A

NHC/LHO WALL MOUNT SATELLITE DISH/ANTENNA AUTHORIZATION FORM

Rental property owner: _____

Business Address: _____

Community: _____ Territory: NU Postal Code: _____

Contact Person: _____

Contact Person Telephone: _____

Date of Letter: _____

Tenant: _____

Address for installation: _____

Community: _____ Province: NU Postal Code: _____

Dear: _____ (the "Tenant")

Re: Permission for Installation of Satellite Reception Equipment

In my capacity as an authorized representative for the rental property owner identified above, as applicable (the "Landlord"), I hereby acknowledge and agree as follows:

1. That satellite reception equipment, including a mounting satellite dish and wiring, may be installed at the Address for Installation identified above ("Installation Address"), as directed by the tenant, subject to any limitations set out below:
2. One or more installations contractors ("Installers") shall be permitted to access the Installation Address and perform the installation during the day;(between the hours of 9 am and 5 pm)
3. The Tenant shall be responsible for all costs or damages related to or resulting from the satellite reception equipment, and the installation or removal of the satellite dish reception equipment and
4. The Tenant may provide this letter to any Installer as proof the permission to perform an installation of satellite reception equipment, subject to the following constraints:

Dates Permitted Installation Period: FROM: _____ TO: _____

Restrictions on Location of Dish: Not to interfere with the next-door tenant's view or obstruct the power/telephone lines, and the cables do not go through the window casements or opening. Also, when you vacate the house/apartment, the dish will have to go with you, and the holes in the walls will be repaired as before.

This permission letter is given by or on behalf of the Landlord in consideration for good and valuable consideration, the receipt and sufficiency of which is acknowledged.

TENANT NAME (PRINT)

TENANT SIGNATURE

LHO MANAGER or DESIGNATE(PRINT)

LHO MANAGER or DESIGNATE SIGNATURE