

## **HOUSING**

### **Background**

The Division's long-term goal is that housing be supplied by the private market or other rental authorities. In many communities within Division boundaries, a housing market does not exist and it is necessary, therefore, to provide housing for its employees.

In establishing the Northern Allowance and Housing Committee (NORAHC), the Northern Areas Teachers' Association and the Division have identified housing policies and rental/lease processes that are agreeable and fair to both parties.

Appropriate and comfortable housing is necessary for the well-being of employees. The Division is, therefore, committed to providing and maintaining such housing, except in communities where a sufficient private rental/purchase housing market already exists.

The Division views its role with respect to the management of housing for employees as a normal tenant/landlord relationship governed by the Local Bargaining Agreement and Tenancy or Lease Agreement.

### **Procedures**

1. Housing conditions that affect real costs to the Division will be regularly monitored, and with NORAHC, adjustments will be made to correct any cost imbalances.
2. Division housing will be acquired or sold as local housing markets dictate.
3. The Division will promote sharing of larger units.
4. Adherence to the Tenancy Agreement, approved by NORAHC, will ensure that all parties are treated in a fair and equitable manner.
5. Type

Rental/lease dwellings provided for employees by the Division are categorized by "type". Criteria for determining "type" are items such as year of construction/renovation, single or multiple unit dwellings, etc. These criteria, as well as "Criteria for Determining Condition – January 1997" are detailed in the current Teachers' Local Agreement.

## 6. Allocation to Employees

A designate of the Division Office will assign housing to employees in accordance with the following categories:

### 6.1 Division /Sub Office Housing

These include those housing units purchased or constructed during the office relocation phase and includes eight (8) units in La Ronge and three units in Beauval.

Some or all of the following criteria may be considered, but need could be an overriding factor:

- 6.1.1 Staff hired from outside La Ronge, Air Ronge and outlying areas;
- 6.1.2 Staff meeting qualifications under the Affirmative Action Hiring procedure;
- 6.1.3 Family income;
- 6.1.4 Number of dependents;
- 6.1.5 Seniority within the Division;
- 6.1.6 Availability of alternate housing;
- 6.1.7 Willingness to share.

### 6.2 Housing Under NATA Agreement

- 6.2.1 Housing shall be allocated from school year to school year.
- 6.2.2 The Division shall not supply housing to employees who own or lease property within the community at the time of hiring or employment.

### 6.3 Priorities for Allocation

- 6.3.1 Number of dependents;
- 6.3.2 Availability of alternate housing;
- 6.3.3 Willingness to share;
- 6.3.4 With all of the above being equal, seniority within the Division;
- 6.3.5 Staff employed to work in specialized programs such as may be determined by the Division.

## 7. Lease and Rental Rates for Non-Teaching Staff

- 7.1 The Division may provide housing if available for non-teaching staff in locales where suitable private rental/purchase housing is not available.
- 7.2 Terms, conditions and rates will be detailed in the current lease agreement.

## 8. Lease and Rental Rates for Private Individuals/Agencies

The Division may allow, if available, private individuals/agencies to lease housing units.

- 8.1 Units shall not be available until all staff members have had an opportunity to lease available units (5 working days notice at the school).
- 8.2 Agencies may make application for lease to the Superintendent of Facilities or designate.
- 8.3 When a unit is deemed available to community persons, the housing administrators shall prepare an advertisement that can be distributed by the school and School Community Councils through local radio and posters.
- 8.4 Private individuals are to apply to the Housing Administrative Assistant using the Housing Rental Application form, see current Teachers' Local Agreement.
- 8.5 The Housing Administrative Assistant will supply the lease and will facilitate the occupancy of the housing unit by the individual.
- 8.6 All terms, conditions and rates will be detailed in the Lease Agreement.

## 9. Maintenance and Repair

The Division will maintain in good working order all appliances, furniture and property that it provides for each residence.

- 9.1 Routine and emergency repair and maintenance procedures are outlined in the current Tenancy Agreement.
- 9.2 Inspections for damages are carried out by the Facilities Department on all units that tenants are vacating.
- 9.3 Annual preventative maintenance inspections are carried out by the Facilities Department on all housing units. A work program approved by the Board will be used as a guide for management of maintenance services for the year.

## 10. Landscaping, Fencing, Out-Buildings and Alterations

The Division is responsible for all landscaping, renovations and improvements made to the residence and to the property on which it stands.

- 10.1 Landscaping of teacher accommodation owned by the Division shall be limited to leveling of the lots, provision of top soil and seeding of lawn as budget levels permit.
- 10.2 Tenants are permitted to plant shrubbery and trees, at the tenant's expense.
- 10.3 The Division does not supply outdoor storage sheds, garages, etc. The construction of such outbuildings by tenants, as well as fencing, alterations and renovations, must be approved by the Superintendent of Facilities, meet local government bylaws and building codes, and must adhere to the regulations outlined in the Tenancy Agreement.

## 11. Insurance and Precautionary Measures

The provision of insurance and responsible care and caution is to be the shared responsibilities of the Division and tenants.

- 11.1 The Division shall insure Division owned housing for liability only.
- 11.2 It is recommended that occupants of Division owned housing carry their own insurance to cover personal effects.
- 11.3 Smoke detectors and fire extinguishers will be supplied by the Division, but the tenant is responsible for monitoring their working order and reporting to the Facilities Department.

Reference: Sections 85, 87, 108, 109, 110, 329, 350 Education Act  
Teachers' Local Agreement  
Lease Agreement  
Tenancy Agreement