

# Northland School Division No. 61 Housing Services

## Working Together in the 2019-2020 School Year



Unit 164 and 264 "Jack and Jill/Double Ender" in Gift Lake, Alberta

## Table of Contents

Overview of Housing Services .....	4
Eligibility .....	4
Assignment of Housing .....	4
Lease.....	4
Term.....	4
Rent and Utilities .....	4
Security Deposit.....	5
Furniture and Equipment.....	5
Complete Landlord and Tenant Responsibilities.....	5
Housing Forms .....	5
Maintenance Repairs .....	5
Regular Household Maintenance .....	6
For Your Information Tips.....	7
Appendix 1 – Housing Deduction Authorization Form .....	8
Appendix 2 – Notice to Vacate Form .....	9
Appendix 3 – Housing Change Form .....	10

## Welcome to School Year 2019-2020

Northland School Division No. 61 provides approximately 138 residences for professional teaching staff accommodation.

Our continuing focus is to:

- ▶ Be client focused with professional staff as clients.
- ▶ Implement a standardized rental fee structure over the Division with equity as the driving force.
- ▶ Provide quality maintenance service to tenants within budget constraints of housing rental income.
- ▶ Pursue a policy of continuous improvement in provision of housing services.

Our goal continues to be one of synergy, working together to leverage our resources for the benefit of our students. This handout is designed to provide you with pertinent information necessary for the enjoyment of your home.

Best wishes for a great year!



Cheryl Osmond  
Housing Coordinator  
Phone: (780) 624-2060 ext. 6165  
Cell: (780) 618-7594  
Email: [Cheryl.Osmond@nsd61.ca](mailto:Cheryl.Osmond@nsd61.ca)



Chad Vion  
Division Housing Construction Foreman  
Phone: (780) 624-2060 ext. 6166  
Cell: (780) 618-6378  
Email: [Chad.Vion@nsd61.ca](mailto:Chad.Vion@nsd61.ca)

## Overview of Housing Services

### HOURS OF OPERATION

MONDAY – FRIDAY  
8:30 A.M. – 4:30 P.M.

AFTER HOURS EMERGENCIES PLEASE  
CALL OUR CELL PHONES.  
(Ex. No heat or water)

Chad Vion 780.624.2060 ext. 6166  
or Cell: 780.618.6378

Cheryl Osmond 780.624.2060 ext. 6165  
or Cell: 780.618.7594

### AREA 1 HOUSING:

Gift Lake  
Paddle Prairie

### AREA 2 HOUSING:

Calling Lake  
Chipewyan Lake  
Mistassiniy  
St. Theresa

### AREA 3 HOUSING:

Anzac  
ADCS (Fort Chipewyan)  
Conklin  
Father R. Perin (Janvier)

Northland housing policy is governed by the “Residential Tenancies Act”. Each residence possesses a unique residence number. **Kindly note that all housing units are smoke free.**

### ELIGIBILITY

Northland professional staff are automatically eligible for housing in the School’s residences. At times, the Division may rent to paraprofessionals and/or other agencies.

### ASSIGNMENT OF HOUSING

The Housing Coordinator in collaboration with the school Principal assigns housing units to the professional staff.

### LEASE

Leases are a month to month lease; as per legislation, 30 days written notice is required when vacating.

Each tenant is required to sign a lease prior to or within the first few days of taking possession of the residence. For new teachers, please sign into Property Vista’s – My Community to sign your lease; for continuing teachers, a copy of your lease will be emailed to you for signing via Doc Hub.

### TERM

Term coincides with employment, the exception being the need to adjust for professional staff housing. This may necessitate a para-professional staff member needing to vacate the residence.

### RENT AND UTILITIES

Rent is paid by way of payroll deduction which is on the last teaching Friday of each month or the twenty-fifth (25<sup>th</sup>) of the month, whichever is earlier. The rent that is deducted is for the current month. For example: September’s rent would be deducted on September 25<sup>th</sup>.

This year as a pilot project for new teachers, the Housing Department has included all utilities with the rent except for satellite and telephone.

Current tenants will continue be responsible for electricity, internet, satellite and telephone. Please ensure that your electricity is transferred into your name, if not, there will be a non-refundable \$25.00 administration fee for each month until the bills are transferred over.

### **SECURITY DEPOSIT**

A security deposit equivalent to one month's rent will be deducted from wages over a two (2) month period starting in month two (2) and three (3) of employment.

### **FURNITURE & EQUIPMENT**

Each unit is equipped with stove, fridge, washer and dryer. For those units that are furnished, removing items from the assigned unit is strictly prohibited unless authorized by the Housing Department.

### **COMPLETE LANDLORD AND TENANT RESPONSIBILITIES**

The complete description of Landlord and Tenant responsibilities is contained within the lease.

### **HOUSING FORMS**

The following forms can be found on our website at <https://nsd61.ca/departments/housing/forms>

**FORM 584-1 – HOUSING DEDUCTION AUTHORIZATION FORM:** This form is mandatory as it gives Division permission to deduct the rent and any other charges from your payroll cheque.

**FORM G984 – HOUSING CHANGE & REQUEST FOR HOUSING:** This form is to be used when housing is required or when a tenant would like to transfer to a different housing unit. Complete and submit to the Housing Department for processing.

**FORM G311 – NOTICE TO VACATE:** This form is to be completed and submitted to the Housing Department when tenants are vacating their units permanently or for the summer months.

### **MAINTENANCE REPAIRS**

Our office uses an online program for submission of maintenance repairs called Property Vista. Please ensure that you register for Property Vista – My Community to submit all maintenance issues including emergency repairs. You should have received a “Portal Registration” email which contains the security code that is required when setting up.

Effective September 1, 2019, we will no longer be monitoring Maintenance Care and therefore ask that you do not submit any repairs into that system dedicated for school repairs.

Any changes to the residence (such as approval for installation of satellite dishes, etc.) must be directed to the Housing Coordinator for prior approval. The Tenant initiates these requests.

Please be advised that if we send our contractor to make a repair or repairs due that are due to carelessness and/or negligence of the tenant or their guests, the tenant will be responsible for reimbursing the Division for the cost of the repair.

## REGULAR HOUSEHOLD MAINTENANCE

Regular household maintenance is important for the comfort and safety of the occupant(s) and your visitors. The following list contains some of the things you can do to make your home a safe place to live.



## TENANT RESPONSIBILITIES

### GROUNDS

- Grounds surrounding your residence should be mowed on a regular basis, if you happen to be gone for an extended period of time, please arrange to have your grass mowed. The Housing Department has supplied mowers and weed eaters for the tenant's use; some communities may have to share the equipment. Please use them with care.
- The driveways and sidewalks surrounding your residence should be kept clear of any ice, snow and any obstructions.

### ABSENCE FROM UNIT

- If you are going to be away from your residence for any period of time, you should arrange to have someone check to ensure the heat is on and the water is running, especially in the winter months as required by the lease.
- If a "walk through" is not undertaken after 48 hours of the unit being unoccupied, your insurance could be cancelled.

### GENERAL MAINTENANCE

- Tenant's are responsible for clearing plugged toilets, sinks and drains
- Cleaning and replacement of furnace filters
- Replacement of incandescent and florescent light bulbs
- Replacing the batteries in smoke detectors and carbon monoxide detectors
- Furnaces that are high efficiency need to have the exhaust pipe cleared of ice to avoid shut down. The exhaust pipe is a white PVC that is usually waist height.
- For faster drying times and lower electricity costs—remove lint from your dryer filter after each use.
- Light bulbs should be changed when they have burned out
- Regular care and maintenance should be given to the carpets and floors, especially if you have young children and/or pets
- If you live in a mobile home ensure that the heat tape is plugged in and functional prior to the onset of winter. Heat tape prevents plumbing from freezing. You can check that it is on by looking at the circuit breaker on the electrical panel.



### **NORTHLAND SCHOOL DIVISION NO. 61 HOUSING POLICIES**

Copies of the policies and procedures can be found on the “Resources” Drive and the website in the Housing Section.

### **TENANT INSURANCE**

Effective September 1, 2019, tenants must have contents and liability insurance. Copies of your Certificate of Insurance or letter from your broker can be uploaded in your portal on Property Vista.

### **LINK TO RESIDENTIAL TENANCIES ACT**

Can be found on the Northland Website in the Housing Section.

### **LIVING IN A MOBILE HOME**

To keep the water running, make sure that the heat tapes are plugged in and functional before old Mr. Winter comes around.

### **FURNACE FRESH AIR INTAKES**

In houses equipped with a separate fresh air intake for the furnace and hot water heater, please ensure that the intake pipe remains open. It is against the gas code to block or redirect the fresh air pipe into a cold air return as it will defeat the purpose of the intake to supply air for furnace and water heater combustion.


### **MOULD REMOVAL**

During the winter season normal residence condensation can result in mould forming in the channels of sliding windows and like locations. To remove mould in a residence, use one-part bleach and three parts hot water in a spray bottle. Spray the bleach solution on and let it work. After a few minutes wipe off with a wet cloth.

### **ADCS TENANTS**

Tenants in ADCS units must not tamper with the low temperature thermostats mounted on the wall in basements. **THESE THERMOSTATS DO NOT CONTROL HEAT IN YOUR HOME, SO DON'T TURN THEM UP.** They are connected to an exterior red light that turns on when the temperature falls below the 7-degree Celsius setting. This indicates a heating failure and should be reported immediately to your AMS to avoid freeze-ups.

As well, **DO NOT EVER TURN OFF THE BREAKER ON THE ELECTRICAL PANEL THAT CONTROLS THE HEATERS ON THE PROPANE TANKS.** Leave the switch in the ON position in order to operate the propane heaters when the outside temperature falls to -25 degrees Celsius and avoid freeze-ups. There are no energy savings achieved by turning off the breaker in the summer.



**FORM 584-1 HOUSING DEDUCTION AUTHORIZATION**

I  (print name), living in Unit #  agree to the following terms and conditions respecting my agreement to rent premises from Northland School Division No. 61 and to the deduction of such rent and charges as are specified below from my earnings with Northland School Division No. 61.

1. I hereby authorize Northland School Division No. 61 (hereinafter the "Board") to deduct, from my earnings by way of monthly payroll deductions, the monthly rental rate as specified within the Residential Tenancy Agreement in place between myself and The Board of Trustees of the Northland School Division No. 61, commencing upon the date of my employment with the Board.
2. I further authorize the Board to deduct a security deposit equivalent to one month's rent from my wages over a two (2) month period starting in month two (2) and three (3) of employment as specified within the Residential Tenancy Agreement.
3. If, for any reason, while I remain an employee of the Board, I am not in receipt of my regular monthly earnings as a result of being in receipt of extended disability benefits or otherwise being on an unpaid leave of absence, I acknowledge and agree that I shall become immediately responsible for the payment of all monthly rental rates, utility charges, and any other form of charges as provided for under the Residential Tenancy Agreement, in accordance with the terms and conditions of that Agreement.
4. I acknowledge and agree that in the event I fail to transfer, to my name, the power billing account for the premises rented by myself from Northland School Division No. 61, pursuant to the Residential Tenancy Agreement between myself and the Board, that the Board may deduct any resulting charges for power billing and the monthly non-refundable administration fee of \$25.00 for the premises rented by myself, by way of a monthly payroll deduction from any subsequent employment earnings payable by the Board to myself. I acknowledge and agree that Northland School Division No. 61 will be able to deduct the amount properly payable by myself for power billings, from the effective date of possession of the premises to the date that I transfer the power billing account to my name.
5. I acknowledge and agree that in the event that any keys have been lost, stolen or misplaced, I agree to reimburse the Division by way of payroll deduction all costs incurred by the Division a minimum fee of \$25.00 to a maximum fee of \$150.00 depending on the type of lock that is required.
6. I acknowledge and agree that I will not be given possession of the rental premises until such time as I have signed and returned the Residential Tenancy Agreement with a properly executed Housing Deduction Authorization Form, which document must be returned to the attention of the Housing Coordinator on or before the first day of possession.


Northland School Division No. 61  
Forms Manual
July 16, 2018  
Page 1



**APPENDIX 2**



**FORM G311** **NOTICE TO VACATE**

To ensure that correct rental deductions can be made, tenants who will be vacating their residence are requested to complete and return this form to the Housing Department as soon as possible and no later than May 30<sup>th</sup>.

PLEASE FAX FORM TO: (780) 624-5914      OR      EMAIL TO Cheryl.Osmond@nsd61.ca.

<b>SECTION 1: TO BE COMPLETED BY TENANT(S) WHO ARE VACATING</b>	
NAME: _____	RESIDENCE #: _____
COMMUNITY: _____	
I, _____ intend to vacate my PRESENT residence on _____, 20_____.	
<input type="checkbox"/> I will not be returning to the Division.	<input type="checkbox"/> I will be only vacating for the summer months and will continue with the monthly rental deductions.
<b>SECTION 2: IF YOU ARE NOT RETURNING</b>	
Please include the address to which the damage deposit is to be returned to:	_____
Telephone Number: _____	_____
Email Address: _____	
If you are vacating your residence, you must remove all your belongings and complete the Accommodation Inspection Report with the Housing Coordinator or designate. Please contact the Housing Department for an appointment.	
Note: If the Housing Department does not receive the Notice to Vacate it will be assumed that the tenant is remaining in the residence and normal rental deductions will be made during July and August. If a tenant vacates their unit without continuing to pay rent, we cannot guarantee placement in the same residence should they return.	

_____ Tenant Signature	_____ Date
_____ Principal Signature	_____ Date

<b>SECTION 3: HOUSING DEPARTMENT – DIVISIONAL OFFICE USE ONLY</b>	
<input type="checkbox"/> Return Damage Deposit	<input type="checkbox"/> Retain Damage Deposit
_____ Housing Coordinator (or designate)	_____ Date

Northland School Division No. 61 Forms Manual July 26, 2018 Page 1

APPENDIX 3



FORM G984

HOUSING CHANGE & REQUEST

This form is to be completed by either the Principal for new or transferring teachers **OR** for tenants that are requesting a change in housing unit.

FAX FORM TO (780) 624-5914 OR EMAIL TO Cheryl.Osmond@nsd61.ca

**SECTION 1: HOUSING REQUIREMENTS FOR NEW EMPLOYEE**

NAME: \_\_\_\_\_ Date: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
Number of Persons in Unit: Adults \_\_\_\_\_ Children \_\_\_\_\_  
Smokers: Yes  No  Pets: Yes  No  # of Pets \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: ( ) \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

COMMENTS:  
\_\_\_\_\_

**SECTION 2: REQUEST TO TRANSFER HOUSING ASSIGNMENT BY CURRENT TENANT**

School Transfer: \_\_\_\_\_  
Present Housing Unit#: \_\_\_\_\_ Vacate Date: \_\_\_\_\_  
New Housing Unit#: \_\_\_\_\_ Move In Date: \_\_\_\_\_  
Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 3: TO BE COMPLETED BY THE HOUSING DEPARTMENT**

Housing Change Processed Effective Date: \_\_\_\_\_

Housing Coordinator or Designate \_\_\_\_\_ Date \_\_\_\_\_