

SCHEDULE "D"

HOUSING ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE PROCEDURE 583 - DIVISION HOUSING RENTAL

Background

While the requirement exists to provide housing to professional staff, the need also exists to balance availability of housing for professional staff against the need for generation of revenue from vacant residences where vacant housing exists in a community.

Procedures

1. Housing rentals shall be limited to Division staff except in rare cases where there is a contract with another institution as stated below. Priorities for access to Division Housing shall be:
 - 1.1 Division professional staff who shall have priority access to all Division Housing.
 - 1.2 The Division may rent to paraprofessional and support staff of the Division where vacant housing is available in the community.
 - 1.2.1 The Housing Coordinator shall approve the request.
 - 1.2.2 The paraprofessional and/or support staff member will be expected to vacate should the residence become needed for professional staff.
 - 1.3 The Division may contract with another institution to rent a residence to that institution where vacant housing is available in a community.
 - 1.3.1 The institution's rental contract shall be subject to termination should the residence be required to accommodate a Division professional staff member.
2. If all available housing units are already occupied by professional staff, and there are additional professional staff who need rental housing, consideration will be given to putting additional housing in the community.
3. Mobile home units vacant in a community in excess of one (1) year may be relocated to another community where accommodation resources are required.
4. For a teacher on temporary contract, the commencement and termination dates of the lease shall be the same as for the temporary contract.
5. For a teacher on a permanent contract returning to the same school, the effective term of the lease shall be September 1 and August 31.
6. For a teacher resigning June 30, or where a temporary contract expires June 30, the term of the lease shall be completed accordingly. If the teacher is offered a permanent contract of employment then the lease can be extended to August 31 by mutual agreement. If, during the school year a teacher is transferred, the lease will terminate as of the effective date.
7. If, during the school year a teacher is transferred, the lease will terminate as of the effective date of the transfer.
8. If a tenant gives the required notice to vacate, the tenant will not be charged rent for any period

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beyond the effective date of the notice to vacate. The residence will be available for others to rent the following school year, and should the tenant return, the same residence will not be guaranteed to the vacating tenant.

9. The only way for a tenant to guarantee their current residence for the next school year is to continue paying rent for the residence throughout the summer months.
10. If a tenant leaves for the summer and leaves personal belongings in their residence it will be understood by the Division that the tenant has held over the residence and rent will be due.
11. The tenant will be responsible for the payment of power, telephone, and optional alarm monitoring fees (for residences so equipped) for the residence during his/her term of occupancy.
12. The Division shall provide a maximum of two (2) telephone jack outlets in each residence.
13. All employee rent and utility recovery payments shall be in the form of payroll deductions during the month for which the rental is due unless otherwise approved by the Housing Coordinator due to exceptional circumstances.
 - 13.1 The employee has seven (7) days to transfer the utilities into their name; if utilities are not transferred a monthly \$25.00 admin fee will be deducted from the employee's pay cheque until the utilities are transferred.
14. Where circumstances require a professional staff member to utilize temporary commercial lodging at Division expense while waiting for an available residence, a monthly fee of three hundred dollars (\$300.00) will be charged in the form of payroll deduction.
15. Temporary commercial lodging at Division expense will require prior approval from the Housing Coordinator.
16. Where housing is rented to other institutions, contract rental amounts shall be payable at the beginning of the month for which the rental is due.

Adopted: Sep/04, June 22/17/May/18

Reference: Section 18, 19, 20, 60, 61, 97, 113 School Act
Residential Tenancies Act

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ADMINISTRATIVE PROCEDURE 584 – DIVISION HOUSING LEASES

Background

The Division requires all tenants occupying Division accommodation to complete and sign a Teacherage Residential Tenancy Agreement (Lease) prior to occupying the residence, see [AP 584 - Appendix Housing Lease](#).

Procedures

1. The lease contains the description of the complete Landlord and Tenant responsibilities for the rental of the residence.
2. All aspects of the lease shall comply with the Residential Tenancies Act.
3. All leases will be stored electronically on the Division website by community.
4. The Housing Coordinator or designate shall assign the housing.
5. The Housing Coordinator or designate shall have the tenant complete an “Housing Deduction Authorization” form ([Form 584-1](#)) and forward it to Division Office immediately after assignment of Housing.
6. Upon assignment of the residence, the Housing Coordinator or designate will have the tenant read and complete duplicate lease copies obtained from the housing department prior to taking possession.
7. Where staff members share a residence, each staff member shall complete an individual lease, with the gross residence rent and utility recovery amounts shown on each individual lease being shared equally.
8. Leases may be extended in the form of a letter sent to the tenant wishing renewal for the subsequent year. The letter shall contain the duration of the extension, the rental rate and utility recovery amount.

Adopted: Sep/04, June 22/17

Reference: Section 18, 19, 20, 60, 61, 97, 113 School Act
Residential Tenancies Act
[AP-585 Appendix](#) (Housing Lease)
[Northland Forms Manual](#)

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ADMINISTRATIVE PROCEDURE 585 – SECURITY DEPOSITS

Background

The utilization of security deposits is an integral aspect of the landlord tenancy relationship.

Procedures

1. 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.
2. A security deposit equivalent to one month’s rent will be due prior to move in date for all tenants that are not an employee of Northland School Division.
3. Accrued annual interest on security deposits will be paid in accordance with the Residential Tenancies Act.
4. The amount of security deposit deducted from a tenant shall remain constant while the tenant remains in the residence and will not vary with rental changes.
5. Should the tenant change Division residences, then the security deposit amount will be adjusted accordingly to reflect the rental amount for the new residence.
6. When tenants change Division residences, an Accommodation Inspection Report shall be completed for the residence being vacated, and the security deposit shall be charged accordingly should the Accommodation Inspection Report show this requirement.
 - 6.1 The remainder of the proceeds of the security deposit, after any deductions are made for damage occurring in the residence vacated, shall be applied as part of the security deposit for the residence to which the tenant has transferred.
 - 6.2 Should the damages exceed the security deposit, the Division reserves the right to take legal action to claim for money owing as per the Residential Tenancies Act.
7. The security deposit and its related interest shall be cleared as required by the Residential Tenancies Act upon a tenant’s vacating Division Housing.

Adopted: Sep/04, June 22/17, May/18

Reference: Section 18, 19, 20, 60, 61, 97, 113 School Act
Residential Tenancies Act

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ADMINISTRATIVE PROCEDURE 586 – DIVISION HOUSING ACCOMMODATION INSPECTION REPORTS

Background

The Accommodation Inspection Report describes the condition of the residence when tenants move in and when they vacate the residence. The Residential Tenancies Act requires that Check-in and Check-out Accommodation Inspection Reports be completed with each change of tenant.

Procedures

1. The Housing Coordinator or designate shall be responsible for completion of all Accommodation Inspection Reports.
2. Upon moving into a residence:
 - 2.1 An Accommodation Inspection Report will be completed within one (1) week after a tenant takes possession as required by the Residential Tenancies Act.
 - 2.2 Both the Housing Coordinator or designate and the tenant are to sign the report.
 - 2.3 The first copy of the completed Accommodation Inspection Report will be left with the tenant.
 - 2.4 A second copy will be forwarded to the Housing Department for filing in the records management system and for future use.
3. Upon moving out of a residence:
 - 3.1 The signed copy of the completed Accommodation Inspection Report from section 2.4 will be used to inspect the premises.
 - 3.2 The Accommodation Inspection Report will be completed within one (1) week before or after the tenant moves out as required by the Residential Tenancies Act.
 - 3.3 The premises are to be vacant when the inspection takes place.
 - 3.4 Both the Housing Coordinator or designate and the tenant are to sign the report.
 - 3.5 The first copy of the completed Accommodation Inspection Report will be left with the tenant.
 - 3.6 The second copy will be forwarded to the Housing Department for filing in the records management system and for future use.
4. Appointments for conducting the physical residence inspections are arranged as per the Residential Tenancies Act.
5. An Accommodation Inspection Report utilizing the procedures outlined in section 2 above shall be completed after major renovations in an occupied residence.

Adopted: Sep/04, June 22/17

Reference: Section 18, 19, 20, 60, 61, 97, 113 School Act
Residential Tenancies Act

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ADMINISTRATIVE PROCEDURE 588 – DIVISION HOUSING KEYS

Background

The Division requires that all Housing be accessible to designated Division personnel and that individual tenants have the necessary keys to access and enjoy their residences.

Procedures

1. The Housing Coordinator or designate shall possess a master key which will fit all residences in the community.
2. The Housing Coordinator or designate shall ensure that a key and the alarm code (if so equipped) for each residence shall be readily available to each new tenant at the time of his/her moving into the residence.
3. Where tenants may be moving into Division supplied housing and need access to keys at irregular hours the Housing Coordinator or designate, utilize a numeric KeySafe to make the key and alarm code accessible to the new tenant.
4. Where a KeySafe is utilized on a residence, the Housing Coordinator or designate shall ensure the information is kept secure.
5. The tenant shall return the KeySafe to the Housing Coordinator or designate.
6. The tenant shall request the number of keys required for his/her individual residence from the Housing Coordinator or designate and return them upon termination of tenancy.
7. In the event that any keys have been lost, stolen or misplaced, the tenant agrees to reimburse the Division all costs incurred by the Division or the Division may charge a minimum fee of \$25.00 to a maximum fee of \$150.00 depending on the type of lock that is required.
8. If it is deemed necessary to place a key with a third party it shall be with the tenant's full knowledge and consent.

Adopted: Sep/04, June 22/17, May/18

Reference: Section 18, 19, 20, 60, 61, 97, 113 School Act
Residential Tenancies Act