

# THE GN STAFF HOUSING PROCEDURES MANUAL



**April 2019**

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# GN Staff Housing Procedures Manual

## ***Purpose and Scope***

The Government of Nunavut (GN) provides subsidized staff housing to term and *indeterminate employees* to assist in the recruitment and retention of staff and to facilitate the provision of programs and services to Nunavummiut.

The GN Staff Housing Procedures Manual sets out the steps and processes for implementing the GN Staff Housing Program, in accordance with the principles established in the GN Staff Housing Policy.

This Procedures Manual consists of 6 sections;

1. Eligibility and Allocation
2. Base Rents
3. Adjustments to Base Rent
4. Rental Assistance
5. Tenant Damages
6. Shared Accommodation

Where a conflict between this Procedures Manual and the GN Staff Housing Policy exists, the Policy shall take precedence. Where a conflict between this Procedures Manual and the *Residential Tenancy Act* exists, the *Act* shall take precedence.

## **Authority for the Procedures Manual**

This GN Staff Housing Procedures Manual is jointly administered by the Nunavut Housing Corporation (NHC) and the Department of Human Resources. No changes to this Procedures Manual will be made by either party without consultation and consensus from each.

The separate GN Staff Housing Policy is controlled and administered by the Department of Human Resources only.

## **Definitions**

The following terms apply to this Procedures Manual:

**Adjustments to Base Rent:** Rates measured by the square meter to calculate utility and other costs included in some leases. The adjustments are added to base rents to give total rents.

**Adjusted Household Income:** Total Housing Income adjusted by deducting \$10,000 for each eligible dependent, including a spouse.

**Allocation Committee:** A forum that consists of Assistant Deputy Ministers from all GN departments, the Nunavut Housing Corporation, and the Nunavut Arctic College, established to assign staff housing units according to established procedures.

**Allocation Committee – Chair:** Assistant Deputy Minister, Operations, Department of Human Resources.

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**Appeals Committee:** A forum that consists of several Deputy Ministers, established to consider any written appeals against the decisions of the Allocation Committee, or against regulations imposed under this Policy. Members will include representatives from the Departments of Human Resources, Culture and Heritage, Justice and the NHC. The Appeals Committee is convened at the call of the Chair.

**Appeals Committee – Chair:** Deputy Minister of Human Resources, or his/her designate

**Applicant:** An individual who has applied for staff housing accommodations or programs under the GN Staff Housing Policy.

**Base Rates:** Base rates represent market values established per square meter. Rent increases are based on percentage increases to these rates.

**Base Rent:** Is defined as Rentable Area (m<sup>2</sup>) x Base Rate.

**Casual Employee:** A person who is hired to perform work of a temporary nature, not in excess of four (4) months.

**Code of Values and Ethics:** The Nunavut Public Service Code of Values and Ethics.

### **Dependent:**

For the purposes of unit occupancy and the Rental Assistance Program, a dependent is considered to be:

- a) the spouse of an employee who is residing with the employee;
- b) any child, adopted child or stepchild of the employee who:
  - i. is attending school or is a student at some other institution, and is under twenty-four (24) years; or
  - ii. is under twenty-four (24) years and dependent upon the employee for support; or
  - iii. is twenty-four (24) years or older and dependent upon the employee because of a mental or physical illness; or
- c) any other relative of the employee who is a member of the employee's household and is totally dependent upon the employee for support because of a mental or physical illness;

**Dependent Adjustment (Rental Assistance Program):** To assist eligible low income families, an adjustment to Total Household Income of \$10,000 per spouse and each dependent is available. The Total Household Income is deducted by the dependent adjustment to determine the Adjusted Household Income, and the maximum percentage of Household Income that is charged for rent.

**Emerging Markets:** For the purposes of this manual, communities categorized as emerging markets include Iqaluit, Rankin Inlet, and Cambridge Bay

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**Full Cost:** Full costs are all costs incurred during the repair of tenant damages, including but not limited to:

- a) Materials and supplies are unit prices plus freight cost (if not purchased locally) or unit price (if local purchase); and,
- b) Labour is at fully-burdened labour rates; and,
- c) Contract Services are per the contracted price; and,
- d) Goods and Services Tax at 5% of the total cost of repair.

**Income Verification:** Rental ceilings are established on a case by case basis and are determined by the applicants' Total Household Income. This requires the NHC to verify the current income, on the basis of employer verification, of all members living in the household.

**Indeterminate Employee:** A person employed on a permanent basis by the GN for an indefinite period.

**Moves of Convenience:** A tenant that that requests to move from their current staff housing unit to another staff housing unit for any of the following reasons:

- a) an increase or decrease in their family size (over/under accommodation);
- b) dissatisfaction with the unit or building currently occupied.

**Ongoing Utility Costs:** Depending on the lease, water/sewer, garbage collection, and power will be user-pay where applicable.

**Over Accommodated:** An employee who occupies a staff housing unit that is larger than what is needed, according to the National Occupancy Standards.

**Rentable Area:** Rentable area is the whole finished and heated area within the interior surfaces of the exterior walls of the unit, including the interior partitions and stairways but excluding any space where the headroom is less than 1.98 meters (6 feet 6 inches).

**Rental Ceilings** (For Rental Assistance Program): Rental ceilings are established on a case by case basis and are determined by the applicants' combined Total Household Income and Dependent Adjustment, if applicable. Rent ceilings are based on the following categories:

1. **Households earning less than \$90,000** – *Base rent* will not exceed 20% of income;
2. **Households earning between \$90,000 and \$110,000** – *Base rent* will not exceed 25% of income;
3. **Households earning above \$110,000** – *Base rent* will not exceed 30% of income.

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**Student:** An employee, an employee's dependent or an employee's child who is attending school full-time, including attending full-time training courses and/or upgrading programs.

**Summer Student:** A student employee of the Government of Nunavut in accordance with the eligibility requirements of the Summer Student Employee Equity Program.

**Tenant Damages:** Tenant damages, as described in the Residential Lease for GN Employees and consistent with the *Residential Tenancies Act*, are damages to GN assets that are beyond reasonable wear and tear, caused through willful conduct or negligence by the tenant or persons allowed on the premises by the tenant.

**Term Employee:** Any person other than a casual employee employed for a fixed period in excess of four (4) months...

**Total Household Income:** Total household income means all forms of income before taxes for the combined income of all persons in the household.

**Under-Accommodated:** A tenant that is living in an unsuitable or overcrowded household, according to the National Occupancy Standards.

### 1. Eligibility and Allocation

This section of the GN Staff Housing Procedures Manual outlines in detail the methodology and procedures that determine eligibility, need, priority and standards criteria for the assignment of staff housing units. It also outlines the procedures to be followed when applying for staffing housing.

#### 1.1 Eligibility Criteria

All current indeterminate, and term employees may be eligible for staff housing, unless they:

- a) Currently own, or have within the past 12 months, owned, developed or sold any residential property in the community in which they will be working;
- b) Purchase residential property in the community in which they are living, in which case they must vacate staff housing within 14 days of the closing of the property purchase;
- c) Were evicted or had a lease agreement terminated for a GN staff housing unit within the last twelve months; or
- d) Have outstanding arrears owing to the NHC for rent and/or damages, or outstanding debt to Qulliq Energy Corporation or municipal services, that may limit the establishment of utility accounts.

Appeals regarding eligibility may be made according to the procedures set out in Appendix II of the GN Staff Housing Policy (Appeals Committee).

## 1.2 Priority and Allocation: New Appointments

- a) Departments will submit all requests for GN Staffing Housing to the Department of Human Resources.
- b) The Department of Human Resources will be required to maintain a listing of all requests for staff housing as well as provide updates on all staffing requisitions to be advertised with GN staff housing.
- c) The NHC will provide the Staff Housing Allocation Committee Secretariat with a complete list of all vacant units in advance of regular meetings of the Allocation Committee.,
- d) The Allocation Committee will assign staff housing in accordance with the staff requisitions based on the established Housing Priority List by Category.

### **Category 1:** Heath/Safety/Security

Positions necessary to provide for essential services related to the health, safety and security of Nunavummiut, including, but not limited to: medical professionals (e.g. nurses and clerk interpreters), correctional workers, social workers, conservation officers and emergency management personnel.

### **Category 2:** Government Operations

Positions necessary for the delivery of core government programs and services to Nunavummiut, including, but not limited to: teachers, management personnel.

### **Category 3:** Internal Departmental Operations

Positions necessary to support internal departmental operations in the delivery of programs and services to Nunavummiut, including, but not limited to: coordinators, analysts, communications.

- e) In the interest of maintaining GN operations, and meeting departmental Inuit employment goals and objectives, Deputy Ministers of each represented department or agency may choose to further prioritize position allocations with a departmental ranking outside of the identified categories. The Deputy Minister would present such requests to the Allocation Committee, through their respective ADM.

For example, a position identified as category 3 in the Staff Housing Policy, may be a departmental priority that deserves special consideration by the Committee.

- f) The Department of Human Resources will be responsible for recording minutes at each meeting, which will be circulated to Committee members.
- g) To enable advance planning for housing allocations, Departments should provide the Department of Human Resources a forecast of their staffing

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needs in order to “reserve” the number of units that are required for anticipated staffing needs.

- h) The Deputy Minister of Human Resources has final authority over Category and Priority Rating of positions, according to the procedures set forth in Appendix I (Allocation Committee) of the GN Staff Housing Policy.

### **1.3 Priority and Allocation: Existing Employees**

- a) Existing employees may submit an application for staff housing to the HR secretariat representative of the Allocation Committee.
- b) The Department of Human Resources will confirm employee status and prepare applications for the review of the GN Staff Housing Allocation Committee.
- c) Applications will be prioritized based on the priority criteria for new hires and be put on a waiting list, maintained by the secretariat function and monitored by the GN Staff Housing Allocation Committee in the following order:
- i. Suitable accommodations cannot be found upon for the new appointment eligible for GN Staff Housing;
  - ii. The employee is *over/under accommodated*;
  - iii. Employees occupying staff housing requesting a move of convenience;
  - iv. Employees living outside of GN Staff Housing requesting Staff Housing allocation.
- d) Eligibility appeals may be made according to procedures in Appendix II of the GN Staff Housing Policy (Appeals Committee).

### **1.4 Assignment of units for all employees approved for staff housing**

- a) Where available, employees allocated staff housing will be shown three (3) different units, and will have the option to choose between these units for their assigned housing. The viewing of units will be arranged by the employing department, in coordination with the NHC. Units will be assigned on a first come, first served basis.
- b) Every effort will be made to ensure employees are allocated suitable accommodation that corresponds with family size as per the National Occupancy Standards, as follows:
- A maximum of two persons per bedroom.
  - Household members, living as part of a married or common-law couple share a bedroom with their spouse or common-law partner.
  - Single-parents, of any age, have a separate bedroom.
  - Household members aged 18 or over have a separate bedroom - except those living as part of a married or common-law couple.



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- For the purposes of staff housing eligibility, this only applies to household members aged 18 or older who are dependent on the employee, as per the definition in this policy
  - Household members under 18 years old of the same sex share a bedroom - except single parents and those living as part of a married or common-law couple.
  - Household members under 5 years old of the opposite sex share a bedroom if doing so would reduce the number of required bedrooms.
- c) If the appropriate size of accommodation is unavailable, an employee will be offered alternate and/or shared housing according to availability, or be placed on a waiting list. Payment of rent will be made in accordance with the procedures set out in section 2 (Base Rent) of the GN Staff Housing Procedures Manual.
- d) If an employee is requesting a move due to health and safety concerns, all requests will be reviewed on a priority basis by the GN Staff Housing Allocation Committee.
- e) Appeals concerning the assignment of units may be made according to procedures set forth in Appendix II (Appeals Committee) of the GN Staff Housing Policy.

### 1.5 GN Employees on a Leave of Absence

- a) The GN Staff Housing Allocation Committee will consider requests to reserve staff housing accommodations during a leave of absence on a case-by-case basis.
- b) Departments must provide written authorization and seek approval from the GN Staff Housing Allocation Committee, when request are being made to reserve a staff housing unit at the end of the leave period for the employee.
- c) If an employee decides to return early from a leave of absence, they must provide 30 day notice to their supervisors. Written documentation must be provided by the Departments to the GN Staff Housing Allocation Committee.
- d) Employees in staff housing accommodations that are on Education Leave, who return as a *summer students* to work with the GN will not be provided staff housing accommodations for that period.
- e) Employees who are on leave without pay for longer than 4 weeks must make arrangements with the NHC to pay their rent. If arrangements are not made, the NHC will notify the employee of their requirement to vacate their staff housing accommodations within 10 days.

### 1.6 Termination of Employment

- a) Departments will provide the Employee Clearance Form to the NHC within 24 hours of termination of an employee.

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## 2. Base Rents

This section of the GN Staff Housing Procedures Manual outlines the formula used by the NHC to determine base rents for GN Staff Housing.

As outlined in the GN Staff Housing Policy, the procedures for determining staff housing base rental rates are intended to be:

- fair, transparent and easy to understand; and
- encourage the development of a private sector housing market in Nunavut.

### 2.1 Rent Structure

The rent structure for the GN Staff Housing portfolio is built around base rents which are calculated using the following formula:

**Base Rent** = *Rentable Area* (m<sup>2</sup>) x Base Rate

### 2.2 Definitions

#### **Rentable Area:**

*Rentable area* is the whole finished and heated area within the interior surfaces of the exterior walls of the unit, including the interior partitions and stairways but excluding any space where the headroom is less than 1.98 meters (6 feet 6 inches).

#### **Base Rates:**

Base rates represent market values established per square meter. The GN Staff Housing rent structure has two sets of base rates which will apply to:

1. emerging market communities, and
2. non-market communities.

Iqaluit, Rankin Inlet and Cambridge Bay are the only Nunavut locations designated as emerging market communities.

GN Staff Housing rental rates can only be changed with prior approval from the Financial Management Board.

#### **Table Legend**

<b>Key</b>	<b>Dwelling type</b>
Reg	Single Family Dwelling, Duplex, multiplex
Apt	Apartment building

**CURRENT BASE RATES**

Size (M <sup>2</sup> )	Emerging Markets		All Others	
	Reg	Apt	Reg	Apt
<69	16.10	16.90	14.80	15.40
70-99	16.10	14.40	14.80	13.10
100-129	14.30	13.30	13.10	12.20
>130	11.70	13.30	10.70	12.20

Examples of base rates for typical units in emerging markets can be found below. Please note that these sample rates are for demonstration purposes only, as unit sizes vary.

BEDROOMS	AVERAGE SQ M	AVERAGE UNFURNISHED RATE
Bachelor	35	\$563.50
1	58	\$933.80
2	82	\$1,320.20
3	106	\$1,515.80
4	147	\$1,719.90

**Note:** Base rents are adjusted based on the utilities and furniture which may or may not be included in the rent.

### 3. Adjustments to Base Rent

This section of the GN Staff Housing Procedures Manual describes the methodology used to calculate utility and other shelter costs adjustments to GN Staff Housing base rents.

#### Purpose

To ensure that rental rates are fair and consistent, basic rent calculations as determined in section 2, Base Rents, rent will be adjusted as appropriate to reflect other shelter-related factors and costs.

#### Ongoing Utility Costs

Depending on the lease, water/sewer, garbage collection, and power will be user-pay where applicable. Tenants have incentive to lower their utility consumption and conserve energy when responsible for these costs.

In leases where utility costs are included, fuel and non-user pay shelter costs will be calculated at the following rates, subject to review by the NHC. The cost of fuel and non-user pay utilities will be added to the *base rent* calculation to determine the tenant's final rent amount.

**Fuel:** **\$0.91 per m<sup>2</sup> (*Rentable Area*) – applies to all units**  
 Water/Sewer/Garbage: \$1.06 per m<sup>2</sup> (*Rentable Area*)  
 Power \$1.12 per m<sup>2</sup> (*Rentable Area*)

#### Furniture

The rate for GN-supplied furnishings will be calculated as follows, subject to review by the NHC:

Furniture: \$0.80 per m<sup>2</sup> (*Rentable Area*)

#### **Example 1: Total Unit Rents including adjustments**

Unit Size	Base Rent	Fuel	Water/ Sewer/Garbage	Furniture	Total Unit Rent
65m <sup>2</sup> (1 bedroom*)	\$ 911.95	\$ 59.15	\$ 68.90	\$ 52.00	\$1,092.00
85m <sup>2</sup> (2 bedroom*)	\$1,192.55	\$ 77.35	\$ 90.10	\$ 68.00	\$1,428.00
115m <sup>2</sup> (3 bedroom*)	\$1,428.30	\$104.65	\$121.90	\$ 92.00	\$1,746.85

\*Note: Average unit size *rentable area* at row housing base rate.

#### Appeals

Appeals concerning adjustments of rent may be made according to procedures set out in Appendix II (Appeals Committee) of the GN Staff Housing Policy.

## 4. Rental Assistance

This section of the GN Staff Housing Procedures Manual describes the Rental Assistance Program which ensures that lower income staff are charged affordable base rents.

### Purpose

The purpose of this section is to establish methodology and procedures for determining staff housing *rental ceilings* that:

- are fair, transparent and easy to understand;
- ensures lower income staff are charged affordable base rents.
- encourage the development of a private sector housing market in Nunavut.

### 4.1 Rental Ceilings

*Rental ceilings* are established in the Rental Assistance Program to provide assistance to employees living in staff housing to make their base rents more affordable. *Rental ceilings* are established on a case by case basis and are determined by the applicants' *total household income*.

Rent ceilings are based on the following categories:

1. **Households earning less than \$90,000** – *Base rent* will not exceed 20% of income;
2. **Households earning between \$90,000 and \$110,000** – *Base rent* will not exceed 25% of income;
3. **Households earning above \$110,000** – *Base rent* will not exceed 30% of income.

### 4.2 Eligibility Criteria

Eligibility for the Rental Assistance Program is based on the following criteria:

#### a. *Eligibility for Staff Housing*

This program is only available to GN employees occupying GN staff housing.

#### b. *Voluntary application*

Staff must apply for the program and submit to the testing of their *total household income*.

#### c. *Income verification*

*Rental ceilings* are established on a case by case basis and are determined by the applicants' *total household income*. This requires the NHC to verify the current income of all members living in the household.

Rental Assistance applications will be reviewed annually by NHC to determine eligibility.

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### *d. Dependent Adjustments*

To assist eligible low income families, an adjustment to Total Household Income of \$10,000 per spouse and each dependent is available. The Total Household Income is deducted by the dependent adjustment to determine the Adjusted Household Income, and the maximum percentage of Household Income that is charged for rent.

<b>Description</b>	<b>No eligible Dependents</b>	<b>4 eligible Dependents</b>
<i>Total Household income</i>	110,000	110,000
<i>Dependent adjustment at \$10,000 each</i>	0	40,000
Adjusted Household Income	110,000	70,000
<b>Maximum Percentage of <i>Total Household Income</i> that is charged for rent</b>	<b>25</b>	<b>20</b>
Maximum <i>base rent</i> per Year	27,500	14,000
<b>Maximum monthly <i>base rent</i></b>	<b>2,292</b>	<b>1,167</b>

### *Program Guidelines*

The complete list of eligibility and assessment criteria is documented in the program guidelines in section 4.1 below.

### *Definition of Income*

1. *Total household income* means all forms of income before taxes for the combined income of all persons in the household.
2. Please see application form for details.

## **4.3 Rental Assistance Program Guidelines**

### Introduction

The GN supports housing affordability for its employees in staff housing through the Rental Assistance Program.

Rental Assistance is available, upon application, to employees in GN staff accommodations.

Rental Assistance is provided to the employee through a reduction of the employee's *base rent* as determined by rental ceiling category for which they are eligible. Under the Rental Assistance Program, eligible employees pay no more than 30% of their *total household income* towards *base rent*.

Rental Ceilings: *Rent ceilings* are based on the following categories:

1. *Households earning less than \$90,000* – *Base rent* will not exceed 20% of income;
2. *Households earning between \$90,000 and \$110,000* – *Base rent* will not exceed 25% of income;
3. *Households earning above \$110,000* – *Base rent* will not exceed 30% of income.

## GN Staff Housing Policy

*Total Household income:* The combined gross income of all residents in the household.

*Dependent Adjustment:* To assist eligible low income families, an adjustment to Total Household Income of \$10,000 for each dependent is available. This adjustment is applied to Total Household Income to determine the maximum percentage of Total Household Income that is charged for rent:

### Application

- These guidelines apply to all employees in GN staff housing who apply to the Rental Assistance Program.
- Application must be made on an annual basis.
- Rental assistance is not applied retroactively but is effective from the date of application.
- The Applicant is responsible for informing the NHC of any changes in their income status. The NHC reserves the right to collect any overpayments in Rental Assistance.
- Rent is adjusted by the *Dependent Adjustment* criteria, which determines the appropriate rental ceiling category.

### Procedures

1. GN employees must request an application form from the Nunavut Housing Corporation. See section 4.2, Rental Assistance Application Form.
2. The employee completes the application and returns it to the NHC along with statements of income for all occupants of their unit. These include copies of the occupants most recent:
  - pay stubs
  - verification of income; and
  - Statutory declarations.

#### *Verification of Income*

Occupants listed on the application for shelter assistance not employed by the GN must remit verification of income forms completed by their employer. See section 4.3, Verification of Income Form.

#### *Statutory Declarations*

Occupants over the age of majority listed as having no income on the GN staff's application for Rental Assistance will be required to sign statutory declarations stating that they are not employed and have no source of income.

3. The NHC checks the application for completeness and may verify the employee's salary.
4. The NHC notifies the employees in writing that he/she qualifies for Rental Assistance and the amount of *base rent* reduction.



## GN Staff Housing Policy

5. NHC notifies Payroll Division and Payroll Division prepares the appropriate documentation and adjusts the employees rent deduction.
6. NHC will review applications of GN staff enrolled in the Rental Assistance Program annually.

**4.4 Rental Assistance Application Form**



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 Nunavut Housing Corporation  
 Nunavunmi Igluliyiryuakkut  
 Société d'habitation du Nunavut

**Application for Rental Assistance**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**UNIT #:** \_\_\_\_\_ **DATE APPLIED:** \_\_\_\_\_

X \_\_\_\_\_  
 Employee's Signature

**Step #1: Income Calculation**

Employee's Base Salary	
Employees Northern Allowance	
Second Occupant's base salary	
Second Occupant's additional taxable allowances	
Third Occupant's base salary	
Third Occupant's additional taxable allowances	
Other Income (list):	
a)	
b)	
c)	
d)	
<b>Total Household Income</b>	(A)

**Step #2: Dependent Adjustment**

Total number of dependents:	
Dependent deduction	(B)
Adjusted household income	(C) = (A)-(B)
Maximum Percentage of <i>Total Household Income</i> that is charged for rent.	(D)

**Step #3: Base Rent**

<i>Total Household Income</i> [from (A) above]	
Maximum Percentage of <i>Total Household Income</i> that is charged for rent. [From (D) above]	
Maximum <i>base rent</i> per year	
Maximum monthly <i>base rent</i> (before utilities/furniture)	(E)
Current <i>base rent</i>	(F)
<b>Rent deduction amount:</b>	(G) = (F)-(E)

# GN Staff Housing Policy

## DEFINITIONS

1 *Total Household Income* means all forms of income before taxes for all persons in the Household

### Income Included

- (a) Wages, salaries and self-employed income;
- (b) Northern Allowance;
- (c) Employment Insurance Benefits;
- (d) All employer paid allowances.

### Income Excluded

- (a) Child Tax Credit Payments;
- (b) Income from any household member in full time attendance at school except for salary while on Educational Leave;
- (c) Treaty and Land Claim payments to individuals;
- (d) Foster child support;
- (e) Retraining allowances;
- (f) Social Assistance;
- (g) Loans, grants and bursaries for education or business.

2 Dependents include your spouse/partner and any other eligible dependents as per the NEU Collective Agreement, plus students.

3 Maximum percentages of *total household income*:

- |     |                      |     |
|-----|----------------------|-----|
| (a) | Under \$90,000       | 20% |
| (b) | \$90,000 - \$110,000 | 25% |
| (c) | Over \$110,000       | 30% |

4 **Send Application and Verification of Income To:**

Staff Housing Division  
Nunavut Housing Corporation  
Box 1000, Station 1300  
Iqaluit, NU X0A 0H0

**Or Fax to:**

**(867) 975-7222**

**Attention: Finance Officer**

### Reserved for NHC use only

<i>Base rent.</i>		
Size of unit (m <sup>2</sup> )		
Additions to rent:		Included?
Fuel	\$ 0.91	
Electricity	\$1.08	
Water/Sewer	\$1.12	
sub total utilities		
Furniture	\$0.80	
Other		
Total Additions to rent		
<b>Total monthly rent</b>		

**4.5 Verification of Income Form**



**Nunavut Housing Corporation**

Staff Housing Division

Box 1000, Station 1300, Iqaluit, NU X0A 0H0

Phone No. (867) 975-7210 Fax No. (867) 975-7222

Attention: **Finance Officer**

**VERIFICATION OF INCOME FORM**

**Instruction to Client/Applicant:** Sign in the space **\*Employee's Signature**, and give to employer to complete.

**Instructions to Employer:** Please complete, sign and return to the Nunavut Housing Corporation

**Note:** This information is requested as a condition of the employee's Rental Assistance Application with the Nunavut Housing Corporation. **All information will be held in strict confidence.**

**Please Print**

Employee's Name:		Employer:	
		Address:	
# Years employed:	Present Position:	Phone Number:	Fax Number:

**\*Employee's Signature:** \_\_\_\_\_

**\*Employer – please fill out section below:**

Regular Rate of Pay \$	\$	Per Hour	\$	Per Year
<b>For hourly employees only:</b>		Housing Allowance	\$	Per Year
Average number of hours worked per week:		Household Allowance	\$	Per Year
		Settlement Allowance	\$	Per Year
		Northern Allowance	\$	Per Year
Estimate number of weeks paid in the year:		Any Other Allowance (e.g. Isolated Post, etc.)	\$	Per Year
		Bi-Lingual Bonus	\$	Per Year
		Vacation Travel Assistance	\$	Per Year
		Other (Specify)	\$	Per Year

Employment status: Indeterminate  Term  Contract  Casual   
 Expectation of Continued Employment:

**I certify that the above information is true and correct to the best of my knowledge.**

Completed by (name):

Position:

Signature:

Date:

## 5. Tenant Damages

The purpose of this section is to establish procedures for the assessment of, and collection of payment for, *tenant damages* in staff housing units.

The NHC will assess the cost of *tenant damages* according to the following principles:

- Costs will be assessed uniformly, consistently and fairly;
- Tenants will be notified of assessments promptly; and,
- Assessments will reflect current, local costs.

### Cost Estimates

Actual costs of repairs are used whenever possible. However, when repairs are delayed (e.g. due to the lack of materials, scheduling problems, etc.), an estimate of the repair costs is used as the basis for the assessment. Estimates are typically required when a tenant is terminating employment with the GN and there is insufficient time to complete repairs prior to filing the Employee Clearance Form.

### Damage Costs

#### 1. Standard Repair Costs

- a) The NHC repairs damage when it is possible and economically feasible to do so.
- b) It is sometimes not economical to repair damage until additional wear and tear is sustained to the point where repair or replacement is warranted. In these cases, a tenant damage assessment is made using the standard repair costs outlined in section 5.1.
- c) This assessment is performed to enforce tenant accountability and contribute to the future cost of repair or replacement.

#### 2. Cleaning

- a) All vacating tenants are provided a Cleaning Checklist, found in section 5.2 below. . Tenants who fail to clean their unit in accordance with the Checklist, and to a standard acceptable to the NHC, are charged the *full cost* of necessary cleaning.
- b) Whenever the estimate for cleaning exceeds five (5) hours, the cleaning contractor will provide a written estimate. Where cleaning is required after the tenant's move-out inspection, the NHC may hire a cleaning contractor at its discretion (e.g. to clean after tenant damage repairs have been effected).

#### 3. Keys

- a) If a vacating tenant has lost any keys to the unit, the cost of lock replacement will be assessed because not replacing the lock presents a security risk to future tenants.

## **Assessment Procedures**

### **1. Move-In Inspection**

- a) A move-in inspection will be conducted prior to the date the tenant moves into a staff housing unit. This allows the tenant time to note any problems with the unit.
- b) A Staff Housing Inventory and Inspection Report is completed and the tenant is required to sign the report, a copy of which is provided to the tenant upon move-in. Deficiencies noted on the report are corrected, as required.

### **2. Move-Out Inspection**

- a) Upon notification that a tenant will be vacating, the NHC will arrange a move-out inspection with the tenant. The results of move-out inspection are compared with the move-in inspection (and any subsequent updates), and any *tenant damages* are assessed.
- b) Damages are noted in the "Statement of Tenant Damages" section of the Staff Housing Inventory and Inspection Report, and the tenant signs the report. The tenant is given written notice with a description and cost of the repairs once damages have been assessed.

## **Recovery Action**

### **1. Current Employees in Staff Housing**

- a) In most cases, recovery action means that the NHC advises the Department of Finance (Payroll) to deduct the cost of *tenant damages* from the employee's pay.
- b) The NHC will forward all quotes for *tenant damages* to the Department of Finance which will deduct any funds that are owing from the tenant's bi-weekly pay.

### **2. Terminated Employees**

- a) Upon receipt of the Employee Clearance Form from the respective department, the NHC reviews the Staff Housing Inventory and Inspection Report for the unit in question, and, if the tenant has not already submitted payment for damages noted, initiates recovery action.
- b) Recovery Action for terminated employees follows the same process as that of current employees in Staff Housing. However, if the amount of the damages exceeds the employee's final pay, the NHC will initiate an invoice to recover the additional amount.
- c) The NHC will forward all quotes for *tenant damages* to the Department of Finance which will initiate any holding of funds owing to the tenant, until the actual repairs are completed and the invoice is received by the NHC.

### **3. Employees Continuing Employment**

## GN Staff Housing Procedures Manual

### a) Transfer to Another Community

- i. Upon receipt of the Employee Clearance Form from the respective department, the NHC reviews the Staff Housing Inventory and Inspection Report for the unit in question, and, if the tenant has not already submitted payment for damages noted, initiates recovery action.
- ii. Tenants who fail to remit payment prior to completion of their Employee Clearance Form shall have the cost of damages deducted from their pay.
- iii. Employees with outstanding tenant damage arrears will not be eligible for staff housing until arrears are paid in full.

### **Disputes or Appeals**

Appeals concerning this section may be made according to procedures set out in Appendix II (Appeals Committee) of the GN Staff Housing Policy and/or directly to the Rental Officer.

### **5.1 Schedule of Standard Repair Costs**

The following costs are used only when actual damage costs cannot be ascertained prior completion of a tenant's Employee Clearance Form – for example, when repairs or replacements are delayed or deferred due to maintenance scheduling and/or personnel and material constraints. These standards are updated periodically to reflect current, local costs.

#### **Cleaning:**

General Cleaning                      \$80 .00/hour

#### **Furnishings Repair:**

Burns:	Wood	<u>\$22.50</u> /surface
	Fabric	<u>\$30 .00</u> /item of furniture
	Stains	<u>\$15 .00</u> /item of furniture

#### **Key & Lock Replacements:**

Main/Lobby Key (Apt)	<u>\$15.00</u> each
Unit Keys	<u>\$15.00</u> each
Lock Set	<u>\$200.00</u> each

#### **Unit Repairs:**

Carpet Burns:	First burn	<u>\$50 .00</u> each
	Additional	<u>\$40 .00</u> each
Holes in Wall:	Patch	<u>\$80 .00</u> /hole or <u>\$300 .00</u> /wall (Whichever is less)
	Paint	<u>\$80 .00</u> /hole or <u>\$300 .00</u> /wall

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(Whichever is less)

Holes in Ceilings: \$80 .00/hole or \$300 .00/ceiling  
(Whichever is less)

Ripped Paint or Drywall: \$80 .00/hole or \$300 .00/wall  
(Whichever is less)

Other Repairs (specify): \_\_\_\_\_



## 5.2 Cleaning Checklist

The following checklist is designed to assist vacating tenants to properly clean their staff housing units. The NHC or its designated Agent inspects the items shown below during the tenant's move-out inspection, and if any of the items are rated "Unsatisfactory," the NHC will arrange remedial cleaning at the tenant's expense.

**Garbage/Trash Removal:**  Satisfactory  Unsatisfactory

**Floors** swept, washed and waxed (as required):  Satisfactory  Unsatisfactory

**Refrigerator** defrosted and washed inside and out.  
Leave turned on and pulled out from the wall for inspection:  Satisfactory  Unsatisfactory

**Range** cleaned thoroughly and pulled out from wall for inspection. Please note no tinfoil should be left on the burner drip bowels or in the oven:  Satisfactory  Unsatisfactory

**Washer & Dryer** cleaned inside and out:  Satisfactory  Unsatisfactory

**Kitchen Cupboards and Drawers** cleaned inside and out including tops of cupboards:  Satisfactory  Unsatisfactory

**General Dusting** throughout including window sills and door frames:  Satisfactory  Unsatisfactory

**Furniture** polished:  Satisfactory  Unsatisfactory

**Walls** cleaned (remove finger marks, etc):  Satisfactory  Unsatisfactory

**Bathroom(s)** cleaned and fixtures (toilet, tub, sink) disinfected. Mirrors polished:  Satisfactory  Unsatisfactory

**Kitchen Sink and Counter Tops** cleaned:  Satisfactory  Unsatisfactory

**Carpet** shampooed and vacuumed:  Satisfactory  Unsatisfactory

**Windows** washed:  Satisfactory  Unsatisfactory

**Light Fixtures** washed and burnt-out bulbs replaced:  Satisfactory  Unsatisfactory

**Outside Porches and Grounds** tidied. In winter remove snow from steps, walks and driveways:  Satisfactory  Unsatisfactory

## **6. Guidelines for Sharing of GN Staff Housing Units**

### Purpose

Limited staff housing stock in some communities means that some employees will be required to share their staff housing unit with one or more other employees. The GN recognizes that in some cases, sharing a living space is not ideal. These guidelines establish the circumstances under which shared accommodation may arise, and the procedures that apply, with the intent of supporting stable and respectful co-tenancies.

### Circumstances for Shared Accommodation

In communities with limited GN Staff Housing, employees may be required to share housing units. The NHC, as the agency responsible for property management, will make the decision to assign shared staff housing to GN employees, based on availability of units in the community, and expected upcoming HR competitions.

If a tenant is unwilling to share a staff housing unit, they may be placed on a waiting list. The waiting list is maintained and monitored by the GN Staff Housing Allocation Committee.

### Rental Rates

The rental rates for shared staff housing units are calculated based on the standard process outlined in sections 2 and 3 of this Procedures Manual.

Employees occupying the unit will have rent split evenly amongst tenants to equal the total amount of rent payable.

Should the occupancy numbers of the unit decrease at any time, any vacant bedroom(s) will be locked, and the rental amounts owed by the remaining tenant(s) will not change.

Should the occupancy numbers of the unit increase at any time, the rents paid by each tenant will not change.

For example;

- If a two bedroom unit with a calculated rent of \$1,600/month has two employee tenants, they will each pay \$800/month. If one tenant's employment is terminated, and they move out of the unit, the door to the one, now vacant, bedroom will be locked, and the remaining tenant will continue to pay \$800/month. The vacant bedroom may be assigned a new tenant at any time.
- If a three bedroom unit with a calculated rent of \$2,100/month has two tenants and one vacant bedroom, the vacant bedroom will be locked, and each tenant will pay \$700/month in rent. If a third employee moves into the

## GN Staff Housing Procedures Manual

vacant bedroom, all three tenants will each pay \$700/month, with a combined rent equal to the total set rent for the unit.

### Conditions of a Shared Staff Housing Unit

To accommodate the circumstances of shared housing, all staff housing units and allocations with multiple employee tenants will be subject to the following conditions:

1. Locks will be placed on all bedroom doors, with keys only made available to the tenant occupying each bedroom.
2. Unless otherwise requested by both or all tenants, employees will only be housed with other employees of the same gender.
3. All attempts will be made to accommodate shared preferences for pets, shift work, smoking, and other matters, on request.

Tenants are encouraged to develop and sign a shared occupancy agreement outlining mutually accepted house rules for the use of common spaces, level of noise tolerated, and other considerations.

### Disagreement and/or Conflict

Minor disagreement or conflict between employees sharing a staff housing unit should be resolved by the tenants themselves, keeping in mind the Inuit Societal Value of *Inuuqatigiitsiarniq*; respecting others, relationships and caring for people.

Major disagreements and concerns for safety and wellbeing may be brought to the NHC for consideration.

### Requesting to Move

Employees who are unhappy with their shared accommodation may request to be moved to a different shared or single unit, if available. The GN Staff Housing Allocation Committee may consider requests for moves from tenants in shared units, as moves of convenience.