



## Provision of Housing or Accommodation

### Background

Access to safe, affordable housing is a key consideration for teaching professionals seeking employment in northern Alberta communities and is therefore an important component of teacher recruitment and retention strategies. KTCEA also understands that comfortable and convenient housing can enhance staff wellness and can positively affect teacher performance.

### Guidelines

KTCEA will provide housing for teachers and other staff as part of its commitment to maintaining safe, caring workplaces.

KTCEA will establish rental rates for housing units that are fair and equitable.

KTCEA will establish a summer rental program so that staff may live in the housing units year-round, or they simply store personal belongings while they are away.

#	Procedure	Roles & Responsibilities
1.	Housing units will be provided for teaching staff at school locations and for eligible non-teaching staff at other locations.	Superintendent, Associate Superintendent of Facilities and Operations, Housing Coordinator
2.	The Superintendent in consultation with the Associate Superintendent of Facilities and Operations will establish a housing rental rate each year. <ul style="list-style-type: none"> <li>2.1 The rental rate will be applied based on a standardized cost per area of occupied space (square feet or square meters).</li> <li>2.2 Rent will be deducted from a tenant's pay in equal amounts over the year (26 pay periods).</li> </ul>	Superintendent, Associate Superintendent of Facilities and Operations, Payroll Coordinator
3.	Staff seeking accommodation in a housing unit must sign a Rental Agreement (lease) usually for a 10-month period consistent with the school year. <ul style="list-style-type: none"> <li>3.1 The Tenant will receive one signed agreement and the Housing Coordinator will receive a second signed agreement. Digital copies of the rental agreements will be provided to the Finance Director.</li> <li>3.2 The Housing Coordinator will keep the signed rental agreements on file for 3 years.</li> </ul>	Superintendent, Associate Superintendent of Facilities and Operations, Finance Director, Housing Coordinator

4.	<p>The Rental Agreement sets out the terms and conditions of use, and clarifies the responsibilities of KTCEA as landlord and staff-persons as tenants, including</p> <ul style="list-style-type: none"> <li>4.1 rights to enter and inspect.</li> <li>4.2 rights to request and hold a damage deposit.</li> <li>4.3 rental rates for the term and the basis for rate calculation.</li> <li>4.4 rights to extend the lease for the summer months (ref. AP 675 Housing – Summer Rental Program) or to renew the lease.</li> <li>4.5 requirements governing keeping pets in the premises.</li> <li>4.6 responsibilities for costs associated with utilities and other consumables.</li> <li>4.7 responsibilities respecting the use of yards and grounds.</li> <li>4.8 conditions regarding installation and/or care of fences and decks.</li> <li>4.9 conditions regarding use of parking facilities.</li> <li>4.10 any other term or condition as agreed to by the parties.</li> </ul>	Housing Coordinator
5.	<p>Prior to and after occupancy of a housing unit, the Housing Coordinator and the tenant will inspect the housing unit in keeping with the Alberta Residential Tenancies Act.</p> <ul style="list-style-type: none"> <li>5.1 Pre-occupancy and post-occupancy inspections will occur within one week of move-in and within week of move-out.</li> <li>5.2 The Housing Coordinator and tenant will inspect the unit, identify all damage, and write it down or otherwise document it in an inspection report.</li> <li>5.3 Both parties must date and sign the inspection report.</li> <li>5.4 The Housing Coordinator may conduct a pre-occupancy inspection without the tenant being present if the tenant was offered two inspection times on different days, that are not holidays, and the tenant has refused or did not attend.</li> <li>5.5 The Housing Coordinator will give the tenant a copy of both the move-in and move-out inspection reports as soon as they are completed.</li> <li>5.6 The Housing Coordinator will keep copies of the inspection reports for 3 years.</li> </ul>	Housing Coordinator, Housing Technician
6.	<p>KTCEA may enter and inspect the housing unit subject to 24 hours of notice in order to</p> <ul style="list-style-type: none"> <li>6.1 inspect the state of repair of the housing unit.</li> <li>6.2 do repairs, have repairs completed by an authorized representative, or provide preventative maintenance measures, all of which actions at the discretion of the landlord.</li> <li>6.3 take necessary steps to control pests.</li> <li>6.4 show the unit to a contractor or other agent of KTCEA.</li> </ul>	Housing Coordinator, Housing Technician

7.	KTCEA may enter and inspect the housing unit without notice in the case of an emergency or if there is evidence that the unit has been abandoned.	Housing Coordinator, Housing Technician
8.	KTCEA will require payment of a security deposit to offset repair costs due to damage caused by the tenant. The security deposit will be <ul style="list-style-type: none"> <li>8.1 equivalent to one month's rent.</li> <li>8.2 deducted from the tenant's pay in equal amounts over the year (26 pay periods).</li> <li>8.3 held and administered by KTCEA in accordance with the Residential Tenancies Act.</li> </ul>	Housing Coordinator, Payroll Coordinator
9.	Within 2 weeks of a post-occupancy inspection, or within 2 weeks after abandonment or other termination of the Rental Agreement, a recommendation will be made by the Housing Coordinator to the Payroll Coordinator with regard to the return of a Security Deposit to the former tenant.	Housing Coordinator, Payroll Coordinator
10.	Prior to bringing a pet or other animal into a housing unit or onto the yard, site or grounds, a tenant must make a written request to the Housing Coordinator for approval. <ul style="list-style-type: none"> <li>10.1 The request must be made by filling in AP 672A - Pet Request Form &amp; Pet Agreement.</li> <li>10.2 The Housing Coordinator must respond to the request within 1 week of receiving it.</li> </ul>	Housing Coordinator, Tenant
11	KTCEA will provide certain consumable goods, such as light bulbs, furnace filters, batteries, cleaning supplies and equipment. <ul style="list-style-type: none"> <li>11.1 The nature, number, quality, quantity and/or brand will be at the discretion of the Housing Coordinator.</li> <li>11.2 A specific consumable good required by the tenant that differs from the ones supplied by KTCEA is the tenant's responsibility.</li> <li>11.3 The Housing Coordinator will work with the Operations and Maintenance Manager to establish a preventative maintenance program to and to regularly restore or replenish consumable goods.</li> </ul>	Housing Coordinator, Manager Operations and Maintenance, Tenant
12	The tenant is responsible for keeping the housing unit clean, and the yards and grounds free of litter, debris and other clutter.	Tenant
13	Any modification or change to a housing unit must receive prior approval of the Housing Coordinator. <ul style="list-style-type: none"> <li>13.1 Any unauthorized modification may be reversed or restored to the original condition at the tenant's expense.</li> </ul>	Housing Coordinator, Tenant

14	A tenant wishing to install any deck, shed, raised bed, fire pit, landscape element, patio, walkway or fence, or a tenant wishing to modify any existing such structure, must first seek approval in writing from the Housing Coordinator.	Housing Coordinator
15	Tenant parking is permitted only in designated stalls.	Tenant
16	Tenants must maintain tenant and liability insurance coverage on all personal possessions during the term of the Rental Agreement within 6 weeks of occupancy.	Tenant

## Definitions

### Housing Unit:

A single living space as defined by KTCEA that could be a within single free-standing structure, or a single living space within a multiple-unit structure.

### Staff:

A KTCEA employee holding a valid teaching certificate and who is working at least 0.6 FTE, or any other KTCEA employee deemed eligible by the Superintendent to lease a KTCEA housing unit.

### References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces  
 Residential Tenancies Act, RSA Alberta  
 KTCEA Residential Tenancy Agreement  
 KTCEA Inspection Report Form

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities and Operations.