

# Procedure

**TITLE:** Employee Transitional Housing Procedure

**PROCEDURE NO:** policy number here

**RESOLUTION:** resolution number here

**EFFECTIVE DATE:** date here

**DEPARTMENT RESPONSIBLE:**

**NEXT REVIEW DATE:** date here

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## GENERAL GUIDELINES:

The purpose of the Transitional Housing Procedure is to address the lack of readily available accommodations. The transitional housing offers an opportunity for the new employee to gain familiarity with the region, allowing time to evaluate options before deciding on a more suitable permanent residence.

## DEFINITIONS:

See definitions in the *Employee Transitional Housing Policy*.

## PROCEDURE:

1. The procedure applies to the “airport residence” (“the residence”) located at 10 67036 Mission Road, legally described as Plan 3687RS, Block OT and is primarily for employee recruitment purposes.
2. The Human Resources Director in consultation with the Chief Administrative Officer are responsible for determining which position(s) are to be considered for transitional housing as an option of the conditions of employment. The Human Resources Director is responsible for administering the procedures once those eligible positions are established.
3. Eligible applicants are new or returning employees of Lac La Biche County that are relocating to Lac La Biche from a distance of 100 kilometers or greater (from the Hamlet of Lac La Biche).
4. Current employees are not eligible, nor are applicants whose adult interdependent partner is a current employee of the County.
5. Applicants who already own a home or whose adult interdependent partner owns a home within 100 km of the hamlet of Lac La Biche are not eligible.
6. Prior to renting the residence, the County and the employee shall enter into a month-to-month Residential Tenancy Agreement. The agreement and rental of the residence shall be in accordance with the Residential Tenancies Act, Chapter R-17.1 S.A., 2004, as outlined in the attached template agreement.
7. The damage deposit for the residence shall be six hundred (\$600) dollars and the rental rate shall be one thousand two hundred (\$1,200) dollars per month and includes water, sewer, electricity, natural gas, telephone, internet and cable.
8. The residence shall be suitably, yet minimally, furnished to provide for comfortable living accommodations. Furnishings are provided to alleviate the need for the employee to move twice within

transitional term, and to reduce unnecessary wear and tear on the residence caused by normal moving activities.

9. Eligible employees shall be entitled to rent the residence for a period of up to three (3) months. If the employee has not found living accommodations at the end of this period, the employee may enter into a monthly rental agreement for a maximum of three (3) months at the discretion of the Human Resources Director based on the residence's perceived instrumentality in upcoming recruitment.
10. Priority ranking for rental of the residence shall be granted according to the following primary ranking criteria:
  - a) Previous difficulty experienced by the County in trying to recruit employees to the advertised position.
  - b) Current demand for the advertised position by the County.

In the event that two or more eligible employees are deemed to be equally or similarly ranked, the following secondary ranking criteria will be taken into considerations:

- a) Relocation Distance
  - b) Family size
11. The Residential Tenancy Agreement may be terminated in accordance with the Residential Tenancies Act, after reasonable notice by:
  - a) The employee or their adult interdependent partner, for whatever reason;
  - b) The Human Resources Director, once the employee or their adult interdependent partner purchases, or rents, other residential accommodations for a more permanent purpose;
  - c) The Human Resources Director, if the employee has occupied the residence for the period of time specified in clause 10;
  - d) The Human Resources Director, if the employment of the employee has ended with Lac La Biche County.
12. Should the residence be unavailable for rent by an eligible employee, Lac La Biche County may endeavor to provide other reasonable housing incentives, which shall be negotiated through the employment agreement. Other reasonable housing incentives include, but are not limited to, reimbursement for hotel accommodations.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** find more info here

**AMENDMENT DATE:** date changes were made here