

LAC LA BICHE COUNTY POLICY

TITLE: EMPLOYEE TRANSITIONAL HOUSING	POLICY NO: CS-03-011
RESOLUTION: 14.715	EFFECTIVE DATE: AUGUST 28, 2012
LEAD ROLE: CHIEF ADMINISTRATIVE OFFICER	NEXT REVIEW DATE: OCTOBER 14, 2016
SPECIAL NOTES/CROSS REFERENCE: Procedure CS-03-011 Employee Transitional Housing	AMENDMENT DATE: OCTOBER 14, 2014

POLICY STATEMENT:

Lac La Biche County acknowledges that the lack of available inventory in the local housing market may create difficulty in recruiting employees. Potential hires may have difficulty finding appropriate accommodations in a timely fashion within the County. In order to aid employee relocation and commencement, Lac La Biche County maintains a suitably furnished residence which may be made available to County employees through the recruitment process. Rental rates will reflect fair market prices.

Lac La Biche County's Transitional Housing Policy addresses the lack of readily available accommodations. By providing a housing option to those who fit the eligibility criteria, Lac La Biche County may draw in employees, who would otherwise decline new employment because of the absence of suitable housing at the time of the interview process. The transitional housing offers an opportunity for new employees to gain familiarity with the region, allowing time to evaluate options before deciding on a more permanent residence.

Once viable and sustainable markets are established, it will no longer be necessary for Lac La Biche County to provide transitional housing. Until this time, Lac La Biche will continue to offer transitional housing as a recruitment tool.

"Original Signed"
Chief Administrative Officer

October 22, 2014
Date

"Original Signed"
Mayor

October 22, 2014
Date

LAC LA BICHE COUNTY PROCEDURE

TITLE: EMPLOYEE TRANSITIONAL HOUSING	PROCEDURE NO: CS-03-011
SPECIAL NOTES/CROSS REFERENCE: Policy CS-03-011 Employee Transitional Housing	AMENDMENT DATE: AUGUST 18, 2015

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. “Applicant” refers to those applying for employment with the County.
3. The Human Resources Manager 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 Manager is responsible for administering the procedures once those eligible positions are established.
4. Eligible applicants are new or returning employees of Lac La Biche County that are relocating to Lac La Biche from a distance of 100 km or greater (from the Hamlet of Lac La Biche).
5. Current employees are not eligible, nor applicants whose adult interdependent partner is a current employee of the County.
6. 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.
7. 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
8. 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.

9. 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.
10. 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 Resource Manager based on the residence's perceived instrumentality in upcoming recruitment.
11. 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.
12. 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 Resource Manager, once the employee or their adult interdependent partner purchases, or rents, other residential accommodations for a more permanent purpose;
 - c. The Human Resource Manager, if the employee has occupied the residence for the period of time specified in clause 10;
 - d. The Human Resource Manager, if the employment of the employee has ended with Lac La Biche County.
13. 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.

“Original Signed”

Chief Administrative Officer

August 18, 2015

Date