

POLICY STATEMENT ON STAFF HOUSING

- The Government of Nunavut provides subsidized rental 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. Access to staff housing is **not** a condition of employment and is extended to employees as a benefit subject to pressures of supply and demand.
- The rental rate structure for GN staff housing is designed to support and stimulate the emergence of private affordable rental and homeownership markets in Nunavut communities. Once viable and sustainable markets are established, it will no longer be necessary for the GN to provide subsidized staff rental housing. In order to assist in that transition, the GN will continue to make limited amounts of staff housing available to staff.
- The GN Staff Housing Policy can be found in its entirety at nunavuthousing.ca. It is highly recommended that you read and employ a working knowledge of this policy. The policy is now administered by the Department of HR. Should you wish to move to a different unit at any time during your occupancy please email HR at staffhousingrequests@gov.nu.ca for assistance with your application.

WHAT WE PROVIDE WITH YOUR FURNISHED STAFF HOUSING UNIT:

- Kitchen: fridge and stove. Some units *may* have a dishwasher and some units *may* have a microwave (you can confirm with the Property Management Officer if your unit has a dishwasher or microwave installed).
- Dining Room: dining table and four chairs.
- Living Room: couch, chair, coffee table, two end tables, two table lamps and one floor lamp
- Master Bedroom: double bed, five and/ or six drawer dresser, one or two night tables and lamps.
- Additional Bedroom/s: single bed, five or six drawer dresser, night table and lamp.
- Laundry Facilities: washer/dryer in your unit or shared facilities in the building.

Please note that these items may not be brand new, but should be in good condition. As well, brand new items are not automatically given at tenants' request; used items may be replaced with other used items, which are in good/better condition.

Please also note that the items listed above are 'standard furniture items', and such nonstandard items as TV's, TV stands, bookshelves, desks, etc., will not be provided nor ordered.

WHAT WE PROVIDE WITH YOUR UNFURNISHED STAFF HOUSING UNIT:

- Kitchen: fridge and stove. Some units *may* have a dishwasher and some units *may* have a microwave (you can confirm with the Property Management Officer if your unit has a dishwasher or microwave installed).
- Laundry Room: washer/dryer in your unit or shared facilities in the building.

WHAT YOU SHOULD BRING WITH YOU WHEN YOU COME:

If you are moving into a furnished unit here are a few personal items you should bring with you until your personal affects arrive. Please be advised that the arrival of your personal affects could take anywhere between three to eight weeks to arrive in Iqaluit.

Here is a list, by room, of items to consider bringning with you.

- Living Room:
 - Small TV
 - DVD Player
 - Telephone
 - Curtains, Curtain Rods (adjustable), etc.
- Bathroom:
 - Shower Curtain c/w Rings
 - Toilet Paper
 - Towels
 - Tooth Brush Holder, etc.
- Kitchen:
 - Dishes (Plates, Bowls)
 - Cutlery, Pots/Pans
 - Table Cloth
 - Napkin Holder
 - Coffee Maker/Kettle
 - Dish Towels, etc.
- Laundry:
 - Detergent
 - Fabric Softener (Sheets)
 - Peroxide
- Bedrooms:
 - Blankets
 - Sheets
 - Pillows
 - Mattress Pad
 - Curtains, Curtain Rods (adjustable)
 - Alarm Clock, etc.

**** It is also recommended that you bring clothes hangers for the closets (Bedroom(s) and Front Entry).**

TO-DO LIST PRIOR TO MOVING IN:

- Arrange for a phone line either locally or from outside of Nunavut, by calling NorthwesTel at 1(888) 423- 2333.

- Move in Inspection. When you move into your unit you will be required to do an in-depth walk-through in which you will sign your lease with the Staff Housing Agent. Be sure to note any and all deficiencies at that time. It is recommended that you bring a camera to take pictures of any items of note. You will be given the keys to your assigned unit and take possession at that time. Rent will be commenced as of the date you obtain your keys.

- Have power changed over to your name. If you do not already have an account with Qulliq Energy Corporation you will be required to pay a connection fee of \$21.00 and leave a deposit of \$150.00. At the Qulliq Energy office located in Iqaluit; the Staff Housing Agent will assist you.

- If applicable, have water/sewer changed over to your name if required in your assigned unit. You will be required to pay a deposit of \$175.00. This is done at the City of Iqaluit office, and the Staff Housing Agent will assist you.

- If relocating arrange for a post office box, do this in person at the post office – Ask the Staff Housing Agent for the location. (You will require a copy of your Lease Agreement to set this up)

- Cable and internet services are available. The Staff Housing Agent can advise you where you can set these up.

- Every occupied unit MUST have content and liability insurance purchased by the tenant(s) for a minimum of \$1,000,000. Tenant(s) must show confirmation of insurance to the Staff Housing Agent within two weeks of move in.

There are many insurance brokers here in the north. Here are a few:

Nunavut Insurance Brokers	(867) 979-4691
Aon Insurance Brokers	(867) 873- 3414
Coughlin Insurance Brokers	(800) 663- 2999
Norland Insurance Brokers	(867) 765- 0858

ENTERTAINMENT & COMMUNICATION SYSTEMS

All dish-style Entertainment and Communication system hook-ups are to be authorized by the Property Management Officer with Nunavut Housing Corporation. There are **no exceptions**, as some of our leased units will not allow such devices to be attached to their buildings.

If you should hookup an entertainment or communication system without written permission, you will bare all costs incurred with the removal of the system and the repairing of the damage caused by the insulation.

Most of our owned and leased units already have local cable TV connected to the units. Just see the local service provider for hookup.

NOTABLE ITEMS

RENT

Rent will be deducted directly from your pay. Your rent for the unit will be divided in half; the first half being deducted from the first pay of the month, and the second from the second. In months where there are three pay periods, the rent will still be deducted from the first two pays only.

****NOTE: Tenants Going on a Leave of Absence:**

As per the GN Staff Housing Policy you must be aware of the following:

- a) The GN Staff Housing Allocation Committee (Chaired by the Dept. of HR) 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 requests 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 days notice to their supervisors. Written documentation must be provided by Departments to the GN Staff Housing Allocation Committee.**
- d) Employees in staff housing accommodations that are on Education Leave, who return as a summer student 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 four weeks must make arrangements with the NHC to pay their rent. If arrangement are not made, the NHC will notify the employee of their requirement to vacate their staff housing accommodations within 10 days.**

EXTENDED LEAVES FROM YOUR UNIT

Staff Housing units are not to be vacant for more than 24 hours from October 1 to April 30 or more than seven days from May 1 to September 30 inclusive.

Further, during the period from October 1 to April 30 inclusive, the tenant must arrange for a daily inspection of the premises by a competent person or have a house sitter, you must notify the NHC and/or its agent of the person name and

contact information in case a situation should arise while they are watching your unit.

If damage occurs to the rental unit during the tenant's absence and there has not been a person designated to inspect their unit and/or the person fails to perform the required checks, it will be deemed to be Tenant Damages and the cost to repair said damages will be billed to the tenant(s).

KEYS AND LOCKS

Two sets of keys will be issued to the tenant(s) at the time of occupancy. Additional keys can be obtained through the NHC ; however there will be a cost for them.

Keys will not be given to anyone other than those who have signed the tenancy agreement. NHC reserves the right to refuse additional keys to any tenant(s). Where the tenant loses keys to the rental premises, NHC will, for security reasons, change all of the locks to the rental unit and/or the building where there is common entry and charge the tenant(s) for the cost of each new lock, in addition to the labour cost for the call-out. **Alterations or replacement of locks and installations of any kind to the exterior or interior of any door is prohibited.**

MAINTENANCE

Requests for repairs or maintenance can be made in person, by e-mail, telephone, or fax to the NHC and/or our Agent. However, for proper logging and tracking and non-urgent requests should be made via email to NHCIO_SHWorkOrders@gov.nu. Urgent or emergency requests should be reported to our on-call staff at 867-222-1304. No charge will be made to the tenant(s) for normal wear and tear; however this can only be determined by the Landlord/Agent.

Only small picture hooks or small nails may be used for the hanging of pictures and other items. The landlord does not permit any painting, wallpapering or other alterations to the unit. No additional electrical wiring or heating units will be installed inside or on the exterior of the premises except with express written permission of the Landlord.

The utility room must be used for its intended purpose only, i.e. furnace, hot water tank, pump and laundry purposes. The tenant shall not use the utility room for storage, living, working, hobbies, etc.

DAMAGES

The tenant is responsible for all damages, except normal wear and tear, to the premises during their tenancy. Damage and other repairs required that were caused by the tenant, or negligence of the tenant, or any other person permitted onto the property by the tenant, will be charged back to the tenant. The signing of the lease is the explicit agreement by the tenant to pay all such costs.

It is strongly suggested that at the time of move-in and out inspections a camera (either digital camera or phone camera) is brought along to take pictures of any damages to the unit. This will help should there be any disputes regarding Tenant Damages. Pictures should also be taken of any damages that occur while occupying the unit.

WATER/GARBAGE

Tenants must pay for any water/garbage bills (if applicable) as outline in their Assignment Sheet and/or Lease.

LIGHT BULBS

Tenants are responsible for replacement of all burned out light-bulbs, and are expected to leave the unit with all functional bulbs upon vacating the unit.

PLUMBING

Toilets shall not be used for purposes other than those for which they were designed. No rags, excessive toilet paper, garbage or any other articles are to be thrown into them. Damage resulting from misuse of such facilities shall be deemed willful mistreatment by the tenant(s) and the expense for repairs shall be applied to the tenant as Tenant Damage.

ALTERATIONS

Interior or exterior alterations to the rental premises are **NOT** permitted. This includes, but is not limited to: painting, wallpapering, removal of floor coverings, etc.

SAFETY

No dangerous, combustible or flammable material (including liquids), nor anything else that creates a danger to any person shall be stored anywhere inside or under the Staff Housing rental units.

All tenants are responsible to keep their walks and steps clean, tidy and free of clutter, ice and snow at all times.

All tenants must keep and observe all national, territorial and municipal health and fire codes at all times.

If for any reason the NHC believes that a Staff Housing unit has been abandoned by the tenant(s), the Landlord or his Agent has the right to enter the unit, deem it abandoned, and to terminate the lease agreement based on Section 62(1) of the Residential Tenancies Act.

QUIET ENJOYMENT

Tenant(s) will not do or permit anything to be done on the premises that are likely to disturb or be a nuisance to other tenants or neighbours. In particular, the tenant(s) will not allow the noise of his/ her pets, guests, stereo, radio, TV, musical instruments, or vehicles to disturb other tenants during the day or night, in accordance with local by-laws.

TERMINATION OF LEASE

If a tenant is to terminate his/ her lease, the Landlord requires **14 days notice in writing**. Please note that move-out inspections can only be done during regular business hours, Monday to Friday, and that it is the tenant's responsibility to arrange the inspection with the NHC or it's designated agent. The tenancy is terminated only after the move-out inspection has been completed **and** the keys have been returned to the Landlord's agent.

BUSINESS

Private or home based businesses are only permitted in Staff Housing with the express written permission of the Manager of Staff Housing or the Property Management Officer.

IMPORTANT NOTES FOR ALL TENANTS:

- Carefully review your tenant package, including your Lease, move in package, and Staff Housing Policy available at www.nunavuthousing.ca
- Childproofing your home is your responsibility.
- Test your smoke detectors once a month; this is also done annually by the landlord – you will be held responsible for any and all damages incurred by the removal or hindrance of a smoke detector or fire extinguisher.
- Conserve water and energy wherever possible; although your utilities are subsidized, these are a large expense.
- Report any damage, or vandalism to your unit to the NHC, or you will be held liable for the cost of repairs. If it is vandalism you must **immediately** notify the RCMP and get a file number which is to be reported back to the NHC.
- You are responsible for removal snow and ice from your entrance doors, steps and landings, and for safety purposes this must be done

Running a home in the north is costly as well as the expenses related to the maintenance of your unit. We can work together to lower these costs. Ensure your heat is kept at a reasonable level and that doors and windows are not left open in the winter and turn lights off when not in use.

YOU AND YOUR NEIGHBOURS

Please be thoughtful of your neighbours. Keep them in mind when your radio, stereo or televisions are on, or when you have guests visiting. Remember that too much noise can be invasive to some people, and is not allowed by the terms of your tenancy agreement. Ensure your children and pets are also kept to a reasonable level of noise.

NO BOARDERS OR LODGERS

You new home is meant to accommodate you and your family. It has been designed to provide comfortable living space for a fixed number of people. If you wish to share a staff housing unit it would have to be with another GN employee/employees (Term or Indeterminate), and rent will be split evenly by your Payroll Department, this will also have to comply with the National Occupancy Standards.

***Please note that subletting or renting out rooms in your unit is grounds for eviction and that NHC has a zero-tolerance policy regarding this.**

CARING FOR YOUR HOME

As a tenant you are expected to keep the inside and outside of your unit clean and in good condition.

Your home may be inspected at least once per year, by our Agent, a Maintenance Technician, or the Property Management Officer. This person will: decide if any repairs are needed, look for fire hazards, ensure no fixtures or equipment is missing, check for any unauthorized additions or renovations; see that proper care has been taken of the grounds, equipment, floors, etc., and check that you are taking good care of the unit.

Do not tie dogs to the unit where they can dig underneath and damage the foundation. Also, pet owners must ensure they clean up after their pets at all times.

WINDOWS, DOORS AND SCREENS

If your home has screens, storm doors and/ or storm windows, please take care of them – they are there for your comfort. You should only remove them for cleaning, and replace them immediately afterwards. If your screens, windows or doors are damaged, call the NHC. They will repair damages; however you will be expected to pay for any damages caused by carelessness or neglect. If damage is caused by vandalism, it must be reported immediately to the RCMP and you must note the RCMP file number. You will also require the RCMP file number for your insurance provider in order to recover the cost of the repairs through your tenant's insurance coverage.

*When you contact the NHC and/or its Agent to report vandalism, reference the file number given to you by the RCMP.

Please ensure you keep your threshold and the bottom of your storm doors free of snow and ice during the winter. This will help keep the weather stripping from becoming damaged and allow it to work properly to reduce uncomfortable drafts.

FLOORS

Washing your tile, linoleum and laminate floors regularly will help them to remain in good condition. Be sure that no water seeps under the baseboard or through linoleum or tile seams when washing the floor or the flooring will buckle and the coverings will become

damaged. Do not varnish, paint, or shellac any floor surfaces. Be careful when moving furniture or heavy objects, as any damages caused will be billed to you.

Also, in order to ensure carpeting is kept in good condition you should vacuum them often and shampoo them every six months.

Floor areas used regularly will require the most care to maintain their appearance.

PAINTED WALLS AND WOODWORK

Mild soap or detergent can be used to keep your painted walls and woodwork clean and attractive. Harsh cleaners should not be used, as they can mark and fade the surface. Those who smoke in their units are to ensure that all surfaces, including the wall & ceilings are cleaned regularly so as to prevent damage and permanent odour. Remember, you are not permitted to paint your unit, nor to apply stick-on picture hangers, or apply mac-tac or decals to any surface, including appliances, fixtures, or furniture.

TRANSFERRING UNITS ONCE IN STAFF HOUSING

You will be considered for a change of units if your current unit is unsuitable or you are under/over accommodated. You will not be considered for a transfer if you are in rental arrears or if you have damaged your current unit. Please note arrears also include arrears with the Qulliq Energy Corporation and/or the City of Iqaluit.

Guidelines for moves of convenience can be obtained by contacting the Department of HR at staffhousingrequests@gov.nu.ca.

NATIONAL OCCUPANCY STANDARDS

GN Staff Housing follows and adheres to the Canadian National Occupancy Standards as set out below. Knowingly falsifying an application in order to over/under accommodate is strictly forbidden.

Schedule A, Appendix II: National Occupancy Standards

- A maximum of two and a minimum of one persons per bedroom
- Parents are eligible for a bedroom separate from their children
- Household members aged 18 or more are eligible for a separate bedroom, unless married or otherwise cohabiting as spouses
- Children aged five or older of the opposite sex do not share a bedroom

YOUR PROPERTY MANAGEMENT TEAM:

The Property Management Officer, Crystal Byrne, is responsible for liaising between the Nunavut Housing Corporation, GN Departmental Directors/ Managers, Building Owners, tenants and the Tenant Relations Officer. Crystal can be reached at cbyrne@gov.nu.ca.

The Tenant Relations Officer, Tommy Holland, is responsible for move in/move out inspections with the tenant and acts as the first point of contact for the tenant. He and the Accommodations Clerk are the contact for any and all maintenance issues in the unit. Tommy can be reached at tholland@gov.nu.ca.

The Accommodations Coordinator, Amy Fitzpatrick, assists the Property Management Officer, and can be reached at afitzpatrick@gov.nu.ca.

COMMUNITY POLICE, MEDICAL AND FIRE INFORMATION:

Community	Police	Ambulance	Fire
Iqaluit	979-1111	979-4422	975-5650