

# Council Policy

Policy Name: Transitional and Temporary Housing  
Department Name: Human Resources  
Policy No: HRM-570  
Effective Date: December 1, 2015

Review Date: December 1, 2016

---

## **STATEMENT:**

The Regional Municipality of Wood Buffalo (the “Municipality”) recognizes the value of having its employees reside within the Municipality. To assist permanent employees in making the transition to permanent residency, the Municipality has made limited subsidized housing options available as a short-term solution.

## **PURPOSE AND OBJECTIVE:**

The purpose of this policy is to provide the framework and guidelines for transitional and temporary housing. This policy applies only to permanent full-time employees and interim management of the Municipality. It covers subsidized transitional rental housing through Wood Buffalo Housing & Development Corporation and temporary housing for Managers and above.

## **PROCEDURES:**

### **1. Definitions**

- 1.1 **Interim Management:** a temporary Manager, Director, Executive Director, DCAO or CAO hired by the Municipality on a temporary basis to bridge extenuating staffing needs.
- 1.2 **Permanent Full-Time Employee:** an individual employed by the Municipality who has been hired on a permanent basis and regularly works the full-time biweekly hours set out by the Municipality.
- 1.3 **Subsidized Rental Housing:** transitional or temporary housing made available to applicable employees at a subsidized monthly lease rate to meet short-term housing needs. Options include:
  - 1.3.1 **Temporary Housing:** fully-furnished condo units available to newly-hired Managers and above for up to three consecutive months. Requests for extensions may be granted by the CAO for an additional consecutive month.
  - 1.3.2 **Wood Buffalo Housing & Development Corporation (“WBHDC”) Rentals:** a one year-lease of an unfurnished apartment available through WBHDC.

## **2. Responsibilities:**

### **2.1. Council:**

- 2.1.1. Approve this policy and any amendments to this policy.

### **2.2. Chief Administrative Officer (CAO):**

- 2.2.1. Support the implementation of this policy;
- 2.2.2. Support and recommend amendments to this policy;
- 2.2.3. Provide final approval for an Interim Management to access Temporary Housing for up to three consecutive months; and
- 2.2.4. Review management housing extensions if requested.

### **2.3. Executive Leadership Team and Directors:**

- 2.3.1. Ensure adherence to this policy as approved by Council, and;
- 2.3.2. Approve Temporary Housing through a prospective employee's offer letter.

### **2.4. Human Resources:**

- 2.4.1. Ensure adherence to this policy;
- 2.4.2. Coordinate, monitor and track all aspects of transitional and Temporary Housing covered by this policy;
- 2.4.3. Approve extension requests for WBHDC units;
- 2.4.4. Work with Supply Chain Management in the acquisition of furnished units as needed for Temporary Housing; and
- 2.4.5. Provide quarterly statements to Payroll for the calculation of taxable benefits.

### **2.5. Payroll – Accounting Services Branch:**

- 2.5.1. Process automatic payroll deductions for employees in management housing; and
- 2.5.2. Calculate and report taxable benefits to *Canada Revenue Agency* as part of the Payroll Tax Year End submission.

## **3. General Procedures:**

### **3.1. Transitional Rental Housing through WBHDC:**

- 3.1.1. A subsidized rental housing arrangement through the WBHDC is to be limited to one year. In instances where units are available, the lease may be extended an additional three months up to a maximum extension of one year.
- 3.1.2. Employees enter into a lease agreement directly with the WBHDC and are bound by all terms and conditions of the *Residential Tenancies Act* of the

Province of Alberta. The employee is therefore responsible for the monthly lease payment, all utilities, damage deposit and cost of incurred damages.

### **3.2. Temporary Housing for Managers and Above:**

- 3.2.1. Temporary Housing may be considered for newly-hired permanent full-time Managers and above, or Interim Management.
  - 3.2.2. A Temporary Housing arrangement may be granted for up to three consecutive months. A request for extension may be approved by the CAO for up to one additional (consecutive) month.
  - 3.2.3. The monthly lease amount will be subsidized by the Municipality at 60% Employee/40% Municipality. The amount of subsidization will be determined by Administration as part of the annual budgeting process and is subject to change.
  - 3.2.4. Temporary Housing will result in a taxable benefit to the Employee as per *Canada Revenue Agency* rules.
  - 3.2.5. Employees approved for Temporary Housing will have their portion of the monthly lease amount automatically deducted from their pay for the entire agreed-upon duration of their stay in the unit.
- 3.3. No other employee housing arrangements are supported by the Municipality unless approved by Council.

**APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be reviewed in one (1) year from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority:	Council
Approval Date:	December 1, 2015
Revision Approval Dates:	n/a
Review Due:	December 1, 2016
Policy Manager:	Director of Human Resources
Department Contact:	Terry Hartley
Legal References:	n/a

\_\_\_\_\_  
Melissa Blake, Mayor

\_\_\_\_\_  
David Leflar, Chief Legislative Officer

\_\_\_\_\_  
Date