



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

| BOARD GOVERNANCE POLICY | |
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| Motion | 2016-09-008 |
| Adopted | September 27, 2016 |
| Last Revised | |
| Review Date | |

HOUSING POLICY

1. PURPOSE

The Moosonee District School Area Board provides housing and related services for employees of the Board who require housing as a condition of their employment.

The Board has developed this housing policy to define criteria for eligibility for the provision of Board-supplied housing, and Board expectations for the use of the property.

2. POLICY

- 2.1 This housing policy of Moosonee District School Area Board sets out Board and tenant obligations and responsibilities.
- 2.2 The Board’s representative for all staff residences is the Business Administrator, whose responsibility includes allocation of housing, maintaining up-to-date inventories, ensuring that units are adequately furnished and in good repair, and that regulations set down by the Board are followed closely.

3. OCCUPANCY

- 3.1 The Moosonee District School Area Board will make every effort to provide staff housing to staff members whose need is deemed by the Board to be applicable as a condition of employment, and for the tenure of their employment.
- 3.2 The Board is not obligated to provide housing to staff.
- 3.3 The rental priorities will be as follows:
 - a) Business administrator and principal of Moosonee Public School.
 - b) Teaching staff
 - c) Employees who are employed as support staff
- 3.4 All occupants of the Board-owned housing are required to sign a lease agreement outlining the conditions of tenancy prior to occupancy.
- 3.5 For a single tenant occupying a house, he or she may be asked to share the accommodation.

- 3.6 Board housing will not normally be provided to employees who are on an extended leave, during the period of the leave.
- a) Employees who are scheduled to take an extended leave who are required to vacate a house because of staffing requirements, shall vacate the premises on a date determined by the Board. Such a date shall provide for a reasonable period of time for the moving in of a new tenant.
 - b) If the housing unit is not required for staffing purposes during the period of leave, then the employee scheduled for an extended leave may continue to rent the premises during the period of the leave.
- 3.7 The premises may not be sublet nor used for business purposes.
- 3.8 Requests for repairs to the unit, replacements or additions or deletions of furnishings are to be made in writing to the Business Administrator.
- 3.9 The Board is not responsible for the tenants' personal possessions kept in the house.

4. **REDECORATING**

A tenant wishing to decorate or make any minor improvement to a Board-owned house, may do so at his or her expense, subject to the following conditions:

- a) A written request must be made to the Board's Business Administrator describing the nature of the improvement.
- b) Work must not commence until the tenant has written approval from the Business Administrator.

5. **CARE OF PROPERTY**

- 5.1 Tenants in Board-owned housing are responsible for the cutting of the lawns and snow removal on walkways on the property surrounding the house they rent.
- 5.2 The tenant shall maintain the property on a regular basis to ensure that the property remains in neat condition.
- 5.3 Lawnmowers may be borrowed from the maintenance department.

6. **FIREPLACES**

- 6.1 "Fireplaces" shall include wood-burning stoves and/or any stove other than that provided by the Board.
- 6.2 Any tenant wishing to install a fireplace must receive written permission from the Board.

- 6.3 The Board must approve the type of fireplace and the proposed location within the housing unit.
- 6.4 The fireplace must be purchased by the tenant, and remains the property of the tenant.
- 6.5 The Board will purchase and install the necessary chimney, but the tenant must pay for the installation of the chimney. The chimney remains the property of the Board and must remain in the housing unit.
- 6.6 All proposed fireplaces and locations must be approved by the Fire Marshall and by the Board's insurance company.
- 6.7 All applications to install any fireplace must be in writing to the Board.

7. TERMINATION OF EMPLOYMENT

- 7.1 Teachers who resign from the employ of Moosonee District School Area Board at the end of a school year must vacate the premises by no later than July 31 of that year.
- 7.2 All employees who resign on a date other than at the end of the school year must vacate the premises within thirty (30) days of the effective date of the resignation.

8. SUMMER OCCUPANCY

- 8.1 Any arrangements for the occupancy of Moosonee District School Area Board housing during the months of July and August, or any other time for any person who is not the regular occupant of the house, must have the approval of the Board prior to any final arrangements being made.
- 8.2 Any revenue realized from an arrangement referred to in subsection 8.1 above is payable directly to the Board.

9. RENTAL UNIT FEES

- 9.1 Monthly rental fees will be deducted from the tenants' payroll or collected with posted dated cheques at the appropriate rental fee as applicable to the terms in the teachers' collective agreement.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 170 (1) 8) Duties of Boards: Protect Property of Board

Board:

Board Policy GOV-03 Role of the Corporate Board
Board Policy GOV-04 Role of the Supervisory Officer