

Procedure Title: Municipal Employee Housing

Procedure #: D-116

Related Council Policy: D-116 Municipal Employee Housing

Date Approved by CAO: January 23, 2023



1. SCOPE

This procedure applies to all housing units owned, leased, managed, and maintained by the Municipality.

2. RESPONSIBILITIES

The Housing Coordinator is responsible for implementing and carrying out this Procedure in accordance with the Council Approved Policy.

3. DETERMINING THE JASPER MARKET RATE

Administration practices shall be transparent and fully comply with the Alberta Residential Tenancy Act.

4. ASSIGNING STAFF ACCOMMODATION

4.1. The Municipality strives to ensure maximum occupancy of employee housing units with preference given in the following order:

4.1.1. Transitional Housing for full-time employees of the Municipality

- a. Units available for Transitional housing include:
 - 3 Bedroom House at 1251 Cabin Creek Drive
 - 4 Bedroom Duplex at 895A Bonhomme Street
 - 4 Bedroom Duplex at 895B Bonhomme Street
- b. Rental duration for transitional housing shall not exceed 36 months.
- c. Employees utilizing Transitional Housing shall enter into agreements with utility providers as required.
- d. Requests for Transitional Housing must be submitted to the Housing Coordinator at least 3 weeks before the expected occupancy date and must use the Transitional Housing Request form (Attachment A).
- e. The CAO will consider all requests for Transitional Housing and approve or deny any request within 4 working days.

4.1.2. Temporary Housing for seasonal or term employees of the Municipality

- a. Units available for Temporary housing include:
 - Bedroom - Shared Accommodation, #3 Swift Cres
 - Bedroom - Shared Accommodation, #3 Swift Cres
 - Bedroom - Shared Accommodation, #3 Swift Cres
 - Bedroom - Shared Accommodation, #3 Swift Cres
 - Bedroom - Shared Accommodation, #3 Swift Cres
 - Bedroom - Shared Accommodation, #3 Swift Cres
- b. Rental duration for temporary housing shall be aligned with the duration of employment with the municipality and include a maximum of up to one week prior to the start of employment and up to five days to following the conclusion of employment to facilitate moving in/out.
- c. Utility costs for Temporary housing shall be covered by the municipality.
- d. Requests for Temporary Housing must be submitted at least 2 weeks before the expected occupancy date and must use the Temporary Housing Request form (Attachment B).
- e. The Housing Coordinator will maintain a list of requests for Temporary Housing and will allocate units based on *both* the order in which the requests were

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received, and over-all organizational priority as determined in consultation with the CAO.

4.1.3. Off-Season Use by other entities.

- a. Units available for Off-Season use include all units noted above.
- b. Rental duration for off-season use shall not exceed 6 months and rental rates shall be set at the Jasper Market Rate for like properties.
- c. Opportunities for Off-Season Use will be published on the municipal website.
- d. All Off-Season Use arrangements must be between the Municipality of Jasper and the Employer.
- e. All Off-Season Use arrangements must be formalized using the Off-Season Housing Use Agreement (Attachment C) and are subject to review and approval by the CAO.

5. PREPARING ANNUAL EMPLOYEE HOUSING REPORT

- 5.1. The Housing Coordinator will prepare and submit the Annual Employee Housing Report (Attachment D) to the CAO no later than January 13th of each year.

6. DETERMINING THE JASPER MARKET RATE

- 6.1. The Housing Coordinator will conduct a market rate survey prior to April 15th and October 15th of each year.
- 6.2. The Jasper Market Rate will be the average calculated from the following sources:
 - a. The Government of Alberta Apartment Vacancy & Rental Cost Survey – Jasper
 - b. The Government of Alberta Apartment Vacancy & Rental Cost Survey – Banff
 - c. Local Realtors

7. DEFINITIONS

“Jasper Market Rate” means the average monthly rate rental charged for housing available on the private market in Jasper as determined through a bi-annual survey conducted by municipal administration.

“Transitional Housing” means housing available on a longer term basis to support an employee relocating to Jasper from some other place to take up full-time permanent employment with the Municipality.

“Temporary Housing” means housing available on a shorter term basis to support an employee relocating to Jasper from some other place to take up temporary or term employment with the Municipality.

“Off-Season Use” means the use of vacant housing units owned, leased, managed, and maintained by the Municipality by other entities that are not the Municipality of Jasper.

Request For Transitional Housing

This form shall be completed by the hiring manager of the employee requiring transitional housing in accordance with Policy D-116, Municipal Employee Housing. Completed forms shall be returned to the Housing coordinator not less than 3 weeks prior to expected tenancy. Approval of requests rests with the CAO of the Municipality of Jasper.

Request submitted by: _____ (Name of Hiring Manager)

On Behalf of: _____ (Name of employee)

Accommodation Preference:

1251 Cabin Creek Drive 895A Bonhomme St. 895B Bonhomme St.

Employee Details

Name: _____

Phone Number: _____

Email: _____

Number of bedrooms required: _____

Anticipated occupancy date: _____

Anticipated start date: _____

Position/Department: _____

This position is Full Time Continuous Yes No

Hiring Manager to ensure Employee is aware of the following:

- Submission of this request does not guarantee placement. Placement is at the discretion of the CAO and is dependent upon availability.
- Any agreement entered into for transitional housing from this application shall not exceed 36 months.
- Employees utilizing Transitional Housing shall enter into agreements with utility providers as required.

Request For Temporary Housing

This form shall be completed by the hiring manager of the employee requiring temporary housing in accordance with Policy D-116, Municipal Employee Housing. Completed forms shall be returned to the Housing coordinator not less than 2 weeks prior to expected tenancy. Approval of requests for temporary housing will be based on both the order in which requests are received and overall organizational priority as determined in consultation with the CAO.

Request submitted by: _____ (Name of Hiring Manager)

On Behalf of: _____ (Name of employee)

Employee Details

Name: _____

Phone Number: _____

Email: _____

Requires one bedroom: Yes No

Requests for family units will be reviewed by the Housing Coordinator and CAO

Anticipated occupancy date: _____

Anticipated start date: _____

Anticipated end date (if applicable): _____

Position/Department: _____

This position is: FT or PT Continuous Term Seasonal

Hiring Manager to ensure Employee is aware of the following:

- Submission of this request does not guarantee placement.
- Occupancy in temporary housing shall align with employment, including a maximum of one week prior to start date and 5 days after end date of employment.

OFF SEASON HOUSING USE APPLICATION

Applicant Information

Business Name: _____

Business License number: _____

Business Contact: _____

Contact phone: _____ Email: _____

Housing Request Summary

- Requesting one room in shared accommodation for one individual
- Requesting one room in shared accommodation for a couple
- Requesting one private accommodation for 2 individuals and minimum of one child

Requested Term of Rental:

From: ____/____/____ (DMY) To: ____/____/____ (DMY)

Terms

- All tenants must meet Parks Canada Eligible Residency Requirements
- All tenants must meet Jasper Community Housing Corporation eligibility requirements
- Submission of Off Season Housing Application does not guarantee placement
- Rental Terms may be extended with the Housing Mangers approval

Signature of Business Contact: _____

To Be Completed by Housing Manager:

Business approved for off season housing use: Yes No

If yes; address of placement:

_____ Unit/Room _____

Rental Agreement Term: From ____/____/____ to ____/____/____ (DMY)

Rental rate: _____ per month

Prorated First month rent, if applicable: _____

Signature of Housing Manager: _____

OFF SEASON HOUSING USE APPLICATION

Tenant Information

To be completed by the approved off season housing use business applicant with the proposed tenant.

Applicant's name: _____

Applicants Employer: _____

Applicants Date of Birth: ____/____/____ DMY

Applicant	Employer
Phone:	Contact:
Email:	Phone:
	Email:

Reference

To be completed by the proposed tenant.

Current Address: _____

Current Landlord Name: _____

Email: _____ Phone: _____

Have you ever been evicted? Yes No

Do you have a pet? Yes No

Applicant Signature: _____

Eligibility

To be completed by the Housing Manager.

The applicant has provided a clear Canadian Criminal record Check Yes No

The applicant meets Parks Canada eligible residency requirements Yes No

The applicant meets eligibility requirements as per the Municipality of Jasper Yes No

Applicant Status

Applicant approved for tenancy Yes No

If yes; Address of Placement: _____ Unit/Room _____

Rental Agreement Term: From ____/____/____ to ____/____/____

Rental rate: _____ Prorated First month rent, if applicable: _____

**Municipality of Jasper
Annual Employee Housing Report**



Unit Detail

Unit	Description	Market Rate	Rent Collected Jan-Dec	Persons Housed	Position of Persons Housed	Expiration Date of Agreement

Capital Expenditures

Unit	Description of Expenditure	Project Start Date	Project End Date	Budgeted Amount	Actual Amount

Profit / Loss

Unit	Revenue	Utility Expense	Property Tax	Repairs/Maintenance	Mortgage if Applicable	Insurance if Applicable	Profit / Loss