

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Housing</h2>	
	<p><b>Department responsible:</b> Material Resources  <b>Effective date:</b> June 18, 2003  <b>Amended on:</b> September 5, 2012, March 1, 2014 and July 1, 2018  <b>Approved by:</b> Resolution # EC 2018-297</p>	
	<p><b>References:</b></p>	<p>Council Policy Manual: E-Mega End, EL-General Executive Constraint and EL-2, EL-5, EL-6, EL-9, EL-10</p> <p>Collective Agreements:</p> <ul style="list-style-type: none"> <li>▪ Teachers (T)</li> <li>▪ Support staff (S)</li> <li>▪ Professionals (P)</li> </ul> <p>By-law #5 / Working Conditions of Management Staff</p>
	<p><b>Other Policies</b></p>	<ul style="list-style-type: none"> <li>▪ Use of School Facilities (MRS-06)</li> <li>▪ Code of Ethics / employees (ADM-13)</li> </ul>

## 1) General provisions

### Principle

**1.1.** The Cree School Board recognizes that adequate lodging enhances the well-being of employees working within the Territory of the Cree School Board. This Policy is intended to:

- a) establish unbiased allocation principles and criteria for eligibility to the Board supplied dwellings to non-resident employees in all Cree communities;
- b) ensure a fair and equitable allocation of the Board housing inventory;
- c) ensure better care, maintenance and repair of the dwellings and their contents;
- d) provide, as much as possible, adequate housing allocation to attract and retain employees and this in the best interest of students.

### Application

**1.2.** This Policy applies to all non-resident employees of the Board who occupy or wish to occupy a dwelling from the Board housing inventory and, where applicable, to any resident employee as provided in section 8 below.

T:12-7.00 / S: 6-6.19 / P: 10-7.00

### Definitions

**1.3.** For the purposes of this Policy, the following expressions mean:

- a) **CEA:** Community Education Administrator;
- b) **dependent child:** the child of the employee, of the employee's spouse or both, or a child living with the employee for whom adoption procedures have been undertaken, unmarried, who depends on the employee for his financial support and who is under 18 years of age; every child under 25 years of age who is a duly registered student attending a recognized learning institution on a full-time basis or a child

of any age who became totally disabled before reaching his 18 birthday or before reaching his 25th birthday if he was a duly registered student attending a recognized learning institution on a full-time basis and has remained continuously disabled ever since. For housing purposes, a foster child for whom the employee has long-term custody may qualify as a dependent child;

(TT: 5-10.02 / SS: 6-6.00 / PF: 10-1.01)

- c) **eligible spouse:** the employee's spouse permanently living with the employee at the place of assignment;
- d) **employee:** any person entitled to housing benefit according to his working conditions;
- e) **housing administrator:** the CEA for the local housing inventory, the Centre Director for the Sabtuan Regional Vocational Training Centre (SRVTC) and the Director of Material Resources for the regional housing inventory, whichever applies;
- f) **housing priority list:** list identifying the assignment of dwellings to non-resident employees;
- g) **local housing inventory:** the inventory of the Board residential units for under the jurisdiction of the local school or SRVTC;
- h) **non-resident employee:** any employee whose point of origin is located at more than 50 kilometres from his locality of assignment at the time of hiring;
- i) **point of origin:** domicile in the legal sense of the word at the time of hiring;
- j) **regional housing inventory:** the inventory of the Board residential units allocated to the employees of the regional office in Mississauga;
- k) **resident employee:** any employee whose point of origin is located at 50 kilometres or less from his locality of assignment at the time of hiring;
- l) **seniority:** period of employment with the Cree School Board calculated according to the collective agreements or by-laws in effect. For Adult Education teachers, the seniority is based on consecutive contracts and is established according to the equivalent number of hours of regular teachers at the youth sector.
- m) **spouse:** persons:
  - i) who are married and cohabiting; or
  - ii) who are living in a conjugal relationship and are the father and mother of the same child; or
  - iii) who are of the opposite or the same sex and have been living in a conjugal relationship for a period of not less than one year.

However, persons shall cease to be considered as spouses upon dissolution of their marriage through divorce or annulment or, if they are married or living in a conjugal relationship, upon a de facto separation for a period exceeding 3 months.

## **2) Allocation Principles**

### [Regional and local inventory](#)

**2.1.** Unless otherwise decided by the Board for the purpose of housing allocation:

- a) the regional housing inventory shall be strictly allocated to employees assigned to the regional office in Mississauga;
- b) the local housing inventory shall be strictly allocated to employees of the school and other administrative units such as Education Services and Adult Education.

In this respect, separate housing inventories and employee housing priority lists are prepared for the purpose of independent allocation of the regional and local housing inventories.

### [Smoke-free & pet free housing](#)

**2.2.** All CSB housing units are smoke-free, including their sheds, if any.

Moreover, the Housing Committees may dedicate up to 25% of their housing inventory where pets are not allowed on the premises (inside and outside the unit).

Employees have to respect the above conditions at all time failing that, they may be relocated immediately or evicted and have to pay for the cost of cleaning.

### [Dedicated housing](#)

**2.3.** The Local Housing Committee may allocate and reserve specific housing units to management positions.

### [Band members of the community / limitation](#)

**2.4.** An employee who is affiliated to the Band of the community of assignment and who is considered a non-resident employee at the time of hiring and is provided a housing unit<sup>1</sup> must, however, apply to the housing program of the community and must accept the lodging as soon as offered by the Band.

The employee in this situation will benefit from a CSB housing unit only for a maximum duration of 12 months<sup>2</sup>. After this period, he will be considered a resident employee and will therefore be governed by section 8 below and may have to vacate the unit.

### [Allocation criteria](#)

**2.5.** Dwellings are allocated to eligible non-resident employees<sup>3</sup> based on the following criteria applied in the following order:

- a) teacher;
- b) size of the family<sup>4</sup> (eligible spouse and dependent child(ren) permanently living with the employee at the place of assignment);
- c) age of the dependent children, with priority given to a family with older children;
- d) seniority in the Board.

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<sup>1</sup> Following the same allocation criteria as any other eligible employee

<sup>2</sup> However, under special circumstances, the Housing Committee may upon request decide to extend this period

<sup>3</sup> Subject to clause 2.4

<sup>4</sup> When more than one family does not have adequate housing (too small) and only a limited number of adequate housing becomes available, priority is determined by the number of dependent child(ren)

These criteria are applied according to the actual personal situation and status of the employee at the time of his application for housing.

In the event of an equality of criteria between applicants, the allocation is decided by drawing of lots where the applicants are invited to assist and, if they wish, with a witness of their choice.

[Housing categories](#)

**2.6.** The allocation criteria determine the employee's priority in respect to the following housing categories (number of bedrooms<sup>5</sup>):

A. Single	Bachelor unit 1 bedroom 2 bedrooms
B. Employee with an eligible spouse or one dependent child	2 bedrooms
C. Employee with two dependent children	2 bedrooms 3 bedrooms
D. Employee with three or more dependent children	3 bedrooms 4 bedrooms or more

[No available dwelling](#)

**2.7.** In the event that there is no dwelling available at the time of hiring in the category for which an employee qualifies, the Board may:

- a) provide the employee with the most suitable type of dwelling or lodging available;
- b) require the employee to share a dwelling.

[Occupancy/ higher category](#)

**2.8.** An employee who has a dwelling of a category which is superior to his eligible type of dwelling:

- a) will be charged the rent applicable to the type of dwelling for which he qualifies, in the event there is no vacant dwelling available in his category;
- b) will be charged the rent applicable to this type of dwelling if he chose to remain in this dwelling after a dwelling of his category becomes available;
- c) may be required to share his dwelling with another eligible person in accordance with the Housing priority list;
- d) may be required to move to another dwelling according to the Housing priority list and this after a notice of 30 days.

[Rent / sharing](#)

**2.9.** The employee who shares a unit shall pay only half the rent of the said housing. However, when due to a shortage of housing, employees who have to share a dwelling shall be exempted from paying their rent and subject to the compensation provided under clause 2.10. This exemption ends as soon as housing becomes available. However, this remains a taxable benefit as it would have been otherwise<sup>6</sup>.

**TT: 12-7.04 / SS: 6-6.24/ PF:10-7.06**

<sup>5</sup> Furnished or not furnished

<sup>6</sup> In effect as of July 1, 2013

[Compensation](#)

**2.10.** In situations of shortage of housing, the employee hosting another employee may request a compensation of a maximum of \$50 per night for the first 5 nights after that the provisions of clause 2.9 will apply and the employee will be exempted from paying his rent for the duration of the sharing.

[Changes / status](#)

**2.11.** The employee must immediately inform the housing administrator of any changes in the number of family members permanently living with him (eligible spouse and dependent children).

[Eligibility](#)

**2.12.** An employee who is eligible to housing benefits at the time of hiring but who did not avail himself of this benefit, may keep his right to housing but only if the applicable criteria of eligibility in effect at the time of his request would still consider him as eligible if he had been hired then.

**3) Procedure / Housing priority list, posting, applications, etc.**

[Housing priority list](#)

**3.1.** Whenever necessary, but at least once a year, the housing Administrator updates his housing priority list (see **Annex A / Housing Assignment Priority List**) according to the allocation criteria. This list also includes the name of employees who are on leave and who have a priority over certain dwellings.

[Notice / local](#)

**3.2.** A notice informing the employees that a dwelling is available during the school year must be posted for a period of at least 7 working days at the school, centre or at the regional office, whichever applies (see **Annex B / Notice - available dwellings**). This is done whenever a unit becomes available.

Moreover, if dwellings in the local school housing or SRVTC inventory are available for the beginning of the next school year, the posting should be done before June 1<sup>st</sup> of the current school year.

[Submission](#)

**3.3.** The employee who wishes to apply for an available dwelling must return the duly completed “*Application for Housing*” form to the Housing Administrator, within 7 days following the beginning of the posting period (see **Annex C / Application form**).

Employees who already have adequate housing may also apply for any available dwellings in the category for which they qualify, subject to article 4.1.

[Consultation / school council](#)

**3.4.** The CEA shall consult the local school council before the final allocation to teachers of available dwellings is done. The school council does not have to be consulted for other categories of employees.

**TT: 4-2.07 B) 2)**

[Assessment and decision](#)

**3.5.** Assessments of all applications are made by a Housing Committee composed as follows:

- For the local inventory: the CEA and the School Principal;
- For the regional inventory: Superintendent of facilities from Material Resources and a Human Resources advisor (HR representative);
- For the SRVTC inventory: the Centre Director and a coordinator.

[Conflict of interest](#)

Should a member of the Housing Committee be in a situation of conflict of interest because he<sup>7</sup> has also applied for housing, he shall be replaced by another manager for the allocation process (assessment, etc.).

**3.5.1** The Housing Administrator transmits in writing to the applicants the decision of the Housing Committee regarding dwelling allocations (see **Annex D / Housing allocation and deduction rates Form**).

[Occupancy list](#)

**3.6.** Each month, the housing Administrator updates his “*Occupancy List*” for all dwellings and immediately sends a copy to the School Board paymaster in order to apply the proper rent deductions (see **Annex E / Housing Occupancy List**). This list shall also be sent to Material Resources Services.

[No application](#)

**3.7.** If no application has been submitted within the posting period, the Housing Committee may proceed to the allocation of dwellings as deemed appropriate.

[Application in case of absence](#)

**3.8.** An employee who is absent during the posting period of an available dwelling may delegate another person to apply on his behalf according to the modalities of this Policy.

## 4) Moving and temporary leaves

[Moving costs and moving day/voluntary move](#)

**4.1.** In the event that an employee, already occupying a Board dwelling is granted a move to a different dwelling, the said employee shall assume all costs related to his moving. According to the Collective Agreements and by-laws, the employee is granted a maximum of 1 moving day per year.

TT: 5-14.02 E) / SS: 5-1.01 g) / PF:7-4.01 f)

[Moving costs and moving day/Obligation to move](#)

**4.2.** In the event that the Board requires the moving of an employee to another dwelling, the Board shall assume the costs related to the said move. The Board shall also assume these costs for an employee who moves to a dwelling of his category if he was allocated a dwelling of a different category at the time of his assignment.

The employee shall be granted one moving day. However, the maximum of 1 moving day per year shall be increased to 2 days when a second move is requested by the Board.

[Dwelling occupied by the replacement employee](#)

**4.3.** In the case where an employee, accompanied by his dependent(s), temporarily leaves the locality where he is assigned following an authorized leave of a minimum duration of 30 consecutive working days, whom the Board must replace and no other dwelling is available, the employee shall allow the replacement to take his dwelling and the Board shall:

- a) pay the transportation, by a recognized firm, of all personal effects and furniture of the employee concerned, including packing and storage with a recognized firm;
- b) upon presentation of supporting vouchers, reimburse the costs of the disconnection and reinstallation of the telephone and cable services;

<sup>7</sup> Or an immediate family member, etc. as defined in the CSB Code of Ethics for Employees (ADM-13)

- c) replace, upon his return, all the personal effects and furniture in the same dwelling he occupied before his leave.

**TT: 12-7.03 / SS: 6-6.23 / PF:10-7.05**

[Priority upon returning](#)

**4.4.** Upon returning from a leave of absence without pay, a sabbatical leave with deferred salary, a leave for union activities not exceeding 2 years or a parental leave, the employee will have the option to return in the same dwelling occupied before the leave.

[Acknowledgment](#)

**4.5.** Once the employee has accepted the allocated dwelling, the acknowledgment form shall be completed before moving to the unit (**see Appendix D**).

## **5) Board's obligations**

[Dwelling condition](#)

**5.1.** The Board must deliver the dwelling in a good state of repair, habitable condition and clean condition.

[Enjoyment of the dwelling](#)

**5.2.** The Board must give a peaceful enjoyment of the dwelling.

[Notice / repairs](#)

**5.3.** Except in case of emergency, the Board shall give the employee an advance notice of 24 hours before carrying out repairs to the dwelling. Non-urgent repairs must be done between 7 am and 7 pm.

Is considered a situation of emergency when:

- a) the safety, health or welfare of people or property is at stake;
- b) any delay may be detrimental to public interest or that of the Cree School Board.

[Repairs / delay](#)

**5.4.** The major repairs required must be carried out within a reasonable time limit.

**T: Appendix 21**

[After / work](#)

**5.5.** Where the Board carries out work in the dwelling, it shall restore it to clean condition.

[Fire safety](#)

**5.6.** The Housing Administrator must ensure that smoke detectors are installed and fire extinguishers are operational in each dwelling.

[Use of unit by the Board](#)

**5.7.** When an employee continues paying his rent during a period of absence (ex. during the summer), the Board cannot use the employee's unit without his authorization.

## 6) Employee's obligations

### [Rent](#)

**6.1.** Rent shall be paid in accordance with the various provisions contained in the applicable collective agreement or By-law.

### [Use of the dwelling](#)

**6.2.** The dwelling is to be used for housing purposes only and the employee is not allowed to change either its form or its purpose. Therefore, considering that dwellings are subsidized, the employee shall not rent all or any part of the dwelling, either for free or for monetary compensation except for hosting School Board employees and elected members or when otherwise authorized by the Housing Administrator. However, hosting visiting family members or friends when there is no monetary compensation is allowed.

Moreover, the employee and his recognized dependents shall occupy the dwelling and make it as their residence in order to maintain their privilege.

### [Care and diligence](#)

**6.3.** The employee must ensure that the dwelling, furniture and residential lot are maintained in safe and clean condition and use them with care, prudence and diligence. He may be held responsible for any damages, losses and/or deterioration to the dwelling and the furniture other than normal wear caused by himself or any person or pets he allows access unless he proves that they occurred without his fault or that of persons or animals he allowed on the premises.

Without limiting the generality of the foregoing, such damages or deterioration include damage to any walls, ceilings, floors, carpets, plumbing, windows, or any other part of the dwelling and its surroundings.

### [No disturbance](#)

The employee must act in such a way as not to disturb the normal enjoyment of other neighbours.

### [Notice / Damages, Repairs](#)

**6.4.** The employee shall inform the Board in writing of all damages or deterioration of the dwelling or furniture. For request for maintenance, the employee fills a "Maintenance Work Order" (see **Annex F**).

### [Pets](#)

**6.5.** The employee may not possess, own or shelter more than 2 pets<sup>8</sup> and this, subject to stricter rules adopted by the local authorities (Band Council, etc.). However, if the animal is causing damages or is disrupting the tranquility of others, the employee will be required to remove the animal from the Board's property.

### [Agreement](#)

A Pet Agreement must be signed by the employee (see **Annex G**).

### [Door locks / lesser repairs](#)

**6.6.** The employee shall not:

- a) change the locks of the dwelling;
- b) carry out any major repairs to the dwelling without the written consent of the Board, such as paint, wallpaper nor make changes, alterations, additions or improvements in or out of the premises. Otherwise, the employee shall be held responsible for the costs incurred by the Board

<sup>8</sup> Excluding aquatic non-dangerous species. No other animal is allowed on the premises



for all corrective measures undertaken to return the dwelling to its original state. However, the employee shall make the lesser maintenance repairs in certain cases (change light bulbs, etc.).

[Repairs and inspection](#)

**6.7.** The employee shall allow the Board to:

- a) have access to his dwelling for maintenance purposes, repairs and inventory (ensure his pet, if any, is not loose in the dwelling at the time of the inspection);
- b) inspect and ascertain the condition of the dwelling and its furniture, according to the prescribed notice to be given by the Board (see ***Annex H***).

[Fire safety](#)

**6.8.** For safety reasons, the employee:

- a) shall ensure that smoke detectors are operational;
- b) shall not tamper with any safety devices (fire extinguisher, etc.);
- c) shall not store dangerous and hazardous products inside the dwelling;
- d) shall not store gas-powered motor vehicles inside the dwelling.

[Insurance coverage](#)

**6.9.** The employee must buy and maintain adequate insurance coverage for his furniture and his civil liability for the period he occupies the dwelling<sup>9</sup>. Proof of such insurance must be provided to the Board and failing to do so constitutes a default and may lead to denial or eviction of housing.

[End of occupancy](#)

**6.10.** At the end of his employment, the employee shall:

- a) vacate the dwelling;
- b) return the dwelling and furniture in the same condition in which he received them, taking into account a fair wear;
- c) remove all his movable effects;
- d) return all keys for the dwelling;
- e) sign the Inspection Report.

[No reimbursement](#)

**6.11.** Upon the expiration of the employee's occupancy, all changes, alterations, additions or improvements made upon or in the premises with the consent of the Board shall become the absolute property of the Board. No reimbursement for costs incurred by the employee for any of the above, shall be made by the Board.

[No swapping of furniture](#)

**6.12.** The employee must not remove, dispose nor exchange the CSB furniture or appliances of his dwelling, without having obtained the consent of the housing administrator.

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<sup>9</sup> Including detached structures (shed, etc.),

## 7) Inspections

[Beginning and end of occupancy](#)

**7.1.** At the beginning and before the end of the occupancy (in order to have enough time for the assessment), a “*Detailed Inspection Report*” (**Annex I**) describing the condition of the dwelling and its furniture is done by the Housing Administrator or his representative and signed by the employee.

[During the occupancy](#)

**7.2.** During the occupancy, inspections may be conducted from time to time and a “*Simplified Inspection Report*” (**Annex J**) may be used instead of the “*Detailed Inspection Report*”. The report is signed by the Housing Administrator and by the employee.

[Notice of inspection](#)

Before conducting an inspection during the occupancy, the Board must give a 24 hour notice to the employee. These inspections must take place between 9 am and 9 pm.

[Procedure / Inspection](#)

**7.3.** The Housing Administrator inspects the housing unit together with the employee. Should the “*Detailed Inspection Report*” be used, he must:

- a) indicate in section 2 the condition of the dwelling, furniture and equipment;
- b) assess the damages chargeable to the employee (other than normal wear);
- c) sign and date the inspection form in section 5;
- d) have the employee sign section 5 and receives a copy of the form;
- e) if necessary, indicate in section 2, in the “*For Administration use only*” column, the steps to be taken to ensure that the dwelling is in good condition;
- f) forward the adjusted costs based on normal wear to the Coordinator of Finance and Administrative Services for invoicing;
- g) carry out any necessary work to be done in the housing unit.

## 8) Resident employee / Obligations

[Eligibility and obligations](#)

**8.1.** In the event of a surplus of housing inventory, a resident employee may be eligible for a dwelling applying the same rental rates as those applicable to non-resident employees, as provided in the collective agreements.

[Other alternative](#)

**8.2.** During his occupancy, the resident employee shall continue to seek for Band or alternative housing.

[Termination](#)

**8.3.** If the Cree School Board needs the dwelling occupied by the resident employee, it shall have the right to recuperate the said dwelling upon a written notice of thirty 30 days. When more than one dwelling corresponding to the needs of the Board are occupied by resident employees, the Board applies the criteria of the “least seniority” to determine the order of recuperation.

## 9) Taxation

[Taxable benefit](#) **9.1.** According to the Taxation Act, housing is considered a taxable benefit and the Board will apply the calculation as established each year by the governments.

## 10) Final Provisions

[Special needs / handicap](#) **10.1.** Should the employee or one of his eligible dependents is having an important handicap requiring a dwelling with certain characteristics to palliate specific needs of access, security, etc., the Housing Administrator may, under exceptional circumstances and according to the context, decide to allocate in priority a specific house that will better meet the needs of the occupant.

[Record](#) **10.2.** The Board<sup>10</sup> may decline an application to a new housing or renovated housing units to an employee who would have caused damages by negligence to his present dwelling and for whom the Board would still have an outstanding claim.

[Eviction](#) **10.3.** In situations where this Policy and any related procedure developed for its implementation are not respected, the Board may proceed with the eviction of the employee following proper notice. The eviction of an employee may also impact the employee's employment the Board, up to and including a termination of the employment relationship.

## 11) Application of this Policy

[Other provisions](#) **11.1.** The present Policy replaces all other Policies of the Board pertaining to this subject.

This Policy is a complement to the applicable collective agreement and by-laws and is subject to the management right. In case of discrepancy with the collective agreement, by-law or any legislation, the latter shall prevail.

[Complaint](#) **11.2.** Any complaint relating to the interpretation or application of the present Policy shall be submitted in writing to the Housing Administrator.

A written response from the Housing Administrator shall be provided within 5 working days of the receipt of the complaint. If the employee disagrees with the response, he may request the Housing Committee to reevaluate the complaint along with the concerned Housing Administrator.

The employee may participate in the meeting. The decision resulting from such a reevaluation shall be given to the employee within 10 working days and shall be final.

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<sup>10</sup> The decision is taken by a Committee composed of an HR representative and MRS representative upon the recommendation of the concerned CEA

However, should a difficulty related to the application or interpretation of the housing policy persists, in particular as regards attribution and maintenance, the employee may submit his case to a mediator. This mechanism is further described in the applicable collective agreement and is in place only for its duration.

**T: Appendix 29, S: Appendix 28; P: Appendix N**

[Responsibility](#)

**11.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring that all its provisions are applied and respected.

The Director of Material Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

However, the main roles and responsibilities underlying this Policy for the Housing Administrators regarding their respective housing inventory are:

- a) the implementation of this Policy and the procedure;
- b) the signature or the modification of documents related to housing allocation and rent deduction.



## **Annex B**

### Notice / Available dwellings



# Notice / Available dwellings Avis / Logement(s) disponible(s)

The following dwelling(s) will be available as of the date indicated:

Le(s) logement(s) suivant(s) seront disponible(s) à compter de la date indiquée:

<b>Address or # Adresse ou N°</b>	<b>Type (Apt. or house) (Appartement ou maison)</b>	<b># of Bedroom Nombre de chambres</b>	<b>Date of availability Date de disponibilité</b>	<b>Priority, if any Priorité, s'il y a lieu</b>

Should you be interested, you have 7 days from the date of this posting to submit your application to your Housing administrator.

Si vous désirez soumettre une demande, vous avez 7 jours à compter de la date du présent avis pour le faire auprès de votre administrateur des logements.

\_\_\_\_\_  
*Housing Administrator /  
Administrateur des logements*

\_\_\_\_\_  
*Date*

## Annex C

### Application for Housing

1. Employee		
Current address	Status	Assignment
Name: _____ Address: _____ Building No.: _____ Number of bedrooms: _____	<input type="checkbox"/> Non Resident <input type="checkbox"/> Resident	<input type="checkbox"/> Community: _____ <input type="checkbox"/> Department: _____ - <input type="checkbox"/> Mississini Regional Office

To help us process your application more efficiently and provide quality service, please:

- fill out all the sections;
- return everything before the end of the posting period for the available housing units.

Thank you for your cooperation.

2. Employee's Application
I would like a housing unit provided by the School Board for the following reason: <ul style="list-style-type: none"> <li><input type="checkbox"/> to obtain another bedroom;</li> <li><input type="checkbox"/> to live closer to the school;</li> <li><input type="checkbox"/> to live alone (with my family) as I am currently sharing a unit;</li> <li><input type="checkbox"/> to live in a unit with _____;</li> <li><input type="checkbox"/> other reasons, please specify: _____</li> </ul>
N.B.: The employee must assume all costs related to moving.

3. Dependants	
1. Spouse	<input type="checkbox"/>
Identification (last name and first name)	Age
2.	
3.	
4.	
5.	

4. Seniority	
Employment date:    /    /	Seniority: (year-month-day)

5. Signature of Employee	
Signature: _____	Date: _____

## Annex D

### Housing Allocation and Deduction Rate

1. Employee/beneficiary	
Current residence	Assignment
Name: _____ Address: _____ City: _____ Postal Code: _____	<input type="checkbox"/> Community: _____  <b>Employee only :</b> <input type="checkbox"/> Department: _____ <input type="checkbox"/> Mistassini Regional office
2. The Board's Decision	
Acceptance	
Based on the existing priority system, the Cree School Board assigns the following housing unit to you:	
<input type="checkbox"/> A housing unit of type _____ ( ... Bu.);	
<input type="checkbox"/> A housing unit of type _____ ( ... Bu.) because no housing unit of type _____ ( ... Bu.) is available;	
<input type="checkbox"/> A housing unit of type _____ ( ... Bu.) that you must share because there are no more housing units of type _____ ( ... Bu.) available;	
The following residence is assigned to you:	
CSB House Address: _____	
CSB House No.: _____	
Monthly cost of housing: _____	
Occupancy date: _____ Leaving date: _____	
Non-acceptance	
<input type="checkbox"/> No housing of the type requested is currently available. However, please watch for the postings of housing units which become available.	
Signature: _____	Date: _____
Payroll Services	
Date received _____	Date entered into system : _____
Deduction rate : _____	_____ Signature of Payroll Employee

### Acknowledgment / Employee

I have read and understand the above and all of the requirements included in the Cree School Board *Operational Policy on Housing* (MRS-01) and I agree to abide by them and more particularly that I am responsible for subscribing adequate insurance for my furniture and civil responsibility.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Annex E**

**Housing Occupancy List / Community: \_\_\_\_\_**

**Month :**

<i>(Name of the employee)</i>	<b>Address</b>	<b>Number of Bedroom</b>	<b>Number of Dependents</b>	<b>Starting date of occupancy</b>	<b>Ending date of occupancy</b>	<b>Remark</b>

Done by: \_\_\_\_\_ on \_\_\_\_\_ 201\_\_ and sent to:

Material Resources  and to the CSB Paymaster

**Annex F**

Form / Maintenance work order

*(Name or logo of the School)*

**Maintenance Work Order**

Requested by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Apt. number: \_\_\_\_\_

Date of request: \_\_\_\_\_

Urgent

Non Urgent

Description of work required:

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I give the authorization to the CSB representative to enter my dwelling to perform the above requested maintenance work.

\_\_\_\_\_  
*Employee's signature*

## Annex G

### PET AGREEMENT

Between \_\_\_\_\_  
(name of the employee and address of the dwelling)

---

AND

The Cree School Board

This agreement is part of the Cree School Board Housing Policy (MRS-01).

Considering the Policy specifically prohibits keeping pets without the Cree School Board authorization;

Considering the employee desires to keep the following described pet(s)

Type: \_\_\_\_\_

Breed: \_\_\_\_\_

Type: \_\_\_\_\_

Breed: \_\_\_\_\_

The employee agrees to the following terms and conditions in exchange of the authorization and therefore the employee agrees:

- 1) that he is solely responsible for the maintenance of the above described pet, and agree to keep their pet under control at all times;
- 2) to adhere to local by-laws and regulations, including leash and licensing requirements;
- 3) not to leave his pet(s) unattended for unreasonable periods.
- 4) to clean up after their pet and to dispose of his pet's waste properly and quickly.

- 5) not to leave food or water for his pet or any other animal outside his dwelling where it may attract other animals.
- 6) to keep his pet from being unnecessarily noisy or aggressive and causing any annoyance or discomfort to others and will remedy immediately any complaints made;
- 7) not to breed or allow the pet to reproduce, but if this should occur, the pet's offspring will be placed within eight weeks of birth;
- 8) to pay for any damage, loss, or expense caused by his pet;
- 9) that the CSB reserves the right to revoke permission to keep the pet should the employee break this agreement. The employee will be given 3 days to remove the pet from the premises.

Employee: \_\_\_\_\_

Date of signature: \_\_\_\_\_

Housing Authority: \_\_\_\_\_

Date of signature: \_\_\_\_\_

**Annex H**  
Notice / Dwellings inspection



## 24 – Hour Housing Inspection Notice

### Avis d'inspection de 24 heures

There will be a CSB inspection of your dwelling on:

\_\_\_\_\_

Il y aura une inspection de votre logement par la CSC le:

\_\_\_\_\_

This inspection will be done by:

L'inspection sera faite par:

\_\_\_\_\_

\_\_\_\_\_  
*Housing Administrator*  
*Administrateur des logements*

\_\_\_\_\_  
*Date*

# Annex I

## Detailed Inspection Report Beginning and end of occupancy

### Inspection Report

1. The Tenant and the Housing Unit Inspected		
Tenant	Inspected housing unit	
Name of tenant: _____ Address: _____ Telephone : Res.: _____ Off.: _____	Residence No.: _____ Unit No.: _____ Number of keys: _____	
Type of inspection		
<input type="checkbox"/> Beginning of occupancy Date of occupancy: _____	<input type="checkbox"/> During occupancy	<input type="checkbox"/> End of occupancy Date of departure: _____

2. Condition of Housing Unit, Furniture and Equipment						
Rooms  Furniture and equipment	Report of damages				<i>For Administration use only</i>	
	Good cond.	Assessment of damages			To be repaired	To be replaced
		Normal wear	Other than normal wear	Missing		
<b>• Kitchen</b>						
Electric range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Dining set: table <input type="checkbox"/> 4 chairs <input type="checkbox"/> 6 chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Counter(s) & sink(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Range hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Tap & plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Pantry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>

2. Condition of Housing Unit, Furniture and Equipment						
Rooms	Report of damages				For Administration use only	
Furniture and equipment	Good cond.	Assessment of damages			To be repaired	To be replaced
		Normal wear	Other than normal wear	Missing		
<b>• Living room</b>						
3-seater sofa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Armchair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Coffee table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
End table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Bookcase						
<input type="checkbox"/> 1 section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 3 sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Floor lamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<b>• Bathroom and/or laundry room</b>						
Washing machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Clothes dryer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Freezer:						
<input type="checkbox"/> none	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> upright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> chest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Tiles/joint filler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Taps & plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>

2. Condition of Housing Unit, Furniture and Equipment						
Rooms  Furniture and equipment	Report of damages				For Administration use only	
	Good cond.	Assessment of damages			To be repaired	To be replaced
		Normal wear	Other than normal wear	Missing		
Bathtub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Fan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Electrical fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<b>• Master bedroom</b>						
Bed with 54" mattress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Low dresser with mirror	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Chest dresser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Night table(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Bedside lamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<b>• Bedroom # 2</b>						
Bed with 54" mattress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Low dresser with mirror	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Chest dresser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Night table(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Bedside lamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>



2. Condition of Housing Unit, Furniture and Equipment						
Rooms	Report of damages				For Administration use only	
Furniture and equipment	Good cond.	Assessment of damages			To be repaired	To be replaced
		Normal wear	Other than normal wear	Missing		
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<b>• Bedroom # 3</b>						
Junior bed with 30" mattress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Chest dresser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Reading lamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<b>• Entrance hall</b>						
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Closet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
<b>• Bedroom # 4</b>						
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> :	<input type="checkbox"/> :	<input type="checkbox"/>	<input type="checkbox"/>



**Annex J**

Form / Simplified Inspection Report  
During the occupancy

**Simplified Inspection Report**  
*During the occupancy*

Building No \_\_\_\_\_ Description \_\_\_\_\_ # bedrooms \_\_\_\_\_

Address \_\_\_\_\_

Occupied by: \_\_\_\_\_ Position: \_\_\_\_\_

(Spouse): \_\_\_\_\_

Dependents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No of pets: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Inspected by:*

\_\_\_\_\_  
*Employee's signature*