



Nunavut Tunngavik Inc.

EMPLOYEE HOUSING POLICY

Approved by the Board of Directors in October 2021

I. PURPOSE

The purpose of this Policy is to provide guidance on the provision of NTI employee housing.

II. APPLICATION

This Policy applies to all NTI employees who apply for and/or access the NTI staff housing program. Exceptions may be made to this policy by the Chief Executive Officer provided that an information item is prepared on the decision for the next Board meeting, or by the Executive Committee in the case of the Chief Executive Officer, in exceptional or emergency circumstances.

Employees receiving housing under this policy are subject to the *Residential Tenancies Act*. Where there is a conflict between this Policy or the accompanying Guidelines and the *Residential Tenancy Act*, the *Act* shall take precedence.

This Policy does not apply to housing for NTI President or Vice-President as provided in the Executive Compensation Policy.

III. GUIDING PRINCIPLES

This Policy is guided by the following guiding principles:

1. The housing options available to NTI employees should:
 - a) Be a reason for employees to choose (recruitment) and stay (retention) with NTI;
 - b) Be cost effective with limited administrative burden for NTI;
 - c) Not unduly upset the market balance between housing options (i.e., the benefit should be similar across options);
 - d) Complement any external housing programs available to employees; and
 - e) Contribute to the supply of housing in Nunavut (where possible).

2. In addition, when there is a limited supply of housing units, the allocation process should:
 - a) Be transparent and fair; and
 - b) Contribute to the effective operation of NTI (e.g., positions prioritized).

Consistent with these principles, employee housing should only be provided as an option in communities where reasonable rental choices are not available or sufficient, as determined by the Chief Executive Officer.

IV. ELIGIBILITY

All indeterminate and term employees are eligible to apply for employee housing, unless they:

1. Currently own, or have within the past 12 months, owned, developed or sold any residential property in the community in which they will be working;
2. Purchase residential property in the community in which they are living, in which case they must vacate staff housing within 30 days of the closing of the property purchase; and
3. Have any arrears with NTI or a Regional Inuit Association that have not been paid in full.

V. ALLOCATION

All units will be allocated by the Employee Housing Allocation Committee consisting of the Chief Financial Officer, Director of Human Resources and the Managing Legal Counsel.

VI. RENTAL TERMS

Rental rate for employee housing will depend on the actual lease negotiated between NTI and a landlord, and will be based on 50% of the market rent charged by the landlord and an estimated flat amount representing heat and municipal services if these charges are not included in the rent (i.e., paid separately by NTI). NTI will enter into a lease agreement with the landlord and pay the monthly rent directly to the landlord. The employee will be provided with a rent subsidy equal to 50% of the rent and costs for heat/municipal services/snow removal (if paid separately by NTI) to a maximum of \$2,000 per month, and will pay the balance of the rent and heat/municipal services/snow removal (if paid separately by NTI) by bi-weekly payroll deductions. Electricity, internet, cable and other services will be the responsibilities of the employee.

VII. HOUSING ALLOWANCES

Employees in employee housing will not be eligible for Housing and Utilities Allowance if NTI subsidy exceeds the combined amount of the housing and utilities allowances provided in the Human Resources Manual and this Policy, and will receive the difference if NTI subsidy is lower than the combined amount of the housing and utilities allowances.

Northern employees not in employee housing will receive, in addition to the Housing and Utilities Allowance and the Settlement Allowance provided in the Human Resources Manual, an Additional Housing Allowance in the amount of \$3,600 per annum.

VIII. GUIDELINES

The Employee Housing Guidelines, as approved and amended by the Chief Executive Officer, provide guidance on the implementation of this Policy including, among other things deemed appropriate by the Chief Executive Officer, priority criteria for allocation and the operation of the Employee Housing Allocation Committee.

IX. REVIEW

The Policy may be reviewed every three (3) years at the discretion of the Board of Directors. Nothing in this section shall prevent the Chief Executive Officer from reviewing the program on a more frequent basis.