



# Board Policy on Housing

Approved by: Board of Directors Resolution #CBHSSJB 01/149/16	Code: G-115-02-01
	Date in effect: July 2006 Revised: 2016-03-24

Considering the prerogative of the Cree Board of Health and Social Services of the James Bay (CBHSSJB) to provide housing to eligible employees when the resources allow it and to define the conditions applicable in this matter;

The Board of Directors hereby establishes the main principles applicable to such benefit and the Executive Committee has the authority to adopt necessary procedures to implement the present policy and establish the rules regarding the allocation, maintenance and repair of the housing units as well as the responsibilities regarding the occupancy and maintenance of the properties.

**1)** Employees of the CBHSSJB may be eligible to housing when their position is identified as such in the Personnel Plan approved by the Board of Directors and when they meet all the other criteria established by the CBHSSJB.

Favoring the hiring of Cree Beneficiary managers, professionals or nurses in their own community<sup>1</sup>, the CBHSSJB will strive to provide a temporary dwelling to these employees if they cannot otherwise be lodged. These employees must however apply to the housing program of their community and will have to accept such lodging as soon as offered. The Chairperson of the Board of Directors of the CBHSSJB, active members of the Council of Physicians, Dentists and Pharmacists (CPDP) are also eligible to housing.

An eligible employee who, at the time of his hiring, did not avail himself of the housing benefit may remain eligible to such benefit<sup>2</sup>.

**2)** Priority to housing is established according to the following order for employees:

- a) in a Prioritized Position<sup>3</sup> or, if not applicable,
- b) with the most dependent(s) or, if not applicable,
- c) of status 1 and 3 (by seniority) or, if not applicable,
- d) with status 2 (by seniority)<sup>4</sup> or, if not applicable,
- e) with status 4 (by seniority).

<sup>1</sup> Affiliated to the local band or domiciled in the community of assignment  
<sup>2</sup> And who would still be entitled to housing according to the Personnel Plan  
<sup>3</sup> Positions requiring immediate availability of housing as determined by the Executive Committee  
<sup>4</sup> However, a status 2 employee who has been in a transit for more than 12 months, may be granted priority to a housing unit as if he was covered by section 2a).

***Restriction / shortage of housing***

3) When several applications are received for the same available housing, the employees who have voluntarily moved within the last 24 months to a housing unit they have chosen, will only be considered after all the other applicants. However, this restriction will not apply should the size of their housing unit does not meet their needs anymore (change in the number of dependents, etc.).

***Displacement / non adequate housing***

4) When housing units of a specific size is not available to meet the need of an employee, the CBHSSJB may at any time<sup>5</sup> request another employee who occupies a dwelling with more rooms than he is entitled to, to move to another dwelling available of an appropriate category. In such a situation, if two or more employees are subject to be displaced, the employee with the shortest occupancy time will have to move and accept the other dwelling allocated by the CBHSSJB.

***Use of housing***

5) The employee may only use the assigned dwelling for lodging purposes (no commercial activities, businesses, etc. are allowed). The employee may not transfer or assign nor sublet all or any part of the occupied premises. The employee may not lodge against remuneration anybody except when there is no room at the transit or at the hotel and when authorized by the Local Authority.

To maintain their housing privilege, employees and their recognized dependents must occupy their dwelling as a residence.

***Non-smoking***

6) 50% of all housing units are non-smoking and it is therefore prohibited to smoke inside these units.

The non-smoking condition must be respected at all times; failing to do so, the tenant may be evicted and pay for the incurred cost of cleaning.

***Damages***

7) The tenant is responsible for any damages, loss or deterioration to the CBHSSJB's dwellings (including its surroundings) or furniture (other than normal wear and tear) caused by his fault or negligence or by the negligence of a person or animal having access to the unit.

***Non compliance***

8) Applications for available housing may be refused for employees who did not comply with their obligations or who would have caused damages by negligence to their past or present dwellings and who did not reimburse the CBHSSJB for the said damages.

9) In situations where this Policy and the related procedure are not respected and their violation causes serious prejudice, the CBHSSJB may proceed with the eviction of the tenant.

***Review***

10) This Policy must be reviewed at least every 3 years.

<sup>5</sup> With a 10 working days' written notice