

Title: Employee/Consultant Temporary Housing

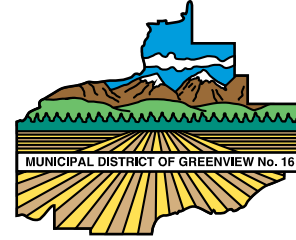
Policy No: 1006

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Department: Accounting and Reporting

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Legal References:

N/A

Cross References:

N/A

Purpose: The Employee/Consultant Temporary Housing Policy establishes clear guidelines and procedures for managing Greenview's temporary housing programs and accommodations for municipal employees and consultants, creating a single, authoritative framework for administration and oversight.

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview, or designate.

2. POLICY STATEMENT

- 2.1. Greenview provides rental housing to assist in the recruitment of staff and to facilitate the provision of programs and services to Greenview, for a period not exceeding eight (8) months.
- 2.2. At the discretion of Greenview, accommodations may be provided to consultants, where possible, to reduce costs for a period not normally to exceeding six (6) months.

3. PRINCIPLES

- 3.1. Greenview's role in staff housing addresses market and inventory gaps that limit affordable housing options and that hinder the recruitment of staff. Staffing Greenview's positions is essential for government service delivery to the Municipal District.
- 3.2. Greenview's role in the provision of staff housing supports and recognizes the private sector.
- 3.3. Greenview will identify its staff/consultant housing requirements based on the overall recruitment process and its priorities.
- 3.4. Greenview is committed to allocating staff housing in an open and fair process, which is consistent across all regions of Greenview.

- 3.5. Greenview recognizes that the market value of staff housing should be recovered from those using this service through the payment of rent. As such, employees and consultants will be responsible for the monthly lease cost plus utilities. The lease cost will be deducted equally in two pay periods of the month by payroll. The cost of utilities will be invoiced for reimbursement.
 - 3.6. At the discretion of the CAO, the rental period noted in section 2.1 & 2.2 may be adjusted, and other arrangements may be made for temporary housing where there are cost savings to Greenview.
 - 3.7. Greenview considers staff accommodations a privilege, and not a right or benefit of employment.
 - 3.8. The rental rate structure for Greenview housing is designed to support and stimulate the emergence of private affordable rental and markets in Greenview communities. Once viable and sustainable markets are established, it will no longer be necessary for Greenview to provide staff rental housing. In order to assist in that transition, Greenview will continue to make limited amounts of staff housing available to staff.
- 4. ADMINISTRATIVE RESPONSIBILITIES**
- 4.1. Administration is responsible for compliance and monitoring of this Policy.