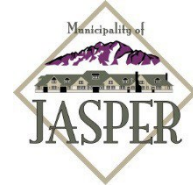


Policy Title: Municipal Employee Housing

Policy #: D-116

Date adopted by Council: April 19, 2022



1. POLICY STATEMENT

Consistent with the Jasper Community Sustainability Plan and, in order to assist in the recruitment of staff and to facilitate the provision of municipal programs and services, the Municipality of Jasper may provide rental housing primarily for employees of the Municipality.

The Municipality will apply consistent administrative and operational procedures related to all aspects of employee housing.

2. SCOPE

The policy applies to the housing units owned, leased, managed, and maintained by the Municipality.

3. STANDARDS

- 3.1. Administration practices shall be transparent and fully comply with the Alberta Residential Tenancy Act.
- 3.2. Rental rates for employee housing shall be set at the lower of; 15% below the Jasper Market Rate for like properties, or 30% of the employee's total gross monthly income from all sources.
- 3.3. The Municipality strives to ensure maximum occupancy of employee housing units with preference given in the following order:
 - 3.3.1. Transitional Housing for full-time employees relocating to Jasper, waiting for a market-rate dwelling to become available via rental or purchase. Rental duration for transitional housing shall not exceed 36 months.
 - 3.3.2. Temporary Housing for seasonal or term employees during their period of employment with the municipality. Rental duration for temporary housing shall be aligned with the duration of employment with the municipality and include appropriate flexibility to facilitate moving in/out.
 - 3.3.3. Off-Season Use of any units allocated to seasonal or temporary housing by working with employers in Jasper to maximize occupancy while not displacing current or future Municipality employees. 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.

4. RESPONSIBILITIES

Council

Review and receive for information annual employee housing reports
Review and approve any revisions to this Policy.

CAO

Prepare and present annual employee housing reports.
Review and approve any procedures related to this Policy.

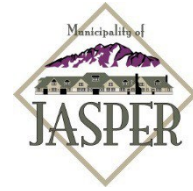
Directors and Managers

Carry out the policy based on established procedures.

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5. 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.