





## About the WSCC

Workers' compensation is far from new. Between the late 1800s and early 1900s, workers' compensation systems began to crop up in Germany, Great Britain and the United States.

In Great Britain, the first *Workers' Compensation Act* passed in 1897. Though there were earlier legal attempts to deal with worker injuries, they depended on proving employer fault. The 1897 *Act* was different. It made individual employers responsible for compensating injured workers.

Canadian workers' compensation began in Ontario, and laws developed along timelines similar to those in Great Britain. In 1910, Mr. Justice William Meredith was appointed to a Royal Commission to study workers' compensation. In 1913, he produced his final

report, known as the *Meredith Report*. 2013 marked the centennial anniversary of the Meredith Report, which forever changed the face of workplace safety.

*The Report* outlined a compromise, where workers give up their right to sue their employers in exchange for compensation benefits. Meredith encouraged no-fault insurance, collective liability, independent administration, and exclusive jurisdiction. The system is arms-length from the government and shielded from political influence, allowing only limited powers to the Minister responsible.

In the Northwest Territories, the Workers' Compensation Board (WCB) was created in 1977, modeled after the Meredith Principles. When Nunavut was created in 1999, the governments of Nunavut and the Northwest Territories agreed to a shared board.

On April 1, 2008, both the *Northwest Territories Workers' Compensation Act* and *Nunavut Workers' Compensation Act* changed to better reflect what we do. With this change we became the Workers' Safety and Compensation Commission (WSCC) of the Northwest Territories and Nunavut, further establishing our commitment to promote workplace safety and care for injured workers.

## Who We Are

The WSCC administers the *Workers' Compensation Acts*, the *Safety Acts* and Regulations, the *Mine Health and Safety Acts*, and the *Explosives Use Acts* to protect workers in the Northwest Territories and Nunavut. The WSCC commits to prevention, and works to improve northern safety cultures. The WSCC also ensures workers injured on the job get their entitled compensation.

The WSCC has five responsibilities. They are to:

- promote safe workplaces through education and prevention;
- enforce the *Northwest Territories and Nunavut Safety Acts and Regulations*, the *Mine Health and Safety Acts*, the *Explosives Use Acts*, and the associated *Regulations* through inspections;
- ensure injured workers or their dependents receive their entitled compensation and pensions;
- assess employers sufficiently and fairly to meet these obligations; and
- maintain a balance in providing benefits to injured workers while keeping assessment costs to employers as low as possible.

In the Northwest Territories and Nunavut, a seven-person Governance Council governs the WSCC. The Council represents the interests of labour, industry, and the public

sector. The Northwest Territories Minister responsible for the Workers' Safety and Compensation Commission appoints the chairperson of the Council, in collaboration with the Nunavut Minister responsible. The Northwest Territories Minister responsible makes all other formal appointments to the Council.

## About Iqaluit

Iqaluit was founded in 1942 as an American airbase to provide a refueling stopover for aircraft flying to and from Europe.

Originally called Frobisher Bay, after the body of water it overlooks, the name was officially changed to Iqaluit, *place of many fish*, in 1987.

In 1993 the *Nunavut Land Claims Agreement* was signed, which made Nunavut Canada's newest territory. In a 1995 referendum, Nunavut residents chose Iqaluit as their capital. Nunavut officially became a territory on April 1, 1999, making Iqaluit Canada's smallest and northernmost capital city.

Iqaluit has a population of approximately 7,250, made up of approximately 60% Inuit. The population tends to fluctuate due to the transient nature of some local industries.

## City Map

For an interactive map of the city, please refer to the *Iqaluit Visitors Guide*, available online at [www.nnsi.com/visitorguides/iqaluitvis.pdf](http://www.nnsi.com/visitorguides/iqaluitvis.pdf). It includes the location of many community businesses and buildings. The WSCC office is at #38.

## Climate

Iqaluit has a mainly arctic climate, with long, cold winters and short, cool summers. In February, the average daily low temperature is -32°C, and drops significantly lower with wind chill. Blizzards are common in October and November, and February through April. On December 21, the shortest day of the year, Iqaluit gets about four hours of sunlight.

### Useful Websites:

|                              |  |
|------------------------------|--|
| <i>City of Iqaluit</i>       | <a href="http://www.city.iqaluit.nu.ca">www.city.iqaluit.nu.ca</a> |
| <i>Government of Nunavut</i> | <a href="http://www.gov.nu.ca">www.gov.nu.ca</a>                   |
| <i>Nunavut Tourism</i>       | <a href="http://www.nunavuttourism.com">www.nunavuttourism.com</a> |
| <i>Explore Nunavut</i>       | <a href="http://www.explorenunavut.com">www.explorenunavut.com</a> |

The spring weather is fairly pleasant with bright, sunny days. As the sun makes its way higher in the sky, the light can get quite intense. This makes the air feel warmer than it is, and the light reflecting off snow and ice can cause severe sunburn.

The summer months are warm, with the average daily high in July around 12°C. During the summer you can see flowers blooming all over the tundra. July and August can



often be rainy and foggy, and mosquitos and black flies begin to appear. Iqaluit never sees 24 hours of direct sunlight. In June, the sun goes just below the horizon for a couple hours every night. Consider using heavy, room-darkening curtains to help you sleep on those long summer days.

The weather starts to cool down by the end of August. The beginning of October usually coincides with the arrival of snow.

## Clothing

Weather in Iqaluit is unpredictable, so it is essential to prepare yourself with appropriate clothing.

For the winter months, ensure you dress warmly and in layers. A heavy jacket with a hood, heavy lined or down-filled pants, and thermal boots rated to a minimum -40°C are essential. If you are planning on using snowmobiles, also consider full facial protection and goggles.

Summer months are warmer, but can be damp and muddy. A rain coat and rubber boots are a good idea. Consider using a bug jacket or bug suit to protect you from the mosquitos and black flies.

If possible, it is best to purchase any specialty clothing items before moving to Iqaluit, as selection is limited and prices are much higher than in the south.

## Staff Housing

The WSCC offers subsidized staff housing in Iqaluit. The standard unit is a two-bedroom, unfurnished apartment.

Please refer to the *WSCC Staff Housing Policy* in Appendix 'B' for more information.

## Communication

Although geographically remote, Iqaluit links to the rest of the world through most of the latest technology.

### Telephone

Landline telephone service is available through **NorthwesTel**. It is a good idea to have a landline with at least one corded phone, as cordless phones, and sometimes cellphones, will not work during power outages (due to extreme and unpredictable weather, and ongoing maintenance to the power grid, power outages are not unusual). For more information on available packages and plan pricing, visit their website at [www.nwtel.ca](http://www.nwtel.ca).

### Mobile Telephone

Cellular service in Iqaluit is available primarily on the **Bell** network. Mobile technology has not quite caught up with the quality of service in the south – only cell phones that work on a CDMA network work here. Generally, older model Bell and Telus phones work; Rogers and Fido phones do not. Older style BlackBerry smart phones work best in Iqaluit. iPhones do not work. Bell accounts can be set up and cell phones purchased at The Source in Arctic Ventures Marketplace.

**Ice Wireless** is a recent arrival which promises the introduction of 3G mobile and internet technology to Iqaluit and other communities in the North. For more information on plans, pricing, and phones available, visit [www.icewireless.ca](http://www.icewireless.ca).

### Personal Internet

High speed internet service is available through a number of sources, although it is slower than southern service standards.

**NorthwesTel** has internet packages which include high speed modems. To set up a wireless network in your home you must purchase a wireless router. More information on packages is available at [www.nwtel.ca](http://www.nwtel.ca).

**Xplornet** offers unlimited high speed internet packages in Iqaluit via satellite. Before setting up this service, you must check with your landlord to ensure you are able to

install a satellite dish on your building. More information on packages and installation is available at The Source in Arctic Ventures Marketplace.

**Qikiqtaaluk Information Technology Corporation (QITC)**, a local company, also provides high speed internet modems that use cellular signals. For more information on packages and pricing, visit them on the first floor of the RBC building.

### Cable Television

Cable TV is available locally through **Iqaluit Cable**, located at the Co-op gas station on the road to the airport. They offer a variety of programming packages, including high definition programming. Call 867-979-6707 for more information.

### Satellite Television

**Bell ExpressVu** satellite television is available in Iqaluit and offers numerous programming packages including high definition. Many of the apartment buildings in Iqaluit already have satellite dishes. You must check with your landlord before installing one on your unit. Information on packages, equipment, and installation is available at The Source in Arctic Ventures Marketplace.

**Shaw Direct** also offers satellite TV services in Iqaluit, but the same restrictions apply regarding equipment installation. Please call 888-554-7827 for more information.

### Mail & Courier Services

There is a Canada Post outlet in Iqaluit. You require proof of residency in order to get a post office box. Be aware that there are a limited number of boxes and there may be a wait list. Alternatively, you can use **General Delivery, Iqaluit, NU X0A 0H0** as your forwarding address. You need a piece of government-issued photo ID to retrieve your items from General Delivery.

A number of expedited courier services also operate in Iqaluit. Please refer to the table below for more information:

| Courier   | Contact              | Telephone    |
|-----------|----------------------|--------------|
| FedEx     | J&N Moving Services  | 867-979-2460 |
| UPS       | J&N Moving Services  | 867-979-2460 |
| Purolator | Canada Post          | 867-979-5864 |
| DHL       | Canadian North Cargo | 867-979-5317 |

## Groceries and Supplies

Food and other supplies are generally more expensive in Iqaluit than in most southern locations. The government subsidizes the price of some foods to provide affordable, healthy choices.

**NorthMart** is the big chain grocery store in town with a full-service pharmacy. In addition to groceries they offer clothing, hardware, sporting goods, children's toys, electronics, and furniture, among other things.

**Arctic Ventures Marketplace** is NorthMart's biggest competition, and offers Co-op brands at discount prices. Within the store is The Source by Circuit City which offers electronics and cell phone activations, a video rental store, and a souvenir shop. You can also purchase clothing, sporting goods, hardware, and sewing and craft supplies.

**Baffin Island Cannery** is a small, privately-owned grocery outlet offering reasonable prices on fresh produce, frozen, and canned goods.

Please refer to Appendix A for a list of other businesses and stores in Iqaluit.

## Food Mail

Residents can order groceries through a Metro store in Montreal at southern prices. You require a credit card, and must register an account with the store and pay shipping fees.

## Sealift

Sealift is a less expensive shipping option than air for bulk non-perishable items or large items, like vehicles. Sealift ships sail from Montreal and deliver goods to many Northern communities during the summer months.

There are two primary sealift shipping companies that service Iqaluit: **Nunavut Eastern Arctic Shipping (NEAS)**, and **Nunavut Sealink and Supply Inc (NSSI)**. Visit their websites for more information about their shipping schedules and rates: [www.neas.ca](http://www.neas.ca) and [www.arcticsealift.com](http://www.arcticsealift.com).

If you don't have time to go to Ottawa or Montreal to do your sealift shopping, you can pay someone to do it for you. There are southern companies who will shop, crate, and



deliver your items to the shipping yards, for delivery to the North. These companies also arrange to have items flown to Iqaluit.

## Online Shopping

Online shopping is an increasingly popular and convenient way to order clothing, household items, and other things that are not readily available in the North. Explore your favourite stores, you may be surprised to find they do not charge for shipping, or charge a minimal amount. However, remote postal codes are often excluded from offers of free shipping.

## Alcohol

Iqaluit is an unrestricted system community, meaning alcohol for personal use is not available for purchase in the city; however, beer, wine, and spirits are served at local bars and restaurants. For more information, contact the Nunavut Liquor Commission at 867-975-6863.

## Available Services

Iqaluit is a vibrant and bustling city with many services. The following is a highlight of what the city has to offer:

### Banking

Iqaluit has branches of RBC Financial Group, CIBC, and First Nations Bank of Canada.

Both RBC and CIBC offer travel rewards credit cards, which can help offset the expense of flying in and out of Iqaluit.

### Emergency Services

The Royal Canadian Mounted Police (RCMP) provides policing services, available by calling **979-1111** in emergencies. A separate Municipal Enforcement service ensures the enforcement of local by-laws.

Iqaluit also has full fire and ambulance service, available by calling **867-979-4422**.

*There is no 911 service in Iqaluit.*

Please note there is no 911 service in Iqaluit.

## Medical Services

The Qikiqtani General Hospital, Nunavut's only acute-care facility, provides service to Iqaluit. In addition to providing regular and emergency medical services, they also arrange appointments for visiting specialists. If a particular service or procedure is unavailable, they will make arrangements to fly you to the nearest health centre equipped to assist, usually Ottawa. Depending on the particular service or procedure, WSCC or the Government of Nunavut will cover part or all of the cost of the medical trip.

Iqaluit also has several dental offices, pharmacies, chiropractors, massage therapists, an acupuncturist, and a public health unit and family practice clinic.

## Religious Services

Iqaluit is a culturally diverse community, and as such, offers a wide variety of churches and other religious gathering places. There are people of many different faiths, and there are churches for Anglican, Roman Catholic, Pentecostal, and Baha'i faiths, among others.

## Schools

Schools are governed by District Education Authorities (DEA). There are four elementary schools, one middle school, and one secondary school in Iqaluit. To enroll your child, contact the schools directly.

French language schooling is available at the elementary and middle school levels and placement is guaranteed for students whose dominant language at home is French.

Iqaluit is also home to the Nunavut Arctic College, Nunavut's only post-secondary institution. Programs range from Jewelry Making to Nursing.

## Daycare

There are several daycare providers in the city, but space is limited and fills up quickly. It is best to contact the daycare directly to inquire about waiting lists and registration. Refer to Appendix A for more information.

## Recreational Services

Whether you prefer sports, recreational, or social clubs, there is something in Iqaluit for you. Every year in September, a mass registration event is held at Inuksuk High School where you can find out about and register for various clubs, activities, or events. For more information on what is available, please refer to the city's Recreation Guide, available online at <http://www.city.iqaluit.nu.ca/i18n/english/pdf/recguide.pdf>.

## Required Documentation

If you plan on staying in Iqaluit for an extended period of time, there are a couple pieces of identification you require.

### Nunavut Driver's License

You must obtain a Nunavut driver's license within 30 days of your arrival to Iqaluit if you own a vehicle. You can do this at the Motor Vehicles office, located on the main floor of the red Inuksugait building (1104C) next to the QuickStop.

### Nunavut Health Care Card

All people residing in Nunavut for more than three months must apply for a Nunavut Health Care Card. The application forms are available from the Public Health unit (Building 1091), or online at the Department of Health's website, [www.gov.nu.ca/health](http://www.gov.nu.ca/health). It may take several months to receive your new card in the mail.

## Vehicles

Iqaluit has the highest number of vehicles per capita in Canada, so if you choose to purchase a vehicle here, there is no shortage of secondhand options. The price of used cars is higher than what you would expect to pay in the south; most secondhand cars have generally low mileage, and the person you are buying from likely had to pay to have the car shipped here.

Locally, you can purchase or lease new cars from **The Driving Force** (867-979-2088). You can also have your vehicle shipped on sealift, or purchase a new car in Ottawa or Montreal and have it shipped.

## Personal Recreational Vehicles

Other common methods of transportation in Iqaluit include ATVs and snowmobiles. You must insure all personal recreational vehicles, register with the Motor Vehicles office, and display a valid license plate.

You can purchase ATVs and snowmobiles locally at **NorthMart, Sikitu Sales and Service and Arctic Cat.**

## Words of Wisdom

The following are some general tips to help ease your transition to life in the North:

- Nunavut spans three time zones: Eastern, Central, and Mountain.
- When travelling to and from Iqaluit, delays and cancellations are common. Blizzards can occur any time during the winter, and the spring and summer months are often foggy.
- Flights in and out of Iqaluit are expensive. Sign up for the airlines' email newsletters to stay informed about seat sales. Seat sales usually only happen two or three times per year.
- If you use travel rewards points make sure to book well in advance. Some rewards programs have very limited seating available.
- If possible, update your passport before moving to Iqaluit. There is no passport office in Iqaluit. This results in delays.
- Some specialty foods may not be available here. Consider ordering these as part of your sealift.
- If you are bringing a pet ensure your unit allows them.
- Ensure your pets' vaccinations are up-to-date before arriving in Iqaluit. There is a vet here, but medications, vaccinations, and treatments are expensive.

### Some Useful Inuktitut Words & Phrases:

| English        | Inuktitut |
|----------------|-----------|
| Hello          | Hai       |
| Goodbye        | Assunai   |
| Thank you      | Nakurmik  |
| You're welcome | Ilaali    |
| Yes            | Ii        |
| No             | Akka      |
| My name is -   | - uvanga  |
| How are you?   | Qanuipit? |
| When?          | Qanga?    |
| Where?         | Nami?     |
| I am hungry    | Kaaktunga |

- There is no public transit service in Iqaluit. Taxis are a \$6 flat fee per person to anywhere in town.
- If you are a social media user and have a Facebook account, search for the group Iqaluit Sell/Swap. It is a great forum of miscellaneous items for sale and a great way to get rid of stuff you no longer need.
- Social media is also a great way to stay informed of things happening around the city. There are Facebook pages and Twitter feeds devoted to keeping citizens up to date on breaking news, public service announcements, local events, volunteer opportunities, and much more.

#### Iqaluit in the Twittersphere

**@cbcnavut** – local news, weather and events

**@cclimenhaga** – weather updates, blizzard warnings

**@iqaluit\_now** – local events from kids' programs to concerts

**@GOVofNUNAVUT** – updates on blizzard closures and media releases

**@QECnavutpower** – info on planned and unplanned power outages

**@cityofiqaluit** – city wide updates and local news

**@WSCCNTNU** – official feed of the WSCC

## Appendix A – Businesses in Iqaluit

### Accommodation

**Capital Suites**  
Bldg 807  
877-669-9444

**Discovery Lodge Hotel**  
Bldg 1056  
867-979-4433

**Frobisher Inn**  
Astro Hill Complex  
877-422-9422

**Hotel Arctic**  
Bldg 923  
867-979-6684

**Navigator Inn**  
Bldg 1036  
867-979-6201

### Attractions

**Legislative Assembly**  
Bldg 926  
877-334-7266

**Nunatta Sunnakkutaangit  
Museum**  
Bldg 212  
867-979-5537

**Unikkaarvik Visitors Centre**  
Bldg 220  
867-979-4636

### Daycare

**Aakuluk Day Care**  
Bldg 644  
867-979-7766

**First Steps Daycare**  
Bldg 104  
867-979-0505

**Garderie Les Petits Nanooks**  
[www.petitsnanooks.ca](http://www.petitsnanooks.ca)  
867-975-2401

**Inuksuk Infant Development  
Centre**  
Inuksuk High School  
867-979-3007

**Kids on the Beach Daycare**  
Bldg 519  
867-979-2338

**Pairivik Child Care Centre**  
867-979-6460

### Dining

**The Gallery Fine Dining**  
Frobisher Inn  
867-979-2222

**The Granite Room**  
Discovery Lodge Hotel  
867-979-4433

**Grind & Brew**  
Bldg 760B  
867-979-0606

**Kickin Caribou Pub**  
Hotel Arctic  
867-979-6684

**The Navigator Restaurant**  
Navigator Inn  
867-979-8833

**The Snack Y2K**  
Bldg 163  
867-979-6767

**The Storehouse Bar & Grill**  
Frobisher Inn  
867-979-2222

**Water's Edge Restaurant**  
Hotel Arctic  
867-979-6684

**Yummy Shawarma**  
Bldg 1089E  
867-979-1515

## Appendix A – Businesses in Iqaluit

### Health & Beauty

**Arctic Circle Dental**

Bldg 2621  
867-979-6740

**Freedom Hair**

Bldg 989  
867-979-6585

**Iqaluit Dental Clinic**

Bldg 621  
867-979-4437

**Nunavut Hair Studio**

Bldg 1419  
867-979-3979

**Studio 2628**

Bldg 2628  
867-979-2629

**ValuPharm Drugs**

Bldg 5003  
867-979-0655

### Retail

**Arctic Ventures Marketplace**

Bldg 192  
867-979-4233

**Baffin Electronics**

Bldg 1557  
867-979-6560

**Baffin Flowers & Gifts**

Bldg 1085E  
867-979-4200

**Carvings Nunavut**

Bldg 626  
867-979-0650

**Iqaluit Fine Arts Studio**

Bldg 1809  
867-979-5544

**Jingle House**

Bldg 1127  
867-979-1651

**Northern Collectables**

Bldg 1324  
867-979-6495

**NorthMart**

Bldg 228  
867-975-3500

**Rannva Designs**

Bldg 3102 (Apex)  
867-979-3183

### Travel & Transportation

**Arctic Kingdom Tours**

Bldg 923  
867-979-1900

**Driving Force**

Bldg 2018B  
867-979-2088

**Canadian North**

Reservations 800-661-1505  
Cargo 867-979-5317

**First Air**

Reservations 800-267-1247  
Cargo 800-568-7497

**Nunavut Caribou Cabs**

867-979-4444

**Pai-pa Taxi**

867-979-5222



**D.3 STAFF HOUSING**

**POLICY STATEMENT**

The Workers' Safety and Compensation Commission (WSCC) recognizes that staff are required throughout the Northwest Territories and Nunavut to promote and deliver its programs and services. Furthermore, the WSCC recognizes that providing staff housing contributes to its overall recruitment and retention efforts in highly competitive employment markets, and makes a positive impact on overall service delivery to the public.

The WSCC is committed to allocating staff housing based on local housing circumstances in an open and fair process. Staff housing is a privilege, not a condition, right or benefit of employment.

Iqaluit is recognized as a non-market community in which employees often require the assistance of employers to obtain accommodations. The Regional Superintendent of Nunavut Operations oversees the allocation of staff housing in Iqaluit. While Inuvik is regarded as having an established housing market similar to Yellowknife, the President has the discretion to allocate staff housing in Inuvik in situations of undue hardship.

The President may authorize the acquisition and disposal of staff housing required to meet operational requirements. This will be a transparent process that aims to achieve a balance between best value and cost efficiency for both the WSCC and staff.

The WSCC recovers a portion of the costs for this service through the receipt of rent payments from those employees residing in staff housing.

**DEFINITIONS**

- Casual Employee: A person employed by the WSCC for a work term of four months or less.
- Child: Any child of the employee who is under eighteen years of age and dependent upon the employee, or eighteen years of age or more and dependent on the employee by reason of mental or physical infirmity.
- Indeterminate Employee: A person employed for an indeterminate period.
- Suitable Family Housing: Housing that has enough bedrooms for the size and



# Appendix B – Staff Housing Policy

Northwest Territories and Nunavut

Human Resources



## D.3 STAFF HOUSING

make-up of resident households, according to National Occupancy Standard (NOS) requirements. Enough bedrooms based on NOS requirements means one bedroom for:

- Each cohabiting adult couple;
- Unattached household member 18 years of age and over;
- Same-sex pair of children under age 18;
- Any additional boy or girl in the family, unless there are two opposite sex children under 5 years of age, in which case they are expected to share a bedroom.

Term Employee:

A person other than a casual or indeterminate employee, who is employed for a fixed period in excess of four months, and includes employees hired as leave replacements, employees hired in relation to programs of a fixed duration or without ongoing funding or employees hired in relation to or in support of training.

## POLICY

### Eligibility

WSCC indeterminate and term employees may be eligible for staff housing as determined by WSCC operational requirements. Staff are eligible if they:

- are not suitably housed in the community in which they work;
- have not owned developed residential property in the community in which they work within the previous year; and
- have not been evicted from, or voluntarily relinquished WSCC or other government housing within the last two years, or are not in arrears for rent or damages from a previous tenancy in staff housing.

Staff who are living in unaffordable non-government housing are classified as not suitably housed. The WSCC considers housing to be unaffordable when the rental rate is more than 30% of an employee's gross monthly pay.

# Appendix B – Staff Housing Policy

Northwest Territories and Nunavut

Human Resources



## D.3 STAFF HOUSING

The Regional Superintendent maintains the ability to evaluate an Iqaluit staff member's eligibility on a case-by-case basis.

The President shall have the authority to waive the eligibility criteria should it be required to meet operational requirements.

### Priority

Housing is allocated to staff according to the following priorities:

- Priority 1:** Newly hired or transferred employees.
- Priority 2:** Current staff whose circumstances change (e.g. change in family status or household size) and who meet the eligibility criteria.
- Priority 3:** Current staff who are living in unaffordable non-government housing.

Within each priority group, indeterminate employees receive a higher priority than term employees.

For those employees who fall under Priority 2, if there is no unit available that corresponds with the guidelines attached as Appendix 'A', the employee's name is placed on a waiting list in accordance with allocation priorities. The Regional Superintendent maintains the waiting list for staff housing in Nunavut.

### Unit Assignment

Notwithstanding the National Occupancy Standard requirements, the standard size of WSCC accommodation is a two-bedroom unit. This size of unit provides the most flexibility and best achieves a balance of cost efficiency between the WSCC and its employees.

The WSCC will allocate units of an appropriate size in accordance with the guidelines attached as Appendix 'A'. If the appropriate size of accommodation is unavailable, an employee may be offered alternate housing according to availability.

If an employee does not accept an appropriate and available unit offered by the WSCC, they must make their own arrangements for accommodations. Future consideration of their eligibility under these guidelines will be at the discretion of the Regional Superintendent.

## Appendix B – Staff Housing Policy

Northwest Territories and Nunavut

Human Resources



### D.3 STAFF HOUSING

An employee who requests a different, more suitable unit due to a change in household size, a medical issue or other compelling reason, will be responsible for the associated moving costs when the appropriate accommodation becomes available.

If the WSCC should require that an employee move, the WSCC will pay for the relocation costs, including the move of household effects and interim accommodation if required.

#### Rental Rates

In an effort to be consistent and transparent, the WSCC's rental rates will be based on the average rental rates for similar types of units found in Yellowknife, as identified by the Canada Mortgage and Housing Corporation (CMHC). Yellowknife is chosen to ensure uniformity of rental rates across the organization.

If the WSCC assigns a unit to an employee that differs from the guidelines attached as Appendix 'A', the Regional Superintendent has the discretion to review the rental rate charged to the employee.

Rental rates for staff housing shall be adjusted annually in accordance with the CMHC's Annual Fall Rental Market Report. The adjustments will be submitted by the Regional Superintendent to the President for approval. The revised rental rates will be implemented the first pay period of June rather than the anniversary date of the Sub-Lease Agreement. In accordance with the applicable *Residential Tenancies Act*, the WSCC will not increase an employee's rent until at least twelve months have expired from the date on which rent was first charged. Consequently, if June 1<sup>st</sup> arrives less than twelve months after signing the Sub-Lease Agreement, the first rental increase will not occur until the following June.

Staff will be given three months written notification of any changes in rent and such rates shall not be applied retroactively. To meet the June implementation date, staff must be advised in writing no later than March 1<sup>st</sup>.

#### Sub-Lease Agreement

The WSCC and employees shall sign a Sub-Lease Agreement, so that mutual responsibilities are clearly understood.

It is a condition of the Sub-Lease Agreement that the occupant be an employee of the WSCC and remain so during the entire period of the Sub-Lease Agreement. If a staff member ceases to be

## Appendix B – Staff Housing Policy

Northwest Territories and Nunavut

Human Resources



### D.3 STAFF HOUSING

employed by the WSCC, the termination of the Sub-Lease Agreement will be in accordance with the applicable *Residential Tenancies Act*.

In accordance with the Sub-Lease Agreement, the Employee will promptly pay all utility accounts for which they are responsible for in order to ensure a continued supply of utility services and to prevent damage. Currently, these include electricity, telephone, internet and cable, but may also include fuel and water, depending on the terms and conditions contained in the Landlord's Head Lease.

It is a condition of the Sub-Lease Agreement that any damage to the unit beyond regular wear and tear is the responsibility of the employee. Payment for any required repairs will be deducted from the employee's paycheque(s). For departing staff, the collection of such payment will be part of the WSCC's mandatory clearance procedure.

An employee's failure to abide by all of the obligations and conditions as set out in the Sub-Lease Agreement may result in the loss of staff housing privileges.

#### Other

All of the WSCC staff housing units are unfurnished.

Employees who stay in a WSCC housing unit while on duty travel shall not be eligible for the private accommodation allowance as prescribed under Article 45.04 of the Collective Agreement.

The Northwest Territories and Nunavut each have its own corresponding *Residential Tenancies Act*. Where a conflict between these guidelines and the applicable *Residential Tenancies Act* exists, the *Act* shall prevail.

#### LEGISLATIVE AUTHORITIES

Northwest Territories *Workers' Compensation Act*: Subsection 67(3); 67(4); 101(3); 101(5)

Nunavut *Workers' Compensation Act*: Subsection 67(3); 67(4); 101(3); 101(5)

#### POLICY RELATED DOCUMENTS



