

Division Housing



March 2026

Background

The Division acknowledges that housing is required in some communities in order to accommodate Division staff.

Procedures

1. Priority for available housing will be given to:
 - 1.1 Administration.
 - 1.2 Teachers.
 - 1.3 Other Staff.
 - 1.4 Non-staff.
2. Housing will be self-sufficient, such that rental revenue will cover all costs including maintenance and repair, labour and future replacement (where deemed appropriate).
3. The Director of Plant will administer all aspects of housing use, maintenance and repair.
4. The Director of Plant will develop and maintain a *Housing Handbook*.
5. All prospective tenants must sign an *AP4 Rental Contract and Condition Report* form prior to moving into the unit.
6. Security deposits will be equal to one month's rent for staff and two month's rent for non-staff.
7. Disagreements regarding the settlement of security deposits may be referred to the Secretary-Treasurer.
8. The *Residential Tenancies Act* will form the basis for procedures.
9. Sale of housing will be determined through the process identified in Section 192 of the *Education Act*.

Rental Rates

Rates will approximate market rent and will be reviewed annually in March by the Director of Plant and Secretary-Treasurer. If changes are recommended, they will be communicated to tenants as per relevant legislation.

Rates as of September 1, 2025, for all division housing units are as follows:

- Non-staff: \$600 per month plus applicable utilities
- Staff: \$525 per month plus applicable utilities

Rates as of September 1, 2026, for all division housing units are as follows:

- Staff over 1 year's employment with Prairie Land School Division and non-staff: \$1100 per month, to include all utilities
- New staff (up to 1 year employment) with Prairie Land School Division: \$850 per month, to include all utilities

Reference: Sections 52, 53, 190 and 192 *Education Act*
Residential Tenancies Act

Reviewed: June 2016
August 2023

Revised: June 2007
January 2011
August 2016
August 2025
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