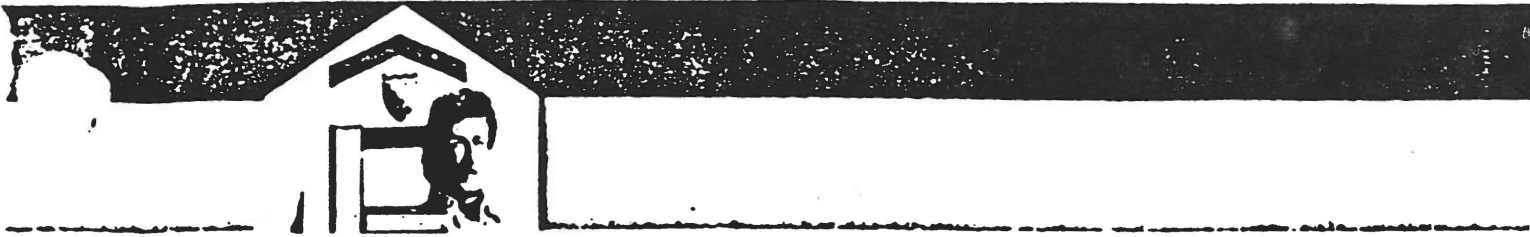


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Northwest Territories  
Housing Corporation

# *Rent Scale*



# Rent Assessment

01/83

## Introduction

The first Northwest Territories Housing Corporation Rent Scale went into effect April 1, 1978.

The new rent scale, implemented January 1, 1983, is designed to:

- be similar to the Federal Rent Scale
- generate more rent revenue for the Housing Associations
- be fair and adequate to residents of the NWT
- promote home ownership in communities where home ownership is an alternative.

It was formulated after investigation by a task force of the NWT HC, and discussions with Housing Associations at the regional and local level.

## Definitions

### Lessee:

A member of the family, that the Housing Association/Authority designates to be Head of the Household to sign the Tenancy Agreement.

### Rent Assessment:

Amount of rent that the Housing Association set for a tenant, using the NWT HC Rental Scale.

### Assessable Income:

The portion of gross income of each family member living in a rental unit that is included in the calculation of rent.

### Gross Income:

All earned money every family member receives from wages or traditional pursuits (trapping, carving, fishing).

### Territorial Rent Adjustment:

Rent reduction based on the Department of Social Services Basic Living Allowance, community location and family size (six cost zones).

### Homeownership Communities:

Communities where homeownership accommodation is an alternative:

Fort Smith  
Fort Providence  
Fort Simpson  
Snowdrift  
Latham Island  
Fort Franklin  
Norman Wells  
Arctic Red River  
Inuvik  
Tuktoyaktuk

Fort Resolution  
Hay River  
Rae-Edzo  
Detah Village  
Yellowknife  
Fort Norman  
Fort Good Hope  
Fort McPherson  
Aklavik

### Market Rent:

Average current rental rates for similar non-subsidized housing units in a community.

### Economic Rent:

Rent calculated based on total operating costs and numbers of bedrooms.

## Family Income In Relation To Rent

### Gross Income

Income received by any family member that includes;

- income from wage employment before any deductions for tax, UIC, etc.
- net income from hunting, trapping and fishing i.e. total revenue less related expenses of a) skidoo costs, b) tents, c) gas and oil, d) traps, e) any other reasonable expense



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- all pensions, unemployment benefits, income supplement payments
- all regular payments from insurance funds, Workers' Compensation, legal settlements and alimony payments
- all income from casual or cash based employment
- all tips and gratuities
- all interest and investment income
- all employer granted housing subsidies and living allowances
- all annuity payments

and excludes:

- Family Allowance and Child Tax Credit payments
- maintenance payments for foster children
- income from the sale of "personal effects"
- lump sum payment of:
  - a) insurance payments
  - b) legal settlements
  - c) inheritance payments
  - d) capital gains payments
  - e) disability payments

**Note:** only if these payments are "one-time lump sum payment" they are not included in income

- living out or travelling allowances where such payments represent out of pocket expenses
- windfall gain, i.e. Loto Canada, bingo, cash for life lottery
- gifts of cash or kind
- loans, grants and bursaries as they relate to education or business enterprise
- earnings of children under the age of 18 in regular attendance at school
- treaty payments

### Assessable Income

Only a portion of the gross income of each member of the family is included in the calculation of the monthly rent. This portion

of the gross income is called Assessable Income and it is equal to the total of the following:

- gross income of the lessee (head of household)
- gross income of the spouse less \$75.00 per month
- gross income less \$75.00 per month for a lessee who is a single parent
- gross income up to \$75.00 per month of all other members of the family but excluding Senior Citizens receiving Old Age Pensions and Disabled Tenants who are regular recipients of Disability Benefits.

## Minimum Rent

The minimum monthly rent for any type of rental unit or tenant is \$32.00.

## Maximum Rent

### Maximum Rent

#### — Northern Rental Program

Maximum rent charged for different bedroom size units in the Northern Rental Program depends on the community where that unit is located.

In homeownership communities, the maximum rent is equal to Economic Rent or Market Rent, whichever is higher. In communities where homeownership is not an alternative, the Maximum Rent will be set after appraisal of the individual units meeting Public Housing supplied facilities, i.e. supplied with heat, water, hot water, stove and refrigerator.

### Maximum Rent

#### — Public Housing Program

In homeownership communities, the Maximum Rent is equal to Economic Rent or Market Rent, whichever is higher.

In communities where homeownership is not an alternative, Maximum Rent will be based on rent charged for similar GNWT staff housing units, using the same defini-

tions and formulae for measuring rentable areas of staff housing, and the rental rates as amended from time to time by the GNWT.

## Rent Assessment

### Procedure for Rent Assessment

To calculate the monthly rent charged to a family living in a rental unit, these steps should be followed:

- A. A Family Income Form will be filled showing the following:
  - number of people living in the unit and their relationship to the head of household
  - total gross income of everyone living in the unit
  - size and type of unit
  - Cost Zone of that community
  - applicable maximum rent
- B. The Housing Association/Authority Manager will then check to insure that all information given on the form is accurate and do the following:
  - calculate the total Assessable income based on the gross income of each member of the family
  - to determine the rent, multiply the total Assessable Income by the applicable percentage of rent\* based on the total amount of Assessable Income and subtract the applicable Territorial Rent Adjustment based on the Cost Zone of that community.

- *The percentage of rent applied to the Assessable Income ranges between 16.7% to 25%, as shown in the Schedule of Rent Percentage Charged to the Monthly Assessable Income chart*

### Schedule of Rent Percentage Charged to the Monthly Assessable Income

Assessable Income	Rent Percentage
\$	%
up to - 200	16.7
201 - 208	17.4
210 - 219	18.1
220 - 228	18.6
229 - 237	19.2
238 - 246	19.7
247 - 255	20.2
256 - 265	20.7
266 - 274	21.2
275 - 283	21.6
284 - 292	22.0
293 - 302	22.3
303 - 311	22.5
312 - 320	22.9
321 - 329	23.1
330 - 339	23.4
340 - 348	23.5
349 - 357	23.9
358 - 366	24.0
367 - 375	24.2
376 - 385	24.5
386 - 394	24.6
395 - 399	24.8
400 and up	25.0

### Rent for Senior Citizens and Disabled Tenants

For Senior Citizens and Disabled Tenants who are regular recipients of Disability benefits and who are the head of household, Housing Associations/Authorities may charge a flat rate of monthly rent no less than the Minimum Rent of \$32.00 per month, and no greater than the rent assessed according to the Rental Scale.

## Territorial Rent Adjustment

### N.W.T. Communities by Cost Zones

#### Cost Zone 1

Enterprise  
Pine Point  
Fort Smith  
Hay River  
Detah  
Yellowknife

#### Cost Zone 2

Fort Liard  
Jean Marie River  
Fort Providence  
Fort Simpson  
Fort Resolution  
Kakisa Lake  
Rae-Edzo

#### Cost Zone 3

Nahanni Butte  
Reliance  
Wrigley  
Aklavik  
Arctic Red River  
Fort Norman  
Inuvik  
Norman Wells  
Fort Good Hope  
Fort McPherson  
Tuktoyaktuk  
Eskimo Point

#### Cost Zone 4

Lac La Martre  
Rae Lakes  
Snowdrift  
Trout Lake  
Colville Lake  
Fort Franklin  
Coral Harbour  
Baker Lake  
Chesterfield Inlet  
Rankin Inlet  
Bathurst Inlet  
Bay Chimo  
Holman Island  
Coppermine  
Cambridge Bay  
Frobisher Bay  
Sanikiluaq  
Hall Beach  
Nanisivik

#### Cost Zone 5

Snare Lake  
Arctic Bay  
Broughton Island  
Cape Dorset  
Igloodik  
Lake Harbour  
Pangnirtung  
Resolute Bay  
Clyde River  
Pond Inlet  
Whale Cove  
Repulse Bay  
Gjoa Haven  
Spence Bay

#### Cost Zone 6

Grise Fiord  
Paulatuk  
Sachs Harbour  
Pelly Bay

## Rent Reduction Scale

(Figures are in dollars)

### Family Size — Number of People

Cost Zone	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	-3	-5	-7	-8	-10	-11	-12	-13	-13	-14	-15	-16	-16	-17
3	-6	-12	-16	-20	-24	-27	-29	-31	-33	-35	-37	-38	-40	-42
4	-9	-16	-23	-28	-34	-38	-41	-44	-46	-49	-51	-54	-56	-59
5	-11	-21	-29	-37	-43	-48	-53	-56	-60	-63	-66	-69	-73	-76
6	-14	-25	-36	-45	-53	-59	-65	-69	-73	-77	-81	-85	-89	-93

# FAMILY INCOME FORM

Date Assessed \_\_\_\_\_

using Association/Authority \_\_\_\_\_

Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

House Number: \_\_\_\_\_ Cost Zone  1  2  3  4  5  6

## Type of House

1. Northern Rental      2. Public Housing

- |                                                                     |                                   |
|---------------------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> 1 Room Unit                                | <input type="checkbox"/> Bachelor |
| <input type="checkbox"/> 1 Bdrm Unit                                | <input type="checkbox"/> 1 Bdrm   |
| <input type="checkbox"/> Plan S12                                   | <input type="checkbox"/> 2 Bdrm   |
| <input type="checkbox"/> 2 Bdrm Unit                                | <input type="checkbox"/> 3 Bdrm   |
| <input type="checkbox"/> 3 Bdrm Units supplied<br>Prior to 1968     | <input type="checkbox"/> 4 Bdrm   |
| <input type="checkbox"/> 3 Bdrm Units supplied<br>in 1968 and since | <input type="checkbox"/> 5 Bdrm   |
| <input type="checkbox"/> 4 Bdrm Units                               |                                   |

Maximum Rent	Name of persons to reside in the House	Relation to Lessee	Date of birth	Name and Address of Employer (If school child give School)	Occupation	Gross Salary from job per month	Other Income per month	Assessable Income
GNWT Staff Housing Rental Rates \$ _____								
Market Rent \$ _____								
Economic Rent \$ _____								

This authorizes employers, any agency or individual to provide the Housing Association/Authority or Housing Corporation with all available information in respect to income received.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Witness \_\_\_\_\_ Lessee \_\_\_\_\_

Total Assessable Income \$ \_\_\_\_\_

× \_\_\_\_\_ % = Rent \$ \_\_\_\_\_

Less: Territorial Rent Adjustment \$ \_\_\_\_\_

Territorial Rent \$ \_\_\_\_\_

## Monthly Basic Living Allowance

### Cost Zone 1 (Sept. 1, 1982)

Household Size	Food	Clothing	Personal Care	Total
1	101.00	20.00	25.00	146.00
2	184.00	40.00	30.00	254.00
3	258.00	60.00	35.00	353.00
4	324.00	80.00	40.00	444.00
5	382.00	100.00	45.00	527.00
6	430.00	120.00	50.00	600.00
7	470.00	140.00	55.00	665.00
8	500.00	160.00	60.00	720.00
9	530.00	180.00	65.00	775.00
10	560.00	200.00	70.00	830.00
11	590.00	220.00	75.00	885.00
12	620.00	240.00	80.00	940.00
13	650.00	260.00	85.00	995.00
14	680.00	280.00	90.00	1050.00

### Cost Zone 3 (Sept. 1, 1982)

Household Size	Food	Clothing	Personal Care	Total
1	126.00	20.00	25.00	171.00
2	230.00	40.00	30.00	300.00
3	322.00	60.00	35.00	417.00
4	405.00	80.00	40.00	525.00
5	477.00	100.00	45.00	622.00
6	537.00	120.00	50.00	707.00
7	587.00	140.00	55.00	782.00
8	625.00	160.00	60.00	845.00
9	662.00	180.00	65.00	907.00
10	699.00	200.00	70.00	969.00
11	736.00	220.00	75.00	1031.00
12	773.00	240.00	80.00	1093.00
13	810.00	260.00	85.00	1155.00
14	847.00	280.00	90.00	1217.00

### Cost Zone 2 (Sept. 1, 1982)

Household Size	Food	Clothing	Personal Care	Total
1	111.00	20.00	25.00	156.00
2	202.00	40.00	30.00	272.00
3	284.00	60.00	35.00	379.00
4	356.00	80.00	40.00	476.00
5	420.00	100.00	45.00	565.00
6	473.00	120.00	50.00	643.00
7	517.00	140.00	55.00	712.00
8	550.00	160.00	60.00	770.00
9	583.00	180.00	65.00	828.00
10	616.00	200.00	70.00	886.00
11	649.00	220.00	75.00	944.00
12	682.00	240.00	80.00	1002.00
13	715.00	260.00	85.00	1060.00
14	748.00	280.00	90.00	1118.00

### Cost Zone 4 (Sept. 1, 1982)

Household Size	Food	Clothing	Personal Care	Total
1	136.00	20.00	25.00	181.00
2	248.00	40.00	30.00	318.00
3	348.00	60.00	35.00	443.00
4	437.00	80.00	40.00	557.00
5	516.00	100.00	45.00	661.00
6	580.00	120.00	50.00	750.00
7	634.00	140.00	55.00	829.00
8	676.00	160.00	60.00	896.00
9	715.00	180.00	65.00	960.00
10	755.00	200.00	70.00	1025.00
11	795.00	220.00	75.00	1090.00
12	835.00	240.00	80.00	1155.00
13	875.00	260.00	85.00	1220.00
14	915.00	280.00	90.00	1285.00

**Cost Zone 5 (Sept. 1, 1982)**

Household Size	Food	Clothing	Personal Care	Total
1	146.00	20.00	25.00	191.00
2	267.00	40.00	30.00	337.00
3	374.00	60.00	35.00	469.00
4	470.00	80.00	40.00	590.00
5	554.00	100.00	45.00	699.00
6	623.00	120.00	50.00	793.00
7	681.00	140.00	55.00	876.00
8	725.00	160.00	60.00	945.00
9	768.00	180.00	65.00	1013.00
10	811.00	200.00	70.00	1081.00
11	854.00	220.00	75.00	1149.00
12	897.00	240.00	80.00	1217.00
13	940.00	260.00	85.00	1285.00
14	983.00	280.00	90.00	1353.00

**Cost Zone 6 (Sept. 1, 1982)**

Household Size	Food	Clothing	Personal Care	Total
1	157.00	20.00	25.00	202.00
2	285.00	40.00	30.00	355.00
3	400.00	60.00	35.00	495.00
4	502.00	80.00	40.00	622.00
5	592.00	100.00	45.00	737.00
6	666.00	120.00	50.00	836.00
7	728.00	140.00	55.00	923.00
8	775.00	160.00	60.00	995.00
9	821.00	180.00	65.00	1066.00
10	867.00	200.00	70.00	1137.00
11	913.00	220.00	75.00	1208.00
12	959.00	240.00	80.00	1279.00
13	1005.00	260.00	85.00	1350.00
14	1051.00	280.00	90.00	1421.00

**Calculation of Economic Rent**

Economic rents for different number of bedroom units are determined by dividing the expected total operating costs including amortization of all Public Housing Projects in one community by the total number of Public Housing units in the community and using the rentable room per annum factor (RRA).

To calculate the RRA, add 2½ to the bedroom count of each unit type and multiply by the number of units. For bachelor units add ½ to the basic 2½ rooms.

**Example:**

The total operating cost for all Public Housing Projects in community (x) was \$316,000. These projects consist of 18 - 2BR units, 25 - 3 BR units and 15 - 4 BR units.

$$\begin{aligned}
 18 \times (2 + 2\frac{1}{2}) &= 81 \\
 25 \times (3 + 2\frac{1}{2}) &= 137.5 \\
 15 \times (4 + 2\frac{1}{2}) &= 97.5 \\
 \hline
 &= 316 \text{ RRA}
 \end{aligned}$$

$$\begin{aligned}
 \$316,000 \div 316 &= \$1,000 \text{ per RRA} \\
 \$1,000 \div 12 &= \$83.33 \text{ per month}
 \end{aligned}$$

$$\text{Economic Rent for a 2 BR unit} = \$83.33 \times (2 + 2\frac{1}{2}) = \$375/\text{month}$$

$$\text{Economic Rent for a 3 BR unit} = \$83.33 \times (3 + 2\frac{1}{2}) = \$458/\text{month}$$

$$\text{Economic Rent for a 4 BR unit} = \$83.33 \times (4 + 2\frac{1}{2}) = \$542/\text{month}$$

The same formula (RRA) used in Public Housing, should also be used in the calculation of Economic Rent in the Northern Rental Program.



## Policy on Measuring Rentable Areas of Staff Housing Units

Government of the Northwest Territories  
 Department of Public Works  
 Standard Operating Procedure  
 S.O.P. No.: 3.0.02 Issue: 2  
 Date: 7/7/78

### Measuring Rentable Areas of Staff Housing Units

#### Purpose:

To standardize the measuring of rentable areas in staff housing.

#### Background:

Rents and utility charges for staff housing units are based upon the areas of the units which can be considered as finished useable space and other areas which comprise convenience space. It is therefore essential that a uniform standard be established for the determination of those areas.

"Finished" space is space where the floors, walls and ceilings have finished surfaces and which is insulated and provided with means of heating, such as register(s), radiator(s), baseboard unit(s), etc. Painted concrete floors, or subfloors without both underlay and linoleum, tile or carpet, are not considered as finished.

#### Policy:

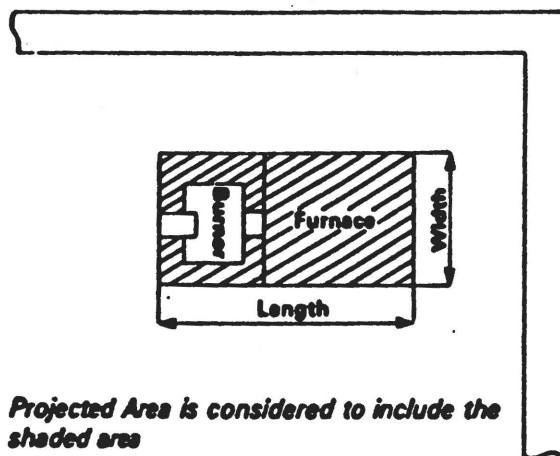
The method of determining rentable areas in staff housing shown in the "Implementation" section of this SOP shall be used for all staff housing units provided by the Government of the NWT to staff and contract employees.

#### Implementation:

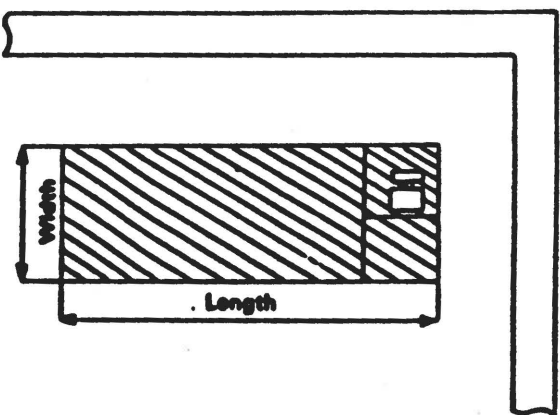
1. There are two kinds of areas which shall be determined separately in staff housing units:
  - Finished Useable Area; and,
  - Other Convenience Area.
2. Finished Useable Area shall be defined as the whole finished and heated area within the interior surfaces of the exterior walls of the unit including the area occupied by interior partitions and stairways, but excluding any space where the headroom is less than 1.981 metres (6 feet 6 inches). This area includes finished utility rooms and heated porches. The area occupied by a furnace, water storage tank (excluding hot water tanks), or a sewage collection tank in a finished useable area shall not be counted as finished useable area. The area so deducted shall be the area occupied by any enclosure or, if unenclosed, the projected floor area of the furnace and burner or tank, excluding all ducts and pipes. (Note — Projected areas are computed using the longest back-to-front and side-to-side dimensions of the object. See Attachment 1 to this SOP).
3. Other Convenience Area shall be defined as all other enclosed area not falling within the definition above and with headroom not less than 1.981 metres (6 feet 6 inches) which may be unfinished or unheated or both, including the area of attached or detached garages and storage sheds (except those constructed by the current occupant at his cost), and heated but separate storage lockers in apartment buildings. The area deducted from finished useable area for a furnace or tanks shall be included in other convenience space. (Note — Area with headroom less than 1.981 metres is not included in either finished useable area nor in other convenience area. See Attachment 1 to this SOP for measurement of stairways.)

4. Any space in a unit which is occupied by a pump serving several units shall be deducted from both finished and other convenience area.
5. Where only two units share common space such as a utility room, that space shall be divided equally between the two units.
6. In multiple unit buildings which include common areas such as corridors, the area of a unit shall include the area occupied by the partition separating the unit from the common area and shall include half of the area occupied by any partition(s) separating that unit and other adjacent unit(s). In all cases, the thickness of partitions separating adjacent units is assumed to be 0.114 metre even though it may be thicker.
7. If the current occupant finishes unfinished space with prior approval by DPW, the area shall continue to be counted as Other Useable Area during the remainder of that occupancy, but that finished space shall be counted as Finished Useable Area for subsequent occupants.
8. Any unfinished space which is finished by DPW or the owner during the period of an occupancy shall immediately on completion be counted as Finished Useable Area.
9. Utility Charges based on area shall apply only to Finished Useable Area.

#### Measurement of Projected Area of Furnaces

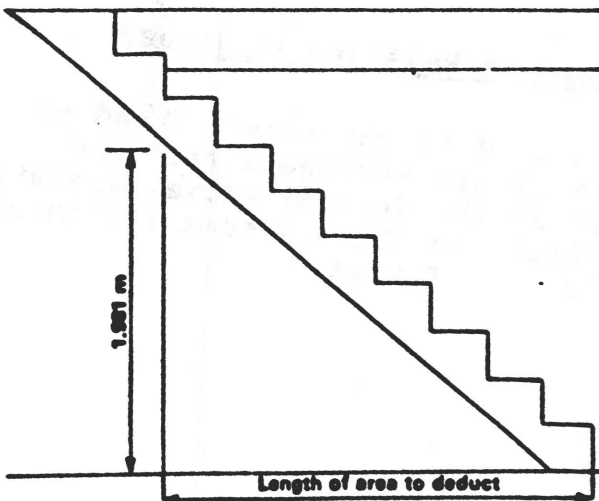


#### Measurement of Projected Area of Tanks

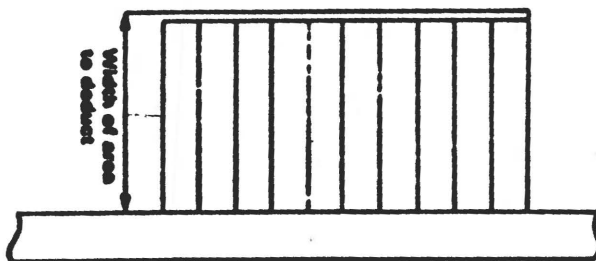


### Measurement of Stairways

1. Upper floor(s) served by stairway is to have no area deducted for stairway opening.
2. Lower or lowest floor to be measured as follows:



### Elevation



### Plan View

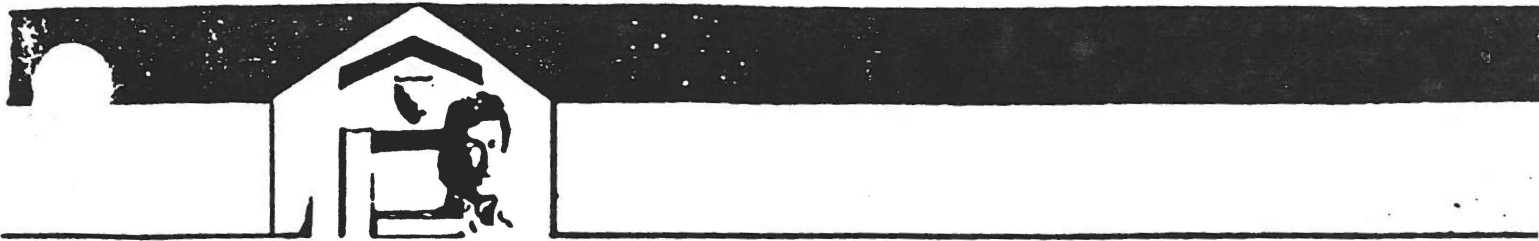
*Area with headroom less than 1.981 is not counted in either finished space or other space.*

## GNWT Staff Housing Rental Rates

(Effective January 1, 1983)

Base Charge	— \$30.10 m <sup>2</sup> /annum for houses
	— \$26.40 m <sup>2</sup> /annum for apts.
Utilities fuel	— \$10.04 m <sup>2</sup> /annum
power	— \$ 9.06 m <sup>2</sup> /annum
water	— \$ 2.85 m <sup>2</sup> /annum
Other Space	— \$ 4.03 m <sup>2</sup> /annum

*note: m<sup>2</sup> = square metres*



# Rent Assessment

01/83

## PROCEDURAL DIRECTIVE No. 1

### Social Assistance Payments in Relation to Income

"Any financial assistance provided to the Lessee (head of the household) and/or members of his household from the Department of Social Services in the form of Social Assistance payments should be excluded from the Gross Income and should not be entered in the calculation of rent."



# Rent Assessment

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## PROCEDURAL DIRECTIVE NO. 2

### Public Housing Program - Maximum Rent G.N.W.T. Staff Housing Rental Rates

In reference to page 11 of the N.W.T.H.C. Rent Scale, the G.N.W.T. staff Housing Rental Rates has been increased to the following, affective September 1, 1983:

Base Charge - \$ 31.60 M<sup>2</sup>/annum for houses  
- \$ 27.72 M<sup>2</sup>/annum for apts.

Utilities, fuel - \$ 10.64 M<sup>2</sup>/annum  
power - \$ 9.06 M<sup>2</sup>/annum  
water - \$ 3.02 M<sup>2</sup>/annum

Other Space - \$ 4.23 M<sup>2</sup>/annum

Since maximum rent in public housing program in communities where homeownership is not an alternative are based on the above formulae, please adjust rent maximums to reflect the new rates.

For existing tenants who are actually paying current maximum rents, the three months notice should apply.