

Housing Policy

Approved by Council on July 8, 2026.

Effective Date: July 8, 2026

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Section 1. Introduction

Housing plays a vital role in the healthy well-being of our community and Citizens.

VGFN has an obligation to provide housing to its Citizens in accordance with Gwich'in traditional laws and legal principles, the VGFN Constitution, Final Agreement, and Self-Government Agreement.

Rental housing units are made available in many forms – for example, individual houses, duplexes, a multi-plex, and the Home of the Wise Ones/Elder's Complex – designed for the northern environment, built to appropriate standards and building codes, and located to suit the lifestyle of VGFN Citizens and other Residents, and the growth pattern of the community of Old Crow.

The business of building, maintaining, and renovating houses and other rental housing units contributes to the economic growth of VGFN and Old Crow. Rent and other payment arrangements made by Tenants are part of the housing revenue stream and are important to support the long-term sustainability of the VGFN Housing Program.

As the principal landlord in Old Crow, VGFN requires all Tenants to be Residents of Old Crow to ensure that rental housing units are being used by people who live in the community and are in need of housing. This requirement also helps minimize the number of unoccupied housing units in Old Crow, which can lead to the deterioration of our buildings and homes, and detract from the vibrant, proud community we have established.

As with the ever-changing lifestyle of Old Crow Residents, this Housing Policy (Policy) will also change to respond to shifts in community and individual needs along with any changes in legislation.

Section 2. Scope

Authority:

This Policy was issued under the authority of the Chief and Council meeting held on July 8, 2026

Application:

The scope of this Policy is focused on ensuring the sound delivery of appropriate housing programs and services to Residents, including the administration of housing through the Department of Government Services, the fair allocation of units to eligible Residents, and the maintenance, and renovation of VGFN-owned units.

This Policy applies to VGFN including its Chief and Council, the Disbursement Committee in relation to its housing-related duties, and the Department of Government Services as the Landlord of VGFN rental housing units, and to all existing and prospective Tenants.

Policy Amendment Record:

Section	Date Approved	Description of Policy Amendment
Introduction	July 8, 2026	Added language on VGFN's mandate.
Definitions	July 8, 2026	Added new definitions.
Section 8. Review	July 8, 2026	Added section.
Section 6.A.5	July 8, 2026	Added provision to clarify amendment process.
Section 2. Scope	July 8, 2026	Simplified for readability, and to ensure that it more accurately captures who this Policy applies to.
Section 8. Roles and Responsibilities	July 8, 2026	Added Department of Government Services' role.
Section 6.C. Protection of Rental Unit during Tenant's Absence	July 8, 2026	New section.
Section 6.F.3	July 8, 2026	Provision revised for clarity.
Section 6.G. Tenancy Agreement	July 8, 2026	Revised and re-ordered for clarity.
Section 6.H. Tenancy Agreement Renewal	July 8, 2026	New section.
Section 6.J.2	July 8, 2026	Added new provision.

Section 3. Principles and Intent

VGFN considers housing to be a basic human right and believes that every Resident of Old Crow has the right to adequate, safe, healthy, affordable housing suitable to their needs.

The housing needs of Residents shall be met to the best of VGFN's ability in a fair and equitable manner, and Residents shall be treated fairly in all housing matters, without discrimination, family influence or political decision making.

VGFN rental housing programs and services will be administered in accordance with the RTA.

VGFN is committed to working with Tenants to resolve issues and concerns quickly, fairly and appropriately. Tenants are expected to play an active role in the care and maintenance of their rental housing units.

Holistic Case Management

VGFN is committed to using a holistic case management approach to address the financial, social, health and wellness concerns of Residents on a case-by-case basis.

Where practical, the Department of Government Services will work with other departments to meet the needs of Residents and to case manage situations where a Resident requires other services to maintain good housing standards.

The case management approach will be applied and used as fairly and consistently as practical, to avoid conflicts of interest.

VGFN strives to resolve housing issues with fairness, compassion, and consideration of VGFN traditional and cultural values. Evictions are seen as a last resort once all other options have been exhausted.

Section 4. Policy Core Objectives

The purpose of this Policy is to:

- establish guiding principles;
- define roles and responsibilities;
- describe the various housing programs and services offered by VGFN;
- set out the eligibility for the housing programs; and
- describe the tenancy agreement process and related procedures.

This Policy includes a section on Elders' Housing to describe the housing-related services available to Elders; and a section on Employee Housing to describe the housing-related services available to VGFN employees.

This Policy is not intended to address broader matters such as community growth patterns, or the long-term supply of housing for the community, nor is it intended to address matters of social housing or supported living.

Section 5. Definitions

Many of the terms used in this Policy are defined in the RTA. Definitions given here are specific to this Policy. If there is a conflict between these definitions and those in the RTA, the latter prevails.

“Absence-Related Damage” means any damage that could have been avoided or reduced if the rental housing unit was appropriately monitored for weather-related or similar issues (for example water damage, frozen pipes, frozen water heaters/tanks, or damage caused by animals/pests), and such issues were addressed promptly.

“Arrears” means any money owed by the Tenant to VGFN that is late or overdue.

“Department of Government Services” means VGFN’s Department of Government Services.

“Disbursement Committee” means the committee established by Council Resolution 02-17-2023-#04.

“Elder” means a Citizen who is sixty (60) years of age or older, as defined in the VGFN Constitution.

“Employee” means any employee of VGFN, including contract and casual employees.

“Eviction” means the legal action taken by VGFN to remove a Tenant from a rental housing unit for failing to honour the conditions of their Tenancy Agreement and this Policy.

“Home-Based Business” means any commercial or industrial undertaking, including the provision of professional, personal, or other services for the purpose of gain or profit, carried on within a rental housing unit, but does not include:

- remote working arrangements, whereby an individual employed by a separate company conducts their work from the rental housing unit, or
- any activities carried on by the Vuntut Gwitchin First Nation, its agencies, or corporations.

“Landlord” means the Department of Government Services on behalf of the Vuntut Gwitchin First Nation, as owner of the rental housing units.

“Resident”, “Residence” or “Residency” means a person who lives on Vuntut Gwitchin Settlement Land for at least 245 days out of any 365-day period, but who may or may not be a Citizen of the Vuntut Gwitchin First Nation.

“RTA” means the Yukon Government’s Residential Tenancies Act, S.Y. 2025, c. 7 and its regulations, as may be amended from time to time.

“Social Assistance” means financial aid, goods, or services a government provides to individuals who require support to cover basic necessities including, but not limited to, food, shelter, utilities, transportation, health care, and/or clothing.

“Tenancy Agreement” means a written agreement between VGFN and a Tenant for the right to occupy a rental housing unit.

“Tenant” means a person who signed a Tenancy Agreement or is otherwise responsible for the obligations of a Tenant.

“VGFN” means the Vuntut Gwitchin First Nation.

Section 6. Policy Provisions

A. Approval, Review, Amendments

1. This Policy was first approved by VGFN Chief and Council Resolution 01-04-2024-#77 on January 4, 2024 (to replace a 2006 version) and became effective as of that date.
2. The VGFN administration may present proposed amendments to this Policy to VGFN Chief and Council for approval, and the decision of Council as to whether to approve the amendments shall be final.
3. This Policy may only be amended through Chief and Council Resolution.
4. When an amendment is approved by Council Resolution, the Department of Government Services shall:
 - if the amendment materially impacts any Tenant(s), provide the Tenant(s) with a written notice of the amendment within thirty (30) working days of its approval;
 - post the amendment at the administration office and on the VGFN website for a minimum of thirty (30) days; and
 - note the amendment on the Policy's amendment list included in Section 2 (Scope).

B. Rental Housing

1. The terms and conditions outlined in this Policy comply with the provisions of the RTA. If there is a discrepancy between this Policy and the RTA, the RTA prevails.
2. The Department of Government Services, in its capacity as Landlord, delivers housing-related services for VGFN including, but not limited to:
 - a) Providing rental housing units in a reasonable state of repair suitable for occupation by the Tenant(s).
 - b) Prioritizing and overseeing routine repairs, renovations, and maintenance in a cost-effective manner.
 - c) Receiving applications for rental housing.
 - d) Administering the rental housing unit allocation system in coordination with the Disbursement Committee.
 - e) Making recommendations to the Disbursement Committee regarding rental housing unit allocations.
 - f) Providing advice to Residents on housing matters generally, and on specific issues related to rental housing units such as understanding the Tenancy Agreement, and services offered by the Yukon Government Residential Tenancies Office.
 - g) Collecting rent and issuing receipts.
 - h) Working with other VGFN departments as appropriate in applying a holistic case management approach to meeting the needs of Residents.
 - i) Advising Chief and Council and other VGFN departments on housing matters, as needed.
3. Tenants have a number of responsibilities, including:
 - a) Acting sincerely and truthfully when making an application for VGFN housing.
 - b) Abiding by the RTA, their Tenancy Agreement, and this Policy.

- c) Maintaining Old Crow as their Residence and advising the Department of Government Services if they become a resident outside of Old Crow.
 - d) Paying their rent in full and on time.
 - e) Obtaining and paying for the cost of insurance to cover their contents and personal property. VGFN is not responsible for the contents and personal belongings of the Tenant(s).
 - f) Maintaining reasonable health, cleanliness, and sanitary standards throughout the rental housing unit and the other residential property to which they have access, such as cleaning regularly especially kitchen and bathroom areas to prevent mold or mildew growth.
 - g) Carrying out the day-to-day upkeep, and minor maintenance tasks such as clogged drains and maintaining smoke alarms.
 - h) Immediately notifying the Department of Government Services of repairs that are required, such as broken windows, damage to walls, any breaks or defects in the water, heating or electrical systems.
4. Tenants are responsible for damage caused by themselves and/or their guests and may be billed for the cost of repairs.
 5. Tenants cannot operate a Home-Based Business within their rental housing unit unless they have obtained:
 - prior written permission from the Department of Government Services; and
 - a valid business licence from VGFN.

C. Protection of Rental Unit during Tenant's Absence

1. Tenants who will be absent from their rental housing unit for any period of time must make arrangements to protect their rental housing unit from Absence-Related Damage. Should any such damage occur, Tenants must immediately report the damage to VGFN and promptly arrange for repairs at their own expense, and to VGFN's full satisfaction.
2. To reduce the risk of having to pay for Absence-Related Damage, Tenants who will be absent from their rental housing unit must provide the following to the Department of Government Services at least two (2) business days prior to their departure:
 - a) notice of the expected timeline and duration of the intended absence;
 - b) consent for VGFN to enter the rental housing unit, to take appropriate measures to winterize or otherwise protect the rental housing unit from Absence-Related Damage and to recommission it upon the Tenant's scheduled return date;
 - c) an undertaking to pay VGFN for the services described in subparagraph (b) in accordance with the fee schedule set out in Section 9 (Schedule A), as amended from time-to-time;
 - d) contact information where the Tenant can be reached throughout the duration of their absence; and
 - e) contact information for a contact designated by the Tenant, who will be located within Old Crow throughout the Tenant's absence and able to monitor the unit daily or as needed.
3. VGFN reserves the right to waive all or a portion of the fees set out in Section 9. (Schedule A) for Elders or other Tenants for whom such fees may cause undue hardship, as determined in accordance with the principles set out in Section 3 (Principles and Intent) of this Policy.

4. VGFN may waive some or all of the requirements in provision C.2, and the fees in Section 9 (Schedule A) in emergency circumstances. However, Tenants should still endeavor to provide notice of any absence as soon as reasonably possible.

D. Eligibility

1. To be eligible for a rental housing unit, an applicant must meet the following criteria:
 - a) be a Resident of Old Crow, or intend to become a Resident;
 - b) be a Tenant of only one rental housing unit at any given time;
 - c) not own their own home in Old Crow;
 - d) be eighteen (18) years of age or older;
 - e) provide full disclosure of all “no contact orders” or such other orders, restrictions, or instruments that are in place;
 - f) not be in arrears or have outstanding money owing to VGFN; or must be in a repayment agreement with VGFN;
 - g) be able to provide at least one satisfactory reference from a recent landlord or character reference from a reliable source (e.g., an employer, teacher);
 - h) be able to demonstrate (through a bank account statement or other means) that they can provide the first month's rent and the security deposit (equal to one month's rent) at the time the Tenancy Agreement is signed; and
 - i) not have been evicted for reasons of damage, disruption, illegal activity, or other reasons listed in section 52 of the RTA within the previous three (3) years.
2. In order to be eligible to renew their Tenancy Agreement each year, Tenants must maintain Residency in their rental housing unit in Old Crow, and continue to meet the additional criteria set out in provision D.1.

E. Application Process

1. Applications for rental housing are accepted year-round.
2. Applications must be submitted in person or by email to the Department of Government Services, after which they will be stamped with a received date and recorded in a housing application logbook.
3. Applicants must meet with a representative of the Department of Government Services, who will review the application to ensure all required information has been provided, to confirm applicants meet the eligibility requirements, and to explain the housing allocation (points rating) system.
4. If the required information is not provided, the applicant will be asked to resubmit the application once the information is available.
5. Applicants must identify the number of bedrooms required, and the rationale, as this is a key aspect of the housing allocation decision.
6. If applicants fail to provide full disclosure, they will be required to resubmit the application with the proper and full information before their application can be processed.

F. Allocation

1. Applications are sorted into three categories: single unit, two-bedroom units, and three (or more) bedroom units.
2. VGFN's Disbursement Committee will determine the priority of each application and allocate rental housing units accordingly. This system balances each applicant's needs with the available rental housing unit stock.
3. Priority is based on a number of factors including whether an applicant:
 - a) is a victim of recent violence or abuse (as evidenced by court or affidavits from relevant VGFN departments and other agencies);
 - b) is houseless, or experiencing housing insecurity (e.g. couch surfing);
 - c) is elderly, disabled, or dealing with a serious medical condition (as evidenced by appropriate documentation where necessary);
 - d) is a single parent;
 - e) requires housing to support family reunification;
 - f) currently lives in inappropriate accommodation (as verified by the Department of Government Services), for example not enough bedrooms for the size and composition of the household;
 - g) is in an emergency situation (i.e. vacated from home due to fire or an event outside the individual's control);
 - h) is a young adult who has recently been in the child and family care system;
 - i) is low income;
 - j) owes arrears or has an approved repayment plan;
 - k) has been on the waiting list for a long time; and
 - l) is currently in Old Crow.
4. The list of housing applicants and rental housing applications are confidential.
5. When new or recently vacated rental housing units become available, the Department of Government Services will forward recommendations for placements to the Disbursement Committee for its consideration.
6. The Disbursement Committee is not bound to decide based solely on the allocation and the recommendation of the Department of Government Services. It has the discretion to allocate housing to applicants based on other criteria it deems fit to consider, provided that the decision is fair given the circumstances, and free from discrimination, family influence, or political decision making.

G. Tenancy Agreement

1. A Tenancy Agreement is a legal document that sets out the rights and responsibilities of the Landlord and Tenant(s).
2. VGFN's standard Tenancy Agreement template is based on the Yukon Government's Tenancy Agreement Template.
3. All Tenancy Agreements VGFN enters into will be in writing. VGFN does not enter into verbal Tenancy Agreements.

4. All Tenancy Agreements will be for a fixed term, and will include a requirement that the Tenant(s) vacate the rental housing unit at the end of the fixed term, in order to ensure rental housing units continue to remain available for those who need them and are living within the community.
5. Once the applicant has accepted the offer of a rental housing unit, and prior to signing a Tenancy Agreement, a representative of the Department of Government Services will:
 - meet with the applicant(s) to explain:
 - the standard Tenancy Agreement;
 - the responsibilities of the Department of Government Services as Landlord and the applicant, as Tenant(s); and
 - the potential consequences of breaching the Tenancy Agreement and/or this Policy.
 - make a record of their meeting with the applicant to be retained in the Tenant's file.
6. All individuals nineteen (19) years of age or older who will reside in the rental housing unit must sign the Tenancy Agreement prior to occupancy.
 - VGFN also strongly encourages individuals who are eighteen (18) years of age to sign the Tenancy Agreement prior to occupancy.
7. There must be full disclosure of all potential occupants including any minors, and whether there are any "no contact orders" in place.
8. The Tenant(s) will be provided with a copy of the Tenancy Agreement, this Policy, and if requested, applicable laws, bylaws, rules, or regulations.

H. Tenancy Agreement Renewal

1. The Department of Government Services will review each Tenancy Agreement prior to its anniversary date.
2. VGFN may, in its sole discretion and on the recommendation of the Department of Government Services, agree to negotiate and enter into a new Tenancy Agreement with existing Tenants who continue to meet the eligibility criteria set out in Section D (Eligibility).
3. VGFN reserves the right to waive some or all of the requirements set out in Section D (Eligibility) in exceptional circumstances, and to enter into a new Tenancy Agreement with existing Tenants who do not meet all of the criteria, but are in need of housing in VGFN's sole discretion.
4. If existing Tenants do not enter into a new Tenancy Agreement with VGFN and fail to fully vacate their rental housing unit at the end of their Tenancy, VGFN may seek orders for possession of the rental housing unit from the overholding Tenant(s), and/or for removal or disposal of any abandoned property, in accordance with relevant provisions of the RTA.

I. Rent

1. Rental rates may be reviewed by the Department of Government Services in consultation with Chief and Council. Rental increases will only be made in accordance with the RTA, including for successive fixed term tenancies.
2. Rent is due on the first day of each month to the Department of Government Services.

3. Once a year, the Department of Government Services will provide each Tenant with a statement of account confirming payments received and/or payable for the previous calendar year.
4. Social Assistance, for eligible clients, may pay rent, exclusive of utilities and services, directly to the Department of Government Services.
5. Tenants who pay their rent on time for a minimum of twelve (12) months and who maintain the property as required by the Tenancy Agreement are eligible for a 50% reduction for the month following 12 consecutive months of good standing. The next 12-month period starts with the month for which rent is reduced.
6. Rent not paid on or before the first day of each month is in arrears.
7. VGFN recognizes that Tenants may not be able to pay their rent on time due to unforeseen circumstances. If that happens, the Tenant(s) must immediately contact the Department of Government Services to explain the situation and work out a repayment schedule to suspend any potential arrears.
8. On the fifth working day of the month after non-payment of rent, the Department of Government Services will issue a first written notice to the Tenant(s). The first notice will remind the Tenant(s) the account is in arrears and that they must pay their rent in full or meet with the Department of Government Services to enter into a written agreement to repay the amount owed and the consequences of failing to pay the arrears. The Department of Government Services will contact the Tenant(s) in an effort to resolve the arrears.
9. On the tenth working day of the month, if the Tenant(s) in arrears has failed to contact the Department of Government Services, the department will issue a second written notice to the Tenant(s). A representative of the Department of Government Services will contact the Tenant(s) by email, phone and/or visit the rental housing unit.
10. On the last calendar day of the month, if the Tenant(s) has neither paid the arrears in full nor entered into a repayment agreement, the Department of Government Services will issue a third written notice. The notice will confirm the Tenant(s) has ten (10) working days to pay the arrears in full or to meet with the Department of Government Services and enter into a written repayment agreement. The notice will confirm that failing to repay the arrears in full or enter into a repayment agreement will result in the Department of Government Services issuing a notice to terminate the tenancy due to a non-payment of rent and/or to implement collection processes.
11. Ten (10) days after the third and final notice, if the Tenant(s) has failed to respond, the Department of Government Services may give notice to end the tenancy in accordance with relevant provisions of the RTA.

J. Security & Pet Deposits

1. VGFN may charge a security deposit from Tenant(s).
2. VGFN may charge a pet deposit from Tenant(s).
3. VGFN reserves the right to garnish wages from any VGFN Employee for debt or damage to a rental housing unit that occurs under a Tenancy Agreement.

K. Subletting

1. VGFN generally does not allow assignment or long-term subletting by Tenant(s) of rental housing units because there is usually a waitlist for housing in Old Crow, as the demand usually far exceeds the supply. VGFN is responsible for managing this waitlist holistically in accordance with the principles set out in Section 3 (Principles

and Intent) and Section 6.F (Allocation) of this Policy, to ensure those who are most in need of housing services are able to receive them.

2. However, VGFN will consent to subletting for short periods of time provided the following criteria are met:
 - the Tenant(s) has provided:
 - a) a written explanation of the reason for their absence from the community (for example, for medical reasons, education, family emergencies, or employment); and
 - b) confirmation the Tenant(s) absence from the community is expected to be temporary, and that they intend to return to the unit thereafter.
 - the individual to whom the Tenant(s) proposes to sublet:
 - a) is, in the sole discretion of VGFN, determined to be a suitable sub-Tenant;
 - b) has obtained VGFN's written permission to sublet the rental housing unit in question; and
 - c) has completed all required forms.

L. Evictions

1. VGFN uses a holistic case management approach before pursuing eviction, and, as necessary, to handle evictions with fairness, compassion, and consideration of VGFN traditional and cultural values.
2. Any evictions will be carried out in accordance with the RTA.
3. VGFN views evictions as a last resort once all other options have been exhausted.

M. Inspections and Tenant Damage

1. The Tenant(s) and a representative of the Department of Government Services will carry out a condition inspection at the start of each tenancy, as required by, and in accordance with, the RTA.
2. A representative of the Department of Government Services will complete a condition inspection report. Both the Department of Government Services and the Tenant(s) will sign the condition inspection report and the representative will provide the Tenant(s) a copy of the report within fourteen (14) days after the condition inspection is completed.
3. If damage to a rental housing unit or common area is caused by the actions or negligence of a Tenant(s) or a guest of the Tenant(s), the Tenant(s) is responsible for the cost to repair the damage and must:
 - notify the Department of Government Services as soon as practicable after the damage occurs; and
 - have the damage repaired, unless otherwise agreed to by the Tenant(s) and the Department of Government Services.
4. VGFN reserves the right to charge back for repairs to damages and to garnish wages.
5. The Tenant(s) and the Department of Government Services together will inspect the condition of the rental housing unit at the end of the tenancy.
6. A representative of the Department of Government Services will complete an end-of-tenancy condition inspection report. Both the Department of Government Services and Tenant(s) must sign the condition inspection report and

the Department of Government Services must provide the Tenant(s) a copy of the report within seven (7) days after the condition inspection is completed.

N. Maintenance, Repairs and Renovations

1. The Tenant(s) are responsible for maintaining reasonable health, cleanliness, and sanitary standards throughout the rental housing unit and the associated residential property to which they have access. This includes the day-to-day upkeep, and minor maintenance tasks, including:
 - a) repairing plugged toilets, sinks, and drains;
 - b) replacing light bulbs, fluorescent tubes, light shades, and globes;
 - c) replacing or installing weather stripping;
 - d) replacing and tightening hinge screws and door pulls;
 - e) keeping the unit and property free from garbage, debris, and materials that may be a fire, health, safety, or environmental hazard, such as abandoned vehicles, appliances, or other equipment;
 - f) replacing batteries required in appliances and safety equipment (e.g. smoke and CO2 alarms); and
 - g) exterior care such as yard maintenance.
2. The Tenant(s) are required to immediately inform the Department of Government Services if the fire safety equipment in the rental housing unit stops working, and to immediately report any emergency repairs required, including any break or defect in plumbing, heating, or electrical systems.
3. The Tenant(s) are responsible for filing a police report and contacting the Department of Government Services if damage to the rental housing unit and/or property has resulted from vandalism or willful damage.
4. The Department of Government Services will carry out a repair and renovation program to ensure rental housing units continue to meet the minimum rental standards identified in the RTA, so that all rental housing units and residential properties are safe, sanitary, and fit for human habitation.

O. Terminating the Tenancy Agreement

1. The Department of Government Services may terminate a Tenancy Agreement with cause if the Tenant(s):
 - a) does not pay rent or rental arrears;
 - b) uses the home to conduct illegal or criminal acts;
 - c) creates excessive noise and disturbs the neighbours;
 - d) willfully or negligently causes significant damage to the rental housing unit or common areas;
 - e) abandons the property – abandonment is when the Tenant gives up the tenancy and possession of the rental housing unit without proper notice to the Landlord;
 - f) breaches a material term of the Tenancy Agreement, or this Policy; or
 - g) commits any breaches found in section 52 (“Landlord’s notice for cause”) of the RTA.

P. Disputes

1. Tenants are encouraged to raise any grievances or complaints with the Department of Government Services in a respectful manner in accordance with VGFN's Respectful Behaviour Policy. Likewise, the Department of Government Services will treat all Tenants in a respectful and fair manner.
2. The Department of Government Services will make best efforts to resolve issues and concerns quickly, fairly, and appropriately. Disputes between two or more Tenants may be beyond the jurisdiction of the Department of Government Services. In such cases, the VGFN Executive Director or their designate will determine the appropriate body to remedy the situation.
3. If Tenant(s) are not satisfied with how a situation has been resolved by VGFN, they may apply for dispute resolution with the Yukon Government's Residential Tenancies Office and avail themselves of the dispute resolution mechanisms in the RTA.

Q. Pets

1. VGFN allows up to two pets (cat or dog) in a rental housing unit provided the Tenant maintains a safe and sanitary environment for all Tenants, VGFN Employees, and the general public and the physical condition of the rental housing unit and surrounding property is preserved.
2. If Tenant(s) wish to keep more than two pets, they must seek written permission from the Department of Government Services. Request for permission must include information on the size of the pets and how they will be housed.
3. Tenant(s) who receive approval to keep a pet in a rental housing unit must:
 - a) ensure that each pet wears a tag displaying the name, address and telephone number of the Tenant;
 - b) not allow the pets outside the rental housing unit or property unless each pet is on a leash and under the control of the owner;
 - c) not allow the pets to bark excessively while tied up in the yard;
 - d) keep their rental housing unit and surrounding area free of pet odors, insect infestation, pet waste and litter;
 - e) maintain the rental housing unit in a sanitary condition at all times;
 - f) collect and properly dispose of their pets' waste; and
 - g) ensure that the rights of other Residents to peace and quiet, enjoyment, health and safety is not diminished because of a Tenant's pets.
4. The Department of Government Services will investigate any complaints about Tenants' pets and issue a thirty (30) day notice to comply with this Policy or activate other VGFN policies on dog control.

R. Elders' Housing

1. VGFN values and respects the knowledge and wisdom of Elders as they pertain to housing matters, for example regarding past community development, housing use patterns, and other historical issues.
2. In the housing allocation system, Elders are considered one of the highest priority candidates for housing.

3. VGFN recognizes that Elders may benefit from additional assistance on housing matters, for example understanding their obligations as Tenants, completion of paperwork, and requesting maintenance or repairs for their home.
4. While recognizing that as Tenants, Elders have the responsibility for the day-to-day upkeep and minor maintenance tasks for their rental housing unit, Elders may request assistance with such tasks from the Department of Government Services. The cost of such maintenance tasks will be borne by VGFN. The Department of Government Services does not cover capital cost upgrades or repairs as a matter of maintenance.

S. Employee Housing

1. This section applies in relation to all housing administered by the Department of Government Services, as Landlord, for the benefit of Employees living in Old Crow longer than three (3) weeks. Short term staff housing is addressed through short term accommodations.
2. VGFN and any Employees receiving housing under this Policy are subject to the RTA as well as any applicable legislation administered by the Canada Revenue Agency (CRA).
3. Principles for Employee housing:
 - Access to Employee housing is not an entitlement of, or benefit owing to Employees.
 - The availability, affordability, suitability, and quality of housing in Old Crow is integral to the delivery of VGFN programs and services.
 - VGFN's role in providing housing for Employees is to help address a lack of housing options in Old Crow that may hinder the recruitment and retention of Employees.
 - VGFN's approach to housing for Employees should, where feasible, facilitate economic growth opportunities in Old Crow and for VGFN.
4. An Employee is eligible for housing under this Policy if:
 - the Employee is hired from outside of their home community;
 - the Employee is hired into a position considered critical to the delivery of a VGFN program in Old Crow;
 - the Employee, either by themselves or with their spouse or others, does not have a legal interest in a residential dwelling in Old Crow; and
 - the Employee has no Tenant arrears with VGFN or evictions by VGFN within the three (3) years preceding the date of the application to VGFN for housing as an Employee.
5. VGFN is responsible for assigning rental housing units to Employees from within VGFN's available housing stock.
6. The Department of Government Services will work with VGFN's Department of Human Resources to find suitable housing for Employees. The Department of Government Services will determine the availability of rental housing units and define the purpose for which the units may be utilized (e.g., short-term, family, single, shared). This may include setting aside specific rental housing units for specific needs (e.g., Employees undertaking temporary, relief, or seasonal work, or where a unit has been modified for a specific program delivery purpose).
7. Shared housing may only be provided to an Employee who consents in writing to VGFN to sharing the unit with one or more other Employees.
8. The Department of Government Services may request that over-housed Employees relocate upon suitably-sized housing becoming available.

9. VGFN will establish the rental rates for Employee housing, including whether or not utilities are included in the rent.
10. Housing provided to an Employee may be considered a form of compensation that must be reported as taxable income to the Employee, and which is subject to applicable deductions. The Human Resources Director will determine whether the housing is a form of compensation and a taxable benefit.
11. Prior to occupying a rental housing unit, each Employee must enter into a written Tenancy Agreement with the Department of Government Services. The Department of Human Resources will provide the Tenancy Agreement template to the Employee.
12. During a period of leave, Employees are responsible for reasonable maintenance and expenses associated with their rental housing unit including rent, utilities, and any other applicable fees or expenses as set out in their Tenancy Agreement, regardless of the length or nature of the leave or whether they are absent from their rental housing unit during the leave period. Employees as tenants are responsible for upholding and fulfilling their obligations as set out in their Tenancy Agreement, and any other directive or policy of VGFN that is relevant to the provision of housing to the Employee.

Section 7. Roles and Responsibilities

Chief and Council are responsible for:

- providing the overall direction and the setting of priorities on housing matters, consistent with this Policy; and
- approving this Policy and any amendments to it.

The Disbursement Committee is responsible for:

- recommending to Chief and Council the disbursement of rental housing units and housing program funds as set out in its Terms of Reference, as approved by Council Resolution 02-17-2023-#04; and
 - For the purposes of this Policy, rental housing units are treated as funds in the Disbursement Committee Terms of Reference. The Committee is to disburse rental housing units and other funds in accordance with established program criteria.
- in accordance with Council Resolution 02-17-2023-#04, reviewing the housing allocation recommendations from the Department of Government Services and making decisions as to housing allocations.

Department of Government Services is responsible for:

- administering this Policy; and
- providing housing allocation recommendations to the Disbursement Committee.

Section 8. Review

This Policy shall be reviewed by VGFN's administration after one year to identify any challenges in its application and implementation.

Section 9. Schedule A

The fees for the services described in Section 6.C (Protection of Rental Unit during Tenant's Absence) provision 2 (c) are as follows:

- a) \$100 to winterize the rental housing unit (depending on season); and
- b) \$100 to recommission the rental housing unit in anticipation of the Tenant's return.