NUNATSIAVUT HOUSING COMMISSION

Board of Commissioners Information Package

ABSTRACT

This information package is intended to provide newly appointed members to the inaugural Nunatsiavut Housing Commission Board of Commissioners an overview of the organization, the legislative framework, their role and responsibilities, the draft policies and by-laws, asset transfer planning, committee structure, and plans for the remainder of 2022

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Overview and Background

Welcome to the Board of Commissioners of the Nunatsiavut Housing Commission (NHC). Your time and expertise are greatly appreciated, especially in these formative first few years. You will play a large role in shaping the Commission for years to come, and the work we do together will make a real impact on the lives of the most vulnerable Inuit in Nunatsiavut.

Establishing the Nunatsiavut Housing Commission

In March 2019, the Nunatsiavut Assembly passed IL 2019-03 *An Act Respecting Housing in Nunatsiavut and to Establish a Nunatsiavut Housing Commission (The Act),* which established the Nunatsiavut Housing Commission (NHC) as the preferred Agency of the Nunatsiavut Government for the development and delivery of housing programs. The Commission is an Agency of the Nunatsiavut Government as defined in the *Financial Administration Act* and for the purposes of the *Procurement Act* and is subject to the *Financial Administration Act* and the *Procurement Act* except where otherwise provided. *The Act* sets out the Commission's mandate and powers and provides for community level involvement in matters affecting housing.

The work of 2019-2022 has been to ensure that all legislatively required components of the Commission are in place and prepared to become operational. The appointment of the Board of Commissioners is a large component of this essential work.

Once *The Act* is in force, the Commission may acquire, construct, develop, maintain, manage and supply housing in Nunatsiavut for Inuit families and individuals. The Commission is specifically mandated to establish and administer programs and to acquire, construct, develop, maintain, manage and supply housing in Nunatsiavut for Inuit, Inuit households and Inuit families who are members of a vulnerable group.

The Commission will be the recipient of funds appropriated by the Nunatsiavut Assembly or otherwise acquired by the Nunatsiavut Government with respect to housing in Nunatsiavut. Subject to *The Act* and applicable regulations, the Commission is mandated to take the actions that it considers necessary for the establishment and administration of housing programs and housing developments for Inuit residents of Nunatsiavut.

Principles of *The Act*

1. The Nunatsiavut Government and the Commission must, in all matters related to housing in Nunatsiavut, advance the purposes of this Act in accordance with the principles set out in this section.
2. Inuit who are members of vulnerable groups must be given priority in housing programs and the allocation of housing.
3. Housing programs must, subject to appropriations by the Assembly:
    a. seek to ensure adequate housing for all Nunatsiavummiut;
    b. encourage, support and empower individuals and Communities, including Community-based associations and other bodies, to fulfill their own needs for adequate housing;
    c. seek to improve and maximize the adequacy of the existing housing stock in the Communities;
    d. promote the development and maintenance of the Communities as environmentally, socially and economically viable communities responsible for their own planning and development;

e. provide information about market housing and financing in relation to market housing;
f. offer assistance to Inuit who wish to enter the housing market or obtain financing in order to do so;
g. be designed so that they do not discourage or prevent individuals from entering the job market or acquiring market housing;
h. develop an effective and functioning housing market in the Communities while taking steps to achieve equitable access for all to that market and also providing or promoting the development of social housing;
i. provide fair and equitable treatment to individuals applying for housing or housing programs or seeking assistance with respect to housing and housing programs; and
j. be administered in a transparent, accountable and equitable manner consistent with practices of good governance.

Powers of the Commission

Section 3.7 of *The Act* sets out the powers of the NHC. This section, alongside the Principles of the Act, will be fundamental in all activities undertaken by the Board.

For ease of reference, please find the complete section outlining the powers of the Commission here:

3.7 The Board may, as and when it considers necessary, convenient or advisable for or incidental to the mandate, programs, functions or duties of the Commission:

(a) purchase, lease or otherwise acquire, own and develop land, buildings or personal property, or an interest in them, despite anything in section 6 of the *Financial Administration Act* to the contrary but subject to section 3 8;

(b) subject to section 3.8, receive lands, buildings, money or other property, by way ofgift or trust for uses pertaining to housing programs or for the use of the Commission;

(c) despite anything in section 5 of the *Financial Administration Act* to the contrary, sell, improve, manage, exchange, lease, mortgage, charge, dispose of, turn to account, grant a term easement, right or interest in, over or affecting, or otherwise deal with, all or a part of the property and rights of the Commission, including landand buildings held by the Commission for and in the name of the Nunatsiavut Government;

(d) despite sections 68, 70 and 72 of the *Financial Administration Act* but subject tosection 3.9:

(i) mortgage and charge property and rights of the Commission, including landand buildings held by the Commission for and in the name of the Nunatsiavut Government; and

(ii) obtain or receive loans and enter into mortgage agreements, debentures and other borrowing arrangements;

(e) subject to section 3.9 issue securities, loan guarantees and indemnities in relation to housing programs;

(f) subject to prior written approval of the Minister, enter agreements including cost-sharing agreements, with other governments and government agencies, including the Canada Mortgage and Housing Corporation and the Newfoundland and Labrador Housing Corporation;

(g) enter agreements, including grant, contribution and funding agreements, with other entities and Inuit Community Governments for purposes of establishing serviced residential land in the Communities, for carrying out housing programs, and for the development of housing in Nunatsiavut;

(h) in accordance with the principles of and subject to requirements under the *Nunatsiavut Environmental Protection Act,* carry out land assemblies and subdivision developments in the Communities, including activities to convert undeveloped land to serviced residential land, either alone or in partnership withother entities, including Inuit Community Governments , for purposes of developing housing;

(i) apply for and receive grants, contributions and, subject to section 3.9, loans from other entities and other governments and government agencies, including grants, contributions and loans under the *National Housing Act* (Canada) and the provincial *Housing Act;*

(j) after considering the advice of the Committees, allocate or assign housing to Inuit;

(k) with the prior written consent of the Minister and subject to such conditions as the Minister may establish, delegate the power to make housing allocation and assignment decisions to the Committees in accordance with regulations made under section 3.14;

(l) despite anything in the *Financial Administration Act* regarding the making of loans or the issuance of guarantees to the contrary but subject to section 3.10:

i. either alone or in partnership with others, establish programs or services to assist Inuit to make down payments for the purchase of private homes in Nunatsiavut and make grants, loans and loans secured by mortgages or issue loan repayment guarantees to individual Inuit; and

ii. make grants, loans and loans secured by mortgages or issue loan repayment guarantees to housing associations, Community housing authorities, housing co-operatives and housing corporations that are qualified as Inuit businesses;

(m) subject to section 3.9, establish a mortgage fund or a mortgage insurance fund and other funds including sinking funds, revolving funds, and reserve funds that it considers necessary for or in relation to housing programs;

(n) receive and hold income in the form of funding, grants and gifts and rental or other income from real estate, land and buildings under its administration and control including:

(i) interest income from mortgages and interests in real estate; and

(ii) income from the sale of assets under its administration and control, including land, buildings and interests in land and buildings;

(o) establish and charge administration fees for any of its services or programs without having to obtain any further authorization or approval from the Assembly or the Executive Council in order to do so;

(p) prescribe mortgages, agreements and other forms and documents of all kinds for purposes of its business and housing programs;

(q) execute and deliver deeds, grants, conveyances, transfers, releases, discharges or other documents as may be necessary in the conduct of its business and for purposes of housing programs;

(r) subject to subsection 3.12(1) open and operate bank accounts in the name of the Commission;

(s) subject to section 3.9, draw, make, accept, endorse, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments; and

(t) generally do all things that the Board considers necessary, convenient or advisable for or incidental to its mandate and the exercise of the powers, functions and duties of the Commission

Training Plan and Meeting Schedules

The next few months are unique as IL 2019-03 *An Act Respecting Housing in Nunatsiavut and to Establish a Nunatsiavut Housing Commission (The Act)*, which brings the NHC into being, has not yet been declared in effect. As such, the Commission is not yet operational, and some work remains to be completed before we get there. The following meetings will be held (dates approximate) in order to complete the necessary work to get the NHC up and running[1]:

Training Session: by May 20th

At this session, we will go through the contents of this package together. All members of the Governance Committee can be finalized at this point, to be confirmed at the first formal meeting; votes will also be cast for chairperson for recommendation onto the Executive Council. Prior to this session, we will have set tenures of first Board, all submitted statements of qualifications, and signed consent to act forms.

Here a preliminary agenda for the topics we will cover in our training session:

1. Introductions
2. Overview and Background of the NHC
3. Roles and Responsibilities
4. Overview of work plan and timeline for launch of operations
5. Housing Commission Asset Transfer Timeline and Overview
6. Review of draft By-Laws (complete By-Law package provided)
7. Review of draft Policies (complete Policy package provided)
8. Election of the Chair and Vice-Chair: overview of process and election of Chair
9. Committee establishment overview
10. Plan for remainder of 2022 and key dates
11. Sign-offs

First Board Meeting: by June 15th

Finalize Chairperson and Vice-Chair. Make any amendments and adopt Policies/By-laws and send off final version for approval by NEC; Finalize assignment to Governance Committee; Strike any new committees and assign members; attend to business arising

Second Board Meeting: by August 15th

Check-in on business arising over June/July; Discuss draft budget requirements as Director of Housing will compile for next meeting; discuss hiring of staff in anticipation of launch; update on work done over summer

Third Board Meeting: by September 30th

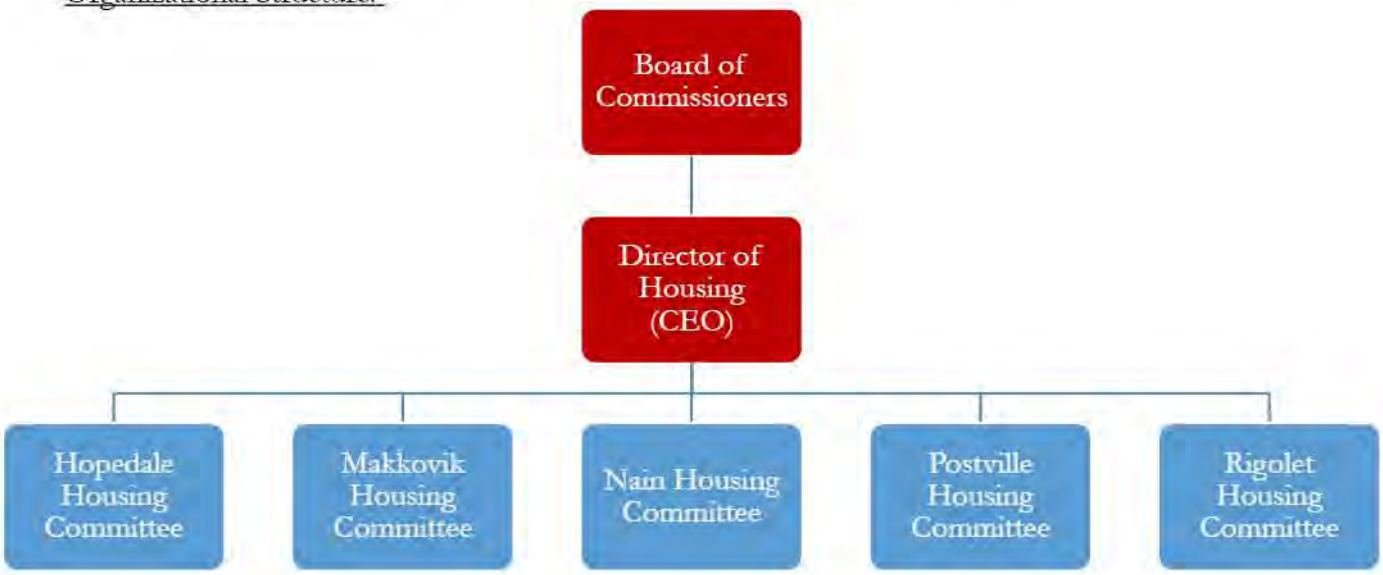
Approve draft budget to be sent to Controller for April 1st 2023-March 31st 2024. Submit to Controller on or before October 1st. This will require a fulsome onboarding plan for staff, programs, buildings, new construction. Set reporting dates for:

[1] A detailed timeline for Board business over the next several months can be found at the end of this package.

- Quarterly reporting of Inuit Community Housing Committees to Director of Housing, formalize process
- Minister to report to the Assembly (annual reporting)
- Board Chair to report to the Minister (bi-annual reporting)
- Board to present annual report to the Minister (essentially schedule the operations going forward once functional)
- Deadline for required housing strategy to be submitted to Executive Council

Structure and Governance: Organizational Chart, Mandate, Roles

Organizational Structure:[2]



The Board of Commissioners will oversee the work of the Commission, the Director of Housing, all other staff and the Inuit Community Housing Committees, who report through the Director of Housing. As per section 2.3 of *An Act Respecting Housing in Nunatsiavut and to Establish a Nunatsiavut Housing Commission* (*The Act*):

> The affairs of the Commission must be managed by a Board of Commissioners made of:
>
> (a) The Deputy Minister
> (b) The Director of Housing
> (c) The Controller or the Controller's designate; and
> (d) No less than four and no more than six members appointed by the President acting on the advice of the Executive Council[3]

The Nunatsiavut Housing Commission Mandate

- The Nunatsiavut Housing Commission is the Agency through which Nunatsiavut Government housing programs are developed and delivered. The Commission is an Agency of the Nunatsiavut Government as defined in the *Financial Administration Act* and for the purposes of the *Procurement Act* and is subject to the *Financial Administration Act* and the *Procurement Act* except where otherwise provided.
- The Commission may acquire, construct, develop, maintain, manage and supply housing in Nunatsiavut for Inuit families and individuals. The Commission is specifically mandated to establish

[2] Note that all other Commission Staff, when hired, will report to the Board of Commissioners through the Director of Housing

[3] This list, per section 2.4 of *The Act*, is appointed by the President, acting on the advice of the Executive Council, based on the recommendations of the Joint Management Committee

and administer programs and to acquire, construct, develop, maintain, manage and supply housing in Nunatsiavut for Inuit, Inuit households and Inuit families who are members of a vulnerable group.

Board Responsibilities

- Pursuant to sections 2.2, 3.2-3.7, 3.12-3.14 of *The Act,* the affairs of the Commission must be managed by a Board of Commissioners.
- The Board reports to the First Minister every six months through the Chairperson, and provides the Minister with an annual report for tabling in the Assembly.
- The Board will support staff in developing strategic plans for the short and long term direction of the Commission, as well as overseeing the creation of business plans, a housing information system, and regular housing needs assessments.
- The Board will participate in the financial management and oversight of the Commission, including the delivery of annual financial statements and annual budget preparation in accordance with the legislation and under Nunatsiavut Government direction.
- The Board may establish policies for the delivery of housing and programs, consistent with all governing legislation.
- The Board appoints staff, and directs all labour and human resource matters in accordance with Nunatsiavut Government direction.
- The Board oversees and works closely with the Director of Housing, who, as the chief executive officer, is charged with the general direction, supervision and control of the business and staff of the Commission.

Terms of Office

Pursuant to sections 2.7-2.9 of *The Act,* a Commissioner serves for a term of 4 years from the date of his or her appointment or until he or she is replaced. First terms of some commissioners will be for 2 years in order to stagger the terms of office of Commissioners appointed by the President. A Commissioner is eligible for reappointment and holds office during good behaviour.

Board Expertise

In addition to the eligibility requirements set out in *The Act*, Board members should collectively represent a range of expertise including:

- knowledge of the field of social housing
- housing advocacy or community development
- knowledge of Nunatsiavut's people, history, geography, climate, and culture
- land development
- property management
- engineering and project management
- business management
- corporate governance
- organizational development
- labour relations
- experience serving vulnerable Inuit

Meeting Structure and Frequency

- Pursuant to section 2.22 of *The Act,* the Board must meet at least once every second month, except when the Chairperson considers a meeting unnecessary, and may meet more frequently if the Chairperson considers it necessary to do so. Board members may participate by means of telephone or another telecommunications device.

Roles of the Board of Commissioners

All Commissioners:

- Uphold the purposes and principles of the Act
- Review and abide by the Act, and all by-laws and policies
- Attend all Board meetings (unless prohibited by extenuating circumstances)
- Act in an unbiased and transparent manner
- Contribute to a report to the Minister every six months (through the Chairperson)
- Contribute to an annual report to be provided to the Minister for tabling in the Assembly
- Establish a governance committee and other committees as required

Controller or her Designate:

- Oversee financial matters of the commission
- Liaise with Executive Council where required on financial matters

Chairperson:

- Ensure that regular Board minutes are kept
- Ensure complete books of accounts and records of the Commission are kept
- Presides at all meetings of the Board
- Decides on points of order
- Casts a second/deciding vote in the instance of a tie

Vice-Chairperson:

- Assume the Chairperson's duties when Chairperson is not present

The Director of Housing

The Director of Housing acts as both a Board member and the Chief Executive Officer of the Commission. The Director is the bridge between the Board, all other employees, the Inuit Community Housing Committees, and the day-to-day operations of the Commission. The Director is responsible for the general direction, supervision and control of the business and staff of the Commission. They work closely with the Board, staff, communities, partners, and government entities to oversee and implement effective housing actions and strategies. The work of the Director can be broken into the following subcategories:

Housing Management

- Liaise and cooperate with the Inuit Community Governments in relation to housing, housing programs and housing development in the Communities, particularly in relation to capital development plans and for purposes of acquiring and making available serviced residential lots.

- Establish and maintain a Nunatsiavut housing information system in accordance with the requirements of the Executive Council.
- Guide staff in effectively resolving difficult or complex issues and disputes.
- Oversee the appeal process for housing grievances and Committee decisions including the provision of hearings and decisions.
- Interpret, implement and administer the policies of the Board and all applicable housing regulations.

Committee Management and Community Relations

- Remains informed and current on matters involving housing policy, operations, and other relevant topics.
- Monitor the regional/local Housing Committees, liaise with them, and provide them with such advice, guidance and administrative assistance as is necessary.
- Provide information and training to the Committees including onboarding, housing policies, guidelines and criteria relevant to the performance of their functions and duties.
- Consult with Committees to seek innovative ways to address Nunatsiavut housing needs and for the development of sustainable housing in Nunatsiavut.
- Liaise with community members, associations, agencies, etc. and represent the Commission at community activities to enhance the Commission's community profile.
- Approve all correspondence, notices and directives dealing with policies issued by the Board for clarity and soundness.
- Acts as the Commission's public relations officer for all external statements, reviews and policies prior to being released to media.

Business & Financial Management

- Oversee the budgeting, control and reporting of finances for the Housing Commission.
- Accountable for ensuring proper maintenance of accounts and records of all financial transactions of the Commission in accordance with applicable standard and legislation.
- Authorizes expenditures and purchases in compliance with relevant policies.
- Establish a multi-year business plan with accompanying financial plans in relation to the activities and programs of the Commission.
- Ensures confidentiality and security of information, processes and data in accordance with policies, standards and legislation.

Human Resource Management

- Selects, appoints, and performs all Human Resource management functions for Commission employees.
- Provides sound leadership and management including coaching, performance management, and end of employment activities as required.
- Directs and coordinates staff engaged in carrying out the Commission's objectives.
- Promotes a culture of respect, accountability, inclusion, collaboration, and maintains an ethical and professional demeanour at all times.
- Approves and adheres to employment-related policies and seeks Board direction as required or requested.

Other Staff:

In addition to the Director of Housing, the *Housing Act* stipulates that the NHC must employ a Financial Officer (section 4.3(1)). The Financial Officer will be answerable to the Board through the Director.

Pursuant to section 4.3(2), the Board may establish additional staff positions and hire those additional employees that is considers necessary and prescribe their duties and functions and, subject to subsections (3) and (4), set their remuneration and terms of service.

Subsection (3) states that the Board must set the salary of the Financial Officer and other employees of the NHC, which must be within the salary range for comparable positions in the Nunatsiavut Government. Subsection (4) states that the terms and conditions of employment for staff of the NHC must be similar to those applicable to comparable positions in the Nunatsiavut Civil Service and be administered as if the staff were employees of the Nunatsiavut Government.

Inuit Community Housing Committees:

The Act establishes an Inuit Community Housing Committee (ICHC) in each of the five Inuit communities (section 5.1(1)). Committees are responsible to the Commission through the Director of Housing, and their primary function is to advise the Board on housing needs and priorities within their own community. They advise and make recommendations on the allocation of housing, housing programming, and land development; decision making rests with the Board.

Each of the five ICHC's must report quarterly to the Director on their activities and provide ongoing input into the activities of the NHC.

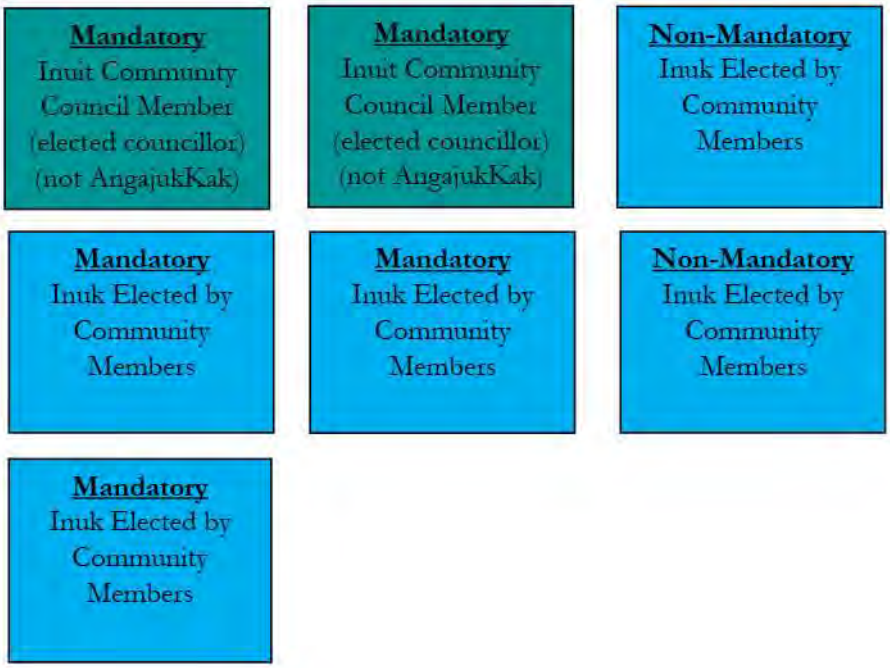
Members of the ICHC hold their seat for four (4) years and are eligible for re-appointment. Members are eligible for compensation for their time, set by the Nunatsiavut Executive Council. This will be an expense of the NHC.

The AngajukKak must designate one of the ICHC members to be chairperson and the members shall choose another member to serve as vice-chairperson. The Chair shall call meetings and keep minutes and complete books and records for the ICHC. Copies of all records shall be sent to the NHC.

The structure of the Committees allows for flexibility, depending on the size of the community and their preferences. Each ICHC must have five (5) members, but may have up to seven (7). Larger communities may wish to have the maximum number of seats, while smaller communities may feel the minimum is adequate.

Two (2) of the mandatory five (5) positions are to be sitting Councillors of the respective Community Government. These seats can be filled by anyone on Council other than the AngajukKak and are to be appointed by the Community Council.

The remaining 3-5 seats are to be filled by an election held by the Community Government. These seats are to be filled by residents of the Community. Where no one is elected (i.e. in the event that no one puts their name forward on the ballot), the Minister shall appoint a resident from a list of names provided by the AngajukKak.



Chairperson and Vice-Chairperson: Roles and Selection Process

The Board of Commissioners must have a Chairperson and a Vice-Chairperson. *The Act* states in section 2.17 that:

> "The President, acting with the advice of the Executive Council must designate one of the Commissioners to be chairperson of the Commission and the members must select another Commissioner to be vice-chairperson."

While the President and the Executive Council will ultimately make the decision on who will serve as Chairperson, BDO recommends we follow the below process to nominate the Chair for their consideration.

A Chairperson is generally chosen from a Board's independent directors. These directors are defined as those commissioners who are not on the staff (currently or recently) and are not too closely invested in the operations of the entity. In order to effectively choose a Chairperson, the below process is recommended.

Step One: Determine List of Eligible Persons

The list of eligible persons to act as the Chairperson or Vice Chairperson of the Commission board should only include those five Board members who fill the roles through the nomination process, specifically:

- Representative –Social Development
- Representative –Construction Experience
- Representative –Partnership Development
- Representative –Board Experience / Housing Experience (Two Positions)

If you were one of the appointed members, you would be on this list.

Step Two: Overview of Chairperson's/Vice-Chairperson's Duties

Eligible members who wish to be considered for appointment as Chair or election as Vice-chair should understand the role and what is required of it. *The Act* states that the duties below are the responsibility of the Chairperson (note the corresponding section of *The Act* for your reference):

- Ensure minutes are recorded (2.18)
- Ensure that a book of accounts and records is kept (2.18)
- Preside at meetings (2.19)
- Where required, cast second and deciding vote (2.20)
- Appoint temporary Chairperson in absence of self and Vice-Chairperson (2.21)
- Report to the Minister every six months (2.29(a))
- Provide the Minister with an annual report for tabling in the Assembly (2.29(b))

The Vice-chairperson would fill in if the Chairperson were unavailable to fulfil the above duties.

Step Three: Open Floor Nominations—Chairperson

An open, transparent, and fair way to solicit nominations for the Chairperson of the Board is to ask for nominations though an open floor process. Any Board member can nominate any of the eligible persons from step one to be the Chairperson (including ones-self). This person must accept the nomination in order

to be included in the subsequent voting process. The discussion remains open until there are no additional nominations.

Step Four: Closed Ballot Voting—Chairperson

Once the nominations are finalized, each Board member gets one vote on a closed ballot, which is given to the Director of Housing to tally. These results are presented to the President and Executive Council for consideration and appointment. Pursuant to section 2.17 of *The Act*, the President and Executive retain the power to decide who shall fill this role, but will consider the recommendation of the Board members via an election process.

Step Five: Open Floor Nominations—Vice-Chairperson

After sign-off has been completed for the Chairperson position, a similar process will be followed to determine the Vice-Chairperson, however the Board is able to make this selection on their own without going to the Executive Council. The floor would be opened to nominations for the Vice-Chairperson position. Each person nominated would again need to accept the nomination in order to be included in the subsequent voting process.

Step Six: Closed Ballot Voting—Vice-Chairperson

Finally, in a similar fashion to Step Three, each Board member would get one vote in a closed ballot system with the Director of Housing tallying the votes and revealing the results. If there is only one nomination, then that person is elected through acclimation.

Committees

The Board is required to set up a Governance Committee, pursuant to section 2.30 of *The Housing Act.* This section reads as follows:

1. The Board must establish a governance committee of three Commissioners to ensure that the Commission is managed in accordance with principles of good governance and to provide critical and objective oversight of the Board's
    a. Standards of integrity and behavior;
    b. Reporting of financial information;
    c. Practices of strategic management and financial control; and
    d. Compliance with all applicable laws.
2. The Board may establish any other committee it considers appropriate.

The Act does not set which Commissioners are to be on this committee, and we can discuss interest in participation at our training session. Given that financial oversight is a large part of the work of the committee, it would be ideal for members to have experience in this area. This committee will ensure we are up to date with all compliance and legal requirements as an entity, and will meet in advance of budget submissions, the audit, and will be involved in the drafting of financial statements for reporting purposes to the core Government.

As section 2.3(2) states, the Board may strike any other committee it considers appropriate for the fulfillment of the business of the Commission. At our training session, we will discuss if we see the need for any additional committees at this time. Any new committee can be formed at the first Board meeting. Examples of committees that other Housing Commissions in Canada have in place are below for your consideration:

Toronto Community Housing

- Building Investment, Finance and Audit Committee
- Governance, Communications and Human Resources Committee
- Tenant Services Committee

BC Housing

- Audit and Risk Management Committee
- Governance and Human Resources Committee
- Capital Review Committee
- Community Relations Committee

Nunavut Housing Corporation

- Executive Committee
- Corporate Policy & Communications Group

Societe d'habitation Quebec

- Governance, Ethics and Human Resources Committee
- Audit Committee

Overview of Work Plan and Timeline to Launch of Operations

In 2019, the Nunatsiavut Government passed IL 2019-03 *An Act Respecting Housing in Nunatsiavut and to Establish a Nunatsiavut Housing Commission (The Act),* which established the Nunatsiavut Housing Commission (NHC) as the preferred Agency of the Nunatsiavut Government for the development and delivery of housing programs. The original work plan accepted by the Executive Council required that various milestones be completed throughout 2020 and 2021; however, with the exception of the hiring process for the Director of Housing and the approval of draft policies and by-laws, much of the outstanding work remained as such until January 2022. The delays are due in large part to human resource challenges and the disruptions and delays caused by the Covid-19 pandemic.

The Director of Housing began work on January 4th, 2022 and has taken a thorough inventory of what remains to be done before the NHC can become operational. All outstanding work has been re-scheduled on a month-to-month basis, where multiple tasks will be running concurrently. See the next page for a visualization of this timeline. The Director will provide an update on work underway at the training session and regular reporting at Board meetings.

With a start date of all major remaining work of mid-January 2022, this will set the new proposed milestone for *The Act* being declared in effect by late November, 2022. A monthly schedule was provided for the Executive Council supporting this new timeline and was accepted in a recent meeting.

It is prudent to plan for disruptions over the course of the year given not only the challenges of the work ahead logistically, but the ongoing shifting nature of the Covid-19 pandemic and the realities of operating within an election year for both the Assembly members and the Inuit Community Governments. Potential delays should be anticipated, and the late November 2022 timeline takes this into consideration.

The Executive Council accepted the revised work plan and set the new milestone for completion of the work plan and the launch of the Nunatsiavut Housing Commission as late November, 2022.

Gantt Chart on Timeline for Work Plan to Establish the NHC in 2022

As you can see here, many tasks are ongoing simultaneously and have been underway since early 2022.

Asset Inventory and Transfer Schedule

There are a significant number of existing housing assets across the Nunatsiavut region, which are critical to the effective delivery of housing to residents. These assets are currently owned by a number of different entities (HSD, NLHC, and others). With the formation of the Housing Commission, each of these assets must be reviewed to determine which should be the responsibility of the Housing Commission and which should remain under the current structure. This review includes both:

1. Ownership of the asset (i.e. responsibility for the maintenance, repair, and tenant management); and
2. Programming (i.e. any supports that are delivered to occupants of the home or unit)

Given the number of assets to be managed and potentially transferred to the Housing Commission, it is important to make these transfers in a manageable way as to not over burden the Housing Commission. As such, a priority scale has been developed to highlight which assets should be the first, second, and third focus of the transfer process. These priorities are as below:

- Priority 1 by the end of 2022
- Priority 2 by the end of 2024
- Priority 3 by the end of 2026

Below is the list of which existing assets are tentatively scheduled for transfer, broken down by entity.

Nunatsiavut Department of Health and Social Development (DHSD)

Asset (Location)	Being Transferred	Timeline	Ownership	Comments
Emergency Shelter (Nain)	Yes	Priority #3		Physical asset would be transferred, management of the program and staff would remain with DHSD.
Out of the Cold Emergency Shelter (Happy Valley-Goose Bay)	No	N/A	Funding through NLHC—staffed and managed by NG	Given the significant involvement of NLHC in this asset, it has been recommended that it remain under its current operational structure.
Youth Shelter/Drop-in Shelter (Nain)	TBD- based on long-term planning	N/A	Nunatsiavut Government	Centre requires improvements and a long-term vision. Based on this vision there could be a role for the Housing Commission in the future.
Four bedroom supportive living unit (Nain)	Yes	Priority #3	Nunatsiavut Government	Supportive units are not a major burden on DHSD staff. However, in the long-term the physical asset could be transferred, as well as the management of the units.
Three bedroom supportive living unit (Hopedale)	Yes	Priority #3	Nunatsiavut Government	Supportive units are not a major burden on DHSD staff. However, in the long-term the physical asset could be transferred, as well as the management of the units.
Seven supportive living units (Happy Valley-Goose Bay)	No	N/A	Funding through NLHC—staffed and managed by NG	Given the significant involvement of NLHC in this asset, it has been recommended that it remain under its current operational structure.
Seven-plex for family reunification and support (Nain)	Yes	Priority #2	Nunatsiavut Government	DHSD program staff are available to support these units, making it manageable. Ultimately the physical asset could be transferred, but the support would still be DHSD and their staff (social workers).

Nunatsiavut Department of Health and Social Development (DHSD)

Asset (Location)	Being Transferred	Timeline	Ownership	Comments
Six social housing apartments with part-time supports (Happy Valley-Goose Bay)	No	N/A	Funding through NLHC—staffed and managed by NG	Given the significant involvement of NLHC in this asset, it has been recommended that it remain under its current operational structure.
Six-plex with 50% senior housing and 50% youth under 30, rules for residents, no support (Nain)	Yes	Priority #1	Nunatsiavut Government	This property creates significant work for DHSD in tenant management despite DHSD offering no programming. Physical asset would be transferred as well as the management of the program.
Seven-plex for family reunification and support (Hopedale)	Yes	Priority #2	Nunatsiavut Government	DHSD program staff are available to support these units, making it manageable. Ultimately the physical asset could be transferred, but the support would still be DHSD and their staff (social workers).
Two individual units for Lab Grenfell Health, with one-on-one 24/7 supports	No	N/A	Labrador Grenfell Health (LGH)	NG just provides staff through agreement with LGH.
Emergency Shelter—118 Middle Path (Nain)	TBD	N/A	Nunatsiavut Government	It will be some time before this will be set-up as it will take time for the renovations to be completed.

Nunatsiavut Affairs

Asset (Location)	Being Transferred	Timeline	Ownership	Comments
Government-owned facilities used for public health, daycares, etc.	No	N/A	Nunatsiavut Government	
Office Buildings	TBD	N/A	Nunatsiavut Government	
Staff Housing within Nunatsiavut	Yes	Priority #1	Nunatsiavut Government	Physical asset would be transferred, as well as the management of the assets.
Nunatsiavut Assembly Infrastructure	No	N/A	Nunatsiavut Government	
Home Repair and Maintenance program	Yes	Priority #1	Nunatsiavut Government	Physical assets would be transferred, as well as the management of the assets.

Torngat Regional Housing Association (TRHA)

Asset (Location)	Being Transferred	Timeline	Ownership	Comments
All current TRHA homes located within the five communities	To home-owners	Transferred as of August 2020	Privately Owned	Ownership of the homes that TRHA had deeds for was transferred to the current residents of the homes. More information is needed regarding ownership of the land on which the homes are located. Many homes remain without deeds
Five Teacher Housing units (Hopedale)	TBD	N/A	TRHA	Executive has indicated interest in obtaining this asset, but dependent upon ongoing negotiations with TRHA.
Office Space in Goose Bay	TBD	N/A	TRHA	Executive has indicated interest in obtaining this asset, but dependent upon ongoing negotiations with TRHA.
Work Trucks, tools, contents of warehouses	TBD	N/A	TRHA	Executive has indicated interest in obtaining this asset, but dependent upon ongoing negotiations with TRHA.
Warehouses (All five communities)	TBD	N/A	TRHA	Executive has indicated interest in obtaining this asset, but dependent upon ongoing negotiations with TRHA.
Supportive living units (Nain)	TBD	N/A	TRHA	Executive has indicated interest in obtaining this asset, but dependent upon ongoing negotiations with TRHA.
Duplexes (Nain, Makkovik, Postville)	TBD	N/A	TRHA	Executive has indicated interest in obtaining this asset, but dependent upon ongoing negotiations with TRHA.

Newfoundland and Labrador Housing Corporation (NLHC)

Asset (Location)	Being Transferred	Timeline	Ownership	Comments
Libra House—Transition Housing, Happy Valley-Goose Bay	No	N/A	NLHC	
Hope Haven—Transition Housing, Labrador City	No	N/A	NLHC	
Nain Safe House—Transition Housing, Nain	TBD—Currently under review	N/A	Third Party Operator	
Selma Onalik Safe House—Transition Housing, Hopedale	TBD—Currently under review	N/A	Third Party Operator	
Kirkina House—Transition Housing, Rigolet	TBD—Currently under review	N/A	Third Party Operator	
In community units (Majority located in Nain)	TBD—Board to discuss with NLHC	N/A	NLHC	

Asset Inventory and Transfer Overview

Organized by Priority

Priority #1

By end of 2022

- Six-plex with 50% senior housing and 50% youth under 30, rules for residents, no support (Nain)
- Staff housing within Nunatsiavut
- Home repair and maintenance program
- Five teacher housing units (Hopedale)
- New home construction program(s) – either transferred from TRHA or new programs designed to replace the THRA program

No Change

- Out of the Cold Emergency Shelter (Happy Valley-Goose Bay)
- Seven supported living units (Happy Valley-Goose Bay)
- Six social housing apartments with part-time supports (Happy Valley-Goose Bay)
- Two individual units for Lab Grenfell Health, with one-on-one 24/7 supports
- Government-owned facilities used for public health, daycare, etc.)
- Nunatsiavut Assembly infrastructure
- Libra House –Transition Housing, Happy Valley Goose Bay
- Hope Haven -Transition Housing, Labrador City

Future Assets

In addition to the existing assets listed in this section, the NHC will ultimately have responsibility for the below assets (to be developed):

- Upcoming construction season's housing developments from TRHA
- The refurbished DHSD building (supported by the Rapid Housing Initiative)
- The seniors housing in Nain and Hopedale (supported by the Rapid Housing Initiative)

Priority #2

By end of 2024

- Seven-plex for family reunification and support (Nain)
- Seven-plex for family reunification and support (Hopedale)

Priority #3

By end of 2026

- Emergency shelter (Nain)
- Four bedroom supportive living unit (Nain)
- Three bedroom supportive living unit (Hopedale)

TBD

Additional Discussion Required

- Youth shelter/ drop in shelter (Nain)
- Emergency Shelter -118 Middle Path (Nain)
- Office buildings
- Nain Safe House -Transition Housing, Nain
- Selma Onalik Safe House -Transition Housing, Hopedale
- Kirkina House -Transition Housing, Rigolet
- In-community units (majority located in Nain)
- Warehouses (All five communities)
- Office space (Goose Bay)
- Work trucks
- Supportive living unit (Nain)
- Duplexes (Nain, Makkovik, Postville)

Legend

- Nunatsiavut Department of Health and Social Development (DHSD)
- Nunatsiavut Affairs
- Torngat Regional Housing Association
- Newfoundland and Labrador Housing

By-Laws

By-Laws exist to help inform officers (Board Members) and staff of their duties and responsibilities based on the specifics in the Act. These draft by-laws have been accepted by the Nunatsiavut Executive Council. They are broken down into sub-categories. Please see this Table of Contents as an overview. The complete set of Draft By-Laws follows in this section according to page numbers.

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Subject	By-Law	Reference(s) in the Act
Commission Requirements	**Act in a manner consistent with the outlined legislation** The Commission must, subject to the Act and applicable regulations: • take the actions that it considers necessary for the establishment and administration of housing programs for Inuit residents of Nunatsiavut; • carry out the duties and functions provided for by the Act; • take the Act (and specifically the outlined Purposes, Principles, and Priorities) into account in all its decisions, actions and business and ensure that its contracts for the supply of goods and services in relation to housing programs require that, as appropriate, the supplier advance the purposes and principles; • provide outreach, information and assistance to Nunatsiavummiut with respect to housing and housing programs; • complete housing needs assessments, compile and maintain the housing information system and compile and maintain comprehensive data and information regarding housing needs in the Communities; and • carry out other duties and functions related to housing programs that may be assigned to it by an Act of the Assembly, a regulation under this Act or a written directive of the Executive Council.	**3.2**
	The Commission is specifically mandated to establish and administer programs and to acquire, construct, develop, maintain, manage and supply housing in Nunatsiavut for Inuit, Inuit households and Inuit families who are: members of a vulnerable group; members or staff of the Nunatsiavut Government in Nunatsiavut.	**3.4, 3.6**
	Ensure information is transparent and accessible The Commission must: • ensure that there is consistency and uniformity in implementation of housing programs in the Communities; • establish documentation and forms for the implementation of its programs and services; and • ensure that program information, particularly with respect to eligibility criteria, standards and terms, are made available to those Inuit in Nunatsiavut who most need access to housing and housing programs. This is not intended to prevent or is to be construed so as to prevent the establishment and delivery of distinct or different Community programs intended to address specific needs or circumstances of the Community.	**3.5**

Subject	By-Law	Reference(s) in the Act
Other Commission Abilities	The Commission may (subject to specific sections in the Act and other legislation including the Financial Administration Act): • **acquire, construct, develop, maintain, manage and supply housing** in Nunatsiavut for Inuit families and individuals; • **purchase, lease or otherwise acquire, own and develop land, buildings or personal property**; • **receive lands, buildings, money or other property**, by way of gift or trust for uses pertaining to housing programs or for the use of the Commission; • **sell, improve, manage, exchange, lease, mortgage, charge, dispose of, turn to account, grant a term easement, right or interest in, over or affecting, or otherwise deal with, all or a part of the property** and rights of the Commission, including land and buildings held by the Commission for and in the name of the Nunatsiavut Government; • **issue securities, loan guarantees and indemnities** in relation to housing programs; • subject to prior written approval of the Minister, **enter agreements including cost-sharing agreements**, with other governments and government agencies, including the Canada Mortgage and Housing Corporation and the Newfoundland and Labrador Housing Corporation; • **enter agreements, including grant, contribution and funding agreements**, with other entities and Inuit Community Governments for purposes of establishing serviced residential land in the Communities, for carrying out housing programs, and for the development of housing in Nunatsiavut; • **carry out land assemblies and subdivision developments** in the Communities, including activities to convert undeveloped land to serviced residential land, either alone or in partnership with other entities, including Inuit Community Governments, for purposes of developing housing; • **apply for and receive grants, contributions, and loans** from other entities and other governments and government agencies, including grants, contributions and loans under the National Housing Act (Canada) and the provincial Housing Act; • after considering the advice of the Committees, **allocate or assign housing to Inuit**; • with the prior written consent of the Minister and subject to such conditions as the Minister may establish, **delegate the power to make housing allocation and assignment decisions to the Committees**; • establish programs or services to **assist Inuit to make down payments** for the purchase of private homes in Nunatsiavut and make grants, loans and loans secured by mortgages or issue loan repayment guarantees to individual Inuit;	**3.6, 3.7**

Subject	By-Law	Reference(s) in the Act
Other Commission Abilities	• establish programs or services to **assist Inuit to make down payments** for the purchase of private homes in Nunatsiavut and make grants, loans and loans secured by mortgages or issue loan repayment guarantees to individual Inuit; • **make grants, loans and loans secured by mortgages or issue loan repayment guarantees** to housing associations, Community housing authorities, housing co-operatives and housing corporations that are qualified as Inuit businesses • **establish a mortgage fund or a mortgage insurance fund** and other funds including sinking funds, revolving funds, and reserve funds that it considers necessary for or in relation to housing programs; • **receive and hold income in the form of funding, grants and gifts and rental or other income** from real estate, land and buildings under its administration and control including: i) interest income from mortgages and interests in real estate; and (ii) income from the sale of assets under its administration and control, including land, buildings and interests in land and buildings; • **establish and charge administration fees** for any of its services or programs without having to obtain any further authorization or approval from the Assembly or the Executive Council in order to do so; • **prescribe mortgages, agreements and other forms and documents** of all kinds for purposes of its business and housing programs; • **execute and deliver deeds, grants, conveyances, transfers, releases, discharges or other documents** as may be necessary in the conduct of its business and for purposes of housing programs; • **open and operate bank accounts** in the name of the Commission; • **draw, make, accept, endorse, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments**; and • generally **do all things that the Board considers necessary, convenient or advisable** for or incidental to its mandate and the exercise of the powers, functions and duties of the Commission.	**3.6, 3.7**
	Despite sections 68, 70 and 72 of the Financial Administration Act but subject the Act, the Commission may: • mortgage and charge property and rights of the Commission, including land and buildings held by the Commission for and in the name of the Nunatsiavut Government; and • obtain or receive loans and enter into mortgage agreements, debentures and other borrowing arrangements;	**3.7**

Subject	By-Law	Reference(s) in the Act
	Except under and in accordance with an Executive Order issued pursuant to this section, the **Commission may not:** • **borrow money;** • **mortgage, pledge or encumber any property** • **issue promissory notes, securities, or indemnities** An Executive Order issued for these purposes may only be issued if: • in the case of borrowing for current account purposes, the Controller certifies to the Executive Council, in writing, that the amount borrowed, guaranteed or indemnified is within the limits prescribed by section 8.5.2(a) of the Constitution and it appears to the Controller that the Commission has the financial capacity to repay the amount borrowed before the end of the fiscal year in which the borrowing takes place; and • in the case of long term borrowing for capital purposes, the borrowing is fully accounted for in a budget of the Commission that has been approved with at least 60% of Assembly Members voting in support and the Minister has tabled with the Assembly a financial plan prepared by the Commission that meets the requirements of section 8.5.3 of the Constitution.	**3.9**
Commission Restrictions Requiring Executive Council Approval	Except under and in accordance with an Executive Order issued pursuant to this section **the Commission may not guarantee the repayment of any loan or establish any program for the granting of loan guarantees**. An Executive Order issued for these purposes may only be issued if: • the Executive Council has approved the housing program under which the loan guarantee may be given and the criteria, including in particular the financial criteria, that must be met by a borrower in order to qualify for or receive a loan repayment guarantee from the Commission; • the granting of a loan guarantee in accordance with an approved program is directly related to the financing of housing construction or the repair of existing housing in Nunatsiavut; • loan guarantees will be given on behalf of and in the name of the Commission and on condition that: • at their inception, all loan guarantees will be disclosed in the financial statements of the Commission as contingent liabilities; • when a loan guarantee obligation has to be honoured the obligation will be accounted for and appear in the financial records and statements of the Commission as a loan payable by the Commission; and • the Commission will set aside a percentage of funds acceptable to the Executive Council to cover the contingent liability under all loan guarantee obligations; • the Executive Council has prescribed the maximum amount of the liability in respect of which the Commission may approve and issue loan guarantees and is satisfied that the aggregate of all loan guarantees given or to be given by the Commission falls within the prescribed maximum amount; and • the Controller has certified to the Executive Council that a loan guarantee or the approved loan guarantee program will not unduly compromise the financial sustainability of the Commission.	**3.9**

Subject	By-Law	Reference(s) in the Act
Commission Restrictions Requiring Executive Council Approval	The **Commission may not lend money to any person unless the loan is made pursuant to a housing program** and in accordance with an Executive Order which must: • approve the housing program under which the Commission will make a loan or loans; • approve the security or securities or the type or class of securities that may be provided for loans under the program; • establish the rate or rates of interest to be charged, which must not be less than the interest rate prevailing at the time a loan is made for a debt of the Government of Canada for a comparable maturity; • require that sums loaned by the Commission, and interest, must be repaid to the Housing Fund; • set out the terms and conditions for repayment of loans including the period of loans which must be no longer than 10 years; and • establish the information to be reported by the Commission concerning its outstanding loans so as to facilitate fulfillment of the Executive Council's responsibility under section 8.6.5 of the Constitution.	**3.10**
	Subject to the approval of the Executive Council, the **Commission may make regulations**: • with respect to the exercise of its powers, functions and duties, the management of its affairs and the conduct of its business; • for the implementation of housing programs; • respecting the administration, management and use of any property, services and facilities which it may acquire, establish, manage or control, including with respect to the allocation of housing and the maintenance of order and good conduct in buildings managed or controlled by it; and • any other matters relating to the exercise of its powers and the carrying out of its duties, programs and services.	**3.14**
Executive Council Duties	• The Executive Council retains responsibility for the negotiation, approval and signing of financial and funding agreements with the governments of Canada and Newfoundland and Labrador with respect to housing in Nunatsiavut. • The Executive Council may delegate responsibility for the negotiation and signing of agreements to the Commission or a member of the Commission.	**3.11**
Procurement Process	For purposes of compliance with the requirement for legal review of procurement contracts under section 22 of the Procurement Act **the Commission may not submit its contracts to the Director of Legal Services** but must, instead, have its **contracts reviewed by its own legal counsel at its own expense**.	**3.13**

Subject	By-Law	Reference(s) in the Act
Financial Management	The below regulations dictate the financial management procedures for the Commission: • The Treasurer may **establish or designate a fund within the Nunatsiavut Fund to be used by the Commission as the Housing Fund** or may authorize the Commission to establish a bank account and designate the Commission's bank account as the Housing Fund. • **All funding for housing in Nunatsiavut**, including money voted by the Assembly for purposes of this Act, **must be transferred into the Housing Fund** provided, however, that the Treasurer may retain any funds in excess of the Commission's current budgetary requirements in the Nunatsiavut Government's investment fund for transfer to the Housing Fund when required. • The **Director of Housing may**, in accordance with the policies and procedures established under the Financial Administration Act, **requisition money from the Housing Fund** to pay for the activities, business and programs of the Commission. • **All money and revenues** received by the Commission (including those outlined below), **must be paid into the Housing Fund.** • sales, rent, loan repayments, mortgage payments, interest, and fees • **All expenses** of the Commission including salaries honoraria and approved expenses of Commissioners, expenses incurred for its operations, business, activities, programs and services **must be paid out of the Housing Fund**. • The fiscal year of the Commission is the same as that of the Nunatsiavut Government. • The **Director of Housing must keep complete and proper accounts and records** of all financial transactions of the Commission in accordance with standards, policies and procedures under the Financial Administration Act and as may be prescribed by regulations or directives issued under that Act. • The **Director of Housing must establish a five-year business plan and accompanying financial plans** in relation to the activities and programs of the Commission, including the operations of the Committees, and submit them together with an annual budget to the Deputy Minister and the Deputy Minister of Finance no later than December 15 in each year. • The Commission's **annual budget is subject to approval of the Executive Council** and appropriation of funds by the Assembly. • The **Chairperson must**, not later than June 30 in each year, **submit to the Treasurer a financial statement signed by the Chairperson and the Director of Housing** setting out the assets and liabilities of the Commission and the receipts and expenditures of the Commission, including the expenditures and receipts, if any, of the Committees for the previous fiscal year. • The Auditor of Nunatsiavut must audit the accounts of the Commission. • The Treasurer must lay the audited financial statements of the Commission before the Assembly not later than December 31 in each year.	**3.12**

Subject	By-Law	Reference(s) in the Act
Board Composition	The affairs of the Commission must be managed by a Board of Commissioners made up of: 1. the Deputy Minister; 2. the Director of Housing; 3. the Controller or the Controller's designate; and 4. Representative –Social Development 5. Representative –Construction Experience 6. Representative –Partnership Development 7. Representative –Board Experience / Housing Experience 8. Representative –Board Experience / Housing Experience	**2.3**
	Positions 4 through 7 are to be appointed from a list of six to eight persons to be submitted by the Joint Management Committee at the request of the Minister. Persons whose names are submitted on the list must: a) be of good character; b) have knowledge, qualifications or experience in the field of housing programs; c) provide a brief written statement of their qualifications to serve as a Commissioner; and d) sign a letter of consent to act as a Commissioner if appointed.	**2.5**
	Board selection should give preference to qualified beneficiaries then to qualified non-beneficiaries.	**N/A**
	Requirements for composition of the Board: • The majority of the Board Members must be Inuit and residents of Nunatsiavut. Note that a person is not required to be an Inuk or a resident of Nunatsiavut to be eligible to be a Commissioner. • All efforts should be taken to have representation from each of the five communities The board must include: • Five beneficiaries and one non-beneficiary • A maximum of two non-beneficiaries • At least three male and three female board members • At least one (and no more than three) board member(s) not residing in Nunatsiavut	**2.6**

Subject	By-Law	Reference(s) in the Act
Commissioner Terms	A Commissioner other than the Deputy Minister, the Director of Housing and the Controller or Controller's designate serves for a term of 4 years from the date of his or her appointment or until he or she is replaced. The exception to this is in the initial appointments to the Board where some Commissioners must be appointed to a two-year initial term in order to stagger the terms of office of Commissioners.	**2.7, 2.8**
	A Commissioner may hold office during good behavior and is eligible for reappointment upon completion of their term.	**2.9, 2.10**
Board Vacancies	Where a vacancy occurs in the Board in respect of the unexpired term of office of a member, the President may, after consulting the Joint Management Committee and with the advice of the Executive Council, appoint another person following the defined process to fill the vacancy for the balance of the unexpired term.	**2.11**
	The exercise of the powers of the Commission are not affected or impaired because of a vacancy in the membership of the Board.	**2.14**
Role of the Chairperson	The Chairperson must ensure that regular Board minutes and complete books of accounts and records of the Commission are kept.	**2.18**
	The Chairperson presides at all meetings of the Board and his or her decisions on all points of order is final.	**2.19**
	Where at a meeting of the Board there is an equality of votes, inclusive of the Chairperson's vote, the Chairperson has a second or deciding vote.	**2.20**
	Where both the Chairperson and vice-chairperson are absent from a meeting of the Board, the other Commissioners present must, with the prior written consent of the Chairperson, appoint a Commissioner as temporary chairperson who has and may exercise the powers and carry out the duties of the Chairperson at the meeting.	**2.21**

Subject	By-Law	Reference(s) in the Act
Board Operations	The Board must hold a meeting at least once every second month except when the Chairperson considers a meeting unnecessary, and may meet more frequently if the Chairperson considers it necessary to do so.	2.22
	A Commissioner may participate in a meeting of the Board by means of telephone or another telecommunications device that permits all persons participating in the meeting to communicate with each other.	2.23
	Where a Commissioner, without giving a reasonable explanation satisfactory to the Board, fails to attend three consecutive meetings of the Board, he or she stops being a member of the Board	2.24
	A majority of the Commissioners constitute a quorum of the Board.	2.25
Board Compensation	The President acting on the advice of the Executive Council must, by Order: • authorize the payment of remuneration or honoraria to Commissioners other than Commissioners who receive a salary from the Nunatsiavut Government or an Inuit Community Government; • establish the amount of remuneration or honoraria to be paid; and • provide for re-imbursement of reasonable out-of-pocket expenses incurred by • Commissioners in connection with the performance of their functions and duties.	2.26
Reporting Requirements	The Board must: • report to the Minister every six months through the Chairperson; and • provide the Minister with an annual report for tabling in the Assembly	2.29
Committee Formation	The Board must establish a governance committee of three Commissioners to ensure that the Commission is managed in accordance with principles of good governance and to provide critical and objective oversight of the Board's • standards of integrity and behaviour; • reporting of financial information; • practices of strategic management and financial control; and • compliance with all applicable laws.	2.30
	The Board may establish any other committee it considers appropriate	2.30

Subject	By-Law	Reference(s) in the Act
Director of Housing	• The Board must hire a person to be Director of Nunatsiavut Housing who holds office during good behaviour. • The Director of Housing is the chief executive officer of the Commission and, subject to the Board, is charged with the general direction, supervision and control of the business and staff of the Commission. • The Director of Housing has those other powers, duties and functions that are or may be conferred on the Director of Housing by this Act, the regulations or the Board. • The Board must set the Director of Housing's salary, which must be within the salary range of a director of the Nunatsiavut Government. • Other terms and conditions of the Director of Housing's employment must be similar to those of persons serving as directors in the Nunatsiavut Civil Service and be administered as if the Director of Housing is an employee of the Nunatsiavut Government.	**4.1**
	The duties and functions of the Director of Housing are set out below and in the Job Description for the role. • The Director of Housing implements the mandate and exercises the powers of the Commission under the direction of the Board. • The Director of Housing must liaise and cooperate with the Inuit Community Governments in relation to housing, housing programs and housing development in the Communities, particularly in relation to capital development plans and for purposes of acquiring and making available serviced residential lots. • The Director of Housing must liaise and cooperate with the Environment Division of the Nunatsiavut Department of Land and Natural Resources with respect to housing developments and the development of serviced residential land. • The Director of Housing must monitor the work of the Committees and must liaise with them and provide them with such advice, guidance and administrative assistance as the Director of Housing may agree is necessary. • The Director of Housing must provide information and training to the Committees including housing policies, guidelines and criteria relevant to the performance of their functions and duties. • The Director of Housing must, subject to and in accordance with the requirements of the Executive Council, establish and maintain a Nunatsiavut housing information system. • The Director of Housing must in consultation with the Committees seek innovative ways to address Nunatsiavut housing needs and for the development of affordable sustainable housing in Nunatsiavut.	**4.2**
Other Staff	• The Commission must employ a qualified financial officer answerable to the Board through the Director. • The Board may establish additional staff positions and hire those additional employees that it considers necessary and prescribe their duties and functions and, subject to subsections (3) and (4), set their remuneration and terms of service. • The Board must set the salary of the financial officer and other employees of the Commission, which must be within the salary range for comparable positions in the Nunatsiavut Government. • Other terms and conditions of employment for the Commission's staff must be similar to those applicable to comparable positions in the Nunatsiavut Civil Service and be administered as if the staff were employees of the Nunatsiavut Government.	**4.3**

Subject	By-Law	Reference(s) in the Act

Committee Structure	• Each of the five communities in Nunatsiavut is to have a Community Housing Committee which is comprised of no less than five and no more than seven members.
	  ○ Any two members of the Inuit Community Council other than the AngajukKâk, at least one of whom must be a Councilor elected by voters
	  ○ No less than one Inuk and no more than three Inuit elected by the residents of the Community.
	• An election for purposes of electing resident representatives must be held on at least two weeks' notice under rules established for that purpose by the Community Council.
	• Where no one is elected, one Inuk resident of the Community (who is of good character and signs a letter of consent) must be appointed by the Minister from a list of three names submitted by the Community's AngajukKâk
	• The AngajukKâk must designate one of the Committee members to be chairperson and the members must select another member to be vice chairperson.
		5.1, 5.2

	• Members of Committees other than Inuit Community Councilors hold office for a term of 4 years from the date of their election or appointment. • A member of a Committee is eligible for re election or reappointment. • The exercise of the powers of a Committee are not affected or impaired because of a vacancy in the membership of the Committee.	**5.1**

Chairperson's Duties	• The Committee chairperson must ensure that:
	  ○ regular Committee minutes and complete books of accounts and records of the Committee are kept; and
	  ○ copies of all minutes are sent to the Commission.
	• The Committee chairperson presides at all meetings of the Committee and his or her decision on all points of order is final.
	• Where, at a meeting of the Committee, there is an equality of votes, inclusive of his or her own vote, the Committee chairperson has a second or deciding vote.
	• Where both the Committee chairperson and vice chairperson are absent from a meeting of the Committee, the other members present must, with the prior written consent of the Committee chairperson, appoint a temporary chairperson who has and may exercise the powers and carry out the duties of the Committee chairperson at the meeting.
		5.2

Meeting Procedure	• A Committee must hold a meeting on five days notice to all members of the Committee from the Committee chairperson. • Notice of a Committee meeting may be given by any means the Committee chairperson considers appropriate. • A majority of the members constitutes a quorum of the Committee.	**5.3, 5.4**

Subject	By-Law	Reference(s) in the Act
Committee Compensation	• The Executive Council shall, on the advice of the Minister and after consulting the Commission, authorize the payment of remuneration or honoraria and expenses to some or all Committee members. • All payments made are an expense of the Commission. • NOTE: The honoraria paid by the Commission should align with the Nunatsiavut Government's "Honoraria policy."	5.5

Committee Duties	Committees are responsible to the Commission through the Director of Housing and must:
	• provide advice and recommendations to the Commission through the Director of Housing with respect to:
	  ○ Community housing needs and priorities, including the need for serviced residential land; and
	  ○ Assessing applications for housing, housing assistance or housing programs and providing advice to the Director of Housing with respect to the allocation of social housing units to residents of the Inuit Community in accordance with program criteria, terms and conditions;
	• Where provided by an Act of the Assembly or authorized by the Commission, make housing allocation decisions and perform other duties and functions in relation to housing in the Community; and
	• Report quarterly to the Director of Housing.
	
	Where an initiative is undergoing review pursuant to the Nunatsiavut Environmental Protection Act, Committees must, when requested or directed to do so by the Director of Housing, provide information or advice to the Commission with respect to:
	• Impacts that the initiative may have on housing needs, housing programs or housing development in the Community; and
	• Where the initiative is a housing development in the Community, the environmental factors that may affect the housing development and any negative environmental impacts that may be caused by the initiative.
		5.6, 5.7

Subject	By-Law	Reference(s) in the Act
Appeal of Commission Decisions	• A person directly affected and aggrieved by a decision of the Board or the Director of Housing who wishes to apply for a review of the decision must within ten days of the date of the decision submit a written request for a review to the Nunatsiavut Government's Director of Legal Services. • Within ten days of receipt of a written request for a review the Minister must appoint an individual to review the application and the decision of the Board or the Director of Housing. • The Tribunal has 14 days to carry out a review and submit a written decision to the applicant, the Board and the Minister. • On a review the Tribunal must provide a fair hearing to the applicant and the Board. This includes adherence to all policies and by-laws regarding conflict of interest. • The Tribunal's decision and recommendations are final and binding on the applicant the Commission and the Nunatsiavut Government and are not subject to review or appeal.	**6.2**
Appeal of Committee Decisions	• Where a Committee has been delegated the power to make housing allocation and assignment decisions, a person directly affected and aggrieved by a decision or other action of the Committee may appeal to the Director of Housing. • The Director of Housing must within 14 days of receiving the appeal, provide a fair hearing to the appellant and the Committee and submit a written decision to the appellant, the Committee and the Minister. • The Director's decision is final and binding on the appellant and the Committee.	**6.1**

Subject	By-Law	Reference(s) to the Act
Executive Council's Role in Regulations	The **Executive Council may make regulations** generally, to give effect to the purposes of this Act, including regulations: • Refining, clarifying or supplementing, either generally or for a specific purpose, any term used in the Act, including a defined term; • Respecting housing programs, housing developments and the development of serviced residential land; • To promote and support employment of Inuit and the use of Inuit Businesses in the Nunatsiavut housing market; • In relation to the promotion, development, administration, operation and occupation of social housing, eligibility for social housing and the allocation of social housing; • To promote and regulate the affordability of housing, including the establishment of rent controls and the establishment of mechanisms, including property taxes, designed to control profiteering and inflation in the housing market; • Respecting the establishment, contents, management, publication and use of the housing information system; • To provide for the implementation of housing needs assessments, including their scope, contents and publication and the frequency with which they are carried out; • To develop, supply and publish information respecting housing generally including information about housing programs, financing for housing and housing ownership and maintenance; • To establish and implement standards for energy efficiency and sustainability in relation to housing and housing developments and the interactions and interrelationships between them and the environment; • Respecting orders and their issuance; • Respecting monitoring and evaluation; • Respecting the Commission and its governance, financial management and staff; • Respecting the Committees and empowering Committees to make eligibility and allocation decisions pursuant to housing programs; and • Establishing rules and procedures for appeals of housing program decisions; and • For purposes of implementing any agreement negotiated.	**7.1**
Arrangements respecting Torngat Regional Housing Association	The Executive Council: • must consult Torngat Regional Housing Association about the impact of this Act on Torngat Regional Housing Association, its role and functions, its programs, liabilities and assets, its clients and personnel and its possible relationship to the Commission; • may, in its discretion, enter into negotiations and an agreement with Torngat Regional Housing Association with respect to any and all matters referred to in the above paragraph. • The Minister must report to the Assembly on the outcome of the consultations and any negotiations carried out with TRHA and table in the Assembly any agreement negotiated. • Despite anything in this Act to the contrary but subject to appropriations, Torngat Regional Housing Association is eligible to receive funding from the Nunatsiavut Government for purposes of its activities in Nunatsiavut and to carry out housing programs on behalf of the Nunatsiavut Government for the period ending March 31 2021. • The Executive Council may, by order, extend the period for an additional period not exceeding one year.	**7.2**

Policies

BDO drafted a set of draft policies as part of their work plan development. These draft policies have been approved by the Nunatsiavut Executive Council. The following is what they put together for the consideration and review of the Board. These policies will need to be adopted by the Board, and any revisions can be discussed and made at the first meeting.

A documented set of policies that is well communicated and understood by those responsible for their implementation is critical to the operational success of any entity. The Nunatsiavut Housing Commission requires such a set of policies given the critical nature of their work and visibility of their decisions. These policies have been developed through research and include best practices from entities such as the Canada Mortgage and Housing Corporation, Assembly of First Nations, other Indigenous Housing Authorities from across Canada, stakeholder interviews with various subject matter experts, and more.

The purpose of these policies is to document the operating processes governing housing for the five communities in Nunatsiavut. For the purpose of these policies, there have been three types of housing identified based on CMHC's Housing Continuum (shown below). This categorization is required as the policies may apply to one, two, or all three of the identified categories. The subcategories defined by CMHC still are relevant in delineating between various housing types, but these three categories help to define how policies differ across the spectrum.

Social

Social Housing in these policies is defined as any housing where the occupant(s) require 100% of their housing to be subsidized by government programs. These homes/units are owned by a public entity such as the Housing Commission, NLHC, etc. Examples include supportive living, transitional homes, and shelters.

Affordable

Affordable Housing in these polices is defined as any housing where the occupant(s) are able to pay a percentage of their own housing costs, but also require an ongoing subsidy from government sources. These home/units are owned by a public entity such as the Housing Commission, NLHC, etc.

Market

Market Housing in these policies is defined as any housing where the occupant(s) are able to pay ongoing rent or mortgage costs with no government subsidization. However, they may avail of some supports such as land development. These homes/units are owned by a private homeowner.

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1.0 Conflict of Interest

Conflict of interest is a situation in which a person has a private or personal interest large enough to appear to influence the outcome. A private or personal interest includes, with out limitation, a pecuniary interest, an indirect pecuniary interest and a deemed pecuniary interest.

The Housing Commission is responsible to manage conflict of interest situations.

Conflict of Interest

Firstly, operations conducted by the Housing Commission should, where possible, minimize the ability for persons to unduly influence decisions. This includes using anonymity, developing formulaic and transparent decision-making processes, and having key decisions made by a diverse group of personnel (e.g. the Board of Commissioners).

Where processes are unable to remove a conflict, representatives of the Nunatsiavut Housing Commission (which include Board Members, Employees, or Committee Members), must ensure that action is taken to address occasions where they are in a position to make or influence a decision that would benefit themselves or an immediate family member (as outlined in this policy). Some of these potential situations are identified below:

1. Delivery of programs and services where one of the persons involved in the process is the recipient or an immediate family member (as defined below) of a recipient and the Housing Policies are not followed.
    - Spouse or common law partner (individual they are living with and in a romantic relationship with);
    - A son, daughter, brother or sister of the commission member or the commission members spouse;
    - A minor in the individual's legal care;
    - Parents or step-parents;
    - Parents in-law, brother-in-law, sister-in-law;
    - A parent's or step-parent's spouse or common-law partner;
    - A guardian or tutor; or
    - Any other person who normally resides in the same home as the individual.
2. Where a Housing Commission member or employee is engaged in business or decisions which effect the employees ability to follow policy.
3. Where a Housing Commission member or employee makes a decision that directly involves their immediate family or a close relative of the family.

The above list is not comprehensive. Any occasion that meets the definition of a conflict of interest should be reviewed. If there is a debate as to whether there is a conflict of interest, the matter should be reviewed and voted on by the Governance committee.

Apparent Conflict of Interest

For the purposes of these rules, a commission member has an apparent conflict of interest if there is a reasonable perception, which a reasonably well informed person could properly have, that the member's ability to exercise an official power or perform and official duty or function is influenced by their private or personal interest.

This policy does not apply to the exercise of an official power or the performance of an official duty or function that they apply to any interest in a matter that a commission member may have:

a) Because of being entitled to receive any service, commodity or other benefit offered by the government or Housing Commission on the same conditions that apply to persons who are not members;
b) Because of being liable to pay a fee, levy, payment or rate for a service, privilege or benefit charged by the government or housing commission to all individuals in respect of that service, privilege or benefit;
c) Because of being eligible for election or appointment to fill a vacancy, office or position in a government or a board in a situation by law to fill that vacancy, office or position;
d) Because of being eligible for election or appointment, or having been elected or appointed, by a government to a board;
e) With respect to any allowance, honorarium, remuneration, salary or benefit to which the member is or may be entitled by reason of being a member of the government or the housing commission;
f) Because the member has a pecuniary interest that is an interest in common with other commission members generally
g) As the purchaser or owner of a debenture, bond or other security issued by the Nunatsiavut Government; or
h) Solely because of interest that is so remote or insignificant that it cannot reasonably regarded as likely to influence the commission member.

1.0 Conflict of Interest

Procedure for Conflict of Interest

A representative who has reasonable ground to believe that he or she has a conflict of interest in a matter that is before the Housing Commission must, if present at a meeting considering the matter:

1. As soon as practical after the commencement of the meeting and an awareness of the conflict, disclose the general nature of the conflict of interest;
2. Vacate their decision-making role for the duration of the decision-making process without voting or participating the consideration of the matter an while the matter is being considered:
   i. In the case of a closed meeting, leave the room in which the meeting is held or exit the call or virtual meeting;
   ii. In the case of a meeting that is open to the public, either leave the room in which the meeting being held or remain in that part of the room set aside for the general public; and
   iii. Refrain from attempting in any way, whether before, during or after the meeting, to influence the decision of the Housing Commission with respect to the matter.

Interested member not present at meeting

If a member was not present at a meeting at which a matter in which the representative has a private interest was the subject of consideration, the representative must disclose the conflict of interest at the next meeting the commission member attends.

Recording in minutes of declaration of interest

Every disclosure of a conflict of interest and the general nature thereof, and the withdrawal of the representative from the meeting must be recorded in the minutes of the meeting by the person responsible for making that record.

A central record of every disclosure of a conflict of interest received must be distributed to all Housing Commission members.

2.0 Ownership, Exchange and Transfer

	2.1 Nunatsiavut Government Ownership Declaration All homes, apartments, serviced land lots, and un-serviced land lots that were acquired by funding provided by the Nunatsiavut Housing Commission, remain the sole property of the Nunatsiavut Government.
	2.2 Illegal Transfer of Title Under no circumstance can an individual(s) sell, trade, buy or profit from a Nunatsiavut Housing Commission owned dwelling. The Nunatsiavut Housing Commission retains the right to pursue legal action against any individual(s) attempting to engage in the illegal transfer of title.
	2.3 Occupant Selection Occupants vacating a Nunatsiavut Housing Commission owned unit or house, have no authority in determining the Nunatsiavut Government Beneficiary who is selected to reside in the dwelling once vacated. The allocation of a vacant Nunatsiavut Housing Commission owned unit or house will be the responsibility of the Housing Commission.
	2.4 Subletting Occupants are not allowed to sublet Nunatsiavut Housing Commission owned homes, or units without prior written approval form the Nunatsiavut Housing Commission.
	2.5 Exchange of Homes Occupants occupying a Nunatsiavut Housing Commission owned home or unit, will not be permitted to exchange their home or unit with another occupant's home or unit without written approval from the Nunatsiavut Housing Commission.
	2.6 Commission's Support of Market Housing Where the Nunatsiavut Housing Commission provides supports of any type (e.g. land, financial, etc.) to assist with the development of market housing, specific agreements will be developed to ensure the Housing Commission's investment is adequately protected.

3.1	All beneficiaries applying to the Nunatsiavut Housing Commission for housing supports (including land, housing units, financial support, etc.) will have their name placed on a wait list until such time that appropriate housing supports becomes available and applicant(s) has completed the screening process. **Additions to the Housing List** An applicant is added to the housing list once a completed application has been received by the Housing Commission. Incomplete applications will delay the processing of an application. **Deletions from Housing List** • An applicant can request to have their application withdrawn from the housing list by calling the Housing Commission office and requesting their application be withdrawn. • The applicant is deceased. • The applicant ceases to be a beneficiary of the Nunatsiavut Government. • The applicant is allocated and receives the required housing support for which they have applied • The applicant receives an interest in a lot due to a transfer of interest from another beneficiary.
3.2	**Maintenance of Housing List** The Housing list will be compiled, maintained and updated regularly by the Housing Clerk. The list should only contain the name of the individual, contact information, and date when the application was approved to allow the name to be entered on the housing list. The Housing Commission must keep an up to date housing list and ensure the community beneficiaries who meet the housing eligibility criteria are placed in a queue. The Housing Commission will use an excel spreadsheet to keep the following information: • Name of the applicant (first middle last) • Name of co-applicant (list all the names) • Birthdate for all that will be residing in the home/unit • Telephone contact information of the applicant • Date that the person becomes qualified and placed on the housing list. The Housing Commission shall not share this information with anyone. The person can be told where they are on the housing list, but do not have access to the other names on the lists.

4.0 Eligibility

4.1	**Eligibility of Beneficiaries** Only Nunatsiavut Government Beneficiaries over the age of 19 are eligible for units and housing in the five communities located within Nunatsiavut. Procedure Complete the housing application provided by the Housing Commission. Ensure it is complete and submitted prior to any specified deadlines.
4.2	**Eligibility of Non-Beneficiaries** Funding restrictions and legal requirements may prevent Non-Beneficiaries from accessing Nunatsiavut Housing Commission housing programs in certain circumstances. The purposes, principles and priorities set out in sections 1.3 to 1.9 of the Act, inclusive, and measures for their achievement under the Act, are not intended to, and must not be interpreted or applied so as to, prevent the Nunatsiavut Government, the Commission or an Inuit Community Government from providing access to Nunatsiavut housing by Non-Beneficiaries in the Communities where: a) there is a local surplus of housing; b) the relevant government or the Commission consider that it is necessary and appropriate to do so; and c) doing so would not be contrary to Inuit interests. A non-beneficiary over the age of 19 caring for minor Nunatsiavut Government Beneficiaries are eligible to apply for housing. Procedure Complete the housing application provided by the Housing Commission. Ensure it is complete and submitted prior to any specified deadlines.

5.0 Services and Utilities

	5.1 **Requirements and Standards** Each newly constructed house shall be fully serviced and offer the necessary water, sewer, heating, and electrical amenities. All services installed shall meet minimum safety and quality standards as set out by applicable provincial and/or federal codes.
	5.2 **Included Services and Utilities** All service charges for utilities (including electricity, water, and heating) or any other common service that is now provided is the responsibility of the Nunatsiavut Housing Commission.
	5.3 **Requirements and Standards** Each newly constructed house shall be fully serviced and offer the necessary water, sewer, heating, and electrical amenities. All services installed shall meet minimum safety and quality standards as set out by applicable provincial and/or federal codes. High efficiency wood stoves may be included in an effort to improve energy efficiency of Housing Commission homes.
	5.4 **Included Services and Utilities** Some service charges for utilities (including electricity, water, and heating) or any other common service will generally be the responsibility of the occupant. However, in specific circumstances, the Nunatsiavut Housing Commission may be responsible for these costs. The details of these relative responsibilities will be dictated in each individual occupancy agreement.
	5.5 **Services for Private Homes** Beneficiaries wishing to construct their own homes, utilizing their own forces and means may be eligible to have water and sewer services installed by the Nunatsiavut Housing Commission. This initiative requires pre-approval by the Nunatsiavut Housing Commission Board and may vary case by case.

6.0 Housing Application Process

6.1	Housing applications will be accepted throughout the year on a rolling basis. However, the Nunatsiavut Housing Commission will implement an application deadline for consideration of new homes being built in the next construction season. This deadline will be imposed to allow sufficient time to process, assess, and allocate housing in advance of required construction decisions.
6.2	Only those eligible in accordance with applicable legislation will be approved for housing supports through a fair and transparent application process. <u>Procedure</u> Completed housing applications must be submitted to the Housing Commission. Completed applications will be date stamped by the Housing Director or delegated staff and the date stamp will be a factor in establishing priority in allocating housing supports where there is a tie between applicants. A copy of the front page of the date stamped application will be provided to the applicant for their records. Upon receipt of the application, the Housing Director or delegated staff will verify all portions of the housing application are completed and upon verification the applicant's name will be added to the applicable housing support list. • Applications received by Canada Post or courier will be date stamped on the day mail is received in the office. If an applicant requires support to mail an application, each Community Committee will be responsible for assisting with the process. • Applications may be dropped off in-person at the Housing Commission office. • Applications may be accepted by email. • Applications may **not** be accepted by facsimile.

7.0 Housing Criteria for Applicants

7.1	The Housing Commission will select applicants for available housing supports according to a specified set of criteria. This set of criteria may change over time as needs and supplies evolve. Given the spectrum of needs to be addressed by the Housing Commission, a variety of differing applications may be developed. A preliminary list of evaluation criteria are included below, and new criteria may be added as appropriate. 1. No outstanding debts to the Nunatsiavut Government. This includes: willful damages to Nunatsiavut Housing Commission housing (including that done by guests) rental arrears, and any other money owed to the Nunatsiavut Government. If there is a signed, active repayment agreement in place, it needs to have been followed for a period of one year prior to being considered as an applicant for housing. 2. The ability to pay rent, utilities, and maintenance for the home or unit. This may be determined by filling out the income verification form (e.g., pay stubs, bank statements, an official offer letter from your employer) 3. The willingness and ability to care for the home or unit (i.e. act in a responsible manner, undertake regular and preventative maintenance, etc.). 4. Income level, in order to qualify for social housing Nunatsiavut residents must have a household income below the social housing maximum income. 5. Family size and characteristics (i.e. two small children of opposite genders sharing a room vs. two teenagers of opposite genders sharing a room, or person or child with medical conditions or disabilities for example a person with asthma would be at a greater health risk living in a home that has mold or poor ventilation). 6. Current living conditions. 7. Ownership and condition of land. 8. Date housing application received. 9. Letter of references. 10. History in housing programs (including eviction history). <u>Procedure</u> All applications are received by the Nunatsiavut Housing Commission. When the number of suitable applicants, which is based on the finalized criteria, is greater than the number of available homes and units, the criteria point allocation system will be used to assist in assigning homes and units. The occupant must sign a declaration of information stating that the information provided on their application is true. For example: I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me for housing benefits and may result in legal action.

8.0 Housing Application Renewal

8.1	All housing applications should be renewed every two years to ensure up-to-date information. Failure to renew an application may result in forfeiting of an applicant's position in the housing queue. It is the responsibility of the applicant, in the event that they move, change contact information, or have additions to family composition, to notify the Housing Commission of such changes. The purpose of this is to update housing applications, to ensure that information is both current and accurate, and to ensure that applicants remain on the housing list. <u>Procedure</u> The Housing Commission will keep a list of housing applications. The Housing Commission will send out a Housing Renewal Letter and a renewal application to each applicant on the housing wait list. It is the responsibility of each applicant on the housing list to ensure their information is current and accurate. All applications that have not been renewed will be kept on file for one additional year; if they are not renewed, the application will be destroyed and the individual will be removed from the housing waitlist.

9.0 Occupancy Standards

9.1

All homes and units are assigned in accordance with the standards set forth in the table to the right. In the event homes or units contain bedrooms which are not large enough for two persons or which will adequately accommodate more than two persons, appropriate adjustments may be made in the application of these standards.

The Canadian National Occupancy Standard (CNOS) assesses the bedroom requirements of a household based on the following criteria:

- There should be no more than two persons per bedroom;
- Children less than five years of age of different sexes may reasonably share a bedroom;
- Children five years of age or older of opposite sex should have separate bedrooms;
- Children less than 19 years of age and of the same sex may reasonably share a bedroom; and
- Single household beneficiaries 19 years or older should have a separate bedroom, as should parents or couples.

Using this measure, households that require at least one additional bedroom are considered to experience some degree of overcrowding.

Number of Bedrooms	Number of Persons Minimum	Number of Persons Maximum
0	1	2
1	1	2
2	2	5
3	3	7
4	4	9
5	5	11
6	6	14

9.2

Procedure

Homes and units will be assigned so as not to require a single parent to occupy the same bedroom with their children or to have children of opposite sex over the age of five share a bedroom. Homes and units will be assigned so as not to require the use of living-room for sleeping purposes, except in 0-bedroom homes and/or units.

Selection preference for handicapped-accessible, and barrier free homes and units will be for individuals with a disability or families with a member who is disabled. They shall have preference over all other families, and individuals for homes or units that are designated handicapped accessible or barrier free.

10.0 Notification of Selection of Applicants

10.1	The Housing Commission determines successful applicants by granting the application or refusing the application for all housing in accordance with the eligibility and selection criteria. <u>Procedure</u> a) Successful Applicant When housing supports become available, the Housing Commission will review the Housing List and determine from the eligibility requirements and the criteria for applicants, which applicants meet the criteria and are the best candidates for the housing supports that are available in accordance with the Canadian National Occupancy Standard (CNOS). The Housing Commission will then telephone all applicants who meet the requirements and whom can be appropriately supported. During the call, the Housing Commission will review the application with the applicant to ensure all information is still accurate and up to date. Once the application information has been confirmed the Housing Commission will discuss the next steps regarding when the successful applicant can make use of the available housing supports. b) Unsuccessful Applicant The Housing Commission will notify the unsuccessful applicants by phone and send them a written letter (or email) of the reasons for rejection. The unsuccessful applicant will be provided with the appeal policy, including the necessary forms and notification of the time frame required to submit their appeal.
10.2	**<u>Successful Applicants</u>** The successful applicant must meet with the Housing Commission two weeks prior to availing of the housing supports. The Housing Commission will notify them of the date where the supports will be available to them and carry out the occupant orientation which will include but not necessarily be limited to: 1. Review and sign the required agreement(s). 2. Where rent is required, pay damage deposit which is set at 50% of the monthly rental amount. This will be returned to the tenant 30 business days after move out provided there are no damages for which the occupant is responsible. 3. Review payment amount and frequency. 4. Where required, a pre-occupancy inspection report shall be signed by both the occupant and the Housing Commission personnel.

10.2	**Successful Applicants (Continued)** 5. Confirm all utilities that are the responsibility of the Nunatsiavut Housing Commission (as per the occupancy agreement) are setup. 6. Occupants are strongly encouraged to purchase and maintain insurance to cover their personal property and are solely responsible for doing so. Damage or loss of the occupants' personal property will not be covered under the Nunatsiavut Housing Commission insurance policies. All new occupants are required to complete new occupant training that may include: • Review of Nunatsiavut Housing Policies & Procedures • Review of all the agreements to be signed by the occupant • CMHC basic home maintenance course (completion required within 3 month of move in or as it is available) • Schedule of basic maintenance to keep a healthy home (including weekly, monthly, yearly duties) • High efficiency wood stove training (developing it right now) • Understanding the need for contents insurance and how to secure contents insurance • Winter preparation and preventative maintenance • Oil furnace maintenance training Procedure Set up the meeting with the successful applicant. Provide an information booklet to the occupant that can include a copy of the agreement to be signed, documents on home maintenance, and the details required to take the CMHC home maintenance course if being offered within the first year. A written receipt will be provided for any financial transactions. The Nunatsiavut Housing Commission will maintain property and fire insurance for all homes and units so long as the Nunatsiavut Housing Commission retains ownership of the home or unit.
10.3	**Selected Applicants –Decline Offer for Home or Unit** Selected applicants may decline accepting the house or unit prior to moving in, without penalty if they notify the Housing Commission within two weeks of the date on the acceptance notification. Procedure The applicant must provide a written note that they are not taking the home or unit. Applicants will notify the Housing Commission, in writing (mail or e-mail is acceptable), of refusal as soon as they decline. The next successful applicant on the housing list can be offered the house or unit. A written decision to decline a house is final and binding.

11.0 Occupancy Fees

	Occupancy or rental fees are calculated monthly and should generally be **paid in advance** on or before the last day of the month. For example, April's rent should be paid by March 31st. It is a condition of an occupancy agreement that an occupant pay their rent in full and on time. **Failure to pay on time could result in the Housing Commission taking action** that could lead to an individual losing their home or unit. For the Nunatsiavut Housing Commission, it is vital that rent be paid in full and on time to ensure that they have the revenues needed to conduct repairs, pay maintenance staff, pay back mortgage loans, have a contingency for large repairs in the future, and reinvest in housing in the five Nunatsiavut communities. **<u>Occupancy Fee Payment Arrangements</u>** Occupants are required to make monthly occupancy fee payments as determined by the terms and conditions within their occupancy agreement. Failure to pay occupancy fees will result the Housing Commission taking action which may ultimately lead to eviction from the home or unit.
11.1	The Housing Commission is required to ensure all maintenance and payment of project expenses, including mortgage payments, on housing projects is satisfied. In order to facilitate this, occupants are required to make regular monthly occupancy fee payments. 1. Occupancy fee payments are due on the last day of each month. 2. Place of payment: occupancy fee payments can be made at the Housing Commission, local Inuit community government building, by phone or online through the Housing Commission website. Electronic payments are preferred. 3. Form of Payment: Cash, cheque or money order, no third party cheques will be accepted. Receipts will be provided to each occupant upon receipt of payment if requested by the occupant. 4. Automatic withdrawals can also be arranged and this method is encouraged by the Housing Commission. 5. The Nunatsiavut Housing Commission may arrange for direct payments from income assistance where the occupant's fees are paid through this program. NSF Cheques: cheques returned for insufficient funds –If a payment is made by cheque and is returned by the bank as Non-Sufficient Funds (NSF) three times, cheques will no longer be an acceptable method of payment for that occupant. A year end statement will be provided to each occupant outlying their payments to date and any outstanding payments.

11.2	**Occupancy Fees Rates** Fees are calculated using the Housing Commissions standard calculations and take in to consider a number of different factors, beyond solely income level. Occupants can find their monthly occupancy fee amount in their occupancy agreement with the Nunatsiavut Government Housing Commission.
11.3	**Increase in Rental Payments** Where the Nunatsiavut Housing Commission wants to increase the occupancy fees, they must give the occupant written notice at least 90 days before the date of the increase. Occupancy fees may also be increased if at least 12 months have passed since the last occupancy fee increase or since a new occupant moved into the home or unit. Procedure The Housing Commission will provide notice to the occupant in writing about the occupancy fee payment increase. The written notice will be hand delivered, e-mailed, or sent by courier.
11.4	**Variability of Payment Dates** Occupants have varying dates on which they receive their income. As such, the Nunatsiavut Housing Commission may arrange payment on dates that are convenient for the occupant. This variability could take the form of payment regularity (e.g. bi-weekly, semi-monthly, monthly, etc.) or days of the month (e.g. every second Friday as this is when the occupant gets paid).

12.0 Appeals of Housing Program Decisions

12.1	Any applicant, whose housing application is refused by the Housing Commission, may appeal the decision in writing (by mail ore-mail). **Grounds for an Appeal** An applicant may appeal a decision made under this housing policy where the appeal falls under one or more of the following categories: a. The policy was not applied which impacted the outcome of the decision being appealed; b. There was a lack of procedural fairness which impacted the decision being appealed (i.e. any procedural error, improper investigation, or discrimination); c. New information has been provided rendering the original decision unreasonable in light of the new information presented; and/or d. The policy is patently unreasonable (i.e. the policy cannot be rationally supported or there is a defect in the policy which is immediate and obvious).
12.2	**Appeal of Committee Decisions** Where a Committee has been delegated the power to make housing allocation and assignment decisions, a person directly affected and aggrieved by a decision or other action of the Committee may appeal to the Director of Housing. The Director of Housing must within 14 days of receiving the appeal, provide a fair hearing to the appellant and the Committee and submit a written decision to the appellant, the Committee and the Minister. The Director's decision is final and binding on the appellant and the Committee.
12.3	**Appeal of Commission Decisions** A person directly affected and aggrieved by a decision of the Board or the Director of Housing who wishes to apply for a review of the decision must within ten days of the date of the decision submit a written request for a review to the Nunatsiavut Government's Director of Legal Services. 1. Within ten days of receipt of a written request for a review the Minister must appoint an individual to review the application and the decision of the Board or the Director of Housing. 2. The Tribunal has 14 days to carry out a review and submit a written decision to the applicant, the Board and the Minister. 3. On a review the Tribunal must provide a fair hearing to the applicant and the Board. 4. The Tribunal's decision and recommendations are final and binding on the applicant, the Commission, and the Nunatsiavut Government and are not subject to review or appeal.

	Where an occupant fails to pay their occupancy fees, the Housing Commission will take one or more of the following steps: 1. Request the occupant in writing to meet with the Housing Commission to establish an occupancy fee arrears repayment plan. 2. If the occupant is an employee of Nunatsiavut Government, they will have their rent deducted from their wages. Arrears are deducted from every pay cheque at a minimum of $60 per cheque. 3. If the occupant is an official of the Nunatsiavut Government, and during their time in office they have rental arrears, their honoraria and mileage reimbursements may be applied towards the rental arrears until all arrears are paid. Once the rental arrears are paid in full, the full honorarium and mileage will be once again paid to the official. 4. If the occupant is a post-secondary student receiving funding from Nunatsiavut Government then a portion of their rent and $25/month arrears will be deducted from their living allowance while the student is in receipt of funding. 5. Where there are still outstanding rental arrears, the Housing Commission may move to evict the occupant.
13.1	<u>Procedure</u> The Nunatsiavut Housing Commission will notify the tenant, in writing of the steps and consequences to be taken as soon as there are arrears. For employees of the Nunatsiavut Government, rental amounts will be deducted at 50% of total rent per pay cheque and arrears will be deducted at a minimum of $60.00/pay cheque. Where there are three pay periods per month, rent payments will be deducted on the first and second pay period. Arrears will be deducted from every pay cheque. For students receiving Post-Secondary funding, a request will be submitted to education for 25% of the total living allowance (in accordance with CMHC Verification of Income for Rent Determination) towards the rent amount plus $25 per month arrears while the student is attending school and receiving funding. Honoraria Deductions: Any tenant who has housing arrears and who receives an honorarium from the Nunatsiavut Government will have a portion of their honoraria applied to arrears. 1. Arrears amount between $.01 -$5,000 the deduction is 25% 2. Arrears amount between $5,001 and up, the deduction is 50% Nunatsiavut Government

13.2	**Contracts** Any tenant who is contracted by any Nunatsiavut Government department to perform a duty for which they will be paid, and who has housing arrears, will have a minimum of 25% of their contracted income deducted for arrears repayment. Any other approved Nunatsiavut Government distributions or any distribution of monies from any settlement will be applied to current and historical arrears owing at a set amount determined by Executive Council or a designate from Nunatsiavut Government's legal team. Prior to initiating legal proceeding against the tenant, the Housing Commission will notify the tenant/occupant with a demand letter outlining: • The amount owed. • The procedures to make payments. • The legal consequences of failing to make payments. • The Housing Commission will not renovate or repair any homes/units of tenants in rental arrears unless the renovation or repair is required for safety, health, or disability reasons. **Repayment Terms** The repayment agreement term will not exceed 12 months. Repayment agreements exceeding 12 months must obtain prior written approval of the Housing Director. Both the occupant and the Housing Commission shall agree, in writing, to the terms of the repayment agreement. The occupant shall be provided with a signed copy of the agreement, a second copy will be on the occupant file and one copy will be in the accounts receivable file in the finance department. Breach and automatic termination: failure to make full and timely payments in conformance with the repayment agreement shall result in automatic termination of the repayment agreement without further notice of warning. Avoiding automatic termination by a showing of good cause: automatic termination may not be imposed if a tenant provides documentation of good cause as to why the payments were not fully and timely paid. Determination of good cause shall be at the sole discretion of the Housing Commission Board. **Rent Collection and Default Procedures** The Housing Commission's occupant file shall include dated documentation regarding all attempts made by the Housing Commission to contact the tenant pertaining to late payment or non-payment of rent/occupancy fees. Non-payment of rent/occupancy fee policies will be applied immediately after one payment has been missed as in the following table.

13.2

Rent/occupancy payments are due to be paid by the tenant on the 1st working day of the month. If rent is not paid on the 1st working day of the month, the rent payment is considered in arrears.

First notice	A first notice will be sent to the tenant on the 3rd working day of the first month the payment is missed. The tenant will be advised to pay the outstanding rent in full or to make an appointment with the Housing Commission to arrange repayment of the arrears.
Second notice	If by the 15th day of the month no payment has been received and if the tenant has not contacted the Housing Commission to make arrangements for repayment of the arrears, a second notice will be sent. The notice will remind the tenant that the account is in arrears and they must repay the arrears in full or meet with the Housing Commission and enter into a written agreement to repay the arrears over a mutually agreed upon amount of time; if a repayment agreement is entered into the tenant must pay a minimum of 15% of the arrears on the date the agreement is entered in to. The second notice will confirm of the consequences of failing to repay the arrears or make repayment arrangements. The Housing Commission will make at least two efforts to contact the tenant by telephone or personally at the Rental unit to resolve the arrears.
Third notice	If, on the last day of the month, no payment has been received or the tenant has not entered into a repayment agreement, a third written notice will be sent on the 1st day after the second payment has been missed. The notice will confirm the tenant has 10 calendar days to pay the arrears in full or to meet with the Housing Commission and enter into a written repayment agreement including payment of 15% of the two months overdue rent. The notice will confirm that failing to repay the arrears in full and enter into a repayment agreement may result in the Housing Commission issuing a termination of tenancy notice/eviction.
Fourth and final notice	10 day notice to terminate tenancy/eviction. If by the 11th calendar day of the second month the tenant has neither paid the arrears in full nor entered into a written repayment agreement to repay the arrears, a 10-day notice to terminate tenancy will be issued to the tenant. The notice will specifically state the day and time the tenant is to leave the unit (end a tenancy). The final notice will be delivered (a) by registered mail to the mailing address noted on the tenant file or (b) by hand to an adult person living in the rental property or (c) posted to the front door of the property with a third-party as witness to the delivery of the notice. A photo will be taken of the posting and added to the tenant File.

If a fourth and final notice is issued, the Housing Commission shall cease the termination of tenancy action only where the tenant pays the two-month's rent payment in full by cash, certified cheque or bank draft before the expiration of the 10 day notice period. A repayment agreement will not be accepted.

If an eviction order is ordered, the Council will contact the authorities have the locks replaced. The Council can take possession of all items in the unit and on the property.

The tenant can appeal the decision to have a tenant evicted. If the Board makes an order for eviction, all possessions must be removed within 72 hours.

14.0 Housing Maintenance Responsibilities

14.1

This includes houses or units that are the property of the Nunatsiavut Housing Commission, Nunatsiavut Health and Social Development, or any other Nunatsiavut Government department or agency These houses or units are for the purpose of providing safe and secure housing for persons who are unable to (for any reason) support their own housing needs.

Housing that is the property of the Newfoundland and Labrador Housing Corporation (NLHC) does not fall under this policy. Residents residing in a NLHC housing unit should refer to their occupancy agreement or contact NLHC for information regarding their maintenance responsibilities.

Where able, occupants are responsible for basic maintenance in their home/unit The occupant shall take good care of the unit and keep it in clean condition during the term of the occupancy. The occupant will keep clean and in good condition all fittings, fixtures, appliances and furniture which are the property of the Housing Commission. The occupant will not redecorate, wallpaper or make any changes or alterations for the home/unit without written consent from the Housing Commission. In the event the occupant refuses or neglects to maintain the home/unit, action may be taken by the Housing Commission.

The Housing Commission will be responsible for all repairs to these units These repairs will occur on an as needed basis and be prioritized against other needs across the Housing Commission's portfolio of houses/units.

Responsibility of the Occupant	Responsibility of the Property Owner
• Behave well and clean the house, unit and premises. • Contact the Housing Commission as soon as possible when a problem arises involving repairs or services. • Permit entry (with proper notice) for repairs, annual pre winter house/unit inspection, or for other appropriate reasons as approved by the Housing Commission Director	• Maintain the home or unit in a good state of repair and fit for habitation and in compliance with health, safety, housing and maintenance standards. • Always ensure a reasonable supply of fuel, electricity, hot and cold water and other utility services.

The Nunatsiavut Housing Commission may at its discretion impose fees or other penalties on occupants in the instance where damage is purposeful, consistent, and/or repeated.

14.2

This includes houses or units that are the property of the Nunatsiavut Housing Commission, Nunatsiavut Health and Social Development, or any other Nunatsiavut Government department or agency. These houses or units are for the purpose of providing safe and secure housing for persons who are able to contribute to their own housing needs, but require financial Assistance.

Housing that is the property of the Newfoundland and Labrador Housing Corporation (NLHC) does not fall under this policy. Residents residing in a NLHC housing unit should refer to their occupancy agreement or contact NLHC for information regarding their maintenance responsibilities.

Occupants are responsible for regular and preventative maintenance in their home/unit. The occupant shall take good care of the unit and keep it in clean condition during the term of the occupancy. The occupant will keep clean and in good condition all fittings, fixtures, appliances and furniture which are the property of the Housing Commission. The occupant will not redecorate, wallpaper or make any changes or alterations for the home/unit without written consent from the Housing Commission. Occupants are responsible for understanding and undertaking practices to keep the home or unit safe and in good order.

The Nunatsiavut Housing Commission will be responsible for major repairs that are not a result of neglect on behalf of the occupant. These repairs will occur on an as needed basis and be prioritized against other needs across the Housing Commission's portfolio of houses/units.

In the event the occupant refuses or neglects to maintain the home/unit, action may be taken by the Housing Commission.

Exception: The exception to this policy is for TRHA homes where ownership has been transferred from TRHA to the homeowner. The responsibility for all repairs and maintenance for these units lies with the homeowner. The Housing Commission may decide to support repairs or maintenance under their discretion.

Responsibility of the Occupant	Responsibility of the Property Owner
• Behave well, and clean the house, unit and premises. • Repair damage caused by a willful or negligent act of the occupant or a person whom the occupant permits on the premises. • Contact the Housing Commission as soon as possible when a serious problem arises involving repairs or services. • Permit entry (with proper notice) for repairs, annual pre-winter house/unit inspection, or for other appropriate reasons as approved by the Housing Commission Director.	• Maintain the home or unit in a good state of repair and fit for habitation and in compliance with health, safety, housing and maintenance standards. • Each individual occupancy agreement will dictate the relative responsibilities with respect to utility services (e.g. fuel, high-efficiency wood stove, water, electricity, etc.).

	14.3	This includes all houses or units that are not the property of the Nunatsiavut Housing Commission and/or Nunatsiavut Health and Social Development. These are homes and units owned privately by residents of the Nunatsiavut region. It also includes homes that were built or purchased through a Federal, provincial or Nunatsiavut Housing Commission program, as long as the legal ownership of the home is the Nunatsiavut residents. Occupants are responsible for all maintenance of their home/unit. However, homeowners may apply for financial support through various repair and maintenance programs (where eligible). Occupants are required to adhere to all building and safety regulations that are applicable.

14.4	**House or Unit Locks** The occupant cannot change the locks of the home or unit without prior written approval from the Housing Commission. Procedure In an emergency such as break-in, the Housing Commission may change the house or unit locks. The Housing Commission must render the new keys to the occupant. The Housing Commission may not change house locks because the occupant has not paid occupancy fees. The occupant may wish to change the house locks for personal reasons; the occupant must obtain written consent from the Housing Commission prior to changing the locks. The lock specifications will be given to the occupant at the time of request. The occupant must provide one copy of the new keys to the Housing Commission.
14.5	**Home or Unit Inspection** The Housing Commission must perform yearly Housing Inspection Reports. The Housing Commission may only enter homes or units with proper notice and with good reason. Procedure The Housing Commission must complete the yearly Housing Inspection Report. All rooms in the home or unit must be made available for inspection. Upon completion, a signed copy will be given to the occupant. The Housing Commission must give the occupant between 24 and 72 hours notice when they intend to enter the premises and provide good reason. If the occupant cannot be there at the agreed upon time, the inspection is to be rescheduled within the next 72 hours. The Housing Commission can enter the premises without notice if the occupant refuses to meet at the re-scheduled time. The Housing Commission can enter the premises without notice if it has been reported or suspected that the occupant has abandoned the home or there has been illegal activity. The Housing Commission will always have a minimum of two employees in attendance when entering a home or unit if there is no one home. Date and time of entry will be noted in the occupant maintenance file. The Housing Commission can enter the premises without notice in case of an emergency such as fire, flood or other emergency situations. Move out inspections will be carried out with the vacating occupant. A conditions report will be provided to the vacating occupant, itemizing condition and costs of repairs that are the occupants' responsibility. The Housing Commission will arrange with a fire inspector to carry out periodic fire safety inspections. Occupants are expected to cooperate and correct fire safety issues identified by the inspector.

14.6	**Emergency Repairs** Emergency repairs are those required due to circumstances beyond the control of the occupant and the Housing Commission, which requires work that must be complete as soon as possible in order to protect the housing asset as well as protect the health and safety of the occupants and the surrounding community. This also includes work that will not threaten health or safety, but must be completed as soon as possible in order to prevent damage to the home or unit. The Housing Commission shall carry out emergency repairs where these repairs include: a. Any accident, break or defect in interior plumbing, heating or electrical systems, or safety features in any part of the home; and b. Any item that presents a hazard to the immediate health or safety of the occupant; and c. Any item required to prevent the loss of an essential service. Procedure The occupant is required to notify the Housing Commission of the problem(s). Serious problems include: 1. No heat during winter months 2. Flooding or water leaks 3. Sewer back-up 4. Appliance failure 5. Leaky roof 6. Frozen pipe After business hours and week-ends the occupant must call the housing commissions emergency line and notify them of the issue immediately. The Housing Commission will arrange for services and repairs from authorized service companies to remedy the issue as soon as possible. If the call-out is determined to be a non-emergency the occupant may be required to pay the difference. Where emergency repairs are confirmed by an inspection to be a result of willful damage or neglect on the part of the occupant, the housing commission shall arrange for the repairs to be completed and shall demand payment of the repair costs from the occupant. The housing coordinator may file a report of damages to authorities.

14.7	**Standard Maintenance Repairs** From time to time, things wear out that are the Housing Commission responsibility to repair. If it is a non-emergency, the Housing Commission is to notify the occupant of any repairs to the home that is independent of any repairs that is the responsibility of the occupant. Procedure The occupant is to contact the Housing Commission and provide information on what needs repair. The Housing Commission is to make a request for repair based on the information. The occupant can also come to the Housing Commission and complete a work order form to identify the repairs and schedule a date for the repairs. Once the work order is completed the following procedure should be followed: 1. A copy is given to the occupant and Housing Commission. 2. The Housing Commission shall maintain a log of work-orders issued. 3. Work orders assist in schedule priority of work by Housing Commission and maintenance staff. 4. The Housing Commission will contact the occupant as soon as the work is scheduled to ensure the occupant will be available. If the occupant is unable to be home at the time of repair, they must have another adult over the age of 19 at the home to let the maintenance staff into the house. 5. A follow-up call and visit to the occupant after services are complete to ensure that all work carried out is satisfactory and systems are functioning sufficiently. The occupant and the Housing Commission will both sign off on the Work Order showing the work was completed and the Work Order will be placed in the occupants maintenance file.
14.8	**Home Renovations** No renovations to the residence may be made without the written consent of the Housing Commission. Modifications made to any residence must be done so in compliance with applicable building code and carried out in a professional manner ensuring all safety precautions are adequate to protect the resident and community from harm and reduce liability.

15.1	**Death of Beneficiary & Surviving Non-Beneficiary** Where a member whose name is on the Occupancy Agreement dies and the surviving spouse or common law partner has a dependent beneficiary, that spouse or common law partner can remain in the house under a new Occupancy Agreement until the dependents come of age so long as they are able to pay the required occupancy fees. If the dependent member, at coming of age, wants to remain in the home or unit, then they must sign a new Occupancy Agreement and assume all responsibilities, including but not limited to payment of occupancy fees. If there are no member dependents, then the surviving non-member has one year to vacate the home or unit. Procedures Meet with Housing Commission to make the necessary arrangements. Revise the agreements as needed. Provide a copy of document to the occupant.
15.2	**Death of a Beneficiary** Where an occupant passes away and there are no other residents occupying the home or unit, the Occupancy Agreement ends 30 days after the occupant's death. The home or unit is the property of Nunatsiavut Housing Commission and will be put back into the active housing stock. The Housing Commission will notify the executor or Director of the estate, or a family member if there is no executor or Director, by letter or e-mail regarding the end date of occupancy. Where all the keys for the home or unit are not found, the Housing Commission will have the house locks changed. Because the Occupancy Agreement is still in effect for 30 days following the occupant's death, the Housing Commission must leave the deceased occupant's property in the home or unit for this 30 day period. The Housing Commission can dispose of any unsafe or unhygienic items (for example, rotting food) in the home or unit right away. The Housing Commission must allow the estate's representative reasonable access to the home or unit during the 30 days following the occupant's death to remove the deceased occupant's property. After the 30 days, the Housing Commission will dispose of the deceased occupant's property if there is any remaining in the home or unit. Where the Housing Commission has to clean out a home or unit, all cleaning costs will be assessed to the occupant and added to the occupant's account.
15.3	**Separation of a Beneficiary** Where a member whose name is on the Occupancy Agreement is separated and the non-beneficiaries spouse has custody of dependent beneficiary, then that spouse can remain in the house under a new Occupancy Agreement until the dependents come of age. They must sign a new Occupancy Agreement. If there are no beneficiary dependents, the separated non-member has no claim to the home or unit and must be the one to move out after the separation. Procedures Meet with Housing Commission to make the necessary arrangements and provide the documentations. Ensure copy goes into the occupants file.

16.0 Annual Occupancy Renewal

16.1	All occupants must review their Occupancy Agreement with the Housing Commission and update the family profile, any amendments, and provide a complete dated verification of income for occupants living in Nunatsiavut Housing Commission Social Housing units or homes. <u>Procedure</u> Ensure the Housing Commission has received the documents by March 31stof each year. Verification and Documentation: Occupants will be required to provide proof of beneficiary status, birth certificates or other proof of family composition statements when required by the Housing Commission to reasonably ensure accuracy. Certification by signing the Yearly Occupancy Renewal shall be considered sufficient verification of the family composition.

17.0 End/Termination of Occupancy

17.1	**<u>Vendor Termination of Occupancy</u>** An occupancy ends only if one or more of the following applies: 1. The occupant or Housing Commission gives notice to end the occupancy in accordance with one of the following: a. Occupant's notice; b. Housing Commissions' notice: non-payment of occupancy fees; c. Housing Commissions' notice: cause; d. Housing Commissions' notice: occupant ceases to qualify; or e. Occupant may end occupancy early. 2. .The Occupancy Agreement is a fixed term Occupancy Agreement that provides that the occupant will vacate the home or unit on the date specified as the end of the occupancy; 3. The Nunatsiavut Housing Commission and occupant agree in writing to end the occupancy; 4. The occupant vacates or abandons the home or unit; 5. The occupant willfully breaches housing policies (as below); 6. The occupant fails to respond to a policy violation when asked by the Housing Commission to correct the situation.
17.2	**<u>Termination of Occupancy by Housing Commission: Cause</u>** The Housing Commission may end an occupancy by giving notice to end the occupancy if one or more of the following applies: 1. The occupant is late paying occupancy fees three times within one calendar year. Where the occupant is repeatedly late with and/or fails to make their occupancy payment as agreed, this is a violation of the terms of their occupancy agreement and the housing policy. After the second instance where an occupant is late and/ or has failed to make their occupancy payment as agreed, the Housing Commission shall schedule a meeting with the occupant to review the consequences of failing to honour their payment responsibilities. The Housing Commission shall provide written confirmation to the occupant that, if there is a third instance where the housing payment is late and or not made as agreed, the third payment violation will result in the eviction policy to begin. 2. There are more occupants, registered or unregistered, in a home or unit than allowed.

	3. The occupant, or a person permitted on the residential property by the occupant has: a. Significantly interfered with or unreasonably disturbed another occupant or the Housing Commission of the residential property. b. Seriously jeopardized the health or safety, a lawful right or interest of the Housing Commission or another occupant. c. Put the Housing Commissions' property at risk. 4. The occupant, or a person permitted on the residential property by the occupant, has caused damage to a home or unit or residential property; 5. The occupant does not repair damage to the home or unit or other residential property, as required within a reasonable time frame.
17.2	<u>Procedure</u> 30-day Notice of Termination will be issued to the occupant from the Housing Commission for breach of the terms and conditions of their Occupancy Agreement and the Housing Commission policies and procedures. Immediate termination may be issued if the occupant, or a person permitted on the residential property by the occupant, has engaged in illegal activity that: 1. Has caused, or is likely to cause, damage to the Housing Commissions' property. 2. Has adversely affected, or is likely to adversely affect, the quiet enjoyment, security, safety or physical well-being of another occupant of the residential property, neighbors, and other community members. 3. Has jeopardized, or is likely to jeopardize, a lawful right or interest of another occupant, or the Housing Commission.

17.3	**End of Occupancy Leaving the Home or Unit** Unless a Housing Commission and occupant otherwise agree, the occupant must vacate the home or unit by 1 p.m. on the day the occupancy ends. Procedure The occupant must give the Housing Commission all keys (home/unit, shed or storage keys, etc.) or other means of access that are in the possession or control of the occupant and that allow access to and within the residential property. Any keys that are not provided by the occupant may result in the occupant being charged for the cost to replace the keys.
17.4	**Return of Damage Deposit** Within 30 business days after the date the occupancy ends and the Housing Condition Report has been completed the Housing Commission will repay any damage deposit to the occupant if the home or unit is reasonably clean, and undamaged except for reasonable wear and tear. The housing commission will retain all or part of the deposits if the home or unit is damaged or occupancy fees are not paid up to date. At the beginning of an occupancy, the occupant will agree in writing that the Housing Commission may retain the amount to pay a liability or obligation of the occupant.
17.5	**Securing the Vacant Home or Unit** Failure by an occupant to inform the Housing Commission of an absence greater than 30 consecutive days shall result in that occupant being charged for any cost required to secure the home or unit or to repair damages that occur during their absence. The Housing Commission shall invoice the occupant for the cost of the repairs (labour and materials).

17.6	**End of Occupancy Inspection** The occupant and the Housing Commission will schedule a walk-through inspection of the premises prior to vacating. The Housing Condition Report will be filled out by the Housing Commission indicating areas of responsibility of the occupant or that of the Housing Commission. The occupant must leave the home or unit reasonably clean, and undamaged except for reasonable wear and tear. The exiting occupant must ensure that the move-out procedures are followed to avoid additional charges should the Housing Commission have to carry out these responsibilities, this includes: 1. Rugs clean and vacuumed and shampooed if necessary; 2. Floors cleaned; 3. Walls cleaned; 4. All electrical light bulbs functioning and in place and all fixtures whole and in place; 5. Refrigerator and freezer cleaned and left in good working order; 6. Stove cleaned on the interior, exterior and surrounding area and left in working order; 7. Wood stove is cleaned and well-maintained; 8. All garbage removed from the premises inside and outside; and 9. Washer and dryer cleaned and left in working order. Procedure 1. The Housing Commission must offer the occupant at least two opportunities for the inspection. 2. The Housing Commission must complete a Housing Condition Report in accordance with this policy. 3. Both the Housing Commission and occupant must sign the Housing Condition Report and the Housing Commission must give the occupant a copy of that report. The Housing Commission may make the inspection and complete and sign the report without the occupant if: a. The Housing Commission has complied with the signed occupancy agreement and the occupant does not participate on either occasion, or b. The occupant has abandoned the home or unit.

18.0 Temporarily Vacating a Home or Unit

18.1

Vacating the Home or Unit on a Temporary Basis

Where the occupant shall be away temporarily from the home or unit (refer to definition of temporary below) the occupant shall remain responsible to pay all housing costs including any applicable occupancy fees, utilities, and other service charges and arrange for an on-site visit at least once per week and regular care of the home or unit by a family member to ensure the home or unit remains protected against the elements and vandalism and the home or unit and property are maintained in good order. A temporary absence is defined follows:

1. November 1 to March 31 –an absence greater than 10 consecutive days and less than 30 consecutive days; and
2. April 1 to October 31 –an absence less than 30 consecutive days.

The occupant shall be responsible to pay the cost to repair damage (labour and material) to the home or unit that occurs during their absence.

18.2

Vacating the Home or Unit for an Extended Basis

An extended absence may be granted to occupants who need to move away from their home or unit.

Where the occupant shall be away from the home or unit for an extended period of time that is defined as greater than 30 consecutive days but less than 2 years they may be permitted to retain occupancy only where they are vacating the home or unit.

Reasons	Maximum leave time (months)
Care for an aging relative	24
Care for a child in a hospital setting (includes foster children, or any minor legally being cared for)	24
Post Secondary Education	24
Work Opportunity	6
Alternate financial gains for the family	6
Incarceration	24

Where the occupant shall be away from the home or unit for an extended period of time as defined above for reasons not relating to employment, education or medical treatment, they shall not be permitted to retain occupancy and shall be required to permanently vacate the home or unit as outlined in the occupancy agreement and this housing policy.

The occupant shall provide written notification to inform the Housing Commission of their planned absence a minimum of once month prior to vacating the home or unit.

The primary occupant will provide written notification one month prior to the end of the maximum allowable absence informing the Housing Commission of their decision to return to the home or unit or vacate the home or unit.

18.3	**<u>Live-in Replacements</u>** Any live-in replacement occupant must meet the housing occupant criteria as outlined in these policies, the by-laws, and the Act. The replacement occupant must sign an addendum to the original occupancy agreement stating they will abide by the Policy and Procedures as outlined. During their absence the occupant shall: a. Remain responsible to pay all housing costs including occupancy fees, utilities, other housing services and, for repairs and maintenance; and b. Arrange for a weekly on-site visit and regular care of the home or unit by a family member to ensure the home or unit remains protected against the elements and the home or unit and property are maintained in good order. Where the occupant does not arrange for proper care and the housing commission is required to carry out monitoring inspections and/or home or unit or property care and maintenance, the occupant shall be charged for the cost of the housing commission carrying out these services; and c. Be responsible to pay the cost to repair damage (labour and material) to the home or unit that occurs during their absence. The Housing Commission may arrange for an inspection to confirm the condition of the home or unit before the occupant vacates the home or unit; the inspection shall be completed according to the move-out inspection requirements of this housing policy. When the occupant returns to the home or unit, the Housing Commission may arrange an inspection to confirm the condition of the home or unit at the time the occupant returns; the inspection shall be completed according to the move-in inspection requirements of this housing policy. The occupant shall be responsible to pay the cost to repair damage (labour and material) to the home or unit that occurs during their absence. Where the occupant is not able or willing to remain responsible to pay all housing costs and arrange for regular care of the home or unit as noted above, the occupancy agreement may be terminated and the occupant may be required to vacate the home or unit. Where the occupant fails to notify the Housing Commission of their absence, they shall be in breach of the occupancy agreement and this housing policy and the housing commission shall take action to protect the home or unit and property and/or terminate the occupancy agreement.

19.0 Affordable Warmth Nunatsiavut Home Repair Program

19.1	**Purpose and Communication** To provide funding to assist homeowners within a particular income level who require major/minor repairs to their homes, including components related to health (e.g. major repairs to items such as walls, floors, windows, doors, etc.) and affordable warmth/energy efficiency. To bring homes to a minimum fire and life safety, energy efficiency and accessibility standards. There shall be a two month period between the date of the release of advertising for applications to the Program ("Opening Date") and the date by which applications are to be received ("Closing Date"). With assistance from the Communications Division, the Program will be advertised by the following means: • Social media (i.e. Facebook, Twitter); • Local radio, bulletins, papers, etc.; • Posted notices in the Inuit communities; and • other means as considered appropriate.
19.2	**Eligibility** To be eligible for the Program, applicants must meet the following criteria: a. Must meet the definition of Beneficiary as defined under Part 1.1 under the Labrador Inuit Land Claims Agreement; b. Maximum total household gross income level of $70,000 for permanent residents of the household; c. Must be the owner of the home (i.e. not renting the home); d. Must not have received assistance from the Program in the last five years; and e. Must not have received assistance for repairs from the Torngat Regional Housing Association in the last five years
19.3	**Application Procedure** Community representatives will provide application forms and give assistance to individuals in each Inuit community who wish to apply for the Program. A Screening Committee will be composed of representatives from the Nunatsiavut Housing Commission, Nunatsiavut Affairs and/or Nunatsiavut Secretariat. The Screening Committee must meet within two weeks of the Closing Date to screen applications for completeness. The Screening Committee may contact those applicants with incomplete applications to identify missing or additional information required. An additional period of four weeks from the Closing Date will be provided to those applicants to provide the requested information (the "Final Deadline"). The Screening Committee must meet within two weeks of the Final Deadline to select homes for assessment to determine scope of work required in each home. The Screening Committee must inform each applicant selected for a home assessment and must obtain a signed consent from the applicant to provide access to their home to the home inspector.

19.4	**Repairs included under this Program** Without restricting the general nature of repairs that may be performed under the Program, categories of repairs will prioritized in the following manner: a. Repairs of roof and foundations required for the safety and stability of the building structure; b. Replacement of deteriorated windows, exterior doors, entrance ways and siding or those repairs required to bring the building structure up to the appropriate building codes; c. Items related to energy efficiency which may include, but is not limited to, attic retrofit, draft proofing of the building structure, installation of exterior foam insulation and installation of cost-effective heating sources; d. Mould abatement; and e. Upgrading the electrical and plumbing systems to bring them up to the appropriate codes, including a minimum requirement to upgrade to a minimum of a 200 Amp electrical service. Minor repairs may be considered under the Program, subject to limitations of funding, including, but not limited to, replacement of interior doors, doorknobs designed for sub-arctic climates, dead bolts, flooring, and repairs of millwork.
19.5	**Home Assessments** Home assessments will be completed by an independent home inspector. Inspections must include a blower door test and an assessment of the stability of the building lot. Within two weeks of the receipt of the final report provided by the home inspector, a Selection Committee shall meet to select the repairs to be completed. Selection of the repairs to be completed will be based on the priorities listed in these policies and subject to funding availability. In cases where the cost of repairing the homes exceeds the replacement of the home, and upon recommendation from the home inspector, these homes will not be selected for the Program.

19.6	**Successful Applicants** The Selection Committee will inform successful applicants of the scope of work to be completed on their home and a contact person for the Program.
19.7	**Unsuccessful Applicants** The Selection Committee will inform unsuccessful applicants in writing as to the reasons why they were not eligible for the Program. An unsuccessful applicant may, by submitting a letter of appeal, appeal the decision of the Selection Committee to an Appeal Committee composed of the Deputy Minister of Nunatsiavut Affairs and Legal Counsel. A letter of an appeal would be delivered to the Community Liaison Officer in their community within 5 days of the date of the decision of the Selection Committee. This letter must be immediately delivered to the Deputy Minister of Nunatsiavut Affairs via electronic or facsimile transmission. The Appeal Committee must make a decision on the appeal within 5 days of the date of the letter of appeal and such decision must be communicated in writing to the applicant and the Selection Committee. A decision of the Appeal Committee is final.

20.0 Home Based Business

20.1	The occupant must not use the premises for operation of a business without prior written approval from the Housing Commission. The Housing Commission will not deny reasonable applications or authorization for the operation of home based businesses. Housing is provided in a residential setting to ensure the esthetics of the residential environment. The nature of the business, modification to the property and traffic may effect approval. **Procedure** The occupant must provide the Housing Commission with documentation proving the certification proving the operation of the business and any required documentation required to safely operate a home-based business. Approval and operation of the business shall be granted and allowed upon the following conditions: 1. The business activity will not disrupt the basic residential nature of the neighborhood. 2. The business will not require permanent structural changes to the home or unit. 3. The occupant provides documentation proving required insurance for the business with sufficient liability coverage. 4. The occupant shall be liable for any damage or injury whatsoever caused by the business, clientele, and/or customers and shall pay the Housing Commission immediately, upon demand, for any and all cost incurred by the Housing Commission as a result of damage or injury caused by the business. 5. The occupant agrees to indemnify, hold harmless and defend the Housing Commission and all of the Housing Commissions' agents and employees against all liability, judgments, expense (including legal fees), or claims by third parties for any injury or any person or damages to property of any kind whatsoever caused by the occupant's business.

21.0 Sheds and Other Accessory Structures

	21.1 Social housing occupants may not construct any additional buildings on or around the property of their home / unit without expressed written consent from the Nunatsiavut Housing Commission.
	21.2 Affordable housing occupants are permitted to construct only sheds on their property. Other types of accessory structures are not allowed to be constructed without the expressed written consent from the Nunatsiavut Housing Commission. For the purposes of this policy, sheds are defined as structures which: • Are covered buildings not attached to a home/unit. • Have the primary intention of being used to store goods. • Are not used for occupancy. • Are not used for regular parking of automobiles. • Are not connected to another structure in any way. • Are no larger than 100 square feet. If any of the above criteria are not met, expressed written consent must be secured from the Nunatsiavut Housing Commission prior to the construction of the building. All sheds must be designed and constructed in a manner that adheres to all relevant building codes and other regulations.
	21.3 Market housing owners are able to make additions to their owned property as long as the additions adhere to all relevant building codes and other regulations.

22.1	The occupant will be permitted to have pets as long as: 1. The pets are common household pets, these include dogs, cats, fish, birds, rabbits and rodents such as guinea pigs, and hamsters, kept as companion animals. 2. The occupants have no more than 2 cats and/or dogs, more than one pet of any other species will be approved at the discretion of the Housing Commission. 3. The occupants look after their pets properly and in a safe, and healthy manner. a. All pets must receive proper veterinary care, including all appropriate inoculations (shots against diseases). b. All adult dogs and cats must be spayed or neutered. 4. The pets do not threaten the Housing Commission or other occupants, community or other animals. 5. The pets do not cause damage to the residential property. 6. The pets are under control of the owner (i.e., leashed, tied or penned in secure area). 7. The pets do not disturb the enjoyment of other occupants, neighbors or cause a nuisance to the neighborhood. a. Occupants whose pet(s) are determined by the Housing Commission to be disturbing others must remedy the situation immediately. b. A notice will be issued to the occupant to rectify the situation; failure to remedy the situation within a specified time will receive a 30-day notice to remove the pet from the premises. 8. There are no required modifications to the home or unit or grounds to accommodate the pet(s); a. Occupants wishing to keep pets that require construction of pens, fencing or other structures to accommodate the pets must obtain the permission and approval from the housing commission prior to obtaining the pet or making such modifications. Costs associated with this will be the responsibility of the occupant as will dismantle, demolition and disposal of the structure. 9. No livestock or animals of a farming nature (i.e., horses, cows, goats, pigs, chickens, etc.), breeding stock or bee-keeping are permitted. Recognizing the important contribution that pets can make to the lives of people who value and appreciate animals, this pet policy is designed to protect both the pet owner and non-pet owners, and to ensure that the animals themselves receive responsible care. <u>Procedure</u> Occupants wishing to keep pets must sign a Pet Agreement. Failure to comply with any one of these policies could result in termination of the Occupancy Agreement. Any and all damages caused by the pet or the owner as a result of having a pet will be the responsibility of the occupant to repair, failure to repair damages within a specified time frame will result in the Housing Commission making necessary arrangements for the repairs and charging the occupant's account. Any unpaid charges will be considered as housing arrears and subject to the collections policy. Photographs of damages caused will be kept on file and attached to damage/repair invoices.

23.0 Storage of Dangerous Goods

23.1	All dangerous goods must be stored in the proper manner. Failure to do so may be cause for eviction. <u>Procedure</u> Occupants may keep on the premises fuel for the operations of small equipment or motorized vehicles. All fuel storage must be kept in a safe location away from any combustion. Under no circumstances will an occupant store fuel near hot-water tanks, furnaces or other heat source. Some examples of dangerous goods storage include (but are not limited to): 1. Ammunition for firearms is considered explosive; a. Only those licensed to possess a firearm may store ammunition; b. Ammunition must be kept in a safe; c. Under no circumstances will any firearm be stored loaded. 2. Occupants must obtain approval from the housing commission if they require storage of more than 100 liters of fuel. a. The reason for the fuel and; b. The location on the premises that this fuel will be stored. c. Storage containers must be clearly and easily identified as fuel containers. Products combined for the production of methamphetamines or evidence of drug lab or any other form of illegal substance production is prohibited. This includes marijuana cultivation beyond the legal personal limit of one tree per adult (age 19 and up). Occupants face immediate eviction, criminal charges and costs to repair damages and loss of revenue to the housing commission will incur while the premises is uninhabitable.

24.0 Firearms

24.1	Occupants may own or acquire a firearm. The occupant must be licensed in accordance with the Canadian Firearm Act. Discharge of firearms, pellet guns, slingshots, bow & arrows, etc. is not permitted in the residential area. Community beneficiaries may supplement their diet with wild game & fowl, firearms provide them with the ability to continue this practice. <u>Procedure</u> Where requested by the Housing Commission, occupants must provide a copy of the firearms license for each registered firearm and each user.

25.0 Amendment of Policy

25.1

Policy amendments shall be submitted to the Board of Commissioners for approval. Anyone looking to amend these policies may consult with the Housing Commission, the housing committee and/or Nunatsiavut Government beneficiary to discuss the nature of any proposed amendments.

Policy amendments approved by the Board of Commissioners shall be recorded in the meeting minutes. Policy amendments take effect the date they are passed by motion and the decision of the Board of Commissioners shall be final.

The revised policy, including the amendments, shall be available to beneficiary at the Housing Commission office. Where the policy amendment is deemed to be a change that impacts the occupant, they shall be notified of the change through a separate written notice within 30 working days of policy approval. Where the policy amendment relates to an occupancy fee increase, the housing commission shall notify occupants in writing a minimum of 60 days prior to the effective date of the occupancy fee increase.

The Housing Commission shall note the policy amendment on a policy amendment list in the format noted below. The policy amendment list shall precede the table of contents within the policy. Amendments are numbered consecutively on the policy amendment list by date of approval by the Board of Commissioners until such a time that a new issue of the policy is released which contains all of the amendments listed. The reissued policy shall be identified by date and each reissue cancels and replaces all previous issues.

The housing policy should be posted online. It will also be made available to each occupant.

25.2

Policy Amendment List

Amendment Number	Approval Date (MM/DD/YYYY)	Description and Corresponding Records (e.g. date of Board meeting)

Consent to Act Template

As per section 2.5 of the *Housing Act*, "persons whose names are submitted on the list referred to in section 2.4 and appointed under subsection 2.3(d) must:

a. Be of good character;
b. Have knowledge, qualification or experience in the field of housing programs;
c. Provide a brief written statement of their qualifications to serve as a Commissioner; and
d. Sign a letter of consent to act as a Commissioner if appointed."

Pursuant to 2.5(c), each appointee submitted a written statement of their qualifications during the nomination process, and as per 2.5(d), each appointed member has since signed and submitted the below Consent to Act Form upon their appointment. Please see the template below for reference:

NUNATSIAVUT
kavamanga Government

CONSENT TO ACT FORM

Name: _____

Phone (cell): _____

Phone (home): _____

Phone (work): _____

Email: _____

Scheduling Restrictions: _____

I, _____ consent to act as a Commissioner of the Board of the Nunatsiavut Housing Commission. I understand that as a Commissioner of the Nunatsiavut Housing Commission I have a legal, moral and fiduciary responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. I understand the importance of my role and its impact on the people of Nunatsiavut and will adhere to the relevant legislation, by-laws, and policies in the completion of my duties.

Signature: _____

Tentative Board Schedule for Remainder of 2022

- April 1st: President officially appoints Board of Commissioners, determines relative tenures of initial housing Board members (some on 4 years, some on 2 as per *The Act*)
- April 1-15th: Complete statement of qualifications and written consent to act as a Commissioner by each nominated Board member
- April 15th: Board of Commissioners positions officially filled by this date
- April 30th: Schedule a training session for Board members
    - Reach out and schedule at this date, no later than end of May.
- May 20th: Hold a Board of Commissioners training session by this date
    - At this session, potential members of governance committee can be canvassed; votes cast for chairperson for Director to provide to Executive Council following the meeting; policies and by-laws discussed; prepare amendments, if any, for discussion at first meeting
- May 31st: Determine members for Board governance committee following training session
- May 31st: Determine additional required Board committees following training session
- June 1st: Incorporation as a registered Not-For-Profit entity by this date
- June 1st: Chairperson in place. Vice-Chairperson to be elected at first Board Meeting. Establish meeting procedures and records keeping standards.
- June 15th: Conduct initial Housing Commission Board Meeting
- June 15th: Sign-off on draft policies and by-laws and formally adopt them with any amendments.
- June 15th: Finalize assignment of personnel to required Board committees, elect vice-chairperson.
- August 15th: Check-in on business arising over June/July, including establishment of Inuit Community Housing Committees; Discuss draft budget requirements as Director of Housing will compile for next meeting; discuss hiring of staff in anticipation of launch; update on work done over summer
- September 30th: Board meeting. Release job ads for additional staff in preparation for launch
  Set dates for:
    - Quarterly reporting of Inuit Community Housing Committees to Director of Housing, formalize process
    - Minister to report to the Assembly (annual reporting)
    - Board Chair to report to the Minister (bi-annual reporting)
    - Board to present annual report to the Minister (essentially schedule the operations going forward once functional)
    - Deadline for required housing strategy to be submitted to Executive Council
- October 1st: Submit provisional budget to the Controller on or before this date
    - Partial year budget of December 1st, 2022 to March 31st 2023, and full year budget of April 1st 2023-March 31st 2024 drafted and submitted at same time to Controller for her review. This will require a fulsome onboarding plan for staff, programs, buildings, new construction
- <u>November 30th: President to proclaim the Act in effect with all aspects of the Housing Commission, the Board, and Community Committees fully operational</u>
    - <u>Begin to transfer management of units, transfer of funds, hiring of staff, etc. to begin December 1st</u>