



Liard First Nation  
PO Box 328 Watson Lake, Yukon YO A 1C0  
867-536-5200

## **Liard First Nation Housing Committee (LFNHC) Terms of Reference (ToR)**

**Title:** The title of the committee shall be Liard First Nation Housing Committee (LFNHC).

**Purpose:** The purpose of the LFNHC is to oversee, manage, and advise on all matters related to housing within the Liard First Nation community. This includes but is not limited to housing policies, housing projects, maintenance, and allocation of housing resources.

### **Responsibilities:**

- Develop, implement, and review housing policies and procedures.
- Prioritize housing needs and develop plans to address them.
- Develop rental waiting lists and rental allocations for nation housing including a solid scoring system for applicants
- Oversee housing projects, including planning, budgeting, and implementation.
- Make recommendations on the allocation of housing resources.
- Ensure compliance with all relevant laws and regulations.
- Provide regular reports to the Liard First Nation Council on housing matters.

### **Membership:**

- The LFNHC shall consist of 6 members appointed by the Liard First Nation Council.
- The LFNHC can nominate a chairperson for their committee.
- Members should have a good understanding of housing issues and be committed to improving housing conditions within the community.
- Members should have a background in customer service and/or repairs and maintenance.
- Members should be in good standing with LFN and not hold any housing arrears.
- Members must demonstrate the ability to be impartial and fair during consideration of issues relevant to housing.
- Members must sign an Oath of Confidentiality

### **Meetings:**

- The LFNHC shall meet regularly, at least once every quarter. Additional meetings may be scheduled as necessary.
- Three committee members shall be a quorum. Both quorum and the presence of the Housing Officer/Manager or other assigned administrative designate are required for a LFNHC meeting to convene.
- The minutes for the meeting shall be recorded by the Housing Officer and submitted to Liard First Nation Chief and Council.
- Members who miss more than three regularly scheduled meetings without notice, at the discretion of the Housing Committee, shall be removed from the LFNHC.

- An Honorarium of \$ 75.00 will be paid for half day, and \$ 150.00 for full day, per meeting.

**Decision Making:**

- Decisions shall be made by consensus where possible. If consensus cannot be reached, decisions shall be made by a majority vote of the members present.
- All decisions shall be guided by the Liard First Nation Housing Policy, and an Oath of Confidentiality.
- All decisions of LFNHC can be appealed to Chief and Council in writing with 2 weeks advance notice from a duly convened Chief and Council meeting.

**Reporting:**

- The LFNHC shall provide regular reports to the Liard First Nation Council on its activities, decisions, and recommendations.

**Review:**

- The terms of reference for the LFNHC shall be reviewed annually and revised as necessary with the approval of LFN Chief and Council.
- No changes will be made to the terms of reference without the express approval and ratification by a quorum of LFN council.

**Confidentiality:**

- All members of the LFNHC are expected to maintain the confidentiality of the committee's discussions and decisions.
- A breach in confidentiality will result in a member's removal from the LFNHC.

**Conflict of Interest:**

- Members of the LFNHC must declare any potential conflicts of interest and recuse themselves from any discussions or decisions where they have a personal or financial interest.
- Any Housing Committee member who is in violation of any conflict of interest during these discussions (direct family) will be removed from the committee.

**Definitions:**

- Direct Family constitutes an immediate family member or someone living with a committee member.

This Terms of Reference is meant to guide the operations of the Liard First Nation Housing Committee and ensure that it fulfills its purpose effectively and transparently.

Adopted by a quorum of Liard First Nation Chief and Council:

1)

Date:

Name, Title:

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Signature:

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2)

Date:

Name, Title:

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Signature:

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3)

Date:

Name, Title:

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Signature:

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