



BYLAW NUMBER 187

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A Bylaw of the Hamlet of Fort Liard in the Northwest Territories to establish a board to deliver public housing programs as an agent of the Hamlet of Fort Liard, pursuant to the provisions of the Hamlet Act, R.S.N.W.T., 2003, c. 22, s. 62.

WHEREAS, the Hamlet of Fort Liard deems it desirable to establish a board to deliver public housing programs to the residents of Fort Liard,

WHEREAS, the Hamlet of Fort Liard and the Northwest Territories Housing Corporation have reached agreement whereby the Hamlet will be delegated the responsibility to deliver housing programs in the Hamlet of Fort Liard,

Now, therefore, the council of the Hamlet of Fort Liard, at a duly constituted meeting, enacts as follows:

SHORT TITLE

1. This Bylaw may be cited as the “**Fort Liard Housing Board Establishment Bylaw**”.

INTERPRETATION

2. In this Bylaw,

“Administrator”	means an employee of the Hamlet, hired administer the affairs of the board;
“Band Council”	means the Council of the Acho Dene Koe;
“Board”	means the Fort Liard Housing Board established pursuant to the section 62 of the Hamlets Act;
“Board Member”	means a member of the Fort Liard Housing Board;
“Chairperson”	means the person designed as chairperson of the Fort Liard Housing Board;
“Chief”	means the Chief of the Fort Liard Band Council;
“Corporation”	means the Northwest Territories Housing Corporation;

“Councillor”	means a councillor of the Fort Liard Hamlet Council or the Acho Dene Koe Band Council;
“Hamlet”	means the Hamlet of Fort Liard in the Northwest Territories;
“Hamlet Council”	means the Council of the Hamlet;
“Mayor”	means the Mayor of the Fort Liard Hamlet Council;
“SAO”	means the Senior Administrative Officer of the Hamlet;
“Resident”	means a person eligible to vote in a municipal election, and is 19 years of age or older, and who has resided in Fort Liard, Northwest Territories, for six consecutive months. A resident is also deemed eligible, in accordance with the most recent “Voters List”, as verified by the Elections Officer, appointed by the incorporated Hamlet of Fort Liard for that year; and,
“Vice-Chairperson”	means the person designated as Vice-Chairperson of the Fort Liard Housing Board.

ESTABLISHMENT

3. A board is hereby established for the following purposes:
 - a. Administer delivery of the social housing program;
 - b. Review housing allocations and hear appeals;
 - c. Develop and recommend policies and regulations affecting social housing;
 - d. Provide advice to the Hamlet and Band Councils on all housing matters;
 - e. Counsel clients; and,
 - f. Make recommendations to council on contracts and financial matters.
4. The board will be known as the Fort Liard Housing Board.

MEMBERSHIP

5. The Board shall be comprised of a chairperson and six members.
6. Each board member shall have one vote and each member must vote on all motions except when in a conflict of interest. The chairperson shall vote only to break a tie.
7. The Mayor, the Chief, and one member of each of the Hamlet and Band councils shall be members of the Board by virtue of their office.
8. The council members shall be appointed by their respective councils for a term not exceeding two years.

9. Three additional members must be residents of Fort Liard and shall be elected in accordance with the *Local Authorities Elections Act*.
10. The term of office for members shall be two (2) years beginning with the swearing in of members in January.
11. The Acho Dene Koe and Hamlet councils shall make appointments to fill any vacancies on the board and their appointment shall be until December 31.
12. The chairperson and vice-chairperson shall be elected by a vote of simple majority by members of the board at the first meeting of each calendar year.
13. Staff members of the Hamlet and Acho Dene Koe are not eligible to be members of the board.
14. The Board may adopt a code of ethics for board members. A code of ethics may provide that the board, by a 2/3 majority, may publicly censure or remove from a meeting any board member who it determines has breached the code of ethics.
15. Any board member, other than the mayor or chief, who is absent from three or more regular meeting without cause is deemed to have resigned.

DUTIES AND RESPONSIBILITIES

16. The Chairperson of the Tenant Relations Board shall:
 - a. Attend all board meetings and others as required to represent the board;
 - b. Chair all board meetings;
 - c. Vote only to break a tie, unless he/she stepped aside from the chair;
 - d. Maintain regular contact with the administrator; and,
 - e. Observe the board *Code of Ethics* and publicly represent the board in a responsible and proper manner.
17. The Vice-Chairperson of the board shall:
 - a. Attend all board meetings and others as required;
 - b. Assume the chairperson's responsibilities in the absence of the chairperson and/or when delegated to assume the chairs;
 - c. Work closely with the board chairperson and the administrator; and,
 - d. Observe the board *Code of Ethics*.
18. Board members shall:
 - a. Attend and actively take part in board meetings;
 - b. Prepare for each board meeting;
 - c. Bring to board meetings any materials necessary for reference at the meeting;
 - d. Represent the wishes/views of the board;
 - e. Become informed about housing issues affecting housing in Fort Liard; and,

- f. Observe the board *Code of Ethics*.

MEETINGS

19. The board may, by resolution, make rules for the procedures of board meetings.
20. Meetings shall be held monthly.
21. Meetings shall be held in public.
22. The board may by motion approved by 2/3 of the board members present, authorize its meeting to be closed to the public if it decides to discuss any of the following:
 - a. Information received in confidence that, if disclosed would be prejudicial to the hamlet or persons involved.
 - b. Personal information, including personal information about employees
 - c. The salary, benefits or performance record of an employee
 - d. The conduct of existing or anticipated legal proceedings
23. The Housing Administrator shall call a special meeting of the Board if requested to do so in writing by the Chairperson and any two (2) members of the Board.
24. The Administrator shall give forty-eight (48) hours advance notice of the time and place of a special meeting and the nature of the business to be transacted at this meeting.
25. The Board shall not transact any business at the special meeting other than what was specified in the notice of the special meeting unless all Board members are present at this special meeting and they all agree to it.

RECORDS

26. The administrator shall make a written record of the minutes of the proceedings of all meetings of the Board and shall certify them as correct.
27. The administrator shall record in the minutes the name of each board member and how that member voted if a recorded voted is requested by any board member.
28. The board shall, after correcting any errors, adopt the certified record of its minutes, after which the chairperson or other presiding board member shall sign them.
29. The minutes of all minutes of all meetings of the board are open for public inspection once the minutes are adopted by the board.

EXERCISE OF POWERS AND DUTIES

30. The Board shall exercise its powers and perform its duties by motion or resolution. No resolution may be made at a meeting closed the public other than to adjourn the closed meeting and revert to a public meeting.

REMUNERATION FOR BOARD MEMBERS

31. Board members shall be remunerated at rates set out in the Hamlet Council Indemnity Bylaw.

AGREEMENT

32. The Mayor and Senior Administrative Officer are hereby authorized to enter into and agreement with the Northwest Territories Housing Corporation (NWTHC) to deliver housing programs in the Hamlet of Fort Liard.

EFFECTIVE DATE

33. This by-law is effective April 01, 2007.