



**PICTOU LANDING FIRST NATION
A'SE'K HOUSING TRUST SUBSIDY APPLICATION CHECKLIST**

6533 Pictou Landing Rd., Fisher's Grant NS B0K 1X0

Ph: 902-752-4912 Fax: 902-755-4715

1. Completed application. Partially completed forms will not be accepted.
2. Utility bill to prove residency.
3. A minimum of three quotes are required.
4. If requesting reimbursement original paid invoices must be submitted. They must include the name and the civic address of the applicant.
5. Before and after pictures (if applicable).
6. Proof of insurance.
7. Proof of prior denial by funding agencies.
8. Proof of ownership (title or deed) to property.
9. All work must be performed by qualified technicians and built according to standards described in Part 9 of National Building Code (NBC).
10. Application must be signed and dated.
11. Invoices/receipts will be reviewed with the application for reimbursement eligibility.

Projects will be deemed into categories:

Essential – leaking windows or roof, deck not safe, etc.

Non-Essential – paint, trim for doors, flooring, etc.

Each project presented will be looked at by the Housing Trust Committee.



**PICTOU LANDING FIRST NATION
A'SE'K ON-RESERVE HOUSING TRUST SUBSIDY APPLICATION**

6533 Pictou Landing Rd., Fisher's Grant NS B0K 1X0

Ph: 902-752-4912 Fax: 902-755-4715

Applicant Information

Name (Last, First, Initial):		Band # (10 digits):	
Date of Birth (DD/MM/YYYY):		Phone:	
Civic address of house band member resides in:		P.O. Box:	
City:	Province:	Postal Code:	
Own? Yes No	# of years owned	Sole Owner? Yes No	
Co Owner Name:	Name of insurer:	Insurance policy #:	

Details of Assistance Needed

Please include 3 recent quotes or paid invoices:

Please Check all that apply:

Request for assistance with materials/repairs/labour

I paid for it myself

Other (specify)

Print Name of Applicant:	Signature of Applicant:
I certify that all of the information I have presented is accurate. I understand that if I provide false or inaccurate information on this form my application will be immediately rejected. I will be required to pay any funds immediately and could be subject to prosecution.	Date:

To return trust applications, you can email, mail or drop off to the address below, attention

Phone: 902-752-4912

Email: asekhousing@plfn.ca

Mail or drop off: 6533 Pictou Landing Rd Fisher's Grant NS B0K 1X0

For office use only

Application received by: _____

Date: _____

Terms of Reference

A'se'k Housing Trust Committee



Purpose of these Terms of Reference:

1. These Terms of Reference outline the establishment of the A'se'k Housing Trust Committee (the "Committee"), identify the Committee's purpose, his makeup and its management.

Purpose of Committee:

2. The purpose of the Committee is to receive and review applications for financial assistance from the A'se'k Housing Trust (the "Trust") to eligible applicants. Applications made in a form approved by the Committee will be emailed to asekhousing@plfn.ca. The Housing Committee exists to provide support to Pictou Landing First Nation Band members;
3. Trust subsidies/financial assistance to Band members is at \$10,000 for essential renovations or maintenance and \$6500.00 for non-essential renovations or maintenance. "Essential Renovations" means renovations necessary to remediate any condition in the residence affecting the health or safety of residents. Applicants must provide three current quotes to complete the project; and confirm the renovation/maintenance/repair are not being done to a cottage or for the purposes of resale or conversion to a rental unit. Applicants must also demonstrate they have applied for federal and provincial housing assistance program.
4. The Committee may provide down payment up to \$30,000 or 10% of the total borrowing for eligible applicants to obtain a ministerial loan guaranteed mortgage from a conventional lender on terms to be approved by the Committee or to acquire a Certificate of Possession (CP) property located on Pictou Landing First Nation.
5. The Committee may recommend the Trust provide financial subsidies to Band members living off reserve up to a maximum of \$30,000 provide the homeowner contributes an amount based on need and capacity to contribute (to be determined by the Committee) toward the total cost of repair/renovation.
6. Lean holdbacks will be retained by Trust for the statutory holdback.
7. Renovation/repairs or maintenance paid by the Band member may be reimbursed by the Trust provided the Band member can provide proof the contract has been fully paid: less statutory holdback. The Committee encourages Band members to provide proof that the work has been satisfactorily completed.

8. The committee is not constituted to make day-to-day housing decisions at Pictou Landing First Nation. That responsibility remains with the elected Band Council and the Housing Director.

Makeup of the Committee:

10. The Committee will be chaired by the elected Pictou Landing First Nation Chief or his/her designate.
11. The Committee will consist of the elected Chief of Pictou Landing First Nation, one elected Band councilor, three volunteer band members, Pictou Landing First Nation CFO & CEO & Housing Director.
12. members are appointed for a two-year term;
13. “Non-employee” volunteer members are paid a cash honorarium for each meeting they are in attendance. Employees and elected officials are not pay to attend Trust meetings.
14. A quorum at any meeting is three.
15. The voting members of the Committee are:
 - i. Three volunteer band members
 - ii. The elected Band Councilor;
 - iii. The Housing Director;
 - iv. The Chief/chair votes only in the case of a tie
16. Committee membership may be restricted to balance family affiliations.

Frequency of Meetings in Attendance:

17. The Committee will meet as often as necessary to ensure meaningful administration of Trust of the applications.
18. Committee meetings are to be held at the Pictou Landing First Nation Band Office at least four times each year at the date and time to be determined by the Chair.
19. Committee meetings are to be held in camera.
20. The Committee will approve the standard Trust subsidy application form at least once each year.
21. The Chair will appoint a recording Secretary. The secretary will prepare and distribute minutes of each Committee meeting within five days following the meeting.
22. Decisions can only be made when there is a quorum of members present;
23. All decisions will be recorded in the Minutes as Motions; and once a decision has been reached members will not speak to the decision outside a committee meeting.

Conflict of Interest:

24. A conflict of interest occurs when a matter is being considered that could create a possible gain by committee member or their immediate family. Should a committee member be in a real or perceived conflict of interest, they must declare this conflict of interest and abstain from participating or from being present during discussions or decisions regarding the matter;
25. All Committee members shall sign a Code of Ethics, Conflict of Interest and Oath of Confidentiality upon starting their term with the Committee.

Role of Committee Members:

26. Committee volunteers must be a Pictou Landing First Nation Band member and appointed by Pictou Landing First Nation Band Council. Elected Pictou Landing First Nation Council members will:
- a) Acknowledge these terms of reference, as revised, from time to time;
 - b) Advise the Committee of community perspectives;
 - c) Provided by said perspectives on information tabled at the Committee meetings;
 - d) Attend meetings of the Committee;
 - e) Following Committee meetings, diligently undertake action items and gather and provide information as requested by the Chair or other Committee members;
 - f) Declare any potential conflict of interest;
27. Employee Committee (CFO, CEO & Housing Director) members will:
- a) Acknowledge these terms of reference, as revised, from time to time;
 - b) Advise the Committee on Band Administration perspectives;
 - c) Providing professional perspective in the area of housing, construction, finance and law;
 - d) Attend meetings of the Committee;
 - e) Following Committee meetings diligently undertake action and gather and provide information as requested by the Chair or other Committee members;
 - f) Declare any potential conflict of interest, including any bias.
 - g) Provide clear and straightforward information and answers when possible.

Meeting Management:

28. Meetings will consist of reviewing Trust subsidy applications, discussions, presentations and working sessions and will not be open to the public or to non-Committee members except by agreement of the Committee. Anyone wishing to present information on views to the Committee must request permission from the Chair.