

NAK'AZDLI HOUSING COMMITTEE

TERMS OF REFERENCE

MISSION STATEMENT

The Nak'azdli Housing Committee will work in partnership with the Nak'azdli Band Council and the community members to provide safe and affordable housing on reserve to all eligible Band members, and to operate the on reserve housing program through a fair and equitable application of housing policies.

1. PREAMBLE

Whereas: The Chief and Council have a responsibility to the Band members to provide safe and affordable on reserve housing within the resources of the Band; and

Whereas: The Chief and Council have established a Housing Committee to assist in the delivery and operations of all on reserve housing.

Therefore: these terms of reference shall define the Housing Committee, its structure and proceedings, its responsibilities, and the authorities the Chief and Council have provided it to enable it to carry out its mandate.

2. DEFINITIONS

Housing Committee

A permanent committee established by Chief and Council to assist in the delivery and operation of all on reserve housing.

Nuclear Family

Means parents, children, adopted children and other dependents living in the same household.

Immediate Family

Means spouse, parents, children, brothers, sisters and grandparents.

Good Financial Standing

Means housing payments are current, there is no arrears owing on their mortgage, and that they have not defaulted on a loan from the Nak'azdli Band.

3. MANDATE

The Housing Committee is responsible to the Chief and Council for the safe, effective, and equitable application of the Housing Policies.

NAK'AZDLI HOUSING COMMITTEE

TERMS OF REFERENCE

4. RESPONSIBILITIES

In order to fulfill its mandate, the Housing Committee has the following responsibilities delegated by Chief and Council.

- a) New House Issues: The investigation, review, and resolution of matters brought before the Committee by the Housing Department or by Band Members. The Committee will resolve the issues by making decisions where the decision is within the Committee's authority, or by referring the matter to Chief and Council with a recommendation.
- b) Reporting: Submitting copies of all Committee meeting minutes to the Council and reporting to the Council via the Housing Portfolio Councilors.
- c) Policies: The Committee is responsible to the Council for the development of Housing Policies. The policies are submitted to Chief and Council for approval. Once approved, the Committee is responsible for the implementation and enforcement of the policies. The committee is also responsible for the ongoing review of established policies. The policies shall include but not be limited to the following;
 1. Section 10 – Individual Mortgage Program
 2. Social Housing Program
 3. Subsidy Housing Program
 4. Band Own Rental Program
 5. Operational Charges
 6. Housing Issues
 7. Emergencies
 8. Insurance
 9. Maintenance and Repairs
 10. Renovations
 11. Collections
 12. Arrears
 13. Residential Community Planning
 14. Subsidy Allocations
 15. Capital Infrastructure Planning
 16. Appeals
- d) Five Year Housing Plan: The Committee will develop a five-year housing plan and submit to Band Council. The plan will be updated a minimum of every two years.
- e) Finance: The Committee is responsible for the development of an annual budget to be submitted to Band Council for approval. The Committee will work within the approved budget when making decisions regarding request for repairs or renovations.
- f) Distribution of Information: The Committee is responsible to communicate with community members on housing issues and concerns and to relay new information to the membership.

NAK'AZDLI HOUSING COMMITTEE

TERMS OF REFERENCE

5. AUTHORITY

In order to execute its responsibilities in a timely manner, Chief and Council provide the following authorities to the Housing Committee.

- a. The Housing Committee has the authority to implement and enforce all Housing Policies approved by Chief and Council.
- b. The operational funds derived from rental housing and other housing revenues shall be under the control of the Housing Committee. All funds are to be dispensed as per the approved budget and within the Housing Policies.

6. COMPOSITION

The Housing Committee shall be comprised of Seven (7) Band members. The CHL Administrator, Housing Assistant and, Operations & Maintenance staff will be present as technical advisors to the committee and Council members.

Portfolio Councilors, CHL Administrator, Rental Clerk, Housing Assistant, and Operations & Maintenance Staff will act as non-voting members of the Committee and Portfolio Councilors will act as the chairperson of all meetings.

No more than one member of the immediate family may sit on the Housing Committee at any one time.

A recording secretary shall record the meeting proceedings.

All meetings will be open to the Band membership on an observation basis. Band members may speak to agenda items by being recognized by the Chair or by asking to be put on the agenda.

7. ELIGIBILITY

For nominees to be eligible to sit on the Housing Committee, they must be Nak'azdli Band members for a minimum of three years, must be 18 years of age or older, and must live on the reserve or surrounding community for a minimum of three years. Nominees will be asked to sign an Oath of Confidentiality and Code of Ethics.

8. APPOINTMENT OF MEMBERS

At the adoption of these terms of reference, the Band Council will adopt the Housing Committee members. The term for Committee members will be two years at which time they may stand for re-appointment.

Results of the appointment of Committee Members will be posted publicly as soon as Council has ratified the appointments.

NAK'AZDLI HOUSING COMMITTEE

TERMS OF REFERENCE

9. RESIGNATIONS, REMOVALS, VACANCIES

Resignations will be submitted in writing to the Committee Chairperson and will be recognized on the agenda of the next Committee meeting. A resignation is irrevocable upon its submission and will be effective upon being accepted at a regular Housing Committee meeting.

If a committee member is, absent from three consecutive meetings except due to illness or with leave, the committee member will be disqualified from serving on the Committee.

10. HONORARIA AND OTHER COSTS

Committee members will have all expenses incurred except wage loss in the course of carrying out their duties as a committee member. The Housing Committee members will receive an honorarium of \$100.00 per meeting if they attend for the duration of the meeting. The Council may approve a set amount in the budget for the activities and capacity building needs of the committee. These Budgets will be for travel expenses, meeting expenses or expenses approved by Council.

If a staff member is at a Committee meeting during work hours, they will not be renumerated for the hours attending the meeting.

11. MEETINGS

The Committee shall meet once a month. The Chairperson may call an emergency meeting if required.

The chairperson will ensure that minutes of each meeting are properly recorded, typed, and distributed to the Housing Committee members and to the Band Council.

All meetings will be open to the Band Membership, unless called as an in-camera session by the Chairperson.

12. NOTICE OF COMMITTEE MEETINGS

The Chairperson or his Co-Chair will provide notice of the time, date, and location of meetings to each member.

In the event the Housing Administrator calls an emergency meeting, the Chairperson will advise each member of the Committee of the date, time, and location by telephone or in person, and will indicate the items of business to be discussed.

13. QUORUM

Four (4) of the Seven (7) voting Committee members shall constitute a quorum for the transaction of business.

NAK'AZDLI HOUSING COMMITTEE

TERMS OF REFERENCE

14. OPENING PROCEEDINGS

If the Chairperson does not attend within 15 minutes after the appointed time set for the meeting, the Co-Chair shall call the meeting to order, and if a quorum is present, the Co-Chair will preside during the meeting or until the arrival of the Chairperson.

Should there be no quorum present within 30 minutes after the appointed time for the meeting, the recording secretary will record the names of the members present, and the meeting shall stand adjourned. Honoraria will not be paid for a meeting adjourned in this manner.

The minutes of the previous meeting will be distributed and read as the first order of business and must be accepted by motion, with any errors, correction, omissions, and amendment noted.

15. ORDER OF PROCEEDINGS

The order of business for all regular meetings of the Committee shall be as follows:

1. Call to order by Chairperson as set out in section 14.
2. Review, changes, and adoption of agenda
3. Minutes of previous meeting
4. Business arising from minutes
5. Correspondence
6. New business
7. Date of next meeting
8. Adjournment

16. RECEIVING DELEGATIONS

A Band member or a group of Band members, wishing to make a formal presentation to the Housing Committee shall:

1. Band Member to request to be added to agenda.
2. The Chairperson reserves the right to restrict the time allotted to any delegation appearing before the Committee.

17. RULES, CONDUCT, AND DEBATE

The resolution of orders, resolution, or questions will be consensus driven. Consensus will be reached when all Committee members have no objections to the acceptance of the order, resolution, or question.

Where consensus cannot be reached, the matter shall be noted in the minutes, along with the outstanding issues. The issues as noted will be read back to the Committee to ensure accuracy. An issue may be tabled to the next meeting. At the next Committee meeting if consensus cannot be reached the issue will be voted on and the decision of the majority will stand.

NAK'AZDLI HOUSING COMMITTEE

TERMS OF REFERENCE

17. RULES, CONDUCT, AND DEBATE cont'd

Every Housing Committee member shall have a vote on all matters put forth by the Committee. The numbers of those who vote for and against the question shall be noted in the minutes wherever the Chairperson calls for the "ayes and nays" and the secretary shall read the results of the vote.

Motions will be put in writing by the recording secretary and seconded before being debated. Amendments shall be in writing and shall be decided upon before the question is put to consensus.

Committee members will conduct all business in a fair, honest, and professional manner and will refrain from bringing personal biases and negative opinions to the meeting discussion unless there is a direct bearing on the issue under debate. Committee members will consider themselves as examples to the community in their conduct while on Committee business.

18. CONFIDENTIALITY

All in camera discussions, debate and draft documents of the Committee are confidential. No member of the Committee, present at a Committee Meeting shall make public any information or business from the Committee meeting unless that information or business is deemed to be public information by the Committee as a whole.

19. CONFLICT OF INTEREST

A Housing Committee Member must declare conflict of interest and remove him/herself from the room and their decision-making capacity when the decision to be deliberated on will have a direct impact on him/herself or on the member's immediate family. A quorum is not considered lost by this removal.

20. AMENDMENTS

Amendments to these terms of reference may be necessary from time to time. Either the Housing Committee or the Chief and Council may suggest amendments to these terms of reference. Once suggestions have been made, both the Committee and Chief, Council will review and make comments any suggestions for amendments shall be submitted to the Chief, and Council at a duly convened Council Meeting for approval. The amendments, once approved by motion of the Band Council, shall immediately take effect.