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| **Terms of Reference**  **Temagami First Nation**  **Housing Advisory Committee** |
| Revised-Logo |
| **APPENDIX 1** |

**TERMS OF REFERENCE**

**Temagami First Nation**

**HOUSING ADVISORY COMMITTEE**

1. **MANDATE**

Make formal recommendations to Council regarding the development and on-going review of the First Nation Housing Policy. Explaining to the First Nation residents and obtaining their input, and overseeing the policy’s implementation.

In addition, the Housing Committee may also make recommendations regarding the annual priorities for housing, renovations, and water systems, as well as long term planning for the community. In consultation with the committee, Council will approve policy and establish priorities, and ensure that the housing programs are efficiently administered and implemented.

1. **PURPOSE & SCOPE**

**The following are guiding principles upon which the Housing Advisory Committee will function:**

* 1. All members are expected to sign and conform to the Oath of Confidentiality
  2. Each member of the committee is responsible for ensuring equal opportunity to voice opinions for all members.
  3. Every effort must be made to attend committee meetings.
  4. All committee members are expected to review the agenda and any other documents made available to them prior to the meeting.
  5. Follow through with work assigned by the Committee.
  6. Actively participate in discussions, directions and recommendations.
  7. To act as a representative of the First Nation when delegated to attend meetings or conferences.

1. **SCOPE OF RESPONSIBILITIES**

**The scope of the Housing Advisory Committee includes the following responsibilities:**

* 1. Review and recommendation of a long term capital development and Five (5),Ten (10) and Twenty (20) year housing plan;
  2. Housing Advisory Committee review annual housing report with respect to relevant activities, and recommendations for the coming year;
  3. Committee members are to maintain good relations and communications with all membership, other government officials and private agencies at all times;
  4. Housing Policy and other TFN housing related policies are implemented and to make recommendations regarding policy amendments;
  5. Receive and review Housing Coordinator updates;
  6. Become familiar with CMHC Section 95 Agreements, and other CMHC funded programs;
  7. When required undertake a housing needs survey.
  8. Provide recommendation in development of new housing related policies.
  9. Housing Committee may appoint an Ad-Hoc committee when required. The Committee shall be provided in writing a specific work plan.
  10. The Ad-Hoc Committee are to operate in accordance with the Housing Advisory Committee Terms of Reference.
  11. In situations where funders have its own mandate, the Community Infrastructure Manager and Housing Department may give precedence to the mandate for its specific funding.

1. **MEMBERSHIP**
   1. **The Housing Advisory Committee shall consist of a maximum of seven (7) members. Specifically, this will entail: one (1) member of Council, the Housing Coordinator and five (5) appointed community members.**
   2. The Chair of the Housing Advisory Committee shall be the Temagami First Nation Band Councillor.
   3. The Chair may select an Acting Chair as required, for a meeting or part thereof, i.e.: in the case of a conflict of interest.
2. **Attendance**
   1. All appointed Committee members will make their best efforts to attend committee meetings;
   2. Should appointed Committee member(s) miss three (3) consecutive committee meetings, the Housing Advisory Committee may make a recommendation to Council to remove him/her.
   3. The vacancy will be posted for a new committee member, and approved by Chief and Council.
   4. Should a member be unable to attend, he/she must notify the Housing Coordinator at least one (1) day prior.
3. **CONDITIONS OF MEMBERSHIP**
   1. All residents of Bear Island are eligible to apply as a member of the Housing Advisory Committee.
   2. Members may be removed from the Housing Advisory Committee upon the recommendation of the Housing Advisory Committee to Chief and Council for any of the following reasons:
      1. Conviction of a criminal offence;
      2. Conflict of Interest
      3. Inability to fulfill responsibilities as a committee member;
      4. Failure to attend regularly scheduled committee meetings;
      5. Breach of confidentiality.
   3. Members may resign from the Committee by submitting a letter of resignation to the Housing Advisory Committee.
   4. When a member has been removed or resigned, the Committee shall make a request to Council for replacement of a Committee member.
4. **Meetings**
   1. The Housing Advisory Committee will hold regular quarterly meetings or as needed;
   2. Additionally, the Chair may call special meetings to discuss time-sensitive or critically serious issues.
   3. **Three members of the committee must be in attendance for a committee meeting to proceed;**
   4. **Quorum is three (3) committee members.**
   5. Minutes will be distributed to committee members three (3) days prior to next meeting;
   6. Agenda will sent three days before meeting.
   7. At the direction of the Executive Director, program staff of the Housing and/or Infrastructure Departments will participate as resources in meetings as required;
   8. Committee meetings will be held as formal, using the following agenda:
      * CALL TO ORDER
      * adopt Agenda
      * DECLARATION OF PECUNIARY INTEREST
      * DELEGATIONS
      * PROJECTS
      * HOUSING OFFICER REPORT
      * REGULAR BUSINESS
      * CORRESPONDENCE
      * NEW BUSINESS
      * ADJOURMENT
5. **Expectations**
   1. Each committee member will conduct themselves in an appropriate manner:
   2. Housing Advisory Committee members are responsible for their own transportation to and from committee meetings.
   3. Members must conduct oneself in a professional manner.
   4. Members to speak without interruption;
   5. Discussion focused on agenda items;
   6. Use appropriate language.
6. **Conflict of Interest** 
   1. If a member has declared a conflict of interest regarding an agenda item, the member shall leave the room when the Committee reaches that agenda item. The member’s departure from the meeting shall be noted in the minutes.
   2. Following the completion of the discussion by the Committee of that agenda item, the member shall return, and the return shall be noted in the minutes.
   3. No member shall discuss that agenda item with the member who has disclosed a conflict, whether at the Committee meeting or outside the Committee meeting, before or after the meeting.
   4. If a member does not declare a conflict of interest and a member of the committee feels conflict should be declared, the matter shall be will forwarded to Temagami First Nation Band Council for a final decision.

1. **CONFLICT OCCURES WHEN**

A conflict of interest exists whenever a Housing Advisory Committee member’s personal interests conflict or compete with his/her responsibilities as a Temagami First Nation Housing Advisory Committee member. An example of a conflict of interest arises when a Housing Advisory Committee member or their immediate family member, is in a position to benefit directly or indirectly from information obtained during the course of their term, or as a result of the Housing Advisory Committee members ability to influence the decision making process. When a Housing Advisory Committee member declares a conflict of interest, he/she shall immediately remove himself/herself from the discussion, situation, or decision making process. Furthermore, a Housing Advisory Committee member in a conflict shall also avoid any actions which could be perceived to influence the outcome of the matter, such as discussions of the matter with the decision maker(s).

1. **REPORting**
   1. the Housing Advisory Committee Chair will ensure that a verbal presentation, accompanied by a written report and recommendations is provided to Chief and Council.
   2. The activities of the Housing Advisory Committee will be reported to community members as part of Community Meetings.
   3. Housing Coordinator shall take and maintain meeting minutes.
   4. The Housing Coordinator shall prepare quarterly an article summarizing major activities of the committee for the community newsletter.
2. **HONORARUIMS**

In recognition of the time spent attending meetings and participating in the required follow-up activities, and in an effort to ensure consistent participation in meetings, an honorarium will be provided to each member of the Housing Advisory Committee for each meeting attended.

* 1. ½ day $75.00
  2. 1 full day $150.00

1. **TECHNICAL SUPPORT**

The Temagami First Nation Executive Director will ensure required administrative support.