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Housing Committee

Terms of Reference

1.0 Purpose:

- 1.1 To develop policies that guide the Akisqnuk First nation in matters related to housing for our members.

These policies will be fair and accessible to all ᐃᐱᓴᓂᓂᓂᓂ and will explore options of connecting social demands for housing and economic development as well as empowering independent home ownership.

2.0 Authority:

- 2.1 The authority to convene this committee has been given by the Chief and Council of the ᐃᐱᓴᓂᓂᓂ First Nation (AFN).
- 2.2 The Committee possesses no decision making authority beyond that required to coordinate and conduct the meetings and achieve the objectives in accordance with these terms of reference.

3.0 Members:

- 3.1 The Committee will be made up of a minimum of 5 and a maximum of 8 members which includes at least one Council representative or designate. The appropriate staff person will participate as an ex-officio member. Additional ex-officio members may be invited to the table on an as needed basis.
- 3.2 Committee members will be selected through a general call for volunteers. Selection of Committee members will take into consideration the availability and attributes of respondents. Committee members will be formally appointed by motion of Chief and Council.
- 3.3 The majority of Committee membership will be ᐃᐱᓴᓂᓂᓂᓂ and open to all ᐃᐱᓴᓂᓂᓂ First Nation Members regardless of where they reside. Committee members who reside out of the immediate area may participate through teleconference or other digital means.
- 3.4 Unless otherwise approved by Chief and Council, travel, accommodation or other expenses related to the participation on this committee will not be provided.

- 3.5 Resignation of members will be submitted in writing to Chief and Council.
- 3.6 If a committee member is absent from three consecutive meetings except due to illness or with approved leave, the committee member will be considered as having resigned from the Committee. The Chief and Council reserve the right to replace members who are not attending meetings regularly without good cause.

4.0 *Conduct*

- 4.1 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.
- 4.2 Committee members will consider themselves as examples to the community in their conduct while on Committee business.

5.0 *Chairperson:*

- 5.1 The Committee will:

Appoint a Chairperson on a rotational basis from its members at the beginning of each meeting; or

Elect a Chairperson from its membership to preside over all meetings of the committee.

- 5.2 The duties of the Chairperson shall be to:

- a) direct discussion of the Committee;
- b) ensure that the objectives of the meeting can be met, and that the Committee effectively fulfils its responsibility in consideration of the items on the agenda. This involves ensuring that:

- quorum is present;
- motions and decisions are properly recorded;
- fair and equitable participation by all members in discussion is facilitated;
- rules of conduct are adhered to;
- the agenda is followed; and
- time limits for the meeting are followed to accommodate the agenda

6.0 *Quorum:*

- 6.1 Quorum shall be set at 50% of member plus one.

- 6.2 Quorum must be present in order to call the meeting to order. If at any time over the course of the meeting quorum is no longer present, the Chairperson may make a decision as to whether the meeting should continue.
- 6.3 With the exception of adjourning the meeting, if quorum is not present, no decisions shall be made; no motions may be brought to the floor; and no voting may be conducted.

7.0 Resources:

- 7.1 The Committee may, within reason and upon approval of the Band Administrator, utilize meeting space, office equipment, supplies, administrative support and other resources of the AFN necessary to conduct their work.
- 7.2 Committee members will be provided with an honorarium in accordance with the relevant sections of the current ?Akisqnuuk First Nation Financial policies.
- 7.3 The Committee may request specific resources from time to time as needed.

8.0 Frequency of Meetings:

- 8.1 The Committee shall meet at least quarterly. The Committee may, upon mutual agreement, elect to increase the frequency of meetings as necessary.

9.0 Meeting Notes:

- 9.1 Unless otherwise determined by the Committee, the members of the Committee shall take turns, on a rotational basis, in recording and distributing meeting notes which among other things, clearly sets out action items, decisions, recommendations and next meeting dates and times.

10.0 Decision Making:

- 10.1 Decisions of the Committee shall be made by consensus. As a last resort, decisions shall be made by simple majority.
- 10.2 Recommendations in regard to initiatives and plans developed as a matter of achieving the objectives as stated herein shall be referred to the Chief and Council for decision/direction.

11.0 Conflict of Interest:

- 11.1 A 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 (as defined in

the ?Akisq̓nuk First Nation Election Bylaw). A quorum is not considered lost by this removal.

12.0 Dispute Resolution:

- 12.1 Any disputes that cannot be dealt with through the Committee itself shall be referred to the Band Administrator for resolution.
- 12.2 If resolution cannot be achieved there, the matter shall be referred to the Chief and Council for resolution.

13.0 Duration:

- 13.1 The Committee shall remain active until such time as it has achieved its objectives and recommendations have been accepted by Chief and Council, or is, for whatever reason, dissolved by the mutual decision of the Chief and Council.

14.0 Reporting:

- 14.1 The Committee shall provide a written update to the Chief and Council after each meeting which summarizes activities and progress of the Committee.
- 14.2 The Committee may be called upon to provide Committee updates to membership at membership meetings or provide written updates for inclusion in AFN newsletters.
- 14.3 The Committee shall present any recommendations to the Chief and Council at the earliest duly convened Council meeting following the completion of those recommendations by the Committee.

15.0 Evaluation

- 15.1 The Committee shall evaluate itself on an annual basis as follows:
 - (a) successes and challenges;
 - (b) areas where improvement is needed;
 - (c) functionality of the Committee;
 - (d) degree to which the Committee has met it's goals and purpose;
 - (e) quality of meetings;
 - (f) attendance;
 - (g) areas of needed improvement;
 - (h) other areas as deemed important by the Committee or Chief and Council.

16.0 Revisions

- 16.1 Revisions to these Terms of Reference may be recommended by the Committee for approval by the Chief and Council.

17.0 Approval

Date of approved by Chief and Council: March 2015

Date of approved revision by Chief and Council: _____