



(Appendix I)

COMMUNITY COMMITTEE TERMS OF REFERENCE

COMMITTEE NAME: HOUSING COMMITTEE

Prepared on: Saturday, the 5th day of January, 2008

BACKGROUND/PURPOSE: (In brief explain the issue(s) or events leading up to the decision to form a committee and what purpose the committee will serve)

- The Committee exists to determine eligibility for housing for all applicants.
- They also exist to prioritize renovation requests for the Band buildings and housing. (Council to send letters as committee does not make final decisions.)
- The committee provides options to the Chief and Council and they have the final say.
- We would like to develop a better filing system on each housing unit. (maintenance, repairs, general upkeep) Info Management System.
- We would like to assess a housing unit before and after the house is occupied or vacated for damages (structurally or tenant caused)
- Co-ordinate with Environmental Health Officer especially if mold is a concern.
- Revise and update the Housing Policy
- Become familiar with the minor capital budget for information and assurance of quality decisions.

EXPECTANT RESULTS: (What does Leadership anticipate as a result of the work of this Committee?)

- To bring options to the Leadership with regard to housing, policies and Terms of Reference.
- To ensure that tenant agreements are signed by each resident prior to moving in.
- To make recommendations to amend policy (when required)
- To attend any workshops/training related to housing IE: CMHC, RRAP and any other external agencies related to housing.
- Be fair and unbiased at all times.
- To meet at least once per month or as an emergency arises.
- To explore other options to CMHC

COMMITTEE MEMBERSHIP: (How many members does the Leadership want to comprise the Committee?)

- 3 Members (Group appoints their own Secretary for meetings)
- 1 member of Council to act as ex-officio and act as the Chair person.

TIME FRAME: (How long will the Committee be active? When will it be dissolved?)

- 2 Year term I Turn over with Leadership Elections

CAUSES FOR REMOVAL OF A MEMBER: (note: use wording of code of conduct)

See Housing Policy (Code of Conduct) page 5

REPORTING RELATIONSHIPS: (Who will the Committee report to and how often?)

- All minutes to be forwarded to C&C for proper filing after each meeting. (Committee keeps copies of minutes with their recording person.)
- Any reports received from external organizations will be sent to Chief and Council and the Community.

COMMITTEE LIMITATIONS: (Those activities, actions or conduct that the Leadership would consider inappropriate or fall outside the parameters of the assignment.)

- To make recommendations only, Leadership has final say.
- Keep all information confidential, especially before C&C make the final decision.
- C&C will deal with any appeals brought forward.
- No authority over any staff.

OPERATING BUDGET: (If applicable, provide line item expenses anticipated and upset limits on expenditures. (Travel, training, photo-copying, etc.)

- To be aware of the annual minor capital budget.
- \$75.00 Honoraria for monthly meetings 12 months x \$75.00 x 3 people = \$2700.00 per year.

RESOLUTION # _____ (If applicable)

LEADERSHIP ADOPTION/SIGNATORIES: Revised and Reviewed on October 17, 2011

Chief Janice Henderson

Councillor Paul Henderson

Councillor Pam Johnson