



## **K'ómoks First Nation Housing Committee Terms of Reference**

Date established: Jan 1, 2017

Date of last review: January 26, 2024

### **Definitions**

“Immediate Family” means any of: spouse (including common law), father and/or mother (paternal, step or in-law), child, step-child, foster child, brother, sister, grandmother or grandfather.

“Chief” means the elected K'ómoks First Nation Chief.

“Chief Administrative Officer” means the person hired by Chief and Council to oversee all administration programs for the K'ómoks First Nation. Is the spokesperson and takes direction from Chief and Council.

“Councillor” means an elected K'ómoks First Nation Councillor.

“Housing Manager” or “Housing Coordinator” means the person(s) hired to perform duties related to housing.

### **Name and Type**

K'ómoks First Nation Housing Advisory Committee.

### **General Purpose and Mandate**

The K'ómoks First Nation Housing Advisory Committee is to provide insight and advice to the KFN Chief and Council and/or Housing/Infrastructure Department with regard to KFN Housing related activities for supporting the safe, effective and fair delivery services and operation available to Community Members.

### **Key Duties and Responsibilities**

The Committee may make recommendations to the Chief and Council on any Housing matter; recommendations are submitted through the Housing/Infrastructure Manager, Housing Coordinator and CAO to Council for approval.

The Committee will provide ideas and recommendations on Housing activities and events, which must work with the Housing/Infrastructure Manager and Housing Coordinators workplan and budget.

The Housing Adv:

1. KFN Market Based Housing Policy
2. New Home Construction Policy
3. KFN Elder Plex Policy
4. Renovations Policy
5. Waitlist policy for New Construction
6. KFN Housing Policy including emergency repair section.
7. Insurance
8. KFN Rental Agreements/Application

### **Appointments and Composition**

Appointment to the KFN Housing Advisory Committee will follow KFN's process of the "Expression of Interest". The 'Expression of Interest' applications from members are then given to the CAO who then takes it to Chief and Council for appointment. The Appointments will be for a staggered term of up to 2 years, with the option to renew by resubmitting in an expression of interest.

The Housing Advisory Committee will consist of a minimum of five members: one Elder (55+) KFN member, one youth KFN member (16-29 years of age), and four other KFN members. One member of Council with the appropriate portfolio will sit as a non-voting member for observation purposes and to provide input as necessary as it pertains to the Councils' Strategic Plan priorities.

No more than one member from an Immediate Family shall sit on the Committee.

All members must be in good standing with the band, which includes financial standing, and must not have been removed from a board, committee or other body for a breach of confidentiality within the last five years and be known to demonstrate fairness and integrity.

A Committee member's appointment is declared vacant if:

- a) If they are elected as a Council member. This does not apply to the Council member appointed to the Committee by KFN Chief and Council;
- b) If they cease to be a KFN band member;
- c) If they lose their good standing with the Band.
- d) If they fail to attend three consecutive meetings of the Committee without leave of the Committee;
- e) If they are convicted of an offense that was prosecuted by way of indictment;
- f) If they die or become mentally incompetent;
- g) If they resign in writing; or
- h) If a Committee member fails to declare a conflict of interest prior to question being called during a meeting or special meeting.

All Committee members will abide by the Conflict of Interest, Code of Conduct and Declaration of Understanding, which will be signed every year of their term.

Committee members will be remunerated \$75 total for first 90 minutes and \$150 total for over 90 minutes.

### **Meetings**

A quorum for either a meeting or a special meeting is a majority of Committee members. If a quorum is not present within fifteen minutes after the time appointed for a meeting or special meeting, the names of those present will be recorded and the meeting or special meeting will be adjourned and remuneration will be provided to those who attended.

The Committee shall meet on an as-needed basis. All committee members are expected to attend each meeting, in person or via tele/video-conference. The committee will invite members of the management, or others to attend meetings as necessary.

Meeting agendas will be prepared by the Housing Department and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared.

Staff person delegated to take minutes and will circulate minutes for approval within the week following the meeting. Once minutes are approved, they will be sent to Chief and Council.

All matters brought before the committee must be decided by a simple majority vote of all members of the Committee present at the meeting or special meeting.

Unless a committee member is not permitted to participate in and vote on a motion because of a conflict of interest, every member has one vote in all committee decisions. In the event of a tie vote, the chairperson may cast a second tie-breaking vote.

### **Resources**

The KFN Housing/Infrastructure Manager or Housing Coordinator will chair the meeting unless they state otherwise, set the agenda, take minutes, and support the Committee.

### **Specific Annual Objectives**

The KFN Housing Advisory Committee will make suggestions and recommendations for programming and events.

### **Reports and Target Dates**

Committee minutes will be brought forward to the CAO for the next meeting of Chief and Council and any recommendations will be raised for Council consideration.

**Approval and Review Date**

The KFN Housing Advisory Committee will review these Terms of Reference annually and make any recommendations for changes, if required to Council.

**Code of Conduct**

The Code of Conduct applies to all Committee Members of the KFN. Every Committee Member will annually complete a Declaration of Understanding in acknowledgement of the fact that they have read and understand this Code of Conduct.