



TAKLA NATION

HEALTH ■ PROSPERITY ■ TRADITION

Housing Committee Terms of Reference

Approved by Chief and Council February 27, 2019

Type of Committee and Purpose:

In October 2017 Chief and Council approved the Takla Nation Community Housing Policy, which included establishing a Housing Committee. This Committee is a working committee, governed by the Council Committees Policy and Procedures.

The Committee uses an external advisor to support fair and transparent process and decision-making, particularly as the Committee makes housing allocation recommendations to Council.

The work of the Housing Committee is based on the following principles:

- A commitment to the good of the community and membership, rather than to individuals or families within the community or membership
- Knowledge transfer and generosity of knowledge sharing amongst committee members
- A community-based approach to reviewing, analyzing, and designing housing-related systems and functions
- Incorporating Takla knowledge and culture within the planning work of the Housing Department
- Creating consistent systems for equity and transparency
- Creating consistent, useful, and supportive communications related to Housing and housing issues
- Transparency of Committee purpose, general activities, and outcomes
- Maintaining confidentiality around Committee work as appropriate

The February 2019 Housing Report provides a foundation of data and information for the Committee.

Scope:

Housing Committee responsibilities include:

- Guiding and supporting the Housing Department administration of housing assets
- Promoting the understanding of and adherence to the Community Housing Policy and the Housing procedures and standards among Takla Nation members
- Participating in community consultations regarding the CHP and housing issues
- Advising the Housing Department, Administration and Council about housing concerns
- Applying fair and equitable methods to recommend to Council how housing resources can be allocated, including available units and maintenance budgets
- Gathering housing information to enhance strategic planning for the community
- Recommendations to Chief and Council on governance systems and structures related to Housing responsibilities.

The Committee will seek to come to agreement through discussion and consensus. The Housing Committee does not deal with specific Takla Nation member, family or resident issues; these are referred to and managed by the Housing Department. The Housing Committee does not deal with political issues; these are referred to Chief and Council.

Authority:

The Housing Committee is advisory to the Housing Department and is responsible for making certain recommendations:

- Recommendations on policy and procedure go through the governance process (via Housing Department to Administration Committee, who provides the recommendations to Chief and Council);
- Recommendations on housing allocations go to Chief and Council;
- Recommendations on maintenance fees, and managing resident compliance for fees and other standards that protect the Nation’s assets;
- Recommendations on housing strategies, new builds, lot improvements etc. go to Capital Committee;
- Recommendations on design, maintenance, systems improvements go to the Housing Department.

The Housing Committee does not make final decisions but provides recommendations and rationale to Chief and Council or other Committees or Departments, within its scope of responsibility.

Council, other Committees and the Housing Department will provide the Housing Committee with outcomes and information on decisions in relation to recommendations made by the Committee.

Committee Membership:

The Housing Committee is made up of between four (4) and six (6) community representatives, a maximum of four (4) members from TN Administration and Council, and one (1) external advisor. Committee members are appointed by the Chief and Council, and generally include:

- Community members appointed under the Council Committees Policy
- Housing Manager
- Councillor responsible for Public Works and Capital, as liaison to Chief and Council
- Member Services Director (Band Administration Manager)
- General Manager – Operations, Director of Finance or other relevant administrators or staff of Takla Nation
- External advisor, who is trusted individual respected by both Takla leadership and membership, with facilitation/mediation skills and an understanding of legal responsibilities

Takla Nation employees appointed to the Committee who are also members of the Nation are required to participate from the perspective of their employment role.

Community representatives are appointed through the Council Committee process. At initiation, recommendations for Committee appointments for community representatives will include staggered term dates to support Committee continuity and knowledge-sharing over time. After the first round of staggered appointments, community representatives are appointed for three-year terms.

A community representative can serve up to six consecutive years on Housing Committee if reappointed by Council. In extraordinary circumstances (i.e. no one else puts their name forward or no one fits the qualifications criteria) Council may extend the consecutive terms.

The external advisor is appointed for a three-year term by Council and is contracted by the Nation to provide services. The external advisor:

- Is not a Takla Nation member;
- Will be a lawyer, or a trusted individual respected by both Takla leadership and membership;
- Participates in Housing Committee meetings as required or as identified by Takla Nation leadership (can be done via distance technology);
- Reviews decision-making processes to ensure fairness, transparency and accountability;
- Mediates decision-making processes as required.

Characteristics sought in community representatives, appointed by Council:

- Commitment to collaboration;
- Demonstrated ability to engage on behalf of the greater community and membership;
- Ability to recognize and declare conflicts of interest and perceived conflicts of interest;
- Willing and able to prepare for and attend meetings regularly, including reading and assessing complex material (if required the Nation will provide additional resources to support comprehension of materials);
- Demonstrated active listening and active participation skills;
- Willing to make sometimes difficult recommendations on housing allocation to Council, and to publicly support the majority recommendations of the Housing Committee and the final decisions of Council and the Housing Department;
- Willing to contribute their knowledge, expertise and/or experience to the work.

Community representatives are expected to have their own opinions, and to respect and support any final decisions on recommendations to the Housing Department or to Council.

The Committee may invite employees, community members, or individuals with specific information/expertise to participate in meetings or topic discussions.

The Chief appoints the Chair of the Housing Committee. At various times, the Chair may be an external facilitator or consultant, at the discretion of the Chief. Depending on Committee workload, the Chief may assign a staff member to provide operational support to the Committee. This person is not a member of the Committee.

All Committee members will sign and abide by the Nation's Oath of Confidentiality.

Recognizing that real and perceived conflicts of interest will occur, all Committee members will receive training in identifying and managing conflicts of interest appropriately. If there are issues around managing conflicts of interest the external advisor will make the final decision.

If a member is not actively participating on the Committee or is not adhering to committee or Nation policies, the Committee chair will address participation and/or continued appointment with the Chief.

Community representatives are eligible for honoraria as outlined in the Council Committees Policy.

Reporting:

The Housing Committee will report to Chief and Council at least quarterly on activities, progress, outcomes, and issues arising. Reporting will be as directed by Council (i.e. written report, presentation or through other tools such as infographics).

The Housing Committee, the Housing Department, and the Communications Department will develop and implement a communications strategy to ensure regular updates and information are provided to the Takla Nation membership, as well as to departments and employees.

Meetings:

A minimum of six (6) meetings will be held annually. Meetings will be held at Takla Landing. Meeting attendance by videoconference or conference call is acceptable.

Meetings require a simple majority of appointed Committee members for quorum.

Decisions about Committee work and recommendations to Chief and Council are made by consensus and are documented in the Committee notes. If consensus cannot be reached, the external advisor will be asked to facilitate a decision process. If consensus still cannot be reached and time is of the essence, a majority vote of all appointed members (excluding the external advisor) will determine the matter.

Agendas and notes will be prepared by an assigned staff member facilitator, the Chair, a designated Committee member, or an assigned staff member. Agendas and notes will be distributed in a timely manner, and all meeting materials will be maintained in a shared on-line environment, with full access to Committee members and public access to approved information. Committee members will respect differing points of view, and will promote respectful communication.

Resources and budget:

The Housing Committee will model fiscal responsibility and accountability, developing and managing a budget to be approved and monitored by Chief and Council as part of the Nation's annual budget process. This budget will be managed through the Housing Department. Generally, the budget will cover honoraria, facilitation services, Committee member travel if required. If additional resources are required (i.e. for a report) requests will be made through the Housing Department.

Deliverables:

- Annual committee budget, submitted through the Housing Manager
- Annual priorities and timelines
- Copies of all meeting minutes
- Reports, options, assessments, and recommendations to Chief and Council
- Communication strategies and tools

Review:

These Terms of Reference will be reviewed annually for the first two years, and then every second year, by Chief and Council.