

# Housing Committee Terms of Reference (TOR)



## 1.0 GOVERNANCE

### 1.1 Composition & Selection of the Housing Committee

Council shall appoint one (1) Council representative, who is a non-voting member. Quorum shall be 50% plus one (1) member.

The Neskonlith Indian Band Housing Committee will be comprised of no more than seven (7) members. Interested members must submit an expression of interest to the Housing Coordinator, who shall make recommendation to Council.

All Committee members are subject to the Housing Policy.

### 1.2 Terms and Application Process for Housing Committee

The term of each Housing Committee member shall be two (2) years and the maximum number of terms a member can serve shall be two (2) years. Not more than one (1) member from the same immediate family (mother, brother, sister, father, son, daughter) can sit on the Housing Committee at the same time.

At the end of each term or when an opening is available on the committee, the Housing Coordinator shall advertise openings to the community for a minimum of two (2) weeks. Interested Band members must submit a letter stating their interest in sitting on the committee to the Housing Coordinator by the specified deadline. The Housing Coordinator **will** consult with Council member appointed to the Housing Committee.

Meetings are scheduled quarterly.

In order to be eligible for the Housing Committee a person must;

- Be a registered Band member of the Neskonlith Indian Band; Be at least 19 years of age;
- Have a sincere desire to help serve the Band membership in a fair, transparent manner, and act in a non-judgmental fashion and not engage in nepotism;
- Have a good knowledge of the needs of the Band in terms of housing; Must understand the Housing Policy;
- Sign an Oath of Confidentiality and abide by it;
- If you occupy a Band rental unit, you must adhere to the Housing Policy, and;
- Must have no debt and be in good standing with the Neskonlith Indian Band.

### 1.3 Removal of a Member from the Housing Committee

A member shall be removed upon review and a decision made by a quorum of the housing committee for the following reasons:

- Term expires;
- Breach of Confidentiality;
- Breach of Conflict of Interest;
- Is convicted of an offence under the Criminal Code, i.e. convicted of assault, fraud, violence;
- If they are not in compliance of the Housing Policy;
- Misses two (2) meetings without valid reason, i.e. illness or the loss of a family member;

With written request, the replacement will be recommended by the Housing Coordinator to the Executive Director to be brought forth to Chief and Council for review and final decision.

## **1.4 Roles & Responsibilities:**

### **1.4.1 Roles & Responsibilities of Housing Committee**

Housing Committee members will **NOT** have a direct day to day responsibility for operations and program management. The purpose of the Housing Committee is to act as a recommending body in support of this Housing Policy and administration. The Housing Committee's responsibilities are related to the reviewing, and interpreting of Policies, as well as:

- Review and recommend to the Housing Coordinator necessary changes annually, or as needed, to the Neskonlith Indian Band Housing Policy in its entirety;
- Review and recommend allocations to the Housing Coordinator for rental housing as per approved application criteria;
- Review and recommend actions to the Executive Director;
- Prepare for meetings by reading relevant reports and letters;
- Additional recommendations must be formally submitted in writing to the Housing Administration for an agenda item at the next meeting to result in a quorum decision.
- Housing Committee members must be in compliance and in good standing with the NIB Band/Tenant housing responsibilities (see 1.4.3. below).

### **1.4.2 Chairperson**

The Chairperson shall be the Housing Coordinator or designate. The Chairperson's responsibilities include, but are not limited to:

- Ensure presence of a quorum;
- Approval of agenda, old business, review of minutes;
- Approval or amendment of read minutes;
- Coordinate an agenda based on new business and recommendations;  
Set date for next meeting;
- Maintain order and be an impartial mediator in the workings of the Housing Committee;
- Ensure that the business of the meeting proceeds smoothly and the meeting stays on topic according to the agenda;
- Call for recommendations and ensure everybody has had an opportunity to debate and
- discuss a recommendation;
- After substantive debate and discussion, call for a consensus vote on the recommendation.

#### **1.4.3 Band/Tenant Member Responsibilities**

Tenants have certain responsibilities which must be adhered to in order for them to continue occupying Band-owned housing.

##### **Band Members/Tenant SHALL:**

- Pay their rent regularly and on time. Rent is due on the 1st of the month;
- The tenant shall provide letter stating any changes in accordance with their tenancy agreement;
- Accept for normal wear and tear, keep the house in good condition, including the yard; Ensure that the yard is free from junked cars and other rubbish where it poses a health and safety hazard (environmental and safety risk);
- Be responsible for performing minor maintenance on the house and to take action to prevent damage from occurring;
- New tenants will be required to attend one of the Basic Home Maintenance workshop when scheduled;
- Not to assign or sublet any Band owned unit or any other related Band owned unit without the written approval of the Housing Committee;
- Set up and maintain a BC Hydro account to ensure house is heated and has electrical service for the duration of the tenancy.
- Indemnify and save harmless Neskonlith Indian Band from all liabilities,

finances, suits and claims of any kind for which the Neskonlith Indian Band may be liable or suffer by reason of the Tenant's occupancy of the premises;

- Not do any improvements or alterations to the unit, which may render void or voidable any policy of insurance held by Neskonlith Indian Band;
- Immediately notify the Housing Coordinator with at least 30 days' notice, when they are going to vacate a house or if they plan on leaving the premises for more than 30 days;
- Not sell, transfer or otherwise dispose of any appliances, or other Band-owned housing equipment without express written approval of the Housing Coordinator, unless appliances are owned by the tenant;
- Not use the premises or allow the premises to be used for any other purpose other than a residential dwelling for the tenant, immediate family and/ or tenant guests. \*Unless express approval has been secured from the Housing Coordinator;
- Be responsible to maintain contents insurance of personal property in the unit. Should disaster strike, the Neskonlith Indian Band will not be responsible for the loss of any personal property;
- Maintain the premises in a clean and sanitary condition; the tenant shall be responsible for all tenant caused damages to the premises;
- Enter into an Arrears Recovery Agreement to plan repayment and address arrears;
- Ensure that when maintenance is being conducted on the unit, the area where repairs are being done must be free of clutter and waste;
- Respect the rights and privacy of neighbours (no trespassing, excessive noise, etc.); Tenants in Neskonlith Indian Band Band-owned housing must have written permission of the Housing Coordinator, if they wish to have pets.