



**TERMS OF REFERENCE**

**FOR THE**

**HOUSING ALLOCATION COMMITTEE**

**Amended March 2018**

## **1.0 Establishment of the Housing Allocation Committee**

The Housing Allocation Committee (the Committee) was established at a duly convened meeting of the Kwanlin Dün Council on the September 30, 2013.

## **2.0 Mandate of the Housing Allocation Committee**

The Committee is responsible for allocating rental housing units, using criteria outlined in the Rental Housing Program Policy (section II) as approved by Council.

## **3.0 Membership**

- 3.1 The Committee shall be comprised of:
- 3 Kwanlin Dün First Nation citizens,
  - 2 non-citizens, and
  - \*the Tenant Relations Officer.

A member of Council may sit as an ex-officio (non-voting member) on the Committee.

\*the TRO does not have voting privileges

## **4.0 Eligibility to sit as a Member of this Committee**

To be eligible to sit as a member of the Committee, applicants shall not have rental arrears owing to Kwanlin Dün First Nation, unless a successful repayment plan has been in place for a minimum of six (6) months and arrears have brought under control, or the repayment of arrears has been completed.

## **5.0 Term**

Members of the HAC shall be appointed for a 5 year term. To maintain continuity on the Committee, the terms will be staggered as follows: The 3 Kwanlin Dün First Nation citizens will be appointed for a 5 year term, and the 2 non Kwanlin Dün First Nation members will be appointed for a 3 year term. Upon expiry of the 2 non Kwanlin Dün First Nation members' terms in 2020, these two seats will be posted for a 5 year term. All members are eligible to seek reappointment at the end of their terms.

## **6.0 Chair**

Committee members shall appoint a member to be the Chair for a length of time to be determined by the members.

## **7.0 Role of the Chair**

The Chair shall be responsible for:

- calling the meetings of the Committee
- chairing the meetings
- liaising with Community Service staff

## **7.0 Notice of meetings**

Meetings are held whenever a vacant house is ready for occupancy. The Chair shall provide at least 5 business days' notice of meeting dates and location.

## **9.0 Role of Committee Members**

Committee members are responsible for making decisions to allocate new or newly renovated rental units as well as transfer applications, to meet the needs of the candidates on the wait list. Decisions are based on the scoring criteria approved by Council.

All Committee members are expected to act in an impartial manner and in the best interest of the Kwanlin Dün First Nation.

## **10.0 Quorum**

Quorum for the Committee will consist of three (3) members.

## **11.0 Code of Conduct**

All members appointed to a Committee shall abide by the Code of Conduct (Schedule 4, Constitution). A member may be removed from the Committee if he/she misses three (3) consecutive meetings without providing a valid reason. Members must advise the chair immediately if he/she is unable to attend a scheduled meeting.

## **12.0 Confidentiality**

All information relating to the housing applicants, the discussions and deliberations of the Committee shall remain confidential. If a Committee Member violates the confidentiality of the Committee, he/she shall be removed from the Committee.

## **13.0 Consensus/Voting**

It is important that the members of the Committee work together collaboratively and cooperatively, in the best interests of all Kwanlin Dün First Nation citizens. Members will attempt to reach consensus all matters before the Committee, however, if consensus cannot be reached, the members will vote on the issue. In case of a tie, the Chair shall break the tie.

## **14.0 Conflict of Interest**

During the work of the Committee, issues may arise where a member may find him/herself in conflict of interest. The member shall not participate in any of the discussions if he/she or member of his/her immediate family could benefit from information obtained through the Committee. The member shall declare conflict by notifying the other members and explaining how there could be a conflict (real or perceived) and remove him/herself from the discussion. Members who have declared conflict of interest are not eligible to discuss or vote on any matters relating to that issue. If a member violates the agreement, he/she shall be removed from the committee.

## **15.0 Written records of proceedings**

The Committee shall keep written minutes of all meetings, proceedings and decisions.

## **16.0 Administrative support**

The Tenant Relations Officer shall provide administrative support for the Committee. Duties include: preparing the Agenda in collaboration with the Chair, preparing and distributing meeting packages, recording minutes of the meetings, and organizing payment of honoraria to eligible Committee members.

**17.0 Honoraria**

Appointed members of the Committee shall be entitled to receive honoraria in accordance with Kwanlin Dün First Nation's policy and practice.

**18.0 Amendments**

The Housing Allocation Committee may recommend amendments to these Terms of Reference to Council for consideration and approval.