



snpintktn HOUSING ADVISORY COMMITTEE

Terms of Reference

1. MANDATE

The mandate of the Housing Advisory Committee (the “Committee”) as described in the five Housing policies is to provide advice and support to the housing department with respect to

- Band-Owned Rental Housing
- The Individual Mortgage Program
- The Elders Housing Program
- The Residential Rehabilitation Assistance Program (RRAP)
- The Social Housing Program

ensuring that the financial controls are in place and that the Housing Department reports back to the Committee on a regular basis, as determined by the Committee.

2. RESPONSIBILITIES OF THE COMMITTEE

The key responsibilities of the Housing Advisory Committee are to:

- a) Upon recommendation of the Housing Department,
 - i. Review and select applications for all band-owned rental units
 - ii. Review requests for all Individual Mortgage loan guarantees
 - iii. Review and select applications for the Elders Housing Program
 - iv. Review and select applications for the RRAP program
 - v. Review and select applications for all Social Housing units

and submit to Council for approval.

- b) Ensure all housing programs and services are provided.
- c) Advise of changes in policy as recommended by the housing department, the Band members and/or leadership.
- d) Report to Chief and Council on a quarterly basis and as needed when urgent/emergency matters arise.
- e) Support the enforcement of housing policy.
- f) Support the work of the housing department.

The Committee will engage with other departments as needed, particularly with the Lands department on issues including Certificate of Possession (CP) Holders, encumbrance checks and other matters that arise.



3. COMPOSITION

Each member candidate will be assessed for their qualifications, eligibility, and interests to ensure that they are suitable members. Expected collective qualifications for the committee include: knowledge of syilx territory, title, interests, and rights; ability to communicate effectively orally and in writing; experience in lands, housing, construction or other housing-related fields; experience engaging the community; or holding the Council portfolio.

The composition of the Committee includes:

- The member of Council who holds the Housing portfolio, or their alternate.
- Housing Manager
- Band Administrator
- Chief Financial Officer, or Senior Financial Officer
- Up to five (5) Penticton Indian Band members (who are not one of 1-4 above), of which it is recommended that at least one (1) should be an Elder and at least one (1) should be a Youth member.

An Elder is defined as a PIB member 60 years of age or older.

A Youth member is defined as a PIB member between the ages of 18 and 29 inclusive.

The Committee may invite non-voting members of Council, staff or technical experts to attend meetings as needed

- The Director of Infrastructure or designate
- Tenant Relations Officer or designate
- The Lands Manager or designate
- The Social Development Manager or designate
- Health Manager or designate
- The Chief is an ex-officio member of all Council Committees.

Minutes will be taken and approved at each Committee meeting, and then shared with Council - a minute taker will be appointed for the committee from the Administration team.

An honorarium will be paid to all members of the Committee who are not Council members or staff.

4. QUORUM

A quorum to hold meetings is a majority of the committee's voting members.

If a quorum is not achieved within 15 minutes of the scheduled start time of the meeting, the meeting will be postponed and all agenda items tabled to the next meeting.

At the discretion of the Chair(s), meetings may still be held when the Committee does not hold quorum but will not hold any votes.

5. COMMITTEE MEMBER TERMS

Committee members are appointed for each PIB electoral cycle. Appointments and re-appointments will be made by Band Council Resolution (BCR).



A Committee member may be removed, on the recommendation of the Chairperson, if the Committee member:

- Committed a breach of confidentiality or the Code of Conduct, or otherwise has breached PIB policy;
- Failed to perform expected duties of a committee member;
- Missed three (3) consecutive meetings without approval of the Chair; or
- Is no longer qualified or eligible to be a committee member.

6. ROLES AND RESPONSIBILITIES OF MEMBERS

- Provide recommendations to Chief and Council;
- Preparing for meetings by reading reports and background materials prepared for each meeting, and acquiring adequate information necessary for decision making;
- Becoming knowledgeable of their committee's functions;
- Participating fully and frankly in the discussions of the Committee;
- Attending all Committee meetings, except if excused in advance by the Chairperson, or in the case of the Chairperson's absence by the Band Administrator; and
- Avoiding conflicts of interests, breaches of the Code of Conduct or Oath of Confidentiality or other PIB policy, in accordance with PIB's Financial Administration Law.

CHAIR

- The co-Chairs, appointed by BCR, are the Housing Manager and the Council portfolio holder for Housing.
- Chairing Committee meetings to ensure they are conducted in an efficient and effective manner;
- Scheduling Committee meetings, as necessary, and planning Committee activities to ensure that the Committee is successful in fulfilling its mandate;
- Addressing their committee functions, duties, and responsibilities, including working within its approved budgetary resources;
- Approving Committee agendas, ensuring the minutes are prepared and accurately reflect meeting outcomes, and providing the agendas and minutes to the Records and Information Management Administrator for retention;
- Identifying the necessary qualifications and eligibility criteria for Committee members;
- Evaluating Committee members and their contributions;
- The Chair may limit the committee's consideration of the subject matter; and
- After the subject matter has been approved, the co-Chairs will report back to the Council with recommendations in a Briefing Note and BCR (if required).

POLITICAL REPRESENTATIVES

- Making sure that recommendations respect the PIB members interests, laws, and traditions;
- Attending (and if necessary, presenting) community updates related to the Committee's activities.



BAND ADMINISTRATOR/DIRECTOR OF INFRASTRUCTURE

- Jointly approving the below:
 - Maintaining eligibility criteria of current membership for the Committee;
 - Assisting the Chair in preparing Committee agendas and Committee packages;
 - Developing and implementing recruitment strategies to fill Committee vacancies,
 - Meeting with and assessing the qualifications, eligibility, and interest of each Committee member candidate;
 - Recommending to Chief and Council the appointment of new individuals to the Committee (by BCR); and
 - Providing training opportunities and orientation workshops to Committee members
 - Approving travel and expenses for Committee members as required.
 - Approval of workplan for the Committee and, in conjunction with the CFO, recommendation of the Committee budget to Council through the annual budgeting process.

TECHNICAL REPRESENTATIVES (STAFF)

- Gathering and presenting information to the Committee;
- Support to Political Representatives when providing community updates/presentations;

7. VOTING RULES

- The Committee acts in an advisory capacity and makes recommendations to Council.
- Once all the documents associated with the subject matter have been considered and adopted with or without amendment, the committee votes on the subject matter as a motion.
- Ideally, Committee decisions will be made by consensus. Consensus decision making is symbolized in the Four Food Chiefs *captik^wł*, which teaches about the importance of collaboration, diverse views and sharing all perspectives. Once we understand the diversity of all perspectives and views it is easier to move forward with decision-making and team building.
- The Committee may recommend a Band meeting for the subject matter to Chief and Council

8. MEETING SCHEDULE

- Monthly, and as needed (with appropriate budget considerations)

9. REPORTING

- The Chair must evaluate the Committee's progress against this Terms of Reference which outlines the Committee's objectives and stated outcomes.
- Updates to Chief and Council quarterly or as recommended by the Chair.
- Briefing Notes and BCRs to be drafted and presented as directed by the Chair.
- The Committee will report to PIB community through a Band Meeting and/or the AGM at least once per year and contribute to the PIB Annual Report.
- The Committee will communicate through engagement in the newsletter, social media or the snpinktn website.