



TA'AN KWÄCH'ÄN COUNCIL
THE TERMS OF REFERENCE
FOR THE HOUSING COMMITTEE

15 December 2008

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Duly accepted by the
Housing Committee on this _____ day of _____ 2008

[Printed Name]
Chair of the Housing Committee

1.0 Authority

- 1.1 The Housing Committee (the "Committee") shall derive its authority from Board Motion No. 04-12-08, "Establishment of the Housing Committee and Approval of the Terms of Reference for the Housing Committee" (the "Terms of Reference"), (Appendix 1).

2.0 Current Context

- 2.1 General Assembly Resolution 2004-05, Policy and Procedures Development, directed the Board to undertake a review of existing and develop new policies to ensure consistency and fairness in the administration of the Ta'an Kwäch'än Council programs and services in regard to, among other program and services, housing and infrastructure.
- 2.2 The Ta'an Kwäch'än Council is in the process of preparing a draft of a Ta'an Kwäch'än Council Housing Policy (The "Housing Policy"), (Appendix 2), for review and approval by the Board.

3.0 Mandate and Scope of Activities

- 3.1 It is proposed that the mandate and scope of activities of the Committee shall include the roles and responsibilities for a Housing Committee as set out in the Housing Policy. For greater certainty, after the approval of the Housing Policy by the Board, the Board shall review and may amend and bring the Terms of Reference in line with the Housing Policy.
- 3.2 The initial task for the Committee, within the timeline set out in section 11, shall be to review the draft Housing Policy and recommend to the Board any changes where the Committee deems it appropriate.

4.0 Membership and Term of Office

- 4.1 The Committee shall consist of a maximum of four members appointed by the Board.
- 4.2 The manager of the Housing and Infrastructure Department shall be an ex-officio representative on the Committee.
- 4.3 The Committee, at its first meeting, shall appoint a Chair of the Committee (the "Chair");
- 4.4 The members of the Committee shall be
 - (a) Ta'an Kwäch'än citizens;
 - (b) at least 18 years of age;
 - (c) knowledgeable of housing and infrastructure;
 - (d) able to work in a team environment; and
 - (e) able to participate in the scheduled meetings of the Committee.
- 4.5 For greater certainty, upon completion of the task set out in section 3.2, the extended term of office and range of conditions for the members of the Committee shall be determined after approval by the Board of the Housing Policy.

5.0 Code of Conduct

- 5.1 Each member, upon his or her appointment to the Committee, shall sign the Ta'an Kwäch'än Council Value and Ethics Code and Oath of Secrecy of Committee Members (the "Committee Members Oath and Code").

6.0 Quorum

- 6.1 The quorum for all meetings of the Committee shall be three members of the Committee.

7.0 Decision-Making

- 7.1 The Committee shall make best efforts to conduct its business by consensus. In cases where consensus cannot be reached, a three-quarter majority vote of the members of the Committee present shall be required for the decisions made by the Committee.

8.0 Conflict of Interest and Confidentiality

- 8.1 In all matters of conflict of interest and confidentiality that may arise in the course of the business of the Committee, members of the Committee are bound by the Committee Members Oath and Code.

9.0 Location of Meetings

9.1 The meetings of the Committee shall be located in the main administration building of the Ta'an Kwäch'än Council.

10.0 Timelines

10.1 The Committee shall commence its task set out in section 3.2 as soon as possible after its establishment by the Board and send its recommendations to the Board on or before 31 March 2009.

11.0 Interim Budget

11.1 The operating budget for the Committee, as approved by the Board, monitored by the Finance Department and detailed in section 13, shall cover the Committee's costs for completing the task set out in section 3.2 and shall not exceed the amount of \$6,400 (Six Thousand and Four Hundred Dollars).

11.2 For greater certainty, after the approval of the Housing Policy by the Board, the Board shall review and may amend and bring sections 11 and 13 in line with the Housing Policy.

12.0 Honouraria

12.1 The members of the Committee shall receive an honourarium for attending meetings of the Committee in accordance with paragraph 3(b) and subsections 4(4) and (5) of the *Honouraria Regulation* (Ta'an Kwäch'än Council).

13.0 Detailed Budget

13.1 The following shall be the detailed operating budget, referred to in section 11.1, for the Committee:

Line Items	Costs
Honouraria	6,400
Total Budget	6,400

Budget Notes:

Honouraria based on eight days of meetings of four Committee members.

14.0 Reporting and Communications

- 14.1 In reference to section 3.2, the Committee shall send any of its recommendation, in writing, to the Board.
- 14.2 The Board may require that the Committee, or a designated member of the Committee, appear before the Board during the Board's review of the draft Housing Policy.
- 14.3 For greater certainty, after the approval of the Housing Policy by the Board, the Board shall review and may amend and bring section 14 in line with the Housing Policy.

15.0 List of Appendices

- 15.1 In addition to the appendices listed under this section, the Committee may request of the Ta'an Kwäch'än Council any additional documentation and information it deems essential to perform its work.

- Appendix 1 Board Motion 04-12-08: "Establishment of the Housing Committee and Approval of the Terms of Reference for the Housing Committee"
- Appendix 2 Current Draft of the Ta'an Kwäch'än Council Housing Policy