



Blueberry River First Nations

ON-RESERVE HOUSING POLICY



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Blueberry River First Nations

Housing Committee Terms of Reference

Overview

This Terms of Reference (ToR) shall serve the foundation for the Blueberry River First Nations (BRFN) Housing Committee (the Committee). It will be used to guide the effective, fair, and transparent functioning of the Committee, ensuring that decisions and outcomes are aligned with the spirit and intent of the Housing Policy and the needs of BRFN.

Role of the Housing Committee

The Housing Committee is an independent, volunteer body comprised entirely of BRFN community members and is responsible for making important housing decisions on behalf of the entire BRFN community in accordance with the BRFN Housing Policy (see Housing Policy for detailed Roles & Responsibilities).

The Committee shall be comprised of one (1) representative from each of the five families, one (1) Council member and one (1) alternate.

The Committee also serves in advisory role to the Housing Coordinator and Chief and Council and acts as an overall champion of the Housing Policy and program.

Membership in the Committee

- ❖ All Members of BRFN (as defined in the Housing Policy) are eligible to apply to join the Housing Committee.
- ❖ Membership in the Committee shall be on a voluntary basis and shall last for as long as the member is willing and able to perform his or her duties.
- ❖ Initial membership in the Committee shall be determined by the Housing Coordinator. Once the Committee is established, membership shall be determined collectively by the existing Committee members.
- ❖ Committee members shall be selected based on their demonstrated commitment to the following core principles:
 - ❖ Fair and impartial decision-making;
 - ❖ Advancing the best interests of BRFN as a whole;
 - ❖ Understanding the housing needs of BRFN; and
 - ❖ Upholding the BRFN Housing Policy.
- ❖ The Housing Committee shall, to the greatest extent possible, be comprised of a diverse mix of BRFN members that represent a broad range of ages, experiences, and perspectives.
- ❖ Individuals hoping to join the Housing Committee to advance personal, family, or political interests, shall be rejected.



Conflict of Interest

- ❖ At times, conflicts of interest may arise. All Committee members shall follow the conflict of interest policies and procedures as outlined in the Housing Policy.

Functioning of the Committee

- ❖ Committee meetings shall be coordinated and chaired by the Housing Coordinator. However, the Housing Coordinator shall serve in an administrative capacity only and shall be considered a non-voting member.
- ❖ The Housing Committee shall be comprised of seven (7) voting members. This will consist of one (1) representative from each of the six (6) BRFN families plus (1) member of Council.
- ❖ For a meeting to be considered official, there must be a majority of members present (i.e. a quorum). If there are seven (7) voting members in the Committee, at least four (4) members must be present to reach a quorum.
- ❖ The Committee shall strive to reach all decisions by consensus (i.e. all in agreement). If consensus cannot be reached, the Committee may decide by majority vote.
- ❖ Members are expected to attend all meetings, unless due to emergency circumstances.
- ❖ Members are expected to act in a professional and respectful manner at all times.
- ❖ Meetings shall be held at least once per month; additional meetings may be scheduled on an as-needed basis.
- ❖ The date for the next meeting shall be set at the close of each current meeting.
- ❖ An agenda for each meeting shall be distributed, by the Housing Coordinator for comments one week prior to the meeting date.
- ❖ Minutes for the meeting shall be recorded, circulated to all Committee members within 2 weeks of the meeting, and archived. Minutes shall reflect an accurate and transparent record of what occurred at the meeting (individuals in attendance, topics discussed, general spirit / content of discussion, decisions / outcomes), however shall exclude confidential personal information.
- ❖ In its first meeting, the Housing Committee shall:
 - Review the ToR and make any necessary adjustments.
 - Establish Ground Rules to guide internal Committee procedures, including (but not limited to):
 - Procedures for talking and responding;
 - Conflict resolution;
 - Voting procedures and majorities (if consensus cannot be reached);
 - Procedures for opening and closing meetings; and
 - Other relevant topics as determined by Committee.
 - Identify a secure (private) meeting location for future Committee meetings.



- Identify a meeting Secretary (to complete Minutes).
- ❖ A summary newsletter on the activities of the Committee shall be completed annually.

Housing Committee Members

The following is a list of the current Housing Committee Members:

Blueberry River Housing Committee	
No.	Member
1	
2	
3	
4	
5	
6	
7	



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