

# **ONTARIO FIRST NATIONS STEERING COMMITTEE ON HOUSING**

## **Terms of Reference**

Effective June 17, 2004

### **Vision Statement:**

The Ontario First Nations Steering Committee on Housing is an organized group of professional people dedicated to improving the quality of life for all Ontario First Nations by protecting, recognizing, and maintaining First Nations Aboriginal and Treaty Rights in regards to housing.

### **1. Authority:**

The Chiefs of Ontario, Chiefs-in-Assembly (Resolution No. 03/50) provided the Authority for the Ontario First Nations Steering Committee on Housing to be re-established and will be chaired by the Chiefs of Ontario Housing Portfolio holder and report to the Regional Chief and/or Chiefs of Ontario.

The Ontario First Nations Technical Services Corporation is mandated by the Ontario First Nations Chief-in-Assembly (Resolution No.92/13) to provide advisory level technical services to Ontario's Tribal Councils, Large First Nations and Unaffiliated First Nations.

### **2. Mandate:**

Our mandate for the Ontario First Nations Steering Committee on Housing is to protect and maintain Aboriginal and Treaty Rights to housing, provide technical and political advice, recommendations and strategies to the Regional Chief, Chiefs of Ontario Political Confederacy and Chiefs-in-Assembly on all matters pertaining to First Nations housing and related issues.

### **3. Objectives:**

The objectives of the Ontario First Nations Steering Committee on Housing are as follows:

- i. To identify the funding level required to address the housing shortage in Ontario
- ii. To work in cooperation with the Ontario First Nations Technical Services Corporation to monitor & analyze housing programs & policies initiated by the provincial and federal governments to ensure these are implemented with the best interests of First Nations.
- iii. To communicate housing research, findings, and analysis to all First Nations in Ontario in a timely fashion.
- iv. To ensure that the actions of the Assembly of First Nations and Governments on-going housing developments are consistent with and further the priorities of the Chiefs of Ontario.

#### **4. Committee Membership:**

The Ontario First Nations Steering Committee on Housing will consist of regional representatives as follows:

- i. One (1) Chairperson, Political Confederacy Housing Portfolio Holder.
- ii. The Steering Committee on Housing may be Co-Chaired by a Committee member as designated by the Ontario First Nations Steering Committee on Housing.
- iii. The Chiefs of Ontario Regional Chief shall be an ex-officio member of the Ontario First Nations Steering Committee on Housing.
- iv. One (1) representative from each of the Political Confederacy members:
  1. Association of Iroquois & Allied Indians
  2. Nishnawbe-Aski Nation
  3. Union of Ontario Indians
  4. Grand Council Treaty #3
  5. Bkejwanong Territory
  6. Mushkegowuk Tribal Council
  7. Six Nation of the Grand River Territory
  8. Mohawks of Akwesasne
- v. One (1) representative from the Independent First Nations
- vi. Two (2) members of the Ontario First Nations Technical Services Corporation Executive Committee, being the services portfolio holders, will be designated as Steering Committee members.

#### **5. Term Duration:**

- i. The term duration for the Political Confederacy Representatives to the Ontario First Nations Steering Committee on Housing will be determined through their respective political election processes and be appointed accordingly.
- ii. The term duration for the Chiefs of Ontario Housing Portfolio member will be determined by the Ontario Regional Chief and may be subject to Portfolio changes.
- iii. The Co-Chair as designated by the Ontario First Nations Steering Committee on Housing will be subject to change following each Chiefs of Ontario Regional Chief election.
- iv. The term duration for representatives from the Ontario First Nations Technical Services Corporation will be determined by the Ontario First Nations Technical Services Corporation's Executive Committee and is subject to change.

- v. The term duration for representatives from the Independent First Nations will be determined by their respective Chiefs.

## **6. Committee Meetings**

- i. The Ontario First Nations Steering Committee on Housing will schedule a minimum of four (4) meetings throughout the year.
- ii. The dates and location of scheduled meetings will be established in advance as much as possible and may be subject to change based on the availability of Steering Committee members and subject to the Chiefs of Ontario Housing Portfolio Holder.
- iii. Ontario First Nations Steering Committee on Housing members must demonstrate commitment to attend meetings.
- iv. In the event of a Steering Committee member being absent for three (3) consecutive Committee meetings, will be cause for replacement from the Ontario First Nations Steering Committee on Housing.
- v. Every effort will be made to book travel in advance as much as possible to ensure cost efficiency and timely scheduling.
- vi. Travel, hotels, meals will be reimbursed for Steering Committee members or appointed alternates only.
- vii. A Quorum for the Ontario First Nations Steering Committee on Housing shall be six (6) members plus a Chairperson.

## **7. Accountability**

- i. The Ontario First Nations Steering Committee on Housing is accountable to the Chiefs of Ontario Chiefs in Assembly.

## **8. Roles and Responsibilities of Ontario First Nation Steering Committee on Housing**

- i. The Ontario First Nations Steering Committee on Housing will adhere to the Terms of Reference and achieve the mandate and objectives.
- ii. The Ontario First Nations Steering Committee on Housing members will:
  - a) Review draft agendas of the Steering Committee on Housing meetings and ensure that agenda items are submitted prior to the next scheduled meeting in a timely manner;

- b) Review draft minutes of Steering Committee on Housing meetings that will be forwarded to each member subsequent to each meeting and will ensure comments are provided if needed;
- c) Ensure that decisions and recommendations that are established reflect a regional perspective which include traditional values and beliefs;
- d) Ensure that an effective communication line is clearly established and maintained throughout the region;
- e) Ensure that reports are prepared for the Chiefs in Assembly and the Political Confederacy;
- f) Ensure that reports and recommendations of the Steering Committee on Housing are provided to the Chiefs of Ontario;
- g) Invite private sector partners involved in housing to provide presentations as required;
- h) Meet with officials from the Indian and Northern Affairs Canada (INAC), Canada Mortgage and Housing Corporation (CMHC), and other provincial and federal departments as required.
- i) Invite experts and/or other resource people, as required to ensure agenda item has been thoroughly researched and evaluated;
- j) Ensure that feedback/input is provided on a timely basis to Ontario First Nations Technical Services Corporation (resource staff) as requested;
- k) Steering Committee on Housing members are responsible for notifying their respective alternates in advance if they will not be attending the next scheduled meeting;
- l) Should consensus not be reached a vote will be required and majority (50% plus 1) will rule. In the event of a tie, the chairperson will be required to cast a vote.

## **9. Roles and Responsibilities of the Chairperson of the Ontario First Nations Steering Committee on Housing**

- i. Develop meeting agenda and ensure minutes are recorded and distributed in a timely manner, through the Ontario First Nations Technical Services Corporation.
- ii. Preside over all scheduled meetings of the Ontario First Nations Steering Committee on Housing.
- iii. Ensure that reports and recommendations of the Ontario First Nations Steering Committee on Housing are provided to the Chiefs of Ontario.
- iv. Ensure that all communications and recommendations are carried out.
- v. Ensure that a quorum will be reached for all scheduled meetings.
- vi. Attempt to identify any conflict of interest.
- vii. Attempt to reach consensus on recommendations.

- viii. Maintain regular contact with Ontario First Nations Steering Committee on Housing members and Ontario First Nation Technical Services Corporation
- ix. Meet with professional experts and/or other resource people, as required.
- x. Ensure that regular reports are prepared for the Chiefs of Ontario.
- xi. Encourage all Steering Committee on Housing members to participate in discussion in order to provide comments, recommendations, advice, guidance in a constructive manner.
- xii. Ensure the Steering Committee on Housing meeting adheres to the agenda.
- xiii. Communicate and update, the Chiefs of Ontario, Political Confederacy, and members of the Ontario First Nations Steering Committee on Housing, as required.
- xiv. Vote, if required to break a tie, should the committee be unable to reach consensus.

The Co-Chairperson as designated by the Ontario First Nations Steering Committee on Housing will:

- i. Provide replacement to the Chiefs of Ontario Housing Portfolio member, as required;
- ii. Maintain roles and responsibilities of Chairperson of Ontario First Nations Steering Committee on Housing.

## **10. Roles and Responsibility of Political Confederacy**

- i. Provide guidance, support and direction to the Ontario First Nations Steering Committee on Housing, as required.

## **11. Roles & Responsibility of the Ontario First Nation Technical Services Corporation**

- i. Analyze new and emerging Housing & Infrastructure policy, legislation, programs and research to determine its impact on First Nations Housing.
- ii. Provide technical advice and assistance to the Ontario First Nations Steering Committee on Housing and the Political Confederacy.
- iii. Maintain contact with the members of the Ontario First Nations Steering Committee on Housing and take directions from the Chair and Co-Chair.
- iv. Attend local, regional and national housing conference's, forums, and provide reports to the Ontario First Nations Steering Committee on Housing.
- v. Co-ordinate Ontario First Nations Steering Committee on Housing meetings.

- vi. Ensure the minutes of meetings and agendas are prepared and distributed to members in a timely and efficient manner.
- vii. Review and research other First Nation housing initiatives to identify successful projects and concepts that may be communicated regionally.
- viii. Develop recommendations and options for the Ontario First Nations Steering Committee on Housing.