

Tripartite Regional Housing Committee

**Terms of Reference
2006-2009**

Final Version

Version 4.0
(Last update: February 15th, 2008)

Introduction

In a context where

First Nations governments consider that housing is experiencing a crisis situation, and that this has become a national emergency that summons the Federal Government to act accordingly, in conjunction with said First Nations; and

First Nations governments know what the long-term solution to the current crisis is, and handing complete control of housing over to First Nations depends on negotiating without delay a new approach to housing with the Federal Government in which First Nations would have the choice of wholly exercising their legal rights or maintaining status quo; and

First Nations governments demand from the Federal Government major investments in housing (including social housing) without delay, and that it abides entirely by its trust, international and other responsibilities towards First Nations, in the short and long term, to ensure that citizens of First Nations have decent housing; and

First Nations governments consider their collaboration within this tripartite Committee as a way of preparing said negotiations, i.e. an activity aimed at eliminating the housing gap between First Nations and the Quebec population within 5 years; and

First Nations governments recognize the value of this tripartite Committee and its potential for positive outcomes, but do not consider it as a substitute for said negotiations; and

the AFNQL, INAC and CMHC consider themselves to be equal parties within this tripartite Committee and therefore agree on applying the principle of reciprocity;

the Tripartite Regional Housing Committee's mission is to make recommendations to the respective authorities of the three parties, in order to:

- Help improve housing conditions of First Nations (FN) members in Quebec by establishing and implementing short, medium and long-term intervention strategies aimed at dealing with issues confronting the communities;

- Establish the major guiding principles for housing and define an action plan. Submit annually the draft of this plan to the respective authorities of the three parties for approval before joint action is undertaken;
- Implement the action plan;
- Foster exchanges and networking between First Nations, INAC and CMHC through various communication or "networking" channels and tools;
- Foster partnerships in issues of mutual interest;
- Help convey information to all communities and organizations (e.g. tribal councils).

1.0 Terms of Reference

1.1 Makeup and Structure of Regional Committee

1.1.1 Makeup

Co-ordinating Members (CdMs):

- Executive Director of the AFNQL.
- Director of CMHC Aboriginal Housing Centre.
- Director of INAC Funding Services.
- Or a delegate from each of the rightful authorities.

Roles and responsibilities:

- Watch over Regional Committee's mission.
- Make decisions at general assemblies on recommendations to make.
- Provide required guidance to help work groups and counseling members make progress.
- See to it that the action plan for the coming year is approved.
- Ensure that his/her organization is always represented by a co-ordinating member.
- Sponsor one or several issues:
 - Support issue ambassadors during implementation of actions.

Counseling Members (CMs):

- The number of CMs that are part of the Tripartite Committee is up to each of the organizations involved. However, this number must satisfy the requirement that the Committee be efficient and effective in its actions, and that it ensure continuity in implementing and pursuing mandates.

Roles and responsibilities:

- Implement decisions and policies of CdMs.
- Counsel CdMs and make recommendations.
- A CM can be named as an issue ambassador:
 - Ensure follow-up on implementation of actions and policies concerning the issue.
 - Talk with issue sponsor to report on actions or obtain his/her approval to complete the work.
 - Report to Co-ordinating Committee (see 1.1.2) on work progress, problems encountered and recommend solutions.

1.1.2 Structure (see Diagram on next page)

The Tripartite Regional Committee structure is as such:

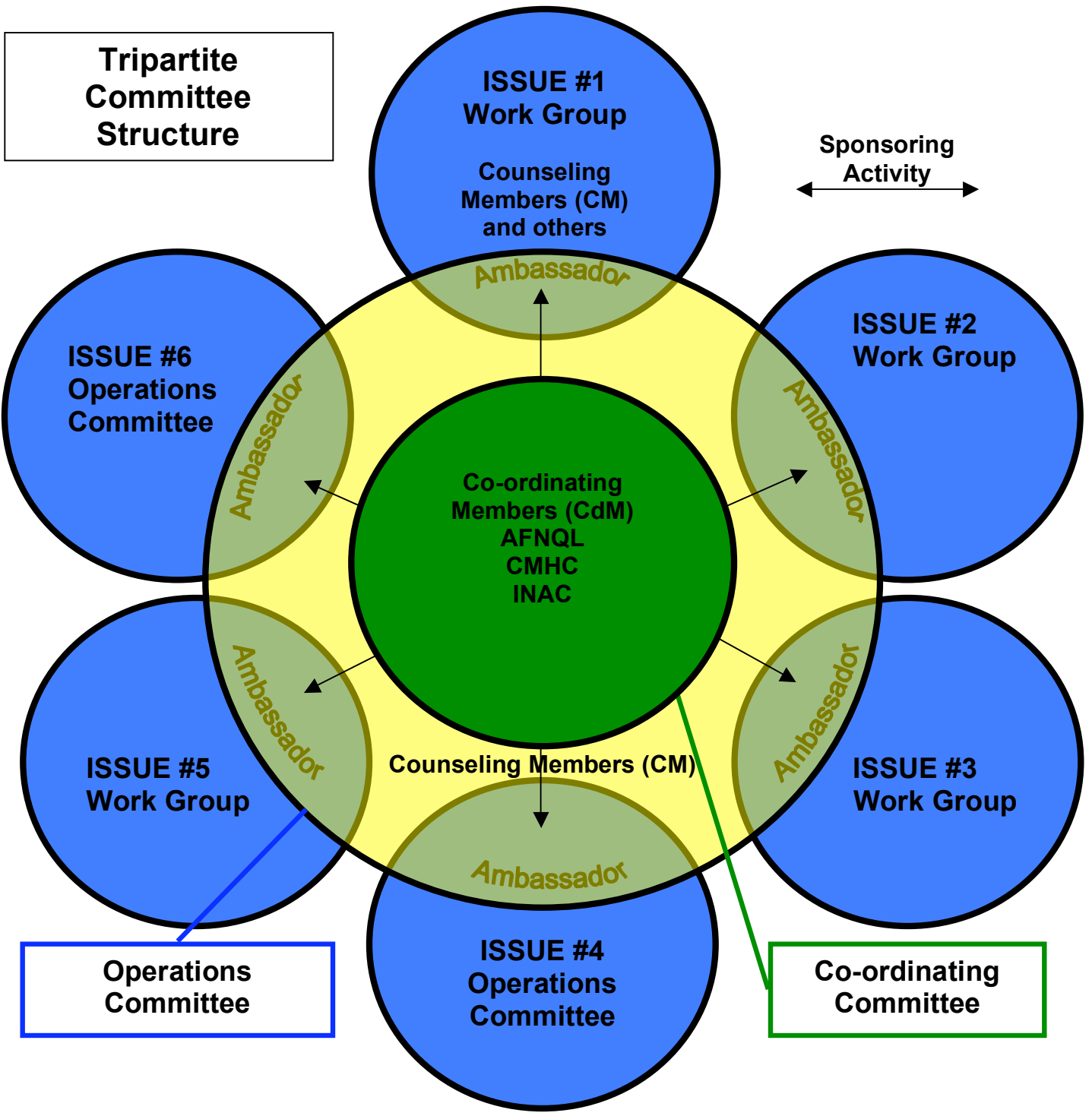
- I. A Co-ordinating Committee (CC).
Members: All CdMs.
- II. An Operations Committee (OC).
Members: CMs.
- III. Work Groups.
Members: Work groups are made up of CMs and other invited members.

1.1.3 Decision-making

All decisions of the Co-ordinating and Operations Committees are made by consensus. The decision-making process of work groups depends on their structure and make-up.

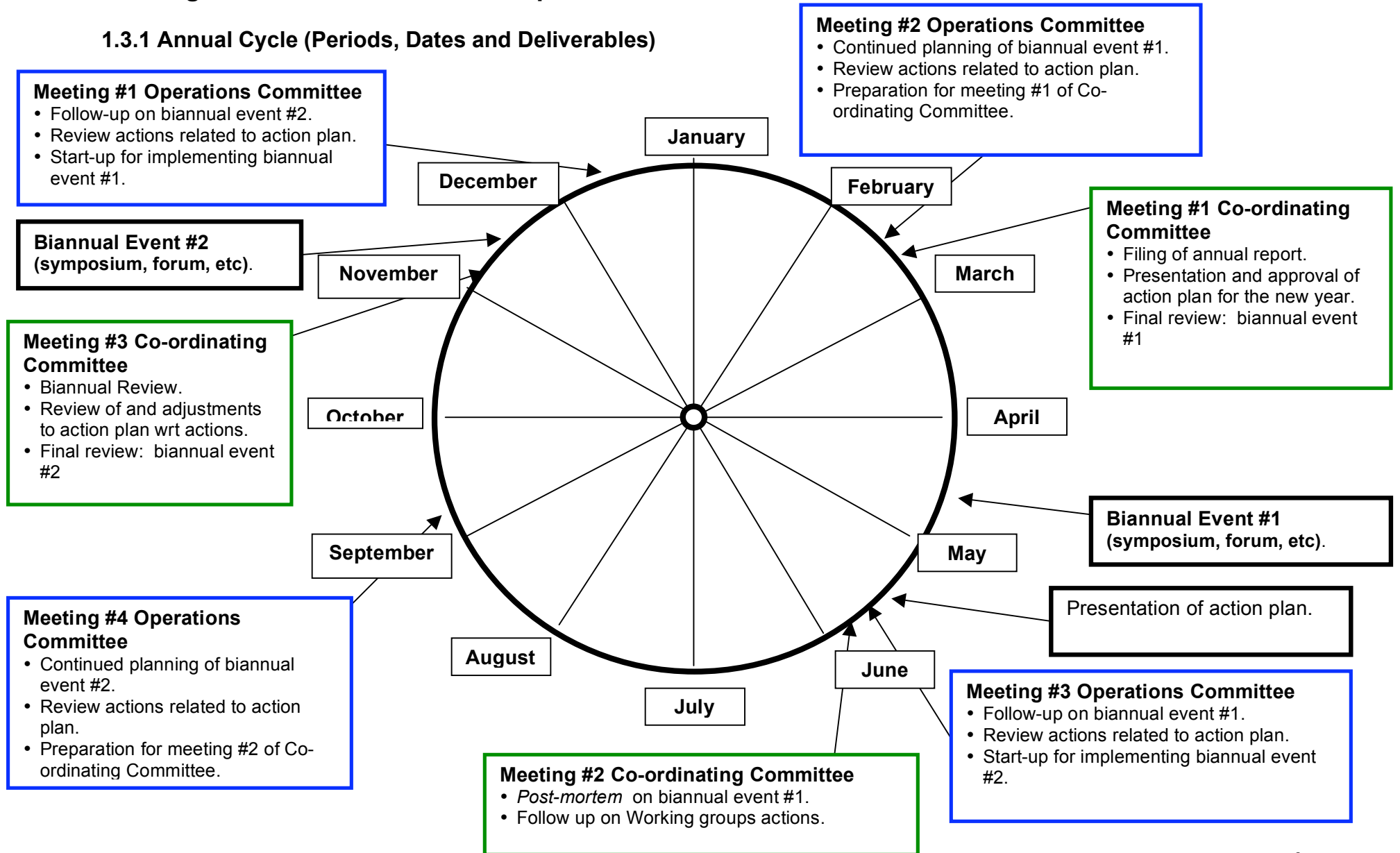
1.2 Co-ordination

Activities of the Tripartite Committee will be co-ordinated by CdMs and the technical support team of the CMs.



1.3 Regional Committee Mode of Operation.

1.3.1 Annual Cycle (Periods, Dates and Deliverables)



1.3.2 Meetings

Over the annual cycle:

	Co-ordinating Committee	Operations Committee	Work Groups
Frequency	Three meetings per year (February, May and November) and as needed.	Four meetings per year (December, February, May and September) and as needed.	According to mandates and deliverables.
Main Objectives	<ul style="list-style-type: none"> • See to it that the action plan for the coming year is approved. • Update on progress of various issues. • Obtain guidance and decisions needed for make progress on or revise issues related to action plan. 	<ul style="list-style-type: none"> • Prepare meetings of the Co-ordinating Committee. • Ensure implementation of work plans of the different groups and maintain alignment with action plan. • Prepare annual report for all activities of various committees and work groups. • Prepare and present action plan for the new year for approval. • See to the establishment and implementation of the annual event. 	<ul style="list-style-type: none"> • Develop and implement a work plan related to regional issues. • Through the work group ambassador, report to the CC on work progress.
Quorum	The three co-ordinating members must be present, <u>or</u> any duly mandated colleague with delegated authority.	At least one member from each of the three organizations.	According to the agreement within the work group.
Notes	<u>Organization accountable for:</u> Meeting #1 February: INAC Meeting #2 May: CMHC Meeting #3 November: AFNQL		

Rules

- Meetings will be held either in person or through conference calls.
- Dates and times of meetings or conference calls must be scheduled with the approval of the three organizations.
- In case of cancellation of a scheduled meeting (in person or conference call) of the Co-ordinating Committee, the organization responsible for calling off the meeting will be in charge of rescheduling the meeting.
- AFNQL will provide staff in order to write the meeting minutes. In case of incapacity, the host organization would take the lead.
- Minutes will be submitted to members for comments fifteen (15) work days at the latest after the meeting date.
- The OC will produce the agenda and the follow up table.
- The agenda and the follow up table will have to be transmitted to the members (with the reference documents) at least 5 working days before the meeting.

1.4 Funding

Financial aid to allow the Tripartite Committee to accomplish its mission will be available following the signing of a memorandum of understanding between CMHC and INAC. The renewal of this agreement will be on an annual basis. This financial aid will cover expenses for logistics related to the holding of meetings of the Tripartite Regional Committee, such as: meeting room rentals, catering services, audiovisual equipment, translation services, fees for speakers, travel and living expenses of First Nations and AFNQL members taking part in meetings of the Tripartite Regional Committee and its work groups, and other expenses inherent to the operations of the Committee.

2.0 IMPLEMENTATION

The implementation of these terms of reference are subject to an exchange of letters between the parties.