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REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, JUNE 05, 2024

SUBJECT Tenant Advisory Committee Terms of Reference Amendment, June 2024

ISSUE SUMMARY

Terms of Reference (ToR) serve to clarify the mandate, responsibility, and procedures for the Tenant Advisory Committee (TAC) and provide a point of reference and guidance for the members. The ToR for the TAC require updating and will be sent to the members for their information and reference.

BACKGROUND

At the April 11, 2018, Capital Regional District (CRD) Board meeting, it was determined that a TAC be established through the CRD's Hospitals and Housing Committee (HHC). The purpose of the TAC is to promote effective communication, engagement, and collaboration between the Capital Region Housing Corporation (CRHC) and its tenants, and provide information, feedback and advice regarding tenant-related policies and programs to support healthier and more livable communities.

The proposed revision to the ToR, detailed in Appendix A, reflects a strategic adjustment to synchronize meeting frequency to operational capacities. The update notes that meetings will convene up to four times annually, optimizing alignment with organizational resources.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.

Alternative 2

That the Tenant Advisory Committee Terms of Reference Amendment report be referred back to staff for amendment based on Hospitals and Housing Committee direction.

IMPLICATIONS

Service Delivery Implications

The amendment being advanced through this staff report is an administrative update that reflects the evolving role of the TAC. As the CRHC continues to grow and the tenant populations within properties operated by the CRHC continue to evolve, the demands on available staff capacity are expected to increase. The staff currently supporting the activities of the TAC are those same staff who support vulnerable tenancies and work to organize and facilitate in-building community-minded events. Through the pandemic there was limited opportunity to host tenant events at the various properties, but 2024 is expected to present new opportunities to bring households together.

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Staff do not anticipate any significant change in the nature of TAC engagement due to the hosting of “up to four times per year”, which is a change from the previous language of “4-8 times per year”.

Through 2024, staff will look to the evolving needs of the tenant populations and will explore alternative ways to use existing and limited staff capacity to engage tenants more effectively and may return to the HHC with recommendations related to the ongoing role of the TAC.

CONCLUSION

The revised TAC ToR will enhance alignment with both staff capacity and operational realities.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.

Submitted by:	Don Elliot, BA, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Tenant Advisory Committee Terms of Reference (redlined)