

**REPORT TO HOSPITALS AND HOUSING COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 05, 2020**

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**SUBJECT**     Tenant Advisory Committee Terms of Reference Amendment

**ISSUE SUMMARY**

Amendments to the Terms of Reference (ToR), as recommend by the Tenant Advisory Committee (TAC), require Hospitals and Housing Committee (H&HC) approval.

**BACKGROUND**

At the April 11, 2018 Capital Regional District (CRD) Board meeting, it was determined that a TAC be established through the H&HC. The recommended membership of the TAC includes the Chair or Delegate of the H&HC and up to eight tenant representatives in good standing. A tenant in good standing is a tenant with the Capital Region Housing Corporation (CRHC) for 12 consecutive months; has paid their rent on time and in full for the previous 6 months; has maintained their unit in good condition, with no damage in excess of normal wear and tear; and has ensured that the standard of conduct has not resulted in a warning letter from the Corporation.

The purpose of the TAC, through the H&HC, is to promote effective communication, engagement and collaboration between the CRHC and its tenants, and provide information, feedback and advice regarding tenant-related policies and programs to support healthier and more livable communities. The original ToR for the TAC was approved by the H&HC on February 6, 2019.

At the December 9, 2019 TAC meeting, the members reviewed the ToR and are recommending changes to Sections 3.0 and 4.0 regarding:

- (a) term limits: Tenant members will serve a two-year term on the TAC with the option to serve a second two-year term only; and
- (b) removal of members for lack of attendance at the discretion of the Co-chairs.

Please see Appendix A for the recommended changes.

**ALTERNATIVES**

*Alternative 1*

That the Tenant Advisory Committee Terms of Reference as presented in Appendix A be approved.

*Alternative 2*

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

**IMPLICATIONS**

Including term limits better defines the role and required commitment of the Advisory member position. This assists with recruitment and ensuring a freshness of insight, and new skill sets.

It is important to provide transparency to members of an Advisory Committee on the expectations of their participation. Absenteeism can have an impact on quorum and therefore affect the ability of the committee to conduct business and make decisions. By defining the expectations for participation and process for removal for continued absenteeism in the ToR, members will have a clearer understanding of their role.

### **CONCLUSION**

The Tenant Advisory Committee is recommending that the amendments to the ToR presented in Appendix A be approved.

### **RECOMMENDATION**

That the Tenant Advisory Committee Terms of Reference as presented in Appendix A be approved.

Submitted by:	Christine Culham, Senior Manager Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

### **ATTACHMENT**

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