**Terms of Reference – XYZ Community Housing Co-operative Inc.**

**Tenancy Subcommittee**

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| **Reports to** | * each Management Committee Meeting * each Annual General Meeting |
| **Link to Co-ops Rules, By-laws or Policies** | * Co-operative’s Tenancy Policies |
| **Membership** | * Tenancy Coordinator * 3 or more other members |
| **Quorum for decisions** | * 75% members |
| **Key responsibilities** | * elect a *Convenor* at the first meeting after the Annual General Meeting (who calls, chairs and reports on each subcommittee meeting) * ensure that the Tenancy Coordinator is complying with the time frames required by the Residential Tenancies Act , CPG’s policies and the Co-operative’s Policies * provide advice to the CHRC Authorised Users on specific criteria for shortlisting Registrants * *assess applications for tenancy and make recommendations to the Management Committee*   ***or***   * *assess applications for tenancy, decide on a preferred tenant and instruct Tenancy Officer to offer the property* * revise and update the content of the Induction Manual for new tenants * provide advice or support to the Tenancy Coordinator in relation to renewals of tenancy agreements * assess applications from tenants in relation to tenancy matters in accordance with Policies * assist and ensure that Tenancy Inspections are carried out in accordance with Policy * provide comment to the Membership Subcommittee when required on applications by tenants for membership * provide comment to the Maintenance Subcommittee when required on applications by tenants and members for alterations or improvements * provide advice or support as required to the Tenancy Coordinator on matters related to breaches of the tenancy agreement * provide advice or support as required to the Tenancy Coordinator on matters related to the Residential Tenancy Tribunal * recommend changes to Co-operative’s Rules or Policies * make improvements to the Co-op’s operational procedures relating to tenancy management * other tasks as required by the Management Committee * report to each Management Committee meeting |
| **Key dates** | * Tenancy Subcommittee Meetings * Annual Report |
| **Meetings** | * *XX* |
| **Knowledge & skills required** | * Understanding of Residential Tenancy Act * Understanding of CPG’s CHCR and Tenancy Management Policies * Understanding of the Tenancy Management cycle |
| **Training requirements** | * CPG’s Tenancy Management training |
| **Delegated authorities** | * Authority to make improvements to operational procedures |
| **Other** |  |

Approved by the Management Committee on *XX/XX/XX.*