**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
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| **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.*