

Tenant Advisory Group

Terms of Reference

Niagara Regional Housing

MANDATE

Provide support to Board of Directors for Niagara Regional Housing by acting as a consultative body on policies and procedures, and to act as liaison between NRH tenants and the Board of Directors in identifying issues or gaps in service.

CO-CHAIR

The Community Resource Manager and Senior Property Administrator will co-chair the meetings.

COMMITTEE MEMBERSHIP

Up to eleven members will be selected from the following areas:

- Three from St. Catharines
 - Two from Niagara Falls
 - Two from Welland
 - One from Fort Erie
 - One from Lincoln/Grimsby
 - One from Niagara on the Lake
 - One from Port Colborne
 - One member of the Niagara Regional Housing Board of Directors with a back up member
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- Efforts will be made to have a balanced 50% representation from senior and family communities.
 - An orientation session will be given to all new members by NRH staff.

TERM OF MEMBERSHIP

Four years; no limit on number of terms.

QUORUM

Depending on Advisory Group status at the time, quorum will consist of 50% of the membership plus one for decision making.

COMMITTEE ABSENCE RULES

The committee will determine that a member has resigned if the member misses three consecutive meetings. Exceptions will be made in exceptional situations.

MEETING SCHEDULE/LOCATIONS

1. Meetings will be held every two months (excluding July and August)
2. Every second meeting will have a closed session for TAG members only.
3. Every alternate meeting will rotate across Niagara Regional Housing communities.
If a member does not have their own transportation, car pooling is encouraged.
4. Closed meetings will be held at the call of the Chair and will be limited to 30 minutes prior to the public meeting.

COSTS

Related costs for childcare and/or transportation would be provided to voting members upon submission of written documentation.

RECRUITMENT

The existing committee will meet in-camera to discuss new applications and reach a consensus as to whether the applicant will be invited to become a member of the TAG.

Criteria includes:

- The tenancy must be relatively free of social problems.
- The tenant must have been with NRH for at least 12 months.
- The tenant must be arrears free for 12 months.
- The tenant must have demonstrated an ability to contribute within their own community.
- The tenant must be personable in order to facilitate positive working relationships between tenants and the corporation.

ROLE OF STAFF

The Community Resource Unit Manager, Senior Property Administrator and Administrative Assistant Housing Operations Niagara Regional Housing will offer staff resources, support, facilitation and training.

NOTE: the Chief Executive Officer has the right to attend all meetings and participate in discussions with no voting rights.

The NRH board of Directors reserves the right to review and approve the terms of reference for all of its committees and advisory groups as required from time to time.

January 2018