



Rental Committee Terms of Reference

Purpose:

The Rental Committee will provide policy advice and strategic oversight to the Rental Department. The Committee will advise and make recommendations to the Board on policies, major initiatives and strategic priorities for the Rental Department.

Composition:

As per general policy on Standing Committees and Board Composition.

Meetings:

As per general policy on Standing Committees and Board Composition.

Duties:

Ensuring the ongoing leasing of residential and commercial units, the rent collection functions of the corporation, including arrears and bad debts and the administration of rent subsidies are accordance with CCOC's Mission and policies, and government requirements.

- Develop and recommend policies on eligibility and access criteria, occupancy standards, tenant transfers, guests, overhousing, and rent subsidies in accordance with the requirements of government programs.
- Monitor vacancies and turnovers, compare to key rental market indicators, and identify marketing strategies.
- Review reports on arrears and bad debts to ensure industry standards are achieved.
- Review and recommend strategic community partnerships that align with CCOC's Mission and Values statement and help maintain successful tenancies.
- Develop and recommend policies regarding the use of parking spaces.
- Recommend annual market rent increases for in-situ tenants and on unit turnover for Board approval.
- Monitor housing policy and programs and support the Rental Department to implement 'best practice' approaches. Review and prioritize annual work plans with the Rental Department to ensure consistency with CCOC's strategic planning.