

## **Terms of Reference Renters' Advisory Committee**

### **1. Purpose**

The purpose of the Renters' Advisory Committee is to provide advice and recommendations to Victoria City Council and staff on:

- policies to protect, improve the quality and affordability of existing rental stock
- policies to increase rental housing stock
- improving conditions and well-being for renters living within Victoria
- strategic priorities for the City relating to renters
- impacts of provincial and federal legislation affecting tenants
- enhancing access and inclusion of renters in the development of municipal policy and civic life
- other matters that the Renters' Advisory Committee deems relevant to the interests of renters within Victoria.

### **2. Composition**

The Renters' Advisory Committee will be comprised of up to twelve (12) members of the public appointed for a two (2) year term (renewable for one additional term), representing the diverse perspectives and experiences of renters and renters' advocates. Three members will have expertise or lived experience on accessibility issues. The membership will rotate to provide overlapping terms, with six members for a one cycle term and annual recruitment to replace outgoing members.

Two (2) Members of City Council will be appointed to serve as non-voting liaisons to the Renters' Advisory Committee.

Staff in the Departments of Sustainable Planning and Community Development and Legislative Services will act as a resource to the Renters' Advisory Committee as appropriate and at the direction of the City Manager.

### **3. Attendance**

Renters' Advisory Committee (RAC) members may be removed from the Committee after two consecutive unexcused absences, subject to a majority vote. The Committee may make a motion to recommend City Council not replace vacancies on the RAC between terms.

### **4. Procedure**

Renters' Advisory Committee members will elect two co-chairs. The co-chairs will determine amongst themselves, working collaboratively, who will chair each meeting.

The Renters' Advisory Committee will meet monthly from September to November and January to June. Meetings will be conducted in accordance with standard procedures adopted for City of Victoria advisory committees and panels. Members may initiate discussion of new initiatives based on the annual strategic work plan. Initiatives requiring staff resources will require Council approval before work is undertaken.

The City will reasonably accommodate members' disabilities, as appropriate.

Council Policy Resolution, September 12, 2019: That motions from advisory committees be presented at Committee of the Whole at the next quarterly update or sooner if the matter is time sensitive.

## **5. Operating Requirements**

The Committee shall establish an annual work plan to identify the focus of the Committee for the year. The Work Plan shall be submitted for Council's consideration and approval accompanied by recommendations on the Work Plan from City Staff that will include policy considerations, connections to strategic priorities, resource and financial capacity considerations. The Work Plan will be developed based on:

- Referrals from Council
- Referrals from City Staff
- Issues identified by The Committee.