

GREATER SUDBURY
HOUSING CORPORATION



SOCIÉTÉ DE LOGEMENT
DU GRAND SUDBURY

Tenant Association Terms of Reference January 2018

Vision and Purpose

The GSHC believes in empowering our tenants (residents) to take responsibility for their social housing community in which they live. We believe in neighbourhoods that are healthy and diverse.

These terms of reference will provide GSHC Tenant Associations with general policy and guidelines to follow in terms of structure, roles and responsibilities, purpose, expectations, and funding.

Tenant associations are volunteer based organizations that focus on the interests and needs of their own social housing community. They consist of individuals who live in the same social housing property or building that come together to initiate, maintain and participate in a wide range of programming and activities for the benefit and enjoyment of all tenants. Tenant association committee members will also work together to take control of their housing environment by initiating and planning community activities or events, property improvements, community clean-ups and beautification, and neighbourhood safety initiatives. Tenant associations will also serve as a conduit for discussion and sharing of information with GSHC management and will be a united voice of tenants to provide input and feedback on GSHC policy.

Structure of Committee

The structure of tenant associations may vary for a number of reasons such as demographics, size of social housing property, the stage of development of the association committee or the number of tenant volunteers. The structure of an established tenant association committee must include at least a President and a Treasurer, each with clear and distinctive roles and responsibilities. There must be a fair and open process for tenants to select their own representatives on the association committee.

In general, the role of the President is to provide leadership and direction for the association committee while ensuring all committee members are fulfilling their responsibilities. The President is generally the spokesperson for the tenant association and should make an effort to maintain key relationships within and outside the tenant association.

The Treasurer is responsible for the financial supervision of the tenant association committee. Their main role and duties include monitoring the revenue and expenditures; manage a bank account and the planning for the association's financial future.

The President and Treasurer are required to provide a Police Vulnerable Check to GSHC. GSHC will cover the related costs.

Partners, Roles and Responsibilities

The tenant association's main priority will be to help organize and deliver a variety of recreational, educational and cultural programs/activities through their own initiatives, or in partnership with the GSHC and local agencies, with a goal of contributing towards the well-being of all individuals residing in the social housing community. For that reason, it is important for the tenant associations to maintain positive relationships with the GSHC, community agencies and service providers.

It is a priority for the GSHC to engage our residents and build upon successful partnerships with community agencies and the City of Greater Sudbury. The goal is to build stronger and more resilient social housing communities and empower tenants through collaboration with tenant lead associations and other community agencies to effect change in their social housing community. Strengthening GSHC's relationship with tenants and supporting tenant associations is integral to building safe, healthy, sustainable and inclusive neighbourhoods where tenants are engaged, empowered and have a sense of community pride.

The GSHC recognizes the following benefits in establishing and supporting tenant associations:

- Tenant associations will encourage all tenants of the social housing community to participate, and will promote inclusion to bring together people living in the same social housing community
- Tenant associations will provide opportunity for tenants to connect with the services offered by local community organizations and service providers
- Tenant association lead projects and initiatives will have a positive impact on quality of life and health.
- Tenant associations will help to identify the unique needs in their social housing community and establish a co-operative working relationship with the GSHC to achieve common goals

Resources and Budget:

Funding from the GSHC Social and Recreational Fund is available to all tenant associations established within the GSHC portfolio. It is a requirement to complete an application form to request funding which must be reviewed and approved by GSHC in advance of any purchase or planned activity.

The application would identify the reason for the funding request, the amount being requested and in the case of a social housing community event, the date on which it is scheduled. In order to access the GSHC Social and Recreational Fund, the tenant association must have a bank account with a recognized financial institution. A process must be followed to reconcile funding requests with actual expenses. The GSHC Social and Recreational Fund Policy provide more details on the rules governing administration of the fund.