

## Rental Housing Advisory Committee Terms of Reference

### (1) Context:

In November 1999, as part of a strategy to expand the information and advisory services to the general tenant and landlord population and support tenants who are facing applications for above-guideline rent increases and evictions, City of Toronto Council approved the creation of a Tenant Defence Fund, Tenant Defence Sub-Committee and Rental Housing Advisory Committee (RHAC). RHAC serves as an advisory body to the Shelter, Support and Housing Administration Division (SSHA) with respect to issues affecting landlords and tenants in the private sector rental market.

### (2) Purpose and Function:

The purpose and function of RHAC is as follows:

- a. To facilitate co-ordination and support for the network of agencies providing information and advisory services to tenants and landlords.
- b. To create a forum for discussion among key stakeholders of issues affecting tenants and landlords.
- c. To provide advice on the activities of the SSHA as they relate to private sector rental housing.
- d. To work with SSHA in the development and dissemination of information materials on matters affecting tenants and landlords including the Residential Tenancies Act (RTA).
- e. To work with SSHA to develop, maintain and distribute an inventory of community information resources across the City.
- f. To participate in information sharing and monitoring legislation affecting tenants and landlords including impacts of the RTA.
- g. To provide a forum where City divisions can seek input from key stakeholders about City policies and services related to rental housing.

### (3) Membership:

The RHAC will be composed of core representatives from community service sectors and other participants. Core Representatives - include community service representatives and will be expected to:

- Attend meetings on a regular basis and find a substitute if unable to attend
- Report to and from their network or bodies
- Participate in task/reference groups which may be set up from time to time for RHAC

At least one core representative will come from each of the following community services sectors:

- Community Legal Clinics
- Tenant Duty Counsel Program
- Legal Aid Ontario
- Tenant/Landlord Umbrella Organizations
- Housing Help Centres
- Tenant/Landlord Service & Advocacy Organisations (e.g., one person each from FMTA, CERA, Landlord Self-Help Centre, TCHC)

Other Participants - Meetings are open to other participants who may attend from time to time. These may include individual tenants or tenant representatives from individual rental buildings (as opposed to umbrella tenant organisations). Other participants wishing to attend a meeting are requested to advise SSHA in advance. If you wish to attend, please contact Gwynne Cheung at [gcheung2@toronto.ca](mailto:gcheung2@toronto.ca) or by phone 416-392-0643.

#### **(4) Staff Support:**

Staff from other City Divisions will be requested to provide information and policy support, which may vary depending upon the issues to be considered. Staff from Employment & Social Services, Urban Planning, and Municipal Licensing and Standards will regularly attend.

The Director, Housing and Homelessness Supports and Initiatives, SSHA, will set the agenda and chair the meetings. Input from core members will be sought in advance of the agenda being set. Administrative/secretarial support will be provided by staff of SSHA.

#### **(5) Frequency and Duration of Meetings:**

Meetings will be held quarterly and scheduled by the Shelter, Support and Housing Administration Division in consultation with the RHAC.

The Committee will meet as long as SSHA support in this area is needed.

#### **(6) Standard Agenda Items:**

The agenda for each RHAC meeting will include the following standard items:

- a. Updates from core representatives - key issues, service changes, new resources, and new activities
- b. Updates from SSHA, and other Divisions
- c. Advice to SSHA as requested (this may include advice on initiatives of other Divisions)
- d. Training/information exchange

**(7) Relationship to Other Committees:**

The SSHA will encourage collaboration and avoid duplication of RHAC with existing City committees or sub-committees which deal with rental housing and tenant/landlord issues. These include the Tenant Defence Sub-Committee, the Rooming House Working Group and the Housing and Homelessness Services Network.