

## Terms of Reference: Rooming House Working Group

### Goal

To undertake activities that are aimed at supporting

- The maintenance, improvement and expansion of the existing rooming house inventory
- The creation of new rooming houses
- The tenants who live in rooming houses, and
- The landlords and others that provide such housing

It is understood that the term “rooming house” includes several types of single room occupancy housing units including

- Self contained units with kitchen and bathroom facilities
- Units in which tenants share either kitchen or bathroom facilities, and
- Units that include neither kitchens nor bathrooms

It is understood that this type of housing is designed and used primarily for low income individuals. It is recognised that there are tenants who share a single room and that these individuals are included in this group.

### Objectives

To provide a forum for interaction and information sharing among:

- Rooming house tenants
- Rooming house providers
- Representatives from community agencies that work with such tenants and landlords, and
- Government representatives, primarily city and potentially provincial and federal

To undertake such activities as:

- Convening consultations
- Organising workshops and seminars
- Preparing briefs
- Aligning with other organisations, groups and committees, and
- Participating in deputations

The purpose of undertaking activities would be to achieve the following:

- Influence policy as it pertains to rooming houses
- Inform decision makers and the general public on issues that impact on rooming houses, their tenants, landlords and communities

- Develop effective working relationships among tenants, landlords, homeowners, service providers and government representatives
- Create a more positive public image of rooming houses, and
- In general, advocate on matters that have to do with the stated goal of the Rooming House Working Group

## **Reporting Relationships**

In the normal course of events, the reporting relationships of the Working Group are to the Toronto City Council and through the various City committees and commissions that from time to time are involved in matters pertaining to rooming houses.

## **Membership**

Membership is open to anyone with an interest in rooming house issues, including rooming house tenants, social agencies, legal clinics, and landlords.

Members are eligible to vote if they have attended 5 of the previous 12 meetings.

## **Chairing**

The Committee will be Chaired by a Staff Member of the Shelter Housing and Support Division. A Vice-Chair will be elected to serve for two years from the body of the Working Group who is not a staff member of Shelter Housing and Support Division.

## **Decision Making**

Voting on motions will make decisions. Motions will be moved and seconded by voting members. Simple majority will carry decisions.

## **Accountability**

The Working Group is accountable to achieve its goals and objectives. The process for assessing accountability is to have an annual priority setting and review process. In June of each year, priority issues will be selected. The Working Group will develop plans of action to address each of these issues and carry them out. One Member of the Working Group will volunteer to take the lead with the assistance and support of other members. Committees of the Working Group will be responsible for developing the plans of action and reporting to the Working Group on a regular basis. At the next June meeting, the Working Group will review its progress and effectiveness in addressing the issues.

## **Administrative Support**

Staff from Shelter and Housing Division will provide administrative Support.

## **Staff Support**

Staff from City Planning, Municipal Licensing and Standards and other City Departments and Divisions, as required.

When annual priorities are selected, the Chair of the Rooming House Working Group shall write to the Directors of the related departments to advise them of the activities of the Working Group and to request that staff be identified to assist the Working Group in these activities.