



**Appendix B**

**Real Estate Advisory Committee  
Terms of Reference**

**A. Purpose**

The City of Toronto has one of the largest, most diverse and valuable real estate portfolios in Canada. The City recognizes the need to improve its strategic approach in co-ordinating and leveraging its real estate assets to meet a range of City objectives, including city-building.

The mandate of the Real Estate Advisory Committee is to provide recommendations and advice with respect to the development of an implementation strategy to move forward with a new real estate delivery model, including a transition and integration plan, and a blue print for service consolidation and workforce alignment.

The Real Estate Advisory Committee is a Council Advisory Body. It may not direct City staff, or make binding decisions on the Toronto government. Any advice or recommendations that require formal action or implementation by City staff must be considered by City Council for approval.

**B. Membership and Term**

1. The Real Estate Advisory Committee will be composed of thirteen (13) members including a Chair, the Chairs of Exhibition Place, Toronto Parking Authority, Toronto Police Service, Toronto Public Library, Toronto Transit Commission, Toronto Zoo, Build Toronto, Toronto Community Housing, Toronto Hydro, and three (3) members of the public.
2. Citizen members are appointed by City Council on recommendation of the Finance and Facilities Nominating Panel.
3. The Chair will be a citizen.
4. Members are appointed until the end of this term of City Council.
5. The City Clerk's Office, in consultation with the Office of the Chief Corporate Officer, will canvass and recruit citizen members through invitation of individual experts.

6. Membership is voluntary and a public service. Members will not be remunerated or receive an honoraria. Expenses may be reimbursed pursuant to the Toronto Remuneration Policy.

**C. Governance**

1. The Real Estate Advisory Committee will provide its advice to City Council through the Executive Committee and annually report to the Executive Committee on its progress including key achievements, challenges and activities.
2. The Real Estate Advisory Committee will operate in accordance with Council's Simplified Procedures for Advisory Bodies.
3. All meetings of the Real Estate Advisory Committee will be open to the public and comply with the Open Meeting Requirements of the City of Toronto Act, 2006.
4. At the call of the Chair, the Real Estate Advisory Committee will meet quarterly, or more frequently if required.
5. The Transition Team will provide policy-related staff support to the Real Estate Advisory Committee.
6. The City Clerk's Office will provide meeting management support to the Committee.