

Orientation Guide for Public Members of Toronto City Council Advisory Bodies

Index

1. Welcome Message
2. Council Advisory Bodies
3. Introduction to Toronto's Government
4. Appendix 1: List of 2022-2026 Council Advisory Bodies
5. Appendix 2: City Council Decision Document – EX2.1– *Re-establishing Council Advisory Bodies for 2022-2026 City Council Term*
6. Appendix 3: City Council Decision Document – CC5.6 – *Terms of Reference for the Housing Rights Advisory Committee for 2022-2026 City Council Term*

1 WELCOME MESSAGE

Thank you for contributing your time, knowledge, skills, and advice as a member of a City of Toronto Council Advisory Body. This document provides an overview of the City of Toronto's governing processes, procedures, legislation, bodies, and administration relevant to your advisory body. Links to additional resources and contact information for the staff supporting your advisory body and for the City Clerk's Office is also provided should you have any questions.

Additional introductory information about the mandate and meetings specific to your Advisory Body will be provided by the Chair(s) and City staff. City staff will be your first point of contact if you have any questions about Advisory Body matters or other issues related to the City of Toronto.

2 COUNCIL ADVISORY BODIES

Each Council term, Toronto City Council establishes Council Advisory Bodies (CABs) to receive the advice of community members and experts on specific areas. In February 2023, City Council adopted a report [Re-establishing Council Advisory Bodies for 2022-2026 City Council Term](#) that established 6 advisory bodies for this term, along with related Terms of Reference (See Appendix 2). These advisory bodies are:

- Confronting Anti-Black Racism Advisory Committee
- Film, Television and Digital Media Board
- Toronto Accessibility Advisory Committee
- Toronto Music Advisory Committee
- Toronto Francophone Affairs Advisory Committee
- Two-Spirit, Lesbian, Gay, Bisexual, Transgender and Queer (2SLGBTQ+) Advisory Committee

The City is also in the process of reviewing the structure, meeting procedures, and governance of the Aboriginal Affairs Advisory Committee in response to concerns from past members. This review is an important first step in an ongoing process to ensure the City engages with Indigenous communities in a manner that reflects Indigenous governance approaches.

In March 2023, City Council adopted a report [Terms of Reference for the Housing Rights Advisory Committee for 2022-2026 City Council Term](#) that established a housing-focused advisory body, along with related Terms of Reference (See Appendix 3). Additional CABs may be established by Council over the course of its term.

2.1 TERMS OF REFERENCE

The Terms of Reference for CABs are adopted by City Council to guide the operations of the bodies and generally include: purpose, composition, term, honorarium, reporting relationships to City Council's Standing Committees, meeting procedures and frequency, and identification of the City Division(s) that will provide support to the CAB.

2.2 ROLE OF COUNCIL ADVISORY BODIES

CABs provide valuable advice to City Council and its Committees.

Recommendations from CABs to City Council related to policies or services are first considered by an appropriate Council Committee and then by City Council before action can be taken by City staff.

Proposed recommendations to City Council are voted on by CAB members and require a majority vote to proceed to Council committees for consideration.

2.3 POLICY AND PROGRAM SUPPORT

City staff with expertise in the subject matter related to the mandate of the CAB provide policy and program support to the CAB over the course of the Council term.

Policy and program staff work closely with the CAB's Chair, Vice-Chair and Members to help the Advisory Body develop a work plan. The policy and program staff also liaise on the CAB's behalf with other City service areas. Policy and program staff identify information relevant to the CAB's mandate and coordinate with the CAB Chair, Vice-Chair, and relevant City divisional staff to bring it forward for consideration.

CAB members may seek the assistance of City policy and program staff on specific requests for information or other matters but may not direct City staff to develop or implement policies or services as this is the role of City Council.

2.4 MEETINGS

The frequency of meetings for each CAB is set out in the terms of reference for the CAB. The City Clerk's office provides meeting management support, and all meetings are conducted in public (which may include online livestreaming.) Meeting agendas are posted in advance of meetings, and minutes are posted following meetings – all of which are available on the City Council website, www.toronto.ca/council.

2.5 MEETING PROCEDURES

Meetings of Council Advisory Bodies follow the [Simplified Rules of Procedure for Advisory Bodies](#) that set out how meetings are conducted and supported by City officials.

The Simplified Rules of Procedure include:

- the principles of the rules of procedure under which CAB meetings occur;
- how to interpret the Simplified Rules of Procedure in conducting a meeting;
- how the CAB can give its advice to City Officials, appropriate City Committees and City Council;
- CAB Chair, Vice-Chair, Members and staff's duties, roles, and responsibilities during a meeting;
- information on the requirements and process for calling a CAB meeting, and how to set and distribute meeting agendas;
- details on how CAB members, City officials and the public participate at meetings, including the process for consideration of agenda items, moving motions, and voting by members; and
- information on the development and distribution of CAB meeting minutes.

Public members of Advisory Bodies of City Council are subject to both [City](#) and [Provincial policies and legislation](#) regarding information and data privacy in the conduct of Advisory Body meetings.

All meetings of Advisory Bodies to City Council are held in public. This means:

- notice of all meetings is given in advance;
- agendas, reports and correspondence are posted online before meetings and decisions be posted as minutes afterwards as soon as possible;
- the public can observe all meetings, in-person or online, and can participate by presenting their views on a matter on the agenda

The [Simplified Rules of Procedure for Advisory Bodies](#) establishes a limited number of specific reasons where an Advisory Body may meet in closed session for confidential discussion on an agenda item. To date, no Council Advisory Body has closed a meeting to the public.

2.6 CONDUCT OF CAB MEMBERS

The [Simplified Rules of Procedure for Advisory Bodies](#), Section 4.6 "Members' responsibilities during a meeting", describes the roles and conduct expected of CAB Members during a CAB meeting. This includes:

- listening attentively, participating in meetings, and not interrupting the proceedings;
- always speaking respectfully, including when referring to any other CAB members, any City Officials or other City employees, the Council as a whole, or members of the public;
- speaking only on the matter under debate or related motions during debate;
- respecting the Rules of Procedure;
- respecting and following the Chair's rulings and Council decisions; and
- attending scheduled meetings.

3 INTRODUCTION TO TORONTO'S GOVERNMENT

3.1 TORONTO'S GOVERNANCE

[Introduction to Toronto's Government](#) is a webpage with a wide range of information including: the role of Toronto City Council, City administration, the City's Accountability Officers, the City's Agencies and Corporations and other information about key parts of Toronto's government. Advisory bodies play an important role in providing advice and recommendations to help inform [Council's decision making](#) related to the mandate of the advisory body.

3.2 EQUITY AND RECONCILIATION AT THE CITY OF TORONTO

Toronto is Canada's largest city with one of the most diverse populations in the world and the largest Indigenous population in Ontario. The City is committed to advancing [equity, diversity and inclusion](#), and truth, justice and reconciliation. Read about the City's [Reconciliation Action Plan](#) (RAP) and more on the [Indigenous Affairs Office](#).

3.3 CITY FINANCE AND BUDGET

The City's [Finances and Budget](#) webpages provide information on municipal finances, the City's revenues and expenditures and the annual budget process. Information about how the budget is approved, the difference between operating, capital and rate-supported budgets, details on each division's budgets, background briefing notes and how to get involved in the annual budget process are provided at toronto.ca/city-budget. The City's [Environment, Social and Governance Performance](#) (ESG) reports provide additional information on how the City is performing on its commitments in each of the three key areas.

3.4 COUNCIL BRIEFING AT THE START OF THE COUNCIL TERM

At the beginning of each Council Term, the City Manager provides [briefing materials](#) to Members of City Council on the key issues and matters anticipated to come before City Council in the new Council term. These materials, posted to www.toronto.ca/FYIToronto, provide point-in-time information on a wide range of policy, governance, program, service, intergovernmental, financial, and strategic issues.

3.5 ADDITIONAL PUBLIC INFORMATION

The City of Toronto's [Open Data portal](#) supports its commitments to accountability and information and data transparency. The City regularly posts and updates information and data sets on its [Open Data Portal](#), [Council Datasets](#), and [Mayoral Decisions](#) web pages about the work of City Council, the Mayor and City staff.

4 APPENDIX 1: LIST OF 2022-2026 COUNCIL ADVISORY BODIES

Council Advisory Body (CAB)	Web Page	Contact Information
Aboriginal Affairs Advisory Committee (AAAC)	https://secure.toronto.ca/council/#/committees/2749	t. 416-338-5089 aaac@toronto.ca
Confronting Anti-Black Racism Advisory Committee (CABRAC)	https://secure.toronto.ca/council/#/committees/2744	t. 416-338-5089 aaac@toronto.ca
Film, Television & Digital Media Advisory Board ('Film Board')	https://secure.toronto.ca/council/#/committees/2745	t. 416-338-5089 ftdmb@toronto.ca
Housing Rights Advisory Committee (HRAC)	https://secure.toronto.ca/council/#/committees/2750	
Toronto Accessibility Advisory Committee (TAAC)	https://secure.toronto.ca/council/#/committees/2586	t. 416-338-5089 e. taac@toronto.ca
Toronto Francophone Affairs Advisory Committee (TFAAC)	https://secure.toronto.ca/council/#/committees/2748	t. 416-392-8485 frenchac@toronto.ca
Toronto Music Advisory Committee (TMAC)	https://secure.toronto.ca/council/#/committees/2746	t. 416-392-1879 tmac@toronto.ca
Two-Spirit, Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee (2SLGBTQAC)	https://secure.toronto.ca/council/#/committees/2747	t. 416-338-5089 2slgbtq@toronto.ca

Note: CAB web page and contact information to be added as City Council confirms CABs' Terms of References and Membership appointments in the coming months. This list will be updated should City Council establish any additional Council Advisory Bodies in the 2022-2026 term.



Item - 2023.EX2.1

Tracking Status

- City Council adopted this item on February 7, 2023 without amendments.
- This item was considered by Executive Committee on January 31, 2023 and was adopted with amendments. It will be considered by City Council on February 7, 2023.

City Council consideration on February 7, 2023

EX2.1 - Re-establishing Council Advisory Bodies for 2022-2026 City Council Term

Decision Type: ACTION

Status: Adopted

Wards: All

City Council Decision

City Council on February 7 and 8, 2023, adopted the following:

1. City Council adopt the Terms of Reference for the Toronto Accessibility Advisory Committee in Attachment 1 to the report (January 17, 2023) from the City Manager, as amended by Part 3 below.
2. City Council re-establish the following Council Advisory Bodies for the 2022 to 2026 Council term and adopt the associated Terms of Reference in Attachments 2 to 6 to the report (January 17, 2023) from the City Manager, as amended by Parts 3 and 4 below:
 - a. Confronting Anti-Black Racism Advisory Committee;
 - b. Film, Television and Digital Media Advisory Board (Film Board);
 - c. Toronto Music Advisory Committee;
 - d. Two-Spirit, Lesbian, Gay, Bisexual, Transgender and Queer (2SLGBTQ+) Advisory Committee; and
 - e. Toronto Francophone Affairs Advisory Committee.
3. City Council amend the Terms of Reference for the Toronto Accessibility Advisory Committee and the Two-Spirit, Lesbian, Gay, Bisexual, Transgender and Queer (2SLGBTQ+) Advisory Committee such that two members will be youth members between the ages of 18 and 29, and two members will be elder members who self-identify and represent the wisdom of their communities.
4. City Council amend the Terms of Reference for the Film, Television and Digital Media Advisory Board ('Film Board') and the Toronto Music Advisory Committee by increasing the composition to include one member of Council designated the Night Economy Champion by the Mayor.
5. City Council re-establish an Aboriginal Affairs Advisory Committee for the 2022 to 2026 Council term and request the City Manager and the City Clerk to report back on the findings from the Aboriginal Affairs Advisory Committee governance review, including proposed Terms of Reference for this body.
6. City Council request City Staff to offer an opportunity to members of Indigenous communities to offer their input to the governance review of the Aboriginal Affairs Advisory Committee.

7. City Council adopt the Simplified Rules of Procedure for Advisory Bodies in Attachment 7 to the report (January 17, 2023) from the City Manager, and direct that all meetings of Council Advisory Bodies listed in Parts 1 and 2 above be held in accordance with these rules.

Background Information (Committee)

(January 17, 2023) Report from the City Manager on Re-establishing Council Advisory Bodies for 2022-2026 City Council Term
<https://www.toronto.ca/legdocs/mmis/2023/ex/bgrd/backgroundfile-233873.pdf>
Attachment 1 - Toronto Accessibility Advisory Committee Terms of Reference
<https://www.toronto.ca/legdocs/mmis/2023/ex/bgrd/backgroundfile-233874.pdf>
Attachment 2 - Confronting Anti-Black Racism Advisory Committee Terms of Reference
<https://www.toronto.ca/legdocs/mmis/2023/ex/bgrd/backgroundfile-233875.pdf>
Attachment 3 - Film, Television and Digital Media Advisory Board ('Film Board') Terms of Reference
<https://www.toronto.ca/legdocs/mmis/2023/ex/bgrd/backgroundfile-233876.pdf>
Attachment 4 - Toronto Music Advisory Committee Terms of Reference
<https://www.toronto.ca/legdocs/mmis/2023/ex/bgrd/backgroundfile-233877.pdf>
Attachment 5 - Two-Spirit, Lesbian, Gay, Bisexual, Transgender and Queer (2SLGBTQ+) Advisory Committee Terms of Reference
<https://www.toronto.ca/legdocs/mmis/2023/ex/bgrd/backgroundfile-233878.pdf>
Attachment 6 - Toronto Francophone Affairs Advisory Committee Terms of Reference
<https://www.toronto.ca/legdocs/mmis/2023/ex/bgrd/backgroundfile-233879.pdf>
Attachment 7 - Simplified Rules of Procedure for Advisory Bodies
<https://www.toronto.ca/legdocs/mmis/2023/ex/bgrd/backgroundfile-233880.pdf>

Background Information (City Council)

City Council Approved Terms of Reference - Toronto Accessibility Advisory Committee
<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-234682.pdf>
City Council Approved Terms of Reference - Confronting Anti-Black Racism Advisory Committee
<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-234683.pdf>
City Council Approved Terms of Reference - Film, Television and Digital Media Board
<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-234704.pdf>
City Council Approved Terms of Reference - Toronto Music Advisory Committee
<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-234705.pdf>
City Council Approved Terms of Reference - Two-Spirit, Lesbian, Gay, Bisexual, Transgender and Queer (2SLGBTQ+) Advisory Committee
<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-234706.pdf>
City Council Approved Terms of Reference - Toronto Francophone Affairs Advisory Committee
<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-234707.pdf>

Communications (Committee)

(January 29, 2023) E-mail from Hamish Wilson, Carontop (EX.Supp)
(January 31, 2023) E-mail from Miguel Avila-Velarde (EX.New)

Communications (City Council)

(February 6, 2023) Letter from Miguel Avila (CC.New)

Motions (City Council)

Motion to Adopt Item (Carried)

Executive Committee consideration on January 31, 2023



Item - 2023.CC5.6

Tracking Status

- City Council adopted this item on March 29, 2023 with amendments.

City Council consideration on March 29, 2023

CC5.6 - Terms of Reference for the Housing Rights Advisory Committee for 2022-2026 City Council Term

Decision Type: ACTION

Status: Amended

Wards: All

City Council Decision

City Council on March 29, 30 and 31, 2023, adopted the following:

1. City Council adopt the Terms of Reference for the Housing Rights Advisory Committee in Attachment 1 to the report (March 22, 2023) from the City Manager, as amended by Parts 2, 3, 4, 5 and 6 below, and direct that all meetings of this body be held in accordance with the Simplified Rules of Procedure for Advisory Bodies in Item 2023.EX2.1 adopted by City Council at its meeting on February 7 and 8, 2023.
2. City Council amend the Terms of Reference for the Housing Rights Advisory Committee to include "Independently monitor progress" of the City's Housing Programs as laid out in Page 32 of Attachment 1 to 2022.EX34.7, headed "Review and Considerations for a Housing Commissioner Role or Function - July 19th 2022".
3. City Council amend the Terms of Reference to:
 - a. include the position of the Chair of the Housing Rights Advisory Committee as a separate role; and
 - b. require the Chair to be appointed by City Council on the recommendation of the Civic Appointments Committee.
4. City Council amend the Terms of Reference to provide for the separate recruitment for the Chair of the Housing Rights Advisory Committee through the Public Appointments process and that the City Manager, in consultation with the City Clerk, include the Chair of the Housing Rights Advisory Committee in the list of members of bodies to which the policy applies in their forthcoming report on the City's Remuneration Policy.
5. City Council require the Housing Rights Advisory Committee to meet a minimum of four times a year at the direction of the Chair and the Executive Director, Housing Secretariat.
6. City Council amend Section C, Part 1 of the Terms of Reference so that it now reads as follows:
 - C.1. The Advisory Committee will provide its advice to City Council through the Executive Committee.
7. City Council:

- a. add two full-time equivalent positions to the Affordable Housing Secretariat to support the work of the advisory committee and to advance the Right to Housing
- b. amend the 2023 operating budget by transferring the funding for 2 of the 8 approved new positions in the Ombudsman's Office to the Affordable Housing Secretariat.

Background Information (City Council)

(March 22, 2023) Report from the City Manager on Terms of Reference for the Housing Rights Advisory Committee for 2022-2026 City Council Term (CC5.6)

<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-235281.pdf>

Attachment 1 - Housing Rights Advisory Committee Terms of Reference

<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-235282.pdf>

Attachment 2 - Timeline of Actions Directed by City Council in EX34.7 to Support the Progressive Realization of the Right to Adequate Housing

<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-235283.pdf>

City Council Approved Terms of Reference - Housing Rights Advisory Committee

<https://www.toronto.ca/legdocs/mmis/2023/cc/bgrd/backgroundfile-235971.pdf>

Motions (City Council)

1 - Motion to Amend Item moved by Councillor Paula Fletcher (Carried)

That:

1. City Council amend the terms of reference for the Housing Rights Advisory Committee to include "Independently monitor progress" of the City's Housing Programs as laid out in page 32 of Attachment 1 to 2022.EX34.7, headed "Review and Considerations for a Housing Commissioner Role or Function – July 19th 2022".

2. City Council amend the terms of reference to:

- a. include the position of the Chair of the Housing Rights Advisory Committee as a separate role; and
- b. require the Chair to be appointed by City Council on the recommendation of the Civic Appointments Committee.

3. City Council amend the terms of reference to provide for the separate recruitment for the chair of the Housing Rights Advisory Committee through the Public Appointments process and that the City Manager, in consultation with the City clerk, include the chair of the Housing Rights Advisory Committee in the list of members of bodies to which the policy applies in their forthcoming report on the City's Remuneration Policy.

4. City Council require the Housing Rights Advisory Committee to meet a minimum of four times a year at the direction of the Chair and the Executive Director, Housing Secretariat.

5. City Council amend Section C, Part 1 of the Terms of Reference by deleting the words "or other appropriate Council Committee" so that Section C, Part 1 now reads as follows:

"C.1. The Advisory Committee will provide its advice to City Council through the Executive Committee ~~or other appropriate Council Committee.~~"

6. City Council:

- a. add two full-time equivalent positions to the Affordable Housing Secretariat to support the work of the advisory committee and to advance the Right to Housing
- b. amend the 2023 operating budget by transferring the funding for 2 of the 8 approved new positions in the Ombudsman's Office to the Affordable Housing Secretariat.

Vote (Amend Item)

Result: Carried	Majority Required - CC5.6 - Fletcher - motion 1
Yes: 22	Paul Ainslie, Brad Bradford, Alejandra Bravo, Jon Burnside, Shelley Carroll, Mike Colle, Gary Crawford, Vincent Crisanti, Paula Fletcher, Ausma Malik, Josh Matlow, Jennifer McKelvie, Chris Moise, Amber Morley, Jamaal Myers, Frances Nunziata (Chair), James Pasternak, Gord Perks, Anthony Perruzza, Jaye Robinson, Dianne Saxe, Michael Thompson
No: 1	Stephen Holyday
Absent: 2	Lily Cheng, Nick Mantas

*Motion to Adopt Item as Amended (**Carried**)*

Source: Toronto City Clerk at www.toronto.ca/council

Select Language ▼

Powered by Google Translate



Item - 2023.MM6.28

Tracking Status

- City Council adopted this item on May 10, 2023 without amendments.
- See also 2023.CC5.6

City Council consideration on May 10, 2023

MM6.28 - Re-Opening and Amending Item CC5.6 regarding the Terms of Reference for the Housing Rights Advisory Committee for 2022-2026 City Council Term - by Councillor Jamaal Myers, seconded by Councillor Josh Matlow

Decision Type: ACTION

Status: Adopted

Wards: All

City Council Decision

City Council on May 10, 11 and 12, 2023, adopted the following:

1. City Council amend Section B, Composition and Term for the Housing Rights Advisory Committee in the Terms of Reference in Attachment 1 to the report (March 22, 2023) from the City Manager to include:

a. under Section 3.ii. "people with disabilities" before "youth and senior services", so that Section 3.ii. now reads as follows:

"3.ii. 7 representatives of organizations working in such fields (but not limited to) as housing services, health (including mental health) services, substance abuse services, legal services, community services (including newcomer, people with disabilities, youth and senior services) or organizations focused on research related to poverty reduction, housing and/or human rights.

2. City Council further add a new Section 3.viii.:

"3.viii. At least two of the public members will self-identify as a person with a disability."

Background Information (City Council)

Member Motion MM6.28

<https://www.toronto.ca/legdocs/mmis/2023/mm/bgrd/backgroundfile-236408.pdf>

Motions (City Council)

Motion to Re-open Item (Carried)

Speaker Nunziata advised Council that consideration of Motion MM6.6 requires a re-opening of Item CC5.6 (March 29, 30 and 31, 2023 City Council meeting). A two-thirds vote of the Council Members present is required to re-open the Item.

Motion to Adopt Item (Carried)

Source: Toronto City Clerk at www.toronto.ca/council

Select Language ▼