



**SHAPE
YOUR
CITY**

Housing Rights Advisory Committee Roles and Expectations of Public Members

Public Appointments Secretariat

March 18, 2024

Welcome and Congratulations

- You have been appointed by City Council as a member of the Housing Rights Affairs Advisory Committee.
- The Committee is one of eight current Council Advisory Bodies. Each Council Advisory Body plays an important part in how the City engages with the public.
- The Committee's mandate, composition, and structure are set out in its Terms of Reference.

Your Role as Committee Members

- You are supporting Council decision-making and City programs and services.
- You are providing advice based on lived experience, community work, professional experience, feedback from stakeholders, and more.
- City Council makes the final decisions however your input is very valuable.
- Your work on the Committee is supported by staff from the Housing Secretariat and the City Clerk's Office.

Terms of Appointment

- All members of the Committee are appointed for a term of office ending on November 14, 2026, which is the end of the current term of City Council.
- Members can only be appointed by Council to serve on one City board, committee, or tribunal at a time.



Conditions of your appointment

Public Members of the Housing Rights Advisory Committee must:

- Be a resident of the City of Toronto;
- Not be an employee of the City of Toronto or any of its agencies or corporations;
- Not be a spouse, partner, child, or parent of a Member of City Council.

Meetings of the Committee

- The Advisory Committee will hold a minimum of four meetings per year at the call of the Chair and the Executive Director, Housing Secretariat
- Meetings are open to the public.
- Regular attendance at meetings is expected. Please notify staff in advance if you cannot attend.
- Members should come prepared to discuss the items on the agenda and participate in working groups, as required.

Honoraria for Attending Meetings

- Public members can choose to receive an honorarium of \$125 per meeting attended, for up to four meetings.
- Honoraria are not intended for members who serve as representatives of organizations or businesses where they are employed, but members can request the honoraria.
- Public members who serve as the Chair or Vice-Chair of the Advisory Committee are not eligible for any additional honoraria.
- Honoraria are not paid for attendance at sub-committee meetings or events.
- Reasonable expenses incurred while tending to authorized committee business can be reimbursed.
- Contact the Housing Secretariat for further questions

Leave of Absence

- You may submit a request to the committee to take a leave for a period of time, for any reason.
- A leave is required if you run, or seek appointment to any elected office.
- Depending on the duration of the leave and the committee's requirements, City Council may fill the vacancy while you are absent.
- Contact the City Clerk's Office with any questions.

Resignation

- A resignation is required if your eligibility changes, for example if:
 - You move outside of Toronto
 - You become an employee of the City of Toronto
 - You or a close relative become(s) a Member of City Council
- Please notify the Committee Secretary and Public Appointments staff by email if you need to resign.
- Indicate effective date.

Principles for Public Appointees

Serve the
public well

Foster equity,
diversity and
inclusion

Act with
integrity and
impartiality

Champion the
standards of
public service

When to Contact the City Clerk's Office

- Please notify the Committee Secretary and Public Appointments staff by email if:
 - ✓ Your contact information changes
 - ✓ Your eligibility changes
 - ✓ You are requesting a leave of absence for any reason, with effective dates
 - ✓ You are resigning, with effective dates

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