

Civic Appointments Committee

Meeting No.	1	Contact	Helen Smith ,Manager
Meeting Date	Thursday, January 11, 2007	Phone	416-392-0146
Start Time	9:30 AM	E-mail	hlsmith@toronto.ca
Location	Meeting Room E, City Hall		

The Decision Document is for preliminary reference purposes only. Please refer to the Committee's Report to City Council or to the Minutes for the official record.

How to Read the Decision Document:

- *recommendations of the Committee to City Council appear after the item heading and any amendments by Committee to recommendations appearing in a staff report are italicized;*
- *action taken by the Committee on its own authority does not require Council's approval and is listed in the decision document in italics under the heading "Decision Advice and Other Information" at the end of the item; and*

Declarations of Interest, if any, appear at the end of an item.

CA1.1	Information		Policy	Wards: All
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Public Appointments Policy Summary

Summary

Presentation by staff, City Manager's Office, Strategic and Corporate Policy, on Council's Public Appointments Policy.

Decision Advice and Other Information

The Civic Appointments Committee requested the Chair to consult with staff to consider changing the name of the committee and/or policy so that they align.

CA1.2	Information		Policy	Wards: All
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Proposed Shortlisting and Interview Process for Public Appointments to City Agencies and Nominations to External Special Purpose Bodies.

Summary

Presentation by Councillor Janet Davis, Chair, Civic Appointments Committee proposing a shortlisting and interview process for public appointments to City agencies and nominations to external special purpose bodies.

Communications

(January 10, 2007) e-mail from Councillor Joe Mihevc - CAMain

Decision Advice and Other Information

The Civic Appointments Committee adopted the proposed shortlisting and interview process, subject to any future changes required (such as to accommodate Budget Committee meetings):

1. Interview Panels and Decision-making:
 - a. two panels will be established to undertake interviews and recommend candidates to the full Civic Appointments Committee (CAC);
 - b. each panel has 4 members, and requires 3 members to establish quorum;
 - c. votes that result in a tie, or other matters that cannot be resolved by the Panel, will be referred without recommendation to the CAC;
 - d. the panel composition will be as follows:

Panel 1	Panel 2
Janet Davis, Chair	Cliff Jenkins, Chair
Joe Mihevc	Paula Fletcher
Frances Nunziata	Joe Pantalone
Norm Kelly	Adam Vaughan.

2. Short-listing and Interviewing Candidates:

To expedite the selection and interview process, and ensure all qualified candidates are considered fairly, the following process will be followed:

- a. the list of all qualified candidates will be provided to the CAC by staff based on a review of all applications submitted;

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- b. CAC members will review the applications of all qualified and ineligible candidates and recommend their preferred candidates to be short-listed and interviewed for all ABCs;
- c. a fixed number of candidates will be short-listed and interviewed for each ABC;
- d. each Panel will be responsible for interviewing the short-listed candidates for the ABC's assigned to that Panel;
- e. each Panel will select and recommend candidates to the CAC for approval and recommendation to Council; and
- f. the full CAC and the two panels divide responsibility for interviews as outlined in the tables.

3. Other Issues

- a. if a candidate is unavailable when Panel interviews are scheduled for a specific board, authorize the Clerk to offer the candidate another time on day when that Panel is scheduled for other interviews, as an exception only;
- b. use the scoresheet prepared by staff as a ranking/marketing methodology to assist in the selection process; and
- c. diversity results from the last process be recirculated, and staff identify efforts made to attract women, South Asian, and youth applicants, which boards have continuity issues, and where the Licensing Tribunal is placed.

Civic Appointments Committee	# of Positions	# Short-listed & Interviewed	# Hrs./Mtgs. Req'd	Date Recs. to Council
Toronto Licensing Tribunal	7	Up to 14	Apr 3 (plus Apr 5 if needed)	CAC Apr 13 Council Apr 23 and 24
Rooming House Licensing	2	Up to 6	Apr 3 (plus Apr 5 if needed)	CAC Apr 13 Council Apr 23 and 24

Panel 1	# of Positions	# Short-listed & Interviewed	# Hrs./Mtgs. Req'd	Date Recs. to Council
Committee of Adjustment South and East	10 for South 5 for East	Community Councils to short-list up to 20 for South 10 for East	6 hours Feb 22 (Based on 4 hours for South and 2 for East)	CAC Feb 26 Council Mar 5 & 6
Library Board	5	Up to 10	TBD based on 5 interviews per hour Feb 22	CAC Feb 26 Mar 5 & 6 Council

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			and/or 23	
GTAA Consultative Committee and Noise Management Committee	2 (1 for each committee)	Up to 6	Feb 27	CAC Apr13 Council Apr 23 & 24
Metro Toronto Convention Centre	2	Up to 6	Feb 27	CAC Apr13 Council Apr 23 & 24
Education Rep on Board of Health	1	2 nominees (1 from each Board of Ed)	Feb 27	CAC Apr13 Council Apr 23 & 24
Parking Authority	5	Up to 10	Apr 5	CAC Apr13 Council Apr 23 & 24

Panel 2	# of Positions	# Short-listed & Interviewed	# Hrs/Mtgs Req'd	Date Recs. to Council
Committee of Adjustment North and West	10 for North 5 for West	Community Councils to short-list up to 20 for North 10 for West	6 hours Feb 21 (Based on 4 hours for North and 2 for West)	CAC Feb 26 Council Mar 5 & 6
Toronto Atmospheric Fund	7	TAF Nominating Panel to shortlist between 14 to 21	3 to 5 hours Mar 30	CAC Apr13 Council Apr 23 & 24
TRCA	5	Up to 10	TBD based on 5 interviews per hour Feb 21 and/or 23	CAC Feb 26 Council Mar 5 & 6
Exhibition Place	4	Up to 8	Feb 27	CAC Apr 13 Council Apr 23 and 24
Property Standards Committee	16	Up to 32	All day Apr 11	CAC Apr 13 Council Apr 23 and 24

CA1.3	Information			Wards: All
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Public Appointments Workplan and Timelines

Summary

Workplan and timeline for public appointments to City agencies and nominations to external special purpose bodies.

Decision Advice and Other Information

The Civic Appointments Committee received the workplan and timelines with thanks.

CA1.4	ACTION			Wards: All
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Police Services Board Appointment

Committee Recommendations

The Civic Appointments Committee recommends that Council waive the provisions in the Public Appointments Policy - Governing Appointments to City Agencies, Boards, Commissions and Corporations and Nominations to External Special Purpose Bodies, to reappoint Alok K. Mukherjee to the Toronto Police Services Board for the term of Council and until successors are appointed, so that the continuity and stability of the Toronto Police Services Board will be maintained.

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Summary

Communication from Mayor David Miller advising that the Toronto Police Services Board has

greatly benefited from the contributions of Mr. Alok K. Mukherjee, that it would be in the best interests of the City if he were reappointed, and asking the Civic Appointments Committee to consider this matter as soon as possible in the new term.

Decision Advice and Other Information

The Civic Appointments Committee requested that staff report to the Civic Appointments Committee on the status of incumbents who have had partial terms.

CA1.5	Information			Wards: All
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References from Council Members

Summary

Verbal Report from the Chair on Council's policy on Council Members providing references for applicants and how this will be put into practice.

Communications

(January 9, 2007) Report from Integrity Commissioner - CAMain
<http://www.toronto.ca/legdocs/mmis/2007/ca/comm/communicationfile-129.pdf>

Decision Advice and Other Information

The Civic Appointments Committee requested the Chair to circulate a clear process under the existing Code of Conduct for dealing with Councillor Member references for public appointments.

Meeting Sessions

Session Date	Session Type	Start Time	End Time	Public or Closed Session
2007-01-11	Morning	9:35 AM	12:15 PM	Public