

**APPENDIX H – SIGN VARIANCE COMMITTEE TERMS OF REFERENCE
(Proposed Appendix E.8 to the Public Appointments Policy)**

Nomination Process – Advertised Recruitment	<p>Members are recruited through City-wide media advertising and screened against Council approved qualifications by a City staff team. The Civic Appointments Committee selects a short list of candidates, conducts interviews or other means of selecting appointees, and nominates candidates as members and the Chair of the Sign Variance Committee for approval by City Council.</p>
Agency Profile	<p>The Committee hears appeals of the Chief Building Official’s decisions on variance applications for first party signs and makes decisions on variance applications for third party signs.</p> <p>The Committee conducts itself in accordance with a procedures by-law and is also governed by the provisions of Toronto’s Municipal Code, Chapter 694 – Signs, General.</p>
Board Responsibilities	<p>In addition to participating as a member of the panel, the Chair is responsible for:</p> <ul style="list-style-type: none">• ensuring fair and timely public meetings; and• addressing matters concerning the operation and conduct of the members.
Term of Office	<p>Successful candidates must attend an orientation and training program.</p> <p>Four years coincident with the term of Council</p>
Composition	<p>The Sign Variance Committee consists of 5 citizen members.</p>
Qualifications	<p>In addition to the general eligibility requirements set out in this policy, members should collectively bring the following skills and expertise to the committee:</p> <ul style="list-style-type: none">• demonstrate a strong interest in the complexities and challenges of city building;• bring an understanding of the diverse neighbourhoods and communities across the city;• have knowledge in one or more areas of: law, planning, architecture, government, economic development, community development, land development, or citizen advocacy, but not act as an agent for parties before the Sign Variance Committee;• demonstrate decision-making, communication, and mediation skills to facilitate an open and fair meeting process; and• at least 2 members should have adjudication experience and public speaking and organizational skills to be able to chair public meetings and maintain order in conflict situations.

Meetings

Public meetings are generally scheduled every 4 weeks depending on the application volume.

Public Hearings are held at Toronto City Hall

Remuneration

Chair: \$750 annually, plus \$250 per hearing attended
Members: \$250 per hearing attended