



SERVE YOUR CITY

Boards • Committees • Tribunals

TO Live

Roles and Expectations of Public Members

Aretha Phillip

Public Appointments Secretariat, City Clerk's Office

September 26, 2019

Terms of Appointment

- Appointed to serve at pleasure of Council
- Terms of office ends either December 31, 2020, April 16, 2021 and April 16, 2023.
- Continue to serve until a successor is appointed
- Term limit is two consecutive 4-year terms, total of 8 consecutive years

Conditions of your appointment

- Resident of the City of Toronto
- Not an employee of the City of Toronto or any of its agencies or corporations
- Not a spouse, partner, child, or parent of a Member of City Council

Composition

- Board is composed of:
 - Mayor or Mayor's designate
 - 2 Members of Council
 - 10 public members
- Board Chair appointed by Council
- Vice-chair selected by members

Board Meetings

- Board meets 6-8 times per year or at the call of the Chair.
- Meetings are open to the public
- Held during weekday hours at City Hall or City theatre facility
- Regular attendance is expected
- Committees may be formed and meet separately

Remuneration & Expenses

- Voluntary board with no remuneration
- All reasonable expenses incurred while tending to authorized Board business will be reimbursed.
- Any expenses must be for business activities authorized

Leave of Absence or Resignation

- Submit a request to the Board to take a leave for an extended period of time, for any reason.
- Depending on the duration and the Board's requirements, City Council may fill the vacancy on a temporary basis.

Leave of Absence or Resignation

- Required if you run or seek appointment to any elected office
- Must begin on, or before, the date of application to, or the date of nomination for, the elected office.
- Notify both the City Clerk's Office and Board Chair in writing as soon as possible and state the date your leave/resignation will take effect.

Leave of Absence or Resignation

- If your eligibility changes (e.g. if you move out of Toronto or take a job with the City of Toronto, etc.) you are required to resign from the board
- Notify both the City Clerk's Office and Board Chair in writing as soon as possible and state the date your resignation will take effect

Notify the Clerk and Board

- Notify City Clerk and Board in writing if:
 - ✓ Contact information changes
 - ✓ Eligibility changes
 - ✓ Requesting a leave of absence
 - ✓ Resigning from the Board

City of Toronto Board Behaviours

- Serve the public well
- Champion the standards of public service
- Foster equity, diversity, and inclusion
- Act with integrity and impartiality

Questions

Any questions about your appointment,
contact:

- appoint@toronto.ca
- 416-397-0088
- www.toronto.ca/serveyourcity