



REPORT FOR ACTION WITH CONFIDENTIAL ATTACHMENT

Selection of Candidates for Interview for the Toronto Licensing Tribunal

Date: February 26, 2019

To: Nominating Panel - Toronto Licensing Tribunal

From: City Clerk

Wards: All

REASON FOR CONFIDENTIAL INFORMATION

This report deals with personal matters about identifiable individuals who are being considered for appointment to the Toronto Licensing Tribunal.

SUMMARY

The Nominating Panel - Toronto Licensing Tribunal will conduct interviews and recommend seven candidates to City Council for appointment to the Toronto Licensing Tribunal.

RECOMMENDATIONS

The City Clerk recommends that:

1. The Nominating Panel - Toronto Licensing Tribunal select 14 candidates listed in Confidential Attachment 1 for interview at its next meeting for appointment to the Toronto Licensing Tribunal.
2. The Nominating Panel - Toronto Licensing Tribunal direct that the confidential information contained in Confidential Attachments 1, 2 and 3 remain confidential in their entirety as they relate to personal matters about identifiable individuals being considered for appointment to the Toronto Licensing Tribunal.

FINANCIAL IMPACT

There are no financial implications arising from this report.

DECISION HISTORY

At its meeting on February 26, 2019, City Council appointed seven individuals to the Tribunals Nominating Panel:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.CC3.5>

COMMENTS

Composition of the Toronto Licensing Tribunal

There are seven public members on the Toronto Licensing Tribunal.

Tribunal members must meet certain qualifications and be eligible

In addition to the general eligibility requirements set out in the Public Appointments Policy, public members should collectively bring the following skills and expertise to the Tribunal:

- An understanding of the Toronto Licensing Tribunal's mandate;
- An understanding of the Licensing By-law and the Statutory Powers Procedure Act;
- An understanding of a field related to business licensing and sensitivity to the various interests and issues;
- Familiarity with the concepts of natural justice and fairness;
- Excellent listening skills, open-mindedness, sound judgement, and tact and the ability to mediate;
- Ability to organize and analyze written and oral evidence;
- Demonstrated ability to write a clear, well-reasoned decision that takes into account the evidence, the submissions, the law, and policy;
- A commitment to public service and to upholding a high standard of ethics;
- Good interpersonal skills, including the ability to work in a team;
- Ability to work under time pressures;
- A flexible work schedule to allow attendance at hearings and business meetings; and/or
- A willingness and availability to attend training programs once appointed.

Individuals are ineligible if they are current City licence-holders or are engaged in the business of a corporate licence-holder or do not pass the required written test. Former Members of Council who served in the immediately preceding term of Council (2014-2018) are ineligible for appointment as public members on the Tribunal.

There are currently seven positions under consideration

One position is as a result of a vacancy due to the resignation of Keith Cooper in August 2018. The other six positions are due to the terms of the current members coming to an end on November 30, 2018, they have been serving until their successors are appointed.

Term of office

The new appointees will serve a term of office ending November 14, 2022, continuing to serve until successors are appointed.

Tribunal members receive remuneration

Pending approval of the 2019 Operating Budget at City Council's March 7, 2019 meeting, the public members, including the chair will receive full-day per diem of \$460 and half-day remuneration (3.5 hours or less) of \$275 for hearings, business meetings and training sessions.

Each public member who is not a chair of a tribunal or tribunal panel will receive a stipend of \$1,500 per year, pro-rated on an annual basis from the time of appointment. In addition, public members (other than the chair) receive a \$50 payment for preparing and submitting a written reason for decision.

The chair will receive an annual stipend of \$25,000, pro-rated on an annual basis from the time of appointment.

Short-listed candidates will write a test and be interviewed

Candidates who were not previously interviewed must complete a test related to the roles and responsibilities of Toronto Licensing Tribunal members in order to proceed to the interview stage. The Nominating Panel - Toronto Licensing Tribunal will be provided with the test results during the interviews.

We have consulted with Court Services Division staff

Public Appointments Secretariat staff consulted with Court Services Division staff in December 2018 to discuss Tribunal qualifications and the appointment process.

Outreach was conducted for these vacancies

The opportunity to join the Toronto Licensing Tribunal was included in a city-wide outreach campaign in the fall of 2018 to coincide with the new term of City Council. This recruitment included transit shelter ads, online ads, attending and speaking at community and professional/industry events, use of social media including Twitter and LinkedIn, and outreach via the Public Appointments e-update list. Outreach was also done to attract diverse candidates.

Next steps - Interviews

Once the Nominating Panel - Toronto Licensing Tribunal selects candidates for interviews, the City Clerk's Office will contact the candidates to schedule them for 15 minute interviews. Fourteen interviews at 15 minutes each will take approximately three and a half hours to complete.

CONTACT

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SIGNATURE

Ulli S. Watkiss
City Clerk

ATTACHMENTS

Confidential Attachment 1 – List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Toronto Licensing Tribunal

Confidential Attachment 2 –Interest in Re-appointment from Current Members of the Toronto Licensing Tribunal

Confidential Attachment 3 –Diversity Information Summary for Current Public Members of the Toronto Licensing Tribunal