



REPORT FOR ACTION WITH CONFIDENTIAL ATTACHMENT

Selection of Candidates for the Rooming House Licensing Commissioner and Deputy Commissioner

Date: May 17, 2019

To: Nominating Panel - Rooming House Licensing Commissioner and Deputy Commissioner

From: City Clerk

Wards: All

REASON FOR CONFIDENTIAL INFORMATION

This report deals with personal matters about identifiable individuals who are being considered for appointment as Rooming House Licensing Commissioner and Deputy Commissioner.

SUMMARY

The Nominating Panel - Rooming House Licensing Commissioner and Deputy Commissioner will conduct interviews and recommend two candidates to City Council for appointment as the Rooming House Licensing Commissioner and Deputy Commissioner.

RECOMMENDATIONS

The City Clerk recommends that:

1. The Nominating Panel - Rooming House Licensing Commissioner and Deputy Commissioner select six candidates listed in Confidential Attachment 1 for interview at its next meeting for appointment as Rooming House Licensing Commissioner and Deputy Commissioner.
2. The Nominating Panel - Rooming House Licensing Commissioner and Deputy Commissioner 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 Rooming House Licensing Commissioner and Deputy Commissioner.

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 Rooming House Licensing Commissioner and Deputy Commissioner

Two public members are appointed as Rooming House Licensing Commissioner and Deputy Rooming House Licensing Commissioner.

The Commissioner and Deputy Commissioner members must meet certain qualifications and be eligible

In addition to the general eligibility requirements set out in the Public Appointments Policy, appointees are to have:

- a good understanding of the Rooming House Licensing By-law, other relevant by-laws and provincial legislation and the [Statutory Powers Procedure Act](#)
- familiarity with the concepts of natural justice/fairness
- excellent listening skills, open-mindedness, sound judgement, and tact
- ability to mediate
- ability to organize and analyze evidence (written and oral)
- 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 uphold a high standard of ethics
- good interpersonal skills, including the ability to work in a team
- the ability to work under time pressures
- flexible work schedule to allow attendance at hearings
- willing and available to attend training programs once appointed

There are currently two positions under consideration

The terms of the current Rooming House Licensing Commissioner and Deputy Commissioner ended on November 30, 2018. They have been serving until their successors are appointed.

Term of office

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

The Commissioner and Deputy Commissioner members receive remuneration

- Chair: \$2,500 annually, plus full-day per diem of \$460 and half-day remuneration (3.5 hours or less) of \$275 for hearings, business meetings or training sessions.
- Members: \$1,500 annually, plus full-day per diem of \$460 and half-day remuneration (3.5 hours or less) of \$275 for hearings, business meetings or training sessions.

We have consulted with Municipal Licensing and Standards Staff

Public Appointments Secretariat staff consulted with Municipal Licensing and Standards staff to discuss the Rooming House Licensing Commissioner and Deputy Commissioner qualifications and to review applications.

Outreach was conducted for these vacancies

The opportunity to join the Rooming House Licensing Commissioner and Deputy Commissioner 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 - Rooming House Licensing Commissioner and Deputy Commissioner selects candidates for interviews, the City Clerk's Office will contact the candidates to schedule them for 15 minute interviews. Six interviews at 15 minutes each will take approximately an hour and a half 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 Rooming House Licensing Commissioner and Deputy Commissioner

Confidential Attachment 2 –Interest in Re-appointment from Current Members of the Rooming House Licensing Commissioner and Deputy Commissioner