



# **SERVE YOUR CITY**

**Boards • Committees • Tribunals**

**Property Standards Committee—  
Roles and Expectations of Public Members**

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**Aretha Phillip, Manager, Public Appointments**

**June 19, 2019**

# Terms of Appointment

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- Term ends either March 30, 2021 or May 15, 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

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- 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;
- Cannot be former Members of Council who served in the immediately preceding term of City Council;

# Conditions of your appointment

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- Cannot act as an agent for applicants before the Tribunal or other local boards of the City

# Hearings and Meetings

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- Composed of 16 public members
- Organized into four hearing panels corresponding to the City's Community Council boundaries - 4 public members each
  - ✓ Etobicoke York Hearing Panel
  - ✓ North York Hearing Panel
  - ✓ Scarborough Hearing Panel
  - ✓ Toronto and East York Hearing Panel

# Hearings and Meetings

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- Four hearing panels typically meet 10 times a year, or more frequently as required.
- All hearings and meetings are open to the public.
- Hearings begin at 9:30 a.m. and may last from 1 to 5 hours depending on the number and complexity of appeals.
- Hearings must begin on time and cannot be interrupted by telephone calls or other business.

# Hearings and Meetings

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- Be prepared to fully commit themselves to the matters at hand and are occasionally required to attend special and multi-day hearings.
- Meet at least twice annually for business meetings

# Remuneration

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- Public members including the chair 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.
- The chair receives an annual stipend of \$2,500
- Public members who are not the chair receive an annual stipend of \$1,500

# Leave of Absence or Resignation

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

# Leave of Absence or Resignation

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- Required if you run, or seek appointment to, any elected office or eligibility changes
- 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 Tribunal Chair in writing as soon as possible and state the date your resignation will take effect.

# Notify the Clerk and Tribunal

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- Notify City Clerk and Tribunal in writing if:
  - ✓ Contact information changes
  - ✓ Eligibility changes
  - ✓ Requesting a leave of absence
  - ✓ Resigning with effective date

# City of Toronto Board Behaviours

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

# Questions

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Any questions about your appointment,  
contact:

- [appoint@toronto.ca](mailto:appoint@toronto.ca)
- 416-397-0088
- [www.toronto.ca/serveyourcity](http://www.toronto.ca/serveyourcity)