



Public Appointments and the Tribunals Nominating Panel

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Today's Presentation

- Part 1: About the Tribunals Nominating Panel
- Part 2: Candidates and Recruitment
- Part 3: The Public Appointments Process
- Part 4: The City of Toronto's Tribunals



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Part 1: About the Tribunals Nominating Panel

What is the Tribunals Nominating Panel?

- The Tribunals Nominating Panel was established by City Council in 2018 to:
 - Review applications from members of the public who want to be a member of a City tribunal
 - Select candidates for interview and conduct interviews, and
 - recommend candidates to City Council for appointment to the tribunals
- The Panel is composed of up to 9 members of the public.
- As a Council decision body, all meetings of the Nominating Panel are conducted as per Council's Procedures Bylaw.

Your Term of Office

- Current members of the Tribunals Nominating Panel are appointed by Council for a term office ending March 31, 2027, and until successors are appointed.
- Members are appointed “at pleasure” of City Council, which means that Council may rescind your appointment without cause.
- Term limit is two consecutive 4-year terms (this does not include extra time after your official end of term)

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

Conditions of your appointment

- Cannot be a member of a land division committee, planning advisory committee member or a member of the Ontario Land Tribunal;
- Cannot be a former member of City Council or the Committee of Adjustment who served in the immediately preceding term of Council;
- Cannot act as agents for applicants or have an active application currently being considered before any City administrative tribunals;
- Cannot be an owner, employee, or agent of an advertising, communications, or media relations agency or a business which owns, controls, or has shares in a media outlet;
- Cannot be a City licence-holders or are engaged in the business of a corporate licence-holder.

Remuneration

- Panel members receive:
 - \$250 per half-day (less than 3.5 hours) and
 - \$500 per full day (3.5 hours or more) for attendance at meetings, to a maximum of \$5,000 per calendar year pro-rated on an annual basis from the time of appointment.

Leave of Absence or Resignation

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

Leave of Absence or Resignation

- A leave is required if you run or seek appointment to any elected office.
- The leave 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 Panel Chair in writing as soon as possible and state the date your leave or resignation will take effect.

When to Notify the Clerk and Tribunal

- Nominating Panel Members should notify the City Clerk in writing if:
 - ✓ Contact information changes
 - ✓ Eligibility changes
 - ✓ Requesting a leave of absence
 - ✓ Resigning with effective date



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Part 2: Candidates, Recruitment, and Applications

What do public members do?

- Make decisions related to signs, zoning variances, business licenses, building code violations, dangerous dogs, election finance audits, parking infractions, and more.
- Provide a public service.
- Represent the City of Toronto.
- Bring independence to their role.
- Support fairness, natural justice, sound decision-making.



Outreach and Recruitment

- Staff work year-round to recruit diverse, highly-skilled members of the public.
- Methods include online ads, social media, email list, presentations, events, outreach to community and professional organizations.
- All applications are live online so people can apply at any time.
- Application deadlines are announced in advance of a selection process.



Eligibility Criteria

Public members of City of Toronto tribunals need to meet certain eligibility criteria:

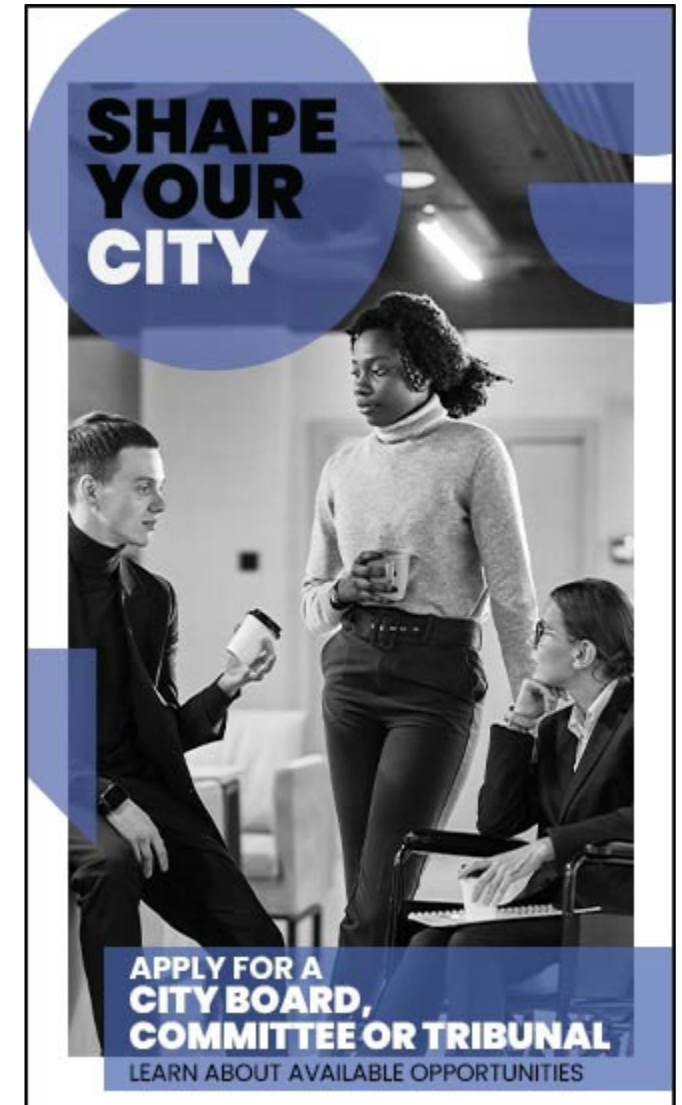
- At least 18 years old
- A Toronto resident
- Cannot be an employee of the City of Toronto or one of its agencies and corporations
- Cannot be a spouse, partner, child, or parent of a Member of Toronto City Council

Eligibility continued...

- Tribunals may also have additional, specific criteria.
One example:
 - Applicants to the Sign Variance Committee are ineligible for appointment to the committee if they are an owner, employee, or agent of an advertising, communications, or media relations agency or a business which owns, controls, or has shares in a media outlet.
- Applicants are asked to disclose conflicts of interest
 - A conflict does not automatically make them ineligible

What skills and qualifications is the City looking for?

- There is a wide range of opportunities, each with their own roles, responsibilities, and qualifications.
- Relevant skills include law, planning, adjudication, architecture, and also mediation, communication, community engagement.
- Appointees to a tribunal should collectively have the skills and experience needed to support their roles and their mandate.



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Public Appointments

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Public members are needed to serve on a range of City boards, committees and tribunals. Bring your skills and experience to the table and make a difference in your community.

View the Opportunities

In This Section

Get Involved

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Diversity in Public Appointments

Public Appointments Privacy Statement

Public Consultations

Volunteer with the City

Community Initiatives

Advisory Groups

Upcoming Deadlines

- Applegrove Community Complex – February 28, 2023
- Dangerous Dogs Review Tribunal – March 27, 2023
- Leaside Memorial Community Gardens Arena – April 3, 2023
- Metro Toronto Convention Centre – February 17, 2023

Contact Information

Public Appointments Secretariat
City Clerk's Office
12th floor, West Tower, City Hall

Toronto Local Appeal Body

The Toronto Local Appeal Body (TLAB) is an independent quasi-judicial tribunal that hears appeals of [Committee of Adjustment](#) decisions for minor zoning variances and land severances (consents).

The TLAB is a local board of the City established under the [Planning Act](#) and the [City of Toronto Act, 2006](#). The TLAB assumes all the powers and authority of the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal, formerly Ontario Municipal Board) for hearing appeals to Committee of Adjustments decisions for minor variance and consent applications. TLAB hearings will be conducted in accordance with the [Statutory Powers Procedure Act](#).

Board responsibilities

TLAB members are responsible to:

- Review materials filed with each application they hear;
- Conduct site inspections of the subject property to assess the impacts the proposal may have on the surrounding area;
- Conduct mediations;
- Preside over hearings and render a written decision based on the evidence presented; and
- Attend business meetings of the TLAB.

In addition to the member responsibilities, the Chair of the Toronto Local Appeal Body is responsible to:

- Ensure that hearing practices of the TLAB are fair and effective;
- Ensure quality and consistency of TLAB decisions;
- Act as the lead representative and spokesperson for the TLAB;
- Obtain external legal advice as needed;
- Prepare the Annual Report to City Council on the TLAB activities;
- Chair the Business Meetings of the TLAB;
- Liaise with City staff on administrative support matters;
- Coordinate member training and professional development; and

[Go to Applications](#)

Contact Information

Public Appointments Secretariat
City Clerk's Office
12th floor, West Tower, City Hall
100 Queen Street West
Toronto, ON M5H 2N2

email: appoint@toronto.ca
phone: 416-397-0088

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Privacy Information

Reflecting the Diversity of our City

- Applicants are asked to complete a voluntary, confidential diversity survey as part of their application. This data allows us to:
 - Monitor how well we are meeting our objectives
 - Assess our outreach and recruitment efforts and see what improvements can be made
 - Report on our progress



Diversity Dashboard Screenshot

Diversity in Public Appointments

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We ask all applicants to complete a voluntary, confidential survey to help measure diversity in the City's public appointments. We publish the results on a quarterly basis.

As of February 4, 2021, the data reflects:

- 3,699 applications (applications are kept on file for two years after submission)
- 409 current public appointments to 49 boards, committees and tribunals

The average response rate for each question in the survey was 91 per cent.

Except where noted, City-wide demographic statistics are taken from the Statistics Canada 2016 Census of Population.

Expand All +

Collapse All -

Gender +

Age +

Aboriginal/Indigenous Peoples -

Aboriginal/Indigenous Peoples are those who identify as members of First Nations (status, non-status, treaty or non-treaty), Inuit or Métis communities in Canada. We asked applicants "Based on this description, do you consider yourself to be an Aboriginal/Indigenous person?"

Aboriginal/Indigenous Peoples	Applicants	Interviewed	Appointees	City-wide
Yes	2.2%	7.4%	6.8%	0.9-2.8%*

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Diversity in Public Appointments

Public Appointments Privacy Statement

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Terms of Appointment

- Terms of office for public appointees are typically four years. Some terms of office are coincident with the term of Council.
- In some cases, terms may be shorter than usual if a new appointee is filling a vacancy created by an early resignation.
- Members of the public continue to serve until successors are appointed.
- Members can serve two consecutive four-year terms.
- Public members appointed to tribunals do not serve “at pleasure” of Council.

What guides our work?

All aspects of a public appointments processes are guided by:

- Public Appointments Policy, which outlines eligibility criteria, roles of staff and Council, and principles that support the process.
- The mandate of the tribunal, its strategic direction, the skills and qualifications needed to support that work, emerging trends, input from staff

What guides our work?

- Council direction and commitments to support equity, inclusion, diversity, and reconciliation such as the Confronting Anti-Black Racism Action Plan and the Reconciliation Action Plan.



2022-2032
Reconciliation
Action Plan



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Part 3: The Public Appointments Process

Role of the Nominating Panel

The roster of nine members will meet in panels of three to consider appointments of public members to City tribunals. Each Nominating Panel member will support multiple processes.



Staff Support for the Panel

- The Panel is supported by the Public Appointments Secretariat, a team of staff dedicated to:
 - Recruiting members of the public to apply
 - Administering the public appointments process
 - Supporting the Panel and City Council in their selection and appointment of members
- Other staff support the Panel by:
 - Briefing members on the mandate, issues, and strategic direction of the tribunal under consideration.
 - Providing meeting management.

Information Provided to Panel Members

- A staff report on each item outlining what the panel will be considering.
- A confidential application package containing all applications received for the tribunal, including:
 - A summary of all candidates including those that are highly qualified, qualified, and not qualified.
 - A summary of the demographic information for the candidate pool.
- Interview questions
- Any additional information

Structure of Meetings

A typical meeting of the Nominating Panel may include:

- **Shortlisting candidates** to be interviewed at a subsequent meeting.
 - City staff are invited to give brief presentations and answer questions to support the panel's selection process.
- **Interviewing candidates** who were shortlisted at a previous meeting.
 - Interviews are typically 15 minutes each.
 - Staff recommended a ratio of 2:1 interviewees per position at a minimum.

Selection Objectives

When selecting candidates, panels should consider a number of factors including:

- The skills, qualifications, and experience needed to support the tribunal.
- Reflecting the diversity of our city and representation from equity-deserving communities.
- The mix of experienced and new members.
- Different perspectives, experiences, and ideas that candidates bring to the table.
- Supporting the principles of openness, impartiality, competition, and equity in the process.

When do panels meet?

- Nominating Panels meet when there are positions to be considered for a tribunal. This generally happens for two reasons:
 1. A tribunal has members whose terms of office are coming to end. The timing of these processes is more predictable.
 2. A tribunal has a vacancy as a result of a resignation before a term of office was complete. The timing of vacancies is unpredictable.
- To schedule meetings, staff work with the availability of panel members and consider the Council meeting schedule.

The Public Appointments Process

Staff conduct outreach and screen the applications



The nominating panel reviews the applications and selects candidates for interview



The panel conducts interviews and recommends final nominees to City Council



City Council makes the final decision on the successful appointees.



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Part 4: The City of Toronto's Tribunals

What Opportunities are Available?

- 9 different quasi-judicial administrative tribunals that deal with a range of issues including zoning, licenses, parking infractions, dogs, election campaign finance, signs, and more.
- Most tribunals conduct themselves in accordance with the *Statutory Powers Procedure Act*.
- Members are guided by the *Code of Conduct for Members of Adjudicative Boards* and the *Municipal Conflict of Interest Act*; support provided by the City's Integrity Commissioner.
- The frequency of hearings ranges from 1-2 times a week to once month, or only as needed.
- Remuneration is provided.

Administrative Penalty Tribunal

Overview

- Parking, licensing, and traffic-related matters. Has the authority to affirm, reduce, or cancel administrative penalties

Qualifications

- Experience in adjudication or mediation
- Knowledge/experience with traffic and parking By-laws
- Respect for access to justice, diversity, and accommodation

Commitment

- Members hold hearings 2-3 full days per week



Committee of Adjustment

Overview

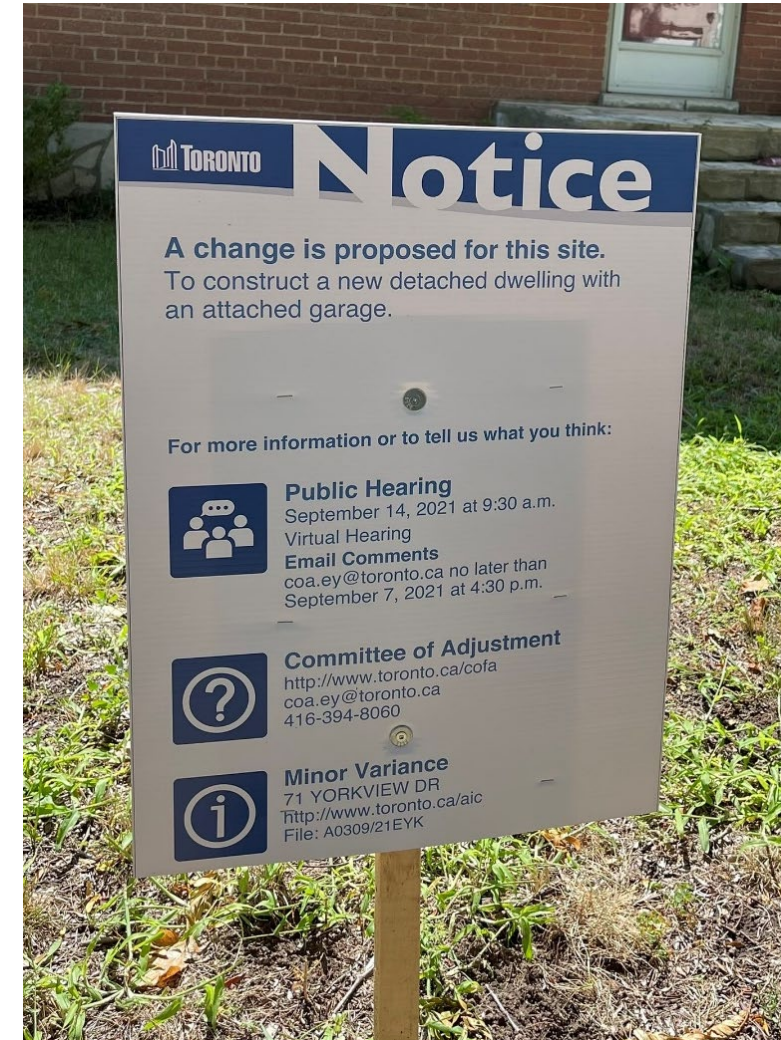
- Considers applications related to minor zoning variances and land severances.

Qualifications

- Law, planning, architecture, economic and community development, land use, mediation, more.

Commitment

- Hearings are held every 2-3 weeks (often full days)



Compliance Audit Committee

Overview

- Receives and makes decisions on applications for compliance audits of candidates' municipal election campaign finances

Qualifications

- Accounting and Auditing
- Academic - with expertise in political science or government administration
- Legal

Commitment

- Meetings are as needed when a compliance audit application or a report from the City Clerk is received.



Dangerous Dog Review Tribunal

Overview

- Reviews the decisions of staff and has the authority to confirm or rescind the determination of a Dangerous Dog Order

Qualifications

- Adjudication, mediation, ability to analyze complex information, sound judgement, high ethical standards
- Knowledge of the proper care and handling of domestic animals

Commitment

- Monthly hearings, depending on the volume of appeals



Property Standards Committee

Overview

- Considers appeals to orders issued by the Property Standards Officers for violations of certain Building Code and By-law standards

Qualifications

- Understand the Building Code Act, building practices,
- Ability to read building plans, surveys, and reports
- Understand the City's diverse neighbourhoods and have a concern for health and safety of City residents

Commitment

- Hearings are held 10 times per year



Rooming House Licensing Commissioner

Overview

- Considers applications for new licences and renewal of existing licences for rooming houses located within the geographic area of the former City of Toronto
- **Note: will be replaced by a new Multi-Tenant House Licensing Tribunal later this year.**

Qualifications

- Understanding of relevant by-laws and legislation
- Mediation skills, sound judgement, ability to analyze evidence, decision writing, interpersonal skills, familiar with natural justice/fairness



Sign Variance Committee

Overview

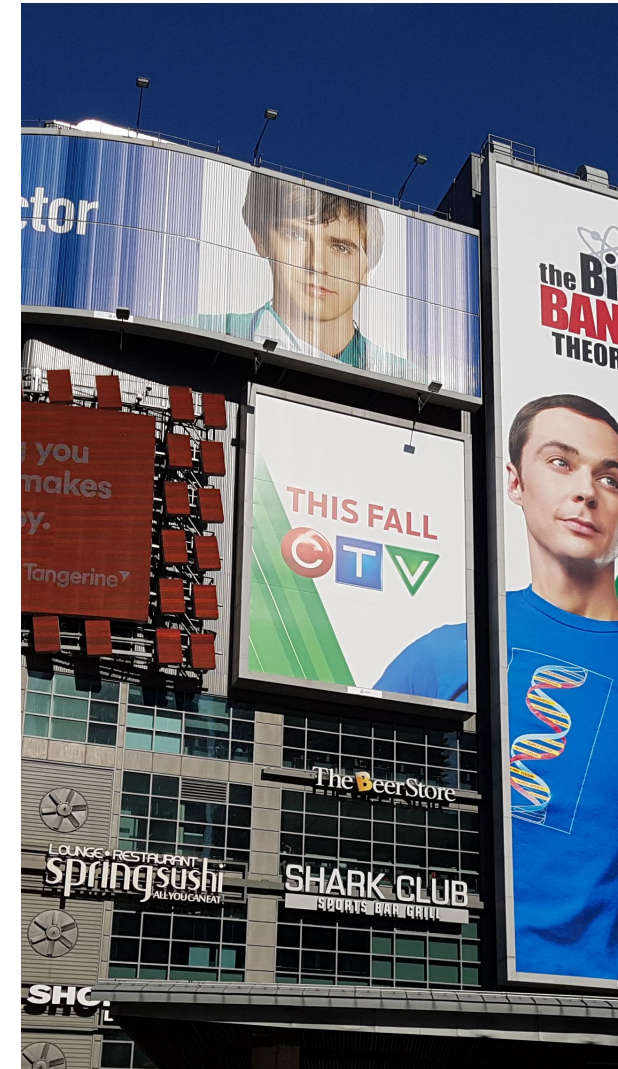
- Considers appeals of the Chief Building Official's decisions on variance applications for signs and billboards located across the city

Qualifications

- Interest in complexities and challenges of city-building
- Law, planning, architecture, government, economic development, community development, land development

Commitment

- Hearings are usually scheduled monthly



Toronto Licensing Tribunal

Overview

- Considers appeals from companies or individuals who have been denied a licence by MLS and cases related to contraventions of the Licensing By-law

Qualifications

- Understanding of business licensing and the Licensing By-law
- Mediation skills, sound judgement, ability to analyze evidence, decision writing, familiar with natural justice/fairness

Commitment

- Meetings schedule can vary.



Toronto Local Appeal Body

Overview

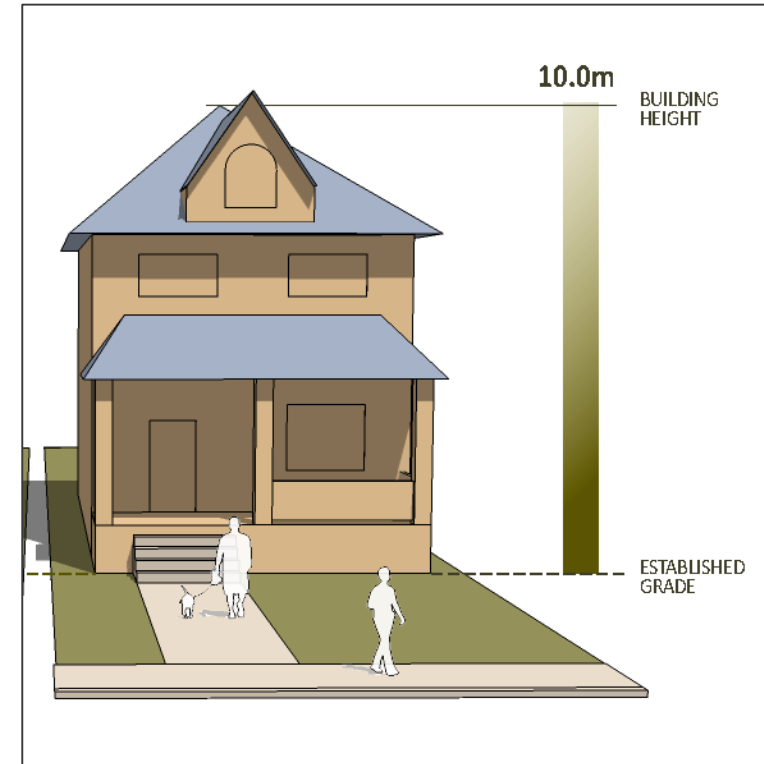
- Independent quasi-judicial tribunal that hears appeals of Committee of Adjustment decisions for minor zoning variances and land severances

Qualifications

- Experience with adjudication and mediation
- Knowledge of land use planning and planning law
- Knowledge of urban forestry and environmental planning

Commitment

- Members sit on up to 1-2 hearings/week and need time to read reports, prepare for meetings and write decisions



Tentative appointment schedule

Tribunal	Selection Process	Council Consideration
Administrative Penalty Tribunal	Fall 2023	October 2023
Committee of Adjustment	June 2023	July 2023
Compliance Audit Committee	Spring 2026	Spring 2026
Dangerous Dog Tribunal (already underway)	April 2023	May 2023
Multi-Tenant House Licensing Tribunal	Fall 2023	Fall 2023
Property Standards Committee	June 2023	July 2023
Sign Variance Committee	June 2023	July 2023
Toronto Licensing Tribunal (recently completed)	March 2023	March 2023
Toronto Local Appeal Body	May 2023	June 2023

Questions



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