



City Clerk's Office  
John D. Elvidge, City Clerk

Public Appointments Secretariat  
Toronto City Hall  
100 Queen Street West  
12<sup>th</sup> Floor, West Tower  
Toronto, Ontario M5H 2N2

Tel: 416-397-0088  
Fax: 416-392-2980  
[appoint@toronto.ca](mailto:appoint@toronto.ca)  
[www.toronto.ca/ShapeYourCity](http://www.toronto.ca/ShapeYourCity)

July 29, 2025

Edward McDonnell



**Re: Appointment as a public member on the Toronto Zoo Board**

Dear Edward,

I am writing to confirm your appointment by City Council as a member of the Toronto Zoo Board. Congratulations and thank you for your public service.

You have been appointed to the Toronto Zoo Board for a four-year term beginning July 25, 2025 and ending July 21, 2027. Members continue on the board until a successor is appointed, so your term may continue beyond July 21, 2027.

The term limit on the board is two consecutive four-year terms, or 8 consecutive years on the board.

You have been appointed at pleasure of City Council, which means that City Council may rescind your appointment without cause.

**Conditions of Your Appointment**

Your appointment to the Toronto Zoo Board is conditional upon you continuing to meet the following eligibility criteria for the duration of your term:

- Must be a resident of the City of Toronto;
- Cannot be an employee of the City of Toronto or any of its agencies;
- Cannot be a spouse, partner, child, or parent of a Member of Toronto City Council;

If there is a change in your personal circumstances as described above, you must notify the City Clerk as soon as possible by email at [appoint@toronto.ca](mailto:appoint@toronto.ca).



---

## Resignations and Leaves of Absence

If you run for or seek appointment to any elected office, you are required to take a leave of absence from the board. The leave of absence must begin on or before the date of application to or the date of nomination for the elected office.

You may also submit a request to the board to take a leave of absence 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.

To take a leave of absence, you must notify both the City Clerk's Office and the Toronto Zoo Board in writing.

If you choose to resign, you must notify both the City Clerk's Office and City staff in writing as soon as possible and state the date your resignation will take effect.

## Next Steps

Attached to this letter is an overview of your roles and responsibilities as a board member. This information is especially useful for new members of the board, but also serves as a refresher for returning members.

Jennifer Pitt, Board Secretary, will be in touch with you to provide you with relevant information and to discuss next steps and orientation. If you have any questions in the meantime, you may contact Jennifer at 416-395-7352 or [jennifer.c.pitt@toronto.ca](mailto:jennifer.c.pitt@toronto.ca).

If you have any other questions about your appointment or the enclosed materials, please contact the Public Appointments Secretariat at 416-397-0088 or [appoint@toronto.ca](mailto:appoint@toronto.ca).

Once more, congratulations and thank you for your contribution to shape your city.

Yours truly,

*Original signed by Vicki Long, Acting Manager, Public Appointments Secretariat*

John D. Elvidge  
City Clerk

cc. Jennifer Pitt, Board Secretary, Toronto Zoo Board  
Public Appointments Secretariat, Toronto Zoo Board File