

## **Appointment of Public Members to the Administrative Penalty Tribunal**

**Date:** March 25, 2026

**To:** Nominating Panel - Administrative Penalty Tribunal

**From:** City Clerk

**Wards:** All

### **REASON FOR CONFIDENTIAL INFORMATION**

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

### **SUMMARY**

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The Nominating Panel – Administrative Penalty Tribunal will conduct interviews and recommend thirteen candidates, including one as Chair, to City Council for appointment to the Administrative Penalty Tribunal.

### **RECOMMENDATIONS**

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The City Clerk recommends that:

1. The Nominating Panel – Administrative Penalty Tribunal recommend thirteen public members, including one as Chair, to City Council for appointment to the Administrative Penalty Tribunal for a term of office ending April 25, 2030, and until successors are appointed.
2. City Council direct that Confidential Attachments 1a, 1b, and 2-4 remain confidential in their entirety as they relate to personal matters about identifiable individuals being considered for appointment to the Administrative Penalty Tribunal.

### **FINANCIAL IMPACT**

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There are no financial implications arising from this report.

## **DECISION HISTORY**

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At its meeting held on March 13, 2026, the Nominating Panel - Administrative Penalty Tribunal shortlisted 26 candidates to interview at their next meeting:

<https://secure.toronto.ca/council/agenda-item.do?item=2026.NM4.1>

At its meeting held on December 16 and 17, 2025, City Council established a Vice Chair position for the Administrative Penalty Tribunal from one of the 25 public member positions appointed by City Council and required the Vice-Chair to be selected by the members of the Administrative Penalty Tribunal:

<https://secure.toronto.ca/council/agenda-item.do?item=2025.EX28.17>

At its meeting held on December 13, 14, and 15, 2023, City Council appointed 13 members of the public, to the Administrative Penalty Tribunal, for a term of office ending on December 15, 2027, and until successors are appointed:

<https://secure.toronto.ca/council/agenda-item.do?item=2023.CC13.4>

At its meeting held on July 19 and 20, 2023, City Council appointed one member of the public as Chair, to the Administrative Penalty Tribunal for a term of office ending July 15, 2025, and until a successor is appointed:

<https://secure.toronto.ca/council/agenda-item.do?item=2023.CC8.4>

At its meeting held on July 14, 15, and 16, 2021, City Council appointed 13 members of the public, including a Chair, to the Administrative Penalty Tribunal for a term of office ending July 15, 2025, and until successors are appointed:

<https://secure.toronto.ca/council/agenda-item.do?item=2021.CC35.7>

## **COMMENTS**

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### **Composition of the Administrative Penalty Tribunal**

The Administrative Penalty Tribunal (APT) consists of 25 public members who serve as Hearing Officers. One member is appointed as Chair by City Council and one member is selected as Vice-Chair by the APT members.

### **There are currently 13 positions under consideration, including the role of Chair**

There are currently 13 positions under consideration, including the role of chair. These positions are a result of the following members who resigned or whose terms ended on July 15, 2025, and until successors are appointed:

- Deborah Boudreau
- Barbara Cappell
- Emily Cole (resigned effective March 4, 2026)

- Cheryl Gaster
- Christina Gural (resigned effective May 31, 2024)
- Diane Hall
- Leslie Ross (resigned effective December 31, 2025)
- Randal Montgomery
- Shirley Nguyen
- Sancia Pinto (Chair)
- Andy Radhakant
- Emile Ramlochan
- Kayla Stephenson

As part of this process, the Nominating Panel – Administrative Penalty Tribunal will recommend the appointment of a Chair to City Council. All candidates, including current board members, are eligible to be considered for the role of Chair.

### **Term of office**

The term of office for public members is four years. Members will be appointed for a term of office ending on April 25, 2030, and until successors are appointed.

### **Members must meet certain qualifications**

The APT's members should collectively have the following skills, experience, and expertise:

- Experience in adjudication and mediation;
- Knowledge and/or experience with the City of Toronto's traffic and parking By-laws;
- Excellent listening skills and the ability to analyze complex information received;
- Sound judgement, tact, fairness, and decorum;
- Ability to write clearly and concisely;
- Demonstrated high ethical standards and integrity;
- Ability to work under pressure to ensure timely hearing decisions; and/or
- Respect for access to justice, diversity, and accommodation.

### **Chair qualifications**

In addition to the above qualifications for public members, the Chair of the tribunal should bring the following skills, experience, and expertise:

- Demonstrated leadership and administrative skills;
- Highly developed chairing and facilitation skills;
- Demonstrated ability to work effectively with others;
- Knowledge of access to information and privacy legislation; and/or
- The ability to effectively represent the tribunal and communicate with Toronto City Council, City committees, the media, and the general public.

### **Members must satisfy certain eligibility requirements**

In addition to the general eligibility requirements set out in the Public Appointments Policy, members of the APT must meet the following criteria:

- Cannot be former Members of Council who served in the immediately preceding term of City Council;
- Cannot act as agents for applicants before the Administrative Penalty Tribunal and other City tribunals and would be required to resign from the tribunal before doing so; and/or
- Cannot act as agents for applicants or individuals appearing in Provincial Offences Court.

### **Shortlisted candidates will write an assignment and be interviewed**

Candidates must complete an assignment related to the roles and responsibilities of Administrative Penalty Tribunal members. The Nominating Panel - Administrative Penalty Tribunal members will be provided with the test results during the interview.

### **Members receive remuneration**

Public members, including the Chair and Vice-Chair, receive a full-day per diem of \$460 and half-day (3.5 hours or less) per diem of \$275 for attendance at hearings, business meetings, or training sessions.

In addition, members receive an annual stipend pro-rated from the time of appointment. The Chair receives an annual stipend of \$25,000, the Vice-Chair receives an annual stipend of \$6,250 and public members receive an annual stipend of \$1,500.

### **Public Appointments staff have consulted with Court Services**

In preparation for this process, Public Appointments staff consulted with Court Services. In addition to the council approved qualifications, it was suggested that candidates who can conduct hearings via Web or Teleconferencing platforms and who are comfortable utilizing Microsoft 365 software, databases, and information management systems would be an asset to the tribunal.

### **Public release of names of the recommended candidates**

The names and biographies of the recommended candidates will be publicly reported once the Nominating Panel - Administrative Penalty Tribunal forwards its recommendations to City Council.

## **CONTACT**

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Robyn Summers, Manager, Public Appointments, City Clerk's Office, 416-338-1911, [Robyn.Summers@toronto.ca](mailto:Robyn.Summers@toronto.ca)

## **SIGNATURE**

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John D. Elvidge  
City Clerk

## **ATTACHMENTS**

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Confidential Attachment 1a - List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Administrative Penalty Tribunal

Confidential Attachment 1b - List of Ineligible Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Administrative Penalty Tribunal

Confidential Attachment 2 – Diversity Information Summary for Current Public Members of the Administrative Penalty Tribunal

Confidential Attachment 3 - Administrative Penalty Tribunal - Completed Assignments from Applicants Selected for Interview

Confidential Attachment 4 - Interview Schedule for April 7 and 9, 2026