

Selection of Candidates for Interview for the Administrative Penalty Tribunal

Date: March 4, 2026

To: Nominating Panel - Administrative Penalty Tribunal

From: City Clerk

Wards: All

REASON FOR CONFIDENTIAL INFORMATION

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

SUMMARY

The Nominating Panel - Administrative Penalty must select candidates to interview for appointment to the Administrative Penalty Tribunal. Following the interviews, the Nominating Panel - Administrative Penalty Tribunal will recommend 13 candidates, including a Chair, to City Council, for appointment.

RECOMMENDATIONS

The City Clerk recommends that:

1. The Nominating Panel - Administrative Penalty Tribunal select 26 candidates listed in Confidential Attachment 1a for interview at its next meeting for appointment to the Administrative Penalty Tribunal.
2. The Nominating Panel - Administrative Penalty Tribunal direct that Confidential Attachments 1a, 1b, and 2 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

There are no financial implications arising from this report.

DECISION HISTORY

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

Composition of the Administrative Penalty Tribunal

The Administrative Penalty Tribunal (APT) consists of 25 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

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.

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.

Outreach was conducted for these vacancies

The opportunity to apply to the Administrative Penalty Tribunal was shared externally through LinkedIn, the Public Appointments e-subscribers list, the Society of Ontario Adjudicators and Regulators, and the Alternative Dispute Resolution Institute of Ontario. The opportunity was also shared with internal City partners including the Indigenous Affairs Office, Confronting Anti-Black Racism Unit, and People and Equity, to promote broadly through their networks.

Next steps - Interviews

Once the Nominating Panel - Administrative Penalty Tribunal has selected candidates for interviews, the City Clerk's Office will contact the candidates to schedule them for 15-minute interviews. Twenty-six interviews at 15 minutes each plus deliberations will take approximately 7.5 hours to complete.

CONTACT

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SIGNATURE

John D. Elvidge
City Clerk

ATTACHMENTS

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