



# **SERVE YOUR CITY**

**Boards • Committees • Tribunals**

**Local Appeal Body—  
Roles and Expectations of Public Members**

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**Aretha Phillip, Manager, Public Appointments**

**August 23, 2019**

# Terms of Appointment

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- Term ends either December 13, 2020 or December 13, 2022
- 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 administrative tribunals of the City
- Cannot be a member of Toronto's Committee of Adjustment, a land divisions committee or planning advisory

# Hearings and Meetings

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- Members will sit 1-2 public hearings per week depending on volume
- Hearings take place at 40 Orchard View Blvd
- Hearings must begin on time and cannot be interrupted by phone calls or other business
- Members should be prepared to fully commit themselves to the matters at hand

# Remuneration

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- Public members including the chair receive full-day per diem of \$600 and half-day remuneration (3.5 hours or less) of \$400 for hearings, business meetings and training sessions including \$200 for written decisions
- Chair receives an annual stipend of \$60,000 and the Vice-Chair \$15,000
- Public members receive an annual stipend of \$1,500

# Leave of Absence or Resignation

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- Submit a request to the Tribunal to take a leave for an extended period of time, for any reason.
- Depending on the duration and the Tribunal'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)