



**SHAPE
YOUR
CITY**

The City of Toronto's Tribunals Nominating Panel

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Tribunals at the City of Toronto

- The City has nine quasi-judicial adjudicate tribunals which operate independently from the City.
- They hold hearings to resolve disputes, regulate activities, adjudicate on matters and determine legal rights and benefits. They generally make final and binding decisions.
- Together, these tribunals amount to 116 public appointments.



Tribunals at the City of Toronto

The tribunals include:

- Administrative Penalty Tribunal
- Committee of Adjustment
- Compliance Audit Committee
- Dangerous Dog Review Tribunal
- Multi-Tenant House Licensing Tribunal
- Property Standards Committee
- Sign Variance Committee
- Toronto Licensing Tribunal
- Toronto Local Appeal Body

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.

What Was the Historical Practice?

- Prior to the 2018 – 2022 Council term, the selection of candidates to act as members of most City tribunals was done by City Councillors.
- In 2016, City Council established a nominating panel of three residents for the newly-created Toronto Local Appeal Body (TLAB).
- Because the TLAB would hear appeals of the City's Committee of Adjustment, a nominating panel of public members was created for the first time to support a selection process that was transparent, objective and promoted impartiality.

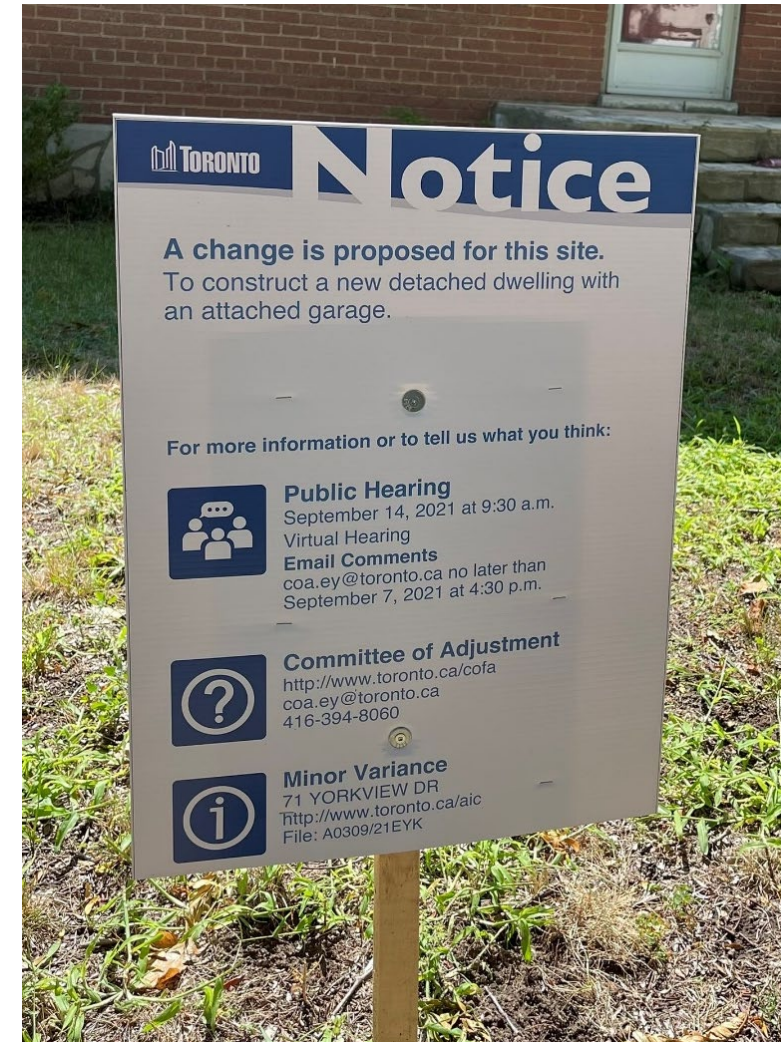
Change led to Innovation

- In 2018, provincial government introduced Bill 5, *Better Local Government Act*, which reduced the size of City Council from 45 to 26 Members.
- City Clerk presented report to Council on how to re-structure Council's committees and the work they do. This included a proposal to establish a Tribunals Nominating Panel to do the selection and nomination work for all tribunal processes.
- TLAB model started in 2016 had proven to be successful, and Councillors would not have the availability to meet all of their previous commitments.
- The Nominating Panel also created the opportunity to inject more expertise and independence into the process, while still allowing Council the final say on appointments.

Challenges and Building Trust

Expanding the nominating panel model came with some risks:

- Trust of the Members of Council in the process
- Trust of the public in the process
- Reliance on the oversight and integrity of nominating panel members
- Nominating Panel members bringing forward candidates who make binding decisions that impact housing, businesses, penalties, and more.



Who can be a member?

Tribunals Nominating Panel members must:

- Be a resident of the City of Toronto
- Not be an employee of the City of Toronto or any of its agencies or corporations
- Not be a spouse, partner, child, or parent of a Member of City Council

Who can be a member?

Tribunals Nominating Panel members cannot:

- be a member of a land division committee, planning advisory committee member or a member of the Ontario Land Tribunal;
- be a former member of City Council or the Committee of Adjustment who served in the immediately preceding term of Council;
- act as agents for applicants or have an active application currently being considered before any City administrative tribunals;
- 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;
- be a City licence-holders or are engaged in the business of a corporate licence-holder.

How the Nominating Panel was Created

To find the right candidates, we:

- Consulted with senior City staff in Planning, Courts, Municipal Licensing, etc.
- Consulted with colleagues in academia, non-profits, law, adjudication
- Asked ourselves what skills and experience panel members would need.
- Reached out to key organizations like SOAR, OPPI, Law Society, and associations that represent members of equity-deserving communities within the relevant fields.

A Jury of Peers

To be successful, the Tribunals Nominating Panel had to:

- Include people with direct experience in law, planning, adjudication, mediation, community engagement, and more.
- Reflect the city and its diverse residents.
- Be committed to upholding City policies and principles, including the *Code of Conduct for Members of Local Boards*.
- Find nominees who could fulfill the mandates of their tribunals, also be reflective of the city, and support access to natural justice.



Appointing the Panel

- Interested members applied through the [Public Appointments website](#).
- A selection panel of senior staff in the City Clerk's Office reviewed all applications, conducted interviews, and recommended the final 9 members to City Council.
- Current panel members combine years of experience and represent a range of skills, qualifications, and perspectives.
- Learn more about the panel at <https://secure.toronto.ca/pa/decisionBody/622.do>

Members Convene as Panels

The roster of nine members meets in panels of three to consider appointments of public members to the nine different City tribunals. Each Nominating Panel member supports multiple processes.



What has changed under Tribunals Nominating Panel?

- Having Nominating Panel members that can dedicate more time and energy has fostered a more robust selection process that often includes written assignments which previously were not in use.
- Many Nominating Panel members have been adjudicators themselves, and are personally familiar with sitting on or appearing before a tribunal.
- Opportunity for greater objectivity in selection.

What remains the same?



- Public Appointments Secretariat staff recruit applicants for the tribunals and provide administrative support (application intake, write reports, book interviews, etc.).
- Staff from City Planning, Court Services, etc. brief the Panel to support the selection process.
- City Council considers the recommended candidates from the Nominating Panel and has the final say on all public appointments.

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.

What has changed for applicants?

- Candidates more likely to “see themselves” reflected in the Nominating Panel members.
- More time for interviews, less risk of candidates feeling rushed.
- Applications are being reviewed by a Panel that has more in-depth familiarity with the work.



What we Learned

- This model was initially framed as a pilot in 2016 for the Toronto Local Appeal Body – that allowed us to try a new process which was considered a significant change.
- As staff with a background in engagement, public policy, public service, we sought advice from experts within the fields we needed to tap into.
- Even with requirements from legislation, Council direction, City policies, etc., there are ways to be innovative while still upholding important principles and processes.
- Necessity can be the mother of invention.


For more information or to apply

- Visit www.toronto.ca/ShapeYourCity to learn about public appointments opportunities and apply
- Contact appoint@toronto.ca or call 416-397-0088

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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](#)

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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