

SERVE YOUR CITY!

Apply Now for the NEW Administrative Penalty Tribunal

The City of Toronto is currently seeking 25 experienced, engaged, and enthusiastic Toronto residents to serve as public members on the **NEW** Administrative Penalty Tribunal.

The Administrative Penalty Tribunal was established to provide an independent review of administrative penalties (e.g. parking, licensing, and traffic By-laws, etc.) that are assessed to individuals. This independent quasi-judicial tribunal reviews the decisions of Screening Officers and has the authority to affirm, reduce, or cancel administrative penalties based on the merits of the case.

The tribunal is a local board of the City established under the [City of Toronto Act, 2006](#) and hearings will be conducted in accordance with the [Statutory Powers Procedure Act, 1990](#).

TRIBUNAL RESPONSIBILITIES

Public members serve as Hearing Officers and have the following responsibilities:

- Review materials filed with each application they hear;
- Conduct mediations, where appropriate;
- Preside over hearings and render written decisions based on the information presented; and
- Attend business meetings and training sessions, as required.

In addition to the above responsibilities for public members, the tribunal's Chair has the following responsibilities:

- Ensure that the tribunal's hearing practices are fair and effective;
- Ensure quality and consistency of the tribunal's decisions;
- Act as the tribunal's lead representative and spokesperson;
- Obtain external legal advice, as needed;
- Prepare the Annual Report to Toronto City Council on the tribunal's activities;
- Chair the tribunal's business meetings;
- Liaise with City staff on administrative support matters;
- Coordinate member training and professional development; and
- Respond to information- and privacy-related matters respecting the tribunal.

Each hearing is conducted by one public member.

COMPOSITION

The tribunal consists of 25 public members who serve as Hearing Officers, one of whom serves as the Chair. City Council appoints the tribunal's Chair.

TERM OF OFFICE

The term of office for public members is four years, and is expected to begin in late March 2017 and end in late March 2021. Public members will serve until their successors are appointed.

ELIGIBILITY CRITERIA

To be eligible for appointment, public members must be Toronto residents and 18 years of age or older and are subject to the general eligibility requirements in the City of Toronto's [Public Appointments Policy](#). Public members must also satisfy the following eligibility requirements:

- Cannot be former Members of Council who served in the immediately preceding term of Toronto City Council;
- Cannot act as agents for applicants before the Administrative Penalty Tribunal and other City administrative tribunals (e.g., the [Committee of Adjustment](#), the [Compliance Audit Committee](#), the [Property Standards Committee/Fence Viewers](#), the [Rooming House Licensing Commissioner and Deputy Commissioner](#), the [Sign Variance Committee](#), the [Toronto Licensing Tribunal](#), the [Toronto Local Appeal Body](#), etc.) 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.

QUALIFICATIONS

Public 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.

In addition to the above qualifications for public members, the tribunal's Chair should have 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.

Candidates may be required to write a written test to help assess their competencies for the tribunal.

TIME COMMITMENT AND LOCATION

The tribunal's hearings and business meetings will take place weekdays during business hours. Public members will be required to conduct hearings 2-3 days per week or 6-12 days per month. Hearings are expected to last approximately 7 hours and will begin at 8:30 a.m. and finish at 4:30 p.m. Public members are not guaranteed to work a minimum number of hearings per week.

The tribunal will meet at a permanent meeting location, which is currently under construction and expected to be ready by December 2017, located at 40 Orchard View Boulevard, just north of Yonge Street and Eglinton Avenue. Initially, the tribunal will operate in a temporary meeting location which will be identified in the near future.

REMUNERATION

Public members will receive the following remuneration:

- **Chair:** \$18,000 annual retainer, plus \$350 per diem for full day (7 hours) hearings or mediations attended, \$200 for half day (3.5 hours) hearings or mediations attended, \$200 for business meetings attended, and \$50 for written decisions including reasons.
- **Public members:** \$350 per diem for full day (7 hours) hearings or mediations attended, \$200 for half day (3.5 hours) hearings or mediations attended, \$200 for business meetings attended, and \$50 for written decisions including reasons.

Public members will not be reimbursed for their transportation and parking costs.

RELEVANT LINKS

- [Staff Report on Administrative Penalty System for Parking Violations](#)
- [City of Toronto's Court Services Division](#)

DEADLINE, HOW TO APPLY, AND QUESTIONS

- **Deadline:** Friday, February 10, 2017 at 4:30 p.m.
- **How to apply:** Visit <https://secure.toronto.ca/pa/decisionBody/461.do>
- **Questions:** Contact Julie Lavertu, Administrator, Public Appointments Secretariat, City of Toronto (416-397-0088 or appoint@toronto.ca)
- **Other positions:** Visit toronto.ca/ServeYourCity to learn about other exciting quasi-judicial, board, and committee opportunities at the City of Toronto!