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**TORONTO LICENSING TRIBUNAL****BUSINESS MEETING 1**

<b>Date of Meeting:</b>	<b>Thursday, April 27, 2006</b>	<b>Enquiry:</b>	<b>Nirmal Bahal</b>
<b>Time:</b>	<b>9:00 a.m.</b>		<b>Committee Secretary</b>
<b>Location:</b>	<b>Committee Room A</b>		<b>416-392-3073</b>
	<b>3<sup>rd</sup> Floor, East York Civic Centre</b>		<b>nbahal@toronto.ca</b>
	<b>850 Coxwell Avenue</b>		

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**If the Tribunal wishes to meet in camera (privately) during its Business Meeting, a motion must be made to do so, and the reason given (in accordance with the *Municipal Act, 2001*).**

Declarations of Interest under the *Municipal Conflict of Interest Act*

**Communications/Reports:****1. Code of Conduct**

Draft Code of Conduct for the Toronto Licensing Tribunal (includes policy on Conflict of Interest, Lobbying and Media Communications).

**1(a).** Extract of *Municipal Conflict of Interest Act, 1990****Suggested Action:***

- Discuss draft Code of Conduct and make any necessary amendments (must conform to the statutory obligations in the *Municipal Conflict of Interest Act*).
- Request City staff to publish approved Code of Conduct on Tribunal's web site

***Question submitted by Tribunal Chair and/or member for discussion:***

- Should Tribunal members be required to take an oath of office?

## 2. Tribunal Decisions

Extracts of the Toronto Municipal Code and Council decisions relating to the requirement for the Tribunal to provide written decisions, with reasons, and to report to the local Community Council for stationary licences and to the Planning and Transportation Committee regarding mobile and trades licences, setting out the basis for issuing any licence, contrary to the thresholds established as part of the working framework of Chapter 545, Licensing, of the Toronto Municipal Code.

### *Suggested Action:*

- Discuss ideas for possible Templates that can be used by the Tribunal to document written decisions with reasons
- Determine who should be responsible for completing written decisions
- Discuss how the Tribunal might report to Community Councils and the Planning and Transportation Committee setting out the basis for issuing licences contrary to the thresholds

### *Question submitted by Tribunal Chair and/or member for discussion:*

- Should the Tribunal be required to complete written decisions on consent matters (settlement decisions)?

## 3. Remuneration and Expense and Travel Reimbursement

Communication (February 10, 2006) from the City Manager's Office setting out the change approved by City Council in February 2006 to the future rates of remuneration for the Toronto Licensing Tribunal effective when appointments are made at the beginning of the next term of the Tribunal (early 2007), on the understanding that funding for this remuneration is to be provided from the 2007 budget for the Tribunal.

- 3(a). Revised Remuneration Policy (approved by City Council in February 2006), which applies to citizen members of City boards.
- 3(b). Revised Expense and Travel Reimbursement Policy (approved by City Council in February 2006), which contains guidelines to follow should a board decide to reimburse certain expenses within the context of the board's activities and budget (see also Item 4 below for 2006 budget).

### *Suggested Action:*

- Implement the revised Policies, in accordance with Council's request that the relevant Agencies, Boards, Commissions and Corporations adhere to the principles and guidelines contained in such Policies.

#### 4. 2006 Budget of the Toronto Licensing Tribunal

Summary of budget.

***Suggested Action:***

- Provide an estimate of the amount of money that may be needed for potential expenditures (subject to funds being available in the budget)

***Questions submitted by Tribunal Chair and/or member for discussion:***

- What is the process (and potential cost) for retaining Tribunal Counsel?
- Should the Tribunal publish a multi-lingual brochure explaining its role and processes?

#### 5. Content of Annual Report and Performance Statistics

Extracts of the Toronto Municipal Code and the Relationship Framework governing the Toronto Licensing Tribunal, which set out the matters to be discussed in the Annual Report from the Toronto Licensing Tribunal to Council.

##### 5(a). Summary of performance statistics relating to the activities of the Tribunal.

***Suggested Action:***

- Analyse for accomplishments, changes in workload and possible reasons for such changes, and include this analysis in the Annual Report from the Tribunal
- Establish benchmarks to monitor wait times for hearings and written decisions
- Determine if any additional statistical performance measures should be developed
- Determine if there are any emerging issues respecting the Licensing By-law

#### 6. Outstanding Tasks

Summary of Tasks identified in the Relationship Framework approved by Council in 2005 for the Tribunal.

***Suggested Action:***

- Discuss potential timelines for completing outstanding tasks, and make suggestions on who might need to be involved

***Questions submitted by Tribunal Chair and/or member for discussion:***

- Should the rules of procedure be updated (e.g. Process serving)?
- Should staff be requested to include more information in the Notice to Applicant on specific bylaw infractions?

## 7. Future Meetings.

*Suggested Action:* Determine frequency of business meetings, and set dates for future meetings.

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### Rules for Business Meetings Contained in the Toronto Municipal Code, Chapter 545-3, Toronto Licensing Tribunal

#### D. Business meetings.

- (1) The Chair of the Toronto Licensing Tribunal shall convene at least two business meetings of the Toronto Licensing Tribunal every year for the purposes of:
  - (a) Reviewing the operation of the Toronto Licensing Tribunal;
  - (b) Making decisions regarding administrative matters, procedural policies and the content of the Annual Report required by Subsection E;
  - (c) Discussing emerging policy issues relating to Toronto Licensing Tribunal hearings; and
  - (d) Discussing any other matters pertinent to the effective operation of the Toronto Licensing Tribunal.
- (2) All business meetings shall have a formal agenda, be recorded via meeting minutes and be open to the public.
- (3) Public notice of the Toronto Licensing Tribunal's business meetings shall be given by posting the notice on the notices page of the City of Toronto's web site for at least 10 days immediately preceding the business meeting.
- (4) A notice given under Subsection D(3) is sufficient even if there are times during the minimum notice period when the City of Toronto's web site is not accessible.
- (5) A notice given under Subsection D(3) shall contain the following information:
  - (a) A general description of the matters to be discussed at the meeting;
  - (b) The date, time and location of the meeting; and
  - (c) Instructions on obtaining additional information or attending the meeting.
- (6) Quorum for a business meeting of the Toronto Licensing Tribunal shall be four members.

**Note:** Public Notice of the April 26, 2006 Toronto Licensing Tribunal business meeting was posted on April 10, 2006, on the notices Page of the City of **Toronto's web site:** [http://www.toronto.ca/involved/statutorynotices/archive2006/apr06/sn\\_tlt\\_042706.htm](http://www.toronto.ca/involved/statutorynotices/archive2006/apr06/sn_tlt_042706.htm)