

## Toronto Licensing Tribunal 2024 Annual Report

**Date:** May 27, 2025

**To:** Economic and Community Development Committee

**From:** Executive Director, Municipal Licensing and Standards

**Wards:** All

### SUMMARY

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In accordance with the Relationship Framework approved by City Council for the Toronto Licensing Tribunal, the Chair's 2024 Annual Report is being communicated to the Economic and Community Development Committee for information.

The Toronto Licensing Tribunal (the Tribunal) is an independent quasi-judicial body that makes decisions about business licensing matters brought forward by Municipal Licensing and Standards (MLS), or at the request of a licence holder or applicant, in accordance with Toronto Municipal Code Chapter 545, Licensing, Chapter 546, Licensing of Vehicles-for-Hire, and for short-term rental companies, Chapter 547, Licensing and Registration of Short-term Rentals. The Tribunal is comprised of seven citizens chosen by City Council for a four-year term, and it receives administrative support from the City of Toronto's Court Services Division. The Tribunal operated with six active members in 2024, with one vacancy carrying over from 2023. That number was further reduced to five members due to one resignation in June. The remainder of the year was managed by five members. Training and development for members continued throughout the year, and all member training and onboarding requirements were met.

In 2024, the Toronto Licensing Tribunal scheduled 83 appearances before a hearing panel. There was a total of 33 virtual hearing dates reserved, and no requests for hearing dates in-person. In 2024, the top licence types that appeared before the Tribunal were (excluding licences withdrawn for Tow Trucks):

- Vehicle-For-Hire Driver's Licence
- Taxicab Owner's Licence
- Eating Establishment Licence

As indicated in the Toronto Municipal Code and the Relationship Framework for the Toronto Licensing Tribunal, the Annual Report contains recommendations of the Chair for improvements or changes to the Toronto Licensing Tribunal policies and procedures. In the 2024 Annual Report, the Chair made a recommendation for MLS staff to provide operational updates as a regular agenda item at the Tribunal's Business meetings.

## RECOMMENDATIONS

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The Executive Director, Municipal Licensing and Standards recommends that:

1. The Economic and Community Development Committee receive this report, for information.

## FINANCIAL IMPACT

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The recommendation contained in this report has no financial implications on the current budget year or future years.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

## DECISION HISTORY

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On May 29, 2024, Economic and Community Development Committee received for information EC13.2: Toronto Licensing Tribunal 2023 Annual Report (<https://secure.toronto.ca/council/agenda-item.do?item=2024.EC13.2>)

On May 31, 2023, Economic and Community Development Committee received for information EC4.5: Toronto Licensing Tribunal 2022 Annual Report (<https://secure.toronto.ca/council/agenda-item.do?item=2023.EC4.5>)

On April 12, 2022, General Government and Licensing Committee received for information: GL30.18: Toronto Licensing Tribunal 2021 Annual Report (<https://secure.toronto.ca/council/agenda-item.do?item=2022.GL30.18>).

On November 2, 2021, General Government and Licensing Committee received for information GL27.20: Toronto Licensing Tribunal 2020 Annual Report (<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.GL27.20>).

On November 2, 2020, General Government and Licensing Committee received for information GL17.7: Toronto Licensing Tribunal 2019 Annual Report and Update on 2018 Recommendations. (<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.GL17.7>).

On October 7, 2019, General Government and Licensing Committee received for information GL8.18: Toronto Licensing Tribunal 2018 Annual Report. (<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.GL8.18>).

On June 14, 2018, Licensing and Standards Committee received for information LS26.1: Toronto Licensing Tribunal 2016 and 2017 Annual Reports (<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.LS26.1>).

## COMMENTS

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The Toronto Licensing Tribunal is an independent, quasi-judicial body consisting of seven citizens chosen by Toronto City Council (six members and one Chair) for a four-year term. The Tribunal conducts hearings and renders decisions on the refusal, granting, suspension or imposition of conditions on licences where an applicant or licensee appeals a staff decision or MLS staff seek enforcement of the requirements of a licence.

The Tribunal receives administrative support from the City's Court Services Division. Hearings are open to the public and are scheduled every Thursday, unless otherwise noted. The Tribunal conducts itself in accordance with its own Rules of Procedure and the Statutory Powers Procedure Act and its members are bound by the Municipal Conflict of Interest Act.

The Tribunal has the authority to:

- Approve or refuse an application for a licence;
- Approve or refuse the renewal of a licence;
- Place conditions on a licence; or
- Suspend or revoke a licence.

A wide variety of businesses operating in the City of Toronto must obtain a licence from the City's Municipal Licensing & Standards Division (MLS). MLS licenses stationary businesses such as restaurants, public garages, and commercial parking lots, as well as mobile businesses such as vehicles-for-hire, and driving instructors.

MLS may refer a licence to the Tribunal for a hearing if the licensing by-law or any other law has been breached, as well as refuse to issue or renew a business licence because the licensee has exceeded the business licensing thresholds as a result of Criminal Code, Highway Traffic Act, or by-law convictions. Those who have made an application for a business licence, changes to an existing licence, or a renewal, and are denied by MLS may request a hearing before the Tribunal by completing and submitting a Request for Hearing form.

The Tribunal will issue Written Reasons for Decision for contested cases before the Tribunal, which are posted online. In 2024, the Tribunal issued one Written Reason for Decision following a hearing. Decisions of the Tribunal may be the subject of an Application for Judicial Review through the Ontario Divisional Court.

The 2024 Annual Report, for the period of January 1, 2024, to December 31, 2024, from the Chair of the Toronto Licensing Tribunal, is contained in Attachment 1.

## **CONTACT**

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## **SIGNATURE**

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A handwritten signature in blue ink, appearing to read 'C. Grant', with a small blue dot at the end of the signature.

Carleton Grant  
Executive Director, Municipal Licensing and Standards

## **ATTACHMENTS**

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Attachment 1 - Toronto Licensing Tribunal Chair's 2024 Annual Report