

## **Administrative Penalty Tribunal Chair's 2024 Annual Report**

**Date:** August 27, 2025

**To:** General Government Committee

**From:** Executive Director, Court Services

**Wards:** All

### **SUMMARY**

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The Administrative Penalty Tribunal is an independent adjudicative body consisting of 25 public panel members referred to as Hearing Officers. Hearing Officers are appointed by City Council and provide a second, independent review and decision in a parking violation dispute, after a screening review has been completed. Hearing Officers have the authority to affirm, vary or cancel the decision of a Screening Officer and extend time for payment. In carrying out this mandate, the Tribunal is authorized to conduct hearings and hearing reviews. Decisions of the Hearing Officers are final - there is no further appeal.

### **RECOMMENDATIONS**

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The Executive Director, Court Services recommends that:

1. City Council receive the 2024 Annual Report from the Chair, Administrative Penalty Tribunal, contained in Attachment 1 to the report for information.

### **FINANCIAL IMPACT**

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There are no financial implications arising from the recommendations included in this report in the current budget year or in future years.

Any financial implications resulting from the recommendations included in the Administrative Penalty Tribunal's 2024 APT Chair's Annual Report or the creation of an APT Vice Chair appointment as well as a review of APT member remuneration would be identified and submitted for consideration through a future staff report or through future budget processes.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information as presented in the Financial Impact Section.

## **DECISION HISTORY**

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This is the eighth annual report submitted by the Chair of the Administrative Penalty Tribunal.

The 2023 annual report from the Chair of the Administrative Penalty Tribunal was adopted by Council on October 9, 2024.

<https://secure.toronto.ca/council/agenda-item.do?item=2024.GG16.14>

The 2022 annual report from the Chair of the Administrative Penalty Tribunal was adopted by Council on June 14, 2023.

<https://secure.toronto.ca/council/agenda-item.do?item=2023.GG4.2>

The 2021 Annual report from the Chair of the Administrative Penalty Tribunal was adopted by Council on May 11, 2022.

<https://secure.toronto.ca/council/agenda-item.do?item=2022.GL30.15>

The 2020 Annual Report from the Chair of the Administrative Penalty Tribunal was adopted by Council on May 5, 2021.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.GL22.5>

The 2019 Annual Report from the Chair of the Administrative Penalty Tribunal was adopted by Council on July 28, 2020.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.GL14.8>

The 2018 Annual Report from the Chair of the Administrative Penalty Tribunal was adopted by Council on June 18 and 19, 2019.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.GL5.16>

The 2017 Annual Report from the Chair of the Administrative Penalty Tribunal was adopted by Council on April 24, 2018.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.GM26.8>

## **COMMENTS**

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The Toronto Municipal Code, Chapter 610, Section 5.7, requires the Chair of the Administrative Penalty Tribunal to report to Council annually on the tribunal's activities. This report covers activities from January 1, 2024, to December 31, 2024.

The 2024 annual report includes the following sections:

Background  
Chair's Opening Remarks

Members  
Business Meetings and Agendas  
Training  
Chapter 610 - New Bylaw Implementation  
Technical Training  
Virtual and Hybrid Hearings  
Mentoring  
The Administrative Penalty Hearing Process  
Hearings  
Hearing Dispositions  
Chair's Role - Decision-Making and Complaint Resolution  
Court Services Staff  
Challenges  
Practice Directions  
Strategic Plan for 2024  
Chair Recommendations

The Court Services 2025 operating budget included two additional staff to support the administration of the tribunal.

## **CONTACT**

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## **SIGNATURE**

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Dianne Kasias, Executive Director, Court Services Division

## **ATTACHMENTS**

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