

Appointment of Public Members to the Toronto Licensing Tribunal

Date: April 23, 2026
To: Nominating Panel - Toronto Licensing Tribunal
From: City Clerk
Wards: All

REASON FOR CONFIDENTIAL INFORMATION

This report deals with personal matters about identifiable individuals who are being considered for appointment to the Toronto Licensing Tribunal.

SUMMARY

The Nominating Panel - Toronto Licensing Tribunal will conduct interviews and recommend two candidates to City Council for appointment to the Toronto Licensing Tribunal.

RECOMMENDATIONS

The City Clerk recommends that:

1. The Nominating Panel - Toronto Licensing Tribunal recommend two public members for appointment to the Toronto Licensing Tribunal for a term of office ending on November 14, 2026, and until successors are appointed.
2. The Nominating Panel - Toronto Licensing Tribunal direct that Confidential Attachments 1a, 1b, and 2-4 remain confidential in their entirety as they relate to personal matters about identifiable individuals being considered for appointment to the Toronto Licensing Tribunal.

FINANCIAL IMPACT

There are no financial implications arising from this report.

DECISION HISTORY

At its meeting held on April 13, 2026, the Nominating Panel - Toronto Licensing Tribunal selected five candidates to interview at its next meeting:

<https://secure.toronto.ca/council/agenda-item.do?item=2026.NL3.2>

At its meeting held on March 29, 30, and 31, 2023, City Council appointed seven public members, including one as Chair, to the Toronto Licensing Tribunal for a term of office ending November 14, 2026, and until successors are appointed:

<https://secure.toronto.ca/council/agenda-item.do?item=2023.CC5.10>

COMMENTS

Composition of the Toronto Licensing Tribunal

There are seven public members on the Toronto Licensing Tribunal.

There are currently two positions under consideration

There are currently two positions under consideration due to the resignations of Emily Cole on December 15, 2023, and Marc Bhalla on June 12, 2024.

Term of office

The terms of office for the Toronto Licensing Tribunal are governed by Municipal Code Chapter 545, Licensing, which says that Members of the Toronto Licensing Tribunal are appointed for terms coinciding with the term of City Council, and until their successors are appointed. The new appointees will serve a term of office ending on November 14, 2026, and until their successors are appointed.

Tribunal members must meet certain qualifications

Public members should collectively bring the following skills and expertise to the Tribunal:

- An understanding of the Toronto Licensing Tribunal's mandate;
- An understanding of the Licensing By-law and the Statutory Powers Procedure Act;
- An understanding of a field related to business licensing and sensitivity to the various interests and issues;
- Familiarity with the concepts of natural justice and fairness;

- Excellent listening skills, open-mindedness, sound judgement, and tact and the ability to mediate;
- Ability to organize and analyze written and oral evidence;
- Demonstrated ability to write a clear, well-reasoned decision that takes into account the evidence, the submissions, the law, and policy;
- A commitment to public service and to upholding a high standard of ethics;
- Good interpersonal skills, including the ability to work in a team;
- Ability to work under time pressures;
- A flexible work schedule to allow attendance at hearings and business meetings; and/or
- A willingness and availability to attend training programs once appointed.

Eligibility for the Toronto Licensing Tribunal

In addition to the general eligibility requirements set out in the Public Appointments Policy, candidates are ineligible if they are current City licence-holders or are engaged in the business of a corporate licence-holder or do not pass the required written test. Former Members of Council who served in the immediately preceding term of Council (2018-2022) are also ineligible for appointment as public members on the Tribunal.

Short-listed candidates will write an assignment and be interviewed

Candidates were asked to complete an assignment related to the roles and responsibilities of Toronto Licensing Tribunal members in order to proceed to the interview stage. The Nominating Panel - Toronto Licensing Tribunal will be provided with the test results during the interviews.

Tribunal members receive remuneration

Tribunal members, including the Chair, receive a full-day per diem of \$460 and half-day remuneration (3.5 hours or less) per diem of \$275 for attending hearings, business meetings, and training.

In addition, members receive an annual stipend pro-rated from the time of appointment. The Chair receives an annual stipend of \$25,000 and members receive an annual stipend of \$1,500.

Members receive a \$50 payment for preparing and submitting a written reason for decision.

Public release of the names of the recommended candidates

The names and the biographies of the recommended candidates will be publicly reported once the Nominating Panel - Toronto Licensing Tribunal forwards its recommendations to City Council.

CONTACT

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SIGNATURE

John D. Elvidge
City Clerk

ATTACHMENTS

Confidential Attachment 1a - List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Toronto Licensing Tribunal

Confidential Attachment 1b - List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Toronto Licensing Tribunal

Confidential Attachment 2 - Diversity Information Summary of Current Members of the Toronto Licensing Tribunal

Confidential Attachment 3 - Toronto Licensing Tribunal - Completed Assignments from Applicants Selected for Interview

Confidential Attachment 4 - Interview Schedule for May 5, 2026