

Selection of Candidates for Interview for the Toronto Licensing Tribunal

Date: March 26, 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 must select candidates to interview for appointment to the Toronto Licensing Tribunal. The Nominating Panel - Toronto Licensing Tribunal will conduct interviews at its next meeting and will 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 select five candidates listed in Confidential Attachment 1a for interview at its next meeting for appointment to the Toronto Licensing Tribunal.
2. The Nominating Panel - Toronto Licensing Tribunal direct that Confidential Attachments 1a, 1b, and 2 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 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 should 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 for the Toronto Licensing Tribunal 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 ineligible for appointment as public members on the Tribunal.

Tribunal members receive remuneration

Public Members receive a full-day per diem of \$460 and half-day per diem (3.5 hours or less) of \$275 for hearings, business meetings and training sessions. Members also receive a \$50 payment for preparing and submitting written decisions.

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

Shortlisted candidates will write an assignment and be interviewed

Candidates must 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 assignment results during the interviews.

Public Appointments staff have consulted with Court Services

In preparation for this process, Public Appointments staff consulted with Court Services. In addition to the council approved qualifications, it was suggested that candidates who can conduct hearings via Web or Teleconferencing platforms and who are comfortable utilizing Microsoft 365 software, databases, and information management systems would be an asset to the tribunal.

Outreach was conducted for these vacancies

The opportunity to apply to the Administrative Penalty Tribunal was shared externally through LinkedIn, the Public Appointments e-subscribers list, the Society of Ontario Adjudicators and Regulators, and the Alternative Dispute Resolution Institute of Ontario. The opportunity was also shared with internal City partners including the Indigenous

Affairs Office, Confronting Anti-Black Racism Unit, and People and Equity, to promote broadly through their networks.

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