



Court Services

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## **TORONTO LICENSING TRIBUNAL BUSINESS MEETING (No. 26)**

**Date of Meeting:** June 19, 2019

Inquiries: Pauline Chandarpaul  
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**Time:** 9:30 a.m.

**Location:** 850 Coxwell Avenue  
East York Civic Centre  
Council Chamber, 2<sup>nd</sup> Floor

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If the Tribunal wishes to meet in closed session (privately) during its Business Meeting, a Member must make a motion to do so and the reason given (in accordance with the City of Toronto Act, 2006).

Declarations of Interest under the Municipal Conflict of Interest Act.

### **BUSINESS MEETING AGENDA**

9:30 a.m. to 3:00 p.m.

Open Meeting with Traditional Aboriginal Land Acknowledgment in Board meetings.

1. Welcome – Toronto Licensing Tribunal Chair
2. Orientation for Newly Appointed Toronto Licensing Tribunal Members:  
(order subject to change)
  - Payroll, Pension and Benefits – Remuneration Administration for Toronto Licensing Tribunal
  - City Clerk's - Member Appointments
  - City Manager's Office - City of Toronto Governance Overview
  - City Clerk's - Corporate Information Management Services

- City Legal Services - Open meeting requirements
- Municipal Licensing and Standards Presentation

### **Toronto Licensing Tribunal Administration**

3. Local Tribunal Administration -
  - a. Decision Writing – Review process
  - b. Proposed resolutions – procedural fairness
    - i. Clause related to the Tribunals authority to amend a Proposed Resolution
4. Case Management –
  - a. Pre-hearing Conferences; Proposed Resolution template
  - b. Procedural Orders, Adjournments - how to deal with adjournments before the hearing date
  - c. Managing "Parties" request for a new panel at a hearing.
5. 2018 TLT Annual Report – Updates from the Chair
  - a. Members and Chair recommendations for upcoming term
6. Tribunal Records Retention Process from City Clerk's Office (approval)
7. Administrative law updates – relevant case files members would like to share

### Open forum

This meeting is open to the public pursuant to the **Statutory Powers Procedure Act, R.S.O. 1990, Chap. S.22, s.9 (1)** and in accordance with The City of Toronto Act, 2006, as amended, **Toronto Municipal Code, Chapter 545, 545-3 and Chapter 546.**  
August 28, 2018