

Toronto Licencing Tribunal Electronic Hearings Practice Direction

Effective May 27, 2020 and until further notice, the Toronto Licensing Tribunal will be holding electronic hearings for postponed and pending matters. A Notice of Electronic Hearing will be issued to all parties.

If a party wishes to request an adjournment because they cannot be available on the hearing date or because they may be unable to participate in an electronic hearing, the request must be made in writing by email to tlt@toronto.ca as soon as possible.

Every email to tlt@toronto.ca should include in the subject line the applicant's name (first and last), licence type, hearing date, and file number, if known, to assist staff in responding.

To facilitate the transition to electronic hearings, administrative staff will offer information sessions to all Parties prior to the scheduled hearing. The information session will provide Parties with an opportunity to test connectivity and to receive an overview of the Webex application and its functionality (Resources: Webex Technical Guide, Electronic Hearing Etiquette). Details of the information sessions will be provided at the time the Notice of Electronic Hearing is issued. For troubleshooting or technical support, Parties may contact tlt@toronto.ca prior to the hearing date for assistance.

All documents that a Party wants to ask the Tribunal to consider at the hearing must be filed with the Tribunal 5 days in advance of the hearing date. Documents should be sent by email to tlt@toronto.ca with attachments that are pdfs or another commonly used electronic format. The file name of any document being provided to the Tribunal should indicate what the document is and the Tribunal file number. For example, a file may be named "PersonX Driver Abstract 12345.pdf" or "PersonY Crim Rec 12345.pdf".

To assist the Tribunal and facilitate an efficient hearing, Parties are invited to provide a brief written summary of their points of reference and what they are asking the Tribunal to consider and decide. This can be delivered by email to tlt@toronto.ca three (3) business days before the hearing.

On the day of the hearing, Parties will be expected to connect to the electronic hearing 30 minutes prior to the start time to access, address and resolve any potential technical issues before the start of the hearing.

At the start of the hearing, the Panel Chair will call the hearing to order and begin the hearing with opening remarks and instructions as to how the hearing will proceed. If a Party has technical issues during the hearing, they should email tlt@toronto.ca and the hearing will be paused until the issue is resolved or the Panel Chair gives direction.

When the hearing is complete, the Tribunal will consider the evidence and the law, and make a decision.

Members of the public who wish to hear an electronic hearing may email tlit@toronto.ca for information.

For more information on the hearing process, please refer to the Overview of a Toronto Licensing Tribunal hearing document.

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