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## **TORONTO LICENSING TRIBUNAL BUSINESS MEETING (No. 30)**

**Date of Meeting:**      **November 23, 2020**      Inquiries: Angela Beppele  
A/Supervisor, Tribunal Operations  
☎ 416-392-7909

**Time:**                      **9:30 a.m.**

**Webex:**                      Dial In:                      416-915-6530  
Meeting Number:      177 887 4547  
Meeting Link:            [https://toronto.webex.com/toronto/j.php?](https://toronto.webex.com/toronto/j.php?MTID=mf315fd48518561728209316d126629b1)  
MTID=mf315fd48518561728209316d126629b1

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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 4:00 p.m.

City of Toronto Traditional Aboriginal Land Acknowledgment in Board meetings.

1. Opening Remarks, Toronto Licensing Tribunal Chair
  - 1.1. Confirmation of Minutes – May 22, 2020
  - Review of Action Items
2. Review of the Rules of Procedure, By Law No. 1 (as amended on October 23, 2019)
  - 2.1. Legal Services – Recommendations and proposed language
  - 2.2. Proposed amendments
  - 2.3. Review of proposed forms to support amendments to Rules of Procedure

# **THE TORONTO LICENSING TRIBUNAL**

## **BY-LAW NO. 1 (as amended)**

### **RULES OF PROCEDURE**

To Govern the Proceedings of the  
Toronto Licensing Tribunal

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## DEFINITIONS

1. In these Rules, unless the context requires otherwise,
  - a. "applicant" means a person applying for a licence or a renewal thereof pursuant to the Code;
  - b. "document" includes any handwritten or typed document or record, sound recording, videotape, file, photograph, map, and any other electronic information that can be shared;
  - c. "Code" means either Chapter 545 or Chapter 546 of the City of Toronto's Municipal Code, as amended, as applicable in the circumstances being considered by the Tribunal;
  - d. "electronic hearing" is a hearing conducted by telephone or through such other electronic technology as permits all participants to the proceeding and the Member to simultaneously hear, or hear and see, one another;
  - e. "hearing" is any step in the proceeding presided over by the Toronto Licensing Tribunal, which may be conducted in person, in writing, or electronically as the Toronto Licensing Tribunal determines to be appropriate;
  - f. "licensee" means the holder of a licence issued pursuant to the provisions of the Code;
  - g. "motion" means an application for an order or decision of the Toronto Licensing Tribunal made in the course of a proceeding;
  - h. "Municipal Licensing and Standards Division" means the Municipal Licensing and Standards Division of the City of Toronto;
  - i. "Party" means an applicant, licensee, the Municipal Licensing and Standards Division, and/or any person whom the Tribunal determines shall have status as a party.
  - j. "proceeding" means a matter brought before the Toronto Licensing Tribunal under the provisions of the Code;
  - k. "Tribunal" means the Toronto Licensing Tribunal;
  - l. "Tribunal Administrator" means the Tribunal Administrator for the Toronto Licensing Tribunal.

## **INTERPRETATION TO ACHIEVE JUST & EXPEDITIOUS RESULT**

2. These Rules shall receive such fair and liberal interpretation as will best ensure the most expeditious, just, and least expensive determination of every proceeding on its merits.

## **RULES APPLY TO ALL HEARINGS**

3. These Rules apply to all the proceedings of the Tribunal in the exercise of its statutory power of decision, as defined in the *Statutory Powers Procedure Act*, R.S.O. 1990, c.S.22, as amended.

4. The Tribunal may exercise any of its powers under these Rules or applicable law on its own initiative or at the request of any person.

5. These Rules do not apply if a statute or the Code provides for a different procedure to govern proceedings of the Toronto Licensing Tribunal in the exercise of its statutory powers of decision.

6. These Rules apply to a proceeding of the Tribunal whether commenced before or after the enactment of this By-law.

7. Where procedures are not provided for in these Rules or the Tribunal determines it is appropriate to grant an exception to these Rules, the Tribunal may do what is necessary and permitted by law to enable it to justly and effectively adjudicate matters before it.

8. A party seeking the waiver of any of the provisions of these Rules shall do so on a timely basis by delivering a written request to the Tribunal Administrator, copied to any other Party.

## **CALCULATING TIME REQUIREMENTS**

9. In the computation of time under these Rules or a procedural order, except where a contrary intention appears:

- a. reference to a number of days between two events shall be counted by excluding the day on which the first event happens and including the day on which the second event happens;
- b. where the time for doing an act under these Rules or under an order expires on a holiday, the act may be done on the next day that is not a holiday; and
- c. a document sent after 4:00 p.m. or at any time on a holiday shall be deemed to have been received on the next day that is not a holiday.

10. Where a time of day is mentioned in these Rules or in any document or order in a proceeding, the time referred to shall be the time observed locally.

11. The Toronto Licensing Tribunal may extend or abridge any time prescribed in these Rules or established by a procedural order during a proceeding on such terms as it considers just and reasonable.

12. Under these Rules, holiday means:

- a. any Saturday or Sunday;
- b. New Year's Day;
- c. Family Day;
- d. Good Friday;
- e. Easter Monday;
- f. Victoria Day;
- g. Canada Day;
- h. Civic Holiday;
- i. Labour Day;
- j. Thanksgiving Day;
- k. Remembrance Day;
- l. Christmas Day;
- m. Boxing Day; and
- n. any day on which the staff offices of the Toronto Licensing Tribunal or Municipal Licensing and Standards Division are closed.

## **COMMUNICATIONS WITH THE TRIBUNAL ADMINISTRATOR**

13. All communications with the Tribunal must include the following information:

- a. Full name of the sender, including their phone number and email address, and whether they are a party or, if not, their status or relationship to the party.
- b. The Tribunal's Case File Number, if known, and the last name of the party, all of which should be in the subject line if the communication is by email;
- c. The reason for the communication; and
- d. if applicable, a list of the documents attached to the communication, including the attachment(s) file name if it is being sent electronically and a short description of the document(s).

14. Communications to the Tribunal Administrator should be copied to the other party or their representative, when possible, and whether this has been done should be indicated in the communication to the Tribunal Administrator.

15. Filing of any document by any party or person may be effected by providing the document to the Tribunal Administrator through personal delivery, by ordinary or

registered mail, by facsimile transmission, by courier, by email at the address indicated on the Tribunal's website, or otherwise as the Tribunal may order.

16. No party may file more than ten pages by way of facsimile transmission without the prior express permission of the Tribunal Administrator.

17. Where a document is filed, the date of the receipt stamp on the document shall be deemed to be the date of the filing, unless the Tribunal orders otherwise.

18. Where the Tribunal or the Municipal Licensing and Standards Division has no record of the receipt of a document alleged to have been filed, the documents shall be deemed not to have been filed unless the Tribunal orders otherwise.

### **REQUEST FOR HEARING**

19. Where an applicant or licensee requests a hearing before the Tribunal, the request for hearing shall be in writing.

20. A request for hearing shall include:

- a. the name of the applicant or licensee;
- b. the applicant or licensee's address, telephone number(s), email address, and, where available, facsimile number;
- c. the name, address, email address, telephone number, and facsimile number, if available, for any agent, representative, or lawyer for the applicant or licensee, if applicable;
- d. a request for special services or accommodation if required, including translation services or services for the visually or hearing impaired

### **DATE & MANNER OF HEARING**

21. The Tribunal Administrator or their delegate shall set the date and time of the hearing.

22. The Tribunal may direct an oral hearing or written hearing.

23. Hearings will take place on the date and in the manner determined by the Tribunal, unless the Tribunal orders otherwise.

24. Unless the Tribunal directs or these Rules provide otherwise, hearings shall be oral hearings. Oral hearings may be conducted electronically or in person as the Tribunal directs.

25. Where the Tribunal has directed that the hearing be conducted in writing or electronically, any party objecting shall provide written notice of their objection to the

Tribunal Administrator within five (5) days of service of the notice of hearing or by such other date as specified by the Tribunal.

26. The Tribunal may consider any relevant factors in deciding to hold a written hearing or an electronic or in person oral hearing, including:

- a. the convenience to the parties and the Tribunal;
- b. the likelihood of the process being less costly and more efficient;
- c. whether it is a fair and accessible process for the parties;
- d. the desirability or necessity of public participation in, or public access to, the Tribunal's process;
- e. whether the evidence or issues are suitable for an electronic or written hearing;
- f. whether credibility may be an issue or the extent to which facts are in dispute; or
- g. whether an electronic or written hearing is likely to cause significant prejudice to any party or Participant.

#### **ADJOURNMENT REQUESTS**

27. Adjournment requests should be made in writing and as soon as possible.

28. Where an adjournment is on consent, the Tribunal Administrator may reschedule the matter to another date or refer the adjournment request to the Tribunal.

29. An adjournment request should include, in addition to the information required by Rules 21 and 22:

- a. the date the hearing is scheduled for that the party is asking be adjourned;
- b. an explanation of why the request is being made; and
- c. proposed alternative dates when the party is available and to which the hearing may be rescheduled.

30. The other party may advise the Tribunal and the other party in writing of its support for or opposition to the request and alternative dates upon which the party is available for the hearing to be rescheduled.

31. In deciding whether or not to grant an adjournment, the Tribunal shall consider any relevant factors, including:



- a. the reasons for an adjournment;
- b. the interests of the parties in having a full and fair proceeding;
- c. the integrity of the Tribunal's process;
- d. the timeliness of an adjournment;
- e. the position of the other parties on the request;
- f. whether an adjournment will cause or contribute to any existing or potential harm or prejudice to others;
- g. the effect an adjournment may have on parties or other persons; and
- h. the effect an adjournment may have on the ability of the Tribunal to conduct the proceeding in a just, timely and cost-effective manner.

32. In granting an adjournment, the Tribunal may impose such conditions as it considers appropriate.

#### **WITHDRAWING A REQUEST FOR HEARING**

33. An applicant may withdraw a request for a hearing before the Tribunal at any time before the hearing begins.

34. The applicant must notify the Tribunal and the other parties of the withdrawal in writing and should do so as soon as possible. If a hearing has been scheduled, the Tribunal Administrator will cancel the hearing.

35. Notice of withdrawal may be provided by email, facsimile, regular mail, or delivered in person to the attention of the Tribunal Administrator, and include the information required by Rules 21 and 22.

#### **EXCHANGE OF DOCUMENTS**

36. The Tribunal may require any party or the Tribunal Administrator to provide any document to any party or person in any of the following ways, or any combination thereof:

- a. by personal service by delivering the document to the person;
- b. by regular or registered mail to the person's last known address;
- c. by courier to the person's last known address;

- d. by facsimile transmission at the person's last known facsimile transmission number;
- e. by e-mail to the person's last known e-mail address; and/or
- f. as directed by the panel.

37. Documents provided by personal service or by courier are served on the day that they are provided, subject to Rule 14(c).

38. If a document is sent by regular or registered mail, it is deemed to be received five (5) days after mailing.

39. A document may be sent by email to the person's last known email address and is deemed received on the day it is delivered, subject to Rule 14(c).

40. A document cannot be provided by facsimile transmission without the consent of the person to whom it is to be sent.

41. The Tribunal may direct the Tribunal Administrator or any other party to take steps to confirm that documents have been received by the person to whom they were sent, including, if appropriate, requiring a party to provide proof satisfactory to the Tribunal that documents were provided or sent in accordance with these Rules.

## **DOCUMENTS TO BE REFERENCED AT A HEARING**

42. If a party intends to ask the Tribunal to consider documents at the hearing, that party is required to provide one copy of the document(s) to all other parties and the Tribunal Administrator so that they are received no later than ten (10) days before the hearing.

43. If a party fails to deliver copies of any documents in advance of the hearing, they may make submissions to the Tribunal at the hearing to explain why they say the Tribunal should consider the documents. The party should bring 5 copies of any documents it wishes the Tribunal to consider.

44. The Tribunal will decide whether to consider any documents submitted by a party.

45. The Tribunal may make any documents received and considered by it available to the public upon request, subject to any order of the Tribunal.

## **FORM OF DOCUMENTS**

46. Every document required for a proceeding shall be:

- a. filed on letter or metric sized paper and the text shall be legibly written, printed, or typed and, where practicable, be double spaced and double sided; and/or
- b. delivered in a commonly available electronic format, such as PDF, jpeg or tiff, with a file name that incorporates the Tribunal's case file number and is saved as a read only file, if possible.

## **PROCEDURAL ORDERS & PROCEDURAL CONFERENCES**

47. At the request of a party or on its own initiative, the Tribunal may make such procedural orders as it considers just and necessary for the conduct of a hearing.

48. At the request of a party or on its own initiative, the Tribunal may direct that a procedural conference be held in any proceeding and that the parties participate in the conference.

49. The purpose of a procedural conference may be to:

- a. exchange information between the parties including disclosure of particulars, physical or documentary evidence, lists of witnesses and witness statements;
- b. identify agreed upon facts, evidence or law;
- c. provide notice of any preliminary motions;
- d. establish dates by which any steps in the proceeding are to be started or completed;
- e. determine the estimated duration of the hearing;
- f. determine any other matter that may assist in the just and expeditious disposition of the proceeding; and/or
- g. mediate any or all outstanding issues in dispute.

50. A procedural conference may be conducted in person, in writing, or electronically at the discretion of the Tribunal or as may be agreed upon by the parties.

51. The member of the Tribunal presiding at a procedural conference shall not hear the proceeding discussed at that procedural conference unless all parties consent in writing or on the record.

52. No information shall be provided or made available to the Tribunal at the hearing with respect to any statement made at a procedural conference except as disclosed in any procedural direction issued, or as agreed by the parties.

53. A party may be represented by a lawyer or an agent at a procedural conference. Where the party is not in attendance at the conference, their lawyer or agent shall ensure that the party is available, either by telephone or by other means, to provide instructions during the conference.

54. The Tribunal may amend any procedural order at any time during a proceeding.

55. A procedural order shall prevail over any provision of these Rules that is inconsistent with the procedural order.

### **FAILURE TO COMPLY WITH RULES OR PROCEDURAL ORDER**

56. Where a party to a proceeding has not complied in full with any Rule or procedural order, the Tribunal may:

- a. adjourn the proceeding until it is satisfied that such Rule or order has been complied with; or
- b. take such other steps as it considers just and reasonable.

57. No proceeding is invalid by reason only of a defect or other irregularity in form.

### **HEARING QUORUM**

58. Hearings shall be conducted by one member of the Tribunal, unless the Chair of the Tribunal directs otherwise.

### **CONDUCT OF HEARINGS**

59. The Tribunal presiding at a hearing shall control the conduct of that hearing, including the order of presentation of evidence and submissions.

60. The Tribunal may stipulate the time permitted for any hearing or part of a hearing.

61. The Tribunal may limit further examination or cross-examination of a witness where the Tribunal is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the matters at issue.

62. Where a hearing is conducted electronically,

- a. all the parties and the members of the Tribunal participating in the hearing must be able to hear, or hear and see, one another and any witnesses throughout the hearing; and
- b. subject to (a), the conduct of the proceeding shall be upon such terms as the Tribunal may order or permit.

63. Where a hearing is conducted in writing,

- a. all parties shall receive every document that the Tribunal receives in the hearing prior to the commencement of the hearing; and
- b. subject to (a), the hearing shall be conducted upon such terms as the Tribunal may order or permit.

64. All oral hearings of the Tribunal are digitally recorded by the Tribunal. A copy of the recording may be requested by any person, who shall receive it after paying the required fee unless a statute, a Court Order, or an order of the Tribunal provides otherwise.

65. If a party receives an official transcript of all or any part of a hearing, the party must notify the Tribunal and the other parties to the hearing that it has done so.

66. The party must file a copy of the transcript with the Tribunal within five (5) days of the date of that party's receipt of the transcript.

67. Transcripts or partial transcripts shall be transcribed and certified by a qualified court reporter.

#### **FAILURE OF A PARTY TO ATTEND A HEARING**

68. Where a party is properly served with notice of a hearing and does not attend or participate, the Tribunal may proceed in that party's absence and dismiss the application or place conditions upon, suspend, or revoke a license.

#### **MOTIONS**

69. Where a party or other person intends to bring a motion before the Tribunal, it shall provide notice of the motion to all other parties at least ten (10) days in advance of the hearing date or as soon as practical, and comply with Rules 21 and 22 as applicable.

70. The notice of motion shall be in writing and may be in the form provided by the Tribunal or in another written form as long as the notice includes:

- a. a description of the order being requested and why it is being sought;
- b. any evidence to be relied upon at the hearing of the motion and, if oral evidence will be relied upon, the names of any witness(es) and a summary of the anticipated oral evidence;
- c. references to any statutes, by-laws or cases being submitted in support of the motion, if applicable; and
- d. a statement notifying the responding party that, if they wish to oppose the motion, they may do so by delivering written material and filing it with the Tribunal Administrator.

71. If a responding party opposes the motion, they shall provide written submissions that may be in the form provided by the Tribunal or in another written form so long as the submissions include:

- a. a description of why the order is being opposed;
- b. any evidence to be relied upon and, if the party will seek to rely upon oral evidence, the names of any witness(es) and a summary of the anticipated oral evidence; and
- c. references to any statutes, by-laws or cases relevant to the motion, if applicable.

72. The responding party's written submissions shall be provided to all other parties no later than two (2) business days prior to the date set for hearing the motion, and comply with Rules 21 and 22 as applicable.

73. The person bringing the motion and any responding party shall each file with the Tribunal Administrator a copy of the documents provided for the motion at the same time as the documents are provided to the other person or party.

74. Prior to or at the hearing of the motion, the Tribunal may modify the motion requirements, including to:

- a. abridge the time required for notice of the motion to have been delivered;
- b. permit oral evidence and/or cross examinations at the hearing of the motion;  
or
- c. direct that the motion will be considered by way of an oral or written hearing,

and/or otherwise as it considers just and necessary for the fair determination of the issue.

## **SUMMONS TO WITNESS**

75. A party who wishes to compel a person in Ontario to attend before the Tribunal to appear as a witness may serve a summons on that person to attend a hearing to:

- a. give relevant and admissible evidence under oath or affirmation; and
- b. produce any relevant and admissible document or thing.

76. A party who wishes to summons a witness shall make a request in writing to the Tribunal setting out the reasons why the witness's attendance is sought.

77. If the Chair of the Tribunal or their designate is satisfied with the information provided in the request to summons, the summons shall be signed and issued by the Tribunal and sent to the requesting party for service upon the person to be summoned.

78. A summons shall be served on the witness by personal service.

79. Where requested by the witness, attendance money shall be paid, which amount shall not exceed the amount provided by the Rules of Civil Procedure.

80. A party who has served a summons upon a witness shall immediately provide a copy of the request to summons and the summons to every party and file a copy with the Tribunal Administrator.

81. A witness who is subject to a summons may object to the summons by bringing a motion to the Tribunal to have it cancelled or varied.

82. A summoned witness shall attend a hearing of the Tribunal at the time and place stated in the summons or as otherwise arranged with the party serving the summons. A witness shall bring with them all documents and things within their possession, as required by the terms of the summons.

#### **EVIDENCE OF WITNESSES DURING A HEARING**

83. Unless the Tribunal provides otherwise, witnesses at an oral hearing shall be examined orally and the examination may consist of direct examination, cross examination, and re-examination.

84. The Tribunal shall ensure that there is no undue harassment or embarrassment of the witness as they are giving evidence and may disallow a question put to the witness that is vexatious or irrelevant to any matter that may be properly inquired into at the hearing.

85. The Tribunal may at any time during a hearing direct that a witness be recalled for further examination.

86. Where a witness appears unwilling or unable to give answers to the questions being posed, the Tribunal may permit the party calling the witness to examine them by means of leading questions.

87. Where a proceeding is conducted in writing, the evidence of a witness shall be given by affidavit or, subject to the approval of the Tribunal, as agreed upon by the parties.

#### **REVIEW OF ORDERS AND DECISION**

88. The Tribunal may at any time correct a typographical error, error of calculation or other similar error made in a decision or order.

89. A party may request a review of an order or decision.

90. A party making a request to review an order or decision shall serve and file a notice of motion and all supporting material within thirty (30) days of the earlier of the date of the summary of a decision or the written decision that is the subject of the request, unless the Tribunal grants an extension of time.

91. A party who wishes to respond to a motion to review shall serve and file its submissions and all supporting material within twenty (20) days of service of the notice of motion and all supporting material.

92. In deciding whether it is advisable to review all or part of its order or decision or extend the time permitted for it to do so, the Tribunal may consider any relevant circumstances including:

- a. whether the request is to amend a date or deadline or correct a typographical error upon consent;
- b. whether the Tribunal acted outside its jurisdiction;
- c. whether there is a material error of law or fact such that the Tribunal would likely have reached a different decision but for that error;
- d. the extent to which any person or any other party has relied on the order or decision;
- e. whether the order or decision is the subject of a judicial review application; and
- f. whether the public interest in finality of orders and decisions is outweighed by the prejudice to the requester.

93. The Tribunal may grant the motion in whole or in part based on the material filed and/or the record from the original hearing, and may make procedural directions for the review.

94. The Tribunal member or panel that issued the original order or decision may hear the motion to review, which shall be dealt with entirely in writing.

95. Following the review hearing, the Tribunal may confirm, vary, suspend, or cancel the order or decision under review in whole or in part.

96. Until the Tribunal makes a decision in response to the request for review or decides otherwise, the Tribunal's original decision remains in effect.

## **EFFECTIVE DATE FOR THE RULES**

97. This by-law shall come into force on the date of its enactment.



AMENDED AND PASSED this 21<sup>st</sup> day of July, 2006.

Section 18 (Motions) AMENDED AND PASSED this 29<sup>th</sup> day of March 2007.

Section 6 (Time) AMENDED AND PASSED this 3<sup>rd</sup> day of April 2008.

Section 6 (Time) AMENDED AND PASSED this 13<sup>th</sup> day of November 2008.

Carol Shirliff-Hinds, Chair

Section 9 (Exhibits) AMENDED AND PASSED this 16<sup>th</sup> day of January 2014.

Section 17 (Failure To Attend) AMENDED AND PASSED this 16<sup>th</sup> day of January 2014.

Lionel Miskin, Chair



Toronto Licensing Tribunal  
 East York Civic Centre  
 850 Coxwell Avenue  
 Toronto ON  
 M4C 5R1  
 Telephone: (416) 392-3072  
 Fax: (416) 392-4974  
 Email: [tlt@toronto.ca](mailto:tlt@toronto.ca)

## **Motion to Cancel or Vary Summons**

### **Important Information**

- It is your responsibility to ensure you follow the Toronto Licensing Tribunal Rules of Procedure available on the Tribunal's website at <https://www.toronto.ca/wp-content/uploads/2017/10/9047-TLT-Rules-of-Procedure.pdf>. [redacted] set out the procedure for opposing a request for a summons to witness.
- If you wish to object to the summons by applying to the Tribunal to have it cancelled or varied, you may complete this form and submit it to the Tribunal for consideration.
- A Motion to Cancel or Vary a Summons to Witness may be delivered to the Tribunal Administrator via email at [tlt@toronto.ca](mailto:tlt@toronto.ca).
- You may also apply to the panel on the date of the hearing to have the summons cancelled or varied.

Toronto Licensing Tribunal File No.: \_\_\_\_\_

Scheduled Hearing date (DD/MM/YYYY): \_\_\_\_\_ Time (including AM/PM): \_\_\_\_\_

### **Your Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

**Why do you object to being required to come and give evidence at the Tribunal hearing?**

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Toronto Licensing Tribunal  
East York Civic Centre  
850 Coxwell Avenue  
Toronto ON  
M4C 5R1  
Telephone: (416) 392-3072  
Fax: (416) 392-4974  
Email: [tl@toronto.ca](mailto:tl@toronto.ca)

**Motion to Cancel or Vary  
Summons**

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**Please attach additional pages if you require more room to answer any question.**

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)



Toronto Licensing Tribunal  
 East York Civic Centre  
 850 Coxwell Avenue  
 Toronto ON  
 M4C 5R1  
 Telephone: (416) 392-3072  
 Fax: (416) 392-4974  
 Email: [tlit@toronto.ca](mailto:tlit@toronto.ca)

## **Notice of Motion**

### **Important Information**

- It is your responsibility to ensure you follow the Toronto Licensing Tribunal Rules of Procedure available on the Tribunal's website at <https://www.toronto.ca/wp-content/uploads/2017/10/9047-TLT-Rules-of-Procedure.pdf>.
- When bringing a motion, a minimum of **10 business days** notice before the hearing date should be given to all other parties and the Tribunal Administrator.
- A responding party may serve and file with the Tribunal Administrator any responding written material no later than **2 business days** prior to the date of the motion.
- A Notice of Motion may be sent via email to the other parties, in accordance with the Rules and simultaneously copied to the [tlit@toronto.ca](mailto:tlit@toronto.ca).

Your Toronto Licensing Tribunal File No.: \_\_\_\_\_

Date of Hearing (DD/MM/YYYY): \_\_\_\_\_ Time (including AM/PM): \_\_\_\_\_

### **Your Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **What do you want the Tribunal to order or decide?**

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### **Why do you think the Tribunal should make that order or decision?**

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Toronto Licensing Tribunal  
East York Civic Centre  
850 Coxwell Avenue  
Toronto ON  
M4C 5R1  
Telephone: (416) 392-3072  
Fax: (416) 392-4974  
Email: [tlt@toronto.ca](mailto:tlt@toronto.ca)

## **Notice of Motion**

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**What information or documents do you want the Tribunal to consider?  
(If you refer to specific documents, please attach a copy of them.)**

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**Are there statutes, by-Laws or cases that you think the Tribunal should consider?**

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**Please attach additional pages if you require more room to answer any question.**

**I confirm that a copy of this notice of motion, as well as all attachments have  
been sent to the other party** ☐

Date on which notice of motion and attachments were delivered to the other party:  
(If sent by email, copy [tlt@toronto.ca](mailto:tlt@toronto.ca))

Print Name: \_\_\_\_\_

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Signature

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Date (DD/MM/YYYY)



Toronto Licensing Tribunal  
 East York Civic Centre  
 850 Coxwell Avenue  
 Toronto ON  
 M4C 5R1  
 Telephone: (416) 392-3072  
 Fax: (416) 392-4974  
 Email: [tlt@toronto.ca](mailto:tlt@toronto.ca)

## **Request for Adjournment**

### **Important Information**

- It is your responsibility to ensure you follow the Toronto Licensing Tribunal Rules of Procedure available on the Tribunal's website at <https://www.toronto.ca/wp-content/uploads/2017/10/9047-TLT-Rules-of-Procedure.pdf>. The Rules set out the factors to be considered when an adjournment is requested and the procedure for requesting an adjournment.
- Any request for adjournment must be made as soon as possible.
- To request an adjournment of a hearing you are a party to, please complete all applicable sections of this form and deliver it to the Tribunal Administrator.
- Requests for Adjournment may be emailed to [tlt@toronto.ca](mailto:tlt@toronto.ca).

Your Toronto Licensing Tribunal File No.: \_\_\_\_\_

Scheduled Hearing Date (DD/MM/YYYY): \_\_\_\_\_  
 Time (including AM/PM): \_\_\_\_\_

### **Your Information**

Name of Party: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Why are you asking the Tribunal to adjourn or change the hearing date?**

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## **Request for Adjournment**

**What other dates are you available to participate in the hearing?**

- **Please confirm your witnesses, if you intend to have any at the hearing, will also be available on the dates you suggest.**
- **Note: Tribunal hearings are held on Thursdays.**

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**Please attach additional pages if you require more room to answer any question.**

**I confirm that a copy of this request for adjournment has been sent to the other party** ☐

Date on which the request for adjournment was delivered to the other party:

(If sent by email, copy [tlt@toronto.ca](mailto:tlt@toronto.ca))

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)



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## **Response to Notice of Motion**

### **Important Information**

- It is your responsibility to ensure you follow the Toronto Licensing Tribunal Rules of Procedure. The Rules are available on the Tribunal's website at <https://www.toronto.ca/wp-content/uploads/2017/10/9047-TLT-Rules-of-Procedure.pdf>.
- If you would like to respond to a notice of motion in a proceeding you are a party to, you may do so by completing this form and submitting it to the Tribunal.
- Please provide your written response to the party that brought the motion and the Tribunal Administrator no later than **2 business days** prior to the date of the motion.
- You can do this by email, in accordance with Rules. The Tribunal Administrator's email is [tlt@toronto.ca](mailto:tlt@toronto.ca).

Toronto Licensing Tribunal File No.: \_\_\_\_\_

Motion Hearing date (DD/MM/YYYY): \_\_\_\_\_ Time (including AM/PM): \_\_\_\_\_

### **Your Information**

Name of Party: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Do you oppose the order or decision that the other party is asking the Tribunal to make?**

Yes    No    In part    (Please circle one and explain why below.)





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**Response to Notice of  
Motion**

**Why do you think the Tribunal should not make the order or decision that the other party is asking for? What decision or order do you think the Tribunal should make?**

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**What is your response to the information or documents the other party has said that they wish the Tribunal to consider?**

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**Is there other information or documents you want the Tribunal to consider?  
(If you refer to specific documents, please attach a copy of them.)**

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**Are there statutes, by-Laws or cases that you think the Tribunal should consider?**

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**Response to Notice of  
Motion**

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**Please attach additional pages if you require more room to answer any question.**

**I confirm that a copy of this response to notice of motion, as well as all  
attachments have been sent to the other party** ☐

Date on which this response and attachments were delivered to the other party:  
(If sent by email, copy [tlt@toronto.ca](mailto:tlt@toronto.ca))

---

Print Name

---

Signature

---

Date (DD/MM/YYYY)



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## **Response to Request for Adjournment**

### **Important Information**

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- If you would like to respond to a request for adjournment in a hearing that you are a party to, please complete this form and deliver it to the Tribunal Administrator.
- Responses to Requests for Adjournment may be emailed to [tlt@toronto.ca](mailto:tlt@toronto.ca).

Your Toronto Licensing Tribunal File No.: \_\_\_\_\_

Scheduled Hearing Date (DD/MM/YYYY): \_\_\_\_\_

Time (including AM/PM): \_\_\_\_\_

### **Your Information**

Name of Party: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Do you agree or disagree with the request for the Tribunal to schedule a new hearing date?**

Yes    No    (Please circle one and explain why below.)



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## **Response to Request for Adjournment**

**If you agree with (or do not oppose) the request for a new Tribunal hearing date, please provide dates when you are available for the hearing to be rescheduled.**

- Please confirm your witnesses, if you intend to have any at the hearing, will also be available on the dates you suggest.
- Note: Tribunal hearings are held on Thursdays.

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**If you do NOT agree with the request by the other party for a new Tribunal hearing date, please explain why.**

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**Please attach additional pages if you require more room to answer any question.**

**I confirm that this response to request for adjournment has been sent to the other party** ☐

Date on which this document was delivered to the other party:  
 (If sent by email, copy [tl@toronto.ca](mailto:tl@toronto.ca))

\_\_\_\_\_  
 Print Name



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**Response to Request for  
Adjournment**

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Signature

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Date (DD/MM/YYYY)

DRAFT



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## **Request for Summons to Witness**

### **Important Information**

- It is your responsibility to ensure you follow the Toronto Licensing Tribunal Rules of Procedure available on the Tribunal's website at <https://www.toronto.ca/wp-content/uploads/2017/10/9047-TLT-Rules-of-Procedure.pdf>.
- If you would like to request a summons to witness in a hearing you are a party to, please complete this form and deliver it to the Tribunal Administrator.
- A request for summons to witness may be sent to the Tribunal Administrator via email to [tlt@toronto.ca](mailto:tlt@toronto.ca).
- If the Tribunal issues a summons, it must be personally served on the witness.

Your Toronto Licensing Tribunal File No.: \_\_\_\_\_

Scheduled Hearing date (DD/MM/YYYY): \_\_\_\_\_ Time (including AM/PM): \_\_\_\_\_

### **Your Information**

Name of Party: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Representative (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Who is the person you want to be a witness?**

Name of Person You Want to be a Witness: \_\_\_\_\_

Address of the Witness for Service: \_\_\_\_\_

Email and phone number, if known: \_\_\_\_\_



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Email: [tl@toronto.ca](mailto:tl@toronto.ca)

**Request for Summons to  
Witness**

**What information or evidence do you expect this person to give as a witness?**

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**Why do you think the evidence of this witness is likely to be relevant and necessary?**

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**What documents or things are you asking the witness to bring to the hearing?**

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**Please attach additional pages if you require more room to answer any question.**

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)



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## **Summons to Witness**

TO: (full legal name of witness)

OF: (address: street & number, municipality, postal code)

The Toronto Licensing Tribunal is directing that YOU MUST participate in a hearing to be held on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) to give evidence in this matter before the Toronto Licensing Tribunal, and remain until your examination is finished or the Tribunal directs otherwise.

The hearing shall be held:

- electronically and you may access it \_\_\_\_\_  
 (phone number or electronic invitation); or
- in person at \_\_\_\_\_ (address: street & number, municipality)

This summons is issued in Toronto Licensing Tribunal File No.: \_\_\_\_\_

You must also bring with you to the hearing the documents and things listed in the \_\_\_\_\_.

You must remain at the hearing until this case or examination is finished or until the Tribunal directs otherwise.

With this summons, you should get a fee that is calculated for day(s) of attendance as follows:

Appearance allowance of \$	daily	\$
Travel allowance of \$	each way	\$
Overnight hotel and meal allowance		\$





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## **Summons to Witness**

TOTAL

\$

If the case or examination takes up more of your time, you will be entitled to an additional fee.

\_\_\_\_\_  
 Toronto Licensing Tribunal

\_\_\_\_\_  
 Date (DD/MM/YYYY)

IF YOU DO NOT COME AND REMAIN AS REQUIRED BY  
 THIS SUMMONS, A WARRANT MAY BE ISSUED FOR  
 YOUR ARREST.

### **Additional Information**

- The Toronto Licensing Tribunal Rules of Procedure are available on the Tribunal's website at <https://www.toronto.ca/wp-content/uploads/2017/10/9047-TLT-Rules-of-Procedure.pdf>. The Rules set out the procedure for requesting a summons to witness.
- If you are subject to a summons and wish to object, you may apply to the Tribunal to have it cancelled or varied. An application to cancel or vary a summons is available on the Tribunal's website at [REDACTED] and may be submitted to the Tribunal for consideration.
- An Application to Cancel or Vary a Summons to Witness may be delivered to the Tribunal Administrator via email at [tlt@toronto.ca](mailto:tlt@toronto.ca). Alternatively, you may also apply to the panel on the date of the hearing to have the summons cancelled or varied.