

THE CITY OF TORONTO

Court Services Minutes of the Toronto Licensing Tribunal Business Meeting No. 31

The Toronto Licensing Tribunal met virtually on April 12, 2021, on Webex at 9:30 a.m.

Attendance:

Chair: Mary Lee

Members: Anu Bakshi
Daphne Simon
Edgar Montigny
Verlyn Francis
Melina Laverty

City of Toronto Staff:

Tyra Dorsey, Acting Supervisor, Toronto Licensing Tribunal, Pauline Chandarpaul, Supervisor, Supervisor Planning & Liaison Court Svcs, Michele Wright, Practice Lead Legal Services, Fiona Chapman, Director, Municipal Licensing and Standards, Marcia Stoltz, Manager, Municipal Licensing and Standards, Ann Harricharan, Support Assistant (Recorder)

The meeting opened with the City of Toronto Traditional Aboriginal Land Acknowledgement.

There were no Declarations of Conflict of Interest under the *Municipal Conflict of Interest Act*.

1. Confirmation of Minutes

- 1.1. On Motion by Mary Lee, the Toronto Licensing Tribunal (TLT) members unanimously confirmed the Minutes of its meeting held on November 23, 2020 as approved.

Review of Action Items

Action Item: Tribunal Members reviewed the revised Rules and the suggestions and comments received. Based on the line-by-line review, Michele Wright of Legal Services drafted a new version of the Rules; this information is communicated to the Tribunal Members for additional commentary.

2. Review of the Rules of Procedure, By-Law No. 1 (as amended on October 23, 2019)

Chair Lee introduced the latest draft of the Rules of Procedure which was circulated to all members. A comprehensive review of the draft Rules is to occur during the business meeting, with additional commentary being considered by the newest member, Paula Turtle. The Tribunal received further comments and suggestions from Municipal Licensing & Standards via a memo sent by David Gorlay. Michele Wright from Legal Services will go through the chart that contains the latest version and suggestions of the Rules. The purpose of the business meeting today is to capture any remaining comments or suggestions for amendments so that a complete set of the amended Rules can be drafted for completion by Legal Services and presented at the Tribunal's next business meeting for adoption.

The comments from MLS regarding Calculating Time Requirement indicate that they have concerns regarding the filing of documents ten days before in that it will affect their ability to upload. MLS are seeking an exception so that the task of document filings be completed less than ten days in advance. The suggestion is that Rule 8 be removed, and no adjustments are made to the ten-day requirement.

The Tribunal wishes to ensure that we are clear in that we are consistently using calendar days and that we refer the WebEx meeting times are Toronto instead of Local Time.

The proposed changes regarding the Exchange of Documents given by Member Turtle are agreed to by the members.

The Rules regarding the size of the material as filed by the Parties are to be removed.

Any communications to the Tribunal must be copied to all parties involved.

Documents submitted to Tribunal should include legible page numbers for ease, to be implemented as a best practice but not a formal Rule – overall, text must be legible.

All instances of facsimile are to be changed to fax.

Tribunal wishes to refer to Pre-Hearing as Case Management Conferences.

Adjournment Request section to be left as is.

Tribunal Members have made it known that they wish additional computer screens to properly manage cases remotely – to be further looked into by the Acting Supervisor.

The Tribunal discusses transitioning from a three-member hearing to a one-member hearing and the training involved to transition fully. The current Rules support a one or two-member panel. The Rule pertaining to Quorum is to be updated as "Each Hearing will be presided over by a panel composed of at least one Member."

Michele Wright from City Legal will look into the language that is in the forms and report back.

Review of Orders and Decisions will look at what Rules other Tribunals have adopted in this regard for consideration.

Meeting Adjourned.

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.**