



Agenda: February 21, 2024

Administrative Penalty Tribunal Meeting No. 14 New Member Orientation

Meeting Date: Wednesday February 21, 2024, 9:30 a.m.

Location: Electronic via City of Toronto Web Conferencing

Link to Join: <https://toronto.webex.com/toronto/j.php?MTID=m2cfab335ff6eb0eb12766ca4ed7f2edb>

Q1: Administrative Penalty Tribunal Public Business Meeting

Hosted by Administrative Penalty Tribunal (APT)

Wednesday February 21, 2024, 9:30 a.m. | **3.5 hours** |

Meeting number: **2631 876 7811**

Password: KEpVGab5g88

Join by phone.

+1-416-915-6530 Canada Toll

+1-613-714-9906 Canada Toll (Ottawa)

Access code: 2631 876 7811

Administrative Penalty Tribunal - Public Business Meeting Wednesday February 21, 2024, 9:30 a.m.

Chair: Sancia Pinto

Contact: Pauline Chandarpaul, Supervisor Tribunal Operations

Phone: 416-392-3072

Administrative Penalty Tribunal Panel Members

Ashifa Alabhai

Emily Cole

Daniel Boyer

Nathalie Nathanson

Jeffrey Shapiro

Sancia Pinto, Chair

This meeting of the Administrative Penalty Tribunal will be held by electronic means and the proceedings of the Tribunal will be conducted publicly.

Members of the Administrative Penalty Tribunal and Staff: Please keep this agenda and the accompanying material until the Panel Meeting dealing with these matters have ended.

Special assistance for members of the public: Administrative Penalty Tribunal staff can make arrangements for special assistance with some advance notice. If you require special assistance, please call 416-338-3412, or email tribunalaccess@toronto.ca.

Closed Meeting Requirements: If the Administrative Penalty Tribunal wants to meet in closed session (privately), a member of the panel must make a motion to do so and give the reason the Administrative Penalty Tribunal has to meet privately.

Public Deputations by Oral Presentation: A notice of intention to make a public deputation by oral presentation on a Business Meeting agenda item must be registered with the Secretary at least one (1) business day prior to the meeting by 12 p.m. (noon). Email requests can be submitted to apt@toronto.ca. The date of the APT Business Meeting and the agenda item to be spoken to must be indicated in the subject line of the email.

Public Deputations by Written Submissions: Public deputations by written submission must be registered with the Administrative Penalty Tribunal at least five (5) business days prior to the Business Meeting by 4:30 p.m. Written submissions can be submitted by email to apt@toronto.ca. The date of the APT Business Meeting and the agenda item to be spoken to must be indicated in the subject line of the email.

Notice to Persons Writing to the Administrative Penalty Tribunal: The City of Toronto Act, 2006 and the City of Toronto Municipal Code authorize the City of Toronto to collect any personal information in your communication or presentation to City Council or its committees.

The Administrative Penalty Tribunal collects this information to enable it to make informed decisions on the relevant issue(s). If you are submitting letters, faxes, emails, presentations, or other communications to the Administrative Penalty Tribunal, you should be aware that your name and the fact that you communicated with the Administrative Penalty Tribunal will become part of the public record and will appear on the Administrative Penalty Tribunals website.

The Administrative Penalty Tribunal will also make your communication and any personal information in it – such as your postal address, telephone number or email address – available to the public, unless you expressly request the Administrative Penalty Tribunal to remove it.

This agenda and any supplementary materials submitted to the Administrative Penalty Tribunal can be found online at www.toronto.ca/apt. Visit the web page for access to all agendas, decisions, and minutes of the Administrative Penalty Tribunal.

Aboriginal Land Acknowledgement

We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit, and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

African Ancestral Acknowledgement

Though I am not a person of African descent, I am committed to continually acting in support of and in solidarity with Black communities seeking freedom and reparative justice in light of the history and ongoing legacy of slavery that continues to impact Black communities in Canada. As part of this commitment, I would also like to acknowledge that not all people came to these lands as migrants and settlers. Specifically, I wish to acknowledge those of us who came here involuntarily, particularly those brought to these lands as a result of the Trans-Atlantic Slave Trade and Slavery. In support of the City of Toronto's ongoing efforts to confront anti-Black racism, I pay tribute to those ancestors of African origin and descent.

Declaration of Interest under the Municipal Conflict of Interest Act

Confirmation of Minutes of Meeting – Business Meeting October 11, 2023

Motion to adopt minutes of Business meeting held on October 11, 2023 – Members to vote.

14.1 – CHAIR REMARKS

Summary

The Chair will open the meeting and welcome new members.

14.2 – INFORMATION

Summary

The Administrative Penalty Tribunal Business Meeting is scheduled for an open meeting. The APT Member Training/Education Session will be conducted in an open forum, however if the APT wishes to close the meeting, it must do so by way of motion, as permitted by Subsection 9(1) of the Statutory Powers Procedure Act and Chapter 27 of the Toronto Municipal Code, Subsection 27-38 which permits the Administrative Penalty Tribunal to close a Business Meeting to the public to undertake the education or training of the Members. Motion to close the meeting to be passed by a majority vote of the Administrative Penalty Tribunal Members in attendance.

Supporting Documents – Reference [Ontario Regulation 610/06](#) applies to administrative penalties that are required by the City.

14.2.1 – ADMINISTRATIVE PENALTY TRIBUNAL PANEL TRAINING

Summary

An orientation by way of presentations delivered to the Members appointed on December 16, 2023 to the Administrative Penalty Tribunal. Opening of meeting will begin with introductions;

- a. 9:30 a.m. to 9:45 a.m. - Chair of APT Welcome and Introduction:
 - i. Speaker, Sancia Pinto
- b. 9:45 a.m. to 10:00 a.m. - Court Services Greetings:
 - i. Speaker, Brian Halloran, Manager Court Operations
 - ii. Speaker, Pauline Chandarpaul, Supervisor & Secretary, Tribunal Operations
- c. 10:00 a.m. to 10:30 a.m. - Public Appointments Office
 - i. Presenter, Vicky Long, Project Manager, City Clerks Office
- d. 10:30 a.m. to 11:00 a.m. - Intergovernmental and Agency Relations
 - i. Presenter, Karen E. Jones, Director, Intergovernmental and Agency Relations, City Manager's Office

11:00 a.m. to 11:15 a.m. – Mid morning Break

- e. 11:15 a.m. to 11:30 a.m. - Committee Payroll
 - i. Presenter, Baraniha Lingathan, Payroll Operations Analyst – Pension, Payroll & Employee Benefits
- f. 11:30 a.m. to 12:00 p.m. - Legal Services
 - i. Presenter, Scott Nowoselski, City Solicitor
- g. 12:00 p.m. to 1:00 p.m. Tribunal Operations - New Member Information
 - i. Presenters, Court Services Administration Supervisor and designates.

Supporting Documents

Presentations

14.3 – COURT SERVICES UPDATES

Administrative Penalty Tribunals Supervisor's and Manager's Update.

Summary

The Supervisor of the Administrative Penalty Tribunal to provide update on Court Services, Administration for new members.

14.4 - CLOSING BUSINESS AND REMARKS

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.