



Agenda: April 22, 2024

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## **Administrative Penalty Tribunal Business Meeting No. 15 New Member Orientation**

Meeting Time: 9:30 a.m. to 3:30 p.m.

Location: Electronic via City of Toronto Web Conferencing

General Inquiry: 416-338-3412

Link to Join: <https://toronto.webex.com/toronto/j.php?MTID=m3ee770b95e6e63190d426a4953fbfb23>

**Administrative Penalty Tribunal Public Business Meeting**

Hosted by Administrative Penalty Tribunal (APT)

April 22, 2024, 9:30 a.m. to 3:30 p.m. Eastern Time (US & Canada)

Meeting number: **2632 681 9788**

Password: **2uBMGhPrw24**

**Join by phone.**

+1-416-915-6530 Canada Toll

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

Access code: **2632 681 9788**

**Chair:** Sancia Pinto

**Contact:** Pauline Chandarpaul, Supervisor Tribunal Operations

**Phone:** 416-392-3072

## Administrative Penalty Tribunal Members

Andy Radhakant	Emily Cole	Mumtaz Jiwan
Ashifa Alabhai	Harold Tan	Natasha Bronfman
Barbara Cappell	Helen Walsh	Norine Nathanson
Cheryl Gaster	Jeffrey Shapiro	Randal Montgomery
Christina Gural	Jennifer Ansell	Sancia Pinto, Chair
Daniel Boyer	Jenny Gumbs	Shirley Nguyen
Deborah Boudreau	Joanne Foot	Suzanne Graves
Dianne Hall	Kayla Stephenson	
Emile Ramlochan	Leslie Ross	

**This meeting of the Administrative Penalty Tribunal will be held by electronic means and the proceedings of the Tribunal will be conducted publicly. This meeting will be recorded, except in the event a motion is passed to go in camera (closed meeting).**

**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](mailto: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](mailto: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](mailto: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 Tribunal 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](http://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 Ontario Municipal Conflict of Interest Act.**

### **Confirmation of Minutes of Meetings – October 18, 2023.**

## **15.1 – CHAIR'S UPDATE**

### **Summary**

1. Administrative Penalty Tribunal – Chair's Update and Chairs Annual Report.

### **Supporting Documents**

Chairs Annual Report and Recommendations for 2023.

## **15.2 – COURT SERVICES UPDATES**

### **Summary**

1. Court Services Management updates on Operations and Administrative matters.

## 15.3 – INFORMATION

### Summary

The Administrative Penalty Tribunal Business Meeting is scheduled to be conducted as an open meeting.

The APT Member Training/Education Session will be conducted in an open forum, an in-Camera session may be required to conduct training for the members on the City's Parking Tag Management System.

The APT may opt to close the meeting and will bring forward a request to go in camera 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.

### 15.3.1 – ADMINISTRATIVE PENALTY TRIBUNAL MEMBER TRAINING

#### Summary

An orientation by way of presentations delivered to the Members appointed on December 16, 2023 to the Administrative Penalty Tribunal. Training and onboarding is a continuation from the meeting of the Members on February 18, 2023, opening of meeting will begin with introductions;

- a. 9:30 a.m. to 10:00 a.m. - Chair of APT Welcome and Introduction:
  - i. Speaker, Sancia Pinto
  - ii. Chairs annual report
- b. 10:00 a.m. to 10:45 a.m. – Integrity Commissioners Office
  - i. Presenter, Jonathan Batty, Integrity Commissioner
- c. 10:45 a.m. to 11:00 p.m. - Legal Services
  - i. Speaker, Scott Nowoselski, City Solicitor
  - ii. Tribunal Rules of Procedure, Tribunal Forms

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

- d. 11:15 a.m. to 11:30 p.m. – Revenue Services
  - i. Speaker, Bill Traikos, Filing and Payment procedures
- e. 11:30 a.m. to 12:00 p.m. – Legal Services
  - i. Guest Speaker

## **Supporting Documents**

Presentations  
Chairs Draft 2023 Annual Report  
Draft Revised APT Rules of Procedure

**12:00 p.m. to 1:00 p.m. – Lunch Break**

### **MOTION FOR CONSIDERATION:**

THAT the Administrative Penalty Tribunal move into a closed session to receive confidential training in the administration of Tribunal Hearings from Court Services, on Adhoc System and Applications as permitted by S. 11(1)(a) of its Procedure By-law 1-2017, for any of the sections of Item 15.3.2 cited above.

## **15.3.2 – ADMINISTRATIVE PENALTY TRIBUNAL PANEL TRAINING (In Camera)**

- f. 1:00 p.m. to 3:30 p.m. Tribunal Operations - New Member Training Modules
  - i. Presenters, Court Services Administrators
  - ii. Daily docket preparation and management
  - iii. Webex meeting administration and facilitating a hearing
  - iv. Parking Tag Management System (PTMS, Adhoc)
  - v. Front Desk application In Person hearings

## **Supporting Documents**

Adhoc PowerPoint Presentation – Accessing and working in Adhoc  
APT Daily exceptions procedure  
Connecting to Webex, your Webex Hearing Platform

## **15.4 – OTHER BUSINESS AND CLOSING REMARKS**

Open Discussion  
Adjournment

**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.**