



Minutes: May 27, 2025

Toronto Licensing Tribunal Business Meeting No. 42

Meeting Date: May 27, 2025, 9:30 a.m. to 1:00 p.m.

Location: City of Toronto, 850 Coxwell Ave. Council Chambers & Web conferencing.

Email: tlt@toronto.ca

Chair: Mary Lee

Contact: Tribunal Secretariat

Phone: 416-392-3072

Toronto Licensing Tribunal Panel Members

Chair, Mary Lee

Member Verlyn Francis

Member Peter Harris

Member Edgar Montigny

Member Joanne Lau

Attendees:

Pauline Chandarpaul - Supervisor, Tribunal Operations, Court Services (Secretariat)

Ann Harricharan, Steven Debono, Phillip Cheung – Court Services staff, Toronto Licensing Tribunal

Scott Nowoselski, Solicitor, Legal Services

Gadi Katz, Director, Business Licensing and Regulatory Services, Municipal Licensing and Standards

Andrea Di Matteo, Acting Manager, Vehicle-For-Hire and Road Allowance, Municipal Licensing and Standards

Danielle Molto, Supervisor, Licensing and Administration Services, Municipal Licensing and Standards

Regrets:

Terry Van Elswyk

Karen Jones

Kevin Lurkhur

Anna Fernandes

Chair Mary Lee – Confirmed Quorum and welcomed all attendees.

Indigenous Land and African Ancestral acknowledgements read.

Introduction of all Meeting Participants.

Declaration of Interest under the Municipal Conflict of Interest Act.

- No declarations of conflict.

Confirmation of Minutes of Meetings – November 21, 2024

Motion: Accepting the Minutes of Business Meeting #41 (November 21, 2024)

- **Motion forwarded by Member Lee, Chair**
- **All Members voted to adopt**

Motion carried and Minutes of the November 21, 2024 Business Meetings Adopted.

42.1 – CHAIR'S UPDATE

Summary

1. Toronto Licensing Tribunal – Chair's Annual Report
 - a. Member's Review for 2024 Annual Report

The Chair's 2024 Annual Report has been circulated to all members for their review. Following this distribution, the report will be finalized and is scheduled for formal submission and consideration at the upcoming Council meeting.

Motion: To receive the 2024 Chair's Report from Chair Mary Lee.

Motion moved by Chair, Member Lee, seconded by Members Harris, Francis, Lau, and Montigny

42.2 – MUNICIPAL LICENSING AND STANDARDS (MLS) UPDATES

Summary

1. Municipal Licensing and Standards Updates
 - a. Update from MLS for Licensing and Enforcement matters
 - b. Information – Memo from the Supervisors, Court Services, Tribunal

At present, there are no proposed changes to the Vehicle-for-Hire framework. Council has approved an extension for the 2013/2014 vehicle replacement requirement until August, providing flexibility for vehicle owners to decide individually whether they wish to proceed with replacement during this period. This approach acknowledges the varying circumstances of owners and avoids imposing unnecessary hardship.

In terms of regulatory compliance, criminal record checks continue to be submitted by licensees through the application stage. This system allows for the immediate retrieval of certain records, thereby

enhancing responsiveness and supporting due diligence. However, there remain opportunities to improve efficiency in both the submission and review processes.

The observed decrease in reporting has been attributed in part to the unpredictability of tow truck licensing activity, which can affect overall volumes and timelines. Notwithstanding these fluctuations, Municipal Licensing and Standards (MLS) has confirmed that there has been no decline in the number of applications received. The auditing process remains in effect to ensure accountability and compliance with all licensing requirements.

Receipt of updates from MLS (Item 42.2.1 a and b)

- **Member Francis, moved to accept the updates from MLS**
- **Approved by Members Lee, Harris, Lau, and Montigny**

42.3 – SUPERVISOR'S UPDATE

Summary

1. Court Services Management updates on Operations and Administrative matters.
 - a. Statistics – for reporting purposes.
 - b. Technology upgrades and updates for Tribunal Members
 - c. Webex Platform

The Secretary provided the year-to-date statistics, which did not include any matters scheduled for the upcoming month. Currently, 34 matters have been scheduled by the TLT. Matters heard are ahead of pace, compared to previous year. Court Services, TLT staff will complete the annual review of the statistics at year end.

The Toronto Licensing Tribunal is undergoing technology upgrades, including distribution of new laptops and accessories. Also, the introduction of Microsoft Teams for internal use, while hearings will continue on Webex. A Webex tutorial can be arranged for members, and alternative platforms such as Zoom may be considered.

Receipt of Supervisor's update (Item 42.3.1 a, b, and c)

- **Member Harris, moved to accept the statistics provided by Supervisor of Tribunal Operations**
- **Approved by Members Lee, Francis, Lau, and Montigny**

42.4 – OTHER BUSINESS

Summary

1. Table discussion
 - a. Member's new order of business
 - b. Toronto Licensing Tribunal – schedule next business meeting

Interpreter services remain a concern, as certified interpreters are requested but the current practice continues to rely on the 911 interpreter system.

Member scheduling is under review, with discussions about roster rotation and advance notice, though the current system will remain in place for now. Questions remain regarding whether cancellations will continue into 2025–2026.

The Chair identified an Action Item regarding the process of scheduling matters, to make it more efficient and to reduce the number of last second hearing date cancellations.

Panel composition remains flexible: while two-member panels are the current standard, three-member panels may be scheduled for full hearings, and a return to one-member panels is also being considered. TLT has emphasized its adaptability to the needs of each case.

Concerns have been raised about errors in voice recognition transcripts. When accurate transcripts are required, audio recordings are sent to a Court Clerk Monitor for transcription, and a Court Clerk Monitor may be requested to attend hearings directly.

Finally, questions have been raised about whether hearing cancellations will continue into 2025–2026. This matter remains under review as part of broader scheduling and resourcing considerations.

The next Business Meeting will be scheduled in Fall of 2025 in line with updates from the 2024 Council meeting.

42.5 – CLOSING REMARKS

Adjournment

Motion: To Adjourn Toronto Licensing Tribunal Business Meeting No. 42.

Motion moved by Member Harris, seconded by Members Lee, Francis, Lau, and Montigny

Meeting concluded at 11:17 a.m.