



Agenda: December 22, 2025

Administrative Penalty Tribunal Business Meeting No. 21

Meeting Time: 9:30 a.m. to 12:30 p.m.

Location: Electronic via City of Toronto Web Conferencing

General Inquiry: 416-338-3412

Link to Join:

Administrative Penalty Tribunal Public Business Meeting

Hosted by Administrative Penalty Tribunal (APT)

December 22, 2025, 9:30 a.m. to 4:30 p.m. Eastern Time (US & Canada)

<https://toronto.webex.com/toronto/j.php?MTID=md0a55b1db6de5020775782e199865feb>

Meeting number: **2346 602 7746**

Password: **Hearingroomg1234**

Join by phone.

+1-416-915-6530 Canada Toll

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

Access code: **2346 602 7746**

Chair: Sancia Pinto

Contact: Pauline Chandarpaul, Supervisor Tribunals

Phone: 416-392-3072

Administrative Penalty Tribunal Members

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

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 may plan 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: As per The City of Toronto Act, 2006, Section 190, should the Administrative Penalty Tribunal want to meet in closed meeting (privately), a member of the panel must make a motion to do so and state the reason the Administrative Penalty Tribunal will meet in closed session.

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 two (2) business days 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 Tribunal's 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 Mississauga's 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 Mississauga's 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.

21– CHAIR UPDATES

Summary

1. Adopt the Administrative Penalty Tribunal Rules of Procedure

Reference:

Draft – Administrative Penalty Tribunal Rules of Procedure, December 19, 2025.

Motion: 21.01

- 1) THAT The Administrative Penalty Tribunal adopt the Rules of Procedure dated December 19, 2025, as attached to the agenda for the December 22, 2025, Business Meeting and rescind any previously adopted Rules of Procedure.

21.1 – COURT SERVICES UPDATES

Summary

1. Court Services Management updates on Operations and Administration matters.
2. Chapter 610 – Amendments
3. APT Case Management System

21.2 – INFORMATION

Summary

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

The APT Member Training/Education Session may be conducted in a closed forum, an in-Camera session will be required to conduct training for the members. 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.

21.2.1 – ADMINISTRATIVE PENALTY TRIBUNAL MEMBER TRAINING (In Camera)

MOTION #-21.01:

THAT the Administrative Penalty Tribunal members move into a closed session to receive confidential training from the Chair of the Tribunal, as permitted by S. 189 and S. 190, of the City of Toronto Act, 2006, S.O. 2006.

Summary

Deliver confidential training to the Members of the Administrative Penalty Tribunal.

1. Chair of the Administrative Penalty Tribunal

MOTION #-21.02:

THAT the Administrative Penalty Tribunal members move from closed session and resume open meeting discussions.

21.3 – OTHER BUSINESS AND CLOSING REMARKS

Tribunal Open Discussion

Reference:

1. [Toronto Municipal Code Chapters](#)

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.