



# Minutes: October 20, 2025

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## Toronto Licensing Tribunal Business Meeting No. 43

Meeting Date: October 20, 2025, 9:30 a.m. to 1:00 p.m.

Location: Web conferencing

Email: [tlt@toronto.ca](mailto:tlt@toronto.ca)

Chair: Mary Lee

Contact: Tribunal Secretariat

Phone: 416-392-3072

## Toronto Licensing Tribunal Panel Members

Chair, Mary Lee [Virtual]

Member Verlyn Francis [Virtual]

Member Peter Harris [Virtual]

Member Edgar Montigny [Virtual]

Member Joanne Lau [Virtual]

## Attendees:

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

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

Brian Halloran, Manager, Court Operations, Court Services

Scott Nowoselski, Solicitor, Legal Services

Allyson Amster, Solicitor, Legal Services

Andrea Di Matteo, Manager, Licensing and Administration Services, Municipal Licensing and Standards

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

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 – May 27, 2025**

**Motion:** Accepting the Minutes of Business Meeting #42 (May 27, 2025)

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

**Motion carried and Minutes of the May 27, 2025 Business Meetings Adopted.**

## 43.1 – CHAIR'S UPDATE

### Summary

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

The 2024 Chair's Report, which had been circulated to members in advance, was accepted on June 10, 2025. Member were then invited to provide updates and offer recommendations for consideration in the preparation of the 2025 Chair's Report

**Motion:** To receive the updates from Chair Mary Lee.

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

## 43.2 – 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

Since February, at the request of Toronto City Council (Council), significant efforts have been put into the Vehicle-For-Hire report, which will be presented to the executive committee on December 10. All related reports will be made publicly available on December 3. The full Council session will take place from December 17 to 19. MLS does not have information available to accurately predict 2025 caseload.

Once Council approves the report, MLS can ensure that all staff are informed about the decisions made, including the motions passed. This information will also be shared with the Toronto Licensing Tribunal (TLT) through supervisors for distribution. If significant changes are made, MLS will consider phased implementation, allowing time for staff to adjust systems and technology, while also giving the industry adequate notice if any new changes are adopted by Council.

Business applications require a level two background check, which includes criminal and judicial matters, to be submitted in advance. These background checks are handled by the respective police services in all Ontario jurisdictions. Most of these checks can be completed online, with turnaround times available on the police services' websites. MLS has informed clients about where to go if they need these checks urgently; visit the police services division in person if the option is available in their municipality.

MLS advised that they have not received any complaints from clients regarding issues with the level two background checks.

Receipt of update from MLS (Item 43.2.1 a and b)

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

## 43.3 – 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, 78 matters have been scheduled by the TLT. Matters heard are low, compared to previous years, primarily due to the decline in cases related to tow truck drivers and Vehicle-For-Hire. Court Services, TLT staff will complete the annual review of the statistics at year end.

Scheduling of matters is a process the TLT administers based on volume and includes member availability for cases before the tribunal. The scheduling process remains flexible and can be adapted to suit both operational needs and member requirements.

In relation to technology upgrades, laptops have been secured to support members to fully participate for remote and in person Tribunal hearings. Members to receive new equipment by December or early January, with training for portal access.

Receipt of the Supervisor's update (Item 43.3.1 a, b and c)

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

## 43.4 – MEMBER TRAINING (IN CAMERA)

### Summary

1. Toronto Licensing Tribunal Member Training
  - a. Legal Services

**Motion:** THAT the Toronto Licensing Tribunal move to a closed session to receive confidential training in the administration of Tribunal Operations, as permitted by S. 189 (1) and in sections 190 to 190.2, of the City of Toronto Act, 2006, S.O. 2006.

- **Motion moved by Member Lee, Montigny, Francis, and Harris**

**Motion:** To move Toronto Licensing Tribunal Business Meeting No. 43 (November 21, 2025) into a public session.

- **Motion forwarded by Member Montigny**
- **Motion carried by Members Lee, Francis and Harris**

**Motion:** Motion to receive Training Materials under confidential cover from the Closed Session.

- **Motion forwarded by Member Montigny**
- **Motion carried by Members Lee, Francis and Harris**

## 43.5 – CLOSING REMARKS

### Summary

The next Business Meeting will be scheduled in early 2026 in line with updates from the 2026 Council meeting.

### Adjournment

**Motion:** To Adjourn Toronto Licensing Tribunal Business Meeting No. 43.

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

Meeting concluded at 11:17 a.m.