



Minutes: March 24, 2026

Toronto Licensing Tribunal Business Meeting No. 44

Meeting Date: March 24, 2026, 9:30 a.m. to 1:00 p.m.

Location: Web conferencing

Email: 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 [In Person]

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

Kevin Lurkhur, Director, Licensing and Regulatory Services, Municipal Licensing and Standards

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 – October 20, 2025

Motion: Accepting the Minutes of Business Meeting #43 (October 20, 2025)

- **Motion forwarded by Member Harris and Member Montigny**
- **All Members voted to adopt**

Motion carried and Minutes of the October 20, 2025 Business Meetings Adopted.

44.1 – CHAIR'S UPDATE

Summary

1. Chairs Annual Report-Draft
 - a. Member's Review for 2025 Annual Report
 - b. Member's submissions on the Annual Report

Year-end statistics have been finalized and Members 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 (Item 44.1)

Motion moved by Member Harris, seconded by Member Montigny

44.2 – MUNICIPAL LICENSING AND STANDARDS (MLS) UPDATES

Summary

1. Municipal Licensing and Standards Updates
 - a. Update from MLS for Licensing and Enforcement matters
 - b. Update from MLS on item EC22.7-2 – Business Licence and Permit Applications Action Plan: Chapter 545, Licensing (2025 to 2029) (<http://secure.toronto.ca/council/agenda-item.do?item=2025.EC22.7>) – Provide data on the number of applications/renewals issued with proposed conditions since adoption at the July 23 and 24, 2025 City Council Meeting

MLS has made several updates as part of its multi-year modernization plan. Key changes that were implemented on January 1, 2026 include reducing documentation requirements by removing certain licence application types, modernizing outdated business licence categories, and granting delegated authority to impose conditions on licences at any stage to improve efficiency and oversight. As of now no licences have had conditions imposed on them, as MLS is currently working on an implementation plan. MLS expects to commence their plan in a month and will therefore be able to report back at the next business meeting.

MLS also launched an information line on January 15, 2026, and introduced Renewal Online Portal 2.0 on January 19, 2026.

Reports received from MLS include 100 reports submitted to TLT in 2025 and 9 in 2026. The number of cases has decreased, largely due to the removal of tow-truck-related matters from the TLT report. The information line now handles general inquiries, assists with setting up online accounts, and provides Vehicle-For-Hire related guidance, although most Vehicle-For-Hire inquiries are directed back to the companies. Language support is available through staff and 311 interpreter services.

There have also been inquiries regarding taxi operations in Toronto and annual licence checks. MLS can provide reports on active taxi plates, and all taxicab licence applicants must undergo criminal background checks at the time of application, with annual audits conducted upon renewal. Additional audits are carried out against police records. While Vehicle-For-Hire industry standards require annual criminal checks, there is interest in reviewing this requirement. MLS also has the authority to issue licences to applicants with minor by-law charges through proposed resolutions that include mutually agreed-upon conditions.

Receipt of update from MLS (Item 44.2.1 a and b)

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

44.3 – SUPERVISOR'S UPDATE

Summary

1. Court Services Management updates on Operations and Administrative matters.
 - a. Public Appointments - Update

Public appointments for TLT interviews are scheduled for May 5, with two current vacancies to be filled, bringing the tribunal to its full complement of seven members, a target that has not been met in the past two years. While it is in TLT's best interest to reach full capacity, the authority to make these appointments rests with Council. Some members whose terms end in November will continue serving until new members are fully trained, which may extend their terms into 2027.

Members are suggested to log in through their City accounts every two weeks to ensure licences and permits remain up to date, and they can contact TLT staff if their accounts need reactivation. TLT is also planning a future transition from Webex to Zoom, with training to be provided to ensure a smooth changeover.

Statistics include licensing and enforcement reports from previous years, as well as interpreter usage data, licence types, and categories heard in 2025. So far this year, 63 matters have been scheduled, with 50 heard. In 2026, two full hearings have taken place, both ex parte, while in 2025 there were four full hearings, two of which were ex parte. There has also been a shift in interpreter use, with another tribunal scheduling interpreters in advance rather than calling them on the day of the hearing.

Receipt of the Supervisor's update (Item 44.3.1 a)

- **Chair Member Lee, moved to accept the Supervisor's updates**
- **Approved by Members Francis, Harris, Lau, and Montigny**

44.4 – MEMBER TRAINING (IN CAMERA)

Summary

1. SOAR Training – March 5, 2026, Session Discussion
2. Toronto Licensing Tribunal Divisional Updates
 - 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 Members Francis, Harris, Lau, and Montigny**

Motion: To move Toronto Licensing Tribunal Business Meeting No. 44 (March 24, 2026) into a public session.

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

44.5 – OTHER BUSINESS

Summary

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

44.6 – CLOSING REMARKS

Summary

The next Business Meeting will be scheduled in end of June 2026.

Adjournment

Motion: To Adjourn Toronto Licensing Tribunal Business Meeting No. 44

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

Meeting concluded at 11:38 a.m.