

PS2.1 - Attachment 1

Authority: Property Standards Committee Item PSX.X adopted at its meeting held on Month, XX, 2020

Enacted by the Property Standards Committee: Item PSX.X on Month, XX, 2020.

CITY OF TORONTO PROPERTY STANDARDS COMMITTEE

BY-LAW No. 4

Amendments to Property Standards Committee By-law No. 1, Rules of Procedure for the Property Standards Committee, as amended, with respect to electronic participation

BACKGROUND

- A. As set out in Article II, subsection 629-3A, of Chapter 629, Property Standards, of the City of Toronto Municipal Code, the Property Standards Committee, a local board of the City, is established for the City of Toronto.
- B. Under subsection 189(2) of the *City of Toronto Act, 2006* every local board must adopt a procedure by-law for governing the calling, place and proceedings of meetings.
- C. Under subsections 189(4), (4.2) and (4.3) of the *City of Toronto Act, 2006*, the procedure by-law of a local board may provide for members to participate in meetings electronically.
- D. Under section 5.2 of the *Statutory Powers Procedure Act*, a tribunal may hold electronic hearings if its procedural rules deal with electronic hearings.
- F. Due to the COVID-19 pandemic and on-going efforts to prevent the spread of COVID-19, the Property Standards Committee believes that amendments to the rules of procedure should be made to allow for electronic hearings, as may be required.

The Property Standards Committee of the City of Toronto enacts as follows:

- 1. By-law No. 1 is amended by:
 - A. Amending section 4 by adding a new subsection F as follows:
 - F. Meetings of the Committee shall be held, at the discretion of the Chair and in accordance with the *Building Code Act, 1992* and *Statutory Powers Procedure Act*, either as in-person meetings or electronic meetings, and where a meeting is held by electronic means, a physical meeting may not be held at the location described in subsection D. Members participating in accordance with the electronic meeting requirements adopted by the Committee shall be counted in determining whether or not a quorum of members is present at any point in time.

- B. Amending section 8 by adding a new subsection B so that section 8 reads as follows:

8. Location of Panel meetings.

- A. As Council has directed by adopting Planning and Transportation Committee Report 6, Clause 5, 2001, each Panel shall hold its meetings at the following locations or such other location, as the Secretary deems advisable:

PANEL	LOCATION OF MEETING
Etobicoke York Panel	Etobicoke York Civic Centre
North York Panel	North York Civic Centre
Scarborough Panel	Scarborough Civic Centre
Toronto and East York Panel	Toronto City Hall

- B. Meetings shall be held, at the discretion of the Panel Chair and in accordance with the *Building Code Act, 1992* and *Statutory Powers Procedure Act*, either as in-person meetings or electronic meetings, and where a meeting is held by electronic means, a physical meeting may not be held at the location described in subsection A.
- C. Amending section 12 subsection D so that it now reads as follow:
- D. Each meeting shall commence at a time determined by the Committee Secretary.
- D. Amending section 11 by adding a new subsection D as follows:
- E. Members participating electronically in an electronic meeting shall be counted in determining whether or not a quorum of members is present at any point in time.
- E. Amending section 12 by adding a new subsection E.1 as follows:

E.1 Electronic meetings

1. An electronic meeting shall only be held during the period from September 11, 2020 to of one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency related to COVID-19 and shall comply with the *Building Code Act, 1992* and *Statutory Powers Procedure Act*, and the electronic meeting requirements adopted by the Committee
2. Where an appeal is proceeding by electronic means, the Panel Chair shall request interested persons to an appeal to identify themselves at the beginning of the hearing and to confirm all parties have registered their names with the Secretary.
3. Where an appeal is proceeding by electronic means, and all interested persons identified themselves and all parties have confirmed registration with the Secretary, the Committee shall hear from any party who wishes to make:
 - i. a request for an adjournment of the hearing
 - ii. a petition for an in-person hearing; or,
 - iii. both.
4. If the Panel, either as result of submissions made in relation to a petition for an in-person hearing, or on its own motion, that hearing proceeding by electronic means shall cause a party significant prejudice, the Committee shall direct that the hearing be held as an in-person hearing, and may adjourn the hearing to such date and time as the Panel believes appropriate.

ENACTED AND PASSED this _____ day of _____, 2020.

Chair

Secretary