

Amendments to the Rules of Procedure for the Serving and Filing of Documents

Date: June 21, 2021
To: Property Standards Committee
From: City Clerk
Wards: All

SUMMARY

The purpose of this report is to recommend amendments to the Rules of Procedure for the Property Standards Committee. The proposed amendments provide additional direction and clarity around the serving and filing of documents with the panel. The amendments establish a deadline of 5 business days before the meeting for when a party is required to file with the Committee Secretary any documents they wish to rely on, or present, at the hearing.

RECOMMENDATIONS

The City Clerk recommends that:

1. The Property Standards Committee enact the By-law in Attachment 1 to this report, to amend the Property Standards Committee Rules with respect to the serving and filing of documents.

FINANCIAL IMPACT

The recommendations in this report have no financial impact.

DECISION HISTORY

This is a new amendment to the Rules of Procedure.

COMMENTS

Filing and Serving of Documents

The Rules of Procedure for the Property Standard Committee (the "Rules") governs the calling, place and proceedings of meetings. The Rules also outline how a property standards appeal is conducted. The proposed amendments to the Rules provide additional direction and clarity around the serving and filing of documents with the Committee Secretary. The amendments establish a 5 business day deadline for when a party is required to provide copies of any documents they wish to rely on or present at the hearing with the Committee Secretary. Information around how this service can be completed and when it is deemed effective are provided for in the amendments.

CONTACT

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SIGNATURE

[Signed original on file]
City Clerk

ATTACHMENTS

Attachment 1 - Draft By-law - Amendments to the Property Standards Committee Rules with respect to the filing and serving of documents.