

Transferring Secretary Role for Dangerous Dog Review Tribunal and Property Standards Committee to Court Services

Date: September 10, 2025

To: Executive Committee

From: The City Clerk and the Executive Director, Court Services

Wards: All

SUMMARY

To facilitate the consolidation of responsibility for most of the City's tribunals within Court Services, this report recommends that City Council re-assign the appointment of Secretary of the Dangerous Dog Review Tribunal from the City Clerk to the Executive Director, Court Services. If adopted by Council, it also requests the Property Standards Committee to appoint the Executive Director, Court Services as Secretary of the Property Standards Committee. These changes would take effect as of January 1, 2026.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council re-assign the appointment of Secretary of the Dangerous Dog Review Tribunal from the City Clerk to the Executive Director, Court Services, effective January 1, 2026.
2. City Council request the Property Standards Committee to appoint the Executive Director, Court Services as Secretary of the Property Standards Committee effective January 1, 2026, with the authority to delegate the role of Secretary for each Panel.
3. City Council approve an in-year budget transfer to increase the 2025 Operating Budget for Court Services by \$0.209 million gross and \$0.169 million net and the staff complement by two permanent positions offset by a corresponding decrease in the 2025 Operating Budget and staff complement for the City Clerk's Office in order to facilitate the transition planning for the functional transfer of the administration for the Dangerous Dog Tribunal and the Property Standards Committee.

4. City Council amend Toronto Municipal Code Chapter 441, Fees and Charges to assign the fees for the Dangerous Dog Review Tribunal Appeal and Property Standards Appeal from Appendix C, Schedule 10 City Clerk's Office to Appendix C, Schedule 15 Courts Services effective January 1, 2026.

FINANCIAL IMPACT

Court Services will be taking over the role of administering the Dangerous Dog Review Tribunal and Property Standards Committee from City Clerk's Office, effective January 1, 2026. To allow Court Services to hire and train staff in advance of the transfer of roles, this report recommends an in-year 2025 Operating budget transfer of \$0.209 million gross and \$0.169 million net and two permanent positions from the City Clerk's Office to Court Services. The transfer is for the annual budget related to the salaries and benefits for two permanent positions, honoraria for public members who serve on the tribunals, required training for members of the Dangerous Dog Review Tribunal to be provided by the Society of Ontario Adjudicators and Regulators (SOAR), and revenues from user fees for the Dangerous Dogs Review Tribunal Appeal and Property Standards Appeal.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information as presented in the Financial Impact Section.

DECISION HISTORY

At its meeting on July 23, 24, 25, 26, 27 and 30, 2018 City Council adopted Item 2018.LS27.1. This Item established the Dangerous Dog Review Tribunal as an Adjudicative Board and directed that the City Clerk be appointed as its Secretary. <https://secure.toronto.ca/council/agenda-item.do?item=2018.LS27.1>

COMMENTS

The City Clerk and the Executive Director, Court Services provide administrative and Secretariat support to most of the City's Tribunals.

Adjudicative boards are quasi-judicial tribunals, committees and other bodies which are established by City Council under various legislation. Tribunals operate independently from the City and hold hearings to resolve disputes, regulate activities, adjudicate on matters and determine legal rights and benefits. Hearings are conducted in accordance with the Tribunal's Rules of Procedure and the Statutory Powers Procedure Act.

Program support for the administration of adjudicative boards and their administrative costs are divided across various City divisions. This includes processing of appeals, scheduling and providing notice of hearings and meeting management support for hearings and business meetings.

Currently, the City Clerk's Office provides Secretariat support to the following adjudicative boards:

- Compliance Audit Committee;
- Dangerous Dog Review Tribunal;
- Property Standards Committee; and
- Sign Variance Committee.

Court Services Division provides support to:

- Administrative Penalty Tribunal;
- Multi-Tenant House Licensing Tribunal;
- Toronto Licensing Tribunal; and
- Toronto Local Appeal Body.

City Planning supports the Committee of Adjustment.

Transferring the Secretary role for the Dangerous Dog Review Tribunal and Property Standards Committee to Court Services would consolidate support for most of the City's adjudicative boards in this Division. This will ensure a consistent approach to tribunal and hearing management and fewer points of contact for members of the public and staff interacting with the City's tribunals.

Court Services will administer the Dangerous Dog Review Tribunal and Property Standards Committee effective January 1, 2026.

This report recommends that City Council appoint the Executive Director, Court Services as the Secretary of the Dangerous Dog Review Tribunal effective January 1, 2026. Under Municipal Code Chapter 349, Animals, City Council sets the governance structure for the Dangerous Dog Review Tribunal.

Under the Building Code Act, 1992, the Property Standards Committee shall provide for a Secretary for the Committee. This report recommends that City Council request the Property Standards Committee to assign the Executive Director as Secretary of the Committee effective January 1, 2026, with the ability to delegate the role of Secretary for each Panel.

The City Manager has delegated authority from the Mayor to set the organizational structure of the City in accordance with the City of Toronto Act, 2006. The City Manager will transfer the administrative support function for the Dangerous Dog Review Tribunal and Property Standards Committee from the City Clerk to the Executive Director, Court Services effective January 1, 2026.

Appointment of public members to the Tribunals will continue to be facilitated by the Public Appointments Secretariat of the City Clerk's Office.

Two staff positions will be transferred from the City Clerk's Office complement to Court Services for the administration of the tribunals. The two divisions will work together on training and communication to ensure a seamless transition for the tribunal members,

staff in Municipal Licensing and Standards who issue Dangerous Dog and Property Standards Orders to Comply, and members of the public.

Appeal fees for Property Standards Orders to Comply and Dangerous Dog Orders are currently collected by the City Clerk's Office. Beginning in January 2026, Court Services will collect and keep these fees as cost recovery for the administration of the tribunals. The corresponding changes will be made to Municipal Code Chapter 441, Fees and Charges.

The Toronto Meeting Management Information System will continue to be used as the system for meeting management for the Dangerous Dog Review Tribunal and the Property Standards Committee, and public hearing information will continue to be available at toronto.ca/council.

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SIGNATURE

John D. Elvidge
City Clerk

Dianne Kasias
Executive Director, Court Services

ATTACHMENTS
