

## TORONTO LOCAL APPEAL BODY

### NOTICE OF HEARING Pursuant to Rule 10.1 (Form 2)

**HEARING DATE:****TIME:****LOCATION:**

**40 ORCHARD VIEW BOULEVARD  
2<sup>nd</sup> Floor, Suite 211  
TORONTO, ONTARIO M4R 1B9**

**HEARING ROOM:**

PROCEEDINGS COMMENCED UNDER subsection ( **insert relevant subsections**) of the Planning Act, R.S.O. 1990, c. P.13, as amended

Appellant:

Applicant:

City of Toronto Representative:

Subject: (Enter Relevant section of Planning Act s 45 or 53)

Property Address/Description:

Committee of Adjustment File  
Number(s).**TLAB Case File Number(s)**

The Toronto Local Appeal Body has set aside (**insert length of hearing**) for this hearing.

All parties and participants should attend at the start of the hearing at the time and date indicated, irrespective of the time allotted. Hearing dates are firm – adjournments will not be granted except in accordance with the Rules.

Hearings will ordinarily be held by Oral Hearing; however, TLAB by Notice or by its Rules may provide that a proceeding may be by way of an Electronic Hearing or a Written Hearing.

**TO VIEW PLANS AND MATERIALS IN THE APPLICATION FILE**, please visit the Toronto Local Appeal Body website at [www.toronto.ca/tlab](http://www.toronto.ca/tlab).

### MAKING YOUR VIEWS KNOWN

The notice has been provided to you, as required by the Planning Act, to ensure that, as an interested person, you may make your views known by filing your submissions in accordance with the Rules respecting:

- **Applicant Disclosure** as per Rule 11 (Form 3) **DUE** no later than (**insert date = 15 days after Notice of Hearing is issued**)

- **Notice of Intention to be a Party** as per Rule 12 (Form 4) **DUE** no later than (insert date = 20 days after Notice of Hearing is issued)or
- **Notice of Intention to be a Participant** as per Rule 13 (Form 4) **DUE** no later than (insert date =20 days after Notice of Hearing is issued)
- **Document Disclosure** as per Rule 16 **DUE** no later than (insert date = 30 days after Notice of Hearing is issued)
- **Witness Statement** as per Rule 16.4 (Form 12) **DUE** no later than (insert date = 45 days after Notice of Hearing is issued)
- **Participant Statement** as per Rule 16.5 (Form 13) **DUE** no later than (insert date = 45 days after Notice of Hearing is issued)
- **Expert Witness Statement** as per Rule 16.6 (Form 14) **DUE** no later than (insert date = 45 days after Notice of Hearing is issued)
- **Notice of Motion** as per Rule 17 (Form 7) **DUE** no later than (insert date = 45 days before Hearing Date)

Information you choose to disclose to the Toronto Local Appeal Body will become part of the public record. Use of prescribed forms are mandatory.

If you do not attend the public hearing, or express your views in writing, the Toronto Local Appeal Body may proceed and make a decision in your absence, and may authorize changes to the proposal, matter, or grant the relief requested.

In the event the decision is reserved, persons taking part in the hearing and wishing a copy of the decision may request it by emailing the Toronto Local Appeal Body office at [tlab@toronto.ca](mailto:tlab@toronto.ca). Such decision will be emailed to you when available. Also, the decision when available will be publically posted on the Toronto Local Appeal Body's website at [www.toronto.ca/tlab](http://www.toronto.ca/tlab).

The Toronto Local Appeal Body is committed to providing accessible services as set out in the Accessibility for Ontarians with Disabilities Act, 2005. If you have any accessible needs, please contact the Accessibility Coordinator listed below as soon as possible. If you have specific accommodation needs, please identify those in advance and any assistance you may require in the event of an emergency evacuation.

**DATE ISSUED** (Insert date)

Hsing Yi Chao  
Secretary

For more information on accessibility options, please contact

**Accessibility Coordinator:** Hsing Yi Chao  
**Accessibility Coordinator Telephone Number:** 416-395-5546  
**Accessibility Coordinator Email:** tribunalaccess@toronto.ca