

**Guiding Principles for the Toronto Local Appeal Body and the City of Toronto
Adopted June 14th, 2017**

(1) Purpose of these Guiding Principles:

1.1 The purpose of these Guiding Principles is to:

- (i) clarify the roles of the Toronto Local Appeal Body (TLAB), City staff and City Council in supporting the mandate of the TLAB and the hearing process;
- (ii) promote an effective relationship between the City and the TLAB for the benefit of stakeholders.

(2) Legislative Framework:

2.1 The TLAB is a local board of the City established under the *Planning Act* and the *City of Toronto Act, 2006*.

2.2 Hearings of the TLAB are conducted in accordance with the *Statutory Powers Procedure Act* and applicable internal policies, procedures and rules.

2.3 Chapter 142 of the Municipal Code applies to the TLAB.

(3) Mandate of the TLAB:

3.1 The TLAB is an independent, quasi-judicial tribunal that hears appeals of Committee of Adjustment decisions for minor zoning variances and land severances (consents).

3.2 The TLAB is responsible for conducting its affairs in accordance with the *Planning Act, the City of Toronto Act, 2006* and applicable policies and procedures.

(4) TLAB Administrator

4.1 The TLAB Administrator is an employee of the City's Court Services division.

4.2 The Administrator will provide administrative support to the TLAB and help make necessary arrangements for hearings.

(5) TLAB and the Public:

5.1 The TLAB will:

5.1.1 Provide decisions to parties, participants and to the public in a timely manner.

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5.1.2 Hold its hearings and business meetings in public in accordance with legislative requirements.

5.1.3 Make its agendas, hearing decisions and minutes of business meetings available to the public online in a timely manner.

5.1.4 Conduct its hearings and document decisions in a manner that is easily understandable to parties, participants and the public.

(6) Courtesy and Ethics:

6.1 The *Municipal Conflict of Interest Act* applies to the TLAB.

6.2 The City's *Code of Conduct for Members of Adjudicative Boards* applies to members of the TLAB

6.3 Members of the TLAB may seek the advice of the Integrity Commissioner on matters concerning the Code of Conduct.

(7) The Role of the Members of the TLAB:

7.1 The key duties of the Members of the TLAB include:

7.1.1 Adjudication of hearings pursuant to s. 115 of the *City of Toronto Act, 2006*, in accordance with its mandate and all applicable legislation and internal policies.

7.1.2 Consulting with the Administrator of the TLAB to ensure the efficient and effective day-to-day operation of the TLAB; and

7.1.3 Preparing the Annual Report to City Council.

(8) Reporting to the City:

8.1 The Annual Report will be submitted to the City Manager for transmittal to Council.

(9) The Budget:

9.1 The budget for the TLAB is prepared and submitted for Council approval by Court Services. The Administrator will consult with the Chair of the TLAB during the preparation of the annual budget.

(10) Amendments:

10.1 These Guiding Principles may be amended or replaced, as appropriate.