

# Court Services Administrative Support for Toronto Local Appeal Body

Orientation Session  
February 10<sup>th</sup>, 2017

# Administrative Support

- Payroll & Remuneration
- Facility Access Requests
- IT Access Requests (computer/phone)
- Public Access to Proceeding Information
- Online Services
- Schedule Hearings and administer case files.

# Payroll & Remuneration

- Timesheets will be maintained and submitted by court services staff to payroll
- Deposits will be made on the 1<sup>st</sup> of each month for the previous month's attendances
- Remuneration
  - Full Day Hearing - \$500.00
  - Half Day Hearing - \$250.00
  - Business Meetings - \$200.00
  - Written Decisions - \$200.00

# Building Access

## 40 Orchard View Blvd



Temporary Space

Suite 211 & 215

- Building Access via FOB

Permanent Space

- Card Access via City of Toronto ID Cards

# Information & Technology Access

- I & T access will include:
  - City of Toronto Network
  - Outlook Email account
  - Phone line assigned to shared touchdowns
  - Digital Audio Recordings of TLAB Proceedings
  - Main TLAB folder
  - Secure personalized working folders
- Access City of Toronto Network governed by:
  - Acceptable Use Policy
  - Telephone Policy
  - Email Policy

# Acceptable Use Policy

- Unacceptable Uses
- Personal Use
- Protection
- Storage / Back Up
- Privacy
- User Responsibilities

[http://insideto.toronto.ca/itweb/policy/pdf/acceptable\\_use.pdf](http://insideto.toronto.ca/itweb/policy/pdf/acceptable_use.pdf)

# Telephone Policy

- Long distance Use
- User Responsibilities

[http://insideto.toronto.ca/itweb/policy/pdf/telephone\\_policy.pdf](http://insideto.toronto.ca/itweb/policy/pdf/telephone_policy.pdf)

# Email Policy

- Prohibited Uses
- Confidentiality
- User Responsibilities

<http://insideto.toronto.ca/itweb/policy/pdf/emailpolicy.pdf>



# Website overview

[www.toronto.ca/tlab](http://www.toronto.ca/tlab)

TLAB website is live. When the enacting bylaw is passed by City Council, the website will provide public access to information on:

- » Governing Legislation
- » Member Biographies
- » Agendas, Meetings & Minutes
- » Notices of Hearing, Decisions
- » Online Forms, Guides
- » Fee Chart
- » Location and Contact Information

## Court Services

[Location and Hours](#)
[Counter Wait Times](#)
[Complaint Process](#)
[Customer Services For People With Disabilities](#)
[Your Options](#)
[Payment Methods](#)
[Requesting Disclosure](#)
[Filing an Appeal](#)
[Frequently Asked Questions](#)
[Online Forms](#)
[Fine Collections & Civil Enforcement](#)
[Information for Enforcement Agencies](#)
[Court Case Look Up](#)
[Toronto Licensing Tribunal](#)
[Toronto Local Appeal Body](#)
[Toronto Local Appeal Body - Panel Member Biographies](#)

## Court Services

[Share](#)

# Toronto Local Appeal Body

The City of Toronto is establishing an independent [Toronto Local Appeal Body](#) (TLAB) to rule on appeals of decisions of the Committee of Adjustment and provide quick and efficient hearings.

Early in 2017, the Local Appeal Body for Toronto will replace the function of the Ontario Municipal Board (OMB) to hear Toronto-based appeals of Committee of Adjustment decisions about minor variance and consent applications. The Ontario Municipal Board remains responsible to hear appeals related to Official Plan and Zoning By-law amendments, site plan applications and decisions related to subdivisions.

The TLAB will have locally appointed members who will make decisions about local planning matters affecting Toronto neighbourhoods in a fair, consistent, fact-based and informed manner.

The TLAB Chair and members were nominated by an impartial citizen-member nominating panel and recommendations for appointments were submitted to City Council.

The TLAB members were appointed by City Council for a four year term of office.

You can read the City Council decision and learn more about the appointees by visiting

[http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016\\_CC23\\_1](http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016_CC23_1)

## Highlights

### [Toronto Local Appeal Body – Member Biographies](#)

#### **Council appointees for 2016 - 2020 term**

Provides Biographies on Toronto Local Appeal Body Members

# Case Management

- Scheduling of TLAB appeals according to TLAB Rules & Procedures
- Maintain hearing roster
- Ensure proper maintenance of records
- Endeavour to provide prompt and timely access to assigned case file materials to Panel Members

# Confidentiality

- Hearing assignments are not publicized nor released prior to the hearing.
- Annotated Notes made by Panel Members on Digital Audio Recording System is protected and not subject to public release.
- Pursuant to TLAB Written Directive / Order (s)

# Questions?