

# Toronto Local Appeal Body

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## Rules of Practice and Procedure

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Effective Date of these Rules of  
Practice and Procedure:

*DRAFT RULES OF PRACTICE AND PROCEDURE FOR THE CITY OF TORONTO LOCAL  
APPEAL BODY*

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## INTRODUCTION

These Rules have been adopted by the Local Appeal Body pursuant to the *Statutory Powers Procedure Act*. These Rules apply to proceedings brought before the Local Appeal Body under subsections 45(12) and 53(14), (19) and (27) of the *Planning Act*, pursuant to section 115 of the *City of Toronto Act*.

The Local Appeal Body may publish practice directions which provide additional directions to be followed in proceedings. Practice directions are available at the Local Appeal Body's website: [www.toronto.ca/tlab](http://www.toronto.ca/tlab).

The Local Appeal Body publishes Forms which are available at the Local Appeal Body's website: [www.toronto.ca/tlab](http://www.toronto.ca/tlab).

### 1. GENERAL

#### Application

- 1.1 These Rules apply to the Local Appeal Body established on \_\_\_\_\_, and come into force and effect on \_\_\_\_\_.

#### Definitions

- 1.2 In these Rules the following words or phrases have the following meaning:

“*affidavit*” means written evidence under oath or affirmation, using Form 10;

“*appeal*” means an appeal to the Local Appeal Body;

“*applicant*” means any person who has made an application to the Committee of Adjustment under Section 45 or Section 53 of the *Planning Act*;

“*appellant*” means a person who brings an appeal;

“*Case File*” means the referral number, name or nomenclature used by the Local Appeal Body to identify a proceeding brought before it;

“*Chair*” means the Chair of the Local Appeal Body;

“days” means calendar days;

“*document*” includes data and information recorded or stored by any means;

“*electronic hearing*” means a hearing held by conference telephone call or some other form of electronic technology allowing persons simultaneously to hear or hear and see one another;

“*email*” means messages distributed by electronic means from one device user to one or more recipients via a network;

“*file*” means to send or deliver a document to the Local Appeal Body in accordance with these Rules;

“*Form*” means a document required by the Local Appeal Body for the filing of certain documents and available on the Local Appeal Body’s website;

“*hearing*” means the stage in a proceeding when the Local Appeal Body hears evidence and submissions and includes an electronic hearing, an oral hearing and a written hearing;

“*holiday*” means Saturday or Sunday and the statutory holidays of New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any special holiday proclaimed by the Governor General or the Lieutenant Governor in Council. Where New Year’s Day, Canada Day, Christmas Day, Boxing Day or Remembrance Day fall on a Saturday or Sunday, the following Monday is a holiday. Where Christmas Day falls on a Saturday or Sunday, the following Monday and Tuesday are holidays, and where Christmas Day falls on a Friday, the following Monday is a holiday;

“*mediation*” means mediation as described in these Rules;

“*member*” means a member of the Local Appeal Body;

“*motion*” means a request that the Local Appeal Body make a decision or issue an order at any stage in a proceeding;

“*moving party*” means a person who makes a motion to the Local Appeal Body;

“*oral hearing*” means a hearing at which persons attend before the Local Appeal Body in person;

“*participant*” means a person who is a participant under Rule 13;



“*party*” means a person who is a party under Rule 12;

“*person*” includes a corporation, and the entities included within the meaning of a person in the *Statutory Powers Procedure Act*;

“*practice directions*” means practice directions issued by the Local Appeal Body from time to time;

“*proceeding*” means a matter at any stage before the Local Appeal Body;

“*representative*” means a person who acts for a party or participant in a proceeding and is authorized under the *Law Society Act*, or is otherwise authorized by law to represent a party or participant in a proceeding;

“*respondent*” means a person answering an appellant or moving party;

“*Rules*” means these Rules of Practice and Procedure;

“*Rules of Civil Procedure*” means the Rules in effect for the Superior Court of Justice for Ontario;

“*written hearing*” means a hearing held by the exchange of documents; and

“*website*” means the website maintained by or on behalf of the Local Appeal Body at [www.toronto.ca/tlab](http://www.toronto.ca/tlab).

## **2. APPLICATION OF THE RULES**

### **Interpretation of these Rules**

- 2.1 The Local Appeal Body is committed to fixed and definite hearing dates. These Rules shall be interpreted in a manner which facilitates that objective.
- 2.2 These Rules shall be liberally interpreted to secure the just, most expeditious and cost-effective determination of every proceeding on its merits.
- 2.3 The Local Appeal Body may exercise any of its powers under these Rules or applicable law, on its own initiative or at the request of any person.

- 2.4 Where any of these Rules or any order issued by the Local Appeal Body conflicts with any statute or regulation, the provisions of the statute or regulation prevail.

### **Matters Not Dealt With by the Rules**

- 2.5 Where procedures are not provided for in these Rules the Local Appeal Body may do whatever is necessary and permitted by law to enable it to effectively and completely adjudicate matters before it in a just, expeditious and cost effective manner.
- 2.6 The Local Appeal Body may issue practice directions from time to time which are posted on the Local Appeal Body's website.
- 2.7 These Rules shall be interpreted in a manner which facilitates the introduction and use of electronic filing and the use of digital communication and storage media.
- 2.8 Any amendment to these Rules comes into force upon its publication on the Local Appeal Body's website, unless the Local Appeal Body directs otherwise.

### **Compliance with the Rules**

- 2.9 Substantial compliance with the requirements of these Rules is sufficient.

### **Relief and Exceptions to the Rules**

- 2.10 The Local Appeal Body may grant all necessary exceptions to these Rules, or grant other relief as it considers appropriate, to enable it to effectively and completely adjudicate matters before it in a just, expeditious and cost effective manner.

### **Failure to Comply With the Rules or Procedural Order**

- 2.11 Where a party or participant to a proceeding has not complied with a requirement of these Rules or a procedural order, the Local Appeal Body may:
- a) grant all necessary relief, including amending or granting relief from any procedural order on such conditions as the Local Appeal Body considers appropriate;
  - b) adjourn the proceeding until the Local Appeal Body is satisfied that there is

- compliance;
- c) order the payment of costs; or
- d) refuse to grant the relief in part or whole.

### **Quorum of Members**

- 2.12 Each hearing will be presided over by a panel composed of at least one member.

### **Expiry of Member's Term during Hearing**

- 2.13 If the term of a member presiding over a hearing expires before a decision or determination in a proceeding is given, the term of the member shall be deemed to continue, but only for the purpose of participating in the proceeding to its conclusion and for no other purpose.

### **Vacancy in Membership**

- 2.14 Any vacancy in the membership of the Local Appeal Body shall be filled as soon as possible.

## **3. FORMS, FORMAT, FILING, SERVICE AND DOCUMENTS**

### **Forms**

- 3.1 All persons shall use and complete Local Appeal Body Forms, unless the Local Appeal Body directs otherwise. Where no Form is available or applicable for any contemplated communication, service, filing or other such action, the following must be included in the document:
- a) the name of all known parties and participants in the proceeding;
  - b) the name of the person filing the document and if applicable, that person's representative;
  - c) the email, mailing address and telephone number of the person filing the

document, and if applicable, the same information for the person's representative; and

d) the Case File number, if available.

### **Format of Documents**

3.2 Every document in a proceeding, including visual evidence, shall be in electronic format, unless the Local Appeal Body directs otherwise. Acceptable electronic format includes documents in PDF, unless the Local Appeal Body directs otherwise.

### **Filing, Service and Exchange by Email**

3.3 Where any document is required to be served, filed or exchanged with or on the Local Appeal Body or any another party, participant or other person, it shall be served, filed or exchanged by email, unless a statute, or these Rules provide otherwise, or another method is directed to be used by the Local Appeal Body, and shall be sent:

- a) to the representative of the intended party or participant, if any;
- b) where the party or participant is not represented, directly to the party or participant;
- c) where the party or participant is a corporation and is not represented, to the corporation directly and to the attention of an individual with apparent authority to receive the document; or
- d) where served on the Local Appeal Body, a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document.

### **Service, Filing or Exchange before 4:30pm or Deemed Next-Day**

3.4 Service, filing or exchange of a document by email is effective the day sent, unless sent after 4:30 p.m., in which case the document is deemed to have been sent on the next day.

- 3.5 All emails shall include the Local Appeal Body's Case File number in the subject line, if available, and indicate the type of matter and provide full identification of the sender and intended recipient.

#### **Proof of Service by Email**

- 3.6 All documents which are required by these Rules, or required by order, to be served, filed or exchanged shall be electronically carbon copied to the Local Appeal Body.

#### **Copies of Local Appeal Body Documents and Digital Recordings**

- 3.7 Any person may examine any document filed with the Local Appeal Body, or request a copy and receive same, after paying the required fee, unless a statute, a Court Order, an order or practice direction of the Local Appeal Body, or these Rules, provide otherwise.
- 3.8 Any person may request a copy of a Local Appeal Body hearing which has been digitally recorded, and receive same, after paying the required fee, unless a statute, a Court Order, an order or practice direction of the Local Appeal Body, or these Rules, provide otherwise.

### **4. TIME**

#### **Time Calculation**

- 4.1 Time shall be calculated in accordance with these Rules, unless the Local Appeal Body directs otherwise.
- 4.2 Where an action is to be done within a specified number of days, the days are counted by excluding the first day and including the last day.
- 4.3 When the time for doing an act expires on a holiday the act may be done on the next day that is not a holiday.

### **Extension or Reduction of Time**

- 4.4 The Local Appeal Body may on its own initiative, or, on a motion by a party, extend or reduce a time limit provided by these Rules on such conditions as the Local Appeal Body considers appropriate.
- 4.5 The Local Appeal Body may exercise its discretion under Rule 4.4 before or after the expiration of a time limit and with or without a hearing.
- 4.6 Nothing in this section alters or amends a time limit established by statute.

## **5. FEES**

### **Filing and Other Applicable Fees**

- 5.1 The Local Appeal Body shall post a fee schedule on its website.
- 5.2 Appeal fees shall be payable to the City of Toronto Local Appeal Body by certified cheque, unless the Local Appeal Body directs otherwise.
- 5.3 All other fees required by these Rules or by an order of the Local Appeal Body shall be paid by debit or credit card.

## **6. DIRECTED NOTICES**

### **Directed Notices**

- 6.1 In addition to any notice requirement prescribed by law the Local Appeal Body may direct a party to give notice of a proceeding to any person and may direct the method of providing notice.

## **7. INITIATING A PROCEEDING**

### **Form of Appeal to the Local Appeal Body**

- 7.1 An appeal to the Local Appeal Body shall be filed within the prescribed period by filing a Form 1 with the Secretary-Treasurer of the Committee of Adjustment for the City of Toronto.
- 7.2 A complete Form 1 must provide all of the information requested in every section of the Form and must set out the reasons and grounds which form the substance of the appeal.
- 7.3 The appellant shall pay the required fee at the time the appeal is filed.

## **8. ADMINISTRATIVE SCREENING**

### **Administrative Screening**

- 8.1 The Local Appeal Body may not process an appeal if:
- a) Form 1 is incomplete;
  - b) Form 1 was submitted without the required fee for commencing a proceeding;
  - c) Form 1 was submitted after the prescribed time for commencing a proceeding; or
  - d) there is some other technical defect in the submitted Form 1.

### **Notice of Administrative Screening**

- 8.2 The Local Appeal Body shall give a person who has submitted a Form 1 notice of non-compliance under Rule 8.1 which includes:
- a) the reasons the Local Appeal Body will not process the submitted Form 1; and
  - b) the requirements for resuming processing of Form 1, if applicable.

- 8.3 Except in the case of Rule 8.1(c), where requirements for resuming processing of Form 1 apply processing shall be resumed if the person complies, within 5 days from the date of notice, with the requirements set out in the notice given under Rule 8.2.
- 8.4 After the expiry of the time period provided in Rule 8.3, the Local Appeal Body shall refer the matter for adjudicative screening under Rule 9, without refunding any fee paid.

### **Notice of Appeal Deemed Filed on Original Date**

- 8.5 If a documentary or technical defect set out in a notice provided under Rule 8.2 is corrected the notice of appeal is deemed to have been properly filed on the day it was first submitted rather than on the day the defect was cured.

## **9. ADJUDICATIVE SCREENING**

### **Adjudicative Screening by Member**

- 9.1 In the case of an appeal under subsection 45(12) of the *Planning Act* the Local Appeal Body may propose to, or upon motion, dismiss all or part of a proceeding without a hearing on the grounds that:
- a) the reasons set out in Form 1 do not disclose any apparent land use planning ground upon which the Local Appeal Body could allow all or part of the appeal;
  - b) the proceeding is frivolous, vexatious or commenced in bad faith;
  - c) the appeal is made only for the purpose of delay;
  - d) the appellant has persistently and without reasonable grounds commenced proceedings that constitute an abuse of process;
  - e) the appellant has not provided written reasons for the appeal;
  - f) the appellant has not paid the required fee;
  - g) the appellant has not complied with the requirements provided pursuant to Rule 8.2 within the time period specified by Rule 8.3;



- h) the proceeding relates to matters which are outside the jurisdiction of the Local Appeal Body;
- i) some aspect of the statutory requirements for bringing the appeal has not been met; or
- j) the submitted Form 1 could not be processed and the matter was referred, pursuant to Rule 8.4, for adjudicative screening.

9.2 In the case of an appeal under section 53 of the *Planning Act* the Local Appeal Body may propose to, or upon motion, dismiss all or part of a proceeding without a hearing on the grounds that:

- a) the reasons set out in Form 1 do not disclose any apparent land use planning ground upon which the Local Appeal Body could give or refuse to give the provisional consent or could determine the question as to the condition appealed to it;
- b) the appeal is frivolous, vexatious or is commenced in bad faith;
- c) the appeal is made only for the purpose of delay;
- d) the appellant has persistently and without reasonable grounds commenced proceedings that constitute an abuse of process;
- e) the appellant did not make oral submissions at a public meeting or did not make written submissions to the Committee of Adjustment before a provisional consent was given or refused and, in the opinion of the Local Appeal Body, the appellant did not provide a reasonable explanation for having failed to make a submission;
- f) the appellant has not provided written reasons for the appeal;
- g) the appellant has not paid the required fee;
- h) the appellant has not complied with the requirements provided pursuant to Rule 8.2 within the time specified by Rule 8.3;
- i) the proceeding relates to matters that are outside the jurisdiction of the Local Appeal Body;
- j) some aspect of the statutory requirements for bringing the appeal has not been met; or

- k) the submitted Form 1 could not be processed and the matter was referred, pursuant to Rule 8.4, for adjudicative screening.
- 9.3 Where the Local Appeal Body proposes to dismiss all or part of an appeal under Rule 9.1 or 9.2 it shall give notice of the proposed dismissal in accordance with the *Statutory Powers Procedure Act*, and to such other persons as the Local Appeal Body may direct.
- 9.4 A person wishing to make written submissions on a proposed dismissal shall do so within 10 days of receiving the Local Appeal Body's notice given under Rule 9.3.
- 9.5 Upon receiving written submissions, or, if no written submissions are received in accordance with Rule 9.4, the Local Appeal Body may dismiss the appeal or make any other order.
- 9.6 Where the Local Appeal Body dismisses all or part of an appeal, or is advised that an appeal is withdrawn, any fee paid shall not be refunded.

## **10. NOTICE OF HEARING**

### **Local Appeal Body shall give Notice of Hearing**

- 10.1 The Local Appeal Body shall give a Notice of Hearing to the applicant, the appellant, the Secretary-Treasurer of the Committee of Adjustment and to such other persons as the Local Appeal Body may direct, using Form 2.
- 10.2 The Local Appeal Body shall determine the format, date, time and location of the hearing.

## **11. APPLICANT'S DISCLOSURE**

### **Whether or not Applicant is Appellant, Applicant Must Disclose**

- 11.1 Whether or not an applicant is an appellant, an applicant shall disclose any intended revisions or modifications to the application that was made to the Committee of Adjustment.

- 11.2 The applicant shall file an Applicant's Disclosure, using Form 3, with the Local Appeal Body not later than 15 days after a Notice of Hearing is served.
- 11.3 The Local Appeal Body shall post the Applicant's Disclosure Form 3 on its website.

## **12. PARTIES**

### **Party Election**

- 12.1 Persons who receive a Notice of Hearing from the Local Appeal Body and who wish to be a party, and persons entitled by law to be a party, shall disclose their intention to be a party to the Local Appeal Body.
- 12.2 Persons who wish to be a party shall file an Intention to be a party or participant, using Form 4, with the Local Appeal Body not later than 20 days after a Notice of Hearing is served. Thereafter, a party shall comply with the Rules relating to parties and comply with any other directions given by the Local Appeal Body pertaining to parties.
- 12.3 The Local Appeal Body may name persons to be parties for all or part of a proceeding on such conditions as it considers appropriate. A party to a proceeding is not a participant to a proceeding.
- 12.4 In deciding whether a person's status as a party to a proceeding should be denied, at any time, the Local Appeal Body may consider, among other things:
- a) whether the person's interests may be directly and substantially affected by the proceeding or its result;
  - b) whether the person has a genuine interest, whether public or private, in the subject matter of the proceeding; and
  - c) whether the person is likely to make a relevant contribution to the Local Appeal Body's understanding of the issues in the proceeding.
- 12.5 A party who wishes to relinquish his or her status as a party shall do so by serving a notice on all known parties and participants and filing same with the Local Appeal Body at the earliest possible date. If any other party serves an objection on all known parties and participants and files same with the Local Appeal Body,

within 5 days of the service of a notice to relinquish, the party seeking to relinquish his or her status must bring a motion.

### **Role of a Party**

- 12.6 A party to a proceeding before the Local Appeal Body may participate fully in the proceeding and this includes the following:
- a) bring, serve and file motions;
  - b) be a witness in the proceeding;
  - c) be questioned by the parties;
  - d) call witnesses in the proceeding;
  - e) receive copies of all documents served or filed in the proceeding;
  - f) cross-examine witnesses in the proceeding;
  - g) make submissions in the proceeding, including final argument;
  - h) participate in any mediation; and
  - i) claim costs and be subject to a cost award.

## **13. PARTICIPANT**

### **Participant Election**

- 13.1 Persons who receive a Notice of Hearing from the Local Appeal Body and who wish to be a participant shall disclose their intention to be a participant to the Local Appeal Body.
- 13.2 Persons who wish to be a participant shall file an Intention to be a Party or Participant, using Form 4, with the Local Appeal Body not later than 20 days after a Notice of Hearing is served. Thereafter, a participant shall comply with the Rules relating to participants and comply with any other directions given by the Local Appeal Body pertaining to participants.

- 13.3 The Local Appeal Body may name persons to be participants for all or part of a proceeding on such conditions as it considers appropriate. A participant to a proceeding is not a party to a proceeding.
- 13.4 In deciding whether a person's status as a participant to a proceeding should be denied, at any time during a proceeding, the Local Appeal Body may consider whether the person's connection to the subject matter of the proceeding is remote and may also consider, among other things, the criteria listed in Rule 12.4.
- 13.5 A person who may otherwise qualify as a party may request participant status.
- 13.6 A participant who wishes to relinquish his or her status as a participant shall do so by serving a notice on all known parties and participants and filing same with the Local Appeal Body at the earliest possible date. If any party objects to a participant's relinquishment of status, that party must bring a motion within 5 days of the participant's service of the notice to relinquish.

### **Role of a Participant**

- 13.7 A participant in a proceeding may:
- a) be a witness;
  - b) be questioned by the parties; and
  - c) make an oral or written statement to the Local Appeal Body at a time set for such a statement.
- 13.8 A Participant to a proceeding may not:
- a) call witnesses and cross-examine witnesses;
  - b) bring motions, except a motion to seek party status;
  - c) participate in mediation, unless permitted to do so by the Local Appeal Body;  
and
  - d) claim costs.

## **14. REPRESENTATIVES**

### **Parties and Participants may be Represented**

- 14.1 A party or participant may be represented by a representative. Representatives who are not legal counsel must confirm authorization to act for a party or participant by either indicating on Form 1 that he or she is duly authorized, or by filing a Form 5. If authorization changes, the party, participant or newly authorized representative shall immediately notify the Local Appeal Body and all other parties of such changes in representation by serving and filing a Form 5.
- 14.2 Where a party or participant has a representative all communications shall be through the representative.

### **Representative may not be an Expert in same Proceeding**

- 14.3 An expert witness cannot be a representative in the same proceeding.

## **15. REQUIREMENT TO CONSULT WEBSITE FOR LIST OF PARTIES AND PARTICIPANTS**

### **Duty to Consult Website to identify Parties and Participants for Service**

- 15.1. All parties and participants shall consult the Local Appeal Body's website in order to determine the parties and participants for the purpose of all service requirements provided in these Rules.

### **All Parties and Participants encouraged to regularly Consult Website**

- 15.2 All parties and participants are encouraged to regularly consult the Local Appeal Body's website during the course of a proceeding.

## **16. DISCLOSURE**

### **Disclosure May be Ordered at any Stage**

- 16.1 In addition to the Rules for the filing, service, exchange and disclosure of evidence and documents, the Local Appeal Body may, at any stage in a proceeding, make orders for:
- a) the oral and written examination of a party;
  - b) the exchange of witness statements and reports of expert witnesses;
  - c) the provision of particulars;
  - d) the exchange of a list of issues; and
  - e) any other form of disclosure.

### **Disclosure of Documents**

- 16.2 Parties shall serve on all parties a copy of every document they intend to rely on or produce in the hearing and file same with the Local Appeal Body not later than 30 days after a Notice of Hearing is served.
- 16.3 Where a party fails to disclose documents in accordance with Rule 16.2 the Local Appeal Body may disallow the document to be entered in evidence and may make such other orders as it deems appropriate in the circumstances.

### **Witness Statements**

- 16.4 Parties shall serve witness statements on all other parties and file same with the Local Appeal Board not later than 45 days after a Notice of Hearing is served. A witness statement shall include, where applicable:
- a) a short written outline of the person's background, experience and interest in the appeal;
  - b) a list of the issues that they will discuss and a short written outline of that person's intended evidence;
  - c) the date;

- d) the full legal name and full mailing address of the witness; and
- e) the signature of the witness.

### **Participant Statements**

- 16.5 Participants shall serve a participant statement on all parties and file same with the Local Appeal Body not later than 45 days after a Notice of Hearing is served. A participant statement shall include, where applicable:
- a) a short written outline of that participant's intended evidence;
  - b) a list of every document the participant intends to rely on or produce in the hearing;
  - c) the date; and
  - d) the signature of the participant.

### **Witness Statement of Expert**

- 16.6 Parties shall serve an expert witness statement on all parties and file same with the Local Appeal Body not later than 45 days after a Notice of Hearing is served.
- 16.7 An expert engaged by or on behalf of a party who is to provide opinion evidence in a proceeding shall acknowledge his or her duties as an expert in writing by executing a Form 6. An expert witness' duties include:
- a) providing opinion evidence that is fair, objective and non-partisan;
  - b) providing opinion evidence that is related only to the matters that are within the expert's area of expertise; and
  - c) providing additional assistance to the Local Appeal Body as may reasonably be required to determine a matter in issue.
- 16.8 The duties of an expert provided in Rule 16.7 prevail over any obligation owed by an expert to the party on whose behalf he or she is engaged.
- 16.9 The witness statement of an expert shall include:



- a) the expert's name, address and area of expertise;
- b) the expert's qualifications, employment and educational experiences in his or her area of expertise;
- c) the instructions provided to the expert in relation to the proceeding;
- d) the nature of the opinion being sought and, where there is a range of opinions given, a summary of the range and the reasons for the expert's opinion within that range; and
- e) the expert's reasons for his or her opinion, including a description of the factual assumptions, research and any documents relied upon by the expert in forming his or her opinion.

## **17. MOTIONS**

### **Date by which Motions will be Heard**

- 17.1 No motion, except a motion brought under Rule 28, shall be heard later than 30 days before the hearing, unless the Local Appeal Body directs otherwise.

### **Notice of Motion**

- 17.2 A motion in a proceeding shall be made by notice of motion, using Form 7.

### **Date for Motion**

- 17.3 A motion shall be heard in person and the moving party shall obtain from the Local Appeal Body a motion date prior to service of the notice of motion, unless the Local Appeal Body directs otherwise.

### **Local Appeal Body may Require Motions to be in Writing or Electronically**

- 17.4 The Local Appeal Body may require a motion to be in writing or be held by electronic hearing upon such terms as the Local Appeal Body directs.

### **Content of Motion Material**

- 17.5 A notice of motion to be heard orally, by electronic hearing or in writing shall:
- a) state the date, time and location of the motion, unless the motion is to be heard in writing;
  - b) state the precise relief sought;
  - c) state the grounds to be argued, including a reference to any statutory provisions or Rules to be relied on;
  - d) list and attach the documentary evidence to be used in the motion;
  - e) be accompanied by an affidavit setting out a brief and clear statement of the facts upon which the moving party will rely; and
  - f) state the names and contact addresses of the responding parties or their representatives and all persons to whom the notice of motion is to be given.

### **Service of Notice of Motion**

- 17.6 A moving party shall serve a notice of motion on all parties and file same with the Local Appeal Body at least 15 days before the date the motion is to be held in person or by electronic hearing, unless the Local Appeal Body directs otherwise.

### **Notice of Response to Motion and Service**

- 17.7 If a party intends to respond to a motion a responding party shall serve on all parties a notice of response, using Form 8 and file same with the Local Appeal Body at least 7 days before the day the motion is to be held in person or by electronic hearing, unless the Local Appeal Body directs otherwise.
- 17.8 A notice of response shall:
- a) state the responding party's response, including a reference to any statutory provisions or rules to be relied on;
  - b) list and attach the documentary evidence to be used in the motion; and
  - c) be accompanied by an affidavit setting out a brief and clear statement of the facts upon which the responding party will rely.

### **Notice of Reply to Response to Motion and Service**

- 17.9 If a moving party intends to reply to new issues, facts or documents raised in the notice of response to motion the moving party shall serve on all parties a notice of reply, using Form 9, and file same with the Local Appeal Body at least 4 days before the motion is to be held in person or by electronic hearing, unless the Local Appeal Body directs otherwise.
- 17.10 A notice of reply shall:
- a) only address new issues, facts and documents raised in the notice of response;
  - b) state the moving party's reply, including any reference to any statutory provisions or rules to be relied on;
  - c) list and attach any documentary evidence to be used in the hearing relating to those matters addressed in the reply; and
  - d) be accompanied by an affidavit setting out a brief and clear statement of the facts upon which the moving party will rely.

## **18. DISCOVERY**

### **Order for Discovery**

- 18.1 The Local Appeal Body may make an order for discovery for a party to obtain relevant and necessary information from any person.
- 18.2 A notice of motion for an order for discovery, using Form 7, shall be in writing, unless the Local Appeal Body directs otherwise, and shall be served on all parties and filed with the Local Appeal Body.
- 18.3 A notice of motion for discovery shall be accompanied by an affidavit. The affidavit in support of the motion for discovery shall set out the efforts made to obtain the desired information and the reasons which demonstrate the information sought is both relevant and necessary to the disposition of the issues in the proceeding.
- 18.4 An order for discovery shall only be issued if the party seeking an order for discovery has already requested the information sought and it has been refused or

no answer has been received from the other party, and the Local Appeal Body is satisfied there is good reason to order discovery.

18.5 On a motion for discovery the Local Appeal Body may order:

- a) any person to provide an affidavit containing a list of relevant documents in their possession and a list of documents for which privilege is claimed;
- b) the delivery of some or all of the documents;
- c) an oral examination or cross-examination of any person or party;
- d) an examination for discovery by written questions;
- e) the inspection and testing of property;
- f) the examination of a witness before the commencement of a proceeding;
- g) any other form of discovery; and
- h) conditions concerning the timing, scope and duration of discovery.

### **Rules of Civil Procedure Apply to Discovery**

18.6 If an order for discovery is obtained the *Rules of Civil Procedure* pertaining to discovery and the subsequent use of discovery answers in a proceeding apply, except to the extent same may be modified by an order of the Local Appeal Body.

## **19. SETTLEMENT**

### **Settlement before Final Determination**

19.1 The Local Appeal Body is committed to encouraging parties to settle some or all of the issues by informal discussion, exchange and mediation.

19.2 Parties who arrive at a settlement shall serve the terms of the proposed settlement on all other parties and participants and file same with the Local Appeal Body at the earliest possible date.

- 19.3 The Local Appeal Body shall give notice to all parties and participants of the date, time and location of the settlement hearing, and shall thereafter conduct a settlement hearing on the terms of the proposed settlement.
- 19.4 Where no person at the hearing opposes the proposed settlement the Local Appeal Body may issue an order giving effect to the settlement and any necessary amendments.

## **20. MEDIATION**

### **Date by which Mediation shall be Held**

- 20.1 No mediation conducted by the Local Appeal Body shall be held later than 30 days before the hearing, unless the Local Appeal Body directs otherwise.

### **Mediation**

- 20.2 Where the Local Appeal Body is satisfied there is good reason to believe one or more of the issues in dispute may be resolved through mediation the Local Appeal Body may direct the parties to attend non-binding mediation.
- 20.3 The Local Appeal Body shall set the location, date and time of any mediation to be conducted and direct how notice of the mediation will be given to the parties.

### **Local Appeal Body appoints Member as Mediator**

- 20.4 If mediation is to be conducted, the Local Appeal Body will appoint a mediator who is a member of the Local Appeal Body and the mediator may make use of any appropriate dispute resolution techniques to assist the parties in resolving some or all of the issues in dispute.

### **Member to Preside at Hearing with Parties' Consent**

- 20.5 A member who conducts a mediation in which one or more of the issues have not been resolved may not preside over any hearing relating to those unresolved issues unless all of the parties consent and the member agrees.

### **Mediation and Settlement Discussions Confidential**

- 20.6 Mediation is to be conducted in confidence. Any information or documents provided or exchanged during a mediation and any discussions or exchanges relating to the resolution of issues or offers to settle are and shall remain confidential and shall not be disclosed or entered as evidence in the same or any other proceeding. Any notes of a mediation made by a member shall remain confidential and shall not be released to any person or admitted into evidence in any proceeding.
- 20.7 Nothing in Rule 20.6 affects the disclosure of the settlement terms and conditions that are proposed to be approved by the Local Appeal Body.
- 20.8 Nothing in Rule 20.6 affects the obligations of parties to make disclosure as otherwise required by these Rules.
- 20.9 A member that participates in mediation is not competent or compellable in any proceeding to give evidence or produce documents regarding the mediation.

## **21. PREHEARING CONFERENCES**

### **Date by which Prehearing shall be Held**

- 21.1 No prehearing shall be held later than 30 days before the date of the hearing, unless the Local Appeal Body directs otherwise.

### **A Prehearing may be conducted only if there is Good Reason to do so**

- 21.2 The Local Appeal Body shall not conduct a prehearing unless the Local Appeal Body is satisfied there is good reason to do so.

### **A Prehearing may be Oral, Electronic or in Writing**

- 21.3 A prehearing may be oral, electronic or in writing.

**Parties must be Prepared for Prehearing**

- 21.4 The Local Appeal Body is committed to ensuring all parties involved in a prehearing are focused and prepared to fully and definitively address those matters outlined in Rule 21.6.

**If Prehearing, Local Appeal Body shall Give Notice**

- 21.5 In the event the Local Appeal Body directs a prehearing be held it shall give notice of the location, date and time for same.

**Matters to be Dealt with in a Prehearing**

- 21.6 A prehearing may include settlement discussions, motions or other procedural issues, in order to:
- a) identify the parties and participants and determine or resolve the issues raised by the appeal;
  - b) identify facts or evidence the parties may agree on or upon which the Local Appeal Body may make a binding decision;
  - c) obtain admissions that may simplify the hearing;
  - d) provide directions to the parties;
  - e) discuss the possible use of mediation or other dispute resolution processes;
  - f) estimate the length of the hearing and encourage the parties to agree upon the date for any further procedural steps;
  - g) discuss issues of confidentiality, including any need to hold a part of the hearing in the absence of the public or to seal documents; and
  - h) deal with any other matter that may assist in a fair, cost-effective, and expeditious resolution of the issues.

**Member who Conducts Prehearing may make Orders**

- 21.7 The member conducting a prehearing conference may make any orders necessary to give effect to those matters provided for in Rule 21.6.

### **Member who Conducts Prehearing May or May Not be Seized**

- 21.8 A member who conducts a prehearing may or may not remain seized of the proceeding.

### **No Further Prehearing unless Compelling Reason Shown**

- 21.9 The Local Appeal Body is committed to reducing the time and cost of proceedings and it is expected that, in the event a prehearing is held, no other or further prehearing will be held unless there is a compelling reason to do so. In considering whether any further prehearing may be directed the Local Appeal Body may weigh, among other things, the time and cost of conducting a further prehearing against the advantages of a further prehearing.

## **22. CONSOLIDATION**

### **Consolidating Proceedings or Hearing Matters Together**

- 22.1 The Local Appeal Body may order that proceedings be consolidated, heard at the same time or heard one after the other, or stay or adjourn any proceeding until the determination of any other proceeding.

### **Effect of Consolidation**

- 22.2 When two or more proceedings are consolidated:
- a) statutory procedural requirements for any of the original separate proceedings apply, where appropriate, to the consolidated proceeding;
  - b) parties to each of the original separate proceedings are parties to the consolidated proceeding; and
  - c) evidence to be presented in each of the separate proceedings is evidence to be presented in the consolidated proceeding.



### **Effect of Hearing Proceedings Together**

- 22.3 When two or more proceedings are heard together but not consolidated:
- a) statutory requirements for each proceeding apply only to that particular proceeding and not to the others;
  - b) parties to the hearing are parties to their individual proceedings only and not parties to the other proceedings; and
  - c) unless otherwise ordered by the Local Appeal Body, evidence in the hearing is only evidence in each proceeding to which it could apply.

### **Local Appeal Body may Reverse Consolidation**

- 22.4 The Local Appeal Body may separate proceedings that have been consolidated or matters heard together at any time if it determines that the proceedings have become unduly complicated, delayed or repetitive or a party is unduly prejudiced.

## **23. ADJOURNMENTS**

### **Hearing Dates Fixed**

- 23.1 Proceedings will take place on the date set by the Local Appeal Body and provided in the Notice of Hearing, unless the Local Appeal Body orders otherwise.

### **Request for Adjournment must be on Motion**

- 23.2 A party requesting an adjournment shall bring a motion.

### **Considerations in Granting Adjournment**

- 23.3 In deciding whether or not to grant a request for an adjournment the Local Appeal Body may, among other things, consider:
- a) the reasons for an adjournment;
  - b) the interests of the parties in having a full and fair proceeding;

- c) the integrity of the Local Appeal Body's process;
- d) the timeliness of an adjournment;
- e) the position of the other parties on the request;
- f) whether an adjournment will cause or contribute to any existing or potential harm or prejudice to others, including possible expense to other parties;
- g) the effect an adjournment may have on parties, participants or other persons;  
and
- h) the effect an adjournment may have on the ability of the Local Appeal Body to conduct a proceeding in a just, timely and cost effective manner.

### **Powers of the Local Appeal Body upon Adjournment Motion**

23.4 On a motion for adjournment the Local Appeal Body may:

- a) grant the motion;
- b) grant the motion and fix a new date, or where appropriate, the Local Appeal Body may schedule a prehearing on the status of the matter;
- c) grant a shorter adjournment than requested;
- d) deny the motion;
- e) direct that the hearing commence or continue as scheduled, or proceed with a different witness, or evidence on another issue;
- f) grant an indefinite adjournment if the request is made by a party and is accepted by the Local Appeal Body as reasonable and the Local Appeal Body finds no substantial prejudice to the other parties or to the Local Appeal Body. In this case the moving party must make a request that the hearing be rescheduled or the Local Appeal Body may direct that the moving party provide a timeline for the commencement or continuance of the proceeding;
- g) convert the scheduled date to a mediation or prehearing conference; or
- h) make any other appropriate order including an order for costs.

## 24. HEARINGS

### **Form of Hearing**

24.1 The Local Appeal Body may hold an oral, electronic or written hearing.

### **Hearing to be Oral**

24.2 Unless the Local Appeal Body directs or these Rules provide otherwise, hearings shall be held orally.

### **Objection to an Electronic Hearing**

24.3 A party who objects to an electronic hearing shall bring a motion within 5 days of service of the notice of electronic hearing.

### **Factors Considered for Holding Electronic Hearing**

24.4 The Local Appeal Body may consider any relevant factors in deciding to hold an electronic hearing, including:

- a) the convenience to the parties and the Local Appeal Body;
- b) the likelihood of the process being less costly, faster and more efficient;
- c) whether it is a fair and accessible process for the parties;
- d) the desirability or necessity of public participation in, or public access to, the Local Appeal Body's process;
- e) whether the evidence or issues are suitable for an electronic hearing;
- f) whether credibility may be an issue or the extent to which facts are in dispute;  
or
- g) whether an electronic hearing is likely to cause significant prejudice to any party or participant.

### **Objection to a Written Hearing**

- 24.5 A party who objects to a written hearing shall bring a motion within 5 days of service of the notice of written hearing.

### **Factors Considered For Holding a Written Hearing**

- 24.6 The Local Appeal Body may consider any relevant factors in deciding to hold a written hearing, including:
- a) the convenience to the parties and the Local Appeal Body;
  - b) the likelihood of the process being less costly, faster and more efficient;
  - c) whether it is a fair and accessible process for the parties;
  - d) the desirability or necessity of public participation in or public access to the Local Appeal Body's process;
  - e) whether the evidence or legal issues are suitable for a written hearing;
  - f) whether credibility may be an issue or the extent to which facts are in dispute;  
or
  - g) whether a written hearing is likely to cause significant prejudice to any party or participant.

### **Procedure for Exchange of Documents in Written Hearing**

- 24.7 If a hearing proceeds as a written hearing the appellant shall serve on all parties and participants and file with the Local Appeal Body all evidence and submissions within 30 days after the Local Appeal Body's notice of written hearing is served.
- 24.8 Parties and participants who wish to respond to the appellant's submissions shall serve on all parties and participants and file with the Local Appeal Body all responding submissions and evidence within 20 days of service of the appellant's submissions.
- 24.9 The appellant may serve a reply to the other parties and participants' submissions and file a copy of the reply with the Local Appeal Body within 10 days of receipt of the responding submissions. The reply shall be limited to any new evidence and new submissions in the responses.

24.10 Following the expiry of the time for any reply submissions the Local Appeal Body shall make its decision.

### **Evidence in a Written Hearing must be by Affidavit**

24.11 Evidence in a written hearing must be by way of affidavit and any documents to be relied on shall be attached to the affidavit.

## **25. COMPELLING ATTENDANCE OF a WITNESS BY SUMMONS**

### **Who may Summons a Witness**

25.1 A party who wishes to compel a person in Ontario to attend before the Local Appeal Body to appear as a witness may serve a summons on that person to attend any proceeding before the Local Appeal Body to:

- a) give relevant and admissible evidence under oath or affirmation; and
- b) produce any relevant and admissible document or thing.

### **How to Obtain a Summons**

25.2 A party who wishes to summons a witness shall make a request in writing and file same with the Local Appeal Body, using Form 11.

### **When Summons will Issue**

25.3 A party requesting a summons shall set out in a request for summons the issues and evidence the witness is intended to address and explain the relevance of that evidence to the issues in dispute. If the requested information is contained in the request for summons, the summons shall be signed and issued by the Local Appeal Body Chair and sent to the requesting party for service upon the person to be summoned.

### **Serving a Summons**

- 25.4 A summons shall be served on the witness by personal service no later than 7 days before the time for attendance, unless the Local Appeal Body directs otherwise.
- 25.5 Attendance money shall accompany a summons when served on a witness, in accordance with the Rules of Civil Procedure.

### **Motion to Quash a Summons**

- 25.6 Any person who is served with a summons may move to quash the summons and seek an award of costs in accordance with these Rules.

### **Attendance of Summoned Witness**

- 25.7 A summoned witness shall attend a hearing of the Local Appeal Body at the time and place stated in the summons or as otherwise arranged with the party serving the summons. A witness shall bring with them all documents and things within their possession, as required by the terms of the summons.

## **26. INTERPRETER**

### **Where Interpreter Required**

- 26.1 Where an interpreter is required a party or participant requiring an interpreter shall provide the interpreter, except as required by the *Accessibility for Ontarians with Disabilities Act*.

## **27. CONDUCT OF PROCEEDINGS**

### **Proceedings to be Public**

- 27.1 All Local Appeal Body proceedings shall be public, unless the Local Appeal Body orders otherwise.

- 27.2 Subject to the *Statutory Powers Procedure Act* and any other applicable law the Local Appeal Body may hold an oral or electronic hearing or part of a hearing in the absence of the public, with such persons in attendance as the Local Appeal Body may permit and with such conditions as it may impose.

### **Procedure at a Proceeding**

- 27.3 A member presiding at a proceeding shall control the conduct of that proceeding, including the order of presentation of evidence and submissions, and may limit further examination or cross-examination of a witness where the member is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the matters at issue.
- 27.4 A member may stipulate and allocate the time permitted for any proceeding or part of a proceeding.

### **Media Coverage - Photographic, Audio or Video Recording**

- 27.5 No person shall take or attempt to take a photograph, motion picture, video recording, or other recording capable of producing visual or auditory representations by electronic means, or otherwise, at any proceeding of the Local Appeal Body, unless the presiding member authorizes such recording and the following conditions are satisfied by the person making the request:
- a) the request is made to the presiding member or the Chair;
  - b) the member or Chair determines that the proceeding will not be disrupted or delayed if a recording is made;
  - c) the member or Chair determines that the approval of the request will not result in any prejudice to any party to the proceeding; and
  - d) the equipment is of a type approved by the Local Appeal Body and will be placed in a location approved by the presiding member.

### **Submissions Concerning a Request**

- 27.6 Parties and the person who makes a request under Rule 27.5 shall be afforded an opportunity to make brief submissions and respond to brief submissions before the Local Appeal Body concerning recording and media requests. The Local Appeal

Body may impose any conditions required to address or ensure those issues raised in Rule 27.5 are respected.

### **Withdrawal of Approval**

- 27.7 The Local Appeal Body may withdraw permission to record temporarily or permanently.

### **Proceedings Recorded**

- 27.8 All proceedings of the Local Appeal Body are digitally recorded by the Local Appeal Body. A copy of same may be requested by any person and received by any person in accordance with Rule 3.8.

### **Transcripts**

- 27.9 If a party produces a transcript or partial transcript of a proceeding, the party must notify the Local Appeal Body, and the other parties to the proceedings, that it has done so, and the Local Appeal Body shall receive a copy of the transcript free of charge, if requested. The party must file the copy of the transcript with the Local Appeal Body within 5 days of the date of that party's receipt of the transcript.
- 27.10 Transcripts or partial transcripts shall be transcribed by a qualified verbatim reporter.

## **28. COSTS**

### **Who May Request an order for Costs**

- 28.1 Only a party or a person who has brought a motion in the proceeding may seek an award of costs.
- 28.2 A request for costs may be made at any stage in a proceeding but in all cases shall be made no later than 30 days after a written decision is issued by the Local Appeal Body.



### **Member Seized to Consider Costs Order**

- 28.3 The member who conducts or conducted the proceeding in which a request for costs is made shall make the decision regarding costs.

### **Submissions Respecting Costs**

- 28.4 All submissions for a request for costs shall be made by motion in writing and served on all parties and filed with the Local Appeal Body, unless a party satisfies the Local Appeal Body that to do so is likely to cause the party significant prejudice.

- 28.5 Submissions for a request for costs shall address:

- a) the reasons for the request and the amount requested;
- b) an estimate of any extra preparation or hearing time, and a breakdown of all associated rates, fees and disbursements, caused by the conduct alleged to attract costs and specifically any of those matters outlined in Rule 28.6;
- c) copies of supporting invoices for expenses claimed or an affidavit of a person responsible for payment of those expenses verifying the expenses were properly incurred; and
- d) attach an affidavit in which the party swears the costs claimed were incurred directly and necessarily.

### **Considerations for Costs Award**

- 28.6 Notwithstanding the Local Appeal Body's broad jurisdiction to award costs the Local Appeal Body is committed to an approach to awarding costs that does not act as a deterrent to persons contemplating becoming a party or continuing to be a party to a proceeding. In determining whether to award costs against a party the Local Appeal Body may consider the following:

- a) whether a party failed to attend a proceeding or to send a representative when properly given notice, without giving the Local Appeal Body notice;
- b) whether a party failed to co-operate with others or the Local Appeal Body, changed a position without notice or introduced an issue or evidence not previously disclosed;

- c) whether a party failed to act in a timely manner;
- d) whether a party failed to comply with the Local Appeal Body's Rules or procedural orders;
- e) whether a party caused unnecessary adjournments, delays or failed to adequately prepare for a proceeding;
- f) whether a party failed to present evidence, continued to deal with irrelevant issues, or a party asked questions or acted in a manner that the Local Appeal Body determined to be improper;
- g) whether a party failed to make reasonable efforts to combine submissions with another party with similar or identical issues;
- h) whether a party acted disrespectfully or maligned the character of another party or participant; or
- i) whether a party presented false or misleading evidence.

### **Threshold relating to Costs**

- 28.7 In all cases a member shall not order costs unless the member is satisfied that the party against whom costs are claimed has engaged in conduct, or a course of conduct, which is unreasonable, frivolous, vexatious or in bad faith.

### **Interest on Award of Costs**

- 28.8 Costs bear interest at the same rate as provided in the *Courts of Justice Act*.

## **29. DECISIONS AND ORDERS**

### **Issuing a Decision or Order**

- 29.1 An order may be contained in the decision and issue as a decision and order of the Local Appeal Body. Where an order issues after a written decision, the Local Appeal Body will issue the appropriate order.

### **Condition Imposed in a Local Appeal Body Must be Satisfied**

- 29.2 Subject to subsection 45(9) and 53(41) of the *Planning Act* a condition imposed in a Local Appeal Body decision shall be satisfied by the date and in the manner ordered by the Local Appeal Body. If a condition is not satisfied, and, subject to any statutory requirements, the Local Appeal Body may on its own initiative, or by motion, require the parties to re-attend before it.

### **Effective Date of Local Appeal Body Decision**

- 29.3 A Local Appeal Body decision or order is effective on the issue date provided on the face of the decision or order.

## **30. CORRECTING MINOR ERRORS IN DECISIONS AND ORDERS**

### **Correcting Minor Errors**

- 30.1 The Local Appeal Body may at any time and without prior notice to the parties correct a technical or typographical error, error in calculation or similar minor error made in a Decision or order. There is no fee if a party requests such corrections.

## **31. REVIEW OF ORDER OR DECISION**

### **A Party may Request Review**

- 31.1 A party may request a review of a final decision or order of the Local Appeal Body.

### **Request does not Operate as a Stay**

- 31.2 A request for a review shall not operate as a stay, unless the Local Appeal Body orders otherwise.

### **Time Period for Requesting Review**

- 31.3 A party shall serve on all parties and file with the Local Appeal Body a request for review within 30 days of the decision or order, unless the Local Appeal Body directs otherwise.

### **Contents of a Request for Review**

- 31.4 A party requesting a review shall do so in writing by way an affidavit which provides:
- a) the reasons for the request;
  - b) the grounds for the request;
  - c) any new evidence supporting the request; and
  - d) any applicable rules or law supporting the request.

### **Fee for Filing of Review**

- 31.5 A party requesting a review shall, at the same time as filing a request for review, pay to the Local Appeal Body the required fee.

### **Local Appeal Body may seek Submissions, Direct Motion, Rehear etc.**

- 31.6 The Local Appeal Body may review all or part of any final order or decision at the request of a party, or on its own initiative, and may:
- a) seek written submissions from the parties on the issue raised in the request;
  - b) grant or direct a motion to argue the issue raised in the request;
  - c) grant or direct a rehearing on such terms and conditions as the Local Appeal Body directs; or
  - d) confirm, vary, suspend or cancel the order or decision.

### **Grounds for Review**

- 31.7 The Local Appeal Body may consider reviewing an order or decision if the reasons and evidence provided by the requesting party are compelling and demonstrate grounds which show that the Local Appeal Body may have:
- a) acted outside of its jurisdiction;
  - b) violated the rules of natural justice and procedural fairness;
  - c) made an error of law or fact which would likely have resulted in a different order or decision;
  - d) been deprived of new evidence which was not available at the time of the hearing but which would likely have resulted in a different order or decision;  
or
  - e) heard false or misleading evidence from a person, which was only discovered after the hearing, but which likely resulted in the order or decision which is the subject of the request for review.

### **Local Appeal Body Shall Give Procedural Directions**

- 31.8 Where the Local Appeal Body seeks written submissions from the parties or grants or directs a motion to argue a request for review the Local Appeal Body shall give the parties procedural directions relating to the content, timing and form of any submissions, motion materials or hearing to be conducted.

