

Toronto Local Appeal Body
Public Guide
Information Session 2017

April 2017



Toronto Local Appeal Body – Court Services

- Provide Information about TLAB, its processes to public.
- Available online in PDF format with interactive Table of Contents
- Future enhancements include links to instructional videos
- Does not replace the Rules of Practice and Procedure

Table of Contents

- Interactive table of contents
- Hyperlinked titles and page numbers when the guide is viewed in PDF format
- Allows people to easily access areas of interest without having to read the entire document

Part 1 - About TLAB

Overview

- Members
- Mandate
- History
- TLAB as an appeal Body
- Proceedings
- Forms

Part 2 – Filing an Appeal

- How to you know if you can appeal?
- How do you know if your appeal is to TLAB?
- Know your appeal type
- Fill out your appeal form
- Submit your appeal to Committee of Adjustment
- Pay your appeal fees
- Screening Processes
- After you file your appeal

Part 3 - Roles in A Hearing

- Parties
- Participants
- Representatives
- General public

Part 4 – Types of Meetings

- Mediation
- Prehearing
- Motions
- Hearings
- Public Meetings

Part 5 – Preparing for a Hearing

- Review Rules of Practice and Procedure
- Hiring a lawyer or representative
- Summoning a witness
- Disclosure
- Evidence
- Accessibility

Part 6 – The Hearing Process

- How is a TLAB hearing Held?
- Recording a Hearing
- What usually happens at a hearing?
- Presenting Evidence
- Do I need representation at the hearing?
- After the hearing – decisions and orders
- Decision reviews and appeals

Part 7 – Digital Requirements

- Email Requirements
- Documents and Evidence
- Naming Conventions of Electronic Files
- During A Hearing

Part 8 – Fee Schedule

- Includes fees in effect as of May 3rd
- Also a separate tab on the web page

Part 9 - Miscellaneous

- General Information – provides information on calculation of time, hearing dates, format of documents, presentation of visual evidence and says documents can be served/filed
- Glossary – provide basic definition of terms
- Acknowledgement & Contact Information

Questions
