

City of Toronto Governance Orientation

**Toronto Local Appeal Body
August 23, 2019**



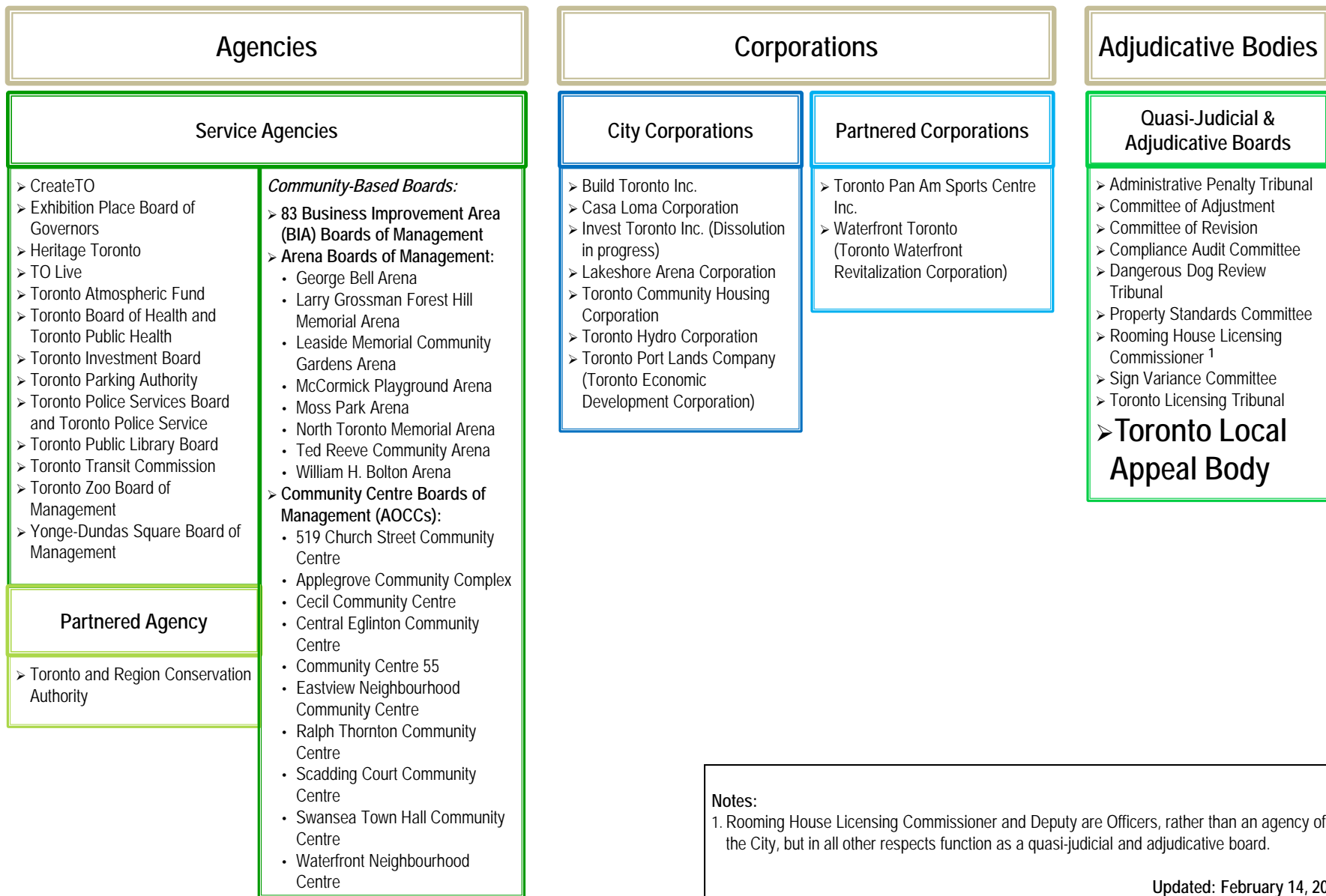
Agenda

- TLAB's Relationship to City of Toronto
- City Agencies, Corporations and Adjudicative Bodies
- Roles and Responsibilities
- Key Legislation, By-laws and City Policies
- Questions and Discussions

Toronto Local Appeal Body's Relationship to the City

- TLAB is a quasi-judicial tribunal that hears appeals of Committee of Adjustment decisions for minor variances and consents.
- TLAB is established under [The City of Toronto Act, 2006](#) and [Chapter 142](#) of the Toronto Municipal Code, and operates independently from the City.
- A set of principles guiding the TLAB's relationship with the City were adopted by the TLAB in June 2017.
- TLAB members are recommended by a Nominating Panel, composed of Council appointed citizens, but are appointed by City Council.
- Staff from Court Services Division administer the Local Appeal Body.
- While the TLAB is administered by City staff and members are appointed by City Council, the TLAB operates independently from the City.

TORONTO AGENCIES, CORPORATIONS AND ADJUDICATIVE BODIES



Notes:
 1. Rooming House Licensing Commissioner and Deputy are Officers, rather than an agency of the City, but in all other respects function as a quasi-judicial and adjudicative board.

Updated: February 14, 2019

TLAB Roles and Responsibilities

TLAB Members:

- Review materials with each application they hear;
- Conduct site inspections;
- Conduct mediations;
- Preside over hearings and render written decisions; and
- Attend business meetings of the TLAB

Chair of the TLAB:

- Ensure that hearing practices of the TLAB are fair and effective;
- Ensure quality and consistency of TLAB decisions;
- Act as the lead representative and spokesperson for the TLAB;
- Obtain external legal advice as needed;
- Prepare the Annual Report to City Council on the TLAB activities;
- Chair the Business Meetings of the TLAB;
- Liaise with City staff on administrative support matters;
- Coordinate member training and professional development; and
- Lead the response to information and privacy related matters respecting the TLAB.

Vice-Chair to assume duties of TLAB Chair if Chair is not available.

Roles and Responsibilities of City Staff

Court Services:

- Provides administrative and hearing support to TLAB, including:
 - processing of appeals and hearings;
 - scheduling hearings and assembling required materials;
 - preparing notices and orders;
 - meeting management support for hearings and mediations;
 - administrative support for the LAB's business meetings and annual report preparation; and
 - preparing its annual budget proposal for inclusion in the City's annual budget process.
- Court Services management (Manager of Tribunals and Supervisor) oversee and manage all human resource related matters including the performance of staff.

Other City Divisions provide support to TLAB as required. Including:

- City Manager's Office: matters related to governance, City by-laws and policies and other legislation.
- City Clerk's Office (Public Appointments): appointments and onboarding of new TLAB members.

The Toronto Public Service By-law applies to City staff (but not members of the TLAB). The TPS By-law sets out the role of management vis a vis staff and the rights and responsibilities of staff with respect to ethical matters.

Key Legislation, By-laws and Policies

- TLAB is established under the *City of Toronto Act, 2006*, which provides the basis for TLAB's authority to hear appeals of local planning matters under Sections 45 and 53 of the *Planning Act*.
- TLAB is governed by Ontario Regulation 552/06 and Chapter 142 of the Toronto Municipal Code, which sets out the mandate and composition of the TLAB.
- TLAB operates under the *Statutory Powers and Procedures Act, 1990*, the TLAB Rules of Practice and Procedure and TLAB Procedure By-law (required under Provincial statute).
- The following other Acts, By-laws and policies also apply to TLAB Members:
 - [Municipal Conflict of Interest Act, RSO 1990](#)
 - [Municipal Freedom of Information and Protection of Privacy Act, RSO 1990](#)
 - [Ontario Human Rights Code](#)
 - [Code of Conduct for Members of Adjudicative Boards](#)
- The Toronto Public Service By-law, Chapter 192 of the Toronto Municipal Code, applies to City staff providing administrative support to the TLAB.
- Other applicable legislation, policy and City Council directives are located at [The City's Agencies and Corporations Web Site](#).

City Manager's Office Contact

City Manager's Office

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City's Public Web Resources for Agencies and Corporations:

[Agencies and Corporations Website](#)

Questions & Discussion