



Agenda: June 15, 2022

Toronto Local Appeal Body Business Meeting No. 37

Meeting Date: Wednesday, June 15, 2022, 9:30 a.m.

Location: Electronic via City of Toronto Web Conferencing

Link to Join:

Q2 TLAB Public Business Meeting - June 15, 2022

Hosted by Toronto Local Appeal Body

Wednesday, 15 Jun, 2022 9:30 am | 7 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: **2459 978 3828**

Password: **Toronto**

<https://toronto.webex.com/toronto/j.php?MTID=m318d5ae3dd2468026e4ec2b4497996ab>

Join by video system

Dial 24599783828@toronto.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-416-915-6530 Canada Toll

+1-613-714-9906 Canada Toll (Ottawa)

Access code: 245 997 83828

Toronto Local Appeal Body – Public Business Meeting

Chair: Dino Lombardi

Contact: Tyra Dorsey, Acting Supervisor, Tribunal Operations

Phone: 416-392-4697

Toronto Local Appeal Body Panel Members

Dino Lombardi (Chair)
Ana Bassios (Vice-Chair)
Sabnavis Gopikrishna
Sean Karmali
Christine Kilby
Stanley Makuch
John Tassiopoulos
Ted Yao
Carissa Wong
Gerald Swinkin

This meeting of the Toronto Local Appeal Body will be held by electronic means and the proceedings of the Tribunal will be conducted publicly.

Members of the Toronto Local Appeal Body and Staff: Please keep this agenda and the accompanying material until the Panel Meeting dealing with these matters have ended.

Special assistance for members of the public: Toronto Local Appeal Body staff can arrange for special assistance with some advance notice. If you need special assistance, please call 416-392-7909, or email tribunalaccess@toronto.ca.

Closed Meeting Requirements: If the Toronto Local Appeal Body wants to meet in closed session (privately), a member of the panel must make a motion to do so and give the reason why the Toronto Local Appeal Body has to meet privately.

Public Deputations by Oral Presentation: A notice of intention to make a public deputation by oral presentation on a Business Meeting agenda item must be registered with the Secretary at least one (1) business day prior to the meeting by 12 p.m. (noon). Email requests can be submitted to tlab@toronto.ca. The date of the TLAB Business Meeting and the agenda item to be spoken to must be indicated in the subject line of the email. (Toronto Local Appeal Body By-law No.1-2017, Section 16(2))

Public Deputations by Written Submissions: Public deputations by written submission must be registered with the Toronto Local Appeal Body at least five (5) business days prior to the Business Meeting by 4:30 p.m. Written submissions can be submitted by email to tlab@toronto.ca. The date of the TLAB Business Meeting and the agenda item to be spoken to must be indicated in the subject line of the email. (Toronto Local Appeal Body By-law No.1-2017, Section 18(2))

Notice to People Writing to the Toronto Local Appeal Body: The City of Toronto Act, 2006 and the City of Toronto Municipal Code authorize the City of Toronto to collect any personal information in your communication or presentation to City Council or its committees.

The Toronto Local Appeal Body collects this information to enable it to make informed decisions on the relevant issue(s). If you are submitting letters, faxes, emails, presentations or other communications to the Toronto Local Appeal Body, you should be aware that your name and the fact that you communicated with the Toronto Local Appeal Body will become part of the public record and will appear on the Toronto Local Appeal Body's website. The Toronto Local Appeal Body will also make your communication and any

personal information in it – such as your postal address, telephone number or email address – available to the public, unless you expressly request the Toronto Local Appeal Body to remove it.

This agenda and any supplementary materials submitted to the Toronto Local Appeal Body can be found online at www.toronto.ca/tlab. Visit the web page for access to all agendas, decisions and minutes of the Toronto Local Appeal Body.

Aboriginal Land Acknowledgement

We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

Confirmation of Minutes – Business Meeting, March 4, 2022, and Special Business Meeting, May 4, 2022

Declaration of Interest under the *Municipal Conflict of Interest Act*

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37.1 TLAB PUBLIC GUIDE - REVISION

Summary

At its Q1 2022 Business Meeting on March 4, 2022, the TLAB adopted a Motion directing that staff revise the TLAB's Public Guide in consultation with the Chair and Vice-Chair, with input and comment received from Members at that Meeting, along with suggestions put forward by FoNTRA in their letter to the Tribunal dated December 9, 2021. The Motion also directed that the revised Public Guide be tabled at the next Business Meeting.

The revised Public Guide is being brought forward to allow the TLAB Members an opportunity to review and adopt the revised document, subject to any additional comments or suggestions for Administration to incorporate if necessary.

Motion to be considered:

THAT the TLAB adopt the revised Public Guide and direct Staff to upload the Guide to the TLAB website.

Supporting Documents

Revised Public Guide

37.2 – PROPOSED REVISIONS TO TLAB'S DECISION WRITING TEMPLATE

Summary

At the Q1 2022 Business Meeting on March 4, 2022, the Chair brought forward a draft decision-writing template for discussion purposes. The TLAB adopted a Motion that directed the Chair and Vice-Chair to develop a revised template.

The Chair will introduce a revised decision-writing template based on the discussion and comments/suggestions from Members received at the last Business Meeting, to allow the Members an opportunity to review and adopt the revised template, subject to any additional comments or suggestions.

Motion to be considered:

THAT the TLAB adopt the revised Decision Writing template presented by the Chair at the June 15, 2022, Q3 Business Meeting and that TLAB Staff be directed to revise the current template accordingly.

Supporting Documents

Revised draft Decision Writing Template

37.3 – DRAFT PRACTICE DIRECTION #7

Summary

A draft Practice Direction 7 relating to a procedure for handling the late filing of submissions was discussed at the Q1 2022 Business Meeting on March 4, 2022. The Members adopted a Motion that the Chair and Vice-Chair, in consultation with the Tribunal's external legal counsel, draft revised wording for Practice Direction 7 and bring that forward for consideration at a future Business Meeting.

The Chair will introduce revised, draft wording for a Practice Direction (#7) for consideration by the Members. The TLAB may go in to a closed (In-camera) session to obtain legal opinion from the Tribunal's external legal counsel.

Supporting Documents

Draft Practice Direction #7

37.4 – CHAIR'S UPDATE

Summary

- a) Proposed Update to the City of Toronto Code of Conduct for Boards and Tribunals
- b) Status of the TLAB Chair's 2022 Annual Report
- c) Update on TLAB Member Education Session 2022
- d) Appointment of Additional New TLAB Members in 2022
- e) Chair & Vice-Chair's Meeting with the Deputy City Manager

Supporting Documents

N/A

37.5 – SUPERVISOR AND MANAGER'S UPDATE

Summary

Tribunals, Local Appeal Body Supervisor and Court Operations, Tribunals, Manager provide administrative updates.

- a) Motion from the Q1 2022 Business Meeting RE Opportunities for accessing corporate software, and training opportunities, and to receive City IT support in this regard
- b) Health & Safety/ Facility

Supporting Documents

N/A

37.6 – MEMBER ACCOUNTABILITY (IN-CAMERA)

Summary

The TLAB will go into a closed session to discuss an issue regarding an identified Member as permitted by S.11(1)(c) of the Tribunal's Procedure By-law 1-2017.

Supporting Documents

N/A

37.7 – SCHEDULE OF TLAB BUSINESS MEETINGS – 2022

37.8 – CLOSING BUSINESS & REMARKS

Adjournment