

## **How to Submit a Notice of Appeal**

The Notice of Appeal form must be received on or before the final date for appeal, with a copy of the Order and applicable Appeal Fee.

The Notice of Appeal form and applicable fee shall be submitted to the Secretary of the Property Standards Committee, located at City Hall, either in person or by courier/registered mail.

Should the Notice of Appeal be received after the deadline, it will not be processed and therefore it will be returned to the Appellant.

For further information regarding the Appeal process, please refer to the guidelines below or contact the Secretary of the Property Standards Committee at:

Phone: 519-376-4440 ext. 1250

Email: [jteakle@owensound.ca](mailto:jteakle@owensound.ca)

## **Things to know**

1. An appeal to the Committee must be made within fourteen (14) days after being served with the Order.
2. The Appeal Fee can be found in the City's Fees and Charges By-law under the Planning fee schedule.
3. The Property Standards Committee hears appeals in accordance with the City's Property Standards By-law. The Committee is an independent quasi-judicial body consisting of five citizen members chosen by Council for a four-year term.
4. Appeal hearings are conducted in accordance with the *Statutory Powers and Procedures Act* and the *Building Code Act*.
5. Appellants may authorize an agent to act on their behalf (see the Notice of Appeal form).
6. The hearing is held in a court style format and is open to the public.
7. Accessibility accommodations can be made upon request.

8. The Chair of the Committee will read an opening statement at the outset of the hearing.
9. The City and the Appellant will have an opportunity to present their case and evidence.
10. All individuals providing evidence must first swear an oath or affirm the information provided is true.
11. The City and the Appellant may call and examine witnesses and may cross-examine all witnesses.
12. The Committee members are provided an opportunity to ask questions at the conclusion of the evidence provided.
13. The City and the Appellant will have an opportunity to make a closing statement.
14. The role of the Committee is to hear all the evidence and information provided and make a decision to confirm, modify or rescind an Order or extend the time for complying with the Order.
15. Following the hearing, the Appellant will receive a written copy of the decision in the mail.
16. The owner, occupant or persons affected by a decision of the Committee may appeal to the Superior Court of Justice by notifying the City Clerk in writing and by applying to the court within fourteen (14) days after a copy of the decision is sent.