



Property Standards Appeal Committee Guidelines

The Committee hears appeals in accordance with the City's Property Standards By-law. The Committee is an independent quasi-judicial body consisting of three citizen members chosen by Council for a two-year term.

The appeal hearing is conducted in accordance with the rules established by the City's By-laws, pursuant to the *Statutory Powers and Procedures Act* and the *Building Code Act*.

Appellants may authorize an agent to act on their behalf. A form to appoint the agent, entitled 'Authorization to Act as an Agent for Appeal' is available on the City's website or can be requested from the Committee's Secretary-Treasurer.

Appellants can submit evidence to be presented at the Hearing. All evidence (eight (8) copies of each document) must be provided and distributed prior to the start of the Hearing.

Things you need to know:

- The hearing is held in the Council Chamber at Kitchener City Hall in an informal court style format, is open to the public and is video recorded.
- Accessibility accommodations can be made upon request.
- Interpretation services are available upon request.

Hearing procedure:

- The Chair will read an opening statement outlining the procedure/format of the Hearing.
- The City will present their case and evidence first, followed by the Appellant.
- All individuals providing evidence must first swear an oath or affirm the information being provided is true. Information regarding the appeal cannot be provided during a hearing unless the individual swears an oath or affirms the information.
- The City and the Appellant may call and examine witnesses and may cross-examine all witnesses.
- The Committee members are provided an opportunity to ask questions at the conclusion of the evidence provided.
- The City and the Appellant will have an opportunity to make a closing statement.
- The role of the Committee is to hear all the evidence and information provided and make a decision regarding the Order. Please note, the Decision made by the Committee is final and binding.
- Following the hearing, the Appellant will receive a written copy of the decision by registered mail.

The Committee will hear the appeal and make a decision to confirm, rescind, amend or modify an Order of the Property Standards Officer.

Please note the owner, occupant or persons affected by a decision 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.

For more information:

For assistance regarding the hearing proceedings, please contact the City's Legislated Services staff at 519-741-2200 x 7275.