



# PROPERTY MAINTENANCE INFORMATION SHEET APPEALS BOARD

## INTRODUCTION

The Property Maintenance Appeals Board consists of 5 members appointed by City Council. The Board is to hear and determine the appeal of any person aggrieved by an Order made by a Municipal Inspector.

## HOW DO I APPEAL TO THE BOARD?

A Notice of Appeal form will be included with the Order which is served on you by the Municipal Inspector. Within 15 days after the date of the Order you must file the Notice of Appeal, outlining your reasons for appeal, with the Secretary of the Property Maintenance Appeals Board, City Clerk's Office, City Hall.

## WHEN WILL MY APPEAL BE HEARD?

Your appeal will be heard as soon as possible. You will be notified by **registered mail** of the location, date and time. **It is important that you pick up your registered mail.**

## DO I NEED TO ATTEND THE HEARING?

If you do not wish to attend the hearing, you may send someone to represent you. If you do not attend or are not represented, the Board will proceed with the hearing and make its decision based on your written Notice of Appeal and the information provided by the Municipal Inspector.

## WHAT HAPPENS AT A HEARING?

The Board members and parties to the appeal will be introduced. Anyone giving evidence before the Board will be asked to affirm that the evidence being presented is the truth. The Municipal Inspector will be asked to explain the Order to the Board. You will then be given an opportunity to present your case to the Board. You may wish to bring photographs or other documentation to support your appeal.

Board members may have questions of both you and the Municipal Inspector. You will also be given an opportunity to ask any questions you may have.

## IS THERE ANYTHING ELSE I SHOULD KNOW ABOUT?

Notes are taken by the Board Secretary during your hearing and are for the Board's use only.

If you wish to have any part of the hearing recorded or wish to have a transcript of the hearing for your own purposes, you must submit your request in writing to the Board Secretary at least 2 days before the date of the hearing. The Board Secretary will arrange for a certified Court Reporter to attend the hearing and you will be responsible for any recording or transcription fees. Unless there is a formal Order by the Board Chair, no one is allowed to make any recordings of any kind or photograph any portion of the proceedings.

## WHEN WILL THE BOARD MAKE ITS DECISION?

The Board will make its decision after the hearing. You will receive a written decision from the Board by registered mail within approximately 14 days.

## CAN I APPEAL THE DECISION OF THE PROPERTY MAINTENANCE APPEALS BOARD?

A decision of the Board may be appealed to the Court on a question of law or jurisdiction only, within 30 days after the date the decision is made.

Please contact (306) 975-3240 for additional information.

Note: This is an information sheet only and has no legislative sanction.