



THE CITY OF PRINCE ALBERT PROPERTY MAINTENANCE APPEAL BOARD INFORMATION GUIDE TO APPEAL PROCESS

What is the Property Maintenance Appeal Board?

Appeals are heard by the Property Maintenance Appeal Board, a quasi-judicial board appointed by City Council. The Board hears and determines the appeal of any person who disagrees with an Order made by a designated Bylaw Officer.

How do I appeal to the Board?

A Notice of Appeal form will be attached to the Order which is served on you by a designated Bylaw Officer. If you wish to Appeal the Order, you must complete and submit the Notice of Appeal, outlining your grounds/reasons for appeal, to the Secretary of the Property Maintenance Appeal Board, **within 15 calendar days after the date of the Order**.

When will my Appeal be Heard?

Your appeal will be heard as soon as possible. You will be notified by registered mail, or another agreeable method of service of the location, date and time of the Hearing.

What happens at the 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 at the Hearing is the truth.
- The designated Bylaw Officer 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 bring photographs or other documentation to support your appeal, which will become part of the Board's records.
- Board members may have questions for both you and the Bylaw Officer.
- You will also be given an opportunity to ask any questions.

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 designated Bylaw Officer.

Other Helpful Information

If you wish to have any part of the Hearing recorded or obtain a transcript of the Hearing for your own purposes, you must submit your request in writing to the Secretary of the Board at least 2 days prior to the date of the Hearing. The Secretary will arrange for a certified court reporter to attend the Hearing and you will be responsible for any recording or transcription fees.

When will the Board make a decision?

The Board will make its decision after the Hearing. You will receive a written Decision from the Board by registered mail or another agreeable method of service, within approximately 30 days following the Hearing. A Decision of the Property Maintenance Appeal 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.

For more information, please contact the Secretary at 306-953-4305 or email cityclerk@citypa.com.

Note: This is an information guide only and has no legislative sanction. – Updated Jan 7/21