

# Property Standards Committee Notice of Appeal



Personal information on this form is collected under the authority of section 15.3 of the *Building Code Act, 1992*, S.O. 1992, c. 23. The personal information will be used by City of Mississauga staff to respond to your Notice of Appeal to the Property Standards Committee. Questions about this collection should be directed to the Property Standards Committee Secretary, Office of the City Clerk, 300 City Centre Drive, 2<sup>nd</sup> Floor, Mississauga, ON, L5B 3C1, 905-615-3200, ext. 5426.

## Address of Property Being Appealed:

**Property Standards Order Issue Date** (located on the last page of the Property Standards Order):

**Property Standards Order Compliance Date** (located on the first page of the Property Standards Order):

**Property Standards Order Appeal Deadline Date** (located on the last pages of the Property Standards Order):

## Person Requesting Appeal:

Property Owner ☐ or Occupant<sup>1</sup> ☐ (please check one) and Indicate Name Below:

Address:

Telephone Number:

Fax Number:

Email Address:

Agent<sup>2</sup> ☐ or Representative ☐ (please check if applicable) and Indicate Name Below:

Address:

Telephone Number:

Fax Number:

Email Address:

<sup>1</sup>If you have not been served with a Property Standards Order, a completed Authorization to Act as Agent for Notice of Appeal on page 3 of this form is required from the property owner or occupant who was served with the Property Standards Order.

<sup>2</sup>An agent who is not licensed under the *Law Society Act* and its regulations and who signs this Notice of Appeal must submit a completed Authorization to Act as Agent for Notice of Appeal on page 3 of this form signed by the property owner or occupant.

**Grounds and/or Reasons for Appeal:**

Briefly explain the grounds and/or reasons for your appeal below (include what remedy you are seeking and attach any documents and photographs that support your appeal).

- ☐ I require more time to address the Property Standards Order (please explain below)
- ☐ I disagree with the Property Standards Order (please explain below)

**PROPERTY STANDARDS COMMITTEE  
AUTHORIZATION TO ACT AS AGENT<sup>3</sup> FOR NOTICE OF APPEAL**

Please complete Section A if you are a property owner(s)/occupant(s).

Please complete Section B if the property owner(s)/occupant(s) is a corporation.

**(A) IF THE PROPERTY OWNER/OCCUPANT IS AN INDIVIDUAL:**

I/we, *[insert name(s) of owner(s)/occupant(s)]*, the  
property owner(s)/occupant(s) of *[insert address of property]* authorize  
*[insert name of agent]* to act as  
my/our agent for the purposes of the appeal of the Property Standards Order issued on  
*[insert the issuance date located on the last page of the Property Standards Order]*  
to the City of Mississauga's Property Standards Committee.

Signature: Date:

Signature: Date:

**(B) IF THE PROPERTY OWNER/OCCUPANT IS A CORPORATION:**

On behalf of *[insert name of the corporation]*, which  
owns/occupies *[insert address of property]*,  
I, *[insert name of person authorized to bind the*  
*corporation]*, authorize *[insert name of agent]* to act as  
the corporation's agent for the purposes of the appeal of the Property Standards Order issued  
on *[insert the issuance date located on the last page of the Property Standards Order]*  
to the City of Mississauga's Property Standards Committee.

Name of Corporation:

Signature: Date:

Position:

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<sup>3</sup> An agent who is not licensed under the *Law Society Act* and its regulations and who signs this Notice of Appeal must submit a completed Authorization to Act as Agent for Appeal on page 3 signed by the property owner/occupant.

**PROPERTY STANDARDS COMMITTEE  
AUTHORIZATION TO ACT AS REPRESENTATIVE FOR NOTICE OF APPEAL**

Representative Name  
Representative Address

Representative Telephone Number  
Representative Fax Number  
Representative Email Address

**Please complete one of the following three sections, as applicable:**

**Section 1:**

☐ I am a Lawyer or licenced Paralegal ID No.

**Section 2:**

I am or my group is not captured by the paralegal licensing requirements of the *Law Society Act* (By-Law 4) and do not require a licence because I am (please check the option that applies to you)\*:

- ☐ Acting for myself (self-represented property owner)
- ☐ A person who is acting in the normal course of carrying on a profession or occupation governed by another Act of the Legislature, or an Act of Parliament, that regulates specifically the activities of persons engaged in that profession or occupation
- ☐ A person or a member of a class or persons prescribed by the by-laws, in the circumstances prescribed by the by-laws
- ☐ Other

**Section 3:**

I am exempt from the paralegal licensing requirements of the *Law Society Act* (By-Law 4) because I am (please check the exemption that applies to you)\*:

- ☐ Individuals employed by a single employer, such as municipal prosecutor
- ☐ Persons who are not in the business of providing legal services and occasionally provide assistance to a friend or relative for no fee
- ☐ Articling students
- ☐ Employees of legal clinics funded by Legal Aid Ontario
- ☐ Employees of organizations similar to legal clinics that provide free services to low-income clients, provided they meet certain criteria as to their non-profit status and funding
- ☐ Constituency Assistants working in Member of Provincial Parliament offices
- ☐ Law students working in student legal aid services' societies, provided they are supervised by a lawyer and covered by the lawyer's insurance
- ☐ Members of the following listed voluntary standard-setting associations, subject to certain restrictions: the Human Resources Professions of Ontario; the Ontario Professional Planners Institute; the Board of Canadian Registered Safety Professionals; and the Appraisal Institute of Canada
- ☐ Other

I

**certify that the above information is true.**

Print name of applicant or representative

Applicant or representative signature

Date

**\* If you are unsure about your exemption status, please contact the Law Society of Upper Canada. If you are representing a party, you must provide written confirmation from the Appellant Party that you have been given their authorization to represent them in these proceedings. Only representatives whose names are included on the Law Society's Paralegal Directory, or those who are exempt or excluded from the licensing requirements are permitted to appear at the Property Standards Committee. The Property Standards Committee requires all representatives to provide information about their licensing status. For further information, please consult the Law Society's website at [www.lsuc.on.ca](http://www.lsuc.on.ca).**

## INSTRUCTIONS FOR SUBMITTING PROPERTY STANDARDS COMMITTEE NOTICE OF APPEAL

**1. By registered mail or courier to:**

Secretary of the Property Standards Committee  
City of Mississauga  
Office of the City Clerk,  
Civic Centre, 2nd Floor  
300 City Centre Drive  
Mississauga, ON L5B 3C1

2. Or, via our drop box, which is located outside at the north side entrance of City Hall, facing Living Arts Drive. You must also include the applicable appeal fee in a form of a cheque payable to the City of Mississauga in a sealed envelope to the attention of Secretary of the Property Standards Committee, Office of the City Clerk.

**To file your appeal you will be required to provide the following:**

1. A copy of the Property Standards Order;
2. A statement setting out the grounds for the appeal;
3. The name, telephone number, email address, and address for service of the Appellant or the Appellant's Representative if represented; and
4. A non-refundable appeal fee payable by cheque (cash not accepted) made payable to the City of Mississauga as prescribed in the Transportation and Works User Fees and Charges By-law 0156-2019.

For further assistance, you may contact Angie Melo, Legislative Coordinator and Secretary of the Property Standards Committee, Telephone: 905-615-3200, ext. 5423 or by email: [angie.melo@mississauga](mailto:angie.melo@mississauga)

**Print Name of Property Owner/Occupant or Agent:<sup>4</sup>**

**Signature of Property Owner/Occupant or Agent:<sup>4</sup>**

**Date:**

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<sup>4</sup> An agent who is not licensed under the *Law Society Act* and its regulations and who signs this Notice of Appeal must submit a completed Authorization to Act as Agent for Appeal on page 3 signed by the property owner/occupant.