



**Office Consolidation  
Brampton Appeal Tribunal By-law 48-2008**

**A By-law to create the Brampton Appeal Tribunal  
and to establish its Rules of Procedure**

**(as amended by By-laws 78-2009, 340-2012, 332-2013, 67-2014, 114-2017  
138-2023, 201-2023, 212-2023)**

WHEREAS Council wishes to create the Brampton Appeal Tribunal, which is to be composed of citizens of Brampton;

**AND WHEREAS** Section 23.1 and 23.2 of the *Municipal Act*, as amended, permits Council to delegate Appeals under the Animal Control By-law 261-93, Dog By-law 250-2005, Business Licensing By-law 332-2013, Mobile Licensing By-law 67-2014, and the Adult Entertainment Establishment By-law 114-2017 to an independent committee; **(By-law 138-2023)**

**AND WHEREAS** section 15.3 and 15.6 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the "*Building Code Act*"), as amended, permits Council to establish the Property Standards By-law 165-2022 and appoint a committee to hear Appeals of orders issued in respect of the property standards set out in the Property Standards By-law; **(By-law 138-2023)**

AND WHEREAS the creation of this Tribunal permits the City to separate its quasi-judicial functions from its legislative and executive functions;

NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS AS FOLLOWS:

**DEFINITIONS**

1. In this By-law:

**"Adult Entertainment Establishment By-law"** means the Adult Entertainment Establishment By-Law 11-2017, as amended. **(By-law 138-2023)**

**"Animal Control By-law"** means Animal Services By-law 201-2023, as amended. **(By-laws 78-2009, 201-2023)**

**"Appeal"** means a request for Hearing in respect of a Decision or Property Standards Order commenced by the filing of a Notice of Appeal. **(By-law 138-2023)**

**"Appellant"** means a person that has filed a Notice of Appeal requesting an Appeal, and (a) in the case of an Appeal of a Decision of the Licence Issuer,

includes an Applicant for a Licence, a holder of a Licence, a partner of the partnership applying for or holding the Licence, an officer or director of the corporation applying for or holding the Licence; (b) in the case of an Appeal of a Decision of the Poundkeeper regarding the designation of a dog, the owner of the dog or agent of the owner; and (c) in the case of an Appeal of a Property Standards Order, includes the owner or occupant of the property. **(By-law 138-2023)**

**“Building Code Act”** means the *Building Code Act*, 1992, S.O 1992, c. 23. **(By-law 138-2023)**

**“Business Licensing By-law”** means Business Licensing By-law 332-2013. **(By-law 332-2013)**

**“City”** means the City of Brampton.

**“Council”** means the Council of The Corporation of the City of Brampton.

**“Decision”** means the Decision of a Licence Issuer or a Decision of a Poundkeeper for which a right of Appeal exists under the Mobile Licensing By-Law, Business Licensing By-Law, Adult Entertainment Establishment By-Law, Dog By-Law and the Animal Control By-Law. **(By-law 138-2023)**

**“Dog By-law”** means Animal Services By-law 201-2023, as amended. **(By-law 201-2023)**

**“Fee”** means the Fees prescribed for an Appeal of a Decision or Property Standards Order under User Fee By-law 380-2003, as amended. **(By-law 138-2023)**

**“Hearing”** means a Hearing in any Proceeding conducted pursuant to this By-Law. **(By-law 138-2023)**

**“Licence Issuer”** means the City Clerk, the Manager of Licensing or the Manager of Animal Services and includes their designates. **(By-law 138-2023)**

**“Licensing By-law”** means Licensing By-law 1-2002, as amended.

**“Member”** means a Member of the Tribunal.

**“Mobile Licensing By-law”** means Mobile Licensing By-law 67-2014. **(By-law 67-2014)**

**“Notice of Appeal”** means a written notice requesting a Hearing in respect of a Decision or Property Standards Order referred to in section 8 of this By-Law. **(By-law 138-2023)**

**“Poundkeeper”** means the person appointed as such by Council. **(By-law 138-2023)**

**“Property Standards By-law”** means Property Standards By-law 165-2022, as amended. **(By-law 138-2023)**

**“Property Standards Officer”** means an officer as defined and appointed in accordance with the Property Standards By-law. **(By-law 138-2023)**

**“Property Standards Order”** means a Property Standards Order issued by a Property Standards Officer under Property Standards By-law 165-2022 in accordance with the *Building Code Act*. **(By-law 138-2023)**

**"Quorum"** means the minimum number of members of the Tribunal, required to be present in-person to convene a meeting and Hearing of an Appeal, and shall be comprised of at least three (3) members of the Tribunal who shall be present in-person at all times during a Hearing of an Appeal and only those members hearing an Appeal shall be party to making a Decision regarding the Appeal; **(By-law 212-2023)**

**"Tribunal"** means the Brampton Appeal Tribunal.

**"Tribunal Coordinator"** means the Member of City staff who has been assigned to perform the administrative tasks required by the Tribunal, including maintaining the records of the Tribunal in accordance with section 15.6(7) of the *Building Code Act*. **(By-law 138-2023)**

## **BRAMPTON APPEAL TRIBUNAL**

2. The Brampton Appeal Tribunal is established.
3. The Tribunal shall be composed of not fewer than five (5) individuals who shall be appointed in accordance with the City's Citizen Appointment Procedures, and
  - (a) a Member shall be appointed for the term of Council
  - (b) a Member shall be deemed to have resigned if the Member fails to attend three (3) or more Hearings.**(By-law 138-2023)**
4. Honoraria shall be paid to Members of the Tribunal in accordance with Schedule 2 to this by-law.
5. The Tribunal shall meet once a month or as often as it decides is necessary for the expedient resolution of its case load. A Quorum of the Tribunal membership is necessary for purposes of a meeting and the Hearing of an Appeal. **(By-laws 138-2023, 212-2023)**

## **TRIBUNAL CHAIR AND SECRETARY AND PRESCRIBED FORMS (By-law 138-2023)**

6. At its first meeting, the Members of the Tribunal shall:
  - (a) elect a Chair from among the Members of the Tribunal to preside over the Hearings of the Tribunal, and when the Chair is absent the Members may appoint another Member as Acting Chair; and
  - (b) appoint a Tribunal Coordinator to maintain the records of the Tribunal in accordance with section 15.6(7) of the *Building Code Act*."
7. The Tribunal may prescribe Rules. Where no Rules have been prescribed by the Tribunal, the Rules of Procedure set out in Schedule 1 shall apply. **(By-law 138-2023)**
8. The City Clerk may prescribe forms for use in connection with Appeals. **(By-law 138-2023)**

## **RULES OF PROCEDURE – deleted – By-law 138-2023**

## **JURISDICTION (By-laws 78-2009, 340-2012, 332-2013, 67-2014, 114-2017, 138-2023)**

9. The Tribunal shall hear Appeals from a:

- (1) Decision of a Licence Issuer for which a right of Appeal is set out in the Business Licensing By-law, the Mobile Licensing By-law, and the Adult Entertainment Establishment By-law;
- (2) Decision of a Poundkeeper for which a right of Appeal is set out in the Dog By-law;
- (3) Decision of a Licence Issuer pertaining to pigeons, hens, or rabbits for which a right of Appeal is set out in the Animal Control By-law; and
- (4) Property Standards Order issued in respect of the property standards set out in the Property Standards By-law for which a right of Appeal exists in accordance with the *Building Code Act*.

## HOW THE TRIBUNAL IS TO MAKE ITS DECISION

10. The Tribunal shall make a Decision that furthers the public interest and is consistent with the purpose and intent of the relevant By-law. **(renumbered – By-law 138-2023)**
11. The Decision of the Tribunal is final and there is no right of further Appeal to Council. Nothing in this By-Law shall affect the right of a person under section 15.3(4) of the *Building Code Act* to Appeal a Decision of the Tribunal rendered in respect of a matter Appealed under section 9(4) of this By-Law. **(amended and renumbered – By-law 138-2023)**
12. The powers delegated to the Tribunal under this By-law may only be exercised by the Tribunal. **(By-law 138-2023)**

## EXCEPTION – deleted – By-law 138-2023

## LICENSING BY-LAW APPEALS

13. After the Hearing of an Appeal from the Decision of the Licence Issuer, the Tribunal may make any Decision the Licence Issuer could have made, including any of the following, separately or in combination:
  - (1) grant a Licence, with or without conditions;
  - (2) refuse an application for a Licence;
  - (3) refuse to reinstate a Licence;
  - (4) revoke a Licence;
  - (5) suspend a Licence; or
  - (6) alter, cancel or impose a term or condition of a Licence.

## DOG BY-LAW APPEALS

14. After the Hearing of an Appeal from the Decision of the Poundkeeper, the Tribunal may make any Decision the Poundkeeper could have made, or direct that the owner do anything under that By-law, as the Tribunal considers proper and for such purpose may substitute its opinion for that of the Poundkeeper.

## ANIMAL CONTROL BY-LAW APPEALS (By-laws 78-2009, 340-2012)

15. After the Hearing of an Appeal from the Decision of the Licence Issuer pertaining to pigeons and hens and rabbits, the Tribunal may make any Decision Licence Issuer could have made, including any of the following, separately or in combination:

- (1) grant a Licence, with or without conditions;
- (2) refuse an application for a Licence;
- (3) refuse to reinstate a Licence;
- (4) revoke a Licence;
- (5) suspend a Licence; or
- (6) alter, cancel or impose a term or condition of a Licence.

**(renumbered – By-law 138-2023)**

#### **PROPERTY STANDARDS APPEALS (By-law 138-2023)**

16. The powers of the Tribunal in respect of an Appeal of a Property Standards Order are those which are conferred upon a committee appointed in accordance with the *Building Code Act*.

#### **NOTICE OF APPEAL (renamed – By-law 138-2023)**

17. An Appeal is commenced by filing with or sending a written Notice of Appeal by mail or courier to the Tribunal Coordinator together with the Fee, within fourteen (14) days after the date the Appellant:
  - (1) receives the Decision or Property Standards Order; or
  - (2) is deemed to have received the Decision or Property Standards Order, whichever is earlier.

**(By-law 138-2023)**

18. Upon receipt of a written Notice of Appeal and applicable Fee, the City Clerk shall schedule a Hearing a minimum of four (4) weeks from the date of receipt of the Notice of Appeal and shall give reasonable notice to the Appellant, the Manager of Prosecutions and such other persons as may be directed by the Tribunal. **(By-law 138-2023)**
19. A Decision by the Tribunal is a statutory power of Decision within the meaning of the *Statutory Powers Procedure Act* and that *Act*, except for Sections 17.1 (power to award costs), 18 (requirement to send copies of final Decision and order) and 19 (enforcement of order by filing with Superior Court of Justice), applies to the Tribunal and the Hearing conducted by it. **(renumbered – By-law 138-2023)**
20. If the panel of the Tribunal requires, it may meet privately to inspect the property, to deliberate, or to write a Decision or order. **(renumbered – By-law 138-2023)**
21. When an Appellant who has been given written notice of the Hearing does not attend at the appointed time and place, the Tribunal may proceed in his or her absence, and the Appellant shall not be entitled to any further notice of the Hearing. **(renumbered – By-law 138-2023)**
22. Notice of the Tribunal's Decision shall be given to the parties present at the Hearing before the panel, and any other persons as the Tribunal may direct, and notice shall be given within ten (10) days after the date the Tribunal makes its written Decision. **(renumbered – By-law 138-2023)**

#### **LATE APPEALS**

23. A person who has the right of Appeal under subsections 9(1), 9(2) or 9(3) may bring a Motion before the Tribunal to extend the time for filing the Notice of Appeal, either before or after the fourteen (14) day Appeal period under section 17. **(By-law 138-2023)**
24. The Tribunal may extend the time for filing of the Notice of Appeal under Section 23 if it is satisfied that there are apparent grounds for the Appeal and there are reasonable grounds for an extension. **(By-law 138-2023)**

## NO LIABILITY

25. No Member of the Tribunal or Council, or any City employee is personally liable for anything done by it, or him or her, under authority of this by-law. **(renumbered – By-law 138-2023)**
26. This by-law may be called the “Brampton Appeal Tribunal By-law”. **(renumbered – By-law 138-2023)**

READ a first, second and third time and PASSED in OPEN COUNCIL, this 27<sup>th</sup> day of February 2008.

THE CORPORATION OF THE CITY OF BRAMPTON

Original signed by:  
Susan Fennell – Mayor  
Kathryn Zammit – Clerk

## **Schedule1 to By-law 48-2008**

**(Amended by By-laws 332-2013, 67-2014, 138-2023, 212-2023)**

### **RULES OF PROCEDURE**

#### **To Govern the Proceedings of the Brampton Appeal Tribunal**

#### **DEFINITIONS**

1. In these Rules, the definitions set out in the By-law shall apply, as well as the following definitions, unless the context requires otherwise, **(By-law 138-2023)**

**“Applicant” – deleted – By-law 138-2023**

**“Animal Control By-law” – deleted – By-law 138-2023**

**“Business Licensing By-law” – deleted – By-law 138-2023**

**“Dog By-law” – deleted – By-law 138-2023**

**“File”** means to transmit a document to the City Clerk, except for a Notice of Appeal, which must be transmitted pursuant to Rule19;

**“Hearing” – deleted – By-law 138-2023**

**“Tribunal Coordinator”** means the member of City staff who has been assigned to perform the administrative tasks required by the Tribunal;

**“Licensee”** means the holder of a Licence issued pursuant to the provisions of the Licensing By-law, as amended, the Business Licensing By-law **(By-law 332-2013)**, the Mobile Licensing By-law **(By-law 67-2014)** and the Adult Entertainment Establishment By-law **(By-law 114-2017)**

**“Licensing By-law” – deleted**

**“Member” – deleted**

**“Mobile Licensing By-law” – deleted (By-law 138-2023; amended – By-law 67-2014)**

**“Motion”** means an application for a specific order or Decision of the Tribunal made in the course of a Proceeding;

**“Proceeding”** means a matter brought before the Tribunal under the provisions of the Brampton Appeal Tribunal By-law;

**“Respondent”** means the City person who has made the Decision that is the subject of the Appeal, which may be the appropriate Licence Issuer or Poundkeeper, as the case may be;

**“Rules”** mean the Rules of Procedure of the Brampton Appeal Tribunal and **“Rule”** refers to Sections of these Rules;

**“Tribunal”** means the Brampton Appeal Tribunal.

## INTERPRETATION

2. (1) These Rules shall receive such fair and liberal interpretation as will best ensure the most expeditious and just determination of every Proceeding on its merits.
- (2) Where matters are not provided for in the Rules, the practice shall be determined by the panel of the Tribunal Hearing the Proceeding in accordance with the *Statutory Powers Procedure Act*. **(By-law 138-2023)**

## APPLICATION

3. Hearings of the Tribunal are conducted under the authority of Brampton Appeal Tribunal By-law. **(renumbered – By-law 138-2023)**
4. These Rules apply to all Proceedings of the Tribunal in the exercise of its statutory power of Decision, as defined in the *Statutory Powers Procedure Act*. **(renumbered – By-law 138-2023)**

## SUBSTANTIAL COMPLIANCE

5. Substantial compliance with the Rules is sufficient, and it is not intended that a technical objection based on the Rules should defeat an otherwise just result. **(renumbered – By-law 138-2023)**

## TRIBUNAL CHAIR – deleted by By-law 138-2023

## PROCEDURAL ORDERS

6. (1) In any Proceeding, the Tribunal may issue procedural orders to govern the conduct of the Proceeding.
- (2) The Tribunal may, at any time during a Proceeding amend any procedural order.
- (3) If circumstances of the Proceedings so require, the Tribunal may vary or waive compliance with all or part of any Rule, at any time by making a procedural order.
- (4) A procedural order shall prevail over any provision of the Rules to the extent that the provision is inconsistent with the procedural order.
- (5) Subject to any procedural order issued by the Tribunal, the parties to a Proceeding may, on consent, waive any of the provisions of the Rules.
- (6) A party seeking a waiver of any of the provisions of the Rules shall do so on a timely basis.

## FAILURE TO COMPLY

7. (1) Where a party to a Proceeding has not complied in full with any Rule or procedural order, the Tribunal may,
  - (a) adjourn the Proceeding until it is satisfied that such Rule or order is complied with, or



- (b) take any other step as it considers just and reasonable.
- (2) No Proceeding is invalid by reason only of a defect or other irregularity.

## **TIME**

- 8. In the computation of time under the Rules or a procedural order, except where a contrary intention appears,
  - (1) where there is a reference to a number of days between two events, they shall be counted by excluding the day on which the first event happens and including the day on which the second event happens;
  - (2) where the time for doing an act under the Rules or under an order expires on a holiday, the act may be done on the next day that is not a holiday; and
  - (3) service of a document made after 4:00 p.m. or at any time on a holiday shall be deemed to have been made on the next day that is not a holiday.
- 9. Where a time of day is mentioned in the Rules or in any document or order in a Proceeding, the time referred to shall be the time observed locally.
- 10. The Tribunal may extend or abridge any time prescribed in the Rules or established by a procedural order during a Proceeding, on such terms as are just.
- 11. Under these Rules, “holiday” means,
  - (1) any Saturday or Sunday;
  - (2) New Year’s Day;
  - (3) Family Day;
  - (4) Good Friday;
  - (5) Easter Monday
  - (6) Victoria Day;
  - (7) Canada Day;
  - (8) Civic Holiday;
  - (9) Labour Day;
  - (10) Thanksgiving Day;
  - (11) Remembrance Day;
  - (12) Christmas Day;
  - (13) Boxing Day; and
  - (14) any day on which the City’s offices are closed.

## **SERVICE OF DOCUMENTS**

- (12) (1) The Tribunal may require any party or the Tribunal Coordinator to cause the service of any document on any party in any of the following ways, or using any combination thereof:
  - (a) by personal service by delivering the document to the person;
  - (b) by regular or registered mail to the person’s last known address;
  - (c) by courier to the person’s last known address;
  - (d) by fax transmission at the person’s last known fax transmission number;
  - (e) by e-mail at the person’s last known e-mail address; or
  - (f) as directed by the Tribunal conducting the Hearing.
- (2) Documents transmitted by personal service or by courier are deemed to be served on the day that they are given to the recipient.

- (3) If a document is sent by regular or registered mail, it is deemed to be served five (5) days after mailing. **(By-law 138-2023)**
- (4) If a document is sent by fax transmission or e-mail after 4:30 p.m., it is deemed served on the next day that is not a holiday.
- (5) The Tribunal may direct the Tribunal Coordinator or any other party to take steps to confirm that service has been effective.
- (6) The Rules regarding deeming of receipt date for fax transmission or email do not apply to the filing of the Notice of Appeal with the City Clerk because that document must be filed pursuant to Rule 19.

## **FILING AND FAXING**

- 13. (1) Subject to Rule 19, the filing of any document by any party to a Hearing (i.e. transmitting it to the City Clerk) may be effected by personal delivery, by ordinary or registered mail, by fax transmission, by courier, by email or otherwise as the Tribunal may order. **(By-law 138-2023)**
- (2) A document that is more than twenty (20) pages may not be served by fax on other parties unless prior written consent from the intended recipient for this faxing is obtained. **(By-law 138-2023)**
- (3) Where a document is filed with the City Clerk, the date of the receipt stamp on the document shall be deemed to be the date of the filing, unless the Tribunal orders otherwise.
- (4) Where the Tribunal Coordinator has no record of the receipt of a document alleged to have been filed with the City Clerk, the document shall be deemed not to have been filed, unless the Tribunal orders otherwise.

## **EXHIBITS**

- 14. All parties to a Hearing, particularly solicitors lawyers and legal representatives, shall bring to the Hearing a sufficient number of copies of documents for the Tribunal Members, the Tribunal Coordinator, counsel to the Tribunal and the other parties. **(By-law 138-2023)**
- 15. Photos shall be clear.

## **FORMAT OF DOCUMENTATION**

- 16. Every written document in a Proceeding shall be on 8 ½ by 11 inch paper and the text shall be printed, typed written or reproduced legibly with spaces between the lines, or in such alternate format as may be directed by the Tribunal in order to accommodate the needs of a party to the Hearing.

## **CONTENT OF NOTICE OF APPEAL**

- 17. Where an Appellant requests a Hearing before the Tribunal, the Notice of Appeal shall be in writing to the City Clerk and shall include:
  - (1) the original signature of the Applicant, or representative; **(By-law 138-2023)**
  - (2) the reasons in support of the Appeal;

- (3) the Appellant's address, telephone number and, where available, fax number; **(By-law 138-2023)**
- (4) the name of the Respondent;
- (5) the name, address, and telephone number of any agent, representative, or lawyer representing the Appellant; **(By-law 138-2023)**
- (6) whether special services or accommodation are required, including translation services or services for the visually or hearing impaired; and
- (7) the required Fee.

## NOTICE OF APPEAL

- 18. In the following sections, the last day of the fourteen (14) day period after the receipt or deemed date of receipt of the Decision or Property Standards Order under section 17 of this By-Law is called the "Appeal Deadline". **(By-law 138-2023)**
- 19. An Appeal is commenced by delivering or transmitting a written Notice of Appeal together with the Fee to the Tribunal Coordinator by:
  - (1) personally or by courier delivering it to a person in the City Clerk's Office; or
  - (2) ordinary mail.

A Notice of Appeal is ineffectual to create a right to a Hearing unless it is received by the Tribunal Coordinator on or before the Appeal Deadline. A Notice of Appeal cannot be delivered by fax transmission or email.

### **(By-law 138-2023)**

- 20. If a Notice of Appeal is received after the Appeal deadline, the Tribunal Coordinator shall refuse the Notice of Appeal and advise the sender by registered mail that:
  - (1) the Appeal is denied based on the late filing; and
  - (2) the Decision under Appeal is final and binding.
- 21. A person wishing to bring a Motion to extend the time for filing an Appeal shall make a written request (the "request"), supported by reasons, to the Tribunal Coordinator.
- 22. The Tribunal Coordinator may then schedule a time for the Hearing of the Motion and shall forward a copy of the request to the persons listed in Rule 28.
- 23. The person making the request has a right to attend the Motion and further explain the particulars of the request to the Tribunal.
- 24. The Respondent and the Tribunal also have the right to ask questions of the person bringing the Motion.

## DISCLOSURE

- 25. The Tribunal may, at any stage in a Proceeding, make such order as it considers just and necessary for:
  - (1) the exchange of documents;
  - (2) the exchange of witness statements;
  - (3) the provision of particulars; and
  - (4) any other form of disclosure.

## PLANNING THE HEARING

26. Upon receipt of a Notice of Appeal that is received on or before the Appeal deadline, the City Clerk, through the Tribunal Coordinator, will process the Appeal by scheduling a Hearing. If a party to the Hearing advises Tribunal Coordinator of unavailability for that date, the Tribunal Coordinator, in consultation with the chair of the Tribunal, may set a later Hearing date; however, in the event of repeated unavailability the Tribunal Coordinator may proceed to set a Hearing date, despite the inconvenience to that party. **(By-law 138-2023)**
27. The Tribunal Coordinator shall set the time and place of a Hearing.
28. The Tribunal will have a standard standing Hearing date each month, on a basis to be determined by the Tribunal. If no Appeals are scheduled by 3:30 p.m. on the day that is a minimum of four (4) weeks prior to the standing Hearing date, the meeting for that month is cancelled and notification via email or telephone is sent to the following: **(By-laws 78-2009, 138-2023)**
  - (1) the Tribunal Members;
  - (2) the City Solicitor;
  - (3) counsel to the Tribunal;
  - (4) in the case of Hearings under the Licensing By-law, the Business Licensing By-law 332-2013, the Mobile Licensing By-law By-law 67-2014, the Adult Entertainment Establishment By-law 114-2017 and the appropriate Licence Issuer;
  - (5) in the case of Hearings under the Dog By-law, the Poundkeeper;
  - (6) in the case of Hearings under the Animal Control By-law, the Licence Issuer, and
  - (7) in the case of Hearings relating to the Property Standards By-Law, the Property Standards Officer; and”
  - (8) the Manager of Prosecutions;
29. An Appellant may withdraw an Appeal by filing, by means including but not limited to email, ordinary mail, courier or in-person, a written notice of withdrawal of Appeal with the City Clerk prior to the Hearing date. Upon receipt of a written notice of withdrawal of Appeal the Tribunal Coordinator shall issue a notice of cancellation of the Hearing and administrative dismissal of the Appeal to all persons who received notice of the Hearing. **(By-law 138-2023)**
30. The Tribunal Coordinator shall prepare an agenda package for each Appeal consisting of: **(By-law 78-2009)**
  - (1) the schedule of all Appeals to be heard on that day;
  - (2) the notice of each Hearing;
  - (3) in the case of a Licensing Appeal, the Decision of the Licence Issuer;
  - (4) in the case of a dog designation, the Decision of the Poundkeeper;
  - (5) in the case of an Appeal under the Animal Control By-law, the Decision of the Licence Issuer; **(By-law 340-2023)**
  - (6) in the case of an Appeal of a Property Standards Order, a copy of the Property Standards Order; **(By-law 138-2023)**
  - (7) the Notice of Appeal; **(By-law 138-2023)**
  - (8) the letter of Appeal; **(renumbered – By-law 138-2023)**
  - (9) any related information such as reports or correspondence, if any; **(renumbered – By-law 138-2023)**
  - (10) an extract of the relevant portion of the by-law in question. **(renumbered – By-law 138-2023)**

The agenda package is sent to all persons set out in Rule 28 and to the person who has filed the Appeal.

31. On the day of the Hearing the Tribunal Coordinator shall post the schedule of all Appeals to be heard, in some visible place outside the Hearing room.
32. Once a date has been set for a Hearing, it may not be: (i) adjourned or (ii) settled and/or withdrawn, with or without conditions, except on consent of all parties, made in writing and filed with the Tribunal Coordinator at least two (2) days prior to the Hearing (unless determined otherwise by the City Clerk) or by order of the Tribunal. **(By-law 138-2023)**

### **CODE OF CONDUCT (By-law 138-2023)**

33. The Members of the Tribunal shall be subject to such Code of Conduct and other by-laws, policies and procedures as may be approved by Council. **(By-law 138-2023)**

### **PRE-HEARING**

34. The Tribunal may, at the request of a party or on its own initiative, direct that a Pre-Hearing conference be held in any Proceeding and that the parties participate in the conference.
35. (1) The purpose of the Pre-Hearing conference will be to:
  - (a) exchange information between the parties, including disclosure of particulars, physical or documentary evidence, lists of witnesses and witness statements;
  - (b) narrow or simplify any issues of law and fact;
  - (c) identify agreed upon facts, evidence or law;
  - (d) provide notice of any preliminary Motions;
  - (e) establish dates by which any steps in the Proceeding are to be started or completed;
  - (f) determine the estimated duration of the Hearing;
  - (g) determine any other matter that may assist in the just and expeditious disposition of the Proceeding; and
  - (h) mediate any or all of the outstanding issues in dispute.
- (2) A Pre-Hearing conference may be conducted in person, in writing, or by telephone conference call at the discretion of the Tribunal or as may be agreed upon by the parties.
- (3) The Tribunal chair may designate any person to preside at the Pre-Hearing conference.
- (4) Quorum for a Pre-Hearing conference may be reduced to one Member of the Tribunal at the discretion of the Tribunal chair.
- (5) If a Member of the Tribunal presides at the Pre-Hearing conference, he or she shall not be a Member of the panel making the final Decision unless all parties consent in writing.
- (6) At the conclusion of the Pre-Hearing conference the parties or their representatives may sign a memorandum setting out the results of the Pre-Hearing conference to be given to the Tribunal to form the basis of a consent order.
- (7) No information about the Pre-Hearing conference shall be provided to the Tribunal making a Decision on the merits except as set out in Rule 35(6).

## SUMMONSES

36. The Tribunal may require any person, including a party, by summons to attend at the Hearing to give evidence on oath or affirmation.
37. A summons shall be in the form prescribed by Reg. 116/95 of the *Statutory Powers Procedure Act*, as amended, and signed by the Chair. **(By-law 138-2023)**
38. The summons shall be personally served by a provincial offences officer or any other person over the age of eighteen (18) years. Service shall be proved by a written affidavit. **(renumbered – By-law 138-2023)**
39. The person summonsed is entitled to be paid by the party summoning such witness the same Fees and travel allowances as set out in Tariff A (Lawyers Fees and Disbursements) of the Rules of Civil Procedure. The Tribunal Coordinator shall be responsible for processing witness Fees and travel allowances, as required. **(renumbered and amended – By-law 138-2023)**

## THE HEARING

40. The Hearing is held as follows:
  - (1) A Quorum of the appointed Members must be present for Hearing an Appeal. In the following sections, the “panel” means those Members that are present to conduct the Hearing or procedure. **(By-law 212-2023)**
  - (2) If quorum is not achieved within thirty (30) minutes of the scheduled start time, all Hearings are rescheduled to the next available date, as determined by the Tribunal Coordinator, and notice shall be sent as if it were the first notice of the Hearing. **(By-law 212-2023)**
  - (3) When the Tribunal chair is unable to attend a Hearing, the panel may select amongst themselves the Member who will chair the Hearing (“the Hearing chair”).
  - (4) The Hearing chair will call the Hearing to order and may advise the Appellant of the Hearing procedure.
  - (5) The Tribunal Coordinator or any Member of the Tribunal will swear or affirm the witnesses.
  - (6) A member of the City Solicitor’s Office, or counsel appointed by the City Solicitor, who is not privy to the case of either party may be present as counsel to the Tribunal to assist and give legal advice to the Tribunal Hearing the case. However, counsel to the Tribunal does not have power to decide the Appeal, which rests with the Tribunal.
  - (7) The Hearing process is informal, but the *Statutory Powers Procedure Act* applies.
  - (8) The Tribunal may decide which of the parties it wishes to hear from first, but it is customary that the City proceeds first.
  - (9) The City’s agent shall be called “City’s Case Presenter” and not “prosecutor”.
  - (10) The process for each witness to give testimony is: evidence in chief, cross-examination and reply, if any.
  - (11) Each Member of the Tribunal may ask questions of the witness at any time.
  - (12) The Tribunal may recall a witness for the purpose of clarifying a point that has arisen since the witness has concluded their main presentation.
  - (13) The parties have the right to make opening and closing statements. It is customary that the City proceeds first; however the Tribunal may Rule otherwise.
  - (14) These Rules, except for Rule 41(1), are subject to change by the Tribunal, if the Tribunal finds that there is a fairer way of Proceeding.

**(By-law 138-2023)**

41. Hearings of the Tribunal may be recorded and a copy of the recording shall be maintained by the Clerk for such period of time as accords with applicable City policy and procedure. **(By-law 138-2023)**

## **DECISION**

42. (1) The Tribunal may recess at any time during or at the conclusion of a Hearing to deliberate and may give an oral Decision or may reserve its Decision.
- (2) The Tribunal will attempt to issue a written Decision within 30 days after the Hearing is completed.
- (3) The counsel to the Tribunal will prepare the Notice of Decision and the Tribunal Coordinator shall ensure that at least the Chair, on behalf of the Tribunal, or a majority of the consenting Tribunal Members party to the Hearing, sign the Decision in ink or digitally.

### **(By-law 138-2023)**

43. Following an oral Decision or where the Tribunal has reserved its Decision, the Appellant shall thereafter be issued a Notice of Decision by email, courier, ordinary or registered mail. **(By-law 138-2023)**

44. The Tribunal Coordinator will send a copy of the Notice of Decision to:

- (1) the Members of the Tribunal;
- (2) the parties to the Hearing;
- (3) any person that the Tribunal directs; and
- (4) City staff as listed in Rule 28.

### **(By-law 138-2023)**

## **COSTS**

45. The Tribunal does not have the power to award costs of the Proceedings to a party.

## **MINOR ERRORS**

46. The Tribunal may at any time and without prior notice to the parties, correct a typographical or any other minor error, clarify an ambiguity or misstatement or revise an incidental matter contained in a written Decision or order.

## **Schedule 2 to By-law 48-2008**

### **Honoraria to Members of the Brampton Appeal Tribunal**

#### **(Amended by By-law 138-2023)**

Each Member who participates in a meeting to hear Appeals under this by-law shall be paid an honorarium as follows:

Regular Members – \$100.00/meeting

Chair or Acting Chair – \$125.00/meeting”