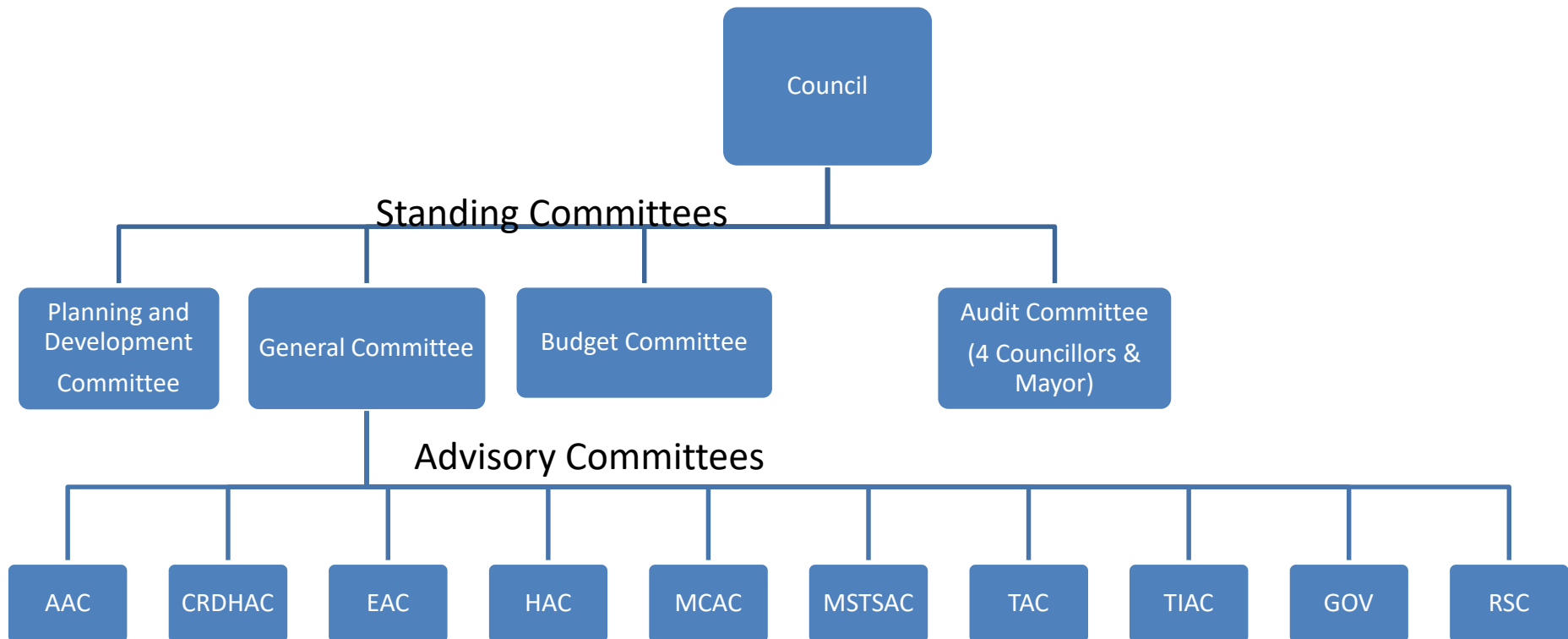


# Mississauga Appeals and Property Standards Committee Procedures

# Council/Committee Structure



# MAPSC Committee Processes

- The Agenda will be delivered by email to members at least 72 hours prior to the hearing. If you do not receive the Agenda, please contact the Legislative Coordinator immediately.
- The Agendas are posted on the City's Website:  
<http://www.mississauga.ca/portal/cityhall/agendas>
- After reviewing the agenda, if a member feels they may have a conflict of interest with an agenda item, it should be brought to the attention of the Chair and Committee Coordinator prior to the hearing. The Member may then request not to be assigned to the hearing or the Chair may determine their attendance.

# Quorum and Attendance

- There are 7 Committee members on MAPSC for the Term ending November 14, 2026. Three members will be required to attend a hearing but always with the Chair and/or Vice-Chair present.
- Notices of Hearing will be sent to you when an appeal is filed with the Tribunal Coordinator and the Tribunal Coordinator will advise who is on the rotation for that hearing. If you are unable to attend please let the Coordinator know and the next person on the rotation will be selected.
- A Hearing will require three members to ensure quorum for the entirety of the hearing.

# Meeting Schedule

- MAPSC hearings are reserved for the last Tuesday of each month. If there are multiple hearings or hearings that need to be re-scheduled, the Tribunal Coordinator will reach out the Committee Members for their availability outside of the reserved dates.
- Hearings or Pre-hearings that are conducted virtually will be held via webex. Deliberations will be held with Counsel for the Committee on licensing appeal matters in what is known as “practice session”. In practice session, City staff and the appellant will not be on camera, they will be moved to an attendee and remain muted and off camera until the Committee has reached its decision.
- The hearing will then resume once the Committee Coordinator takes the meeting out of “practice session”.

# Pre-Hearings

- Pre-hearings are at the request of the Committee Members or the parties involved. The request to hold a pre-hearing occurs when potential settlement has been reached or other matters require clarification.
- Pre-hearings can be held in writing, by telephone or virtually. The Pre-hearing Conference memorandum will be provided to the presiding Member chosen by the Chair.
- Quorum for a Pre-hearing is one Member.
- The Member who attends the Pre-Hearing cannot attend the Hearing of the matter unless with consent of the Members.

# Committee Coordinator's Role

- Your assigned Committee Coordinator for MAPSC is Martha Cameron
- Martha will keep you advised of hearing dates, requests for adjournments and Pre-hearing Conferences.
- The Committee Coordinator will provide the Chair the Oath and Affirmation and Notes to Chair prior to any hearing.
- The Committee Coordinator will prepare the Notice of Decision template and provide it to the Committee's external legal counsel, Konstantine Stavrakos of O'Connor MacLeod Hanna LLP on matters pertaining to licensing appeals.

## Parking Passes

- Parking multi-visit cards have been issued for meetings that start prior to 6:00pm
- The multi-visit card can only be used for committee meetings or committee related business.
- Return multi-visit card at the end of the committee term.



# Mandatory Educational Session

- There will be a mandatory education session in the Spring with the Integrity Commissioner in which all Citizen members must attend.
- Further details will be provided with respect to date and how it will be delivered.

# Legend to the Advisory Committees

- AAC – Accessibility Advisory Committee
- CRDHAC – Combating Racism, Discrimination and Hatred Advisory Committee
- EAC – Environmental Action Committee
- HAC – Heritage Advisory Committee
- MCAC – Mississauga Cycling Advisory Committee
- MSTSAC – Mississauga School Traffic Safety Action Committee
- RSC – Road Safety Committee
- TIAC – Towing Industry Advisory Committee
- TAC – Transit Advisory Committee

# QUESTIONS?