



Township of Muskoka Lakes  
P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0  
Website: [www.muskokalakes.ca](http://www.muskokalakes.ca)  
Phone: 705-765-3156  
Fax: 705-765-3197

## APPEAL COMMITTEE PROCEDURE

### NOTICE OF HEARING

Once your Hearing has been scheduled, you will receive a Notice of Hearing via email which will include the date and time of the Hearing. The Hearing will be held in-person, but if you wish to attend the Hearing via Zoom you must notify the Appeal Committee Secretary at least three (3) business days prior to the Hearing. The Appeal Committee Agenda will be posted on the Township of Muskoka Lakes website and emailed to you at least seven (7) days prior to the Hearing date. The agenda will include a report from staff with supporting evidence. Each Party may introduce testimony from up to two (2) witnesses, provided the witnesses' names and contact information are filed with the Clerk at least three (3) business days before the hearing. Please note that there may be other appeal hearings occurring on the same day and time as yours. The agenda will provide the order in which the appeals will be heard.

### APPEAL COMMITTEE HEARING

The Appeal Committee is composed of a minimum of three (3) members who are appointed by Council and are delegated the powers and duties to hear appeals. All discussions must happen through the Chair. The Hearing is not recorded, and it is an offence to take any pictures or video or audio recordings of the Hearing. The Hearing of an appeal will proceed as follows:

- **Opening Statements** – The Township and the Appellant will each make an opening statement with a maximum time limit of five (5) minutes.
- **Main Presentations** – The Township and the Appellant will each have five (5) minutes for their main presentations. Each party may be cross-examined by the opposing party, with each examination limited to five minutes. Members of the Committee are given the opportunity to question each party. Additionally, any member of the public who has registered with the Clerk at least three (3) days prior to the Hearing may provide a statement of up to five (5) minutes.
- **Closing Statements** – Each party will have the opportunity to make a five (5) minute closing statement.
- **Deliberation and Decision** – The Committee will have an open discussion and reach a decision by a resolution. The resolution will be voted on and made by majority vote.

### HEARING DECISION

The Appeal Committee can confirm, modify, or rescind orders or decisions. The Appeal Committee's authority to modify an order or decision is limited to the power to remove or modify items or extend the compliance deadlines. Every decision of the Appeal Committee is final and binding.

After the Hearing has been concluded, the Secretary will issue a Hearing Decision document, and it will be provided to you. The Hearing Decision will provide the decision and may provide information on the reason for the decision, requirements, compliance deadlines, and any other relevant information.

### FAILURE TO APPEAR AT HEARING

If you fail to appear on the date and time for your Hearing, the Appeal Committee may proceed in your absence, and you will not be entitled to any further notice in the proceeding.

### ADDITIONAL INFORMATION

For more information about the Appeal Committee, please visit [www.muskokalakes.ca](http://www.muskokalakes.ca) or call 705-765-3156.