



Property Standards Committee Terms of Reference

Dated August 27, 2024

Purpose

The Municipality has in effect an official plan and Council passed a by-law pursuant to section 15.1(3) of the Building Code Act, S.O. 1992, c.23 (the “Act”), which authorizes municipalities to enact by-laws prescribing standards for the maintenance and occupancy of all property within the municipality; prohibiting the use of such property that does not conform to the standards; and for requiring any property to be repaired and maintained so as to comply with said standards or be cleared of all buildings and structures, debris or refuse and the lands left in a graded and level condition (the “By-law”).

In accordance with section 51.6(1) of the Act, a by-law passed under section 15.1 shall provide for the establishment of the Committee to hear appeals of orders made under section 15.2 of the Act and do any of the following things if, in the Committee’s opinion, doing so would maintain the general intent and purpose of the By-law and of the official plan:

1. Confirm, modify or rescind the order to demolish or repair.
2. Extend the time for complying with the order.

Objectives

The Committee shall perform the functions as set out in the Act.

Delegated Authority

The Committee has the authority set out in the Act.

Committee Composition

The membership of the Committee shall be comprised as follows:

- one (1) member of Council;
- one (1) member of the public; and

- a current or former member of the legal profession or a person who has particular knowledge of the rules applicable to quasi-judicial bodies whom shall be appointed as Chair.

Terms of Office

The members of the Committee shall hold office for the term of the Council that appointed them, however, shall hold office until their successors are appointed.

Lead Department/ Reporting Relationship

The lead department for the Committee shall be the Legislative Services Department.

Category of Function

Quasi-judicial, in accordance with HR-2022-02 Council, Agency, Board and Committee Remuneration and Compensation.

Committee Training

Prior to a member attending a meeting of the Committee, the Clerk shall arrange for the member to receive orientation and training, including training related to health and safety.

Quorum

Quorum shall be a majority of the members of the Committee.

Meeting Schedule

The Committee will meet as required.

Staff Resources

Secretariat assistance and procedural guidance to the Committee will be provided by the Legislative Services Department.

Miscellaneous

These Terms of Reference for the Committee are established by Council and may only be altered by Council.