

Property Standards Appeals Committee

Committee Type: Quasi-Judicial

Reports to: Council

Administered by: Legislative Services Division

Committee Administrator: Deputy Clerk

Effective: February 27, 2023

1. Enabling Legislation/Authorizing By-law.

The Property Standards Appeals Committee is established under the authority of the Building Code Act, 1992, S.O. 1992 c. 23 and the Township's Property Standards By-law as amended.

The Property Standards Appeals Committee is required to adhere to the provisions of the:

- Township's Procedural By-law, as amended;
- Township's Committee Governance Policy GP-2023-01; and,
- Statutory Powers and Procedures Act.

2. Purpose/Mandate

The Property Standards Appeals Committee is a quasi-judicial body that hears appeals from owners or their agents who have received an Order of the Chief Building Official, a Property Standards Officer, or a Municipal Law Enforcement Officer, in accordance with the Property Standards By-law.

3. Responsibilities/Specific Functions

The Committee will conduct hearings to consider Property Standards Order Appeals.

The Committee has the authority to:

- Confirm the Order; or
- Modify the Order; or
- Quash the Order; and/or
- Extend the time for complying with the order provided that in the opinion of the Committee the general intent and purpose of the Property Standards By-law is maintained.

Decisions of the Property Standards Appeals Committee are not ratified by Council and are appealable to the Ontario Superior Court.

4. Committee Composition

The Committee will be composed of five (5) citizen members.

Consideration shall be given to inclusion of the following qualifications during the process:

- Persons with legal tribunal governance experience
- Persons with land use experience
- Persons with real estate experience.

The membership of the Property Standards Appeals Committee will be the same membership as the Dangerous Dog Designation Appeals Committee.

In accordance with the Committee Governance Policy GP-2023-01, no member of Council will sit as a member of the Property Standards Appeals Committee.

5. Chair Appointment

The members of the Committee shall elect a Chair from among themselves. When the Chair is absent through illness or otherwise, the Committee may appoint another member as acting Chair

6. Hearing Quorum

Quorum for the Property Standards Appeals Committee shall be three (3) members.

7. Frequency and time of Hearing

The Property Standards Appeals Committee will meet as required. Hearings will be open to the public, in accordance with the Statutory Powers and Procedures Act, unless the Appeal relates to the security of a property. The Committee will endeavor to meet within 30 days of an appeal being received by the Township.

8. Hearing Notice and Procedures

The Committee may adopt its own rules and procedures in accordance with the Building Code Act.

The Committee shall give notice or direct that notice be given of the hearing of an appeal to such persons the committee considers advisable.

9. Closed Meetings

The Committee may deliberate in closed session but shall vote in the presence of the Appellant and the Officer.

10. Minutes and Reporting Requirements

Minutes of Property Standards Appeal Hearings will be recorded and made available on the Township's website by the Legislative Services Division.

11. Compensation

Members of the Committee shall be compensated \$50.00 per hearing attended.