

Appeal Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (by sub-heading)	<ol style="list-style-type: none"> 1. Composition 2. Term of Office 3. Remuneration 4. Frequency of Meetings 	<ol style="list-style-type: none"> 1. Name 2. Reports to 3. Status 4. Established 5. Enabling Legislation/ Authorizing By-law 6. Mandate 7. Deliverables 8. Strategic Plan Linkages 9. Committee Composition and Staff Resources 10. Qualifications 11. Frequency of Meetings 12. Budget Consideration 13. Work Plan 14. Remuneration 15. Term of Office 16. Committee Review/ Sunset Date
Mandate	<p>The Town of Newmarket utilizes a Committee to conduct Fenceviewings and hear appeals of Property Standards Orders, Fence By-law Variances, Sign By-law Variances, Vicious dog Orders and Taxi Cab Violations.</p>	<p>The Appeal Committee is established for the purpose of hearing appeals pursuant to the following Town of Newmarket by-laws:</p> <ul style="list-style-type: none"> • Animal Control By-law 2008-61, as amended • Taxicab Licensing By-law 2013-28 • Sign By-law 2014-11, as amended • Fireworks By-law 2015-18 • Refreshment Vehicle Licensing By-law 2014-11, as amended • Fence By-law 2000-63 <p>The Committee will be responsible for the following:</p> <ul style="list-style-type: none"> • To hear and determine all applications made, proceeding instituted and matters brought before it and for such purpose to make such orders, give such directions, issue such approvals, deny of vary applications and otherwise do and perform all such acts, matters, deeds and things as may be necessary or incidental to the exercise of the powers conferred upon the Appeal Committee. • To perform such other functions and duties as are now or hereafter conferred upon or assigned to the Appeal Committee by Municipal By-law or under statutory authority. • To make, give or issue or refuse to make, give or issue any order, directions, regulation, rule, permission, approval, certificate or direction, which it has power to make, give or issue
Composition	<p>The Composition of the Committee is five citizen members.</p> <p>Legislative Requirements: Composition shall not be fewer than three members.</p>	<p>The Appeal Committee will be composed of:</p> <ul style="list-style-type: none"> • Five (5) residents.

Appeal Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Term of Office	Expiring November 30, 2010.	A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed
Remuneration	\$50.00 per meeting	<ul style="list-style-type: none"> • \$50.00 per member per meeting
Frequency of Meetings	The Property Standards/ Fenceviewers/ By-law Appeal Committee meets less than 10 times per year as required. Meetings of the Committee are held on a as-needed basis on a weekday evening. Fenceviewings are conducted on weekday evenings between April and November at the location of the property owners.	<ul style="list-style-type: none"> • Meetings are held on an as required basis monthly.
Legislation	Not Included.	<p>The Appeal Committee is a quasi-judicial body that shall meet and deliberate as required by the legislation pursuant to which the by-laws have been enacted, and when necessary in order to hear appeals pursuant to these by-laws.</p> <p>The Appeal Committee will also serve as Fence viewers under the authority of the Line Fences Act, 1990, as amended.</p>
Deliverables	Not Included.	<p>The Committee will accomplish its mandate by:</p> <ul style="list-style-type: none"> • Conducting hearings as required • Arbitrating fence dispatches between property owners
Strategic Plan Linkages	Not Included.	<p>The Appeal Committee meets the following Corporate Strategic Goals:</p> <ul style="list-style-type: none"> • Living Well: By focusing on health, safety and the environment to promote activity and enrich lives. • Efficiency/financial Management. By ensuring effective and efficient services. <p>The Appeal Committee meets the following Council Strategic Priorities:</p> <ul style="list-style-type: none"> • Efficiency/financial Management. By ensuring effective and efficient services.

Appeal Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Qualifications	Not Included.	<p>Consideration shall be given to inclusion of the following qualifications during the appointment process:</p> <ul style="list-style-type: none"> • Persons with legal tribunal governance experience • Persons with land use experience • Persons with real estate experience
Budget Consideration	Not Included.	<p>The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.</p>
Work Plan	Not Included.	<p>A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth (4th) quarter annually.</p>
Committee Review/ Sunset Date	Not Included.	<p>Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.</p>