



# Town of Newmarket

## **TERMS OF REFERENCE**

**NAME:** Property Standards Committee

**REPORTS TO:** Council

**STATUS:** Statutory

**ESTABLISHED:** June 23, 1980

### **ENABLING LEGISLATION/AUTHORIZING BY-LAW**

The Property Standards Committee is established under the authority of the *Building Code Act, 1992 SO. 1992 c. 23* and the Town's Property Standards By-law 1999-34, as amended.

The Property Standards Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

### **MANDATE**

The Property Standards Committee is a quasi-judicial body that hears appeals by property owners or their agents who have received an order of the Property Standard Officer from the Town.

The Committee will be responsible to:

- Confirm the Property Standards Order; or
- Modify the Property Standards Order; or
- Quash the Property Standards Order; 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.

### **Deliverables**

The Committee will accomplish its mandate by:

- Conducting hearings, as required

### **Strategic Plan Linkages**

The Property Standards Committee meets the following Corporate Strategic Goals:

- *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.

The Property Standards Committee meets the following Council Strategic Priorities:

- *Efficiency/financial Management:* By ensuring effective and efficient services.

## **COMMITTEE COMPOSITION AND STAFF RESOURCES**

The Property Standards Committee will be composed of:

- Five (5) residents

### **Qualifications**

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

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

## **FREQUENCY OF MEETINGS**

As required, on as-needed basis (at the availability of the individuals involved)

## **BUDGET CONSIDERATION**

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.

## **WORK PLAN**

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

## **REMUNERATION**

\$50.00 per meeting per member.

## **TERM OF OFFICE**

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.

## **COMMITTEE REVIEW/SUNSET DATE**

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.