



Terms of Reference

Property Standards Committee

Authorizing or Mandating Legislation: *Building Code Act*, by way of Property Standards By-Law 936, as amended
Procedural By-Law: By-Law Number 2159, as amended from time to time
Approved: March 20, 2023 – Council Resolution R23-03-105
Evaluation Date: August 2026

1.0 PURPOSE

- 1.1 To hear appeals by property owners or their agents who have received an order of the Property Standards Officer from the Town.
- 1.2 To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

- 2.1 **Type:** Statutory Committee
- 2.2 **Resources:**
 - a) Staff Support: Building and By-Law Enforcement Division
 - b) Number of Council Members: None
 - c) Number of Community Members: Three
- 2.3 **Term:** January 1, 2023 to November 14, 2026
- 2.4 **Meeting Frequency:** As necessary
- 2.5 **Remuneration:** \$100.00 per attendance

3.0 SCOPE OF WORK

- 3.1 The Property Standards Committee shall be responsible to:
 - a) Confirm a Property Standards Order; or
 - b) Modify a Property Standards Order; or
 - c) Quash a Property Standards Order; or
 - d) Extend the time for complying with a Property Standards Order provided that, in the opinion of the Committee, the general intent and purpose of the Property Standards By-Law is maintained.

4.0 REQUIRED SKILLS

Communications	Risk Management
Legal	Critical Thinking/Analysis
Stakeholder Relations	Dispute Resolution