

The Corporation of the Township of North Huron

By-law No. 55-2019

A by-law to adopt Terms of Reference for the Township of North Huron Property Standards Committee

Office Consolidation of By-law

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The Corporation of the Township of North Huron

By-law No. 55-2019

A by-law to adopt Terms of Reference for the Township of North Huron Property Standards Committee

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 5.8(d) of the Council and Committee Procedure By-law states that Council shall adopt a Terms of Reference for every Committee of Council;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to adopt a Terms of Reference for the Property Standards Committee;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the "Terms of Reference for the Property Standards Committee" attached hereto as "Schedule A" is hereby adopted and shall form part of this by-law.
2. That this by-law shall come into force and take effect on passing.

Read a first and second time this 3rd day of June, 2019.

Read a third time and passed this 3rd day of June, 2019.

Bernie Bailey, Reeve

CORPORATE SEAL

Carson Lamb, Clerk

The Corporation of the Township of North Huron By-law No. 55-2019 – Schedule “A”

Property Standards Committee Terms of Reference

Preamble:

The Property Standards Committee is a mandated Committee as per the Ontario Building Code Act, S.O. 1992, c.23 and the Township of North Huron Property Standards By-law.

Mandate:

The Property Standards Committee hears appeals in accordance with the Township's Property Standards By-law. The Committee hears the appeal of any owner or occupant who has been served an Order, issued under the Township of North Huron Property Standards By-law, and who is not satisfied with the terms or conditions of the Order.

The Committee is an independent body consisting of all members of Council.

In accordance with the Ontario Building Code Act, the Committee has the authority to confirm the Order, modify the Order, rescind the Order or extend the time for complying with the Order.

The following applies to the Property Standards Committee:

1. Committee Composition, Appointment Process & Remuneration:

The Property Standards Committee shall be made up of all members of Council and appointed by by-law as soon as possible after a municipal election;

The Chair shall be chosen from among its members, by resolution, at the first meeting of the Property Standards Committee after the Committee is appointed. The Chair will be appointed for the entire term of the Committee;

If the Chair is absent, the Committee may appoint an Acting Chair from among its members;

In accordance with the Ontario Building Code Act, the Committee members shall be paid such compensation as the Council may provide. The most current Township of North Huron Council Remuneration & Expenses By-law will set out the honorarium for members.

2. Term of Office

The Property Standards Committee serves for the entire term of Council.

3. Township Resources Available to Committee

• Staff Support:

- i. The Municipal Clerk is responsible for providing administrative to the Committee;
- ii. The By-law Enforcement Officer is responsible for preparing reports and providing support to the Committee. For each Meeting the By-law Enforcement Officer shall provide an Information Package that will be included as part of the Agenda for the Property Standards Committee. At a minimum, the Information Package will include:
 - a. A copy of the Order,
 - b. A Staff Reporting using the Township's standard Report format, which will outline why the Order was issued and provide details of the actions taken by the Officer to date;
 - c. Where applicable, photos of the property standards issue(s);
 - d. Any other information or resource material that the Officer considers relevant to the appeal.
- iii. The CAO will select the appropriate Recording Secretary for the Committee;
- iv. The Recording Secretary and/or the Municipal Clerk support will include:

- In consultation with the Chair, provide public notice of a meeting, preparation of the agenda, distribution of meeting material, reports and follow-up;
- Attendance at meetings and taking of minutes;
- Circulation of Committee decisions in a manner decided by the Municipal Clerk;
- Other actions required to administer the Committee as directed by the Municipal Clerk.

4. Responsibility and Scope

In accordance with the Ontario Building Code Act, the Committee has the authority to confirm the Order, modify the Order, rescind the Order or extend the time for complying with the Order.

5. Meeting Procedures

- The North Huron Procedure By-law, with necessary modifications, shall be observed in all proceedings of the Committee;
- Committee meetings will be held on an as needed basis with the time, date and location of the meeting being decided by the Municipal Clerk in consultation with the Chair;
- Committee meetings will be held at the Township of North Huron Council Chambers;
- Committee meetings are open to the public;
- Quorum for meeting shall be determined by the Chair and in compliance with the Ontario Building Code Act (Section 15.6(5));
- Committee meetings, where possible, will be video recorded and posted on the Township of North Huron website or live streamed;
- Draft minutes of a meeting shall be circulated to the Committee via the next Committee Agenda. Draft minutes shall also be circulated to Council as part of a Council Agenda package. Council shall receive the draft minutes for information purposes only;
- The Recording Secretary shall ensure that the Notice of Meeting is posted on the North Huron website by 4:30pm on the Friday prior to the meeting.

6. North Huron Policies and Procedures

The Property Standards Committee is a mandated committee. The Committee and its members are governed by the following municipal by-laws, policies, provincial legislation and regulation:

- North Huron Property Standards By-law
- North Huron Code of Conduct
- North Huron Procedure By-law
- North Huron Accountability and Transparency Policy
- Ontario Building Code Act
- Ontario Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act