



Terms of Reference

Property Standards Appeal Committee and Dog Designation Appeal Committee

Date Approved by Council: **January 9, 2023**

Sunset Date: **N/A**

Mandate:

Property Standards Committee:

To act as a quasi-judicial hearing body that hears appeals relating to issued Orders under the Town's Property Standards By-law, which establishes the minimum levels of maintenance of properties and buildings in the municipality. The committee has the authority to confirm, modify or rescind an Order to demolish, repair or to extend the time for complying with an Order under the by-law.

Dog Designation Appeal Committee:

To act as a quasi-judicial hearing body that hears appeals relating to Notices to Muzzle issued under the Town's Animal Control By-law.

Goals/Objectives:

Appeal hearings will be conducted in accordance with the rules established by the respective Town by-law, the Statutory Powers and Procedures Act, and the Building Code Act, as appropriate.

Reporting to Council:

N/A

Enabling Legislation, By-Law or Staff Report:

Building Code Act
Property Standards By-law
Animal Control By-Law
CPS-2022-069, December 12, 2022

Committee Composition:

Up to five (5) members of the public (to be the same members as appointed to the Committee of Adjustment)

Skills Requested

Preference may be given to eligible candidates:

- with knowledge and prior experience in administrative law
- able to carry out a fair and impartial hearing
- able to communicate effectively with the public
- able to write a clear and concise decision
- with excellent written and oral communication skills
- with knowledge and/or experience in the areas of property maintenance and/or animal care

Administration Section

Department Linkage and Staff Support:

Corporate Services Department, Clerk's Division
Infrastructure Services Department
Other divisions to provide support, as needed

Meeting Frequency: As required