

Property Standards Committee Terms of Reference

NAME: Property Standards Committee

DIRECTION RECEIVED FROM COUNCIL THROUGH CDC: The Property Standards Committee, once appointed, is a statutory tribunal with specific authority, identified within the Procedural By-law as within the Community Development Committee's duties

CLERK: Secretary-Treasurer Committee of Adjustment

ESTABLISHED/AMENDMENTS: **By-law No.** **Date** **Report / Item No.**
1996

OTHER ITEMS OF REFERENCE:

1. BACKGROUND

The Property Standards Committee is a committee established by Council under the authority granted by the Province of Ontario in the *Building Code Act*.

2. MANDATE

Property Standards Committee members hear appeals to the Property Standards By-law. The Committee makes decisions that, in the opinion of the Committee, meet the general intent and purpose of the by-law and the Official Plan. The Committee has the authority to confirm an Order to Demolish or Repair, modify or quash it, and/or may extend the time for complying with the order.

TERMS OF REFERENCE REVIEW DATE: **December 1, 2006**

3. MEETINGS

Property Standards will meet when there is an appeal to a City of Burlington Order To Comply.

4. QUORUM

Where the committee is composed of three members, two members constitute a quorum, and where the committee is composed of more than three members, three members constitute a quorum.

5. BUDGET CONSIDERATIONS

The fiscal year of the Property Standards Committee will be January 1 to December 31 annually. The Secretary-Treasurer will submit a budget request that reflects the committee's upcoming year's operating needs, in keeping with budget directions and timelines. The budget will be presented within the Boards and Committees budget submission, detailed with Cost Centre 113360.

All financial commitments of the Committee must be approved through the Committee, with revenues and expenditures authorized through the staff liaison and processed in keeping with corporate policies.

6. COMMUNICATIONS

If needed, the Property Standards Committee will prepare annual communications plans as needed so that the Secretary-Treasurer can work with corporate communications staff to meet the Committee's needs.

7. COMMITTEE COMPOSITION

The Property Standards Committee is comprised of three members. Note that three of the members appointed to the Committee of Adjustment are also appointed as members of the Court of Revision and the Property Standards Committee.

8. TERM OF OFFICE

Three years from the date of appointment to coincide with the Council term. Members hold office until their successors are appointed.