



Town of Georgina Property Standards Committee (GPSC)

Terms of Reference

Purpose

The Property Standards Committee is appointed by Council pursuant to the provisions of the Building Code Act, to deal with matters related to the Town's Property Standard By-laws and the Town's Official Plan.

Meetings

1. The Committee shall meet as required throughout the year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. The office of a member becomes vacant if the member is absent from the meetings for three consecutive meetings without being authorized to do so by a resolution of the Committee.
5. The Committee shall develop and follow Rules of Practice and Procedure [**"Rules"**] consistent with the Committee's authority under the Building Code Act and Ontario Building Code applicable at the time.

Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair in accordance with the Rules, and shall:

2. The Committee presides over hearings for owners/occupants upon whom an order has been served by a Municipal Law Enforcement Officer, whom are not satisfied with the terms or conditions of the order.
3. The Committee in hearing the appeal has all the powers and functions of the by-law enforcement officer while the Committee is hearing and appeal to an order and may confirm the order to demolish or repair or may modify or rescind it, or may extend the time for compliance.
4. The Committee's decision should uphold the intent and purpose of the Town's Property Standards by-laws and of the Town's Official Plan.
5. The Committee's decisions may be appealed to the Ontario Court (General Division) by the municipality or the owner/occupant of the Property on which the Order was made.

Term & Membership Composition

1. Appointed by Council, the Committee shall consist of a minimum of five (5) members who:
 - Are able to be objective, possess relevant education component or equivalent experience
 - Have an open mind to fully consider evidence provided.

To be eligible to make application and to serve on this Committee the individual must be a qualified elector in the Town of Georgina.

2. Under the direction of the Municipal Law Enforcement Division, secretarial support services will be provided by the Town of Georgina.
3. Resignations from the Committee must be in writing.
4. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.

5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

Remuneration

\$40.00 per meeting, not to exceed ten (10) paid meetings per year

Member in Good Standing

The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the Town.

General Conduct

All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

Budget

The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval. The budget will be administered by the Deputy CAO. In addition, other funds may be requested of Council for special projects or undertakings.

Use of Town Logo/Letterhead

The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

Authority

The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. Any information or action that binds the Corporation will require Council's approval.

Confidentiality

The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

Procedural By-Law

The rules and regulations contained in the Town of Georgina Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.