

Terms of Reference Property Review Committee

1.0 Mandate

To act as a quasi-judicial tribunal, hearing appeals to Property Standards Orders issued under the authority of the *Building Code Act*. The Committee may confirm, amend or quash an Order.

The Property Review Committee will also review applications for exemptions under the City's Fence By-law and render a decision which becomes final and binding.

2.0 Goals, Objectives and Responsibilities

The Property Review Committee fulfills the legislated requirements of the Building Code to provide a committee to hear appeals. It is also responsible for providing a review process for Fence Exemption applications and rendering a decision that is final and binding.

3.0 Composition

The Property Review Committee will be comprised of:

- Five (5) Citizen Appointees
- One (1) Member of Council – no voting rights

A hearing conducted by the Property Review Committee shall have 3 members present for quorum purposes.

Appointments shall be for a 4-year term corresponding with the term of City Council.

4.0 Member Qualifications

Committee members with experience in building construction or property maintenance would be an asset.

5.0 Meeting Schedule

The Property Review Committee shall meet as required.

6.0 Budget

Committee members shall be paid an honorarium of \$50.00 per appeal or hearing attended.

Remuneration for committee members will be paid from the By-law Services Salary Account.