



## **PROPERTY STANDARDS COMMITTEE**

### **TERMS OF REFERENCE**

#### **Governing Acts**

Ontario Building Code Act (BCA)  
City of Vaughan By-law 231-2011

#### **Mandate / Objectives**

The Property Standards Committee hears appeals by registered owners of property who have received a Property Standards Order regarding a component(s) of their property that does not conform to the Property Standards By-law.

This Committee is authorized by the Building Code Act and operates according to the Statutory Powers and Procedures Act.

#### **The Role of Property Standards Committee:**

The Property Standards Committee members are appointed under the authority of the Building Code Act, 1992, S.O. 1992, c.23 ("BCA") section 15.1 at the beginning of each new term of Council. It is a quasi-judicial tribunal that hears appeals made to a Property Standards Order which was issued by a Property Standards Officer of the By-Law Department. The Committee hears evidence from both sides (the City and the appellant) and then has authority to confirm, modify or rescind a Property Standards Order, or to extend the time for complying, as per the BCA.

#### **Membership**

The committee shall be composed of five (5) members.

#### **Remuneration**

\$50 per meeting attended with the Chair receiving \$60 per meeting attended.

#### **Term**

Public members are appointed for a four-year term, coinciding with the term of City Council and serve until their successors are appointed.

#### **Agendas and Reporting**

Agenda items are determined by the appeals received. Agendas shall be prepared and posted on the City's website at least one week prior to the scheduled date of meeting.



## **Meetings**

Meetings are held on an as required basis. Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

## **Notice of Meetings**

Meetings will be noted on the City's website on the Agendas, Minutes and Extracts.

## **Quorum**

A majority of members including the Chair shall constitute quorum.

## **Staff Resources**

By-Law and Compliance, Licensing and Permit Services  
Legal Services  
Office of City Clerk