

1. Purpose

The purpose of the Property Standards Committee is to hear the appeal of any owner or occupant who has been served with an Order issued under the Town of Tecumseh's Property Standards By-Law, as may be amended from time to time, and who wishes to appeal the terms and conditions of the Order.

This Committee aligns with the following Strategic Priority identified in the 2023-2026 Strategic Plan:

- **Service Experience:** Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

2. Scope

The mandate of the Property Standards Committee is to:

- Hear appeals from property owners or occupants with respect to an order served by a By-Law Enforcement Officer in cases where the owner or occupant are dissatisfied with the terms and conditions of the order.
- In accordance of the Ontario Building Code 15.3 (3.1) the Property Standards Committee may do any of the following things, if in the Committee's opinion, doing so would maintain the general intent and purpose of the Property Standards By-Law: to confirm the order, modify or rescind it or may extend the time for compliance.
- The Committee shall, when rendering a decision, uphold the intent and purpose of the Town's Property Standards By-Law.

3. Membership

The Property Standards Committee will be comprised of:

- Three (3) members of the Committee of Adjustment
- The term of membership will coincide with the term of Council. Members will be remunerated in the amount of \$100.00 per meeting.

4. Meeting and Reporting

The Property Standards Committee will be administered through the Director Development Services .

Meetings shall be held at the call of the Chair. The scheduling of a meeting will be coordinated through the Development Services Department. Meeting notice, circulation of agendas and minutes, and meeting procedures will adhere to the Town's Procedural By-law.

All Property Standards Committee meetings shall be held in public open session usually following a Committee of Adjustment Meeting. A Committee meeting may be closed to the public or proceed into closed session if the subject matter being considered is one of the exceptions permitted by Section 239(2) and (3) of the *Municipal Act*, 2001, as amended. To determine if an agenda item is to be discussed in closed session, consultation with the Clerk prior to the meeting is required.

5. Staff Resources

The Property Standards Committee will be administered through the Director Development Services. The Development Services Department will provide administrative assistance through the Planning Services Clerk/Secretary - Treasurer to the Committee with the preparation of the Committee's agendas and minutes, and general record keeping.

6. Review of Terms of Reference

These terms of reference take effect as of October 26, 2024, and shall be reviewed and updated from time to time by the Committee on the advice of the Director Legislative Services & Clerk.