

Appendix C - Terms of Reference



TERMS OF REFERENCE 55+ COMMITTEE

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 105-2011 as amended from time to time

Approved: March 9, 2015

Evaluation Date: January 2017

Date of Formation: March 22, 2010

1.0 PURPOSE

The older adults should have the right to multiple opportunities for healthy aging and a full range of supports to assist them. The Committee's purpose is to provide recommendations to the Parks, Recreation, Arts and Culture Committee to improve the quality of life for older adults in the Town.

-And-

To maintain and improve the health, safety and well being of our residents.
Increase the number of people attending activities and their diversity and increasing user satisfaction.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Parks and Recreation Program Manager
- 2.1.2 Staff Support: As determined by the Parks and Recreation Program Manager
- 2.1.3 Number of Council Members: One
- 2.1.4 Number of Community Members: Six, who may be representative of the older adult community and/or representatives of agencies who are committed to working toward the betterment of life for older adults in the Town.

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Monthly

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The Committee shall:

- 3.1** Promote and advocate the concept of healthy active living for older adults by encouraging the provision of improved and responsive programming and services by the Town
- 3.2** Increase the awareness of the issues, concerns and challenges faced by older adults from a diversity status, place of origin, marital status, and disability and identify

outreach methods that may be utilized in order to reach older adults from these diverse communities.

3.3 Consult with and request input from other advisory groups and organizations when there are matters of mutual interest or concern.

4.0 REQUIRED SKILLS

Strategy

Communications

Stakeholder Relations



TERMS OF REFERENCE BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT

Authorizing or Mandating Legislation: *Municipal Act, 2001*, section 204

by virtue of By-law 33-2004, as amended

Procedural By-law: BIA By-law 2

Approved: March 9, 2015

Evaluation Date: January 2017

Date of Formation:

1.0 PURPOSE

The purpose of the board of management is:

- To oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and
- To promote the area as a business or shopping area

2.0 COMMITTEE PARTICULARS

2.1 Resource:

2.1.1 Staff Support: BIA Coordinator

2.1.2 Number of Council Members: Two

2.1.3 Number of Community Members: up to nine

2.2 Term: December 1, 2014 to November 30, 2018, but continue until successors are appointed

2.3 Meeting Frequency: monthly

2.4 Remuneration: \$100 per attendance

3.0 SCOPE OF WORK

The board of management shall fulfil its purpose through marketing initiatives, business recruitment, streetscape and amenity improvements including seasonal decorations, holding of special events, and advocating on behalf of the interests of the improvement area.

4.0 REQUIRED SKILLS

Strategy

Stakeholder Relations

Finance/Accounting

Risk Management

Communications

Business Management



TERMS OF REFERENCE COMMITTEE OF ADJUSTMENT

Authorizing or Mandating Legislation: Planning Act, section 44, by virtue of Zoning By-law 1-2014, as amended

Procedural By-law: N/A see section 44 of the Planning Act

Approved: November 17, 2014

Evaluation Date: January 2017

1.0 PURPOSE

To authorize certain variances from the provisions of the Town's Zoning By-law, as may be amended from time to time.

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Internal: Manager of Planning and Developmental Services
- 2.1.2 Staff Support: As appointed by Manager of Planning and Developmental Services
- 2.1.3 Number of Council Members: Two
- 2.1.4 Number of Community Members: Three

2.2 Term:

- 2.2.1 Council Members: December 1, 2014 to November 30, 2015
- 2.2.2 Community Members: December 1, 2014 to November 30, 2018
But continue until successors are appointed

2.3 Meeting Frequency: Monthly

2.4 Remuneration: \$523.56 Quarterly- regardless of attendance

3.0 SCOPE OF WORK

The Committee shall exercise such powers authorized under section 45 of the Planning Act.

4.0 REQUIRED SKILLS

Communications	Risk Management	Land Use Planning
Critical Thinking/ Analysis	Stakeholder Relations	Legal

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 105-2011 as amended from time to time

Approved: November 9, 2015

Evaluation Date: January 2019

Date of Formation: January 2016

1.0 PURPOSE

To work with the Municipality, Businesses and Individuals to prepare the Town of Kingsville annual Communities in Bloom Judges' Tour;

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community;

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Parks and Recreation Program Manager; Municipal Services; Kingsville BIA; Manager of Municipal Facilities and Property
- 2.1.2 Staff Support: As determined by the Parks and Recreation Program Manager
- 2.1.3 Number of Council Members: Two
- 2.1.4 Number of Community Members: Ten minimum

2.2 Term: January 1, 2016 to November 30, 2018

2.3 Meeting Frequency: Monthly

2.4 Remuneration: None

3.0 SCOPE OF WORK

The Committee shall:

- 3.1 Plan, organize and operate the annual Communities in Bloom tour in collaboration with the Parks and Recreation Department, Municipal Services, Local Businesses and individual homeowners
- 3.2 Act as and recruit volunteers to assist in the operation of the annual Communities in Bloom Tour.
- 3.3 Develop methods and new ideas to maintain the sustainability and build upon the tourism draw of the annual Communities in Bloom Program.

4.0 REQUIRED SKILLS

Strategy	Project Management	Communications
Risk Management	Business Management	Stakeholder Relations

Authorizing or Mandating Legislation: Municipal Elections Act, 1996 – section 88.37

Procedural By-law: By-law 55-2016, as amended from time to time

Term: December 1, 2018 to November 14, 2022

Approved: May 14, 2018

1.0 PURPOSE

To fulfill the mandatory requirements of section 88.37 of the Municipal Elections Act, 1996.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Internal: Director of Corporate Services/Clerk
- 2.1.2 Staff Support: Deputy Clerk-Administrative Services
- 2.1.3 Number of Council Members: None

2.2 Number of Community Members:

Three, drawn from the following groups:

- 2.2.1 Accounting and audit-accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- 2.2.2 Academic- college or university professors with expertise in political science or local government administration;
- 2.2.3 Legal; and/or
- 2.2.4 Other individual with knowledge of the campaign financing rules of the Municipal Elections Act, 1996.

2.3 Meeting Frequency: As may be required under the Municipal Elections Act.

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The Committee shall perform the following functions relating to a compliance audit as outlined in sections 88.33, 88.34 and 88.36 the Municipal Elections Act, 1996, including:

3.1 Receive and decide whether to grant or reject applications for compliance audit of candidates' and registered third party election campaign finances;

- 3.2 Review reports submitted by the clerk with respect to any contributor who appears to have contravened the contribution limits established in the Municipal Election Act, 1996;
- 3.3 Appointing an auditor, if the application is granted.
- 3.4 Receiving the auditor's report; and
- 3.5 Considering the auditor's report and decide whether legal proceedings should be commenced.

4.0 REQUIRED SKILLS

Finance/Accounting
Communications

Legal
Critical Thinking/Analysis

Organization



TERMS OF REFERENCE COTTAM REVITALIZATION COMMITTEE

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 55-2016, as amended from time to time

Approved:

Evaluation Date: January 2018

Date of Formation: September 11, 2017

1.0 PURPOSE

The Committee's key role is to offer advice to the Town of Kingsville about the revitalization and beautification of the Cottam area.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Staff Support: C.A.O, Manager of Parks and Recreation, Manager of Facilities and Properties and Manager of Planning and Development
- 2.1.2 Number of Council Members: Two
- 2.1.3 Number of Community Members: Seven

2.2 Term: September 11, 2017 to November 30, 2018

2.3 Meeting Frequency: to be determined

2.4 Remuneration: none

3.0 SCOPE OF WORK

The purpose of the Committee is to assist the Town of Kingsville to obtain the best outcomes by:

- providing community representatives input
- providing advice on the topics including issues and possible solutions
- providing advice within budget constraints to achieve desired outcomes
- ensuring the views of each of the stakeholders are known and given full consideration
- ensuring that projects are within other relevant Council strategies, policies and legislation

4.0 REQUIRED SKILLS

Strategy

Communications

Stakeholder Relations



TERMS OF REFERENCE DRAINAGE ADVISORY COMMITTEE

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 105-2011 as amended from time to time

Approved: February 24, 2014

Amended: March 9, 2015

Date of Formation: June 24, 2013

Evaluation Date: January 2017

1.0 PURPOSE

To provide recommendations to Council regarding:

1.1 Steps that Council and/or Administration may take to reduce the impacts of agricultural drainage regulation on the Town's farmers either by changing internal procedures or lobbying other levels of government; and

1.2 Funding opportunities to reduce the costs associated with environmental aspects of major drainage aspects of major drainage works

2.0 COMMITTEE PARTICULARS

2.1 Resource:

2.1.1 Internal: Drainage Superintendent

2.1.2 External:

2.1.2.1 Representative of ERCA

2.1.2.2 Professional Engineer (Drainage)

2.1.2.3 Representative of Ontario Federation of Agriculture

2.1.2.4 Ontario Soil and Crop Improvement Association

2.1.2.5 Representative of Essex County Federation of Agriculture

2.1.3 Staff Support: Deputy Clerk-Administrative Services

2.1.4 Number of Council Members: Two

2.1.5 Number of Community Members: Three persons whose principal income is from farming

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Quarterly

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The Committee shall:

- 3.1** Review the relevant legislation, policies and protocols currently in place municipally, provincially and federally that regulate agricultural drainage.
- 3.2** Detail how much legislation, policies and protocols impact upon the ability of the Town's farmers to farm;
- 3.3** Describe the changes to the legislation, policies and protocols that would best work to mitigate such impact.
- 3.4** Identify funding opportunities that are or may be available to reduce costs associated with environmental aspects of major drainage works.

4.0 REQUIRED SKILLS

Communications

Stakeholder Relations

Risk Management

Land Use Planning

Critical Thinking/Analysis



TERMS OF REFERENCE FANTASY OF LIGHTS

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 105-2011 as amended from time to time

Approved: March 9, 2015

Evaluation Date: January 2017

1.0 PURPOSE

To assist with the planning, organizing and operating of the annual Fantasy of Lights Festival.

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community;

Increase the number of people attending activities and their diversity and increasing user satisfaction.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

2.1.1 Parks and Recreation Program Manager

2.1.2 Staff Support: As determined by the Parks and Recreation Program Manager

2.1.3 Number of Council Members: Two

2.1.4 Number of Community Members: Six

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Monthly

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The Committee shall:

3.1 Plan, organize and operate the annual Fantasy of Lights Festival in collaboration with the Parks and Recreation Department.

3.2 Act as and recruit volunteers to assist in the operation of the annual Fantasy of Lights Festival.

3.3 Develop methods and new ideas to maintain the sustainability and build upon the tourism draw of the annual Fantasy of Lights Festival.

4.0 REQUIRED SKILLS

Communications Risk Management Project Management



TERMS OF REFERENCE KINGSVILLE ACCESSIBILITY ADVISORY COMMITTEE

Authorizing or Mandating Legislation: Ontarians with Disabilities Act, 2001 section 12

Procedural By-law: By-law 105-2011 as amended from time to time

Approved: November 17, 2014

Evaluation Date: January 2017

Formation Date: September 23, 2002

1.0 PURPOSE

To fulfill the requirements as set out in section 12 of the Ontarians with Disabilities Act, 2001.

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

2.1.1 Staff Support: Deputy Clerk- Administrative Services

2.1.2 Number of Council Members: One

2.1.3 Number of Community Members: Four, at least 3 of whom shall be persons with disabilities

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Quarterly

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The Committee shall perform the functions as set out in section 12 of the Ontarians with Disabilities Act, 2001, including:

3.1 Advising Council in each year about the preparation, implementation and effectiveness of its accessibility plan,

3.2 Advising Council on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

3.2.1 That the Council purchases, constructs, or significantly renovates;

3.2.2 For which the Council enters into a new lease, or

3.2.3 That a person provides as municipal capital facilities under an agreement entered into with the Council in accordance with section 110 of the Municipal Act, 2001.

3.3 Reviewing in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects.

3.4 At the request of Council, the Committee shall review and provide advice to Council on the accessibility for persons with disabilities regarding a service performed by the Town; a purchase of service by the Town; and/or the scope and effect of by-law.

4.0 REQUIRED SKILLS

Communications Critical Thinking/ Analysis Stakeholder Relations



TERMS OF REFERENCE KINGSVILLE MUNICIPAL HERITAGE ADVISORY COMMITTEE

Authorizing or Mandating Legislation: Ontario Heritage Act, section 28

Procedural By-law: By-law 105-2011 as amended from time to time

Approved: November 17, 2014

Date of Formation: June 14, 2004

Evaluation Date: January 2017

1.0 PURPOSE

As described in By-law 43-2004 attached hereto.

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

2.1.1 External: Researcher

2.1.2 Staff Support: Deputy Clerk- Council Services

2.1.3 Number of Council Members: One

2.1.4 Number of Community Members: No less than 5 members, including Council Member

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Monthly

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

As described in By-law 43-2004 attached hereto

4.0 REQUIRED SKILLS

Communications

Critical Thinking/Analysis

Stakeholder Relations

Land Use Planning



TERMS OF REFERENCE KINGSVILLE TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 105-2011 as amended from time to time

Approved: March 9, 2015

Date of Formation: January 12, 2015

Evaluation Date: January 2017

1.0 PURPOSE

To pursue a commitment to improving and promoting the Town's resources in an effort to support its current business profile and attract new and future business potential and investment.

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Visitor Information/Tourism Employee
- 2.1.2 Kingsville Business Improvement Area Board of Management Coordinator
- 2.1.3 Staff Support: Deputy Clerk-Administrative Services
- 2.1.4 Number of Council Members: Two, one of whom is the Mayor who shall be the Chair
- 2.1.5 Number of Community Members: Five

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Monthly

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The Committee shall:

- 3.1** Develop activities, promotion, packages, action plans, and communication strategies related to development and tourism and monitor their effectiveness.
- 3.2** Provide a forum for soliciting public input from residents relating to specific development and tourism issues of concern to the Town and report on its finding.

- 3.3** Advise and assist with information to further public understanding of development issues as they arise through the implementation of education and outreach programs.
- 3.4** Consult with the Parks, Recreation, Arts and Culture Committee and the Business Improvement Area Board of Management on issues of common interest.

4.0 REQUIRED SKILLS

Strategy	Project Management	Communications
Business Management	Stakeholder Relations	Land Use Planning

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 55-2016 as amended from time to time

Approved: April 3, 2017

Evaluation Date: January, 2018

Date of Formation: April 24, 2014

1.0 PURPOSE

To offer advice to town of Kingsville on the operation and improvements of the Marina.
-And-

To maintain and improve the safety, health and well being of our residents.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Deputy Clerk- Administrative Services
- 2.1.2 Staff Support: CAO
- 2.1.3 Manager of Parks and Recreation
- 2.1.4 Manager of Facilities and Properties
- 2.1.5 Number of Council Members: Three
- 2.1.6 Number of Community Members: Two

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Quarterly

2.4 Remuneration: None

3.0 SCOPE OF WORK

The Committee is to assist the Town of Kingsville to obtain the best outcomes by:

- 3.1** Providing site user and community representatives input:
- 3.2** Providing advice on the topics in the Operation Plan including issues and possible solutions;
- 3.3** Monitoring the performance of the operations plan in meeting the objectives of the facility and providing recommendations for improvement;
- 3.4** Providing advice within budget constraints to achieve desired outcomes.
- 3.5** Ensuring the views of each of the stakeholders are known and given full consideration
- 3.6** Ensuring the operations are in line with the Operations Plan for Marina and other relevant Council Strategies, policies and legislation.

4.0 REQUIRED SKILLS

Strategy

Stakeholder Relations

Finance/Accounting

Business Management

Communications



TERMS OF REFERENCE METTAWAS WATERFRONT PARK FUNDRAISING COMMITTEE

Authorizing or Mandating Legislation: None
Procedural By-law: By-law 105-2011 as amended from time to time
Approved: March 9, 2015
Date of Formation: January 2016
Evaluation Date: One year after the "Date of Formation"

1.0 PURPOSE

To raise funds for the development of the Mettawas Waterfront Park and Trail Project.

-And-

To maintain and improve the health, safety and well being of our residents.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Staff Support: Support by Administration as required
- 2.1.2 Number of Council Members: Maximum of two
- 2.1.3 Number of Community Members: Minimum of five

2.2 Term: XXXX, 2015 to November 30, 2018

2.3 Meeting Frequency: Monthly, more frequently if required

2.4 Remuneration: None

3.0 SCOPE OF WORK

The committee shall:

- 3.1** Determine fundraising initiatives, community special events and fundraising sponsorship plans as recommendation to the Parks, Recreation and Arts/Culture Committee ("PRACC")
- 3.2** Organize and operate Council directed initiatives, events and plans
- 3.3** Recruit additional volunteers, as may required, to operate initiatives, events and plans
- 3.4** Prepare and submit to the PRAC quarterly reports, with budget estimates and recommendations of community fundraising initiatives, for final recommendation to Council.
- 3.5** Where appropriate, the need for additional information from the applicant and/or staff

The Panning Advisory Committee shall make one of the following recommendations to Council:

3.6 The application is approved;

3.7 The application is refused with reasons; or

4.0 REQUIRED SKILLS

Strategy

Critical Thinking/Analysis

Project Management

Business Management

Communications

Organization



TERMS OF REFERENCE MIGRATION FESTIVAL COMMITTEE

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 105-2011 as amended from time to time

Approved: March 9, 2015

Evaluation Date: January 2017

1.0 PURPOSE

To create a memorable, fiscally responsible annual festival to commemorate with the works of Jack Miner and the Town's historic position in terms of the annual migration of birds and water fowl in the area.

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community;

Increase the number of people attending activities and their diversity and increasing user satisfaction.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

2.1.1 Parks and Recreation Program Manager

2.1.2 Staff Support: As determined by the Parks and Recreation Program Manager

2.1.3 Number of Council Members: One

2.1.4 Number of Community Members: Eleven

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Monthly

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The Committee shall:

3.1 Plan, organize and operate the annual Migration Festival in collaboration with the Parks and Recreation Department.

3.2 Act as and recruit volunteers to assist in the operation of the annual Migration Festival.

3.3 Develop methods and new ideas to maintain the sustainability and build upon the tourism draw of the annual Migration Festival.

4.0 REQUIRED SKILLS

Communications

Risk Management

Project Management



TERMS OF REFERENCE PLANNING ADVISORY COMMITTEE

Authorizing or Mandating Legislation: Planning Act, section 8
Procedural By-law: By-law 105-2011 as amended from time to time
Approved: November 17, 2014
Date of Formation: January 15, 2007
Evaluation Date: January 2017

1.0 PURPOSE

To make recommendations to Council regarding any plan, by-law, application or other document or process authorized or initiated under the Planning Act.

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

- 2.1.1 Manager of Planning and Development Services
- 2.1.2 Staff Support: As appointed by Manager of Planning and Development Services
- 2.1.3 Number of Council Members: Two
- 2.1.4 Number of Community Members: Three

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: At the discretion of the Manager of Planning and Development Services

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

If, in the opinion of the Manager of Planning and Development Services, it is in the interest of the public that any plan, by-law, application or other document or process authorized or initiated under the Planning Act ("the Act") be introduced to the public for comment prior to any public meeting required under the Act or prior to the matter being considered by Council, the Planning Advisory Committee shall host a public meeting to review the plan, by-law, application or other document or process and shall hear any comments of support or opposition from the public, commenting agencies and staff.

Notice of such meetings shall be given in the same manner as the Regulations made under the Act require, or, if there is no such requirement, notice shall be given as deemed appropriate by the Manager of Planning and Development Services.

In making recommendations to Council regarding such applications, the Planning Advisory Committee shall consider the following:

- 3.1 The ability of the proposal to be consistent with the Provincial Policy Statement;
- 3.2 The ability of the proposal to conform to the County Official Plan;
- 3.3 The ability of the proposal to conform to the Town Official Plan and Zoning By-law;
- 3.4 The effect of the proposal on existing and future development;
- 3.5 The identification of additional issues relating to the proposal, including those presented by members, residents and affected land owners; and
- 3.6 Where appropriate, the need for additional information from the applicant and/or staff

The Planning Advisory Committee shall make one of the following recommendations to Council:

- 3.7 The application is approved;
- 3.8 The application is refused with reasons; or
- 3.9 The application be approved if the concerns articulated by the public, commenting agencies and/or staff are appropriately addressed.

4.0 REQUIRED SKILLS

Communications	Risk Management	Legal
Critical Thinking/Analysis	Stakeholder Relations	Land Use Planning



TERMS OF REFERENCE PROPERTY STANDARDS COMMITTEE

Authorizing or Mandating Legislation: Building Code Act, 1992, section 15.6 as a result of Property Standards By-law 31-1999, as amended

Procedural By-law: N/A see section 15.6 of the Building Code Act, 1992

Approved: November 17, 2014

Evaluation Date: January 2017

Date of Formation: As a result of Property Standards By-law 31-1999 as amended

1.0 PURPOSE

To hear appeals commenced under section 15.3 of the Building Code Act, 1992.

-And-

To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

2.0 COMMITTEE PARTICULARS

2.1 Resource:

2.1.1 Chief Building Official

2.1.2 Property Standards Office

2.1.3 Staff Support: As appointed by Manager of Planning and Development Services

2.1.4 Number of Council Members: Two

2.1.5 Number of Community Members: Three

2.2 Term: December 1, 2014 to November 30, 2018

2.3 Meeting Frequency: Upon receipt of appeal of an order made under Property Standards By-law 31-1999, as amended

2.4 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The committee shall hear appeals commenced under section 15.3 of the Building Code Act, 1992, (the "Act"), and, in accordance with section 15.3(3.1) of the Act, has all the powers and functions of the officer who made the order and the 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 and the Official Plan and policy statement:

3.1 Conform, modify or rescind the order to demolish or repair

3.2 Extend the time for complying with the order

4.0 REQUIRED SKILLS

Risk Management

Legal

Critical Thinking/Analysis