Terms of Reference
Appeals Committee

Authorizing or Mandating Legislation: *Municipal Act; Building Code Act; Statutory Powers Procedure Act*
Procedural By-Law: By-Law Number 2159; Rules of Practice and Procedure
Approved: [DATE]
Evaluation Date: {DATE}

1.0 PURPOSE

1.1 To hear appeals resulting from administrative decisions made pursuant to certain by-laws in which the by-law provides a right of appeal from that decision.

1.2 To hear requests for exemptions from the provisions of authorized by-laws, reports and studies upon the conclusion of any administrative processes described therein.

1.3 To act as the Property Standards Committee required under Section 15.6 of the *Building Code Act, 1992.*

2.0 COMMITTEE PARTICULARS

2.1 **Type:** Statutory Committee

2.2 **Resources:**

a) Staff Support: Legal and Legislative Services
b) Number of Council Members: None
c) Number of Community Members: Five

2.3 **Term:** December 14, 2026 to November 14, 2030

2.4 **Meeting Frequency:** Monthly, as necessary

2.5 **Remuneration:**

a) $125.00 per attendance for Members
b) $225.00 per attendance for Chair

3.0 SCOPE OF WORK

3.1 The Appeals Committee has the authority and power to:

a) Hear and determine all applications made, proceedings instituted, and matters brought before it and for such purpose to make such orders, give such directions, issue such approvals, deny, or vary applications and otherwise do and perform all acts, matters, deeds and things as may be necessary or incidental to the exercise of the powers conferred upon it;

b) Perform such other functions and duties as are now and hereafter conferred upon or assigned to it by a municipal by-law or under statutory authority;

c) Make, give, or issue or refuse to make, give, or issue any order, directions, regulation, rule, permission, approval, certificate, or direction, which it has power to make, give or issue; and

d) Hear and determine, with respect to matters within its jurisdiction, all questions of law or of fact.

3.2 The Appeals Committee shall have the authority and responsibility to:

a) Confirm a Property Standards Order; or

b) Modify a Property Standards Order; or

c) Rescind a Property Standards Order; or

d) Extend the time for complying with a Property Standards Order provided that, in the opinion of the Committee, the general intent and purpose of the Property Standards By-Law and of the Official Plan are maintained.

4.0 REQUIRED SKILLS

4.1 The Chair of the Appeals Committee, appointed by Council, must be a current or former member of the legal profession or have extensive knowledge of the rules and significant experience applicable to quasi-judicial bodies.

4.2 The Members of the Appeals Committee should have skills and/or experience relating to:

a) Communications
b) Dispute Resolution
c) Critical Thinking/Analysis
d) Legal/Litigation
e) Mediation/Arbitration