

Report to Council

Report Title: Property Standards Committee Terms of Reference

Prepared By: Fiona Hamilton, Clerk

Department: Clerk's

Date: February 9, 2021

Report Number: CLK2021-05 **File Number:** C11CL, C12

Attachments: Draft Property Standards Committee Terms of Reference

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number CLK2021-05 – Property Standards Committee Terms of Reference, prepared by Fiona Hamilton, Clerk and in doing so approves a By-Law coming forward adopting the Terms of Reference for the Property Standards Committee and further approves including the Property Standards Committee in the Amended Committee of Council Appointment By-Law.

Report:

Background:

In 2020, Staff underwent a review of all Brockton's Committee and Local/Boards, bringing forward a number of reports including various general recommendations for all Committees/Boards, and specific recommendations for each Committee/Board. On December 8, 2020 Council formally adopted the recommendations from the Review, including the establishment of a Property Standards Committee as per Resolution 20-27-20.

Analysis:

Under Section 15.6 of the *Building Code Act, 1992, S.O. 1992, c. 23*, Municipalities may pass a By-Law establishing a Property Standards Committee. The *Building Code Act, 1992* sets out a procedure by which an individual that has been served with a Property Standards Order can bring an appeal to the Property Standards Committee. The Municipality had established a former Property Standards Committee in 2007, though staff recommended reconvening a new Property Standards Committee with experience relevant to adjudicating Property Standards matters for the purposes of Section 15 of the *Building Code Act, 1992*.

Staff have developed a draft Terms of Reference for the Property Standards Committee which has been attached to this report for Council's information. The recommendation is that there are no fewer than three (3) and no more than five (5) members, who shall be residents of Brockton over age 18, for this adjudicative

body. The Terms of Reference also includes proposed Rules and Procedures for filing appeals and the conduct of the hearings. The goal of the Terms of Reference and the Rules and Procedures was to provide guidance and predictability for both the members, any appellants, and the general public when preparing for a hearing by the Property Standards Committee.

Staff recommend that Council approve the draft Terms of Reference for the Property Standards Committee, so that staff may begin advertising for Committee members, and establish the Committee prior to any appeals being received.

Sustainability Checklist:

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

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| • Do the recommendations help move the Municipality closer to its Vision? | Yes |
| • Do the recommendations contribute to achieving Cultural Vibrancy? | N/A |
| • Do the recommendations contribute to achieving Economic Prosperity? | Yes |
| • Do the recommendations contribute to Environmental Integrity? | Yes |
| • Do the recommendations contribute to the Social Equity? | N/A |

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Fiona Hamilton, Clerk

Reviewed By:



Sonya Watson, Chief Administrative Officer