



Staff Report for Council Meeting

Date of Meeting: December 7, 2022

Report Number: SRCS.22.19

Department: Community Services
Division: Community Standards

Subject: **SRCS.22.19 Property Standards Committee
Terms of Reference**

Purpose:

To adopt updated terms of reference for the City's Property Standards Committee.

Recommendations:

- a) That Staff Report SRCS.22.19 regarding an updated Terms of Reference for the Property Standards Committee be received.
- b) That the updated Terms of Reference for the Property Standards Committee attached to this Staff Report SRCS.22.19 as Appendix A be approved.

Contact Person:

Melinda Fartsalas, Manager of Adjudication

Report Approval:

Submitted by: Tracey Steele, Acting Commissioner of Community Services

Approved by: Darlene Joslin, Interim City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

The City's Property Standards By-law No. 79-19, as amended (Municipal Code Chapter 1010; the "Property Standards By-law") sets out minimum maintenance standards for buildings, structures, surrounding lands and vacant property in the City of Richmond Hill.

The Property Standards By-law is enacted pursuant to the *Ontario Building Code Act, 1992, S.O. 1992, c. 23* (the "Building Code Act"). Section 15.6 of the Building Code Act provides that where a municipality enacts a Property Standards By-law, it shall also provide for the establishment of a Property Standards Committee composed of at least three members.

The purpose of the Property Standards Committee is to hear and make decisions with respect to appeals of orders issued in association with the Property Standards By-law. If property does not conform to a standard set out in the by-law, a Property Standards or Municipal By-law Enforcement Officer may issue an order requiring compliance. An owner or occupant who is served with an order may appeal the terms and conditions of the order to the Property Standards Committee.

The existing Terms of Reference for the Property Standards Committee were approved in 2008 (see SRCSD.08.06). Updated Terms of Reference, which include administrative changes providing more fulsome guidelines and clear direction to committee members, are attached as Appendix A.

The Terms of Reference presented for approval also include the following substantive updates:

- Inclusion of specific qualifications for committee members and additional considerations for Council in appointing committee members,
- Adjustment to the term of office so that appointments run concurrent with the term of Council (rather than being for three years),
- Clarifying specific staff support roles for the committee.

Financial/Staffing/Other Implications:

Property Standards Committee members are currently remunerated at the rate of \$50.00 per hearing, per member. This expense is included in the 2023 Community Standards Division operating budget forecast.

Relationship to Council's Strategic Priorities 2020-2022:

The approval of the revised Property Standards Committee Terms of Reference relates to the strategic priority of a Strong Sense of Belonging by providing for resident participation and involvement in decision-making around property standards.

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Climate Change Considerations:

Climate Change considerations are not applicable to this staff report.

Conclusion:

Section 15.6 of the Building Code Act provides that where a municipality enacts a Property Standards By-law, it shall also provide for the establishment of a Property Standards Committee composed of at least three members. An updated Property Standards Committee Terms of Reference, which provides clear direction to committee members, is recommended for approval.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

Appendix A – Property Standards Committee Terms of Reference

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Report Approval Details

Document Title:	SRCS.22.19 Property Standards Committee Terms of Reference.docx
Attachments:	- SRCS.22.19 - Appendix A.docx
Final Approval Date:	Nov 24, 2022

This report and all of its attachments were approved and signed as outlined below:

Melinda Fartsalas - Nov 24, 2022 - 8:16 AM

Tracey Steele - Nov 24, 2022 - 8:26 AM

Darlene Joslin - Nov 24, 2022 - 8:47 AM