

Schedule A to By-Law 2023-85 Terms of Reference Appeals Committee

1. Background

The following Terms of Reference have been developed for the Appeals Committee.

2. Mandate

The **Appeals Committee** is a tribunal with specific authority to conduct appeals of property standard orders in accordance with the *Building Code Act*. The Appeals Committee is also appointed as the Committee to hear appeals from other Township regulatory by-laws as required.

3. Purpose

The Appeals Committee is a tribunal with specific authority to conduct appeals of property standard orders in accordance with the Building Code Act, and appeals of certain license and permit decision.

4. Roles

1. Members will review the merits of each appeal, the documentation and evidence put forward to render decisions on the appeal.
2. Members will actively participate and provide any expertise they may have on the subject.
3. Members will hear and consider input provided through written or verbal correspondence provided.
4. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
5. The Clerk or designate will manage administrative functions and provide procedural guidance to the committee.

5. Meetings

The Appeals Committee will meet as necessary.

The Clerk or designate will give notice of each meeting to all Committee members, staff representatives and the appellant(s) where there is/are hearings scheduled. Any relevant material will accompany the notice in the form of an agenda. The decision of the Committee after any hearing will be forwarded to the appellant(s) and the minutes of the hearings will be filed as part of the official record.

Closed session meetings may only be held in accordance with Section 239 of the *Municipal Act*.

6. Committee Composition & Quorum

The Committee is composed of up to four (4) members from the public.

A Chair and Vice-Chair(s) will be elected from within the membership at the first meeting of each year for a one-year term.

7. Membership Eligibility And Term Of Membership

Committee members must be residents or owners of property in the Township and at least 18 years of age. Preference will be given to persons who demonstrate the following qualifications,

- Strong knowledge of the community (urban, island and rural) and a strong interest in the complexities and challenges of legislation and by-laws
- Ability to review and understand policy and apply it to decision making
- Demonstrate strong decision-making, communication and mediation skills to facilitate an open and fair hearing process be organized, available and committed to attend all Committee meetings
- Distribution of residency/geographic representation, i.e. membership from various areas of the Township
- Past experience on other Township, municipal or community boards or committees
- Objective and have an open mind in order to fully consider the evidence provided.
- Access to a computer and an e-mail address in order to receive and respond to Committee communications and information, including hearing and application notices and agenda packages with large text and graphic files

Residents appointed to the Committee will be appointed for a four year term to coincide with the Term of Council.

Members hold office until their successors are appointed. Where a member ceases to be a member before the expiration of their term, Council will appoint another eligible person for the remainder of the term.

8. Budget Considerations

Committee members shall receive a stipend.

The budget for the Committee will be presented within the Clerk's Division budget submission.

9. Support Staff

The Clerk or designate will act as the Secretary for the Appeals Committee.

10. Procedure of Committee

The hearings shall be conducted in accordance with the *Municipal Act, Planning Act, Statutory Powers Procedure Act, the Municipal Conflict of Interest Act, the Township's Procedural By-law*, and such other procedures as established by the Committee from time to time.

Terms Of Reference Review Date: