

Committee Structure Overview

December 2022

Terms of Reference for City Council Established Committees

**Information Package for Members of Council for Consideration of the
2022-2026 Committee Structure and Member Appointments**

Prepared by City Clerk's Office

Committee Terms of Reference 2022-2026 Term of Council

Introduction

This document is an office consolidation of all Council established committees for the current term of Council. For official terms of reference, please refer to the appropriate Council Resolution and supporting information.

In accordance with Council Procedure By-law 160-2004, any committees established by Council must be accompanied by appropriate terms of reference considered by Council and approved by resolution or by-law.

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Standing Committees

Committee of Council

- Composition:** Standing committees are comprised of the Members of Council, except the Mayor who shall be an ex-officio Member of such committee
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** Procedure By-law 160-2004, as amended
- Meetings:** As approved by Council in the annual schedule of meetings, and in accordance with the Procedure By-law
- Reports to:** City Council
- Supported by:** City Clerk's Office

Committee Structure/Responsibilities:

Committee of Council will be divided into five sections, each with a Member of Council appointed as Chair and as Vice Chair(s), and each section to consider and make recommendations to Council for those matters identified:

- Economic Development Section – Economic Development matters including economic development, Brampton Entrepreneur Centre, competitive policy and business research, and advancing the City's economic development priorities;
- Legislative Services Section – matters within jurisdiction of the Legislative Services Department including legal services, animal services, court administration, risk management, city clerk's office, and also matters related to the enforcement of by-laws and municipal licensing matters;
- Community Services Section – matters within the jurisdiction of the City's Community Services Department and Fire and Emergency Services, including parks maintenance and forestry, recreation services, fire services, emergency measures, the performing arts, as well as Service Brampton and real estate;
- Corporate Services Section – matters related to services to the Corporation within the jurisdiction of the Chief Administrative Officer and Corporate Support Services Departments, including finance, administration, information technology, human resources,

corporate operations, public relations and strategic communications, tourism, film, culture and events;

- Public Works and Engineering Section – matters within the jurisdiction of the City’s Public Works and Engineering Department, including public works and infrastructure, environment and development engineering, construction and maintenance, corporate buildings and property services and Brampton Transit.

If a particular committee agenda does not have any specific business for a particular section, then the committee will consider only the sections with business on the meeting agenda. The order of business consideration for these five sections may vary, based on the Approval of the Agenda motion approved at the start of each meeting.

The Committee of Council will include the following Chair and Vice-Chair positions:

- Chair, Economic Development Section
 - Vice-Chair, Economic Development Section
- Chair, Legislative Services Section
 - Vice-Chair, Legislative Services Section
- Chair, Community Services Section
 - Vice-Chair, Community Services Section
- Chair, Corporate Support Services Section
 - Vice-Chair, Corporate Support Services Section
- Chair, Public Works and Engineering Section
 - Vice-Chair, Public Works and Engineering Section

Planning & Development Committee

- Composition:** Standing committees are comprised of the Members of Council, except the Mayor who shall be an ex-officio Member of such committee
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** Procedure By-law 160-2004, as amended
- Meetings:** As approved by Council in the annual schedule of meetings, and in accordance with the Procedure By-law
- Reports to:** City Council
- Supported by:** City Clerk's Office

Committee Structure/Responsibilities:

The Standing Committee shall consider and make recommendations to Council for the following matters:

- matters including land use planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official
- holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law
- Infrastructure matters within the jurisdiction of the City's Planning, Building and Growth Management Department

At the commencement of each statutory public meeting, the Chair shall explain the intent of the meeting is to hear the views of the public, and that the Members shall not enter into discussion or debate on the subject.

The Planning & Development Committee will include the following Chair and Vice-Chair positions:

- Chair – Planning & Development
 - Vice-Chair – Planning & Development

Functional and Ad Hoc Committees

Audit Committee (Past) (Council-approved May 2021)

Composition:

- Minimum of five members of Council
- The Mayor, who is an *ex-officio* member
- Minimum of one to a maximum of three citizen members

Term of Office: Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed

Established by: Council Resolution

Meetings: Quarterly, or as required by the Chair

Reports to: City Council

Supported by: City Clerk's Office

Qualifications:

Elected Officials:

- Where feasible, a background in finance, audit, or accounting would provide the Committee with additional expertise

Citizen Member(s):

- Lives and/or operates a business in Brampton
- Has a professional Accounting designation with a minimum of 10 year's experience
- Demonstrates skill in strategy and innovation
- Proficient in accounting and auditing
- Displays exceptional verbal, written, listening, teamwork and collaboration skills

Objectives of the Audit Committee:

The objective of the Audit Committee is to enhance Council's understanding of financial and control reporting both internally (as provided by the City's Internal Audit Division) and statutorily (as provided by the City's Auditors). The Committee enables Council to fulfill its oversight and

stewardship responsibilities. The Committee also provides a focal point for improved communication between Council, the Internal and Statutory Auditors, and Management. The Committee strengthens the impartial, objective and independent review of management practices through the internal and statutory audit functions. In particular, the Committee's objectives are to:

- Demonstrate a higher level of public accountability;
- Provide additional assurance to the public that City services are administered in an effective, efficient and economical manner;
- Ensure compliance with legislation for public reporting;
- Ensure compliance with Corporate policies and procedures;
- Ensure the safeguarding of City assets; and
- Ensure impartial, objective and independent review of processes for City operations

Responsibilities of the Audit Committee

The Audit Committee is responsible for:

Statutory Audit Function

Making recommendations to City Council regarding the following:

- The selection and dismissal of the City's statutory Auditor(s) in accordance with the requirements of Section 296 of the *Municipal Act, 2001*;
- The terms of engagement, fees and scope of the audit services provided;
- The review and approval of the annual Audited Financial Statements; and
- The review and receipt of reports.

Internal Audit Function

- Reviewing and approving the risk based internal audit work plan as recommended by the Chief Audit Executive ("CAE");
- Reviewing and approving the Internal Audit Charter;
- Reviewing Internal Audit reports issued during the year;
- Reviewing adequacy of the management responses to audit concerns in relation to the risks and costs involved;
- Ensuring the Internal Audit recommendations are implemented by reviewing Internal Audit's follow up reports;
- Reviewing and approving the Office of Internal Audit's budget;
- Approving decisions regarding the appointment and removal of the CAE;
- Reviewing the adequacy of the authority, responsibilities and functions of the City's Office of Internal Audit, including Internal Audit plans, budget, and the scope and results of internal audits and management's responses thereto;
- Ensuring all Internal Audit activities are free from interference and related implications;

- Reviewing with the CAE the performance of the Internal Audit function;
- Reviewing and approving, together with the CAO, the performance of the CAE; and
- Reviewing and approving decisions relating to the remuneration of the CAE.

Financial and Other Reporting

- Reviewing the annual Management Letter prepared by the City's statutorily appointed auditors and the related management responses.

General

- Reviewing the Audit Committee mandate periodically;
- Communicating and meeting independently with the CAE as appropriate; and
- Any other matters that could come within the scope of the auditors.

Audit Committee (*Proposed*)
*(through staff report included
on published September 27, 2022 Audit Committee Agenda)*

Composition:

- Minimum of five members of Council
- The Mayor, who is an *ex-officio* member
- Minimum of one to a maximum of three citizen members

Term of Office: Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed

Established by:

Meetings: Quarterly, or as required by the Chair

Reports to: City Council

Supported by: City Clerk's Office

Qualifications:

Elected Officials:

- Where feasible, a background in finance, audit, or accounting would provide the Committee with additional expertise

Citizen Member(s):

- Lives and/or operates a business in Brampton
- Has a professional Accounting designation with a minimum of 10 year's experience
- Demonstrates skill in strategy and innovation
- Proficient in accounting and auditing
- Displays exceptional verbal, written, listening, teamwork and collaboration skills

Objectives of the Audit Committee:

The objective of the Audit Committee is to enhance Council's understanding of financial and control reporting both internally (as provided by the City's Internal Audit Division) and statutorily (as provided by the City's Auditors). The Committee enables Council to fulfill its oversight and stewardship responsibilities. The Committee also provides a focal point for improved communication between Council, the Internal and Statutory Auditors, and Management. The

Committee strengthens the impartial, objective and independent review of management practices through the internal and statutory audit functions. In particular, the Committee's objectives are to:

- Demonstrate a higher level of public accountability;
- Provide additional assurance to the public that City services are administered in an effective, efficient and economical manner;
- Ensure compliance with legislation for public reporting;
- Ensure compliance with Corporate policies and procedures;
- Ensure the safeguarding of City assets; and
- Ensure impartial, objective and independent review of processes for City operations

Responsibilities of the Audit Committee

The Audit Committee is responsible for:

Statutory Audit Function

Making recommendations to City Council regarding the following:

- The selection and dismissal of the City's statutory Auditor(s) in accordance with the requirements of Section 296 of the *Municipal Act, 2001*;
- The terms of engagement, fees and scope of the audit services provided;
- The review and approval of the annual Audited Financial Statements; and
- The review and receipt of reports.

Internal Audit Function

- Reviewing and approving the risk based internal audit work plan as recommended by the Director, Internal Audit;
- Reviewing and approving the Internal Audit Charter;
- Reviewing Internal Audit reports issued during the year;
- Reviewing adequacy of the management responses to audit concerns in relation to the risks and costs involved;
- Ensuring the Internal Audit recommendations are implemented by reviewing Internal Audit's follow up reports;
- Reviewing and approving the Office of Internal Audit's budget;
- Participate in the selection of the Director, Internal Audit.
- Actively participate in discussions about and approving decisions regarding the removal of the Director, Internal Audit.
- Reviewing the adequacy of the authority, responsibilities and functions of the City's Office of Internal Audit, including Internal Audit plans, budget, and the scope and results of internal audits and management's responses thereto;
- Ensuring all Internal Audit activities are free from interference and related implications;

- Reviewing with the Director, Internal Audit the performance of the Internal Audit function;
- Reviewing and approving, together with the CAO, the performance of the Director, Internal Audit; and
- Reviewing and approving decisions relating to the remuneration of the Director, Internal Audit.

Financial and Other Reporting

- Reviewing the annual Management Letter prepared by the City's statutorily appointed auditors and the related management responses.

General

- Reviewing the Audit Committee mandate periodically;
- Communicating and meeting independently with the Director, Internal Audit as appropriate; and
- Any other matters that could come within the scope of the auditors.

Budget Committee

- Composition:** All Members of Council, except the Mayor who shall be an ex-officio Member of such committee
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** Council Resolution
- Meetings:** Quarterly or as required during budget deliberations for the annual current and capital budget
- Reports to:** City Council
- Supported by:** City Clerk's Office

Committee Structure/Responsibilities:

The Budget Committee will consider, receive public input and recommend the annual current and capital budgets and consider long-term financial planning matters.

The Budget Committee will assume a governance and steering committee role for the ongoing operational reviews serving as a steering committee to ensure direct contact and reporting on key deliverables from the engaged consulting firms and to manage the approved scopes of work for the Council-approved operational reviews of all departments, including the Brampton Public Library, to inform future year budget approval processes.

Citizen Appointments Committee

Composition: Minimum of three Members of Council, except the Mayor who shall be an ex-officio Member of such committee

Term of Office: Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed

Established by: Council Resolution

Meetings: At the call of the Chair or City Clerk, as required

Reports to: City Council

Supported by: City Clerk's Office

Committee Structure/Responsibilities:

The Citizen Appointments Committee will conduct interviews of citizens for appointment recommendation to various citizen-based advisory committees, in accordance with the City's citizen-based advisory committee guideline and appointment procedure, as approved by Council from time to time.

Governance and Council Operations Committee

- Composition:** Minimum of four Members of Council, except the Mayor who shall be an ex-officio Member of such committee
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** Council Resolution C327-2014, Clause 5
- Meetings:** Quarterly or as required by the Chair
- Reports to:** City Council
- Supported by:** City Clerk's Office

Committee Structure/Responsibilities:

To consider initiatives that have a direct impact on Members of Council to increase awareness and compliance with Corporate policy and procedures, including:

- the accountability and transparency provisions of the *Municipal Act* (e.g., Code of Conduct, Integrity Commissioner),
- Council Governance, Structure and Composition
- Council Procedure By-law and meeting procedures
- Mayor's Office and Council Office administrative matters
- Member expense policy matters.

A **Procedure By-law Sub-committee** was established during the 2018-2022 term of Council with the following terms of reference:

Composition:

The Procedure By-law Review Sub-committee will be comprised of no more than five (5) Members of Council, appointed by Council.

The Sub-committee Chair will be appointed from amongst the Sub-committee Members.

Term of Office:

Appointments to the Sub-committee will be concurrent with the term of Council, ending November 14, 2022, or until successors are appointed, or the mandate of the Sub-committee is finished.

Established by:

Council Resolution, adopted April 7, 2021

Meetings:

Meetings will be held at the call of the Chair or majority of the Sub-committee, with the frequency dependent on the phase of the work plan.

Reports to:

Governance and Council Operations Committee

Supported by:

Meeting management support will be provided by the City Clerk's Office, in accordance with Council's Procedure Bylaw.

Subject matter expertise for the Sub-committee and review work will be provided by staff resources, including but not limited to the City Clerk's Office, CAO's Office, Strategic Communications and Legal Services.

Committee Structure/Responsibilities:

Mandate

The Sub-committee will serve as the steering committee for the Procedure By-law Review. The Procedure By-law Review will include the following objectives, subject to confirmation by the Sub-committee:

- To develop a well-constructed and clearly understood Procedure By-Law to facilitate the business of City Council
- To increase the effectiveness and efficiency of City Council and Committee meetings
- To ensure the decision-making process is accountable, transparent and accessible to and understood by the public and stakeholders, and provides opportunities for participation and input
- To exercise and respect individual and collective roles and responsibilities during meetings
- To reflect legislative requirements
- To build upon municipal best practices that fit within the City's governance structure

Chief Administrative Officer (CAO) Performance Review Committee

Composition:	All Members of Council
Term of Office:	Until the end of the 2022-2026 term of Council (November 14, 2026)
Established by:	Established by Council Resolution
Meetings:	As required by the annual performance plan established by the CAO, or at the call of the Chair
Reports to:	City Council, in accordance with the open meeting provisions of the <i>Municipal Act, 2001</i> .
Supported by:	City Clerk – scheduling, agendas and minutes Director, Human Resources, shall serve as a resource to support the Committee’s mandate, as required

Committee Structure/Responsibilities:

A primary function of Council is to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality.

Brampton’s model of administration follows the *Municipal Act, 2001*, in the establishment of a Chief Administrative Officer (CAO) position as the head of the administrative arm of City government. The CAO is responsible to Council for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality, in accordance with the policies, plans and budget established and approved by Council.

The hiring of the CAO is one of the key responsibilities of Council.

The CAO participates in the City’s Pay for Performance program. Council is responsible for the evaluation of the performance of the CAO. The CAO Performance Review Committee is responsible for overseeing the annual process on behalf of Council.

The Committee's mandate shall include the following:

1. Oversee the process for the establishment of annual goals by the CAO.
2. Convene periodic meetings for performance monitoring and feedback discussions with the CAO.
3. Oversee the process for the annual performance review of the CAO,
4. Recommend to Council Pay for Performance program decisions for the CAO.

Citizen-Based Advisory Committees

Accessibility Advisory Committee (*Revised*)

PURPOSE AND MANDATE

The *Accessibility for Ontarians with Disabilities Act (2005)* requires municipalities to have an Accessibility Advisory Committee (AAC).

The objective of the AAC is to advise Brampton City Council about the requirements and implementation of accessibility standards. The AAC will also review and approve staff reports on accessibility matters and initiatives/projects. The AAC is also consulted with on matters that are not clearly defined in legislation and require discussion, direction, and input from Committee members.

The AAC will:

- Review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects;
- Review the accessibility of City of Brampton buildings and facilities (i.e. capital projects).
- Review quarterly and annual update reports from the Accessibility Office;
- Review compliance and bi-annual reports prepared for the Ministry of Seniors and Accessibility;
- Participate in the development of a yearly accessibility plan; and
- Advise Council on the following:
 - Accessibility issues relating specifically to City programs, services and information, including but not limited to: Recreation programs Brampton Transit, public information, websites and online content, City facilities, and public spaces
 - other Brampton priorities as established by the AAC;
 - Any other functions which may be specified by provincial legislation and/or regulation.

MEMBERSHIP & COMPOSITION

The ACC will have a minimum of 10 and up to 13 members.

Composition

The composition of the ACC will have:

- at least seven members who are persons with disabilities as defined by the *Ontarians with Disabilities Act*
- one Member of Council
- up to five other members of the community, with preference being given to parents and/or caregivers of persons with disabilities.

Honourarium

1. Membership is voluntary (i.e. members are not remunerated)
2. Reimbursement for any expenses incurred
3. Mileage is paid in accordance with the City of Brampton corporate rate when members are required to travel on Committee business.

Qualifications

- Lives or operates a business/organization in Brampton;
- Identifies as a person with a disability or is a caretaker or support person of a person with a disability;
- Have knowledge and understanding of relevant legislation, including the *AODA* and the *Accessible Canada Act*; and
- Displays thoughtfulness, listening, teamwork, and collaboration skills

TERM OF OFFICE

The term of membership shall be four years, concurrent with the term of Council, ending November 14, 2026, or until successors are appointed.

MEETINGS & WORKSHOPS

Meetings are held quarterly, or at the call of the Chair and in conjunction with staff in the City Clerk's Office. Meetings are open to the public.

Additional workshops may be held throughout the term based on need and member availability.

Absenteeism

In the event that a member misses three consecutive meetings without authorization, that member shall be deemed to have resigned and a vacancy declared.

Conflict of Interest

At the beginning of each meeting, members will be asked if they have any declarations of interest under the *Municipal Conflict of Interest Act*. If any such conflicts are declared, actual or perceived, the member(s) will not participate in voting related to the item, and may be asked to leave the meeting for any related debate and discussion.

REPORTING RELATIONSHIPS

Reports to Committee of Council.

FUNCTIONS, ACTIVITIES & RESPONSIBILITIES

Members are request to:

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Make every effort to attend regularly scheduled meetings. If not available, whenever possible notify the City Clerk's Office, providing 24 hours' notice;
- Agree to discuss agenda items in a professional and respectful manner
- Provide input to help identify initiatives related to areas of concern for future consideration

ADMINISTRATIVE SUPPORT

Staff from the City Clerk's Office, Accessibility Office, will provide support to the AAC.

Administrative support will also be provided, and includes, but is not limited to, the organization of meetings, the preparation and distribution of agendas, meeting notes, and other similar administrative functions.

DATES OF APPROVAL, REVIEW & REVISION

The Terms of Reference should be reviewed every four years, in tandem with the term of Council, or as needed. Changes to the Terms of Reference shall be prepared by staff in the Accessibility Office, reviewed by the AAC where possible, and approved by City Council.

Brampton Heritage Board

- Composition:** Not fewer than five and no more than 17 members.
One Member of Council sits on the Board.
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** By-law 12-2010
- Meetings:** Third Tuesday of each month at 7:00 p.m. at City Hall
- Reports to:** Planning & Development Committee
- Supported by:** City Clerk's Office (meeting management) and Planning, Building and Growth Management Department (subject matter expertise)

Committee Structure/Responsibilities:

Mission:

The mission of the Brampton Heritage Board is to advise City Council on the identification, conservation and promotion of resources that are identified as being of cultural heritage value or interest. These resources include buildings, sites, certain streetscapes and districts, cemeteries, cultural landscapes and any other real property that can be designated under Parts IV and V of the Ontario Heritage Act.

Strategic Alignment:

Brampton Heritage Board activities are guided by the goals, objectives and policies of Brampton's Strategic Plan (Six Pillars); cultural heritage policies as outlined in the Official Plan and the Ontario Heritage Act.

General Responsibilities:

The Brampton Heritage Board shall:

- advise City Council within its capacity as a municipal heritage committee under the provisions of the *Ontario Heritage Act*,
- recommend to City Council properties for designation under Parts IV and V of the *Ontario Heritage Act*,

- recommend to City Council properties for listing within the Municipal Register of Cultural Heritage Resources;
- make recommendations to City Council on the potential heritage impacts pertaining to heritage permit applications under Parts IV and V of the *Ontario Heritage Act*;
- advise City Council on the potential heritage impacts pertaining to land use planning initiatives, proposed plans of subdivision, demolition permits, site plan approvals, environmental assessments, heritage impact assessments, public works, and the like, where any known or potentially significant cultural heritage resource may be present;
- advise City Council on the identification, evaluation and conservation of built heritage properties, landscapes, districts and areas;
- advise City Council on current heritage conservation legislation as well as available funding sources;
- assist City Council in the preparation of municipal by-laws and policies to conserve heritage properties and areas;
- advise City Council in the preparation of criteria and approval of applications submitted for financial incentives to assist with the care and conservation of resources designated under Parts IV and V of the *Ontario Heritage Act*;
- work with City staff to implement City Council approved programs and activities within the Heritage Program;
- work with the public to increase public awareness and knowledge of heritage conservation issues related to cultural heritage.

Brampton School Traffic Safety Council

- Composition:** Not fewer than seven and no more than ten citizen members
- One Member of Council
- One Trustee from the Peel District School Board
One Trustee from the Dufferin-Peel Catholic District School Board
- The committee will be supported by the following staff, agency and organizational representatives:
- Public Works and Engineering Department
 - (Traffic Services)
 - (Crossing Guard Supervisor)
 - Corporate Services Department
 - Enforcement and By-law Services
 - Fire and Emergency Services
 - Peel Regional Police
 - Student Transportation of Peel Region (STOPR)
 - Brampton Transit
 - Peel District School Board (PDSB) representative
 - Dufferin-Peel Catholic District School Board (DPCDSB) representative
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** By-law 98-2013 (approved April 10, 2013)
- Meetings:** First Thursday of each month (excluding July and August, which will be “at the call of the Chair” if required) at 9:30 a.m. at City Hall
- Reports to:** Committee of Council
- Supported by:** City Clerk’s Office (meeting management)
Crossing Guard Supervisor (subject matter expertise)
- Honorarium:** Voluntary – Mileage is paid at the City of Brampton Corporate rate when members are required to travel on Committee business

Committee Structure/Responsibilities:

Terms of Reference of the Brampton School Traffic Safety Council

(Schedule A to By-law 98-2013)

1. To consider student pedestrian/traffic safety matters at and around elementary and secondary schools and to educate the school community on these matters.
2. To consider and advise upon matters relating to pedestrian school routes.
3. To develop, implement, assist and advise with respect to educational programs promoting safety awareness.
4. To review existing, temporary or prospective new or relocated adult school crossing guard locations for Kindergarten to Grade 5, considering approved City criteria, and recommend additions or deletions to locations as required.
5. To report on and refer to appropriate City and Regional departments, School Boards, Police Divisions, etc. on any matters related to school safety requiring the application of engineering standards, warrants, specialized expertise or enforcement.

Note: Citizen members are required to conduct approximately three site inspections per month, in the vicinity of schools, at morning arrival and afternoon dismissal times to observe matters related to student safety.

Sports Hall of Fame Committee

- Composition:** As follows:
- Minimum of one Member of Council (CW307-2011)
 - One Curator of the Sports Hall of Fame
 - Up to 12 Members at Large
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established By:** Council Resolution, Council By-law and Governing Constitution
- Meetings:** At the call of the Chair, as required
- Reports to:** Committee of Council
- Supported By:** City Clerk's Office (meeting management) and Community Services Department (subject matter expertise)

Committee Structure/Responsibilities:

Objectives:

1. The City of Brampton Sports Hall of Fame was founded in 1979 to recognize and honour the names and deeds of those who have brought fame to the City of Brampton and to themselves through their athletic prowess or contributions to sport.
2. The Sports Hall of Fame exists in order to honour the history of sport in the City of Brampton and in particular those persons who have made outstanding contributions and achievements in the development of sport within the community.
3. The Sports Hall of Fame Committee will collect, preserve, research, exhibit and promote all those objects, images and histories which are determined to be significant to the development of sport in the City of Brampton.
4. The Sports Hall of Fame operates as a non-profit organization.

Environment Advisory Committee

- Composition:** At least twelve and up to fifteen (12-15) members, one (1) of which will be a Member of City Council and twelve to fourteen (12-14) citizens that are representatives of Brampton's community
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** Council Resolution
- Meetings:** Every other month, or at the call of the Chair
- Reports to:** Committee of Council
- Supported by:** City Clerk's Office (meeting management) and Environment and Engineering Services Division (subject matter expertise)

Purpose of Committee

The Committee will assist, educate, and engage the community to advance the goals and actions of the City's *Grow Green* Environmental Master Plan (EMP). The Committee will advise City Council on environmental planning policy and sustainability matters to promote the protection, enhancement, and management of the City's natural and built environment.

Committee Responsibilities

The Committee will act as the City's liaison/forum on environmental issues. The Committee will collaborate with other internal and external advisory committees and environmental partners and agencies to achieve the City's environmental mandate and goals.

The Committee will be primarily responsible for the following, in consultation with City staff:

- i. Identifying opportunities for community engagement;
- ii. Reviewing and distributing communication materials to educate residents, businesses, institutions, and community groups on environment sustainability;
- iii. Coordinating and hosting community events; and
- iv. Preparing annual reports to Council.

The secondary responsibility of the Committee is assisting and advising Council on:

- i. Matters related to environmental policy and programs;
- ii. Management practices of the City's facilities, infrastructure, and lands; and

- iii. Research conducted into environmental and sustainability practices to improve the information available to the City and City Council.

Committee Scope of Work

The primary scope of work for the Committee is to undertake the following, in consultation with City staff:

- i. Identify, coordinate, and implement community outreach and engagement activities that raise environmental awareness;
- ii. Coordinate and host environmental sustainability events; and
- iii. Build and maintain meaningful and effective relationships with community organizations;
- iv. Attend and represent the City of Brampton at meetings and events to promote environmental awareness and educate the community.

The secondary scope of work for the Committee is to undertake the following, in consultation with City staff:

- i. Provide input into policy and programs at the request of Council and City staff;
- ii. Conduct research to help inform environmental programs, outreach campaigns, by-laws, etc. that support the Grow Green Environmental Master Plan;
- iii. Participate in strategic planning policy studies that relate to environmental sustainability; and
- iv. Present to Council regarding environmental matters.

Note: It is not intended that the Committee participate in the technical review of or comment on individual development proposals or infrastructure projects. These functions are undertaken by technical staff of the relevant approval and commenting authorities including City of Brampton, Region of Peel, Conservation Authorities, and Provincial Ministries.

Member Responsibilities

Committee members will be responsible for:

- i. Being adaptable to meet the changing needs of the portfolio;
- ii. Preparing for meetings by reading agendas, minutes, reports and other documentation required to actively participate and contribute in them;
- iii. Making inquiries when clarification or more information is needed;
- iv. Maintaining an understanding of environmental issues and trends in Brampton;
- v. Identifying opportunities to maximize public outreach and engagement;
- vi. Keeping an open line of contact with the Committee throughout the year and contribute thoughts, ideas, and feedback as they arise;
- vii. Working collaboratively with all Committee members to ensure successful outcomes at all events;
- viii. Sitting on at least one (1) Subcommittee;

- ix. Being involved in Committee activities for approximately ten (10) hours per month, which may include evenings and weekends;
- x. Attending at least three (3) events within the City per year, which may occur during evenings and weekends; and
- xi. Upholding the City's Code of Conduct.

Member Qualifications

Members shall possess:

- i. An understanding of environmental sustainability issues in Brampton;
- ii. A demonstrated commitment to improve environmental sustainability in Brampton;
- iii. An active participation in the coordination and/or delivery of outreach initiatives;
- iv. Relationships with community organizations;
- v. Proven organizational skills;
- vi. Broad volunteer experience; and
- vii. Ability to be involved in activities and events during evenings or weekends.

Meetings

As a committee of Council, meetings will be held in accordance with the City's Procedural By-Law.

The Committee shall meet a minimum six (6) times per year, pending the development of Subcommittees.

The Committee shall be led by Co-Chairs selected annually, with the intention to provide members with organizational experience and leadership skills.

Standing Subcommittees

The Committee will establish the following standing Subcommittees:

- i. Engagement Subcommittee; and
- ii. Events Subcommittee.

The Committee shall prepare Terms of Reference for the standing Subcommittees. A standing Subcommittee must include at least two (2) Committee members and may include volunteers who are not on the Committee.

Members of the standing Subcommittee will elect a Subcommittee Chair or Co-Chairs in accordance with the City's Procedural By-Law.

The standing Subcommittees will hold meetings in accordance with the City's Procedural By-Law, and record minutes that will be submitted to the Committee.

Ad Hoc Subcommittees

The Committee may establish ad hoc Subcommittees for specific purposes and tasks related to strategic environmental planning or sustainability initiatives.

An ad hoc Subcommittee must include at least two (2) Committee members and may include volunteers who are not on the Committee.

The ad hoc Subcommittees will hold meetings in accordance with the City's Procedural By-Law, and record minutes that will be submitted to the Committee.

The Ad Hoc Subcommittee will be dissolved upon completion of its identified task.

Support Services to the Committee

The Director of Environment and Development Engineering or designate shall serve as staff liaison to the Committee. The liaison shall provide administrative and technical support to the Committee.

City Council will provide a budget to cover the operational expenses of the Committee, which will be administered by the Environment and Development Engineering Division.

The City Clerk's Office will provide meeting management support.

Work Plans and Reports

At the beginning of each Term of Council, the Committee members will prepare a Term of Council Implementation Plan for Council approval.

The Committee members shall prepare an annual Work Plan within the context of the Term of Council Implementation Plan. The annual Work Plan will include an estimate of the resources necessary to undertake initiatives and actions that will help achieve it. Environment and Development Engineering Services will review the Work Plan to determine opportunities to coordinate with other environmental initiatives in the City, and to avoid duplication of municipal and volunteer resources. The annual Work Plan will be approved by Council.

The Committee will prepare an annual summary of activities completed in the previous year and submit to City staff for review.

Active Transportation Advisory Committee (*Revised – formerly Cycling Advisory Committee*)

Mission, Goals and Objectives:

The ATAC will advise City Council and staff on active transportation policies, programs and infrastructure that support the ATMP Vision and help the City achieve the following objectives adapted from the Active Transportation master Plan:

The Vision of the City's ATMP: Through developing an integrated, attractive, and accessible system of sidewalks, cycling facilities and trails, Brampton will be a liveable city where all members of the community can safely and conveniently access places, goods and services and connect to transit using active modes of transportation.

The objectives of the Active Transportation Master Plan, are to:

- Establish a broad and well connected Active Transportation Network that will make travel by bike and on foot a safe and desirable option for school, work, recreation and other trips
- Create a multi-year implementation strategy to deliver an active transportation network;
- Develop active transportation policies that reinforce the importance of cycling and walking to building a viable, safe and attractive city;
- Improve, expand and develop new programming to educate, encourage, and support a cycling and walking culture in Brampton; and
- Create a framework to measure and assess the progress of active transportation in Brampton.

Composition:

The Brampton Active Transportation Advisory Committee will consist of no less than eight and no more than twelve citizen members and one Member of Council. When appointing citizen members, each quadrant of the City will be represented by at least two members residing in their respective quadrant.

The four City quadrants are defined as:

- Northeast of Highway 410 and Queen Street East;
- Southeast of Highway 410 and Queen Street East;
- Southwest of Highway 410 and Queen Street East; and,
- Northwest of Highway 410 and Queen Street East.

The Council representative on the committee will be a voting member but not be required for quorum. Quorum will be achieved with a majority of members.

Membership should be drawn from residents with demonstrated work, life, educational or traditional experience, and/or general interest in active transportation (e.g., walking, using assistive mobility devices, running, cycling, skateboarding, etc.). Members should not act as representatives of any agencies, organizations or interest groups.

Membership should reflect the diversity of the City to encourage broad community participation and ensure that all citizens have an equitable opportunity for democratic engagement.

Membership shall, as much as possible, reflect the City of Brampton's diversity and demographics in such areas as age, gender, language, race, and abilities.

Members will be appointed on the basis of experience, interest and their availability to attend meetings and serve on the occasional sub-committee.

Term of Office:

Concurrent with the term of Council, ending November XX, 2022, or until successors are appointed.

Meetings:

Third Tuesday on a bi-monthly basis at 7:00 p.m. at City Hall

Reports to:

Planning, Building and Growth Management Department

Supported by:

City Clerk's Office (meeting management) and Planning, Building and Growth Management - Active Transportation Project Manager (subject matter expertise).

Committee Structure/Responsibilities:

Mandate:

Provide input and advice to City staff and to Council regarding the development and maintenance of a safe and connected active transportation network within the City of Brampton and to neighbouring municipalities as part of an integrated multi-modal transportation system, and developing a culture in Brampton where walking and cycling are desirable activities and mode choices for both recreational and utilitarian purposes.

Assist staff with the development, implementation, and monitoring of the Active Transportation Master Plan.

Review legislation and policies relating to active transportation and advocate to City Council and other legislative bodies for cycling and walking-supportive legislation and policies. Represent the broad interests of the Brampton active transportation community and facilitate opportunities for additional community input.

Promote all forms of active transportation activities within Brampton through campaigns, community rides and events.

Liaise with other citizen advisory committees and community advocacy groups to effectively utilize resources and share information relating to active transportation in Brampton.

Serve as Active Transportation Ambassadors for the City, and promote all forms of active transportation activities within Brampton through education, awareness, and promotional campaigns, community rides and other events

Work collaboratively with City staff to develop an achievable annual work plan that reflects the committee's objectives, and that is consistent with the City's 2040 Vision, applicable master plans, and budgetary capacity.

The Committee will elect annually a Chair and Vice-Chair from among its members at the first meeting of each calendar year.

The ATAC Chair should be able to devote some time between meetings to work with City staff.

The ATAC Chair should be able to attend the occasional meeting of the Planning and Development Committee, Committee of Council, Council, and/or another Advisory Committee when requested and circumstances warrant an ATAC representative.

Committee members will from time to time be expected to serve on sub-committees reviewing particular issues.

Supported by:

The Committee will be supported by staff from the Transportation Planning division (Planning and Development Services Department) and by staff from other City departments, as warranted.

Business Ambassadors Advisory Committee (New)

Composition:

Eleven members, who represent businesses of various sizes from across Brampton's key sectors, which include: Advanced Manufacturing, Innovation and Technology, Food Processing, Health and Life Sciences.

The members will be representative of Brampton's diversity.

Members of Council, as determined by Council.

Term of Office: Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed

Established by: Council Resolution (anticipated December 14, 2022)

Meetings: Four times annually

Reports to: Committee of Council, Economic Development Section

Supported by: City Clerk's Office and the Economic Development Office

Committee Structure/Responsibilities:

The purpose of the Committee is to engage Brampton's business community to further the City's economic growth, with a particular focus on attracting new investment and business retention and expansion. This new level of engagement builds upon the recent accreditation status of the Economic Development Office, whereby the City of Brampton Economic Development is now an officially accredited economic development organization with the International Economic Development Council. Only 70 such organizations in the world have such a status.

Ambassadors are business leaders who recognize the importance of promoting Brampton within their networks and actively participating in the growth and economic development of the City, and/or who bring sophisticated technical knowledge and insight of industry.

An Ambassador's role will be to endorse Brampton as a place to invest. Ambassadors will be provided with the information and resources to speak in a unified voice and will share referrals and opportunities with the Economic Development Office. Ambassadors will work closely with the City's Economic Development Office, other Ambassadors, Mayor, Chair and Vice Chair of the Economic Development Committee and the many partners that provide services and supports within the local and international businesses. Ambassadors are individuals that bring existing business networks locally, nationally and internationally.

Outcomes include: investment growth, job retention and creation.

Medical Innovation Advisory Committee (New)

Composition:

The advisory committee composition will include:

Chief Administrative Officer (or delegate)
Director, Economic Development Office, Office of the CAO (or delegate)
Representatives from Toronto Metropolitan University
CEO, Brampton Board of Trade (or delegate)
Chair and Vice-Chair, Planning and Development Committee
Chair and Vice Chair, Economic Development Section, Committee of Council
Other industry representatives, as defined by Council

Term of Office:

Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed

Established by: Council Resolution (anticipated December 14, 2022)

Meetings: quarterly, as required

Reports to: Committee of Council, Economic Development Section

Supported by: City Clerk's Office and Office of the CAO

Committee Structure/Responsibilities:

The purpose of the Committee is to assist City Council in advancing and implementing City priorities for medical innovation within the municipality, including Council's priority for establishing post-secondary medical education and institutional uses benefitting Brampton residents and businesses.

This Committee will also focus on initiatives to advance Brampton's health sciences sector and in particular focus on attracting investment.

The mandate for this committee may be updated as City Council advances its health-care priorities for the municipality.

Adjudicative Committees and Administrative Tribunals

Brampton Appeal Tribunal

- Composition:** Traditionally, five citizens are appointed.
– By-law 48-2008 requires a minimum of three
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established By:** By-law 48-2008, as amended
By-law 340-2012 and Resolution C308-2012 (licensing system for the keeping of more than two hens and rabbits on a property)
- Meetings:** Second Monday of every month, provided there are appeals to be heard. Hearings are conducted in a quasi-judicial arrangement at City Hall.
- Supported by:** City Clerk's Office
- Honorarium:** \$75.00 per meeting

Committee Structure/Responsibilities:

The Brampton Appeal Tribunal operates under the authority of the Statutory Powers and Procedure Act. The Tribunal hears appeals from the decisions of the License Issuer and the Pound keeper that carry right of appeal to the Tribunal, as set out in the Mobile Licensing By-law (67-2014, as amended) and the Dog By-law (250-2005, as amended).

Licensing By-Law Appeals:

After the hearing of an appeal from the decision of the License Issuer, the Tribunal may make any decision the License Issuer could have made, including any of the following, separately or in combination:

- (1) grant a license, with or without conditions;
- (2) refuse an application for a license;
- (3) refuse to reinstate a license;
- (4) revoke a license;
- (5) suspend a license; or

(6) alter, cancel or impose a term or condition of a license.

Dog By-Law Appeals:

After the hearing of an appeal from the decision of the pound keeper, the Tribunal may make any decision the pound keeper could have made, or direct that the owner do anything under that By-law, as the Tribunal considers proper and for such purpose may substitute its opinion for that of the pound keeper.

Keeping of Hens and Rabbits:

Appeals from the decision of the License Issuer pertaining to pigeons and hens and rabbits. The types of decisions that carry a right of appeal to the Tribunal are set out in the Animal Control By-law.

Committee of Adjustment

- Composition:** Traditionally, five citizens are appointed.
– Legislation requires a minimum of three
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** By-law 51-89, as amended
- Meetings:** Once every three weeks (Tuesdays) commencing 9:00 a.m. at City Hall (meeting duration approximately 3 – 5 hours)
- Supported by:** City Clerk’s Office
- Honorarium:** \$175.00 per meeting (By-law 172-2002)

Committee Structure/Responsibilities:

The Committee of Adjustment operates under the authority of the *Planning Act* to deal with:

Minor Variances – The Committee of Adjustment may grant a minor variance to any zoning by-law in respect to land, buildings or structures or use thereof.

Consents – The Committee of Adjustment may grant consent with respect to the following transactions:

- New lot
- Leases over 21 years
- Mortgage or partial discharge of a mortgage
- Foreclosure or exercise of power of sale
- Rights-of-way and easements over 21 years
- Lot line adjustments
- Corrections to deeds or property descriptions

Member Responsibilities - To make informed decisions, each member is expected to:

- review materials filed with each application
- conduct individual site inspections of the subject property to assess the impacts the proposal may have on the surrounding area
- attend and participate at all public hearings scheduled
- attend and participate in orientation and training programs

Member Qualifications - In addition to the general eligibility requirements set out in the Citizen Appointments Procedure, members should bring the following skills and expertise to the committee:

- a strong interest in the complexities and challenges of city building
- an understanding of the diverse neighbourhoods and communities across the City
- have knowledge in one or more areas of law, planning, architecture, government, economic development, community development, land development, urban forestry and environmental planning or citizen engagement and advocacy
- demonstrate decision-making, communication and mediation skills to facilitate an open and fair hearing process
- adjudication experience and administrative public speaking and organizational skills to be able to chair public hearings and maintain order in conflict situations

Members cannot act as agents for applicants before the Committee of Adjustment.

Committee of Revision

- Composition:** Three or five Members of the Committee of Adjustment
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established by:** By-laws 272-2008 and 315-2008 under the authority of Ontario Regulation 586/05 (Local Improvement Charges – Priority Lien Status) of the Municipal Act, 2001
- Meetings:** Scheduled as required
- Supported by:** City Clerk’s Office
- Honorarium:** \$175.00 per meeting (By-law 172-2002)

Committee Structure/Responsibilities:

Committee responsibilities are set out in O. Reg. 586/06, and generally include the following:

1. Convene a hearing regarding:
 - Objections against the proposed local improvement roll.
 - The municipality’s proposed revisions to the proposed local improvement roll.

2. Review the proposed local improvement roll and correct it as to any or all of the following matters:
 - The cost of the work.
 - The names of the owners of the lots.
 - The frontage or other measurements of the lots.
 - The amount of the reduction or increase to be made under section 16 or 17 of O. Reg. 586/06 in respect of any lot.
 - The lots that would be exempt from being specially charged, but for subsection 12 (7) of O. Reg. 586/06.
 - The lifetime of the work.
 - The charge per metre of frontage to be imposed on any lot.
 - If all or part of the owners’ share of the cost is to be specially charged on lots that do not abut on the work,
 - the non-abutting lots that are to be specially charged, and
 - the amount of the special charge to be imposed on them.

3. Add a lot to be specially charged.
4. Reduce, at any time after the certification of the local improvement roll, any special charge for the current year and the remaining years for which the special charge is imposed if it determines that the special charge is incorrect by reason of any gross or manifest error.
5. The committee does not have the authority to change the proportion of the municipality's and the owners' share of the cost, except to the extent that the proportion may be affected by a decision made in accordance with O. Reg. 586/06.

Compliance Audit Committee

A. Background

This Committee is established by Council Resolution C113-2022 (Recommendation CW171-2022) and By-law 89-2022.

Section 88.33 of the *Municipal Elections Act, 1996*, as amended, states:

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.

Section 88.35 of the *Act* states:

An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.

Sections 88.34 and 88.36 of the *Act* require the Clerk to review the contributions reported on the financial statements of candidates and registered third party advertisers to determine whether any contributor appears to have exceeded any of the contribution limits.

As soon as possible, 30 days after the filing date, the Clerk is required to prepare a report of any apparent contraventions to the contribution limits and forward the report to the Compliance Audit Committee.

Under the *Act*, municipalities are required to establish a Compliance Audit Committee prior to October 1 in the year of a regular election.

B. Definitions

Act	<i>Municipal Elections Act, 1996, as amended</i>
Auditor	A person licensed under the <i>Public Accounting Act, 2004</i>
Committee	Compliance Audit Committee
Region	Region of Peel
School Board	A publicly-funded school board operating within the City of Brampton

C. Composition

The Committee shall be comprised of minimum of three and up to seven members of the public. A quorum of a majority of the Members will be required to proceed with any meeting.

The following are not eligible for appointment to the Committee:

- Employees of the City of Brampton
- Employees of the Region of Peel
- Employees of the School Boards
- Members of Brampton City Council
- School Board Trustees
- Candidates and registered third party advertisers for the municipal election campaign for which the compliance audit application is filed

Preference shall be given to applicants with a background in accounting, auditing, academia and/or law and/or who have knowledge of campaign financing rules of the *Act*.

D. Term

The Term of the appointment for Committee members is concurrent with the Term of Council.

E. Mandate

1. The Committee shall operate in accordance with the *Act, Municipal Freedom of Information and Protection of Privacy Act* and the City of Brampton Procedure Bylaw.
2. The Committee shall review the Clerk's report on apparent contraventions to the contribution limits and decide on whether to commence a legal proceeding.
3. The Committee shall review applications submitted by eligible electors for a compliance audit of a candidate's or registered third party's campaign finances and determine whether or not an audit is warranted.
4. If the Committee determines an audit is necessary it shall appoint an Auditor licensed under the *Public Accounting Act, 2004* to conduct the audit (See Section F – Appointment of an Auditor)
5. If the Auditor concludes a candidate or registered third party appears to be in contravention of the *Act*, the Committee shall decide whether or not to initiate legal proceedings against the candidate or registered third party.

6. If the Auditor concludes that the candidate or registered third party does not appear to be in contravention of the *Act* relating to election campaign finances, the Committee shall make a decision on whether there were reasonable grounds for the application.
7. If the Committee determines there are no reasonable grounds, City Council or the School Board, as the case may be, is entitled to recover the Auditor's costs from the applicant.

F. Appointment of an Auditor

If Committee decides an audit is required, it will select from a roster of auditors to be provided to the Committee by the City Clerk. The City Clerk, in consultation with the Corporate Services Department and Chief Audit Executive, will establish criteria for the appointment of an Auditor.

G. Duties and Power of the Auditor

1. The Auditor shall promptly conduct an audit of the candidate's or registered third party's election campaign finances to determine whether he or she has complied with the provisions of the *Act* relating to election campaign finances.
2. The Auditor shall prepare a report outlining his/her findings (i.e. any apparent contravention of the *Act* by the candidate or registered third party).
3. For the purpose of the audit, the Auditor:
 - a) will be provided access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
 - b) has the powers of a commission under Part II of the *Public Inquiries Act*, which part applies to the audit as if it were an inquiry under the *Act*.

H. Meeting Support

The City Clerk's Office will provide administrative support to the Committee.

The City Clerk's Office will organize and deliver an orientation for the Committee, or any new member, prior to hearing any application for a compliance audit.

I . Committee Remuneration

Each member who participates in a meeting to consider applications for compliance audit shall be paid an honorarium of \$175 per meeting.

J . Meeting Costs

The City of Brampton or School Board, as the case may be, is responsible for the following costs, or proportionate share of costs:

- a) The Committee's operation and activities
- b) The cost of the Auditor for an audit
- c) The cost of external legal counsel for the Committee

Property Standards Committee

- Composition:** Traditionally, five citizens are appointed.
– Legislation requires a minimum of three (The Building Code Act)
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established By:** By-law 104-96, as amended
- Meetings:** Last Thursday of every month, provided there are appeals to be heard. Hearings are conducted in a quasi-judicial set up at City Hall.
- Supported by:** City Clerk's Office
- Honorarium:** \$50.00 per meeting

Committee Structure/Responsibilities:

The Property Standards Committee operates under the authority of the *Building Code Act* and the *Statutory Powers and Procedure Act*. The committee hears appeals from the Orders of the Property Standards Officers, and makes decisions to confirm, modify or rescind the order to demolish or repair, and to extend time for complying with the order if, in committee's opinion, the general intent and purpose of the by-law are maintained.