



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Melissa Lawr, Deputy Clerk - Legislation

DATE: May 29, 2023

REPORT NO.: ADMIN-2023-019

SUBJECT: Membership Appointment – Property Standards/Fence Viewers

RECOMMENDATION:

THAT Report No. ADMIN-2023-019 dated May 29, 2023 regarding Membership Appointment – Property Standards/Fence Viewers be received;

AND FURTHER THAT the Mayor and Clerk be authorized to enact the necessary by-law to appoint the members to the Town's Property Standards/Fence Viewers Advisory Committee for the 2022-2026 Term.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Membership for the Town's Advisory Committees of Council are concurrent with the term of Council
- On January 23, 2023 Council approved Report No. ADMIN-2023-0004 regarding Membership Appointment – Advisory Committees of Council and enacted By-law No. 2023-0006 appointing members to the Town's Advisory Committees
- The Property Standards/Fence Viewers Committee was not included in the above mentioned report
- On May 6, 2019 Council approved Report No. ADMIN-2019-0014 to appoint the same membership to both the Property Standards Committee and Fence Viewers
- Members for the Property Standards/Fence Viewers Committee are listed in Confidential Appendix A to this report

BACKGROUND AND DISCUSSION:

The Membership Application for the Town's Advisory Committees of Council was available on the Town's website from October 18, 2022 until December 2, 2022.

The vacancies for the 2022-2026 term were posted to the Town's social media platforms during this period. The vacancies were advertised in the Independent & Free Press on October 27, 2022, November 3, 2022 and November 10, 2022.

The application review and interview process took place from end of December through to January with successful candidates being contacted the last week of January.

Section 15.6 of the *Building Code Act, 1992* states that a Property Standards Committee shall be no fewer than three members. During the recruitment time frame listed above, Town staff did not receive enough applications for the minimum number of members to form the Property Standards/Fence Viewers Committee.

The purpose of the Property Standards Committee is to conduct hearing for an appeal of a property standards order (for a violation of the Property Standards By-law). The purpose of Fence Viewers are to adjudicate between parties that cannot agree on the construction, maintenance or reconstruction of a line fence (boundary line fence).

The Advisory Committees of Council - Membership Application was re-posted to the Town's website from Property Standards/Fence Viewers from April 11, 2023 until April 21, 2023. The vacancies were posted in the Independent & Free Press on April 13, 2023.

Successful candidates have been notified and will be contacted again upon their appointment by Council.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement has been conducted as follows: recruitment process through the Advisory Committees of Council Membership Application.

Public engagement is imperative for the implementation of the Town's Advisory Committees of Council as the majority of membership for these committees are residents of the Town.

INTERNAL CONSULTATION:

The Town Clerk and Manager of Enforcement Services were involved in the application review process.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

There is remuneration associated with the membership of this Committee. Each member shall be paid a fee of \$108.00 per hearing.

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer