



## Halton Hills Property Standards Committee and Fence Viewers (Dual Function) TERMS OF REFERENCE

### 1. **Purpose of Property Standards Committee and Fence Viewers**

The purpose of the Property Standards Committee is to conduct a hearing for an appeal of a property standards order (for a violation of the Property Standards By-law).

The purpose of Fence Viewers is to adjudicate between parties that cannot agree on the construction, maintenance or reconstruction of a line fence (boundary line fence)

### 2. **Membership**

The Halton Hills Property Standards Committee and Fence Viewers shall be composed of a maximum of five (5) members/viewers appointed by Council for the dual function of Property Standards Committee Member and Fence Viewer for a term to run concurrent to the term of Council.

### 3. **Recruitment and Selection of Committee Members**

At the beginning of each new term of Council, the Town will put out a call for citizen volunteers for all of their committees and boards that require citizen members.

The applicants to the Property Standards Committee and Fence Viewers shall be interviewed by and recommended to Council by a Selection Committee consisting of one or more Members of Council.

**4. Chair**

A Chair is required for the Property Standards Committee function and shall be elected by those appointed to the Property Standards Committee and Fence Viewers.

No Chair is required for the Fence Viewer role.

**5. Hearings and Viewings**

For both the Property Standards Committee and the Fence Viewers function, hearings and viewings are on an as needed basis.

Property Standards Committee hearings must be conducted in accordance with the Property Standards By-law and in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

Fence Viewings must be conducted in accordance with the Line Fences Act.

**6. Quorum**

**Property Standards Committee**

Quorum is a minimum of three members for a Property Standards Committee hearing.

**Fence Viewers**

Quorum is a minimum of three members for a Fence Viewing.

**7. Call to Order**

**Property Standards Committee**

At a Property Standards Committee Hearing the Chair shall call the hearing to order as soon after the hour fixed for the holding of the hearing provided quorum is present. If no quorum is present, 15 minutes after the time appointed for a hearing, the names of the members present shall be recorded and the hearing shall stand adjourned until a new hearing date can be arranged.

If quorum is present but the Chair is absent, another member can be elected by those members present to assume the Chair and call the members to order for the hearing.

### **Fence Viewers**

A Fence Viewing can commence once three fence viewers are present.

## **8. Disclosures of Interest**

### **Property Standards Committee**

A Property Standards Committee member will have to declare verbally and in written form the interest to the Property Standards Secretary stating any disclosure of pecuniary/conflict of interest they may have in any matter under consideration by the Committee and must abstain from any discussion or voting on the matter.

### **Fence Viewers**

Fence Viewers that have a pecuniary or conflict of interest with regard to a particular fence viewing request will have to declare verbally and in written form the interest to the Committee Clerk and will not be called to act as a fence viewer for that particular viewing.

## **9. Minutes/Decisions**

### **Property Standards Committee Hearing**

Minutes/Decisions of the Property Standards Committee hearings will be kept by the Property Standards Secretary and any decisions of the hearing will be communicated in accordance with the Property Standards By-law.

### **Fence Viewers Awards**

Decisions or Awards by the Fence Viewers will be kept by the Committee Clerk and will be communicated in accordance with the Line Fences Act.

**10. Town Policies, Guidelines and Procedures**

Members of the Property Standards Committee and Fence Viewers must adhere to the Town's Code of Conduct for Local Boards and Committees any guidelines and administrative procedures of the Town of Halton Hills.

**11. Sunset Clause**

At the end of each Council term, Council shall review the Terms of Reference of the Property Standards Committee and Fence Viewers and determine the necessity of the Property Standards Committee and Fence Viewers for the next term of Council.