



## Municipality of Lakeshore

### Hearing Committee

### Terms of Reference

#### **Mandate**

The Committee shall conduct hearings to any appeal to Council pursuant to statute and regulatory by-laws for the Municipality of Lakeshore where provided by by-law.

The Hearing Committee shall be the Property Standards Committee required under section 15.6 of the *Building Code Act, 1992*.

#### **Term**

The term of office of the Committee and the members of the Committee is the same as the term of office of the Council that takes office following the next regular election.

#### **Composition**

The Committee shall be composed of five members who are residents.

The Division Leader – Civic Affairs shall act as Municipal Liaison for the Committee and provide administrative and procedural support.

#### **Qualifications for Membership**

Members of the Committee shall be:

- a) Residents of the Municipality of Lakeshore;
- b) At least 18 years old; and
- c) Available and willing to attend meetings.

Preference will be given to persons who have demonstrated experience working on committees, task forces or similar working groups.

Employees or officers of the Municipality of Lakeshore will not be permitted membership on the Board.

#### **Meetings**

Meetings shall be open to the public and shall be held in accordance with the Lakeshore's Procedure By-law.

#### **Chair**

The Board shall elect a Chair and Vice-Chair at its first meeting.

## **Proposed Meeting Schedule**

The Municipal Liaison shall call the initial meeting of the Committee and chair the meeting until a Committee Chair is elected. The Committee shall meet as needed to conduct hearings in accordance with the relevant by-law to the appeal.

## **Reports to Council**

The Board will submit an annual report to Council at the beginning of each year outlining the Board's activity in the previous year.

## **Conflict of Interest**

Members shall comply with the *Municipal Conflict of Interest Act* and Municipality of Lakeshore's Procedure By-law.

## **Remuneration**

Members shall be remunerated \$125.00 for each meeting attended.