

Rental Standards Committee Terms of Reference

Purpose/Objective

The Rental Standards Committee is responsible for the coordination of efforts to ensure that residential rental properties in the Town of Truro are managed and maintained to a standard that does not negatively impact on the quality of life of the residents and neighbours of these developments and the community as a whole.

The Rental Standards Committee will identify and analyze issues experienced by rental property owners, residents, and neighbours. The Committee will review existing Town regulations, by-laws, policies, and enforcement procedures in an effort to identify potential issues and possible solutions. The Committee is expected to be a forum where ideas about how to improve the appearance, maintenance and quality of rental properties in Truro can be discussed but special emphasis will be placed on issues related to minimum building and maintenance standards, unsightly premises, and solid waste. It is hoped that these changes will result in a higher standard of living and better quality housing for our residents and ensure that there are effective by-laws, policies, and procedures in place that will enable Town staff to hold property owners accountable to all Town By-laws and ensure that violations are dealt with in a timely manner.

The Committee is intended to be a collaborative effort between the owners of rental properties and the Town.

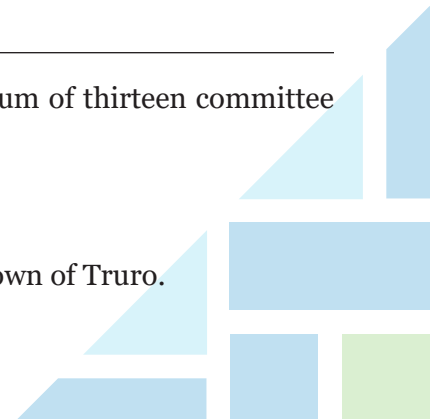
Authority

The Rental Standards Committee will review existing Town regulations, by-laws, policies, and enforcement procedures related to minimum building and maintenance standards, unsightly premises, and solid waste. The Committee is expected to make recommendations to Council on how to improve or address issues or shortcomings of current regulations, policies, or procedures. The Committee will also identify and monitor issues related to rental properties and make recommendations to Council on how to address these issues.

Appointment of the Committee

The Committee shall be comprised of a minimum of nine and maximum of thirteen committee members including:

- a) Three municipal councillors (one from each ward);
- b) Three community representatives (one from each ward); and
- c) Three to seven owners of residential rental properties within the Town of Truro.



The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas. As per the Town of Truro's "Committees of Council" policy, any member who is absent from three consecutive regular meetings shall cease to be a member of the Committee and will be notified in a timely manner.

All members must be appointed by Truro Town Council via the Committee Member selection process, and must reside, own property, or operate a business in the Town of Truro. Town Councillors will serve four year terms (to coincide with municipal elections). Citizen members will serve three year terms. New citizen members will be added to replace those who are completing or leaving the Committee for other reasons. There will be no limit on the number of consecutive terms any members may serve on the Committee. The Chair position will be held by a Town Councillor and selected by the Committee members. All Town Councillor Members must be present for the selection of Chair. In the absence of the elected Chair, one of the other Town Councillors on the Rental Standards Committee shall assume the role of Chair.

Responsibilities of the Committee

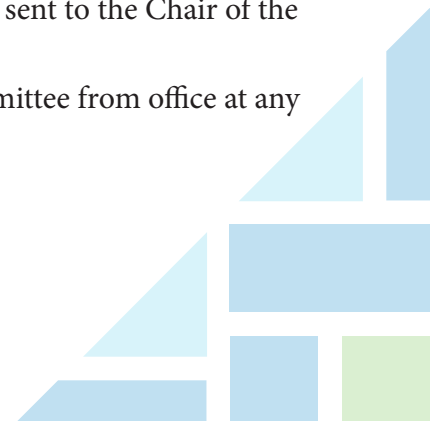
The Committee exists to:

- a) Identify issues related to the maintenance and quality of rental housing in Truro.
- a) Set priorities and goals and identify a strategy for improving the quality and maintenance of rental housing in Truro;
- b) Review opportunities to provide advice and recommendations to Town Council on ways that current regulations, procedures, and policies could be amended to better address issues related to the maintenance and quality of rental housing in Truro;
- c) Discuss potential regulatory tools, penalties, or incentives that could be introduced to compel rental property owners to address issues with their properties related to maintenance, housing quality, solid waste, or general appearance.

Accountability

Committee members are expected to attend meetings regularly. If a member is continuously absent from Committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is because of illness, or similar acceptable reasoning, the member is deemed removed and Council may proceed to replace that member. If a Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Committee and copied to the Secretary.

Town Council shall have the power to remove any member of the Committee from office at any time.



Committee Meetings

Minutes will be kept of each meeting by the designated staff secretary. Minutes will be regularly distributed to all members of the Committee and Council. The Committee shall schedule monthly meetings, except in August, with all special additional meetings to be called by the Committee Chair. All meetings will be held at Town Hall. Recommendations shall be brought to the attention of the Town Council in writing by the Chair or Vice Chair of the Committee.

Additional Information

For additional information on the Rental Standards Committee, please contact the Director of Planning & Development by phone at (902) 895-1148 or by email at jfox@truro.ca.

