

### Mandate

The mandate of the Property Standards By-law (P.S.B.) working group (“Working Group”) is to bring together community stakeholders to identify opportunities to enhance the City’s P.S.B., a by-law which establishes minimum standard for property maintenance and repair. The Working Group will provide suggestions to Municipal Law Enforcement and Licensing Services (M.L.E.L.S.) staff who will consider and use the feedback to inform proposed amendments to the P.S.B.

### Objectives

The objectives of the Working Group are to:

- Identify opportunities to enhance the City’s minimum standards for property maintenance and repair.
- Ensure proposed enhancements align with the following Council-approved criteria for determining appropriate minimum standards that seek a balance between addressing concerns relating to health, safety and suitable habitation and concerns relating to burdensome repair costs for property owners:
  - **Health and Safety** – generally refers to protecting the public, specifically residents and businesses, and addressing life-safety issues.
  - **Good Repair** – generally refers to:
    - Addressing deficiencies on a property and within, or in the vicinity of, a building or structure. With respect to properties designated as heritage properties, good repair would include remediating deficiencies to the level established in the applicable designating by-law.
    - Maintaining the character and image of the City through standards as established by City Council in municipal by-laws.
  - **Suitable for Habitation** – generally refers to housing that guarantees physical safety, provides adequate space and facilities, and protection from the elements.
- Provide feedback to M.L.E.L.S. staff.

### Composition

Recognizing that the City’s P.S.B. impacts the daily lives of all individuals who live, work and play in the City of Oshawa, the Working Group is intended to be representative of property owners, tenants, landlords, property maintenance companies, and local community organizations. The Working Group is chaired by M.L.E.L.S. staff and is comprised as detailed in **Table 1**.

**Table 1 Composition of P.S.B. Working Group**

<b>Stakeholder Affiliation</b>	<b>Number of Members</b>
Local Community Group	1
Non-Governmental Organization	1
Local Community Group	1
Property Owner	1
Property Management Company	1
Landlord	1
Property Standards Committee	All
Tenants	1

It is important to note that pursuant to report [CORP-19-25](#) and as per Council's March 18, 2019 direction, M.L.E.L.S. staff have already, or are in the process of, consulting other stakeholders on the P.S.B. review (e.g. Heritage Oshawa, Oshawa Environmental Advisory Committee, etc.). Given that feedback has already been received from certain stakeholders, those stakeholders will not form part of the Working Group. Additionally, The City may invite additional members as needed on the Working Group as appropriate.

### **Frequency of Meetings**

The Working Group will meet twice; once in April 2021 and once in June 2021. The meetings will be scheduled during business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.). The City may call additional meetings as required.

### **Technological Requirements for Online Meetings**

During the COVID-19 pandemic, meetings will be held online using Webex meeting software. Accordingly, all Working Group members must have access to the following:

- A stable internet connection
- An electronic device (computer, tablet or cellphone) with video and audio capability
- An internet browser or the downloaded Webex application (go to [www.webex.com](http://www.webex.com) to download the free application)
- Headphones with a built in microphone help reduce background noise and improve sound quality during Working Group meetings

### **Remuneration**

None.

### **Budget**

The activities of the Working Group will be accommodated within the existing City Department budgets. Initiatives that require funding beyond the approved budget will be reported to Council for approval.

### **Working Group Support**

The work of the Working Group will be supported by M.L.E.L.S. staff.