



Appeal Committee Terms of Reference

Dated August 27, 2024

Purpose

The purpose of the Committee is to hear appeals of decisions from administrative officials made pursuant to a delegated power or duty, where a by-law specifically provides a right to appeal to the Appeal Committee.

Objectives

The Committee:

- shall hear appeals from decisions from administrative officials made pursuant to a delegated power or duty, where a by-law specifically provides a right to appeal to the Appeal Committee;
- shall, applying the criteria established by the by-law applicable to the decision appealed from, make a decision on the appeal;
- may attach any conditions to such a decision as it may see fit;
- may make, give or issue or refuse to make, give or issue any order, direction, permission, approval, licence, permit, certificate which it has the power to make, give or issue; and
- shall perform such other functions and duties as are now or hereafter conferred upon or assigned it by by-law or under statutory authority.

Delegated Authority

The Committee has the authority delegated herein.

Committee Composition

The membership of the Committee will be comprised of three (3) members of Council.

Terms of Office

The members of the Committee shall hold office for the term of the Council that appointed them and shall hold such office until their successors are appointed.

Lead Department/ Reporting Relationship

The lead department for the Committee shall be the Legislative Services Department.

Category of Function

Quasi-judicial, in accordance with HR-2022-02 Council, Agency, Board and Committee Remuneration and Compensation.

Committee Training

Prior to a member attending a meeting of the Committee, the Clerk shall arrange for the member to receive orientation and training.

Quorum

Quorum is as described in the Appeal Committee Rules of Procedure.

Meeting Schedule

The Committee will meet as required.

Staff Resources

Secretariat assistance and procedural guidance to the Committee will be provided by the Legislative Services Department.

Miscellaneous

These Terms of Reference for the Committee are established by Council and can only be altered by Council.