



## TERMS OF REFERENCE BY-LAW APPEAL COMMITTEE

Authorizing or Mandating Legislation: *Municipal Act, 2001; Statutory Powers Procedure Act*

Procedural By-law: 5-2019, as amended from time to time

Approved: [DATE]

Evaluation Date: January 2019

Date of Formation:

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### 1.0 PURPOSE

- 1.1 A quasi-judicial committee established to hear appeals flowing from administrative decisions made pursuant to certain by-laws in which the by-law provides a right of appeal from that decision.
- 1.2 To promote the betterment, self-image and attitude of the community.
- 1.3 To effectively manage corporate resources and maximize performance in day-to-day operations.

### 2.0 COMMITTEE PARTICULARS

#### 2.1 Resources:

- 2.1.1 Internal: Deputy Clerk – Administrative Services
- 2.1.2 Staff Support: Director of Corporate Services/Clerk, as necessary
- 2.1.3 Number of Council Members: 3 or 5

2.2 Term: January 2019 – November 22, 2022

2.3 Meeting Frequency: As necessary

2.4 Remuneration: \$100 per hearing

### 3.0 SCOPE OF WORK

The Committee shall:

- 3.1 Hear and determine all applications made, proceedings instituted and matters brought before it and for such purpose to make such orders, give such directions, issue such approvals, deny or vary applications and otherwise do and perform all acts, matters, deeds and things as may be necessary or incidental to the exercise of the powers conferred upon it
- 3.2 Performing such other functions and duties as are now or hereafter conferred upon or assigned to it by a Town by-law or under statutory authority.

**3.3** Make, give or issue or refuse to make, give or issue any order, directions, regulation, rule, permission, approval, certificate or direction, which it has power to make, give or issue.

**3.4** Hearing and determining, with respect to matters within its jurisdiction, all questions of law or of fact.

**4.0 REQUIRED SKILLS**

Communications  
Organization

Legal

Critical Thinking/Analysis