

# SASKATOON LICENCE APPEAL BOARD

## Authority

Saskatoon Licence Appeal Board Bylaw No. 9036; and City Council Resolution – February 10, 2014 (Clause 5, Report No. 2-2014 of the Executive Committee).

## Purpose

To deal with appeals relating to licences issued under *The Business Licence Bylaw, 2002*, *The Licence Bylaw*, and *The Adult Services Bylaw, 2012*.

## Composition

Section 3(2) of *Licence Appeal Board Bylaw No. 9036*, provides for no less than five persons.

Section 3(3) of *Licence Appeal Board Bylaw No. 9036* states that no member of the Council is eligible to sit as a member of the Saskatoon Licence Appeal Board for the City.

## **The Board shall be made up from the same appointees who form the Board of Revision**

## Qualifications

Qualified candidates should possess leadership qualities with knowledge, experience and/or interest in civic affairs and quasi-judicial proceedings. The following characteristics are desirable:

- Ability to commit required time;
- Understanding of the quasi-judicial function and the role of members of a tribunal;
- Experience in hearing appeals or in meetings that involve an adjudication process;
- Ability to write, in plain and concise language the Board's decisions that are comprised of the testimony heard and the analysis and summary of the Board's reasons for its decisions;
- Ability to act with integrity.

## Reporting

Independent.

## Term

One Year

**Determined by membership on the Board of Revision**

## Meetings

As required, dependent upon number of appeals received. Panels of the Board and alternate members are utilized to allow flexibility.

\*Board members must be available for meetings during the day