

## Saskatoon Appeal Board Terms of Reference

### ISSUE

This report submits proposed Terms of Reference for the new Saskatoon Appeal Board.

### RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council that the Terms of Reference for the new Saskatoon Appeal Board be approved.

### BACKGROUND

At its [September 27, 2023 Regular Business Meeting](#), City Council considered a report from the City Solicitor's Office on behalf of the Governance Committee of the Administrative Leadership Team (formerly known as the Leadership Team Governance Subcommittee) dated June 14, 2023 and resolved, in part:

- ...
2. That the Administration report back to City Council through the Governance and Priorities Committee with Terms of Reference for the new Appeal Board that includes seven members and qualifications outlined in this report; ...

### DISCUSSION/ANALYSIS

In accordance with City Council's instructions, this report submits proposed Terms of Reference for the new Saskatoon Appeal Board.

A related report, entitled "Restructuring of City's Appeal Boards", will be considered by City Council at its April 24, 2024 Regular Business Meeting. The "Restructuring of City's Appeal Boards" report submits, for City's Council's consideration, corresponding bylaw and policy amendments as well as a new *Saskatoon Appeal Board Bylaw, 2024* that establishes the Saskatoon Appeal Board.

The Terms of Reference set out the mandate and composition of the new Saskatoon Appeal Board. The Terms of Reference also speak to matters of quorum, qualifications and terms of appointment of members, timing of meetings, administrative support for meetings and compensation.

If adopted, the Terms of Reference would come into effect on January 1, 2025, being the date that the new Saskatoon Appeal Board will be established.

**APPENDIX**

1. Proposed Terms of Reference for the new Saskatoon Appeal Board.

Report Approval

Written by: Laura Thomson, Legal Counsel

Reviewed by: Christine G. Bogad, Deputy City Solicitor

Mike Jordan, Chief Public Policy and Government Relations Officer

Adam Tittlemore, City Clerk

Jeff Jorgenson, City Manager

Approved by: Cindy Yelland, City Solicitor

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