



Court of Revision

Terms of Reference

Authority: Drainage Act, 1990

Committee Type: Statutory Quasi-Judicial

Lead Support Department: Public Works

Date Approved: November 28, 2023

Review Date: December 1, 2026

1. Purpose and Mandate

- 1.1 The Court of Revision is an appeal body established under Section 97 of the Drainage Act which hears appeals on assessments as outlined in the *Drainage Act*.
- 1.2 The Court will act in a decision-making capacity regarding appeals on assessment, will hear all resident complaints regarding assessment matters and will conduct themselves fairly and without bias.

2. Responsibilities

- 2.1 The Court may hear and make decisions on the following grounds of appeals:
 - Land or road has been assessed too high or low;
 - Land or road should have been assessed but has not; and/or
 - Due consideration was not given to the land's use.
- 2.2 The Court may not hear appeals or matters as related to the technical and design aspects of the Engineer's Report. Its authority is limited to appeals related to the financial assessment of a property.

3. Membership

- 3.1 The Court shall be comprised of five (5) members as appointed Council. The Court shall be comprised of:
 - No more than one (1) Member of Council; and
 - At least four (4) members of the public.

- 3.2 Notwithstanding paragraph 3.1, its preferred that the Court be comprised solely of members of the public.
- 3.3 The Term of Membership shall be for four (4) years to align with the term of Council.
- 3.4 The Chairperson of the Committee shall be appointed by members of the Court.
- 3.5 Administrative resources for the Committee shall include personnel from:
 - Public Works to provide drainage-related information and expertise; and,
 - Council Services to provide administrative and procedural support.

4. Meeting Details

- 4.1 The Court of Revision shall meet as required, in accordance with the *Drainage Act*.
- 4.2 Court members, except members of Council appointed to the Court, shall be remunerated at the rate established in the Committee Governance Policy. Payment shall be remitted at the end of each calendar year.

5. Link to Strategic Plan

Enhancing organizational excellence - N/A
Strengthen the community's engagement with the Town - N/A
Grow and diversify the local economy - N/A
Build on our high-quality of life - N/A
Sustaining strong public services and infrastructure - N/A

6. Related Policies and Reference Documents

- 6.1 The following policies, procedures, by-laws and/or legislation are applicable to the Court of Revision:
 - *Drainage Act, 1990*