



Committee of Revision Terms of Reference

PURPOSE

The Committee of Revision is a committee of Council that hears from Property Owners who make submissions to the committee regarding any proposed adjustments to proposed Capital Cost Recovery Charges to be collected with respect to an individual property.

MANDATE

The primary responsibilities of the Committee are to:

- Meet within the time frame specified by by-law to consider eligible requests for revision
- To only consider requests received by the Clerk of the Municipality within the time frame as outlined by by-law
- To render decisions to the Property Owner within the specified period of time as outlined by by-law

COMPOSITION

The Committee will be composed of three (3) members as follows:

3 – Members of Council

ROLES AND RESPONSIBILITIES

Council:

- Council will hear Property Owners who make submissions to the committee regarding any proposed adjustments to proposed Capital Cost Recover Charges to be collected with respect to an individual property.

Staff:

- Staff will coordinate all administrative support roles for the committee, including the recording secretary

MEETINGS

The committee will meet as required by by-law.

All committee meetings will be open to the public unless permitted to be closed as according to the Municipal Act or related Regulation.

All agendas and minutes will be recorded, managed and distributed by staff and placed on the website in accordance with the Procedure By-law.

Meetings will operate in accordance with the Township's Procedure By-law