

Policy: **Appeal of Registration Decisions**

Policy Number: 1.7

Policy Type: Registration Date Approved: Nov. 8, 2018 Date Implemented: Apr. 10, 2019

Date Revised:

1. Consistent with the Act (S19 (4), (5), (6), (7)), a person aggrieved by a decision of the Executive Director regarding registering or issuing of a license, may apply to Council to review that decision.
2. A person wishing to appeal a decision of the Executive Director shall provide notice in writing to the SSMLT of the issue for which appeal is sought, the reasons for the appeal, and the resolution s/he is seeking.
3. The request for appeal will be provided directly to the Council by the Executive Director without comment or analysis on the merits of the appeal.
4. Council shall assign one or more of its members or Committees to gather information on the appeal from the appellant and from the Registrar and from other sources as may be required.
5. The members will report findings back to Council for the purposes of a decision. In conducting the review, the members should be guided by the investigation process described in the policy on discipline investigations. A written report of their findings should be provided to Council with a recommendation as to the appropriate action to be taken by Council. Council may discuss the report and the recommendation *in camera*.
6. As per the Act, Council may:
  - 6.1 . Direct the Executive Director to exercise the power in a manner that the Council considers appropriate (S19 (5)(a));
  - 6.2 . Confirm the Executive Director's decision (S 19 (5)(b));
7. On an appeal of the Executive Director's decision, the person aggrieved by the decision of the Executive Director has the right to appear in person before the Council in support of the application. Act (S19 (6)).
8. The Council shall inform the applicant, in writing, of its decision regarding the review (S 19 (17)).
9. Council shall endeavour to render decisions in as timely a manner as possible and within a period not to exceed three months of receiving the appeal.