

Title: **G#04**  
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Page 1 of 1

**Appeals**

January 2011  
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**1. Policy:**

- 1.1 All appeals of SSOT committee decisions will be heard by SSOT Council with the exception of disciplinary matters which have their own appeal process, as set out in the Occupational Therapist Act, 1997. Section 34.
- 1.2 Appeals of SSOT committee decisions must be made in writing to the Executive-Director within 30 days of a member receiving written notification of the decision.
- 1.3 There shall be no appeals allowed for council's decisions made relating to requests for extension or exemption to the Continuing Competency Program.

**2. Purpose:**

- 2.1 To ensure that SSOT members have access to a formal, transparent process that facilitates a review of committee decisions.

**3. Procedure:**

- 3.1 On receipt of an appeal, the Executive-Director will collect all relevant documents, including minutes, related to the matter under appeal.
- 3.2 The Executive Director will notify and provide all relevant documents to the President and Council in order for a decision to be made by Council.
- 3.3 The Executive-Director will notify the member in writing of Council's decision.
- 3.4 Council's decision is final.