

**COMMUNITY FUTURES DEVELOPMENT CORPORATION OF  
POWELL RIVER**

**APPEAL OF DECISIONS POLICY**

A decision of the Board, Board Committees, Executive Director of Staff may be appealed by a member of the general public, CFDC-PR client, Executive Director, Staff or Board/Committee members. The Board recognizes that all parties may not agree with a decision, hence the need to provide for appeals. For the purpose of this policy, the failure to make a decision may be considered as a decision in that a non-decision may also have a significant effect.

The Board requires that a disagreement of a decision should first have an attempt for resolution at the level of decision, if appropriate. In the event the matter can not be resolved a letter of appeal is written to the Chair of the Board within 10 business days of the decision to be appealed. The Chair will direct the appeal to the appropriate level and date and time for hearing the appeal will be set.

The complainant must provide all relevant documentation at least 48 hours prior to the hearing and has the right to make a presentation at the proceedings. A letter will be sent notifying the complainant of the date and time for the appeal, at what level the appeal will be heard and who will be present at the hearing.

Once the information has been presented the complainant and any other parties to the appeal will be asked to leave the hearing and a decision will be made regarding the appeal. The complainant will be informed of the decision immediately by the Chair and will receive a letter confirming the decision within seven business days.

The appeal at each level will be resolved with 30 Days or sooner at the discretion of the Chair of the Board. The Board of Directors is the final level in the appeal process and the decision of the Board is final.

No person shall penalize or otherwise discriminate against a person who brings a complaint, gives evidence or otherwise assists in the appeal.

Information about the appeals procedure will be made available to members of the general public, CFPR-PR clients, Executive Director, Staff and Board/Committee members.