



Council of Canadian Administrative Tribunals
Conseil des tribunaux administratifs canadiens

CCAT Tribunal Excellence Committee

Terms of Reference

Introduction

The Tribunal Excellence Committee [TEC] is a permanent committee of the Board of Directors and has been given the authority, responsibility and specific duties as described below. Given the breadth of the TEC's authority, responsibility and specific duties, it may establish various sub-committees to assist in its work.

1. Purpose

The TEC's purpose is to help tribunals in their on-going quest for excellence.

2. Committee Membership and Structure

The TEC will include at least two (2) Directors of the Board. Following the Annual General Meeting of Members, an invitation will be issued to CCAT members to participate on the TEC. The Board of Directors will nominate and elect the Chair of the TEC during its first meeting following the annual meeting in each year. The TEC should consist of a good mix of administrative law practitioners from various jurisdictions (e.g., municipal, provincial and federal tribunals) across various geographic regions. A meeting schedule will be determined by the Chair and members at the first meeting each year.

The TEC will regularly report on its activities and progress to the Executive Committee and Board of Directors.

3. Volunteer Expectations

CCAT relies heavily on volunteer participation due to limited human and financial resources.

Members are expected to have an interest in and knowledge of the TEC's areas of focus. Volunteer activities may include gathering or developing resources, and planning webinars or other training initiatives for the administrative law community in support of its initiatives. The time commitment will fluctuate in accordance with the level of activity, but could be in the range of 2-5 hours per month.

Committee volunteer participation will be reviewed if a member is absent from three Committee meetings during the year. Members are required to advise the Chair in advance if they are unable to attend a meeting.

CCAT is not able to provide any remuneration to volunteers due to limited resources. Participation on the committee provides its members an opportunity to give back to the administrative justice community, build skills, and expand their network. CCAT will recognize members by identifying them on CCAT's website. CCAT will also, upon request, send a letter of appreciation to the volunteer in recognition of their contribution.

4. Responsibilities and Duties

The TEC's authorities, responsibilities, and areas of focus include but are not limited to:

- [Tribunal Excellence Resource](#), a self-assessment tool for tribunals to identify areas for improvement;
- Access to justice for participants facing barriers such as those related to self-representation, disability, literacy, and racism;
- Indigenous justice; and
- Effectiveness and accountability, including tribunal leadership, case management, and member performance assessment.

5. Resources and Authority of the Committee

The TEC may request any information or reports necessary to carry out its duties and may request any CCAT Director or contractor to attend a TEC meeting. CCAT shall provide appropriate funding for the payment of work approved by the Board of Directors or the Executive Committee as appropriate to be completed by the Education Committee.