

2018 Calgary Licence and Community Standards Appeal Board Appointments

EXECUTIVE SUMMARY

The terms of all Calgary Licence and Community Standards Appeal Board (“LCSAB” or “Board”) members expire on 2017 December 31. Consequently, Council must appoint members to the LCSAB for 2018.

ADMINISTRATION RECOMMENDATIONS:

That Council:

1. Consider the LCSAB Nominations Committee recommendation to appoint the individuals named in Attachment 1 to serve as members on the LCSAB for the 2018 calendar year;
2. Direct that Attachment 1 remain confidential under section 24 of the *Freedom of Information and Protection of Privacy Act* until Council rises and reports at the 2017 November 20 Combined Meeting of Council; and
3. Direct that Attachments 2, 3, 4 and 7 remain confidential under section 17 of the *Freedom of Information and Protection of Privacy Act*.

PREVIOUS COUNCIL DIRECTION / POLICY

On 2011 September 19, Council adopted the recommendations contained in Report C2011-75 to remove the appointment of LCSAB members from the annual Organizational Meeting. Additionally, this report established a process of screening candidates prior to recommendations going to Council.

Pursuant to Council’s Policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03), members of the LCSAB must be at least 18 years of age and current residents of Calgary.

BACKGROUND

The *Municipal Government Act* (“MGA”) allows municipalities to establish, by bylaw, an appeal board to adjudicate licence and community standards appeals. The LCSAB was established by Council to act as a single appeal body to hear a variety of licence appeals, community standards appeals and weed notice appeals either mandated or authorized by the MGA and the *Weed Control Act*. Section 16(1) of the LCSAB Bylaw provides that LCSAB is composed of up to five members who are appointed by resolution of Council.

Length of appointment

The LCSAB Bylaw permits Council to appoint member for one-year terms with a term maximum of ten years commencing 2017 January 01, unless otherwise specified by Council.

Qualifications of members

In order to be appointed as a member, an individual must not be a member of Council and fulfill the following application requirements: be at least 18 years old, be a resident of Calgary and remain a resident of Calgary for the duration of his or her term. Applicants must also possess: the ability to read, understand, and interpret complex municipal bylaws and sections of the MGA, experience in quasi-judicial boards or administrative tribunals is an asset, strong listening skills and verbal and written communication skills, ability to be open-minded and objective and respectful of the opinions of others, ability to consider appeals based on facts and governing

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legislation using good analytical skills and without bias, and ability to work with the Chair and Board Members in a collaborative manner.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Applications received

The recruitment campaign garnered 18 applications: 4 from incumbent members, 12 from new external candidates, plus two late submissions. Late submissions were not considered by the LCSAB Nominations Committee.

The LCSAB Nominations Committee included the incumbent LCSAB Chair and Vice Chair. LCSAB members bring a wide range of experience and subject-matter expertise to the Board. Attachment 3 summarizes the diversity of expertise and competencies of the recommended candidates to the 2018 LCSAB. The Chair indicates that the application and interview process helped the LCSAB Nominations Committee to assess the experience and qualifications, and select the recommended candidates.

Recommended applicants

The LCSAB Nominations Committee's recommendation is set out in Attachment 3. The recommendation will ensure continuity of current and new expertise on the LCSAB.

Stakeholder Engagement, Research and Communication

Letters were mailed to current members whose terms were expiring at the end of 2017 in order to solicit their interest in reappointment. The application deadline was 2017 October 03.

A campaign promoting the opportunity to apply for the LCSAB ran from 2017 September 05 to 2017 October 03. Advertising, notices, and articles inviting applications appeared as indicated in Attachments 5 and 6. Calgary Neighbourhoods' Diversity Coordinator was also engaged to conduct email outreach to assist with inviting a diverse range of applicants from different communities.

Strategic Alignment

The recommendations in this report align with Council's priority relating to a well-run city and with Council's policy on *Governance and Appointments of Boards, Commissions and Committees* (CP2016-03).

Social, Environmental, Economic (External)

None.

Financial Capacity

Current and Future Operating Budget:

None.

Current and Future Capital Budget:

None.

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Risk Assessment

Board appointments must be determined in a timely manner so that Administration can provide adequate notice periods to the successful applicants and schedule training prior to the 2018 January 01 term commencement.

REASONS FOR RECOMMENDATIONS:

The LCSAB Bylaw requires Council to appoint members to the LCSAB by resolution. Members must be appointed for the LCSAB to hear appeals in accordance with Bylaw 50M2011, as amended.

ATTACHMENTS

1. Attachment 1 – Recommendations for Appointments to the 2018 Licence and Community Standards Appeal Board
2. Attachment 2 – Chair's letter regarding interview panel's recommendations
3. Attachment 3 – 2018 LCSAB Recommended Applicants' Background and Experience Matrix
4. Attachment 4 – Applications of the recommended candidates
5. Attachment 5 – Calgary Herald advertisement
6. Attachment 6 – Marketing Activities for Recruitment 2018 Calgary Licence and Community Standards Appeal Board
7. Attachment 7 – 2018 LCSAB Remaining Applicants' Background and Experience Matrix