

## **CALGARY LICENCE AND COMMUNITY STANDARDS APPEAL BOARD RESIGNATION AND APPOINTMENT**

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### **EXECUTIVE SUMMARY**

The City Clerk's Office received notification that Ms. Patti Lewis, a member appointed to the Calgary Licence and Community Standards Appeal Board (LCSAB) for 2017, has resigned effective 2017 January 29. Appointment of a member to the LCSAB is therefore required for the remainder of 2017.

### **ADMINISTRATION RECOMMENDATIONS**

That Priorities and Finance Committee recommend that Council:

1. Accept the resignation of Ms. Patti Lewis of the Calgary LCSAB, and that she be thanked for her service;
2. Consider the LCSAB review panel's recommendation to appoint the individual named in Attachment 3 to serve on the Licence and Community Standards Appeal Board for the remainder of the 2017 calendar year; and,
3. Direct that Attachments 2, 3 and 4 remain confidential under Sections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*.

### **RECOMMENDATION OF THE PRIORITIES AND FINANCE COMMITTEE, DATED 2017 MARCH 07:**

That the Administration Recommendations contained in Report PFC2017-0211 be approved.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At the 2016 December 19 Regular Meeting of Council, Council appointed members to the LCSAB for 2017. Members were appointed to the LCSAB effective 2017 January 01, for one-year terms to expire on 2017 December 31.

On 2011 September 19, Council adopted Report C2011-75 to "remove the appointment of Licence and Community Standards Appeal Board (LCSAB) members from the annual Organizational Meeting". Report C2011-75 also established that the Board would strike a panel, including the incumbent LCSAB Chair and at least one incumbent member, to screen the applicants and interview all qualified candidates, and make recommendations for appointment to the Board.

### **BACKGROUND**

Appointments to the LCSAB are made under authority of Bylaw 50M2011, the Licence and Community Standards Appeal Board Bylaw, as amended. The Bylaw establishes the Board with a membership of up to five members. Council appoints members by resolution for one-year terms, but neither members of Council nor employees of the City of Calgary may be appointed to the Board.

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Section 18 of Bylaw 50M2011 provides that:

18. Vacancies on the *Board* caused by retirement or resignation of a member of the *Board* may be filled by resolution of *Council* for the balance of that member's term only and the *Board* may continue to operate and conduct business until vacancies are filled provided that quorum requirements are met.

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 *Municipal Government Act* or the *Weed Control Act*.

Members of the LCSAB must be 18 years of age or older and a current resident of Calgary. The Board seeks candidates with good analytical skills, the ability to be fair and open-minded, and a capacity to work collaboratively with the Chair and other Board members. Previous experience with a quasi-judicial board or administrative tribunal is considered an asset. Members of the LCSAB bring a wide range of experience to the Board.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

On 2017 January 29, the Quasi-Judicial Boards Division of the City Clerk's Office received a letter of resignation from Ms. Patti Lewis effective immediately. Ms. Lewis cites the reason for her resignation in her letter, which is attached to this report as Attachment 2.

As a result of Ms. Lewis's resignation, the review panel conducted interviews on 2017 January 30. The review panel's recommendation is contained in Attachment 3. More information regarding the recommended candidate can be found in Attachment 4.

### **Stakeholder Engagement, Research and Communication**

There was no stakeholder engagement, research and communication as a result of this report.

### **Strategic Alignment**

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

### **Social, Environmental, Economic (External)**

None

### **Financial Capacity**

#### **Current and Future Operating Budget:**

None

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**Current and Future Capital Budget:**

None

**Risk Assessment**

Delays in appointing members to the 2017 LCSAB may hinder the Board's ability to hear appeals within the timeframes and constraints imposed by various municipal bylaws, the *Municipal Government Act* and the *Weeds Control Act*, under which the Board hears appeals.

**REASON FOR RECOMMENDATIONS:**

With the resignation of Ms. Lewis, there are only four members appointed to the LCSAB for 2017. An additional appointment is therefore required for the remainder of 2017, to ensure that the LCSAB has an appropriate number of members available to carry out its mandate.

**ATTACHMENTS**

1. Licence and Community Standards Appeal Board Composition
2. Resignation letter of Ms. Patti Lewis
3. Chair's letter regarding review panel recommendation
4. Application of the recommended candidate