

## **Calgary Licence and Community Standards Appeal Board Membership Qualifications**

The Calgary Licence and Community Standards Appeal Board (the “LCSAB” or the “Board”) is established to provide independent adjudication of appeals under a variety of City Bylaws.

### **POSITION PROFILE**

This independent quasi-judicial tribunal hears and decides remedial order appeals, as well as appeals of various licences and permits.

### **ELIGIBILITY CRITERIA**

Members must:

- Be eligible for appointment under Council policy CP2016-03 (*Governance and Appointments of Boards, Commissions and Committees*).
- Must not be an employee of The City of Calgary, nor have been employed by The City for a minimum of one year prior to appointment to the LCSAB.

### **RESPONSIBILITIES/DUTIES**

Members have the following responsibilities:

- Conduct hearings in person, by electronic means, or in writing from various locations.
- Review materials filed with each appeal they hear.
- Ensure a fair process in accordance with the rules of natural justice and procedural fairness.
- Analyze complex information and determine the appropriate weight to apply to evidence presented at hearings.
- Render well-reasoned decisions orally at the conclusion of each hearing or, upon request, provide clear, concise and well-reasoned written decisions based on the evidence presented.
- Attend procedural meetings and training sessions, as required.
- Participate in continuing education to maintain current knowledge of relevant issues, with a special focus on relevant, evolving case law.

### **MEMBER COMPETENCIES**

#### **Knowledge**

- An understanding of quasi-judicial boards or administrative tribunals.
- A strong orientation to acting ethically and with integrity.
- An understanding of the principles of procedural fairness and natural justice.

- An understanding of how to interpret and apply legislation with knowledge of the applicable Bylaws.
- Familiarity with decision-making processes to allow for the professional handling of hearings, so all parties can present their evidence and arguments.
- Familiarity with the function, role and operations of administrative tribunals or other administrative decision making bodies.

### **Skills**

- Aptitude for adjudication including fairness, good listening skills, open mindedness, good judgment and tact, and the ability to communicate clearly and effectively.
- The ability to write in plain language.
- Highly developed analytical skills to analyze materials, examine and assess facts, and apply legislation and common law concepts of natural justice and procedural fairness.
- Excellent oral communication skills to formulate questions that probe the validity of evidence and arguments.
- Expertise in running public meetings or quasi-judicial hearings effectively.
- Computer literacy – ability to use a computer to input and access information to and from a City computer system during the hearings.

### **Abilities**

- Ability to be open-minded, objective and respectful of the opinions of others.
- Ability to consider appeals based on facts and governing legislation using good analytical skills and without bias.
- Ability to be impartial and use sound judgment to fairly assess and resolve issues regarding conflicting verbal/written evidence and the assessment of credibility.
- Ability to ask questions using open-ended, non-judgmental language.
- Ability to read, understand, and interpret complex municipal bylaws and the *Municipal Government Act*.
- Ability to work with the Chair, Board Members and Administration in a collaborative and effective manner.
- Commitment to respect diversity and inclusiveness to maintain fair, transparent, participatory, understandable processes for persons regardless of physical or language abilities.

### **DESIGNATED RESPONSIBLE PET OWNER (“RPO”) MEMBERS**

Individuals appointed for the purpose of providing animal behaviour expertise as members of the LCSAB during the hearing of appeals of decisions made under the Responsible Pet Ownership Bylaw must have appropriate experience and certification, including an understanding of the fundamental importance of public safety.

## **Qualifications**

Designated RPO members of the Board must:

- be current or former members of the Alberta Veterinary Medical Association in good standing (either working or retired veterinarians); and/or,
- be dog trainers with one of the following certifications from the Certification Council for Professional Dog Trainers:
  - CPDT-KA indicates that a dog trainer has passed a comprehensive exam and has at least 300 hours of dog training experience.
  - CPDT-KSA indicates that a dog trainer has passed a comprehensive exam *and* an objective skills-based assessment along with at least 300 hours of dog training experience
  - CBCC-KA indicates that a dog behavior consultant has passed a comprehensive exam on behavior modification and has at least 300 hours of dog behavior consulting experience.

Experience in animal behavior modification and/or with local kennel clubs is an asset.

## **TIME COMMITMENT**

The specific number of meetings is dependent on the number of appeals. Members are chosen from the larger list when appeal hearings are scheduled to a meeting. Meetings are typically scheduled the last Tuesday of the month. Meetings are estimated at 4-5 hours.