

CALGARY LICENCE AND COMMUNITY STANDARDS APPEAL BOARD MEMBERSHIP – RESIGNATION AND NOMINATION

EXECUTIVE SUMMARY

The City Clerk's Office received notification that Ms. Carla Murray, a citizen member appointed to the Calgary Licence and Community Standards Appeal Board (LCSAB) for 2016, has resigned effective 2016 January 06. Appointment of a citizen member to the LCSAB is therefore required for the remainder of 2016.

ADMINISTRATION RECOMMENDATIONS

That Priorities and Finance Committee recommend that Council:

1. Accept the resignation of Ms. Carla Murray of the Calgary Licence and Community Standards Appeal Board, and that she be thanked for her service;
2. Consider the LCSAB review panel's recommendation to appoint the individual named in Attachment 2 to serve on the Licence and Community Standards Appeal Board for the remainder of the 2016 calendar year;
3. Direct that this report remain confidential under Sections 24(1)(a) and (d) of the *Freedom of Information and Protection of Privacy Act* until Council rises and reports at the 2016 February 22 Regular Meeting of Council; and,
4. Direct that Attachments 1 and 2 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 2016 FEBRUARY 02:

That Council:

1. Accept the resignation of Ms. Carla Murray of the Calgary Licence and Community Standards Appeal Board, and that she be thanked for her service;
2. Consider the LCSAB review panel's recommendation to appoint the individual named in Attachment 2 to serve on the Licence and Community Standards Appeal Board for the remainder of the 2016 calendar year; and
3. Direct that Attachments 1 and 2 remain confidential pursuant to Sections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*.

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2015 December 14 Regular Meeting of Council, Council appointed members to the Licence and Community Standards Appeal Board for 2016. Members were appointed to the effective 2016 January 01, for one-year terms to expire on 2016 December 31.

Appointments to the Board are made under authority of Bylaw 50M2011, the Licence and Community Standards Appeal Board Bylaw, as amended. The Bylaw establishes the Board as a committee of Council comprised of up to five members. Council appoints members by resolution

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for one-year terms, but neither members of Council nor employees of the City of Calgary may be appointed to the Board.

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

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* and the *Weed Control Act*.

Members of the Licence and Community Standards Appeal Board must be 18 years of age or older, be a Canadian citizen who has resided in Alberta for six consecutive months prior to the date of their application, 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 2016 January 06, the Quasi-Judicial Boards Division of the City Clerk's Office received a letter from Ms. Carla Murray effective immediately. Ms. Murray cites the reason for her resignation in her letter, which is attached to this report as Attachment 1.

The Chair indicated in his letter (Report C2015-0831, Attachment 2) that the review panel had identified two external applicants should a vacancy occur during 2016. As a result of Ms. Murray's resignation, the review panel conducted interviews on 2016 January 11. The review panel's recommendation is contained in Attachment 2.

Stakeholder Engagement, Research and Communication

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

Strategic Alignment

The recommendations align with Council's priority for having a well-run city, particularly to:

- (W5) regularly collaborate and engage citizens to encourage participation in City decision-making, and better communicate the reasons for the decisions.

Social, Environmental, Economic (External)

There are no social, environmental, or external economic implications as a result of this report.

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Financial Capacity

Current and Future Operating Budget:

There are no current and future operating budget impacts as a result of this report.

Current and Future Capital Budget:

There are no current and future capital budget impacts as a result of this report.

Risk Assessment

Delays in appointing members to the 2016 Licence and Community Standards Appeal Board 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:

It is recommended by the review panel that the individual named in Attachment 2 be appointed to the LCSAB for the remainder of 2016.

ATTACHMENTS

1. Resignation letter of Ms. Carla Murray
2. Chair's letter regarding review panel recommendation

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