

2016 CALGARY LICENCE AND COMMUNITY STANDARDS APPEAL BOARD APPOINTMENTS

EXECUTIVE SUMMARY

The terms of all Calgary Licence and Community Standards Appeal Board (LCSAB) members expire on 2015 December 31. As a result, the appointment of members to the 2016 LCSAB is required.

CITY CLERK'S RECOMMENDATIONS

That Council:

1. Consider the LCSAB review panel's recommendation to appoint the individuals named in Attachment 1 to serve on the Licence and Community Standards Appeal Board for the 2016 calendar year;
2. Direct that this report and Attachment 1 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 2015 December 07 Combined Meeting of Council; and,
3. Direct that Attachments 2, 4 and 5 remain confidential under Sections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*.

PREVIOUS COUNCIL DIRECTION / POLICY

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 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

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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. Attachment 3 (2016 LCSAB Applicants Background and Experience Matrix) highlights the diversity of expertise and perspectives of the recommended candidates to the 2016 LCSAB.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Applications for membership were screened and evaluated by a panel consisting of the incumbent Chair and Vice Chair.

A total of twenty applications were received within the deadline for five citizen appointments:

- five incumbent members; and
- fifteen new external applicants.

The Board's review panel is satisfied with the performance of the current Board members at this time and recommends reappointment of all incumbent members.

Stakeholder Engagement, Research and Communication

Letters were mailed to current board members to solicit their interest in reappointment. The deadline for the submission of applications was 2015 October 09.

Advertising, notices or articles inviting applications for membership to the 2016 Calgary LCSAB appeared as follows:

- Calgary Herald - 2015 October 01 (Attachment 6)
- Calgary Metro News – 2015 October 01
- Calgary Herald mobile banners and website
- Twitter – promoted tweets for each board, in addition to tweets from City of Calgary and members of Council
- Paid and unpaid Facebook posts
- LinkedIn
- Calgary.ca
- Calgary.ca/lcsab (Board's website)
- Federation of Calgary Communities newsletter
- Community Newsletters

Candidates were referred to either the Quasi-Judicial Boards division website, calgary.ca/tribunals, or to the Board's website, www.calgary.ca/lcsab, where additional detailed information about membership on the LCSAB was available during the recruitment period.

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Strategic Alignment

The recommendations in this report align with Council's priority relating to a well-run city.

Social, Environmental, Economic (External)

None.

Financial Capacity

Current and Future Operating Budget:

None.

Current and Future Capital Budget:

None.

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.

Under the authority of the *Municipal Government Act*, Council has provided for a system of licences and permits and a mechanism for appeal. Council has delegated, by bylaw, its powers to the Licence and Community Standards Appeal Board to hear appeals. If the appointments are not made to the Board for 2016, City Council would have to hear and adjudicate the appeals on a variety of licences, permits, community standards, and weed notice appeals.

REASONS FOR RECOMMENDATIONS:

It is recommended by the review panel that the five incumbent citizen members that applied for reappointment be appointed to the 2016 LCSAB. The names of the 2016 LCSAB members recommended for membership are provided in Attachment 1.

ATTACHMENTS

1. Recommendation for appointments to the 2016 Licence and Community Standards Appeal Board
2. Chair's letter regarding review panel recommendations (distributed in advance)
3. 2016 LCSAB Applicants Background and Experience Matrix
4. Applications of the recommended candidates (distributed in advance)
5. Applications of the non-recommended candidates (distributed in advance)
6. Calgary Herald advertisement