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## Licence and Community Standards Appeal Board

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### MANDATE

The Licence and Community Standards Appeal Board hears and determines appeals of licences and decisions are made under specific bylaws. The Board also hears appeals under the Responsible Pet Ownership Bylaw 47M2021. ([link](#)), including the Professional Dog Walker Permit appeals and appeals related to the Agricultural Pest Act Bylaw.

### COMPOSITION

10 Public Members. The size of the Board was expanded from 5 to 10 in anticipation of an increase in volume of appeals and that became effective January 1, 2022. Some Board members are required to have experience in animal behaviour as required by the Responsible Pet Bylaw. Each panel would typically consist of 5 members, but quorum is 3.

### ANNUAL UPDATE & KEY ACCOMPLISHMENTS

- As mentioned above, during the past year the mandate of LCSAB has been expanded to hear appeals from the Responsible Pet Bylaw which would include the Professional Dog Walker Permits, and appeals related to the Agricultural Pest Act.
- Also, during the past year, LCSAB created a new Code of Conduct document. This was approved by the full Board when we first met in January 2022.

### CHALLENGES

- The biggest challenge of LCSAB is the generation of work meaning the complete lack of appeals in recent years. Typically, the Board has seen 5 or 6 appeals per year but there has been as few as zero. We will give credit to the Bylaw Enforcement staff and other administration for the lack of appeals as we do believe their objective is compliance rather than prosecution, but LCSAB is totally at the mercy of the residents who must pay the \$100 fee and file the Notice of Appeal. If they do not do that, LCSAB has no work. An increase in the volume of appeals with the expanded mandate was expected but that has not transpired to this point. Unfortunately, the Board has no control over this.

### WORKPLAN FOR THE NEXT YEAR

- The only matter planned for the upcoming months is to consider improvements to the preparation and timing of reports for LCSAB appeals. It has been experienced that not enough time has been allowed for the staff to properly prepare reports for distribution to the Board members who will form the panel for that particular appeal. Beyond that is the lack of appeals as mentioned above. The Board can only hear appeals that are filed and not withdrawn but the Board has no control over that.



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### OPERATIONS

- Since May 2021 the Board met on 12 occasions which included 11 appeal hearings and one combined Orientation for the new Board members together with a required Procedural meeting.
- Since March of 2020 when the State of Emergency was declared, LCSAB moved to handling appeals remotely. A new procedure for properly handling appeals remotely had to be developed and it has been working well. The only real difference is that the Board cannot announce the decision following their deliberations, and so the parties are not aware of the decision of the Board until the written decision document is provided, which usually takes a few weeks to complete.
- The agenda for LCSAB is available but not published, so rarely do we see members of the public in attendance. In the past when we met in-person, there were university students who would occasionally attend to observe, but I am not aware of that occurring since the move to remote hearings. We have become accustomed to the remote meetings but look forward to the days when we can return to the in-person hearings.

Completed by Rick Smith

Chair -- Licence and Community Standards Appeal Board

Dated – May 17, 2022