



Licence and Community Standards Appeal Board

MANDATE

To hear and determine appeals of decisions made by City Administration about permits, licences and other orders. The majority of the appeals fall under the Community Standards Bylaw, Business Licence Bylaw, and the Responsible Pet Ownership Bylaw, among others. Most, if not all bylaws provide an appeal process when enforcement action is taken and LCSAB provides that process. It provides Calgarians an opportunity to present their concerns to an independent tribunal and to have that tribunal decide on the fairness of whatever action they are dealing with.

COMPOSITION

The Board is comprised of 10 public members with a broad diversity of backgrounds and skills enabling credible decision making in the various bylaw issues that come before the Board. Some Board members are required to have experience and qualifications in animal behaviour as required by the Responsible Pet Ownership Bylaw. Each panel would typically consist of 5 members but quorum is 3.

MEETINGS

LCSAB has regular scheduled meetings for the last Tuesday of each month where we hear appeals that have been filed. Since May 2023 there have been 31 individual appeals filed. Two were withdrawn, six related to Business licence Appeals, three related to Responsible Pet Ownership Appeals, and fourteen related to Community Standards Appeals. An additional six appeals have been scheduled but have yet to be heard. The Board typically does not meet for other reasons unless a procedural matter needs to be considered by the entire Board.

LCSAB does not have subcommittees as they are not required for this type of appeal board. At this time, all meetings/hearings are conducted remotely. The public are not discouraged to attend, but rarely do.

WORK, IMPACT & ACCOMPLISHMENTS

As explained in the mandate, LCSAB provides an extremely valuable service to Calgarians by providing an opportunity for them to present their concerns that relate to some form of bylaw infraction and subsequent action by the City Administration, to an independent tribunal who can review the circumstance and determine if the decision by the City was fair.

Other than maintaining the Procedural Manual, LCSAB does not have much in the way of additional projects

MANDATE ALIGNMENT

The work of LCSAB aligns perfectly with the mandate to provide an opportunity for Calgarians to have an independent tribunal review and decide on the fairness of whatever enforcement action is being taken against them by the City administration.



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COLLABORATION & COMMUNICATION

Because LCSAB is an appeal Board there is no opportunity or benefit to interact with other committees on projects. LCSAB is completely focused on its mandate to provide an appeal opportunity to Calgarians.

WORKPLAN & PRIORITIES FOR 2024-2025

Again, LCSAB is completely focused on its mandate to provide an appeal opportunity to Calgarians. The Board recently approved a Code of Conduct manual and periodically will review its Procedural Manual to ensure that it is current.

CHALLENGES

It is hard to explain the challenges of LCSAB because the Board relies totally on the willingness of Calgarians to file a Notice of Appeal and pay the fee. Without that, there is no work. The volume of appeals has increased in recent years and a large part of that is due to the expanded mandate to include additional Bylaws within the mandate. We continue to give credit to Bylaw Enforcement as we believe their objective is to achieve compliance rather than enforcement, and that enforcement action is only taken as a last resort.

MEMBER PERFORMANCE ASSESSMENT

All members are assessed primarily for their attendance at hearings when their participation is requested. Because LCSAB is now a Board of 10 but a typical panel is only 5 members, and because typically two or three hearings are combined into one actual meeting date, an attempt is made to ensure that panel selection is spread out as evenly as possible throughout all members. Panel members are given as much notice as possible so as not to interfere with their day jobs if their individual participation is not required.

BCC COMMENTS

The comments above should provide a good description of the work of LCSAB but if there additional specific questions or more information required, that can provided.

ATTACHMENTS

A. None.