Frequently Asked Questions:

- What is the purpose of the committee?
- How much time can I expect to spend, as a member?
- What is expected of me, as a member?
- How is the committee set up?
- What does the committee do?
- When does the committee meet?
- Do I get paid?
- How long am I a member?
- How do I apply to become a member of the committee?
- How long does the selection process take?
- How can I tell if I am eligible to apply, or not?
- What qualifications do I need to apply?
- Will there be training?

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Mandate  (Back to top)

The Community Standards and Licence Appeal Committee is a Committee of Council established to deal with reviews and appeals regarding:

1. Orders issued pursuant to Sections 545 and 546 of the *Municipal Government Act*.

2. The refusal, revocation, suspension of, or imposition of conditions on any licence pursuant to the following bylaws:
   - *Animal Licensing and Control Bylaw* 13145
   - *Business Licence Bylaw* 13138
3. Notices issued under the provincial *Weed Control Act*.  
4. Notices issued under Section 29.2 of the *Community Standards Bylaw 14600* (outdoor fires).

* Link opens in a new tab

**Goal**  *(Back to top)*

- To act as a quasi-judicial tribunal and conduct impartial and fair hearings and deliver timely decisions.

**Structure** *(Back to top)*

- The CSLAC is composed of up to 10 members who sit in panels of three members as assigned by the Chair.

**Meeting Times** *(Back to top)*

- Hearings are scheduled on the third Tuesday of the month, if there are appeals to be heard.
- On average, the Committee meets 7 times a year.
- Member participation in the Board’s professional development program is required, which occurs as needed throughout the year.

**Remuneration** *(Back to top)*

Members:

- $170, up to 4 Hours
- $320, 4 to 8 Hours
- $470, over 8 Hours
Appointment Term ([Back to top](#))

- One-year terms (from May 1 to April 30), renewable to a maximum of nine consecutive years.
- City of Edmonton Volunteer Management practices include an annual evaluation of board members ([City Policy C575C](#))

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To Apply ([Back to top](#))

Applicants are required to complete the online application questions and attach a current resume plus three written letters of reference (with phone contacts). (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess).

Application Process Timeline ([Back to top](#))

Executive Committee serves as the Selection Committee for CSLAC members. It is anticipated that selection processes will take place on the following (Tentative) dates:

- January 17, 2021 – Posting Expires
- February 25, 2021 - Applicant Shortlisting
- March 2, 3 or 4, 2021 – Skills Assessment
- March 25, 2021 - Applicant Interviews
- April 6, 2021 - Appointments made by City Council

Ineligibility ([Back to top](#))

- Employees of the City of Edmonton cannot be Members.
Member Qualifications

- A minimum of three years recent experience on a quasi-judicial board.
- A keen interest in enforcement and the betterment of communities and businesses within the City of Edmonton
- Concerns for the interest of property owners, business owners, the City and other parties affected by the City of Edmonton orders
- Expertise in one of the following areas:
  - community representation or knowledge of community standards
  - legal
  - enforcement
  - management/administration
- An understanding of principles of administrative law and natural justice
- The ability to commit the required time on a year round basis
- Excellent analytical and reasoning skills
- The ability to write, in plain language, the decision and reasons for the decision
- The ability to speak in public and communicate effectively with parties to the appeal
- The ability to deal with difficult parties
- Proven ability to act with integrity and read, understand and apply Municipal Government Act and other pertinent Acts; Municipal Bylaws; and case law
- Computer proficiency in Google Mail; Google Drive and Google Documents
- Must sign and abide by the CSLAC Code of Ethics*

Chair Qualifications

- A minimum of one year experience chairing or presiding over meetings/hearings of a quasi-judicial board
- Exemplary knowledge of administrative law and natural justice