

Community Standards and Licence Appeal Committee

2024-2025 Term - Recruitment Profile

1 Vacancy

Edmonton

Mandate

The Community Standards and Licence Appeal Committee (CSLAC) 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 20002
 - Vehicle for Hire Bylaw 17400
3. Notices issued under the provincial *Weed Control Act*.
4. Notices issued under Section 29.2 of the Community Standards Bylaw 14600 (outdoor fires).

Goal

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

Structure

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

Meeting Times

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

Remuneration

- \$170, up to 4 Hours
- \$320, 4 to 8 Hours
- \$470, over 8 Hours

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Appointment Term

- CSLAC members are appointed for one-year terms (from May 1 to April 30), renewable to a maximum of nine consecutive years.
- Civic agency members are evaluated on an annual basis as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

To Apply

- Edmonton City Council values the diverse voices of citizens in local governance and commits to appointing individuals that are reflective of the population of the City and that have been recruited through a fair, equitable and inclusive process.
- Applicants must complete the online application questions and attach a current resume that includes the names of three references (with phone and email details), who will be contacted for shortlisted candidates.
- We strive to provide reasonable access and accommodations throughout the application and selection process. To request an accommodation, please contact 780-496-8178 or civic.agencies@edmonton.ca.

Application Process Timeline

The Community and Public Services Committee of Council serves as the Selection Committee for CSLAC members. It is anticipated that selection processes will take place on the following dates:

- January 14, 2024 - Posting closes
- March 6, 2024 - Applicant Shortlisting
- March 12, 13, 14, 2024 - CSLAC skills assessment
- April 17/19, 2024 - Applicant Interviews
- April 23, 2024 - Appointments made by City Council

Ineligibility

Employees of the City of Edmonton cannot be members.

Member Qualifications

- A minimum of two years of recent experience on a quasi-judicial board.
- A keen interest in enforcement and the betterment of communities and businesses within the City of Edmonton.

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- 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 and/or administration
- An understanding of principles of administrative law and natural justice.
- The ability to commit to 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 that are legally defensible.
- The ability to speak in public and communicate effectively with parties to the appeal.
- The ability to deal with emotional and challenging situations.
- Proven ability to act with integrity and read, understand and apply *Municipal Government Act* and other pertinent legislation, municipal bylaws, and case law.
- Computer knowledge of Google Meet video conference program and proficiency in Google Mail, Google Drive, and Google Docs
- Must sign and abide by the [CSLAC Code of Ethics](#)