



ORGANIZATIONAL MEETING AGENDA OF COMMUNITY STANDARDS APPEAL COMMITTEE

Thursday, January 30, 2025, 5:15 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

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1.	<u>CALL TO ORDER</u>	
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REQUEST FOR DECISION

MEETING DATE: January 30, 2025

TITLE: Welcome and Member Introductions - 2025 Community Standards Appeal Committee

DIVISION: Strategic and Communication Services

SUMMARY:

An opportunity for the Community Standards Appeal Committee members to meet and engage with each other.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Administration will lead the introductions to welcome members and inspire conversation.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: January 30, 2025

TITLE: C-1272-23 - Community Standards Appeal Committee Bylaw - 2025 Review

DIVISION: Strategic and Communication Services

SUMMARY:

The Community Standards Appeal Committee is established by C-1272-23 - Community Standards Appeal Committee Bylaw under the *Municipal Government Act*. The bylaw prescribes the functions and duties of the members. An overview of the bylaw will be provided to the members.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The Community Standards Appeal Committee (CSAC) is a quasi-judicial committee created to hear appeals under s. 545 and 546 of the *Municipal Government Act*. C-1272-23 - Community Standards Appeal Committee Bylaw sets out the CSAC's terms of reference and general procedures for hearings. In accordance with section 4.2 of the bylaw, the CSAC members are the same appointed members as the Subdivision and Development Appeal Board.

The duties, functions, and terms of office of the members, as well as quorum requirements, the role of the Committee Clerk, and the CSAC's overall mandate, are outlined within the bylaw. The provisions of the bylaw will be reviewed and Administration will answer any questions the CSAC members may have.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



CONSOLIDATED VERSION
of
C-1272-23
COMMUNITY STANDARDS APPEAL COMMITTEE BYLAW

Enacted September 26, 2023

As Amended By:

Bylaw C-1326-24 - Enacted June 10, 2024

THE CITY OF SPRUCE GROVE

BYLAW C-1272-23

COMMUNITY STANDARDS APPEAL COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a council may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a person who has received an order under section 545 and 546 may request Council review the order;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended, a council may provide for a system of licences, permits and approvals and provide for an appeal, the body that is to decide the appeal and related matters; **(Bylaw C-1326-24, June 10, 2024)**

AND WHEREAS, the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, authorizes a council to delegate its powers, duties, or functions to a council committee, including its duty to decide appeals imposed on it by this or another enactment or bylaw;

AND WHEREAS, Council wishes to establish a council committee to review orders under section 547 of the *Municipal Government Act*, RSA 2000 cM-26, as amended, and hear appeals of licence decisions pursuant to the City's Business Licence Bylaw and Hens Bylaw; **(Bylaw C-1326-24, June 10, 2024)**

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the "Community Standards Appeal Committee Bylaw".

2. DEFINITIONS

2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000 c M-26, as amended.

- 2.2 “Appeal” means review of an MGA Order pursuant to section 547 of the Act, an appeal of a decision of the Business Licence Administrator, as provided for in the City’s Business Licence Bylaw, as amended, and an appeal of a decision of the Hen Licence Issuer and Inspector, as provided for in the City’s Hens Bylaw, as amended. **(Bylaw C-1326-24, June 10, 2024)**
- 2.3 DELETED **(Bylaw C-1326-24, June 10, 2024)**.
- 2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.5 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.6 “Clerk” means the City Manager or designate to act as a Clerk.
- 2.7 “Closed Session” means a portion of the Committee meeting that is conducted in the absence of the public as per the Act.
- 2.8 “Committee” means the Community Standards Appeal Committee.
- 2.9 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.
- 2.10 “Full-Day” means an honorarium provided for attendance at a hearing date that is more than four (4) hours in length.
- 2.11 “Half-Day” means an honorarium provided for attendance at a hearing date that is equal to or less than four (4) hours in length.
- 2.12 “MGA Order” means an order or decision issued a person pursuant to sections 545 and 546 of the Act.
- 2.13 “Mayor” means the City’s chief elected official.
- 2.14 “Notice of Appeal” means a written request, in a form acceptable to the Clerk, seeking adjudication of an Appeal.
- 2.15 “Public Member” means an individual appointed to the Committee.

3. ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and shall be referred to as the Community Standards Appeal Committee.
- 3.2 The Committee is delegated the powers, duties, and functions to hear and adjudicate Appeals.

4. MEMBERSHIP

- 4.1 The Committee shall be comprised of no less than three (3) Public Members.
- 4.2 The individuals that comprise the Subdivision and Development Appeal Board shall be appointed as Public Members of the Committee, provided that the individuals agree to the appointment.
- 4.3 Public Members shall not be:
 - (a) members of Council;
 - (b) the Mayor, including as an ex-officio member; or
 - (c) current employees of the City.

5. HONORARIUM

- 5.1 Members shall receive an honorarium as follows:
 - (a) \$100 for Half-Day;
 - (b) \$200 for a Full-Day; and
 - (c) Additional \$50 for the Chair.
- 5.2 More than one hearing may occur on a specific date, and therefore Members shall be paid an honorarium per hearing date as opposed to per hearing.

6. TERM

- 6.1 The term of office for all Public Members shall be not more than three (3) years.
- 6.2 A Public Member may serve more than one (1) term but in no event shall a Public Member serve more than three (3) consecutive terms.
- 6.3 Council shall be at liberty to remove and replace any Public Member at any time prior to the expiry date of the Public Member's term, and any Public Member may resign at any time upon sending written notice to the Clerk.
- 6.4 In the event of a vacancy, Council may by resolution, appoint a new Public Member to serve for the remainder of the vacating Public Member's term.

7. QUORUM

- 7.1 A quorum at any hearing shall be three (3) Public Members.
- 7.2 No more than seven (7) Public Members shall sit at a hearing.

8. ORGANIZATIONAL MEETING

- 8.1 An annual organizational meeting shall be held at the beginning of each year.

9. CHAIR AND VICE-CHAIR

- 9.1 The Public Members shall elect from its membership on an annual basis a Chair and Vice-Chair during the annual organizational meeting.
- 9.2 The Chair and Vice-Chair may be re-elected for successive years as Chair and Vice-Chair.
- 9.3 In the event of absence or inability of the Chair to preside at a hearing, the Vice-Chair shall preside.

- 9.4 In the absence or inability of both the Chair and Vice-Chair to preside at a meeting, the Members present, in constituting a quorum, shall elect one of its Public Members to preside as Chair for that meeting.

10. RULES OF PROCEDURE

- 10.1 For those procedural matters not covered in the Act or the regulations thereto, this bylaw, or any other bylaw of the City, the Committee shall determine the procedures for the conduct of hearings.

11. FUNCTIONS AND DUTIES

- 11.1 The hearing shall be held within thirty (30) calendar days of the receipt of the Notice of Appeal and the appeal fee by the Clerk.
- 11.2 The Chair shall be responsible for the conduct of the hearing.
- 11.3 Once the hearing is closed, the Committee shall not hear or consider any additional verbal or written evidence.
- 11.4 After hearing the appeal, the Committee may go into Closed Session in order to deliberate provided that one of the exceptions to disclosure set out in the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c F-25, as amended, applies. In arriving at its decision, the majority vote of those Public Members present shall constitute the decision of the Committee.
- 11.5 In the event of a tie vote of the Committee, an appeal shall be deemed to be denied.
- 11.6 A decision of the Committee is not final until notification of the decision is given in writing. Notification of the decision on an Appeal shall be provided within 15 business days of the date on which the decision of the Committee is made. (Bylaw C-1326-24, June 10, 2024)
- 11.7 A Public Member who, for any reason, is unable to attend the whole of the hearing of an appeal shall not participate in the Committee's deliberations or the decision made by the Committee on that appeal.

11.8 If a Public Member has a pecuniary interest in any matter before the Committee, the Public Member shall declare the pecuniary interest to the Committee and shall abstain from discussion or voting upon such matter, and such abstention shall be recorded in the minutes.

12. CLERK OF THE BOARD

12.1 The position of a Designated Officer for the limited purpose of carrying out the functions of the Community Standards Appeal Committee Clerk is hereby established.

12.2 The City Manager or designate shall be the Clerk of the Committee.

13. SIGNING AUTHORITY

13.1 An order, decision, approval, notice, or other thing made or given by the Committee may be signed on behalf of the Committee by the Clerk.

13.2 The Clerk shall not sign an order, approval, or decision made by the Committee unless the order, approval, or decision has been first approved in writing:

- (a) by the Chair or other Public Member who presided over the hearing to which the order, approval, or decision relates; or
- (b) in the absence or inability to act of the person who chaired or presided over such hearing, any other Public Member who was present at such hearing.

14. SEVERABILITY

14.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

15. EFFECTIVE DATE

15.1 This bylaw comes into force and effect on January 1, 2024.

16. REPEAL OF BYLAW C-1238-23

16.1 Bylaw C-1238-23 is hereby repealed.

First Reading Carried	25 September 2023
Second Reading Carried	25 September 2023
Third Reading Carried	25 September 2023
Date Signed	26 September 2023

Mayor

City Clerk



REQUEST FOR DECISION

MEETING DATE: January 30, 2025

TITLE: Nomination and Election of Chairperson and Vice-Chairperson - 2025 Community Standards Appeal Committee

DIVISION: Strategic and Communication Services

SUMMARY:

The Community Standards Appeal Committee (CSAC) Bylaw requires the members of the Committee elect from its membership a Chairperson and Vice-Chairperson.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Section 9.1 of C-1272-23 - Community Standards Appeal Committee Bylaw requires the members of the Committee to, during the annual organizational meeting, elect from its membership a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson may be re-elected for successive years.

Administration will call for nominations for the Chairperson and then the Vice-Chairperson. CSAC members can self-nominate. If only one person is nominated for each position they will be declared elected Chairperson or Vice-Chairperson by acclamation, as applicable. If more than one person is nominated, the CSAC will vote and elect the Chairperson and/or Vice-Chairperson, as applicable. The election will be held by secret ballot.

Upon election of the Chairperson and Vice-Chairperson, Administration will turn over the Organizational Meeting to the Chairperson. Administration will support the Chairperson in continuing to follow the Organizational Meeting Agenda as approved by the Committee.

The role of the Chairperson supports the order of proceedings during a hearing to ensure all parties have a fair opportunity to present their cases and be heard. Administration supports the Chairperson by providing a document outlining the proceedings a hearing is to follow. This document is a guideline to help ensure all parties involved are offered the opportunity to make their presentation and answer any questions Committee member may have.

In the absence of the Chairperson, the Vice-Chairperson will step into the role for that hearing.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Administration will support the Chairperson and Vice-Chairperson in learning and understanding their roles and how to conduct a hearing following the procedures.

IMPACTS:

Proper governance process and hearing procedure will be followed with the election of the Chairperson and Vice-Chairperson.

FINANCIAL IMPLICATIONS:

n/a