

## What is the License and Community Standards Appeal Board (LCSAB)?

The Licence and Community Standards Appeal Board (LCSAB) is a quasi-judicial board established under the *Municipal Government Act*. It is a tribunal, consisting of up to five citizen members appointed annually by City Council.

The Board hears appeals with respect to decisions of the City of Calgary Administration.

## Where and when does the Board meet?

The LCSAB conducts its monthly hearings in public commencing at 9:30 a.m. in the First Floor Hearing Room at 1212 31 Avenue NE. The Board meets until all appeals on the agenda for that day have been dealt with, or until 4:30 p.m. Appeals not dealt with are adjourned to the next scheduled hearing.

## What can be appealed?

- Livery Vehicle, Driver and Brokerage Licence
- Alarm Permit
- Business Licence
- Bicycle Couriers and Bicycle Courier Agencies Licence
- Combative Sports Event
- Concert Licence
- Extended Dance Event
- Dating and Escort Licence and Model Studio
- Downtown Pushcart Vendors Licence
- Exotic Entertainers Licence and Exotic Entertainment Agencies Licence
- Massage Licence
- Remedial Orders
- Orders under the *Weed Control Act*
- Orders under the *Municipal Government Act*

## How to file an appeal

To file an appeal, complete the notice of appeal available at the LCSAB office or online via the City of Calgary website [calgary.ca](http://calgary.ca)

In accordance with City Bylaws an appeal must be accompanied by a \$100 filing fee or it will not be considered as having been correctly filed.

This filing fee is not refundable under any circumstance.

## Deadline for filing an appeal

In accordance with City Bylaws:

- Licences and Permits have 30 days to file an appeal.
- Remedial Orders and Orders issued under section 545 of the *Municipal Government Act* have 14 days to file an appeal.
- Orders issued under section 546 of the *Municipal Government Act* have seven days to file an appeal.
- Weed & Grass Orders have within the time specified in the Notice/Order or within 10 days of issuance of the Notice/Order to file an appeal.

## What happens after an appeal is filed?

In accordance with the City of Calgary Bylaw 50M2011, upon receipt of a notice of appeal, a hearing shall be scheduled within 30 days of the receipt of the notice. For scheduling purposes, appeals must be received 30 days prior to the scheduled hearing date in order to allow all parties to the appeal time to prepare for the hearing.

Appellants are not to contact members of the Board regarding their appeal. This disqualifies members from participating in the hearing. Board members do not confer with the City prior to hearings.

In accordance with the procedures, you must submit one copy of the written material you wish to present as evidence to the LCSAB 12 days prior to the hearing, or bring 10 copies to the hearing.

## Procedures followed at the public hearing

Persons who file an appeal are encouraged to make a verbal presentation to the Board. In accordance with the LCSAB procedures, the Board may dismiss or adjourn your appeal if you do not attend the hearing or proceed to determine the matter in your absence.

The order in which evidence is presented by the parties may be as follows:

- presentation by City administration and their witnesses;
- questions to City administration and their witnesses by the Board;
- presentation by appellant and witnesses;
- questions to appellant and witnesses by the Board;
- City rebuttal and summation; and
- appellant rebuttal and summation.

The Board may allow cross examination on a case by case basis.

You are then entitled to call any witnesses to give testimony.

## Decision

At the conclusion of the hearing the Board will retire to carefully consider your case. The Board may render an oral decision with written reasons to follow or the Board may reserve its decision and render a written decision within 60 days of the date of the hearing, unless the parties are notified otherwise.

## Request for an adjournment

Parties must submit a written request for an adjournment, including the reasons for the request, to the LCSAB office as soon as possible. According to the Board's procedures if the request is received prior to the scheduled hearing, the request will be considered by the Chair and written notification will be sent to both parties.

If you are unable to submit the request in writing prior to the hearing, a verbal request should be made at the time of the hearing. Adjournment requests are not granted automatically. The Board considers each request on a case by case basis at the hearing.

If you are unable to attend the hearing to speak to the adjournment request, you should have someone attend on your behalf prepared to discuss the request and/or present evidence to the Board in the event the request is denied.

## Withdrawal of an appeal

A request for withdrawal should be submitted in writing to the LCSAB office as soon as possible. Your cooperation prevents any unnecessary delays for the Board and helps the City use its resources more effectively.

## Non Attendance at the Hearing

If a party does not attend at a hearing the Board may, upon confirming that the party was given notice of the hearing, proceed to determine the matter in the absence of the party, dismiss the appeal, or adjourn the appeal.

### For further information:

The LCSAB Administration is available to answer any questions you may have concerning the appeal process.

### Our location:

City Appeal Boards  
Licence and Community Standards Appeal Board  
4<sup>th</sup> Floor, 1212 31 Avenue NE  
(DJ3 Building)  
Calgary, Alberta, T2E 7S8

### Hours of operation:

8 am – 4:30 pm; Monday to Friday

### Our mailing address:

City Appeal Boards  
Licence and Community Standards Appeal Board  
P.O. Box 2100, Station M, #8110  
Calgary, Alberta, T2P 2M5

**Phone:** (403) 268-5312

**Fax:** (403) 268-5982

**Email:** [lcsab@calgary.ca](mailto:lcsab@calgary.ca)



# LCSAB

Licence and Community Standards  
Appeal Board



THE CITY OF  
**CALGARY**  
CITY CLERK'S OFFICE