

POSITION OVERVIEW – DESIGNATED RESPONSIBLE PET OWNERSHIP MEMBERS

The Licence and Community Standards Appeal Board (“LCSAB”) provides independent adjudication of appeals under a variety of City of Calgary Bylaws. A subset of LCSAB members is designated to hear appeals under the Responsible Pet Ownership (“RPO”) Bylaw. RPO members provide skills, perspectives and animal behaviour expertise that contribute to impartial decisions on appeals.

KEY RESPONSIBILITIES

- Review materials filed with each appeal prior to the hearing.
- Participate in hearings in person, or by electronic means, as needed.
- Apply the rules of natural justice and procedural fairness to decisions.
- Contribute to appeal decisions by articulating an evidence-based rationale.
- Attend procedural meetings and training sessions, as required.
- Participate in continuing education, as required.

QUALIFICATIONS & SKILLS

Must be:

- ✓ At least 18 years of age; and
- ✓ Resident of Calgary; or
- ✓ Indigenous persons who may reside outside of Calgary but are residents of the Calgary surrounding area within the Treaty 7 region, including those Indigenous persons who belong to the Blackfoot Confederacy, made up of the Siksika, Piikani, Amskaapiikani and Kainai First Nations; the Îlethka Nakoda Wicastabi First Nations, comprised of the Chiniki, Bearspaw, and Goodstoney First Nations; and the Tsuut’ina First Nation, and those persons who are Métis, including citizens of the Otipemisiwak Métis government residing in Foothills Métis District 1, Medicine Hat Métis District 2, Red Deer Métis District 3, Rocky View Métis District 4, Calgary Nose Hill Métis District 5 and Elbow Métis District 6.

Members designated to hear appeals under the Responsible Pet Ownership Bylaw must be:

- ✓ A current or former member of the Alberta Veterinary Medical Association in good standing (either working or retired); and/or
- ✓ A trainer certified by the Certification Council for Professional Dog Trainers.

Desired Experience & Skills: *(can be one or a combination of attributes)*

- ✓ Experience in animal behavior modification and/or with local kennel clubs.
- ✓ Aptitude for adjudication including fairness, good listening skills, open mindedness, and the ability to communicate in plain language;
- ✓ Ability to analyze materials, examine facts, and apply legislation;
- ✓ Experience with common law concepts such as natural justice and procedural fairness; and
- ✓ Willingness to work in online environments.



LICENCE AND COMMUNITY STANDARDS APPEAL BOARD

POSITION DESCRIPTION

MEMBERS DESIGNATED TO HEAR APPEALS UNDER THE RESPONSIBLE PET OWNERSHIP BYLAW

INELIGIBLE TO APPLY

- × Employee of The City of Calgary, current or within 1 year of appointment
- × Current member of the Combative Sports Commission, or their immediate relatives
- × Member of Council

TERM LENGTH

Appointments will begin upon appointment by Calgary City Council and continue until 2026 December 31.

TIME REQUIREMENT

Overall time requirement is dependent on the number of appeals. Currently there are less than 10 RPO appeal hearings per year.

Appeal hearings are scheduled during business hours and estimated at 4-5 hours.

MEETING INFORMATION

Monthly - typically on the last Tuesday of the month at 9:00 a.m.

REMUNERATION AND EXPENSES

Remuneration is calculated based on meeting(s) attended.

LICENCE AND COMMUNITY STANDARDS APPEAL BOARD'S WEBSITE

<https://www.calgary.ca/appeals/licence-and-community-standards-appeal-board.html>