



This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act (Act). It will be used to administer an appeal to the Community Standards Appeal Committee. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.

## Instructions for filing an appeal

Notice of appeal to Spruce Grove Community Standards Appeal Committee (CSAC) must be filed in accordance with the City of Spruce Grove Community Standards Appeal Committee Bylaw, Business Licence Bylaw and Hens Bylaw.

The notice of appeal form must:

- Be filed within the relevant appeal period of receipt of written order issued pursuant to s. 545 and 546 of the Municipal Government Act based upon the Community Standards Bylaw, or upon written notice of a decision by the Business Licence Administrator under the Business Licence Bylaw or Hen Licence Issuer and Inspector under the Hens Bylaw.
- State specific reasons for the appeal.
- Be signed by the appellant
- Be accompanied by the required filing fee as set out in the City's Fees and Charges Bylaw and Development Fees and Fines Bylaw and be payable to City of Spruce Grove

Mail to: City of Spruce Grove  
Community Standards Appeal Committee  
315 Jespersen Avenue  
Spruce Grove, AB T7X 3E8

Email to: Email it to [cityclerk@sprucegrove.org](mailto:cityclerk@sprucegrove.org)

**You are cautioned that if you mail the appeal, it must be received on or before the final date for appeal.**

Appeal fees may be paid by VISA, MasterCard or by cheque payable to City of Spruce Grove.

Payments can be processed until 4:00 p.m. on any business day

You may contact the Community Standards Appeal Committee Clerk at 780-962-7615 or [cityclerk@sprucegrove.org](mailto:cityclerk@sprucegrove.org) for any questions you may have about appeal deadlines, fee payment options and information regarding the appeal process. The Committee Clerk may also advise individuals on how to prepare for and present an appeal, and Committee procedures.