



TOWN OF REDCLIFF BOARDS AND COMMISSIONS

INFORMATION BOOKLET FOR APPLICANTS

Contents

- INTRODUCTION 1
- APPLICATION REQUIREMENTS..... 1
- CONFLICT OF INTEREST (PECUNIARY INTEREST) 1
- VOLUNTEER’S ROLE AND AUTHORITY 2
- ATTENDANCE 2
- GENERAL GUIDELINES 2
- ASSESSMENT REVIEW BOARD..... 3
- MUNICIPAL PLANNING COMMISSION..... 4
- REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD 5
- REDCLIFF & DISTRICT RECREATION COMMITTEE 6
- SUBDIVISION AND DEVELOPMENT APPEAL BOARD 7
- TOWN OF REDCLIFF LIBRARY BOARD..... 8
- VERGE ECONOMIC DEVELOPMENT BOARD 9
- BOARDS & COMMISSIONS APPLICATION FORM..... 10

INTRODUCTION

Redcliff Town Council and Administration are pleased that you are interested in becoming a member on one of the Town's Boards or Commissions. As a Board member you consider matters that affect your community. The recommendations you make help Town Council to make decisions on those matters. Please note that all Boards and Commissions are volunteer and no remuneration and benefits are offered to Board and Commission members.

Should you have any questions please contact Bonnie Andres by phone at (403) 548-9266, by email at bonnie.andres@redcliff.ca, or in person at the Redcliff Town Hall at #1 – 3rd Street NE.

APPLICATION REQUIREMENTS

If you are interested in serving on one of the Town's Boards or Commissions, you must complete the attached application form. You may attach a resume and any additional information (2 pages maximum). You must be a Town of Redcliff resident to be eligible for appointment to any of the Town's Boards or Commissions.

Please submit completed applications to the attention of:

Bonnie Andres
Executive Assistant
Town of Redcliff
Box 40, #1 – 3 Street NE
Redcliff, AB T0J 2P0

Applications may also be submitted in person to the Redcliff Town Hall at #1 – 3rd Street NE, or by email: bonnie.andres@redcliff.ca.

CONFLICT OF INTEREST (PECUNIARY INTEREST)

You must not take part in any matter in which you have a direct or indirect pecuniary (financial) interest.

If you have pecuniary interest, you must:

- Indicate that you have an interest and its general nature.
- Abstain from voting and any discussion of the matter.
- Leave the room until the matter has been dealt with.
- Ensure that your abstention and the reason are recorded in the minutes.

VOLUNTEER'S ROLE AND AUTHORITY

Boards and Commissions do not become involved in the administration or operation of the Town of Redcliff. Board and Commission members may not direct administrative staff to initiate programs, conduct major studies, or establish official policy without approval of Redcliff Town Council. However, administrative staff members are available to provide general assistance to the Boards and Commissions.

ATTENDANCE

Attendance at the Board or Commission meetings is important. Absence at more than three consecutive meetings may result in the termination of a member's appointment to the Board or Commission.

GENERAL GUIDELINES

- Board and Commission members shall not make any news release or public notices on behalf of the Town of Redcliff and/or the Board or Commission they serve on. This is as per Policy No. 056 that has been adopted by Redcliff Town Council which states:

“Unless previously authorized by the Mayor or Council, no Board or Committee of Council or member thereof shall make any news release or public notices on behalf of the Town and or that specified board. If authorized by Council, any notice shall be made by the board Chairperson or person acting in the Chairperson's behalf.”

- Board and Commission members should work to establish a positive relationship with other members. Each member should keep in mind the following important points:
 - Show respect for another's viewpoints.
 - Allow others adequate time to fully present their views before making comments.
 - Be open and honest.

ASSESSMENT REVIEW BOARD

- FUNCTION AND DUTIES:** The Assessment Review Board (ARB) is a quasi-judicial board established in accordance with the Municipal Government Act and Town of Redcliff Assessment Review Board Bylaw. The ARB is responsible for making decisions regarding property assessment complaints.
- TERM OF OFFICE:** One to three years, as appointed by Redcliff Town Council.
- MEMBERS AND STAFF:** Two or more public members and one or more municipal Councillors are appointed to form a pool of members to be selected from to sit on the panel for an appeal hearing. Only one municipal Councillor may sit on the panel to hear an appeal.
- Staff: Board Clerk
- MEETING TIMES:** The ARB shall meet at such times as are necessary to consider and decide appeals lodged with the Board Clerk as per the Municipal Government Act and Matters Relating to Assessment Complaints Regulation.
- TRAINING:** Members must successfully complete the Assessment complaints training programs as required under legislation.
- Registration / travel expenses (hotel & mileage) incurred for successfully completing the Assessment Complaints Training will be reimbursed.

MUNICIPAL PLANNING COMMISSION

FUNCTION AND DUTIES: The Municipal Planning Commission is established by Bylaw. The Municipal Planning Commission shall perform the functions and exercise the development powers and duties as outlined in the current Land Use Bylaw of the Town and amendments thereto.

TERM OF OFFICE: One to three years, as appointed by Redcliff Town Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS AND STAFF: A minimum of three (3) and a maximum of seven (7)
Four (4) Citizens at Large and three (3) Councillors

Staff: Planning and Development Officer
Planning and Development Technician

MEETING TIMES: Third Wednesday of the month at 12:30 p.m. for approximately one and one half-hours. As required.

REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD

FUNCTION AND DUTIES:

The Redcliff Family and Community Support Services (FCSS) Board is established by Bylaw. The FCSS board reviews and considers all submissions and representations from the community at large with respect to support services and facilities, and makes recommendations to Council on any items that they deem to be in the general interest of the community at large.

The Redcliff Family and Community Support Services Board also gives input into current Support Service programs and facilities. Further, in the interest of well-balanced coordinated support service programs and facilities, the Board co-operates with and encourages all organizations, public, private, civic, social, and religious within the Town. The Board facilitates co-operation and joint planning with related community groups, agencies, committees, and surrounding communities to better co-ordinate support service programs and facility planning.

The Redcliff Family and Community Support Services Board works toward the development of sound support service policy as it relates to support service programs and facilities and makes recommendations on policy to Council.

TERM OF OFFICE:

One to three years, as appointed by Redcliff Town Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS AND STAFF:

A minimum of three (3) members and a maximum of five (5) members comprised of one (1) Council member and one (1) alternate Council member and the balance from the community at large (which may include residents employed by the Town of Redcliff).

The C.E.O. (Mayor) is also a member of the Board and the C.E.O., when in attendance, possesses all the rights, privileges, powers, and duties of other members.

Staff: FCSS Events Coordinator

MEETING TIMES:

At the Call of the Chair

REDCLIFF & DISTRICT RECREATION COMMITTEE

FUNCTION AND DUTIES:

The Redcliff & District Recreation Committee is established by Bylaw. The Redcliff & District Recreation Committee reviews and considers all submissions and representations from the community at large and from residents of Cypress County with respect to recreation services and facilities, and makes recommendations to Council on any items that they deem to be in the general interest of the community at large and the surrounding residents of Cypress County.

The Redcliff & District Recreation Committee also gives input into current recreation service programs and facilities, and in the interest of well-balanced coordinated recreation service programs and facilities the Board shall co-operate with and encourage all organizations, public, private, civic, social, and religious within its jurisdiction.

The Redcliff & District Recreation Committee works toward the development of sound recreation service policy as it relates to recreation service programs and facilities and makes recommendations to Council.

TERM OF OFFICE:

One to three years, as appointed by Redcliff Town Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS AND STAFF:

A minimum of three (3) members and a maximum of eleven (11) members comprised of one (1) Council member and one (1) alternate Council member and the balance of members from the community at large (which may include residents employed by the Town of Redcliff).

The C.E.O. (Mayor) is, by virtue of his office, a member of the Board and the C.E.O., when in attendance, possesses all the rights, privileges, powers and duties of other members.

The member representative appointed by Cypress County is by virtue of that appointment a member of the board and may, when in attendance, possess all the rights, privileges, powers, and duties of other members.

Staff: Legislation and Development Director

MEETING TIMES:

First Wednesday of the month at 7:00 p.m. for approximately one and one-half hours.

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

| | |
|-----------------------------|---|
| FUNCTION AND DUTIES: | <p>The Subdivision and Development Appeal Board is established by Bylaw.</p> <p>The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to consider and decide appeals lodged within terms of the Subdivision and Development Appeal Board Bylaw, the Land Use Bylaw, subdivisions, and the Act.</p> |
| TERM OF OFFICE: | <p>One to three years, as appointed by Redcliff Town Council.</p> <p>A member is eligible to be reappointed for consecutive terms of office.</p> |
| MEMBERS AND STAFF: | <p>A minimum of three (3) members and a maximum of five (5) and two (2) alternates being:</p> <p>Members:</p> <ol style="list-style-type: none">1. One (1) Councillor as appointed by Redcliff Town Council;2. Minimum of two (2) and a maximum of four (4) citizens at large as appointed by Redcliff Town Council. <p>Alternate Members:</p> <ol style="list-style-type: none">1. One (1) Councillor appointed by Redcliff Town Council;2. One (1) Citizen at large as appointed by Redcliff Town Council. <p>Staff: Clerk Planning and Development Officer</p> |
| MEETING TIMES: | <p>As required for approximately one hour.</p> |
| TRAINING: | <p>Members must successfully complete Subdivision and Development Appeal Board Training as required under legislation.</p> <p>Registration / travel expenses (hotel & mileage) incurred for successfully completing Subdivision and Development Appeal Board will be reimbursed</p> |

TOWN OF REDCLIFF LIBRARY BOARD

FUNCTION AND DUTIES:

The Town of Redcliff Library Board is established by Bylaw. The Town of Redcliff Library Board has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the Town of Redcliff.

TERM OF OFFICE:

One to three years, as appointed by Redcliff Town Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS AND STAFF:

A minimum of five (5) members and a maximum of ten (10) members comprised of one (1) Council member and the balance from the community at large (which may include residents employed by the Town of Redcliff).

Staff: Head Librarian

MEETING TIME:

Third Tuesday of the month at 7:00 p.m. for approximately one hour.



BOARDS & COMMISSIONS APPLICATION FORM

BOARD / COMMISSION APPLYING FOR: _____

NAME: _____

STREET ADDRESS: _____

MAIL ADDRESS: _____

TELEPHONE (RESIDENCE): _____ (CELL): _____

FAX (optional) (RESIDENCE): _____ (BUSINESS): _____

EMAIL* (optional) _____

**Do you consent to having your email used as a primary method of communication? Yes ___ No ___*

LENGTH OF RESIDENCE IN REDCLIFF (YEARS): _____

WORK EXPERIENCE:

WHAT SKILLS COULD YOU BRING:

OTHER COMMUNITY INVOLVEMENT / RELATED ACTIVITIES:

HOBBIES, SPORTS, CULTURAL ACTIVITIES, PASTIMES, ETC:

OTHER COMMENTS:

You may attach a resume or any additional information (2 pages maximum).

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

If appointed, I authorize that the following personal information may be made public:

| | | |
|-------------------------|-----------|----------|
| Residence Address: | Yes _____ | No _____ |
| Residence phone number: | Yes _____ | No _____ |
| Cell Phone: | Yes _____ | No _____ |
| Residence fax number: | Yes _____ | No _____ |
| Email address: | Yes _____ | No _____ |
| Business phone number: | Yes _____ | No _____ |
| Business fax number: | Yes _____ | No _____ |

DATE: _____

SIGNATURE: _____

Please submit completed applications to the attention of:

Bonnie Andres
 Executive Assistant
 Town of Redcliff
 Box 40, #1 – 3 Street NE
 Redcliff, AB T0J 2P0

Phone: (403) 548-9266
 Fax: (403) 548-6623
 Email: bonnie.andres@redcliff.ca