



TOWN OF REDCLIFF BOARDS AND COMMISSIONS

INFORMATION BOOKLET FOR APPLICANTS

Contents

- INTRODUCTION 1
- APPLICATION REQUIREMENTS..... 1
- PECUNIARY INTEREST / CONFLICT OF INTEREST 1
- VOLUNTEER’S ROLE AND AUTHORITY 2
- ATTENDANCE 2
- GENERAL GUIDELINES 2
- CODE OF CONDUCT..... 3
- ACCESS TO INFORMATION/PROTECTION OF PRIVACY 3
- ASSESSMENT REVIEW BOARD..... 4
- MUNICIPAL POLICING COMMITTEE 5
- MUNICIPAL PLANNING COMMISSION 7
- REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD 8
- REDCLIFF & DISTRICT RECREATION COMITTEE 9
- SUBDIVISION AND DEVELOPMENT APPEAL BOARD 10
- TOWN OF REDCLIFF LIBRARY BOARD 11
- BOARDS & COMMISSIONS APPLICATION FORM 1

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.

PECUNIARY INTEREST / CONFLICT OF INTEREST

The *Municipal Government Act (MGA)* Sections 170-173 inclusive set out Pecuniary Interest and Conflict of Interest, in order that the public interest is served and seen to be served. It is important that you are open and honest about dealings with the Municipality (Boards, Committees, Commissions).

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.

Conflict of Interest

You must not take part in any matter in which there may be a conflict of interest or perceived conflict of interest. This means a matter that could affect private interest and the private interest of family. These rules are subject to exceptions defined within the MGA Section 170(3).

If you believe you may have a conflict of interest:

- Disclose the general nature of the conflict of interest.
- 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.

Additionally, with respect to Pecuniary and Conflict of Interest, Members shall not use confidential information for personal benefit or to improperly benefit others.

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 specific 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.

CODE OF CONDUCT

Each Member shall, after appointment to Board/Committee(s), acknowledge and agree to duties and responsibilities of the Board/Committee(s) to the best of their knowledge and ability by signing the Town of Redcliff Committee Member Code of Conduct.

ACCESS TO INFORMATION/PROTECTION OF PRIVACY

Confidential information includes, but is not limited to, information discussed in closed sessions, personal information, legally privileged information, security-sensitive information, and information related to procurement or internal decision-making processes, to the extent such information is not publicly available. Members shall comply with the *Access to Information Act (Alberta)* and the *Protection of Privacy Act (Alberta)* and all applicable Town of Redcliff policies governing the collection, use, and disclosure of information.

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 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 POLICING COMMITTEE

FUNCTION AND DUTIES:

The Municipal Policing Committee is established by Town of Redcliff Bylaw and subject to requirement by the *Police Act* section 28.03 of the *Police Act*, RSA 2000, c P-17, the Police Governance Regulation, Alta Reg 156/2024, and the Police Governance (Ministerial) Regulation, Alta Reg 174/2024, a municipality that is policed by the Royal Canadian Mounted Police.

The Municipal Policing Committee shall perform the functions and exercise powers to provide governance and oversight respecting policing priorities, community concerns, and public safety matters.

TERM OF OFFICE:

Citizen members are appointed by Council for a term of two (2) to three (3) years. A citizen member may be reappointed; however, the maximum period of consecutive service shall not exceed six (6) years.

The Council member appointed to the Committee shall serve for a term determined by Council.

MEMBERS AND STAFF:

A maximum of three (3) members
Two (2) Citizens at Large and one (1) Councillor and one (1) Councillor Alternate

Staff:

- a) The Officer in Charge of the Redcliff RCMP Detachment, or their designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- b) The CAO may designate additional Town employees to attend Committee meetings to provide administrative support and/or other insights and information as required to facilitate Committee business.

MEETING TIMES:

The Committee shall hold regular meetings at a frequency and time of day to be determined by the Committee, but not less than four (4) meetings per year.

DUTIES AND RESPONSIBILITIES:

The Committee shall have the duties and functions set out in Section 4 of the Police Governance Regulation, including but not limited to:

- a) Oversee the administration of the Agreement;
- b) Represent the interests and concerns of the public and Council to the Officer in Charge;

- c) Develop an annual plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;
- d) Develop a community safety plan in conjunction with the Redcliff RCMP detachment and Chief Elected Official, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister. Such plans shall be presented to Council for approval;
- e) Assist in the selection of the Officer in Charge;
- f) Report annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the Redcliff RCMP Detachment; and,
- g) Discharge any other duties as may be assigned to the Committee under the *Police Act* or other legislative authority as amended and directed from time to time.

**SCREENING
REQUIREMENTS:**

Citizen members must complete an Enhanced Security Check in accordance with the Municipal Policing Committee Bylaw, which may include:

- Criminal Record Check
- Law Enforcement Record Check
- Open Source Inquiry
- Security Interview (where required)

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 Clerk

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).

Staff: FCSS Events Coordinator
Community & Protective Services Director

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 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: Community and Protective Services Director

MEETING TIMES:

Bi-monthly - 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 6:30 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).

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 _____
Email address:	Yes _____	No _____
Business phone 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