



Medicine Hat The Gas City

2009 HANDBOOK FOR APPLICANTS

EXTENSION

CITY OF MEDICINE HAT

ADVISORY BOARDS, AGENCY,

COMMISSIONS AND

COMMITTEE



**If you have any questions,
contact the City Clerk
Department
Second Floor, City Hall
403-529-8234 or 403-529-8220
or clerk@medicinehat.ca**

Revised November 4, 2009

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PART ONE: INTRODUCTION

WELCOME!

The Medicine Hat City Council Members and Administration are pleased you are interested in maybe becoming a member of one of the City's Advisory Boards, Agency, Commissions, or Committee.

On most Boards/Agencies/Commissions/Committees, as a member, you would serve in an advisory capacity. Your participation will provide valuable community involvement in the decision making process. Some exceptions are the City Centre Development Agency, Municipal Planning Commission, Public Library Board and the Police Commission. These Boards/Agencies/Commissions/Committees are established by Provincial/Municipal legislation and have various decision-making responsibilities.

APPLICATION REQUIREMENTS

If you are interested in serving on an Advisory Board to fill an advertised present or upcoming vacancy, **you must complete an Application Form** in full and you may attach a resume or any additional information (but please keep it to two (2) pages).

On January 18, 1993, Medicine Hat City Council adopted a resolution that an applicant for any Advisory Board or Commission must be a Canadian Citizen and a resident of Medicine Hat (except for the Library Board).

Completed applications must be returned to **Larry P. Godin, City Clerk, 580 First Street S.E., Medicine Hat, Alberta T1A 8E6, (or by fax to 403-529-8182)**, dropped off at City Hall, Second Floor, Receptionist, or e-mailed to largod@medicinehat.ca, prior to the advertised closing date (**Wednesday, December 2, 2009**).

PECUNIARY INTEREST CODE

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

IF YOU HAVE A PECUNIARY INTEREST

- you are to disclose that you have an interest and its general nature,
- you are to abstain from any discussion of the matter and from voting,
- you are to leave the room until the matter has been dealt with, and
- you should make sure that your abstention and the reason are recorded in the minutes.

VOLUNTEER'S ROLE AND AUTHORITY

Most Boards/Agencies/Commissions/Committees do not become involved in the administration or operation of City departments. Boards/Agencies/Commissions/Committees members may not direct administrative staff to initiate programs, conduct major studies, or establish official policy without the approval of the City Council. However, City staff members are available to provide general staff assistance to Boards/Agencies/Commissions/Committees.

GENERAL GUIDELINES

- * Individual members should not publicly present their personal views or recommendations as representing the Boards/Agencies/Commissions/Committees unless such body has voted to approve such action.
- * Public or written statements/positions should not include promises that may be construed to be binding on the Boards/Agencies/Commissions/Committees, staff or City Council. When making public or written statements or positions, members must indicate that Boards/Agencies/Commissions/Committees actions are recommendations subject to final approval by the appropriate authority, i.e. City Council.
- * Work to establish a good relationship with the other members. The success or failure of Boards/Agencies/Commissions/Committees efforts are dependent upon the degree of cooperation evident among the individual members of the body. Each member should keep in mind these important points:
 - Show respect for another's viewpoint.
 - Allow others adequate time to fully present their views before making comments.
 - Be open and honest.
 - Make new members welcome and help them become acquainted with their duties.
 - Regular attendance is also a fundamental responsibility, as irregular attendance lessens one's ability to study all aspects of items under consideration.

ARTS & HERITAGE ADVISORY BOARD

MANDATE: **The Arts and Heritage Advisory Board's mandate is to act in an advisory capacity to the Committee and Council with respect to the Esplanade and other matters relating to arts and heritage.**

- FUNCTIONS AND DUTIES:**
- (a) to identify issues pertaining to its mandate and to solicit input from the community at large, and develop recommendations;
 - (b) to evaluate existing policies and programs on issues pertaining to its mandate;
 - (c) to act as a liaison between individuals and community groups and organizations in the development of policies, programs, facilities and long range planning; and
 - (d) to solicit input, and develop recommendations on relevant policy matters when requested by the Committee, Council, or other standing committees of Council;

TERM OF OFFICE: Not to exceed three (3) years.
No advisory Board Member may be appointed for more than three (3) consecutive terms.

MEMBERS AND STAFF: Up to ten (10) appointed members
The Historical Society of Medicine Hat and District may appoint one of its members to be a member.
The Chairman of the Public Services Committee may appoint a member of the Committee as a non-voting member.
The Public Services Commissioner may assign City employees to act as a resource.

MEETING TIMES: Last Monday of each month at 5:15 p.m. for ± 2 hours.

REMUNERATION: None.

HERITAGE RESOURCES ADVISORY BOARD

MANDATE: **The Heritage Resources Committee's mandate is to act in an advisory capacity to the Committee and Council with respect to heritage resources in the City of Medicine Hat.**

FUNCTIONS AND DUTIES:

- (a) to establish the criteria for the Committee to use for recommendations on Municipal Heritage Resource Designation to Council;
- (b) to establish and maintain a Registry of heritage resources that should be considered for designation;
- (c) to receive requests for designation and evaluate the request for designation of sites/resources and recommends designation to City Council;
- (d) to review development and demolition applications that may affect designated and potential heritage buildings, and makes recommendations to Planning, Building and Development Services; and,
- (e) to monitor the effectiveness of legislation which affects the City's heritage conservation objectives and proposes appropriate amendments.

TERM OF OFFICE: Not to exceed three (3) years.
No advisory Board Member may be appointed for more than three (3) consecutive terms.

MEMBERS AND STAFF: Up to five (5) appointed members
The Arts and Heritage Advisory Board may appoint one of its members to be a member.
Council may appoint a member as a non-voting member.
The Public Services Commissioner and the Commissioner of Environmental Utilities may assign City employees to act as resources.

MEETING TIMES: To be determined by the Heritage Resources Committee.

REMUNERATION: None.

PUBLIC LIBRARY BOARD

- FUNCTION AND DUTIES:** The Library Board is an autonomous legal entity governed by the Alberta Libraries Act, which speaks and has authority for the library. It is responsible for the management, regulation and control of the library. This involves the setting of policy, identification of the community's needs, development of long and short-term plans, promotion of the library in the community, and the establishment of an annual budget.
- Members are expected to serve on one of the following committees: Advocacy/Policy/Programs and Services or Human Resources and Finance.
- In addition, the Library Board is responsible for hiring, monitoring and evaluating the Chief Librarian, as well as monitoring and evaluating the library's operation.
- TERM OF OFFICE:** Three years.
- MEMBERS AND STAFF:** Nine public members and one Council Member.
- Staff: Chief Librarian
- MEETING TIMES:** **Board Meeting:** First Wednesday of each month, at 7:30 P.M., for approximately two (2) hours.
Committee Meetings: One per month for approximately one and one-half hours (1 1/2) each. Committee meeting times are determined by the Board at the January Board meeting.
- REMUNERATION:** None

CITY OF MEDICINE HAT

**ADVISORY BOARDS
2009 APPLICATION FORM**

(ADVISORY BOARD YOU WISH TO BE CONSIDERED FOR)

(PLEASE PRINT OR TYPE)

NAME: _____

NOTE: Restrict any supplementary attachment(s) to two (2) pages

ADDRESS: _____ **POSTAL CODE:** _____

TELEPHONE (RESIDENCE): _____ **(BUSINESS):** _____ **(CELL):** _____

FAX (RES.): _____ **(BUS.):** _____ **E-MAIL:** _____

LENGTH OF RESIDENCE IN MEDICINE HAT: _____ **YEARS**

CANADIAN CITIZENSHIP: _____ **YES** _____ **NO**

WORK EXPERIENCE:

WHAT SKILLS COULD YOU BRING:

INVOLVEMENT IN COMMUNITY/OTHER RELATED ACTIVITIES, if applicable, including Medicine Hat or elsewhere:

HOBBIES, SPORTS, CULTURAL ACTIVITIES, PASTIMES, ETC:

OTHER COMMENTS:

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 _____
e-mail address:	Yes _____	No _____
Business phone number:	Yes _____	No _____
Business fax number:	Yes _____	No _____

DATE: _____ SIGNATURE: _____

Return Application by 4:30 P.M. on Wednesday, December 2, 2009 to:

**Larry P. Godin, City Clerk,
 Second Floor, City Hall, 580 First Street S.E.,
 Medicine Hat, Alberta, T1A 8E6
 Phone 403-529-8234 or 403-529-8220
 Fax: 403-529-8182**

*****Only those candidates appointed will be notified*****