



Medicine Hat The Gas City

2011 HANDBOOK FOR APPLICANTS

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**

INDEX

PART ONE: INTRODUCTION **PAGE**

Welcome	3
Application Requirements	3
Pecuniary Interest Code	3
If You Have A Pecuniary Interest	3
Volunteer's Role and Authority	4
General Guidelines	4

PART TWO: ADVISORY BOARDS, AGENCY AND COMMISSIONS - VACANCIES

Advisory Committee on Disability Issues	5
Arts & Heritage Advisory Board	6
City Centre Development Agency	7
Composite Assessment Review Board	9
Heritage Resources Advisory Board	10
Local Assessment Review Board	11
Police Commission	12
Public Library Board	13
Social Development Advisory Board	14
Urban Environment & Recreation Advisory Board	15

2011 APPLICATION FORM

Separate from handbook

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 Local Assessment Review Board, 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, Agency, Commission or Committee 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 **David S. Leflar, 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 clerk@medicinehat.ca, prior to the advertised closing date (**Thursday, November 10, 2011**).

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.

ADVISORY COMMITTEE ON DISABILITY ISSUES

PURPOSE: **The primary purpose of the Advisory Committee on Disability Issues (ACDI) is to advise City Council and all City Departments on issues specifically related to people with disabilities. A secondary purpose is to advocate on behalf of persons with disabilities to other authorities which formulate policy and/or offer programs which affect people with disabilities. Disabilities are understood to mean all forms: physical, mental, emotional and invisible.**

GOALS:

- (a) To promote equitable participation by people with disabilities in the community.
- (b) To make all City of Medicine Hat public facilities, programs and services offered to the public accessible and sensitive to the needs of people with disabilities and their families.

FUNCTIONS AND DUTIES:

- (a) Seek input from individuals with disabilities and groups which represent them.
- (b) Review and assess existing municipal services to determine whether or not they meet the goal of equitable participation.
- (c) Develop and forward recommendations to City Council regarding priorities, objectives, standards and programs/services.
- (d) Interpret and promote the needs of people with disabilities to the community at large, and its various agencies.

TERMS OF OFFICE: Up to three (3) years.

MEMBERS AND STAFF: Up to nine (9) members appointed by the Social Development Advisory Board (SDAB). At least seven of whom must self identify as having a disability.
The Social Development Department shall designate both a staff-member to serve as liaison and resource to ACDI as well as a staff member to provide secretarial support to ACDI.

MEETING TIMES: Typically the second Friday of the month from 12:15-2:00 P.M.
The Committee does not meet in July and August.

REMUNERATION: None.

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.

CITY CENTRE DEVELOPMENT AGENCY

FUNCTIONS AND DUTIES: A business revitalization organization created under the Municipal Government Act of Alberta, funded by a business tax levy and grants from the City of Medicine Hat. We also provide contractual services for the City of Medicine Hat. Our board is composed of members of the downtown business community, members of the general public and special interest groups such as Culture.

The VISION is a **viable** and interesting City Centre made up of thriving stores and businesses and unique attractions located in a beautiful river valley setting – a clean safe and friendly **destination** in which to shop, visit, work, live and do business. The City Centre is an exciting gathering place important to the **whole city**.

It is the CCDA's responsibility to:

- Bring forward proposals for change in current municipal Policy.
- Create a distinctive image.
- Investigate opportunities in promotion, real estate development, attractions & new business.
- Champion the city centre to customers, businesses & Investors and advocate on it's behalf.
- Communicate with and work on issues on behalf of the stakeholders on a regular basis.

Members are required to serve on at least one committee.

TERM OF OFFICE: Three years.

MEMBERS AND STAFF: Ten public members, plus one Alderman.
Staff: Executive Director

MEETING TIMES: 7:30 A.M., Second Tuesday of each month for approximately one and one-quarter hours.

REMUNERATION: None

**CITY CENTRE DEVELOPMENT AGENCY
CONTINUED**

Important Note One

The Public Members must be nominated by one or more taxpayers in the City Centre Development Area.

Important Note Two

Beginning in 2009, the results of a polling of the City Centre Development Agency Members for prospective candidates will be reported to City Council for their consideration when the appointments are made.

For additional Terms of Reference, please contact Lorraine Dalla-Longa, Chair at (403) 977-1363.

COMPOSITE ASSESSMENT REVIEW BOARD

- FUNCTION AND DUTIES:** The Local Assessment Review Board is established by Bylaw. Under the provisions of the *Municipal Government Act*, to hear and decide on complaints against the assessments of any land, improvements, business or local improvements in the City of Medicine Hat.
- TERM OF OFFICE:** Three years.
- MEMBERS AND STAFF:** Two public members, and one alternate public member
Staff. City Clerk Department
- MEETING TIMES:** Mid-September, October, and November and sits intermittently for approximately three months depending on the number of complaints received. Some meetings may involve a full-day commitment.
- REMUNERATION:** As established by Council.

NOTE: Applicants who have not completed the required Administrative Law I & II courses through Alberta Justice, will be eligible to complete the courses, at no cost to the applicant, upon successful completion.

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 Development & Infrastructure Commissioner may assign City employees to act as resources.

MEETING TIMES: First Tuesday of each month, from 5:00 p.m. – 7:30 p.m.

REMUNERATION: None.

LOCAL ASSESSMENT REVIEW BOARD

- FUNCTION AND DUTIES:** The Local Assessment Review Board is established by Bylaw. Under the provisions of the *Municipal Government Act*, to hear and decide on complaints against the assessments of any land, improvements, business or local improvements in the City of Medicine Hat.
- TERM OF OFFICE:** Three years.
- MEMBERS AND STAFF:** Three public members.
Staff. City Clerk Department
- MEETING TIMES:** Mid-September, October, and November and sits intermittently for approximately three months depending on the number of complaints received. Some meetings may involve a full-day commitment.
- REMUNERATION:** As established by Council.

NOTE: Applicants who have not completed the required Administrative Law I & II courses through Alberta Justice, will be eligible to complete the courses, at no cost to the applicant, upon successful completion.

POLICE COMMISSION

FUNCTION AND DUTIES: The Commission shall have and exercise the powers authority granted to it by virtue of The Police Act and Bylaw #1651.

TERM OF OFFICE: Three years.

MEMBERS AND STAFF: Three public members and two Council Members.
Staff: Police Chief

MEETING TIMES: Third Thursday of each month. Closed Session at 3:30 P.M., Open Session at 5:00 P.M.
First Thursday of each month, informal information session, at 12:00 P.M. to 1:00 P.M.

REMUNERATION: As established by the Board.

NOTE: Persons applying are subject to a security check

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

SOCIAL DEVELOPMENT ADVISORY BOARD

MANDATE: to act in an advisory capacity to the Public Services Committee and City Council in matters involving the social needs of the community at large.

- FUNCTIONS & DUTIES:**
- (1) to identify issues pertaining to its mandate and to solicit input from the community at large, and develop recommendations;
 - (2) to evaluate existing policies and programs on issues pertaining to its mandate;
 - (3) to act as a liaison between individuals and community groups and organizations in the development of policies, programs, facilities and long range planning; and
 - (4) 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: Two years.

MEMBERS & STAFF: Four public members appointed by Council and one Council Member of the Public Services Committee

The remaining three (3) members are representatives of the standing advisory committees:

- Advisory Committee on Disability Issues
- Senior Citizens Advisory Committee
- Transit Advisory Committee

The Social Development Department shall designate a staff-person to serve as liaison and resource to Social Development Advisory Board

The Social Development Department shall supply secretarial support to Social Development Advisory Board.

MEETING TIMES: First Wednesday of the month at 5:00 p.m. for ± 2 hours. The Board does not meet in July and August.

REMUNERATION: None

**URBAN ENVIRONMENT &
RECREATION ADVISORY BOARD**

MANDATE: to act in an advisory capacity to the Public Services Committee and City Council in matters involving parks, urban environment and recreation.

- FUNCTION AND DUTIES:**
- (1) to identify issues pertaining to its mandate and to solicit input from the community at large, and develop recommendations;
 - (2) to evaluate existing policies and programs on issues pertaining to its mandate;
 - (3) to act as a liaison between individuals and community groups and organizations in the development of policies, programs, facilities and long range planning; and
 - (4) 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: Three years.

MEMBERS AND STAFF: Seven public members, plus one Alderman from the Public Services Committee.

The Public Services Commissioner may assign City employees to act as a resource.

MEETING TIMES: Third Wednesday of each month at 5:00 p.m. for ± 2 hours

REMUNERATION: None

NOTE: Meetings are not held in July and August except at the call of the Chair.



Advisory Boards, Agency, Commissions & Committee

Name:					
Address:				Postal Code:	
Contact Information:					
Home #:		Work #:		Cell#:	
Fax #:		Email:			
Length of Residence in Medicine Hat:			(years)		
Canadian Citizenship:	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Work Experience:					
What skills could you bring?					
Involvement in community/other activities (if applicable), including in Medicine Hat or elsewhere:					
Hobbies, sports, cultural activities, pastimes, etc.:					
Other comments:					

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

Police Commission Applicants only:
NOTE: Persons applying for the Police Commission are subject to a security check.
Please provide your Date of Birth: _____

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

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

Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Residence address:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Residence phone number:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cell Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E-mail address:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business phone number:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fax number:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date:	
Signature:	

**If applying for a position on the CCDA Board, a CCDA Member's nomination support is required below.

PRINTNAME: _____ SIGNATURE: _____

Return application by 4:30 P.M. on Friday, November 4, 2011, to:

**David S. Leflar, City Clerk
Second Floor, City Hall
580 First Street SE
Medicine Hat, Alberta T1A 8E6**

**Phone: 403-529-8234 or
403-529-8220
Fax: 403-529-8182
Email: clerk@medicinehat.ca**

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