



# **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 DEVELOPMENT PLAN (MDP) STEERING COMMITTEE ..... 4
- MUNICIPAL PLANNING COMMISSION ..... 5
- REDCLIFF PUBLIC LIBRARY BOARD..... 6
- REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD ..... 7
- REDCLIFF & DISTRICT RECREATION SERVICES BOARD ..... 8
- SUBDIVISION AND DEVELOPMENT APPEAL BOARD ..... 9
- APPLICATION FORMS
  - BOARDS & COMMISSIONS APPLICATION FORM ..... 1
  - MUNICIPAL DEVELOPMENT PLAN (MDP) STEERING COMMITTEE APPLICATION FORM..... 1

## INTRODUCTION

Redcliff Town Council Members 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 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 Shanon Simon by phone at (403) 548-3618, by email at [shanons@redcliff.ca](mailto:shanons@redcliff.ca), or in person at the Redcliff Town Hall at #1 – 3<sup>rd</sup> 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:

Shanon Simon  
Manager of Legislative and Land Services  
Town of Redcliff  
Box 40  
Redcliff, AB  
T0J 2P0

Applications may also be submitted in person to the Redcliff Town Hall at #1 – 3<sup>rd</sup> Street NE, by fax to (403) 548-6623, or by email: [shanons@redcliff.ca](mailto:shanons@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 3 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 that specified Board. 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.
- Board and Commission members are required to sign a Model of Excellence form as per Policy No. 126, to uphold the Code of Ethics adopted by the Town of Redcliff.

# 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 DEVELOPMENT PLAN (MDP) STEERING COMMITTEE

---

The goal of the MDP Steering Committee is to encourage public participation in the preparation of the MDP, and to provide guidance to administration on the MDP. The MDP must represent the interests of a wide variety of members from the community to be an effective guiding document for the future of Redcliff. Committee members ideally share a passion for the Redcliff community and are willing to work with others to create a common vision and plan for the future development of the Town.

- FUNCTION AND DUTIES:**
- Assist with stakeholder and public outreach for Redcliff's Municipal Development Plan update;
  - Act as an advocate for the public interest in the redrafting of the Municipal Development Plan;
  - Advise Administration on matters of community concern that may be addressed in the MDP;
  - Provide input on possible development and community solutions and strategies that may be included in the MDP; and
  - Provide creative ideas and suggestions regarding the general content and organization of the MDP.

**TERM OF OFFICE:** One year, from the date of the first regular meeting or until the MDP is adopted by Council.

- MEMBERS AND STAFF:**
- One member of Council,
  - One member of the Municipal Planning Commission who is not a member of Council,
  - One member of Administration,
  - One member of Prairie Rose School Division No. 8 School Board,
  - Two to three members of the general public with a focus of members representing the following groups:
    - Seniors,
    - Youth,
    - Home owners,
    - Renters.
  - One to two members of special interest and advocate groups, such as, but not limited to:
    - Developers,
    - Environment,
    - Economy,
    - Universal Accessibility,
    - Affordable Housing,
    - Heritage Preservation,
    - Business Owners.

**MEETING TIMES:** Once per month, or as needed. Date, time, and location of meeting are organized on an annual schedule agreed to by the committee members.

# 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 five (5) Citizens at Large plus two (2) Councillors  
  
Staff: Director of Planning & Engineering  
Development Officer

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

# REDCLIFF PUBLIC LIBRARY BOARD

---

**FUNCTION AND DUTIES:** The Redcliff Public Library Board is established by Bylaw. The Redcliff Public 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:** Last Tuesday of the Month at 7:30 p.m. for approximately one hour.



# 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 making 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: Director of Community & Protective Services  
FCSS Events Coordinator

## **MEETING TIMES:**

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

# REDCLIFF & DISTRICT RECREATION SERVICES BOARD

---

## **FUNCTION AND DUTIES:**

The Redcliff & District Recreation Services Board is established by Bylaw. The Redcliff & District Recreation Services Board 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 Services 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 Services works toward the development of sound recreation service policy as it relates to recreation service programs and facilities, and making 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 five (5) members comprised of 1 Council member and 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: Director of Community & Protective Services

## **MEETING TIMES:**

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

# SUBDIVISION AND DEVELOPMENT APPEAL BOARD

---

<b>FUNCTION AND DUTIES:</b>	<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>
<b>TERM OF OFFICE:</b>	<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>
<b>MEMBERS AND STAFF:</b>	<p>A minimum of five (5) members and a maximum of seven (7) and two (2) alternates being:</p> <p>Members:</p> <ol style="list-style-type: none"><li>1. Two (2) Councillors as appointed by Redcliff Town Council;</li><li>2. Minimum of three (3) and a maximum of five (5) citizens at large as appointed by Redcliff Town Council.</li></ol> <p>Alternate Members:</p> <ol style="list-style-type: none"><li>1. One (1) Councillor appointed by Redcliff Town Council;</li><li>2. One (1) Citizen at large as appointed by Redcliff Town Council.</li></ol> <p>Staff: Clerk Director of Planning &amp; Engineering Development Officer</p>
<b>MEETING TIMES:</b>	<p>As required for approximately one hour.</p>
<b>TRAINING</b>	<p>Members must successfully complete Subdivision and Development Appeal Board Training as required under legislation.</p> <p>Registration / travel expenses (hotel &amp; mileage) incurred for successfully completing Subdivision and Development Appeal Board will be reimbursed</p>



# BOARDS & COMMISSIONS APPLICATION FORM

BOARD / COMMISSION APPLYING FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAIL ADDRESS: \_\_\_\_\_

TELEPHONE (RESIDENCE): \_\_\_\_\_ (BUSINESS): \_\_\_\_\_

FAX (optional) (RESIDENCE): \_\_\_\_\_ (BUSINESS): \_\_\_\_\_

EMAIL (optional) \_\_\_\_\_

LENGTH OF RESIDENCE IN REDCLIFF (YEARS): \_\_\_\_\_

CANADIAN CITIZENSHIP: YES \_\_\_\_\_ NO \_\_\_\_\_

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:

Shanon Simon  
 Manager of Legislative and Land Services  
 Town of Redcliff  
 Box 40, #1 – 3 Street NE  
 Redcliff, AB T0J 2P0

Phone: (403) 548-3618  
 Fax: (403) 548-6623  
 Email: [shanons@redcliff.ca](mailto:shanons@redcliff.ca)



# MUNICIPAL DEVELOPMENT PLAN (MDP) STEERING COMMITTEE APPLICATION FORM

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (cell): \_\_\_\_\_ (work): \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Why are you interested in the MDP Steering Committee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What skills and experience would you contribute to the Steering Committee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the community perspective you would bring to the Steering Committee, and the interests you would advocate for. (i.e. seniors, youth, parents, homeowners, renters, developers, environmental interests, economic interests, universal accessibility, affordable housing, heritage preservation, business owners...etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your work experience and community involvement:

---

---

---

---

What are you hoping to get out of your experience on the MDP Steering Committee? What would make for a satisfying Steering Committee experience for you?

---

---

---

---

Is there any other information you would like us to consider when reviewing your application? You may attach a resume or any additional information (2 pages maximum).

---

---

---

---

Freedom of Information and Protection of Privacy Act:

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

Address:	Yes _____ No _____	Residence Phone:	Yes _____ No _____
Cell Phone:	Yes _____ No _____	Work Phone:	Yes _____ No _____
Email address:	Yes _____ No _____	Fax:	Yes _____ No _____

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please submit completed applications to the attention of:

**Shanon Simon**

Manager of Legislative and Land Services  
Town of Redcliff  
Box 40, #1 – 3 Street NE  
Redcliff, AB T0J 2P0

Phone: (403) 548-3618  
Fax: (403) 548-6623  
Email: [shanons@redcliff.ca](mailto:shanons@redcliff.ca)

*If appointed to the MDP Steering Committee, you will be notified via phone or email by **Shanon Simon**.*