

ADVISORY BOARDS AND COMMISSIONS

# *Applicant Handbook 2024*

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***City Clerk Department***

Third Floor, City Hall

580 First Street SE, Medicine Hat, Alberta T1A 8E6

403.529.8234 or 403.529.8221

[clerk@medicinehat.ca](mailto:clerk@medicinehat.ca)

[www.medicinehat.ca](http://www.medicinehat.ca)

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## PART ONE

# Introduction

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The Medicine Hat City Council Members and Administration are pleased you are interested in applying to become a member of one of the City's Advisory Boards or Commissions.

As a member, you would serve in an advisory capacity for most Boards or Commissions. Your participation will provide valuable community involvement in the decision-making process, as well as enhancing your own resume and knowledge. The Assessment Review Board, Municipal Planning Commission, Public Library Board and the Police Commission are established by Provincial/Municipal legislation and have various decision-making responsibilities.

### Application Requirements

- 1. Fill out an application form.** If you are interested in serving on an Advisory Board or Commission, you must complete an Application Form in full. You may attach a resume or any additional information limited to two (2) pages. The application form can be found as an attachment to this guide or downloaded from our website [www.medicinehat.ca](http://www.medicinehat.ca).
- 2. Ensure you are eligible.** You are a resident of Medicine Hat (except for the Library Board). Police Commission applicants must submit a records search to the City Clerk Department. Your appointment will be subject to a review of that records search.
- 3. Submit your completed application.** Do so prior to the advertised closing date:
  - Mail or drop off: City Clerk, City Hall, 580 First Street SE, Medicine Hat, Alberta T1A 8E6
  - E-mail: [clerk@medicinehat.ca](mailto:clerk@medicinehat.ca)
  - Fax: 403.529.8324

### Pecuniary (Financial) 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/Commissions do not become involved in the administration or operation of City departments.

City staff members are available to provide general staff assistance to Boards/Commissions. Board/Commission members may not direct administrative staff to initiate programs, conduct major studies, or establish official policy without the approval of the City Council.

### **General Guidelines**

- Individual members should not publicly present their personal views or recommendations as representing the Board/Commission unless such body has voted to approve such action. Typically, the Board/Commission Chair will be the spokesperson for that entity.
- Public or written statements/positions should not include promises that may be construed to be binding on the Board/Commission, staff or City Council. When making public or written statements or positions, members must indicate that the Board/Commission 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 Board/
- Commission 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. Regular attendance ensures you are able to fully participate on your chosen Board or Commission.

# Advisory Boards and Commissions

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## Assessment Review Boards

**Functions and Duties** The Composite Assessment Review Board is established by Bylaw. Under the provisions of the Municipal Government Act, the Board hears and decides on appeals against the assessments of any land, improvements, business or local improvements of a commercial or multi-dwelling unit in the City of Medicine Hat.

**Term of Office** Three years

**Members** Three public members and one alternate public member.

**Meeting Times** September to November - sits intermittently for approximately three months depending on the number of appeals received. Some appeals may involve a full-day commitment.

**Remuneration** As established by Council.

**Training** The Land and Property Rights Tribunal provides certification training for newly appointed ARB members. This is required training pursuant to Matters Relating to Assessment Complaints Regulation (AR 310/2009) and Ministerial Order M:001/14.

This course covers administrative law and principles of assessment and is delivered in 5, 3-hour online sessions. Successful completion of an online exam within 7 days of the course date is required to obtain your ARB certification.

# Combative Sports Commission

|                             |   |
|-----------------------------|---|
| <b>Mandate</b>              | The Combative Sports Commission’s mandate is to act in a regulatory capacity for the Committee and Council with respect to control and regulation of combative sports in the City of Medicine Hat.  |
| <b>Functions and Duties</b> | <ul style="list-style-type: none"><li>a. as defined by the Medicine Hat Combative Sports Bylaw, an Event means an exhibition, card, contest or promotion, to which the public is invited, where all the contestants are professional, that involves, any of the following: boxing, wrestling, full contact karate, kickboxing, and any other sport that holds contest where opponents strike each other with a hand, foot, knee, elbow or other part of the body.</li><li>b. to identify issues pertaining to its mandate and to solicit input from the community at large, and develop regulations and fees subject to Council approval;</li><li>c. to evaluate from time to time, the existing bylaw, regulations and fees and issues pertaining to its mandate; and</li><li>d. to act as a liaison between individuals and community groups and organizations in the development of regulations and fees.</li><li>e.</li></ul> |
| <b>Term of Office</b>       | Council may by resolution specify the dates of the beginning and end of the term of office of a Commission member or the Commission chair. A former member of the Commission is eligible for re-appointment.  |
| <b>Members</b>              | Five persons appointed by resolution of Council, one of whom shall be appointed as Commission Chair and four of whom shall be appointed as Commission Members.  |
| <b>Meeting Times</b>        | Regular meetings at the call of the Chair   |
| <b>Remuneration</b>         | None.   |

# Community Vibrancy Advisory Board

**Mandate** To act as an advisory group to Council through the Public Services Committee on policy and high-level plenary issues that contribute to creating a vibrant community. Such issues may include, but are not limited to, recreation, leisure, culture, arts and social matters.

- Functions and Duties**
1. Without limiting the generality of the mandate noted above, the mandate of the Board shall include the following functions and duties, as and when the Public Services Committee and/or Council requests the Board to carry out same:
    - a. to develop recommendations about relevant policy matters and other matters related thereto;
    - b. to identify issues and opportunities pertaining to the Mandate and to develop recommendations in relation thereto; and
    - c. to participate directly or indirectly in:
      - i. the development of City strategies, plans and actions to promote community vibrancy;
      - ii. the evaluation of existing strategies, plans and actions to promote community vibrancy;
      - iii. the administration of various grant programs, including review of grant proposals and development of recommendations for approval;
      - iv. the development and promotion of City community engagement activities, including identifying stakeholders and recommending; and
      - v. engagement strategies and tactics.
  2. Unless directed otherwise by Council, the Board shall report to the Public Services Committee and shall make its recommendations to the Committee.
  - 3.

**Term of Office** Three years. A Board Member shall not be appointed for more than three consecutive terms.

**Members**

Nine public members appointed by Council. The chair of the Public Services Committee may appoint a member of the Committee as a non-voting member.

**Meeting Times**

Last Wednesday of each month at 5:30 pm.



# Municipal Planning Commission

|                             |   |
|-----------------------------|---|
| <b>Functions and Duties</b> | <ul style="list-style-type: none"><li>a. to act as the principal advisory body to Council in matters relating to land use planning;</li><li>b. to exercise development powers and duties on behalf of the City in accordance with the Subdivision and Development Authorities Bylaw;</li><li>c. to exercise subdivision powers and duties on behalf of the City in accordance with the Subdivision and Development Authorities Bylaw, and</li><li>d. to carry out such other functions and duties as may be assigned to the Commission by Council.</li><li>e.</li></ul> |
| <b>Term of Office</b>       | Three years.  |
| <b>Members</b>              | Five public members and two members of Council.   |
| <b>Meeting Times</b>        | Second and fourth Wednesday of each month beginning at 2:30 pm in Council Chambers. Meetings last approximately 2 hours. Orientation package must be reviewed and understood.   |
| <b>Remuneration</b>         | None.   |

## Police Commission

|                             |   |
|-----------------------------|---|
| <b>Functions and Duties</b> | The Commission shall have and exercise the powers authority granted to it by virtue of The Police Act and the Municipal Police Commission Bylaw #1651.                      |
| <b>Term of Office</b>       | Three years. (not more than 10 consecutive years)   |
| <b>Members</b>              | Five public members and two Council Members.  |
| <b>Meeting Times</b>        | Third Wednesday of each month:<br>Closed Session at 4:30 pm, Open Session at 6:00 pm.<br>Second Tuesday of each month:<br>Informal information session from 12:00 -1:00 pm. |
| <b>Remuneration</b>         | As established by the Board.  |

Important note: All applicants are required to submit a completed records check along with their application. The fee is waived upon presentation of your completed application to the Medicine Hat Police Service located at 884 – 2 Street SE.

## Public Library Board

**Functions and Duties** The Library Board is an autonomous legal entity governed by the Alberta Libraries Act, which has Governance responsibility for the library. This involves the setting of Board Policy, identification and assessment of the community's needs, development of long and short-term strategic plans, advocacy, fundraising and promotion of the library in the community, and the establishment of an annual budget(s).

Members are expected to serve on one of the following committees: Advocacy/Policy/Programs and Services or Human Resources and Finance, and to support Advocacy in the Community and related activities throughout the year.

In addition, the Library Board is responsible for hiring, monitoring and evaluating the Chief Librarian, as well as monitoring and evaluating the library's ongoing operation.

**Term of Office** Three years.

**Members** Nine public members and one Council Member.

**Meeting Times** Board Meeting: First Wednesday of each month, at 7:00 pm, for approximately two (2) hours.  
Sub-Committee Meetings: One per month for ± 2 hours each. Sub-Committee meeting times are determined by the Board at the January Board meeting.  
Advocacy Activities: Participation in Advocacy, fundraising and Community Consultation activities throughout the year.

**Remuneration** None.

Important note: All applications are reviewed by the current Board members for recommendations to City Council. Applicants must complete a consent form (Appendix A).

## **Factsheet for Prospective Medicine Hat Public Library Trustees**

Thank you for entertaining the possibility of joining us on the MHPL Board. This factsheet is designed to highlight some of the positive aspects of becoming a trustee, and to give you a better sense of the kinds of activities you would be engaged in and the opportunities you would have. We hope to help you answer the question: “Is the role of trustee right for me?”



Trustees receive no remuneration, but the role can be very rewarding. We could provide quite a long list of benefits, but in the interests of brevity here are just two of the most important ones:

**As a trustee you’ll have a chance to learn, and to apply some of the knowledge and skills that you already have.**

Libraries are all about learning and as a library trustee you will find yourself in a very rich learning environment. At a minimum, you will become better acquainted with the vast range of resources and services that are available through our library and you will become a much better-informed user of libraries, information and new media.

Trustees grapple with many interesting and important issues as we seek ways to make the library an even more attractive destination, and to meet a broader range of needs within the community. The library provides funding for Board members to travel to conferences and participate in workshops.

**As a trustee you’ll be serving the community; you’ll be doing something worthwhile, and you’ll be part of something good.**

Medicine Hat has an excellent library and we operate in a great environment. We have a very strong administrative team and our frontline staff is widely recognized as the library’s greatest asset.

We belong to the Shortgrass Library System which enables us to easily share resources with other libraries in this corner of the province. Libraries and systems are connected to one another through The Alberta Library, so that resources and expertise can be shared with public and post-secondary libraries all over Alberta.

We have a very positive relationship with the City of Medicine Hat, and we work closely with partners at the Esplanade, the College, the CCDA, and others.

The library board is a governing board, which means that the solutions that trustees arrive at in consultation with staff are implemented without the need to gain approval from another body. Our meetings themselves are positive and productive, and we are continuously looking for ways to improve our own performance as a Board.

We have revamped the format of our Board meetings to deal with routine matters more quickly so that we can explore important topics at greater depth and hold mini-workshops for trustees.

### **Is the Role of Trustee Right for You?**

The key qualification for a library trustee is commitment to the library. Those of us who are serving as Board members are convinced that the library plays an important role in “fostering life-long learning and enhancing the vitality of the community” (to quote from our vision statement).

The Board sets direction and ensures that suitable policies are in place so that our library can come closer to achieving its full potential. Since we’re working at the planning and policy level, the role will appeal to those who feel comfortable making a contribution in meetings.

Our meetings typically require a regular commitment of three to four hours per month with additional related activities throughout the year that include volunteering at promotional events and fund development initiatives. If you would prefer a more “hands on” role, there are many rewarding volunteer opportunities available, such as projects of the Friends of the Library or delivering books to the homebound.

Most trustees will attend two meetings a month – the full Board meeting which is currently the first Wednesday at 7:00 pm, and a Committee meeting, either the Human Resources and Finance Committee or the Advocacy, Policy, Programs and Service Committee.

### **Next Step(s)**

Notices concerning a vacant position on the Library Board typically appear in the Medicine Hat News late September or early October. City Council reviews the applications and the successful candidate is

notified in late fall. Please don't be discouraged if you are not selected your first time around – it is often the case that many well-qualified people apply but we hope you will try again!

There is a great deal of valuable information available online, and you might wish to do a bit of reading and research either at home or using one of the library's computers. Our website:

<https://mhpl.shortgrass.ca> and the Shortgrass site: <https://shortgrass.ca> are good places to begin. The Alberta Library Trustees Association also has an excellent site: <https://librarytrustees.ab.ca>.

**Thank you for your interest!**

For more information please feel free to contact:

Ken Feser, Chief Librarian

403-502-8528

[kenf@shortgrass.ca](mailto:kenf@shortgrass.ca)

# Subdivision and Development Appeal Board

|                             |  |
|-----------------------------|--|
| <b>Functions and Duties</b> | The Subdivision and Development Appeal Board (SDAB) shall have and exercise the powers and authority granted to it by virtue of Bylaw #3009. The SDAB hears appeals from municipal subdivision and development authorities. Its decisions shape the community and affect the lives of developers, neighbours, citizens and businesses. |
| <b>Term of Office</b>       | Three years.   |
| <b>Members</b>              | Four electors of the City of Medicine Hat, who shall not be employees or officers of the City of Medicine Hat or members of Council, and one member of Council.  |
| <b>Meeting Times</b>        | As and when appeals are received. Typically an appeal hearing will be held at noon, ± 2 hours. Allow time to read and understand the orientation materials.  |
| <b>Training</b>             | Applicants will be required to successfully complete mandated training through the Municipal Government Board, at no cost to the applicant. Courses are typically 1 day in length.   |
| <b>Remuneration</b>         | None.  |

ADVISORY BOARDS AND COMMISSIONS

# 2024 Application Form

|   |  |                |  |                     |  |
|---|--|----------------|--|---------------------|--|
| <b>Name of Board or Commission:</b>   |  |                |  |                     |  |
| <b>Name:</b>  |  |                |  |                     |  |
| <b>Address:</b>   |  |                |  | <b>Postal Code:</b> |  |
| <b>Home #:</b>  |  | <b>Work #:</b> |  | <b>Cell #:</b>      |  |
| <b>Email:</b>   |  |                |  |                     |  |
| <b>Note: You may include your resume or separate attachments for additional information.</b>              |  |                |  |                     |  |
| <b>Work Experience:</b>   |  |                |  |                     |  |
|   |  |                |  |                     |  |
| <b>What skills could you bring?</b>   |  |                |  |                     |  |
|   |  |                |  |                     |  |
| <b>Involvement in community/other activities (if applicable), including in Medicine Hat or elsewhere:</b> |  |                |  |                     |  |
|   |  |                |  |                     |  |
| <b>Other comments:</b>  |  |                |  |                     |  |
|   |  |                |  |                     |  |



## Freedom of Information and Protection of Privacy Act

Pursuant to s. 33 (c) of the Freedom of Information and the Protection of Privacy Act, the personal information collected on this form is for the purpose of an operating program or activity of the City of Medicine Hat. The City of Medicine Hat must collect personal information directly from the individual that the information is about unless another method of collection is authorized by the individual or by an enactment of Alberta or Canada. The personal information provided will be protected under Part 2 of the Freedom of Information and the Protection of Privacy Act and will be used for administering the selection and management of members of City Council's Boards and Commissions. Questions regarding the collection and use of personal information can be directed to the FOIP Head at 403.529.8234.

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

|                                |   |                           |   |
|--------------------------------|---|---------------------------|---|
| <b>Name:</b>                   | <input type="checkbox"/> Yes <input type="checkbox"/> No                              | <b>Residence address:</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No                              |
| <b>Residence phone number:</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | <b>Mobile phone:</b>      | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| <b>Business phone number:</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | <b>E-mail address:</b>    | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

|                   |  |
|-------------------|--|
| <b>Date:</b>      |  |
| <b>Signature:</b> |  |

**Library Board Applicants:** Complete and attach Appendix "A" consent form.

**Police Commission Applicants:** Present your completed application to Police Services when you request a records search and the fee will be waived. Submit the results of the search along with your application.

### Return application to:

City Clerk Department  
Third Floor, City Hall  
580 First Street SE  
Medicine Hat, Alberta T1A 8E6

Phone: 403.529.8234  
403.529.8221  
Fax: 403.529.8324  
Email: [clerk@medicinehat.ca](mailto:clerk@medicinehat.ca)

APPENDIX A

# Supplemental to Your Medicine Hat Public Library Board Application

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As per Library Board Policy, all applications for the above Board are to be reviewed by the current Board members for recommendation to City Council.

Members of Council take these recommendations into consideration when reviewing applications. However, they are responsible for making the final decision on whom to appoint.

The Freedom of Information and Protection of Privacy Act requires your authorization for the City Clerk Department to submit your application as noted above.

I hereby authorize the City Clerk Department to provide a copy of my application to the Medicine Hat Public Library Board for review and consideration.

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Printed Name

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Signature of Applicant

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Date