



Medicine Hat



ADVISORY BODIES

Applicant Handbook

For more information, contact:
City Clerk Department
Third Floor, City Hall
Office: 403-529-8221
Email: clerk@medicinehat.ca

September 2024

Table of Contents

- Welcome and Introduction..... 3
- Recruitment..... 5
- Frequently Asked Questions 6
- Board and Commission Details 8
 - Skills and Competencies 8
 - Assessment Review Board 9
 - Combative Sports Commission..... 10
 - Community Vibrancy Advisory Board 11
 - Medicine Hat Public Library Board 12
 - Municipal Planning Commission.....14
 - Police Commission 15
 - Subdivision and Development Appeal Board.....16
- Working Group Details 17
 - Heritage Resources Working Group.....17
 - Working Group for Accessibility & Inclusion.....17
- Application Form 18
 - Consent - Freedom of Information and Protection Privacy Act.....19
 - Appendix A - Consent - Public Library Board Application.....20

Welcome and Introduction

The Medicine Hat City Council members and City administration are pleased that you are interested in applying to become a member of one of the City of Medicine Hat's advisory bodies.

As a member on most bodies, you would serve in an advisory capacity. Your participation will ensure valuable community involvement in the decision-making process and will also serve to enhance your own knowledge.

The following is a list of advisory bodies currently established to which public members are appointed:

- Assessment Review Board
- Combative Sports Commission
- Community Vibrancy Advisory Board
- Medicine Hat Public Library Board
- Municipal Planning Commission
- Police Commission
- Subdivision and Development Appeal Board
- Heritage Resources Working Group
- Working Group for Accessibility & Inclusion

In this handbook, you will find information about the functions and duties of each advisory body (including schedules and time commitments) and learn more about the recruitment process and any legislated training that may be required if you are appointed as a member to certain bodies.

Thank you for your interest in serving on one of the City's advisory bodies.

GENERAL GUIDELINES FOR MEMBERS

- Work to establish a good relationship with the other members. The success or failure of the efforts of the advisory bodies 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
- Advisory bodies do not become involved in the administration or operation of City departments.

- City staff members are available to provide general staff assistance to advisory bodies. Advisory body members may not direct administrative staff to initiate programs, conduct major studies, or establish official policy without the approval of the City Council.
- Individual members should not publicly present their personal views or recommendations as representing the advisory body unless such body has voted to approve such action. Typically, the advisory body 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 advisory body, staff, or City Council. When making public or written statements or positions, members must indicate that the actions of the advisory body are recommendations subject to final approval by the appropriate authority.
- Regular attendance is also a fundamental responsibility as regular attendance ensures you are able to fully participate.

PECUNIARY INTEREST AND CONFLICT OF INTEREST

You must not take part in any matter in which you have a possible direct or indirect pecuniary (financial) interest. As an example, if the Subdivision and Development Appeal Board is hearing an appeal and you own shares in the developer's company, you would have a pecuniary interest as you may benefit financially if the decision is rendered in favor of the developer.

You must also be free of undue influence and not act or appear to act in order to gain financial or other benefits for yourself, family, friends, or associates (business or otherwise). As an example, if the Subdivision and Development Appeal Board is hearing an appeal and your best friend is the developer, you may have or appear to have a conflict of interest.

It is up to you to determine whether you have a pecuniary interest or conflict of interest and take the following steps:

- disclose that you have a pecuniary interest or conflict of interest and its general nature,
- abstain from any discussion of the matter and from voting,
- leave the room until the matter has been dealt with, and
- ensure that your abstention and the reason are appropriately recorded.

Recruitment

Recruitment for advisory bodies is done on an annual basis. The campaign begins in late August/early September and ends in late October/early November of the same year. This includes all available positions within the advisory bodies at one time.

There are multiple ways to learn about the recruitment process for the advisory bodies. A social media campaign and advertisements in the Medicine Hat News run throughout the recruitment period.

An online application will be made available through the City website's [Application Portal](#). If you are unable to use the portal, you may print and submit the application form provided at the end of this handbook. If you require additional assistance, please contact clerk@medicinehat.ca.

There are a series of generic questions that will be asked regarding interest, availability, and knowledge. The ability to attach documents will be available to further enhance your qualifications for the advisory body for which you are applying.

The diversification of appointees to advisory bodies is a continual focus. Anyone with a vested interest in volunteering and participating in achieving the goals and strategic plans of the advisory bodies is encouraged to apply.

New for 2024

You have the opportunity to submit a short video (no more than 90 seconds in length) to introduce yourself and to highlight your strengths and suitability.

Frequently Asked Questions

What are Advisory Bodies?

Advisory bodies are established to assist with the efficient and orderly handling of City affairs by representing the broader community. All appointed members work together and bring their experience and expertise to achieve the defined mandate of the advisory body.

Additional details are provided within this handbook for each advisory body.

Who can apply?

In general, anyone who is a resident of the City of Medicine Hat, over the age of 18, and does not currently serve on an advisory body for a term that is not expiring at the end of the year. Additional specific eligibility requirements, if any, are detailed in the governing legislation.

When can I apply?

The City of Medicine Hat runs its recruitment from late August/early September to late October/early November. Please keep an eye out for recruitment information on the City's website.

How do I apply?

When recruitment opens, the online [Application Portal](#) will be live. In addition to completing the application form, you are encouraged to upload a cover letter, resume, and/or any additional documentation you feel would be beneficial to supplement your application.

New for 2024: If you are applying for a board or commission, you are also encouraged to submit a short video (no more than 90 seconds in length) to highlight your strengths and suitability.

If you are applying for the Police Commission, the application will not be considered complete until a Police Information Check is provided. Additional information can be found on the Police Commission page in this handbook.

If you are unable to use the online portal, you may print and submit the application form provided at the end of this handbook. If you require additional assistance, please contact clerk@medicinehat.ca.

How are members selected?

Applications for the Assessment Review Board, Combative Sports Commission, Community Vibrancy Advisory Board, Medicine Hat Public Library Board, Municipal Planning Commission, Police Commission and Subdivision and Development Appeal Board are submitted to the Administrative and Legislative Review Committee in a confidential setting to review and make

recommendations to Council. City Council receives the recommendations in a confidential setting and determines the appointees.

Applications for the Heritage Resources Working Group and the Working Group for Accessibility & Inclusion are provided to an ad-hoc committees to review and make recommendations for final approval by the Director of Community Development.

How will I be notified if I am appointed?

The successful applicants for the Assessment Review Board, Combative Sports Commission, Community Vibrancy Advisory Board, Medicine Hat Public Library Board, Municipal Planning Commission, Police Commission and Subdivision and Development Appeal Board are appointed through resolution of Council at a December Council meeting. Following the announcement, all applicants are notified via email with a subsequent letter in the mail.

The successful applicants for the Heritage Resources Working Group and the Working Group for Accessibility & Inclusion are notified by the Director of Community Development.

What is the time commitment?

Many advisory bodies meet monthly. Meetings range from 1-3 hours and are typically conducted during the late afternoon or early evening hours. The time commitment varies, and additional details are provided for each advisory body within this handbook.

Who can I contact if I have more questions?

Please contact the City Clerk's office at clerk@medicinehat.ca or by phone at 403-529-8221.

Board and Commission Details

SKILLS AND COMPETENCIES

Boards and commissions are consulted each year to determine a short-list of which of the following skills and competencies would be considered ideal for the vacant positions. Applicants are encouraged to highlight how their knowledge and experience aligns with the required skills and competencies, as listed for each individual board or commission in the pages that follow.

Prior Advisory Board Experience / Governance: Knowledge of meeting procedures; mandates; advisory authorities; agenda and business management
Leadership / Coaching / Mentorship: Experience in project management, performance management, delegating / setting deadlines
Strategic Planning: Knowledge or experience in change management, project integration, strategy development
Performance Measures / Evaluation Processes: Experience with design / implementation of business / corporate objectives (key performance indicators), metric evaluation processes for programs or projects
Risk Assessment: Experience with risk/liability analysis and mitigation measures / problem solving
Communications / Public Relations: Experience with marketing, social media advertising, event management / ability to speak in public
Legal / Legislative Compliance / Liability: Knowledge of statute law, regulations, policy, contract law
Collaborative Partnerships: Experience or knowledge of industry specific resources and networking partners
Human Resources: Experience or knowledge of labour relations / pension compensation planning / workforce planning
Organizational Effectiveness: Experience or Knowledge in Advocacy priorities / political process / government relations
Information Technology/Quantitative Literacy: Ability to locate, understand, evaluate, and synthesize information and data in a technological and data driven society
Environmental Awareness / Advocacy: Knowledge of current policy or program requirements
Community Engagement / Volunteer Experience: experience in events and entertainment industry
Financial Management: accounting / auditing processes / reporting
Equity, Diversity, Inclusivity, Accessibility Awareness: Indigenous Relations / Advocacy: experience in multi-cultural working groups / cultural awareness / unconscious bias awareness

ASSESSMENT REVIEW BOARD

[Bylaw 3968 - Assessment Review Board Bylaw](#)

Term of office: 3 years **Members:** 3 public members

Remuneration: Established by Council

The Composite and Local Assessment Review Board is established by Bylaw. Under the provisions of the Municipal Government Act, the Assessment Review 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.

The competencies that are considered ideal for applicants are as follows:

- Legal and/or Legislative compliance experience
- Prior Advisory board experience
- Communication/public relations experience
- Financial management experience

Important Note: Appointed members will be required to successfully complete mandatory training at no cost to the appointed member. Additional information can be found here:

[Municipal board training and certification](#)

Meeting Details

August to December

Members sit intermittently during these months.
The number of hearings depends on the number of appeals received.
Some hearings may involve a full-day commitment.

COMBATIVE SPORTS COMMISSION

[Bylaw 4048 - Medicine Hat Combative Sports Bylaw](#)

Term of office: 3 years **Members:** 5 public members **Remuneration:** None

The Combative Sports Commission's mandate is to act in a regulatory capacity for the Commission and Council with respect to control and regulation of combative sports in the City of Medicine Hat, soliciting input from the community and large and developing regulations and fees subject to Council approval.

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.

The competencies that are considered ideal for applicants are as follows:

- Risk Assessment Experience
- Communication/public relations experience
- Legal and/or Legislative compliance experience
- Collaborative partnerships

Meeting Details

Regular meetings at the call of the Chair.

Meetings will occur more frequently if an event is occurring.

COMMUNITY VIBRANCY ADVISORY BOARD

[Bylaw 4661 - Community Vibrancy Advisory Board Bylaw](#)

Term of office: 3 years **Members:** 9 public members **Remuneration:** None

The Community Vibrancy Advisory Board acts 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. The board shall directly or indirectly participate in the development and evaluation of City strategies, plans, and actions to promote community vibrancy.

- Develop recommendations about relevant policy matters and other matters
- Identify issues and opportunities pertaining to the mandate

The competencies that are considered ideal for applicants are as follows:

- Environmental awareness
- Financial knowledge
- Social, community services, industry knowledge and experience
- Organizational effectiveness
- Strategic planning

Meeting Details

Last Wednesday of each month at 5:30 PM.

MEDICINE HAT PUBLIC LIBRARY BOARD

[Bylaw 4343 - City of Medicine Hat Library Board Bylaw](#)

Term of office: 3 years **Members:** 9 public members **Remuneration:** None

The Medicine Hat Public 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:

- Human Resources and Finances: concentrating on financial management, governance level human resources (e.g. writing human resources policies such as the anti-harassment policy), and annual evaluation of the Chief Librarian.
- Advocacy, Policy and Programs: concentrating on connecting with community, understanding community needs, managing library policies, and governance level service planning (e.g. strategic planning).

The competencies that are considered ideal for applicants are as follows:

- Prior Advisory board experience/governance
- Leadership, coaching, and/or mentoring experience
- Strategic planning
- Organizational effectiveness
- Human resources experience
- Equity, diversity, inclusivity, and accountability awareness

Important Note: All applications are reviewed by the current Board members. Applicants must also complete a consent form (Appendix A to the 2025 Application Form).

Meeting Times

First Wednesday of each month at 7:00 PM for approximately 2 hours

Sub-Committee Meetings:

One per month for ± 2 hours each. These meetings are determined by the Board at the January Board Meeting.

Message from the Chief Librarian

Thank you for considering a role on the Medicine Hat Library Board! Serving on this board is a unique and impactful way to contribute to the cultural and educational fabric of our community. As a member, you will be part of a governance team responsible for shaping the future of our library, overseeing high-level strategic issues, and ensuring that our library services meet the evolving needs of our community.



Your role will involve crafting policies, developing long-term plans, and approving the annual operating budget. Decisions are made collectively, with the Board operating through majority votes. You will also oversee the performance of the Chief Librarian, who handles day-to-day operations and manages all other library staff.

Being on the Board requires a commitment to engaging with the community to understand their needs and advocating for those needs within the framework of the library's mission and the Board's role. You may also liaise with the City Council regarding community issues, city priorities, library funding and other issues that are of concern to the library and city.

The Medicine Hat Public Library serves as a community hub, providing equitable and convenient access to books, media, information and programs that help to educate, enrich, entertain and inform. The Library is a valued resource, fostering lifelong learning and enhancing the vitality of the community now and in the future. We are open to all members of the community; we strive to provide good service with kindness and respect. The Library supports intellectual freedom and maintains varied collections with materials to support the diverse wants and needs of library patrons.

If you are passionate about fostering educational growth, supporting community initiatives, and contributing to the strategic direction of a key community resource, then serving on the Medicine Hat Library Board could be a rewarding experience for you.

Thank you for your interest!

For more information, please feel free to contact:
Ken Feser, Chief Librarian
403-502-8528
kenf@shortgrass.ca

MUNICIPAL PLANNING COMMISSION

[Bylaw 3007 - Municipal Planning Commission Bylaw](#)

Term of office: 1 - 3 years **Members:** 5 public members **Remuneration:** None

The Municipal Planning Commission acts as the principal advisory body to Council in matters relating to land use planning. The Commission exercises development powers and duties on behalf of the City in accordance with the Subdivision and Development Authorities Bylaw. Additional functions or duties related to land use planning may be assigned to the Commission by Council.

The competencies that are considered ideal for applicants are as follows:

- Strategic planning
- Risk assessment
- Legal and/or Legislative compliance experience
- Organizational effectiveness
- Environmental awareness/advisory experience

Meeting Times

First and third Wednesday of each month at 1:30 p.m.

Meetings last approximately 2 hours.

POLICE COMMISSION

[Bylaw 1651 - Police Commission Bylaw](#)

Term of office: 3 years **Members:** 5 public members

Remuneration: Established by Commission

The Medicine Hat Police Commission is a vital statutory body dedicated to the governance of the Police Service. It operates with a clear mandate to allocate funds provided by City Council, direct the Chief of Police to establish efficient and effective policing procedures, and represent public interests. As an independent entity, the Commission serves as a liaison between the community, the Police Service, and elected City Council members, ensuring transparency, accessibility, and responsiveness to community needs. 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.

The competencies that are considered ideal for applicants are as follows:

- Prior Advisory board experience/governance
- Communications and public relations experience
- Legal and/or Legislative compliance experience
- Information Technology/Quantitative Literacy Experience
- Organizational effectiveness
- Leadership/coaching/mentorship experience

Important note: All applicants are required to submit a completed Police Information 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.

Meeting Times

Third Wednesday of each month.

Closed session is at 4:30 p.m. and the Open session is at 6:00 p.m.

Second Monday of each month is an informational session from 12:00 – 1:00 PM.

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

[Bylaw 3009 - Subdivision and Development Appeal Board Bylaw](#)

Term of office: 1 - 3 years **Members:** 4 public members **Remuneration:** None

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.

The competencies that are considered ideal for applicants are as follows:

- Prior Advisory board experience/governance
- Risk Assessment experience
- Legal and/or Legislative compliance experience
- Information technology/quantitative literacy experience
- Equity, diversity, inclusivity experience

Important Note: Appointed members will be required to successfully complete mandatory training at no cost to the appointed member. Additional information can be found here:

[Municipal board training and certification](#)

Meeting Details

Hearings are scheduled when appeals are received.

Typically, a hearing will be held at 12:00 noon and will continue until all affected parties have had the opportunity to present. Deliberations occur upon conclusion of the public hearing.

Members should allow time to read and understand agenda materials prior to the hearing.

Working Group Details

HERITAGE RESOURCES WORKING GROUP

The mandate of the Heritage Resources Working Group is to assist the City of Medicine Hat with promoting the conservation, preservation, restoration, retention, and awareness of local heritage resources. Heritage resources include built structures, streetscapes, historical and archaeological sites and landscapes, archaeological specimens and natural features of heritage and historical significance.

The following principles, based upon the Province of Alberta's Historical Resources Act – R.S.A.2000, will guide the HRWG. The Heritage Resources Working Group will:

- Encourage protection of heritage resources that are representative of Medicine Hat's history;
- Promote public awareness of heritage resources, including existing and lost resources;
- Enhance public understanding of and participation in the conservation of heritage resources.

Meeting Details

Second Thursday of each month.

5:00 p.m. – 7:00 p.m.

WORKING GROUP FOR ACCESSIBILITY & INCLUSION

The primary purpose of the Working Group for Accessibility & Inclusion is to advise and support City Departments on issues related to persons with physical, developmental and mental health disabilities. The WGAI recognizes both visible and invisible disabilities with the goals of equitable participation of persons with disabilities and that all City of Medicine Hat's public facilities, programs and services are accessible and inclusive.

Meeting Times

First Wednesday of each month.

11:15 a.m. – 1:00 p.m.

Application Form

Name of advisory body or Working Group:					
Name:					
Address:				Postal	
Home #:		Work		Cell #:	
Email:					
Note: You may include your resume or separate attachments for additional					
Work Experience:					
What skills could you bring?					
Involvement in community/other activities (if applicable), including in Medicine					
Other comments:					

CONSENT - FREEDOM OF INFORMATION AND PROTECTION 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 Advisory bodies. Questions regarding the collection and use of personal information can be directed to the FOIP Head at 403.529.8382.

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

Date:	
Signature:	

Library Board Applicants: Complete and attach Appendix “A” consent form.

Police Commission Applicants: Present your completed application to Police Services when you request a Police Information check, 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: 403.529.8221
 Fax: 403.529.8324
 Email: clerk@medicinehat.ca

APPENDIX A - CONSENT - PUBLIC LIBRARY BOARD APPLICATION

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.

Printed Name

Signature of Applicant

Date