ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

2020 HANDBOOK FOR APPLICANTS

Questions?
visit our website www.medicinehat.ca
or contact the City Clerk Department
Third Floor, City Hall
403.529.8234 or 403.529.8221
email clerk@medicinehat.ca
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### PART TWO: ADVISORY BOARDS, AGENCY AND COMMISSIONS

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### ATTACHMENTS:

- Application Form
- Library Board Consent Form (Appendix A)
- Police Commission Consent Form (Appendix B)
- Youth Advisory Board Application Form
PART ONE: INTRODUCTION

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, Agency, Commissions, or Committees.

As a member, you would serve in an advisory capacity for most Boards/Agencies/Commissions/Committees. 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, City Centre Development Agency, Municipal Planning Commission, Public Library Board and the Police Commission are established by Provincial/Municipal legislation and have various decision-making responsibilities.

APPLICATION REQUIREMENTS

Fill out an application form.

- If you are interested in serving on an Advisory Board, Agency, Commission or Committee, 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).

Ensure you are eligible. You must be:

1. a resident of Medicine Hat (except for the Library Board and the Youth Advisory Board)
2. for the Police Commission, you must submit a records search along with your application (Appendix B), and your appointment will be subject to a review of that records search.

Submit your application on time.

Completed applications must be returned to Angela Cruickshank, City Clerk, 580 First Street SE, Medicine Hat, Alberta T1A 8E6; dropped off at City Hall, Third Floor; e-mailed to clerk@medicinehat.ca; or faxed to 403.529.8324 prior to the advertised closing date.

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/Agencies/Commissions/Committees do not become involved in the administration or operation of City departments.

City staff members are available to provide general staff assistance to Boards/Agencies/Commissions/Committees. 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.

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. Typically, the Board/Agency/Commissions/Committee 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 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. Regular attendance ensures you are able to understand and fully participate on your chosen Board/Agency/Commission/Committee.
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.

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: Three years.

MEMBERS AND STAFF: Up to nine (9) members appointed by the Social Development Advisory Board, 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: First Wednesday of the month from 11:15 am - 1:00 pm. The Committee does not meet in July and August. Time commitment is approximately 2 - 4 hours per month for meeting preparation. There is a 1 hour orientation session for new members.

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 Chair 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 5:30 pm for ± 2 hours.

REMUNERATION: None.
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 its 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 and applicants should understand that this is an active working board.

TERM OF OFFICE: Three years.

MEMBERS AND STAFF: Ten public members, plus one Councillor.
Staff: Operations Manager and Office & Events Manager

MEETING TIMES: Second Tuesday of each month at 5:45 pm for ± 1.5 hours, with more time required depending on sub-committee and event involvement.

REMUNERATION: None.

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

For additional Terms of Reference, please contact the CCDA office at 403.529.5997.
MANDATE: 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.

FUNCTIONS AND DUTIES: (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.
(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;
(c) to evaluate from time to time, the existing bylaw, regulations and fees and issues pertaining to its mandate; and
(d) to act as a liaison between individuals and community groups and organizations in the development of regulations and fees.

TERM OF OFFICE: 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.

MEMBERS AND STAFF: Five (5) 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.

MEETING TIMES: Regular meetings at the call of the Chair

REMUNERATION: None.
FUNCTION 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 AND STAFF: Two public members, and one alternate public member.
City staff: City Clerk staff as Clerk to the Board.

MEETING TIMES: Late August 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: Applicants will be required to successfully complete Administrative Law I & II courses through the Municipal Government Board, at no cost to the applicant (upon successful completion and attendance for hearings in that same year). Courses are typically 2 - 4 days in length.
HERITAGE RESOURCES COMMITTEE

MANDATE: The Heritage Resources Committee's mandate is to act in an advisory capacity to 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 propose appropriate amendments.

TERM OF OFFICE: Not to exceed three (3) years.

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: Second Tuesday of each month, from 5:00 - 7:30 pm.

REMUNERATION: None.
### LOCAL ASSESSMENT REVIEW BOARD

**FUNCTIONS AND DUTIES:** The Local Assessment Review Board is established by Bylaw. Under the provisions of the *Municipal Government Act* it hears and decides on appeals against the assessments of any residential land, improvements or local improvements in the City of Medicine Hat.

**TERM OF OFFICE:** Three years.

**MEMBERS AND STAFF:** Three public members.  
City staff: City Clerk staff as Clerk to the Board.

**MEETING TIMES:** Late August 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:** Applicants will be required to successfully complete Administrative Law I & II courses through the Municipal Government Board, at no cost to the applicant (upon successful completion and attendance for hearings in that same year). Courses are typically 2 - 4 days in length.
MUNICIPAL PLANNING COMMISSION

FUNCTIONS AND DUTIES: (a) to act as the principal advisory body to Council in matters relating to land use planning;
(b) to exercise development powers and duties on behalf of the City in accordance with the Subdivision and Development Authorities Bylaw;
(c) to exercise subdivision powers and duties on behalf of the City in accordance with the Subdivision and Development Authorities Bylaw, and
(d) to carry out such other functions and duties as may be assigned to the Commission by Council.

TERM OF OFFICE: Three years.

MEMBERS AND STAFF: Five public members and two members of Council.

MEETING TIMES: 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.

REMUNERATION: None.
POLICE COMMISSION

FUNCTION AND DUTIES: 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.

TERM OF OFFICE: Three years.

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

MEETING TIMES: Third Thursday of each month:
Closed Session at 4:30 pm, Open Session at 6:00 pm.
First Thursday of each month:
Informal information session from 12:00 -1:00 pm.

REMUNERATION: As established by the Board.

Important note: All applicants are required to submit a completed records check along with their application. Records checks are free to applicants for the Commission, upon presentation of the consent form (Appendix B) to the Medicine Hat Police Service located at 884 – 2 Street SE.
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 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.

Fundraising and Promotion Activities: Participation in fundraising and promotion 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 7:30 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 – mhpl.shortgrass.ca – and the Shortgrass site -- www.shortgrass.ca -- are good places to begin. The Alberta Library Trustees Association also has an excellent site: www.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
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: (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: 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-member 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: Second Wednesday of the month at 5:00 pm for ± 2 hours. The Board does not meet in July and August.

REMUNERATION: None.
FUNCTION AND DUTIES: 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.

TERM OF OFFICE: Three years.

MEMBERS AND STAFF: 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.

MEETING TIMES: 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.

TRAINING: 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.

REMUNERATION: None.
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: (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: Three years.

MEMBERS AND STAFF: Seven public members, plus one Councillor 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 pm for ± 2 hours. 
Meetings are typically not held in July or August except at the call of the Chair.

REMUNERATION: None.
YOUTH ADVISORY BOARD

MANDATE: To act in an advisory capacity to the Public Services Committee and City Council in matters related to the needs of youth in the City of Medicine Hat. To ensure that input is received directly from youth, members of the youth Advisory Board shall be no younger than 15 years of age and no older than 21 years of age on the date of application.

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: One or two years.

MEMBERS AND STAFF: Ten members.

MEETING TIMES: Second Thursday of the month at 4:00 pm (subject to change) for ± 2 hours.

REMUNERATION: None.

Important note: Members must be aged between 15 and 21 at the time of application.
**2020 APPLICATION FORM**

Advisory Boards, Agency, Commissions & Committee

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<table>
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<tr>
<th>Length of Residence in Medicine Hat:</th>
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<tr>
<th>Work Experience:</th>
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<th>What skills could you bring?</th>
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<th>Involvement in community/other activities (if applicable), including in Medicine Hat or elsewhere:</th>
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<th>Hobbies, sports, cultural activities, pastimes, etc.:</th>
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<th>Other comments:</th>
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NOTE: Please restrict any supplementary attachment(s) to two (2) pages
FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The personal information is collected under the authority of the Municipal Government Act and is protected under the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions regarding the collection of this information, please contact the FOIP Head at 403.529.8234.

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

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<tr>
<th>Name:</th>
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<th>□ No</th>
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<tr>
<td>Cell Phone:</td>
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<tr>
<td>Business phone number:</td>
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<tr>
<td>E-mail address:</td>
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Date:  
Signature:  

NOTE: FORMS ATTACHED – COMPLETE AND SUBMIT WITH YOUR APPLICATION

- **LIBRARY BOARD APPLICANTS**: COMPLETE AND ATTACH APPENDIX "A" CONSENT FORM
- **POLICE COMMISSION APPLICANTS**: COMPLETE APPENDIX "B" CONSENT FORM AND PRESENT TO POLICE SERVICES WHEN YOU REQUEST A RECORDS SEARCH. SUBMIT THE RESULTS WITH YOUR APPLICATION.

**CCDA APPLICANTS ONLY**

If applying for a position on the City Centre Development Agency (CCDA) Board, a CCDA Taxpayer’s nomination is required.

I, (please print) __________________________________________, confirm I am a Taxpayer within the City Centre Development Area, and nominate __________________________________________ for appointment to the CCDA Board.

SIGNATURE: __________________________________________

Return application to:

Angela Cruickshank, City Clerk               Phone:  403.529.8234
Third Floor, City Hall                        Fax:     403.529.8324
580 First Street SE                           Email: clerk@medicinehat.ca
Medicine Hat, Alberta T1A 8E6

***ONLY THOSE CANDIDATES APPOINTED WILL BE NOTIFIED***

NOTE: Please restrict any supplementary attachment(s) to two (2) pages
SUPPLEMENTAL TO YOUR APPLICATION TO THE MEDICINE HAT PUBLIC LIBRARY BOARD

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
PRESENT THIS FORM TO POLICE SERVICES WHEN YOU REQUEST A RECORDS SEARCH

LAST NAME                          FIRST NAME                          MIDDLE NAME

☐ MALE    ☐ FEMALE    DATE OF BIRTH (M/D/Y): _________________________

CONSENT TO RELEASE OF INFORMATION CONCERNING MY APPLICATION FOR:
Member of the City of Medicine Hat Police Commission

I consent to a search of records held by police services, law enforcement agencies within Alberta and outside Alberta, and government agencies within Alberta and outside Alberta for the purposes of conducting a background check. I understand that as a result of giving this consent I am authorizing any police services, law enforcement agencies within Alberta and outside Alberta, and government agencies within Alberta and outside Alberta to share any and all information with the Medicine Hat Police Service, Medicine Hat Police Commission and Municipal Council of the City of Medicine Hat for the sole purpose of determining my suitability to be a member of the Medicine Hat Police Commission.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been convicted of, and granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to the Medicine Hat Police Service, Medicine Hat Police Commission and the City of Medicine Hat Council.

Signature of Applicant                     Date
## 2020 Application Form

### Medicine Hat Youth Advisory Board

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Postal Code:</td>
<td>Email:</td>
</tr>
<tr>
<td>Home #:</td>
<td>Cell #:</td>
</tr>
<tr>
<td>Are you between the ages of 15 and 21?</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Are you available for regular monthly meetings and required background work?</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>How long a term are you available for?</td>
<td>[ ] One year [ ] Two years</td>
</tr>
<tr>
<td>What skills would you bring to the Youth Advisory Board?</td>
<td></td>
</tr>
<tr>
<td>Involvement in community/volunteer activities, including in Medicine Hat or elsewhere:</td>
<td></td>
</tr>
<tr>
<td>Hobbies, sports, cultural activities, pastimes, etc.:</td>
<td></td>
</tr>
<tr>
<td>What youth issues are you currently involved in?</td>
<td></td>
</tr>
</tbody>
</table>
Work experience (if applicable):

Other comments:

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

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The personal information is collected under the authority of the Municipal Government Act and is protected under the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions regarding the collection of this information, please contact the FOIP Head at 403.529.8234.

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

<table>
<thead>
<tr>
<th></th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence address:</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Home #:</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Cell #:</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>E-mail address:</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

Date: 

Signature: 

Return application to:

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

Phone: 403.529.8234
Fax: 403.529.8324
E-mail: clerk@medicinehat.ca