



TOWN OF REDCLIFF

BOARDS AND COMMISSIONS

INFORMATION BOOKLET FOR APPLICANTS

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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 Board's 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 548-3618, by email at redcliff@town.redcliff.ab.ca, or in person at the Redcliff Town Hall at #1 – 3rd 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
Municipal Secretary
Town of Redcliff
Box 40
Redcliff, AB
T0J 2P0

Applications may also be submitted to the Redcliff Town Hall at #1 – 3rd Street NE or by fax to 548-6623.

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. 96-56 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.

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 seven (7) members comprised of one (1) employee or municipal official of the Town and the balance from the community at large (who shall not be employees or municipal officials employed by the Town of Redcliff.)
- Staff: Development Officer
Manager of Planning & Engineering
- MEETING TIMES:** Third Wednesday of the month at 12:30 p.m. for approximately one and one half-hours.

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 TIMES: Fourth Tuesday of the Month at 7:00 p.m. for approximately one hour.

REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES BOARD

FUNCTION AND DUTIES:

The Redcliff Support Services Board is established by Bylaw. The Redcliff Support Services 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 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 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. 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: Community Services Director

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. 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: Community Services Director

MEETING TIMES:

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

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

FUNCTION AND DUTIES: The Subdivision and Development Appeal Board is established by Bylaw.

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.

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 seven (7) and two (2) alternates being:

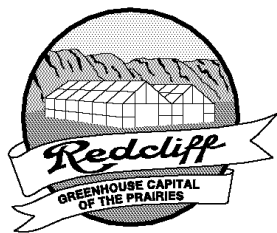
Members:

1. Two (2) Councillors as appointed by Redcliff Town Council;
2. Minimum of three (3) and a maximum of five (5) citizens at large as appointed by Redcliff Town Council.

Alternate Members:

1. One (1) Councillor appointed by Redcliff Town Council;
2. One (1) Citizen at large as appointed by Redcliff Town Council.

MEETING TIMES: As required for approximately one hour.



TOWN OF REDCLIFF

BOARDS & COMMISSIONS APPLICATION FORM

BOARD / COMMISSION APPLYING FOR: _____

NAME: _____

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
Municipal Secretary
Town of Redcliff
Box 40, #1 – 3 Street NE
Redcliff, AB
T0J 2P0
Phone: 548-3618
Fax: 548-6623