



Municipal District of Taber BOARDS AND COMMISSIONS

INFORMATION BOOKLET FOR APPLICANTS

INTRODUCTION

The Municipal District of Taber and its Administration are pleased that you are interested in becoming a member of one of the Municipality's Boards and/or Commissions. As a Board member, you will consider matters that affect your community. The recommendations you make will help Council make decisions on those matters. Please note that all Boards and Commissions are voluntary, and typically no remuneration or benefits are offered to Board and Commission members.

If you have any questions, please contact Lace Lutz by phone at 403-223-3541 extension 103, by email at llutz@mdtaber.ab.ca, or in person at the Municipal District of Taber Administration Building at 4900B 50th Street, Taber, Alberta.

APPLICATION REQUIREMENTS

If you are interested in serving on one of the Municipality'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 resident of the Municipal District of Taber to be eligible for appointment to any of the Municipality's Boards or Commissions.

Please submit completed applications to the attention of:

Lace Lutz
Executive Assistant
Municipal District of Taber
4900B – 50th Street
Taber, Alberta
T1G 1T2

Applications may also be submitted in person to the Municipal District of Taber Administration Building at 4900B 50th Street, Taber, Alberta, by fax to 403-223-1799, or by email: llutz@mdtaber.ab.ca

PECUNIARY INTEREST

You must not take part in any matter in which you have a direct or indirect pecuniary (financial) interest.

If you have a 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 Municipal District of Taber. Board and Commission members may not direct administrative staff to initiate programs, conduct major studies, or establish official policy without the approval of the Municipal District of Taber 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 three 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 releases or public notices on behalf of the Municipal District of Taber and/or the Board or Commission they serve on.
- 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.



WEED CONTROL ACT APPEAL BOARD

FUNCTION AND DUTIES:

The Weed Control Act Appeal Board is established in accordance with the Municipal Government Act.

The Weed Control Act Appeal Board makes decisions on appeals concerning notices issued against any land and/or personal property for the destruction or control of the named weed.

TERM OF OFFICE:

One year, as appointed by The Municipal District of Taber Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS AND STAFF:

Three (3) public members are appointed to the Weed Control Act Appeal Board.



UNSIGHTLY PREMISES APPEAL BOARD

FUNCTION AND DUTIES:

The Unsightly Premises Appeal Board is established in accordance with the Municipal Government Act.

The Unsightly Premises Appeal Board reviews issued orders after they are appealed and may confirm, vary, substitute, or cancel the order based on presented evidence.

TERM OF OFFICE:

One year, as appointed by The Municipal District of Taber Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS AND STAFF:

Three (3) public members are appointed to the Unsightly Premises Appeal Board.

MEETING TIMES:

The Unsightly Premises Appeal Board shall meet at such times as are necessary to consider and decide appeals submitted to Municipal District of Taber Administration.



CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

FUNCTION AND DUTIES:

The Chinook Intermunicipal Subdivision and Development Appeal Board is established by Bylaw in accordance with the Municipal Government Act.

The Chinook Intermunicipal Subdivision and Development Appeal Board is an independent Board made up of residents from member municipalities in the region that will hear appeals on Development Authority decisions, as well as the decisions of the Subdivision Authority.

TERM OF OFFICE:

One year, as appointed by the Municipal District of Taber Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS:

A maximum of three (3) members and a minimum of one (1) member comprised of one (1) Council member and (2) members at large. If two (2) or fewer persons are appointed as members, they must be non-elected persons at large.

MEETING TIMES:

The Chinook Intermunicipal Subdivision & Development Appeal Board shall meet at such times as are necessary to consider and decide appeals submitted to Municipal District of Taber Administration.

TRAINING:

Members must successfully complete Subdivision and Development Appeal Board Training as required under legislation.



LOCAL ASSESSMENT REVIEW BOARD

FUNCTION AND DUTIES:

The Local Assessment Review Board is established by Bylaw in accordance with the Municipal Government Act.

The Local Assessment Review Board is an independent Board made up of residents from member municipalities in the region that will hear complaints on assessment decisions.

TERM OF OFFICE:

One year, as appointed by the Municipal District of Taber Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS:

A minimum of one (1) member. The member can be a member at large or an elected official.

MEETING TIMES:

The Local Assessment Review Board shall meet at such times as are necessary to consider and decide complaints submitted to Municipal District of Taber Administration.

TRAINING:

Members must successfully complete Local Assessment Review Board Training as required under legislation.



MUNICIPAL DISTRICT OF TABER LIBRARY BOARD

FUNCTION AND DUTIES:

The Municipal District of Taber Library Board is established by Bylaw in accordance with the Municipal Government Act.

The Municipal District of Taber Library Board has full management and control of the libraries located in Barnwell, Grassy Lake, Enchant and Hays and shall, in accordance with the regulations, organize, promote, and maintain comprehensive and efficient library services in all locations.

TERM OF OFFICE:

One year, as appointed by the Municipal District of Taber Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS:

Seven (7) members comprised of one (1) Council member, one (1) representative from the Hays Library, one (1) representative from the Enchant Library one (1) representative from the Grassy Lake Library, one (1) representative from the Vauxhall Library, one (1) representative from the Barnwell Library and one (1) representative from the Taber Library.

MEETING TIME:

The Municipal District of Taber Library Board will meet at such time and place as determined by the Board.



MUNICIPAL DISTRICT OF TABER AIRPORT COMMISSION BOARD

FUNCTION AND DUTIES:

The Municipal District of Taber Airport Commission Board is established by Bylaw in accordance with the Municipal Government Act.

The Municipal District of Taber Airport Commission has full management and control of the Municipal District of Taber Airport.

TERM OF OFFICE:

One year, as appointed by the Municipal District of Taber Council.

A member is eligible to be reappointed for consecutive terms of office.

MEMBERS:

Five (5) members comprised of one (1) Municipal District of Taber Council member, one (1) Town of Taber Council member and three (3) members at large. The members at large must be leaseholders at the Airport.

MEETING TIME:

The Municipal District of Taber Airport Commission will meet at such time and place as determined by the Board.



BOARD AND COMMISSIONS APPLICATION FORM

BOARD / COMMISSION APPLYING FOR: _____

NAME: _____

PHYSICAL ADDRESS/LAND LOCATION: _____

MAILING ADDRESS: _____

TELEPHONE: Home: _____ Cell: _____

LENGTH OF RESIDENCE IN THE MD OF TABER (YEARS): _____

EMAIL: _____

**Do you consent to having your email used as a primary method of communication? 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: _____

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Executive Assistant
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