

- 8.2 Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
- 8.3 Attend meetings.
- 8.4 Contribute skills and knowledge by participating actively in meetings and committee work.
- 8.5 Make inquiries when clarification or more information is needed.
- 8.6 Avoid any potential conflicts of interests.
- 8.7 Understand and maintain confidentiality.
- 8.8 Ensure the board is complying with all statutory and legislative requirements.

9.0 REMUNERATION

- 9.1 Service on the Community Grants Committee is a volunteer position without remuneration.

Development Appeal Board *(under review) Recruitment Profile



1.0 MANDATE

The Development Appeal Board hears appeals regarding decisions made by the Town of Banff development and subdivision authorities. By hearing appeals and making decisions on land use, the DAB fulfils a vital function in achieving the goals of orderly, beneficial and economic development. DAB decisions shape the community and affect the lives of developers, neighbours, citizens and businesses.

The Board is comprised of citizen members and makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes but is not limited to: the right to a public hearing; a duty to be fair; the right for all affected parties to be heard; the right to an adjournment if the DAB determines it is merited; and the right to legal counsel. The DAB is an independent, quasi-judicial body established by Council, and its decisions are final and cannot be overturned unless the board makes an error in some aspect of law or jurisdiction.

2.0 ELIGIBILITY

As per the Banff Land Use Bylaw, the DAB consists of a minimum of five members:

- two councillors;
- a minimum of two public members; and
- one person or 20% of the board, nominated by the Federal Minister of the Environment.

2.1 Residents of Banff.

2.2 Residents 18 years of age or older.

3.0 INELIGIBILITY

3.1 Residents active on other Town of Banff boards and committees.

3.2 Town of Banff employees.

3.3 Non-resident of Banff.

3.4 Is less than 18 years of age

4.0 DESIRED COMPETENCIES

- 4.1 A strong public service orientation and willingness to advise and assist Council in planning high quality communities.
- 4.2 Knowledge or understanding of the forces that shape events in the community including attitudes and issues about growth and development, knowing how the local economy works and having some knowledge of community land use and development trends, legislation, policies and bylaws.
- 4.3 Expertise in one of the following areas and/or have served on public committees, working groups or advisory committees:
 - i) knowledge of community design standards, zoning regulations;
 - ii) urban planning architecture, landscape architecture, urban design, environmental design, law, engineering, construction or real estate;
 - iii) legislation, policy, and/or
 - iv) management/administration.
- 4.4 Clear understanding of governance board principles, administrative and parliamentary procedures and a willingness to work within a governance structure.
- 4.5 Integrity, high ethical standards and an ability to be perceived as fair and impartial.
- 4.6 An understanding of the quasi-judicial function of a tribunal and of the principles of administrative law and natural justice.
- 4.7 The ability to commit the required time on a year round basis. A Board Member should have the time to not only attend the meetings and work sessions but to prepare for the meetings beforehand.
- 4.8 Excellent analytical/reasoning skills and ability to represent the broader interests of the public and community at large.
- 4.9 An effective listener with strong decision making skills and the ability to support decisions based on fact, even if it disagrees with their personal opinion.
- 4.10 The ability to understand, organize and apply complex plans, relevant legislation, statutory documents and case law.

- 4.11 The ability to speak in public and communicate effectively with administration, applicants and other parties appearing before the Board.
- 4.12 The ability to learn and know all sides of an issue before forming an opinion. This means becoming familiar with the Banff Community Plan, the Town of Banff Land Use Bylaw and Municipal Government Act, Incorporation Agreement and reviewing all staff material, related correspondence and considering all testimony at the meeting before forming an opinion.

5.0 TIME COMMITMENT

- 5.1 Meetings are typically scheduled to the second Thursday of the month, during regular business hours. If required, the Board may set additional dates for hearings. Each appeal must be handled within strict time limits and it is critical that members be available to meet timelines
- 5.2 Members should have the ability and willingness to prepare for, attend and participate in full day hearings together with additional time required to draft and review the decision. (Each hearing of the DAB must be handled within strict time limits and it is critical that members be available to meet the timelines).

6.0 TERM

- 6.1 Public members serve one year terms. (*under review).
- 6.2 There is no maximum number of years a member may serve; however the member must apply for reappointment at the completion of their term.. (*under review).

7.0 TRAINING

- 7.1 DAB members must successfully complete a training program set or approved by the Minister of Municipal Affairs. This course is taken by members after they have been appointed to the board.
- 7.2 DAB members reappointed after 3 years must successfully complete the member refresher course approved by the Minister of Municipal Affairs.
- 7.3 Orientation by Planning and Development staff or outside experts including training with regard to the Incorporation Agreement.
- 7.4 Thorough overview of committee programs.

7.5 Ongoing Planning and Development staff support.

8.0 GENERAL COMMITTEE/BOARD DUTIES

- 8.1 Understand and demonstrate a commitment to the board's mandate and statutory duties subject to the limitations outlined in the Municipal Government Act.
- 8.2 Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
- 8.3 Attend meetings regularly.
- 8.4 Participate in the decision by concentrating on the evidence presented and basing the decision on the evidence provided in the hearing. This includes contributing to the written decision, ensuring that written reasons are provided and supporting the decision made by the DAB after it is made.
- 8.5 Make inquiries when clarification or more information is needed.
- 8.6 Avoid any potential conflicts of interests.
- 8.7 Understand and maintain confidentiality.
- 8.8 Ensure the Board is complying with municipal bylaws, policies, procedures and standards; provincial and federal legislation; administrative law and any applicable statutory plans.

9.0 REMUNERATION

9.1 As directed by the Committees Honorarium Bylaw.

Development Appeal Board		
	Board Member	Chairperson
Training Day	\$250 plus mileage	\$250 plus mileage
Meeting - 0 to 4 hours	\$150	\$200
Meeting - over 4 hours	\$250	\$325

Municipal Planning Commission *(under review) Recruitment Profile



1.0 MANDATE

The Banff Municipal Planning Commission (MPC) reviews and makes decisions on development and subdivision applications and advises Council on amendments to the Land Use Bylaw. The Municipal Planning Commission is made up of five citizen representatives, two Council representatives and one person nominated the Federal Minister of the Environment.

In additions to making decisions on development and subdivision applications, MPC's roles also includes:

- Advising and assisting Council in achieving the orderly, economical and beneficial development of land;
- Maintaining and improving the quality of the physical environment in Banff;
- Making recommendations on the designation of land;
- Reviewing and making recommendations on municipal capital projects referred to it; and
- Providing input into special planning studies, planning policies and development related matters.

2.0 ELIGIBILITY

- 2.1 Residents of Banff.
- 2.2 Residents 18 years of age or older.

3.0 INELIGIBILITY

- 3.1 Non-resident of Banff
- 3.2 Residents less than 18 years of age
- 3.3 Residents appointed to other Town of Banff boards and committees.
- 3.4 Town of Banff employees, except those specifically allowed by the Land Use Bylaw.

4.0 DESIRED COMPETENCIES

- 4.1 A strong public service orientation and willingness to advise and assist Council in planning high quality communities.
- 4.2 Knowledge or understanding of the forces that shape events in the community including attitudes and issues about growth and development, knowing how the local economy works and having some knowledge of community land use and development trends, legislation, policies and bylaws.
- 4.3 Expertise or an interest in one of the following areas and/or have served on public committees, working groups or advisory committees:
 - i) knowledge of community design standards, zoning regulations;
 - ii) urban planning architecture, landscape architecture, urban design, environmental design, law, engineering, construction or real estate;
 - iii) legislation, policy, and/or
 - iv) management/administration.
- 4.4 Clear understanding of governance board principles, administrative and parliamentary procedures and a willingness to work within a governance structure.
- 4.5 Integrity and high ethical standards.
- 4.6 An understanding of principles of administrative law and natural justice.
- 4.7 The ability to commit the required time on a year round basis. A planning commissioner should have the time to not only attend the meetings and work sessions but to prepare for the meetings beforehand.
- 4.8 Excellent analytical/reasoning skills and ability to represent the broader interests of the public and community at large.
- 4.9 An effective listener with strong decision making skills and the ability to support decisions based on fact, even if it disagrees with their personal opinion.
- 4.10 The ability to write, in plain language, the decision and explain the reasons for the decision.
- 4.11 The ability to speak in public and communicate effectively with administration, applicants and other parties appearing before the MPC.

- 4.12 The ability to learn and know all sides of an issue before forming an opinion. This means becoming familiar with the Banff Community Plan, Incorporation Agreement, the Town of Banff Land Use Bylaw and Municipal Government Act, reviewing all staff material, related correspondence and considering all testimony at the meeting before forming an opinion.

5.0 TIME COMMITMENT

- 5.1 MPC meetings are scheduled to occur on the second Wednesday of each month or as required.
- 5.2 Meetings are generally four hours in length. As well, most commission activities occur during weekday daytime hours, so commission members should have control over their schedule.
- 5.3 Preparation time for meetings.

6.0 TERM

- 6.1 Public members serve one year terms . (*under review).
- 6.2 Members may be reappointed to a maximum of six (6) consecutive years.

7.0 TRAINING

- 7.1 Orientation by Planning and Development staff and / or outside experts.
- 7.2 Thorough overview of committee programs.
- 7.3 Ongoing Planning and Development staff support.

8.0 GENERAL BOARD DUTIES

- 8.1 Understand and demonstrate a commitment to the commission's mandate and statutory functions.
- 8.2 Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
- 8.3 Attend meetings regularly. Members may miss no more than three consecutive meetings or five meetings within a calendar year, without obtaining leave of absence

from the Municipal Clerk. Membership will be terminated following such an absence.

- 8.4 Contribute skills and knowledge by participating actively in meetings and committee work.
- 8.5 Make inquiries when clarification or more information is needed.
- 8.6 Avoid any potential conflicts of interests.
- 8.7 Understand and maintain confidentiality.
- 8.8 Ensure the board is complying with all legal and regulatory requirements.

9.0 REMUNERATION

- 9.1 As directed by the Committees Honorarium Bylaw.

Municipal Planning Commission	
	Board Member
Meeting - 0 to 4 hours	\$105
Meeting - over 4 hours	\$210



POLICY COMMITTEE APPOINTMENTS

Policy C019-1

1.0 POLICY

The public member appointment process will be fair, consistent and accountable, and will be respectful of the privacy and dignity of all applicants.

2.0 PURPOSE

This policy conveys Council's preferred process for appointing public members to committees. Any provisions of this policy may be temporarily suspended or permanently amended by majority vote of Council.

3.0 SCOPE

This policy applies to the appointment of public members to committees. For the purposes of this policy, the term "committee" applies to the boards of municipally owned corporations, the Municipal Planning Commission, the Development Appeal Board, the Banff Public Library, advisory committees, task forces and working groups.

4.0 RESPONSIBILITIES

- 4.1 Council is responsible for:
- a) approving public member recruitment profiles and application questions; and
 - b) appointing public members in accordance with the Procedural Bylaw and this policy.
Section 4.1 revised 2015.09.14 - COU15-170
- 4.2 Committee administration is responsible for reviewing public member recruitment profiles and application questions and forwarding recommendations to the municipal clerk for inclusion in a report to council.
Section 4.2 revised 2015.09.14 - COU15-170
- 4.3 The municipal clerk is responsible for
- a) administering the recruitment and application process, and
 - b) maintaining records of committee membership.

5.0 ELIGIBILITY OF PUBLIC MEMBERS

- 5.1 To be eligible to serve on a committee, a public member must be a resident of Banff and 18 years or more of age, unless otherwise specified in the Terms of Reference for the applicable committee.
Section 5.1 revised 2014.07.21 - COU14-241
- 5.2 A public member must have reliable access to email and must be able to view or print documents provided as email attachments and as web links.
Section 5.2 revised 2013.09.09 - COU13-223
- 5.3 A public member is not eligible to sit on more than one committee at a time.
- 5.4 Unless authorized in accordance with section 5.5, a public member is ineligible for continuing a term on a committee and/or from reapplying for the next subsequent term on that committee if the public member is absent:
- a) for more than 3 consecutive regular meetings, or

Policy C019-1 Council Committee Appointments

- b) for more than 1/3 of the total of regular meetings occurring between subsequent annual organizational meetings of Council.
- 5.5 A public member is not disqualified by being absent if the absence is authorized by a majority vote of Council.
- 5.6 In accordance with the Procedural Bylaw, Town employees may serve as advisors and provide administrative assistance to committees, but may not serve as voting members. This provision may be altered by a majority vote of Council.

6.0 APPOINTMENT PROCEDURE

This section was renumbered 2016.09.12 COU16-215

- 6.1 Council appoints public members:
 - a) when a committee is initiated, and after that at each annual organizational meeting (in accordance with s. 63a of the Procedural Bylaw), or
 - b) when a vacancy arises during a term.
- 6.2 The Municipal Clerk will conduct an annual recruitment campaign in the Fall to solicit applications from residents who are interested in serving on a board.
Section 6.2 added 2016.09.12 COU16-215
- 6.3 Other recruitment activities may occur periodically to address mid-term vacancies.
Section 6.3 added 2016.09.12 COU16-215
- 6.4 Committee vacancies are advertised for a minimum of two weeks.
- 6.5 Prior to each annual organizational meeting, the Municipal Clerk will submit a report to Council including committee recruitment profiles and a list of suggested application questions for consideration and approval.
Section 6.3 added 2015.09.14 - COU15-170
Renumbered 2016.09.12
- 6.6 Applications must be submitted in the form provided by the municipal clerk, unless otherwise authorized by Council. Applicants may also provide additional information, such as a resume.
- 6.7 Names of applicants are available on request but are not published as part of a committee or council agenda. The contents of the applications and any discussion of candidate qualifications are protected from disclosure in accordance with the Freedom of Information and Protection of Privacy Act.
- 6.8 Committees may provide Council with recommendations for public member appointments, with the expectation that all applications will be forwarded to Council for final approval.
- 6.9 Appointments are made by a majority vote of Council in a public meeting.
- 6.10 Council may terminate an appointment by majority vote in a public meeting.
- 6.11 All applications will remain on file until the following Fall recruitment campaign. These applicants may be contacted throughout the year if a vacancy occurs on any board.
Section 6.11 added 2016.09.12 COU16-215

- 6.12 Unsuccessful applicants will notified an put on a wait-list so that any unexpected vacancies can be filled quickly.

Section 6.12 added 2016.09.12 COU16-215

- 6.13 Council will provide a successors list signed by the Mayor that will be held by the Municipal Clerk. This list, when possible, will have at least two names ranked in order of preference.

Section 6.13 added 2016.09.12 COU16-215

- 6.14 In the case of a mid-term vacancy, the Municipal Clerk will contact the first person on the Successor List. If the applicant wishes to accept the position, the Municipal Clerk will take a report to council. Non-successful applicants will remain on file for one year and will be contacted

Section 6.14 added 2016.09.12 COU16-215

7.0 RESIGNATIONS AND APPOINTMENTS

- 7.1 Committee members wishing to resign their position mid-term shall submit their resignation in writing to the Municipal Clerk.

Section 7.1 added 2016.09.12 COU16-215

- 7.2 When the resignation is accepted by the Municipal Clerk, the Municipal Clerk, in consultation with committee administration and the Mayor, shall also consider the need to replace the committee member, having regard to the remaining composition of the committee, the current workload of the committee, the length of time remaining in the term.

Section 7.2 added 2016.09.12 COU16-215

- 7.3 If the Municipal Clerk deems it advisable to replace the public member, Council may direct administration to:
- a) fill the vacancy with an applicant who had applied during annual recruitment period ,
or
 - b) publicly advertise the vacancy and appoint a member in accordance with the appointment procedure.

Section 7.3 added 2016.09.12 COU16-215

8.0 MEMBERSHIP RECOGNITION

Upon retirement, all committee members will be recognized for their service with a letter from the Mayor.

9.0 RELATED DOCUMENTS

- 9.1 Town of Banff Procedural Bylaw 44, as amended from time to time.

This policy shall be in effect on the date it is approved by resolution of Council.

Karen Sorensen
Mayor

Robert Earl
Town Manager

APPROVAL HISTORY

Revised	2016.09.12	COU16-215
Revised	2015.09.14	COU15-170
Revised:	2014.07.21	COU14-241
Revised:	2013.09.09	COU13-223
Approved:	2011.10.24	COU11-259