

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