

# Boards, Commissions & Committees Toolkit

This toolkit is designed to provide you with important details regarding Boards, Commissions & Committees (BCCs) in the City of Lethbridge

**BCC Toolkit**

## Table of Contents

Introduction.....	3
FAQ.....	4
What are BCCs?.....	4
Who can apply?.....	4
When can I apply?.....	4
How do I apply?.....	4
How are members selected?.....	4
When will Council appoint members?.....	4
How will I know if I’m appointed?.....	4
What is the time commitment?.....	4
Who can I contact if I have more questions?.....	4
Recruitment.....	5
Boards Commissions & Committees (BCCs).....	6
Assessment Review Board.....	7
Lethbridge Combative Sports Commission.....	8
Heart of Our City Committee.....	10
Historic Places Advisory Committee.....	11
Lethbridge Downtown Business Revitalization Zone Board (DBRZ).....	12
Reconciliation Lethbridge Advisory Committee (RLAC).....	13
Subdivision and Development Appeal Board (SDAB).....	14
Youth Advisory Council (YAC).....	15
City of Lethbridge Library Board.....	16
Lethbridge Police Commission (LPC).....	17
Sir Alexander Galt Museum and Archives Board of Directors.....	18
Animal Welfare Committee.....	19
Orientation.....	20
Standing Policy Committees (SPCs).....	21

## Introduction

This toolkit provides information about the City of Lethbridge's, Boards, Commissions & Committees (BCCs), the recruitment processes involved in becoming a member, a description of what each BCC does and how they function along with the reporting structure to the Standing Policy Committees (SPCs).

Thank you for your interest in BCCs

## FAQ

### What are BCCs?

Boards, Commissions & Committees are composed of a combination of citizens, Organizational representatives, members of Council and City administration representatives. They are established to assist with the efficient and orderly handling of City affairs, by representing the broader community. All appointed members work together to deliver on the work plan and bring their experience and expertise to achieve Council's defined mandate of the BCC.

### Who can apply?

Anyone who is a resident of the City of Lethbridge, over the age of 18 (with the exception of the Youth Advisory Council) and does not currently serve on a BCC for a term that has not expired.

The Youth Advisory Council accepts applications from students and young adults who are residents of the City of Lethbridge between the ages of 14 to under 25 at the time of appointment or renewal.

### When can I apply?

The City of Lethbridge runs their recruitment campaign during the months of September to October.

### How do I apply?

When the recruitment campaign opens, a link will be provided to our application form. From there you are able to answer specific questions and upload a CV/resume and any particular documentation you feel would be beneficial to accompany your application.

### How are members selected?

Identifying information is removed from the applications (blinded) and submitted to the respective BCC interview panel to be shortlisted. Once applicants have been shortlisted the City Clerk's Office arranges interviews with the Chair, Vice-Chair and two Members of Council. Upon completion of the interviews the panel suggests who to appoint to the BCC.

### When will Council appoint members?

The recommended applicants are presented to Council at the last Council Meeting of the year for review in closed session. Council then appoints the successful members during public session of the same meeting.

### How will I know if I'm appointed?

You will be notified by the City Clerk's Office after the last Council Meeting of the year.

### What is the time commitment?

Many BCCs meet on a monthly basis, meetings range from 1-3hrs and are typically conducted during the late afternoon early evening. The time commitment will vary depending on the BCC you serve on, anticipate the time commitment to be similar to a part time job.

### Who can I contact if I have more questions?

Please contact the City Clerk's Office at [committee@lethbridge.ca](mailto:committee@lethbridge.ca)

## Recruitment

Recruitment for BCCs is done on an annual basis. The campaign begins in September and ends in October of the same year. This includes all available positions within BCCs at one time.

There are multiple ways to learn about the recruitment process for the BCCs, a media campaign is what kicks off recruitment which runs throughout the duration. Notifications will be provided for when the campaign is ending to help ensure people know the deadline to apply is coming up.

Applications will be made available to submit via online through the City of Lethbridge BCC recruitment website. There are a series of generic questions that will be asked regarding interest, availability, and knowledge. The ability to attach documents will be available to further enhance an applicant's qualifications for the BCC they are applying.

Translation to multiple different languages is also available via "Google Translate". The diversification of appointees to BCCs is a continual focus we encourage anyone with a vested interest in volunteering and participating in achieving the goals and strategic plans of BCCs and the City of Lethbridge to apply.

## Boards Commissions & Committees (BCCs)

The following is the list of BCCs currently in existence within the City of Lethbridge and who have citizens appointed to them:

### Standing Committees

- [Animal Welfare Committee](#)
- [Assessment Review Board](#)
- [Combative Sports Commission](#)
- [Heart of Our City Committee](#)
- [Historic Places Advisory Committee](#)
- [Lethbridge Downtown Business Revitalization Zone Board \(DBRZ\)](#)
- [Reconciliation Lethbridge Advisory Committee](#)
- [Subdivision and Development Appeal Board](#)
- [Youth Advisory Council](#)

### Special Purpose Committees

- [Lethbridge Library Board](#)
- [Lethbridge Police Commission](#)
- [Sir Alexander Galt Museum & Archives Board of Directors](#)

### Ad-Hoc Committees

*There are currently no Ad-Hoc Committees of Council*

## Assessment Review Board

The Assessment Review Board is a quasi-judicial body established under the Alberta Municipal Government Act for the purpose of hearing complaints against local property assessments. These complaints are received by the ARB Clerk. Board members are appointed by City of Lethbridge Council.

Our goal is to comply with the Municipal Government Act in terms of hearing assessment appeals.

An individual who has interest/experience in real estate, an appraiser, or assessment would be an ideal candidate for this Board.

Board members must complete four days of training as prescribed by Provincial legislation and will be compensated for their time and expenses to attend the training sessions.

## Lethbridge Combative Sports Commission

Bylaw 5412 was passed by Lethbridge City Council in November, 2006 and authorized the formation of the Combative Sports Commission replacing the title and scope of the Boxing and Wrestling Commission. All members of the Commission, with the exception of the City Representative, are appointed by the Mayor and City Council. The City Representative assumes the position of Executive Director as the designate of the City Manager, who is an ex-officio member of the Commission. There are currently seven (7) members serving on the Commission, which reports to SPC and Council as needed on activities and events throughout the year.

The Commission has full power and authority, granted through [Bylaw 5412](#), to supervise, regulate, govern and control all bouts and contests held in connection with regulated sports including:

- boxing,
- wrestling,
- mixed martial arts,
- kickboxing,
- muay thai, and
- all other sports that hold bouts and contests between opponents involving striking with hands, feet, knees, or elbows.

The Commission also has the authority to create policy and revise its Rules and Regulations. Any business or promoter who desires to promote a regulated sports bout, contest, or event within the City of Lethbridge must obtain a written permit from the Commission.

The Commission has supervised and governed numerous events over the past two decades in various sports including:

- mixed martial arts (both amateur and professional),
- kickboxing,
- muay thai,
- bareknuckle boxing,
- pro wrestling, and
- amateur boxing.

A detailed Rules and Regulations package was developed and has been revised on multiple occasions to maintain the best practices in combative sports.

Administrative duties of the Commission include regular meetings, special sessions, event reports, an annual report, collection of permit fees, issuing medical suspensions to contestants, supervising the payments to the combatants and the officials, submitting the results of events to a central data base, and considering any appeals of contest results in the sports it regulates.



The Commission is an associate member of the *Association of Boxing Commissions (ABC)*, an organization based in the United States, and serves on a Provincial Combative Sports Commission Group comprised of the seven municipal combative sports commissions in Alberta.

Training sessions for officials and Commission members have been held periodically and from time-to-time the membership has assisted other commissions upon their request.

The Commission will continue to oversee events, file reports in relation to its operations, conduct training sessions, correspond with promoters, and communicate regularly with the City Clerk's Office regarding its activities.

The Commission is committed to providing a safe environment for both the participants and spectators and stresses the need to ensure fairness and safety for the combatants at all times.

Interest in combative sports and athletics generally is encouraged. Understanding and an advanced knowledge of combative sports is beneficial but not a prerequisite. The Combative Sports Commission is a hands-on organization and members must be willing to attend meetings and events.

Policy and rules decisions are made at meetings, along with directives for follow-up duties. The Commission is not a social club or an opportunity to view events free of charge.

Members must sever any ties and/or association with local, regional, national or international combative sports promotions.

The complete focus of the membership should be on the Commission, its duties, and responsibilities, because it requires nearly a year-round commitment.

## Heart of Our City Committee

The Purpose of the Heart of Our City Committee (HOCC) is to champion the Heart of Our City Master Plan as the framework document for revitalization of Lethbridge's urban core. Further, to be the catalyst to Council by providing strategic leadership in accordance with City Council's Strategic Plan.

The Heart of Our City Master Plan provides the framework to guide future public improvements and private development, to ensure the emergence of just such a coherent, vibrant, and economically vital Downtown. The Plan also aligns the many previous studies with new strategies to ensure consistency with broader long-term objectives, presenting a powerful and comprehensive long-term vision with the potential to transform Downtown and benefit the entire City of Lethbridge.

The HOC Committee has a membership of up to 15 members. There are multiple members, representing various organizations, sectors and community groups. There are eight seats that are available for members of the community-at-large. These seats are open to anyone in the community and are required to go through the recruitment process. Persons who may enjoy/find success as an applicant to the HOC Committee include those who have a strong knowledge of planning and development, a desire to see their community grow, are willing to represent community priorities for the urban core, can provide detailed and strategic oversight, and are willing to engage in multiple policy and plan reviews.

## Historic Places Advisory Committee

The Historic Places Advisory Committee (HPAC) is a Standing Committee of Lethbridge City Council.

The purpose of the HPAC is:

- to advocate and advise City Council and Administration on matters relating to locally important historic sites, and
- to take an active role in identifying and preserving the historic fabric of the City.

Other projects the committee is working on: *\*this list is not inclusive*

- Refining the Indigenous Representative Committee position,
- Heritage Management Plan Update,
- City of Lethbridge Public Realm Audit/Indigenous Placemaking Strategy, and
- Battle of Belly River Research Project.

Goals of the Historic Places Advisory Committee:

- Continue with plaque program, Back Alley Naming Project with Heart of Our City Committee, and updating the Heritage Management Plan, and
- Solicit historic property designation applications, and advise owners of designated historic places on proposed interventions, grants, etc.

Volunteers/persons who would enjoy being a member of the HPAC would be among those who have a working knowledge and passion for local history; who have expertise in architecture; who have expertise in traditional Indigenous land use (archaeology or anthropology) or Indigenous heritage.

## Lethbridge Downtown Business Revitalization Zone Board (DBRZ)

The Lethbridge Downtown Business Revitalization Zone Board (DBRZ Board) exists to represent and administer the business of the Downtown Business Revitalization Zone Association in the development of the Downtown Business Revitalization zone, by:

- Improving, beautifying and maintaining property; and
- Promoting the zone as a business or shopping area;

in the business improvement area, as laid out by [Bylaw 6338](#).

The DBRZ Board has a membership of up to 9 directors, and not less than 5. These directors are typically members of the DBRZ, but can be members of the community so long as they are nominated by one or more members of the Downtown Business Revitalization Zone. Persons who may enjoy/find success as an applicant to the DBRZ Board include those who have knowledge of planning and development, a desire to see their community grow, dedicated to the improvement, beautification, maintenance and promotion of the Downtown Business Revitalization Zone.

## Reconciliation Lethbridge Advisory Committee (RLAC)

The Reconciliation Lethbridge Advisory Committee (RLAC) acts as an advisory committee to City Council on issues relating to reconciliation. The Committee will champion the Reconciliation Implementation Plan as it pertains to the City of Lethbridge, and within the Lethbridge community to promote mutual understanding and support for the urban Indigenous community and the municipality's relationship with the Blackfoot Confederacy and Métis Nation of Alberta, Region 3. The Committee is required to report to City Council through an appropriate SPC when needed.

RLAC has multiple members, representing various organizations, sectors and community groups. There are two seats that are available for members of the community-at-large. These seats are open to anyone in the community and are required to go through the recruitment process. Persons who may enjoy/find success as an applicant to RLAC include those who have a strong desire/interest in Reconciliation efforts on a local level, as well as understand the local history and current reality of Indigenous heritage in Lethbridge.

Meetings are typically held once a month, and last approximately 2 hours. Further work on various sub-committees may be required throughout one's time on RLAC.

The Committee is responsible to ensure it upholds the mandate that has been provided for it.

## Subdivision and Development Appeal Board (SDAB)

The purpose of the Subdivision and Development Appeal Board (SDAB) is to hear appeals regarding decisions made by the Development Officer, Subdivision Authority or the Municipal Planning Commission or development or subdivision applications.

Our goal is to ensure compliance with the *Municipal Government Act* in terms of processes and procedures for the SDAB

Individuals who have knowledge of planning and development would find this board to be of interest.

Board members must complete four days of training as prescribed by Provincial legislation and will be compensated for their time and expenses to attend the training sessions.

## Youth Advisory Council (YAC)

The City of Lethbridge Youth Advisory Council is a group, composed of 11 voting members, who are to be between the ages of 14 and under 25. We act in an advisory capacity to City Council, the City of Lethbridge and community partners on issues relevant to youth and the community. In addition, we work to address current, emerging, and future concerns of Lethbridge youth.

The Youth Advisory Council exists to foster a relationship between Lethbridge City Council and the youth of the City of Lethbridge. Accomplishing this through: Advocacy, Education and Engagement.

The kind of person who would enjoy the Youth Advisory Council, is one who holds a special place in their heart for youth empowerment and is passionate about making the City of Lethbridge that much better for youth. It is one who wishes to amplify their voice, and the voice of their peers.

## City of Lethbridge Library Board

The Lethbridge Public Library Board is a corporation responsible for managing library services in accordance with the *Libraries Act*, [Bylaw 3103](#) and relevant policies. Comprised of ten Lethbridge citizens who assist in ensuring the delivery of responsible and effective library services to meet the needs of our community as well as, maintains services in collections, programs, community advancement, outreach and technology.

The Library's purpose is to serve our community. Collections and borrowing are a large part of the Library's function, but the Library is a hub for learning, leisure and innovation in many forms. The Board determines the vision, mission and goals of the Lethbridge Public Library, advocates for adequate funding to reach those goals, establishes policies and bylaws governing the Library, and develops and manages annual operating budgets.

In the coming years, the Board aims to provide continued service to their community by:

- Creating a gathering place and community hub for Lethbridge residents,
- Increasing the number of citizens who enjoy the Library and become members,
- Providing a model of welcoming and inclusive spaces,
- Improving access for community members to physical and virtual spaces,
- Inspiring creativity in our users, and
- Supporting community members in building and maintaining multiple literacy skills.

Citizens of Lethbridge with a desire to see their community grow and learn through inclusive library programs and services may enjoy serving on The Lethbridge Public Library Board. Board members should have a desire to be active participants in decision making, professional development, strategic planning.



## Lethbridge Police Commission (LPC)

LPC is the governance body over the Lethbridge Police Service, our role is public oversight. We are a statutory body created under the Alberta Police Act and [City of Lethbridge Bylaw 5969](#) to oversee the Lethbridge Police Service (LPS). Our commission is made up of 7 civilians (2 are Provincial appointees) and two council members.

The Alberta Police Act stipulates that the Commission shall, in the carrying out of its responsibilities, oversee the police service and for that purpose shall do the following:

- Allocate the funds that are provided by the Council;
- Establish policies providing for efficient and effective policing;
- Issue instructions, as necessary, to the Chief of police in respect of the policies;
- Ensure that sufficient persons are employed for the police service for the purposes of carrying out the functions of the police service;
- Designate a person as a Public Complaint Director;
- In consultation with the Chief of Police, shall cause to be prepared estimates of all money required for the fiscal year and a yearly plan specifying the level of police service and programs to be provided in respect of the municipality, and shall submit those estimates and plans to the Council.
- Appoint the Chief of police and appoint police officers. Notwithstanding, the Commission may delegate the power to appoint police officers other than a Chief of police to the Chief of police. The initial appointment of any individual as Chief of police must be ratified by Council.

Someone with sound board governance experience; experience in strategic thinking, HR experience; financial acumen. The previous governance board experience is critical for this position – commissioners need to be able to set strategic direction and oversee the accomplishment of such, but not get in the operations. The volunteer does not need to have previous policing experience. The volunteer/person with good governance/oversight experience would understand the balance to keep the public informed about LPS without compromising or interference to sensitive issues. The LPC offers many opportunities to network with people in Police Commissions and Police Boards across Alberta and the rest of the country.

## Sir Alexander Galt Museum and Archives Board of Directors

The Galt Museum and Archives Board looks after the needs of the Galt Museum and Archives as well as Fort Whoop-up. We are a policy-driven board and work with the CEO in order to plan and implement the operation of the Galt, the archives, and Fort Whoop-up.

We direct the activities of the museum and the Fort and work together with the CEO to ensure that everything is done well. The Board is responsible for managing the budget, ensuring that money is spent as approved. Telling the stories of Lethbridge and the surrounding area by being actively engaged in the collection of those stories, and creating meaningful displays using the artifacts that continue to be donated to the museum.

The Board has implemented a new Strategic Plan. With the following goals:

- To redefine the Museum, realizing that meaning is created from challenging our traditional ways of working.
- The second goal is reconciliation. By actively standing in reconciliation, where truth is heard and acknowledged, being respectful and where healthy relationships are nurtured.
- To be a gathering place. To continue to have a beautiful, safe, and comfortable space where everyone feels welcome.
- The fourth goal is that the museum wants to be a platform for inclusion. There are many diverse voices in our city and surrounding area, and we want to elevate these diverse voices and tell these stories.

People who are interested in history, in stories, in working together in developing a comprehensive role in managing some exciting aspects of Lethbridge and the surrounding area will enjoy being on the museum board. For those who want to make a positive contribution to our community, this is an ideal way of doing it. We are actively engaged in attracting citizens from many diverse cultures, and a variety of skills. Whether you bring communication, legal, teaching, financial skills, we value the contributions that people can make in many areas.

## Animal Welfare Committee

The Animal Welfare Committee advises on projects to improve the welfare of animals in the City, including the reduction of feral cat colonies in the City and the spay/neuter program of the No Kill Animal Association (NOKA).

Additional duties and responsibilities of the Committee include:

- overseeing the application process for the non-veterinarian funding program for animal rescue groups as directed by City Council. *(Organizations applying for this funding will declare conflict and excuse themselves from the discussion on projects when they are applicants).*

The Committee is responsible to ensure it upholds the mandate that has been provided for it.

## Orientation

During orientation you will have a chance to mingle with other BCC members, you will be introduced to members of your BCC as well as members of Council and the City Clerk's Office.

Depending on your BCC you may require further education, this will be discussed with you by your respective Chair, or City Representative.

During your orientation you can expect to learn/review the following:

- Legislative processes pertinent to participating on a BCC
- Bylaws and processes pertaining to the City of Lethbridge BCC program
- Information on other BCCs in the City of Lethbridge
- How the BCCs intersect and can utilize each other's purposes and goals to assist each other
- The reporting structure
- What it means to be an active participant on your BCC

If you are nominated as a Chair or Vice-Chair of a BCC further orientation will be required, and will be scheduled with you once your nomination is confirmed.

Orientation sessions will be conducted utilizing a hybrid model of in-person and online to ensure maximum participation is reached.

## Standing Policy Committees (SPCs)

Standing Policy Committees (SPCs) are in place with the City of Lethbridge Council to assist with the public and other organizations in having their voices heard and to vet items prior to being submitted to Council. The purpose is intended to allow for a streamlined process in decision making. SPC council membership is determined on a yearly basis at the Organizational Meeting of Council.

The following are the current SPCs:

- Audit Standing Policy Committee – consists of 4 members of Council, with the purpose to provide recommendations, advice, oversight, and stewardship relating to internal controls over financial reporting, overseeing reviews of departments and projects, risk identification and exposure, including items arising from BCCs.
- Assets & Infrastructure Standing Policy Committee – consists of 4 members of Council, with the purpose to provide recommendations and advice pertaining to the planning, development, implementation of programs, approaches, policies relating to public infrastructure, land use and development, transit, parks, fleet, and environmental matters, including items arising from BCCs.
- Safety & Social Standing Policy Committee – consists of 4 members of Council, with the purpose to provide recommendations regarding the planning, development and implementation of municipal strategies from animal control, emergency and protective services, public safety, and regulatory services, along with social, cultural, and community, including items arising from BCCs.
- Economic & Finance Standing Policy Committee – consists of all members of Council, with the purpose of fulfilling Council's responsibilities relating to the planning, development and implementation of the City's financial planning and budgeting, fiscal policy development and strategies, revenue and tax, including items arising from BCCs.
- Governance Standing Policy Committee – consists of 4 members of Council, with the purpose of fulfilling Council's responsibilities relating to legislation and governance practices by planning, developing and implementing strategies to ensure the City functions in an effective and efficient manner to support Council's intentions, directions and expected outcomes, including items arising from BCCs.