



“The Best in the West by a Damsite”

Chief Administrative Office
502 - 2nd Avenue
P.O. BOX 299
BASSANO, ALBERTA T0J 0B0

PHONE: 403-641-3788
FAX: 403-641-2585
www.bassano.ca

TOWN OF BASSANO VOLUNTEER OPPORTUNITY - MEMBER AT LARGE MUNICIPAL PLANNING COMMISSION

September 1, 2021

Each year, the Town seeks to appoint one volunteer member at large to the Municipal Planning Commission (MPC). The MPC is comprised of both elected officials and appointed representatives. The purpose of the MPC is to review and consider discretionary use development permits as defined within the Land Use Bylaw and their role is governed by the Subdivision and Development Authority - MPC Bylaw (currently under review).

Time commitment:

The member at large is appointed by council on a one-year term starting in October. The member at large may apply for consecutive appointments.

Meetings are scheduled to align with the regular council meeting (2nd Monday of each month at 6:00 p.m. MST) where possible. At times, special meetings are required. If there are no matters of business the monthly meeting is cancelled.

You can expect to spend between 2-8 hours per month in this role when discretionary use development files are active. This includes preparing for the meeting by reviewing your board package, engaging in the meeting and making development decisions in alignment with the Land Use Bylaw. The development officer is responsible to implement development actions decided upon by the MPC at regular and special meetings.

Meetings are held in person unless otherwise agreed to by the MPC. If an in-person meeting cannot be accommodated, the meeting is held virtually.

Personal equipment:

As a volunteer member on the MPC, you must have access to a digital device (phone, tablet, or computer) and an email account. This is how information is shared with members.

Volunteer skills and competencies

The ideal candidate is a person that is interested in community building and development. That has the time and interest to collaborate with elected officials, and the development officer to ensure development in managed fairly in Bassano with a keen interest to learn and participate. Attention to detail, strong communication skills, literacy, and diplomacy are required. Assets include a background in architecture, landscape architecture, engineering, urban planning, and construction.

In house training is provided to all appointed members.

Compensation

Members are large are volunteers however, a flat fee honorarium of \$100 is paid for attendance at regular and special MPC meetings (Policy P-TOB66/001-21).

How to apply

If you are interested in this volunteer position, please submit a letter of interest and resume addressed to Town Council by October 15, 2021:

Town of Bassano
P.O. Box 299
502 – 2nd Avenue
Bassano, AB T0J 0B0
cao@bassano.ca

Attention: Town Council – MPC Member at Large

For more information contact Amanda Davis, CAO at 403-641-3788 or cao@bassano.ca.

Reference

In considering the submission of an application for this position, please take the time to familiarize yourself with:

1. The draft Land Use Bylaw 921/21
2. Municipal Development Plan Bylaw 910/20
3. Procedural Bylaw 908/20
4. Subdivision and Development Authority – MPC Bylaw 905/20 (note, council will consider an amendment to this bylaw on September 13 to reduce the number of MPC members from 7 to 5 in alignment with the Councillor Reduction Bylaw 911/20).
5. Municipal Planning Commission Honorarium and Expense Policy P-TOB66/001-21