



# Town of Penhold

## Board/Committee Volunteer Application Form

1 Waskasoo Avenue, P.O. Box 10  
Penhold, AB T0M 1R0  
PHONE: 403.886.4567 FAX: 403.886.4039

### I. PERSONAL INFORMATION:

Name: \_\_\_\_\_

Mailing Address (including postal code) : \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  Home  Business  Mobile

Email: \_\_\_\_\_

Length of residence in Penhold: \_\_\_\_\_ Years

Place of Employment: \_\_\_\_\_

Nature of your employment: \_\_\_\_\_

### II. PLEASE INDICATE WHICH BOARD/COMMITTEE YOU ARE SEEKING APPOINTMENT TO:

Subdivision & Development Appeal Board (SDAB)  Municipal Planning Commission (MPC)

*The length of appointment may vary according to the Committee or Board, except as required by Council Resolution.*

#### Subdivision and Development Appeal Board (meets on an as needed basis)

The Subdivision and Development Appeal Board (SDAB) hears appeals regarding decisions made by the Town's subdivision and development authorities, renders decisions based on the evidence presented and exercises powers and duties in accordance with the provisions of the Municipal Government Act. The SDAB holds public hearings as required.

The ideal candidates will have the ability to demonstrate integrity, be familiar with development related topics, and have involvement in the community. The Public Representatives must be willing to devote the necessary time to prepare for, attend and participate in the hearings together with the additional time required to draft and review any decisions. Applicants must be 18 years or older, a resident of Penhold, cannot be employed by the Town of Penhold or be a member of the Municipal Planning Commission. New members are required to attend orientation training as applicable.

*The term for the SDAB commences November 1 – October 31 annually, with an opportunity for member renewal.*

#### The Municipal Planning Commission (meets on an as needed basis)

The Municipal Planning Commission (MPC) considers applications for development permits and matters assigned to it under the Land Use Bylaw, by Council or referred to it by the Development Officer. The MPC renders decisions in accordance with the provisions of the Town's Land Use Bylaw, the Municipal Government Act and any other relevant bylaws, policies, plans or regulations. New members are required to attend orientation training as applicable. The ideal candidate must be 18 years or older and a resident of Penhold.

*The term for the MPC commences November 1 – October 31 annually, with an opportunity for member renewal.*

### III. CURRENT BOARDS & COMMITTEE STATUS

Are you a current member of a Board or Committee?  Yes  No

If yes, which Board or Committee? \_\_\_\_\_

Are you re-applying for membership to this Board/Committee?  Yes  No

### IV: COMMITMENT AVAILABILITY

\_\_\_\_\_ Hours per week \_\_\_\_\_ Hours per month

\_\_\_\_\_ Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends

If appointed to the selected Board/Committee, I am able to commit to the one year term or length of term as determined by the Board/Committee:  Yes  No  Unsure

**V. QUALIFICATIONS:** *(Please attach a copy of your personal resume, if available)*

Please describe your previous experience serving on Boards/Committees in the community:

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How will your previous experience, as described above, enhance the work of the committee you are applying for?

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Describe the knowledge/experience you have related to the Board/Committee in which you have expressed interest:

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Describe your interest in the Board/Committee chosen:

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*I agree to serve on the above Board/Committee if appointed for the defined period of time and I am able to attend the meetings as required.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Completed applications and resumes must be returned to the Town of Penhold at 1 Waskasoo Avenue, Box 10, TOM 1R0 or by email to [development@townofpenhold.ca](mailto:development@townofpenhold.ca).**

**VERY IMPORTANT – PLEASE READ**

Under *Section 33 c of the FOIP Act*, The Town of Penhold reserves the right to collect information that relates directly to and is necessary for an operating program or activity of the public body. The Town also reserves the right to disclose this information under Sections:

- 40(1) A public body may disclose personal information only:
- (a) in accordance with Part 1,
  - (c) for the purpose for which the information was collected or compiled or for a use consistent with that purpose
  - (d) if the individual the information is about has identified the information and consented, in the prescribed manner, to the disclosure.

Do you authorize the Town of Penhold to disclose your information collected on this form?  Yes  No

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_