



CITIZEN APPOINTMENTS

TO BOARDS, COMMISSIONS AND

COMMITTEES

2010

APPLY ON LINE

Book and additional forms available at www.saskatoon.ca

**(Look for the link in the City Services Directory under “A”
for Appointments to Boards and Committees)**

September 15, 2009

Each year City Council appoints citizens to fill vacancies on approximately 25 City Boards, Commissions and Committees under its jurisdiction. Council wishes to have representation on these bodies by as broad a cross-section of the community as possible.

This booklet has been prepared in order to let people know of the opportunities that exist at the municipal level. The booklet lists all of the Boards, Commissions and Committees to which City Council appoints citizens and outlines the duties, membership qualifications and other relevant information for each. The process for making application to serve on a Board or Committee is also outlined. **A “citizen” has been defined by City Council as anyone residing within the boundaries of the City of Saskatoon.**

If you have any questions regarding the appointment process, please phone the City Clerk's Office at 975-3240.

Janice Mann
City Clerk

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THE APPOINTMENT PROCESS

Appointments to Committees (for the purpose of this summary, the word “Committee” applies also to Boards and Commissions) are made in December of each year by City Council. There is a City Council Policy which governs the appointment process. A copy is included in this booklet (blue section). An alphabetical listing of all Committees, including their purpose, make-up, membership qualifications, length of term, meeting time, reporting relationship and contact person is also included with citizen appointments (green section).

Please note that the City of Saskatoon has adopted a Code of Conduct for appointees to Committees, Boards and Commissions. Upon appointment you will be given copies of this document, and, as a condition of your appointment, you will be expected to sign an acknowledgement confirming your agreement to comply with the City of Saskatoon Code of Conduct for members of Committees, Boards and Commissions. A copy of the Code of Conduct is included in this document (yellow section).

The following will answer questions which you may have regarding the process.

How many actual vacancies are there?

The green pages of this booklet outline how many members there are on each Committee. It should be noted that existing members are eligible for reappointment to a maximum of six consecutive years; however, reappointments are not automatic.

The number of actual vacancies may be minimal; however, we would encourage you to submit an application. Vacancies do arise throughout the year, and your application will be considered if one does occur. In 2009, there were several vacancies filled throughout the year.

How do I apply to serve on a Committee?

- There are several application forms at the back of this booklet. Additional copies are available in the City Clerk’s Office, at the Information Desk at City Hall, at the Civic Centres, at all branches of the public library and also on the City’s website at:

www.saskatoon.ca and click on “A” for Appointments to Boards and Committees

- Complete an application form, along with a resumé and two letters of reference and submit it by:
 - Online at:
www.saskatoon.ca and click on “A” for Appointments to Boards and Committees
 - Mail or deliver to City Clerk’s Office at:

 City Hall
 222 Third Avenue North
 Saskatoon, SK S7K 0J5
 - Fax to 975-7892
- Our office is located on the second floor of the north wing of City Hall. You can also drop it off at the Information Desk in the main lobby of City Hall.
- **Deadline for receipt of applications is Friday, October 30, 2009.**
- If you are applying for more than one Committee, please complete a separate application form for each one. It should be noted that City Council will not, except under exceptional circumstances, appoint an individual to more than one Committee. You may, therefore, wish to rank your choices if you apply for more than one Committee.

How are appointments made?

- The Executive Committee, which is a Committee consisting of all members of City Council, will meet in November and review all applications.
- A report will be submitted to City Council containing recommendations for all appointments.
- Appointments to the Boards of the Mendel Art Gallery, Credit Union Centre and TCU Place may not be made until the new year, since those appointments do not become effective until the annual general meetings in the Spring.

What happens after I am appointed?

- You will receive formal notification of your appointment from the City Clerk’s Office. This letter will indicate the term of your appointment and any other information you should know regarding your appointment. Information regarding meeting dates for the year, membership lists and other pertinent details will also be provided.
- The City Clerk’s Office will also provide a manual to newly-appointed Committee members, which outlines the rules and regulations observed by Committees.

How do the City's Committees operate?

- Committees do not all have the same way of operating. The secretary of your Committee can fill you in regarding the practices of your Committee. However, there are a few rules which **must** be followed by all Committees.
- All Committees must elect a chairperson. Some Committees provide for rotation of the chair, and others elect the chair for longer periods. When the chair is unable to attend a meeting, someone must act in their place.
- A Committee must have a quorum in order to conduct business. In most cases a quorum consists of a majority of the Committees' members. It is, therefore, very important that all Committee members notify the secretary if they are unable to attend a meeting so that the meeting can be rescheduled if necessary.
- **Committee members who miss three meetings in a row without explanation shall be deemed to have resigned.**
- All members of a Committee must vote on every matter before the Committee unless there is a conflict of interest (please see the Code of Conduct [yellow pages] regarding conflict of interest). Committee members cannot "abstain" from voting.
- Committees periodically deal with confidential matters. If you are unsure whether to repeat something you heard in a Committee meeting, you should check with the secretary or chair.

If I am appointed to a Committee, can I expect to serve for the maximum six years?

- While you may be reappointed and serve the maximum six-year term, Council does not automatically reappoint people for additional terms. Each situation is different, but Council does look at factors such as attendance records and specific needs of the particular Committee or Board at that particular time.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-003

POLICY TITLE <i>Appointments to Civic Boards, Commissions, Authorities, and Committees</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>April 17, 1978</i>
		UPDATED TO <i>August 13, 2007</i>
ORIGIN/AUTHORITY <i>Committee on Committees Report No. 3-1978; Legislation and Finance Committee Reports No. 25-1981 and 3-1984; Committee of the Whole Report No. 4-1993; Legislative Report No. 15-2006; and Executive Committee Reports No. 5-1997, 14-1998, 13-2002; 1-2006 and 13-2007</i>	CITY FILE NO. <i>CK. 225-1</i>	PAGE NUMBER <i>1 of 7</i>

1. PURPOSE

To ensure the impartiality and accountability of Boards, Commissions, Authorities and Committees under the jurisdiction of the Corporation of the City of Saskatoon.

2. GENERAL POLICY

All appointments to Boards, Commissions, Authorities and Committees under the jurisdiction of the Corporation of the City of Saskatoon shall be made by City Council.

2.1 Application of Policy

In the case of statutory Boards, Commissions, Authorities and Committees (including the Saskatoon Public Library Board and the Board of Police Commissioners), where the provisions of this Policy are in conflict with provincial legislation, the provincial legislation shall take precedence.

2.2 Advertising

Citizen vacancies on Boards, Commissions, Authorities, and Committees shall be advertised on an annual basis, in September of the previous year. Separate advertising shall be undertaken for appointments to the Boards of Credit Union Centre, Saskatoon Public Library, Centennial Auditorium, Saskatoon Police Commission and Mendel Art Gallery.

2.3 Application Process

- a) Only individuals who complete and submit standard application forms, available through the City Clerk's Office, will be considered for appointment to Civic Boards, Commissions, Authorities and Committees. Individuals applying to serve on any of City Council's Boards, Commissions, Authorities and Committees shall also be required to submit a resume and two reference letters with their application.
- b) Current members requesting to be reappointed to any of City Council's Boards, Commissions, Authorities and Committees shall be required to submit a new application, available through the City Clerk's Office, but shall not be required to submit a resume or reference letters.

2.4 Criteria for Appointments

The following criteria should be considered in making appointments:

- a) Expressed interest of the individual.
- b) Basic qualifications criteria established pursuant to Section 2.5 below.
- c) Past involvement and demonstrated contribution of time and effort.
- d) No individual, excluding members of City Council, should serve on more than one Civic Board, Commission, Authority or Committee at the same time, except where it is considered to be essential and in the public good.

- e) Applicants must reside within the boundaries of the City of Saskatoon.

2.5 Basic Qualifications Criteria

The City will, where possible, establish basic qualifications criteria for members of each Board, Commission, Authority, and Committee; will consider such criteria when making appointments (as per 2.4 above); and will make the criteria available to those interested in applying for appointment. Input will be sought from the Boards of the Credit Union Centre, Saskatoon Public Library, Centennial Auditorium, Saskatoon Police Commission and Mendel Art Gallery on an annual basis as to specific skills and abilities required.

2.6 Appointment of Civic Employees

- a) City Council may appoint Civic employees to Boards, Commissions, Authorities or Committees provided that:
 - i) The employee has special relevant expertise to contribute; and/or
 - ii) The appointment is necessary by virtue of the employee's office; and
 - iii) There will be no detrimental effect on the employee's normal responsibilities.
- b) Members of the Civic Administration will not sit on civic advisory committees but may attend meetings as resource persons and to present reports.

2.7 Representation on Boards, Commissions, Authorities and Committees

City Council has resolved that appointments to positions on Boards, Commissions, Authorities and Committees be truly representative of the population of women and men of the City of Saskatoon and, therefore, wishes to achieve gender equity for all Boards, Commissions, Authorities and Committees. City Council has also adopted a Cultural Diversity and Race Relations Policy.

2.8 Declaring Conflict of Interest

Refer to the City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees adopted by City Council on January 9, 2006 (Attachment 1).

2.9 Length of Appointments

- a) Appointments shall be for the duration of the term defined in the constitution or terms of reference of the Board, Commission, Authority or Committee as approved by City Council or as otherwise specified by bylaw or Council resolution but shall be no greater than two years.
- b) No member-at-large may serve more than six consecutive years on a Civic Board, Commission, Authority or Committee.
- c) After a break of three years, individuals may be reappointed to a Civic Board, Commission, Authority or Committee on which they have served the six-year maximum.

2.10 Deemed Resignation

Members who miss three meetings in a row without explanation shall be deemed to have resigned from that Board, Commission, Authority or Committee.

2.11 Services Provided to Members

The following services will be provided to members of Civic Boards, Commissions, Authorities and Committees:

- a) Childcare Expenses – Citizen members will be reimbursed for childcare expenses for all meetings attended, up to a maximum of \$7.50 per hour and upon submission of a receipt to the City Clerk’s Office.
- b) Parking Permits and Bus Tickets – Citizen members will be provided with temporary parking permits or bus tickets for attendance at Committee meetings.

- c) Hearing Assistance – Committee Rooms A and E have been equipped with systems to enhance the sound. Should members require an interpreter, the City Clerk’s Office will arrange for same, through the Saskatchewan Deaf and Hard of Hearing Services, and will cover the costs.
- d) Visual Assistance – Arrangements have been made with the Saskatoon Library to utilize the JAWS (Job Access with Speech) system as required. This can be facilitated through the City Clerk’s Office. (JAWS is a program that translates written text into speech for the use of people who are visually impaired.)

The City will make every effort to ensure that there are no barriers to public participation. Any requests for services not listed above will be considered on a case-by-case basis.

3. RESPONSIBILITIES

3.1 Appointees

- a) As part of the condition of accepting an appointment, the appointee shall agree to abide by the mandate, objectives and terms of reference of the Board, Commission, Authority or Committee.
- b) Appointees shall be responsible for advising the City Clerk’s Office or the Secretary of the Board, Commission, Authority or Committee if they are unable to attend a meeting.
- c) Appointees shall be responsible for adhering to the Code of Conduct (see Attachment 1 to this policy).

3.2 Appointed City Employees

In addition to Section 3.1 above, City employees are expected to respect and represent the official views of the City and act in conformity with City policies and practices. It is expected that appointed officials would report important matters to their superiors in the normal manner, and could ensure that other civic operations would be represented and relevant activities and

interests would be coordinated with appropriate City departments.

3.3 City Manager

Recommend Civic employees for appointments to Boards, Commissions, Authorities and Committees.

3.4 Boards, Commissions, Authorities, and Committees

Pursuant to Section 2.5 of this Policy, recommend qualifications criteria to the Executive Committee of City Council for consideration and approval.

3.5 City Clerk

- a) Administer appointments to Civic Boards, Commissions, Authorities and Committees program; and
- b) Recommend updates to the policy.

3.6 Executive Committee

- a) Make recommendations for appointments to Civic Boards, Commissions, Authorities and Committees;
- b) Review qualifications and criteria for appointments to Civic Boards, Commissions, Authorities and Committees; and
- c) Consider amendments to the policy.

3.7 City Council

- a) Approve appointments to Civic Boards, Commissions, Authorities and Committees; and
- b) Approve amendments to the policy.

City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees

*(adopted by resolution of the Council
for The City of Saskatoon
dated January 9, 2006)*

1. Purpose and Objective

The purpose of this document is to provide guidance to members of Civic Boards, Commissions, Authorities and Committees appointed by The City of Saskatoon on the conduct required by law or expected by them in the fulfilment of their duties as members of Civic Boards, Commissions, Authorities and Committees. The guidelines are not intended to be exhaustive. If issues outside the explicit guidelines should arise, they should be addressed in accordance with the general principles set out in this document, or through the exercise of sound business and ethical judgment. These guidelines do not override the requirements of the law, and if there is any inconsistency between them and the applicable law, the applicable law governs.

2. Duties of Members

Members of Civic Boards, Commissions, Authorities and Committees are expected to familiarize themselves with the statute, bylaws and/or terms of reference applicable to such Civic Board, Commission, Authority or Committee, and should participate in any training or orientation sessions offered by The City of Saskatoon for such Civic Board, Commission, Authority or Committee.

Members of Civic Boards, Commissions, Authorities and Committees shall act honestly and in good faith in exercising the duties of their office to the best of their abilities. In doing so, a number of specific principles are applicable:

2.1 *Corporate Opportunities*

Members must not take personal advantage of, or divert to their own benefit, commercial opportunities they learn about in the course of carrying out their duties as a member.

A member must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon the

member's position or authority, or upon confidential or non-public information the member gains by reason of such position or authority.

2.2 *Duty to Protect Confidential Information*

Members are bound to maintain the confidentiality of information received by them as such in their capacity as members of such Civic Board, Commission, Authority or Committee. Information which is confidential, proprietary to the Civic Board, Commission, Authority, Committee or The City of Saskatoon or non-public must not be divulged to anyone other than persons who are authorized to receive the information.

2.3 *Duty to Avoid Conflicts of Interest*

Members must avoid any conflict of interest, or the appearance of a conflict between their own personal interests or the interests of any closely connected person, and the interests of the Civic Board, Commission, Authority or Committee or The City of Saskatoon. Members must attempt to avoid not only actual conflict, but the potential for conflict.

A member is in a conflict of interest where the member, a closely connected person¹, or a Corporation in which the member or closely connected person has a controlling interest², has a pecuniary interest³ in a matter before the Civic Board, Commission, Authority or Committee.

¹Closely connected person means agent, business partner, family (spouse or partner, parent or child) or employer of the member.

²Controlling interest means an interest that a person has in a Corporation if the person beneficially owns, directly or indirectly, or exercises control or direction over shares of the Corporation carrying more than 25% of the voting rights attached to all issued shares of the Corporation.

³A member has a pecuniary interest in the matter if the member or someone in the member's family has a controlling interest in, or is a director or senior officer of a Corporation that could make a financial profit from or be adversely affected financially by a decision or recommendation of the Civic Board, Commission, Authority or Committee, or the member or closely connected person could make a financial profit from or be adversely affected financially by a decision or recommendation of the Civic Board, Commission, Authority or Committee.

If the Civic Board, Commission, Authority or Committee is considering a matter where a conflict of interest, or a perceived conflict of interest, exists, the conflicted member shall:

- disclose the conflict of interest;
- leave the meeting during the discussion of the matter;
- abstain from attempting, in any way, whether before, during or after the meeting, to influence the voting on the matter; and
- abstain from voting on the matter.

3. Ethical Guidelines

In fulfilling their duties and obligations, members should adhere to the following guidelines:

3.1 *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

The Council for The City of Saskatoon has adopted the City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees attached as Schedule “A”, which forms part of this Code of Conduct. All members are bound by the City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees in all of their activities on behalf of the Civic Board, Commission, Authority or Committee.

3.2 *Preferential Treatment*

Members must not act in their official role to assist organizations or persons in their dealings with the Civic Board, Commission, Authority or Committee or The City of Saskatoon if this may result in preferential treatment to that organization or person.

3.3 *Civic Boards, Commissions, Authorities and Committees Resources or City of Saskatoon Property*

Members must not use Civic Board, Commission, Authority or Committee resources or services or City of Saskatoon property to pursue their private interests or the interests of a closely connected person. Resources or property includes real and tangible items such as equipment and intangible items such as reports, information, proprietary rights, patents, trademarks, copyrights, logos, name and reputation.

3.4 *Gifts, Benefits and Entertainment*

Members must not solicit or accept benefits, entertainment or gifts in exchange for, or as a condition of the exercise of, their duties or as an inducement for performing an act associated with the member's duties or responsibilities for the Civic Board, Commission, Authority or Committee.

Members may accept gifts, hospitality or other benefits associated with their official duties and responsibilities if such gifts, hospitality or other benefits:

- are within the bounds of propriety, a normal expression of courtesy or within the normal standards of hospitality;
- would not raise questions about the member's objectivity and impartiality; and
- do not compromise the integrity of the Civic Board, Commission, Authority, Committee or The City of Saskatoon.

An improper gift or benefit should be refused or returned to the person offering it as soon as possible. If there is no opportunity to refuse or return an improper gift or benefit, or where the refusal or return may be perceived as offensive for cultural or other reasons, the gift or benefit must be disclosed and turned over to The City of Saskatoon to make a suitable disposition of the item.

3.5 *Remuneration*

A member shall not accept remuneration from any source for services rendered as a member of the Civic Board, Commission, Authority or Committee. A member may accept such remuneration as may be approved by the Council for The City of Saskatoon. Remuneration does not include gifts, benefits and entertainment as described in subsection 3.4, reimbursement of actual and reasonable expenses incurred by the member in the performance of the member's duties, provided the same is approved by the Civic Board, Commission, Authority, Committee or The City of Saskatoon or is pursuant to a policy approved by The City of Saskatoon, or any pay a member receives from the member's employer if the member attends to the member's duties of office for the Civic Board, Commission, Authority or Committee during normal working hours of the member's employment with the member's employer.

3.6 *Public Comment*

The Civic Board, Commission, Authority or Committee chair should act as the spokesperson for the Civic Board, Commission, Authority or Committee, and should be the only person who makes official public comments for the Civic Board, Commission, Authority or Committee, unless alternate arrangements are approved by the Civic Board, Commission, Authority or Committee in special cases.

4. **Investigation Process**

The following process shall be utilized to deal with complaints (including, without limitation, complaints alleging breach of the City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees or other aspects of this Code of Conduct) involving members of the Civic Board, Commission, Authority or Committee:

4.1 *Complaints Forwarded to Chair and City Clerk*

All complaints pertaining to breaches of this Code of Conduct, including the City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees, shall be forwarded to the chair, or if the complaint is in respect of the chair, to the vice-chair, and the City Clerk. The City Clerk and the chair, or vice-chair if the complaint is in respect of the chair, shall be responsible for arranging such an investigation as deemed appropriate in the circumstances.

4.2 *Cooperation with Investigation*

Every member must cooperate fully with an investigation under this Code of Conduct, including the City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees, whether he or she is the subject of the complaint or not.

4.3 *Report of Results*

The City Clerk and the chair, or vice-chair if the complaint is in respect of the chair, shall jointly report the results of the investigation to the Executive Committee of Council for The City of Saskatoon.

4.4 *Executive Committee of Council*

The Mayor shall convene a meeting of the Executive Committee to consider the report. The member whose conduct is the subject of the complaint is entitled to make submissions to Executive Committee respecting the subject matter of the complaint. If the Executive Committee concludes that the allegations are well-founded, the Executive Committee shall determine if sanctions are warranted. Sanctions may include, but are not limited to, a recommendation to Council for The City of Saskatoon to remove the individual as a member of the Civic Board, Commission, Authority or Committee.

5. **Post Service Reminders**

When a member leaves a Civic Board, Commission, Authority or Committee, The City Clerk shall provide a written reminder of the member's responsibility not to make use of confidential information or take improper advantage of knowledge gained due to the member's previous position with the Civic Board, Commission, Authority or Committee.

Schedule “A”

City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees

*(adopted by resolution of the Council
for The City of Saskatoon
dated January 9, 2006)*

1. Purpose and Objective

The purpose and objective of this Policy is to ensure a respectful working environment free of harassment, including sexual, sexual orientation, racial, religious, verbal or physical harassment.

2. Definitions

2.1 *Sexual and Sexual Orientation Harassment* - behaviour related to sexuality or sexual orientation that may be verbal or physical and is offensive, unsolicited and unwelcome. It is not limited to, but includes:

- unwelcome banter, teasing or jokes;
- innuendoes or taunting about a person’s clothing, body or sexual activities;
- displaying of pornographic or sexually explicit material;
- sexually related leering or other gestures, or unwelcome physical contact or invasion of personal space;
- condescending or patronizing behaviour, threats, promises, innuendos or reprisals whether direct or indirect, relating to a person’s sex or sexual orientation; and
- refusing to work with or have contact with others because of their gender or sexual orientation.

2.2 *Racial and Religious Harassment* - behaviour which disrespects or causes humiliation to people because of their race, colour, national or ethnic origin, or the adornments and rituals associated with religious beliefs. It is not limited to, but includes:

- slurs, gestures, innuendoes or taunts about a person’s racial or religious background;
- unwelcome banter, teasing or jokes relating to a person’s race or religion;

- displaying racist, derogatory or offensive pictures, materials or graffiti; and
- refusing to work with or have contact with others because of their racial or religious background.

2.3 *Verbal Harassment* - behaviour which is aimed at denigrating, intimidating or threatening a person, whether directly or indirectly. It may or may not overlap with other forms of harassment. It does not include spirited, but respectful expressions of opinion or debate not aimed at the individual, or his or her personal attributes, background or beliefs.

3. **Rights, Obligations and Responsibilities of Members**

- 3.1 This Policy has as its goal the creation and maintenance of a respectful working environment, and the eradication of harassment.
- 3.2 Every employee of the Civic Board, Commission, Authority or Committee (which includes employees of The City of Saskatoon providing assistance or services to the Civic Board, Commission, Authority or Committee) and members have the right to a respectful working environment free from harassment. Harassment is a form of discrimination, which violates people's human rights and dignity. Everyone in the working environment has a responsibility to ensure that all persons are treated with respect, and to ensure that harassment does not occur. Harassment of an employee, members or the general public will not be condoned or tolerated.
- 3.3 This Policy is meant to augment all Provincial legislation relating to harassment free workplaces for employees, City of Saskatoon Workplace Harassment Policy A04-016 and The City of Saskatoon Respectful Workplace Policy A04-022, which policies The City of Saskatoon has adopted in relation to its employees.
- 3.4 Members of the Civic Board, Commission, Authority or Committee are the leaders and role models for the Civic Board, Commission, Authority or Committee and should lead by example and conduct in building and maintaining a working environment that is respectful and harassment free.
- 3.5 Members should be vigilant in working to prevent disrespectful behaviour and harassment before it starts, by being polite, courteous and respectful and practice good conflict resolution methods in dealings with employees, other members and the public.
- 3.6 Members should, both individually and as a group, attempt to deal with concerns as they arise so that such concerns are resolved without the necessity of complaints having to be made.

- 3.7 Members who believe they have been harassed have a right to bring their concerns to the attention of the chair, or, if the complaint is in respect of the chair, to the vice-chair.
- 3.8 Members who believe employees or members of the public have been harassed have a responsibility to bring these concerns to the attention of the chair, or if the complaint is in respect of the chair, to the vice-chair. Members who are in breach of this Policy may be subject to sanctions as set out in the City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees.
- 3.9 Members of the general public who engage in harassment may be subject to sanctions up to and including denial of access to services of the Civic Board, Commission, Authority or Committee.
- 3.10 People accused of harassment must be informed of the complaint against them. They shall receive fair treatment, including appropriate supports, and be kept informed throughout the process, including being given access to any written complaints.
- 3.11 People who threaten to retaliate against a complainant or a witness for taking part in an investigation will be subject to sanctions.
- 3.12 Complainants will not be uprooted from his/her workplace or have his/her working conditions change as a result of remedial action against a harasser.
- 3.13 At any stage in the resolution process, both the complainant and the alleged harasser have the right to consult with and be represented by anyone of their choice.
- 3.14 Malicious complaints may result in sanctions being taken against the complainant.

4. Confidentiality

To protect the interests of the complainant, the alleged harasser and any others who may report incidents of harassment, confidentiality will be maintained throughout the investigatory procedure to the extent possible.

All records will be kept confidential except where disclosure is required by the sanction or other remedial process.

Confidentiality must be distinguished from anonymity. It is fundamental that individuals accused of a breach of this Policy, and subject to possible sanctions, be informed of the allegations; this information will include the identity of the complainant. The complainant who wishes his/her complaint dealt with must, therefore, be prepared to be identified.

5. **Process and Code of Conduct**

The City Clerk and the chair, or if the complaint is against the chair, the vice-chair, and the City Clerk shall treat all complaints seriously, and ensure that complaints are investigated through the process set out in the City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees.

Investigation appropriate to the circumstances will depend upon the nature and severity of the alleged conduct, and may include:

- Informal resolution - which may include face-to-face discussions, facilitated or mediated discussions, verbal or written statements and may be concluded with or without formal reports; and/or
- Formal investigation - may be used if informal resolution does not work or is inappropriate for the circumstances;
 - a formal investigation may be conducted by City of Saskatoon staff or external agencies retained by The City of Saskatoon; and
 - a formal investigation will result in a report to the Executive Committee or the Council for The City of Saskatoon as required by the City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees.

Advisory Committee on Animal Control

Purpose:	To advise City Council on all policy matters relating to animal services in the community.
Composition:	Total membership of 10 (all appointed by Council) consisting of: <ul style="list-style-type: none">• 1 member of City Council;• 5 members from the general public One representative nominated by each of the following: <ul style="list-style-type: none">• the University of Saskatchewan (College of Veterinary Medicine)• the Saskatoon Health Region;• an SPCA Board Member (to represent their humane society activities);• the Saskatoon Academy of Veterinary Practitioners; and
Qualifications:	Adult resident of Saskatoon, interested in pets and pet control.
Length of Term:	1 year.
Meeting Time:	Monthly; fourth Thursday at 11:45 a.m. (no meetings in July, August and December).
Reports To:	Administration and Finance Committee.
Contact Person:	Ms. Marlene Hall, Deputy City Clerk, City Clerk's Office (975-3240).

Albert Community Centre Management Committee	
Purpose:	To supervise the operation of the Albert Community Centre.
Composition:	Total membership of 9 (8 appointed by Council) consisting of: <ul style="list-style-type: none"> • 2 councillors; • A City employee (to be designated by the city manager); • 5 members of the general public; • 1 non-voting representative (selected by the permanent tenants).
Qualifications:	<ul style="list-style-type: none"> • Knowledge of property management; • Knowledge of contracting; • Experience with budgeting.
Length of Term:	1 year.
Meeting Time:	Monthly; third Friday at 12:00 noon (no meetings in July and August).
Reports To:	Planning and Operations Committee.
Contact Person:	Mr. Darrel Epp, Chair (933-4142) (Bookings – 653-1737).

Board of Police Commissioners

Purpose:	To provide policing service to maintain a reasonable standard of law enforcement and to provide adequate and reasonable facilities required thereof.
Composition:	Total membership of 5 (appointed by Council) consisting of: <ul style="list-style-type: none">• The mayor;• 2 members of Council; and• 2 members from the general public.
Qualifications:	Consideration for service on this Board includes the following core attributes, competencies and experience: <ul style="list-style-type: none">• Understanding of the distinction between the strategic and policy setting role of the Board and the operational responsibilities of the Chief;• Capability to give leadership to the development of the Board and the Police Service;• Commitment to the vision, mission, values and strategic goals of the Board;• Ability to work as a member of a team;• Respect for and tolerance of the views of others;• Recognition of the time commitment and the willingness to devote the time and energy necessary to perform the role of a board member; and• Enthusiasm and capacity for resolving challenging issues.
Length of Term:	1 year.
Meeting Time:	Monthly; third Thursday at 12:00 noon (no meetings in July and August).
Reports To:	Independent except for budgetary requirements.
Contact Person:	Ms. Joanne Sproule, Deputy City Clerk, City Clerk's Office (975-8002).

Board of Revision

Purpose:	To deal with appeals arising from assessment procedures in accordance with Section 197 of <i>The Cities Act</i> .
Composition:	Section 192(1) of <i>The Cities Act</i> provides for no less than 3 persons. Currently there are 9 regular members and 2 alternate members, all from the general public.
Qualifications:	<p>Qualified candidates should possess leadership qualities with knowledge, experience and/or interest in civic affairs and quasi-judicial proceedings. The following characteristics are desirable but are not essential:</p> <ul style="list-style-type: none">• Ability to commit required time;• Understanding of the quasi-judicial function and the role of members of a tribunal;• Understanding of assessment processes;• Experience in hearing appeals or in meetings that involve an adjudication process;• Ability to write, in plain and concise language the Board's decisions that are comprised of the testimony heard and the analysis and summary of the Board's reasons for its decisions;• Ability to act with integrity;• Ability to organize, read, understand, and apply complex and large documents, statute law and regulations, and case law. <p>Anyone not possessing the technical expertise should not be discouraged from applying.</p>
Length of Term:	1 year.
Meeting Time:	Full day sessions (9:00 a.m. to 4:45 p.m.) dependent upon number of appeals received. Panels of the Board and alternate members are utilized to allow flexibility. Members are usually divided into three separate panels who are assigned various days' worth of meetings until the last one is finished. No specific date or time.
Reports To:	Independent.
Contact Person:	Ms. Joanne Sproule, Deputy City Clerk, City Clerk's Office (975-8002).

Centennial Auditorium & Convention Centre Corporation Board of Directors	
Purpose:	To direct the operations of TCU Place in a manner that ensures proper maintenance of the facility, provides premiere services for the performing arts, and provides a full range of services for meetings and conventions in the City of Saskatoon.
Composition:	<p>Total membership of 12 (all appointed by Council). Traditionally, membership on the Board has included:</p> <ul style="list-style-type: none"> • The Mayor; • 2 councillors; and • 9 representatives from the general public <p>New appointments will take effect after the annual general meeting of the Board to be held in March.</p>
Qualifications:	<ul style="list-style-type: none"> • Knowledge of or experience on management and policy-making Boards; • An understanding of business; • An appreciation of the performing arts; • An understanding of trade and tourism in Saskatoon, as reflected in meetings and conventions; • A particular interest, knowledge and/or experience to be able to contribute to one or more of the following areas of expertise: marketing; finance or building.
Length of Term:	2 years.
Meeting Time:	Monthly; last Thursday at 12:00 noon (no meetings in July, August and December except at call of the chair).
Reports To:	City Council.
Contact Person:	Ms. Pam Kilgour, TCU Place (975-1466).

City Mortgage Appeals Board

Purpose:	To adjudicate all requests for forgiveness of City Mortgage that may arise out of the City's Lot Allocation Policy.
Composition:	Total membership of 3 from the general public (all appointed by Council)
Qualifications:	<ul style="list-style-type: none">• Ability to assess information and make objective decisions;• Ability to provide rational solutions to complex problems;• Ability to conduct respectful information-gathering sessions.
Length of Term:	2 years
Meeting Time:	As required, depending on number of appeals filed.
Reports To:	Independent
Contact Person:	Ms. Marlene Hall, Deputy City Clerk, City Clerk's Office (975-3240)

Credit Union Centre Board of Directors

Purpose:	To promote, operate, manage, maintain and improve the Credit Union Centre.
Composition:	Total membership of 10 (all appointed by Council) consisting of: <ul style="list-style-type: none">• The Mayor;• 2 councillors;• 7 residents of the City of Saskatoon. <p>New appointments will take effect after the annual general meeting of the Board to be held in April.</p>
Qualifications:	<ul style="list-style-type: none">• Business background in marketing or finance;• Experience in staging events either through volunteer-based associations or private show management;• Experience in private or public board of director positions;• Contacts or experience with local groups or associations that may be in a position to bid on major events;• Contacts with major corporations to assist in developing building or event sponsorship relationships.
Length of Term:	2 years.
Meeting Time:	Monthly; first Wednesday at 4:00 p.m. (usually recesses for two months during the summer).
Reports To:	City Council.
Contact Person:	Ms. Heather Hails, Credit Union Centre (975-3155).

Cultural Diversity and Race Relations Committee	
Purpose:	To monitor and provide advice to City Council on issues relating to the Cultural Diversity and Race Relations Policy.
Composition:	<p>Total membership of 18 (all appointed by Council). The membership shall be appointed in such a way as to ensure that at least 50% is made up of members who are representatives of the visible minorities. Composition and term consisting of:</p> <ul style="list-style-type: none"> • 1 representative from the Board of Education for Saskatoon Public Schools (2-year term); • 1 representative from the Board of Education for Greater Saskatoon Catholic Schools; • 1 representative from the Ministry of Social Services (2-year term) • 1 representative from the Ministry of Corrections and Public Safety (2-year term) • 1 representative of the Saskatchewan Intercultural Association (2-year term); • 1 representative from the Saskatoon Health Region (2-year term); • 1 representative from the First Nations Community (2-year term); • 1 representative from the Métis Community (2-year term); • 1 representative from the Saskatoon Police Service (2-year term); • Up to 8 representatives from the general public (1-year term); • Up to 2 councillors (1-year term).
Qualifications:	<ul style="list-style-type: none"> • A level of community involvement on related issues; • Demonstrated commitment to improving race relations in the community; • Knowledge and understanding of the concepts; • Ability to commit time to attend meetings and other activities.
Length of Term:	1 year term (see composition).
Meeting Time:	Monthly; second Thursday at 12:00 noon (no meetings in July and August).
Reports To:	Planning and Operations Committee.
Contact Person:	Ms. Diane Kanak, Deputy City Clerk, City Clerk's Office (975-3240).

Development Appeals Board

Purpose:	To hear appeals from individuals under various sections of <i>The Planning and Development Act, 2007</i> , relating to issues such as minor variances and misapplication of the Zoning Bylaw in issuing development permits..
Composition:	Total membership of 5 members from the general public (all appointed by City Council). No person who is a member of City Council or employee of a Planning Commission or an employee of the municipality is eligible to be appointed as a member of the Board.
Qualifications:	<ul style="list-style-type: none">• Ability to assess information and make objective decisions;• Ability to deal with complex situations;• Ability to problem solve;• Ability to interpret and determine appeals in accordance with <i>The Planning and Development Act, 2007</i>;• Ability to commit time to attend hearings;• Have a general knowledge of the City and the Zoning Bylaw;• Have a working knowledge of quasi-jurisprudence or administrative law. <p>Anyone not possessing the technical expertise should not be discouraged from applying.</p>
Length of Term:	2 years.
Meeting Time:	Monday; as required depending on appeals received, commencing at 4:00 p.m. (twice monthly on average).
Reports To:	Independent.
Contact Person:	Ms. Joanne Sproule, Deputy City Clerk, City Clerk's Office (975-8002).

District Planning Commission

Purpose:	To investigate and study land uses, population, transportation, utilities, services, finances and any other matter or thing within or outside the Saskatoon Planning District that, in the opinion of the Commission, is related to the physical, social or economic circumstances of the Saskatoon Planning District and affects, or may affect, the development of the Saskatoon Planning District. To prepare a district development plan and district zoning bylaw suitable for adoption or passing by the Councils of the City and the Rural Municipality with a recommendation that they be adopted or passed.
Composition:	Total of 9 members: <ul style="list-style-type: none">• 4 members appointed by Council of the Rural Municipality;• 4 members appointed by Council of the City;• 1 member appointed jointly by the Councils of the Rural Municipality and the City or, failing agreement upon the ninth member within 3 weeks after the first day of the year in any year, either party may apply to the Minister to appoint the ninth member.
Qualifications:	Land use knowledge.
Length of Term:	3 years.
Meeting Time:	Monthly; first Wednesday at 12:00 p.m. (some meetings held by conference call).
Reports To:	City Council and Rural Municipality of Corman Park.
Contact Person:	Mr. Glen Grismer, Rural Municipality of Corman Park (242-9303).

Library Board

Purpose:	To provide general management, regulation and control of the municipal library system.
Composition:	Total membership of 7 or 9 (all appointed by Council).
Qualifications:	<ul style="list-style-type: none">• Knowledge of the public library and its services;• Possession of a valid library card.
Length of Term:	2 years.
Meeting Time:	Monthly; third Wednesday at 4:00 p.m. (no meetings in July and August).
Reports To:	Independent except for budgetary requirements.
Contact Person:	Mr. Zenon Zuzak, Director of Libraries (975-7575).

Marr Residence Management Board

Purpose:	To manage all aspects of the Marr Residence property with the objectives of maintaining and enhancing the historical integrity of the site, providing public access to the site and providing heritage programs which increase public awareness of Saskatoon's heritage.
Composition:	Total membership of 7 consisting of: <ul style="list-style-type: none">• 1 representative from City Council's Planning and Operations Committee,• 1 representative from the Nutana Community Association,• 1 representative from the Saskatoon Heritage Society,• 1 representative from the Meewasin Valley Authority and• 3 members of the general public.
Qualifications:	Volunteer or professional experience in one or more of the following areas: <ul style="list-style-type: none">• Heritage program delivery;• Community development;• Community associations;• Property management;• Architecture;• Administration;• Tourism or fundraising. <p>City Council will ensure a broad mix of these qualifications is present on the Committee.</p>
Length of Term:	2 years.
Meeting Time:	Monthly; second Tuesday at 4:00 p.m. (No meetings in July or August)
Reports To:	City Council.
Contact Person:	Mr. Jason Wall, Meewasin Valley Authority (665-6887 or 665-6888).

Meewasin Valley Authority Appeals Board

Purpose:	To review appeals on development applications that the Meewasin Valley Authority has turned down, to ensure that the Authority has dealt with the application fairly.
Composition:	<ul style="list-style-type: none">• 1 member appointed by the City;• 1 member appointed by the government;• 1 member appointed by the university.
Qualifications:	Interest in review of Meewasin development decisions.
Length of Term:	3 years.
Meeting Time:	At call of the chair.
Reports To:	Provincial Government, University of Saskatchewan and City Council.
Contact Person:	Ms. Gwen Charman (477-9124).

Municipal Heritage Advisory Committee

Purpose:	To provide advice to City Council on any matter arising out of <i>The Heritage Property Act</i> or the regulations thereunder and on the Civic Heritage Policy.
Composition:	Total membership of 16 (all appointed by City Council), including 1 representative nominated by each of the following: <ul style="list-style-type: none">• The Saskatoon Heritage Society;• The Saskatchewan Association of Architects;• The Saskatoon Real Estate Board;• The Saskatoon Archaeological Society;• Meewasin Valley Authority;• Tourism Saskatoon• Broadway Business Improvement District Board of Management;• Downtown Business Improvement District Board of Management;• Sutherland Business Improvement District Board of Management• Riversdale Business Improvement District Board of Management. • 4 members of the general public;• 1 person representing the Local History Room of the Saskatoon Public Library;• 1 City Councillor.
Qualifications:	<ul style="list-style-type: none">• Interest in heritage and history;• Consideration will be given to extended terms for members who are serving on related national or international Committees.
Length of Term:	2 years.
Meeting Time:	Monthly - first Wednesday at 11:30 a.m. (no meetings in July, August and December).
Reports To:	Planning and Operations Committee.
Contact Person:	Ms. Marlene Hall, Deputy City Clerk, City Clerk's Office (975-3240).

Municipal Planning Commission

Purpose:	To advise and assist City Council with respect to all matters pertaining to community planning and the orderly development of the municipality.
Composition:	Total membership of 13 (all appointed by City Council) consisting of: <ul style="list-style-type: none">• 1 representative of City Council;• 1 representative from the Board of Education for Saskatoon Public Schools;• 1 representative from the Board of Education for Greater Saskatoon Catholic Schools; and• 10 residents who are not employees of the City of Saskatoon.
Qualifications:	<ul style="list-style-type: none">• Ability to commit time to attend meetings on a regular basis;• Preference will be given to applicants who do not currently represent a special interest group.• Note: Realtors and developers are not eligible for appointment.
Length of Term:	2 years.
Meeting Time:	Twice monthly - Tuesdays at 12:00 noon (once a month in July and August).
Reports To:	City Council.
Contact Person:	Ms. Diane Kanak, Deputy City Clerk, City Clerk's Office (975-3240).

Property Maintenance Appeals Board	
Purpose:	To review and determine the appeal of any person aggrieved by an order made by a property maintenance inspector.
Composition:	Total membership of 5 members from the general public (all appointed by City Council). The five appointees who form the Property Maintenance Appeals Board shall also serve on the Waste Management Appeals Board.
Qualifications:	<ul style="list-style-type: none"> • Ability to assess information and make objective decisions; • Ability to deal with complex situations; • Ability to provide rational solutions to complex problems; • Ability to work with people; • Ability to interpret and apply standards and codes; • Have knowledge of construction standards, fire code standards or public health standards; • Have a working knowledge of quasi-jurisprudence. <p>Anyone not possessing the technical expertise should not be discouraged from applying.</p>
Length of Term:	2 years.
Meeting Time:	First and third Wednesday of each month commencing at 12:00 noon (as required). Meetings are scheduled based on receipt of appeal applications.
Reports To:	Independent.
Contact Person:	Ms. Joanne Sproule, Deputy City Clerk, City Clerk's Office (975-8002).

Saskatoon Accessibility Advisory Committee

Purpose:	<p>The functions of the Committee shall be:</p> <ul style="list-style-type: none">• Develop an Action Plan to provide short and long-term goals for improving accessibility to City of Saskatoon services, facilities and infrastructure.• Monitor and report on progress in achieving the goals set out in the Action Plan and provide City Council with an annual evaluation of that progress• Act as a resource to the Communications Branch in developing and implementing a public relations campaign to promote the City of Saskatoon’s efforts to make its services, facilities, and infrastructure accessible and barrier-free.• Receive referrals from City Council or its committees, boards and commissions for review and recommendations regarding accessibility.• Upon instructions from City Council encourage and promote communication and co-ordination between and amongst City departments, local businesses, and other levels of government.• Develop solutions for recommendation to City Council on policies and programs for improving accessibility to City of Saskatoon services, facilities, and infrastructure.• Ensure adequate and appropriate consultation with the community of common interest for persons with disabilities and/or persons fulfilling the role of primary caregiver to a person with a disability.• Establish, as deemed appropriate, ad hoc task groups to undertake specific tasks within the Committee’s mandate.
Composition:	<p>A total membership of 9, (all appointed by Council):</p> <ul style="list-style-type: none">• 2 members of City Council,• 2 members of senior administration, and• 5 persons from the public with disabilities and/or fulfilling the role of primary caregiver to a person with a disability.
Qualifications:	Ability to commit time to attend meetings.
Length of Term:	Two years
Meeting Time:	Monthly, last Friday at 12:00 noon (no meetings in July, August and December)
Reports To:	Executive Committee
Contact Person:	Ms. Shellie Mitchener, Committee Assistant, City Clerk’s Office (975-3240)

Saskatoon Environmental Advisory Committee	
Purpose:	To provide advice to City Council on policy matters relating to the environmental implications of City undertakings and to identify environmental issues of potential relevance to the City.
Composition:	Total membership of 11 (all appointed by City Council) consisting of: <ul style="list-style-type: none"> • At least 1 City Councillor; • 1 representative nominated by the Saskatoon Health Region, • 9 members of the general public appointed by City Council.
Qualifications:	<ul style="list-style-type: none"> • A sound general knowledge of the Saskatoon area and its existing and potential environmental problems; • Expertise in such disciplines as ecology, biology, chemistry, physics, geography, economics demography, sociology, medicine, aesthetics, toxicology, engineering and conservation.
Length of Term:	2 years.
Meeting Time:	Monthly; second Thursday at 11:30 a.m. (no meetings in July, August and December).
Reports To:	Administration and Finance Committee
Contact Person:	Ms. Marlene Hall, Deputy City Clerk, City Clerk's Office (975-3240).

Saskatoon Gallery and Conservatory Corporation Board of Trustees (Mendel Art Gallery)	
Purpose:	<p>The activities of the Saskatoon Gallery and Conservatory may carry out are restricted to:</p> <ul style="list-style-type: none"> • The establishment and maintenance in the City of Saskatoon of art galleries, art schools, museums, exhibitions, collections, workshops for the exhibition, preservation, collection, development, creation and encouragement of works of art; • Encouraging the development and appreciation of the fine arts with particular emphasis on the visual arts including the provision for education programs and extension services; and • The establishment and maintenance in conjunction with any gallery, museum, exhibition or otherwise of fine art, a civic conservatory or conservatories for the propagation and display of botanical specimens of all kinds and to develop and encourage an interest in and understanding of horticulture, the development of horticulture and to promote among the citizens of Saskatoon and others a program to develop a greater understanding and appreciation of horticulture and botany and to develop a scientific interest in the same as well as aesthetic appreciation.
Composition:	<p>Total membership of 6 – 18 (all appointed by City Council). Traditionally, City Council has appointed 12 persons to the Board.</p> <p>New appointments to take effect after the annual general meeting of the Board to be held in late March rather than January 1st of each year.</p>
Qualifications:	<ul style="list-style-type: none"> • Sufficient knowledge of and attention to budgetary matters to ensure financially sound operation of the Mendel and its assets; • Sufficient interest, ability and contacts in the community to be an effective advocate on behalf of the Mendel – to promote its well being and development. This implies belief in the importance and value of our publicly supported gallery to the community; • A willingness to promote and to represent the interests of the Mendel first and foremost; • Willingness to give sufficient time for attending Committee and Board meetings, for reading reports, attending functions, etc., and for thinking about current and future needs of the Mendel; • Readiness to commit to 2 terms (i. e., approximately 4 years) on the Board; • Readiness to participate in various fundraising activities from public and private sectors; • Readiness and ability to accept executive responsibility on the Board; • Willingness to participate as necessary in the selection and evaluation of the director of the Mendel.
Length of Term:	2 years (new appointments to take effect after the annual general meeting of the Board).
Meeting Time:	Monthly; third Tuesday at 7:00 p.m. or at call of the chair (no meetings in July and August).
Reports To:	City Council.
Contact Person:	Mr. Vincent J. Varga, Executive Director and CEO, Mendel Art Gallery (975-7612).

Social Services Subcommittee (Assistance to Community Groups: Cash Grants Program)	
Purpose:	To make recommendations to the Planning and Operations Committee with respect to the allocation of funds in the Social Services category of the Cash Grants Program.
Composition:	5 members (appointed by Council), consisting of: <ul style="list-style-type: none"> • 1 representative of the United Way; • 1 representative of the Department of Community Resources and Employment; • 1 representative from each of the school boards; and • 1 member at large
Qualifications:	<ul style="list-style-type: none"> • Experience in an executive capacity with a non-profit service organization; • Experience in delivering service programs or in participating in services activities; • Demonstrated professional or educational expertise in financial analysis;
Length of Term:	1 year.
Meeting Time:	As required (January to June) at call of the chair (3 to 5 times per year). *Committee members must be available for meetings during the day.
Reports To:	Planning and Operations Committee
Contact Person:	Ms. Shannon Hanson, Community Services Department (975-3186)

Traffic Safety Committee

Purpose:	To provide advice to City Council on policy matters relating to traffic safety.
Composition:	12 members consisting of representatives from each of the following: <ul style="list-style-type: none">• Board of Education for Saskatoon Public Schools (Driver Education)• Saskatoon Police Service (Traffic Division);• Saskatoon and District Safety Council;• School Community Council Assembly, Board of Education for Saskatoon Public Schools;• SGI Traffic Safety Promotion Division;• Trucking Industry;• Saskatoon Health Region;• 1 City Council member;• 4 members of the general public.
Qualifications:	Interest in identifying and solving traffic hazards and promotion of safe driving.
Length of Term:	2 years.
Meeting Time:	Second Tuesday of January, February, April, May, June, September and November at 8:45 a.m.
Reports To:	Planning and Operations Committee.
Contact Person:	Ms. Shellie Mitchener, Committee Assistant, City Clerk's Office (975-3240).

Visual Arts Placement Jury

Purpose:	To adjudicate on the appropriateness and quality of art for placement in open space, civic facilities and other City-owned property with the exception of the Mendel Art Gallery.
Composition:	Total membership of 7 (all appointed by Council) including: <ul style="list-style-type: none">• At least 3 members from the professional arts community (including representation from CARFAC Saskatchewan Visual Artists and the Prairie Sculptors' Association);• 1 representative nominated by the Meewasin Valley Authority Design Advisory Committee; and• 3 members of the general public.
Qualifications:	Awareness of, and demonstrated interest in Public Art.
Length of Term:	1 year (maximum term – 6 years for public appointments; first-time appointments are 2 years).
Meeting Time:	Monthly – Fourth Monday at 4:00 p.m. (no meetings in July, August and December).
Reports To:	Planning and Operations Committee.
Contact Person:	Ms. Shannon Hanson, Community Services Department (975-3186).

Waste Management Appeals Board

Purpose:	To hear and determine appeals filed against an order made by a municipal waste inspector.
Composition:	Total membership of 5 (all appointed by Council). The Board shall consist of the same 5 appointees who form the Property Maintenance Appeals Board.
Qualifications:	<ul style="list-style-type: none">• Ability to assess information and make objective decisions;• Ability to deal with complex situations;• Ability to provide rational solutions to complex problems;• Ability to work with people;• Ability to interpret and apply bylaw requirements;• Have knowledge of standards regarding the collection, handling and disposal of waste and recyclable materials;• Have a working knowledge of quasi-jurisprudence. <p>Anyone not possessing the technical expertise should not be discouraged from applying.</p>
Length of Term:	1 year.
Meeting Time:	Twice a month; first and third Wednesday at 12 noon (as required).
Reports To:	Independent.
Contact Person:	Ms. Joanne Sproule, Deputy City Clerk, City Clerk's Office (975-8002).



**APPLICATION FOR APPOINTMENT
BOARDS, COMMISSIONS AND COMMITTEES**

(Please print or type)

Name of Committee: _____
(Please complete a separate application for each committee)

Note: Realtors and developers are not eligible for appointment to the Municipal Planning Commission.

Name: (Mr./Ms.) _____

Address: _____
(include postal code)

Telephone: (Home) _____ (Work) _____

Email Address: _____

Occupation: _____

Name of your employer, or the partnership or firm to which you belong:

Name of each corporation in which you have a controlling interest, or you are a director or a senior officer:

The names of other boards (not appointed by the City) on which you sit:

State your skills, experience and other qualifications relating to the Board or Committee for which you are applying:

You are required to submit a resumé with your application. When supplying your resumé, please provide only one. We do not require a resumé for each application submitted. Also, try to limit your resumé to two pages.

Please list **two** references; have each reference complete the attached statement, and ensure that the statements are forwarded to the City Clerk's Office by **Friday, October 30, 2009.**

Name: _____ Name: _____
Address: _____ Address: _____
Phone: _____ Phone: _____

The City of Saskatoon has adopted a Cultural Diversity and Race Relations Policy and is striving towards having the membership of its committee reflect the diversity of Saskatoon's population. Completion of this section is strictly voluntary.

Are you a member of any of the following employment equity designated groups:

A person of Aboriginal ancestry?	Yes	_____	No	_____
A person with a disability?	Yes	_____	No	_____
A Woman?	Yes	_____	No	_____
A Visible Minority?	Yes	_____	No	_____

PLEASE NOTE: The deadline for applications is **Friday, October 30, 2009.**

Send completed applications to: City Clerk's Office
Second Floor, City Hall
222 Third Avenue North
Saskatoon, SK S7K 0J5 (Fax: 975-7892)

The personal information collected in this form will be used to evaluate your application for appointment to a City of Saskatoon Board, Commission or Committee.

I certify that all information submitted is true and complete.	
_____ Date	_____ Signature of Applicant



**APPLICATION FOR APPOINTMENT
BOARDS, COMMISSIONS AND COMMITTEES**

(Please print or type)

Name of Committee: _____
(Please complete a separate application for each committee)

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Address: _____
(include postal code)

Telephone: (Home) _____ (Work) _____

Email Address: _____

Occupation: _____

Name of your employer, or the partnership or firm to which you belong:

Name of each corporation in which you have a controlling interest, or you are a director or a senior officer:

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A Visible Minority?	Yes	_____	No	_____

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_____	_____
Date	Signature of Applicant

