

CITIZEN APPOINTMENTS TO BOARDS & COMMITTEES

2018

Visit saskatoon.ca/boards for detailed information, and to apply online.



TABLE OF CONTENTS

	<u>Page Number</u>
Join a Board, Commission or Committee – Message from the City Clerk	3
General Information on the Appointment Process (FAQ)	4-5
List of Boards and Committees	6
Information on each Council-Appointed Board, Commission, Authority and Committee	7-36

September 10, 2018

JOIN A BOARD, COMMISSION OR COMMITTEE!

Serving on a board, commission or committee is a great way to get involved in what interests you in the community. Each year City Council invites citizens to apply for appointment to one of its civic Boards, Commissions, and Committees (hereinafter collectively referred to as “Committees”). City Council Policy No. C01-003 (under review) governs the appointment process and can be viewed on the City’s website at saskatoon.ca/city-hall/city-bylaws-policies/policies. 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 citizens 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.

Applications are being accepted from September 14, 2018 until October 5, 2018. If one of the opportunities interests you, submit your application, résumé, and two letters of reference using the on-line Committee Application Form and Reference Form located at saskatoon.ca/boards.

Appointments are made by City Council typically in November and December of each year. All applicants will be notified at the conclusion of the recruitment process whether successful or not.

If you have any questions regarding the appointment process, please phone the City Clerk's Office at 306-975-3240.

Joanne Sproule
City Clerk

GENERAL INFORMATION ON THE APPOINTMENT PROCESS

Who can apply?

As per [City Council Policy No. C01-003](#), applicants must reside within the boundaries of the City of Saskatoon.

Employees of the City of Saskatoon are not eligible for public appointment.

How do I apply?

Go to the City's website at saskatoon.ca/boards to locate the **Committee Application Form** and **Reference Form**.

Complete the on-line application form, attach a résumé and provide two letters of reference. Forward all documents online at saskatoon.ca/boards.

Can I apply for more than one Committee?

Yes. 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 many actual vacancies are there?

The section on Committees outlines 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.

How are appointments made?

- The Governance and Priorities Committee, which is a Committee consisting of all members of City Council, will review all applications. (Referred to in Policy C01-003 as Executive Committee.)
- A report will be submitted from the Governance and Priorities Committee to City Council containing recommendations for all appointments.
- Most appointments are effective as of January 1, with the exception of the Rемаi Modern Art Gallery of Saskatchewan, SaskTel Centre and TCU Place.
- Applicants to the Board of Police Commissioners, the Saskatoon Public Library Board, TCU Place Board of Directors, SaskTel Centre Board of Directors, and the Rемаi Modern Art Gallery of Saskatchewan, will have their

application/resume/reference letters shared with current Board members as part of the review process.

How do I find out if I am appointed?

- You will receive formal notification of your appointment from the City Clerk's Office indicating the term of your appointment and any other pertinent information.
- Appointed committee members will also be provided a manual which outlines the rules and regulations observed by Committees.
- If you are not a successful applicant, you will be notified.

Will I get paid to sit on a Committee?

Appointed members shall serve without receiving remuneration. There is an exception for the Appeals Boards whose members receive an honourarium for hearings attended.

How do the City's Committees operate?

Committees do not all have the same way of operating. The Secretary of the Committee will familiarize you with the Committee's practices and rules. Orientation is provided at the first meeting of each of the Advisory Committees. The Appeals Boards, Controlled Corporations and Statutory Boards each have its own onboarding practices.

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 members for additional terms.

Is there a cut-off for accepting applications?

The deadline for receipt of applications is Friday, October 5, 2018.

Who do I call for more information on the application/appointment process?

You can call the City Clerk's Office at 306-975-3240 during office hours and we will be happy to assist.

LIST OF BOARDS AND COMMITTEES

Committee	Page
ALBERT COMMUNITY CENTRE MANAGEMENT COMMITTEE	7
BOARD OF POLICE COMMISSIONERS.....	8
BOARD OF REVISION.....	9
LICENSE APPEALS BOARD	10
CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION	
BOARD OF DIRECTORS	11
CITY MORTGAGE APPEALS BOARD	12
ACCESS TRANSIT APPEALS BOARD	12
CORMAN PARK-SASKATOON DISTRICT PLANNING COMMISSION.....	13
DEVELOPMENT APPEALS BOARD.....	14
DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE	15
MARR RESIDENCE MANAGEMENT BOARD	17
MEEWASIN VALLEY AUTHORITY APPEALS BOARD	18
MUNICIPAL HERITAGE ADVISORY COMMITTEE.....	19
MUNICIPAL PLANNING COMMISSION	21
MUNICIPAL REVIEW COMMISSION	22
PROPERTY MAINTENANCE APPEALS BOARD.....	23
FIRE APPEALS BOARD	24
PRIVATE SWIMMING POOLS APPEALS BOARD.....	25
ENVIRONMENTAL MANAGEMENT APPEALS BOARD	26
PUBLIC ART ADVISORY COMMITTEE	27
THE REMAI MODERN ART GALLERY OF SASKATCHEWAN	
BOARD OF TRUSTEES	29
SASKATOON ACCESSIBILITY ADVISORY COMMITTEE.....	30
SASKATOON ENVIRONMENTAL ADVISORY COMMITTEE.....	32
SASKATOON PUBLIC LIBRARY BOARD	34
SASKTEL CENTRE BOARD OF DIRECTORS.....	35
SOCIAL SERVICES SUBCOMMITTEE.....	36
(ASSISTANCE TO COMMUNITY GROUPS: CASH GRANTS PROGRAM)	

ALBERT COMMUNITY CENTRE MANAGEMENT COMMITTEE

- Purpose: To supervise the operation of the Albert Community Centre.
- Composition: Total membership of 8 (7 appointed by Council) consisting of:
- 1 Councillor;
 - 1 City employee (designated by the City Manager);
 - 5 members of the general public;
 - 1 non-voting representative (selected by the permanent tenants).
- Qualifications:
- Community involvement;
 - Interest in historical structures and preservation;
 - Experience administering a budget; and
 - Interest in the functions and use of the Albert Community Centre.
- Term: 1 year
- Meetings: Monthly; third Friday at 12:00 noon
(No meetings in July and August)
- Contact: Mr. Grant Whitecross, 306-374-3119.

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 7 (appointed by Council) consisting of:

- The Mayor;
- 2 members of Council; and
- 4 members from the general public.

Qualifications: Consideration for service on this Board includes the following core attributes, competencies and experience:

- 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;
- Enthusiasm and capacity for resolving challenging issues; and
- Knowledge and appreciation for family systems and community dynamics from Indigenous and diversified communities.

Term: 1 year

Meetings: Monthly; third Thursday at 4:00 p.m.
(No meetings in July and August)

Contact: City Clerk's Office 306-975-3240

BOARD OF REVISION

Purpose: To deal with appeals arising from assessment procedures in accordance with Section 197 of *The Cities Act*.

Composition: Section 192(1) of *The Cities Act* provides for no less than 3 persons. Currently there are 10 members, all from the general public.

The appointees who form the Board of Revision shall also serve on the Saskatoon License Appeals Board.

Qualifications: 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:

- 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; and
- Ability to organize, read, understand, and apply complex and large documents, statute law and regulations, and case law.

Anyone not possessing the technical expertise should not be discouraged from applying.

Term: 1 year

Meetings: Full day sessions (9:00 a.m. to 4:45 p.m.) dependent upon number of appeals received. Panels of the Board are utilized to allow flexibility. Members are usually divided into three separate panels who are assigned various days' worth of hearings until the last one is finished. No specific date or time.

Contact: City Clerk's Office 306-975-3240

LICENSE APPEALS BOARD

Purpose:	To deal with appeals relating to licenses issued under <i>The Business License Bylaw, 2002, The General License Bylaw, The Adult Services Licensing Bylaw, 2012, The Taxi Bylaw, 2014, and The Cannabis Business License Bylaw, 2006.</i>
Composition:	<p>Section 3(2) of <i>License Appeal Board Bylaw, 2012</i>, provides for no less than 5 persons.</p> <p>The Board shall be made up from the same appointees who form the Board of Revision.</p>
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;• 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; and• Ability to act with integrity.
Term:	<p>1 year</p> <p>Determined by membership on the Board of Revision.</p>
Meetings:	<p>As required, dependent upon number of appeals received. Panels of the Board are utilized to allow flexibility.</p> <p>*Board members must be available for meetings during the day.</p>
Contact:	City Clerk's Office 306-975-3240

**CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
BOARD OF DIRECTORS
(TCU PLACE)**

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: Total membership of 12 (appointed by Council)
Traditionally, membership on the Board has included:

- The Mayor;
- The City Manager
- 2 Councillors; and
- 8 representatives from the general public.

New appointments will take effect after the annual general meeting of the Board to be held in March.

Qualifications:

- An appreciation of the performing arts;
- An understanding of trade and tourism;
- An understanding of building operations;
- Knowledge or experience in finance;
- Knowledge or experience in project management;
- Knowledge or experience in marketing;
- Knowledge or experience Information Technology.

Term: 2 years

Meetings: Monthly; last Thursday at 12:00 noon
(No meetings in July, August and December except at call of the chair)

Contact: Mr. Bob Korol, CEO, TCU Place 306-975-7779

CITY MORTGAGE APPEALS BOARD

Purpose:	To adjudicate all requests for forgiveness of City Mortgages that have been registered on lots purchased from the City under the City's Lot Allocation Policy when an owner must sell the property prior to repayments of the City Mortgage loan.
Composition:	Total membership of 5 from the general public (all appointed by Council). The five appointees who form the City Mortgage Appeals Board shall also serve on the Access Transit Appeals Board.
Qualifications:	<ul style="list-style-type: none">• Ability to assess information and make objective decisions;• Ability to conduct respectful information-gathering sessions; and• Ability to provide rational solutions to complex problems.
Term:	2 years
Meetings:	Set by consensus of members; as required, depending on number of appeals filed.
Contact:	City Clerk's Office 306-975-3240

ACCESS TRANSIT APPEALS BOARD

Purpose:	To provide an appeal process for those who are denied Access Transit service as outlined below: <ul style="list-style-type: none">• Registration for Access Transit is denied because it would contravene the eligibility criteria;• A request for subscription services is denied because it would contravene the requirements under the Subscription Policy;• An individual is suspended from using the service as a result of violations under the No-show Policy; and/or• An individual is suspended from using the service as a result of violations under the Cancellation Policy.
Composition:	The Board shall be made up from the same appointees who form the City Mortgage Appeals Board.
Qualifications:	<ul style="list-style-type: none">• Knowledge and understanding of barriers to accessibility for disabled and elderly persons;• Ability to provide rational solutions to complex problems; and• Ability to assess information and make objective decisions.
Term:	2 years
Meetings:	Set by consensus of members; as required, depending on the number of appeals filed.
Contact:	City Clerk's Office 306-975-3240

CORMAN PARK-SASKATOON DISTRICT PLANNING COMMISSION

Purpose: To review and make recommendations to City Council and the Rural Municipality (RM) of Corman Park Council on land use planning and related matters in the Corman Park-Saskatoon Planning District. The Corman Park-Saskatoon Planning District is an area of the RM, which surrounds the City, where the City and the RM have joint interests and have agreed to jointly manage land use and development.

Note: This Planning District and associated Commission will be replaced when the Saskatoon North Partnership for Growth (PG4) Planning District is formalized.

Composition: Total of 9 members:

- 4 members appointed by Council of the Rural Municipality;
- 4 members appointed by Council of the City; and
- 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.

Term: 3 years (to be determined)

Note: The Planning District and associated Commission will be replaced when the Saskatoon North Partnership for Growth (P4G) Planning District is established.

Meetings: Monthly; first Wednesday at 11:45 a.m.
(Some meetings held by conference call)

Contact: Ms. Laura Hartney, Planning and Development Division,
City of Saskatoon 306-975-2288

Ms. Dana Kripki, Planning and Development Division,
City of Saskatoon 306-975-1432

DEVELOPMENT APPEALS BOARD

Purpose:	The Development Appeals Board adjudicates appeals from individuals that involve minor variances that result in a refusal to issue a development permit due to contraventions of the Zoning Bylaw; a misapplication of the Zoning Bylaw when issuing a development permit; a refusal of subdivision application; any conditions of a Zoning Order issued on a property; or any development standards or conditions prescribed with the approval of a discretionary use.
Composition:	Total membership of 5 members from the general public (all appointed by City Council). No person who is a member of City Council, 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; and• Have a working knowledge of quasi-jurisprudence or administrative law. <p>Anyone not possessing the technical expertise should not be discouraged from applying.</p>
Term:	2 years
Meetings:	Tuesdays as required depending on appeals received, commencing at 4:00 p.m. (twice monthly on average)
Contact:	City Clerk's Office 306-975-3240

DIVERSITY, EQUITY AND INCLUSION ADVISORY COMMITTEE

Mandate:	<p>The function and mandate of the Diversity, Equity & Inclusion Committee (“DEIC”) shall be to:</p> <ol style="list-style-type: none">1. Provide advice to City Council on policy matters relating to the following:<ul style="list-style-type: none">• diversity and inclusion of all citizens within the community• emerging equity or diversity issues or trends arising in the community• initiatives to combat racism, acts of prejudice or hate in the community• initiatives to promote acceptance of all citizens of Saskatoon• consideration of the Calls to Action of the Truth and Reconciliation Commission in formulating City policies and initiatives• diversity in naming streets and City infrastructure• explore barriers faced in accessing city services, information, programs and facilities• explore barriers to participation in public life and achievement of social, cultural and economic well-being of residents• proposed City of Saskatoon policies, initiatives, and civic programs and services to meet changing needs of a diverse community• employment and employee awareness policies, initiatives, and civic programs2. Provide advice and recommendations on the development and contents of a new Diversity, Equity & Inclusion Policy3. Monitor the success of the DEIC and to advise City Council on ways for the City of Saskatoon to increase the success in working with community organizations, business and labour, all orders of government, and other stakeholders to create an inclusive and diverse community where everyone is welcomed and valued4. Provide education and awareness programs on diversity, equity and inclusion of all citizens in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council
Composition (Voting Members):	<p>Total membership of 17 (appointed by Council) consisting of:</p> <p><u>Agency Representatives:</u></p> <ul style="list-style-type: none">• 1 representative from the Board of Education, Saskatoon Public Schools;• 1 representative from the Board of Education, Greater Saskatoon Catholic Schools;• 1 representative from the Saskatchewan Intercultural Association;• 1 representative from the Saskatchewan Health Authority;• 1 representative from the Ministry of Social Services;• 1 representative from the Ministry of Corrections and Policing;• 1 representative of the Open Door Society;• 1 representative of the Saskatoon Police Service; <p><u>Citizen Representatives:</u></p> <ul style="list-style-type: none">• 1 citizen representative of the First Nations Community;• 1 citizen representative of the Métis Community;• 1 citizen representative of the LGBTQ2S Community;

	<ul style="list-style-type: none"> • 1 citizen representative who is a visible minority or newcomer to Canada; • 1 citizen representative of the youth community (16 – 23 years old); • 1 citizen representative of the senior citizen community (55+ years old); and, • 3 additional citizen representatives.
(Non-Voting Resource Members):	<ul style="list-style-type: none"> • 1 Councillor • 1 representative from the Saskatchewan Human Rights Commission • Representatives of the City's Administration: <ul style="list-style-type: none"> ○ Corporate Performance Department ○ Community Services Department
Qualifications:	<ul style="list-style-type: none"> • Representatives of organizations or communities must be members or employees of the organizations or communities they represent. • Knowledge, expertise or interest regarding principles of diversity, inclusion and human rights issues an asset. • Demonstrated commitment to improving diversity, inclusion and human rights in the community. • Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
Term:	2 years
Meetings:	January, February, April, May, September and November Second Thursday at 12:00 noon until 2:00 p.m.
Contact:	City Clerk's Office 306-975-3240

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:	<p>Total membership of 7 consisting of:</p> <ul style="list-style-type: none">• 1 Councillor;• 1 representative from the Nutana Community Association;• 1 representative from the Saskatoon Heritage Society;• 1 representative from the Meewasin Valley Authority (under review); and• 3 members of the general public.
Qualifications:	<p>Volunteer or professional experience in one or more of the following areas:</p> <ul style="list-style-type: none">• Heritage program delivery;• Community development;• Community associations;• Property management;• Architecture;• Administration; and• Tourism or fundraising. <p>City Council will ensure a broad mix of these qualifications is present on the Committee.</p>
Term:	2 years
Meetings:	<p>Monthly; second Tuesday at 5:00 p.m. (No meetings in July or August)</p> <p>Note: Commitment required for</p> <ul style="list-style-type: none">• Summer programming – a minimum of one event per month• Board subcommittees• Marr special events
Contact:	Ms. Della Greer, 306-230-1288 or marresidence@gmail.com

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:**
- 1 member appointed by the City of Saskatoon;
 - 1 member appointed by the Provincial Government; and
 - 1 member appointed by the University of Saskatchewan.
- Qualifications:** Interest in review of Meewasin development decisions.
- Term:** 3 years
- Meetings:** At call of the chair.
- Contact:** Mr. Mike Velonas, Manager of Planning and Conservation,
Meewasin Valley Authority 306-665-6887

MUNICIPAL HERITAGE ADVISORY COMMITTEE

- Mandate: The function and mandate of the Municipal Heritage Advisory Committee (“MHAC”) shall be to:
1. Provide advice to City Council relating to the following:
 - any matter arising out of *The Heritage Property Act* or the regulations thereunder and on Policy C10-020, *Civic Heritage Policy*
 - changes to the criteria for evaluation of properties of architectural or historical value or interest with respect to heritage designation
 - revisions to the list of buildings, sites or structures and areas worthy of conservation as set out in the Holding Bylaw or under the heritage database
 - buildings, properties and artifacts to be designated under *The Heritage Property Act* or placed on the Saskatoon Register of Historic Places
 - policies related to conserving heritage buildings, sites or structures and areas
 - proposed changes or recommended changes to municipal legislation to conserve heritage buildings, sites or structures and areas
 - ways to increase public awareness and knowledge of heritage conservation issues, and if the Committee so wishes and if a budget is provided by City Council, provide education and awareness programs within the mandate of the Heritage Advisory Committee, provided that the Administration is consulted prior to implementation of each program to ensure there is no duplication of services and that the proposed program supports the relevant policy
 - any other matters relating to buildings, sites or structures and areas of architectural or historical significance
 - buildings, sites or structures and artifacts owned by the City
 2. Provide advice to the City’s Administration with respect to approval of alternations to designated heritage property or property for which a notice of intention has been registered pursuant to Bylaw No. 8356, *The Heritage Property (Approval of Alterations) Bylaw, 2004*
 3. Prepare and update, in consultation with the Administration, a brochure and/or information on the City’s website describing the Committee’s mandate, membership, qualifications, recent activities, regular meeting schedule and how the public can contact the Committee

Composition: (Voting Members):	<p>Total membership of 18 (all appointed by City Council):</p> <p><u>Agency Representatives:</u></p> <ul style="list-style-type: none"> • 1 representative of the Saskatoon Heritage Society • 1 representative of the Saskatchewan Association of Architects • 1 representative of the Saskatoon Region Association of Realtors • 1 representative of the Saskatoon Archaeological Society • 1 representative of the Meewasin Valley Authority • 1 representative of Tourism Saskatoon • 1 representative of the Saskatchewan Indigenous Cultural Centre • 1 representative of the 33rd Street Business Improvement District • 1 representative of the Broadway Business Improvement District • 1 representative of Downtown Saskatoon (Downtown Business Improvement District) • 1 representative of the Riversdale Business Improvement District • 1 representative of the Sutherland Business Improvement District • 1 representative of the Local History Room of the Saskatoon Public Library <p><u>Citizen Representatives:</u></p> <ul style="list-style-type: none"> • 1 citizen representative of the youth community (16 – 23 years old) • 2 citizen representatives of the First Nations or Métis Community • 2 additional citizen representatives
(Non-Voting Resource Members):	<ul style="list-style-type: none"> • 1 Councillor • 1 representative from the City Clerk's Office - City Archivist • Representatives of the City's Administration: <ul style="list-style-type: none"> ○ Community Services Department
Qualifications:	<ul style="list-style-type: none"> • Demonstrated expertise or interest in the following: <ul style="list-style-type: none"> ○ Interest/expertise in heritage and history, landscape architecture, interior design, structural engineering and construction; ○ A level of community involvement on related issues; • Ability to commit time to participate in Committee programs and activities.
Term:	2 years
Meetings:	January, February, March, April, May, June, September, October and November (No meetings in July, August and December) First Wednesday from 11:30 a.m. to 1:30 p.m.
Contact:	City Clerk's Office 306-975-3240

MUNICIPAL PLANNING COMMISSION

Purpose:	To advise and assist City Council with respect to all matters pertaining to community planning and the development of the municipality.
Composition:	<p>Total membership of 13 (all appointed by City Council) consisting of:</p> <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; and• Preference will be given to applicants who do not currently represent a special interest group.• Realtors and developers are not eligible for appointment.
Term:	2 years
Meetings:	Monthly; last Tuesday at 12:00 p.m.
Contact:	City Clerk's Office 306-975-3240

MUNICIPAL REVIEW COMMISSION

Purpose:	To periodically review the conduct of all matters relating to municipal elections including the disclosure requirements respecting campaign contributions and expenses and campaign spending limits for municipal elections; the Code of Conduct for members of Council; and the remuneration and benefits and any reimbursement or allowances for expenses to be paid to members of Council.
Composition:	Not less than five persons, all appointed by City Council
Qualifications:	<ul style="list-style-type: none">• Finance and/or accounting;• Business and economics;• Labour relations and/or human resources;• Ability to work as a member of a team;• Law;• Community or public service; or• Related disciplines. <p>No person who is a member of Council, an immediate family member to a member of Council, or any employee of the City shall be appointed or hold office as a member of the Commission.</p>
Term:	4 years (and as detailed in Section 5 of Bylaw No. 9242)
Meetings:	At the call of the Chair
Contact:	City Clerk's Office 306-975-3240

PROPERTY MAINTENANCE APPEALS BOARD

Purpose: To review and determine the appeal of any person aggrieved by an Order made by a Municipal 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 Fire Appeals Board, the Environmental Management Appeals Board and the Private Swimming Pools Appeals Board.

Qualifications:

- 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; and
- Have a working knowledge of quasi-jurisprudence.

Anyone not possessing the technical expertise should not be discouraged from applying.

Term: 2 years

Meetings: First and third Wednesday of each month commencing at 3:30 p.m. (as required)

Meetings are scheduled based on receipt of appeal applications.

Contact: City Clerk's Office 306-975-3240.

FIRE APPEALS BOARD

Purpose: To hear and determine appeals filed against an Order made by a Municipal Inspector pursuant to *The Fire and Protective Services Bylaw, 2001*, in accordance with Section 329 of *The Cities Act*.

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:

- Ability to assess information and make objective decisions;
- Ability to deal with complex situations;
- Ability to provide rational solutions to complex problems;
- Ability to problem solve;
- Ability to work with people;
- Ability to interpret and apply standards and codes;
- Have a knowledge of construction standards, fire code standards or public health standards; and
- Have a working knowledge of quasi-jurisprudence or administrative law.

Anyone not possessing the technical expertise should not be discouraged from applying.

Term: 2 years

Determined by membership on the Property Maintenance Appeals Board.

Meetings: Set by consensus of members. As required, depending on the number of appeals filed.

Contact: City Clerk's Office 306-975-3240

PRIVATE SWIMMING POOLS APPEALS BOARD

Purpose: To hear and determine appeals filed against an Order made by a Municipal Inspector pursuant to *The Private Swimming Pools Bylaw, 2000*, in accordance with Section 329 of *The Cities Act*.

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:

- Ability to assess information and make objective decisions;
- Ability to deal with complex situations;
- Ability to provide rational solutions to complex problems;
- Ability to problem solve;
- Ability to work with people;
- Ability to interpret and apply bylaw requirements;
- Have knowledge of standards and codes; and
- Have a working knowledge of quasi-jurisprudence or administrative law.

Anyone not possessing the technical expertise should not be discouraged from applying.

Term: 2 years

Determined by membership on the Property Maintenance Appeals Board.

Meetings: Set by consensus of members. As required, depending on the number of appeals filed.

Contact: City Clerk's Office 306-975-3240

ENVIRONMENTAL MANAGEMENT APPEALS BOARD

Purpose: To hear and determine appeals filed against an Order made by a Municipal 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:

- 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; and
- Have a working knowledge of quasi-jurisprudence.

Anyone not possessing the technical expertise should not be discouraged from applying.

Term: 2 years

Determined by membership on the Property Maintenance Appeals Board.

Meetings: Set by consensus of members. As required, depending on the number of appeals filed.

Contact: City Clerk's Office 306-975-3240

PUBLIC ART ADVISORY COMMITTEE

Mandate:	<p>The function and mandate of the Public Art Advisory Committee (“PAAC”) shall be to:</p> <ol style="list-style-type: none">1. Adjudicate and approve works of art and the placement of public art on behalf of City Council and the Administration for placement in open space, civic facilities and other City-owned property (with the exception of the Remai Modern Art Gallery), in accordance with Policy No. C10-025, <i>Public Art Policy</i>2. Provide advice to City Council:<ul style="list-style-type: none">• on the purchase and donation of works of art• on the revision or development of any City policies regarding public art, memorials or commemorations3. Provide advice to the Administration concerning the de-accessioning of artworks4. Educate artists and community groups regarding the City’s Public Art Program5. Review location for appropriateness for memorials or commemorations, appoint members to the Commemorative Review Committee, and review and comment on artistic merit of a proposed commemorative work or proposed memorial in accordance with Policy C09-038, <i>Commemorations and Monuments Policy</i>6. Consider the Calls to Action of the Truth and Reconciliation Commission in adjudicating, approving and placing works of public art or commemorations or memorials on behalf of City Council
Composition: (Voting Members)	<p>Total membership of 10 (all appointed by Council)</p> <ul style="list-style-type: none">• 1 citizen representative of the youth community (16 – 23 years old)• 2 citizen representatives of the First Nations or Métis Community• 7 additional citizen representatives
(Non-Voting Resource Members)	<ul style="list-style-type: none">• 1 Councillor• Representatives of the City Administration:<ul style="list-style-type: none">○ Community Services Department

Qualifications: Demonstrated expertise or interest in the following:

- Public art
- Socially engaged art
- Visual arts
- Media
- Performance arts
- Arts administration
- First Nations art and culture
- Métis arts and culture
- Site-specific art
- Architecture
- Landscape architecture
- Design
- Urban design
- Art education

Term: 2 years

Meetings: January, February, March, April, May, June, September, October and November (No meetings in July, August and December)

Second Friday from 2:30 p.m. to 4:30 p.m.

Contact: Mr. Alejandro Romero,
Community Development Branch 306-657-8671

THE REMAI MODERN ART GALLERY OF SASKATCHEWAN BOARD OF TRUSTEES

Purpose:	<p>The Trustees are responsible for ensuring that the Gallery fulfils its mandate which is summarized as follows:</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 of an art collection in conjunction with any gallery, museum, exhibition or otherwise of fine art. <p>Trustees may also be appointed to the Saskatoon Gallery and Conservatory Corporation Board of Trustees.</p>
Composition:	<p>A minimum of 6 and a maximum of 14 Directors, all appointed by City Council.</p> <p>New appointments to take effect after the annual general meeting of the Board to be held in spring.</p>
Qualifications:	<ul style="list-style-type: none">• Sufficient knowledge of governance best practice to ensure sound governance of the gallery;• Sufficient knowledge of and attention to budgetary matters to ensure financially sound operation of the Gallery and its assets;• Sufficient interest, ability and contacts in the community to be an effective advocate on behalf of the Gallery – 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 Gallery first and foremost;• A 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 Remai Modern;• A readiness to commit to two terms (i.e. approximately four years) on the board;• A readiness to participate in various fundraising activities from public and private sectors;• A readiness and ability to accept executive responsibility on the Board;• A willingness to participate as necessary in the selection and evaluation of the Directors of the Board; and• Indigenous relations experience.
Specific Needs:	<ul style="list-style-type: none">• Fundraising experience;• Financial and Business experience;• Legal experience;• Tourism and marketing experience.
Term:	<p>2 years (new appointments to take effect after the annual general meeting of the Board).</p>
Meetings:	<p>Monthly; third Tuesday at 5:00 p.m. or at call of the chair. (No meetings in July and August)</p>
Contact:	<p>Mr. Gregory Burke, Executive Director & CEO, Remai Modern Art Gallery of Saskatchewan 306-975-7669</p>

SASKATOON ACCESSIBILITY ADVISORY COMMITTEE

- Mandate:** The function and mandate of the Committee shall be to:
1. Provide advice to City Council with respect to ensuring that City of Saskatoon services, information, facilities and infrastructure are accessible for citizens of all abilities
 2. Provide advice to City Council on policies and programs for improving accessibility to City services, information, facilities, infrastructure, and employment opportunities
 3. Develop sensitivity and accessibility awareness educational material
 4. Monitor implementation and administration of the Action Plan on Accessibility
 5. Review, evaluate and participate in an update of the Action Plan on Accessibility and advise City Council of progress in achieving the goals for improving accessibility to City services, information, facilities, infrastructure and employee awareness as recommended in the Action Plan
 6. Act as a resource to City Administration respecting development and implementation of public relations campaigns to promote the City's efforts in making City services, information, facilities and infrastructure accessible to all individuals

- Composition:** A total membership of 13 (all appointed by Council):
- (Voting Members)
- Agency Representatives:
- 1 representative of the Saskatoon Council on Aging
 - 1 representative of the Canadian National Institute for the Blind (CNIB)
 - 1 representative of Saskatchewan Deaf and Hard of Hearing Services
 - 1 representative of Spinal Cord Injury Saskatchewan
 - 1 representative of the North Saskatchewan Independent Living Centre
- Citizen Representatives*
- 1 citizen representative of the youth community (16 – 23 years old)
 - 1 citizen representative of the senior citizen community (55+ years old)
 - 6 additional citizen representatives

* at least 50% must be persons with a disability or caregivers of persons with a disability

- (Non-Voting Resource Members)
- 1 Councillor
 - 1 representative of the Saskatchewan Human Rights Commission
 - Representatives of the City Administration:

- Community Services Department
- Corporate Performance Department
- Asset & Financial Management Department
- Transportation & Utilities Department
 - Saskatoon Transit
 - Access Transit

Qualifications:

- Persons with a disability or caregivers of persons with a disability.
- Demonstrated interest or expertise in addressing accessibility issues or construction and design of public spaces and facilities.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Term: 2 years

Meetings: January, February, March, April, May, June, September, October and November (No meetings in July, August and December)

Second Friday from 12:00 noon to 2:00 p.m.

Contact: City Clerk's Office 306-975-3240

SASKATOON ENVIRONMENTAL ADVISORY COMMITTEE

- Mandate:** The function and mandate of the Saskatoon Environmental Advisory Committee (“SEAC”) shall be to:
1. Provide advice to City Council on policy matters relating to the following:
 - environmental implications identified in City undertakings, initiatives and other projects
 - waste reduction and diversion initiatives including food reclamation
 - pollution prevention
 - water conservation measures
 - climate change mitigation and reduction of greenhouse gas emissions (e.g. energy conservation, renewable and alternative energy programming, energy efficiency and building standards, alternative transportation)
 - wildlife or habitat conservation
 - ecological systems and greenspaces
 - support of alternative modes of transportation (for example: carpooling initiatives, promotion of public transit options, walking, cycling)
 2. Monitor the success of the SEAC and to advise City Council on ways for the City of Saskatoon to increase the success in working with community organizations, business and labour, all orders of government, and other stakeholders to promote environmental sustainability and good environmental practices within the City of Saskatoon
 3. Provide education and awareness programs on all matters within its mandate in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council
- Composition:** Total membership of 13 (all appointed by City Council):
(Voting Members)
- Agency Representatives:
- 1 representative of the Saskatchewan Health Authority
 - 1 representative of the Ministry of Environment
 - 1 representative of the Meewasin Valley Authority
- Citizen Representatives:
- 1 citizen representative of the youth community (16 – 23 years old)
 - 1 citizen representative of the First Nations or Métis Community
 - 8 additional citizen representatives

(Non-Voting
Resource
Members)

- 1 Councillor
- Representatives of the City's Administration:
 - Environment & Corporate Initiatives
 - Water and Wastestream
 - Building Standards
 - Saskatoon Light & Power
 - Planning
 - Transportation

Qualifications:

- A sound general knowledge of the Saskatoon area and its existing and potential environmental problems; and
- Demonstrated expertise or interest in the following:
 - Natural, earth, and/or environmental science (e.g. ecology, biology, toxicology, geoscience)
 - Relevant engineering disciplines and/or experience (e.g. environmental, civil, mechanical)
 - Environmental and/or community planning
 - Habitat and/or wildlife conservation
 - Environmental outreach and/or community development
 - Government relations and/or public policy
 - Education
 - Environmental economics
 - Entrepreneurs, for-profit, or non-profit professionals with demonstrated environmental experience/interest
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.

Term: 2 years

Meetings: January, February, March, April, May, June, September, October and November (No meetings in July, August and December)

Second Thursday from 11:30 a.m. to 1:30 p.m.

Contact: City Clerk's Office 306-975-3240

SASKATOON PUBLIC LIBRARY BOARD

Purpose: The Saskatoon Public Library Board helps connect the citizens of Saskatoon to lifelong learning and engagement opportunities in order to meet present and future challenges. The Board fills a governance role for the municipal library system as outlined in the *Public Libraries Act*, and to ensure that library programs, services and facilities meet the needs of the citizens of Saskatoon.

Composition: Total membership of 7 or 9 (all appointed by Council).
His Worship, the Mayor
Remaining six or eight members from among the residents of the municipality. Not more than one member of City Council at a time, in addition to the Mayor, is to be a member of the Board.

Qualifications:

- Knowledge of the Public Library and its services; and
- Possession of a valid library card.

Note: The Saskatoon Public Library Board believes the principles and practices of diversity, equity and inclusion strengthen the Board. The Saskatoon Public Library has advised City Council that the following specific skills and attributes are desirable for 2019:

- Legal expertise;
- Financial proficiency;
- Experience with capital campaigns and fund development; and
- Involvement with early childhood literacy programming.

Term: 2 years

Meetings: A minimum of six meetings are held per year
Third Wednesday of the month at 4:00 p.m.

(No meetings in July, August, or December).

Board members also serve on a variety of committees and fill liaison roles.

Contact: Ms. Carol Cooley, Director of Libraries & CEO 306-975-7575

SASKTEL CENTRE BOARD OF DIRECTORS

Purpose: To promote, operate, manage, maintain and improve the SaskTel Centre.

Composition: Total membership of 12 (appointed by Council) consisting of:

- The Mayor;
- 2 Councillors; and
- 9 residents of the city of Saskatoon.

New appointments will take effect after the annual general meeting of the Board to be held in April.

Qualifications:

- Business/Management Experience
- Construction Engineering
- Financial Expertise
- Human Resources Management
- Risk Management
- Government and Community Relations

Duties:

- To attend and be prepared for monthly board meetings. The board meets eight times a year.
- To prepare for and participate in the discussions and the deliberations of the Board.
- To be able to analyze the internal and external environment and identify current and future opportunities, challenges and risks, while reflecting on past experience, board policies and processes.
- To actively participate in at least one committee e.g. Audit and Finance, Governance, Compensation.
- To foster a positive working relationship with other Board members, and SaskTel Centre staff.
- To establish overall long and short term goals, objectives and priorities for SaskTel Centre in meeting the needs of the community.
- To be informed of the services provided by SaskTel Centre and publicly support and champion the organization's initiatives.

Term: 2 years

Meetings: Monthly; first Wednesday at 4:00 p.m.
(No meetings in January, July, August, and October)

Contact: Mr. Will Lofdahl, SaskTel Centre 306-975-3155

SOCIAL SERVICES SUBCOMMITTEE
(ASSISTANCE TO COMMUNITY GROUPS: CASH GRANTS PROGRAM)

Purpose:	To make recommendations regarding the allocation of funds in the Assistance to Community Groups: 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 Ministry of Social Services;• 1 representative from the Board of Education, Saskatoon Public Schools;• 1 representative from the Board of Education, Greater Saskatoon Catholic Schools; 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; and• Demonstrated professional or educational expertise in financial analysis.
Term:	1 year
Meetings:	As required (September to June) at call of the chair (5 to 7 times per year). *Committee members must be available for meetings during the day.
Contact:	Recreation & Community Development, City of Saskatoon, 306-975-3186

Visit
saskatoon.ca/boards
for
Committee Application Form
and
Reference Form

Apply on-line by October 5, 2018

Contact the City Clerk's Office at 306-975-3240 regarding the application process