



**CITY OF  
SWIFT CURRENT**

***Boards and Committees  
2018***

Prepared by the Office of  
The City Clerk  
P.O. Box 340  
177 – 1<sup>st</sup> Avenue NE  
Swift Current, SK S9H 3W1  
(306) 778-2723

## Participate in Local Government Apply for City Boards and Committees

Help shape YOUR City! As Swift Current continues to grow and develop, it is important that the members of City Boards and Committees reflect the diversity of our people. We need a variety of residents with ideas, skills, leadership and energy to participate and share your knowledge. If you are a Canadian Citizen, 18 or older and a full-time resident of Swift Current, the time is right to get involved.

If you are interested in serving on any of these Boards, an information book with an application form may be obtained on the City's website at [www.swiftcurrent.ca](http://www.swiftcurrent.ca). The deadline to apply is December 15, 2017. Candidates are appointed by City Council and will be notified of appointment in the New Year.

Name of Board/ Committee	Description	Term	# of Positions
Board of Revision	The Board hears appeals against property tax assessments and makes decisions based on the evidence presented. Hearings are held during business hours. The number of sittings will be dependent on the number of appeals received. Applicants should have experience in hearing appeals or in meetings that involve an adjudication process, as well as experience in writing decisions.	One Year	Three
Development Appeals Board	The Board hears and considers appeals to zoning regulations in accordance with the duties and powers set out in <i>The Planning and Development Act, 2007</i> . Applicants should have experience in hearing appeals or in meetings that involve an adjudication process, as well as experience with writing decisions.	One Year	Three
Recreation and Parks Board	The Board shall advise and make recommendations to City Council regarding parks and recreation services and facilities within or respecting the municipality.	Two Years	Two
Street/Facility Naming Advisory Board	The Board shall assist Council in naming of streets and City owned facilities.	One Year	Two
Murals Advisory Board	The Board shall assist Council and make recommendations on applications received for murals on City owned properties.	One Year	Three
Public Library Board	The Board shall act as liaison between the City and the Regional Library Board and between the City and the local Library by bringing the needs of the community to the attention of the Regional Library Board and to the regional and local librarians.	Two Years	Five

**\*\*Please note that if you are a current Board member and your term of appointment is expiring, you must re-apply.\*\***

For additional information regarding these Boards please contact Lee Ann Thibodeau-Hodgson, City Clerk, by calling 306 778-2768 or by visiting the Administration Department at City Hall at 177 – 1<sup>st</sup> Avenue N.E.



CITY OF SWIFT CURRENT  
APPLICATION FORM FOR BOARDS & COMMITTEES

Name: \_\_\_\_\_  
(Last Name) (First Name)

Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (Province) (Postal Code)

Phone No.: \_\_\_\_\_ Alternate Phone No.: \_\_\_\_\_

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

Boards/Committees Applied For: *(Please list in order of preference)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have served on any of the above Boards/Committees, please indicate:

Board: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Board: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Availability: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Weekends: \_\_\_\_\_

Community Interests: *(i.e. Clubs; Organizations, etc.)*

\_\_\_\_\_  
Reasons for Applying

Mail to: Lee Ann Thibodeau-Hodgson, City Clerk  
P.O. Box 340  
Swift Current, SK S9H 3W1

OR Deliver to City Hall  
177 – 1<sup>st</sup> Avenue NE  
Swift Current, SK

OR

Email to: [l.thibodeau@swiftcurrent.ca](mailto:l.thibodeau@swiftcurrent.ca)

**\*\*\*Additional information and/or a resumé may be submitted on a separate page\*\*\***



## **BOARD OF REVISION**

<i>Authority</i>	Sections 192 - 212 of <u>The Cities Act</u> and Sections 33 - 37 of <u>The Local Improvements Act, 1993</u> .
<i>Terms of Reference</i>	<p>The Board shall hear appeals and make decisions relative to property, business and local improvement assessments which have been received by the Secretary pursuant to <u>The Cities Act</u> and <u>The Local Improvements Act, 1993</u>.</p> <ul style="list-style-type: none"><li>- ensures legal counsel is provided in the area of assessment law and practice;</li><li>- assist in the scheduling of hearings and liaises with support staff;</li><li>- review of hearing dates/times;</li><li>- attend assigned hearings;</li><li>- contribute to the hearing by asking questions, participating in discussion/deliberation and by respecting the role of the chair;</li><li>- confirmation of recording/transcription services.</li></ul>
<i>Composition</i>	<p>No less than 3 members of the public at large of which 1 Chairperson is elected from the Board members themselves.</p> <ul style="list-style-type: none"><li>- 1 Secretary and 1 Alternate Secretary appointed by City Council.</li></ul>
<i>Term</i>	One Year
<i>Meetings</i>	<p>Varies depending on the number of appeals received. Location: City Hall</p>
<i>Indemnity</i>	<p>Chairperson: \$200 per day \$100 per half day \$20 per hour for writing Board decisions</p> <p>Members: \$150 per day \$75 per half day</p>
<i>Administrative Contact</i>	<p>City Clerk Lee Ann Thibodeau-Hodgson (306) 778-2768</p>

## **DEVELOPMENT APPEALS BOARD**

<i>Authority</i>	Sections 213 - 227 of <u>The Planning and Development Act, 2007</u> City Zoning Bylaw No. 24 – 2014
<i>Terms of Reference</i>	<p>The Board shall hear appeals and make decisions relative to development permits, subdivisions, and enforcement orders which have been received by the Secretary pursuant to <u>The Cities Act</u> and <u>The Planning and Development Act</u>.</p> <p>In determining an appeal, the Board:</p> <ul style="list-style-type: none"><li>(a) is bound by any official community plan in effect;</li><li>(b) must ensure that its decisions conform to the uses of land, intensity of use and density of development in the Zoning Bylaw;</li><li>(c) must ensure that its decisions are consistent with any provincial land use policies and statements of provincial interest; and</li><li>(d) may, subject to clauses (a) to (c), confirm, revoke or vary the approval, decision, any development standard or condition, or order imposed by the approving authority, the council or the development officer, as the case may be, or make or substitute any approval, decision or condition that it considers advisable.</li></ul>
<i>Composition</i>	Board shall consist of not less than three and no more than nine members.
<i>Term</i>	One year
<i>Meetings</i>	Day: Within 30 days of receiving an appeal Time: To be specified Location: City Hall
<i>Indemnity</i>	\$35 per meeting
<i>Administrative Contact</i>	Manager of Development Services Michael Ruus (306) 778-2740

## **RECREATION AND PARKS BOARD**

<i>Authority</i>	City of Swift Current Bylaw No. 3 - 2012
<i>Terms of Reference</i>	<p>The Board shall advise and make recommendations to City Council regarding parks and recreation services and facilities within or respecting the municipality, and shall, without limiting the generality of the foregoing:</p> <ul style="list-style-type: none"><li>- review or develop policies and recommend to Council;</li><li>- recommend improvements to facilities and services to Council;</li><li>- recommend to Council changes in level and type of service, including expansion or elimination of service and programs;</li><li>- participate in the development of a long range plan regarding the Recreation and Parks needs of the City;</li><li>- recommend budget priorities to Council;</li><li>- review Community Grant applications and make recommendations to Council regarding the awarding of grant funds;</li><li>- liaise with other boards and organizations which have an interest in the delivery of recreation and parks services;</li><li>- recommend ways and means to better inform citizens of programs, opportunities and issues in leisure services;</li><li>- perform other duties in an advisory capacity, as Council may require.</li></ul>
<i>Composition</i>	<ul style="list-style-type: none"><li>- One member of the City of Swift Current Ward of the Chinook School Division appointed for a two year term on odd numbered years.</li><li>- One member of the City of Swift Current Ward of the Holy Trinity Roman Catholic Separate School Division appointed for a two year term on odd numbered years.</li><li>- Two members from a sport oriented community organization appointed for a two year term, one on odd numbered years and one on even numbered years.</li><li>- Two members representing a cross section of the total community appointed for a two year term, one on odd numbered years and one on even numbered years.</li><li>- The Ex-Officio members shall include the General Manager of Community Services and any staff that the General Manager deems necessary to participate. All shall be non-voting members.</li><li>- The maximum time that any one member may serve is 10 consecutive years. A person may be eligible for re-appointment where his/her term has been interrupted for at least one term.</li></ul>
<i>Term</i>	Two years
<i>Meetings</i>	Minimum of two per year Time & Location: 4:30 p.m. – City Hall
<i>Indemnity</i>	\$35 per meeting
<i>Administrative Contact</i>	General Manager of Community Services Dean Robson (306) 778-2787

## **STREET/FACILITY NAMING ADVISORY BOARD**

<i>Authority</i>	City of Swift Current Bylaw No. 7 - 2004
<i>Terms of reference</i>	<p>The Board shall assist Council in the naming of streets and City-owned facilities.</p> <p>The Board shall:</p> <ul style="list-style-type: none"><li>- Examine suggested street/facility names submitted to the City and make recommendations for consideration by Council.</li><li>- Actively assist Council and Administration with public education in the naming of streets/facilities.</li></ul>
<i>Composition</i>	<p>4 Voting members</p> <ul style="list-style-type: none"><li>- Two (2) members of Council</li><li>- Two (2) members of the Public-at-large</li></ul>
<i>Term</i>	One Year
<i>Meetings</i>	<p>As required</p> <p>Day: Not specified Time: Not specified Location: City Hall</p>
<i>Indemnity</i>	\$35 per meeting
<i>Administrative Contact</i>	General Manager of Planning and Growth Development Michael Ruus (306) 778-2740



## **MURALS ADVISORY BOARD**

<i>Authority</i>	City of Swift Current Bylaw No. 15 - 2005
<i>Terms of reference</i>	The Board shall assist Council to develop and implement a murals policy within the City of Swift Current.
<i>Composition</i>	5 Voting members  - Two (2) members of Council - Three (3) members of the Public-at-large
<i>Term</i>	One Year
<i>Meetings</i>	As required  Day: Not specified Time: Not specified Location: City Hall
<i>Indemnity</i>	\$35 per meeting
<i>Administrative Contact</i>	City Clerk Lee Ann Thibodeau-Hodgson (306) 778-2768

## ***PUBLIC LIBRARY BOARD***

<i>Authority</i>	City of Swift Current Bylaw 26 – 1977 and all amendments thereto.
<i>Terms of reference</i>	<p>The Board shall:</p> <ul style="list-style-type: none"><li>- act as a liaison between the City and the Regional Library Board and between the City and the local Library;</li><li>- interpret Regional Library Board policy to the community;</li><li>- bring the needs of the community to the attention of the Regional Library Board, to the regional librarian and to the local librarian;</li><li>- act as a liaison between the local Library and the City concerning the provision and maintenance of adequate accommodation;</li><li>- in co-operation with the Regional Library Board, to set standards for the library hours and for local library services;</li><li>- in co-operation with the Regional Library Board to appoint and attend to the welfare of the local librarian or librarians;</li><li>- consider and recommend to the Council any Bylaws, rules and regulations as it may deem necessary pertaining to policy matters associated with the Library;</li><li>- make rules and regulations for the management, operation and use of the Library;</li><li>- accept and receive all or any grants, gifts, donations, bequests of money or other chattels from any source whatsoever and thereafter deal with same as may be directed by the City;</li><li>- perform such other duties as may be required and/or directed by City Council.</li></ul>
<i>Composition</i>	<ul style="list-style-type: none"><li>- 1 Member of Council</li><li>- Up to 8 Members appointed from the residents of the City at large</li></ul>
<i>Term</i>	Two years
<i>Meetings</i>	Monthly (not during summer months)  Day: Second Tuesday of the month Time: 7:30 p.m. Location: Public Library
<i>Indemnity</i>	<i>\$35 per meeting</i>
<i>Administrative Contact</i>	City Clerk Lee Ann Thibodeau-Hodgson (306) 778-2768