



BOARDS & COMMITTEES

2025-2026

Prepared by:
The Office of the City Clerk
177 - 1st Avenue NE
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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 their knowledge. If you are a Canadian Citizen, 18 years of age 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, this Information Book will help you understand the roles and responsibilities of members of various boards. The deadline to apply is 4:00 PM December 18, 2024. Candidates are appointed by City Council and will be notified of their appointment in the new year.

The following information provides a high-level view of the Board positions that are currently available:

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.

- **Term Length: Two (2) Years**
- **Available Positions: Five (5)**



Development Appeals Board

The Board hears and considers appeals to zoning and municipal bylaw regulations in accordance with the duties and powers set out in *The Planning and Development Act, 2007*. Applicants should have experience in hearing appeals or in meetings that involve an adjudication process, as well as experience with writing decisions.

- **Term Length: Two (2) Years**
- **Available Positions: Five (5)**

Recreation, Parks and Culture Board

The Board shall advise and make recommendations to City Council regarding parks, culture, and recreation services and facilities within or respecting the municipality.

- **Term Length: Two (2) Years**
- **Available Positions: Up to four (4)**

Street/Facility Naming Advisory Board

The Board shall assist Council in naming of streets and City-owned facilities.

- **Term Length: Two (2) Year Term, Appointed Annually**
- **Available Positions: Two (2)**



Murals Advisory Board

The Board shall assist Council and make recommendations on applications received for murals on City-owned properties.

- **Term Length: Two (2) Year Term, Appointed Annually**
- **Available Positions: Up to three (3)**

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.

- **Term Length: Two (2) Year Term, Appointed Annually**
- **Available Positions: Up to eight (8)**

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

For additional information please contact the Office of the City Clerk at (306) 778-2768 or via email at j.schlamp@swiftcurrent.ca





CITY OF SWIFT CURRENT BOARDS & COMMITTEES APPLICATION FORM

Name: _____
(Last Name) (First Name)

Address: _____
(Number) (Street)

(City) (Province) (Postal Code)

Phone No.: _____

Alternate Phone No.: _____

Email: _____

Occupation: _____

Place of Employment: _____

Availability

Daytime: _____

Evening: _____

Weekends: _____

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: _____

Board & Years of Service: _____

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

Reasons for Applying: _____

Submit to: Jackie Schlamp, City Clerk
177 – 1st Avenue NE **or** P.O. Box 340
Swift Current, SK S9H 3W1

Or via email: j.schlamp@swiftcurrent.ca

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

BOARD OF REVISION

Authority Sections 192 - 212 of *The Cities Act*
Sections 33 - 37 of *The Local Improvements Act, 1993*

Terms of Reference

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 the above stated legislation.

- Ensures legal counsel is provided in the area of assessment law and practice;
- Assist in the scheduling of hearings and liaises with support staff;
- Review of hearing dates/times;
- Attend assigned hearings;
- Contribute to the hearing by asking questions, participating in discussion/deliberation and by respecting the role of the chair;
- Confirmation of recording/transcription services.

Composition

No less than 3 members of the public at large of which 1 Chairperson is elected from the Board members themselves.

1 Secretary and 1 Alternate Secretary appointed by City Council.

Term	Two Years
Meetings	Varies depending on the number of appeals received.
Location	City Hall
Indemnity	Chairperson: \$290 per day \$170 per half day \$20 per hour for writing Board decisions Members: \$240 per day \$120 per half day \$75 per hour for a General Meeting of the Board

Administrative Contact

City Clerk – Jackie Schlamp (306) 778-2768



DEVELOPMENT APPEALS BOARD

Authority

Sections 213 - 227 of *The Planning and Development Act, 2007*
Section 329 of *The Cities Act*
City Zoning Bylaw No. 24 – 2014 and all amendments thereto.

Terms of Reference

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 the above stated legislation.

In determining an appeal, the Board:

(a) is bound by any official community plan in effect;

(b) must ensure that its decisions conform to the uses of land, intensity of use and density of development in the Zoning Bylaw;

(c) must ensure that its decisions are consistent with any provincial land use policies and statements of provincial interest; and

(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.

Composition

Board shall consist of not less than three (3) and no more than nine (9) members.

Term

Two Years

Meetings

Day: Within 30 days of receiving an appeal
Time: To be specified
Location: City Hall

Indemnity

\$50 per meeting

Administrative Contact

Development Officer – Kathy Dand (306) 778-2714



RECREATION, PARKS AND CULTURE BOARD

Authority City of Swift Current Bylaw No. 1 – 2021 and all amendments thereto.

Terms of Reference

The Board shall advise and make recommendations to City Council regarding parks, culture, recreation services and facilities within or respecting the municipality, and shall, without limiting the generality of the foregoing:

- review or develop policies and recommend to Council;
- recommend improvements to facilities and services to Council;
- recommend to Council changes in level and type of service, including expansion or elimination of service and programs;
- participate in the development of a long-range plan regarding the Recreation, Culture, and Parks needs of the City;
- recommend budget priorities to Council;
- review Community Grant applications and make recommendations to Council regarding the awarding of grant funds;
- liaise with other boards and organizations which have an interest in the delivery of recreation, parks and culture services;
- recommend ways and means to better inform citizens of programs, opportunities and issues in leisure services;
- perform other duties in an advisory capacity, as Council may require.

Composition

- One member representing Culture and appointed for a two-year term on odd numbered years.
- 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.
- Three members representing a cross section of the total community appointed for a two-year term, one on odd numbered years and two on even numbered years.
- 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.
- A seventh member may be added for a two-year term at the discretion of Council if an opportunity presents itself for a youth representative under the age of 18 to join.

Term Two Years

Meetings Minimum of two per year.

Indemnity \$50 per meeting

Time & Location: 4:30 p.m. at City Hall

Administrative Contact:

General Manager of Community Services – Nicole Spenst (306) 778-2787



STREET/FACILITY NAMING ADVISORY BOARD

Authority City of Swift Current Bylaw No. 7 - 2004

Terms of Reference

The Board shall assist Council in the naming of streets and City-owned facilities.

The Board shall:

- Examine suggested street/facility names submitted to the City and make recommendations for consideration by Council.
- Actively assist Council and Administration with public education in the naming of streets/facilities.

Composition

4 Voting members:

- Two (2) members of Council
- Two (2) members of the Public-at-large

Term Two Years, Appointed Annually

Meetings As required

Day: Not specified

Time: Not specified

Location: City Hall

Indemnity \$50 per meeting

Administrative Contact

Development Officer – Kathy Dand (306) 778-2714



MURALS ADVISORY BOARD

Authority City of Swift Current Bylaw No. 15 - 2005 and all amendments thereto.

Terms of Reference
The Board shall assist Council to develop and implement a murals policy within the City of Swift Current.

Composition
Up to 5 Voting members:

- Two (2) members of Council
- Three (3) members of the Public-at-large

Term Two Years, Appointed Annually

Meetings As required

Day: Not specified
Time: Not specified
Location: City Hall

Indemnity \$50 per meeting

Administrative Contact
City Clerk – Jackie Schlamp (306) 778-2768



PUBLIC LIBRARY BOARD

Authority

City of Swift Current Bylaw 26 - 1977 and all amendments thereto.
The Public Libraries Act, 1996 and ***The Public Libraries Regulations, 1996***

Terms of Reference

The Board shall, as per Bylaw;

- act as a liaison between the City and the Regional Library Board and between the City and the local Library;
- interpret Regional Library Board policy to the community;
- bring the needs of the community to the attention of the Regional Library Board, to the regional librarian and to the local librarian;
- act as a liaison between the local Library and the City concerning the provision and maintenance of adequate accommodation;
- in co-operation with the Regional Library Board, to set standards for the library hours and for local library services;
- in co-operation with the Regional Library Board to appoint and attend to the welfare of the local librarian or librarians;
- consider and recommend to the Council any Bylaws, rules and regulations as it may deem necessary pertaining to policy matters associated with the Library;
- make rules and regulations for the management, operation and use of the Library;
- 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;
- perform such other duties as may be required and/or directed by City Council.
- assist in the transition from a regional to a municipal library.

Composition

- One (1) Member of Council
- Up to eight (8) Members appointed from the residents of the City at large. Of these, three (3) people will be appointed to the Chinook Regional Library.

Term

Annual appointments in accordance Section 39 and 15 of the above Legislation

Meetings

Monthly (not during summer months) on the 2nd Tuesday of the month
Time & Location: 7:30 p.m. at the Public Library

Indemnity

\$50 per meeting

Administrative Contact

City Clerk – Jackie Schlamp (306) 778-2768





FOR MORE INFORMATION, PLEASE CONTACT:

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