



Terms of Reference Marr Residence Management Board

Authority

City Council Resolutions: February 13, 1995; September 11, 1995; October 26, 2015; December 20, 2023 and December 11, 2024

Mandate

The function and mandate of the Marr Residence Management Board shall be to:

1. Recommend policies for approval by City Council, including policies for restoration of the property, the acquisition and consideration of artifacts and the role of the Board (day-to-day operations and financial matters);
2. Fundraise for restoration projects;
3. Ensure that all usage of the property, including programming, rentals and leases is of a heritage, arts, or neighbourhood character;
4. Maintain the property in accordance with *The Heritage Property Act*, and Bylaw No. 6208, *A Bylaw of the City of Saskatoon to designate Lot 15, Block 41, Plan No. (Q1) B 1858 as municipal heritage property*; and
5. Provide an annual report to City Council which demonstrates how the Marr Residence Management Board is working to fulfill its mandate and implement its strategic plan.

Composition

- 7 voting members as follows:
 - 4 citizen representatives of the public;
 - 1 representative from the Nutana Community Association;
 - 1 representative from the Saskatoon Heritage Society;
 - 1 representative from the City's Facilities Management Department.

Preferred Qualifications

Successful candidates will be appointed based upon the following:

- Volunteer or Professional experience in:
 - Heritage Programming;
 - Community Development;
 - Community Associations;
 - Leadership;
 - Volunteer Background;
 - Previous Heritage Involvement.

Appointment and Term

- Appointment of citizen representatives of the public:
 - The City Agency Recruitment and Evaluation (CARE) Committee submits appointment recommendations for Civic Boards and Committees to City Council for approval.
 - 2-year staggered terms.
 - Maximum of 3 consecutive terms.

- Appointment of agency representatives (Nutana Community Association and Saskatoon Heritage Society):
 - Agency representatives are selected/confirmed by their respective Agency every two years and submitted through the City Agency Recruitment and Evaluation (CARE) Committee to City Council for approval.
 - 2-year staggered terms.

- Appointment of City of Saskatoon representatives to be designated by the City Manager.

Quorum

Quorum shall be a majority of voting members – (4/7).

Meetings

Meetings are held every second month on the second Tuesday at 5:00 p.m. with no meetings in July or August.

Meeting Support

Meeting support is provided by an independent recording secretary.

Remuneration and Expense Reimbursement

Marr Residence Management Board members shall serve without receiving remuneration. Benefits and expense reimbursement shall be provided in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The Marr Residence Management Board shall report to City Council through the Standing Policy Committee on Planning, Development and Community Services (PDCS).