



100—810 Central Avenue, Saskatoon, SK S7N2G6

Telephone: (306) 477-1277

www.sutherlandbid.ca

JOB POSTING

Executive Director

Sutherland Business Improvement District (SBID)

December 2024

The Sutherland Business Improvement District is governed under

City of Saskatoon, By-law No. 7891

The Sutherland Business Improvement District By-law, 1999

The **Executive Director** shall assume the administrative role(s) and responsibilities as directed by the Board of Management as per **Section 6. Powers of Board of the By-laws** as follows:

- The Executive Director will be responsible for those tasks as set out by the Board of Management which include the SBID's overall direction and priorities;
- The Executive Director will be responsible for their own expenses including all other associated employment expenses (e.g., payroll, income tax, statutory deductions, etc.). Any exception to this must be approved by the SBID Board of Management prior to the expense being incurred. All expenses must be supported by original receipts;
- All employees or contractors are required to sign a Confidentiality Agreement; and
- Time spent working on business related to the SBID will be compensated at a rate of **\$30.00** per hour and up to a maximum of 20 hours per week and will continue on a weekly basis until such time that either the Executive Director or the SBID's Board of Management decides to terminate this agreement. Additional time may be allotted but must be prior approved by the SBID's Board of Management. A strict record of all hours worked must be kept and submitted for audit purposes.

The SBID Board of Directors

The SBID Board of Management is comprised of entrepreneurs, business owners, and professionals operating within the Sutherland business district. Working with our business members, our goal is to support the ongoing development of this long-standing and vibrant community with the hope that the businesses and residents of the area remain for many more years to come.



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Boards and Committees

SBID Board of Management

- The Executive Director shall act as the agent for the Board and represent the SBID for all programs, projects, and undertakings at the municipal level as well as overseeing all financial programs (including monthly, quarterly and annual responsibilities). This includes the preparation for and completion of the budgets and annual fiscal year end reports.

Administrative duties

- The Executive Director is entrusted to work with all levels of City Hall on behalf of the SBID. This work involves coordinating and overseeing all programs specific to the day-to-day and annual functioning of the SBID. These programs may include the management of maintenance agreements, financial bookkeeping and auditing, IT, the SBID website, project specific support requirements (e.g., flowerpot program, banner program, etc.), City of Saskatoon seasonal programming, trouble shooting, and any other programs or projects that require the direct or indirect involvement of the SBID. Other programs may be assigned to the Executive Director by the SBID from time to time. There are no line positions within the SBID.

Committees

- The Executive Director shall represent the SBID at designated City of Saskatoon (COS) committees that interact with the SBID including, but not limited to:
 - Member, Urban Design Committee, Planning, Development & Community Services, COS
 - Member, Municipal Heritage Advisory Committee (MHAC), COS
 - Member, Parking Committee, COS
 - Member, Façade Grant Program, COS
 - Member, SPS Co-operative Policing Program
 - City of Saskatoon, Flowerpot Program

The SBID is also a member of the Saskatoon Combined Business Group (CBG) with the Greater Saskatoon Chamber of Commerce. Presently the SBID Board Chair represents our SBID on this Committee.

Support Services

**Bookkeeping
Auditor
Banking (BMO)
Maintenance**

**Website
Media
Graphic Design**

Major Project

The SBID has now completed three phases of the Central Avenue Streetscape Improvement Project.

Moving forward, the Executive Director will work with Urban Design at the City of Saskatoon, to establish ongoing projects and maintenance programs. This will include Phase 4 (112th Street to 115th Street and Gray Avenue).