



GOVERNANCE & PRIORITIES COMMITTEE

March 17, 2022

Council Chambers, City Hall
1:00 p.m.

AGENDA

Pages

1. Call to Order

This meeting is for discussion and information gathering only. All decisions will occur during Council Meetings.

Reminder, all members of Council are obligated to declare a conflict of interest regarding any items on the Agenda.

2. Approval of Agenda

Recommendation: That the Agenda dated March 17th, 2022 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated January 17th, 2022 be approved.

4. Public Presentations

5. Administration Presentations

5.1 CAO update presented by Tim Marcus.

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6. Strategic Plan

7. Governance and Priority Matters (Bylaws/ Policies/ Procedures)

8. Agencies/ Boards and Committees

8.1 Review of Council's appointments to current Boards and Committee listing.

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9. Unfinished Business

10. Council's Interest and Communications



GOVERNANCE & PRIORITIES COMMITTEE

March 17, 2022

Council Chambers, City Hall
1:00 p.m.

11. En Camera Requests

11.1 A request regarding Contracts and Proposals was presented by the General Manager of Community Services. **20**

Recommendation: That the Governance & Priorities Committee go into a closed meeting immediately following the adjournment of this meeting.

11.2 A request regarding Contracts and Proposals was presented by the General Manager of Infrastructure and Operations. **21**

Recommendation: That the Governance & Priorities Committee go into a closed meeting immediately following the adjournment of this meeting.

12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of March 17th, 2022 be adjourned.

Next Meeting Thursday April 12th, 2022.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: March 9, 2022
To: Governance & Priorities Committee
From: Chief Administrative Officer
Subject: **CAO Update**

One of the key items on each Governance & Priorities Committee (GPC) Agenda is a monthly report from my office setting out an overall organizational update.

Attached you will find reports for the following divisions:

- Asset Management
- Community Services
- Corporate Services
- Infrastructure & Operations
- Planning & Growth Development
- Swift Current Fire Department

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tim Marcus", written over a horizontal line.

Tim Marcus, CAO

ASSET MANAGEMENT

JANUARY 2022 – MONTHLY CAO REPORT



Asset Management:

- We have been continuing with the data entry and registry reform, as we have a truck that was in an accident that is waiting for repair parts. We have not made much progress with the cutting.
- We are continuing to find options to add the required data to the Asset Registry.
- We have been working with a local contractor to build a fabric cover for the end of the trailer which will help in the cold weather. The cover will protect the open end of the trailer from the winter elements, and a small electric heater will help to keep the trailer warmer. The supply of the material has been the main issue. The local contractor is having a hard time securing the required material. This is still the issue as parts and supplies seem to be hard to find.

Airport:

- Our airport staff was quite busy in January with snow removal. There has been some discussion with the new towable sweeper as it requires a Class 1A Driver's license. We are working the fleet services to install the controller in the Airport tractor so that we do not require the Class 1A.
- We have submitted our CAP Grant Application for the 2021 funding along with all the required invoices and documentation, we should receive our grant funds shortly.
- The Application for the 2022 Cap funding is now available and we are working on getting that completed before the application deadline.

RECREATION, PARKS & CULTURE

JANUARY 2022 – MONTHLY CAO REPORT

MISSION STATEMENT: A connected, healthy community with an enduring small-town feel, offering diverse recreation, parks and culture opportunities that inspire healthy living and pride among residents and our neighbouring communities.



Fun Day @ The Stockade



Metal Cladding Installed at i-plex

Capital/Operating Projects:

- Chinook Golf Course purchased 6' ATV blade from Canadian Tire. Using on Kubota to groom X-country ski trails.
- Parks received the refinished cenotaph plaques, waiting to be installed.
- Innovation Credit Union i-plex metal cladding installation completed. Fire inspection conducted. Both arenas required extensive Parking Lot snow removal. Public Works assisted at Fairview clearing snow piles to make room for arena snow removal. Fairview condensers continued to create issues as they are undersized, which keeps water running and causes freeze-up problems during extreme cold temperatures.
- RC Dahl had Gallery floors stripped and refinished. Dickson Community Centre experienced boiler flow switch failure and lost 30 gallons of glycol (replaced flow switch, 3 pressure relief valves and 1 zone valve).
- Aquatic Centre discovered a crack in filter tank which is leaking into the crawl space. January 20: Observed water running over electrical conduit. January 21: Electrician inspected the wiring for safety (wiring and conduit were deemed safe to continue operating for now). Currently investigating options to repair the filter tank without interruption. January 23: Experienced power outage that caused teach pool and main pools to stop filtering. Electrician had to be obtained to restart filtering system and replace connectors on main pool. Power outage also damaged controls for the sauna resulting in replacement of power switch.
- Art Gallery applied for 4-year operational funding grant from SK Arts – currently receiving \$40,000/year. Completed annual report for 2021, Strategic Plan, Mandate and Vision and Organizational Profile. Applied for two *Young Canada Works* grants and one *Canada Summer Jobs* grant. Secured *Exhibition Calendar* planning up to January 2024 (custom to book minimum two years in advance). Creating loan agreements to secure work for upcoming exhibition *Edward Poitras: Revolution in the Rock Garden*. Floors in the gallery were stripped and waxed in preparation for exhibition. AGSC Learning Centre studios (2nd

floor Dickson Community Centre) cleaned. Art supplies catalogued.

- Followed up on *Community Initiatives Fund (CIF) annual* and *SPRA Framework in Action* grants. Applied/ in process of applying for grants: *CIF summer*, *Service Canada*, *SaskEnergy*, *Innovation Community Sponsorship*, *Farm Credit Canada-Community Investment*. Community sponsorships of \$2,800 received to support summer programs. Haunted Town provided \$6K toward dock at Riverside Park for canoe and kayak access. SASK Lotteries Community Support grant accepting applications until Feb 14, plan to distribute \$114,900 throughout the community (City website has application packages and information).
- Kinetic Park staff completed wooden lockers in the Stockade for sport equipment storage. Two new drum risers (stage pieces) built for wedding/concert/etc. rentals.
- Museum received a \$51,000 reopening grant from Department of Canadian Heritage. Applied for three grants for summer students.

Programs/Rentals:

- Parks department reported 80 bookings for the Crockicurl rink since it opened on Dec 28th. Outdoor Rinks were busy with over 3,400 people utilizing the ice in December.
- Walking for Wellness, Tots Play and Forever... In Motion began on Jan 3. Numbers have risen. Walking for Wellness at the i-plex indicated 400 walkers, with payment received from about 240. All are grateful to have a safe place to walk. Munch 'N Move had 12 kids ages 2 – 4 registered. Shared fun with the puppets Mikey and Maggie who introduce the snacks each week. 10th Annual Wellness Challenge began Jan 24. 34 teams registered with 255 participants. New for this year: Personal Wellness component for keeping points, Virtual Lunch 'N Learn, Free City Activities like badminton & pickleball in the Stockade. 40 kids registered for Jan 31 Fun Day, with seven on the wait list. Fun Day, partnered with Family Resource Centre, has become popular offering students in grades K through 6 the opportunity to participate in activities when school is not in session. Youth Open Gym consistently has two to six youth at each program (youth walk to the facility so program is weather dependent). Welcome to Recreation finished first month of Crockicurl clinics: six youth participated.
- Kinetic Park rentals filled with soccer, volleyball, lacrosse, pickleball, line dancing, dryland hockey training, City COVID test site. Stampede Room booked regularly for both day and evening meetings.
- Winter swim lessons began Jan 4, 6 & 8 and run for 8 weeks each. Bronze Medallion ran Jan 7 – 9. Jan 17 – 28 Aquatic Centre offered modified schedule to accommodate Ecole Centennial's class cohorts for swim lessons.
- Innovation Credit Union i-plex hosted two Broncos games. Two Broncos games and a few minor hockey bookings were cancelled due to COVID. Two paid Auditorium bookings. Successful U13 tournament January 14 to 16 held at Fairview.
- Prime Training leasing gym at Dickson Centre, five-month contract for baseball training. Have setup the facility to include netting, batting cages and turf. Lt. Colonel Clifton Centre had a quiet month, several "regular" bookings cancelled due to COVID.
- January 15, the Peter Tucker: Disposition exhibit installed at Art Gallery. Peter Tucker is a master woodworker, accomplished painter, and skilled sculptor out of Moose Jaw.
- Interactive Ace academy Flight Experience exhibit opened at the Museum. Valentine card crafts January 26th (six children & three adults attended). Senior's program for collecting stories and assisting Museum regarding unidentifiable photos attracted three attendees. Lunch and Learn interested six patrons.

Program Statistics

FACILITY/PROGRAM	ATTENDEES	FACILITY/PROGRAM	ATTENDEES	FACILITY/PROGRAM	ATTENDEES
Museum visits	128	W4W Stockade/i-plex	231/400	Swimming Lessons	507
Hockey Hall of Fame	159	FIM Stockade	59	Private Swim Lessons	4
Art Gallery visits	130	School Swimming	319	General Swim	2,088
Tots Play/Pound Fitness	61	Aquatic Fitness	337	Swim Clubs	534

Staffing/Scheduling:

- **Training:** Aquatic Centre January training cancelled due to members testing positive for COVID. Four staff at Aquatic Centre oriented as Lifeguard/Instructor I. Art Gallery interns training with Museums Association of Saskatchewan to digitally upload art collection to the SaskCollections system. Several staff took part in training for PerfectMind program.
- **Staffing:** Facilities – One staff away with COVID; students rotating between buildings. Museum Director returned part-time from leave of absence.

User/Rental Group/Community Connections:

- **Correction for Dec 2021 Art Gallery: Class/programs gross \$45,335.00 (61% up from 2019 pre-pandemic).**
- Interagency Committee held ZOOM meeting January 11 with 17 members. Had new members join including Canada Revenue Agency and McKerracher Support.
- January 11 Canadian Red Cross announced the cancellation of all aquatic based programs by end of 2022. Aquatic Centre is the training hub for the Saskatchewan Lifesaving Society in the southwest. Will offer transfer programs for Red Cross Lifeguards to transition to Lifesaving Society National Lifeguard program. Instructor program will be conducted via online module.
- Art Gallery met with representatives from Canadian Heritage and Canadian Museums Association regarding funding prospects.
- Dr. Noble Irwin Foundation & SC No-Hot Hockey League Outdoor Classic held on January 29. Staff assisted with onsite map, licencing and venue setup. MOU for 2022 Great Southwest Shakespeare Festival finalized.
- South West Saskatchewan Archeology Society and Southwest Naturalists utilized main Museum gallery for meetings.
- Successful World Snow Day was hosted by the Nordic Ski Cub at the Chinook Golf Course on January 16.

Bet You Didn't Know:

- Lacrosse was started by the Native American Indians and was originally known as Stickball. 100 – 100,000 players could participate at a time and field size varied from 500 yards to several miles.
- That World Snow Day was created by the International Ski Federation to increase children's participation in snow-related sports while bringing families together for a fun-filled day in the snow.
- The pausing of the WHL clubs has meant three rescheduled games for the Swift Current Broncos and readjusting the i-plex schedules with our user groups.

CORPORATE SERVICES

JANUARY 2022 – MONTHLY CAO REPORT



Capital & Special Projects:

- Information Technology:
 - Deployed equipment for 2021 Hardware Replacement project.
 - Worked with Light & Power on providing in house support for fixing the meter reading collectors.
 - Finished converting Microfilm index cards to a digital file.
 - Installed fibre optic cable in the 57s clubhouse.
 - Installed large format televisions and computer in three (3) meeting rooms.
 - Worked on moving the Oracle Apex custom programming system to the cloud.
- Purchasing has been working on year-end tasks, such as 2022 control orders, audit and cleanup holdback report, complete carry over list, outstanding Purchase Order report, review Vendor statements and balance warehouse inventory to general ledger.
- The online, facilitated Safe Places education program for adolescents is almost complete, with final development and content review taking place.
- The online Safe Places database platform is underway, with the platform developed and testing in progress.

Staffing:

- HR sent out its second monthly internal “spotlight” newsletter, with milestone listings and reminders to employees on the Cooperators dependent program (having new dependents added within 30 days) which resulted in several people contacting HR to make these changes.

Customer Service and Community Connections:

- Communications:
 - Completed design and launch of Speak Up Swift Current website, including tools for the Strategic Plan and a Community Photo Contest.
 - Completed/launched all advertising components of Strategic Plan Citizen Survey.
 - Delivered first edition of “City News” – reached all utility customers in Swift Current.
- The assessment staff is continuing finalization of 2021 Supplementary Roll in concluding the two outstanding appeals; we do not expect these appeals to require hearing at the Board of Revision. At the conclusion of these appeals, we will apply to SAMA Quality Assurance Division for confirmation of that roll.
- Assessment is actively engaged in finalizing maintenance of the 2022 Preliminary Roll. This process included ensuring construction from 2021 is added to property value and correcting errors that were brought to our attention after the supplementary levy. We look forward to getting notices to property owners at our first opportunity.
- Assessment completed five (5) property inspections and 467 property data updates.
- There was a large volume of Safe Places recertifications in January.

Bet You Didn't Know:

- That prior to enactment of *The Cities Act*, the City Assessor was the Board of Revision Secretary and acted as the respondent in Assessment Appeals.
- That the Purchasing department generated 129 Purchase Orders in January.
- That in January, our most visited webpages were:
 1. The Aquatic Centre
 2. SwiftConnect
 3. Employment Opportunities
 4. Wellness Challenge
 5. Public Skating
- That most companies have benefits for counselling services that only cover two (2) sessions and they rely on free programs such as Lifeworks and Telehealth programs. The City of Swift Current covers between five (5) and ten (10) sessions as part of our Mental Health and Wellness initiative, in addition to the Homewood Health resources for employees that wish to use specific therapists outside of Swift Current or not included in the plan.
- That 2,680 people are Safe Places – Youth Certified as of January 31, 2022.

INFRASTRUCTURE & OPERATIONS

JANUARY 2022 – MONTHLY CAO REPORT



Streets and Roadways:

- Snow removal January 3 – 31.
- Clean sidewalks and pathways throughout the month.
- Sanding streets daily.
- Setup for Noble Irwin Hockey in Riverdene Park January 28.
- Hydro Vac for Engineering January 24 – 25.
- Jetting Storm sewer January 24.
- Empty garbage every Friday downtown & bait at East Landfill.
- Safety Meetings January 5 & 19.

Fleet Services:

- AP6 – Airport Gravel Truck: Transmission not shifting properly. Unit taken to Warner Industries to have transmission control module replaced and programmed.
- T19 – Gravel Truck: Repaired air trip cylinder. Unit taken to Wheatland Machine to have cylinder mount bracket on bottom of gravel body repaired.
- T21 – New $\frac{3}{4}$ Ton Truck: Replace broken passenger side mirror.
- T23 – $\frac{3}{4}$ Ton Truck: Unit taken to Wheatland Machine to have broken front service body mounts repaired and reinforced.
- T52 - Gravel Truck: Annual safety inspection – passed.
- R6 – Streets Payloader: Replaced several leaking hydraulic hoses on boom.
- R7 - New RPM Snow Blower: Removed debris (carpet, crescent wrench) from augers and impeller.
- R24 – Kubota Tractor: Unit taken to Speedy Glass to have left lower front window replaced.
- Safety Meetings January 6 & 20.

Oil Change Services

- Light Trucks – 15
- Heavy trucks – 4
- Equipment – 3

General Repairs

- Light Trucks – 22
- Heavy Trucks – 9
- Equipment – 48

Transit:

School run is a little slower this month with semester finals in Swift Current Comprehensive High School and COVID in the elementary schools.

- **Year end totals for Swift Transit:** 2020: 16,968 riders. 2021: 22,903 (Increase of 35%).
- **Year end totals for Access Transit:** 2020: 2,887 riders. 2021: 4,414 riders (Increase of 53%).

Water Treatment Plant:

Operations:

- Comairco on site to conduct 6-month service and fluid samples on Sullair air compressor.
- Yearly filter maintenance continues.
- Calibrated carbon feeder.
- Submitted yearly usage report to the WSA.

Residuals:

- Residual management project completion is delayed due to electrical equipment availability.

Sampling:

- All bacteriological samples were sent away, no coliforms detected.
- All samples within acceptable range.

Total pumped for January: 173.79 MI. The 10-year average for January is 174.39 MI.

Wastewater Treatment Plant:

Operations:

- Working on HVAC system, having issues with boiler shutdowns and random alarms.
- Cleaned algae from clarifiers.
- General plant maintenance.

Lift Stations:

- Removed and cleaned pumps at Lift Station #2, clogged.
- Replaced Lift Station #10 pump impeller.
- Had electrician repair Riverdene Park Lift Station pump wiring, replaced pump.
- Replaced battery for Lift Station #12 genset.

Septic Dump:

- Repaired and adjusted automated gate.

Sampling:

- Swift Current Creek samples sent to Provincial Laboratory.
- Weekly effluent samples sent to Provincial Labs.
- All samples within acceptable range.
- University of Regina sampling wastewater influent to measure Covid-19 viral load as part of a school project.

Water Distribution & Wastewater Collection:

Hydrants:

- Repaired one hydrant hit by a vehicle.

Meters:

- 58 meter appointments
 - Many of these appointments were to identify service material for lead service line inventory program.

Locates:

- 23 locates performed.

Frozen Services:

- Thawed four frozen lines.
- Changed south pressure zone area to improve pressure on Gladstone West, Weaver Crescent West Place and Field Drive.
- Weekly flushing.

Wastewater Collection:

- Camera'd 3 sewers
 - Assisted the Health Region to find issue with the building on 4th Avenue NE.
- 1 Sewer services snaked.
- Sewer jetting.

Rural:

- Sampling:
 - Rural weekly Bac-T's:
 - No coliforms detected

Other:

- Assisted Streets department with snow removal.
- Review Standard Operating Procedures and Job Safety Analyses.

Engineering:

Projects:

- **Active Transportation**
 - Honda Boardwalk: WSP has been procured to complete design, tender and construction management of this portion of the project.
 - i. Piles and Decking – Piles started end of November, driven slope stability piles were completed December 20. Screw piles for decking have begun and pile caps will commence after pile install. Harbuilt's schedule states March 17 as completion date.
 - Financial:
 - i. Payment claim #2 (~\$1.5M) was submitted December 23.
 - ii. Costs for the overall project are anticipated to be lower than estimated. The province has

confirmed that the project scope can be adjusted to utilize all approved funds. Pathway extension to the Northeast was deemed to be the most desirable location. This is a challenging location as it requires engineering, Geotech, an easement, and many outside agency permits. Initial correspondence with Ministry of Highways & Infrastructure and Water Security Agency have been sent to determine any red flags prior to commencing design.

- **Design Work**
- Sask Valley Ditch – design 95% complete, tender package in progress in preparation of potentially constructing in 2022.
- West End Ditching – design in progress in preparation that the project is approved in Capital Budget. Also, working on rural access and culvert policy.
- Central Avenue N Multi-Infrastructure – base drawing in progress. Discussions with WSP to complete this as a joint project, which will reduce costs; however, will provide stamped drawings for future construction. Note: grants typically require projects to be shovel ready, the plan is to get this multi-infrastructure to that stage in case a potential grant becomes available.
- Heavy Truck Route Bylaw – draft of bylaw, applications, brochures are in progress. Signage for the revised truck route has been purchased and will be installed once the bylaw is adopted which will likely be in summer/fall.
- Overall, tender and RFP packages are being drafted in order to advertise as soon as budget is approved.

Light & Power:

Tenancy Changes:

- Connects – 123
- Disconnects – 127
- Transfers – 26

Meter Changes:

- Electrical – 2 Commercial, 1 Residential
- Water – 1 Commercial, 6 Residential

Line Locates:

- Urban – 6
- Rural – 13

Meter Reading: Monthly billing cycles 1, 2, 3, 4 & City meters as well as various SaskEnergy meters and Chinook Power Station.

Projects:

- Snow removal and clean up at L&P facilities
- Monthly inspections eyewash, fire extinguisher, AED, building, First Aid
- Class 0 gloves sent for test
- Hot stick annual inspections, clean and test
- Fall arrest 6-month inspections
- 512 outage emergency maintenance
- 2021 safety cleanup and documentation
- Town Hall State of the Union meeting

- Removal and storage of Christmas decorations
- Tree trimming
- Outage at Triways bailing shed

Solid Waste & Diversion:

Solid Waste:

- East Landfill
 - Landfilled 1,184 tonnes (this number excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – 2% tonnage decrease from January 2020 (1,207 tonnes).
 - Diversion materials: 58 tonnes – 40% tonnage decrease from January 2020 (96 tonnes).
- West industrial landfill – 1,667 tonnes – 13% tonnage increase from January 2020 (1,481 tonnes).

Yard Waste & Compost:

- 11.9 tonnes of wood chips sold for use as livestock bedding.
- 6 bins (30 cubic yard bins) of Christmas trees diverted – 2.5 tonnes.

Recycle Depot:

- January accommodated 1,868 visits.
- 16 loads of cardboard, 3 loads of paper and 2 load of plastic (30 cubic yard bins).
- 3 loads of tin (6 cubic yard bins).

PLANNING & GROWTH DEVELOPMENT

JANUARY 2022 – MONTHLY CAO REPORT



BUILDING, PLANNING & ECONOMIC DEVELOPMENT:

Planning & Growth Development Report for January:

A total of \$1,739,200 in building permits were issued in January, consisting of two (2) new industrial development permits, one (1) commercial, one (1) institutional, and two (2) residential renovation/alteration permits issued.

- **Total overall Building Permit values in 2022 to the end of January = \$1,739,200.**
- **This entire amount is made up of Commercial and Industrial developments, except for \$32,000 (residential renovations).**

Last year, numbers for January consisted of one (1) commercial project, four (4) alteration/renovation/expansion residential permits, and one (1) small industrial project, totalling six (6) permits with a total value of \$361,000.

- **Total overall Building Permit values in 2021 to the end of January = \$361,000.**
- **Of this amount, \$141,000 is residential construction and \$220,000 is Commercial and Industrial developments.**
- 12 new business licenses were issued in January.
- 644 existing business licenses were renewed in January.
- 236 Dog Licenses and 66 Cat Licenses were sold in January.

Development Permits/Inquiries during the month of January included:

- Development permits approved: professional office and retail store; bar/lounge; retail store.
- Subdivision/Consolidation applications received/reviewing:
 - Subdivide to create nine (9) new residential lots for single-family dwellings on Adams Street (within flood hazard area).
- The Development Appeals Board met January 14 to hear the appeal of the conditional approval for the subdivision of land in a flood hazard area. The Development Officer and the Senior Building Official appeared on behalf of the City. The Board denied the Appellant's request to vary the conditions for subdivision approval.
- Inquiries about potential developments include development of land in flood hazard area, retail cannabis store, retail uses, and various change-of-use or minor variance questions in residential and commercial/industrial areas.
- Working with Regina realtors to find appropriate space for clients wanting to locate in commercially zoned districts in the City of Swift Current.
- Discussions with commercial businesses interested in the Springs Commercial area continue.
- As time permits, staff continue to scan and categorize historic building permits in electronic versions so

they are readily available should they be needed in the future. This project will continue for quite some time as there are many building permits from the past decades that need to be scanned and categorized.

- Work continues with the developer of the St. Joe's school site. The developer has indicated that the final aspects of the detailed engineering are almost complete and the installation of services should take place this spring.
- There have been several retail businesses enquiring about various locations in which to operate. The Planning Division continues to provide assistance and guidance.
- Working with developers who have clients that are showing interest in Munro Industrial Park. This communication has been taking place for months, and hopefully we can conclude a deal in the near future.
- Continue to participate in the Southwest Saskatchewan Immigration Partnership as a committee member.
- Budget deliberations and meetings took place in January.

BYLAW:

To the end of January, the following bylaw files have been opened upon receipt of complaints:

- 0 Animal Control Complaints (running at large, barking, etc.).
- 0 Business Complaints (businesses advertising/operating without a business license).
- 1 Commercial Property Complaint.
- 7 General Complaints (snow, garbage, trees, etc.).
- 2 Property Complaints (unsightly, untidy, etc.).
- 22 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.).
- Downtown patrols conducted again during January; however, there were days with no patrols conducted for officer safety due to extreme cold temperatures and/or ice.
- Public complaints still currently low, which is typical around the this time of year.
- Common complaints currently are parked vehicles or snow clearing (snow not cleared, or snow being cleared into public property).
- Proactive patrols being conducted locating unlicensed vehicles.
- Lewans Dangerous Dogs sentencing trial conducted at the end of January. Trial now adjourned to next month to continue.

SWIFT CURRENT FIRE DEPARTMENT

JANUARY 2022 – MONTHLY CAO REPORT



Report from January 1 – 31, 2022:

Type of call:	January	Year-To-Date
Fire	4	4
Medical	25	25
MVC	7	7
Rescue	1	1
Hazardous condition	2	2
Other	10	10
Fire Pit Complaint	0	0
Total	49	49

INSPECTIONS: 89 89

COURSE	#PEOPLE	COST PER	TOTAL COST
Budget Mgmt.	2	\$551.49	\$1,102.98
Confined Space	3	\$1,100	\$3,300
Instructor 2	1	\$421.70	\$421.70
Financial Mgmt.	1	\$730	\$730
Strategic Plan	1	\$730	\$730
MONTHLY TOTAL			\$6,284.68

REPAIRS

Tanker 2: EGR Activator Replacement **\$1,993.14**

CAREER TRAINING (In house – No cost):

- Practical: - Rescue Practices and Fire Ground Survival
- Medical: - IV Practice and Glucagon
- Online: - Stress Management

AUX TRAINING (In house – No cost):

BA Drills Building Construction & Fire Behaviour
 Auxiliary training is directed to complete NFPA 1001 certification for 2023

BILL OUTS:

- SGI	\$637.30
- Bottle Fill	\$40.42
MONTHLY TOTAL	\$677.72

Four of the fires in January were cooking fires that were extinguished immediately with little to no damage to the residences. The two hazardous conditions calls were when the fire alarm system activated. A ballast in a light fixture overheated and a furnace motor that filled the home with smoke ended up being the causes.

Both incidents may have grown into a house fire; however, the alarm system did its job to notify homeowners of smoke in the building, who then contacted SCFD. Upon our arrival, our crews were able to identify the trouble area with our thermal imaging camera and shut down the power to eliminate the over-heating condition. Both situations could easily have grown into house fires.

Early detection systems, quick response, and specialized equipment such as the thermal imaging camera all played key roles in preventing these potential house fires and assist in keeping our community safe.



These photos are from the emergency vehicle roll over that our crews responded to on Monday, February 1st. Our crews arrived and placed our engine approx 20 – 25 feet behind the Hutch Ambulance unit. When our crews approached the ambulance, they opened the rear loading doors and spoke with the EMS crew. They stated that they would wait inside until our firefighters searched and removed potential victims.

Our crews shut the door and entered the ditch to search the rolled over vehicle. Approximately 10 seconds later, a semi approaching from the opposite direction and travelling in the wrong lane struck the ambulance and slammed it back into our fire engine. There is no doubt that if our crews were still behind the ambulance unit that we would have experienced serious injuries or fatalities. Both ambulance attendants suffered injuries and our paramedic firefighters attended to their injuries. There were no injuries to the driver of the rolled over vehicle that was the original call. Both Hutch employees are off-duty and recovering from their injuries.

The weather was the main factor in this incident, but as you can see from the second photo, it was manageable if a person slowed down and drove accordingly. Our engine is still operable but it has front bumper, bumper braces, and some plumbing damage to the front trash line. SGI has started a claim for our engine and it will be charged to the semi driver's insurance.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: March 15, 2022
To: Governance & Priorities Committee
From: Chief Administrative Officer
Subject: **CAO Update**

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Attached you will find reports for the following divisions:

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- Community Services
- Corporate Services
- Infrastructure & Operations
- Planning & Growth Development
- Swift Current Fire Department

Respectfully submitted,

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Tim Marcus, CAO

ASSET MANAGEMENT

FEBRUARY 2022 – MONTHLY CAO REPORT



Asset Management:

- We have been continuing with the data entry and registry reform, as we have a truck that was in an accident that is waiting for repair parts. We have not made much progress with the cutting.
- We are continuing to find options to add the required data to the Asset Registry.
- We have completed the numbering and break down of all Sidewalks, Medians, Paving Stone and Curbs, These will require an updated condition assessment and the data entry into the registry.

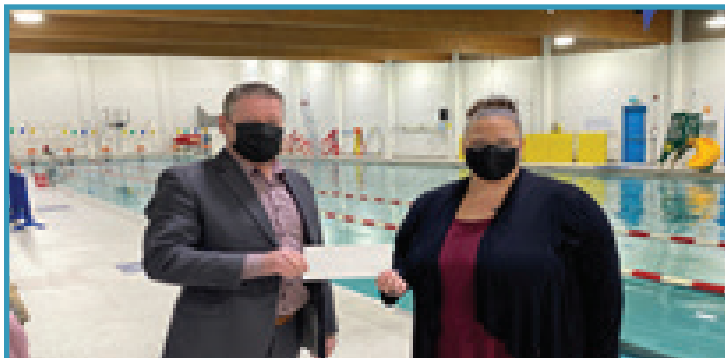
Airport:

- We have submitted our Community Airport Partnership (CAP) Grant Application for the 2021 funding, along with all the required invoices and documentation. We should receive our grant funds shortly.
- The Application for the 2022 Community Airport Partnership (CAP) funding is now available and we are working on getting that completed before the application deadline.
- Our Contract with our Fuel Vendor Touch N GO expired at the end of December. Ed has since returned from winter vacation and we will start the process of negotiating a new one.

RECREATION, PARKS & CULTURE

FEBRUARY 2022 – MONTHLY CAO REPORT

MISSION STATEMENT: A connected, healthy community with an enduring small-town feel, offering diverse recreation, parks and culture opportunities that inspire healthy living and pride among residents and our neighbouring communities.



Kiwanis Club Swimming Sponsorship



Wellness Challenge

Capital/Operating Projects:

- Aquatics began working with IRC Engineering on roofing tender upon budget approval. Filter tank for main pool still leaking; Crack will be repaired when the tank is drained in June/July. Hot tub pump failed February 20 due to cracked pipe on discharge side of pump, repair was postponed until February 22 due to statutory holiday.
- Contracts created for the Art Gallery curated tour A Certain Detour, Charley Farrero exhibition. Exhibition will show in Waterloo, ON Canadian Clay Glass Gallery, Art Gallery of Regina, Moose Jaw Museum and Art Gallery, Prince Albert Mann Art Gallery, North Battleford Chapel Gallery, and Red Deer Museum and Art Gallery. Created packages and scheduled for Highschool Art Show and Southwest Open Art Exhibit to be held in West Wing Gallery spring/summer 2022. Met with upcoming exhibitors: Edward Poitras (created contract), Lyle XOX, Bill Philpot. Loan documents and contracts created and sent to lenders for next exhibition. Coordinated return shipping of Peter Tucker's exhibit and shipping in of Edward Poitras exhibit. Young Canada Works adjudication completed by AGSC director.
- Innovation Credit Union i-plex and Fairview Arena staff cleared snow and maintained the parking lots. Len's Plumbing & Heating called in to fix issues with heating in the Broncos' dressing room. Fairview condensers continued to cause issues (running more than necessary and freezing up). New condenser arrived and is being stored at Wilf's until installation. Concession at Fairview opened during games and weekend bookings, continues to be a success.
- RC Dahl will tender the janitorial services when contract expires in June. Dickson Centre struggled with snow removal due to staffing issues.
- Golf Course continues to wait on parts. Rebuilt hangers and decks on rough mower (this mower scheduled to be replaced this year but due to supply may still need to be used). Started refinishing cedar signs from tee areas.

- Kinetic Park received sporting equipment for Stockade rental use (volleyballs, dodgeballs, basketballs, badminton equipment, pickleball supplies and four tabletop scorekeepers). Staff constructed a volleyball cart to assist in setup and take down (switch over between soccer and volleyball now accomplished in ≈15 minutes).
- Community Services submitted five programming and capital project grants to various agencies including, Co-Op, Saskatchewan Parks and Recreation Association and Canadian Tire.
- Museum applied for three grants for summer student internships. As part of Museum infrastructure grant application, Double Dare Design and Lord Cultural Resources began gallery redesign.

Programs/Rentals:

- Aquatics offered Bronze Cross February 4 – 6 and Lifesaving Instructor Course February 22 – 26. February 14 – 17 offered modified swim schedule to accommodate Waldeck School swim lessons. Additional public and family swim times were provided during the school break.
- Parks reported 88 bookings for the Crockicurl from December 28 to end of January. Outdoor Rinks were busy with 5,791 people utilizing the ice in January and ACT rink having the highest use at 1,819 people.
- Classes provided by the Art Gallery included Colour Instinct (ages 7 – 11), Creative Play (ages 5 – 7), Winter Art Camp (ages 10 – 16), Right on Hue (15 – adult), All Level Ceramics (15 – adult) and Come out and Clay (15 – adult). Art classes had combined attendance of 212.
- Innovation Credit Union i-plex hosted six Broncos games in February. Broncos season has been extended to April 15. Minor Hockey teams are winding down their ice times. U11 Tournament was held in FVA February 11 – 13.
- Lt. Colonel Clifton Centre experienced several cancellations of regular bookings due to COVID.
- Golf Course X-country ski trails were well used. February 27 Nordic Ski Club event was a success even with running out of children's equipment to share.
- 10th annual Wellness Challenge began January 24 and concluded February 20 (34 teams with 255 members participated). February 25 Fun Day was popular and successful had full registration (roughly 40 kids). Program is available free of charge to children K – grade 6 during school breaks. Partnered program with the Family Resource Centre. Snacks, lunch, and transportation are provided. Youth Open Gym had two to six youth at each February program (weather dependant program). February Welcome to Recreation hosted pickleball in the Palliser, positive feedback from the six youth that participated, their parents and group leaders. Family Fun Week took place February 21 – 27. 150 people enjoyed free public skating February 21. Throughout the week many participated in curling, swimming, crafting, X-country skiing, observing model trains and the Coldest Night of the Year fund raiser at The Center. Unfortunately, the sleigh rides were cancelled due to cold weather (245 were registered for sleigh rides). United Way Active Play after school program began February 1 and will run 6 weeks on Tuesdays and Thursdays. 16 kids are registered for Tuesdays and 13 registered for Thursdays. Transportation is provided via Family Resource Centre and the city rental of the Bridgeway Church van (\$50.00 for 12 uses). Kinetic Park booked Soccer, Volleyball, Lacrosse, Pickleball, Line Dancing and Dryland Hockey training. Stampede Room utilized for various monthly meetings. February 19 Palliser was booked for first large gathering since COVID (350 in attendance).
- 13 attendees enjoyed Lunch and Learn with Chris Attrell at the Museum. Weird Winter Weather program had 10 participants (as well as 14 from Swift Current Childcare during Fun Day). One person participated in Something for Seniors on February 17. Ace Academy Flight Experience exhibit closed and new exhibit, Canola: A Story of Canadian Innovation opened February 22. During school break the Museum welcomed 20 – 30 people a day participating in programming.

Program Statistics

FACILITY/PROGRAM	ATTENDEES	FACILITY/PROGRAM	ATTENDEES	FACILITY/PROGRAM	ATTENDEES
Museum visits	332	W4W Stockade	322	Swimming Lessons	691
Hockey Hall of Fame	258	FIM Stockade	126	Private Swim Lessons	3
Art Gallery visits	1071	School Swimming	617	General Swim	3,438
Tots Play/Pound Fitness	80	Aquatic Fitness	433	Swim Clubs	673

Staffing/Scheduling:

- **Training:** Parks Manager completed certification in Inclusive Playground Design. Art Gallery continued training with SASK Shift – Reimagining Memberships workshop and had consultation with Becky Baumwoll, Arts Action Research.
- **Staffing:** Resignation of one Lifeguard/Instructor 1. Facilities had several staff away due to COVID. One Fairview Arena staff on sick leave. Casual employee hired for Kinetic Park to cover when full-time staff are unavailable and to assist with major park events.

User/Rental Group/Community Connections:

- Parks introduced a new Complaint/Inquiry Form. More effective to respond in a timely manner.
- Public and Family Swim in February were offered free for youth 14 and under thanks to a sponsorship from the Kiwanis Club of Swift Current. Announcement made regarding National Lifeguard program revisions; aquatic staff will work towards updating their instructor qualifications to meet revision standards.
- Community Services continued working with local community members and Disc Golf Saskatchewan to host the Saskatchewan Open Provincial Championships in Swift Current (previous Opens had between 150 – 180 participants from across the province). Community Services met with Ball User Groups to determine scheduling for the 2022 season. Special Events applications were received and being scheduled into PerfectMind. Continue to work with regular summer user groups to schedule their regular season rentals. Began coordinating Swift Current’s Celebrate Canada, July 1 celebrations.

Bet You Didn’t Know:

- That Swift Current partnered with the Legion to assist with the purchase and installation of two plaques for the cenotaph in Memorial Park. The plaques will recognise Canada’s Peacekeeping and the Afghanistan conflict.
- That “Steady” Ed Headrick #001 is considered the Father of Disc Golf. Of his dozens of patented inventions, the Frisbee (U.S. Patent #3359678) in 1966 and the Disc Golf Pole Hole (U.S. patent #4039489) in 1975 hold infinite importance to the sport of Disc Golf.

CORPORATE SERVICES

FEBRUARY 2022 – MONTHLY CAO REPORT



Capital Projects:

- Information Technology:
 - Replaced 30 computers as part of the 2021 PC Refresh project.
 - Installed fibre optic cable in 57's Clubhouse and programmed the switch to allow for internet service to this location to be provided by the City's fibre optic network.
- In February, Purchasing:
 - Posted RFP CSC-22-R-002 Diesel Tractor for Parks, which closed on Feb 24, 2022. The successful vendor was selected via grading and the report will go to the March 21 Council meeting for approval.
 - Posted RFP CSC-22-E-003 Yard Waste Collection and Composting Operations, which closes March 15.
 - Posted CSC-22-R-001 Kinetic Park Concession RFP, which closed March 1, 2022. There was only one submission received.
- The RCMP City Detachment is still waiting on a project start date from Wallace Construction for completion of the cellblock shelving project from 2021.
- Once the 2022 Budget is approved, the Detachment will begin working on 2022 capital projects which includes emergency lighting & new lockers for officer change rooms.
- The online Safe Places database testing is underway, with a target date of May 1st to launch.

Other Special Projects:

- Information Technology:
 - Worked on moving the utility and property tax billing system system a cloud environment. A test environment has been set up and testing will be done in early March to ensure a smooth transition.
 - Set up new online domain name for Safe Places (www.safeplaces.ca). They will be setting up an email address using the new domain name for administration purposes on the new online system.
 - Worked on some in-house custom programming to help with customer account administration on the SwiftConnect portal.
- Financial Services:
 - Completed necessary revisions for the 2022 Municipal Budget, scheduled for approval in late March.
 - Year end process was the focus of the department in February, with the external audit scheduled for late March. This process includes a review and final reconciliation of all asset, liability, revenue, and expense accounts, as well as preparation of the City's 2021 Financial Statement package.
- Assessment:
 - The Assessment Department continues to work toward finalization of 2021 Supplementary Roll in concluding the two outstanding appeals; the appeals will not require a hearing at the Board of Revision. At the conclusion of these appeals, we will apply to SAMA Quality Assurance Division for confirmation of that roll.
 - Assessment is progressing to opening the 2022 Preliminary Roll in order to send out Assessment Notices to all property owners for 2022 in late March.
 - We have also initiated the process of redesigning the upcoming Assessment Notice. This process will be accompanied by a communication plan for the upcoming mailing of notices.

Staffing:

- The newest Detachment staff member's clearance has come through, and they transitioned over to the Detachment Monday, February 28, 2022 to begin their training.
- Human Resources had two (2) job postings that took place in February: Summer Student Recruitment, which closed February 28, and a Firefighter position, which closes on March 25.
- Two interviewees were successful candidates in February as the Casual Labourer and Accounts Receivable Clerk positions were filled.

Customer Service and Community Connections:

- The Speak Up Swift Current Strategic Plan Citizen Survey was launched in February 2022, with 616 citizens participating over a three-week period. The next phase of this project is data analysis, which is currently underway.
 - Held in-person Survey session with the Philippino Association of Swift Current at the Southwest Newcomer Welcome Centre.
- Initial plans were developed for two (2) additional Speak Up Swift Current community engagement opportunities:
 - An opportunity for citizens, including kids, to help us design the new Inclusive Playground on the city's southside should grant funding be available, and
 - A Spring Cleanup initiative that will help us organize litter removal/cleanup campaigns in our parks and other areas with citizen participation.
- Marketing efforts in February focused on the Strategic Plan Survey, City Wide Registration, our new Open Rec program and the Government of Saskatchewan's Regional Traffic Study survey.
- The online Safe Places Adolescent Education Program is currently being reviewed for feedback from various community partners.

Bet You Didn't Know:

- That our most visited webpages in February were:
 - Aquatic Centre
 - SwiftConnect
 - Employment Opportunities
 - Public Skating
 - Family Fun Week
- That 2,693 people were Safe Places – Youth Certified as of February 28, 2022.

INFRASTRUCTURE & OPERATIONS

FEBRUARY 2022 – MONTHLY CAO REPORT



Streets and Roadways:

- Snow removal February 1st to 4th, 7th to 11th, 22nd to 28th.
- Sanding streets and/or lanes daily.
- Pathway snow removal February 1st to 3rd, 7th, 16th, 22nd and 23rd.
- Sign maintenance throughout month.
- Steaming catch basins and culverts February 8th to 10th, 14th, and 15th.
- Pothole patching February 15th and 28th.
- Emptied garbage every Friday downtown.
- Training courses for select employees.
- Safety Meetings February 9th and 23rd.

Fleet Services:

- T5 – Sand Truck – Replaced radiator due to radiator leaking from tank/core seal.
- T7 – ½ ton Truck – Replaced rear leaf spring assemblies due to broken spring.
- T156 – Access Bus – Annual safety inspection. Replaced left rear side marker light and repaired wiring.
- E3 – Digger Derrick Truck – Annual safety inspection. Replaced all rear tires.
- E27 – Double Bucket Truck – Annual safety inspection. Replaced brake and clutch pedal grips.
- E44 – Gravel Truck – Annual safety inspection. Repaired left lower step and replaced cabin air filter.
- J1 – Vac/Jetting Truck – Annual safety inspection – passed.
- J2 – Hydro Vac Truck – Annual safety inspection. Replaced front tires.
- Safety Meetings February 3rd & 17th.

Oil Change Services

- Light Trucks – 14
- Heavy trucks – 2
- Equipment – 7

General Repairs

- Light Trucks – 12
- Heavy Trucks – 15
- Equipment – 28

Transit:

- January month end totals (from available reporting, February not yet provided):
 - **Swift Transit:** 1,932 riders (increase of 12% over 2021)
 - **Access Transit:** 352 riders (increase of 49% over 2021)
- Submitted TAPD Operating Grant application for operating assistance 2022-2023.

Water Treatment Plant:

Staff:

- One of our operators received Class 3 Water Treatment certification
- All staff attended John Brooks pump course

Operations:

- Continue filter cleaning and maintenance

Residuals:

- Residual management project completion is delayed due to electrical equipment availability.

Sampling:

- All bacteriological samples were sent away, no coliforms detected.
- All samples within acceptable range.

Total pumped for February: 157.50 MI (The 10-year average for February is 156.20 MI)

Wastewater Treatment Plant:

Operations:

- Removed, inspected, cleaned, and replaced boiler tubes on boilers #2 & #3.
 - Replaced burners supplied by Top Gun Mech. Found kinked gas lines on both boilers.
- Clean algae from clarifiers after high e-coli sample returned from Provincial Labs.
- Cleaned UV quartz sleeves.

Lift Stations:

- Backflow preventer devices were certified – Main Lift and Lift Station # 12.
- Working on abbreviated dissolved oxygen grid for use at #3 Lift Station. Hope to reduce odor with aerated sump.
- Main Lift Station HVAC blower motor needed bearing replacement. Repaired and reinstalled.

Sampling:

- Swift Current Creek samples sent to Provincial Laboratory.
- Weekly effluent samples sent to Provincial Labs.
- All samples within acceptable range.
- University of Regina sampling wastewater influent to measure Covid-19 viral load as part of a school project.

Water Distribution & Wastewater Collection:

Hydrants:

- Cleared snow from hydrants.

Meters:

- 42 meter appointments:
 - Many of these appointments were to identify service material for lead service line inventory program.

Locates:

- 11 locates performed.
- Weekly flushing.

Wastewater Collection:

- Camera'd three (3) sewers
- Three (3) Sewer services snaked.
- Sewer jetting.

Rural:

- Sampling:
 - Rural weekly Bac-T's:
 - No coliforms detected

Other:

- Assisted Streets department with snow removal.
- Assisted streets steaming catch basins.

Engineering:

Projects:

- **Active Transportation**
 - Honda Boardwalk: WSP has been procured to complete design, tender and construction management of this portion of the project.
 - i. Piles and Decking – Piles and pile caps are complete. First section of decking arrived March 7th and the installation of all sections and railing to be completed by the middle of May.
 - Financial:
 - i. Payment claim #2 (~\$1.5M) was submitted December 23.
 - ii. Costs for the overall project are anticipated to be lower than estimated. The province has confirmed that the project scope can be adjusted to utilize all approved funds. Pathway extension options are being investigated.
- **Design Work**
- **Saskatchewan Valley Ditch:** Design complete, tender package in progress in preparation of potentially constructing in 2022.
- **West End Ditching:** Design 90% complete in preparation that the project is approved in Capital Budget. Also, working on rural access and culvert policy.
- **Central Avenue North Multi-Infrastructure:** Base drawing completed. Entered into an agreement with WSP to complete this as a joint project, which will reduce costs however WSP will provide stamped drawings for future construction. Note: grants typically require projects to be shovel ready, the plan is to get this multi-infrastructure to that stage in case a potential grant becomes available.
- **Heavy Truck Route Bylaw:** Draft of bylaw, applications, brochures are in progress, submitted to City Clerk for review. Signage for the revised truck route has been purchased and will be installed once the bylaw is adopted which will likely be in summer/fall.
- Overall, tender and RFP packages are being drafted to advertise as soon as budget is approved.

Light & Power:

Tenancy Changes:

- Connects – 112
- Disconnects – 116
- Transfers – 21

Meter Changes:

- Electrical – 2 Commercial, 1 Residential
- Water – 1 Commercial, 2 Residential

Line Locates:

- Urban – 6
- Rural – 1

Meter Reading: Monthly billing cycles 1, 2, 3, 4 & City meters as well as various SaskEnergy meters and Chinook Power Station.

Projects:

- Snow removal and clean up from blizzard.
- Truck tool inspections
- Monthly inspections eyewash, fire extinguisher, AED, building, First Aid
- Tree trimming
- Heavy trucks for yearly safety inspections.
- Streetlights on Marston St – replaced poles & converted to LED
- Repair/replace traffic structure North Service Road East and #4 southbound.
- Emergency maintenance on 11th NW.
- Emergency maintenance on 511 by School Division
- Metering at new Petro-Can
- Various training: Ground Disturbance, Shop Steward, Chainsaw Safety, and Leadership Essentials for Supervisors.
- Streetlight accounting project.

Solid Waste & Diversion:

Solid Waste:

- East Landfill
 - Landfilled 1,158 tonnes (this number excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – equivalent tonnage to Feb 2020 (1,157 tonnes).
 - Diversion materials: 117 tonnes – 80% tonnage increase from Feb 2020 (65 tonnes).
- West industrial landfill: 5,144 tonnes – 106% tonnage increase from Feb 2020 (2,492 tonnes).

Yard Waste & Compost:

- 721 tonnes of wood chips sold for use as livestock bedding.
- Yard Waste Collection and Composting RFP released.

Recycle Depot:

- February accommodated 1,552 visits.
- 11 loads of cardboard, and 2 loads of paper (30 cubic yard bins).
- 3 loads of tin (6 cubic yard bins).

PLANNING & GROWTH DEVELOPMENT

FEBRUARY 2022 – MONTHLY CAO REPORT



BUILDING, PLANNING & ECONOMIC DEVELOPMENT:

Planning & Growth Development Report for February:

A total of \$1,119,200 in building permits were issued in February, consisting of two (2) new commercial and two (2) residential reno/alteration permits issued.

- **Total overall Building Permit values in 2022 to the end of February = \$2,858,400**
- **Of this amount, \$52,200 is residential construction and \$2,806,200 is Commercial and Industrial developments.**

Last year, numbers for February, 2021 consisted of one (1) small commercial project and six (6) alt./reno/expansion residential permits issued, totalling 7 permits with a total value of \$195,800.

- **Total overall Building Permit values in 2021 to the end of February = \$556,800**
- **Of this amount, \$335,000 was residential construction and \$221,800 was Commercial and Industrial developments**
- 10 new business licenses were issued in February.
- 921 business licenses were renewed/issued to the end of February.
- 382 Dog Licenses and 93 Cat Licenses were sold in February.

Development Permits/Inquiries during the month of February included:

- Inquiries about potential developments: various retail stores including cannabis store, daycare, downtown business improvements, various change-of-use or minor variance questions in residential and commercial/industrial areas and new residential subdivisions.
- Working with Regina realtors to find appropriate space for clients wanting to locate in commercially zoned districts in the City of Swift Current.
- Discussions with commercial businesses interested in the Springs Commercial area continue.
- As time permits, staff continue to scan and categorize historic building permits in electronic versions so they are readily available should they be needed in the future. This project will continue for quite some time as there are many building permits from the past decades that need to be scanned and categorized.
- Work continues with the developer of the St. Joe's school site. The developer has indicated that the final aspects of the detailed engineering is basically complete. Once fully complete, a report will come to Council to approve the development.
- There have been several retail businesses enquiring about various locations in which to operate. The Planning Division continues to provide assistance and guidance.
- Working with an American company that is interested in Munro Industrial Park. This communication has been taking place for months and hopefully we can conclude a deal for a five-acre parcel of land in the

near future.

- Continue to participate in the Southwest Saskatchewan Immigration Partnership as a committee member.
- Work continues with the province to determine the possibility of a helium liquification facility in Swift Current should a time comes that there is enough helium supply in the region.

BYLAW:

To the end of February, the following bylaw files have been opened upon receipt of complaints:

- Four (4) Animal Control Complaints (running at large, barking, etc.)
- Two (2) Commercial Property Complaints
- 10 General Complaints (snow, garbage, trees, etc.)
- Two (2) Property Complaints (unsightly, untidy, etc.)
- 42 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.)
- Downtown patrols are conducted most days. Due to some days of extreme cold and/or icy conditions, patrols are not completed.
- Public complaints still relatively low. Most common complaints currently are snow/ice on sidewalk, vehicles parked over 48 hours with snow building around them and barking dogs.
- Proactive patrols mostly focusing on unlicensed vehicles on streets and vehicles parked clearly for way over 48 hours.
- Aquatic center parking lot receiving additional patrols due to numerous, continued parking infractions from the school kids. Taking parking away from elderly aquatic patrons.
- One Dangerous Dogs trial continued in February, with defense and prosecution both entering arguments. Sentencing decision now reserved until April.
- One Dangerous Dog trial set to begin March 9th.
- Focusing some of our additional time right now on training for licensing duties.

SWIFT CURRENT FIRE DEPARTMENT

FEBRUARY 2022 – MONTHLY CAO REPORT



Report from February 1 – 28:

Type of call:	February	Year-to-date
Fire	9	13
Medical	31	56
MVC	4	12
Rescue	1	2
Hazardous condition	1	3
Other	5	15
Fire Pit Complaint	0	0
Total	51	101

Inspections:	February	Year-to-Date
	110	199

Career Development:

COURSE	#PEOPLE	COST PER	TOTAL COST
Fire Officer 3	3	\$551.49	\$1,654.47
MONTHLY TOTAL			\$1,654.47

Repairs:	U1 Fuel Pump	\$1,993.14
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CAREER TRAINING (In-house – No cost):

- Practical: - HAZMAT / Anhydrous Amonia/Chlorine/Propane/Natural Gas
- Mutual: - N/A
- Medical: - IV Practive and Naloxone
- Online: - Anaphylaxis

AUX TRAINING (In-house – No cost):

- Search & Resue, Survival Tactics
- Portable Fire Extinguishers
- Auxiliary training is directed to complete NFPA 1001 certification for 2023

BILL OUTS

- RM	\$3,675.00
- SGI At fault dependant	\$359.50
- Bottle Fill	\$27.50
MONTHLY TOTAL	\$4,062.00

Fire call description

In February, we responded to three (3) cooking fires in the kitchen, two (2) vehicle fires and four (4) incidents that activated the fire alarm system that were not fires. These four (4) incidents were system malfunctions or smoke/dust in the building that came from a controlled source (example: workers performing renovations with electrical soldering and drywall dust).

The other 42 calls were in different divisions of our response mandate.



This roll-over was inside the city limits. Due to the injuries and vehicle placement, the driver was extricated through the front windshield. Upon assessment from the Fire Fighters, injuries to the rear passengers required them to be removed through the rear hatch as spine board immobilization was a concern. Once the patients were successfully removed, our team transferred care to Hutch Ambulance staff.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: March 10, 2022
To: Chief Administrative Officer
From: City Clerk
Subject: Council Appointments to Boards and Committees

Background: After the election, Mayor Bridal appointed the newly sworn in members of Council to the various Board and Committees for duration of their term in office.

A request was made by Councillor Plewis for a review of these appointments at the January 17th, 2022 Governance and Priorities Committee meeting.

Objective: To display the current Boards and Committee listing for discussion purposes:

	# of Council Members Appointed
Agricultural & Exhibition Assoc.	1
Chamber of Commerce	1
Compliance Committee (Code of Ethics Bylaw No. 5 - 2017)	3
Comprehensive Community S.C. Inc. (Riverview Estates)	1
Drug Strategy Action Committee	1
Elmwood Golf Course	1
Living Sky Community Development Corporation Board	1
Main Street Swift Current Board	1
Murals Advisory Board	2
Newcomer Welcome Centre	1
Prairie Pioneer Independent Housing	2
Public Library	1
RCMP Advisory Committee	1
SW Multicultural Assoc. Truth & Reconciliation Planning Committee	1
Southwest Municipal Government Committee	1
Stream Stewardship	1
Street/ Facility Naming Advisory Board	2
Swift Current Broncos	2
Swift Current Housing Authority	1
Tourism	1

Options: That the Committee accept this report as information.

Alignment with Strategic Plan: The new Strategic Plan, currently in the developmental stages, and may result in additional amendments to the current Boards and Committees listing. If so, this will be brought to a future Council meeting.

Governance Implications: To ensure that the City has adequate Council representation either through policy, mandate, or requested positions on the various Boards and Committees. in order to represent the City's best interests.

Budget/ Financial Implications: N/A

Environmental Implications: N/A

Respectfully submitted,



Jackie Schlamp, City Clerk



Reviewed and Approved on this 10th day of March, 2022.



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: March 7, 2022

Subject: Contracts and Proposals

Request from: General Manager of Community Services

Local Authority Freedom of Information and Protection of Privacy Act Justification:

Section 16

Request Justification: Plans or positions related to pending management, personnel, policy, or budgeting decisions.



Jim Jones, GM of Community Services



Tim Marcus, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on March 17, 2022.

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Community Services, and City Clerk.



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: March 7, 2022

Subject: Contracts and Proposals

Request from: General Manager of Infrastructure and Operations

Local Authority Freedom of Information and Protection of Privacy Act Justification:

Section 16

Request Justification: Advice, proposals or recommendations developed by or on behalf of the City.

A handwritten signature in blue ink, appearing to read "M Minken", written over a horizontal line.

Mitch Minken, GM of Infrastructure & Operations

A handwritten signature in blue ink, appearing to read "Tim Marcus", written over a horizontal line.

Tim Marcus, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on March 17, 2022.

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Infrastructure and Operations, City Clerk, Manager of Engineering Services, and Municipal Engineering Technologist.