



# GOVERNANCE & PRIORITIES COMMITTEE

April 12, 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 April 12<sup>th</sup>, 2022 be approved.

### 3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated March 17<sup>th</sup>, 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

### 9. Unfinished Business

9.1 Complete the review of Council's appointments to current Boards and Committee listing:

- Councillor Tuntland-Wiebe to speak to the boards and committees she is a member of; and
- Swift Current Mainstreet Board report presented by Marty Salberg.

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## GOVERNANCE & PRIORITIES COMMITTEE

April 12, 2022

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

### 10. Council's Interest and Communications

#### 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 April 12<sup>th</sup>, 2022 be adjourned.

Next Meeting Tuesday, May 24<sup>th</sup>, 2022.



# GOVERNANCE & PRIORITIES COMMITTEE

## Information Report

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**Date:** April 8, 2022  
**To:** Governance & Priorities Committee  
**From:** Chief Administrative Officer  
**Subject:** **CAO Update**

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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".

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Tim Marcus, CAO

# ASSET MANAGEMENT

## MARCH 2022 – MONTHLY CAO REPORT

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### Asset Management:

- Our truck has been repaired and put back into service, so we have been able to resume cutting especially with the warmer weather. We were able to cut 3,600 m in March, which brings our total to nearly 24,000 m or about 20% complete.
- We are continuing to find options to add the required data to the Asset Registry.
- Roadways and Lanes will be the next asset class to be measured and numbered.

### Airport:

- We have received our CAP Grant Funding for 2021.
- The Application for the 2022 Cap funding has been submitted.
- One Airport position has been made in-scope from out of scope, we are working through how this may affect operations.

# RECREATION, PARKS & CULTURE

## MARCH 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.



Sundogs Volleyball Tournament



E. Poitras: Evolution of the Rock Garden - A Treaty Four Action

### Capital/Operating Projects:

- Aquatics began quoting process for capital items. Aquatic Centre evacuated March 10 due to fire at High School west entrance. No damage was sustained, patrons were evacuated safely with no injury or incident. March 4, surprise inspection was conducted by Public Health, with no concerns to report.
- Art Gallery held closing reception March 4 for *Peter Tucker: Disposition* exhibition. Completed in-house photo documentation and hired Landing Studio to film the exhibition and interview the artist. Art Gallery was closed March 16 to 25 for installation of new exhibition, *Edward Poitras: Evolution of the Rock Garden - A Treaty Four Art Action*. Artwork from Regina, Moose Jaw, Toronto, Saskatoon, and Banff arrived for install. Arts Access Grant and policy for underprivileged kids/youth was created to assist with Art Gallery class tuition (received \$2,400 from SASK Lotteries through the Community Support Grant to fund this initiative). In-Kind appraised art donations for 2021 totaled \$443,584. Tax receipts were mailed to donors.
- Outdoor rinks closed March 13. Tracking system in PerfectMind was created to record outdoor rink attendance (will begin utilizing December 2022). March 16 Parks received replacement Massey Ferguson Tractor.
- Grants were submitted to: *Innovation Community Sponsorship* – children/youth programming support for \$5,000; *Saskatchewan Parks and Recreation Association for All Grant* – pathway connection event in June for \$2,000 and *Framework in Action* – painted pathways project for \$2,000; *Community Initiative Fund* – Welcome to recreation for \$15,000; *SaskEnergy – Youth Fest* for \$1,000. On March 7, *SASK Lotteries Community Support Grant* allocation for 2022/23 was approved by Council. 58 applications were approved in the amount of \$114,900. Two organizations requested extensions due to COVID for following up on their events through Safe Restart reporting which was due by March 15. Both organizations will report on events after they are held.
- Louie D was awarded contract for the concession in the Stockade until 2025. Only one bid was received.

- Equipment, winter stored in Kinetic Park barns, was delivered to Chinook Golf Course and were prepared for use (reels put on, etc.). Majority of parts ordered last season have arrived. Began ordering fertilizer for the upcoming season, noted prices significantly higher on some products like Tru-prill slow-release Nitrogen.
- Museum applied for 3 grants from *Canadian Museums Association* for summer student internships. Museum began gallery redesign process with assistance from *Double Dare and Lord Cultural Resources*.
- Hockey Hall of Fame looking into the replacement of the Chexx Hockey Bubble game. March kept Iplex and Fairview busy cleaning snow from parking lots. Fairview West ice removed on March 28, curling ice removed on March 29. Fairview concessions during tournaments continued to be a success.

## Programs/Rentals:

- Aquatics Spring 8-week swimming lessons began week of March 14. On March 9, Summer lessons registration opened. Winter 8-week lessons ended the first week of March. *Aquatic Emergency Care* was held March 4-6.
- Art Gallery announced 14 art classes and workshops to be held this Spring and Summer. *Caricature* workshop was held on March 13. *Introduction to Water Colour* and *Visual Storytelling* began. *Creative Play* class (5–7-year old's) concluded. *Study Group* held regular weekly meetings (8 seniors attended for art enrichment). Art Gallery Learning Centre saw 132 people participate in classes.
- 680 people enjoyed access to outdoor rinks during March - 2021/22 season had over 10,000 recorded fun seekers. Crokicurl saw 14 rentals in March making a total of 213 bookings for the season.
- *Open Recreation* – new program under the Welcome to Recreation umbrella began March 13, 14 people in attendance. For \$5/family and \$2/individual, partakers had access to volleyball, pickleball, soccer and a Tots Play Family Zone. Program will continue September to June on Sundays when the Stockade is available. *United Way Active Play* ended March 17. March Welcome to Recreation focused on FITNESS. Collaborating with Twist of Fate, 36 participants were introduced to, High Fitness, Pound Fitness, and Yoga. *Youth Open Gym* attracted 40 youth during access in March. Lunch time pickleball at the Stockade was offered during the Wellness Challenge and due to interest, pickleball continued every Wednesday for the rest of the month. Average 12 participants per session. Swift Current Pickleball Club excited to hear about this introduction to the sport and hope it will lead to more joining the various clubs. Final *Munch and Move* had 28 partakers. Parents were encouraged to bring their children to Tots Play in lieu of Munch and Move. March 28 *Fun Day* had 40 kids participate.
- March 9, the 27th Annual *Spring/Summer City Wide* was held. 25 clubs/orgs participated. Over 100 attended seeking information or to register for upcoming sports, recreation, arts, and culture programs.
- Kinetic Park busy with soccer, volleyball, badminton, line dancercise, dryland hockey, softball training, lacrosse, and private bookings. Numerous meetings were held in the Stampede Room. *Sundogs* held volleyball tournaments in the Stockade on March 19, 20, 26 and 27. *Concession* was open the first time in 2 years. *No Hit Hockey Cabaret* was held in the Palliser on March 26 – Over 500 people attended.
- Chinook Golf Course driving range opened March 27. The rest of Chinook Golf Course is weather, condition of greens and soil temperature dependent.
- Broncos played 5 games, season extended to April 15, then playoffs. Curling Club participated in 4 bonspiels.
- Created contract for South Saskatchewan Pride for monthly lease of classroom in Dickson Community Centre. Prime Training's batting cage (long-term rental) was busy with daily bookings. A few other groups interested in monthly leases were given tours of the building. Lt. Colonel Clifton Centre saw an increase in private rentals such as birthday parties, gym time, etc.
- Museum Lunch and Learn with Caroline Barrington: Organic and Natural Gardening, attracted 17 people. 22 people enjoyed pie March 14 during *Pi Day* (pie purchased from Flatland Foods). 3 attended the *Southwest Naturalists* meeting. *Something for Seniors* (Recollecting history of St. Patrick's Day in Swift Current) attracted 22. Added *Eye Spy in the Dark* program for kids to explore with a flashlight and created an *Escape Box* that uses artifacts to solve a puzzle. 2 such boxes integrated into the *Kids Fun Day*, enjoyed by 50 kids.

## Program Statistics

FACILITY/PROGRAM	ATTENDEES	FACILITY/PROGRAM	ATTENDEES	FACILITY/PROGRAM	ATTENDEES
Museum visits	456	W4W Stockade/plex	378/413	Swimming Lessons	612
Hockey Hall of Fame	371	FIM Stockade	108	Private Swim Lessons	
Art Gallery visits	493	School Swimming	577	General Swim	2,864
Tots Play/Pound Fitness	84	Aquatic Fitness	418	Swim Clubs	758

## Staffing/Scheduling:

- Staffing:**

Lifeguard/Instructor II position filled (was vacant since May 2021). 2 Park employees assisted with Art Gallery exhibition installation. 1 Kinetic Park full-time employee off due to extended leave, a seasonal arena employee was moved to help cover and a casual was hired. 1 seasonal and 1 Facilities employee started at the Chinook Golf Course. Museum interviewing for summer students. Museum staff covered 2 afternoons at Hockey Hall of Fame.

## User/Rental Group/Community Connections:

- ACT/UCT Club has partnered with the Aquatic Centre to sponsor Tuesday evening free swimming for youth 14 and under. This sponsorship will continue until pool closes mid June.
- Art Gallery partnering with Southwest Homes to provide 8 art classes, taught by Des Vilness.
- Parks Department hosted the *Association of Saskatchewan Urban Parks and Conservation Agencies* on March 25 and 26. Representatives from various member agencies were taken on a tour of the Chinook Parkway. Positive feedback was shared about the Active Transportation Project, Disc Golf Course, Windscape Irrigation Project, pickleball court renovation and Riverside Playground resurfacing.
- March 8 *Interagency Committee* meeting was attended by 10 individuals from different agencies. New organizations joined including, Canada Revenue Agency, Service Canada, and Drug Strategy Action Committee.
- Museum collaborated with Olea, The Fill, Badlands Coffee, Prairie Field Honey and Prairie Soul to create gift baskets for sale. Information was shared on social media and Instagram. Museum will be selling souvenirs through the Dr. Noble Irwin Foundation gift shop at the hospital.

## Bet You Didn't Know:

- That the Aquatic Centre's main pool would fill approximately 6,950 standard bathtubs.
- That on March 3, 1920, Max Bentley (center), Canadian Hockey Hall of Fame (Hart Trophy 1946; Chicago Blackhawks), was born in Delisle, Saskatchewan (d. 1984).



# CORPORATE SERVICES

## MARCH 2022 – MONTHLY CAO REPORT

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### Capital Projects:

- Information Technology:
  - With the 2022 Budget approved, orders have been placed for replacement computers as part of the 2022 PC Refresh Capital Project, as well as deploying departmental hardware requests as the products are received.
- In March, Purchasing:
  - Posted 8 RFPs including: Paving & Concrete Program, Herbert St. Storm & Water Realignment, Paving Maintenance, Mower Replacement for golf course, Playground Project, ATM for City Facilities, Creek Bank Rehabilitation, and Paving Stone Installation. One RFI (Request for Information) was posted for Payroll System.
- In March, the cellblock shelving project at the RCMP City Detachment was completed.

### Safe Places:

- Online Safe Places Education program: Adolescent ongoing – Child Program under development
- Online Safe Places database testing underway - goal is May 1st for official launch
- Ongoing certification / recertification Public and Staff – Large number of recertification this month.
- 2700 People Youth Certified as of March 30th and 9 Training codes distributed

### Other Special Projects:

#### Human Resources:

- Concluded negotiations with the Canadian Union of Public Employees (CUPE), ratified by union March 18, 2022, approved by Council March 21, 2022; a 4 year term from Dec 21, 2020 to Dec 16, 2024. Changes made to wording, moved 5 OOS positions to CUPE, made changes to compassionate leave, technological change and reclassification training clarifications, and grievance procedure revisions. Wage increases of 1.50% effective Feb. 28, 2022; 2.00% on Dec 19, 2022; 2.50% on Dec. 18, 2023. Shift differential increase from \$1.00/hr to \$1.25/hr. Signing bonus of \$1000 for all CUPE employees that worked over 1,000 hours in 2021, and \$500 for all CUPE employees who worked under 1,000 hours in 2021.

#### Information Technology:

- Continued to progress with moving the utility and property tax billing system to a cloud environment.
- Worked with the Light & Power Department to prepare the utility billing system for the transition of electrical customers once the franchise area expansion is complete.

#### Financial Services:

- Year end process continued to be the focus in March. The annual external audit was completed during the last week of the month, with the City's 2021 Financial Statements and Public Accounts tentatively scheduled for formal approval by Council in May.
- The 2022 Budget was approved by Council on March 21, 2022 resulting in final set up of the budget in the financial reporting system and distributing project codes to all Divisions.

#### Assessment:

- 2022 Assessment Notices were printed and mailed on March 28, 2022. The Assessment Roll opened the same day and will remain open until April 27, 2022.



## Staffing:

- Human Resources had seven (7) job postings open in March:
  - o Two (2) Seasonal Parks/Cemetery Labourer – Closed March 11, 2022
  - o Two (2) Streets & Roadways Labourer – Closed March 16, 2022
  - o One (1) Temporary Administrative Assistant in Community Services– Closed March 23, 2022
  - o One (1) Lifeguard/Instructor II – Closed March 11, 2022
  - o One (1) Fire Fighter – Closing date extended to April 15, 2022
- Interviews have been conducted for most positions that closed in March, letters of offer extended.

## Customer Service and Community Connections:

- Leading up to the approval of the 2022 Budget, the focus of the department was preparing all communications pieces related to delivering the budget to the public. Included in that were elements such as the Mayor’s Speech, Council Meeting presentation, budget publication, as well as development of the City website.
- Worked with Assessment to develop the new format for the 2022 Assessment Notices, as well as an informational leaflet and website elements that provide additional information to property owners regarding their assessments.

## Bet You Didn’t Know:

- That 7,642 assessment notices were sent out at the end of March. In the first 10 days of the roll being open, the Assessment Department has averaged 20 commercial inquiries and 12 residential inquiries per day. Most inquiries are focused on changes in assessed value over time, as well as property owners requesting a change in school support allocation.
- When a change is made to the assessed value of a property, including a change to school support allocation, a new assessment notice must be generated and sent to the property owner, which opens a new 30-day appeal period.
- That the Town of Gull Lake has expressed that they would like a fully managed Safe Places option for Youth Certification.

# INFRASTRUCTURE & OPERATIONS

## MARCH 2022 – MONTHLY CAO REPORT

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### Streets and Roadways:

- Snow removal March 10, 11, 14. Daily sanding up to March 14.
- Waterworks digs March 7, 11, 15, 16, 23, 31.
- Repaired 11th Ave SW washouts, March 21 and 22.
- Steaming catch basins and culverts March 1, 3, 14 thru 18, 21 thru 25, 28 and 30.
- Pothole patching March 15 thru 18, 21 thru 25, 29 and 31.
- Bladed Battleford Trail, 11th Ave NW, and 11th Ave SW, March 28.
- Removal of ice from curling rink March 29.
- Began setting up Yard Waste site March 30.
- Training courses – Chain Saw, 4 employees, March 1 & 2.
- Safety Meetings March 9 and 23.

### Fleet Services:

- R16 – Street Sweeper – Readying prior to spring sweeping operations. Replaced elevator floor, main broom cover, tow bar links and pins, dirt shoe.
- R15 – Street Sweeper – Readying prior to spring sweeping operations. Replaced dirt shoes, tow bar links and pins, gutter broom hydraulic cylinders.
- R14 – Street Sweeper – Readying prior to street sweeping operations. Replaced main broom assembly.
- R7 - New RPM Snow Blower – Repaired chute cap on snow blower. Removed chute cap and took to Fabro to have metal on first stage of chute cap reinforced.
- Safety Meetings March 3, 17, and 31.

### Oil Change Services

- Light Trucks – 18
- Heavy trucks – 3
- Equipment – 3

### General Repairs

- Light Trucks – 18
- Heavy Trucks – 10
- Equipment – 29

### Transit:

- February month end totals (from available reporting, March not yet provided):
  - **Swift Transit:** 2,072 riders (increase of 31% over 2021)
  - **Access Transit:** 427 riders (increase of 143% over 2021)

## Water Treatment Plant:

### Operations:

- Continue filter cleaning and maintenance.
- Actiflo 1 maturation mixer motor rebuilt.
- Runoff started Mar 17th no major issues, had passed by March 31st.
- New permit to operate issued March 31st to expire April 1st, 2024.

### Residuals:

- Commissioned residuals pumps with Xylem reps March 24th.
- Residual pumping station started with temporary wiring/controls March 30th to meet permit requirements
- PLC integration expected to be complete early May.

### Sampling:

- All bacteriological samples were sent away, no coliforms detected.
- All samples within acceptable range. Quarterly samples for Q1 submitted.

**Total pumped for March: 176.28 MI (The 10-year average for March is 173.92 MI)**

## Wastewater Treatment Plant:

- Staff:**
- Staff working on correspondence courses from Sacramento State
  - 4 employees took H2S Alive and Fall Protection
  - 5 employees took First Aid
  - 5 employees took Confined Space Entry
  - Started cross training lift station and WWTP operators. This will reduce 1 on-call person nightly
    - Junior lift station operator position to be moved to the WTP full time starting June 6th

### Operations:

Annual report completed and submitted to WSA

General plant maintenance, annual blower maintenance, cleaned clarifier

Working on Standard Operations Procedures for Lift Station/WWTP on-call cross over

### Lift Stations:

- Working on Riverside Park lift station controls and piping
- Preparing to pour concrete pad for new LS # 12 generator
- Cleaned LS # 10 grating.

### Sampling:

- Swift Current Creek samples and 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:

### Staff:

- 5 employees attended Chainsaw Training
- 2 employees took Flagman Training
- 2 employees took water certification exams

### Hydrants:

- Started yearly hydrant maintenance

**Locates:**

- 25 locates performed.
- Weekly flushing.

**Repairs:**

- March 7th – Leaky Service 17 3rd Ave NE
- March 11th – locating the RWP in Beverly
- March 15 – Water break 4th NE & Cheadle
- March 16 – Backfilled the water break
- March 23 – 2 box & Rods (Stockade and 1147 Sidney E)
- March 31 – Water break at 6th NW and N Railway

**Wastewater Collection:**

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

**Other:**

- Assisted WTP with residual commissioning
- Assisted streets steaming catch basins

## Engineering:

**Projects:**

- Active Transportation
  - o Honda Boardwalk:
    - i. Decking – sections of steel decking continue to arrive. Installation of all sections and railing to be completed by the middle of May.
    - ii. Boardwalk Lighting - working out details with Riverside Electric for flush mounted fixtures on inner face of posts.
  - o Financial –
    - i. Costs for the overall project are anticipated to be lower than estimated. A scope change request for pathway at 3 additional sites has been submitted for approval by the Province:
      - Adams Street (~\$180K)
      - Aitken Park (~\$180K)
      - Bike Park (~\$40K)
- Tendering
  - o Paving and Concrete RFP – was posted with close date of March 30th.
  - o Herbert Street Storm RFP – currently posted with close date of April 1st.
  - o Creek Bank Stabilization RFP – currently posted with close date of April 18th.
  - o Downtown Paving Stone RFP – currently posted with closed date of April 18th.
  - o NH Reservoir Pumphouse Upgrade – anticipate invitation to tender to prequalified bidders April 15th with close date of May 10th.
  - o West End Storm Drainage Upgrades – anticipate posting RFQ April 15th with close date of May 10th.
- Design Work
  - Saskatchewan Valley Ditch:** Design complete, tender package in progress in preparation of potentially constructing in 2022.
  - West End Ditching:** Design 90% complete. Working on presentation for GPC meeting April 12th.
- **Central Avenue North Multi-Infrastructure:** WSP is currently drafting options report.
- **Heavy Truck Route Bylaw:** final draft in review with bylaw, City solicitor and RCMP.

**Meters:**

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

**Rural:**

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

- Administrative Projects
- o *SGL Grant* was submitted March 31st (~\$90k) for pedestrian enhancements at Fairview School and 1st NW & Sidney St (behind Pharmasave).
- o *Active Transportation Fund* application was submitted March 31st (~550k) for the pathway under Hwy 1 and Memorial Drive. Pending approval, construction was targeted for 2023 in the submission.
- o *UHCP Agreement* – working through negotiations with Ministry of Highways on Operations & Maintenance Agreement as well as the UCHP Framework Agreement.

## Light & Power:

### Tenancy Changes:

- Connects – 123
- Disconnects – 126
- Transfers – 29

### Line Locates:

- Urban – 11
- Rural – 6

### Meter Changes:

- Electrical – 5 Commercial, 51 Residential
- Water – 2 Commercial, 5 Residential

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

### Projects:

- Complete 2022 Tree Trimming on feeders 511/512
- Training: Chainsaw Training, Locator Training, One Call training, Ground Disturbance Training
- Installed new Bronco banners
- Equipment maintenance
- Kova Engineering in to do Visual and Mag particle inspections and load testing on all our boomed equipment
- Streetlight repairs
- Replaced faulty 25Kv OH transformer at PDQ
- Clean up damaged traffic structure at 1st NW and Chaplin
- Continue with Downtown conversion to UG
- #1 Highway light repairs
- Safety inspections

## Solid Waste & Diversion:

### Solid Waste:

- East Landfill
  - Landfilled – 1,571 tonnes (this number excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 3% decrease from Mar 2021 (1,624 tonnes).
  - Diversion materials – 118 tonnes – 64% tonnage decrease from Mar 2021 (324 tonnes) primarily from paving activities in 2021.
- West industrial landfill – 4,900 tonnes – 96% tonnage increase from Mar 2021 (2,496 tonnes).
- 2021 annual landfill reports submitted to the Saskatchewan Ministry of Environment.

### Yard Waste & Compost:

- 53 tonnes of wood chips sold for use as livestock bedding.

## Recycle Depot:

- March accommodated 1,948 visits.
  - o 16 loads of cardboard, 4 loads of paper and 1 load of 2 loads of plastics (30 cubic yard bins).
  - o 3 loads of tin (6 cubic yard bins).
  - o #1 plastics are accepted again as of March 25th.

*#1 clam shell style food containers are not accepted (examples are berry, salad & pastry containers).*

## Bet You Didn't Know:

Aluminum Sulphate is the primary flocculant used at the Swift Current water treatment plant, this neutralizes particle charges allowing them to form “floc” (clusters of solid particles) and settle out of water more readily. Aluminum Sulphate or “Alum” is also used in a variety of other applications such as:

- o Canning - to keep pickles crisp
- o Fire extinguishers – an ingredient to produce foam which releases CO2
- o Gardening – Reduce pH in soil
- o Leather tanning - to dry and condition
- o Textile colouring – used an ingredient of dye binders
- o Paper making – helps size paper
- o Medical – used as a blood coagulating agent
- o Baking – baking soda
- o Deodorant – used as an ingredient
- o Lotions – used as an astringent

Studies have shown that driving on smooth pavement surfaces can reduce fuel consumption about 4.5 to 5 percent compared to fuel consumption on rough pavement.

Light & Power is responsible for 3,295 streetlights; 972 of which are LED.

Every 1% increase of organic matter in soil translates to 1.4 litres of water holding capacity per cubic foot of soil, which is highly advantageous for plant growth. Most agricultural lands around Swift Current have 2-4% organic matter and compost is typically 30-70% organic matter.

# PLANNING & GROWTH DEVELOPMENT

## MARCH 2022 – MONTHLY CAO REPORT

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### **BUILDING, PLANNING & ECONOMIC DEVELOPMENT:**

#### **Planning & Growth Development Report for March:**

A total of \$6,100.00 in building permits were issued in March, consisting of one (1) residential reno/alteration permit issued.

- **Total overall Building Permit values in 2022 to the end of March = \$2,864,500**
- **Of this amount, \$58,300 is residential construction and \$2,806,200 is Commercial and Industrial developments.**

Last year, numbers for March, 2021 consisted of one (1) small commercial project and three (3) alt./reno/expansion residential permits issued, totaling 7 permits with a total value of \$54,000.

- **Total overall Building Permit values in 2021 to the end of March = \$610,800**
- **Of this amount, \$369,000 was residential construction and \$241,800 was Commercial and Industrial developments**
- 15 new business licenses were issued in March.
- 1163 business licenses were renewed/issued to the end of March.
- 430 Dog Licenses and 113 Cat Licenses were sold to the end of March.
- 2 raffle licenses were issued in March.

#### **Development Permits/Inquiries during the month of March included:**

- Inquiries about potential developments: various retail stores including cannabis store, daycare expansion, industrial storage facility, mixed commercial/residential building, and retail gun & ammo store.
- Request for comments from Community Planning regarding a subdivision in the R.M. of Swift Current No. 137 for a country residential parcel.
- Inquiries about potential developments include cell tower locations, multi-unit commercial building, large-lot/country residential area, multi-family dwellings, retail and professional office 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.
- 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.
- 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 a 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 5-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 hub within the province and Swift Current being an ideal location.
- We have a new residential construction planned for an empty lot on Prestwick Avenue with construction to start in the last week of April, depending on weather conditions.
- The gas station and convenience store is opened for operation at the PetroCan site on North Service Road E and the other tenant improvements are continuing. The removal of the old tanks will commence in the next few weeks.
- Saskatchewan Building Officials Association (SBOA) met for its first in-person conference since October 2019 in Weyburn. It was well attended both virtually and in-person.
  - o 2022 National Building Code is expected to be brought into force on January 1, 2023.
  - o Lara King from NFPA gave presented on the NFPA 13D standard which is very relative to our community as we have the requirement for residential sprinkler systems in specified fire zones.
  - o Provided that restrictions are not put in place against limiting gatherings, the SBOA will be reinstating its Training Week for classroom training in January 2023. Virtual classes will continue in conjunction with classroom training if demand continues to exist.

## **BYLAW:**

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

- Ten (10) Animal Control Complaints (running at large, barking, etc.)
- Six (6) Commercial Property Complaints
- 17 General Complaints (snow, garbage, trees, etc.)
- Seven (7) Property Complaints (unsightly, untidy, etc.)
- 63 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.)
- Regular patrols being conducted as per usual. No major issues.
- Public complaints slowly starting to increase with regards to properties, now that weather has improved.
- Additional violation of Lewan's dogs. Added to court immediately and now awaiting trial. Arguments later in April, before sentencing decision made on previous issues.
- Bylaw Enforcement Officer is being trained in some higher duties, ready to fill in during vacation times.
- Animal Bylaw sent to Glen Herman for review.
- Downtown patrols are conducted three times per day on most days.
- 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.

# SWIFT CURRENT FIRE DEPARTMENT

## MARCH 2022 – MONTHLY CAO REPORT

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### Report from March 1 – 31:

Type of call:	March	Year-to-date
Fire	9	22
Medical	35	92
MVC	9	21
Rescue	0	2
Hazardous condition	8	12
Other	12	25
Fire Pit Complaint	0	0
<b>Total</b>	<b>73</b>	<b>174</b>

Inspections:	March	Year-to-Date
	69	269

### Career Development:

COURSE	#PEOPLE	COST PER	TOTAL COST
Fire Officer 3	2	\$552.00	\$1,104.00
<b>MONTHLY TOTAL</b>			<b>\$1,104.00</b>

### CAREER TRAINING (In-house – No cost):

- Practical: - Rescue Boat/Rescue Alive/SERTC/AQUA eye
- Mutual: - N/A
- Medical: - Acetaminophen
- Online: - Burn Management

### AUX TRAINING (In-house – No cost):

- Theory: Scene lighting/rescue tools
- Practical: Extinguisher training & SERTC basic review

### BILL OUTS

- RM	\$
- SGI At fault dependant	\$2,287.51
- Bottle Fill	\$80.84
<b>MONTHLY TOTAL</b>	<b>\$2,368.35</b>

## Fire call description

In March SCFD responded to 4 structure fires, 1 vehicle fire and 4 alarm system activations that were due to construction work or fire out on arrival. Of the 4 structure fires one of them was the Comprehensive High School. I was very happy that our crews extinguished this fire quickly before it entered the roof system of the school and damage was limited to the west mezzanine structure. The remaining 3 structure fires involved cooking appliances or laundry room appliances.



*This month the crews responded to a fire at the Comprehensive High School. The students were evacuated quickly and our crews were able to concentrate their efforts on fire extinguishment. This led to a rapid control and allowed the crews to stop the fire before it entered into the ceiling area of the main building. Crews were able to contain the blaze to the entrance area and the ceiling directly behind the entrance. No injuries were reported from this incident. The investigation revealed that the fire was accidental in nature with the probable cause being the deterioration of the heat tape that was wrapped around the PVC water drainage pipe.*



## GOVERNANCE & PRIORITIES COMMITTEE

### Information Report

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**Date:** March 24, 2022  
**To:** Chief Administrative Officer  
**From:** General Manager of Planning & Development  
**Subject:** **Swift Current Mainstreet Board**

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**Background:** In 2014 Swift Current was accepted into the Mainstreet Saskatchewan Program which was a program designed to revitalize historic downtowns in communities across the province. This accreditation provided full access to the provincial program's services, where businesses could apply for matching grant funding from the government for various revitalization projects. This provincial grant program was accessed by several local businesses however in 2017 the province terminated the program. With the termination, there was sum of \$28,911.51 in funds from the province and \$20,000 in funds on behalf of a city grant that remained for similar uses as it was intended for.

In order to continue the pursuit of downtown revitalization and assisting with a funding program, a new Mainstreet Swift Current Program and Board was developed to promote and adjudicate grant applications that are eligible under the program. This is a non-profit board with a formal incorporated name of Downtown Swift Current Heritage Inc. The current board of directors consist of Lloyd Begley, Mayor Bridal, Marty Salberg, Brock Friesen, Garry Koebel, Corla Rokochoy, Michael Olfert and Cynthia Starchuk. As per the Bylaws, the board must be made up of between 3 and 7 members with no specific requirement for a member of City Council to sit on it.

**Objective:** The Swift Current Mainstreet Incentive Program includes monetary incentives for development of properties located in the Downtown Central Commercial District. The program is designed to provide financial assistance as well as recognition for the appropriate development of both new and existing buildings within the Downtown. A grant program has been adopted by the city to foster the positive reinvestment, restoration, and maintenance of our downtown buildings. Owners of properties within Downtown Swift Current are eligible to receive incentives toward further investments in their properties.

# ***Revitalization Grants Available***

## **Heritage Façade Renderings:**

Heritage Façade Renderings may be available at no cost to the property owner for drawings detailing potential façade refurbishment, restoration, or renovation to the community's historic roots. This will outline possible projects that may be eligible for additional grants described in the program.

*May be available at no cost to the property owner.*

## **Exterior Alterations:**

Repair and restoration of exterior building fabric façade, including conservation or repair of original elements, approved cleaning, cladding, roof repairs, chimney work, approved window repair or replacement, appropriate painting, restoration of significant architectural detail, removal of inappropriate materials and appropriate use of signs and awnings.

*50% eligible costs to a maximum of \$10,000*

## **Building Maintenance:**

Building maintenance (e.g., gutters, downspouts, foundation work, non-traditional roofing, etc.) may at the discretion of the grant awards committee be funded (unless part of an overall restoration project).

*50% eligible costs to a maximum of \$2,000*

## **Signage:**

*50% of eligible costs to a maximum grant value of \$2,000*

Downtown Beautification & Landscaping

Downtown beautification, landscaping, and planters may be available for funding of appropriate work.

*50% of eligible costs to a maximum grant value of \$2,000*

City has assisted in funding Mainstreet since 2015 in the annual amount of \$20,000. This was not provided last year however as the organization had sufficient funds in their bank account to accommodate applications.

To date 21 businesses have taken advantage of the various grants totaling \$97,012 in grant funding. With the 2022 grant of \$20,000 from the City of Swift Current, Mainstreet Swift Current has \$54,857.31 in funding available for businesses to apply for.

Given this organization is a non-profit entity with no requirement for a member from City Council to sit on its board of directors, coupled with the fact that the board currently only reviews and approves funding applications, Council may choose to not have a member on the board and once the current funding amounts are spent, the board could choose to dissolve.

**Options:** The Committee accepts the report as information.

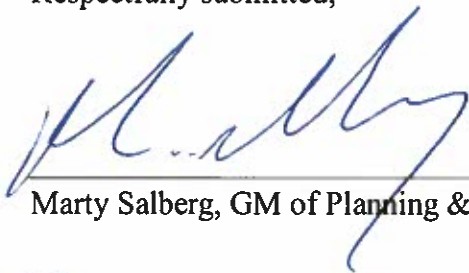
**Alignment with Strategic Plan:** The Funding program encourages commercial development in the downtown commercial core.

**Governance Implications:** Historically there has been a member of City Council sit on the board of directors however that is not required.


**Budget/ Financial Implications:** The City may choose to consider ongoing funding at future budget deliberations.

**Environmental Implications:** N/A

Respectfully submitted,



Marty Salberg, GM of Planning & Development

 Reviewed and Approved on this 29<sup>th</sup> day of March, 2022.





## GOVERNANCE & PRIORITIES COMMITTEE

### REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: April 4, 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 April 12, 2022.**

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





## GOVERNANCE & PRIORITIES COMMITTEE

### REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: March 18, 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.

Mitch Minken, GM of Infrastructure & Operations

Tim Marcus, CAO

**MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on April 12, 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.