



GOVERNANCE & PRIORITIES COMMITTEE

May 24, 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 May 24th, 2022 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated April 12th, 2022 be approved.

4. Public Presentations

5. Administration Presentations

5.1 CAO update.

1

5.2 Quarterly update presented by Kari Cobler.

23

6. Strategic Plan

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

8. Agencies/ Boards and Committees

9. Unfinished Business

10. Council's Interest and Communications



GOVERNANCE & PRIORITIES COMMITTEE

May 24, 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 City Clerk. **27**

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 go into a closed meeting immediately following the adjournment of this meeting.

Next Meeting Tuesday, June 21st, 2022.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: May 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

APRIL 2022 – MONTHLY CAO REPORT



Asset Management:

The warmer weather has allowed for a more productive month in **service cutting**. We were able to cut 5020 m in April, which brings our total to over 29,000 m or about 21.5% complete.

We have been having some troubles with the one **camera head**, so it has been shipped for repairs. We have two of these so there is no down time while we wait. There have been troubles with the **monitor** connection to the camera, but we have been able to trouble shoot the problem and are keeping things functioning. We have ordered a new cable connector to make for a more permanent repair.

Roadways have been measured and numbered and a breakdown of gravel roads vs paved streets has been completed. Lanes are partially complete.

The **asset registry** is currently being revised to include the required data. This will be a major project as there is a lot of information that needs to be added.

Airport:

The **rotary mower** has been ordered; the delivery will likely be late in 2022 or early 2023. The estimated delivery time is 10-12 months.

The Application for the **2022 CAP funding** has been submitted. We have not received any further information from the Ministry of Highways.

Some of the **asphalt maintenance** has started with the crack seal crew working on the taxiway.

We do not need to provide Plan of Construction documentation to Transport Canada anymore for the **drag race events**. We just need to notify them of any runway closures and times for the events; this is a much more streamlined process for drag race events.

RECREATION, PARKS & CULTURE

APRIL 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.



Kids Fun Day Science Experiments



Spring Gun and Hobby Show

Capital/Operating Projects:

Aquatics began ordering **deck equipment** like replacement backstroke flags. Requested quotes for **door replacement** from Kruse Glass (received), Quality Glass and Jet Construction. Received quotes for **pool probe replacement**, and due to lowest quote being \$5,000 over budgeted price, will not move forward with this project at this time. **Zone valves/thermostats** quotes received from Len's Plumbing, Swift Plumbing and Excel Refrigeration. IRS contracted to develop tender and manage **roof replacement** project. **Pool paint** for Fairview Pool ordered. Communicating with consultant for future facility audit.

Safe Places Online Portal program developed, staff training organized/delivered, communications developed and launch dates finalized.

Fire rated **file cabinet** installed in **Museum**. **Lighting upgrades** completed in basement and boiler room. Tourism Swift Current Agreement and job description for Education and Public Programs Supervisor completed.

Staff at **Chinook Golf Course**, tank watered greens to provide adequate moisture until irrigation system turned on. Staff also cleaned up branches, ground stumps, did landscaping around clubhouse and painted hazard markers and signposts. Received notice new **rental carts** will not be arriving until August due to supply chain issues at

Yamaha factory. Received notice that articulation **rough mower** will not arrive until end of season.

Art Gallery received \$10,000 **grant** from *Young Canada Works* for 2 summer students and received grant from *Canada Summer Jobs* for a third student. West Wing Gallery being prepared for summer season. Art selection and writing completed for June exhibition.

Coke removed all **vending machines** from **Fairview Arena** (they had not been filled or serviced in 2 years).

Community Services submitted the following **grants**: *SaskEnergy* – Youth Fest sponsorship (received \$500); *SIGA* – sponsorship request for \$500 toward City Splash; *Canadian Tire Jumpstart* – for Multi-Sport (received \$3,778.00); *Service Canada* – received funding for 2 Coordinators, 2 Program Leaders and 2 Park labourers; *ACT Club* – sponsorship for Parks Play Program (received \$2,500). Admin Assistants covering other departments sick leaves so overtime is being accumulated.

Programs/Rentals:

- **National Lifeguard course** ran April 18 to 22. Special schedule was created for Easter Break to offer more swim times. Aquatic Centre was closed to the public on April 9 to accommodate a swim meet.
- **Online Youth Education Program** ongoing (kids' program under development). Decided to name Online Youth Education Program for adolescents and kids. Safe Places reported 2,765 total number certified.
- **Ted Knight Hockey Hall of Fame Inductee of the Month** contest began (21 entries received so far). Museum Easter Bunny visit attracted 115 people. *Celebrations*, Lunch n Learn was presented by Stephanie (staff member). Shop sales totaled \$1,534.48.
- **Chinook Golf Course** opened front 9 on April 27 and back on April 28.
- **Art Gallery** continued to present *Creative Care Art Classes* at the Meadows, *Watercolour* class and *Visual Storytelling* class. *Traditional Care Beading* class and *Mixed Level Ceramics* ended. Registration opened for half day *Summer Art Studio* in August and filled, so opened an additional class. April hosted 38 art classes totaling \$5,113.85 revenue. March 26 to April 27 Art Supply Service sold 115 items with gross of \$1,154.98. Hosted Ed Poitras *Revolution of the Rock Garden* reception April 24 with performances at Elmwood Park and Lyric Theatre by New Dance Horizons, 45 people attended.

- Pattison **ball diamonds**, 19th Street ball diamonds and pickleball/tennis courts opened April 27.
- Three **Broncos games** were held in April (last home game April 15, no playoffs). Ice was removed and floor cleaned for the offseason. **Roller Derby** returned to the Curling Rink 2 nights a week (first scrimmage was on April 23). Concession at Fairview Arenas was open for all Lacrosse games and tournaments. **Lacrosse** started indoors on April 11 (first tournament April 22 – 23). **Minor Ball** rented a classroom at the Dickson Centre for an *Umpires Clinic* on April 9-10. *Prime Training's Batting Cage* confirmed they will extend contract at Dickson Centre into 2023. Repairs completed at Dickson Centre including drywall, painting, light bulb changes and minor plumbing repairs. Lt. Col. Clifton Centre continued with regular group bookings and additional birthday parties.
- Community Services programs in the **Stockade** ended on April 14. Small gathering was held to say thank you to the SASK Abilities group for hosting Walking for Wellness. April 20 *Let's Play* program, Wednesdays until June 15, began (new partnership with the Family Resource Centre). *Fun Day* on April 22 was the last for this school year. Once again maximum of 40 signed up.
- Participants in Community Services programs: *Tots Play* – 20; *Youth Open Gym* – 22; *Welcome to Recreation* – 40; *Open Rec* (new) – 22; *Munch and Move* – 28. *Gun and Hobby Show* was held in Stockade on April 9 and 10, 214 tables of treasures and over 2,200 attended. The AG & EX hosted *Discover the Farm* and *Acres & Avenues Tradeshow*.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	579	W4W Stockade	127	Swimming Lessons	679
HHOF	210	FIM Stockade	42	Private Swimming Lessons	
AGSC	548	School Swimming Lessons	635	General Swim	3816
Safe Places Certification	65	Aquatic Fitness	528	Swim Clubs	653

Staffing/Scheduling:

- Staffing: **Pool Technician** resigned (position was posted). Museum filled 2 **summer student** positions. **Seasonal** staff started in Parks. 3 full time **facility** staff have moved to Chinook Golf Course for the season. Facilities has 1 staff on sick leave. Temporary **Administrative Assistant** hire to cover maternity leave in Community Services, **Summer Program coordinators** started April 25.
- Training: Inservice for **swimming lesson instructors** held on April 3.

User/Rental Group/Community Connections:

- **Safe Places** Manager attended Hub meetings, interagency meetings, SCMHA Portal presentation and Swift Current Soccer Volunteer management (group processing and support).
- Art Gallery partnering with **Dorie's House** to provide twice monthly art classes.
- Parks partnered with **SaskAbilities** to hire a seasonal staff member to assist with maintenance in Rempel Garden.
- Community Services working with several groups and organizations for upcoming **summer events** including Call To Action Event, Windscape Kite Festival, AA U18 Selects Baseball Tournament, Come Together, Innovation Drive In Movie, Celebrate Canada, Sask Disc Golf Open and Great Southwest Shakespeare Festival. Met with Stockade users to determine facility schedule for fall. Launched Clean UP – Green Up, encouraging residents to adopt portions of the community to clean up litter.

Bet You Didn't Know:

- That in addition to automatic pool controllers and chemical feeders that run 24 hours a day, all three swimming pools in the Aquatic Centre are **tested manually every three hours** during operation times to ensure all pool chemical levels are correct.
- That the **Emerald Ash Borer** which has been in Canada since late 1990's is an insect that attacks Ash Trees. Up to 99% of infected trees are killed within 8 to 10 years. Beetle can survive temperatures of -50 Celsius. Swift Current has an estimated 1,900 Ash Trees on boulevards and in parks.
- That in the Community Services Facilities department there are **185 toilets/urinals** and **110 sinks** that are cleaned daily and maintained by facilities staff.

CORPORATE SERVICES

APRIL 2022 – MONTHLY CAO REPORT



Capital Projects:

Information Technology:

- In preparation to move forward with the **financial system upgrade**, staff from Financial Services, Human Resources and Information Technology attended product demonstrations to allow staff to view the product and features.
- The conversion team also is also reviewing two (2) responses to the **Payroll System Request for Information** to determine how best to move forward.

Purchasing posted and awarded numerous Requests for Proposal:

- RFP CSC-22-E-004, 2022 **Paving and Concrete Program** was awarded to Mobile Paving.
- RFP CSC-22-E-005, **Herbert Street Storm & Water Realignment** was awarded to Knudsen Excavating.
- RFP CSC-22-E-006, 2022 **Paving Maintenance** was awarded to Mobile Paving.
- RFP CSC-22-R-007, P49 **Mower Replacement** for golf course was awarded to Martin Deerline.
- RFP CSC-22-R-008, **Playground Project** closed April 13, 2022. The RFP was scored and a report to award the contract will be brought forward to an upcoming Council Meeting.
- RFP CSC-22-R-010 2022 **ATM** RFP for City facilities was awarded to Speedy Creek Cash.
- RFP CSC-22-E-014, **Mechanical Sweeper** was posted April 4, 2022 and closed on April 19, 2022. The purchase will be awarded at an upcoming meeting of Council.
- RFP CSC-22-E-015, **Motor Grader** was posted April 4, 2022, closed April 19, 2022 and will be brought forward to an upcoming Council Meeting for approval.
- RFP CSC-22-E-016, 15 ft Flex Wing **Rotary Cutter** closed April 19, 2022 with no submissions received. Three quotes will be attained to move forward with the purchase.
- RFP CSC-22-E-017, 2022 **Pavement Markings** was posted April 25, 2022, and closes May 6, 2022.

Other Special Projects:

- **Purchasing:**
 - Active months for **operating** items and **capital** projects, receiving and processing requests from all divisions to purchase the goods required.
 - A review of inventory stocked was also completed to ensure adequate stock levels are maintained.
- **Human Resources:**
 - Following the approval of the **CUPE contract**, Human Resources updated payroll information according to the new contract.
 - In preparation for 45 **summer students** starting in early May, orientation and employee onboarding information packages were prepared.
 - A review of **safety training** certifications was completed to ensure our compliance with requirements.
- **Information Technology:**
 - Completed **testing** of the cloud environment which will allow the **utility and property tax billing** system to be moved to the new environment in early May. There will be a short outage for customers accessing SwiftConnect to complete the migration, which has been scheduled when traffic on SwiftConnect is low.
 - Worked with the Light & Power on the meter import template to prepare the utility billing system for the **transition of electrical customers** once the **franchise area expansion** is complete.
- **Financial Services:**
 - With Q1 of fiscal year ending on March 31, 2022, focused on all divisions **forecasting** operating results and capital expenditures for the remainder of the year.
 - The 2021 annual external audit ended, with **financial statements and public accounts** approved by Council in early May.
- **Assessment:**
 - The 2022 Assessment Roll closed on April 27, 2022. To date, Board of Revision has accepted **8 appeals** total; 1 commercial, 2 condominium, and 5 residential appeals.
 - Much of April was spent discussing **assessment values** with property owners; questions brought forward mostly centered around understanding factors that contribute to determining the assessment value.
 - Through discussion when responding to property owner inquiries, additional information was brought forward which, in some cases, changed the value of the property for assessment. 22 **property inspections** were

conducted to verify property characteristics and 864 property data updates were completed.

Staffing:

- Human Resources had four (4) job postings close in April:
 - (1) **Temporary Asset Technician** – Closed April 8, 2022, which has been awarded to an internal candidate who will begin in the position on May 30, 2022.
 - One (1) **Pool Technician** – Closed April 27, 2022, with interviews to be conducted in May.
 - Two (2) **Water & Wastewater Labourers** – Closing date is May 13, 2022.
- During the month, five (5) positions were filled for positions that closed in prior months:
 - Two (2) **Seasonal Parks/Cemetery Labourers**
 - One (1) **Temporary Administrative Assistant for Community Services**
 - Two (2) **Streets & Roadways Labourers**
- Nine (9) **seasonal** employees were recalled during the month in Parks and Chinook Golf Course.

Customer Service/Community Connections:

Community connection and seasonal marketing highlights for April:

- Open Rec Program and Welcome to Recreation Program
- United Way Active Play
- Community Services Programming for School Spring Break Schedule
- Street Sweeping Program
- Garbage Collection over Easter Long Weekend
- Earth Day – Clean Up, Green Up Campaign
- Seasonal Opening for Tennis, Pickleball and Beach Volleyball Courts

News releases: new Saskatchewan Hockey Hall of Fame “Inductee of the Month” campaign, the new online portal for Safe Places, the new Household Glass agreement with SARCAN, plus regular communication efforts focused on council meetings, council highlights, and proclamations.

Bet You Didn't Know:

Due to **providing historical assessment values** on the 2022 Assessment Notice, the Assessment Department responded to as many inquiries about 2021 assessment changes brought forward through revaluation as 2022 assessments.

The **highest reach** and most positive social media engagement for April was the announcement of Household Glass Accepted at SARCAN.

INFRASTRUCTURE & OPERATIONS

APRIL 2022 – MONTHLY CAO REPORT



Transportation Services :

Streets and Roads Highlights:

- **Hydro vac** for Waterworks – April 1, 4, 18 & 19.
- **Dig** for Waterworks – April 5, 10, 18, 19, 21, 25 & 28.
- **Sign** maintenance – periodic through out the month.
- **Pothole** patching - April 1, 4, 11, 12, 13, 18, 19, 21, 22 & 26.
- **Jet** Sanitary and Storm sewer – April 1, 7, 10, 11, 18, 21, 22, 25 & 29.
- Assist with Assembling Bins for **Yard Waste** site – April 7.
- **Graded** Battleford Tr, 11th N.W. & 11th S.W. April 25 - 29.
- **Sweeping** – April 7, 8, 25, 26, 27, 28, & 29.
- Work for **Lift Stations** and **Wastewater** – April 12, 26, 27 & 29.
- Add **millings** to Water Treatment Road – April 27, 28 & 29.
- Haul and spread **millings** at O.T.S. – April 20.
- **Downtown garbage** every Friday.
- Hired two **new employees** – Jonathan April 2 & Evan April 19.
- **Training courses** – for 2 new employees.
- **Safety Meetings** April 6 & 20.

Fleet Services Highlights:

- Rec & Parks small equipment – Serviced small **mowers and tractors**.
- Golf Course equipment – Serviced **mowers, bunker rake, sprayer, and utility vehicle**.
- T20 – **Sand Truck** – Repaired main center grate beam on sander body because front mount broke.
- T57 – Installed coupler union in hose reel supply line from boiler to allow **boiler unit** to be acidized and serviced/ descaled.
- T158 – **Transit Bus** – Taken for annual safety. Replaced rear brake pads.
- T159 – **Transit Bus** – Taken for annual safety. Replaced right rear outer dual tire.
- TR23, 24, 25, 26 – **Digital Message Boards Trailers** – Check over prior to Annual Street Sweeping.
- **Safety meetings** April 14 & 28.

Oil Change Services

- Light Trucks – 14
- Heavy Trucks – 3
- Equipment - 14

General Repairs

- Light Trucks – 16
- Heavy Trucks – 8
- Equipment – 20

Transit Highlights:

March numbers

Swift Transit monthly numbers 2602 total riders. Increase of 40% over 2021.

Access Transit monthly numbers 528 total riders. Increase of 103% over 2021.

April numbers

Swift Transit monthly numbers 2284 total riders. Increase of 29% over 2021.

Access Transit monthly numbers 500 total riders. Increase of 132% over 2021.

Water & Wastewater:

Water Treatment Plant

- **Staff**
 - 2 operators attended a **gas chlorination** course
- **Operations**
 - Completed **filter cleaning** and maintenance
 - Worked on cleaning up **wiring and instrumentation** that is no longer used at the Plant
 - Completed wiring for integrated **raw caustic pump**
 - Completed full service on **UV reactor # 1**
 - Organizing **capital projects** for the upcoming construction season
- **Residuals**
 - Contractors and MPE Engineering working on **electrical integration of pumping station** with the Water Treatment Plant, expecting final commissioning to be completed by the end of May
- **Sampling**
 - All bacteriological samples were sent away, **no coliforms** detected
 - All samples within **acceptable range**
- **Total pumped for April:** 166.78 MI the 10-year avg for April is 171.30 MI

Wastewater Treatment Plant

- **Staff**
 - Stephen Rettie is now a fully **certified Lift Station Operator**
 - Training
 - 4 operators and superintendent recertified in “**Respect in Sport**”
 - 1 operator recertified in **first aid**
 - 2 operators attended **fall arrest**
- **WWTP – Operations**
 - Installed rebuilt **pump impeller** at south pump house
 - Replaced bearings in **blower # 1 motor**
 - Cleaned **UV quartz sleeve** to ensure proper dosage
 - Working on Standard Operating Procedures for Lift Station/WWTP on-call cross over
 - WWTP shut down and drained to facilitate the **head works epoxy lining** and other general maintenance/inspections. The shut down is expected to continue until late June when staff will refill and begin to build bacteria cultures which are required for proper treatment of waste influent. This is expected to take roughly **three months**; it is anticipated that the plant will be back to normal operation and discharging to the creek by September of 2022
- **Lift Stations**
 - LS #12 had a **plugged force main** which took 24 hours to clear
 - During the blockage residual pumping from the WTP was suspended and flow from LS # 12 was diverted to LS # 3
 - Rebuilt **Riverdene** sump discharge, replaced pipe, check valve, junction box and pipe pedestal
 - Awarded **LS # 12 upgrades project** to Riverside Electric, upgrade to commence in May
- **Irrigation**
 - Irrigation pump houses still frozen, irrigators will be delayed due to **late season ice**
- **Sampling**
 - Swift Current Creek samples sent to Provincial Laboratory
 - Weekly effluent samples sent to Provincial Labs
 - **All samples within acceptable range**
 - U of R sampling continues to measure Covid-19 viral load as part of a school project.

Water Distribution & Wastewater Collection

- **Staff Training**
 - 5 employees attended **chainsaw training**
 - 2 employees took **flagman training**
 - 2 employees took **water certification exams**
- **Water Distribution**
 - Repairs
 - 1 – **Main break 2nd SW**
 - 1 – **Curb stop** replaced
 - 1 - **Main valve** replaced **10th NW & Chaplin W**
 - Hydrants
 - Continuing yearly hydrant maintenance
 - Meters
 - 37 - meter appointments
 - Many of these appointments were to identify service material for lead service line inventory program.
 - Locates
 - 76 - locates performed.
 - Flushed Chinook PP supply line
 - Flushed Research station hydrants
 - Weekly flushing
- **Wastewater Collection**
 - Camera'd 1 sewers
 - 4 - Sewer services snaked
 - Sewer jetting
 - Repairs - 1 manhole lid and frame
- **Rural**
 - Repairs
 - Pumps
 - Replaced both pumps in west rural pumphouse
 - Repaired leaking PRV north of Battleford
 - New Services
 - 1 – new service on Oxbow rural line
 - Sampling
 - Rural weekly Bac-T's
 - No coliforms detected
- **Other**
 - Assisted streets with water truck and operator
 - One operator at WTP to cover a vacancy for 3 days

Engineering:

Projects:

1. Active Transportation Grant –

- a. Honda Boardwalk:
 - i. Decking and Railing - Substantially complete, a few odds and ends to complete once lighting is installed
 - ii. Boardwalk Lighting – Riverside Electric to install by the end of May
 - iii. Surface Works – pathway tie ins at Boardwalk to be completed by end of May, Aitken Park scheduled to be completed end of May as well
 - iv. Landscaping – complete by end of June
- b. Financial –
 - i. Costs for the overall project are anticipated to be lower than estimated. A scope change request for 3 additional sites was submitted for approval by the Province and they have since communicated that a new policy has been put into place which will only allow a maximum of \$100k to be submitted for scope changes. Therefore, another scope change request was submitted to include Aitken Park Pathway for \$100k – approval was received beginning of May.

2. Tendering –

- a. **North Hill Reservoir Pumphouse Upgrade** - invitation to tender to prequalified bidders April 19th with close date of May 26th.
- b. **West End Storm Drainage Upgrades** – anticipate posting RFP May 18th with close date of June 1st.
- c. **Sask Valley Ditch** - anticipate posting RFP May 18th with close date of June 1st.
- d. **Geotech RFQ for Pathway Bridge Crossings** – send for quotes May 24th closing June 7th

3. Design Work –

- a. **West End Ditching** – design 95% complete. Presentation delivered at GPC meeting April 12th.
- b. **Central Ave N Multi-Infrastructure** –WSP is currently drafting options report.
- c. **Gibbs St. Residential Development** – design complete with estimate. Presentation to be delivered at a future GPC

4. Construction Schedule

- a. Downtown Streetscape – **300 block of Central Ave N** to begin May 16th (3-week duration)
- b. Downtown Intersection – **Central & Cheadle** to begin May 23 (3-week duration)
- c. **Herbert Street Storm** – begin July 4 (4-week duration)
- d. **Creek Bank Rehab** – begin August 1 (4-week duration)
- e. **Heavy Truck Route Bylaw** – Signage to be installed after adoption of bylaw on May 16th

5. Administrative Projects –

- a. UHCP Agreement – on-going negotiations with Ministry of Highways on Operations & Maintenance Agreement as well as the UCHP Framework Agreement.

Light & Power:

Tenancy Changes:

Connects – 129
Disconnects – 121
Transfers – 17

Meter Changes:

Electrical – 5 Commercial Installations
- 100 Residential
Water – 2 Commercial Installations
- 5 Residential
- 4 Summer Water Meter Installations

Line Locates:

Urban – 83
Rural – 23

Meter Reading:

Monthly billing cycles 1, 2, 3, 4, City meters as well as various Saskenergy meters and Chinook Power Station.

Projects

- Repair #1 Highway Lights
- Chinook Golf Course range net repairs
- 25Kv rubber glove work for SaskPower after storm
- Complete servicing to new units at PPIH
- Repair guy wire at Elmwood range

- Downtown conversion Pull in wire (1st west alley 200-0 block)
- Salvage in downtown alley between Central and 1 Ave NE
- Street Light repairs
- Pathway lighting Between South Railway and Riverside Drive
- New underground street light wire and structures on Riverside Dr to complete pathway lighting upgrade
- Overhead to Underground services 413 2nd SE and 438 3rd SE
- Bore for faulted service at 555 6th SE
- Salvage coop service station temporary service
- Organize and tested protective high voltage rubber insulation
- Downtown Conversion work

Solid Waste & Diversion:

Landfills

Landfilled – 1,544 tonnes (this number excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 0.5% decrease from April 2021 (1,536 tonnes).

Diversion materials – 368 tonnes – 33% tonnage decrease from April 2021 (547 tonnes) primarily from paving activities in 2021.

West industrial landfill – 10,003 tonnes – 59% tonnage increase from Mar 2021 (6,266 tonnes).

Yard Waste and Compost

Yard Waste Site opened at the Recycle Depot location on April 19th

M/W/F - 9:30am to 5:30pm, Tu/Th – 9:30am to 7:30pm, Sa/Su – 10am to 4pm

- April accommodated 196 visits.
- 25 tonnes of wood chips sold for use primarily as livestock bedding.
- 27.5 tonnes of compost sold.

Recycle Depot

April accommodated 2,041 visits.

14 loads of cardboard, 4 loads of paper and 1 load of plastics (30 cubic yard bins).

3 loads of tin (6 cubic yard bins).

Bet You Didn't Know:

Saskatchewan produces an average of **842kg of waste per capita per year**.

The **earliest use of asphalt was by indigenous people** of the 13th century. They used it as an adhesive for building tools and ceremonial items.

Potassium Permanganate, also known as, permanganate of potash or “Condy’s crystals” is the **first chemical added** at the Swift Current Water Treatment Plant. The chemical composition is $KMnO_4$ which makes it a very strong oxidizing agent. It is a fine crystal that is a very dark purple. In water treatment, it’s used to oxidize iron and manganese in solution into its insoluble form, which allows them to be removed by filtration. It also **removes dissolved hydrogen sulfide gas, reduces odour, reduces disinfection by-products and has been proven to reduce invasive species** such as “zebra mussels”. Potassium permanganate is also on the World Health Organization's List of Essential Medicines.

Potassium Permanganate is also used in the following:

- **Fruit Preservation** – delays ripening in bananas
- **Survival Kits** – used to disinfect water, start fires, and mark snow for SOS
- **Medical** – used for multiple skin conditions
- **Poultry Farms** – to treat incontinence in chickens

PLANNING & GROWTH DEVELOPMENT

APRIL 2022 – MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of \$1,536,000 in **building permits** were issued in April consisting of (1) new Industrial Permit, (1) new Commercial Permit, (2) new Residential Permits; and (2) small commercial permits and (7) small residential reno/alteration permits issued.

- Total overall Building Permit values in 2022 to the end of April = **\$4,400,500**
- Of this amount, \$1,282,300 is residential construction and \$3,118,200 is Commercial and Industrial developments.

Last year numbers to the end of April, 2021 consisted of (2) new residential projects, (2) new commercial projects, and (2) small industrial projects (1) small institutional permit and (12) small residential projects, were issued totalling 19 permits with a total value of \$5,020,825

- Total overall Building Permit values in 2021 to the end of April = **\$5,631,625**
- Of this amount, \$1,650,000 is residential construction and \$3,981,625 is Commercial and Industrial developments.

- (3) **development permits** were issued during the month of April.
- (11) **new business licenses** were issued in April.
- (1243) **business licenses** were renewed/issued to the end of April.
- (450) **Dog Licenses** and (120) **Cat Licenses** were sold in April.

Development permits / inquiries /subdivisions during the month of April:

- Mixed downtown commercial/residential building.
- Retail **gun and ammo** store.
- Existing storage facility improvements.
- Proposed discretionary use—retail **cannabis store**.
- Proposed discretionary use—**daycare expansion**.
- **Parcel Tie removal** for City-owned land in Munro Industrial Park.
- **Cell tower** locations.

- **Multi-unit commercial** building
- **Self-storage** facility
- **Industrial shop** and offices.
- Development of land in flood hazard area.
- Various change-of-use or minor variance questions in residential and commercial/industrial areas.
- Request for comments from Community Planning regarding rezoning in the R.M. of Swift Current No. 137 for a **country residential parcel**.
- Working with various 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.
- Work continued with an American company that is interested in **Munro Industrial Park**. This communication has been taking place for months and 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.
- The Planning Division continues to provide assistance and guidance on a variety of questions and concerns pertaining to business and residential development.
- Participated in strategic planning.
- Meetings with the University of Regina occurred to discuss potential items to work together on into the future.
- Mayor Bridal and GM of Planning and Growth met with a business interested in exploring constructing a facility in Munro Industrial Park.

BYLAW:

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

- 14 **Animal Control** Complaints (running at large, barking, etc.)
- 1 **Business Complaint** (businesses advertising/operating without a business license)
- 9 **Commercial Property** Complaints
- 18 **General** Complaints (garbage, trees, etc.)
- 12 **Property** Complaints (unsightly, untidy, etc.)
- 78 **Traffic** Complaints (unlicensed vehicles, unlawfully parked, etc.)

Bylaw Activities:

- Regular traffic patrols being conducted as per usual. (Comp, downtown, service roads, malls).
- Increased complaints from **residents in Golden Place** as to students **parking** there. Additional patrols of location being conducted.
- Public complaints mostly around **barking dogs, vehicle infractions, and property complaints**. Mostly typical complaints that are quick and easy to bring to compliance.
- With spring starting, we are starting to look into the properties that are repeat issues each summer, to get a head start on ensuring they remain in compliance.
- Bylaw Officer Alex Stevenson performed higher duties in the absence of Bylaw Compliance and Licensing Official, Kyel Skerten, for 2.5 weeks. Performed duties well and responded to all inquiries, permits, and complaints as needed.
- **Final notices for business license** renewals were issued.

SWIFT CURRENT FIRE DEPARTMENT

APRIL 2022 – MONTHLY CAO REPORT



Report from April 1 – 31:

Type of call:	April	Monthly totals
Fire	10	34
Medical	37	129
MVC	2	24
Rescue	1	3
Hazardous condition	0	12
Other	12	30
Fire pit complaints	0	0
Total	57	232

Inspections	April	year to date total
	97	429

Career Development:

COURSE	#PEOPLE	COST PER	TOTAL COST
Instructor 1	3	\$390.00	\$1,170.00

CAREER TRAINING (In-House – No cost):

Practical:	Rural Water Supply/relay pump/wildland
Mutual:	N/A
Medical:	Acetylsalicylic Acid & Activated Charcoal
Online:	Respiratory

AUXILIARY TRAINING (In-House – No cost):

Theory:	Tactical Ventilation
Practical:	Water Supply

BILL OUTS:

Practical Extinguisher Training	\$650.00
SGI at fault dependent	\$294.14
Bottle Fill	\$318.59
Monthly Total	\$1,262.73

Fire Call Description:

This railcar training was completed by all our Captains and Lieutenants over the past few years. The training is incredible, as the resources to combine railway, tanker cars, fuel/hazardous materials all to be available at one training facility is uncommon.

The training is called SERTC (Security and Emergency Training Center) and is in Pueblo Colorado, inside the military base. We need to be checked in with our passports by armed guards and then escorted to the training site. We each took turns being in command of the emergency scene as well as being boots on the ground fire fighters extinguishing the fires and containing the spills.

This training is paid for by CP Rail including the air flights, hotels, and transportation once you land in the USA. The only cost to the city is meals. The one unique part of this training is the location, not only are we on a secure military site with military escort at all times, but it is also called "rattlesnake junction". You are told to not place your helmet, boots, or any gear on the ground unattended as rattlesnakes will curl up inside them to get away from the heat. If a rattlesnake is encountered, you are not allowed to harm them, however if you are armed with a charged hose line and the snake accidentally "dies from drowning" it is considered self defence!

This training has paid huge dividends not only in our ability to respond to railcar emergencies inside our city limits but due to our training with CP Rail we were able to respond to the town of Cabri last summer and were safety standby for a 5-car derailment of liquid flammable gas inside their city limits. The invoice to the involved rail company that was paid to the City of Swift Current was just under \$40,000.

Our RM mutual aid partners were very happy that we had the resources and training to respond to this type of incident as it overwhelmed their fire departments resources. Personal gratitude was given by the Mayor and Fire Chief of Cabri to our on-scene staff.





GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: May 18, 2022
To: Chief Administrative Officer
From: Kari Cobler, General Manager of Corporate Services
Subject: Quarterly Financial Update

Background: The fiscal year of the City of Swift Current follows a calendar year, meaning that annual financial results are reported as of December 31st, with quarter end dates of:

- March 31st – First Quarter
- June 30th – Second Quarter
- September 30th – Third Quarter
- December 31st – Fourth Quarter

During a typical year, expenditures during the first quarter are generally light, with most operating costs related to payroll and other operational items, such as utility costs, fees and services, fuel, consumables, and other operational costs. Revenue follows the same trend, with monthly utility billing and facility bookings generating most of the City's revenue which is used to offset expenditures.

In March, Statistics Canada reported that inflationary pressure continued to rise across the country, reaching an overall inflation rate of 6.7%. The cost of most items has continued to rise, with the cost of fuel, energy and consumable items increasing sharply. In the first quarter of 2022, not only did the City experience increasing inflationary pressures in these areas, it was also challenged with product availability concerns, supply chain disruptions, as well as labour challenges.

Generally, it's difficult to accurately forecast the operating results in General Operations and the Utilities at the end of the first quarter, since many of the City's lines of business are seasonal in nature, with most revenues and expenses recorded in the remaining three (3) quarters of the fiscal year. This year, there are some specific trends and items within the City's operating results as of March 31st, 2022 that are noted below.

- Fuel costs are forecasted to be \$90,000 over budget by the end of year.
- Utility costs for power and natural gas are currently running over budget in several facilities due to cold weather patterns experienced in Quarter 1.
- With increased fuel and energy costs, the City is also over budget in carbon charge expense.

- Consumable bulk goods are projected to be \$40,000 over budget by the end of the year.
- Revenue Sharing allocated to the City of Swift Current has been reduced by \$128,000 for 2022-2023, which is more than the budgeted reduction.
- Payroll costs will be over budget in 2022 due to the settlement of the CUPE labour contract in March 2022.

Given the economic uncertainty in our current environment, it is unlikely many of these trends will subside over the coming months. Administration will continue to look for additional revenue sources to offset these budgetary pressures, as well as attempt to offset rising costs with reduced spending in other areas.

Even though there are increased pressures on expenditures, revenues are over budget in a number of areas as of March 31st, 2022.

- Facility revenues were over budget in the first quarter and are forecasted to be \$150,000 over budget by the end of the year, due to rental contracts and strong concession sales at Fairview Arena.
- Additional donations were received from community organizations for equipment and programming at Kinetic Park.
- Grant approval was received for the Safe Places to continue to develop the Online Youth Education Program.
- Light & Power Utility revenue is \$60,000 higher than budgeted at the end of March and is forecasted to be \$100,000 over budget by the end of the year.
- Water & Wastewater Utility revenue is slightly under budget at the end of the first quarter; however, this is expected to change throughout the summer months as more water is typically consumed between May and September.
- Revenue in the Solid Waste Utility is also under budget, this utility also experiences high volumes of activity in the summer months which is forecasted to bring revenue back in line with budget by the end of the year.

Despite the economic uncertainty and pressures, the City is in a strong position when compared to budget at the end of the first quarter. All utilities are forecasted to reach their budgeted surplus values at the end of the year. Currently, General Operations is forecasted to be over budget by \$345,000 at the end of 2022, due to the inflationary pressures outlined above, as well as a reduction in revenue sharing.

From a capital perspective, no significant expenditures were incurred prior to the end of the first quarter since the 2022 Municipal Budget was not approved until March 21st, 2022. As of March 31st, capital expenditures totaled \$1,212,000 which mostly relates to projects carried over from 2021. All capital carryover expenditures were approved and funded in the prior year, so there is no additional tax implication or funding required in 2022 to pay for these items.

Progress continued on the Active Transportation Pathway Project, with much of the work focused on the Honda Slope Bank Rehabilitation portion in the first three months of the year. Other significant capital expenditures in the first quarter included:

- Traffic signals and controllers to be installed at Central Ave N. & Cheadle Street.
- Replacement garbage collection carts.
- Replacement of a rough cut tractor used by the Parks Department.
- Metal cladding at the Innovation Credit Union iplex.
- Development of online database for Safe Places.
- Upgrades to Lift Station #12.

In a typical year, the City spends most of its capital budget in the second and third quarters. This year, Administration is forecasting for this trend to continue, with a significant amount of capital spending between the months of June and October. Many purchase contracts have been approved recently, with work scheduled to be completed in the coming months.

The City's balance sheet continues to remain strong in the first quarter of 2022. As of March 31st, the total of all outstanding receivables, including property taxes, utilities, and general receivables, is consistent with the balance outstanding on December 31st, 2021, but is \$235,000 less than the ending balance on March 31st, 2021.

The carrying value of outstanding accounts payable on March 31st, 2022 is consistent with previous year balances, but less than the year-end balance reported on December 31st, 2021, which is a direct result of fewer expenditures in capital and operating in early 2022, as noted previously.

All other items on the City's balance sheet remain relatively constant when compared to previous quarter end and year end values. These items include things such as inventory, property held for resale, and long-term investments.

In late 2021, Council approved an increase in debt to fund specific projects. In the Water & Wastewater Utility, \$1,642,000 in new debt was approved to fund the Residual Management Project. The Light & Power Utility was also approved to take on debt of \$14,800,000 to fund the expansion of the City's electrical franchise area. Even though both debt facilities were approved on December 13th, 2021 Administration deferred taking the draws until March 31st, 2022 to delay incurring interest charges.

Scheduled principal debt payments were made in the first quarter of 2022, reducing total debt in General Operations and the Utilities; however, with the addition of the two debt facilities noted previously, overall principal debt outstanding at the end of the quarter increased.

Overall, the City's cash position has remained positive in the first quarter of 2022. Historically, this would not have been the case since cash inflows are generally lower in the first quarter until property taxes are levied in the second quarter, and the City begins receiving transfers from other levels of government.

Even though the City's financial obligations have decreased, as noted above, the strong cash position in 2022 is largely attributable to positive operating results from the prior year, the carryover of COVID-19 related monies transferred to the City previously that have not yet been spent, such as MEEP funding and one-time payment from the Gas Tax Fund, and funding previously secured for capital carryovers.

Objective: To provide an update to Council regarding the City's financial position for the quarter ended March 31st, 2022.

Options: That Council accepts this report as information.

Alignment with Strategic Plan: N/A

Governance Implications: N/A

Budget/Financial Implications: At the end of the first quarter, the City's overall financial position is strong. Notwithstanding the inflationary pressures and economic uncertainty present in the current environment, there are no unforeseen circumstances that Administration is aware of that would cause the financial results of the City to deviate from budget or historical trends. At this point, Administration will continue to monitor the effect of these pressures on General Operations and the Utilities.

Environmental Implications: N/A

Respectfully submitted,



Kari Cobler, GM of Corporate Services



Reviewed and Approved on this 18th day of May, 2022.



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: May 17, 2022

Subject: Contracts and Proposals

Request from: City Clerk

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 "J. Schlamp", is written over a horizontal line.

Jackie Schlamp, City Clerk

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

Marty Salberg, Acting CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on May 24th, 2022.

Staff Members to be in Attendance: Acting Chief Administrative Officer, General Manager of Corporate Services, General Manager of Infrastructure and Operations, Fire Chief, and City Clerk.