



COUNCIL MEETING
Monday, June 27, 2022
6:30 p.m.
Council Chambers, City Hall

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ADOPTION OF AGENDA

Adoption of Agenda.

ADOPTION OF MINUTES

Adoption of minutes of the regular Council meeting held June 13, 2022.

PROCLAMATIONS

Ashlee Waldner, Frontier Days Ambassador, and Chris Martens, Communications Director, of the Swift Current Ag & Ex will attend to proclaim June 29 to July 2, 2022 as “Frontier Days Week”.

Adler Irwin, Jesse Koethler and Dani Gillis of Southwest Saskatchewan Pride, will attend to proclaim July 3 to July 9, 2022 as “Swift Current Pride Week”.

Meghan Chisholm, Interim Aquatics Manager, and Cassandra Tedrick, Lifeguard/ Instructor III, of the City of Swift Current, will attend to proclaim July 17 to July 23, 2022 as “National Drowning Prevention Week”.

DELEGATIONS

Ken Garinger, Vice President, and Chris Haichert, General Manager, of the Swift Current Curling Club will attend to report on the Curling Club’s successes over the past two years.

PUBLIC HEARINGS/PUBLIC NOTICE MATTERS/ORDERS

ITEMS FOR ACTION

- 1 Accounts.
- 4 Report regarding Project Plan Amendment – Municipal Economic Enhancement Program 2020 Funding Agreement.
- 8 Report regarding Borrowing for Capital Investments.



COUNCIL MEETING
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- 12 Report regarding North Hill Reservoir Pump Station Budget Request.
 - 14 Report regarding North Hill Reservoir Pump Station Upgrade.
 - 16 Report regarding Municipal Employees' Pension Plan Commission Appointment.
 - 42 Report regarding Chinook Regional Library.

REPORTS FOR INFORMATION

BYLAWS

UNFINISHED BUSINESS

NEW BUSINESS

- 47 Southwest Municipal Government Committee Meeting Minutes of March 29, 2022.
- 52 Swift Current City Detachment Community Policing Report for May, 2022.
- 53 Swift Current & District Chamber of Commerce Board Meeting Agenda from June 15, 2022.

COMMUNICATIONS

ITEMS REQUESTED TO BE DISCUSSED EN CAMERA

REPORTS OF COUNCIL MEMBERS/ENQUIRIES

ADJOURNMENT

NEXT MEETING DATE:

Monday, July 25, 2022 – 6:30 p.m.

June 13, 2022

TO: Council

FROM: Kari Cobler, General Manager of Corporate Services

RE: Accounts

Enclosed are the General Revenue Fund Disbursements for the period
Jun 2 - 13, 2022

	<u>Current</u>	<u>Year to Date</u>
Regular Accounts (2022)	231,685.97	2,040,830.91
Payroll Benefits	354,132.17	4,499,546.19
School Payments (Holy Trinity RCSSD #22)	36,939.02	157,170.72
School Payments (Minister of Finance)	190,582.57	780,276.85
Sask Power - (Energy Purchase)	891,452.59	6,031,434.19
Sask Power	19,561.75	146,129.17
SaskEnergy	31,533.06	401,215.74
SaskTel	15,608.46	95,632.56
General Contractors:		
AECom Canada Ltd	-	12,999.38
Anthratch Western Inc	-	15,661.79
ATS Traffic	-	33,663.70
B & A Petroleum	-	252,121.33
Blenders	-	31,995.00
Blue Hill Excavating	-	48,302.10
Canadian Pacific Railway	-	16,343.72
CDW Canada	-	54,884.53
Chemtrade West	-	104,794.06
Chinook Regional Library	-	226,606.50
Choice Electrical Supply	-	91,961.14
Clartech Industries Inc	22,840.24	87,116.07
Comprehensive Community Swift Current Inc	-	10,000.00
Dave's Trucking & Skid Steer	-	15,697.50
Delco Automation Inc	44,400.00	44,673.06
Double Dare Design	-	42,546.79
Early's Farm & Garden Inc	-	15,626.25
Econolite Canada Inc	-	25,382.70
Eecol Electric Ltd	15,788.16	38,970.99
Elevation Landscaping Inc	-	33,811.05
Emco	-	52,658.67
Fer-Marc Equipment	-	31,219.47
Flaghouse	-	15,345.46
FP Teleset	-	73,500.00
Full Line Ag Sales Ltd	-	82,341.94
Gescan	-	49,790.72
Giesbrecht, Les	26,092.50	48,090.00
Gordon Ralph Tams	-	22,116.23
Guillevin International Co	-	32,362.66
Harbuilt Construction Ltd	-	1,252,931.03

HJR Asphalt	-	36,585.64
Imaginit Saskatchewan	-	20,618.69
Impac Canada	30,779.06	110,821.16
Insight Canada Inc	-	41,224.31
Itron	-	47,785.50
Jet Construction Ltd	-	11,766.00
JMP Solutions	-	13,692.96
KK Golf Management	36,276.16	147,622.81
Klein's Electrical Inc	-	17,108.10
KMS Construction	-	199,522.38
Knudsen Excavating	-	239,351.80
Kramer Holding Inc	-	28,549.20
Len's Plumbing & Heating	-	34,508.75
Martin Deerline	-	26,677.74
Mastec Canada Inc	-	502,564.32
Metercor Inc	-	30,809.83
Microage	-	88,081.11
Mid Contiental Pump Supply	-	37,145.04
Mobile Paving	35,708.37	308,871.35
MPE Engineering Ltd	-	17,706.18
Nijo Yard Supplies	-	28,181.01
Nutrien Ag Solutions	-	13,406.40
Oracle Corporation Canada	-	43,831.48
Pacific Flow Control Ltd	24,093.66	24,093.66
Perfectmind	-	11,865.00
Prairie Central Line Supply	-	47,439.30
PTW Facility	-	27,395.78
Ram Air Gear Dryer	-	10,258.41
RCMP	-	849,881.00
Rhettro's Bobcatting Service	-	32,838.75
Riverside Electric Ltd	-	106,856.56
Rock Solid Trucking	-	67,187.40
Rocky Mountain Phoenix	-	41,343.06
Saasycloud.com Inc	17,260.50	42,235.50
Sask Asphalt Maintenance	11,488.50	22,477.50
Saskatchewan Abilities Council	54,947.09	335,534.78
Saskatchewan Public Safety Agency	-	26,151.30
See More Green (SMG)	-	55,965.25
SGL	-	90,113.65
Shaw's Electric Ltd	-	15,222.20
Snap-on Tools (J-Star Tools)	-	15,534.45
Souris Valley Industries	-	18,296.76
Sound Horticulture	-	25,639.99
Southern Star Trucking	-	54,572.63
Southwest Cultural Development Group	-	64,500.00
Southwest Paving	69,177.42	109,876.68
Standard Motors	-	65,471.76
Stevenson Industrial Refrigeration	-	142,068.70

SUMA	-	21,329.03
Swift Current Bronco Hockey Club	-	19,498.08
Swift Current Chamber of Commerce	-	15,972.00
Swift Current Downtown Heritage	-	20,000.00
Swift Current Lions Club	-	12,000.00
Teamviewer Inc	-	26,839.20
Top Shot Concrete Inc	141,858.00	141,858.00
Tourism Swift Current	-	112,250.00
Trail Excavating	37,519.79	225,408.97
Trans Canada Contracting Ltd	-	584,063.26
Triways Disposal Services	-	525,399.97
Valmont West Coast Engineering	-	79,744.35
Vermeer Canada Inc	-	22,906.17
Wastequip LLC	-	40,228.27
Western Underground Consulting	-	20,848.04
Westland Insurance Group Ltd	-	472,740.92
Wiebe Contracting Ltd	-	74,221.54
Wolseley	-	18,585.84
WSP Canada Group Ltd	-	105,688.82
Xylem Water Solutions	-	92,623.95
TOTAL	<u>\$ 2,339,725.04</u>	<u>\$ 23,997,208.41</u>

RECOMMENDATION:

I recommend that \$2,339,725.04 in disbursements be approved.


REPORT PREPARED BY:

Lisa Hagen, Accounts Payable Supervisor

SIGNATURE: 

APPROVAL: 

I concur with the recommendation

 Aedyn CAO

 Tim Marcus, CAO



City of Swift Current

C.A.O. Report

Date: June 16, 2022

To: Chief Administrative Officer

From: General Manager of Corporate Services

Subject: **Project Plan Amendment – Municipal Economic Enhancement Program 2020 Funding Agreement**

BACKGROUND

On May 6th, 2020, the Province of Saskatchewan announced the Municipal Economic Enhancement Program 2020 (MEEP), which provided \$150 million in grant funding to municipalities across Saskatchewan to support investments in infrastructure to stimulate economic recovery and encourage local job creation. The City received \$2,386,467 in grant funding under this program.

At the Council Meeting of June 29th, 2020, Council approved submission of the Friesen Street Storm Rehabilitation in the project plan included in the funding agreement. Initially, the project was approved by the Province for \$2,191,467 in MEEP funding; however, on April 6th, 2021, Council approved a reduction in MEEP funding to \$1,747,414 since the construction tender came in under budget. The remaining MEEP funding was reallocated to other projects.

In early 2022, the Friesen Street Storm Rehabilitation project was completed under budget, which left an additional \$123,246.71 in MEEP funding that is now eligible to be allocated. Administration reached out to the Province of Saskatchewan and was granted an extension to December 31, 2022 to spend the remaining funds.

To reallocate the funding, the City must submit a signed Schedule B – Project Plan Amendment for inclusion in the existing funding agreement, detailing the additional projects that will be funded, as well as a Council resolution supporting the amendment.

DISCUSSION

Administration has identified the Inclusive/Accessible Park Playground project as eligible for MEEP funding. This project falls within the Recreation, Culture, Tourism, and Sport

category and was selected based on project readiness, scope, and timing of work, as well as impact to residents and users.

Parks and green spaces provide benefits such as helping to build strong families and healthy communities. Parks are places to gather, access essential services, learn and play, with play holding a meaningful role in fostering inclusion in society and combating system inequalities. Based on a Canadian Survey on Disability, an estimated 3.7% of Canadians under the age of 15 years have at least one disability that limits their activities of daily living. The 2021 census notes there are 3,125 children under the age of 15 living in Swift Current, which means approximately 116 children in our community live with a disability.

With no other inclusive playground in the southwest region of the province, the City of Swift Current applied for and was successful in receiving \$750,000 in federal funding from the Canada Community Revitalization Fund (CCRF). In addition, the City entered into a 30-year land lease agreement with the Province of Saskatchewan so the playground could be constructed at the former Palliser Care Centre location. After community consultations are complete, the installation of an inclusive accessible playground structure will begin.

The Inclusive/Accessible Park Playground project will take place in three phases at a total project cost of \$1,471,503. The cost of the current phase is budgeted to be \$1,082,683 and was initially funded with federal grants of \$750,000 and \$332,683 in new debt. By reallocating the excess MEEP funding of \$123,246.71 from the Friesen Street Storm Rehabilitation project, and reallocating excess utility surplus to fund the remaining amount, the City will no longer need to access new debt in 2022 to fund its portion of the Inclusive/Accessible Park and Playground project

RECOMMENDATION

THAT Council approves the amendment of Schedule B within the existing Municipal Economic Enhancement Program 2020 Funding Agreement, by reducing the funding allocated to the Friesen Street Storm Rehabilitation project to include the Inclusive/Accessible Park and Playground project and the Mayor be authorized to sign Schedule B – Project Plan Amendment.



Kari Cobler, General Manager of Corporate Services

CAO Recommendation:

I concur with the recommendation.



Jim Jones, Acting CAO

Schedule B – Project Plan Amendment

APPLICANT INFORMATION

Municipality Name:
City of Swift Current

Contact Name:
Kari Cobler

Address:
177 - 1st Avenue NE, Swift Current, SK S9H 2B1

Telephone Number:
(306) 778-2723

Email:
k.cobler@swiftcurrent.ca

PROJECT INFORMATION

Notes:

- All projects must be listed below including those that will not change from the original project plan
- Ensure the total Amount of MEEP Funding Allocated to Project(s) is equal to the financial contribution per section 4.2 of the funding agreement

Project Name	Project Description	Project Start Date (mm/dd/yyyy)	Project Completion Date (mm/dd/yyyy)	Estimated Project Cost	Amount of MEEP funding allocated to project	Is project receiving funding from another source? *
Self-Contained Breathing Apparatus Replacement	Replacement of 15 obsolete self-contained breathing apparatus units.	04/15/2021	12/31/2021	\$125,000	\$125,000	No
Stockade Floor Replacement	Replacement of 150' x 150' floor in the Stockade Indoor Facility.	05/01/2021	12/31/2021	\$350,000	\$319,053	\$30,947 funded by other grants and City of Swift Current
Friesen Street Storm Rehabilitation	Reroute and upsize 650m of storm water line along Friesen Street, from 3rd Avenue SE to Riverside Park that has exceeded its service life. This line has the potential to impact 8 blocks of homes if a failure occurs.	07/01/2020	12/31/2021	\$1,855,947	\$1,624,167.29	\$108,533 funded by City of Swift Current
Total Amount of MEEP Funding Allocated to Projects					See page 2	

* If yes, please indicate the source and amount. If any of the projects that you have listed have active applications under review for federal and/or provincial grant programs or are already approved for grant funding, please notify the administrator of that program as soon as possible.

Note: A new resolution number is required for a Project Plan amendment. Please attach a copy of a council resolution supporting the projects in the amended plan.

Municipality:

Saskatchewan:

Mayor/Reeve

Executive Director, Municipal Infrastructure and Finance Branch

Date: _____

Date: _____

Schedule B – Project Plan Amendment

APPLICANT INFORMATION

Municipality Name:
City of Swift Current

Contact Name:
Kari Cobler

Address:
177 - 1st Avenue NE, Swift Current, SK S9H 2B1

Telephone Number:
(306) 778-2723

Email:
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PROJECT INFORMATION

Notes:

- All projects must be listed below including those that will not change from the original project plan
- Ensure the total Amount of MEEP Funding Allocated to Project(s) is equal to the financial contribution per section 4.2 of the funding agreement

Project Name	Project Description	Project Start Date (mm/dd/yyyy)	Project Completion Date (mm/dd/yyyy)	Estimated Project Cost	Amount of MEEP funding allocated to project	Is project receiving funding from another source? *
Fairview Arena Floor and Header Replacement	Replace 43 year old header which is failing due to corrosion, as well as install concrete ice surface and new boards/glass. Failure during the season would shut down the entire ice surface for the remainder of the season, resulting in lost revenue and reduced service levels.	07/01/2020	10/31/2020	\$950,000	\$195,000	\$755,000 funded by City of Swift Current
Inclusive/Accessible Park and Playground	Construct an inclusive/accessible park and playground, including play equipment, rubber play surface, accessible parking lot and washrooms. There is no other fully inclusive playground in the southwest region.	06/15/2022	12/31/2022	\$1,082,684	\$123,246.71	\$750,000 funded by CCRF; \$209,437 funded by City of Swift Current
Total Amount of MEEP Funding Allocated to Projects					\$2,386,467	

* If yes, please indicate the source and amount. If any of the projects that you have listed have active applications under review for federal and/or provincial grant programs or are already approved for grant funding, please notify the administrator of that program as soon as possible.

Note: A new resolution number is required for a Project Plan amendment. Please attach a copy of a council resolution supporting the projects in the amended plan.

Municipality:

Saskatchewan:

Mayor/Reeve

Executive Director, Municipal Infrastructure and Finance Branch

Date: _____

Date: _____



City of Swift Current

C.A.O. Report

Date: June 16, 2022
To: Chief Administrative Officer
From: General Manager of Corporate Services
Subject: **Borrowing for Capital Investments**

BACKGROUND

On March 21st, 2022, Council approved the 2022 Budget, which included capital investment projects that will be funded by additional debt. Under *The Cities Act*, a city may only borrow money if the borrowing is authorized by a borrowing bylaw. Using debt to finance infrastructure investments distributes the cost of long-term assets across generations of residents who will utilize those assets.

At the time of budget approval, the new debt required to fund 2022 capital investment projects totaled \$4,048,577, which consisted of additional debt in the following areas:

- \$373,577 in General Operations
 - Roof replacement at the Aquatic Centre.

- \$3,255,000 in the Water & Wastewater Utility
 - Necessary improvements to infrastructure on 10th Avenue NE,
 - Upgrade to North Hill Reservoir,
 - Roof rehabilitation at the Water Treatment Plant,
 - Biosolids management,
 - Replacement of the PLC computer system, and
 - Upgrades to system controllers at the Water and Wastewater Treatment Plants.

- \$420,000 in the Rural Water Utility
 - Upgrades to the east & west sections,
 - Installation of a SCADA & chlorine monitoring system,
 - Installation of curb stops & flush points,
 - Purchase of GPS locating systems, and
 - Replacement of a 2014 Chevrolet ¾ Ton Truck.

In August 2021, the City of Swift Current received \$997,070 as a one-time transfer from the Federal Government under the Canada Community-Building Fund (CCBF), which is formerly known as the Federal Gas Tax Fund. The intention of the CCBF funding is to provide predictable, long-term, stable funding for municipalities to use to build and revitalize local infrastructure.

As part of the 2022 Budget, a capital investment project to replace the roof at the Aquatic Centre was approved with a budget of \$800,000, of which \$373,577 was to come from new debt funding and \$426,423 from Light & Power Utility surplus. The CCBF funding will offset the Aquatic Center Roof project and remove the debt requirement of \$373,577. This project falls under Recreation and Sport Infrastructure which can be fully funded by CCBF funding.

Additionally, the North Hill Reservoir project was approved in 2022 with a budget of \$1,600,000, which was come from new debt within the Water & Wastewater Utility. The remaining CCBF funding of \$197,070 will be used to reduce the amount of new debt required to fund this project. This project falls under the Drinking Water Infrastructure category and is also eligible for CCBF funding.

DISCUSSION

Due to the allocation of CCBF funding to the Aquatic Centre Roof Replacement and North Hill Reservoir projects, the additional debt required to complete the funding of the 2022 capital investment projects is reduced from \$4,048,577 to \$3,477,930 as outlined below:

- No additional debt is required in General Operations,
- \$3,057,930 in the Water & Wastewater Utility, and
- \$420,000 in the Rural Water Utility.

The sources of money to support the principal and interest payments for the borrowings are fully funded by utility rates. Water rates in the Water & Wastewater Utility require an additional increase of 1.0% in 2022 and a capital surcharge of 20% for Rural Water Utility customers.

A request for financing proposals in the amount of \$3,477,930 to fund the 2022 capital investments will be sent out to the various financial institutions who have responded in the past.

RECOMMENDATION

THAT notice of motion be given at this time by advising the public of Council's intention to consider a borrowing bylaw for financing within Utility Operations.



Kari Cobler, General Manager of Corporate Services

CAO Recommendation:

I concur with the recommendation.



Jim Jones, Acting CAO

Schedule "A"

2022 Projects Financed Through Borrowing

Project Description	20 Years	10 Years	TOTAL
WATER/WASTEWATER UTILITY			
General Water/Wastewater Projects	\$ 110,000	-	\$ 110,000
Water Treatment Projects	\$ 135,000	-	\$ 135,000
Water Distribution Projects	\$ 2,652,930	-	\$ 2,652,930
Wastewater Treatment Projects	\$ 160,000	-	\$ 160,000
TOTAL WATER/WASTEWATER UTILITY	\$ 3,057,930	\$ -	\$ 3,057,930
RURAL WATER PIPELINE			
Rural Water Pipeline Projects	\$ 355,000	\$ 65,000	\$ 420,000
TOTAL RURAL WATER PIPELINE	355,000	65,000	\$ 420,000
	\$ 3,412,930	\$ 65,000	\$ 3,477,930



City of Swift Current

C.A.O. Report

Date: June 16, 2022
To: Chief Administrative Officer
From: General Manager of Infrastructure and Operations
Subject: **North Hill Reservoir Pump Station Budget Request**

BACKGROUND

The purpose of the North Hill Reservoir Pump Station Upgrade project is to improve pressure and fire flow deficiencies in the northeast and northwest areas of the City.

The project will commence in 2022 with completion being in 2023. The estimated total project budget of \$3.2M was split between the two (2) years. \$1.6M of this amount was approved in the 2022 Capital Budget.

DISCUSSION

The North Hill Reservoir Pump Station Upgrade procurement process has been completed. The total project fees for both the construction and construction management will be \$3,582,903.35.

Approval of \$1,983,000 for the 2023 Capital Budget, which will come from new debt within the Water & Wastewater Utility, will be required prior to awarding these contracts.

Given the recent rise in interest rates, with further increases anticipated in the near future, the cost of borrowing is expected to rise over the next several months. As a result, Administration feels it is prudent to secure financing for this project as soon as possible. A request for financing proposals in the amount of \$1,983,000 to fund the 2023 capital investment for the North Hill Reservoir Pump Station Upgrade will be sent out to the various financial institutions who have responded in the past.

RECOMMENDATION

THAT Council approve \$1,983,000 in the 2023 North Hill Reservoir Capital Budget;

And

THAT notice of motion be given at this time by advising the public of Council's intention to consider a borrowing bylaw for financing within Utility Operations.



Mitch Minken, General Manager of Infrastructure & Operations
mm/tn/ro

CAO Recommendation:

I concur with the recommendation.



Jim Jones, Acting CAO



City of Swift Current

C.A.O. Report

Date: June 16, 2022
To: Chief Administrative Officer
From: General Manager of Infrastructure and Operations
Subject: **North Hill Reservoir Pump Station Upgrade**

BACKGROUND

As development continues in the northeast, additional pressure is being applied to the existing water distribution system and deficiencies have been identified in this pressure zone. Therefore, in 2017, a hydraulic analysis of the North Pressure Zone was completed.

The review identified three (3) projects to be completed to alleviate the issue:

1. Upgrades to the North Hill Reservoir Pump Station (NHRPS);
2. Construction of a dedicated feeder main to the northeast area; and
3. Installation of a water loop connection under the TransCanada Highway.

The first project to improve water pressure and flow in the northwest and northeast areas of the City are the upgrades to the NHRPS. The other two (2) projects will be phased in as development dictates.

Associated Engineering was hired in 2019 to complete the design for the NHRPS upgrades and in March 2020, on behalf of the City, they issued a request for proposals including a prequalification stage. Shortly after the prequalified contractors were established, details were emerging regarding the pandemic and some of the contractors indicated they would not continue with the bid process due to the uncertainty of risk. The City made the decision to cancel the request for proposals with the intention of reopening the invitation to bid once circumstances were more stable.

DISCUSSION

The North Hill Reservoir Pump Station Upgrade project will be completed over two (2) years in anticipation of longer lead times for some of the materials.

The work to complete the upgrades to the NHRPS includes the following:

- 60 m² building addition;

- New 230 m³ pump well;
- Six new distribution pumps; and
- Improvements to the buildings electrical, controls and mechanical equipment

On April 17th, 2022 Associated Engineering issued an invitation to bid to the previous prequalifying contractors with the bid closing May 26th, 2022. Leeville Construction Ltd. of Moose Jaw, SK was the successful bidder out of four (4) proponents. It is our understanding that Leeville intends to utilize personnel from their Swift Current branch, Frontier Builders. Also, included in their tender was other local subtrades that will assist with this project.

Associated Engineering has submitted a proposal to complete the construction management services, as-built drawings and warranty inspections for this project.

The 2022/23 North Hill Reservoir Capital Budget totals \$3,582,903.35. The breakdown of budget required to complete this project is below:

- Leeville Construction Ltd. is \$3,371,028.43 (PST included, GST excluded); and
- Associated Engineering is \$211,874.92 (PST included, GST excluded).

RECOMMENDATION

THAT Council awards the North Hill Reservoir Pump Station Upgrade Contract to Leeville Construction Ltd. of Moose Jaw, SK based on unit pricing to a total upset fee of \$3,371,028.43 (PST included, GST excluded) and that the Mayor and City Clerk be authorized to sign the said contract.

And;

THAT Council awards the North Hill Reservoir Pump Station Upgrade Construction Management Services to Associated Engineering of Saskatoon, SK based on unit pricing to a total upset fee of \$211,874.92 (PST included, GST excluded) and that the Mayor and City Clerk be authorized to sign the said contract.



Mitch Minken, General Manager of Infrastructure & Operations
mm/tn/ro

CAO Recommendation:

I concur with the recommendation.



Jim Jones, Acting CAO



City of Swift Current

C.A.O. Report

Date: June 15, 2022
To: Chief Administrative Officer
From: City Clerk
Subject: **Municipal Employees' Pension Commission Appointment**

BACKGROUND

The Municipal Employees' Pension Act states a Commission member is to be appointed jointly by employers of police officers and fire fighters who participate in the Municipal Employees' Pension Commission ("the Commission"). Within our province there are five (5) Cities that participate in the Commission as employers of police officers and fire fighters are as follows:

- City of Prince Albert;
- City of Yorkton;
- City of North Battleford;
- City of Estevan; and
- City of Swift Current.

DISCUSSION

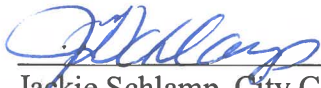
The Commission appointment information, along with the Commission Governance Model, which includes the term of service, time commitment, mandatory education requirements, along with skills and knowledge to bring/develop during the term, is included in the attached correspondence from the Commission for review.

Given the time, education commitment, knowledge, and skills for this appointment to be effective is extensive, the re-appointment of Ashley Stradeski, Director of Finance for the City of Yorkton, for a second term is most valuable. Mr. Stradeski has extensive experience within board services, along with receiving honours on the Chartered Accountant National Uniform Evaluation.

Again, this year correspondence between the five (5) Cities has taken place and each City will consider this matter at their next City Council meeting. Following consideration of this matter, the decision of City Council will be communicated to the other joint Cities for a unified response to the Municipal Employees' Pension Commission.

RECOMMENDATION

THAT Council supports the re-appointment of Ashley Stradeski to the Municipal Employees' Pension Commission as a Joint Representative of Employers of Police Officers and Fire Fighters that participate in the Commission for a four (4) year term commencing September 1, 2022.



Jackie Schlamp, City Clerk

CAO Recommendation:

I concur with the recommendation.



Jim Jones, Acting CAO



May 30, 2022

Jackie Schlamp
City Clerk
City of Swift Current
P.O. Box 340
SWIFT CURRENT, SK S9H 3W1
j.schlamp@swiftcurrent.ca

Dear Jackie Schlamp:

On behalf of the Municipal Employees' Pension Commission (the Commission), I am informing the city of Swift Current that the appointment of Ashley Stradeski to the Commission will end on August 31, 2022. Ashley Stradeski was first appointed to the Commission on September 1, 2018, and is therefore eligible for re-appointment. Ashley Stradeski has indicated willingness to accept another term.

Sub clause 7(4)(a)(v) of *The Municipal Employees' Pension Act* provides that the Commission shall have as a member of its composition one person appointed by the cities of Estevan, North Battleford, Prince Albert, Swift Current and Yorkton which employ persons designated as firefighters or police officers. Therefore, this is a joint appointment amongst five different appointing bodies including the cities of Estevan, North Battleford, Prince Albert, Swift Current and Yorkton. It is necessary that you contact their representatives as soon as possible to initiate discussion regarding the selection of an appointee. I have enclosed the contacts for these organizations.

An alternative to re-appointing Ashley Stradeski for a second term is for the cities of Estevan, North Battleford, Prince Albert, Swift Current and Yorkton to jointly appoint another individual to the Commission. That individual would be eligible for two four-year terms. The first Commission meeting that a new appointee would be eligible to attend is Friday, September 16, 2022.

... 2

The Commission is responsible for the Municipal Employees' Pension Plan (MEPP, the Plan). The Commission's role is to oversee the administration of MEPP for over 26,000 Plan members, 6,700 pensioners, and the investment of the Plan's \$3.5 billion in assets. The Commission oversees an annual administration budget of \$10 million.

To equip Commission members for their role, the Commission funds an extensive education program. It takes two to three years for each Commission member to complete this program. The required education for a new Commission member is an example of this investment.

The Commission views continuity of Commission membership as very important. The Commission encourages appointees to the Commission and appointing organizations to view an appointment to the Commission as an eight-year commitment. A Commission member serving a full eight years allows the Commission to receive full value from its investment in Commission member education.

Enclosed is a two-page appointment information sheet. Individuals appointed to the Commission can expect to be away from the workplace 15 to 20 days per year. There is a minimum of nine meetings per year (typically, the third Friday of each month, except for July, August, and December), education that may require five to 10 days, and an annual planning session. In addition, Commission members can expect to require a minimum of four hours of preparation for each meeting.

I have enclosed the Commission's Code of Conduct and Conflict of Interest Procedures. The person appointed by the cities of Estevan, North Battleford, Prince Albert, Swift Current and Yorkton will be required to sign the document.

The Government of Saskatchewan requires that any individual appointed by an Order in Council (OC) or Minister's Order (MO) to a Government Agency, Commission, Board or Committee, submit a satisfactory Criminal Record Check (CRC) to be eligible to serve as an appointee of the Government. The Commission is not subject to this requirement as they are not appointed by OC or MO and the Commission does not have the authority to require appointing bodies to request and submit a satisfactory CRC for an appointee to be eligible to serve on the Commission. However, the reputations of both the appointing bodies and of the Commission could be damaged should it come to light that a member had a criminal past that would be incongruent with serving as a trustee. In consideration of the potential for reputational harm, the Commission encourages appointing bodies to consider requesting that its appointee acquire and submit a satisfactory CRC to the appointing bodies prior to the appointment.

The Commission is the trustee of the Municipal Employees' Pension Fund. Enclosed is a copy of Section 15 – Commission Liability of the Governance Manual. Please ensure that your appointee has the opportunity to examine the document prior to accepting the appointment to the Commission.

The Commission's Governance Manual documents the Commission's policies and procedures. The manual can be found on the Plan's website at [Fund Information | MEPP - Municipal Employees Pension Plan \(peba.ca\)](#)

Susan Haacke, Supervisor, Governance and Legislation, Public Employees Benefits Agency, will follow up with you in the next few weeks regarding any questions you may have concerning the appointment process.

Should you have any questions, please contact me at 306-787-6757 or by email at Jeremy.Phillips@peba.gov.sk.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Phillips', with a horizontal line extending to the right.

Jeremy Phillips
Executive Secretary
Municipal Employees' Pension Commission

Enclosures

cc: Ashley Stradeski, Chair, Municipal Employees' Pension Commission

Contact information for cities of Estevan, North Battleford, Prince Albert, Swift Current and Yorkton that employ persons designated as firefighters or police officers:

Judy Pilloud

City Clerk
City of Estevan
1102 – 4th Street
ESTEVAN, SK S4A 0W7
cityclerk@estevan.ca
(306) 634-1852

Jackie Schlamp

City Clerk
City of Swift Current
P.O. Box 340
SWIFT CURRENT, SK S9H 3W1
j.schlamp@swiftcurrent.ca
(306) 778-2768

Stacey Hadley

City Clerk
City of North Battleford
P.O. Box 460
NORTH BATTLEFORD, SK S9A 2Y6
cityclerk@cityofnb.ca
(306) 445-1719

Jessica Matsalla

City Clerk
City of Yorkton
Box 400
YORKTON, SK S3N 2W3
cityclerk@yorkton.ca
(306) 783-1717

Sherry Person

City Clerk
City of Prince Albert
1084 Central Avenue
PRINCE ALBERT, SK S6V 7P3
sperson@citypa.ca
(306) 953-4305

Term of service

- A term of service is four years. A member is eligible for two terms of service.
- While an appointing body is free to choose or change appointees and there is no need for the process to be unnecessarily restrictive, it is important to understand the importance of continuity of trustees. Therefore, the Commission encourages appointees to the Commission and appointing organizations to view an appointment as an eight-year commitment.
- There are extensive education requirements in the first two to three years of appointment and a Commission member serving a full eight years allows the Commission to receive full value from its investment in Commission member education and ensures that each of the trustees becomes equipped with all the skills necessary for optimal participation on the Commission.
- Continuity benefits all members of the Municipal Employees' Pension Plan.

Time Commitment

- Individuals appointed to the Commission can expect to be away from the workplace 15 to 20 days per year.
 - At least nine meetings per year: usually the third Friday of each month excluding the months of July, August and December.
 - Mandatory education of approximately five days per year (closer to 10 in the first year).
 - An annual planning session, usually one day.
- In addition, the time for experienced members to prepare for each board meeting is a minimum of four hours.
- Commission meetings are held in person in Regina, however, there is an option to attend virtually when required. The Commission prefers that members attend meetings in person.

Remuneration and Reimbursement

- Commission members receive an honorarium for their preparatory work and attendance at Commission meetings and are reimbursed for their travel expenses.
- Members require an electronic device to access virtual meetings and/or meeting materials.

Mandatory Education requirements

The Commission requires its members to complete a course of education during the first two years of appointment. The cost of this education and related expenses are borne by the Plan.

- First year:
 - Two separate half-day orientation sessions within the first three months (in-person in Regina or virtual meeting);
 - A basic course on board governance, trust management, plan administration, and/or fund investment; and
 - Two sessions, one on basic investment knowledge and one on basic actuarial principles.
- Second Year:
 - A more advanced course on board governance, trust management, plan administration and/or fund investment.

Skills and knowledge to bring/develop during the term

- There are several skills or areas of knowledge that Commission members need to either bring with them or develop through education and involvement in decisions to fulfill their fiduciary duty as a trustee. The skills and knowledge will include:
 - Institutional investing
 - Communications
 - Pension plan funding
 - Understanding actuarial valuations
 - Finance and audit
 - Budget and administration
 - Governance
 - Contracts, legal concerns and legislation
 - Trusts, trustees and their fiduciary duty
 - Risk Management
 - Strategic Planning

Public Employees Benefits Agency as Your Resource

Should you have specific concerns regarding the appointment of an appointee to the Public Employees Pension Board, please contact Jeremy Phillips by email at jeremy.phillips@peba.gov.sk.ca as noted in the appointment request letter.

If you are seeking information about the Public Employees Pension Plan or the Board, please contact Susan Haacke, Supervisor, Governance and Legislation by email at susan.haacke@peba.gov.sk.ca.

II. Governance

Section 12 – Code of Conduct and Conflict of Interest Procedures

Contents

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12.1 Purpose

The purpose of this policy is to establish and document guidelines for conduct required of all members of the Municipal Employees’ Pension Commission (the Commission). The guidelines have been developed to create and sustain a business culture that promotes sound decision-making by the Commission.

The purpose of establishing conflict of interest procedures goes beyond ensuring compliance with minimum statutory requirements. They provide a workable process for identifying, minimizing and resolving conflicts of interest, in order that Commission members may fulfill their fiduciary obligations effectively while maintaining their independence and integrity.

The following guidelines and procedures have been developed to ensure that Commission members have a full understanding of the Commission’s principles and values, and to assist Commission members in determining appropriate business practices and behavior.

The Commission recognizes the need to review these guidelines and procedures on an annual basis and has determined that all Commission members are to acknowledge the guidelines and procedures by signing them upon appointment to the Commission, each time they are amended and, in any event, no less than upon each annual review.

12.2 Application

These guidelines and procedures govern the operation and conduct of members of the Commission in the execution of their duties and responsibilities under *The Municipal Employees' Pension Act and Regulations*.

12.3 Fiduciary Duties

These duties apply to the members of the Commission in their capacity as trustees of the Municipal Employees' Pension Fund (the Fund) and as administrators of the Municipal Employees' Pension Plan (the Plan).

- *Duty of Loyalty*

The duty of loyalty requires members of the Commission to act honestly and in good faith, and in the best interest of all plan members. Furthermore, members of the Commission must consider the effect of their individual actions on the integrity and credibility of the Commission as a whole.

- *Opportunities Acquired Through Commission Business*

Members of the Commission must not take personal advantage of business opportunities of which they become aware in the course of carrying out their duties as Commission members.

Similarly, confidential information obtained as a result of Commission business must not be used for personal profit, or for the personal benefit of others.

- *Duty to Protect Confidential Information*

Commission members must at all times keep confidential all information, proprietary material and records received by them in their capacity as members of the Commission. Confidential information may only be disclosed if it is otherwise generally available to the public, if the disclosure is required by law, or if the disclosure is consistent with the purpose for which the information was obtained.

- *Post Service Restrictions*

Commission members who cease to serve on the Commission must continue to refrain from taking improper advantage of their previous position. Former members of the Commission must continue to observe the duty to protect confidential information, unless they have received written authorization from the Chair of the Commission to disclose the information. Furthermore, former members of the Commission must not use confidential information or opportunities acquired as a result of Commission business for personal gain, or for the personal benefit of others.

12.4 Duty of Care

In exercising their powers as trustees of the Fund and administrators of the pension plan, it is the explicit duty of every member of the Commission to exercise the care, skill and diligence that a reasonably prudent person would exercise in comparable circumstances.

In fulfilling this duty, members of the Commission have a responsibility to ensure that they obtain expert advice to acquire the necessary information required to make informed decisions for the effective and timely operation of the Plan.

Commission decisions must be made pursuant to sound business practices respecting established policies and procedures.

Improper or ill-advised decisions can be costly to the Plan. Commission members should undertake the training or educational opportunities necessary to ensure that they have a sufficient level of knowledge and understanding to fulfill their duties.

The Commission has established its mission, and Commission members should take actions which are consistent with the mission and the policies which support it.

Though the Commission may delegate activities to its service providers, the Commission retains responsibility for oversight of the Plan, and Commission members should be engaged in reviewing the performance of the Plan and its success in meeting its goals.

12.5 Ethical Standards

Members of the Commission should adhere to the following standards when exercising all of their duties and responsibilities:

- *Preferential Treatment*

Commission members must not use their position to benefit persons or organizations in their dealings with the Plan if this may be perceived to result in preferential treatment to such persons or organizations.

- *Gifts, Benefits and Entertainment*

Commission members should not accept gifts, benefits, entertainment or other personal favors, which would create, or appear to create, a favored position for persons or organizations doing business with the Plan.

Commission members must not solicit or accept gifts, benefits, entertainment or other personal favors in exchange for, or as a condition of, the exercise of their duties or as an inducement for performing an act associated with the duties and responsibilities of their position.

Members of the Commission may generally accept gifts, hospitality or other benefits, of nominal value, associated with the duties and responsibilities of their position, if such gifts, hospitality or other benefits:

- are within the bounds of propriety, a normal expression of courtesy, or within the normal standards of hospitality;
- would not bring suspicion on the Commission member's objectivity and impartiality; and
- would not compromise the integrity of the Commission.

- *Communication and Public Comment*

The Plan has the responsibility to communicate with its members and beneficiaries in a timely, accurate, and transparent manner. This communication is generally provided by the Plan, rather than by individual Commission members.

In the instance where communication directly from the Commission is necessary, public announcements or comments will be the responsibility of the Chair, unless approved otherwise by the Commission.

Members of the Commission must refrain from making public announcements or comments regarding the activities of the Commission and the operation of the Plan, unless the member has been authorized by the Chair to do so or the information being disclosed has already been made available to the public by the Commission. Commission members must avoid making public comments which are likely to bring the Commission into disrepute or adversely affect the operation of the Plan.

Commission members must not misrepresent the Plan in any communications, including oral representations, electronic communications, or written materials, whether publicly disseminated or not.

- *Commission Independence*

Although members of the Commission are appointed by various appointing bodies and associations, their primary duty and responsibility is to all members of the Plan. Commission members must not serve the interests of specific groups or associations.

- *Compliance with Laws*

Members of the Commission must at all times be aware of all laws, rules and regulations applicable to the Plan and comply with those laws, rules and regulations in the course of performing their duties with respect to the Plan.

Members of the Commission must conduct their personal affairs with integrity, and must report any violation of:

- (a) the Code of Conduct and Conflict of Interest Procedures;
- (b) any statute that may apply, directly or indirectly, to the administration of the Plan; or
- (c) any charge or conviction under the *Criminal Code* (Canada) that involves dishonesty or would affect the ability of the member to fulfill his or her duties with respect to the Plan.

Where a violation or conviction occurred prior to, or a charge is outstanding on the date of the appointment of the member to the Commission, the report must be made prior to the first meeting that the member of the Commission attends. Where a violation, charge or conviction occurs after the appointment of the member to the Commission, the report must be made prior to the first meeting after it occurs.

Commission members must report criminal or other illegal or unethical conduct by any other Commission member of which they may become aware, including any potential violations of the Code of Conduct and Conflict of Interest Procedures.

Such reports shall be made at the earliest possible opportunity and in any case no later than the next following regularly scheduled Commission meeting.

Reports are to be made to the Commission Chair. Where the individual with the duty to report is the Commission Chair, that individual shall report to the Vice-Chair. In the event that a member is uncertain as to whether any action or conduct falls within the duty to report, the member must consult the Chair whose determination of the question will be final.

The Chair (or Vice-Chair) may determine that the violation, charge or conviction renders the participation of the member in decisions of the Commission inappropriate, and may exclude or restrict the member of the Commission from participating in some or all of the decisions of the Commission. Unless it becomes necessary for the report to be used for this purpose, the report and any information provided for the purpose of consultation respecting a report shall be kept confidential by the person to whom it is provided.

Subsection 15(1) of *The Trustee Act, 2009* provides the conditions under which a person becomes disqualified to act as a trustee. Specifically, a person becomes disqualified to act as a trustee if that person:

- a) Dies;
- b) Disclaims the trust or refuses to act as trustee;
- c) Lacks capacity;
- d) Is a minor;
- e) Is convicted of an offence involving dishonesty;
- f) Is an undischarged bankrupt;
- g) Resigns from the trust; or
- h) Is a corporate trustee that is not registered, if required by the law to be registered, or is not licensed, if required by law to be licensed.

Commission members must report when they satisfy a condition, aside from item (a), which would disqualify them from acting as a trustee.

Reports are to be made to the Commission Chair. Where the individual with the duty to report is the Chair, that individual shall report to the Vice-Chair.

The Chair (or Vice-Chair) shall report to the body or bodies appointing the Commission member that the member is no longer qualified to be a trustee.

12.6 Conflict of Interest Procedures

These procedures apply to members of the Commission with respect to their responsibilities as trustees of the Fund, administrators of the pension plan, and decision-maker with respect to disputes regarding the Plan.

Members of the Commission shall not knowingly permit their interests, actual or perceived, monetary or otherwise, direct or indirect, to conflict with the proper exercise of their duties and responsibilities.

Commission members should familiarize themselves with the range of actions which may be taken to respond to a conflict of interest or ethical issue. Although not exhaustive, the following actions may be taken to remedy or avoid a possible conflict of interest or ethical issue.

Disclosure

At the beginning of each Commission meeting Commission members are asked if they have, or know of, any actual, perceived, or possible conflicts of interest.

If a disclosure is made, the Commission will discuss how to proceed with the disclosure. The disclosure will be recorded in the register (see page 8).

Members of the Commission shall disclose in writing the nature and details of any actual, perceived or possible conflicts of interest, which could impair their ability to make unbiased decisions affecting the Plan. Such disclosure shall be made to the Chair or Public Employees Benefits Agency (PEBA) as soon as practicable after the conflict of interest has been discovered by the Commission member. In the event that the member is the Chair, disclosure must be made to the Vice-Chair or PEBA.

The Chair will have PEBA table the matter at the next regularly scheduled Commission meeting. The Chair, in consultation with the Commission (excluding the member who is in conflict of interest), will determine the appropriate action under the circumstances.

Should a Commission member discover an actual or perceived conflict of interest during the course of a Commission meeting, the member must immediately declare the conflict of interest.

The Chair, in consultation with the Commission (excluding the member who is in conflict of interest), will determine the appropriate action under the circumstances.

- *Register*

PEBA shall maintain a register of all actual, perceived or possible conflicts of interest disclosed by members of the Commission.

The register shall contain a description of each conflict of interest and the name of the Commission member to whom the conflict of interest applies, the date upon which the conflict of interest arose and was subsequently disclosed by the Commission member, and the manner in which the conflict of interest was dealt with by the Commission.

- *Abstaining from Vote and Discussion*

Members of the Commission who have disclosed a conflict of interest, or who are required to disclose an actual or perceived conflict of interest, shall not participate in any discussion, decision or vote relating to any transaction involving the aforementioned conflict of interest. Such members must consult with the Commission to determine whether or not it is appropriate to leave the meeting during discussion of the matter.

Where a Commission member has disclosed a conflict of interest, the member may continue to participate in the discussion, decision or vote, despite the conflict of interest, by obtaining prior approval from the Commission. The approval to participate should be noted by PEBA in the register.

- *Other Business Activities*

Members of the Commission engaging in any other business activities, directly or indirectly, which may conflict with or are in competition with their duties and responsibilities as Commission members, must make full disclosure of such activities to the Chair of the Commission or PEBA.

Adhering to the *Disclosure* procedures in this section, a resolution to the matter will be undertaken by the Commission. The Commission should determine whether an actual or perceived conflict of interest exists, and the appropriate action under the circumstances.

The Chair will advise the Commission member, who is in conflict of interest, to comply with one of the following options determined by the Commission:

- discontinuation of the activity;
 - appropriate action to remedy the situation; or
 - consent to the activity.
- *Gifts, Benefits, and Entertainment*

It is deemed a conflict of interest if, without the consent of the Commission, a member of the Commission accepts gifts, benefits, entertainment, or other personal favors of more than token or nominal value from persons or organizations doing business with the Plan. Any person or organization offering such inducements must be advised to discontinue the practice immediately if a sustained business relationship is to continue with the Plan.

Similarly, Commission members must not offer gifts or favors to persons or organizations in order to secure preferential treatment for the Plan.

Inappropriate gifts or benefits that are received by members of the Commission, which violate Section 12.05 – Ethical Standards, should be returned to the donor as soon as practicable. Where the donor may perceive the return of an inappropriate gift or benefit as offensive, for cultural or other reasons, the Commission member must make full and immediate disclosure of receipt of the gift or benefit. Such gift or benefit must be delivered to the Commission, which will determine the suitable disposition of the item.

12.7 Consequences of a Breach

In the event of a breach of the Code of Conduct and Conflict of Interest Procedures, or a failure to remedy or disclose an actual or perceived conflict of interest, the consequences of such infractions should reflect the nature, magnitude and seriousness of the breach.

The following are examples of possible consequences, which the Commission may consider, when dealing with a breach of the Code of Conduct and Conflict of Interest Procedures:

- the Commission member may be offered the opportunity to resign from the Commission;
- the Commission may recommend to the appointing body and/or association to terminate the appointment of the Commission member to the Commission;

- the Commission member may be required to make full restitution to the Commission of any personal gain acquired as a result of the breach, for disposition by the Commission;
- the Commission may consider taking legal action against the Commission member; and
- if the Commission member is in breach of the law, the Commission will report the Commission member's action to the proper authorities.

This list of consequences is not exhaustive, and does not preclude any other course of action, which the Commission may deem appropriate under the circumstances.

12.8 Avoidance of Bias

These procedures apply to members of the Commission with respect to their responsibilities as decision-maker (e.g. dispute resolution) with respect to disputes regarding the Plan.

Members of the Commission shall not knowingly permit any relationship or other circumstances, either in the past or the present, to be perceived as a possible reason for the member to hold a bias either in favor or against a party with respect to whom a decision is to be made.

Commission members should familiarize themselves with the range of actions that may constitute a potential bias issue, and the actions that might be taken to respond to the issue. A potential bias issue may arise as a result of circumstances such as:

- the member has a personal or business relationship with a party;
- the member is a member of an organization in which the party is also a member;
- the member has information about the party which has not been placed before the other members of the Commission as part of the decision-making process;
- the member has expressed views in public respecting the subject matter of the decision; and
- the member has communicated directly with one of the parties respecting the subject matter of the decision.

This list is not exhaustive. If a member of the Commission is aware of any circumstances which might give rise to a bias issue, the member must disclose the circumstances to the Chair of the Commission or PEBA at the earliest opportunity.

In the event that the member is the Chair, disclosure must be made to the Vice-Chair or PEBA. The Chair may:

- remove the member from the panel of members that are making the decision;
- if the Chair is of the opinion that the circumstances may not warrant removal of the member, the Chair shall disclose the circumstances to the parties and provide them with an opportunity to make representations to the Commission with respect to the ability of the member to participate in the hearing; and
- the Commission shall determine the extent, if any, to which the member may participate in the hearing.

A member cannot be removed from the panel where doing so would mean that a quorum of members would not be present. A member is not required to disclose a relationship that is inherent in the manner of the member's appointment, such as being a member of the Plan or a member or employee of a body that is entitled to appoint a member of the Commission.

12.9 Commission Member's Acknowledgement

I ACKNOWLEDGE that I have read and considered the Code of Conduct and Conflict of Interest Procedures for members of the Municipal Employees' Pension Commission, and as a member of the Commission, agree to conduct myself in accordance with the Code of Conduct and Conflict of Interest Procedures as it applies to members of the Commission.

I UNDERTAKE to affirm in writing that I have read, understood and will comply with the most recent version of the Code of Conduct and Conflict of Interest Procedures for members of the Municipal Employees' Pension Commission.

Signature

12.10 History

Approval date:	September 16, 2005; November 16, 2007; September 18, 2008; September 17, 2010; and November 26, 2010
Last Review	November 19, 2021
Next scheduled review:	November 2022

III. General

Section 15 – Commission Liability

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15.1 Purpose

Subsection 13(1) of *The Municipal Employees’ Pension Act* establishes the Municipal Employees’ Pension Commission (the Commission) as the trustee of the Municipal Employees’ Pension Fund (the Fund). As trustees of the Fund, the Commission collectively, or its members individually, may from time to time find themselves subject to legal actions brought forward by a beneficiary or beneficiaries of the trust or other interested parties regarding actions taken by the Commission with respect to the investment or disposition of funds in the trust or the incursion of expenses related to the trust.

15.2 Commission Member Indemnification

A trustee is permitted to be indemnified out of the property of the trust for a liability incurred in the course of administering the trust, provided that the trustee has acted honestly and prudently. In addition, section 43 of *The Trustee Act, 2009* provides the following:

- 43 (1) In this section, ‘trustee’ includes a former trustee.
- (2) A trustee:
 - (a) is accountable only for money and securities actually received by the trustee even though the trustee signed a receipt for the sake of conformity; and
 - (b) is answerable and accountable only for the trustee’s own acts, receipts, neglects or defaults, and not for those of any other trustee,

nor for those of any banker, broker or other person with whom the trust money or securities mentioned in clause (a) are deposited.

(3) A trustee may reimburse himself or herself for, or pay or discharge out of the trust money, all expenses reasonably incurred in or about the execution of the trustee's trust or powers.

(4) A trustee may:

(a) be indemnified out of trust money with respect to:

(i) liabilities and expenses, including an amount paid to settle an action or satisfy a judgment, arising out of any matter or thing done honestly and in good faith relating to the exercise or attempted exercise of the powers and duties of the trustee; and

(ii) legal fees and costs relating to a claim for which this subsection provides an entitlement to an indemnity; and

(b) receive out of the trust money an advance of money for the purpose of meeting an expense for which the trustee may be reimbursed or indemnified pursuant to this section.

(5) A trustee shall repay the money advanced to the trustee pursuant to clause (4)(b) if the trustee is found not to be entitled to be reimbursed or indemnified with respect to the expense for which the advance was made.

A trustee who has not acted honestly and prudently will not be eligible for indemnification by the trust. The purpose of clause 43(4)(b) of *The Trustee Act, 2009* is to recognize that the process of responding to a legal claim and establishing the trustee's honesty and prudence in their conduct as trustee can involve expenses causing significant financial hardship to the individual trustee.

In order to avoid conflicts of interest that arise by the very nature of the circumstances in which this policy would apply, the Commission has adopted criteria which, if met, will entitle the Commission and its members to access funds from the Fund for the purpose of undertaking a reasonable response to a claim without having to seek approval from the Commission.

The guiding principle behind the policy is that in all cases that the Commission member must have acted honestly and in good faith, and the onus lies with the Commission member to provide such information as may be required to make that determination.

Accessing Moneys from the Trust in Advance of a Determination of Liability – One Commission Member Named in Claim

Section 43 of *The Trustee Act, 2009* allows for a Commission member to access funds in the trust to pay legal expenses in advance of the determination of whether the Commission member (or members) in question has acted honestly

and prudently. The Commission's procedure for where a Commission member requires access to funds in the trust for that purpose is as follows:

1. Where a Commission member has been served with a Statement of Claim which in the Commission member's opinion will require that he or she seek legal representation, the Commission member will request in writing, via the Director, Policy and Governance, Public Employees Benefits Agency (the Director), that the Ministry of Justice or such other legal counsel as may be providing legal services to the Commission, assist the Commission member in responding to the claim.
2. Should the Commission's legal counsel decline the Commission member's request for assistance in responding to the claim, on grounds other than that, the Commission member has, in the opinion of counsel, acted dishonestly or in bad faith, the Commission member may retain legal counsel of his or her own choosing. The Commission member and legal counsel shall make an initial determination as to whether it may or will be necessary and appropriate, based on an initial assessment on the nature, merits, and scope of the claim, to access funds in the trust on an advance basis in order to provide an adequate response to the claim.
3. Where the Commission member, in conjunction with legal counsel, determines that an advance will be necessary, the Commission member shall provide to the Director, the following documentation:
 - A certified true copy of the Statement of Claim;
 - A written legal opinion from the member's legal counsel as to the applicability of section 43 of *The Trustee Act, 2009* to the circumstances of the claim;
 - An estimate of what the total fees and expenses will be to provide an adequate response to the Statement of Claim; and
 - If applicable, any outstanding invoice(s) received from the legal counsel as of the date of the Commission member's application to access moneys in the trust.
4. The Director will review the submission from the Commission member and undertake such investigation as the Director feels is necessary in order to determine whether the Commission member is entitled to an advance of funds pursuant to this policy.
5. The Director may seek the advice of the Ministry of Justice or such other legal counsel as may be providing legal services to the Commission in the course of determining whether the Commission member is entitled to an advance of funds pursuant to this policy.

6. Where the Director is satisfied that the Commission member is entitled to an advance of funds pursuant to this policy, the Director shall advise the Commission member in writing of the decision and shall prepare a report for the information of the Commission.
7. Where the Director is satisfied that the Commission member is not entitled to an advance of funds pursuant to this policy, the Director shall advise the Commission member in writing of the decision together with the reasons for the decision.
8. The decision of the Director is final.
9. Where the Commission member's claim for an advance of funds is successful, and until the claim against the Commission member is determined or otherwise settled, the Commission member will provide any invoices for claim to the Director who will take any such steps as may be necessary to verify the claim and authorize it for payment.
10. At each meeting of the Commission subsequent to a successful application for advance payment from the trust fund, the Director will provide a report for the information of the Commission indicating:
 - the details and amount of all invoices received with respect to the matter;
 - a cumulative total of all moneys to date paid out of the trust with regard to the matter;
 - any information that might affect the eligibility to the Commission member to continue receiving funds; and
 - the amount initially estimated by the Commission member.
11. The Director may at any time inquire of the applicant as to the status of the claim and where the Director is of the opinion that further explanation and details for an updated estimate of expenses in the matter may be required, the Director may request such further explanation and details of the applicant Commission member, reserving the right to suspend further advances from the fund until such time as the applicant Commission member provides same.
12. At the conclusion of the claim, the Director shall provide a report to the Commission containing such information as the Commission may reasonably require in order to determine whether the amounts advanced from the Fund are amounts to which the Commission member would be entitled to be indemnified, and if not, whether steps should be taken for the recovery of those amounts.

Accessing Moneys from the Trust in Advance of a Determination of Liability – More than One Commission Member Named in Claim

More than one Commission member may be named in a Statement of Claim and it may be necessary for more than one Commission member to access funds from the trust in advance in order to respond to the claim. In such cases the Commission members will have the option of seeking advance moneys from the trust individually or collectively as a group of Commission members.

In either case, the above process is to be followed with such modifications as may be necessary to maintain the effectiveness and integrity of the process.

Efficiency of Process

The Commission recognizes the need for timelines in responding to potential claims against the Commission or its members.

Where a member makes application to access funds to respond to a Statement of Claim, the Director will endeavor to bring the process to a conclusion with the greatest efficiency.

To that end, the Chair will consult with the Commission member and the Director as necessary to facilitate the efficient completion of the indemnification process.

15.3 Not Limiting Commission Member Right of Indemnification

Where for any reason a Commission member has not availed himself or herself (or a group of Commission members has not availed themselves) of the provisions allowing them to request moneys from the trust in advance of a determination of a Claim, nothing in this section of the Governance Manual is to be construed as prohibiting that Commission member from seeking reimbursement from the trust in accordance with the terms of *The Trustee Act, 2009* for expenses reasonably incurred in responding to a Claim merely because the Commission member(s) did not avail themselves of the process.

Where a Commission member is (or Commission members are) seeking reimbursement from the trust after the fact, the process described above is to be followed with such modifications as may be necessary to maintain the effectiveness and integrity of the process.

15.4 The Commission's Position on Third-Party Liability Insurance

The Commission can choose whether the risk of having to indemnify a member of the Commission for a liability should be borne by the fund, or shared with other parties through the purchase of third party insurance. The choice is between risking a potentially substantial payment out of the fund or incurring a cost that is certain.

The Trustee Act, 2009 provides trustees who act honestly and in good faith with liability protection. This protection is not provided in the event of wilful misconduct or criminal activity. Similarly, liability insurance purchased through a third-party insurer does not provide protection in the event of wilful misconduct or criminal activity.

It is the position of the Commission that it should not purchase third-party liability insurance. The reasons for this include:

- *The Trustee Act, 2009* already provides liability protection for trustees who act honestly and in good faith, therefore there is no advantage to members of the Commission in having insurance coverage for the same risk;
- Willful misconduct and criminal activities are the only activities for which there is a real possibility of liability on the part of individual Commission members. It is a matter of policy that there is an expectation that such activities will not be tolerated, and if they do occur, the member should face the consequences personally.
- The Commission has adopted governance policies and procedures that minimize the risk of there being liabilities for which the fund would be responsible for indemnification; and
- The history of the administration of the Municipal Employees' Pension Plan does not indicate a risk that justifies the additional cost of third party insurance.

15.5 History

Approval date:	September 1, 2006; September 21, 2007; February 26, 2010; and November 15, 2013
Last review:	November 19, 2021
Next scheduled review:	November 2022



City of Swift Current

C.A.O. Report

Date: June 16, 2022
To: Council
From: Chief Administrative Officer
Subject: **Chinook Regional Library**

BACKGROUND

Legislation was first introduced in Saskatchewan to establish a *Libraries Act* in 1906, providing equitable access to knowledge and basic library services to all residents within the province was the underlying theme. The challenge of delivering reasonable library services continues to be apparent in current times. Technological advancements have allowed opportunities for public access to information outside the framework of the library system. Also, the realities of government budget constraints have formed where creative and resourceful thinking is required to deliver suitable public library services.

DISCUSSION

The following points describe the current framework of the Swift Current Public Library which exists within the Chinook Regional Library system:

1. Library Legislation

The Public Libraries Act, 1996 defines the purpose of the Provincial Library System and mandates participation of all Saskatchewan Municipalities in the system to ensure universal access for all residents. This Act is administered through the Ministry of Education and the Provincial Library System.

Points of specific interest to the City of Swift Current and City Council include:

Section 29(2) of *The Public Libraries Act*, 1996 and Section 4 of *The Public Libraries Regulations*, 1996 identify that no 'one' municipality shall be required to pay any increase in the amount of the levy paid to a Regional Library Board if that 'one' municipality is currently paying more than the prescribed percentage defined in the Regulations which is **25%**, unless the Council of that municipality agrees to do so.

The City of Swift Current is one (1) of 93 participating municipalities in the Chinook Regional Library System (CRL).

Currently the population of Swift Current is 35.4% of the population of the CRL System. Based on the 2021 budgeted grants due from the 93 participating municipalities, the City paid 42% or \$453,213. The City paid the same amount within the 2022 budget.

2. Chinook Regional Library

The Regional Library system obtains its revenue through a Provincial Government grant and annual contributions from the 93 participating municipalities. These funds are used to maintain an administrative headquarters and provide books and programs to residents of all ages throughout the Southwest.

The CRL covers 49,949 sq. km, services one (1) Regional Reference Center which is the Swift Current Public Library, 31 Branch Libraries; and 13 Corner Libraries. Attached to this report is the Public Library System of Saskatchewan, Chinook Regional Library 2019 map, setting out the current boundaries and branch locations.

CRL is governed by a board composed of appointed representatives from each participating municipality and shall consist of no less than five (5) and no more than 15 appointed members.

Legislation states that the City of Swift Current is entitled to the following:

- three (3) CRL Board members that must be serving as Public Library board member who appointed by Council; with
- appointed members to an Executive Committee. These members are elected annually from the board members of the Regional Library. The City of Swift Current has approximately 35% of the population and is therefore entitled to have three (3) members of the nine (9) on the CRL Executive Committee.

CRL's Executive Committee is responsible for initiating policy development; managing annual budgets; making recommendations for improvements to the Regional System and its services; and hiring a director. This progress on these matters is challenging and slow given the membership dynamics.

3. Public Library Operations and Service Delivery

Under this current structure, the City of Swift Current through its Board, has limited duties to facilitate co-operation in matters relating to the development of library service. There is no ability to determine expectations regarding levels of service or delivery expectations, and is unable to implement efficiencies, improve service delivery, or ensure effective leadership is in place, nor are they able to determine focused and priority services.

The City of Swift Current supports the CRL through an annual library levy which is requested from CRL to the City and is based on population and their projected expenditures, set out as:

2019	\$427,196
2020	\$440,013
2021	\$453,213
2022	\$453,213

In addition to the above, the City of Swift Current is obligated to provide branch library facilities including utilities, building maintenance, janitorial services, in addition to allocated annual capital budget for library furnishing. Over the course of the past four (4) years, such costs have totaled:

2019	\$82,544.54 (actuals)
2020	\$90,544.82 (actuals)
2021	\$95,522.33 (actuals)
2022	\$91,726.98 (budgeted)

City administration openly reviewed the expenditures and expectations of the above. In an effort to provide the best possible service at the most reasonable cost, it has been determined that a change is essential. By establishing a Municipal Library, it provides the ability to set our own priorities and determine levels of service that best serve our residents, albeit the costs may be similar.

This process has been undertaken by two (2) other Cities within the Province, namely: Prince Albert and Yorkton. Step-by-step information is set out in Schedule “A” along with a map showing the proposed boundary changes.

RECOMMENDATION

THAT Council directs Administration to begin the process to depart from the Chinook Regional Library System, such that the Swift Current Public Library becomes a Municipal Library under the direction of the City of Swift Current.

And;

THAT in accordance with Section 4 of *The Public Libraries Act*, 1996 Council approves the proposal of a boundary change for the “new” Municipal Library to be the same as the existing boundaries encompassing Swift Current’s City Limits.

And;






THAT public notice be given of Council’s intention for a public hearing to be held at a future date in this regard.

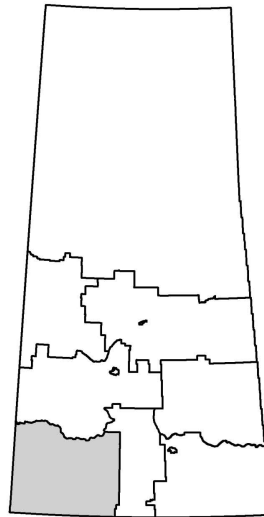


Tim Marcus, CAO

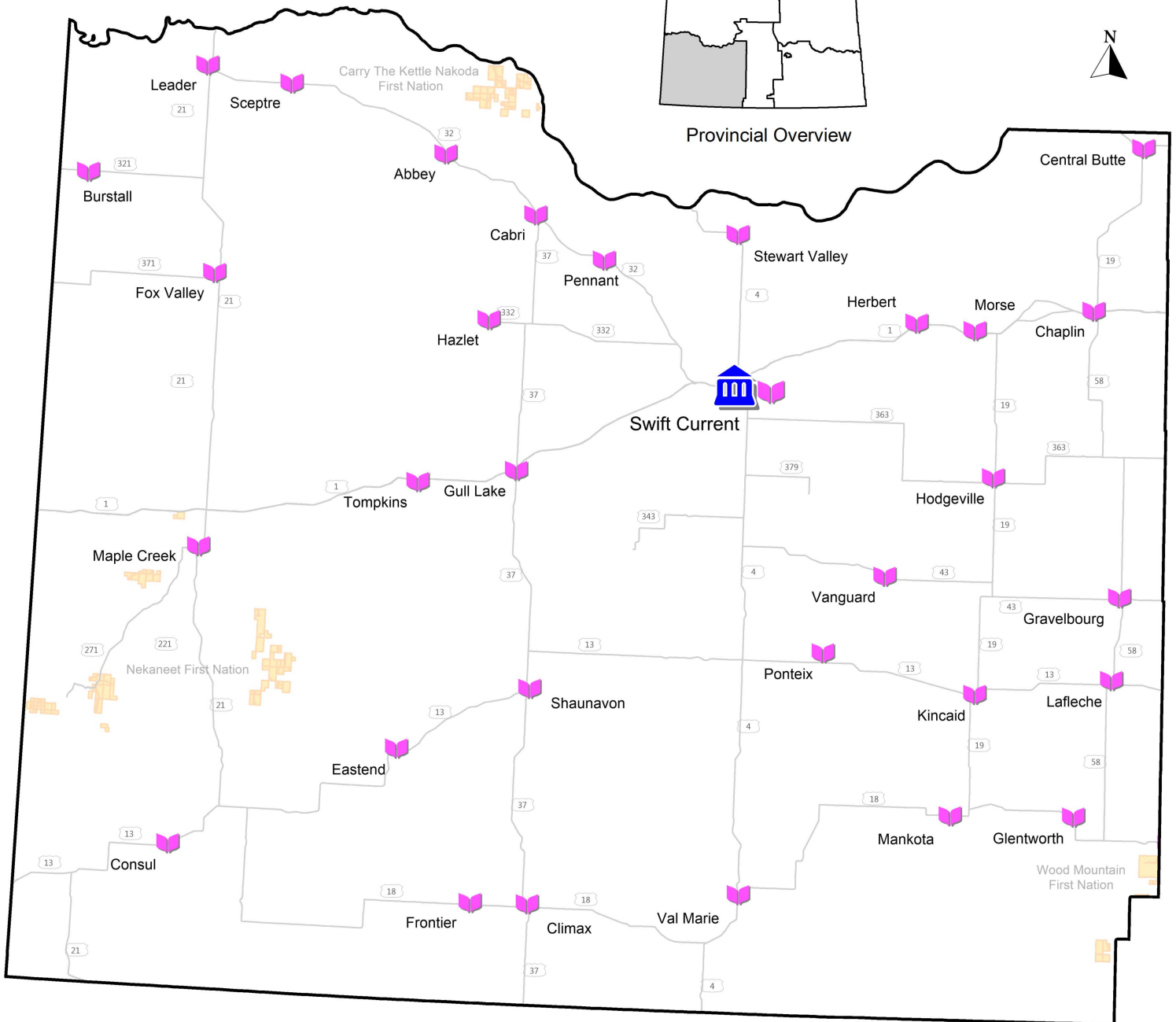
Public Library System of Saskatchewan Chinook Regional Library

- 2019 -

-  Regional Headquarters
-  Location with Library
-  Library Boundary
-  First Nation Reserve
-  Highway



Provincial Overview



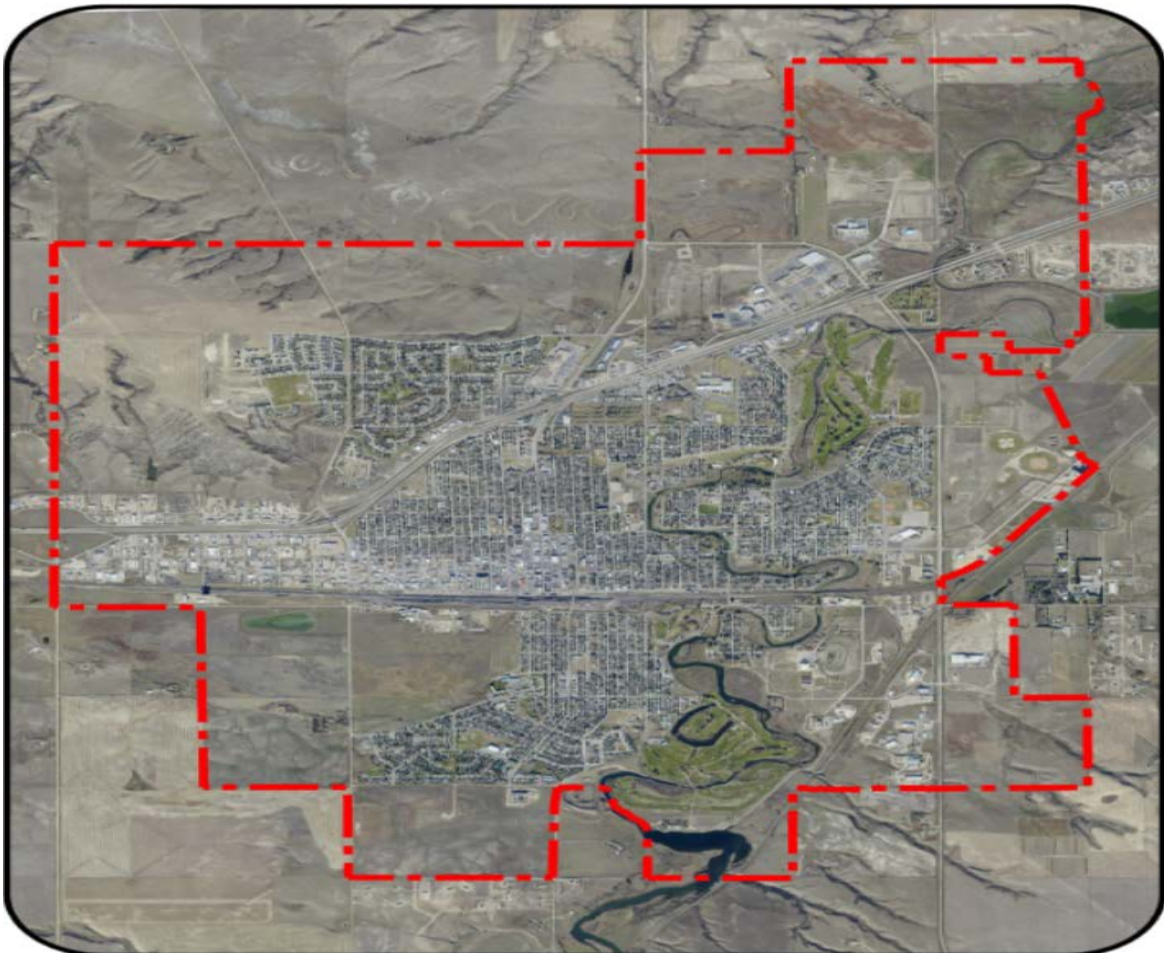
Ministry Education	Branch Infrastructure	Unit Geomatics	Prepared by T. Corbin	Preparation date 2018.06.12	Revised by B. Andrie	Revision date 2019.01.24
File name L:\Work\2_Project_ED\Dept Map\2018\PL\Map_Web\...			Layout name 1	Map projection UTM - NAD 83 (zone 13)	Map scale 1 cm = 13.5 km	

SCHEDULE "A"

The process can take between one (1) and three (3) years depending upon the ability to move through the steps and to reach an agreement throughout the process:

1. Council would need to make a resolution to establish a Municipal Library;
2. Then the City of Swift Current would apply for a boundary change as per *The Public Libraries Act, 1996* and hold a public meeting with a public hearing:
 - a) If we have support from the Regional Library by way of a resolution to depart, then we apply to the Minister; or
 - b) If we do not have support from the Regional Library, then we would make an application with the Saskatchewan Municipal Board with a copy to the Minister and information to support our position.

Map showing the proposed boundary changes:



MINUTES OF MEETING
SOUTHWEST MUNICIPAL GOVERNMENT COMMITTEE
MARCH 29, 2022

CALL TO ORDER

Co-Chairs Mark Hughes and Michelle McKenzie called the meeting to order with 26 members in attendance.

ADOPTION OF AGENDA

A motion was made by Kyle Bennett to approve the agenda. Seconded by Darren Steinley. Carried.

CORRESPONDENCE

No correspondence.

TREASURER REPORT

Account balance is \$10,317.19. A motion was made by Nora McLearn to accept Treasure's report. Seconded by Ken Flanders. Carried.

REPORTS

SOUTHWEST TRANSPORTATION PLANNING COUNCIL

AGM will be held in Swift Current on June 25, 2022.

SARM

No report.

SUMA

Will be going into Presidential Election on April 5, 2022 for a new president. Michelle McKenzie will look into whether school boards are not paying PST on construction. An outside agency came in and looked at the SUMA organization and did a governance review policy. It is suggested that the president will now be elected from the board and not the membership. Members will elect the board and then the board will elect the president from the SUMA Board. The size of the board may be reduced as well.

CHINOOK SCHOOL DIVISION

No report.

GREAT PLAINS COLLEGE

No report.

CHINOOK REGIONAL LIBRARY

No report.

Doug Steele – MLA Cypress Hills

No report.

NEW BUSINESS

Our committee made an application for the Targeted Sector Support Grant for the governance training for George Cuff and we have been awarded \$11,250. Thank you to everyone who signed the letters of support! A tentative date is October 20, 2022 and the rink and theatre have been both tentatively booked in Shaunavon. Kyle Bennett made a motion that members will pay \$10.00/person to attend and non-members will pay \$30/person with a cut-off date of September 15th. Seconded by Ken. Carried.

TOPICS FOR JUNE 21, 2022

Border Hours at Climax

Private Ambulance

SAMA – Assessments

SPFCA

Volunteer Firefighters, Insurance, and Training

Chinook School Division - budget

ROUNDTABLE

Excelsior – A resolution was done for private train crossings. Due to Transport Canada regulation changes, the railway is now in charge and can bill private landowners for maintenance on these crossings. A letter was sent to local rate payers who have a private CPR crossing saying it will now cost \$3000 to get into the program and \$1000/year after that for maintenance.

Ponteix – Started construction on the change rooms for the pool and campground. Will continue to work on making a park in town where the dinosaur was moved to.

Piapot – Downsized staff and now working with three outside employees, but advertising for a fourth employee. Two mowers have been purchased.

Coulee – Working with one operator and busy.

RM Swift Current – A lot of snow was moved through the winter but roads are in good shape. Road bans are on now.

Sask Landing – There have been up to three employees working throughout winter, depending on the weather. New grader was delivered at the end of February and the existing grader was sold privately for an amount higher than trade-in value. Men are back to work at the beginning of April.

Miry Creek – Monthly EMO meetings have been held regarding merging the fire department. There are a few issues with 911 because both the Village of Lancer and Village of Abbey had separate 911 calls, but the Administrator is working on this. Gravel hauling has been tendered and it is hopeful that hauling will start soon. Men are back at work on April 4th and there is one new hire, a seasonal operator who has his Class 1. Started the annexation of the half section of Ag land at the Village of Lancer and a public meeting date has been set.

Gull Lake – By-Law Officer that is shared with Shaunavon and area is working out well. Drilled a well last fall. There are only four lots left in the Centennial Subdivision.

RM of Maple Creek – Two new seasonal employees have been hired and there is a posting for a summer student. Grading and snow plowing are taking place at the same time. Looking into our Dr. Noble Irwin Foundation funds and will

consider the possibility of doing a regional project with Shaunavon, Maple Creek, and Leader with these funds. Regional work has been very successful with neighboring rural municipalities and towns. Looking at becoming a Regional Fire Department. Upgrading Mutual Aid Agreements. SAMA AGM is great to attend. A re-inspection of the rural municipality was done last year. Present road haul agreement is a concern.

RM Bone Creek – Advertised for a summer student and there have been no applications received. There will be a big road project going on this year, and up to \$500,000 funding will be received for this project through the Rural Integrated Roads for Growth program.

Village of Neville – A resolution has been forward to SUMA for the landfill. The Fire Department has used money received through a fundraiser to upgrade their equipment. A grant was received for Disc Growth and work will start on this next month. We tendered for a new auditor this year and are very excited to be working with Dudley & Company out of Regina. A request has been made to SAMA to come out to do an inspection of all properties.

Shaunavon – U13 Pee-Wee hockey team won provincials this year. Braydon Coburn hockey school will be held this year. We were notified this morning that there are SHA staffing shortages and that there will be no doctor today. As a result, the hospital will be shut down today. Our town has only three RCMP members but five members are paid for. It is important that everyone continue to remind our MPs and MLAs that we need to have full staff. Budget has been passed and assessment is completed. Ready to levy taxes once the education rate is announced. There is an issue with hiring summer staff.

Grassy Creek – More work is being done to put gravel on 722. Our seasonal employee starts back at the beginning of April. Road bans are off as of midnight.

Wise Creek – A trip is being planned to check roads with council and the Administrator. Timber Restorations Services will come out in June to look at a couple of bridges. Grassy Creek and Wise Creek will hold a joint meeting soon.

Maple Creek – An application was made for the TSS grant for an Emergency Preparedness Plan for the Park, the Town, and Rural Municipality of Maple and surrounding areas and \$64,000 was awarded. New Administrator will start on the

25th. Working on the CD Grant with the town, rural municipality, and Nekaneeet First Nations. The Southwest Integrated Hospital fund is a concern and we are hopeful there will be no money missing. The pool project has been put on hold, but fundraising for this project will still take place. Council is working well together and understanding their roles.

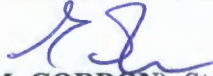
Meeting adjourned by Bentley Gibson.

COMMUNITY POLICING REPORT

To: The Mayor City of Swift Current	From: N.C.O. In Charge Swift Current City Det.	Month of May 2022
		Date Prepared 2022-06-08
		Phone No. (306) 778-4870

OFFENCES REPORTED AND/OR COMMITTED IN COMMUNITY

VIOLATION	May/2022	May/2021	May/2020	YTD 2022	YTD 2021	YTD 2020
Fatal Motor Vehicle Accident	--	--	--	--	--	--
Injury Motor Vehicle Accident	1	1	2	8	3	10
Reportable Vehicle Accident	3	8	3	51	41	43
Fail to Remain (Hit & Run)	10	6	5	38	32	32
Provincial Traffic Offence	140	461	159	1002	2148	691
Impaired Driving Offence	11	6	9	38	20	46
Liquor Act	8	9	6	24	18	21
Coroners Act	1	1	1	15	5	4
Mental Health Act	17	18	19	90	72	97
Other Criminal Code	24	19	41	143	148	144
Weapons Offence	3	3	5	12	10	29
Drug Enforcement	8	7	17	30	47	60
Sexual Offences	1	3	3	5	11	12
Robbery/Extortion/Harassment	18	20	17	70	81	89
Assault (excl. Sexual Assault)	14	18	22	75	99	115
Theft Under \$5,000	12	17	11	74	49	78
Theft Over \$5,000	4	2	--	12	6	2
Possession Stolen Property	2	--	6	12	7	27
Mischief	31	28	28	110	100	108
Fraud	9	8	9	56	46	45
Break & Enter – Business	2	--	1	3	--	7
Break & Enter – Residence	1	2	--	7	9	6
Break & Enter - Other	1	2	--	4	4	17
Arson	--	--	1	--	--	2
Missing Person	3	3	3	7	13	10
Peace Bond	--	--	2	--	2	5
Criminal Record Checks	210	107	42	743	422	504
Total Occurrences	410	455	402	1883	1918	1884


(E.M. GORDON), Staff Sergeant
Detachment Commander
Swift Current City Detachment



SWIFT CURRENT & DISTRICT CHAMBER OF COMMERCE BOARD MEETING AGENDA
Wednesday June 15, 2022 | 5:00pm
Chamber Boardroom or Virtual Conference Call via TEAMS- Swift Current, SK.

1. Approval of the Agenda
2. Approval of Minutes from the May 18, 2022 meeting
3. CEO Report and General Update
 - a. CEO Report (Karla)
 - b. Executive Assistant Report (Heidi)
4. Group Reports
 - a. City of SC update (Pat Friesen)
 - b. RM #137 update (Butch Gering)
 - c. Financial (Chelsey, Alicia)
 - i. Review of May financials and **MOTION** to approve
 - d. Administration (Logan, Doug, Vim)
 - i. General update
 - e. Advocacy (Warren, Shaun, Nathan)
 - i. General update
 - f. Membership Value (Mark, Garry)
 - i. General update
 - ii. **MOTION** to approve new members:
 - g. Communications (Kelsey, Lindsay)
 - i. General update
 - h. Networking & Connections (Nathan, Lindsay)
 - i. General update
 - ii. SCBEX Award Category review
5. New Business
 - a. Canada Shop LOCAL video project update
 - b. Shop Southwest update
 - c. ABEX Award nominations
 - d. Lindsay Gerbrandt announcement
 - e. Canadian Chamber of Commerce – AGM and CCEC annual meeting
 - f. Summer Social
6. In Camera
7. Adjournment

Next Chamber Board meeting July 20, 2022.