



GOVERNANCE & PRIORITIES COMMITTEE

September 13, 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 September 13th, 2022 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated June 21st, 2022 be approved.

4. Public Presentations

- 4.1 Better Together Swift Current presentation by Deb McNabb and Abbie Houston.

5. Administration Presentations

- 5.1 CAO update. 1
- 5.2 International Property Tax Institute Report presented by Tim Marcus. 45
- 5.3 Septage Disposal Rate Review presented by Mitch Minken. 49
- 5.4 Rural Water Pipeline Connection Fee Review presented by Mitch Minken. 52

6. Strategic Plan

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

8. Agencies/ Boards and Committees

9. Unfinished Business



GOVERNANCE & PRIORITIES COMMITTEE

September 13, 2022

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1:00 p.m.

10. Council's Interest and Communications

11. En Camera Requests

- 11.1 A request regarding Contracts and Proposals presented by the General Manager of Corporate Services.

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

12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of September 13th, 2022 be adjourned.

Next Meeting October 11th, 2022.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: September 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 covering the summer months i.e.. July and August 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

JULY 2022 - MONTHLY CAO REPORT



Asset Management:

The **robotic cutter** is still causing issues.

The one camera head had a leaking seal, so it has been sent away for repairs. We did have a pretty good month in the cutting department - we were able to cut approx. 4,600 m.

With the cutter being down for repairs, we have been able to make some progress with the **condition assessments of the sanitary mains**. The crawler camera and bus have been working well. The IT department was able to find us a files storage system that will handle the large volume of data that is collected with the video and report for each sanitary line.

Airport:

The Application for the **2022 CAP Funding** update: We have received notification of **approval**.

The 2 **Drag Race Events** have been quite successful, with the 3rd event scheduled for the 13th and 14th of August.

RECREATION, PARKS & CULTURE JULY 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.



Ted Knight SK HHOF Class Tour (All Saints)

Capital/Operating Projects:

- **Events/Programs:** Melhoff Electric has supplies in and is starting the Fire Alarm system in the Stockade.
- In **Parks**, pesticide spraying was completed in parks and sport fields. New garbage receptacles were installed in Memorial Park, as well as a new planter in front of Pharmasave. The City officially opened the 6 km expansion of the Chinook Parkway, including the boardwalk alongside Regier Honda on July 15th.
- The **Chinook Golf Course** had a problem with localized dry spots on several putting greens, where other areas were too soft. Wetting agents as well as hand watering methods were used to remedy this issue. Staff have core aerated 2/3 of the greens, top dressed them and brushed the sand in, so it doesn't affect play.
- At **The Art Gallery**, one of the Windscape tents was taken down and set up at *Gowans Grove for Art Camp*. The tent material storage container was organized, catalogued and documented. Chelsea Angell has begun work on sensory pathways for the 5 elementary schools. Transportation for the fall exhibition by LYLEXOX has been booked, and Edward Poitras art has been returned to Regina and Moose Jaw. AGSC

delivered “*A Certain Detour*” exhibition to Chapel Gallery in North Battleford, who contracted the AGSC preparator for the installation.

- Multiple carry over projects at the **Museum** from previous years have been identified and an evaluation is occurring. Two garbage/recycling cans have been installed outside of the Museum. Signage & Window Wraps are being designed and will be ordered in early August to be installed before the fall. The basement light upgrade and fire rated file cabinet projects have been completed.
- **Facilities:** Ice making for all indoor rinks began on July 19th and was completed July 29th in preparation of the season which begins August 8th. The final row of theatre seats was installed in Fairview West Arena. The rooftop unit repairs, and a new sump pump were installed in the Dickson Centre.
- **Aquatics:** DE Cores arrived from Paradise Pools and will be replaced this summer. The door replacement project has been awarded to Kruse Glass and is scheduled for this summer. Probe Replacement is awarded to Paradise Leisurescapes, and project start date is to be decided. Ryan Jones from HUB Consulting came to the Aquatic Centre on July 11th for a facility audit and will be sending a written report. Zone Valves/Thermostat project has been awarded to Lens Plumbing and Heating, and Riverside Electric. The project is scheduled to start Wednesday, August 3rd, 2022. City Council approved the RFP of roof replacement for Duncan Roofing, with inquiries about additional warranty being discussed. The project is scheduled to start May 1st, 2023. Roof top units need repairs which will be serviced by Lens Plumbing and Heating. Fairview Pool was closed from the evening of July 14th to 8:45 a.m. on July 18th due to a false positive in the standard water samples. Due to public health regulations, the closure was necessary until cleared to reopen.

Programs/Rentals:

- July 4th was the **Kick Off** and Start Date of the **summer programs**. All 4 programs have been extremely successful.
 - **Families in the Park** is going well, with partnerships for Saskatchewan Health Authority, Southwest Newcomer Welcome Centre, Family Resource Centre and the Chinook Regional library.
 - **Parks Play** has started with four parks running weekly. Tuesdays and Thursdays are at Riverside and Westside while Wednesdays and Fridays are at ACT and Saulteaux Parks. **City Splash** happened on July 15 at Riverside Park.
 - **Multi-Sport:** Clinics for Tennis, Soccer, Disc Golf and Beach Volleyball have had a consistent number of registrations. The older group has only reached max registrations once. Upcoming clinics include Pickleball, Rugby/Flag Football, then fairway games to end the summer.

- **The Zone:** Runs Monday-Thursday 1:30-4:30 and Fridays 11:00am-4:00. Consistent participants are returning each day.
- **Kinetic Park** was busy with rentals and Frontier Days which had 24,000 people come through the gates. Other events include the *Thanks for Farming Tour, Redhead Training Day, New Frontier Horse Show, Doc's Town Antique Tractor Show, Day Camps and the Mennonite Heritage Watermelon Festival*. The Saloon has been booked steadily with weddings and other events
- **The Art Gallery** has the Exhibition "*Made in the West, The Art Bill Philpott*" to view, and the publication for the exhibition is available for purchase. The Gallery also hosted the book launch and reading for writer Lee Gowan. From May 25th- June 28th the Art Supply Service sold 83 items with Gross of \$621.06. *The Southwest Open Exhibition* at West Wing Gallery continues with submissions from 35 local artists and runs from June 24th – August 20th. Adjudications by Terri Fidelak start July 30th. Art camp was successfully completed with 21 campers each week for total of 42 participants. Programming outside of art camps brought in \$540.00.
- **Museum:** Tours were provided to Kyle Composite School, Waldeck School, Irwin School, Fairview School, Central School, Ecole Centennial School, and the Family Resource Centre. Downtown and Cemetery tours alternate Wednesday evenings at 7p.m. Craft weeks were offered Monday to Friday based around different themes: July 11-15 was *Weather Week* and July 18-22 was *Pioneer Week*. Upcoming themes include *Nature Week* on August 2-5, *Creek Week* on August 8-12 and *Animal Week* August 15-19, with *Ranger the Bison's 71st Birthday Party* on August 17.
- **Facilities:** The Lt. Col Clifton Centre is surprisingly busy this summer with some Community Services programming in the morning along with pickleball, birthday parties, volleyball, and basketball bookings. Roller derby had a bout at InnovationPlex on July 22.
- The **Safe Places** portal conversion is ongoing, with technical changes to improve service. Registration forms have been completed.

<u>Facility /Program</u>	<u>Attended</u>	<u>Facility/Program</u>	<u>Attended</u>	<u>Facility/Program</u>	<u>Attended</u>
Families in the Park	376 Visits/31families	Parks Play	Riverside Registration: 89 Riverside Visits: 162	AGSC Attendance	Total Visits:1328
Multi-Sport July 4-7	6-8 group: 20, 1 one waitlist 9-11 group: 16 of 20 Total visits: 115	Parks Play	Saulteaux Registration:68 Saulteaux Visits: 87	West Wing Gallery	1222: Frontier Days Total Visits: 1419

Multi-Sport July 11-14	6-8 group: 20, 6 on waitlist 9-11 Group: 15 of 20 Total Visits: 116	Parks Play	Westside Registration: 33 Westside Visits: 63	AGSC Art Camp	42 Participants
Multi-Sport July 18-21	6-8 age group: 20, 1 waitlist 9-11 group: 20 Total Visits: 99	Parks Play	ACT Visits: 88 ACT Registration: 65	Museum Visits (June 20 – July 19)	0-10 years old: 253 11-20 years old: 59 21-50 years old: 296 50+: 274 Onsite programs: 64 Offsite programs: 7 Total Visits: 953
The Zone	Registration: 35 AVG: 13 kids daily Total Visits: 148	CitySplash:	580 Hot dogs	Ted Knight Saskatchewan Hockey Hall of Fame visit (June 20 – July 19)	0-10 years old: 10 11-20 years old: 13 21-50 years old: 38 50+: 27 Total Visits: 88
Swimming Lessons	751	General Swim	3317	Fitness Class	170
Aquatic Rentals	621				
Golf Rounds Played	5482	Respect in Sport Codes issued	12	Safe places new/renewal	40

Staffing/Scheduling:

- *High Five Principles of Healthy Child Development Quest 2* leader evaluations were completed for all programs staff in the end of July to ensure quality control of programs. This was followed by staff one on one evaluations to discuss areas of improvement.
- Two casual positions were posted to help the **Museum** on Saturdays and fill in at the **Ted Knight Saskatchewan Hockey Hall of Fame** as needed. Posting closed on July 23, 2022. **Visitor Attendant** at the Ted Knight Saskatchewan Hockey Hall of Fame position posted with a closing date of August 1, 2022.

- **InnovationPlex** has 3 full time staff, 2 seasonal staff, and 3 summer students. **Lt. Col Clifton Centre** currently has 6 summer students. **Aquatics** is hiring 2 Cashier/Clerk 1's as well as lifeguards. Aquatics is also looking into contracting a fitness instructor to teach fitness classes. Some staff **Safe Places** renewals were processed.

User/Rental/Community Connections:

- **Community Services** has been working with several groups and organizations for their upcoming summer events including *U 17- B Softball Provincials, Western Baseball Championships, Come Together, Sask Disc Golf Open* and *the Great Southwest Shakespeare Festival*.
- The City recorded a video with our partners at *SaskAbilities* outlining the success we've had with the staff member we hired via our partnership
- *Stingrays Swim Club* finished their 2022 season on July 22.
- The Town of Rosthern is interested in becoming *Safe Places* certified.

Bet You Didn't Know:

- That the GM of Community Services Jim Jones is in the Softball Canada Hall of Fame twice – once as an athlete and once as a member of the Rempel Brothers Construction Fastball team who were Canadian Champions in 1987.
- Pickleball courts were scheduled to be painted this year, based on the condition of the existing courts the whole court was resurfaced.
- The Swift Current Museum is home to 310 individual taxidermy animals, two skeletons and two unmounted furs!

CORPORATE SERVICES

JULY 2022 - MONTHLY CAO REPORT



Capital Projects:

Information Technology:

- Working on RFQ for the **Oracle Fusion upgrade**.
- Working on workflows for **Landfill software replacement**
- Deploying computers as part of the **2022 PC Refresh project**
- Ordered 3 switches for the **InnovationPlex** as part of the switch merge project. Installed 2 of the 3 switches.
- Researching Hardware and setup for the main router replacement as part of the **Hardware replacement project**. Installed Main router and a failover router at offsite location. We now have a live failover solution in place if the main router goes down. This will automatically route all internet access over to the offsite location. This is a very important solution as we move more of our applications to the cloud.

Purchasing:

- RFP CSC-22-E-024, **Westend Storm System Improvements** closed June 27. Awarded to Knudsen Excavating.
- RFP CSC-22-E-025, **Sask Valley Drainage Ditch** closed June 27. Awarded to Morley Johannesson.
- RFQ CSC-22-L-026 **Substation Maintenance** closed June 28. Awarded to Shermco Industries Canada.
- RFP CSC-22-E-027 **East Landfill Operation Services** closed July 26; consulting firm Tetra Tech is grading the 2 submissions.
- RFP CSC-22-A-028 **New ERP System** was posted on July 12 and closes Aug 5, 2022.
- RFP CSC-22-A-030 **HR Information System** was posted Jul 13 and closes Aug 8, 2022.
- RFP CSC-22-E-029 COSC **Storm Sewer Rehab** posted Jul 18 and closes Aug 15, 2022.
- RFP CSC-22-R-023 **Inclusive Park Washrooms** posted July 8 and closed July 29, currently grading the three submissions.

Other Special Projects:

Human Resources:

- OHS site inspections
- Safety Meetings

Information Technology:

- Removed network equipment and cabinet to accommodate pump removal at **Riverdene park skate shack**. Replaced all network runs in building and hooked up the network equipment in new rack location.
- **Moving computer equipment** to accommodate office renovations and staffing relocations at City Hall.

Financial Services:

- Successfully managed the nationwide Interac Outage nationwide on July 8.

Staffing:

Human Resources had seven (7) job postings:

- Accounting Clerk (Floater) – Temporary Full time – posted July 5 – July 15
- Visitor attendant Museum – casual non permanent – posted July 11 – July 23 (2 positions)
- Lifeguard/ Instructor I – casual non permanent – posted July 11 – July 23
- Cashier/ Clerk Aquatic - casual non permanent – posted July 11 – July 23 (2 positions)
- Lift Station Operator – Perm F/T – posted July 28 – August 8th

During the month, four (4) positions were filled, and three (3) summer student positions were filled for postings that closed in prior months:

- Lifeguard II (Temp)
- Water Labourer
- Admin Assistant (Temp F/T)
- Arena Operator
- Golf Course Summer Student
- Parks Play Summer Student
- Art Gallery Summer Student

Customer Service/Community Connections:

Community connection and marketing efforts for the month of July saw over 100 posts go out on our social media accounts. Social Media Communications for the month of July included:

- **Canada Day** – Included Celebrate Canada, Happy Canada Day post and a video montage of Canada Day Parade – The video montage posted of the parade was the **highest ranking on the page** for the month of July with a reach of **8,924 and 202 likes**
- A follower shared a photo with us of her son’s first **Frontier Days Fireworks**. With permission, we re-shared this photo, gaining a reach of 4,487 and 250 likes – July 4
- **Proclamations** – Included Swift Current Pride Week, National Drowning Prevention Week
- **Community Services Summer Programs & Special Events (CitySplash):** Information & programming updates provided throughout the month
- Various **Park Washroom & Splash Pad** Closures and Re-openings due to repairs
- **Ball Diamond** closures & re-openings due to rain outs
- **Tennis Clinic** Promotions – Aiming to fill up the classes
- **SwiftConnect** Info – Trying to promote this from time to time to increase sign ups
- Disc Golf Course closure of holes 15 – 18 due to Dog Agility event the weekend of July 15 – 17.
- **Interac Outage** (Canada Wide): July 8
- News Release- Storm Main Rehabilitation (**Herbert Street Closure**): July 8
- **Council Meeting Info & Highlights**: July 13 & 25 meetings
- **Pickleball Court** Closure (July 12) and Re-opening (July 29) due to re-surfacing
- **Dog Park** Closure due to foxtail spraying: July 13
- Promotion of various exhibitions and programming at **Art Gallery of Swift Current** – Throughout month
- **Fairview Pool Closure** (July 14) & Re-Opening (July 18) due to chemical imbalance. Anticipated negative feedback on this closure, however there was none.
- News Release: **Grand Opening of Active Transportation Pathway: July 15** – Great Comments and feedback on this post, many happy residents.
- **National Drowning Prevention Week** at Fairview Pool: July 18 – 23
- **InnovationPlex name change** (shared Innovation Credit Union’s post/release): July 19
- **SC Museum Dinosaur Week**: Shared posted July 22 – great traction and interest (4,127 reach)
- **Teen Splash** at Fairview Pool: Posts July 25 & 29 with great uptake

- Meet the **Community Services Summer Program Team**: July 26 – This post gained 71 likes
- **Aquatic Lesson Registration** Opening Date: July 27: **High reach of 4,496**
- Various **Road Closures & Construction** updates throughout the month

Social (FB, Instagram, Twitter) Insights:

- **Paid Reach**: 4,818 – A decrease from June, however paid posts only ran until July 2 for Celebrate Canada events. No other paid posts were run for the month of July.
- **Facebook Page Reach**: 32,660 – A decrease of 18.1% from June. Decrease may be due to the lack of paid posts/event promotion, not a lack of content. Also summer holidays often mean less time for users on their phones.
- **Instagram Reach**: 1,470 – Decrease of 12.4%, perhaps holiday factor
- **Twitter Reach**: 616 impressions per day. A handful of new followers. Top 5 topics: Council Meeting on July 25th, One bad pun tweet, Canada Day tweet, Active Pathways Project Completion, and Interac Outage.
- We are discovering that posts **featuring people in Swift Current** that hit home with the viewers have the best performance

Bet You Didn't Know:

1 in 4 people struggle with depression or other mental health related illnesses. That means that $\frac{1}{4}$ of the workforce in any organization is dealing with personal struggles while at work. **Mental health is a significant source of absenteeism and performance related challenges.** Employers with benefits that support mental health care and promote it see a larger intake of employee satisfaction than those that do not.

INFRASTRUCTURE & OPERATIONS

JULY 2022 - MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

- Street & lane **sweeping** July 8, 22, 29.
- **Mowing grass** July 7, 12, 14, 19, 20, 21, 22, 26, 27, 28, 29.
- Blade **gravel lanes** July 11, 19.
- Blade **gravel roads** July 6, 7, 12, 13, 14, 20, 25.
- **Hydrovac** L & P July 6, 8, 12, 14, 18, 20, 27, 29.
- Jet **sanitary sewer** July 5, 6, 12, 13, 14, 22.
- Jet **storm sewer** July 4.
- Dig for **water works** June 7, 10, 14, 15, 16, 21, 23.
- **Downtown garbage** emptying on Fridays and Thursday before long weekend.
- Haul **yard waste** June 3, 13, 15, 20, 21, 24, 27.
- **Catch basin** and **manhole** work June 3, 6, 7, 8, 16, 17, 20.
- **Durapatching** July 26, 27, 28.
- Clean **meridians** June 9, 10.
- Market Square **setup and take down** every Saturday.
- Preparing for, setting up and working the **Kiddies day & Frontier Days parades**.
- Set up **tent in Memorial Park** for **Kiddies Day** parade and **Canada Day** celebrations.
- Install **downtown furniture** and **parking stops** for new walking path parking lot.
- Install **signs for new truck route**.
- Daily **sign maintenance** and repair.
- Haul **hydromud** to landfill.
- Put **millings** on Water Treatment Plant Road.
- **Repair lane** by Bridgeway Church.
- Pick up mattresses and furniture from lanes around the city.
- Pick up pallets of bricks from downtown sidewalk project.
- Install **Market Square stage ramp**, build sandbags for Market Square.
- **Haul bouncy castle** to Community services for play in the park.
- **Haul barricades** to Market Square.
- **Safety Meetings** July 13 & 27.

Fleet Services Highlights:

- AP6 – **Airport Gravel Truck** – Removed runway sweeper controls. To be installed later in airport tractor.
- J1 – **Jet/Vac Truck** – Replaced inner suction tube of upper boom.
- J2 – **Hydrovac Truck** – Replaced missing debris tank float ball.
- P12 **Parks Small Tractor** – Replaced both front tires due to tread wear.
- T158 - **Transit Bus** – Repaired wiring and soldered joints in thermostat control for rear a/c.
- T159 – **Transit Bus** – Replace faulty module due to side door not being able to be opened from inside using door switch in center console.
- Held shop safety meetings on July 7th and July 21st

Oil Change Services

Light Trucks – 19
Heavy Trucks – 0
Equipment – 7

General Repairs

Light Trucks – 12
Heavy Trucks – 7
Equipment – 24

Transit Highlights:

- Swift Transit July: 1618 total riders. Increase of 14.5% over 2021.
- Access Transit July: 674 total riders. Increase of 55% over 2021.

Water & Wastewater:

Water Treatment Plant

- **Operations**
 - Delco Automation was awarded the programming contract at the WTP, all equipment is on order.
 - Sulphuric acid removed waiting on GFL to purge tanks and remove old lines.
 - Initial portion of the filter pilot study is complete, final phase of testing scheduled for July.
- **Boosters**
 - Waiting for pumps for 8th Ave booster
- **Residuals**
 - Waiting for small deficiencies to be cleaned up, expecting project completion August 15th
- **Sampling**

- All bacteriological samples were sent away, no coliforms detected
- Submitted Microcystin toxin sample for July
- All samples within acceptable range
- **Total pumped (estimate)** for July: 328.86 MI the 10-year avg for July is 365.15 MI

Wastewater Treatment Plant

- **Staff**
 - Lift Station Operator position will be posted in August
- **WWTP – Operations**
 - WWTP in week twelve of shut down working on maintenance items that could not be performed while the plant is running
 - Concrete patching
 - Replacing broken or rusted fasteners
 - Yard maintenance
 - HVAC system repairs
 - Epoxy coating is finished waiting for the product to cure before restarting the WWTP
 - Will be looking to restart plant first week of August
- **Lift Stations**
 - **# 12**
 - Waiting for equipment to start the overhaul
- **Lagoons**
 - Lagoon equalized level of 32.7” across all 4 lagoons
 - Down 2 inches from June
 - June 27th oil clean up at septic complete now, no clear evidence on culprit
- **Irrigation**
 - South pivot shut down for first cut
 - East and West pivots also shut down for first cut.
- **Sampling**
 - Regular sampling on hold as all wastewater is diverted to the lagoons
 - U of R sampling continues to measure Covid-19 viral load as part of a school project
- **Other**
 - Opened first geo bag, started sampling and composting process.

Water Distribution & Wastewater Collection

Water Distribution

- **Staff**
 - Posting two (2) temp labourer positions in 1st week of August
- **Repairs**
 - Water breaks
 - 412 2nd NW
 - 1st NW & Cheadle
 - 434 1st NW
 - 811 North Hill Drive
 - 1 – Boxes and rods
 - 1 – leaky service
- **Hydrants**
 - Replaced one hydrant
 - Continuing yearly hydrant maintenance
 - Weekly flushing
- **Valves**
 - 2 Replaced
- **Meters**
 - 101 - meter appointments
 - Many of these appointments were for the Lead Services program
- **Locates**
 - 130 - locates performed
- **Other**
 - Lowering CC's on vacant serviced lots to facilitate mowing

Wastewater Collection

- Camera'd 4 sewers
- Sewer jetting

Rural

- Operations
 - Water break Low Road
 - Daylighting lines for rural flush points and CC relocations
 - Daylight for SaskPower project
- Sampling
 - Rural weekly Bac-T's
 - No coliforms detected

Engineering:

Projects:

1. Active Transportation Grant

- a. **Construction** Complete and Ribbon Cutting Ceremony was held on July 15th
- b. **Financial:**
 - i. Payment request #3 was submitted in May for \$1.5M with 73.3% to be remitted by Fed/Province, still awaiting payment.
 - ii. Final Payment request to be submitted once all final invoices are processed.

2. North Hill Reservoir Pumphouse Upgrade

- a. Mandatory Start-up meeting Scheduled for August 17th
- b. Approval for signage is in progress – this is a requirement for Gas Tax

3. West End Storm Drainage Upgrades

- a. Council awarded contract on July 13th Special Council Meeting
- b. Start-up meeting scheduled for Aug.15th and tentative construction start date is end of August.
- c. SaskEnergy to relocate utilities – tentative schedule is end of August. SaskTel to relocate their utilities during ditch excavation.
- d. Communications with property owners (information about project and discussion regarding driveways that may be impacted by construction) to be started early August.

4. Sask Valley Residential Lots

- a. Construction of lot grading and ditch are in progress, targeted completion is mid August
- b. Easement registration and lot consolidation is being handled by Planning Dept.
- c. SaskEnergy to install shallow utilities – quote received (~\$45k) & awaiting confirmation on construction date. L&P to install electrical after franchise switch over.

5. Softball Diamonds Access Road

- a. Construction of gravel roadway off of Dog Park roadway to start the beginning of August.

6. Herbert Street Storm

- a. Construction completed. Dig site was back filled and paving will be completed when Mobile returns in Fall.

7. Creek Bank Rehab – 6th Ave NE across from Lt. Col. Clifton Center is scheduled to begin Aug.2. Targeted completion is Aug. 22.

8. **Downtown Streetscape** – 300 blk of Central Ave N is substantially complete. Street furniture to be installed.
9. **Downtown Intersection** – substantially complete street furniture & luminaires to be installed shortly.
10. **Annual Paving & Sidewalk Program** – program is completed
11. **Truck Route** – route signage is in progress. A tab under the Engine Retarder Brake signs will be installed by Highways which will state “\$200 Fine – Bylaw 1-2022”.
12. **Gibbs St. Residential** – options completed with estimates as per direction from GPC presentation. GM’s will review and present again to Council.

Administrative:

1. Budget – first draft of operating and capital budgets completed
2. Updating 5-year plans for various annual programs such as: paving, sidewalk, downtown streetscape, etc.

Light & Power:

Tenancy Changes:

Connects – 147
 Disconnects – 161
 Transfers – 16

Meter Changes:

Electrical – 4 Commercial 2 Residential
 Water – 11 changes
 Water - 2 Meter Installations

Line Locates:

Urban – 94
 Rural – 12

Meter Reading:

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

Projects

- 8 overhead to underground residential service conversions
- Tree trimming
- Hang Cameras at 2nd Ave Substation for overpass and intersection.
- Conversions to underground services at several downtown business locations on the 100 BLK of 1st Ave NE
- Riverdene Drive Streetlight move and conversion
- Repair damaged and downed poles and power lines at Gladstone St E & Fentons Cr. caused by grain bin move
- Begin preparation for City of Swift Current franchise expansion

Solid Waste & Diversion:

East Landfill

- Landfilled – 1,892 tonnes (this number excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 3.8% increase from July 2021 (1,967 tonnes).
- Diversion materials – 744 tonnes – 16% tonnage decrease from July 2021 (888 tonnes)

West Landfill

- Landfilled – 4,989 tonnes – 9.8% tonnage increase from July 2021 (4,543 tonnes).

Yard Waste and Compost

- Yard Waste Site in July accommodated 1,561 visits.
- 40.4 tonnes of wood chips sold for use primarily as landscaping material.
- 21 tonnes of compost sold.

Recycle Depot

- July accommodated 2,068 visits.
- 11 loads of cardboard, 4 loads of paper and 2 loads of plastics (30 cubic yard bins).
- 3 loads of tin (6 cubic yard bins).

Bet You Didn't Know:

In 2021, the City's East Landfill diverted over 13,000 tonnes of materials and landfilled over 20,000 tonnes of waste.

PLANNING & GROWTH DEVELOPMENT

JULY 2022 - MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of \$1,192,716.00 in building permits were issued consisting of 3 Commercial Permits and 6 residential permits were issued.

- Total overall Building Permit values in 2022 to the end of July = **\$8,023,992**
- Of this amount, \$1,772,792 is residential construction and \$6,251,200 is Commercial and Industrial developments.

Last year, numbers for July 2021 consisted of 7 Residential permits, 2 Commercial permits and 1 Industrial permit with a total value of \$688,225

- Total overall Building Permit values in 2021 to the end of July = **\$10,708,353**
- Of this amount, \$2,332,728 is residential construction and \$8,375,625 is Commercial and Industrial developments.

- (14) **new business licenses** were issued in July.
- (94) **business licenses** were **renewed/issued** to the end of July.
- (495) **Dog** Licenses and (139) **Cat** Licenses have been sold to date.
- (2) **raffle** licenses were issued in July.

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

- **Restaurant expansion** for the Pioneer Co-op at the Wheatland Mall.
- Proposed conversion of side-by-side duplex to bareland **condominium units**.
- **Cell tower** locations.
- Small equipment sales and service **shop**.
- Multi-family/Seniors **housing**.
- **Daycare**.
- **Mini-storage** facility.
- Light vehicle **tire repair business**.
- Professional **offices**.
- Audiology **clinic**.
- 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 a subdivision in the R.M. of Swift Current No. 137 for a **SaskPower transmission line**.
- Working with various realtors to find appropriate **space for clients wanting to locate** in the City of Swift Current.
- The **new owners of the Swift Current Mall** are excited to bring life and vibrancy to the property. They are from Vancouver and are looking for entrepreneurs to locate in the mall. They have also expressed a desire to partner with various community organizations as a potential event venue and other initiatives.
- 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.
- Continue to participate in the Southwest Saskatchewan Immigration Partnership as a **committee member**.
- **Maintenance work** continues at City Hall. Three office spaces will be getting paint and carpet on the main floor.
- The Real Canadian Wholesale Club is undertaking significant **improvements to the store interior** including new finishes and fixtures, plus some painting and signage to the building exterior.
- A building in the zero-block of 1st Avenue NE has **new ownership** and is receiving some **renovations** to the main and second floors.

Bylaw:

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

- **33 Animal Control Complaints** (running at large, barking, etc.)
- **3 Business Complaints** (businesses advertising/operating without a business license)
- **13 Commercial Property Complaints**
- **33 General Complaints** (snow, garbage, trees, etc.)
- **63 Property Complaints** (unsightly, untidy, etc.)
- **116 Traffic Complaints** (unlicensed vehicles, unlawfully parked, etc.)

Bylaw Activities:

- Regular **traffic patrols** being conducted as per usual. (Comp, downtown, service roads, malls).

- Multiple **property clean ups** conducted by the City, with more lined up within upcoming weeks.
- **Proactive patrols** being conducted in residential zones, as time allows, to identify Nuisance Abatement Bylaw violations.
- Proactive patrols being conducted on **yearly repeat offender properties**.
- Both Bylaw Officers worked a large amount of time during **Frontier Days** to provide bylaw enforcement in and outside of the event as well as general assistance to security, RCMP, and attendees.

SWIFT CURRENT FIRE DEPARTMENT JULY 2022 - MONTHLY CAO REPORT



Report from July 1 – 31:

Type of call:	July	YTD totals
Fire	14	70
Medical	35	235
MVC	6	38
Rescue	2	6
Hazardous condition	2	17
Other	15	65
Fire pit complaints	0	1
Total	67	432

Inspections	July	YTD total
	71	762

Career Development:

CAREER TRAINING (In-House – No cost):

Practical: Rope systems, patient packaging & tripod work

Mutual: N/A

Medical: Dextrose

Online: Incident Scene Management

AUXILIARY TRAINING (In-House – No cost):

Theory: Forcible Entry

Practical: Wildland Equipment Skill Drills

REPAIRS:

Compressor Service \$ 3,131.21

Monthly Total \$ 3,131.21

BILL OUTS:

RM \$ 7,000.00

SGL At Fault Dependent \$ 2,042.60

Bottle Fill \$ 1,039.50

Monthly Total \$ 3,312.80

Fire Call Description:

SCFD responded to 9 alarm system malfunctions, 2 R.M 137 mutual aid fires, 1 mutual aid fire to Stewart Valley, and 1 house fire in the city. The house fire in the city was caused by a malfunctioning dryer appliance. The crews unplugged the power source and extinguished the fire. There was only damage to the appliance and no damage to the rest of the home. No injuries were reported. Billed rates for our mutual aid fire responses for the month of July was \$ 7,000



This month's training has been high angle rescue. All crews have been involved in rope rescue scenarios involving stabilizing, lashing, and lifting/lowering patients in different forms of medical trauma.

This picture was taken in 2014 and shows Darren McClelland being lowered to the ground as the attending paramedic with his patient. I chose this picture as Darren is having his name engraved on the Fire Fighters Line of Duty Death Memorial wall in Ottawa in September. 3 members of SCFD will travel with Nicole and the McClelland family to attend the memorial service and honour Darren. To date, SCFD has 3 Fire Fighters honoured on the Line of Duty Death Memorial Wall, they are:

*Deputy Ted McGovern
Captain Wyatt Evans
Chief Darren McLelland*

ASSET MANAGEMENT

AUG 2022 - MONTHLY CAO REPORT



Asset Management:

We have been continuing with the **condition assessments** for **sanitary sewer mains**. The IT department was able to set-up a storage system for the videos and reports for the condition assessments.

We have been doing **inventory updates** for **concrete sidewalks and curbs**. The next step is to do an updated condition assessment for these as they were last completed in 2018.

Streets and Roadways will be the next asset class to be reviewed.

Airport:

Our **CAPP grant funding projects have been approved** by the Ministry of Highways for 2022. We have nearly completed the projects and will submit our invoices to the Ministry once completed.

Drag races are now completed for 2022.

RECREATION, PARKS & CULTURE AUG 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.



InnovationPlex

InnovationPlex

Fairview West

Capital/Operating Projects:

- **Parks** commenced **tree planning** in the memorial coulee and **installation of benches** in the new Kiwanis Bike Park. Held meetings with contractors regarding grading plan at the new Plewis Automotive Group Inclusive Park (structure requires a less than 0.5% grade for the rubber surface).
- **Museum** identified multiple **carry over projects** from previous years, evaluation of status is occurring under new management. Ceiling tile quote received from Kramer Holding (over budgeted funds), other quotes are being gathered. Ceiling project will now be completed in phases over next 4 years. Two garbage/recycling cans have been installed outside Museum. Window wraps are completed, and new signage is on order.
- **Aquatic Centre** awarded probe replacement project to Paradise Leisurescapes – will be replacing all three pool chemistry controllers (parts were ordered). Received facility audit report from HUB Consulting and will follow through with telephone discussion. Kruse Glass completed door replacement. Zone valves were installed by Lens Plumbing and Heating who also serviced the roof top units and Riverside Electric installed thermostats. Roof replacement RFP was awarded to Duncan Roofing. Aquatic Centre has requested quotes on additional warranty (15-year total system warranty ≈ \$2,786; 20-year total system ≈ \$3,454).
- Alexander Electric changed lights in **InnovationPlex** lobby to LED fixtures. Carpet was removed and replaced in the draw room (required replacement due to an overhead glycol leak). **Fairview Arena** staff painted the west arena stands with epoxy and broken puck board sections were replaced. Pro Shop contract was awarded to Jamie Leblanc for a 3-year term with option to renew for 2 more.

- **RC Dahl** summer students cleaned and waxed the Gallery floor. Baby change stations were added to public washrooms in **Dickson Centre** and annual HVAC System inspection found no deficiencies. After roof leak was repaired at **Lt. Col. Clifton Centre** in the west Cadet office, the ceiling was replaced by ServiceMaster.
- **Stockade flooring** was repaired (damaged during Frontier Days Tradeshow) at a cost of \$5,072.70. The cost was charged to the Ag & Ex. Ordered a protective net for along the glass in the Stockade – funded through soccer and volleyball contributions. Worked with streets to arrange asphalt millings to be delivered to Kinetic Park to put in Steamer Shed as a floor base and along south side to the building. Added grass seeds to cattle show arena (scheduling to have arena laser leveled, topsoil added, and reseeded) due to use during Canadian High School Finals Rodeo.
- **Golf Course** spent extra hours watering to keep everything green during the hot month of August. Due to bad luck, extra time was needed to grind and repair reels.

Programs/Rentals:

- **17th Annual Saskatchewan Open Provincial Disc Golf Championships** were held on weekend of Aug 20. Attracted many locally and from out of town.
- **2 AGSC art camps** were filled to capacity with 42 participants. Each art camp is one week in duration. The camp is located 15 minutes out of town at Gowan’s Grove. The program includes a variety of art making activities including pottery, printmaking, painting, drawing and various crafts. *Art Studio* (8-10 y/o), a 2-week program, was filled to capacity (28 students) and ran successfully at the in the Dickson Centre.
- Museum continued to host **Downtown and Cemetery tours** throughout August. Offered crafts Monday to Friday each week based around different themes (Nature Week, Creek Week and Animal Week).
- **Summer swimming lessons**, sessions #5 and #6, ran from Aug 8 to Aug 19. Newcomer lessons ended on Aug 27. New program schedule began Aug 22 and will run until Sep 5.
- **InnovationPlex opened ice** on Aug 2 and **Fairview East opened** Aug 15 major ice rentals were SC Broncos, TJ Powerfit and Swift Hockey and rush ice (~ 9 hrs of rental per day). Conference Room was booked for Budget and other meetings and CAO barbeque was held in the Curling Rink.
- **Lt. Col. Clifton Centre** was busy with pickleball, volleyball, basketball, and birthday party bookings.
- **Summer programs** ended on August 19; all were extremely successful. Families in the Park special guests included: Speech and Occupational Therapists and EMS. Parks Play ran at four different parks during the week and Multi-Sport offered a variety of recreational activities. The Zone kept older children busy.

- **The Canadian National High School Rodeo** was held Aug 4-6 in Kinetic Park with over 400 contest and 500 campers on site. Frontier Building was booked every weekend for weddings, barbeques, and other functions. Aug 20 **Taking it to the Streets** held another successful event which ran in conjunction with the **Food Truck Wars**. Innovation Credit Union held its **Movie Night** on Aug 25.
- **Chinook Golf Course** accommodated a successful **Men’s Club Championship** Aug 6 and 7, **Ladies Club Championship** on Aug 27 and **Junior** on Aug 19.

Program Statistics:

Facility/Program	Addended	Facility/Program	Addended	Facility/Program	Attended
Museum Visits	1433	Parks Play	338	Swimming Lessons	662
HHOF	63	Multi-Sport	223	Newcomer Swim Lessons	63
AGSC /West Wing	1526	The Zone	279	General Swim	4433
Families in the Park	466	Aquatic Fitness	229	Swim Clubs/Other Groups	37

Staffing/Scheduling:

- **Staffing:** Summer student positions ended. Cemeterian retired. Two casual positions filled at Museum. New Visitor Attendant started at the Ted Knight Saskatchewan Hockey Hall of Fame. Aquatic Centre hired three new Cashier/Clerk 1 and three Lifeguard/Instructor 1; Pool Technician Position is currently vacant. Fairview Arenas filled a position with a temporary full-time, one staff member resigned and is now seasonal. Kinetic Park staff worked evening rotations to cover events and full-time park maintainer position was filled. Some staff loaned to Golf Course for the summer moved back to arenas. Director of the AGSC position is temporarily filled with an acting position until role is posted and filled.
- **Training:** Registered two Aquatics staff to take advanced instructor courses. *Safe Places* reported that some City staff require training or renewal.

User/Rental/Community Connections:

- **Museum collaborated with SaskAbilities** to have a work experience placement for 37.75 hours during the week of Aug 15-19.
- Local Artist Chelsea Angell completed **AGSC Sensory Pathways Project** for 5 schools.
- AGSC touring exhibition *Charley Farrero: A Certain Detour*, closed at the first of 6 venues.
- AGSC secured volunteers to supervise the *West Wing Galleries* on Sundays for July and August.
- Coordinated and worked with several groups and organizations to reach their successful summer events including *National High School Rodeo, U15 AAA Baseball*

Provincials, Western Baseball Championships, Provincial Disc Golf, Come Together, Eliminators Car Show and Great Southwest Shakespeare Festival to name a few. Met with groups for upcoming *Culture Days* and *Fall Fair* events.

- **Community Services Guide and Chinook Parkway and Trails map** went to printers and will be distributed at *City Wide Connection*.
- Coordinated and scheduled fall/winter season with ice users, Kinetic Park users and Lt. Col. Clifton Centre users.
- Safe Places online *Bridge Program* summer test groups completed (<https://www.safeplaces.ca/bridge-community-programs/>). Promotional materials completed. Swift Current Soccer Association became a level 3 affiliate. Hockey Canada reached out for details and information was provided to Swift Current Minor Hockey Association for affiliation options. 15 Respect group training codes were issued this month and 10 new/renewal Safe Places applications were registered.

Bet You Didn't Know:

- **Ranger's 71st birthday** was celebrated on August 17, 2022. Museum hosted a party, giving away cupcakes and selling bison stew (created by Living Sky Casino). A coloring contest was held, and there were several give away prizes.
- The **Aquatic Centre** main pool took **6 days** to fill.
- *Southwest Open Exhibition* at West Wing Gallery closed August 20. Total of **35 local artists**. This annual exhibition is held at the West Wing Gallery at Kinetic Park.

CORPORATE SERVICES

AUG 2022 - MONTHLY CAO REPORT



Capital Projects:

Information Technology:

- In vendor selection process for the **Oracle Fusion upgrade**.
- Working on selection process for **new HR/Payroll system**.
- Working on workflows for **Landfill software replacement**
- Deploying computers as part of the **2022 PC Refresh project**
- Ordering and deploying departmental hardware and software requests. Ordered hardware for **security camera project for 6th and Chaplin**.
- Ordering and deploying hardware as part of the **2022 Hardware replacement** capital project. Replaced **DVR and security cameras** at the Golf Pro shop and Wastewater Treatment Plant. Replaced **projectors** at the Museum and Library. Replaced 9 **wifi access points** (AP's) at Fire Hall and 1 at Fairview Pool.
- **Fibre cable** installed to grandstands at **Kinetic Park**. Ordering network cabinet and hardware.
- Ordering replacement **network attached storage** (NAS) for main server backup.
- Replaced **AC unit** for main Server Room.

Purchasing:

- RFP CSC-22-E-027 **East Landfill Operation Services** closed July 26, was awarded to GFL Environmental Inc.
- RFP CSC-22-A-028 **New ERP System** was posted on July 12 and closed Aug 5, 2022. We received 2 submissions.
- RFP CSC-22-A-030 **HR Information system** was posted Jul 13 and closed Aug 8, 2022. We received 4 submissions.
- RFP CSC-22-E-029 COSC **Storm Sewer Rehab** posted Jul 18 and closed Aug 15, 2022. 2 submissions were received, both were highly over budget. Further consideration required whether proceeding.
- RFP CSC-22-R-023 **Inclusive Park Washrooms** posted July 8 and closed July 29, was awarded to Bridal Builders.
- RFP CSC-22-L-032 **Supply of New Digger/Derrick Truck** was posted Aug 8 and closed Aug 23, 2022. We received 2 submissions.

- RFP CSC-22-L-033 **Supply of New Articulating Telescopic Aerial Truck** was posted Aug 8 and closed on Aug 23, 2022. We received 2 submissions.
- RFP CSC-22-R-034 **Fairview Hockey Arenas Pro Shop** posted Aug 8 and closed Aug 19, 2022. We received one submission.
- RFP CSC-22-E-035 **13th Ave Storm Outfall Replacement** posted Aug 30, closes Sept 9, 2022.
- RFP CSC-22-R-036 **Southside Inclusive Playground Grading** posted Aug 30, closes Sept 14, 2022.

RCMP:

- All quotes received for capital projects. Painting was awarded to Brent Lachapelle Painting & Décor Complete will be completing our blind install.
- Emergency lighting project was completed this month, awaiting an invoice from Riverside Electric.

Other Projects:

Human Resources:

- OHS site inspections
- COR (training) Audit
- Safety Meetings
- Project startup/pre-construction meetings
- First Aid kit refills

Information Technology:

- **Moving computer equipment** to accommodate office renovations and staffing relocations at City Hall.

Assessment:

- Ongoing changes to the assessment for properties that have changed since January 1 for **Supplemental Assessment**. This includes following up with owner comments from appeal period, land subdivisions and building permits. This includes Board of Revision and items for supplemental changes. **Non-residential appeals** are complete; **residential appeals** are ongoing.
- Building **supplemental assessment roll**, including changes based upon new construction, demolitions, information received as part of preliminary roll process. Planning required respecting mailing requirements (notice congruity from preliminary) and closing date.
- Blueprinting for **reevaluation base date** (January 1, 2023). Planning for income collection near base date (January 1, 2022), sales to date relationships for

residential properties and update of CAMA cost tables from Marshall Valuation Services and SAMA.

- Property inspections – 7
- Property data updates – 86

Staffing:

Human Resources had the following **job postings**:

- Accounting/Office Clerk Floater
- Two Water/Wastewater Labourers
- Arena Operator
- Seasonal Labourers – Arenas
- Pool Technician
- Payroll Administrator
- Tangible Capital Asset Analyst
- Administrative Assistant
- Fitness Instructor
- Mechanic Journeyman
- Art Gallery Assistant

During the month, eight (8) positions were filled:

- Aquatic Cashiers (3)
- Museum Visitor Attendants (2)
- Arena Operator
- Firefighter
- HHOF Attendant

Customer Service/Community Connections:

The month of August saw **over 60 posts** go out across our social media accounts – this number does not include the same post hitting all three channels and stories.

- Various **Street & Road Closures** posted throughout the month including:
 - 6th Ave NE Closure – initial post reached 3,672
 - 5th Ave SW – Storm Sewer Rehab Aug 22
 - North Hill Reservoir Pump Station Upgrades – Aug 29

- Reminder of construction website
- **Hockey Hall of Fame** Inductee of the Month – Fred Sasakamoose
- **Kayak Clinics** – Event and registration promotions
- News Release: **SCFD Responds to Structure Fire** – August 2
- Various Community Services Programs
 - **Kiwanis Coin Carnival** Promotion throughout month (Community Services) – Great initial uptake with a reach of 4,655
 - **Summer Programs** Sponsor Thank You
 - **Nature Play** Registration
 - **City Wide Connection** (Registration) promotions – Began August 15
- **Market Square** weekly promotions, shared from Market Square Swift Current page
- **Come Together** - Several posts went out between August 2 – 20
 - Come Together video – Posted August 8th, 8,166 people reached
 - Various event promotion posts
 - Closures to Beach Volleyball, Highland Coulee and Riverside Park road due to Disc Golf Tournament
 - Lane Restrictions along Herbert St E due to car show
- **GoGreen** – Volunteer recruitment
- City of SC **Employment Opportunities** – Aug 10 & 25
 - *Interesting Fact: The post Aug 10 received 171 link clicks and Aug 25 received 84 link clicks*
- **Fairview Pool Promotions** including Youth 14 & Under Free Swim, Family Float Day, Pooch Plunge
- **Letter received from Federal Government** regarding Climax and Monchy border crossing was posted on our social media feeds, receiving a reach of 3,555 on Facebook and 861 on Instagram. *This post had 1906 engagements, which is quite high compared to our other posts.* – August 16
- **Kiwanis Bike Park** drone video (RS) shared with 3,023 reached – August 16
- **Power Outage** – August 17
- Mayor Bridal attended **flag raisings** and images posted on social media
 - SaskAbilities – Aug 22
 - Independence Day of Ukraine – Aug 24
- News Release: **September Bridge Construction** – Aug 23 -3,815 reach
 - Posted early to provide schools and families time to plan accordingly due to school being in session at the start of the construction
- **Proclamation** at Council for Sask Abilities Awareness Week – August 24

- Council Meeting Info & **Highlights** – Aug 22
- **Cruisin’ the Market** Promotions – Shared from Market Square Swift Current page
- Message from Mayor Bridal re: **Stewart Valley Fire** – Aug 29
- News Release: **City Wide Connection** – Aug 30

Paid Post Reach:

- In August we ran a 2-week paid post campaign for **Come Together**
 - Reach: 6,136
 - Impressions: 28,756
 - Link Clicks: 895

Other Social Media Stats:

- **Increase** of 52 Followers on Facebook and 31 on Instagram
- Facebook page received 5,106 visits while Instagram page received 387 page visits
- Facebook page reached 29,150 people and Instagram reached 1,623 people

INFRASTRUCTURE & OPERATIONS

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Transportation Services:

Streets and Roads Highlights:

- **Mowing** – August 2-5, 8, 10, 12, 17, 18, 29-31.
- **Haul yard waste** Aug 2, 8, 12, 15, 24, 26, 29.
- **Hydrovac** for L&P – Aug 2, 3, 10, 17, 19, 24, 26, 31.
- **Waterworks digs** – Aug 2, 4, 5, 11, 15, 16, 18, 22, 29.
- **Jetting** – Aug 12, 24, 25, 26, 29, 31.
- **Durapatching** – Aug 2, 8, 24, 26.
- **Haul blocks** for new hydromud site – Aug 15, 16, 17, 29, 30, 31.
- **Grader work:** gravel roads & lanes – Aug 2, 3, 5, 8, 9, 11, 19, 22, 24, 25, 29.
- **Haul hydrovac mud** – Aug 9 -12.
- **Sign maintenance**
- **Catch basin** work Aug 3, 18, 22, 23, 24, 29.
- **Clean** sidewalks/medians Aug 8.
- **Guardrail repair** Aug 10, 12.
- **Downtown** garbages every Friday and Market Square setup/ tear down every Saturday
- **Downtown sweeping** on Fridays
- **Grader work** at airport Aug 16
- **Parks work** Aug 15, 18, 19, 25, 31.
- Empty **Firehall** sumps Aug 23.
- Alley repair Aug 25.

Fleet Services Highlights:

- **AP2 Airport Tractor:** installed runway sweeper controls, monitor, joystick and wi-fi module.
- **P22 Parks 15 ft Flex Wing Mower:** checked over unit after transport.
- **R15 Street Sweeper:** removed 2-way radio, GPS & decals. Traded on new sweeper.
- **R22 Leeboy Mini Grader:** replaced rear tires due to wear.
- **T3 Streets Gravel Truck:** replaced rear tires. Rotated front tandem tires to rear.
- **T52 Streets Gravel Truck:** replaced rear tires. Rotate front tandem tires to rear.
- **T153 Access Bus:** replaced front suspension coil springs. Replaced pitman arm assembly. Had wheel alignment done.
- **T158 Transit Bus:** replaced rear tires.
- **T159 Transit Bus:** replaced rear brake pads, rotors. Replaced left rear brake caliper.
- Held shop **safety meeting** on August 4th and August 18th.

Oil Change Services

- Light Trucks – 15
- Heavy Trucks – 2
- Equipment - 4

General Repairs

- Light Trucks – 14
- Heavy Trucks – 9
- Equipment - 26

Water & Wastewater:

Water Treatment Plant

- **Operations**
 - Delco has started pre-work for the PLC replacement project
 - Sulphuric acid removed waiting on GFL to purge tanks and remove old lines.
 - Roof replacement to start early September
 - Second phase of the filter pilot study is complete, TBD if further testing will be required.
- **Boosters**
 - Waiting for pumps and valves for 8th Ave booster
 - Had kickoff meeting with AE for North Hill construction project, work to start early September
- **Residuals**
 - Electrical deficiencies have all been cleaned up, waiting for contractor to clean up large rocks in excavation area
- **Sampling**
 - All bacteriological samples were sent away, no coliforms detected
 - Submitted Microcystin toxin sample for August
 - ***All samples within acceptable range***
- **Total pumped for August:** 397.27 MI, the 10-year avg for August is 351.54 MI

Wastewater Treatment Plant

- **Staff**
 - 2 Lift Station Operator positions posted in August

- **WWTP – Operations**
 - WWTP restarted in mid August, leaks were discovered, have drained the plant again waiting for in-situ lining of piping and replacement of valves.
 - All flow to lagoons until leaks are repaired
- **Lift Stations**
 - # 12
 - Waiting for equipment to start the overhaul
- **Irrigation**
 - Pivots all in operation
- **Sampling**
 - Regular sampling on hold as all wastewater is diverted to the lagoons
 - U of R sampling continues to measure Covid-19 viral load as part of a school project

Water Distribution & Wastewater Collection

Water Distribution

- **Repairs**
 - Water breaks
 - 5 – Boxes and rods
 - 1 – leaky service
- **Hydrants**
 - Continuing yearly hydrant maintenance
 - Weekly flushing
- **Main Valves**
 - Valve exercising program continues
- **Meters**
 - 58 - meter appointments
 - Many of these appointments were for the Lead Services program
- **Locates**
 - 116 - locates performed
- **Other**
 - Lowering CC's and sewer markers on vacant lots in Munro, Sask Landing and Cypress Pointe to facilitate mowing (230 total)

Wastewater Collection

- Camera'd 2 sewer services
- Sewer jetting
- Plugged sewer main 600 block 6th Ave NW - Cleared with no issues
- Plugged sewer main 200 block 10th Ave NW - Cleared with no issues

Rural

- Operations
 - Installed 4 new flush points
- Sampling
 - Rural weekly Bac-T's
 - No coliforms detected

Engineering:

Projects:

- **Active Transportation Grant** – construction completed
 - a. Financial:
 - i. Final Payment request to be submitted once all final invoices are processed.
- **North Hill Reservoir Pumphouse Upgrade** –
 - a. Mandatory Start-up meeting held on August 17th
 - b. Contractor to start mobilizing August 29th
- **West End Storm Drainage Upgrades** –
 - a. Start-up meeting held on Aug.15th
 - b. Construction started August 24
 - c. SaskEnergy to relocate utilities – tentative schedule is mid September. SaskTel to relocate their utilities during ditch excavation.
 - d. Communications with property owners ongoing
- **Sask Valley Residential Lots** –
 - a. Construction of lot grading and ditch completed mid August
 - b. Easement registration and lot consolidation is being handled by Planning Dept.
 - c. SaskEnergy to install shallow utilities – quote received (~\$45k) & awaiting confirmation on construction date. L&P to install electrical after franchise switch over.

- **Softball Diamonds Access Road** –
 - a. Construction of gravel roadway off Dog Park roadway finished
- **Creek Bank Rehab** – 6th Ave NE across from Lt. Col. Clifton Center was completed mid August
- **SGI Grant** – Sidewalk bulb-outs and Rectangular Rapid Flashing Beacons (RRFB's) at Fairview School and 1st NW & Sidney in progress.
- **Gibbs St. Residential** – options completed with estimates as per direction from GPC presentation. GM's will review and present again to Council

Administrative:

- Budget – first draft of operating and capital budgets completed
- Updating 5-year plans for various annual programs such as: paving, sidewalk, downtown streetscape, etc.

Light & Power:

Tenancy Changes:

Connects – 181
 Disconnects – 195
 Transfers – 41

Meter Changes:

Electrical – 6 Commercial 1 Residential
 81 SaskPower meters changed to CitySC
 Water - 2 changes

Line Locates:

Urban – 122
 Rural – 21

Meter Reading:

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

Projects

- Replace double davit street light structure after accident at Innovationplex
- Salvage poles on Gladstone East after conversion
- Change out 3 phase pad mount transformer at Fairview School
- Replace rotten streetlights on south service road east
- “Taking it to the streets” banners install and removal
- 57's diamond net and fence repairs
- Completed 4 overhead to underground residential service conversions
- Completed cutover from SaskPower to City of Swift Current servicing the West End Commercial area and Riverview Village Estates including various systems changes and meter changes

Solid Waste & Diversion:

East Landfill

- Landfilled – 1,894 tonnes (this number excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 7.7 % decrease from Aug 2021 (1,758 tonnes).
- Diversion materials – 592 tonnes – 50% tonnage decrease from Aug 2021 (1,197 tonnes) primarily due to differences in paving projects.

West Landfill

- Landfilled – 3,969 tonnes – 26% tonnage increase from Aug 2021 (3,137 tonnes).

Yard Waste and Compost

- Yard Waste Site in August accommodated 1,210 visits, a 29% increase from Aug 2021 (935 visits)
- 4 tonnes of wood chips sold for use primarily as landscaping material.
- 19 tonnes of compost sold.

Recycle Depot

- August accommodated 2,001 visits – a 4.5% decrease from 2,096 visits Aug 2021
- 11 loads of cardboard, 4 loads of paper and 2 loads of plastics (30 cubic yard bins).
- 3 loads of tin (6 cubic yard bins).

Bet You Didn't Know:

- Sodium Hydroxide or “Caustic Soda” is used in the City of Swift Current Water Treatment Plant to increase pH. Due to the process in the water treatment plant the pH in the treated water is too low to distribute or consume; caustic soda is used to increase this pH to ensure the water is non-corrosive when it enters the City distribution system. Having a non-corrosive water is vital to the longevity of all components within the distribution system such as piping, valves, fittings, and pumps. Caustic soda is also extremely dangerous and can cause severe skin burns and eye damage. Caustic soda is also used in many industrial processes and consumer products such as:
 - Making soaps and detergents, drain cleaners
 - Making textiles, pulp and paper products
 - Purifying bauxite ore for the extraction of aluminum
 - Oil refining
 - Making dyes and bleaches
 - Used in some cements and mortars
 - Also, to treat bagels and pretzels giving them a shiny appearance!

PLANNING & GROWTH DEVELOPMENT

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Building, Planning & Economic Development:

A total of \$1,687,426.91 in building permits were issued consisting of (6) Commercial Permits, (1) Industrial and (6) residential permits were issued.

- Total overall Building Permit values in 2022 to the end of August = **\$9,711,419.00**
- Of this amount, \$1,910,219 is residential construction and \$7,801,200 is Commercial and Industrial developments.

Last year, numbers for August 2021 consisted of (7) Residential permits, (4) Commercial permits and (1) Industrial permit with a total value of \$831,484

- Total overall Building Permit values in 2021 to the end of August = **\$11,539,837.00**
- Of this amount, \$2,601,778 is residential construction and \$8,938,059 is Commercial and Industrial developments.
- (4) **development permits** were issued in August.
- (12) **new business licenses** were issued.
- (501) **Dog** Licenses and (144) **Cat** Licenses have been sold to the end of August.

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

- Small Equipment Sales and Service Shop (Aqua Pumphouse).
- Automotive Tire Change Service for Light Vehicles at the Westwind Motel.
- Retail store at Hillside Plaza (Swift Deals).
- Offices at Hillside Plaza (The Family Resource Centre).
- Bareland condominium for existing semi-detached dwelling approved by Council.
- Multi-family and commercial development in Springs Valley.
- Cell tower locations.
- Development of land in flood hazard area.
- Mayor Bridal, MLA Everett Hindley and Marty Salberg met with the CEO of Royal Helium to discuss the industry and ensure Swift Current is highlighted as the natural choice for a helium hub for the southwest.
- There continues to be interest in Munro Industrial Park however no commitments as of yet.

- Maintenance work continues at City Hall. Three office spaces are getting paint and carpet on the second floor.
- The Fatburger franchise is reportedly available if anyone is interested in pursuing a new business venture in town.
- Humpty's is now closed, and work continues on the Ricky's. No date for grand opening has been released at this time. The building is scheduled for demolition and that area will become the expanded parking area for the site.
- Jon Smith Subs (developing the space east of Ricky's) has not yet started tenant improvements.
- Work as not yet started on The Real Canadian Wholesale Club. The building is getting an interior renovation and upgrade of several building systems.
- Walmart has redesigned the OMNI (pick up bay on the east side of the building). No start date has been provided.
- PPIH project is complete, and residents have moved into their suite and Canadian Mental Health Building is open.
- Castle Engineering is completing the second phase of their building (in McIntyre Industrial Park) which will be office space on the east side of the vehicle storage structure completed earlier this year. Their recent projects use a structural insulated panel system. The construction went very quickly on the K-line building which was completed in about four months and is a very energy efficient system. The office portion is expected to be completed before the end of the year.

Bylaw:

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

- **37 Animal Control Complaints** (running at large, barking, etc.)
- **3 Business Complaints** (businesses advertising/operating without a business license)
- **15 Commercial Property Complaints**
- **40 General Complaints** (snow, garbage, trees, etc.)
- **76 Property Complaints** (unsightly, untidy, etc.)
- **138 Traffic Complaints** (unlicensed vehicles, unlawfully parked, etc.)

Bylaw Activities:

- Regular **traffic patrols** being conducted as per usual. (Comp, downtown, service roads, malls).
- Multiple noncompliant **property clean ups** conducted, with more scheduled ahead.

- Majority of complaints are typical in nature (barking dogs, dogs at large, nuisance yards, parking infractions)
- **Proactive patrols** as time allows, with focus on nuisance yards and unlicensed vehicles/trailers in residential zones, as well as checking on numerous unknown/unmarked yard/construction businesses found working, to ensure valid business licenses.
- Continued research on potential **bylaw issues** and relevant **provincial legislation**
- Collection process began on **outstanding deemed convicted parking tickets**. Notices issued to all individuals advising of their outstanding amounts and payments to be made by Sept 1st. multiple individuals contacted us to make payments already, however, numerous still outstanding.

SWIFT CURRENT FIRE DEPARTMENT

AUG 2022 - MONTHLY CAO REPORT



Report from August 1 – 31:

Type of call:	August	YTD totals
Fire	6	76
Medical	47	282
MVC	5	43
Rescue	0	6
Hazardous condition	2	19
Other	17	82
Fire pit complaints	1	2
Total	67	510

Inspections	August	YTD total
	81	843

Career Development:

CAREER TRAINING (In-House – No cost):

Practical:	RIT & Hose Advancement
Mutual:	N/A
Medical:	Nitroglycerin & Nitrous Oxide
Online:	Lock out/Tag out

AUXILIARY TRAINING (In-House – No cost):

Theory:	Year to Date Review
Practical:	Initial scene setup & requirement drills

EDUCATION:

Inspector 1 (2 @ \$800)	\$ 1,600.00
Monthly Total	\$ 1,600.00

BILL OUTS:

RM	\$19,837.50
SGI At Fault Dependent	\$ 359.50
Bottle Fill	\$ 651.00
Monthly Total	\$20,848.00

Fire Call Description:

Fires in August included 2 apartment fires due to appliance malfunction, 3 alarm system activations with no fire upon arrival and the Stewart Valley School Fire on August 26.



Training this month was vehicle extrication. Crews were out at the training ground performing rescues using several techniques. Our battery powered auto extrication tools worked flawlessly and performed every function with improved performance over the hydraulic tools we replaced. Our new FF's gained valuable experience with the scenarios that were practiced. As you can see in the photo, auto extrication is not just about removing a door to gain access to a patient - it involves several maneuvers that need to be executed in a precise order so that the outcome is successful. In this photo we chose to secure the quad to the van so that we could lift them in tandem which saved us valuable time from lifting and blocking the vehicles separately. Performing the rescue in this manner cut several minutes off the total time it took to gain access to the mannequin/victim and start life saving procedures.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: September 8, 2022
To: Council
From: Chief Administrative Officer
Subject: **IPTI (International Property Tax Institute) Report**

Background: For some time now the major cities in Saskatchewan have been unhappy with the assessment revaluation results, particularly in the commercial/industrial classes. Significant swings in values often occur in every four-year cycle only to swing back the same way four years later. As well the information at the time of revalue is already two years old in relation to a current market value. This matter was conveyed as a concern at a previous Mayors/Managers meeting with Saskatchewan Urban Municipalities Association to have a unified approach in requesting the province for change as individual requests from individual cities have been unsuccessful previously.

Objective: The Saskatchewan Urban Municipalities Association (SUMA) and the City Mayor's Caucus (CMC) jointly engaged the International Property Tax Institute (IPTI) to undertake an independent, external review of the way in which the property assessment and property tax system in Saskatchewan is currently operating and compare it with best practice from other jurisdictions. The report from this review has been confidentially provided to the city, The report will be provided in digital form to council as it is a lengthy report. SUMA will be reviewing the information with the CMC at their September 27th 2022 meeting, and determining which of the options in the report they can reach a reasonable consensus on to enable them to lobby for those items with the provincial government. Council should discuss the options and provide a consensus direction to the Mayor who will represent their preferences at the CMC meeting.

There were eight recommendations at the end of the report. Administration has reviewed all eight options and is in favour of supporting all eight of the options as good steps in moving forward towards a better system over time. While we feel Council should support all eight of the options, we feel options 3 thru 6 would be the ones to provide the most improvement in the short-term going forward, if reform of the assessment system is to be considered by the province. Option one is also recommended by Administration, although it may take some time to get there. Most other jurisdictions operate such a market value system and they work well.

These are the eight (8) options provided by the report:

1. Move to using true market valuations
2. Move agricultural properties out of regulated property category
3. Remove the percentage of value by the province
4. Shorten the 4-year revaluation cycle
5. Change the base date of valuation
6. Change the assessment timetable
7. Reform the appeals system
8. Provide better training to all stakeholders

In assessing the IPTI recommendations, we should keep in mind if the principles of good taxation are maintained. Principles of good taxation are:

- Fairness
- Certainty
- Convenience
- Equity

It is important to note before moving forward that there is no clear language in any of the Acts that defines what should or should not be included in the calculation of property assessment and property taxes, nor are there any recommendations. What a property is or isn't assessed on is largely determined within SAMA's own processes and calculations. None of which municipalities have any say over at all.

Breakdown of options:

1. Move to using true market valuations: This is what the current public expectation is. The fact that we don't actually use true market valuation for property is incredibly confusing to the general public. While this is an overall excellent goal to support, it would require a complete overhaul of the system; turning the focus from "mass" evaluations to a system that significantly improves the level transparency and fairness perceived by the public. True market value is a more publicly accepted and equitable method and therefore supporting this option is recommended.

2. Move agricultural properties out of regulated property category: Agricultural properties are currently assessed using a regulated system based on *productive value*. Heavy industrial property, railway, pipeline and resource production equipment use a regulated system based primarily on replacement costs. There could be substantial pushback from the public moving ag properties from regulated to market valuation (moving them from the regulated resource system to the current market value system used for residential) especially in rural sectors. In 2019 the average market value in Alberta was \$2,837 per acre whereas in Saskatchewan it was \$2,000 per acre. Agricultural property is taxed at **only 55%** of their property value (versus the 80% taxable for residential and 85% taxable on commercial). As a city it makes sense for our purposes, that agricultural land uses the same valuation method as residential.

3. Remove the percentage of value by the province: The use of percent values (where property is only taxed on a percentage of the value i.e. residential at 80%, commercial at

85%) only serves to confuse property owners and is an unhelpful complication in terms of assessment and taxation. The concept of market value provides a sound basis for the way in which the property tax system distributes tax liabilities among taxpayers. Any other “adjustments” that are needed to the way in which the tax burden can be shared or shifted between classes of taxpayers is better achieved with municipal tax tools like mill rates, mill rate factors, special levies, etc.

4. Shorten the four-year revaluation cycle: Clearly, in a viable market value system, it is necessary to have regular revaluations if assessed values are to reflect changes in the market. Shorter revaluation periods are likely to create less “turbulence” than revaluations carried out farther apart. There will always be a greater shift in property assessments when you take longer between reassessments. The market value of a property in 2020 would be significantly different than in 2024, but from 2020 to 2022, there would be less of a difference. More frequent revaluations are also likely to generate fewer appeals. The last revaluation was completed in 2021 and the next revaluation is scheduled for 2025.

5. Change the base date of valuation: It would be efficient to change the base date from 2 years to 12 months while at the same time making a move to reduce the revaluation cycle from the current 4-year cycle to a 2-year cycle as they are closely related. A base date set 12 months before new assessed values come into effect would be more appropriate than a two-year base date, at least initially, to allow a reasonable “balance” to be achieved between (a) allowing assessors time to gather the value-significant evidence they need and (b) ensuring values are sufficiently up to date to ensure taxpayers can understand them.

6. Change the assessment timetable: Much of our budget and tax rate setting process takes place before details of the new assessment values are received from SAMA. This means that assessment notices and property tax bills (tax notices) are sent out well after the date the tax is levied (i.e. taxes are levied as of January 1, but notices aren’t sent until around June). Adjusting the timetable will allow us to have assessment numbers confirmed prior to passing a budget and determining tax rates making our process more efficient and effective.

7. Reform the appeals system: The title of the Board of Revision (BoR) is somewhat misleading. Using the word “revision” implies that they may be focused on revising assessed values. Clearly that is not their function. A title change to “Board of Review” would more accurately reflect their function. BoRs also find it hard to attract members, do not have experienced members, do not sit on a regular basis, and/or do not provide clear, well-reasoned decisions. There is considerable inconsistency in the way in which the BoRs go about their tasks and in the decisions they make. There would be great benefit in moving to having a provincial BoR rather than a series of local BoRs. That would help to ensure that the BoR was properly resourced with appropriate staffing and that enough experienced members could be recruited to discharge the functions of the appeal body effectively. Equally importantly, it would lead to greater consistency – and fairness – in decision making. However, we also understand that Cities that operate their own assessment departments may still wish to keep local BoRs.

8. Provide better training to all stakeholders: There is a need for additional training regarding assessment and taxation for policy makers, particularly those at the municipal council level who are making important decisions on tax policy. There is also a continuing need to provide education to improve the awareness of taxpayers about the existing system.

The suggested options for change would assist in improving transparency in the existing system, but they will need to be accompanied by additional and enhanced training for all stakeholders.

There are also a couple of other items of note that Administration believes should be lobbied for that were missing from this report:

1. Tied to the issue of municipal training from section 8 above, administration feels that City Assessors should be certified in property assessment and valuation and that SAMA should lead the way in providing these training and certifications. Currently the City of Swift Current has certified assessors, however that is not the case elsewhere where SAMA provides services.
2. There is currently a lack of clarity in legislation regarding the role of 'Assessor' we would like to see that clarified. There is the "City Assessor", and then there is the "Assessment Appraiser" however the appraiser is more of an 'assessor' capable of taking on that role than most municipal 'Assessors' are, who are municipal professionals largely untrained in assessment. Municipalities would still be able to appoint another firm as the assessor or set up their own assessment department, with certified assessors.

Response to options: Administration requests that Council discuss the various options and provide direction to the Mayor on whether they support the options as presented, which items to lobby for through the CMC and if there is a priority order to make that known. Review the information provided and provide some consensus direction to the Mayor for which items to lobby for through the CMC and if there is a priority order to make that known.

Alignment with Strategic Plan: At this time the new Strategic Plan is in draft format, should any changes be required to align with the final format, this will be brought to a future Council meeting.

Governance Implications: N/A

Budget/ Financial Implications: TBD

Environmental Implications: N/A

Respectfully submitted,



Tim Marcus, CAO

Date: August 30, 2022

To: Chief Administrative Officer

From: General Manager of Infrastructure & Operations

Subject: **Septage Disposal Rate Review**

Background: During a review of our septic disposal operations, we compared other municipalities disposal rates against the City of Swift Current's rate, which has not been adjusted since the last revision of the Water and Wastewater Bylaw No. 17- 2001.

The current disposal rate is \$0.86/m³. Provincially, the rates for disposal costs vary widely. Swift Current is the lowest in the province with the highest being Regina at \$15.72/m³. Yorkton has a similar septic disposal system to ours and their rate is \$2.89/m³, with customers charged for the full capacity of the truck per visit. Charging per full truck volume every time the septic dump site is used is a standard practice found in other municipalities as well. Conversely, the City of Swift Current uses the honour system for reporting which relies on contractors to accurately indicate their volumes dumped at the septic disposal site.

Objective: To align to the provincial average and adequately cover cost, we would propose an increase to the septic disposal rate to \$2.50/m³ for the remainder of 2022 and charge full capacity per truck every time the site is used. This would be followed by an increase of \$0.50/m³ in 2023 and 2024 until the rate is \$3.50/m³, at which point, future increases would be equal to the water rate increases in effect yearly. The revenue from septic disposal would be used for road/pad maintenance, gate/fence maintenance, general site cleanup, dredging and site improvements, as well as administration costs of supervising, account maintenance and billing. A minimum of \$2.37/m³ is required to cover costs.

The majority of operating costs for the septic disposal site are related to having the lagoon dredged every 5-10 years depending on its usage, which costs between \$100,000 - \$150,000.

Currently the septic disposal rate is built into the Water and Wastewater Bylaw No. 17-2001, and there is no provision for annual increases.

Options:

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision;
2. The Committee accepts the report as information; or

3. That the Committee request more information and/or further work is required before this item can be brought forward to a future Council meeting for decision.

Alignment with Strategic Plan: At this time the new Strategic Plan is in draft format, should any changes be required to align with the final format, this will be brought to a future Council meeting.

Governance Implications: Amendments to the Water and Wastewater Bylaw No. 17-2001 would be required.


Budget/ Financial Implications: Increased revenue to cover operating costs.

Environmental Implications: N/A

Respectfully submitted,



Mitch Minken, GM of Infrastructure & Operations

 Reviewed and Approved on this 8th day of September, 2022.

Septic Dump

<i>Description</i>	<i>Cost</i>	<i>Interval Years</i>	<i>Notes</i>
Dredging Costs	\$30,000	5 to 10	\$150,000 split by 5 years, use geobags to dewater.
Gate/Fence	\$1,000	1	
Road Maint	\$3,500	1	
Turn Around	\$1,250	1	
Mowing	\$750	1	Mini w/flail mower
Snow Clearing	\$1,000	1	WWTP Truck/operator
Admin Fees	\$5,000		8-12 hours per month billing, permits, etc.
New			
light/cameras	\$2,000		\$8,000 split into 4 years
Oil Spill Cleanup	\$10,000		\$40,000 split into 4 years
Yearly Maint Cost	\$54,500	\$2.37	\$2.37 per cubic meter minimum charge based on 23,000 cubic meters per year to cover costs.
<hr/>			
<i>Revenue</i>		<i>M3</i>	
2016	\$46,014	53504	1st year, partial year, Prairie Sun included
2017	\$36,221	42117	Prairie Sun Included
2018	\$27,054	31458	
2019	\$22,830	26547	
2020	\$21,734	25272	
2021	\$20,324	23632	
2022	\$12,199	14185	YTD

Date: August 30, 2022

To: Chief Administrative Officer

From: General Manager of Infrastructure & Operations

Subject: Rural Water Pipeline Connection Fee Review

Background: With a recent comparative review of the Rural Water Pipeline (RWP) connection fees, it was identified that the Swift Current RWP has the lowest connection fees in the province. Currently, we recover only our cost to connect to the rural water system. The minimum connection fee for the Swift Current RWP is \$7,800 with \$2,600 of that sum remitted to the Rural Municipality of Swift Current No. 137 (RM) for the agreed allotment fee. Any additional construction fees are charged to the customer at cost. The average fee to connect to a rural water pipeline in Saskatchewan (excluding Swift Current) is just over \$16,000.

The minimum cost to install a well and pressure system is estimated at \$20,000. However, with a well installation, there is no guarantee of water quantity nor quality once the well is brought into production. Treatment is often required to ensure the well water is potable. With the cost of treatment and well drilling, the Swift Current RWP is still a far better option than drilling a well and treating the water on-site.

Objective: Consider an increase of the minimum connection fee to \$10,000 with an additional \$2,600 charged for the RM allotment for a total minimum connection fee of \$12,600. In addition, the new subscriber would be responsible for any engineering and construction costs incurred. The \$2,600 allotment fee would be remitted to the RM, and \$10,000 would be put into reserves for future upgrades and maintenance to the Swift Current RWP.

Options:

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision;
2. The Committee accepts the report as information; or
3. That the Committee request more information and/or further work is required before this item can be brought forward to a future Council meeting for decision.

Alignment with Strategic Plan: At this time the new Strategic Plan is in draft format, should any changes be required to align with the final format, this will be brought to a future Council meeting.

Governance Implications: N/A


Budget/ Financial Implications: Increased funding for the rural water utility to ensure infrastructure maintenance and repair into the future.

Environmental Implications: N/A

Respectfully submitted,



Mitch Minken, GM of Infrastructure & Operations

 Reviewed and Approved on this 8th day of September, 2022.

Rural Water Connection Fees

Utility	Minimum Connection Fee	Notes
Swift Current RWP	\$7,800	City Rate + 25%
Prince Albert Rural Water Utility	\$12,000	Rate can vary due to connection.
RM of Corman Park	\$12,000	\$12,000 or cost of construction + 13%
Cutbank Rural Water Pipeline	\$15,000	\$240/15000 gallons
Dundurn Rural	\$15,500	\$4.14/m ³
SHL Rural Pipeline Association	\$19,000	\$17.12/1000 gallons
Sask. Landing	\$20,000	\$2500 Eng Fee, \$16/1000 gallons.
RM of Weyburn	\$20,000	Or cost + \$5,000, \$3.10/m ³
Avg.	\$16,214	Not including Swift Current RWP

Example RWP connection fee with construction.

RWP Connection Fee	\$10,000
Construction/ Engineering	\$4,400
Sub Total	\$14,400
Taxes	\$1,584
RM allotment	\$2,600
Total	\$15,984



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: September 8, 2022


Subject: Contracts and Proposals

Request from: General Manager of Corporate Services


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

Section 16

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



Kari Cobler,
General Manager of Corporate Services



Tim Marcus, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on September 13, 2022.

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