



# GOVERNANCE & PRIORITIES COMMITTEE

November 22, 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 November 22<sup>nd</sup>, 2022 be approved.

**3. Approval of Minutes**

Recommendation: That the Governance & Priorities Committee Minutes dated September 13<sup>th</sup>, 2022 be approved.

**4. Public Presentations**

**5. Administration Presentations**

5.1 CAO update.

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5.2 Quarterly Financial Update presented by Kari Cobler.

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**6. Strategic Plan**

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

**8. Agencies/ Boards and Committees**

**9. Unfinished Business**

**10. Council's Interest and Communications**



## GOVERNANCE & PRIORITIES COMMITTEE

November 22, 2022

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

### 11. En Camera Requests

- 11.1 A request regarding Contracts and Proposals presented by the General Manager of Corporate Services. **26**

Recommendation: That the Governance & Priorities Committee go into a closed meeting immediately following the adjournment of this meeting to discuss the General Manager's request.

- 11.2 A request regarding Contracts and Proposals presented by the General Manager of Infrastructure and Operations. **27**

Recommendation: That the Governance & Priorities Committee go into a closed meeting immediately following the adjournment of this meeting to discuss this General Manager's request.

- 11.3 A request regarding Contracts and Proposals presented by the General Manager of Community Services. **28**

Recommendation: That the Governance & Priorities Committee go into a closed meeting immediately following the adjournment of this meeting to discuss this General Manager's request.

### 12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of November 22<sup>nd</sup>, 2022 be adjourned.

**Next Meeting February 14, 2023.**



# GOVERNANCE & PRIORITIES COMMITTEE

## Information Report

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**Date:** November 14, 2022  
**To:** Governance & Priorities Committee  
**From:** Chief Administrative Officer  
**Subject:** **CAO Update**

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

Attached you will find reports for the following divisions:

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tim Marcus".

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Tim Marcus, CAO

# ASSET MANAGEMENT

## OCT 2022 - MONTHLY CAO REPORT

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### Asset Management:

Continuing to camera sanitary mains for condition assessments - able to camera approximately 1400 m of sanitary mains in October.

The robotic cutter has been waiting for repair parts. The bottom motor plates and the drive bearings have been giving us trouble. The bearings are approximately \$450 per set, and the wear plates are approximately \$1400 each. Asset Management has sent pictures and a formal complaint to Aries factory, as the original plates lasted about 270 hours, and the last ones were worn through in less than 30 hours. They have suggested the use of stainless-steel bearings, as they will last longer, and are sending two (2) new plates under warranty. Despite all the issues, we were able to cut about 2000 m in October.

### Airport:

An emergency response mock exercise was held at the airport on October 26. All emergency personnel were able to attend except for the RCMP. A briefing will be held with RCMP in the near future to bring them up to speed with the operation. This exercise will satisfy the requirements of Transport Canada.

There are a couple of capital maintenance projects left to complete this fall. They will be completed before year end.

# RECREATION, PARKS & CULTURE OCT 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.



Hockey simulator at Ted Knight  
Saskatchewan Hockey Hall of Fame



Seniors' Week Lunch 'N Learn at the Museum

## Capital/Operating Projects:

- **Museum** continued to review and identify capital projects initiated under previous management. **Hockey simulator** was tested, and once rental rates and conditions of use are established, will be open to the public.
- Olympia machine at **S3 arena** had hydraulic leaks, the roll pin snapped on lid hinge and the board brush ram snapped.
- At **RC Dahl** main disconnect blew fuses and tripped several times, had to be fixed after power outages. Boilers were turned on at the **Dickson Community Centre**.
- Canadian Adult Recreation Hockey Association nomination put forth for **Riverdene Rink**. Finalized and approved bid to upgrade sound system at **Mitchell Field**. Asphalt millings placed in steamer shed in **Doc's Town**. Concrete pad poured outside of the **Stockade** kitchen for air exchanger to be placed on.
- New signage was secured and installed at **West Wing Gallery** in partnership with Ag & Ex. Initiated call to begin search for educators for children's programs. New blinds installed in classrooms at the **Learning Centre**. Repair of damaged tents has commenced.
- Probe replacement awarded to Paradise Leisurescapes in August; still waiting on BECSys3 controller components. Duncan Roofing signed contract to fix **Aquatic Centre** roof (repairs scheduled to begin in May). **Boiler replacement parts** ordered, through Lens Plumbing and Heating. Winterization of **Fairview pool** completed.
- **Safe Places** worked on development of marketing for Bridge program.

- **Chinook Golf Course** winterized the irrigation system after October 10 but due to dry weather had to tank water some of the greens. Fungicide applications completed. Back nine and two practice greens were top dressed and covered on October 20. Front nine winterized on October 31.
- Completed installation of the Bronze Plaque at the **Kiwanis Bike Park**. Began removing benches from parks, irrigation winterization was completed, took down pickleball/tennis/beach volleyball nets in preparation of locking up courts for the winter. October 23 snowstorm created work cleaning up the pathways and cutting/cleaning up fallen branches. Last of the boulevard trees was planted.

## Programs/Rentals:

- **Museum** continued to offer drop in programming on a weekly basis including *Craft Circle*, *Coffee for Seniors*, and *Mornings at the Museum*. Hosted Lyndon J. Linklater from the Office of the Treaty Commissioner who provided a talk about *Reconciliation and Positive Race Relations* (18 people attended). October 5 Jen Sharps presentation for *Flat Land Foods* publication cancelled due to illness. Lunch 'N Learn on October 12 presented *Sam Parsons about Bees* (11 attended). Ted Knight Saskatchewan Hockey Hall of Fame (TKSHHOF) hours of operation were modified to follow Bronco game days, 4pm to 8pm. Temporary exhibit, *Climate Change*, ended on October 2. *Fighting in Flanders Field – Gas. Mud. Memory*, exhibit opened on October 11. This exhibit is on loan from the Canadian War Museum. To supplement the exhibit, service records for local veterans from WWI have been printed, animated film *Trenches* from the Canadian National Film Board available to view and 2 computer stations have been setup with songs from WWI and interactive game.
- In the **InnovationPlex**, Curling Club held 3 major bonspiels and Broncos hosted 6 home games. On October 10, block ice schedule began at all 3 rinks.
- **Community Services** launched, *Adults at Play* (6 joined in), adults 55+ participated in games, enjoyed a coffee. Going forward on the first Tuesday of every month will have opportunity to listen to guest speakers focusing on senior issues like medications, fitness, fraud safety and so on. *Seniors Week* ran October 11 to 15 (115 participated). A variety of free activities were offered including water fitness, walking, pickleball clinic, crafting circle and more. Programs in the **Stockade** kicked off with *Walking for Wellness*, *Tots Play*, *Much and Move* (18 kids ages 2-4 attended with caregivers), *Forever in Motion*, *Chair Yoga* (3 participated) and *Drop in Pickleball* (30 attended). *Welcome to Recreation* (14 youth for baseball clinic), *City Fit* had 1 participant. Also at **Kinetic Park**, *Soccer* and *Mixed Volleyball* began and Jr. Sundogs held volleyball tryouts. *Line Dancercise* continued in the **Palliser Pavilion**, which was also booked for a wedding, anniversary, Ag & Ex volunteer appreciation supper (200 attended), Canadians for Truth supper and various meetings in the Stampede Room. **Saloon and**

**Barns** closed for season and offered for vehicle winter storage bookings starting October 15. *Open Gym* at **Lt. Col. Clifton Center** had 5 kids participate.

- **Art Gallery** exhibition, *Lyle XOX: I. They. Mine. Yours...* continued. Artist spoke about his work at the Swift Current Pride Centre. Art Gallery hosted 2 public authors readings: Dave Carpenter and Robert Currie. *William Philpott* exhibition installed in Lyric Theatre. Offered 5 new educational programs including *Beginner Ceramics, Life Drawing: Action and Expression, Mixed Level Ceramics*, and more. Laureen Marchand offered weekend oil painting workshop. Jade Wolfe scheduled to teach *Open Studio* program at the **AGSC Learning Centre**. Art supply store grossed sales of \$1,223.67 and programs grossed \$878.11. Annual memberships: 12 members renewed.
- New program schedule started on October 17 at the **Aquatic Centre**. 8-week adult swimming lessons started on October 19. Adaptive swimming lessons started October 4 (this program has not run since 2019). Halloween child swim passes were available for \$2. (319 sold).
- **Safe Places** saw 76 individuals certified/recertified in October.
- Good weather kept **Chinook Golf Course** busy first 3 weeks in October.

**Program Statistics:**

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	391	Walking for Wellness	78	Swimming Lessons	605
HHOF	325	Forever in Motion	27	School Swim Lessons	714
AGSC including West Wing	3124	Tots Play	48	General Swim	2218
Active Paly	50	Aquatic Fitness	430	Swim Clubs/Other Groups	574

**Staffing/Scheduling:**

- **Staffing:** Museum staff assisted SC Tourism until October 17, with in-person requests. Art Gallery hired 2 temporary assistants to fill vacancies. 1 Lifeguard/Instructor III, 2 Lifeguard/Instructor II, 2 Lifeguard/Instructor I and 1 Aqua Fitness Instructor position were filled. Facilities had 1 staff member return after helping at the Golf Course. Parks department shared 4 staff with Golf Course to help with tarps.
- **Training:** Kinetic Park staff member received *Ground Disturbance* training. 2 Aquatic staff attended *National Lifeguard Instructor* course in Saskatoon October 29 to 30. Aquatic Centre held *Emergency Policy and Procedures*, staff in-service. 2 Parks employees attended *Cemetery Operations* course via Zoom.

## User/Rental/Community Connections:

- **Disc Golf Community Wrap Up** took place with partner O’Rudys Creek House at Riverside Park. Disc golf kits were signed out 104 times over the summer.
- Began planning for **Community Christmas Dinner**. Looking to provide free sit-down dinner for 100 and 250 meals delivered.
- Plan for **Spring/Summer Community Services Guide** began to promote spring activities in the community.
- Saw increase in number of **new Canadian families** participating in Munch and Move – hope to see this trend continue and expand to other programs.
- **City of Moose Jaw** requested affiliation with Safe Places for implementation January 2023. Safe Places participated in the Emergency Hub meeting, Minor Hockey (Safe Places Presentation, Respect Group Update) and RCMP update with new vulnerable sector checks regulations.

## Bet You Didn’t Know:

- That **downtown boulevard trees** are always the last to be completed as Parks Department must schedule with Streets and Roadways to vac the tree well to remove the old stump so a new tree can be planted in same location.
- That the Life Saving Society has a **Lifesaving Sport Competition** featuring a variety of pool events including a “line throwing” competition. In this event, the competitor throws an unweighted line to a fellow team member located in the water approximately 12 meters distance and is timed on how long it takes to pull the “victim” back to the poolside. Current world record is about 10 seconds! Aquatic Centre will be hosting a sanctioned Lifesaving Sport Competition in December.



# CORPORATE SERVICES

## OCT 2022 - MONTHLY CAO REPORT

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### Capital Projects:

#### Information Technology:

- In vendor selection process for the **Oracle Fusion upgrade**.
- Working on selection process for **new HR/Payroll system**.
- Working with consultant to custom build **Landfill software**.
- Deploying computers as part of the **2022 PC Refresh project**.
- Deployed **webcams** to all meeting rooms that have existing TV and computer setup.
- Working on **Inventory Audit**, completed 3 out of the 45 locations.
- Moved main internet and phone connections to main data centre now that SaskTel Fibre Service is available at this location. (Using digital lines rather than analog)

#### Purchasing:

- **Inventory** was conducted October 19-21 for the Garage, Light & Power, and Warehouse. Everything went well, no issues.
- Emailed local suppliers for the 2022/2023 **Street Sand** RFQ, closed October 14. Received 3 submissions, selected Rock-Solid Trucking due to lowest pricing and material specs.
- Listed T97A **Truck for auction** on Gov Deals, bidding closes Nov 9. Trying this because we did not have enough interest to have a surplus sale this fall.
- Posted CSC-22-E-037 on SASK Tenders and City site, **2023 WTP Chemical Tender**, closes November 10.

#### RCMP:

- Capital projects are in motion and new blinds have been installed in the Detachment gym. Painting will be taking place at the end of October.

### Other Projects:

#### Finance:

- Completed recruitment for Head Cashier and Cashier positions; both filled.
- Recruitment has begun for the Manager of Revenue and Collections.

#### Assessment:

- Continue blueprinting for revaluation base date (January 1, 2023).

- The Assessment Office has received confirmation of the 2022 Preliminary Assessment from the Assessment Management Agency on October 21, 2022. This follows SAMA's notification of Swift Current's compliance with primary audit on October 7, 2022.
- Supplementary assessment notices were mailed with their accompanying tax notice on Friday, October 28. We continued the expanded notice format that was introduced for the 2022 preliminary notices, replacing the historic values section for supplemental notices with a brief explanation of the reason for assessment change. Our office has received some inquiries from recipients (predominantly of why a value changed and about the timing of the notice). The deadline to appeal a Supplemental Assessment is Monday, November 28, 2022.
- Property inspections – 5
- Property data updates – 408

#### **Human Resources:**

- Site safety inspections – North Hill Reservoir, Mitchell Field tree trimming, Highway #1 off ramp and North Service Road, random pre trip spot inspections
- Noise Level testing for Light and Power equipment
- Ergonomic Assessment for an office employee
- Completed Fire Safety Plan for City Hall
- Emergency Management Operations: Live Exercise at the Swift Current Airport

#### **Information Technology:**

- Converting all old applications off old servers to new servers.

## **Staffing:**

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

- Lifeguard II – Temporary Part-Time; October 4 – October 11
- Manager of Revenue & Collections – Temporary leading to Permanent; October 14 – October 21
- Seasonal Labourer for Outdoor Rinks – Seasonal Part-time; October 24 – November 4

#### During the month, 11 **positions were filled**:

- Head Cashier – Permanent Full Time
- Cashier/ Payment Clerk – Permanent Full time
- Two (2) Life Station Operators – Permanent Full time
- Arena Operator – Permanent Full time
- Lifeguard/ Instructor II – Permanent Part time

- Lifeguard/ Instructor II – Temporary Part time
- Lifeguard/ Instructor III – Temporary Full time
- Water Labourer – Temporary Full time
- Two (2) Lifeguard I – non-permanent part-time

**Vacant positions to be filled in November:**

- Art Gallery Director – Out of Scope
- Manager of Revenue & Collections – Out of Scope

## Customer Service/Community Connections:

The month of October saw over 70 posts go out across our social media accounts – this number does not include the same post hitting all 3 channels and stories. Social Media communications for the month of October included:

- Street & Road Closures (6)
- City Council Meetings & Highlights (3 meetings in Oct)
- RFP Notices: (2)
- A variety of Community Services programs promotions as programming kicked off early October. (10)
- Strategic Plan – Vision, Mission, and Values with a link to the website
- Proclamations (5). These posts have great engagement as they feature local businesses, organizations, and community members.
- Culture Days – Promotion of October events
- Household Hazardous Waste Day (event Oct 5)
- City News (Utility bill insert)
- Swift Current Curling Club to host 2023 Mixed Championship – We shared this post on our City Facebook page, which gained a reach of 3,400 people, 238 post engagements and 12 shares
- Happy Thanksgiving – October 7
- Promotions for Boards & Committees applications
- “Light It Up” National Disability Employment Awareness Month – October 20 – we created and ran only blue and purple slides on City billboard in conjunction with our social media channels, in partnership with this campaign.
- Aquatic Centre Boiler, lower pool temperatures – October 20
- Yard Waste site reminders
- Public Skating – Thank you to sponsor 1748 FOE Eagles
- Fire Department News Releases:
  - Hamilton Drive Fire – Post reached 3,800 with 1,100 post engagements

- 5<sup>th</sup> Ave NE Structure Fire – Post reached 2,700 people with 487 engagements
- Power Outage (weather related) October 23:
  - The initial post reached 3,800 people with 591 engagements, including several comments thanking City Light & Power.
- Swift Transit is a Go post on October 24, following winter storm – Reach of 2,600 people
- News Release: Swift Current Museum Exhibition Opening – Post reached 3,000 people with 100 engagements and 10 shares
- Curling Club Western Showdowns – Shared the Curling Club’s post on October 26, reaching 4,900 people, with 460 post engagements and 14 shares. ***\*Highest Performing Post***
- Sask Power Energy Assistance Program promotions
  - First post October 26 reached 3,700 people with 558 engagements and 13 shares

**Saturation:**

- There were no paid post campaigns throughout the month of October which means these numbers are “organic” reach:
  - Facebook page reached 19,734 people while Instagram reached 1,569 people.
  - Facebook page had 4,246 visits while the Instagram profile had 293 visits.
  - Facebook page gained 43 new followers while Instagram gained 21.

# INFRASTRUCTURE & OPERATIONS

## OCT 2022 - MONTHLY CAO REPORT

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### Transportation Services:

#### Streets and Roads Highlights:

- **Mowing/Weed Whipping** – October 3-6, 13, 14, 18-21.
- **Haul yard waste** October 3, 7, 11, 14, 17, 21, 24, 28, 31.
- **Hydrovac** for L&P – October 5, 11, 12, 14, 19.
- **Waterworks digs** – October 4, 5, 13, 17, 18, 20, 28, 31.
- **Jetting** – October 3-7, 11-14, 17-21, 26, 27, 31.
- **Durapatching** – October 3, 19.
- **Hydromud work:** October 6, 12, 13, 14, 17, 21.
- **Grader work:** gravel roads & lanes – October 13, 18, 19, 20, 21.
- **Sanding:** October 23, 24, 25.
- **Snow Removal:** October 24, 25. 26.
- **Wastewater Treatment work:** October 3, 24.
- **Landfill work** – October 12, 14, 15, 16, 19, 20, 28, 31.
- **Landfill Excavating** – October 27, 28, 31.
- **Culvert replacement 6<sup>th</sup> NE & Off Ramp Exit** – October 11, 12.
- **Guardrail work 11<sup>th</sup> NE** – October 6, 7.
- **Parks work** October 7, 18.
- **Household HWD Assist** – October 5.
- **Install downtown furniture** – October 17, 18.
- **Downtown** garbage collection every Friday
- **Sign maintenance** - daily
- **Downtown sweeping** on Fridays
- **Shop/yard cleanup** – October 3, 4.
- Crew training throughout the month.

#### Fleet Services Highlights:

- E38 – **Light & Power Bucket Truck** – Replaced diesel particulate filter in exhaust.
- T5 – **Sander Truck** – Prepared for winter operations. Replaced rear tires.
- T19 – **Gravel Truck** – Annual safety inspection – passed.
- T20 – **Sander Truck** – Prepared for winter operations.
- T97a – **former Bylaw Truck** – Removed City decals, light bar, and controls from unit; unit then posted to online auction.
- R3, R5, and R7 – **Snow Blowers** – Prepared for winter operations.
- Held shop **safety meeting** on October 13 and 27.

### Oil Change Services

- Light Trucks – 19
- Heavy Trucks – 2
- Equipment - 1

### General Repairs

- Light Trucks – 17
- Heavy Trucks – 14
- Equipment - 23

## Water & Wastewater:

### Water Treatment Plant

- **Plant**
  - Duncan roofing started replacing 4 sections of roof.
  - Installed 1 new access hatch in the backwash room.
  - AWI has completed onsite evaluations of filters. Final report expected at the end of November.
- **Operations**
  - Full service of UV reactor # 2 was completed.
  - Carbon and low lift wells were cleaned.
- **Boosters**
  - Installed 2 new access hatches at South Hill Reservoir
  - Received 2 new pumps for 8<sup>th</sup> Ave Booster Station. Installation will be closer to the end of November.
  - Reduced pressure principal backflow preventer for the south side of the truck fill rebuilt and certified.
  - Replaced inlet valves at 8<sup>th</sup> Ave Booster Station in preparation for pump installation.
- **Sampling**
  - All bacteriological samples were sent away, no coliforms detected.
  - Submitted Microcystin toxin sample for October – testing for 2022 has now concluded.
  - ***All samples within acceptable range***
- **Total pumped for October:** 193.98 MI, the 10-year avg for October is 190.34 MI

## Wastewater Treatment Plant

- **WWTP – Operations**
  - Changed oil on WWTP lift station pumps.
  - WSA Completed inspection.
  - All flow to lagoons.
- **Lagoons**
  - Performed tree trimming around lagoons.
  - WSA Completed inspection.
- **Lift Stations**
  - # 12
    - Electrical upgrade has started, changeover to 600v scheduled for November 7 – 9.
  - Main Lift
    - Installed new high level alarm float.
    - Configured new alarms for communications/loss of data reporting.
    - Replaced PLC uninterruptible power supply (UPS).
- **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.
- **Irrigation**
  - Winterizing north irrigation system.
    - Pivots winterized. Main line drained.

## Water Distribution & Wastewater Collection

### Water Distribution

- **Staff**
  - All staff attended two-day leak detection course.
- **Repairs**
  - 4 – Boxes and rods
  - 1 – leaky service
  - Replaced 1.5” CC at Billy Buffalo Park.
- **Hydrants**
  - Replaced 6 hydrant bodies under the hydrant painting program.
  - Continuing yearly hydrant maintenance.

- Weekly flushing
- **Main Valves**
  - Valve exercising program continues, 83 valves.
- **Meters**
  - 89 - meter appointments
- **Locates**
  - 104 - locates performed

### **Wastewater Collection**

- Sewer jetting
- 7 Services Camera'd.
- Lowered manholes that could be contacted during snow removal.

### **Rural**

- **Operations**
  - Replaced suction side piping at the East pumphouse.
- **Sampling**
  - Rural weekly Bac-T's.
  - No coliforms detected.
- **Other**
  - Hot Tapped two 2" water services for Southside accessible park.
  - Washed out scales at East Landfill.

## **Engineering:**

### **Projects:**

- **North Hill Reservoir Pumphouse Upgrade –**
  - The foundation and structural components outside the building for the new pump well have been completed and backfilled.
  - Outside pipework has been completed and partially backfilled. Tie-in to reservoir and final backfilling to be done after reservoir has been drained.
  - Draining of the rectangular reservoir scheduled for week of November 14. Work inside rectangular reservoir to build new pump well to follow.
- **West End Storm Drainage Upgrades –**
  - Culvert crossings and approaches are complete.
  - 100 m of ditching on Railway remaining – to be completed second week in November.



- **All-Inclusive Playground -**
  - Lot grading complete.
  - Sanitary and water service installation complete.
  - Washroom construction start delayed due to snow and muddy conditions. New targeted start is beginning of November.
- **SGI Grant -**
  - Final report submission to SGI is in progress for the crosswalks (sidewalk bulb-outs and Rectangular Rapid Flashing Beacons or RRFB's) at Fairview School and 1<sup>st</sup> NW & Sidney.
  - Next intake is January 1: working on a design with assistance from KGS Group for 6<sup>th</sup> Ave NE & Chaplin to submit for funding.
- **Bridge Condition Assessment -** All bridges are inspected in accordance with the latest version of the Ontario Structure Inspection Manual (OSIM). The OSIM method has been adopted by Sask Ministry of Highways, Saskatoon, Regina, and most other jurisdictions within Sask. The inspection is required every 39 months. The last inspection was completed in 2019.
  - The 2022 inspection was completed in September and the final report is anticipated to be complete by November 15.
- **Active Transportation Grant #2 -** work is being completed to be shovel ready in hopes of being successful with the grant.
  - Ministry of Highways (MoH) approval to construct near overpass. MoH requires an engineered design and a geotechnical investigation for the pathway adjacent to Highway's overpasses. Geotech was completed late October, once the report is received it can be handed off to WSP to provide a design.
- **Other:**
  - S3 Arenas signs designed, ordered, and installed for Community Services.

**Administrative:**

- Budget – carryover list updated and forecast for 2022 capital completed
- Updating 5-year plans for various annual programs such as: paving, sidewalk, downtown streetscape, etc.
- Private Driveway Crossing draft bylaw is in progress.

## Light & Power:

### Tenancy Changes:

- Connects – 162
- Disconnects – 145
- Transfers – 34

### Line Locates:

- Urban – 105
- Rural – 49

### Meter Changes:

- Electrical – 58 Residential
- Water - 7 changes. 10 summer removed.

### Meter Reading:

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

### Projects

- 29 streetlight repairs
- Cable fault and repair Macoun Drive
- Cable fault and repair Jackson Drive
- Replace pedestal on Cypress Point after accident
- 2 overhead to underground service conversions
- Reinstall pole and anchor at Library
- New Service to the Inclusive Park
- Install 3 transformers downtown (1<sup>st</sup> NW)
- Convert Lift #12 to 600V replace transformer
- Storm work from blizzard October 23<sup>rd</sup> - tree trimming and service repair

## Solid Waste & Diversion:

### East Landfill

- East Landfill
  - Landfilled – 1,778 tonnes (this number excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 6% decrease from October 2021 (1,897 tonnes).
  - Diversion materials – 1,703 tonnes – 12% tonnage increase from October 2021 (1,522 tonnes).

### West Landfill

- Landfilled - 3,748 tonnes – 30% tonnage decrease from October 2021 (5,347 tonnes).

### **Yard Waste and Compost**

- Yard Waste Site in October accommodated 1,973 visits – just 5 more visits than October 2021 at 1,968.
  - 9.53 tonnes of compost sold.

### **Recycle Depot**

- October accommodated 1,794 visits – a 10% decrease from 2,205 visits in October 2021.
  - 12 loads of cardboard, 3 loads of paper and 2 loads of plastics (30 cubic yard bins).
  - 3 loads of tin (6 cubic yard bins).

### **Household Hazardous Waste Collection:**

- Held on October 5th from 1 pm - 7 pm at the InnovationPlex parking lot.
- 199 residents served.
- 3,485 kg of hazardous waste and 5 skid totes of paint products diverted from the landfill.

### **Bet You Didn't Know:**

- Landfilled organics can produce methane gas for over 50 years.

# PLANNING & GROWTH DEVELOPMENT

## OCT 2022 - MONTHLY CAO REPORT

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### Building, Planning & Economic Development:

A total of \$23,000 in building permits were issued consisting of (1) small Commercial Permit, and (1) small Residential Permit.

- Total overall Building Permit values in 2022 to the end of Oct. = **\$10,091,819**
- Of this amount, \$2,074,219 is residential construction and \$8,017,600 is Commercial and Industrial developments.

Last year, numbers for October 2021 consisted of (1) new Two-Unit Residential permit, (1) new Commercial permit and (2) small Commercial permits with a total value of \$1,709,600.

- Total overall Building Permit values in 2021 to the end of Oct = **\$14,764,387**
- Of this amount, \$3,365,378 is residential construction and \$11,399,009 is Commercial and Industrial developments.
- (6) **new business licenses** were issued.
- (515) **Dog** Licenses and (149) **Cat** Licenses have been sold to the end of October.

### Development permits / inquiries / subdivisions during the month of October:

- Walkway exchange and re-division of lots on Ridgeview Street approved by Council.
- Multi-family/apartment building.
- Cell tower locations.
- Development of land in flood hazard area.
- Subdividing privately-owned commercial land in Springs Valley Commercial area.
- Various change-of-use or minor variance questions in residential and commercial/industrial areas.
- Scanning and categorizing historic building permits into digital files.
- Continue to participate in the Southwest Saskatchewan Immigration Partnership as a committee member. Presented a comprehensive overview and benefits of working in Swift Current to more than 100 potential immigrants from around the world who have already been approved to work in Canada.

- There continues to be interest in Munro Industrial Park however no commitments.
- Interest in the area behind the Home Inn and Suites (Mega 6) and hopefully see some development next year. This includes both multi family and commercial developments.
- Conversations with the government around the helium topic continue.
- Mayor Bridal and Marty Salberg travelled to Calgary to meet with North American Helium and discuss how the City of Swift Current can meet their needs and growth plans into the future. The meeting was productive, and all are looking forward to the growth of the helium industry and Swift Current playing an important role.
- A meeting with Asian foreign investors interested in Swift Current occurred. Their interest is coming to Canada and Swift Current through the entrepreneur investment category of immigration.

## Bylaw:

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

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

### Bylaw Activities:

- Regular **traffic patrols** being conducted as per usual. (Comp, downtown, service roads, malls).
- Continued research on potential **bylaw issues** and relevant **provincial legislation**.
- Worked on **resolving all summer/nuisance property files** before winter. Just 2 outstanding Orders remaining active.
- Researched potential **training/educational programs** for Bylaw Officers that would benefit the department.
- Began business license checks on active/advertising businesses.

# SWIFT CURRENT FIRE DEPARTMENT OCT 2022 - MONTHLY CAO REPORT



## Report from October 1 – 31:

Type of call:	October	YTD totals
Fire	10	91
Medical	38	362
MVC	1	50
Rescue	0	7
Hazardous condition	1	25
Other	18	113
Fire pit complaints	1	3
<b>Total</b>	<b>69</b>	<b>651</b>

Inspections	October	YTD total
	38	972

## Career Development:

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

Practical: High and low angle rescue  
 Mutual: N/A  
 Medical: IV Review  
 Online: Fire Behaviour

### AUXILIARY TRAINING (In-House – No cost):

Theory: Loss Control  
 Practical: Fire Control

### EDUCATION:

Officer 4 – Business Ops (1)	\$ 554.73
SCOP Renewal (18 @ \$345)	\$ 6,210.00
<b>Monthly Total</b>	<b><u>\$ 6,764.73</u></b>

### REPAIRS:

E3 – Side Camera	\$ 283.00
E2 – Electrical	\$ 967.99
U1 – Siren Replaced	\$ 266.64
Command 5 – Windshield	\$ 987.89
<b>Monthly Total</b>	<b><u>\$ 2,505.52</u></b>

**BILL OUTS:**

RM	\$	n/a
SGI At Fault Dependent	\$	n/a
Bottle Fill	\$	98.17
<b>Monthly Total</b>	<b>\$</b>	<b><u>98.17</u></b>

**Fire Call Description:**

*This call was dispatched as a vehicle vs multiple buildings, so it was out of the ordinary for SCFD. Upon arrival the crews secured the vehicle that was still running and in gear, then they attended to the driver. A full patient assessment was done, and that report was given to the ambulance staff. Crews assisted with the removal of the patient from the vehicle and then assisted with RCMP and traffic control.*

*No pedestrians were injured. However, two family members of SCFD were just leaving Sputtergotch and were missed by the travelling vehicle by a matter of seconds or they would have been pinned in the doorway of the store when the vehicle hit the structure.*





## GOVERNANCE & PRIORITIES COMMITTEE

### Information Report

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**Date:** November 16, 2022

**To:** Chief Administrative Officer

**From:** Kari Cobler, General Manager of Corporate Services

**Subject:** Quarterly Financial Update

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

- March 31<sup>st</sup> – First Quarter
- June 30<sup>th</sup> – Second Quarter
- September 30<sup>th</sup> – Third Quarter
- December 31<sup>st</sup> – Fourth Quarter

Even though revenue and expenditures are generally light in the first quarter, most of these items peak during the second and third quarters of each year as the City becomes more active in the spring and summer months.

With outdoor facilities opening and programming beginning in the spring and running through to fall, revenue and expenses in these areas will trend upward. At the end of September, facility revenues were on budget and are forecasted to remain strong into the last quarter of the year. Chinook Golf Course and Kinetic Park are reporting higher revenues than projected due to increased usage in a post-pandemic environment. Even though Chinook Golf Course did record positive results throughout the pandemic, this facility is now forecasting a surplus of nearly \$40,000 for 2022. Although usage of outdoor facilities will taper off in the fourth quarter as the weather turns colder, all arena and aquatic facilities are forecasting revenues to be over budget.

On the expenditures side, payroll costs continue to be the most significant line item, accounting for approximately 52% of the operating budget as of September 30<sup>th</sup>. Despite an increase in labour costs due to the ratification of the CUPE contract in March, payroll expenditures at the end of the third quarter are on budget, largely due to employee turnover and staffing shortages in some areas. Policing costs are forecasted to be overbudget by approximate \$70,000 as the City receives an increase in charges related to the collective agreement between the RCMP and the Government of Canada.

As Statistics Canada continues to report increased inflationary pressure across the country, the cost of most items has remained high throughout the second and third quarters. The cost



of fuel, energy and consumable items has continued to impact the City's operating expenditures in General Operations, with actual values in these areas running over budget.

Overall, forecasted operating results at the end of 2022 are expected to be close to, or better than, the budget - despite inflationary pressures, rising costs, and a reduction in revenue sharing. As we move through the fourth quarter, Administration will continue to look for additional revenue sources to offset inflationary pressures, as well as attempt to offset rising costs with reduced spending in other areas, to ensure our results remain on budget.

As of September 30<sup>th</sup>, the Utilities continued to experience the same inflationary pressures on the expenditures side as have been experienced in General Operations. The rising cost of fuel, energy, and consumable items, as well as increased labour costs have contributed to expenditure being over budget in these areas. Despite these factors, forecasted operating results for all Utilities are expected to be on budget.

Light & Power Utility revenue is \$438,000 under budget at the end of September; however, this is due to customers included in the electrical franchise expansion being brought on later in the year than expected. Some revenue from these accounts has been recorded in September and will continue into the fourth quarter, with overall revenue forecasted to be \$270,000 under budget by the end of the year. However, energy purchased from SaskPower for distribution is also under budget, which is a major contributing factor to a forecasted surplus in the utility.

The Solid Waste Utility is forecasting very strong operating results, with a surplus expected to be \$150,000 over budget. Usage of the West Landfill has been strong throughout 2022, with revenue at the end of September being \$300,000 over budget. Although expenditures are greater than budget within the utility, strong revenue results have offset increased costs.

In the Water & Wastewater Utility, as well as the Rural Water Utility, forecasted surpluses are expected to be less than budget by year-end largely due to a reduction in revenue. As of the end of the third quarter, revenue is under budget in both utilities, since the additional rate increase of 1% went into effect on September 1<sup>st</sup>, rather than earlier in the year as was budgeted.

In a typical year, the City spends most of its capital budget in the second and third quarters and 2022 was no exception. As of September 30<sup>th</sup>, capital expenditures totaled \$9,424,000 in General Operations and the Utilities, with 87% of this expenditure occurring between April and September.

As the weather turns warmer in the spring and indoor facilities that are utilized in the winter months are closed for the season, routine maintenance occurs to ensure those facilities remain in a good state of repair and are ready to serve user groups again in the fall. Notable projects include completion of metal cladding on the exterior of InnovationPlex, S3 Arenas refrigeration equipment upgrades, electrical upgrades at both arena facilities, with S3 Arenas receiving a new score clock.

The City's outdoor facilities also receive enhancements such as lighting at Highland Rink, continued development of the bike park on 13<sup>th</sup> Ave NE and completion of the pickleball courts in Riverside Park. Routine annual maintenance along the Chinook Parkway continued

in 2022 with asphalt overlays, additional lighting and tree planting projects completed to ensure a positive experience for all users of the pathway system. Progress also continued on the Active Transportation Pathway Project, with the completion of the Honda Slope Bank Rehabilitation and boardwalk, which has become a well-used amenity within our community.

In May, the City entered into a 30-year agreement with the Province of Saskatchewan to lease the land on which the Inclusive Playground will be built. With this agreement in place, the City was able to begin construction in 2022, with a target completion date in early 2023.

Annual infrastructure rehabilitation programs continued in 2022, with concrete and pavement projects occurring at various locations throughout the City to ensure our streets and sidewalks remain in a good state of repair. Work was also completed at the intersection of Central and Cheadle Street with the installation of new traffic signals. Also in the downtown core, work continued on sidewalk rehabilitation on the east side of the 300 block of Central Avenue which received a new sidewalk, planters and pedestrian crossing.

The City's storm water and drainage system improvements included creek bank stabilization along 6<sup>th</sup> Avenue NE and storm water realignment on Herbert Street in an effort to avoid localized flooding.

Other significant capital expenditures in the second and third quarters include:

- IT equipment replacements and upgrades.
- Replacement of personal protective equipment for the Fire Department.
- Continued rehabilitation of the roof at the Service Centre.
- Replacement of a sweeper used by the Streets & Transportation Department.
- Installation of signage to mark the new truck routes throughout the City.
- Drainage in Sask Valley subdivision.

Looking ahead into the last quarter of 2022, the City is forecasting capital expenditures of \$3,537,000 to wrap up capital projects, which will be dependent on weather as the temperatures turn colder. Any projects not completed by the end of 2022 will be carried over for completing in 2023. Currently, the value of carryover projects for General Operations and Utilities is expected to be \$12,842,000. All carryover projects are fully funded and no additional increases in future years will be required to fund these projects.

The City's balance sheet continues to remain strong throughout 2022. As of September 30<sup>th</sup>, the total of all outstanding receivables, including property taxes and general receivables, is consistent with trends from prior period. However, the total of outstanding utilities is higher since electrical customers from the expanded franchise area began receiving a monthly invoice in September.

In June 2022, Council approved an increase in debt to fund specific projects. In the Water & Wastewater Utility, a total of \$5,040,930 in new debt was approved to fund the North Hill Reservoir Pump Station Upgrade, as well as other water and wastewater projects. An additional debt of \$420,000 was also approved to fund various Rural Water Utility projects.

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

**Objective:** To provide an update to Council regarding the City's financial position for the quarter ended September 30<sup>th</sup>, 2022.

**Options:** That Council accepts this report as information.

**Alignment with Strategic Plan:** N/A

**Governance Implications:** N/A

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

**Environmental Implications:** N/A

Respectfully submitted,



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Kari Cobler, GM of Corporate Services



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Reviewed and Approved on this 16th day of November, 2022.



## GOVERNANCE & PRIORITIES COMMITTEE

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

Date: November 15, 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.

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

Kari Cobler,  
General Manager of Corporate Services

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

Tim Marcus, CAO

**MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on November 22, 2022.**

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Infrastructure and Operations, General Manager of Corporate Services, General Manager of Planning and Development, General Manager of Community Services, City Clerk, Fire Chief, and Director of Asset Management.



## GOVERNANCE & PRIORITIES COMMITTEE

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

Date: November 3, 2022

Subject: Contracts and Proposals

Request from: General Manager of Infrastructure and Operations

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

Section 16

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

Mitch Minken,  
General Manager of Infrastructure and Operations

Tim Marcus, CAO

**MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on November 22, 2022.**

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Infrastructure and Operations, General Manager of Corporate Services, General Manager of Planning and Development, General Manager of Community Services, City Clerk, Fire Chief, and Director of Asset Management.



## GOVERNANCE & PRIORITIES COMMITTEE

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

Date: November 15, 2022

Subject: Contracts and Proposals

Request from: General Manager of Community Services

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

Section 16

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

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Jim Jones,  
General Manager of Community Services

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Tim Marcus, CAO

**MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on November 22, 2022.**

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Infrastructure and Operations, General Manager of Corporate Services, General Manager of Planning and Development, General Manager of Community Services, City Clerk, Fire Chief, and Director of Asset Management.