



GOVERNANCE & PRIORITIES COMMITTEE

March 14, 2023

**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.

2. Approval of Agenda

Recommendation: That the Agenda dated March 14th, 2023 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated November 22nd, 2022 be approved.

4. Public Presentations

~~Steve Roberts, Vice President of the Saskatchewan Public Safety Agency (SPSA) along with Peter Boniface, Executive Director & Operations Manager; Fred Jorgensen, Chief Pilot; and Audrey Wishlow, Director of Safety & Assistant Operations Manager will attend to deliver a presentation regarding the proposed fire tanker base at the Swift Current Airport.~~

5. Administration Presentations

- | | | |
|-----|---|-----------|
| 5.1 | CAO update. | 1 |
| 5.2 | 2023 – 2024 Saskatchewan Lotteries Community Grant Program. | 18 |

6. Strategic Plan

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

- | | | |
|-----|--|-----------|
| 7.1 | Bylaw and Policy Audit and Review presented by Jackie Schlamp. | 20 |
| 7.2 | Draft Policy Template and Draft Maintenance of Council Policies presented by Jackie Schlamp. | 22 |

8. Agencies/ Boards and Committees



GOVERNANCE & PRIORITIES COMMITTEE

March 14, 2023

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

9. Unfinished Business

10. Council’s Interest and Communications

11. En Camera Requests

11.1 A request regarding Budget presented by the General Manager of Corporate Services. **25**

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 Personnel Update presented by Mayor Bridal. **26**

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

12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of March 14th, 2023 be adjourned.

Next Meeting April 11th, 2023.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: March 8, 2023
To: Governance & Priorities Committee
From: Interim Chief Administrative Officer
Subject: **CAO Update**

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

Attached you will find reports for the following divisions:

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Jones".

Jim Jones, Interim CAO

ASSET MANAGEMENT FEB 2023 - MONTHLY CAO REPORT



Asset Management Projects:

- Currently reviewing all City fleet vehicles and equipment to conduct an updated inventory. Looking at each unit to determine its condition and then will use the info to generate an equipment replacement schedule.

Airport:

- Application for CAPP funding for eligible projects is being sent to the Ministry. We will receive 50% funding for each approved project.

COMMUNITY SERVICES FEB 2023 - MONTHLY CAO REPORT



SASK Livestock Expo



SASK Livestock Expo Donation



Family Fun Week Curling Clinics



Capital/Operating Projects:

- Installation of **fire alarm system** began in **Stockade** at **Kinetic Park**. Installation is being conducted by Melhoff Electric and is expected to take 3 to 4 weeks.
- **Art Gallery** Director started on February 6. Current exhibition, *Gladys Wozny Siemens: The Archival Shore* continues until March 18. *Red River Cart* is now on display at the Swift Current Mall.
- **Parks** department continued with snow removal, painting of park signs, elm tree pruning as well as preparing for Winter Break scheduling.
- Maintenance of reels for **Golf Course** mowers is complete except for 6 reels that are still waiting for seals for the back rollers. Received notification that delivery date of P-49 TORO mower has been delayed until June 2023. Waiting for screw-on numbers to complete tee sign refurbishment. Cross country ski trail required snow to be hauled to the bridge area and grooming for Family Week ski event.
- **Aquatic Centre's** new chlorine detector system arrived and was installed by Riverside Electric. Lens Plumbing and Heating replaced the remaining boiler parts for the Main pool.
- **Facility** staff kept busy with maintaining parking lots, sidewalks and entrances at the arenas RC Dahl, Lt. Col. Clifton Centre and Dickson Centre, during February weather changes. Door was installed for Art Gallery director office – staff painted the office, waxed the floors, and cleaned up in preparation of new Art Gallery Director. Investigating hiring a seasonal for Dickson Centre. Permanent renter, Cre8tive Minds has received grant money and are completing facility upgrades to their rental area.

Programs/Rentals:

- **Art Gallery** offered 5 art classes that began on February 4. Art class registration revenue totaled: \$2,192.86. Art supply revenue gross sales: \$1,170.78. Workshop was held for Dorie's House on February 24. Facepainting was provided for the Family Fun Festival on February 21 and a watercolour resist workshop was offered at the Stockade on February 24.
- **Outdoor rinks** attendance up 1,000 visits compared to December and January of 2021/2022.
- Sunday February 26, **Nordic Ski Club** hosted *Family Fun Day* at **Chinook Golf Course**. Participants enjoyed cross country skiing, snow showing, bonfire and treats.
- Changes have been made to the **online portal** for **Safe Places**. Changes have been tested in the development site and are waiting on promotion and communication particulars before launching.
- **Safe Places** issued 10 Respect Group Training Codes, 9 recertifications and 24 new certifications.
- **February Break** events were hosted at **Aquatic Centre** during the week of February 18 - 26. Bronze Cross was held February 3 - 5 and Lifesaving Instructor course was held February 21 - 25. Summer swimming lesson dates have been posted for advertising.
- **InnovationPlex** hosted 5 Broncos home games. **S3 Arenas** were very busy with 2 tournaments in February.
- **Lt. Col. Clifton Centre** remained busy with pickleball, basketball other recreation and birthday parties.
- **Museum** continued to offer Spy School to the public for drop-in activities. Evening rental for Naturalists on February 8 and Girl Guides on February 15. **Ted Knight Saskatchewan Hockey Hall of Fame** hockey simulator rentals opened to the public with 1 birthday party and 3 general rentals.
- Community Services was successful in obtaining the following **grants**: *Saskatchewan Parks and Recreation Association (SPRA) Cultural Development Grant* for \$2,000, *Innovation Credit Union* for \$5,000 and sponsorship in amount of \$1,100 received from various contributors to support Parks Play programs. *Community Services Sask Lotteries Community Support Grant* closed on February 14 (received 72 applications with 7 being new); money available for allocation is \$114,900.
- The **11th Annual Wellness Challenge** ended on February 19. Wellness Challenge follow-up survey has been completed by 32 participants with positive feedback. **Family Fun Week** was a great success with plenty of free and low-cost activities for families to enjoy. **Family Festival** was a big addition this year to Family Week – providing activities in the Stockade including bouncy houses, face painting, crafts, and snacks. Charlie Horse and a few Broncos hockey players donated their time to meet and greet fun seekers. Due to the success of the Family Festival, another is being

planned for Easter holidays. *Curling clinics* attracted 50 kids. Program attendance for February: *Family Festival* – 365, *Youth Open Gym* – 38, *Wellness Challenge* – 23 teams with 190 participants, *Fun Day* – 50 kids, *Drop-in Pickleball* – 95, *Finding Balance* – 4, *Munch and Move* – 12 children with a parent, *Adults at Play* – 7, *Active Play at All Saints Catholic School* – 23 on Tuesdays and 30 on Thursdays, *Welcome to Recreation* – 16.

- **Stockade** was busy with regular season evening bookings, daytime programs, Saskatchewan Livestock Expo Tradeshow, Provincial Taekwondo Tournament (140 competitors), and Sundogs volleyball tournament. **Palliser Pavilion** meeting room bookings included Ag & EX, Stock Car, IBEW, etc. and the Auditorium rentals included weekly Line Dancercise and a Connect on Farm event. **Kinetic Park** parking lot picked up a new rental from Statistics Canada who moved in a portable hospital that includes 2 semi-trailers that are combined to make a multi-room unit. Water and power were connected to the facility through the Stockade.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	384	Walking for Wellness	335	Swimming Lessons	643
TKSHHOF	331	Forever in Motion	79	School Swim Lessons	334
AGSC including West Wing	432	Tots Play	31	General Swim	3361
Outdoor Rinks	3147	Aquatic Fitness	486	Swim Clubs/Other Groups	506

Staffing/Scheduling:

- Staffing: Pool Technician hired, began work on February 28. One seasonal employee from Facilities resigned to further his education. Facilities Manager began one (1) year leave of absence and current Facilities Foreman assumed the manager role for this period and temporary Foreman was promoted from within the organization. Two (2) seasonal staff transferred from Parks to Facilities instead of hiring new employees.
- Training: Two Kinetic Park staff completed Fall Arrest Training through Great Plains College.

User/Rental/Community Connections:

- Community Services participated in the monthly **interagency meeting**. Continued working with community group to develop a *Facility Foundation* to raise funds to support the build of an Aquatic Centre and Field House. This month focused on completing the name reservation for the Southwest Facility Foundation, completing articles of incorporation, and meeting with marketing coordinator.
- Attended **community event meetings** for relationship building to coordinate *Oldtimers Hockey Tournament*, Dr. Noble Irwin Healthcare Foundation/No Hit Hockey

League *Outdoor Classic*, Innovation Credit Union *Community Picnic in the Park, Come Together* and *Shakespeare in the Park*.

- New **Seniors Source** publications were distributed.
- **Art Gallery** had 3 memberships purchased/renewed.
- **Swift Current Kiwanis** sponsored free swimming during the month of February for youth aged 14 and under. 810 youth took advantage of the free swim.
- **Parks** department in partnership with Stark & Marsh and the Innovation Credit Union began discussing and planning potential projects for *Go Green 2023*.
- **Museum** auctioned off a birthday party rental for the hockey simulator (value of \$98) and a gift basket from the Museum Gift Store during the *Sweetheart of a Deal Auction* on SwiftCurrentOnline. Museum developed a video with Flying Fox media for the **Ted Knight Saskatchewan Hockey Hall of Fame** that is being shown on the clock at Swift Current Bronco Games, on a rolling screen at Kinetic Park and will be shown on social media via Hockey Saskatchewan. Museum's social media performance: Post reach = 228, post engagement = 264, new page likes = 4, new followers = 8. Facebook followers = 1,319, Instagram followers = 280, those who follow both Facebook and Instagram = 80 and Twitter followers = 541.
- **Safe Places** participated in ongoing community affiliation discussions.

Bet You Didn't Know:

- That during the winter months, we do not forget about Fairview Pool. Pool basins are filled with water to help with hydrostatic pressure allowing adequate space for expansion of water through the winter without risking damage to the pool.
- That the Hutterite Communities donate a total of 30 hogs which worked out to nearly 3,000 kg of pork and raised \$30,000 at the Saskatchewan Livestock Expo/Cramer Ag Expo held at the Stockade building on February 9. This event was covered by CBC news for the big donation to local charities.

CORPORATE SERVICES

FEB 2023 - MONTHLY CAO REPORT



Projects:

Information Technology:

- Continuing to work on software upgrade for the **HR/Payroll** and **Financial** modules.
- Continuing to work with consultant building **Landfill software**.
- Completed work with Light & Power on fibre optic cable installation at the **North Hill Reservoir**, which eliminates a subscription to High-Speed Internet service.
- Working with electrician to install network cabling in **H Hut and Saloon at Kinetic Park**, eliminating one subscription to High-Speed Internet service and one telephone line.

Purchasing:

- CSC-23-E-041 - **10th Ave NE Infrastructure Replacement** was posted on SaskTenders and City website January 10, and closed February 7, 2023. WSP is handling the RFP. One (1) submission was received and came in over budget. No decision has been made yet.
- CSC-23-A-042 – **RCMP City Detachment Janitorial Services** was posted on the City website and emailed to local businesses. Submission deadline was February 10, 2023. Four (4) submissions were received. Swift Current Professional Janitorial was selected as the highest scoring and lowest cost. Start date is April 1, 2023.
- CSC-23-R-043 **Electric Ice Resurfacer** RFP was posted on the City website and SaskTenders, and closed Feb 17, 2023. Multiple submissions were received from three (3) suppliers. The 2023 Ice Wolf Smart from Engo Sales Inc. is being recommended for purchase, pending budget approval.

Finance:

- Issued and distributed T4's in February.
- Year end procedures continue in preparation of audit in late March.
- Cross-training of temporary resources to backfill critical position in software conversion.

Assessment:

- Supplemental Board of Revision hearing dismissed.
- 2022 Roll Year to be confirmed.
- 2023 Property Assessment Notice Delivery – tentatively third week of March.
- Provincial Revaluation Team Meetings for 2025 Revaluation have begun, quarterly.

Staffing:

Human Resources had four (4) **job postings**:

- Journeyman Mechanic – open until filled.
- Lifeguard/Instructor I – open until filled.
- Preparator – Carpenter – open February 21 – March 8
- Summer Student Employment – numerous departments; posting closed February 24.

During the month, five (5) **positions were filled**:

- Pool Technician – Permanent Full-Time (started February 28)
- Support Services Assistant – Permanent Part-Time (starting April 3)
- Two (2) Seasonal Labourers for Facilities (from Outdoor Rinks - started February 27)
- Facility Foreman – Temporary Full-Time for one (1) year (started February 27)

Customer Service/Community Connections:

February Highlights - 65 posts across City social media accounts.

- **February Free Swim**, sponsored by Kiwanis Club – Reached 6,400 and **43 shares**.
- **Ashley Park Plan/Hall Open House** – Feb. 1 reached 4,000 and Feb. 8 reached 1,200.
- **Family Fun Week** - Heavily promoted activities scheduled from Feb. 20 – 26.
- **Sewer Main Campaign** – “Be Like Frog. Avoid the Clog”, prevent plugged sewer mains.
- **Spring/Summer City Wide Connection Save the Date** – Posted to social media, cross promoted in SW Booster and Prairie Post.
- **February Break Info** – Schedules, office closures, and service changes.
- **Summer Swimming Lesson Registration Date** – Reached 2,800.
- **Repair Café** call for volunteers posted Feb. 28. Will be supporting with further advertising in March.
- **Staff Celebrations – Our Team Cheering for Your Team**. These posts achieved the highest reach throughout the month with high engagement and multiple comments on each.
 - Feb. 13: **Kelly Schafer send-off to Scottie’s Tournament of Hearts** – Reached 11,300
 - Feb. 23: **Lisa Hagen send-off to Canada Winter Games** (Team SK Fencing Manager) – Reached 8,900
- **News Releases**:
 - Feb. 1st: City’s Interim CAO, Jim Jones – Reach = 3,216
 - Feb. 6th (AM): Family Fun Week – Reach = 3,000
 - Feb. 6th (PM): Inclusive Park Naming Agreement – Reach = 7,000

INFRASTRUCTURE & OPERATIONS

FEB 2023 - MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

- **Snow Removal**
 - All snow zones received at least one clean up; later part of February working on areas that need additional attention – such as Southside, Highland, and Trail.
- **Drainage**
 - During days of melting, crews have been steaming of opening culverts and catch basins to reduce ponding. The efforts in snow removal have reduced the number of catch basin/culvert complaints significantly.
- **Project Planning for 2023 Construction Season –**
 - Planning for annual programs which includes compiling tenders, work plans, schedules, material orders, etc. to be ready once budget is approved.
 - Engineering is assisting with numerous ditch designs for Streets Dept. to complete drainage improvements in various areas, such as: Marston, 11th Ave SW, 11th Ave NW (north of Battleford Tr) and South Service Road (near Dept. of Highway shop).
 - Training – gravel road maintenance and Hydrovac training planned.
 - Upcoming meeting with Community Services to discuss weed control within medians, boulevards, and vacant property development lots.

Fleet Services Highlights:

- E3 – Digger/Derrick Truck – Annual safety inspection. Replaced windshield. Passed.
- E27 – Double Bucket Truck – Annual safety inspection. Passed.
- E44 – Gravel Truck – Annual safety inspection. Performed necessary repairs. Passed.
- J1 – Jetting Truck – Annual safety inspection. Unit passed safety.
- T19 – Gravel Truck – Replaced and programmed faulty bulkhead module at Warner.
- T156 – Transit Bus – Annual safety inspection. Passed.
- Grader Blades – Installed 24 sets of grader blades on the 3 units during the month.
- Held shop safety meeting on February 2 and 16.

Oil Change Services

- Light Trucks – 11
- Heavy Trucks – 3
- Equipment - 7

General Repairs

- Light Trucks – 14
- Heavy Trucks – 17
- Equipment - 57

Water & Wastewater:

Water Treatment Plant (WTP)

- **Staff**
 - One operator attended Class 1 Water Distribution/Class 1 Water Treatment training. Passed both and will be eligible for certification in June.
- **Plant**
 - Installed new call-out device for alarms; Sasktel discontinued this service.
 - 2 boilers down, local contractor ordered parts to fix
 - Completed install of new air compressor
 - Completed annual notice to consumers and annual report, posted.
- **Filters**
 - Top filter #4 off with filter carbon
- **Boosters**
 - 8th Ave Booster
 - Installed new pressure transmitters. Upgrade complete.
 - North Hill Reservoir
 - Upgrade continues
- **Sampling**
 - All bacteriological samples were sent away, no coliforms detected
 - All samples within acceptable range
- **Total pumped for February:** 157.52 MI, the 10-year avg for February is 158.38 MI

Wastewater Treatment Plant (WWTP)

- **WWTP – Operations**
 - Brought in a load of activated sludge from EPCOR Regina to expedite the growth of biologics in the process.
 - Conducted semi-annual trace of microbial growth - this tells us how many microbes and of which variety the plant is growing.
 - Cleaned WWTP influent grit chambers and workshop sumps.
- **Lift Stations**
 - Main Lift (North Hill Drive)
 - Removed, cleaned, and inspected mixers.
 - # 11 (Chinook Golf Course)
 - Check valve froze up, thawed line. Modified check valve for future.
- **Lagoons**
 - Lagoon levels increasing due to the discharge of all WWTP effluent to them.

- **Sampling**
 - Onsite lab testing continues, WWTP process is showing improvement.
 - U of R sampling continues to measure Covid-19 viral load.

Water Distribution & Wastewater Collection

- **Water Distribution**
 - **Mains**
 - Received vault for Pelletier pressure reducing valve replacement project.
 - **Repairs**
 - 2 - Boxes and rods.
 - Replaced 2" curb stop for public health building at 429 4th Ave NE
 - **Hydrants**
 - Weekly flushing.
 - Pumping hydrants that do not drain properly.
 - Steaming frozen hydrants.
 - **Meters**
 - 54 - meter appointments
 - **Locates**
 - 15 - locates performed
 - **Sampling**
 - Submitted quarterly THM, HAA samples, no results yet.
- **Wastewater Collection**
 - Repaired sewer at the main 461 2nd Ave NW due to separated joint at main.
 - Sewer jetting – jetted plugged main at the Research Station.
 - 2 - Services camera'd.
- **Rural Operations**
 - 5 - rural locates
 - Sampling
 - Rural weekly Bac-T's
 - No coliforms detected.
- **Other**
 - Assisting Streets Department with frozen catch basins.
 - Assisted Water Treatment Plant with removal of suspended 10" valve.

Engineering:

Projects:

- **North Hill Reservoir Pumphouse Upgrade –**

- Budget:**

- Currently anticipate project will be completed within budget.

- Schedule:**

- The adjusted completion date is February 2024.

- Work Status:**

- Concrete for wall separating new pump well from existing reservoir is complete. The pump well ceiling (floor of pump room) is formed and will be poured week of March 6th.
 - After the pump room floor is in place work can begin on grade beam in preparation of building envelope.
 - Erection of the building envelope to begin April 2023.

- **Winter Design/Tender**

- Downtown Intersection – traffic signals ordered.
 - Creekbank – design complete, tender ready.
 - Paving & Sidewalk Tender – revised program based on budget, goal is to advertise this as soon as budget is approved
 - West End Ditching Phase II – design complete.
 - 11th Ave NW (North of Battleford) – drainage design complete. Streets to complete the work.
 - 11th Ave SW roadway – design completed for a phasing plan to rebuild road and proper ditching.
 - Marston – phasing plan for different treatment options and ditching improvements in two locations
 - 11th NW near Highways yard – ditching improvement design in progress.
 - Designed new Park signs for Community Services
 - Completed concept plan/servicing feasibility for property on 4th Ave NE & 6th Ave NE

- **Inclusive Playground -**

- Washroom construction started mid November with anticipated completion date March 31 - concrete pour was completed January 26.

- **Active Transportation Grant #2 -**

- Correspondence continues – anticipate an official agreement by mid-March.
 - Geotech completed. Design and communication with Highways is in progress.

Light & Power:

Tenancy Changes:

Connects – 109
Disconnects – 108
Transfers – 9

Line Locates*:

Urban – 9
Rural – 7

Meter Changes:

Electrical – 1 change, 1 install
Water - 15 changes

Meter Reading:

Monthly billing cycles

**A new process has been implemented for a record of locate. Each customer will be provided with a written record of locate including a map of the requested area.*

Projects

- 7 streetlight repairs.
- Tree trimming various locations.
- Installed fibre and cameras at 6th Ave NE & Chaplin, and fibre along Chaplin to water fill station.
- Started on Wastewater Treatment Plant overhead tie line.
- Test metering installations.
- Weekly cut off lists.

Solid Waste & Diversion:

East Landfill

- Landfilled – 1,275 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 10% increase from February 2022 (1,158 tonnes).
- Diversion materials – 143 tonnes – 22% tonnage increase from February 2022 (117 tonnes).

West Landfill

- Landfilled - 4,744 tonnes – 8% tonnage decrease from February 2022 (5,144 tonnes).

Recycle Depot

- February accommodated 1,415 visits – a 9% decrease from 1,561 visits in February 2022.
 - 10 loads of cardboard, 3 loads of paper and 1 load of plastics (30 y³ bins).
 - 3 loads of tin (6 y³ bins)

PLANNING & GROWTH DEVELOPMENT FEB 2023 - MONTHLY CAO REPORT



Building, Planning & Economic Development:

No building permits were issued during the month of February.

Demolition of two building structures were initiated and/or completed:

- 1st Ave NW – multifamily dwelling due to fire damage and overall disrepair.
- Former Humpty’s restaurant on North Service Road E, was replaced with Ricky’s Restaurant (same parent company) constructed in previous year.

Last year, numbers for February 2022 consisted of two new commercial permits issued, and two residential reno/alteration permits issued for a total value of \$1,119,200.

Comparison:

- Total overall Building Permit values in **2022** to the end of February = **\$2,858,400**
- To the end of February 2023, we have not issued any building permits to date.

Other permits and licenses in February 2023:

- (1) development permit.
- (13) new business licenses.
- (241) existing business licenses renewed.
- (345) Dog Licenses and (74) Cat Licenses.
- (3) raffle licenses.

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

- Proposed subdivision of part of Chinook Residency condos to convert to single-owner eight-plexes. Reviewed the proposed consolidation of two residential lots to replace an existing dwelling, which will be sent for Council’s approval in March.
- A new Development Permit for an 81-unit apartment building in the Springs Valley area was issued, although the developer would also need approval from the Development Appeals Board for front-yard parking and building height up to 16.0m.
 - For multi-unit dwellings in the R3 residential district, the Zoning Bylaw standards require parking in side- or rear-yards only, and a maximum building height of 15.0m. These standards can’t be relaxed through the normal permit procedure, and the standard process is to seek the Board’s approval for a variance.

- During the appeal hearing, the City had no opposition to the development proposal, and none was received from the public. The Board granted the appeal and approved the front-yard parking and a maximum building height of 16.0m.
- Attended the Ashley Park Hall open house facilitated by Community Services and assisted with public inquiries regarding future residential development of the former school site.
- Continue to work with SaskTel regarding new cell tower locations.
- Worked with Communications to renew the domain license for the “Grow With Swift Current” economic development website.
- Continuing the digitization of historic building permits.
- Various change-of-use or minor variance questions in residential and commercial/industrial areas.
- Working with various realtors to find appropriate space for clients wanting to locate in the City of Swift Current.
- Although no new building permits were issued during the month, several renovation projects for both residential and commercial locations are being discussed in preparation for permit applications.

Bylaw:

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

- 10 Animal Control Complaints (running at large, barking, etc.)
- 0 Business Complaints
- 3 Commercial Property Complaints
- 7 General Complaints (snow, garbage, trees, etc.)
- 0 Property Complaints (unsightly, untidy, etc.)
- 12 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.)

Bylaw Activities:

- All regular traffic patrols being conducted.
- A couple of City clean ups have been taken, for a dangerous/nuisance property, snow/ice on sidewalks, and garbage not cleaned up.
- Public complaints still relatively low, with most complaints involving either parked vehicles, snow/ice on sidewalks, or animal complaints.
- Researching bylaws and Provincial Acts for future bylaw development.

SWIFT CURRENT FIRE DEPARTMENT FEB 2023 - MONTHLY CAO REPORT



Report from February 1 – 28:

Type of call:	February	YTD totals
Fire	10	20
Medical	39	80
MVC	2	6
Rescue	1	2
Hazardous Condition	1	4
Other	4	13
Fire Pit Complaints	0	0
Total	57	125
Inspections	69	163

Career Development:

CAREER TRAINING (In-House – No cost):

Practical: HAZMAT, ice rescue, BA drills
 Mutual: N/A
 Medical: Activated Charcoal, Amyl Nitrate
 Online: Cardiac Emergencies & HAZMAT awareness

AUXILIARY TRAINING (In-House – No cost):

Theory: Communications
 Practical: HAZMAT

EDUCATION:

Confined Space (4 @ \$1,100)	\$ 4,400.00
ICS 200 (1)	\$ 394.04
Monthly Total	<u>\$ 4,794.04</u>

REPAIRS:

NA this month	\$ 0.00
Monthly Total	<u>\$ 0.00</u>

BILL OUTS:

RM	\$ 2,050.00
SGI At Fault Dependent	\$ -
Bottle Fill	\$ 472.50
Monthly Total	<u>\$ 2,522.50</u>

Fire Call Descriptions:

In the month of February, we responded to 10 fire calls. Of those, 6 were false alarms, 3 were cooking fires that our crews extinguished with minimal damage to the residence. The last response was mutual aid to RM 137 to supply equipment and personnel to assist with extinguishing a barn fire.

Photo description:

The drug related emergencies in our city have been steadily increasing. The very sad take away from this picture is that the drugs are stored in a place where the children of the house play. If you look closely this container is in the same room as the child's tiger teddy bear and other childhood toys. These are the calls that our crews have the Narcan nasal spray to assist an overdose patient as well as themselves if they get so much as a pin head sized drop of Fentanyl on themselves.





GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: March 7, 2023
To: Interim Chief Administrative Officer
From: Nicole Spent, Events and Program Manager of Community Services
Subject: 2023 - 2024 Saskatchewan Lotteries Community Grant Program

Background: Each year, the City of Swift Current applies to Saskatchewan Lotteries for funding under the Community Grant program. Based on our population, Swift Current received funding in the amount of \$114,900 for programs operating between April 1st, 2023, and March 31st, 2024. This grant program allows non-profit organizations, whose purpose is the delivery of sport, culture and recreation programs, the opportunity to secure funding to operate or advance the scope of their programming.

In January of 2022, the application for grant funding was submitted to Saskatchewan Lotteries by the City of Swift Current. In January of 2023, Community Services began advertising the availability of applications to community-based organizations. After five (5) weeks of continuous and varied advertising, the 2023-2024 Community Grant applications were submitted to Community Services by the February 14th, 2023, deadline.

Objective: The goal of the Community Grant program is to provide access to sport, culture, and recreation activities by enabling communities to address the needs of residents.

The Community Grant program consists of two (2) components: a Target component, which must receive at least 30% of the total funding, and a Base component, which is eligible for the remainder of funding. "Target populations" include groups such as indigenous people, seniors, women, youth at risk, the economically disadvantaged, identifiable minorities, persons with a disability and single-parent families.

To allocate the community grant, numerous factors and criteria are considered and are attached. Included in the attachment is a list of grant applicants, program descriptions and a recommendation for their approval with the amount of funding the organization will receive from the Community Grant program.

The philosophy for distribution has always been to ensure that everyone eligible for funding receives support. As the applications grow the amount of money per organization drops. Priority is given to community programs that break barriers for participation through low-cost programming, programs that fill programming gaps, community programs that aim to support target populations and those programs that build a bridge to encourage families into more streamline programming.

Seventy-Two (72) applications were submitted from a variety of Swift Current organizations. This is up by fourteen (14) applications from the 2022/2023 season. In total, the funding requested is \$224,588.40. Based on the attached criteria, seventy-one (71) of the seventy-two (72) applications are being recommended to receive funding from the Community Grant.

It is proposed that the Repair Café does not receive funding based on the criteria provided as the project is not specifically providing a sport, cultural or recreational opportunity. In addition, the program is not getting residents active in sport, cultural or recreational activities, it is more just providing exposure to an activity.

The report was presented to the Recreation, Parks and Culture Board on March 6th. The board approved and endorsed the list of applications and funding amounts presented under the 2023-2024 Saskatchewan Lotteries Community Grant program to be submitted for approval by City Council.

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.

Alignment with Strategic Plan: The Saskatchewan Lotteries Community Grant Program aligns with the City of Swift Current's Strategic Values and Goals in multiple ways. It helps to enhance and sustain the value of play by creating healthy safe spaces and places where families can experience fun, enjoyment and leisure. It also targets the goal to Advance Our Community by providing financial support to our community to help support and offer quality life experiences in our city through recreation, sports, arts, and culture.

Governance Implications: The City is responsible for the administration of the program. Organizations do not receive their funding until completed and eligible follow up report is submitted.

Budget/ Financial Implications: If approved, \$114,900 will be distributed to seventy-one (71) non-profits in our community to help support quality of life through sport, culture, and recreation opportunities in our city.

Environmental Implications: None Currently

Respectfully submitted,


Nicole Spenst, Events and Program Manager

 Reviewed and Approved on this 9th day of March, 2023.

Community Grant Adjudication Criteria (Revised January 2023)

To allocate the Community Grant, numerous factors and criteria are considered:

- 1) Is the project providing a sport, cultural or recreational opportunity?
- 2) Is the organization from Swift Current?
- 3) Are 75% of project participants residents of Swift Current?
- 4) Does the application, including the projected expenses, meet the guidelines set out by Saskatchewan Lotteries?
- 5) Is the program getting residents active in sport, cultural or recreational activities or is it just providing exposure to an activity?
- 6) Would the organization be able to provide the project within reasonable cost to the participant without receiving the requested grant funding?
- 7) Is the project going to provide a profit for the organization with the requested grant money?
- 8) Has the organization adopted Safe Places into their mandate and requested that their staff, volunteers and members all become Youth Certified?
- 9) Any group or organization that does not successfully submit their follow up report on or before April 15 will become ineligible to receive funding for 3 years.

In addition to the above criteria, the following justifications were used to determine how the grant money was allocated to each organization.

- A. Minor Sport Groups \$500 to \$1,000
- Allows youth to participate in an activity at a lower cost.
 - Larger amounts to organizations with a higher facility rental fee.
 - Lower amounts to organizations showing a significant profit or lower participation number.
 - Safe Places Youth Certified Incentive - groups will receive an additional \$50 in grant funding if their organization has been designated as an official 'Proud Supporter of Safe Places'
 - Being a 'Proud Supporter of Safe Places' means that a minimum of 80% of people within your organization are Youth Certified
- B. Not Provided Otherwise \$250 to \$1,000
- Without the grant, this program would not exist. It is usually the only type of its kind available to the community.
- C. Duplication \$250 to \$500
- There are similar activities within the community for the public to participate. This is providing another avenue for the community to explore their interests.
- D. Target Groups \$500 to the requested amount
- These programs are used to break barriers for the community so that all members can participate. Programs of this kind are usually limited. To receive more than

\$1,000, the primary focus of the organization must be to provide sport, cultural and/or recreational opportunities. Larger dollar amounts will be allocated to organizations showing strong participation numbers and those applications providing barrier-free participation opportunities.

E. Youth Organizations \$500 to \$750

- There are many youth organizations that encompass some sort of sport, cultural and/or recreational activity into their programming. Each of them aims at a different target group or interest.

F. Festivals \$600

- Festivals bring cultural events into the community and can look at reaching a wide range of target groups. Provided free or with minimal cost to the community.

G. Criteria \$250 to \$1,000

- The sole purpose of the organization is to provide sport, cultural or recreational activities. In order to receive the maximum amount of \$1,000:
 - the program must be a new initiative or
 - the organization must be new to the City of Swift Current and,
 - the organization must show financial need to get the program started.

Organization Name - Target	Project Description	Recommendation	Justification
City of Swift Current - Zone program	Summer youth program	\$ 15,250	Target Group
Art Gallery Swift Current	Art access, to low income individuals and art camps	\$ 4,000	Target Group
Canadian Mental Health	Promoting wellness through recreation	\$ 1,750	Target Group
City of Swift Current- Aquatic Centre	Recreation access for low income families/individuals	\$ 8,000	Target Group
City of Swift Current Community Rec Programs	Welcome to Recreation	\$ 4,080	Target group
City of Swift Current- Families in the Park	Families in the park summer program	\$ 7,000	Target Group
City of Swift Current- In Motion	In motion programs	\$ 9,000	Target Group
City of Swift Current- Parks Play	Parks Play program	\$ 25,470	Target Group
Family Resource Centre	Music & Movement for Families	\$ 1,250	Not provided otherwise
Group 2 Swift Current Scouts	Scout Camps in June-August	\$ 500	Youth Organization
Riverview Village Estates	Country In the City- Carnival	\$ 250	Not provided otherwise
Safe Places	Safe Places Aware- online abuse awareness program	\$ 600	Not provided otherwise
SaskAbilities	Summer Fun Program	\$ 2,500	Target Group
Swift Current Curling Club	Curling- Special O curling, and learn to curl for Newcomers	\$ 1,000	Criteria
Senior Bowling Leagues	Senior 55+ Bowling League	\$ 300	Criteria
Swift Current Meadows Long Term Care	Expressive Art Classes for Seniors	\$ 500	Not provided otherwise
Southwest Homes	Sensory Connection Program	\$ 750	Target Group
Southwest Literacy Committee	Pre-school Kit	\$ 250	Not provided otherwise
Southwest Newcomer Welcome Centre	Multicultural Family Fun Day	\$ 600	Festival
Southwest Saskatchewan Pride	Swift Current Pride Week	\$ 600	Festival
Southwest Youth Emergency Shelter Inc.	Dorie's House - Youth empowering conference	\$ 500	Not provided otherwise
Special Olympics Swift Current	Special Olympics	\$ 1,750	Target Group
Swift Current Branch Library	Summer Reading Program	\$ 750	Not provided otherwise
Swift Current Icebreakers Sledge Hockey	Sledge Hockey Season	\$ 750	Target Group
Swift Current Museum	Lunch and Learns and Summer Programs	\$ 1,250	Not provided otherwise
Swift Current Regional Science Fair Committee	SC Regional Science Fair, purchasing of supplies for students	\$ 250	Not provided otherwise
Swift Current Wheelchair Basketball	Wheelchair Basketball	\$ 750	Target Group
The Center	Inward Focus Media, Photography classes	\$ 850	Target Group

Organization Name - Target	Project Description	Recommendation	Justification
Truth and Reconciliation Committee	Orange shirt day awareness	\$ 500	Criteria/not provided otherwise
Swift Current Outdoor Hockey League	Outdoor hockey season	\$ 800	Target group
Organization Name- Base	Project Description	Recommendation	Justification
605 Tarry Royal Canadian Air Cadet	Familiar Flight/Range bookings	\$ 500	Youth Organization
Blenders Events	Blenders Concert series	\$ 500	Criteria
Gelico Gymnastics	Artistic Gymnastics	\$ 600	Minor Sport Group
Good Tyme Dance Club	Public social dance once per month	\$ 250	Duplication
Haunted Town Tours SK INC.	Haunted Town of Lil Sur Mer	\$ 250	Not provided otherwise
Line Dancercise Club	Line Dancing	\$ 250	Duplication
Navy League of Canada Swift Current Branch	Navy League	\$ 500	Youth organization
Prairie Pistol Club	Inclusion Ramp to Targets	\$ 250	Not provided otherwise
Renz's Round Dance Club	Cued Ballroom Dancing	\$ 250	Duplication
SC Basketball League	Rec Basketball for men	\$ 250	Not provided otherwise
Southwest Cultural Development Group	Lyric Theatre Programming	\$ 3,750	Criteria
Southwest Roller Derby Assoc	Roller Derby	\$ 500	Minor Sport Group
Southwest Square and Rounds Dance Zone 6	Square and Round Dancing	\$ 250	Duplication
Swift Current & District Music Festival Assoc	Festival 2024	\$ 500	Not provided otherwise
SC ACT/UCT Stingrays Summer Swim Club	Summer Swimming	\$ 650	Minor Sport Group
Swift Current Ag & Ex (Discover The Farm)	Discover the Farm	\$ 350	Not provided otherwise
Swift Current Ag & Ex (Docs Town)	Docs Town Summer Programming	\$ 600	Not provided otherwise
Swift Current Archery Club	3D Archery Clinic	\$ 350	Not provided otherwise
Swift Current Arts Council	Stars for Sask Concert Series	\$ 500	Not provided otherwise
Swift Current Barracudas Swim Club	Swim Club	\$ 650	Minor Sport Group
Swift Current Fencing Club	Fencing Club	\$ 500	Minor Sport Group
Swift Current Girl Guides	Purchase of Ozobots	\$ 500	Youth organization
Swift Current Lacrosse	Lacrosse Season	\$ 650	Minor Sport Group
Swift Current Ladies Line Dance Club	Line Dancing	\$ 250	Duplication
Swift Current Mennonite Heritage Village Museum	Museum summer programs	\$ 600	Not provided otherwise
Swift Current Minor Baseball	Baseball season	\$ 650	Minor Sport Group

Organization Name- Base	Project Description	Recommendation	Justification
Swift Current Minor Football	Football Season	\$ 650	Minor Sport Group
Swift Current Minor Girls Softball Assoc.	2023 Regular Season	\$ 650	Minor Sport Group
Swift Current Mixed Volleyball League	Mixed Volleyball league	\$ 250	Not provided otherwise
Swift Current Motocross Assoc	Motocross Practice Clinics	\$ 300	Criteria
Swift Current Nordic Ski Club	Cross Country Skiing	\$ 650	Criteria
Swift Current Oratorio Choir	50th Anniversary Concert	\$ 250	Not provided otherwise
Swift Current Pickleball Club	Community Pickleball	\$ 500	Criteria
Swift Current Rugby Club	Rugby season	\$ 600	Minor Sport Group
Swift Current Skating Club	Skating	\$ 650	Minor Sport Group
Swift Current Soap Box Assoc	Fathers Day Race	\$ 600	Minor Sport Group
Swift Current Soccer Assoc	SCSA outdoor season net purchases	\$ 650	Minor Sport Group
Swift Current Square Dance Club	Square Dancing	\$ 250	Duplication
Swift Current Titans Wrestling	Titans wrestling tournament	\$ 650	Minor Sport Group
Tennis Association of Swift Current	Tennis Club start up	\$ 1,000	Criteria
Windscape Kite Club	Windscape festival	\$ 600	Festivals

Denied

Organization Name	Project Description	Recommendation	Justification
Swift Current Repair Café	Community Repair Café	\$ -	Criteria 1) Is the Project providing a sport, cultural or recreational opportunity; and Criteria 5) Is the program getting residents active in sport, cultural or recreational activities or is it just providing exposure to an activity.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: March 7, 2023
To: Interim Chief Administrative Officer
From: City Clerk
Subject: **Bylaw and Policy Audit and Review**

Background: One of the mandates given by the City Council was to conduct an audit of bylaws and policies that remain active within City records.

Objective: To establish a process of review of all existing bylaws and policies, to identify and clean up the directory with the purpose of repealing those that are obsolete, ineffective, or redundant. In addition, an annual review process shall be established and assigned to each supporting department and/or division.

Once the audit process has taken place, a database will be created that allows all bylaws to be retained for historical value in one (1) electronic repository, with the ability to easily identify active bylaws. Thereafter, each supporting department will be assigned their collection of bylaws for review, comment and/or recommendations with respect to whether the bylaw is still in effect, if the bylaw was superseded by another bylaw or simply irrelevant and obsolete. The same process will be followed for policies.

Options: That the Committee accept the attached draft, Statement of Policy setting out the proposed template structure. In addition, this draft sets out the Maintenance of City Policies and Bylaws and is provided for Council's discussion and input.

Given that we are three months into 2023, to quantify a practical amount for review this year, it is being proposed that three (3) bylaws and three (3) policies for each division be brought forth to Council by the end of 2023.

Within the Office of the City Clerk, I have identified and undertake to complete the following:

Bylaws: Establishment of a new Code of Ethics Bylaw for City Council
Administration Bylaw
Council Procedures Bylaw

Policies: Policy Template
Maintenance of City Policies and Bylaws (New)
Employee Code of Conduct

Listings from other departments will be identified and presented at the next GPC meeting.

Alignment with Strategic Plan: The Strategic Plan, adopted by Council in September 2022 identified Strategic Priorities within operations, with one of them being enhancing leadership and governance. This audit and review is a direct reflection within core principles and behaviors of good governance, and to commit to continued improvement in governance and organization.

Governance Implications: To ensure that the City has an accurate and up to date directory of bylaws and policies that are relevant, enforceable, and represent the City's best interests.

Budget/ Financial Implications: N/A

Environmental Implications: N/A

Respectfully submitted,



Jackie Schlamp, City Clerk



Reviewed and Approved on this 9th day of March, 2023.

City of Swift Current Statement of Policy

Policy Title:	Maintenance of City Council Policies and Bylaws	Policy No.
Date of Adoption:		Resolution No.
Date of Amendment:		Resolution No.
Supporting Department:	Office of the City Clerk	Review Date: December 11, 2023
Approved by:		

1. POLICY

1.1 This policy establishes the framework that includes the responsibilities and process for maintaining City Council Policies and City Bylaws.

2. PURPOSE

2.1 Council Policies and City Bylaws support the strategic priorities of Council and govern the activities within the City. This policy will create a consistent and forward-thinking approach to review and amend these integral City records.

3. DEFINITIONS

3.1 **City** refers to the corporation of the City of Swift Current.

3.2 **Chief Administrative Officer** as known as the CAO is the individual appointed by City Council pursuant to section 84 of *The Cities Act*.

3.3 **City Clerk** is the individual appointed by City Council pursuant to section 85 of *The Cities Act*.

3.4 **Council** is the Members of Council for the City of Swift Current consisting of the individuals elected pursuant to *The Local Government Elections Act*.

3.5 **Policy** refers to any policy on record established by City Council or Administration.

3.6 **Bylaw** refers to any bylaw on record established and passed by City Council.

4. SCOPE

- 4.1. This policy resides within the Office of the City Clerk and shall be led by the City Clerk.
- 4.2. This Policy applies to all Policies and Bylaws of record.

5. OBJECTIVE

5.1 A detailed review for a select number of current Policies and Bylaws is required annually, in addition a standard review of the Policy directory and City Bylaw registry shall be completed every five (5) years.

5.2 In the first quarter of each year, the City Clerk will provide City Council with a proposed inclusive work plan, broken down per department and/or division, with a listing of a minimum of three (3) determined Policies and three (3) determined Bylaws to be reviewed, amended and/or repealed in that current year.

5.3 Factors that may be considered in choosing the select annual review shall be:

- 5.3.1 Change in provincial or federal legislation, regulations, terminology, or policy;
- 5.3.2 Council, Administration, or an external stakeholder has identified a need for review;
- 5.3.3 A gap in consistent service delivery or programs has been identified; or
- 5.3.4 Changes to funding requirements.

5.4 The review of each Policy or Bylaw under this maintenance review process shall include the General Manager and cross-divisional staff within the department(s) who typically work most closely with the said Policy or Bylaw in question.

5.5 The above stated team will review and draft all recommendations. A final draft will be presented to the City Clerk for follow up, editorial purposes, and review by the City Solicitor, if required.

5.6 All selected Policies and Bylaws will be presented to Council throughout each year.

5.7 All selected Policies and Bylaws shall be passed by Council prior to the last Council Meeting of each year in which the inclusive work plan was presented.

6. RESPONSIBILITY

6.1. City Clerk shall:

- 6.1.1 Provide an annual proposed work plan to City Council within the first quarter of each year;
- 6.1.2 Keep an electronic record of all Council Policies and City Bylaws along with supporting procedures;
- 6.1.3 Have access to all Policies of record within of the City; and

6.1.4 Make available all City Bylaws, Council Policies and Procedures to Council, City employees, and to the public.

6.2. CAO shall:

6.2.1 Ensure that Council has appropriate Policies and Bylaws to verify services are delivered with accountability and due diligence;

6.2.2 Ensure that Policies and City Bylaws are implemented; and

6.2.3 Recommend new Policies and Bylaws are brought to Council for consideration as needed.

6.3 City Council Shall:

6.3.1 Develop and evaluate Council Policies and City Bylaws;

6.3.2 Ensure that all Policies and Bylaws are aligned with Council direction, strategic priorities, goals, and objectives;

6.3.3 Provide direction to administration for revisions to Council Policies, or amendments to City Bylaws, to address the needs of the City and promote good governance.



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: March 8, 2023
Subject: Budget
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.**

Karl Cobler, GM Corporate Services

Jim Jones, Interim CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on March 14th, 2023.

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



GOVERNANCE & PRIORITIES COMMITTEE


REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: March 8, 2023
Subject: Personnel Update
Request from: Mayor Bridal

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.**



Al Bridal, Mayor



Jim Jones, Interim CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on March 14th, 2023.

Staff Members to be in Attendance: Interim Chief Administrative Officer and City Clerk.