



GOVERNANCE & PRIORITIES COMMITTEE

April 11, 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 April 11th, 2023 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated March 14th, 2023 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**

6. Strategic Plan

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

7.1 Council Meeting Times to be presented by Jackie Schlamp, with discussions lead by Mayor Bridal. **18**

7.2 Draft Code of Ethics Bylaw, for Members of City Council and Council Committees to be presented by Jackie Schlamp, with discussions lead by Mayor Bridal. **21**



GOVERNANCE & PRIORITIES COMMITTEE

April 11, 2023

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

8. Agencies/ Boards and Committees

9. Unfinished Business

10. Council's Interest and Communications

11. En Camera Requests

- 11.1 A request regarding Budget to be presented by the General Manager of Infrastructure and Operations. **51**

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.

12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of April 11th, 2023 be adjourned.

Next Meeting May 24, 2023.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: April 6, 2023
To: Governance & Priorities Committee
From: Chief Administrative Officer
Subject: **CAO Update**

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

Attached you will find reports for the following divisions:

- 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, CAO

COMMUNITY SERVICES

MAR 2023 - MONTHLY CAO REPORT



Museum Aquarium



Active Play – Ecole Centennial



Capital/Operating Projects:

- **Art Gallery** was closed for installation of new exhibit on March 20 to 30.
- **Chinook Golf Course** prepared mowers to be serviced prior to reels being reattached. Began the process of moving equipment from winter storage at Kinetic Park back to golf course. Installed chargers, for new rental carts, on to the ceiling of the cart shed. Tree pruning completed, except for areas where lift is required – this pruning will be completed in the fall. Due to amount of snow and ice remaining on the ground, an early April opening will not be happening.
- **Outdoor rinks** were closed on March 10. Park staff began the process of painting picnic tables and equipment maintenance. Forms for daily toolbox safety meetings have gone digital through Microsoft Forms, to save time and paper.
- On March 17 the floor sink in the janitor room at **Museum** backed up. Sewer King was called but was unable to clear the line. Len’s Plumbing and Heating had to replace the sink pipe.
- **Successful grants for community programs** included: *SPRA Leadership Development Grant* (used to send Kinetic Park staff to Humboldt to attend *Facility and Parks Maintenance* courses - \$1,500), *CPRA* grant in partnership with *Kiwanis Club* approved for \$8,000 (summer programming), *SPRA Youth Employment Experience* grant (to support one park play student). *Community Support Grant* applicants were notified of their funding status (\$114,900 will be shared by 72 applicants).
- Melhoff Electric ran conduit from the H-Hut to the Saloon in **Kinetic Park** to provide Wi-Fi - preparation for this began in the fall of 2022. Depending on spring weather, H-Hut, Saloon and Grandstand should have Wi-Fi access available for the 2023 rental season. Kinetic Park staff hauled a few loads of used styrofoam from Swift Current

Hospital renovation to the Doc's Town Steamer shed to be utilized as insulation so the shed can be utilized in the winter.

- Riverside Electric completed electrical work for the re-location of the chemical system at the **Aquatic Centre**.
- Removed **Curling** ice on March 30. Arena staff assisted Curling club with shaving ice and removal of logos.
- **S3 West** arena closed for removal of ice on March 24.
- **RC Dahl** roof continues to leak above the library circulation desk, set for capital roof replacement in 2024. Sidewalks maintained by Lt Col. Clifton Centre Staff. **Dickson Centre** boiler issues resulted in air separator, sight glass and glycol fill tank having to be replaced. March 25 had a water main break to the building – programs and user groups were notified.
- With student employees not being available **Lt. Col. Clifton Centre** had to utilize full time staff at overtime rates to cover the many weekend rentals.
- **Safe Places** brought 4 new affiliates on board including Sask Abilities and Dance Studio. Launched new certification. Internal staffing requirements under review, had discussion with HR regarding requirements for hiring/recertification. Received request from Sask Cycling to be an affiliate.

Programs/Rentals:

- **Art Gallery** Reception for *Gladys Wozny Siemens: The Archival Shore* held on March 3 with 65 in attendance. This exhibit ended on March 18. Reception was held on March 31 for incoming exhibit – *Jude Griebel: Illuminated Collapse* that will run from April 1 to June 24. Art camp registration opened March 27, two painting classes began March 23, Easter Egg workshop was presented on March 19 and Printing Linocut Designs class was held on March 25. Art class registration revenues: \$3,698.82. Art supply revenues: \$728.78.
- **Cross country ski** trails at Chinook Golf Course had enough snow coverage to be used during the month.
- **Outdoor rinks** attendance up from 2022.
- On March 3, **Museum** hosted Girl Guides sleepover. 24 Embers and 5 Leaders attended. Museum staff covered with shift changes at midnight and 7am. Reviews from staff and Leaders indicated the event was a success. Pie Day event took place on March 14 to celebrate *National Pie Day*. Pies were purchased from Flatland Foods and sold to the public (6 pies were sold). Horticultural Society presented *Fruit Trees for the Southwest* by *Bob Bors* on March 20.
- **Ted Knight Saskatchewan Hockey Hall of Fame** simulator rentals: 1 birthday party, 1 hockey windup and 5 general rentals.

- **Swim programming** included *Aquatic Emergency Care*, March 3-5, *National Lifeguard* courses, March 17-19 and 24-26, and Spring 8-week lessons began.
- **Curling Club** ended the season with 3 Bonspiels.
- **SC Broncos** held 4 home games; last one was held on March 24 with a near capacity crowd.
- **Rinks** were busy with Minor Hockey, Oldtimers, No Hit tournaments, and Skating Club Ice Show as well as rush ice and regular ice bookings.
- **Lt. Col. Clifton Centre** had busy weekend rentals as well as weekdays consisting of pickleball, basketball and regular group bookings.
- **Stockade** kept busy with regular season evening bookings, daytime programs. Other events included Welcome to Recreation, Cheerleading, Lacrosse, Softball, Badminton, U16 Sundogs Boys Volleyball tournament, Step into Spring Trade Show (hosted by the Ag & Ex). **Palliser** rentals included weekly Line Dancercise, agricultural training seminars and No-Hit Hockey League cabaret.
- **Community Services program** statistics include *Fun Day* (held on March 17) – 50 kids, *Drop in Pickleball* – 110, *Finding Balance* – 8, *Adults at Play* – 5 each week, *Active Play* at Central School – 16 on Tuesdays and 25 on Thursdays, *Welcome to Recreation* (Fencing clinics) – 18.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	639	Walking for Wellness	332	Swimming Lessons	656
TKSHHOF	400	Forever in Motion	98	School Swim Lessons	263
AGSC including West Wing	342	Tots Play	95	General Swim	2893
Outdoor Rinks	455	Aquatic Fitness	643	Swim Clubs/Other Groups	506

Staffing/Scheduling:

- **Staffing:** Art Gallery Preparator-Carpenter position became vacant as of March 31. New hire starts April 17. Summer Students (7.5) were hired to coordinate and run summer programs. Aquatic Centre hired 2 Lifeguard/Instructors. Facilities had one full time staff resign.
- **Training:** Parks staff received chain saw training. One Kinetic Park staff completed aerial lift training and chainsaw training. One Community Services staff completed High Five Principles of Health Child Development Trainer certification so they can now fully train program staff without having to outsource this training.

User/Rental/Community Connections:

- **Art Gallery** has 4 memberships purchased/renewed.

- **Parks** department hosted the *Association of Saskatchewan Urban Parks and Conservation Agencies* meeting March 23 and 24. The attendees toured the Pathway expansion and the PAG Inclusive Park area.
- Community Services participated in the monthly **Interagency meeting** on March 14. *211 Saskatchewan* attended and provided presentation explaining their services. This Committee has grown with 49 members now on the contact list.
- Met 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 preparations and work with Pebble Creative for the launch in April).
- Attended community event meetings for relationship building to coordinate, Innovation Credit Union Community Picnic in the Park, Canada Day Celebrations, Come Together and Culture Days events.
- **Safe Places** issued 8 Respect Group Training codes, 15 recertifications and 32 new certifications. Safe Places also participated in ongoing certification support. Presented program to 71 SASK SPORT members (in discussion with SASK SPORT on being the umbrella affiliate for their membership).

Bet You Didn't Know:

- That the **Swift Current Museum** is home to a **small aquarium** (to educate visitors on wildlife living in our creek system) that currently houses a crayfish and a black striped minnow that were harvested from the Swift Current Creek in the Spring of 2022.
- That the **original fairgrounds** in Swift Current were located at what we now know as the Chinook Golf Course. This location was used from 1910 to 1922.

CORPORATE SERVICES

MAR 2023 - MONTHLY CAO REPORT



Projects:

Information Technology:

- Continuation of software upgrade for the **HR/Payroll** and **Financial** modules.
- Continuation of building **Landfill software**, testing phase to begin in April.
- Assisted **Assessment** to build programming script for printing assessment notices.
- Assisted **Light & Power** with creating reports for franchise area expansion.
- Completed project of fibre optic cable installation at the **North Hill Reservoir**.
- Installed conduits for network cabling in **H Hut and Saloon at Kinetic Park**.

Purchasing:

- **T44 Truck Replacement** posted March 9, 2023, closed March 16, 2023. Three local dealerships were invited to submit. Standard Dodge was awarded, truck was in stock. Price of \$59,189.00 PST included.
- **2023 Pavement Program RFP** posted on March 21, 2023, closes April 4, 2023.
- **Creek Bank Rehab RFP** posted on March 21, 2023, closes on April 4, 2023.
- **2023 Pavement Marking RFP** posted on March 21, 2023, closes on April 4, 2023.
- **2023 Pavement Maintenance RFP** posted on March 21, 2023, closes on April 4, 2023.
- **Golf Course Equipment RFQ** was emailed to vendors and dropped off to local suppliers on March 16, 2023, closed March 31, 2023.

Assessment:

- **2023 Property Assessment Notices** sent March 31, 2023.

Staffing:

Human Resources had eight (8) **job postings**:

- Journeyman Mechanic – open until filled.
- Lifeguard/Instructor I – open until filled.
- Seasonal Labourer Parks & Cemeteries – open March 2 – March 15.
- Administrative Assistant – open March 6 – March 15.
- Clerk Cashier I – open March 27 – April 3.
- Officer, Business Development & Tourism – open March 28 – April 18 (reposted).
- Customer Service Payment Clerk – open March 30 – April 6.
- Labourer Streets & Roadways – open March 31 – April 14.

In March, eight (8) **positions were filled:**

- Preparator/ Carpenter – Permanent Full-Time (starting April 17)
- Water Labourer – Permanent Full-Time (started March 14)
- Seasonal Labourer – Seasonal Full-Time (starting April 17)
- Administrative Assistant – Temporary Full-Time (started April 3)
- One Seasonal Labourer recalled to Golf Course (started March 29)
- Seasonal Labourer – Facilities – Seasonal Full-Time (started March 13)
- 2 lifeguard/Instructor I – Non-Permanent Part-Time (Started March 15 and 20)

Customer Service/Community Connections:

March Highlights - 65 posts across all City social media accounts, with 6 news releases. Social account growth in March – 32 new Facebook follows; 36 new Instagram follows. Compared to March 2022, March 2023 had a **48.9% increased reach on Facebook, and a 40.6% increased reach on Instagram.**

- **Spring/Summer City Wide Connection** – Promoting event March 8
- **Ashley Park Hall Expression of Interest** – Facebook reach = 8,600 in 2 posts.
- **Outdoor Rink Season Closure**
- **Summer Swimming Lesson Registration Opened**
- **Mixed Curling Provincials – Congrats to Swift Current Team** – Reached 4,200
- **Repair Café Promotions**
- **Market Square Vendor Call** – Posted via Market Square Facebook, reached 4,723.
- **Congrats Tanner Lange, SCFD Member** - Received the Canadian Organization of Paramedic Regulators Award of Excellence for completing the Primary Care Paramedic Exam with a score of 795/800, the highest score in the country! – Post reached 4,460 with 950 post engagements
- **News Releases:**
 - March 15: 6th Ave NE Fire
 - March 20: CAO Appointment
 - March 20: 2023 Budget Approved
 - March 22: New Safe Places Certifications Launched
 - March 27: 5th Ave NW Fire
 - March 31: Yard Waste Program

INFRASTRUCTURE & OPERATIONS

MAR 2023 - MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

- **Snow Removal**
 - All snow zones received at least one clean up. Salt/sand applications comprised the majority of efforts in later part of March.
- **Drainage**
 - During days of melting, crews have been continuing to steam culverts and catch basins to reduce ponding.
- **Potholes**
 - Crews have been filling potholes with cold mix as needed. The process used is to clean out holes, torch them to provide a more adherable surface and then use a plate tamper. Cold mix typically doesn't last very long, but with this approach the fills appear to be holding up. Durapatcher was getting repairs and should be back mid April.
- **Training**
 - Hydrovac training scheduled for April 12
 - Grader Operator training scheduled for May.

Fleet Services Highlights:

- **J2 Hydrovac Truck** – Annual safety inspection. Perform necessary repairs. Unit passed.
- **R1 New Grader** – Delivered March 16, 2023. In service March 24, 2023.
- **R14, R15, R16 Street Sweepers** – Check over units for spring operations.
- **T17 ½ Ton Truck** – Unit sent for head gaskets replacement, antifreeze in #4 cylinder.
- **Grader Blades** – Installed 25 sets of grader blades in March on the three units.
- **Safety meetings** on March 2, 16 and 30.

Oil Change Services

- Light Trucks – 18
- Heavy Trucks – 1
- Equipment - 3

General Repairs

- Light Trucks – 18
- Heavy Trucks – 13
- Equipment - 64

Water & Wastewater:

Water Treatment Plant (WTP)

- **Staff** - One operator achieved class 2 and one operator achieved class 1 certification
- **Plant**
 - Preparing for spring run-off
 - Completed chlorine gas piping replacement
 - Installed new gas piping for chlorinators, new ejectors for chlorine gas, and new piping for super chlorinated water.
- **Filters** - Annual cleaning for filters 1, 2, 6, 7 and 10
- **Boosters**
 - **8th Ave Booster**
 - Installed VFD for second pump and integrated into the PLC
 - **North Hill Reservoir**
 - Switched from Sasktel to City Fibre network
 - Upgrade continues
- **Sampling**
 - All bacteriological samples were sent away, no coliforms detected
 - All samples within acceptable range
- **Total pumped for March:** 174.83 MI, the 10-year avg for March is 176.88 MI

Wastewater Treatment Plant (WWTP)

- **WWTP – Operations**
 - WWTP effluent back to the creek
 - Test run generator under load.
 - Steaming clarifier # 1 in anticipation of restart
 - Switched power from SaskPower to City L&P
 - Replaced motor overload for grit pump # 1
- **Lift Stations**
 - Test run all generators under load.
 - # 10 (Wal-Mart) - Repaired HVAC system
 - # 8 (Wheatland Mall) - Pump plugged after jetting sanitary mains, removed pump, cleared.
- **Sampling**
 - SC Creek samples and semi-annual samples to Provincial Labs.
 - U of R sampling continues to measure Covid-19 viral load.

Water Distribution & Wastewater Collection

- **Water Distribution**
 - **Mains**
 - Repaired main breaks on 700 blk Lorne St. W. and 800 blk 10th NE.
 - **Repairs**
 - 3 - Boxes and rods.
 - **Hydrants**
 - Hydrant was hit by a car on Hayes Drive. The hydrant valve broke when attempting to repair the hydrant - will move hydrant in spring.
 - Rebuilt hydrant 4th NW & Herbert West.
 - Weekly flushing.
 - Pumping hydrants that do not drain properly and steaming frozen hydrants.
 - **Meters** - 29 meter appointments
 - **Locates** - 20 locates performed
 - **Sampling** - Submitted quarterly THM, HAA samples, no results yet.
- **Wastewater Collection**
 - Repaired manhole frame 8th NW & Chaplin
 - Cleared plugged main 400 block of Central North
 - Sewer jetting - Annual jetting program continues
 - 4 - Services Camera'd
- **Rural Operations**
 - 10 - rural locates
 - Sampling - Rural weekly Bac-T's -No coliforms detected.
- **Other**
 - Performed Bac-T testing for Prairie Sun Court
 - Removed two redundant 10" valves from the Water Treatment Plant.
 - Assisted Streets with steaming catch basins/culverts and transporting snow.

Engineering:

Projects:

- **North Hill Reservoir Pumphouse Upgrade**

Work Status:

- The concrete required to separate the new pump well from the existing reservoir is complete.

- The contractor is working on the installation of pipe supports for new fill lines within the reservoir, as well as concrete equipment pads and pump bases in the new pump room. This should be finished in the first week of April.
- Erection of building envelope (concrete masonry unit walls) was to start first week of April but is delayed due to cold weather; work will resume once temperature is higher and will be finished before the end of April.
- Once the building envelope has been erected the roof deck construction and electrical rough-in will begin.
- **2023 Capital Budget Projects**
 - **Creebank** –
 - Perth Drive – Request for Proposal is advertised. Closes April 4.
 - **Downtown Intersection** – traffic signals are anticipated to be delivered in May. Project to start late May/early June.
 - **Paving & Sidewalk Program** - Request for Proposals is advertised. Closes April 4. There have been inquiries from two local contractors.
 - **11th Ave NW (north of Battleford) Drainage** - design completed. Streets crew to complete work in Spring.
 - **11th Ave SW Roadway** – design completed for a phasing plan to rebuild road and proper ditching. Request for quotes sent out. Closes April 6.
- **Plewis Automotive Group Inclusive Park -**
 - Washroom construction - substantially complete as of March 31.
 - RFP for concrete and asphalt included in Paving and Concrete RFP. Closes on April 4.
 - Irrigation Design – final edits in progress. Order materials when finalized.
 - Fencing – Quotes received. Finalizing details with contractor for award.
- **Active Transportation Grant #2 -**
 - WSP working on design and approval from the Ministry of Highways.
 - Environmental permit applications are in progress.
 - RFPs are being drafted to be advertised as soon as we have an agreement in place and approval from Highways.

Light & Power:

Tenancy Changes:

Connects – 141
 Disconnects – 158
 Transfers – 10

Meter Changes:

Electrical – 1 change, 2 install
 Water - 11 changes

Line Locates:

Urban – 16

Rural – 8

Meter Reading:

Monthly billing cycles

Projects

- 19 streetlight repairs.
- Franchise expansion work:
 - o Double Circuit cut over c/w meter changes.
 - o Build WWTP tie line.
 - o Cut over OH along #4 and Sask Valley.
 - o Cut over WWTP/Pondarosa.
 - o Meter Changes totalling 289.
 - o Complete loop feeds and alternate connections, labeling, documentation, and mapping.
- Cable Fault and Repair 4th SE and South Railway.
- Cable Fault and Temp Repair 840 2nd Ave NE.
- Structure fire 400 block 6th NE.
- Structure Fire 400 block 5th NW.
- Tree trimming.
- Mitchell field re-lamp with 80' zoom boom.

Solid Waste & Diversion:

East Landfill

- Landfilled – 1,634 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 6.6% increase from March 2022 (1,532 tonnes).
- Diversion materials – 585 tonnes – 400% tonnage increase from March 2022 (118 tonnes) primarily due to a concrete removal project.

West Landfill

- Landfilled - 7,426 tonnes – 52% tonnage increase from March 2022 (4,899 tonnes).

Recycle Depot

- March accommodated 1,772 visits – a 9% decrease from 1,948 visits in March 2022.
 - o 12 loads of cardboard, 5 loads of paper and 1 load of plastics (30 y³ bins).
 - o 3 loads of tin (6 y³ bins)

PLANNING & GROWTH DEVELOPMENT MAR 2023 - MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of \$490,000 in building permits were issued in March:

- (1) New Industrial permit issued (storage building/garage).
- (10) residential, (1) Industrial and (1) Institutional reno/alterations.

Last year, numbers for March 2022 consisted of one residential reno/alteration permit for a total value of \$6,100.

Comparison:

→ Total overall Building Permit values in **2022** to the end of March = **\$2,864,500**

→ Total overall Building Permit values in **2023** to the end of March = **\$ 490,000**

Summary of permits and licenses March 2023:

- (10) new business licenses.
- (1000) existing business licenses renewed/issued to date.
- (382) Dog Licenses and (105) Cat Licenses issued to date.
- (3) raffle licenses.

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

- Consolidation of two residential lots to replace an existing dwelling was approved.
- Minor variance to the side-yard setback was requested for a house addition at the 700 block of Connaught Drive. Awaiting response from neighbouring property.
- Received application to allow apartment buildings at 2100 block of Saskatchewan Drive. Will proceed with bylaw amendment to accommodate development through direct control zoning.
- Continuing to work with SaskTel for new cell tower locations. SaskTel will also not renew the two current lease agreements at the end of their terms this fall. These two towers weren't constructed, and the land will return to their previous use as open space.
- The Saskatchewan Building Officials Association spring conference was hosted by the City from March 29 to 31 with the theme "Everyone Everywhere." City Parks Manager made a presentation on the design and building of the region's first inclusive park. SaskAbilities representatives spoke about how accessible and inclusive buildings affect their quality of life. Approximately 70 municipal building officials, architects, engineers, technologists, and insurance inspectors attended the conference in person.

- Building permit applications are starting to come in more frequently, with several new construction and renovation projects for both residential and commercial/industrial locations being discussed in preparation for permit applications.
- Demolition permits are expected shortly due to two residential home fires in March.
- Continuing to digitize historic building permits.

Bylaw:

To the end of March, the following bylaw files have been opened upon receipt of complaint:

- 16 Animal Control Complaints (running at large, barking, etc.)
- 0 Business Complaints
- 4 Commercial Property Complaints
- 10 General Complaints (snow, garbage, trees, etc.)
- 1 Property Complaint (unsightly, untidy, etc.)
- 25 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.)

Bylaw Activities:

- All regular traffic patrols being conducted.
- Public complaints still relatively low, with most complaints involving either parked vehicles, snow/ice on sidewalks, or animal complaints.
- Contacting unlicensed businesses operating and/or advertising on social media.
- Researching bylaws and Provincial Acts for future bylaw development.

SWIFT CURRENT FIRE DEPARTMENT MAR 2023 - MONTHLY CAO REPORT



Report from March 1 – 31:

Type of call:	March	YTD totals
Fire	4	24
Medical	40	120
MVC	5	11
Rescue	2	4
Hazardous Condition	4	8
Other	3	16
Fire Pit Complaints	0	0
Total	58	183
Inspections	71	234

Career Development:

CAREER TRAINING (In-House – No cost):

Practical: Captain’s general review of crew skills
 Mutual: N/A
 Medical: Med Kit review & Hutch Ambulance unit orientation
 Online: Ventilation

AUXILIARY TRAINING (In-House – No cost):

Theory: Fire Protection systems
 Practical: Loss Control measures

EDUCATION:

Instructor (1)	\$ 387.00
ICS 200 (1)	\$ 395.00
ICS 300 (1)	\$ 400.00
Monthly Total	<u>\$ 1,182.00</u>

REPAIRS:

E3	\$ 368.12
Ladder 2	\$ 31,605.22
Tanker	\$ 1,914.76
E2	\$ 1,114.46
Monthly Total	<u>\$ 35,002.56</u>

BILL OUTS:

RM	\$ 1,890.00
SGI At Fault Dependent	\$ 5,181.70
Bottle Fill	\$ 441.00
Monthly Total	<u>\$ 7,512.70</u>

Fire Call Descriptions:

In the month of March, there were two significant fires. Of those, one involved a fatality.

Photo description by Chief Hunter:

These photographs are from the apartment fire on the 24th. This fire had flames and excessive smoke exiting the rear of the building on arrival. Our crews entered with the thermal imaging camera and a hose line to search for occupants. Once they completed the search in all survivable rooms, they began fire extinguishment. This was very difficult as the building was being renovated at the time and the drywall was removed completely from the basement and half of the upstairs. The insulation behind the plastic vapor barrier was wood chip and saw dust and that increased the difficulty of extinguishment. The fire breached the roof quickly as the drywall was removed from the inside ceiling as well. There were no injuries to staff and the residents of the apartment were away at the time of the fire.

I did not allow an in-depth investigation as the roof collapsed onto the main floor and the main floor then collapsed into the basement. With the addition of the outside concrete walls being exposed to extreme heat and large amounts of stress cracking this building is not stable.

There was no indication of any intentional ignition, and the insurance company may consider hiring a structural engineer to evaluate the structure so they can perform an investigation, or they may assume the same position I have taken regarding an unsafe structure to enter.





GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: April 5, 2023
To: Chief Administrative Officer
From: City Clerk
Subject: City Council Meeting Times

Background: Legislation known as *The Cities Act*, more specifically, section 55.1, sets out the established general procedures to be followed in conducting business at Council meetings. This process is adopted by way of bylaw and is known to the City as Procedures Bylaw No. 15 - 2007.

As identified within the Bylaw and Policy Audit Review Report presented at the last GPC meeting, the Procedures Bylaw is currently under review. At the request of Mayor Bridal, research was conducted to determine when other Cities within the Province hold their meetings of Council.

Objective: Attached to this report is a spreadsheet setting out information from seventeen (17) other cities for the Committee's review and discussion. Should the Committee wish to change the Council meeting times, such change would be incorporated within amendments to the Procedures Bylaw and will be brought before Council at a future date.

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: This aligns with our strategic goal of "Strengthen our People, Leadership and Governance."

Governance Implications: To ensure that the City has an up-to-date bylaw that meets legislative requirements, is applicable and enforceable.

Budget/ Financial Implications: N/A

Environmental Implications: N/A

Respectfully submitted,



Jackie Schlamp, City Clerk

 Reviewed and Approved on this 6th day of April, 2023.

Meetings of Council

	Saskatoon	Regina	Prince Albert	Moose Jaw	Lloydminster	Swift Current	Yorkton	North Battleford
Council	Last Wednesday of the month	Every second Wednesday at 1 PM	Every third Monday at 5 PM	Every second Monday at 4 PM	Second Mondays and begin at 1:30 PM	Every second Monday at 6:30 PM	Every Third Monday at 5PM	Every Second Monday at 5 PM
GPC / Committee of the whole	GPC - monthly	Tuesday of every third week of the month at 4 PM	When called	Once a month except in summer	Every third Tuesday at 1:30 PM	GPC every 4 weeks on Tuesday at 1 PM	When needed	
Executive Committee	Throughout month	Every second Wednesday at 9 AM	Once sometimes twice a month at 4PM	Every Second Monday at 5 PM	N/A	N/A	N/A	Third Monday of each month at 5:15 PM
Meeting time	All meetings during the day other than Public Hearing 6-9 pm on Council Days	Most meetings during the day	end of work day	end of work day	during the day	evening / day	end of work day	end of work day

	Warman	Weyburn	Estevan	Martensville	Melfort	La Ronge	Humboldt	Melville	Meadow Lake
Council	Every Second Monday at 6:30 PM	Every second & fourth Monday of each month at 6PM	Every Second Monday at 6 PM	Alternate Tuesdays with GPC & Council	Second Monday of each month at 5 PM	Every second Tuesday of the month at 7 PM	Every fourth Monday of each Month at 5:30 PM	Every first & third Monday of each month at 6 PM	Every second & fourth Monday of each month
GPC / Committee of the whole	Every four weeks on Monday at 1 PM	Second and fourth Monday of each month - Following Adjournment of Council	Board of Management Quarterly meetings as required	Every four weeks on Tuesday at 5 PM	no real schedule	Following Council Adjournment	Following Council Adjournment - If necessary	Following Council Adjournment - if necessary	Following Council Adjournment - If necessary
Executive Committee	N/A	Standing Committee?	N/A	Mayor called	Mayor called	Mayor called	Majority Councillors or Mayor called	Following Council Adjournment - if necessary	N/A
Meeting time	evening / day	evenings	evenings	end of work day	end of work day	evenings	end of work day	evenings	evenings

Additional Committee Meetings

	Saskatoon	Regina	Prince Albert	Moose Jaw	Lloydminster	Swift Current	Yorkton	North Battleford
All Other Committees	Access Transit Appeals , Albert community centre mgmt , Art Gallery of SK B.O.D , Board of Police Commissioners , Board of Revisions , City Mortgage appeal , Civic Naming , Development Appeals , Diversity Equity & Inclusion advisory , Downtown Event/Entertainment , Environmental mgmt Appeals , Fire Appeal , Marr Residence mgmt , Municipal Heritage Advisory , Municipal Planning , Municipal Review Commission , Saskatoon North Partnership for Growth (District Planning) , Property Maintenance Appeal , Public Art Advisory , Accessibility Advisory , Airport Authority , Environmental Advisory , Licence Appeals , Private Swimming pools Appeals , Public Library Board , Sasktel Centre B.O.D , Social Services Subcommittee , Standing Policy Committee (Utilities, Environment & Corporate Services) Standing Policy - Finance , Standing Policy Committee (Planning, Development & Community Services) , Standing Policy - Transportation , Street Activity Subcommittee , TCU Place B.O.D	Accessibility Advisory , Audit & Finance Committee , Board of Police Commissioners , Board of Revision , City Centre Core Development Advisory , Development Appeals , Airport Authority , Regina Appeals Board , Downtown Business Improvement , Planning Commission , Public Library Board , Warehouse Business Improvement -	Airport Advisory , Aquatic & Arena Recreation Project steering committee , Aquatic & Arena Recreation Project Fundraising Committee , Board of Police Commissioners , Board of Revision , Budget Committee , City and Peter Ballantyne Cree Nation Joint Planning , City & School Liaison Committee , Community Services Advisory , Destination Marketing Levy Advisory , Development Appeals , Elected Official Compensation Review Commission , Executive Committee , Golf Course Advisory Management Committee , Planning Advisory , Public Library , Downtown Business Improvement Board , Property Maintenance Appeals	Cultural Diversity Advisory , Development Appeals , Heritage Advisory , Parks, Recreation & Facilities Advisory , Personnel Committee , Public Art Committee , Public Works, Infrastructure & Environment Advisory , Special Needs Advisory , Strategic Planning Committee , Youth Advisory Committee	Alberta HUB , Assessment Review , Chamber of Commerce , City/College Joint Use Committee , City/School Planning , Community Futures , Community Services , Economic Recovery Taskforce , Downtown Area Redevelopment , Heart of Treaty 6 committee , Emergency Advisory , Inter-city Forum on Social Policy , Labour Negotiations Committee , Lloydminster & District Health Advisory , Lloydminster Library Board , Lloyd Place fundraising comit. , Lloyd Place Sponsorship comit. , Planning District Commission , Region Housing Group , Public Art Comit. , Startup Lloydminster , Subdivision appeals , 2024 Summer Games , Theatre operations board/foundation , Vermillion River Regional Alliance Comit.	Board of Revision , Development Appeals , Recreation Parks & Culture Board , Street/Facility Naming Advisory , Murals Advisory , Public Library Board	Board of Revision , Civic Recognition Awards Committee , Municipal Heritage Advisory Subcommittee , Development Appeals , District Planning , Economic Development , Emergency Measures Organization , Environmental Committee , Gallagher Centre Mgmt Board , Regional Library Board , Planning & Infrastructure Commission , Property Standards Appeals , Protective Services , Recreation & Community Services , Airport Authority , Business Improvement District , Housing Corp. Board , Public Library Board	BATC Community Development Corp. , Battlefords Regional Community Coalition , Battlefords River Valley Board , Battlefords Handi-Bus , Downtown Business Improvement District , Concern for Youth , Dekker Centre for Performing Arts , Destination Battlefords , Emergency Mgmt Policy , Jackfish Lake Watershed Authority , Lakeland Library Region , Leisure Services SK Lotteries Grant , Adjudication , NB Library Board , NB Golf & Country Club , NB Public Transit , Safe Drinking Water Committee , Table Mountain Regional Park
Times	All meetings during the day	Evenly split meetings during the day/evening	Majority of meetings done during day	Majority of meetings done after work hours	Majority of meetings done during day	Council - evenings GPC - day time	Majority of meetings take place during the day	end of work day

	Warman	Weyburn	Estevan	Martensville	Melfort	La Ronge	Humboldt	Melville	Meadow Lake
All Other Committees	Recreation Advisory , Regional RCMP Advisory , Remembrance Day Committee , Physician Recruitment & Retention Committee , Street Naming , Emergency Measures Organization , Warman & Wheatland Regional Library Board , Planning for Growth , District Planning Commission , North Saskatoon Transportation Committee , Opimihaw Creek , FD Liaison , "Legends" Golf Course Board , History Book Committee , Chamber of Commerce , SK Police Commission , Regional Truth & Reconciliation , Saskatoon Regional Economic Development Authority	Board of Police Commissioners , Environmental Resource Committee , Airport Board , District Planning Commission , Walk of Fame Committee , Parks Board , Tatagwa Parkway Planning , District Leisure Services , SE Regional Library Board , Public Library Board , Economic Development , Employee Relations , Oil Show Board , Nickle Lake Board , Tourism , AG Society , ASUPCA , Caravan Society , Upper Souris Watershed , Chamber of Commerce , WRED , Highway Twinning Board	Airport Liaison , Board of Management , Board of Revision , Creighton Lodge Mgmt , Economic Development Board , Emergency Measures Organization , Arts Council , Art Gallery & Museum , Board of Police Commissioners , Bruins Hockey Club/Minor Hockey , CPR Community Advisory , Curling Club , Exhibition Association , Development Appeals , Housing , Humane Society , Public & Regional Library Board , Regional Water Association , RM of Estevan & City Liaison , Souris Valley Museum , Souris Valley Theatre , St. Joseph's Hospital Board , S.M.I.L.E Services , SE Air Shed Association , SE Transport Planning , Southern Coal Transition , Woodlawn Regional Park Authority	Beautification Committee , Chamber of Commerce , Joint RM - Corman Park / Martensville Ad HOC Committee on Opimihaw Creek, Kinsmen Park Committee , Library Board , Community Recreation Project , Naming Committee , Partnership for Growth , Personnel Committee , Police Advisory , Rec. Facility Committee , North Saskatoon Business Association , Seniors/Health Committee , South Sask River North Watershed Advisory , Truth & Reconciliation	Community Service , Legeslative & Finance Committee , Protective Services, Works & Utilities Committee , Airport Board , Development Appeals , Emergency Measures Organization , District Planning Commission , District Planning Appeals , Museum Board , Protective Services Commission , Public Library Board , Union & Personnel Matters Committee , Art Advisory Committee , Community Development Advisory , Heritage Advisory , Municipal Health Advocacy , NE Newcomer Services Advisory , U of S Regional Advisory , Kipabuskau Regional Park , Melfort Golf & Country Club , Housing Authority , Chamber of Commerce , St. Brieux Regional Park Board , WAPITI Regional Library , WAPITI Valley Regional Park	N/A	District Museum and Galleries Boars , Reid-Thompson Library Board , Downtown Business Improvement District Board , Broncos Memorials Committee , Public Art Committee , Community Trails Committee , Housing Authority	Police Commission Board , Public Library Board , Special Needs Van Advisory , Regional Park Authority , Recreation, Tourism, & Culture Advisory Committee	Parks & Recreation Board , Meadow Lake & District Museum , Meadow Lake Library ,
Times	evenings	evenings	evenings	end of work day	end of work day	evenings	end of work day	evenings	evenings



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: April 5, 2023
To: Chief Administrative Officer
From: City Clerk
Subject: Code of Ethics Bylaw

Background: In 2015 provisions were made to *The Cities Act* to improve and introduce rules surrounding, but not limited to, conflict of interest and to Council member code of ethics. This legislation was again amended in 2020 to clarify the definition of conflict of interest to better align with the common law definition. A conflict of interest is now defined as improperly furthering another person's private interest, instead of a closely connected person.

Objective: The purpose of this bylaw is to outline the expected ethical standards and values for all members of Council and individuals appointed by City Council to any Board and/or Committee. In addition, this bylaw must set out the process for violations.

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.

Additionally, the attached bylaw is provided for the Committee's review and discussion.

Alignment with Strategic Plan: This Code of Ethics Bylaw is a direct reflection of core principles and behaviors of good governance and ethical standards.

Governance Implications: To ensure that the City has an up-to-date bylaw that meets legislative requirements, is applicable and enforceable.

Budget/ Financial Implications: N/A

Environmental Implications: N/A

Respectfully submitted,

Jackie Schlamp, City Clerk

Reviewed and Approved on this 6th day of April, 2023.

BYLAW NO. X -2023

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to establish a Code of Ethics applicable to all members of Council and Members appointed to Boards and Committees of Council.

NOW THEREFORE, COUNCIL FOR THE CITY OF SWIFT CURRENT IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

PART I - GENERAL

1. Short Title

This Bylaw will be known as the “***Code of Ethics Bylaw, for Members of City Council and Council Committees***”.

2. Legislative Authority

This bylaw has been created to comply with sections 66.1 of *The Cities Act* and section 3.1 and Schedule 1 of Part III of the Appendix in *The Cities Regulations*.

3. Purpose

- 3.1 The purpose of this Bylaw is to outline the expected ethical standards and values for all members of Council and individuals appointed by City Council to any Board and Committee of Council.
- 3.2 This Bylaw is to be used to guide behaviour respecting obligations when fulfilling duties and responsibilities as elected officials or as City Council appointed members of a Board or Committee.
- 3.3 This Bylaw also establishes and provides a procedure for the investigation and enforcement of the expected standards and values.
- 3.4 This Bylaw must be interpreted in accordance with the applicable legislation, the common law, and the policies and bylaws of the City.
- 3.5 Neither the law nor this Bylaw is to be interpreted as exhaustive, and there will be occasions on which Council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.
- 3.6 It is the responsibility of each member of council to uphold the standards and values set out herein.

4. Definitions

In this Bylaw, and in any resolution of the Council passed pursuant thereof, unless the context otherwise requires, the term or expression:

BYLAW NO. X -2023

- a) **“Act”** means *The Cities Act*.
- b) **“Business day”** means any day except any Saturday, Sunday, or Statutory Holiday.
- c) **“Campaign period”** means the 90-day period preceding a general election or a by-election.
- d) **“City Clerk”** means the person appointed as City Clerk pursuant to section 85 of *The Cities Act* and includes a person acting his/her designate.
- e) **“City resources”** includes City-owned, City-supplied or City-paid cell phones, smart phones, computers, other electronic devices, phone number, email address, website, business cards, official photograph, facilities, equipment, records, supplies, services, staff time, and the City crest/logo.
- f) **“Chief Administrative Officer”** means the person appointed as the administrative head of the City of Swift Current pursuant to section 84 of *The Cities Act* and includes a person acting as his or her designate.
- g) **“Committee”** means a committee, board, or other body duly appointed by Council.
- h) **“Complainant”** means an individual, either personally or on behalf of an organization, or Member of Council submitting a complaint.
- i) **“Confidential information”** means information that may be considered en camera by Council or Council Committees pursuant to *The Cities Act* and falls within the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- j) **“Council”** Council for the City of Swift Current, elected pursuant to the provisions of *The Local Government Elections Act*, as the governing body of the municipality.
- k) **“Election campaign”** means all activities related to the re-election of a member and not to their duties under *The Cities Act* as a member.
- l) **“Election day”** means election day as defined in *The Local Government Election Act*.
- m) **“En Camera”** means the absence of the public or confidential.
- n) **“Family”** means the member’s spouse, partner, child, parent, sibling, in law, and stepparent, child, or sibling.
- o) **“Gift or personal benefit”** means an item or service of value that is received by a member for their personal use. It includes money, gift cards, tickets to events, clothing, jewelry, pens, discounts/rebates on personal purchases, entertainment, participation in sport and recreation activities, and invitations to social functions.

BYLAW NO. X -2023

- p) “**Governance and Priority Committee**” means all members of Council present at a meeting of Council sitting in committee. Also known as GPC.
- q) “**Integrity Commissioner**” means the person or persons appointed by the City to fulfill the duties and responsibilities assigned to that office pursuant to this Bylaw.
- r) “**Member**” means the Mayor, Councillor or an appointed individual to a committee or board of Council.
- s) “**Nomination day**” means nomination day as defined in *The Local Government Election Act*.
- t) “**Personal information**” means personal information about an identifiable individual that is recorded in any form, as further specified in section 23 of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- u) “**Resident**” an individual, property owner, or Member of Council eligible to vote in a City of Swift Current local election.
- v) “**Social Media**” shall mean any third-party hosted, web-based, and mobile technologies that allow the creation and exchange of user-generated content to share opinions, information, promote discussion, and build relationships. These include, but are not limited to, blogging, digital applications, document-sharing, forums and discussion boards, photo sharing, social networking, and video sharing.
- w) “**Staff**” means any staff member of the City, whether full time, part time, contracted, seasonal or volunteers.

Words and terms not defined in this Bylaw shall have the meanings provided in *The Cities Act*.

5. Statutory Obligation /Application

- 5.1 A member must respect and comply with all obligations imposed on the member by statute or other legal enactment, and by the City’s bylaws and policies, including but not limited to:
 - a) *The Cities Act*;
 - b) *The Local Government Election Act*;
 - c) *The Local Authority Freedom of Information and Protection of Privacy Act*; and
 - d) *the Criminal Code*.
- 5.2 In the event of a conflict between this Bylaw and another City Bylaw or Policy governing member conduct, this Bylaw governs.

BYLAW NO. X -2023

- 5.3 This Bylaw does not apply with respect to violations of sections 114 – 119 of *The Cities Act*.
- 5.4 This Bylaw does not apply to any submissions of this nature received by the City prior to the date this Bylaw comes into force.
- 5.5 This Bylaw continues to apply to a member throughout an election campaign period and during any paid or unpaid leave of absence while elected to office.

PART II - CODE OF ETHICS

Code of Ethics for Members of Council

6. Preamble

- 6.1 Citizens expect the highest standards of conduct from City Council, the members they elect to local government. Inclusively members of council, shall recognize that their actions have an impact on the lives of all residents and property owners in the community. Fulfilling members' obligations and discharging duties responsibly requires a commitment to the highest ethical standards.
- 6.2 The quality of the public administration and governance of the City of Swift Current, as well as its reputation and integrity, depends on our conduct as elected officials.

7. Standards and Values

Members must uphold the standards and values set out in this Bylaw, namely:

Honesty and Integrity

- 7.1 Members shall demonstrate integrity by the following conduct:
 - a) be truthful, honest and open in their roles as members of Council with other members, City Staff, the public and the community they serve;
 - b) ensure that their actions are consistent with the shared principles and values collectively agreed to by the majority of Council; and
 - c) follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.

Objectivity

- 7.2 Members of Council shall make decisions carefully, fairly, and impartially.

BYLAW NO. X -2023

Respect

- 7.3 Members shall treat every person, including other City staff, and the public, with dignity, understanding, and respect.
- 7.4 Members shall show consideration for every person's values, beliefs, experiences, and contributions to discussions.
- 7.5 Members shall not engage in behaviour that is indecent, insulting, or abusive, nor use derogatory language towards others, in their roles as members of Council.
- 7.6 Members shall:
 - a) respect the rights of other people and groups;
 - b) treat people with courtesy; and
 - c) recognize the importance of the different role's others play in local government decision-making.

Transparency and Accountability

- 7.8 Members shall endeavor to conduct and convey Council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in an en camera session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.
- 7.9 Members are responsible for the decisions they make including acts of commission and acts of omission.
- 7.10 Members shall listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.

Confidentiality

- 7.11 Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 7.12 Members shall not take advantage of or obtain private benefit from information obtained in the course of, or as a result of, their official duties or position, and not in the public domain.
- 7.13 Members shall comply with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of Council.

Leadership and the Public Interest

- 7.14 Members shall serve their constituents in a conscientious and diligent manner and act in the best interests of the City.
- 7.15 Members shall strive to build and inspire the public's trust and confidence in local government by focusing on issues important to the community and demonstrating leadership.
- 7.16 Members shall consider the issues before them and make decisions as a collective body recognizing the democratic majority, and acknowledging its rationale, when articulating personal opinions on a decision of Council.
- 7.17 Members are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing, or unethical conduct.

Responsibility

- 7.18 Members shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Cities Act*.
- 7.19 Members shall disclose actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of Council, follow policies and procedures of the City, and exercise all conferred powers strictly for the purpose for which the powers have been conferred.
- 7.20 Each member is responsible to prevent potential and actual conflicts of interest.

8. Certification

Members of Council shall have a current Safe Places Certification at the time of taking Oath or Affirmation of Office. If not, the member of Council shall obtain Safe Place Certification within 60 days of taking the Oath or Affirmation of Office. Members of Council shall maintain such Safe Place Certification throughout their term of office.

9. Acknowledgement

Acknowledgement of the requirement of Council Members to comply with the Council Code of Ethics, shall be affirmed by completion of the '*Oath or Affirmation Member of Council*', upon their swearing-in, identified in Schedule "A" hereto.

PART III - ETHICAL CONDUCT

DIVISION I

Good Governance, Roles and Duties

10. Transparent, Accountable and Good Governance

- 10.1 Members shall endeavor to conduct and convey City business and all their duties in an open and transparent manner, other than for those matters that by virtue of legislation members are authorized to deal with in a confidential manner en camera.
- 10.2 A member must in the discharge of their office:
- a) Act in the best interests of the City taking into account the interests of the City as a whole, and without regard to the member's personal interests;
 - b) Consider all decisions and issues thoughtfully, consistently, impartially, and fairly by considering all relevant facts, opinions, and perspectives;
 - c) Bring to the attention of Council any matter that would promote the welfare or interest of the City;
 - d) Act competently and diligently; and,
 - e) Attend Council meetings and vote on any matter brought to a Council meeting attended by the member unless the member must abstain under *The Cities Act*, another enactment or at law.
- 10.3 A member must attend all training to be provided to members as directed by Council and during Council Orientation.

DIVISION II

Privacy

11. Confidential Information

- 11.1 In this section "confidential information" means information that may be considered en camera by Council or Council Board and Committee pursuant to *The Cities Act* and falls within the exemption in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 11.2 A member must protect confidential information. This includes the following duties:

BYLAW NO. X -2023

- a) A member must not disclose confidential information, including to City staff, or to persons outside the City, except as authorized by Council;
 - b) A member must not use confidential information with the intention to cause harm or detriment to Council, the City or any other person or body;
 - c) A member must protect confidential information from inadvertent disclosure,
 - d) A member must use confidential information only for the purpose for which it is intended to be used;
 - e) A member must take reasonable care to prevent the examination of confidential information by unauthorized individuals; and
 - f) A member must not take personal advantage of, or use for their own benefit, corporate or financial opportunities learned about through confidential information.
- 11.3 A member who is appointed to the board of another organization, in their role as a member may report all permitted information from that board to Council.
- 11.4 By virtue of their office, in either oral or written form, members may only use, collect, and disclose information in accordance with *The Local Authority Freedom of Information and Protection Act*.
- 11.5 A member must only access and use City information during the normal course of their duties.
- 11.6 A member must retain records and other information in accordance with best practices and must respond in good faith to all requests for information made pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act*.

12. Personal Information

- 12.1 By virtue of their office, a member must comply with *The Local Authority Freedom of Information and Protection of Privacy Act*, ensuring all reasonable and necessary measures are taken to protect the personal or private information of individuals.

DIVISION III

Respectful Conduct

13. Respectful Conduct of Members and Harassment

- 13.1 A member must treat Provincial dignitaries, other members, City staff, and the public appropriately and without abuse, bullying or intimidation and participate in maintaining a work environment free from discrimination and harassment.
- 13.2 All communication shall be delivered in a respectful, cooperative, non-threatening, and non-offensive manner with a display of respect for the opinion of others.
- 13.3 Members shall encourage public respect for:
 - a) Council as a whole;
 - b) other members individually;
 - c) the City as an organization;
 - d) City staff;
 - e) City Bylaws; and,
 - f) City Policies.

14. Professional Codes of Conduct

- 14.1 Members of Council with professional affiliations, such as accountants, lawyers, engineers, auditors, etc., may be subject to more than one Code of Ethical Conduct. If a situation arises that may cause conflict or confusion, the member shall consult with the CAO or the City Clerk.

15. Council, GPC, or Board and Committee Meeting Conduct

- 15.1 Members will exercise their authority to make decisions in a manner that demonstrates fairness, respect for differences and an intention to work together for the common good and in the public interest.
- 15.2 Members will prepare for meetings by reviewing materials in advance, if possible, and will be respectful and attentive to, and ask informed questions of the public and City staff providing information at a Council or Board and Committee meeting.
- 15.3 Members will not provide information contained in records or documents at a meeting unless those records or documents have been provided to all of Council in advance.

BYLAW NO. X -2023

- 15.4 Members will make all reasonable effort to attend and participate diligently in all Council and Council Committee meetings, as well as meetings of any other body the member is appointed to on behalf of Council.
- 15.5 If a member cannot attend a Council or GPC meeting, the member will notify the Mayor and City Clerk of the reason for their absence and may authorize the chair to announce the reasons for the member's absence at the meeting.
- 15.6 Members will treat all persons equal in the performance of his or her official duties and, shall refrain from giving preferential treatment to any person, group, or organization.
- 15.7 Members who act as chair of a meeting will, at the start and throughout the meeting, set expectations for appropriate decorum and conduct for all in attendance.

16. Council-Staff Protocol

- 16.1 Members must direct queries and obtain all necessary information regarding the operations and administration of the City from the City Manager using processes established by the City Manager.
- 16.2 Members who receive complaints and/or requests for operational services or assistance shall direct the individual to **complaints process** on the City's website or to the appropriate department for assistance and advise the City Manager.
- 16.3 Members of Council appointed to any board or committee separate of Council may submit requests for information to the appropriate Board Chair overseeing the respective board or committee, copying the City Manager and City Clerk.
- 16.4 Members will respect the role of City staff to provide neutral and objective information without undue influence and interference.
- 16.5 A member must not use, or attempt to use, their office for the purpose of intimidating, influencing, threatening, coercing, or directing City staff.
- 16.6 Members must not request City staff to undertake personal or private work on behalf of the member or accept such work from City staff.
- 16.7 A member must not demand City staff to engage in partisan or political activities at any level of government or subject any City staff to reprisal for a refusal to engage in such activities.
- 16.8 A member must not subject any City staff to reprisal for any engagement in partisan or political activities, at any level of government, which is done in their personal capacity.

BYLAW NO. X -2023

- 16.9 Members must not participate in any way or attempt to influence the hiring of any City staff.
- 16.10 If serving as a reference or recommending an individual for employment with the City, a member must comply with the City's hiring practices and must not use their role as an elected official to unfairly influence any hiring decisions.
- 16.11 A member must not attempt to use a relationship with a family member who is also an employee with the City for the member's personal gain or benefit.

17. Communication with Public/ Media and Social Media Relations

- 17.1 That unless otherwise authorized, the Mayor is the Chief Spokesperson for Council related to issues of governance, long term planning, major changes in operations and other decisions made by City Council.
- 17.2 Members of Council must remain aware of commentary published on social media surrounding matters related to City business and issues before Council so as not to prejudice the public process when commenting.
- 17.3 When commenting on matters relating to City business, members of Council must ensure that confidentiality is protected in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* at all times.
- 17.4 That the conduct of members on social media remains consistent with their obligations as an elected official for the municipality, including any relevant legislation, City Bylaws and Policies.
- 17.5 Without limiting the ability of a member to hold a position on an issue and respectfully express their opinions, members must accurately communicate the decisions of Council to ensure respect and integrity in the decision-making processes of Council.
- 17.6 Subject to sections 16 and 17, members of Council must not respond to a formal inquiry, comments from the media, social media, or complaints from a third party regarding the City of Swift Current unless it is within the scope of their position to do so.
- 17.7 Members of Council may use their social media profiles as a secondary City of Swift Current information source only, after information has been officially released by the City, including the sharing of information released via the City's website and social media accounts.
- 17.8 No member may engage in negotiations or make representation commitments on behalf of the City unless authorized to do so by Council but may advocate for

BYLAW NO. X -2023

the City's interests on topics agreed to by the majority of Council to any level of government or non-governmental body as opportunities arise.

- 17.9 If a member becomes aware of or receives an inquiry that is specific to another member, the member will refer the matter to the other member or request that the inquiring individual contact the other member or the Mayor.

DIVISION IV

Property

18. Personal Gain, Gifts and Benefits

- 18.1 Members must not accept a fee, advance, loan, gift, or personal benefit that is connected directly or indirectly to the members duties, except as follows:
- a) Compensation authorized by law, including compensation for serving on external bodies as a Council-approved City representative;
 - b) Received as a normal or necessary incident to fulfilling the member's duties;
 - c) Received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$500;
 - d) Received in relation to a person's volunteer time or activities provided to further the interests of the City;
 - e) A suitable memento of a function honouring the member;
 - f) Lodging, transportation, and entertainment provided by Provincial, Regional, and Local Governments or political subdivisions of them, by the Federal Government or by a conference, seminar, or event organizer where the member is either speaking or attending in an official capacity;
 - g) Reimbursement of expenses associated with travel to and attendance at a conference or other event where the member is speaking or attending in an official capacity; or
 - h) Non-cash gifts from vendors not exceeding \$500 including but not limited to meals, gifts, fruit baskets, flowers or sporting or other event tickets;
 - i) Tickets to meals, banquets, receptions, sporting events, or similar activities exceeding a \$500 value if:
 - (i) attendance serves a legitimate purpose associated with the member's duties;

BYLAW NO. X -2023

- (ii) the person extending the invitation, or a representative of the inviting organization is in attendance; and
 - (iii) the value is reasonable and the invitations infrequent.
- 18.2 A member must, as soon as practicable, return to the donor any gift or personal benefit that does not comply with this Bylaw, along with an explanation as to why the gift or personal benefit cannot be accepted.
- 18.3 In the case of exceptions listed in subsections 18.1 b), c), e), f), g), and h), if the value of the gift or personal benefit exceeds \$500 or if the total value of gifts or personal benefits received from one source during the calendar year exceeds \$500, the member shall include the information required by section 18.2 on the annual disclosure statement.
- 18.4 For each gift or personal benefit that must be disclosed pursuant to section 18.3 either individually or as part of a cumulative total, the disclosure statement shall indicate:
 - a) the nature of the gift or personal benefit, by description, photograph, or both;
 - b) the estimated value of the gift or personal benefit;
 - c) the source of the gift or personal benefit; and
 - d) the circumstances under which the gift or personal benefit was given or received.
- 18.5 A member must file an annual disclosure statement and submit it to the City Clerk not later than November 30th of each year outlining the information described in subsection 18.4 or stating that there is nothing to disclose.
- 18.6 Disclosure statements pursuant to subsection 18.5 will be a matter of public record in the prescribed format determined by the City Clerk.

19. Support for Charities

- 19.1 A member may lend their support to and encourage community donations to registered charitable, not-for-profit and other community-based groups, as long as monies raised through fundraising efforts go directly to the groups or volunteers or chapters acting as local organizers of the group.
- 19.2 A member shall not directly manage or control any monies received relating to community or charitable organization fundraising, unless the member is an employee of the community or charitable organization.

BYLAW NO. X -2023

- 19.3 A member shall not communicate with, solicit or accept support in any form from an individual, group or corporation with any planning, conversion or demolition variance application or procurement proposal pending before Council.
- 19.4 Nothing in this section affects the entitlement of a member to:
- a) urge constituents, businesses or other groups to support community events put on by others in the City to advance the needs of a charitable organization;
 - b) play an advisory ex-officio, honorary, board director or membership role in any charitable or non-profit organization that holds community events in the City; or
 - c) collaborate with the City and its agencies, boards or commission to hold community events.

20. City Assets, Resources, and Services

- 20.1 A member must not use, or permit the use of, City land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the City.
- 20.2 A member may use City assets that are generally available to the public on the same terms and conditions offered to the public, including complying with booking procedures and paying applicable fees.
- 20.3 A member may use communication facilities, such as computers, telephones, email, and mobile devices, provided by the City for personal use provided that such use is not offensive or inappropriate, or would not cause harm to any person.
- 20.4 A member will comply with all information security procedures applicable to City staff and will not take any actions that may compromise the integrity or security of the City's information systems.
- 20.5 A member must not attempt to obtain financial gain from any of the City's intellectual property and acknowledges that the City's intellectual property is owned by the municipal corporation.
- 20.6 A member will maintain their constituency and City records in accordance with City policies and applicable laws.
- 20.7 Immediately prior to the end of their elected term of office, members will return City assets, including City records to the City Clerk in accordance with all relevant City policies.
- 20.8 Subject to subsection 20.7, immediately prior to the end of their elected term of office, members may return or make arrangements for the purchase of their

BYLAW NO. X -2023

assigned electronic equipment with the City Clerk in accordance with all relevant City Information Technology policies.

- 20.9 Members of Council who do not complete a full term of office must return all City assets, including City records and electronic equipment as soon as reasonably possible to the City Clerk.
- 20.10 All emails or messages sent or received, files stored, and use of internet on City devices and through the City's firewall are subject to inspection, tracing, logging, *The Local Authority Freedom of Information and Protection of Privacy Act*, and any future investigations.
- 20.11 No member shall obtain financial gain from the use or sale of City-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the City.
- 20.12 No member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than carrying out their official duties.

DIVISION V

Influence

21. Improper Use of Influence

- 21.1 A member must only use the influence of their office for the exercise of their official duties.
- 21.2 A member must not use, or attempt to use, their office for the purpose of intimidating, influencing, threatening, coercing, or directing City staff.
- 21.3 A member must be independent and impartial and must not provide preferential treatment to any person or organization except as warranted by the ordinary and lawful discharge of the member's duties.
- 21.4 A member must not use the prospect of future employment by a person or entity, or other future economic opportunities, to detrimentally affect the performance of their duties to the City.
- 21.5 A member should avoid carrying out their duties in any manner that may reasonably be perceived as being in conflict with any future endeavour that may be undertaken by the member.

BYLAW NO. X -2023

- 21.6 A member must not contact or attempt in any way to influence any member of a quasi-judicial body before which the City may be a party regarding a matter before that body.

PART IV – ELECTION

A member must comply with *The Local Government Election Act*, and the City of Swift Current General Election Bylaw No. 7 – 2020 in undertaking election campaign activities and fundraising.

DIVISION I

Elections and Campaign Activities

22. Communications

- 22.1 Public events and advertising or media paid for through City budgets allocated for Council use or public events organized or sponsored by members using any City budgets or assets must be completed ninety (90) days before general voting day in a general election year.
- 22.2 A member must not issue City-funded mass email distributions between nomination day and election day.
- 22.3 A member must not use City postage or other resources for mass mailings of any kind between nomination day and election day.
- 22.4 A member must not place City information updates in community newsletters or social media between nomination day and election day.
- 22.5 A member must not use any City communications facilities or services for their campaign; this includes the use of media addresses, email addresses and distribution lists, the City's photo library, website development, writing or print material services.
- 22.6 No member will refer to themselves in election campaign advertisements as "Councillor X" or "Mayor Y".
- 22.7 A member may only use the City's website, social media, email, and phone number for official duties.
- 22.8 A member will maintain separate websites, social media, email and phone number for all campaign activities and communications. These accounts shall include a disclaimer that they are not City-funded, nor do they reflect City policy

BYLAW NO. X -2023

during a campaign period. Account names should not include the member's current elected position title.

- 22.9 Website and email distribution lists that are used for official duties may not be used for campaign activities and communications.
- 22.10 Links are not allowed on City websites or external websites paid for by the City to a member's campaign website at any point in time during a term of office. This does not prevent the Returning Officer from providing links to campaign websites for all candidates on the Elections website.

23. City Staff, Functions, and Other Resources

- 23.1 No member shall use the services of City staff for election campaign related purposes during hours in which those City staff receive any compensation from the City.
- 23.2 City staff shall not work for or run an election campaign.
- 23.3 A member must not seek individual advice from City staff regarding election rules and processes, or regarding their obligations as candidates, including any obligations as candidates that may apply while the member holds office. Nothing restricts a member from receiving information available to all candidates for an election.
- 23.4 City resources must not be used by a member or staff for election campaigns or for a fundraising event at any point during a term of office.
- 23.5 Under no circumstances should member's offices be used to engage in election campaign related activities.
- 23.6 City data must not be used by members for election campaigns or fundraising events unless those data sources are publicly available, and all fees associated with the use of the data have been paid for by the election campaign funds.
- 23.7 Any election campaign related activities that occur in City Hall or any civic facility must take place in a location that is normally available for rental to the public and that has been arranged and paid for through the normal rental process.
- 23.8 A member who is nominated to run for re-election must not participate in any City-sponsored events requiring them to perform official ceremonial duties between nomination day and election day.
- 23.9 A member who is nominated to run for re-election must not wear the Mayor's Chain of Office at any event between nomination day and election day.

BYLAW NO. X -2023

23.10 A member must not use their office to gain an unfair advantage over other candidates, or to provide an unfair advantage for a candidate.

24. Other Elections

24.1 A member must not use City resources to promote or oppose the candidacy of any person to elected office in any Municipal, Provincial, or Federal campaign.

24.2 A member may choose to take an unpaid leave of absence to run for elected office of another government.

24.3 During a period of leave under subsection 25.1, the member:

- a) shall not receive any confidential agendas, communications or documents from the City;
- b) shall receive copies of all public information;
- c) shall not be required to return their City resources, but will not use them for any non-civic purpose; and
- d) shall not be reimbursed for any mileage, travel expenses or similar expenses.

PART V - INTEGRITY COMMISSIONER

25. Appointment of Integrity Commissioner

25.1 Council shall appoint an Integrity Commissioner to undertake the duties and responsibilities assigned to that office pursuant to this Bylaw:

- a) for a specified period of time;
- b) on an ad hoc basis; or
- c) jointly with another municipality or municipalities.

25.2 The appointment of an Integrity Commissioner may be made, suspended, or revoked only if the majority of Council vote to do so.

26. Interim or Ad Hoc Appointment

26.1 This section is applicable in the following circumstances:

- a) if the City has not yet entered into a contract for the appointment of an Integrity Commissioner for a specified term;

BYLAW NO. X -2023

- b) in the interim period between the expiry of the appointment of one Integrity Commissioner and their re-appointment or the appointment of a new Integrity Commissioner;
 - c) if the appointed Integrity Commissioner is unable or unwilling to act; or
 - d) if the City appoints an Integrity Commissioner on an ad hoc basis.
- 26.2 Where the circumstances in subsection 26.1 apply, then the processes outlined in this Bylaw apply, however, they shall be altered as follows:
- a) formal written complaints of a violation of this Bylaw shall be submitted jointly to the City Solicitor and the City Clerk;
 - b) upon receipt of a formal complaint, the City Solicitor and City Clerk shall consider the following in making a determination as to whether the complaint shall be investigated:
 - (i) whether the complaint falls within the jurisdiction of this Bylaw;
 - (ii) whether there are sufficient grounds for an investigation; and
 - (iii) whether the complaint is frivolous or vexatious.
 - c) where a determination is made that a complaint shall be investigated, the City Solicitor and the City Clerk shall appoint an integrity commissioner to carry out the duties in this Bylaw including investigating and determining if the member has violated the Bylaw and reporting and making recommendations to Council on appropriate censure, sanctions or corrective actions, if applicable.
 - d) Add in our current section 2) of page 4 -

27. Duties and Responsibilities

27.1 The Integrity Commissioner Shall:

- a) subject to section 26, assess all written complaints to determine if there is jurisdiction to investigate, sufficient grounds for an investigation, opportunity for settlement or if the complaint is frivolous and vexatious;
- b) investigate and conduct inquiries into contraventions of this Bylaw;
- c) determine and report to an en camera of Council as to whether a member is in contravention of this Bylaw;
- d) make confidential recommendations to Council on whether to impose sanctions or require corrective actions if there is a contravention; and
- e) publish a public annual report on the work of the Integrity Commissioner including examples in general terms of advice and advance rulings rendered and complaints received and disposed of.

BYLAW NO. X -2023

- 27.2 The Integrity Commissioner shall, if requested:
- a) provide oral advice and written advance rulings and recommendations to members on questions of compliance with this Bylaw;
 - b) provide Council with specific and general advice on this Bylaw and issues of compliance with this Bylaw;
 - c) prepare written materials for distribution to, and use by, members regarding the role of the Integrity Commissioner and the ethical obligations and responsibilities of members under this Bylaw;
 - d) prepare written materials and content for the City's website for distribution to, and use by, the public, to aid in their understanding of the role of the Integrity Commissioner and the ethical obligations and responsibilities of members under this Bylaw;
 - e) deliver educational programs to members and staff regarding the role of the Integrity Commissioner and the ethical obligations and responsibilities of members under this Bylaw; or,
 - f) provide advice and recommendations to Council regarding amendments to this Bylaw.

28. Reliance on Integrity Commissioner's Advance Ruling

- 28.1 If an Integrity Commissioner is currently appointed, a member may request that the Integrity Commissioner provide a written advance ruling and a recommendation on questions of compliance with this Bylaw.
- 28.2 The Integrity Commissioner may make any inquiries they consider appropriate to provide the member with a written ruling and recommendations.
- 28.3 If the conduct of a member is being investigated in a matter that was the subject of a written advance ruling or recommendations by the Integrity Commissioner, the member may rely on, and the Integrity Commissioner is bound by the ruling or recommendations by the Integrity Commissioner if:
- a) the member disclosed all known specific facts to the Integrity Commissioner at the time of the request and those facts remain unchanged;
 - b) the member requested an advance ruling prior to taking any action; and
 - c) the member followed the advance ruling or recommendations.
- 28.4 The City shall appoint a different, ad hoc Integrity Commissioner to deal with a specific complaint in the following circumstances:

BYLAW NO. X -2023

- a) if a complaint is received with respect to an issue that the member has received an advance ruling or recommendations from the appointed Integrity Commissioner;
 - b) the appointed Integrity Commissioner is not bound by the advance ruling or recommendations as the conditions in section 28.3 have not been met; and
 - c) the appointed Integrity Commissioner would not be able to fairly deal with the complaint because of the information already provided by the member.
- 28.5 The Integrity Commissioner is not bound by oral advice given to any member.

PART VI – COMPLAINTS

DIVISION I

29. Informal Complaint Resolution Process

- 29.1 Any person, either individually or on behalf of an organization, who has identified or witnessed conduct by a member that the person believes is in contravention of this Bylaw may advise the member that the conduct violates the Bylaw and encourage the member to stop.
- 29.2 If council is of the opinion that a member has violated the code of ethics during a council meeting, Council may require the member to remove themselves for the remainder of the council meeting. Council may apply additional penalties based on the severity of the contravention.

30. Formal Request for Investigation

- 30.1 Formal written complaints of a violation of this Bylaw shall be submitted to the City Clerk in the form attached as Schedule “B” or in any other form approved by the City Clerk and must include the associated fee.
- 30.2 The City Clerk shall forward all formal written complaints received to the Integrity Commissioner upon receipt of a complaint and the applicable submission fee.
- 30.3 The Complaint must:
 - a) be in writing;
 - b) be dated and signed by an identifiable person; and
 - c) set out all of the grounds and information related to the violation including the date, time and location of the alleged violation, the name of the accused member, an explanation as to which provision of the Bylaw has been violated, and any evidence in support of the allegation including the names and statements of any witnesses.

BYLAW NO. X -2023

- 30.4 The Integrity Commissioner may investigate a complaint that does not comply with section 30.3 if, in the Integrity Commissioner's opinion, the circumstances warrant.
- 30.5 Complaints or investigation within ninety (90) days prior to a municipal election shall be suspended until after election day.

31. Initial Complaint Classification

- 31.1 Given the broad nature of the obligations in this Bylaw and the potential for overlap with other legislative and common law requirements, complaints shall be directed, if possible, to another process or forum if another process or forum would be more appropriate for addressing the complaint.
- 31.2 On receipt of a complaint pursuant to section 30.1, the Integrity Commissioner shall make an initial determination if the complaint is, on its face, a complaint with respect to non-compliance with this Bylaw.
- 31.3 If a complaint is not, on its face, a complaint with respect to non-compliance with this Bylaw, or if a complaint would be more appropriately addressed through another process, the Integrity Commissioner or City Clerk, in the circumstances of section 26.1, shall advise the complainant in writing as follows:
- a) if the complaint is an allegation of a criminal nature consistent with the *Criminal Code*, the complainant shall be advised that they must pursue the allegation with the appropriate police service;
 - b) if the complaint is with respect to non-compliance with *The Cities Act*, including sections 114 through 119 of *The Cities Act*, the complainant shall be advised that they must pursue the allegation pursuant to *The Cities Act*;
 - c) if the complaint is with respect to non-compliance with a more specific Council Policy or Bylaw with a separate complaint procedure, the complainant shall be advised that they must pursue the allegation under that procedure;
 - d) if the complaint is with respect to a matter that is subject to an outstanding complaint under another process such as a court proceeding, a Human Rights complaint or similar process, the investigation may be suspended pending the result of the other process;
 - e) in other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to investigate, with any additional reasons and referrals that are appropriate.

32. Frivolous Complaints

- 32.1 Subject to section 26, if the Integrity Commissioner is of the opinion that a complaint is frivolous, vexatious, or not made in good faith, or that there are no

BYLAW NO. X -2023

grounds or insufficient grounds for an investigation, an investigation shall not be conducted or if an investigation has begun, it shall be terminated.

33. Submission Fees

- 33.1 If the Integrity Commissioner is of the opinion that a complaint has sufficient grounds for investigation or insufficient grounds for an investigation but was reasonably made in good faith, Submission Fees as set out in Schedule "A" shall be reimbursed to the complainant.
- 33.2 If the Integrity Commissioner is of the opinion that a complaint is frivolous, vexatious, or not made in good faith, Submission Fees as set out in Schedule "A" shall be retained by the City.

PART VI – INVESTIGATION & REPORT PROCESS

34. Investigation

- 32.1 If a complaint is not directed to another process or forum pursuant to section 31 or rejected pursuant to section 32, the Integrity Commissioner shall investigate the complaint and may attempt to settle the complaint.
- 34.2 The Integrity Commissioner shall:
- a) serve the complaint and supporting material on the member whose conduct is in question with a request that a written response to the allegation by way of affidavit or otherwise be filed within ten (10) business days;
 - b) serve a copy of the response provided upon the complainant with a request for a written reply within ten (10) business days; and
 - c) Upon notice to the complainant and the respondent, the Integrity Commissioner may extend the deadlines described in subsection 34. 2.
- 34.3 If necessary, the Integrity Commissioner may:
- a) speak to anyone relevant to the complaint; and
 - b) access any records relevant to the complaint, except a record that:
 - (i) contains information that is subject to solicitor-client privilege;
 - (ii) was prepared by or for legal counsel for the City in relation to a matter involving the provision of advice or other services by legal counsel; or

BYLAW NO. X -2023

- (iii) contains correspondence between legal counsel for the City and any other person in relation to a matter involving the provision of advice or other services by legal counsel.

34.4 The Integrity Commissioner shall not issue a report finding a violation of this Bylaw on the part of any member unless the member has had reasonable notice of the basis for the proposed finding and any recommended sanctions or corrective actions and an opportunity either in person or in writing to comment on the proposed finding and any recommended sanctions, or corrective actions.

35. Investigation Report

35.1 Subject to subsection 34.3, the Integrity Commissioner shall report to the complainant and the member no later than sixty (60) business days after receipt of the complaint.

35.2 Upon notice to the complainant and the respondent, the Integrity Commissioner may extend the deadlines described in subsection 35.1.

35.3 Subject to subsection 34.4, if the Integrity Commissioner determines that this Bylaw has been violated and the complaint is substantiated in whole or in part, the Integrity Commissioner shall report to Council the findings and the terms of settlement, recommended sanctions, or corrective actions.

35.4 If the Integrity Commissioner determines that this Bylaw has been violated and the complaint is substantiated in whole or in part, the Integrity Commissioner shall not report any recommended sanctions or corrective actions to the complainant.

35.5 The Integrity Commissioner's report will be considered en camera by Council.

35.6 If the complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner shall not report to Council except as part of an annual or periodic report.

35.7 Any recommended sanctions or corrective actions must be permitted in law and shall be designed to ensure that the inappropriate conduct does not continue.

35.8 If the Integrity Commissioner determines that this Bylaw has been violated although the member took all reasonable measures to prevent it, or that a violation occurred that was trivial or committed through inadvertence or an error of judgement made in good faith, the Integrity Commissioner shall so state in the report and may recommend that no sanctions, or corrective actions be imposed.

BYLAW NO. X -2023

36. Council Review

- 36.1 Council shall consider and respond to an investigation report from the Integrity Commissioner no more than thirty (30) business days after the report is first considered.
- 36.2 Upon receipt of an investigation report from the Integrity Commissioner, Council may, in circumstances where the Integrity Commissioner has determined that this Bylaw has been violated, impose the sanctions and corrective actions recommended by the Integrity Commissioner or any other censure, sanctions and corrective actions allowed by law.
- 36.3 Possible censure, sanctions or corrective actions may include the following:
- a) a letter of reprimand addressed to the member;
 - b) requesting the member to issue a letter of apology;
 - c) publishing a letter of reprimand or request for apology and the member's response;
 - d) requiring the member to attend training;
 - e) suspending or removing the member from Council committees or other bodies;
 - f) suspending or removing the member from a position of chairperson of Council or a Council appointed Committee.

37. Reprisals and Obstruction

- 37.1 No person shall obstruct the Integrity Commissioner in the carrying out of the Integrity Commissioner's duties or responsibilities.
- 37.2 No person shall threaten or undertake any active reprisal against a person initiating an inquiry or complaint under this Bylaw, or against a person who provides information to the Integrity Commissioner in the context of an investigation.
- 37.3 No person shall destroy documents or erase electronic communications related to a matter under investigation under this Bylaw or refuse to respond to the Integrity Commissioner when questioned regarding an investigation.

38. Confidentiality

- 38.1 Pursuant to section 26 and 30, the Integrity Commissioner will use all reasonable efforts to investigate complaints in confidence. The Integrity Commissioner and every person acting under the Integrity Commissioner's instructions shall

BYLAW NO. X -2023

preserve secrecy with respect to all matters that come to the Integrity Commissioner's knowledge in the course of any investigation or complaint except as required by law.

- 38.2 While an investigation report provided to Council may be considered en camera by a Council for the purposes of receiving advice including legal advice and deliberating on the report, when Council responds to a report, it shall do so in a public meeting and the report shall be available to the public.
- 38.3 An investigation report shall only disclose such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report.

PART VII - COMING INTO FORCE

- 39. Bylaw No. 5 - 2017 and all amendments hereto, are hereby repealed.
- 40. THIS BYLAW shall come into force and have effect from the date of final passing.

_____ **MAYOR** _____ **CITY CLERK**

INTRODUCED AND READ a first time this ---- day of ---, 2023.

READ a second time this ---- day of ---, 2023.

READ a third time and finally passed this this ---- day of ---, 2023.

Schedule "A"

Oath or Affirmation – Member of Council

I, _____, having been elected to the office of Council in the City of Swift Current,

DO SOLEMNLY PROMISE AND DECLARE THAT:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;
2. I am qualified to hold the office to which I have been elected;
3. I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution or influence of this office;
4. I have read, understand and agree to abide by the Code of Ethics, Rules of Conduct and Procedures applicable to my position as a member of council required of me by *The Cities Act* and any other Act and by the Council;
5. I will:
 - a) Perform the duties of office imposed by *The Cities Act* and any other Act or law and by the council.
 - b) Disclose any conflict of interest within the meaning of Part VII of *The Cities Act*, and
 - c) Comply with the Code of Ethics, Rules of Conduct and Procedures applicable to the office I now hold that are imposed by *The Cities Act* and any other Act and by the Council.

DECLARED before me at the City of Swift Current in the Province of Saskatchewan this _____ day of _____.

Commissioner of Oaths for Saskatchewan

Signature of Council Member

Commission expires: _____

Schedule "B"

Formal Complaint Form

Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.

I, _____ of _____,
(First and Last Name) (Address)

do solemnly swear (affirm and declare) that the following contents of this statement are true and correct and hereby request the council of the City of Swift Current to *look into/ conduct an investigation/ inquiry/ follow-up* on whether or not the following member(s) of the City Council has (have) contravened the Code of Ethics:

Member(s) of council name(s)

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

BYLAW NO. X -2023

I, _____ am a resident of the City of Swift Current.

My full name and contact information is as follows:

Name and full address

Email Address

Phone Number

I have lived in the City for _____ years.

Please read and initial, confirming your understanding of the process:

_____ I understand a Submission Fee in the sum of \$100 must accompany this form.

_____ I understand the fee must be received by the City for an investigation to proceed.

_____ I will deliver a completed Schedule "B" and submission fee in an Envelope marked as CONFIDENTIAL addressed to the City Clerk for formal submission to the Integrity Commissioner.

_____ I understand that should my complaint be substantiated or deemed made in good faith by the Integrity Commissioner that the Schedule "B" Submission Fee will be returned to me following the conclusion of the investigation.

_____ I also understand that should the complaint be found by the Integrity Commissioner to be frivolous, vexatious, or not made in good faith that the Schedule "B" Submission Fee shall be retained by the City to help offset the costs associated with the investigation.

Signature

Date

For Office Use Only

<i>(Date filed)</i>

<i>(Signature of City Manager or City Clerk)</i>



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: March 29, 2023
Subject: Budget
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.**

A handwritten signature in black ink, appearing to read "M. Minken".

Mitch Minken,
GM Infrastructure and Operations

A handwritten signature in blue ink, appearing to read "J. Jones".

Jim Jones, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on April 11th, 2023.

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