



**COUNCIL MEETING**  
**Monday, May 15, 2023**  
**6:30 p.m.**  
**Council Chambers, City Hall**

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**ADOPTION OF AGENDA**

Adoption of Agenda.

**ADOPTION OF MINUTES**

Adoption of minutes of the regular Council meeting held May 1, 2023.

**PROCLAMATIONS**

Carrie Davis and Brittni Ford of Victim Services – Southwest will attend to proclaim May 14 to May 20, 2023 as “Victims and Survivors of Crime Week.”

**DELEGATIONS**

**PUBLIC HEARINGS/PUBLIC NOTICE MATTERS/ORDERS**

**ITEMS FOR ACTION**

- 1 Accounts.
- 4 Report regarding 2023 ACT Swift Playground Resurfacing.
- 6 Report regarding Summer Council Meetings.

**REPORTS FOR INFORMATION**

**BYLAWS**

Bill No. 3 – 2023 A Bylaw to establish the Mill Rate.  
**Notice given April 3, 2023.**

Bill No. 4 – 2023 A Bylaw to establish the Mill Rate Factors.  
**Notice given April 3, 2023.**



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- Bill No. 5 – 2023 A Bylaw to establish a Special Levy for Funding of the Long-Term Care Facility.  
**Notice given April 3, 2023.**
- Bill No. 6 – 2023 A Bylaw to establish the 2023 Assessment Exemption of Certain Properties.  
**Notice given April 3, 2023.**
- 7 Bill No. 7 – 2023 A Bylaw for the Establishment of the Swift Current Rural Water Pipeline Connection.  
**Notice given April 3, 2023.**  
***Will receive three readings – Councillor Friesen.***
- 12 Bill No. 8 – 2023 A Bylaw to amend Zoning Bylaw No. 24 - 2014, by adding a new Section 4.20C - DC3 - C2 Neighbourhood Commercial District for Saskatchewan Valley and by rezoning Lots 1 and 2, Block B, Plan 101933759 to DC3 - C2.  
**Notice given May 1, 2023.**  
***Will receive first reading – Councillor Plewis.***
- 15 Bill No. 9 – 2023 A Bylaw to adopt a new Code of Ethics Bylaw, for Members of City Council and Council Committees.  
**Notice given May 1, 2023.**  
***Will receive three readings – Councillor Tuntland-Wiebe.***

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- 44 Swift Current Branch Library Board 2022 Local Board Annual Report.
- 60 Swift Current City Detachment Community Policing Report for the month of April, 2023.

**COMMUNICATIONS**

**ITEMS REQUESTED TO BE DISCUSSED EN CAMERA**

- 61 Request regarding Financial Statements.



**COUNCIL MEETING**  
*Monday, May 15, 2023*  
*6:30 p.m.*  
*Council Chambers, City Hall*

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**REPORTS OF COUNCIL MEMBERS/ENQUIRIES**

**ADJOURNMENT**

**NEXT MEETING DATE:**

**Monday, May 29, 2023 – 6:30 p.m.**

May 2, 2023

TO: Council

FROM: Kari Cobler, General Manager of Corporate Services

RE: Accounts

Enclosed are the General Revenue Fund Disbursements for the period  
Apr 19 - May 2, 2023

	<u>Current</u>	<u>Year to Date</u>
Regular Accounts (2023)	185,837.35	2,019,226.15
Payroll Benefits	637,893.36	3,695,629.58
School Payments (Holy Trinity RCSSD #22)	3,140.79	125,336.92
School Payments (Minister of Finance)	16,145.91	564,530.51
Sask Power - (Energy Purchase)	367,042.18	4,864,444.07
Sask Power - (Energy Assist Program)	-	13,631.48
Sask Power	-	65,201.78
SaskEnergy	105,374.84	394,113.19
SaskTel	16,664.15	64,215.51
<b>General Contractors:</b>		
AB Firetech Ltd	-	27,655.22
Anixter	-	65,729.28
Armstrong Implement Next Gen	54,199.17	65,266.82
Associated Engineering	-	24,013.00
B & A Petroleum	62,315.58	258,674.15
Big Hill Services	-	23,699.05
Blenders	-	21,050.00
Brandt Tractor Ltd	16,886.54	20,759.93
Bridal Builders Inc	-	150,028.71
Cache Tactical	10,821.52	10,821.52
CDW Canada	69,711.02	72,678.96
Ceridian Canada Ltd	-	87,703.26
Chemtrade West	17,577.95	87,828.29
Chinook Regional Library	-	227,106.50
Clartech Industries Inc	10,288.77	70,162.65
Cloudpermit Inc	-	21,090.00
Decor Complete Ltd	-	35,418.76
Delco Automation Inc	-	42,833.79
Directdial.com	-	19,830.38
Econolite Canada Inc	-	18,449.31
Eecol Electric Ltd	-	78,267.58
Emco	74,352.24	75,852.85
Fieldstone Energy Ltd	11,912.69	16,809.58
Finning Canada	-	424,954.09
Flocor Inc	-	22,981.44
FP Teleset	36,750.00	73,500.00
Gescan	-	24,019.79
GFL Environmental Inc	80,076.96	258,281.36
Giesbrecht, Leslie	21,794.85	23,054.85
GP Fiberglass Ltd	-	13,320.00
Hach Sales & Service Canada	-	30,353.15

Hydrodig Canada Inc	-	11,794.86
Imaginit Saskatchewan	20,794.52	20,794.52
Inventronics Ltd	-	60,597.60
JMP Solutions	-	15,708.00
Kanuka Thuringer	14,773.48	23,209.49
Kim & Yan Clean	10,224.21	40,283.57
KK Golf Management	33,345.36	49,874.33
Knudsen Excavating	-	40,358.49
Lee's Tree Care & Landscaping	-	21,728.18
Leeville Construction Ltd	-	485,148.67
Len's Plumbing & Heating	-	60,097.82
Line Star Utility Supply	-	20,034.00
Macmor Industries Ltd	-	30,312.00
Mckercher LLP	-	4,884,000.00
Melhoff Electric	25,405.54	34,437.06
Microage	60,925.86	66,112.66
Mid Continental Pump Supply	22,146.19	22,146.19
Mobile Paving	-	14,779.72
Moskal Mechanical 2009 Ltd	-	77,020.33
Oracle Corporation Canada Inc	-	46,094.80
Paradise Pools	-	21,808.58
PerfectMind	15,262.50	15,262.50
Playgrounds -R-US	-	68,892.15
Prairie Controls Ltd	-	11,433.00
P3 Architecture	-	10,680.00
Redhead Equipment Ltd	-	30,405.63
RCMP	-	948,484.00
Rock Solid Trucking	27,344.89	75,461.16
Saskatchewan Abilities Council	55,605.89	224,882.50
Saskatchewan Public Safety Agency	-	30,778.13
SaskPower	10,500.00	10,500.00
SGL	-	67,225.20
Shermco Industries Canada	-	63,403.20
SLR Consulting (Canada) Ltd	-	35,700.00
Southwest Cultural Development Group	-	60,000.00
Speedy Creek Mechanical	-	21,492.90
Standard Dodge	-	69,323.16
SUMA	-	19,527.97
Summit Valve & Controls	27,752.22	27,752.22
Swift Current Lions Club	-	12,000.00
Swift Plumbing & Heating	17,970.91	24,161.94
Tourism Swift Current	-	112,250.00
Triways Disposal Services	109,153.95	430,398.88
Vertex Inc	-	10,353.00
Vigilant Consulting Services	-	88,800.00
Voth's Brandsource	-	15,908.19
Westvac Industrial Ltd	-	32,784.23
Wheatland Machine Shop	16,594.50	39,205.53
Wiebe Contracting Ltd	-	33,213.97
WSP Canada Group Ltd	-	35,226.83
Zoho Corp	12,421.03	14,558.26
<b>TOTAL</b>	<b>\$ 2,279,006.92</b>	<b>\$ 22,884,928.88</b>

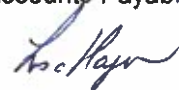
**RECOMMENDATION:**

I recommend that \$2,279,006.92 in disbursements be approved.

**REPORT PREPARED BY:**

Lisa Hagen, Accounts Payable Supervisor

**SIGNATURE:**



**APPROVAL:**



I concur with the recommendation



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Jim Jones, CAO



# City of Swift Current

## C.A.O. Report

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**Date:** May 2, 2023  
**To:** Chief Administrative Officer  
**From:** General Manager of Community Services  
**Subject:** **2023 ACT Swift Playground Resurfacing**

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### **BACKGROUND**

In 2014, ACT Swift playground received a facelift to begin the process of becoming a more accessible playground. Part of this park improvement included the installation of a pour and play surface.

The 2023 Capital Budget included the replacement of the ACT Swift playground surface with an approved budget of \$135,000.

### **DISCUSSION**

RFP, CSC-23-R-053 was posted on SaskTenders April 6<sup>th</sup>, and closed on April 21<sup>st</sup>. Three (3) suppliers provided proposals ranging in price from \$124,924.95 to \$195,471.45 (PST included, GST excluded).

Submissions were evaluated based on unit price, installation time, warranty and references. Shercom Industries Inc. of Saskatoon, SK, received the highest evaluation score and is therefore deemed to be the best value for the City. The submission includes a 10 year warranty on the surface.

The installation dates of this project will be between August 28<sup>th</sup> and September 27<sup>th</sup>, 2023. This allows the community to enjoy the summer months of the park and provide the opportunity for a summer Parks Play program to be based out of ACT Swift in July and August.

### **RECOMMENDATION**

THAT Council awards the submission from Shercom Industries Inc. of Saskatoon, SK, for the supply and install of the ACT Swift Playground Resurfacing project in the amount of \$124,924.95, PST included, GST excluded.

  
Nicole Spenst, General Manager of Community Services

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**CAO Recommendation:**

*I concur with the recommendation.*

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**Jim Jones, CAO**





## City of Swift Current

### C.A.O. Report

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**Date:** May 5, 2023  
**To:** Chief Administrative Officer  
**From:** City Clerk  
**Subject:** Summer Council Meetings

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#### **BACKGROUND**

For the past number of years, City Council has reduced the number of Council meetings held during the summer months to accommodate vacation time for members of Council and Administration.

#### **DISCUSSION**

Administration will continue to work within the current time parameters to ensure all matters are brought before Council prior to the onset of summer vacation. In the event a time sensitive matter should arise, a special Council meeting can be called with Council's consent.

#### **RECOMMENDATION**

THAT the Council meetings of July 10<sup>th</sup> and August 8<sup>th</sup>, 2023 be cancelled.

  
\_\_\_\_\_  
Jackie Schlamp, City Clerk

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#### **CAO Recommendation:**

*I concur with the recommendation.*

  
\_\_\_\_\_  
Jim Jones, CAO

## **BYLAW NO. X - 2023**

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to establish an application and connection process, rates, and any other information pertaining to the Swift Current Rural Water Pipeline.

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

### **1. Short Title**

This Bylaw will be known as the **“Swift Current Rural Water Pipeline Connection Bylaw”**.

### **2. Purpose**

The Swift Current Rural Water Pipeline (SCRWP) exists to deliver potable water to rural residents and businesses (Customer) in accordance with defined standards. This bylaw provides information on connecting to the SCRWP as well as the regulations and criteria that govern its design.

### **3. Application Process**

- 3.1 Customers wanting to connect to the SCRWP must submit a completed application form to the City of Swift Current (City) requesting the installation of a new connection. The City will review and evaluate applications based on there being a suitable location for the connecting facilities and available system capacity.
- 3.2 Approval must be granted by both the City and the RM of Swift Current No.137 (RM) prior to making any new connection. Applicants should not make development arrangements under the assumption that a connection will be permitted without written approval.
- 3.3 Following approval, the City will notify the applicant and provide a cost for the connection fee and construction of the service. The City will submit a quote to the customer who will then review, sign, and return it to the City. Once payment is received, construction of the connecting facilities will be scheduled.
- 3.4 Quotes provided by the City to connect to the SCRWP will remain viable for a period of 60 days.

## BYLAW NO. X - 2023

### 4. Construction Process

- 4.1 Connecting facilities will be installed between May 1<sup>st</sup> and October 31<sup>st</sup> of each year. Connections outside of this period may be approved but are subject to additional charges.
- 4.2 All extensions to the existing pipeline mains are to be maintained by the City and become City property at the conclusion of construction and testing. Maintenance and repairs of the SCRWP will be the responsibility of the City.
- 4.3 The City will arrange the construction of the water pipeline from the connecting facility at the water main to the customer's property line. The network will be isolated from individual services via a curb stop valve installed at the property line. Connections to the main and curb stop valve will be inspected by a Certified Operator from the City Water Distribution department.
- 4.4 Service lines on private land will remain the property of the Customer and shall be constructed and maintained at their cost.
- 4.5 The Customer is required to install water storage of sufficient capacity to contain a two (2) day supply of water. Storage tanks shall be assembled in such a manner as to maintain an air gap. Independent pressure systems are also required.
- 4.6 The City will meter the water consumption at the predetermined point of delivery and will invoice the Customer for water consumed. All Customers will be invoiced on a monthly basis.
- 4.7 The City will use reasonable efforts to minimize any disruptions and provide advanced notice to the Customer of any activities that will affect service to the Customer.
- 4.8 The City reserves the right to retain the services of the contractor they see fit to maintain or extend the SCRWP. Any work to be performed by contractors will be inspected by a Certified Operator from the City Water Distribution department.

### 5. Water Quality

- 5.1 The City will ensure that all potable water supplies are suitable for human consumption and will be in accordance with all federal and provincial regulations.

## BYLAW NO. X - 2023

### 6. Permits

- 6.1 Saskatchewan Health is responsible for administering the Saskatchewan Plumbing and Drainage Regulations. The Customer is required to contact the Regional Health Authority regarding the plumbing regulations and a permit must be obtained by the Customer prior to receiving a meter assembly and connecting to the SCRWP.
- 6.2 The City will be responsible for obtaining all permits necessary for construction of the SCRWP. Permits will vary depending on the circumstances of construction. Any cost associated with obtaining permits shall be charged to the Customer.

### 7. Connection Charges

- 7.1 Connection Fees: A fee for the connection to the SCRWP is required to cover the cost of existing infrastructure and future improvements. This is a fixed fee of \$10,000 for new connections.
- 7.2 RM of Swift Current No.137 Allotment Fee: The RM charges an allotment fee of \$2,600 added to the cost of construction for any new Customers of the SCRWP.
- 7.3 Construction Fees: A charge for the installation of the connecting facility is required to cover the cost of construction. This fee will vary depending on the distance of the connection from the point of delivery as well as site conditions. The point of delivery is the customer's property line, connection from the property line to the house is the responsibility of the property owner. A quote will be provided and will be based on cost recovery from the main to the property line.
- 7.4 Engineering Fee: In circumstances where the design for connecting a Customer requires the services of a professional engineer or when a permit to extend from Water Security Agency is required, there will be a fee associated with the cost of engineering.
- 7.5 Crossing Permit Fee: Crossing permits may be required for some underground crossings (e.g. CP Rail). In some cases, crossing permits may involve a yearly renewal fee to cover administration and inspection costs. Before finalizing design, the City shall meet with all parties involved to determine costs and obtain approvals.
- 7.6 Meter Deposit: At the time of connection, subscribers will be required to file a meter request with Customer Service at City Hall. All services are subject to a deposit as provided within the Water and Wastewater Utility Bylaw No.17 - 2001.

**BYLAW NO. X - 2023**

**8. Billing, Rates and Payment**

- 8.1 Terms of Payment: Payment for service is due upon receipt of the bill. Payment must be processed by the City of Swift Current on or before the due date shown on your utility bill to avoid a late payment fee.
- 8.2 Water Supply Rate: Water rates will be based on the current water rates provided within the City of Swift Current Water and Wastewater Utility Bylaw No.17 - 2001 with any applicable rate surcharges added.
- 8.3 Interest Charges: Interest charges will be applied to any past due balance.
- 8.4 Disconnection for Non-Payment: All overdue accounts are subject to collection notification and may be charged an administrative fee. Any accounts with balances past due may be subject to a disruption of services without notification.

**9. Pipeline Design Criteria, Construction Methods, and Materials**

- 9.1 Please refer to the SCRWP construction standard.

**10. Coming into Force**

- 10.1 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 May, 2023.***

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

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

**BYLAW NO. X - 2023**

**Schedule "A"**

**Swift Current Rural Water Pipeline Bylaw**

City of Swift Current – Connection Fee	.....	\$10,000
Rural Municipality of Swift Current No.137 Connection Fee	.....	\$2,600

**BYLAW NO. X - 2023**

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to amend Zoning Bylaw No. 24 – 2014 to allow apartment buildings at Lots 1 and 2, Block B, Plan 101933759 (2101 and 2151 Saskatchewan Drive).

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

1. THAT Section 1.5 General Definitions and Part Four Land Use Districts of Zoning Bylaw No. 24-2014 be amended by adding the text as shown on the attached Schedule “A”; and
2. THAT Zoning Bylaw No. 24-2014 be amended by rezoning Lots 1 and 2, Block B, Plan 101933759 from C3 – Highway Commercial District to DC3-C2 – Direct Control Neighbourhood Commercial District for Saskatchewan Valley, as shown on the attached Schedule “B”, and adjust any adjacent district boundaries as needed.
3. THIS BYLAW shall come into force and have effect from the date of final reading thereof.

\_\_\_\_\_ **MAYOR** \_\_\_\_\_ **CITY CLERK**

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

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

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

## **SCHEDULE "A"**

### **PROPOSED TEXTUAL AMENDMENTS TO ZONING BYLAW NO. 24 - 2014**

Section 1.5 General Definitions is amended by *adding* the following words:

**“Apartment”** means a one-unit dwelling. Typical forms may include studios, bachelor suites, and single- or multiple-bedroom suites, but do not include hotel or motel units or boarding rooms.

**“Apartment Building”** means a multiple-unit dwelling divided into three or more apartments with a common entrance for the dwellings to the exterior and an internal hallway system, but does not include hotels, motels, boarding houses, townhouses, or row houses.

Part Four Land Use Districts is amended by *adding* the following section:

#### **4.20C DC3-C2 Neighbourhood Commercial District for Saskatchewan Valley**

##### 4.20C.1 Statement of Intent

To accommodate higher-density residential dwellings and commercial uses that are generally compatible with each other and cater to the day-to-day living requirements of the local neighbourhood.

##### 4.20C.2 Permitted Principal Uses

In the DC3-C2 District, only the following uses of land and buildings shall be permitted:

- 4.20C.2.1 all the buildings and/or uses permitted of a C2 District;
- 4.20C.2.2 apartment buildings;
- 4.20C.2.3 home-based businesses.

##### 4.20C.3 Discretionary Uses

The following discretionary uses of land and buildings may be permitted:

- 4.20C.3.1 All the discretionary buildings and/or uses of a C2 District.

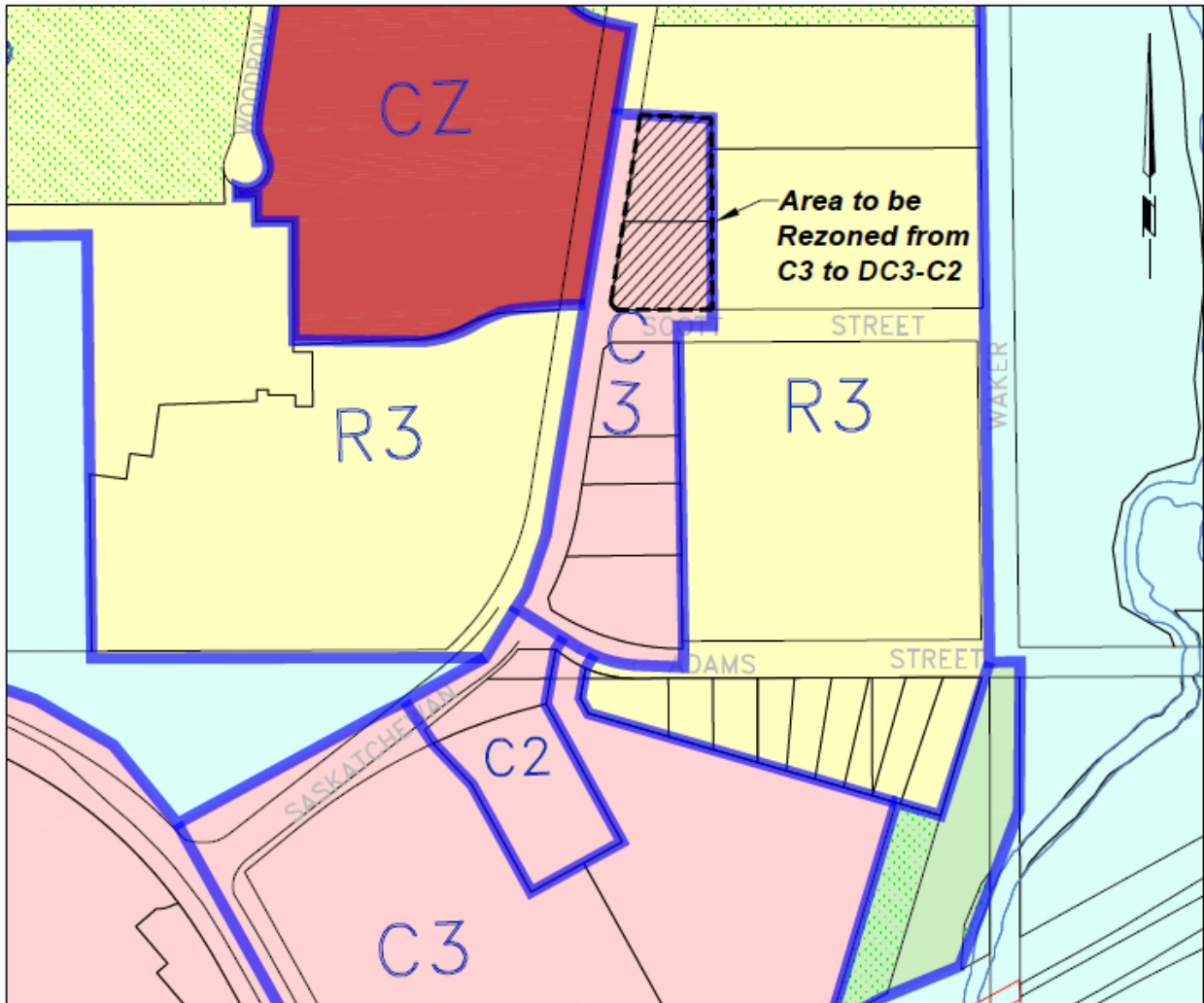
##### 4.20C.4 Development Standards

- 4.20C.4.1 Except for apartment buildings, the prescribed development standards and site regulations of the C2 District shall apply, unless special provisions have been agreed to and specified in a development agreement.
- 4.20C.4.2 Apartment buildings shall comply with the prescribed development standards and site regulations for multiple-unit dwellings in an R3 District, unless special provisions have been agreed to and specified in a development agreement.
- 4.20C.4.3 Approval of Council shall not be required where the use and/or development conforms to the permitted principal uses of the regular districts.



## SCHEDULE "B"

### PROPOSED AMENDMENTS TO THE ZONING MAP ZONING BYLAW NO. 24 – 2014



REZONING LOTS 1 & 2, BLOCK B, PLAN 101933759  
(2101 & 2151 SASKATCHEWAN DRIVE)

FROM C3 - HIGHWAY COMMERCIAL DISTRICT TO DC3-C2 - DIRECT CONTROL  
NEIGHBOURHOOD COMMERCIAL DISTRICT FOR SASKATCHEWAN VALLEY,  
and ADJUSTMENTS TO CORRECT ADJACENT DISTRICT BOUNDARIES

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 in such a role as an elected official and 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:

- 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 as 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 photographs, 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/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**” means 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,

## BYLAW NO. X - 2023

entertainment, participation in sport and recreation activities, and invitations to social functions.

- 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”** means 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 / Council Committee

#### 6. Preamble

- 6.1 Citizens expect the highest standards of conduct from City Council, the Members they elect to local government. Members of council, also 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:
  - a) be truthful, honest and open in their roles as Members 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 shall make decisions carefully, fairly, and impartially.

## BYLAW NO. X - 2023

### **Respect**

- 7.3 Members shall treat every person, including other Members, 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 harassment or behaviour that is discriminatory, indecent, insulting, or abusive, nor use derogatory language towards others, in their roles as Members.
- 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**

- 7.7 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.
- 7.8 Members are responsible for the decisions they make including acts of commission and acts of omission.
- 7.9 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**

- 7.10 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.
- 7.11 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.
- 7.12 Members shall comply with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as Members of Council.

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### **Leadership and the Public Interest**

- 7.13 Members shall serve their constituents in a conscientious and diligent manner and act in the best interests of the City.
- 7.14 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.
- 7.15 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.
- 7.16 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**

- 7.17 Members shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Cities Act*.
- 7.18 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.
- 7.19 Each Member is responsible to prevent potential and actual conflicts of interest.

## **8. Certification**

Members shall have a current Safe Places Certification at the time of taking Oath or Affirmation of Office. If not, the Member shall obtain Safe Place Certification within sixty (60) days of taking the Oath or Affirmation of Office. Members 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:
- a) A Member must not disclose confidential information, including to City staff, or to persons outside the City, except as authorized by Council;



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- 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**

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.

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- 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**

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 Chief Administrative Officer 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.
- 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.

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- 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 Chief Administrative Officer using processes established by the Chief Administrative Officer.
- 16.2 Members who receive complaints and/or requests for operational services or assistance shall direct the individual through the complaints process on the City's website or to the appropriate department for assistance and advise the Chief Administrative Officer.
- 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 Chief Administrative Officer 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.
- 16.9 Members must not participate in any way or attempt to influence the hiring of City staff, other than those position specified within legislation.
- 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 shall use complete discretion and be respectful when commenting on public forms so that it does not prejudice any City business, matters before Council, Administration, or fellow Members of Council.
- 17.3 When commenting on matters relating to City business, Members 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 The conduct of Members on social media shall be 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 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 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 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.

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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;
  - (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.

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- 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 30<sup>th</sup> 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.
- 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

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

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- 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.
- 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



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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" or "Mayor".
- 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 during a campaign period.
- 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

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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.
- 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 24.2, 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;
- 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 rely on the 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 Compliance

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Committee on appropriate censure, sanctions or corrective actions, if applicable.

- d) Council shall appoint a Compliance Committee composed of three (3) members of Council. One (1) of the duties of this Committee is to conduct a hearing, if recommended by the Integrity Commissioner, to determine whether a contravention occurred.
- e) The Council Compliance Committee shall give reasonable notice to the charged Member prior to the hearing.
- f) The charged Member shall have the option of being represented by legal counsel.
- g) While the Council Compliance Committee shall conduct the hearing in such a manner as to provide the charged Member with due process and a fair hearing, it shall retain discretion as to the process it uses.
- h) If the Council Complaints Committee finds the complaint is substantiated, it shall refer the matter to Council to assess the appropriate penalty. Council may, by resolution, impose an appropriate penalty detailed in Section 36 based on the severity of the contravention of the Code of Ethics Bylaw.
- i) Any action taken by Council should include a time frame to complete the expected remedial action.

### **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 meeting 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.

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;

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- 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 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 advance 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:
  - 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

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- 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.
- 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**

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 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

## BYLAW NO. X - 2023

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

- 34.1 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
    - (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.

**36. Council Review**

- 36.1 Council shall consider and respond to an investigation report from the Integrity Commissioner within 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:

## BYLAW NO. X - 2023

- 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 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.

BYLAW NO. X - 2023

**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.

\_\_\_\_\_  
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**Schedule "B"**

**Formal Complaint Form**

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.

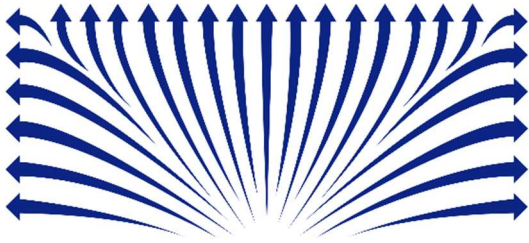
\_\_\_\_ I also understand that should the complaint be found by the Integrity Commissioner to be frivolous, vexatious, or not made in good faith that the Schedule "B" Submission Fee shall be retained by the City to help offset the costs associated with the investigation.

<b>FOR OFFICE USE ONLY</b>
_____
<b>(DATE FILED)</b>
_____
<b>SIGNATURE OF CAO OR CITY CLERK</b>

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

2022

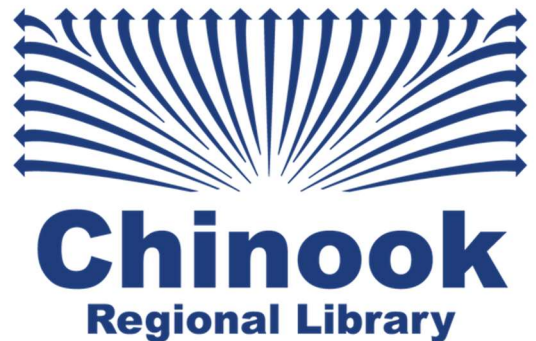


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**Swift Current Branch**  
Chinook Regional Library

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LOCAL BOARD  
ANNUAL REPORT



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## Our Team

### SWIFT CURRENT BRANCH LIBRARY BOARD

Sherri Fahselt – **Chair**  
Larry Kielo – **Vice-Chair**  
Councillor Ryan Switzer – **Council Rep**  
Rhonda Forster  
Sharon Uteck

Kimberly Bilanski  
Carrie Mitchell  
Shawn Mullen (Jan. '22 – Dec. '22)  
Loretta Thompson

### LOCAL BOARD MEMBERS SERVING ON THE REGIONAL LIBRARY BOARD

Councillor Ryan Switzer  
Sharon Uteck

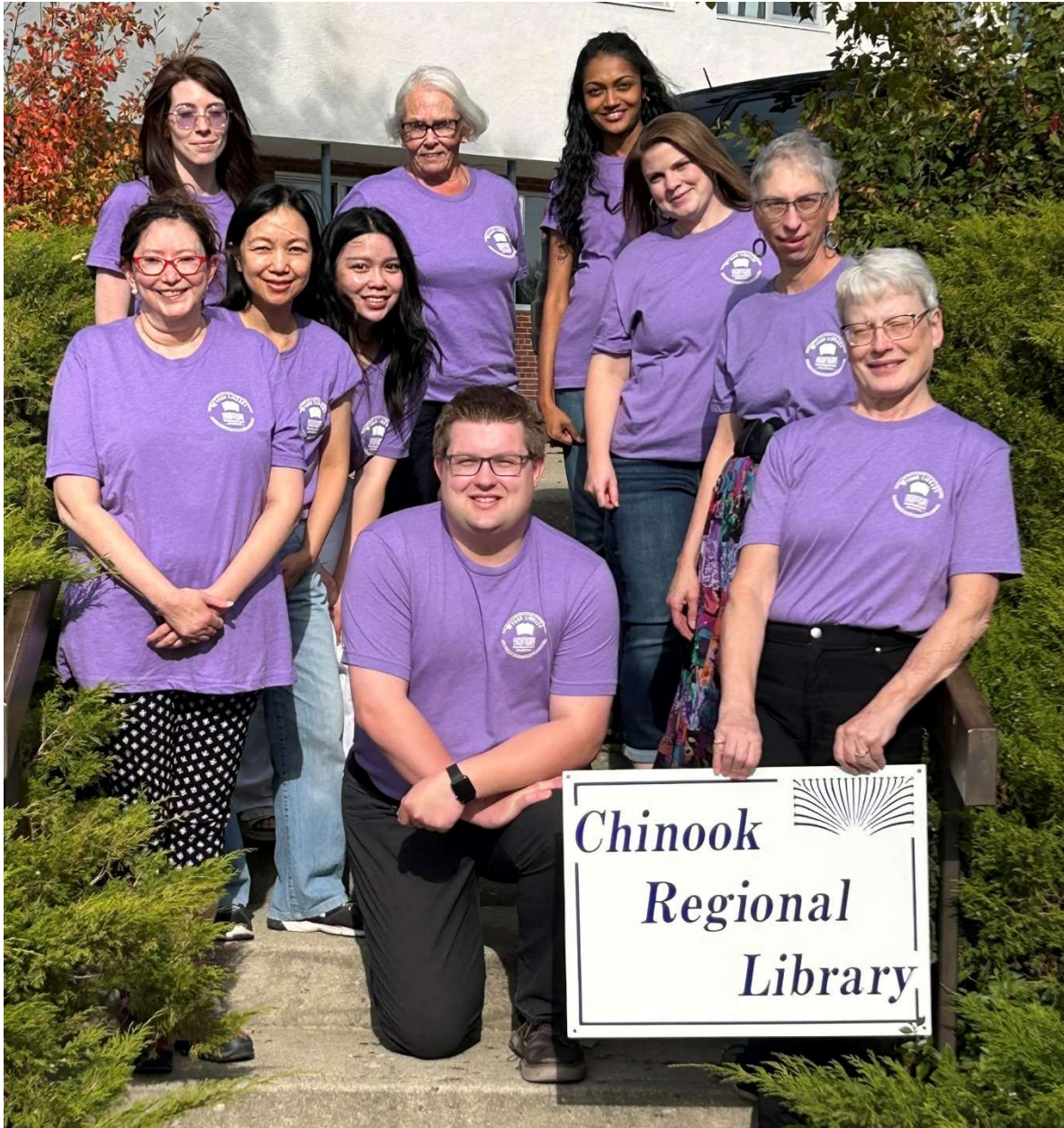
Larry Kielo (Jan. '22 – July '22)  
Rhonda Forster (Sept. '22 – Present)

### CHINOOK REGIONAL LIBRARY - SWIFT CURRENT BRANCH STAFF

**Branch Manager** – Donna Theissen (Sept. '21 – Jan. '22)  
Connor Kurtz (May '22 – Present)  
**Circulation Supervisor** – Dawn Stark  
**IT Program Coordinator** – Krupali Bhatt (Jan. – Dec. '22)  
Mary (Dec. '22 – Present)  
**Page** – Jessica Chowdhary

**Library Assistants** – Cori Giesbrecht, Sharon Bonifacio, Lorraine Flynn, Jami Braun, Aubrey Domingo, Taneshae Francis, Tina-Marie Letwiniuk, Hanna Kim

## Team Photo



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*Top Row: Jami Braun, Lorraine Flynn, Krupali Bhatt*

*Middle Row: Sharon Bonifacio, Aubrey Domingo, Cori Giesbrecht, Dawn Stark*

*Bottom Row: Tekeyla Friday, Connor Kurtz, Kathryn Foley*

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## Message From the Regional Director

2022 was an interesting year for the Chinook Regional Library. In the last year, we have seen many staff come and go. We said goodbye in January to our temporary Swift Current Branch Manager Donna Thiessen and the Rural Branch Manager Ashley Booth and to our longtime Business Manager Peg Olfert in December; we have also welcomed many new faces. Two critical positions that we were glad to welcome are members of the regional management team – Dawn Silver as Rural Branch Manager and Connor Kurtz as Swift Current Branch Manager.

If the seismic changes which the pandemic wrought throughout south-west Saskatchewan have shown our organization anything, it is the importance of clear communication and working together towards the same goal. With these as our focus, in the absence of a Strategic Plan, our regional headquarters, rural branches and resource branch of Swift Current have been able to move with the tide and respond with as much speed as possible to varying circumstances that have presented themselves. This has not been easy for us or our patrons at times, but many of us have pulled together and are prepared to work towards a future that mends municipal relationships. These relationships were further strained by the announced intent of the City of Swift Current to become a municipal library. However, in 2023 there is hope. Communication has been re-established and a committee is being formed to discuss how to move forward.

Since the restrictions and lockdowns were rolled back the Chinook Region has begun to find its bearings and regain footing as an open public service organization. This has not always been a straightforward task, but now our programs for children and adults have begun to roll out on a regular basis. Necessary administrative tasks are being tackled and completed. Our operational regional team are demonstrating strengths in supporting one another through staffing gaps, developing alternative ways to offer programs and services and producing Bylaws, Policies, Board Descriptions and Memorandum of Understanding that will support Chinook Regional Library into the future. We have work ahead for the next two to five years but we are looking towards a positive future.

It is my hope that 2023 will be a year in which we can focus on and expand what we do best as library professionals – providing inclusive and welcoming services that promotes and sustains lifelong literacy and learning within our region.

Kathryn Foley  
Director Chinook Regional Library

## Message From the Local Board Chair

Last year began with a large Board turnover, with a number not returning following the completion of their respective terms. Our board was provided a basic overview of the governance of Saskatchewan Libraries relating to “The Public Libraries Act, 1996”.

Following that initial onboarding, some of our board members were involved in interviewing for the Branch Manager position that had been vacant for quite some time. We were very fortunate to have met with Connor Kurtz who joined us in May and has been so dedicated to his role. He came to us from Humboldt and is more than qualified in both education and experience. I hope you get the opportunity to meet him. He’s been a great leader for the team, and has managed to overcome many hurdles over the last months.

Our library continues to be an integral support for members of the community. It provides needed services such as access to technology, seniors’ and childrens’ programming, and literacy programs. Connor has been instrumental in bringing great opportunities and programming to our local library. We thank him and the rest of the staff for their continued hard work.

On behalf of your Board of Directors, I’d like to say a big “Thank You” to all our Swift Current Library supporters. The community benefits of a library are immeasurable.

Sincerely,

Sherri Fahselt  
Chair, Swift Current Library Board

## Staff Voice – 2022

The year 2022 brought many new changes to our branch.

A new manager, new perspectives and new programs.

COVID-19 presented many unique challenges for our library branch. So 2022 was a real turning point. We were so happy to see many old friends and readers returning to the library and to meet the many new people that have joined our community of Swift Current.

We were also very excited to begin bringing back many of our old programs and adding some great new ones. As a team we have become stronger and have grown a lot in our specialties, interests and fields.

With a new manager we have grown. As individuals and a team we have seen our operations from a fresh perspective and have added a lot to our collective skillsets. It has really been an exciting year of growth and rejuvenation.

Our team is really excited for 2023 as we are adding more adult maker and technology programs. We are also exploring new S.T.E.A.M. (Science, Technology, Engineering, Art, Math) and literacy childrens' programs. In the gear up for Summer Reading all of us are thrilled to be taking things to a new level.

2023 should prove to be an awesome year!

Dawn Stark  
Circulation Supervisor

## Message From the Branch Manager

It is amazing how busy our branch was last year! Although I was only at the branch for part of 2022, it has experienced a steady return to a new normal of pre-pandemic operations. Programs such as Summer Reading, our Halloween Party and such were held for the first time in two years!

While the year began with people still covering up and keeping their distance from one another, these distances have decreased and barriers removed. While we have discovered and adjusted to the differing comfort levels of our diverse patrons this year was a wonderful beginning for us to reconnect with the community, serve more of Swift Current's residents face-to-face and reestablish ties with many of the wonderful organizations in our community!

This is not to say that the last year was easy. We have encountered some new challenges – decreasing attention spans of the younger generation is a central one. Others challenges faced are tried and true, such as contacting patrons about overdue materials. However, in the last year we have been able to rediscover our place and standing in the community.

This year also led to some exciting changes – a key one the renewal of our children's area with new shelves provided by Chinook Headquarters and the Regina Public Library. Providing a display area and sitting at a lower level that makes our childrens' materials more accessible, these shelves are a wonderful addition to an area meant to introduce the next generation to the joys of reading!

During this time our team has concentrated on deepening their expertise and improving what they already do best using the resources we have at hand. We are also continuously reimagining the library space as one which is able to serve our organizational mission to "providing inclusive and welcoming services that strengthen and sustain lifelong learning." For us this is an evolving mission, to support learning no matter what form it may take in our community of Swift Current.

All this would not be possible without the Swift Current Branch possessing a dedicated team to provide strong and consistent library services and programs to our region's residents. It has been a pleasure the last months to serve the citizens of Swift Current as their branch manager. I look forward to supporting the branch in fulfilling its role as Resource Centre for the Chinook Regional Library and making the next year one where Swift Current's residents find the branch a place they love to live, work and learn.

Thank you.

Connor Kurtz  
Branch Manager, (May 2022 – Present)

## Executive Summary

The past year was full of change. Between restarting our in-person programming, new hires and organizational reorganization it has kept the staff at the branch quite busy. Adapting to shifting circumstances and conditions is never easy, but as a team we have found our standing and are now adapting to a new normal. Below is a summary containing the most *salient* details concerning branch operations for 2022.

### *Programs – Regular and Special*

Over the year we had a grand total of 580 programs with 5,524 attendants. These included a number of sessions we held for the first time in a couple years (i.e. Halloween Party, Garden in a Box, Kindergarten School Tours and Summer Reading) and new ones (i.e. LEGO Club and Adult Crafting). Breakdowns for our program categories (see infographic for outreach and 1-on-1 program numbers) include:

- Childrens’ Programs
  - Total Programs: 112
  - Total Participation: 1,631
- Adult Programs
  - Total Programs: 220
  - Total Participation: 2,618

A number of special programs were held in the last two quarters of 2022. These included two Indigenous programs for children and adults, crocheting for beginners, author readings and community organization presentations. One wonderful partnership which was established is with the long-time Swift Current Writers Group *The Prairie Quills*.

### *Administration*

The branch welcomed a number of new faces in 2022 to its team. Other changes included assisting with the delivery of interlibrary loans from the Regional Headquarters to the branch during the last quarter of 2022 and updating the branch’s operational practices and procedures.

### *Fundraisers, Donations & Grants*

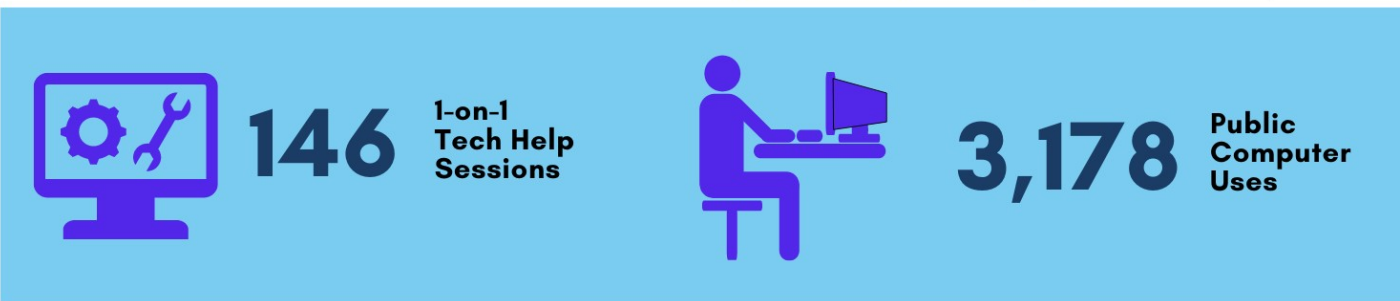
In 2022 the branch’s main fundraiser was its book sale. However, how it was conducted compared to pre-pandemic years has changed. Instead of one large annual sale it is now a smaller continuously running book sale held in-house at the branch. Amounts that have been fundraised and donated to the branch for programs and operational expenses include:

- Book Sale: \$3,600.00
- Other Donations/Fundraisers: \$3,200.00

2022 was a year in which the library was able to regain its standing as a community institution and find its place in the new normal. The branch looks forward to continuing to be a central hub for Swift Current in the year ahead.



# 2022



\*Excluding Outreach Programs and 1-on-1 Tech Help Sessions.



## Operations

### PROGRAMMING

#### General

2022 was the first year since the pandemic hit that the branch was able to restart many of its programs. While this was attempted in late 2021, these efforts were halted due to the return of lock downs and masking mandates. This is really demonstrated in the statistics for programs run out of the branch between the two years – 196 in 2021 and 332 in 2022 – over 1 ½ times the amount of programs run with almost 4,250 total participants from our community.

#### Childrens' Programming - Regular

The branch began to plan and run its childrens' programs internally in 2021 and 2022 with support as needed from Regional HQ. Regular programs consisted of two to three weekly sessions run by branch staff – a story time, a playtime and a technology focused S.T.E.A.M. (Science, Technology, Engineering, Art and Math) program. Others include seasonal programs such as our Kindergarten school tours in the spring where students receive their first library card! The staff are enthusiastic in preparing for these and providing new and interesting experiences for children visiting the library.

#### Childrens' Programs – Special

Our branch always ensures that we hold programs to mark special occasions, holidays or times of remembrance. Some of our old favorites we were able to hold include our Garden in a Box in May, Halloween Party and Gingerbread Festival. Other first time special programs included an Orange Shirt Day Indigenous Story time and craft held by Library Assistant Taneshae Francis and an author reading to kick off the branch's fall programming by Saskatchewan childrens' author C. Ingrid Deringer.

*"2022 was a wonderful year for childrens' programs since we were finally able to welcome people back into the library for in-person programming.*

*We hosted the TD Summer Reading Club for the first time since 2019 and had a blast. Our top reader read over 1000 books!*

*In the fall, we began a new program, Preschool Storytime Adventures. It was created to inspire a love of reading in young children while having fun. We combine music & movement with interactive stories every Thursday morning. The kids have so much fun listening, singing and playing especially when we bring special props- like scarves or shaker eggs.*

*I am looking forward to continuing childrens' programming in 2023 and helping nurture a lifelong interest in reading, learning, and the library.*

*- Cori Giesbrecht*



### Summer Reading Program

The 2022 Summer Reading program was a big hit for both our staff and our young readers. In May and June approximately 1,500 reading packages were created. These were ordered and distributed by Chinook Headquarters to the 4 Swift Current elementary schools to promote the program.

The theme of the TD Summer Reading Club was ‘Once Upon a Time.’ Our branch kicked the program off with a visit by the Saskatchewan Science Centre Outreach Team that performed a series of experiments for the children who attended. This fed into the three other programs that ran weekly sessions throughout the summer – Maker Kids Space, TD S.T.E.M. Club and a Story-time. This concluded with a wrap up party that included a reading by local author Jessica Williams, a craft and treasure hunt.

To end the program, our Mayor Al Bridal drew the winning name in our Guess the Candy Jar Contest.



### Seniors Programming

Emerging from the pandemic, the senior’s programs at the branch reopened in late 2021. Throughout 2022 the branch was glad to welcome back its senior Bridge and Whist, Mahjong, Scrabble and Cribbage groups as weekly community programs. We are glad to host them and provide coffee and tea service.

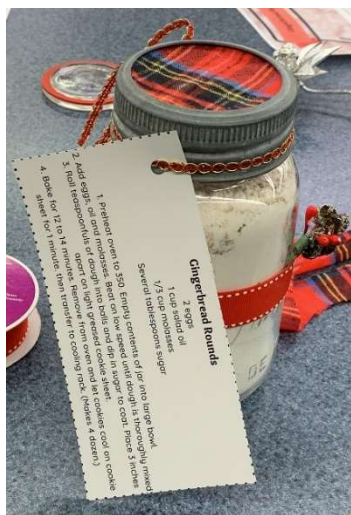


### City Recreation Kits

Over the course of June-August, 17 Nat Packs and 24 Disc Golf kits were signed out by library patrons. The Branch and Region thank the City of Swift Current’s Community Services Department for making these resources available.

### Adult Programming - Regular

For the first time in years, the branch held an ongoing series of regular monthly crafting programs for adults. The first session was held at the branch on December 14<sup>th</sup> where participants were invited to make a recipe in a jar. These and others will continue into 2023.



### Adult Programs – Special

A number of special programs for adults were held in late 2022. These are different from our regular programs since they are offered once or only on an annual basis. An important part of what we offer, programming sessions like these help introduce the resources our branch holds to the members of our community. Some highlights included:

- A beading workshop held at the branch in celebration of Saskatchewan Library Week. The program’s participants were guided in creating a small beading work as a small pin or keychain.
- A series of learning to crochet programs was held in November which culminated in a Learn to Crochet a Dishcloth workshop!
- On December 5<sup>th</sup> the branch hosted award winning Saskatchewan writer dee-Hobsbawn Smith where the author read from her newest work *Danceland Diary*.

### Community Organizations Program and Event Partnerships

Throughout the year the branch provided space to or engaged in valuable partnerships with many of the great non-profits and social groups in Swift Current and area. A few included:

Organization	Program/Partnership Opportunity
Southwest Multicultural Association Southwest Newcomers Welcome Centre	A press release for International Women’s Day and a Wall of Recognition for Women from Saskatchewan’s Southwest.
Truth and Reconciliation Committee, Swift Current & Area	Two evening presentations and talks as part of the two day ReconciliACTION symposium.
Canadian Mental Health Association	Author Talk
Southwest Newcomers Welcome Centre	Newcomers Welcome Tour
Great Plains College	ESL Class Library Orientation Tour
Prairie Quills Writers Group	Hosting Meeting Space <i>Seasons of the Heart</i> Gala and Writers Talk



## OUTREACH SERVICES

During the pandemic Outreach remained a key service the branch offers in Swift Current. A program offered to those who may be less mobile or able, it helps bring the materials that our branch, region and province hold to those who are not able to come into the library. Key locations serviced include the Meadows, Pioneer Manor, Cypress House, the Bentley, Prairie View and Golden West senior citizen residences.

Coordinated by the branch's longtime Library Assistant Lorraine Flynn, Outreach is a service which embodies the branch's aspiration – to be a public institution that breaks down barriers for the residents of our community and inspires lifelong learning for all patrons.

*"Each month our outreach patrons meet us with smiles and appreciation. They are always so excited to get new items delivered to them each month!"*

*Over the years our branch has formed wonderful connections with them – one patron is over 100 and is still reading strong, another one who reads Canadian history was delighted to find a chapter in one book about a family member. She was thrilled!*

*Outreach is a service that really makes the library an inclusive and welcoming place for all people."*

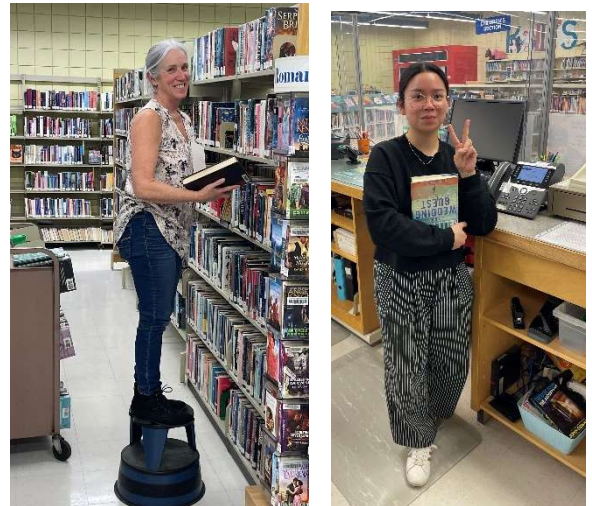
*- Lorraine Flynn*

## ADMINISTRATION

### *Staffing*

The last year was one of transition and transformation for the branch. In January the branch said goodbye to its temporary manager Donna Theissen and welcomed its new manager Connor Kurtz in May. Both worked with the staff to ensure that services remained consistent as the branch reopened and resumed regular operations.

Throughout the rest of the year the branch said goodbye to a few other staff. These included two casuals and a temporary farewell our IT Program Coordinator for maternity leave. We have been glad to welcome new faces to our branch – including Tina-Marie Letwiniuk (see right photo) and Aubrey Domingo (see left photo) as Library Assistants and Mary as our interim IT Program Coordinator.



### *Change in Hours*

Due to changing circumstances brought about by post-COVID provincial health directives, feedback from the public and issues concerning provincial funding, the Branch expanded its hours starting in July by five hours per week.

### Interlibrary Loans

One of the changes on a regional level the branch participated in was the delivery of interlibrary loans to the branch from Chinook Headquarters. One of the unfortunate realities of 2022 was ever increasing delivery costs. In an effort to reduce expenses the Region took previously contracted tasks in-house.

## FUNDRAISING, DONATIONS & GRANTS

The current book sale at the branch began in early 2022. Due to still prevalent conditions brought on by the pandemic, the branch decided it would not be able to hold the large annual book sale which was held in pre-pandemic times. In this respect, a smaller ongoing book sale was set up in the branch. Other fundraisers held during the year included a spring plant sale. Amounts for the year included:

- Book Sale: \$3,600.00
- Other Donations/Fundraisers: \$3,200.00

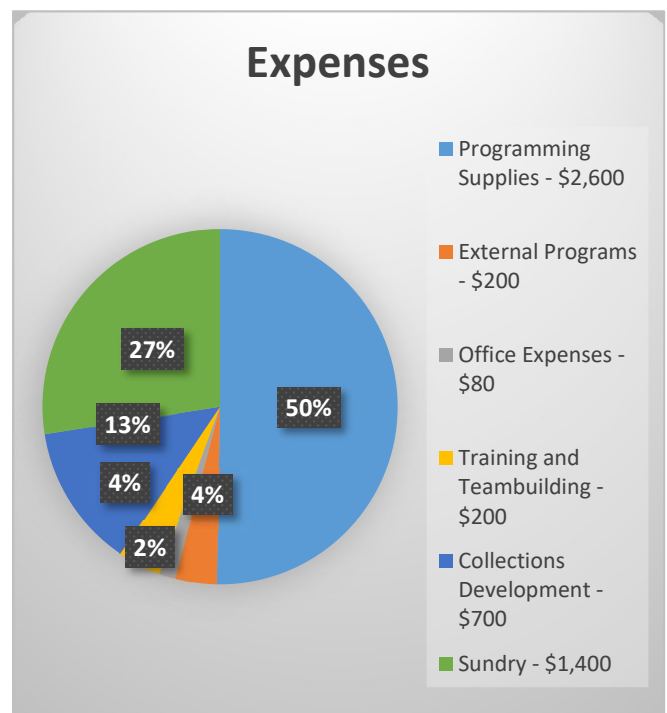
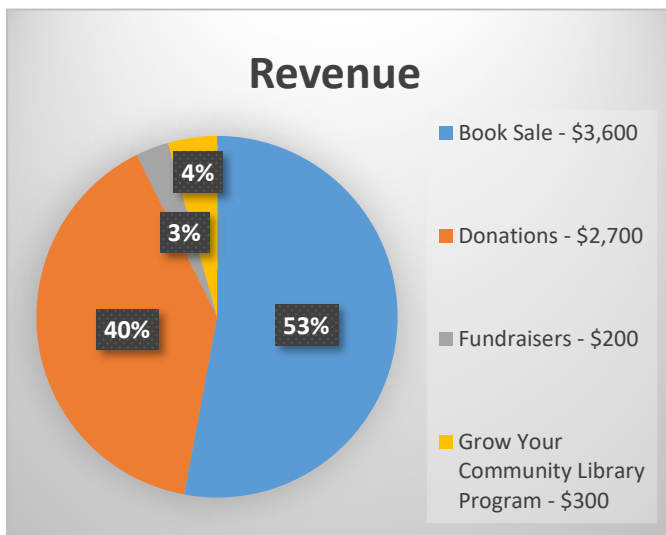
Grants for the year included three programming grants:

- Community Support Grant – City of Swift Current and Sask Lotteries.
- Author Reading Program – Saskatchewan Writers Guild.
- Saskatchewan Library Week Programming Grant – Saskatchewan Library Association.

## REVENUES AND EXPENSES

Below is a summary of the local board’s revenue and expenses over the course of 2022.

Swift Current Programming Account Balances	
January 1 <sup>st</sup> , 2022	\$6,763.26
December 31 <sup>st</sup> , 2022	\$8,966.65



## Swift Current Branch at a Glance - 2022

Physical Collection Size	60,300	Digital Collection Patrons	1,071
Patrons Saved	\$1,477,000	Digital Collection New Patrons	275
Branch Patrons	3,760	Digital Collection Material Checkouts	42,220
Branch Physical Collection Value Est.	\$1,400,000	Social Media Fans	2,140
Holdings: Incoming/Outgoing	26,249/22,298	Public Wifi Usage Est.	6,480

## COMMUNITY POLICING REPORT

To: The Mayor City of Swift Current	From: N.C.O. In Charge Swift Current City Det.	Month of April 2023
		Date Prepared 2023-05-03
		Phone No. (306) 778-4870

### OFFENCES REPORTED AND/OR COMMITTED IN COMMUNITY

VIOLATION	Apr/2023	Apr/2022	Apr/2021	YTD 2023	YTD 2022	YTD 2021
Fatal Motor Vehicle Accident	--	--	--	--	--	--
Injury Motor Vehicle Accident	2	--	1	4	7	3
Reportable Vehicle Accident	10	8	7	40	49	31
Fail to Remain (Hit & Run)	9	8	2	33	30	26
Provincial Traffic Offence	126	246	489	475	869	1673
Impaired Driving Offence	13	10	3	33	28	14
Liquor Act	8	4	2	20	16	9
Coroners Act	2	2	3	12	14	3
Mental Health Act	12	20	11	58	73	54
Other Criminal Code	23	33	30	109	122	129
Weapons Offence	3	2	--	8	10	5
Drug Enforcement	5	9	5	31	24	37
Sexual Offences	2	--	--	7	5	8
Robbery/Extortion/Harassment	8	13	7	42	52	58
Assault (excl. Sexual Assault)	14	23	16	48	55	81
Theft Under \$5,000	17	18	11	81	61	32
Theft Over \$5,000	2	3	1	16	8	5
Possession Stolen Property	4	3	--	8	12	6
Mischief	38	31	23	140	79	72
Fraud	9	13	8	26	46	38
Break & Enter -- Business	1	--	--	3	1	--
Break & Enter -- Residence	--	1	2	14	6	7
Break & Enter - Other	2	1	--	5	3	2
Arson	--	--	--	1	--	--
Missing Person	1	--	3	9	4	10
Peace Bond	--	--	--	--	--	2
Criminal Record Checks	155	207	148	454	539	315
<b>Total Occurrences</b>	<b>386</b>	<b>425</b>	<b>415</b>	<b>1576</b>	<b>1473</b>	<b>1463</b>



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



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


Date: May 6, 2023  
Subject: Financial Statements  
Request from: General Manager of Corporate Services

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

Section 16

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

  
\_\_\_\_\_  
Kari Cobler,  
General Manager of Corporate Services

  
\_\_\_\_\_  
Jim Jones, CAO

**MEETING REQUESTED TO BE HELD: in Council Chambers on May 24<sup>th</sup>, 2023 commencing at 11:30 a.m.**

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