



GOVERNANCE & PRIORITIES COMMITTEE

June 20, 2023

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

AGENDA

Pages

1. Call to Order

This meeting is for discussion and information gathering only. All decisions will occur during Council Meetings.

Reminder, all members of Council are obligated to declare a conflict of interest regarding any items on the Agenda.

2. Approval of Agenda

Recommendation: That the Agenda dated June 20, 2023 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated May 24, 2023 be approved.

4. Public Presentations

5. Administration Presentations

5.1 RCMP update presented by Staff Sergeant Gordon and Cst. Curti.

5.2 CAO update.

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5.3 2023-2024 Facility Rate Review report presented by Nicole Spenst and Melissa Shaw.

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5.4 Use of Golf Carts on City Streets report presented by Jackie Schlamp.

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6. Strategic Plan

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

7.1 Draft Whistleblower Bylaw to be presented by Jackie Schlamp, with discussions lead by Mayor Bridal.

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GOVERNANCE & PRIORITIES COMMITTEE

June 20, 2023

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

8. Agencies/ Boards and Committees

9. Unfinished Business

10. Council's Interest and Communications

11. En Camera Requests

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11.1 A request regarding budget discussions to be presented by the General Manager of Infrastructure and Operations.

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

12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of June 20, 2023 be adjourned.

Next Meeting TBD.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: June 12, 2023
To: Governance & Priorities Committee
From: Chief Administrative Officer
Subject: **CAO Update**

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

Attached you will find reports for the following divisions:

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

Respectfully submitted,

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

Jim Jones, CAO

COMMUNITY SERVICES MAY 2023 - MONTHLY CAO REPORT



High School Art Show



Nature Play Activities



Garden Talks



Elvis – Shallow Water Fitness

Capital/Operating Projects:

- The Parks department installed a **seasonal canoe/kayak launch** at Riverside Park. Construction on the **Inclusive Playground** started. The structure installation will begin at the end of May.
- **InnovationPlex** staff have been busy painting throughout the facility. Currently the rotunda is getting a fresh coat of paint. The refrigeration plant was shut down after the last Ice booking, May 14.
- **Kinetic Park:**
 - New fire alarm testing took place at the end of May. Project completed.
 - Kinetic Park new Kubota side by side arrived.
 - Magnus Newland Arena received new sand as part of capital maintenance.
 - Mill ends in Steamer shed were packed and the project completed.
 - Stockade Concession hood project was completed.
- Southwest Paving completed the **S3 Arenas** parking lot repairs for the year. A few problem spots on the east side were repaired as well as part of the driving lane behind

the building re capped and extended. This will allow easier access behind the facility for buses and give the ice resurfacers more space for dumping snow without driving in the mud and depositing mud on ice surfaces.

- **Facilities/Art Gallery** working on designing and developing a lighting system that's cost effective and functional. Currently getting quotes on ceiling replacement. It has been planned for all the work to be done in November, when the Gallery can be shut down between exhibits.
- **Aquatic Centre**
 - **Roof Replacement:** May 26, contractors from Duncan Roofing began setting up compound and will start getting safety equipment set up on site. The re-roofing process will begin end of May/early June.
 - **Diatomaceous Earth (DE) Core/Covers:** Were ordered from Commercial Aquatics and have arrived. Replacement of old DE Core/Covers at Fairview Pool will be taking place in the next week before the filtration system starts up. The Aquatic Centre's DE Cover/Cores will be replaced during the summer when the pool is shut down for the season.
 - **Fairview Pool Deck Equipment:** Will order new for the start of the 2023 season.
- **Museum Desk/Display Furniture:** A new desk has been ordered for the Education Coordinators office. Museum Display racks are being considered for the Gift Shop. Museum Programming Carts are being reviewed for the best possible option.
- **Capital projects were approved and awarded:**
 - ACT Swift playground surfacing – Shercom of Saskatoon
 - Stockade Metal Cladding – Bridal Builders of Swift Current
 - Fairview Pool Boiler Replacement - Awarded to Len's Plumbing and Heating.
 - Swift Current Co-Op awarded the Palliser Roof Top Unit (A/C and heating unit)
 - Museum Exterior Lighting: Three quotes have been received and the contract will be awarded late May.

Operating Highlights

- Partnered with the SC Ag & Ex to paint the **Tea House. Doc's Town** staff painted the bottom half of the building, and the City will paint the top 8' once staff have access to a lift.
- The **Parks Department** has been busy preparing the outdoor facilities; Grass cutting started, Parks & Sports field irrigation turned on, Parks washrooms opened, Mosquito program continued, Tennis/pickleball courts opened.
- **Kinetic Park Water lines** were turned on May 3rd to campgrounds, Doc's Town, and all grounds.
- Successful Grant applications
 - Culture Days Hub \$5,000.00.

- SPRA Framework In Action - \$5,000 for the Zone program
- \$1,000 sponsorship in sand from Bright Sand Aggregate for the Magnus Newland Arena

Programs/Rentals:

- **Golfing** numbers are good despite the late start to the season. Most of the greens are in good condition considering that we had 3 weeks fewer growing conditions than normal. As predicted, we have had significant winter damage on a third of the greens due to the rain events last winter coupled with the freeze/thaw cycles. Staff have overseeded bad areas on half a dozen and resodded parts of a few that had the most significant ice damage. We used Bentgrass sod (approx. 1200 sq ft) from our large practice green and hope to replace it shortly from the only sod nursery that handles turf for greens in southern Alberta, as there is none in Saskatchewan.
- **West Wing Gallery** opened for the season on May 12, showcasing the annual High School Art Show until June 10. Two memberships were bought or renewed. A piano recital was held at the AGSC on May 15. Bill Philpott's exhibition at the Lyric Theatre ended and was deinstalled and returned to the artist. Private Pottery workshop on May 3. Stained Glass Workshop on May 18. Art Programming continues at Meadows Long Term Care.
- **Kinetic Park** indoor rentals are slowing down and events are transitioning outside. Stockade hosted the Ladybug Tradeshow with over 100 vendors, Special Olympics had two (2) days of fun in Stockade with schools from across the Southwest, and Pickleball league had a 2-day trial. Volleyball and line dancing are finishing their seasons at the end of the month. Dustbowl Barrel Racing event was held on May 27th, and Stockcars held their annual test and tune day.
- With a short turnaround for the Benjamin Circus on May 17, the **InnovationPlex** staff did a fantastic job working around the clock to scrape out the ice, melt out logos, scrub the arena surface, remove glass, nets and prep the arena within three (3) days. Two (2) Auditorium bookings and five (5) Conference room bookings this month. The Dance studio held its recital on Saturday the 27. Staff set up stage drapery and worked with the Dance Studio to make this a success.
- Lacrosse is still active at **S3 West** with weekly practices and games on the weekends. Concession has been open for all games. Junior Lacrosse Wolverine games have had great attendance.
- **Lt. Colonel Clifton Centre** is winding down for season, as pickleball is now outdoors and evening bookings are becoming fewer.
- **Aquatic Centre** - Tuesday/Thursday/Saturday 8-week, Adaptive & Adult 8-week swimming lessons finished. Spring 4-week swimming lessons began, with a new program schedule started May 1.

- The **Museum's** Lunch & Learn on May 10, Rebecca Anderson, came and did a presentation about cultural disruption and her journey to discover her Metis heritage. 25 people attended this talk.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	482	Welcome to Recreation	20	Swimming Lessons	862
TKSHHOF	99	Aquatic Fitness	491	School Swim Lessons	657
AGSC including West Wing	312	Active Play	31	General Swim	1923
Garden Talks	72	Nature Play	25	Swim Clubs/Other Groups	834

Staffing/Scheduling:

- The **golf course** new staff started the first of the month – all are performing well.
- Over 40 **summer students** were onboarded May 4 including areas in Parks, Airport, Finance, Programs, Chinook Golf Course and Cultural Festivals.
- 17 students received Emergency First Aid.
- 4 students received Standard First Aid including CPR.
- **Kinetic Park** casual position posted.
- 3 full-time Staff and 1 seasonal employee on shift at **S3 Arenas**.
- **InnovationPlex** has 1 full-time staff, 3 seasonal staff, and 2 summer students.
- **Lt. Colonel Clifton Centre** currently has 1 full-time and 5 students.
- **Aquatics** sent one staff member to Yorkton for the Aquatic Leaders Training Symposium. One Casual Cashier/Clerk has been hired at the Aquatic Centre and started on May 16, 2023. Staff Inservice/Training was held on May 7; the staff went over swimming lessons teaching tips, practiced stroke techniques and went over swimming drills. The staff also learned about the new AED on site.

User/Rental/Community Connections:

- Melissa presented to the Kiwanis on May 19 about the **Museum** permanent collection, archives, and resources available to the public.
 - 6 different school classes came for tours of the Museum, All Saints Kindergartens had 2 classes and Community Cooperative Playschool had 4 classes.
- Work with **Southwest Facility Foundation** committee to raise funds to support the build of an Aquatic Centre and Field House. This month included:
 - Finalized Terms of Reference and Regulations
 - Working on packages for Volunteers and Donors
- Community event meetings and relationship building to coordinate Innovation Credit Union *Picnic in The Park, Canada Day Celebrations, Come Together, Fire Chief*

Convention in June. We were notified that *Shakespeare in the Park* will not be taking place this year.

- Staff attended **Interagency Committee meetings** with special presentation by Alyssa Murdoch on the process and protocol of Social Services with Child Protections Services and Duty to Report.
- A partnership with **Dorie's House and Community Mental Health** outreach programs to utilize and share one of the large garden plots at the Helen and Janie Rempel Community Gardens for the summer.
- **Seniors Source** for the summer will look different. Instead of a monthly calendar, it is a weekly reminder schedule of activities that happen every day.
- Working with the **Swift Current Creek Watershed Stewards** for a creek clean up and weed identification day in August.

Bet You Didn't Know:

- Parks staff use a product called VectoBac to control mosquitoes. VectoBac is a granular product and applied while the mosquitoes are in their larval stage.
- May 18 was Internation Museum Day! It was celebrated with tours of the permanent collection in the basement, and cupcakes for visitors.

CORPORATE SERVICES MAY 2023 - MONTHLY CAO REPORT



Projects:

Information Technology:

- Continuation of software upgrade for the **HR/Payroll** and **Financial** modules.
- Continuation of building **Landfill software**, currently in testing phase.
- Installation of security camera system at **Fairview Pool** slated for early June.
- Upgrading connection speeds between facilities. Completed **Museum, Library/Art Gallery, Pro Shop, 6th Ave Booster Station, Water Treatment Plant** locations in May.

RCMP:

- One workstation for a returning position in July has been ordered and should arrive in mid-June.

Assessment:

- 2023 **Assessment Roll** closed May 1, 2023.
- 26 Appeals were submitted; to date, 3 appeals have been withdrawn. Appeal inspections in progress.

Financial Services:

- 2024 Municipal Budget Preparation has begun, with templates being built and milestone dates scheduled.

Staffing:

Human Resources had seven (7) **job postings**:

- Journeyman Mechanic – Open until filled. Permanent Full-Time.
- Lifeguard/ instructor I – Open until filled. Non-Permanent Part-Time.
- Water Treatment Plant Operators (2) – April 28 – May 26. Permanent Full-Time.
- Casual Labourer – Kinetic Park – May 24 – June 7. Non-Permanent Part-Time.
- Arena Operator – May 24 – May 31. Temporary Full-Time.
- Lifeguard II – May 29 – June 5. Permanent Part-Time.

In May, the following **positions were filled**:

- 41 Summer students (Started May 1)
 - 20 students for Parks
 - 9 students for Recreation
 - 2 students for Parks
 - 4 students for Golf Course

- 1 student for Finance (Payroll)
- 1 student for Art Gallery
- 4 students for Cultural Festivals
- Lifeguard/Instructor III – Permanent Full-Time (Effective May 8)
- Labourer – Streets & Roadways – Permanent Full-Time (Started May 17)
- Utility Clerk – Temporary Full-Time (Started May 23)
- Lifeguard/Instructor III – Temporary Full-Time (Started May 29)
- Assistant to the City Clerk – Permanent Full-Time (Starts June 1)
- Officer, Business Development & Tourism - Permanent Full-Time (Starting June 12)
- One seasonal labourer recalled to Golf Course (Started May 1)

Customer Service/Community Connections:

May Highlights – 80+ posts across all City social media accounts, with 5 news releases.

- **Outdoor Facilities Opening Notices** – Promoting awareness of Chinook Golf Course, Park Washrooms, Tennis, Pickleball, Beach Volleyball Courts, and Splash Pads.
- **Community Services Programming** – Aquatics, Garden Talks, Bike Safety, rainy day rescheduling/updates for sports fields.
- **Street Sweeping** – launched May 3 with daily zone updates. Song parodies were used to create interest, many posts reached over 2,000 people, with the highest reach being 8,900 people.
- **Household Hazardous Waste Day** – Event on May 24th. Paid social campaign, flyers, City Hall billboard, and Swift Current Online ads. Excellent exposure, great turnout.
- **Construction Notices** – throughout the month for paving and concrete work.
- **Riverside Park Canoe/Kayak Launch** – top performing post on social platforms.
- **Facebook Stats:** Facebook gained 46 followers in May. Facebook reach increased by almost 40% over April. Over the past year (May 1, 2022, to May 1, 2023) Facebook visits have increased 173%, reach has increased by 12%, and we gained 548 new follows.
- **Instagram Stats:** Instagram gained 32 followers in May. Increasing content over the past year has (comparing May 1, 2022, to May 1, 2023) has increased our visits by over 50% and resulted in 221 new follows in the past year.
- **Twitter Stats:** City Twitter earned 24,000 impressions in May 2023. This is down from the previous month, which was inflated by the flooding events.

INFRASTRUCTURE & OPERATIONS MAY 2023 - MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

- **Drainage**
 - Replaced culvert at SaskAbilities and cleaned out ditch.
- **Alley Grading**
 - Mini grader started blading alleys on the southside and will carry on to the northside as weather permits.
- **Street Sweeping**
 - Residential Program enacted May 3 to 24. Touch-ups and lanes to start June 7.
- **Potholes**
 - Filling problem areas with cold mix.
 - SaskAsphalt hot mixed North and South Service Roads, Cheadle and Chaplin, 1st Ave NW and Central Ave, and various other locations.
 - United Paving started milling and paving larger repairs.
- **Line Painting**
 - Contractor began painting crosswalks and parking T's downtown.

Fleet Services Highlights:

- **J2 – Hydrovac Truck** – Replace both pressure hose reels.
- **P14 – Parks Bobcat** – Replace broken door glass on cab.
- **R10 – 15 Ft Streets Wing Mower** – Check over mower for spring mowing operations.
- **R22 – Leeboy Mini Grader** – Check over machine for spring operations.
- **T155 – Transit Bus** – Annual safety inspection. Unit passed.
- **T156 – Access Bus** – Replace right front window (shattered by a rock).
- **TR21 – Hurco Vac Trailer** – Replace pressure hose reel and reel locking mechanism.
- Held shop **safety meeting** on May 11 and 25.

Oil Change Services

- Light Trucks – 21
- Heavy Trucks – 4
- Equipment - 4

General Repairs

- Light Trucks – 19
- Heavy Trucks – 5
- Equipment - 42

Water & Wastewater:

Water Treatment Plant (WTP)

- **Plant**
 - Rebuilt potassium feeder
- **Boosters**
 - **North Hill Reservoir** - Upgrade continues. Assisted Frontier Builders with hydrostatic testing.
- **Sampling**
 - All bacteriological samples were sent away, no coliforms detected
 - All samples within acceptable range
- **Total pumped for May:** 258.00 MI, the 10-year avg for May is 263.03 MI

Wastewater Treatment Plant (WWTP)

- **Operations**
 - Wastewater effluent quality has returned to normal.
 - Installed new servo boards for bioreactor influent valves.
- **Lift Stations**
 - Recertified backflow preventers at all lift stations.
 - Test run all generators under load.
 - Riverside Park Lift - Installed new float.
 - # 7 (Elmwood Golf Course) – Generator requires radiator replacement. Parts on order.
 - # 8 (Wheatland Mall) – Cleared blockage, reattached pump stool, cleaned station.
- **Sampling**
 - SC Creek samples to Provincial Labs.
 - Normal in-house lab testing.
 - U of R sampling continues to measure COVID-19 viral load.
- **Irrigation**
 - Repaired hole in east pivot supply line.
 - All pivots running.
- **Other**
 - Assist WTP staff to remove residuals pump and clear blockage.

Water Distribution & Wastewater Collection

- **Water Distribution**
 - **Valves** – Replaced main valve on Hayes Drive. Lowered/replaced valve casings for paving projects.
 - **Repairs** – 6 Boxes and rods.
 - **Hydrants**

- Replaced Hydrant on Hayes Drive
 - Weekly flushing
 - Yearly nighttime flushing completed.
- **Meters** – 144 appointments
- **Locates** – 237 locates performed
- **Wastewater Collection**
 - Sewer jetting - Annual jetting program continues.
 - Lowered 2 manholes on Ashley Drive
 - 4 - Services Camera'd
- **Rural Operations**
 - 33 - rural locates
 - Sampling - Rural weekly Bac-T's -No coliforms detected.
 - Quarterly samples – all within acceptable range.
- **Other** – Hauled water for landfill. Repaired pressure reducing valve for truck fill station.

Engineering:

Projects:

- ***Paving & Sidewalk Program*** – a large portion of the paving and sidewalk program has been completed in May. The roadways completed are Jubilee Road, North Hill Drive, Ashley Drive, Hayes Drive & Marston Street.



Fig. 1 Ashley Drive BEFORE paving.



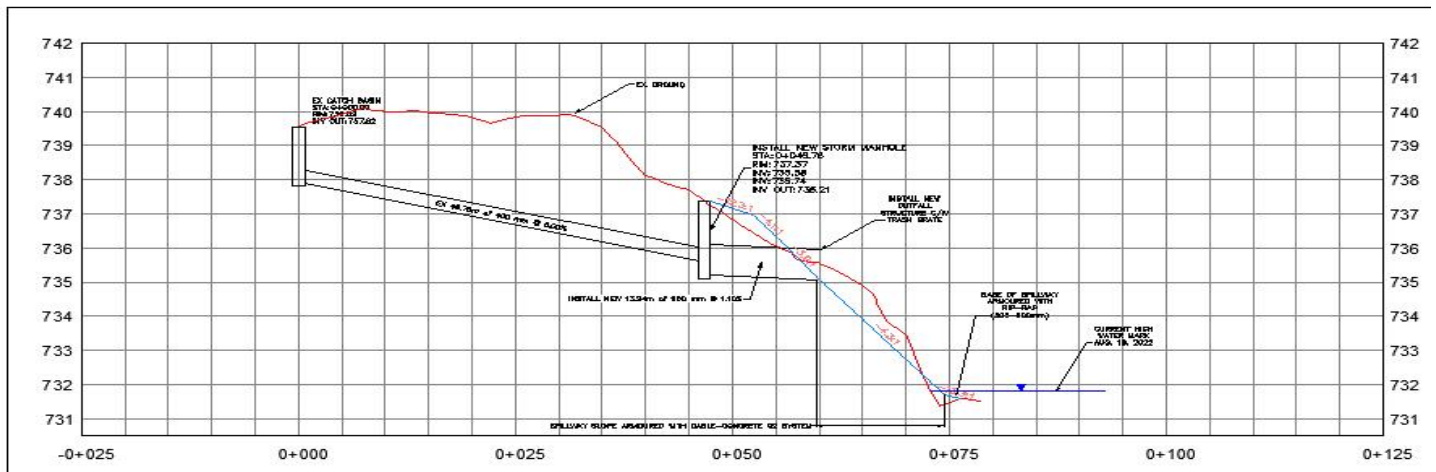
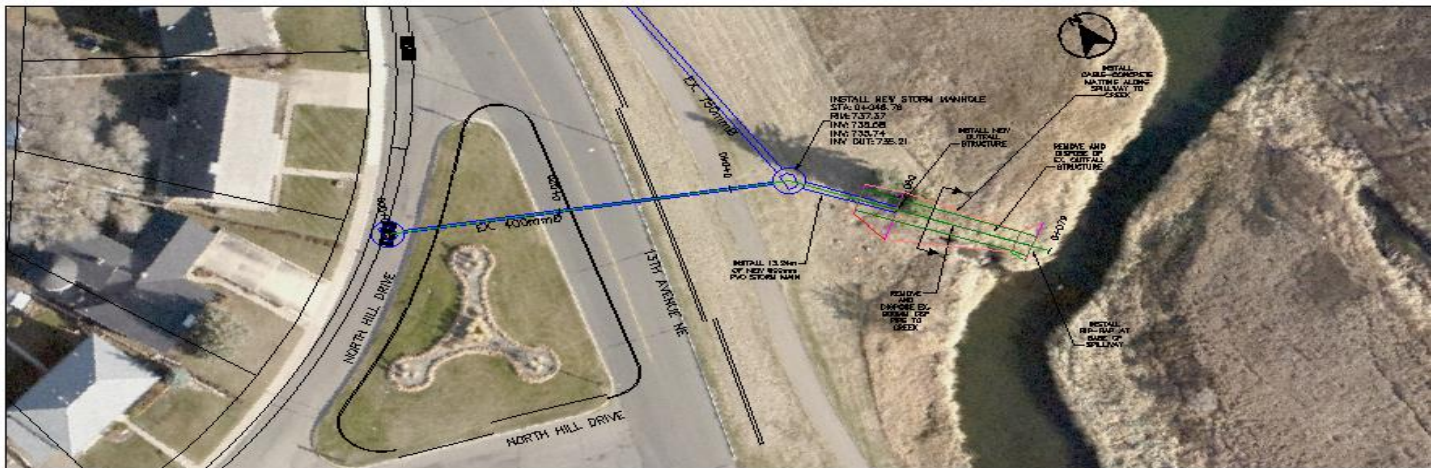
Fig. 2 Ashley Drive AFTER paving.

- ***Plewis Automotive Group Inclusive Park*** –
 - Concrete for playground area and base gravel for rubber surface completed.
 - Piles and installation of the Playground structure began end of May.
 - Engineering allocated many hours to surveying 156 pile locations and grades for curbing.



Fig. 3 Plewis Automotive Group Inclusive Park - May 31, 2023

- **13th Ave NE Outfall Rehabilitation –**
 - Design completed by Engineering Department:



- Pre-construction meeting was conducted May 29. The meeting agenda outlined:
 - Environmental requirements based on Aquatic Habitat Protection Permit and Department of Fisheries & Oceans Permit
 - Construction zone to be fenced.
 - Signage Plan
 - Safety plans to be submitted by contractor prior to June 2 for COSC review & approval are Water Rescue Plan and Spill Response Plan.
 - City to survey pipe alignment & elevations
 - Stockpile, laydown areas & material disposal
 - *Project to begin June 5 and be completed by June 16* – June report will include before & after pictures.

- **Active Transportation Grant #2** –
 - The following work is in progress.
 - Waiting on Final Agreement. The Federal Government have approved utilizing City Light and Power for lighting as an eligible expense.
 - WSP working on design and approval from the Ministry of Highways. Anticipated approval timeline is June 9.
 - Environmental permit applications submitted, awaiting approval.
 - Met with Memorial Gardens regarding project details.

- **North Hill Reservoir Pumphouse Upgrade** –
 - The following work was completed in May:
 - Cleaning, testing, and filling of the new wet well and pipework
 - Roof deck installation & exterior brickwork

- **10th Ave NE Underground Replacement Project** –
 - Pre-Construction Notices delivered to homeowners.
 - Ongoing work to plan out the staging and execution of the project.
 - Private Services: approximately half of the homeowners have requested camera inspection and quotes for replacement.

- **Field Work, Design and Other Items** –
 - Gravel Road Phasing Plan GPC Presentation drafted and reviewed with Greg Parsons, GM of Water & Streets.
 - Numerous sidewalk repair requests, many coming from the downtown area. These requests are being inspected to determine if they are warranted based on the ‘Sidewalk Repair Criteria’.
 - Draftsperson assisting Community Services on new park sign design.

- Identified and inspected flood damaged locations, mostly creek bank failures. A database was compiled which included locations and pictures of each location.
- Urgent repair of the walkway attached to Lee Lam Bridge was identified due to flood damage. A design was quickly executed along with securing a contractor to complete the work. The area was fenced off to ensure safety especially during Picnic in the Park and Duck Derby events slated for June 3. Engineering submitted an emergency Aquatic Habitat Protection Permit and received approval May 31. Work to begin June 5.

Light & Power:

Tenancy Changes:

Connects – 130
 Disconnects – 136
 Transfers – 12

Line Locates:

Urban – 172
 Rural – 32

Meter Changes:

Electrical – 6 changes, 2 installs.
 Water - 14 changes, 24 summer installs.

Meter Reading:

Monthly billing cycles

Projects

- 5 streetlight repairs
- Install permanent underground service at Plewis Automotive Inclusive Park.
- Re-install traffic structure at Memorial Dr. and Saskatchewan Dr.
- 200 block of 1st NE streetlighting conversion.
- Replace burnt pole #3789 Take off to Lift #12 and Innovation Plex.
- Pole fire at structure #3761 by 19th Ave NE.
- Complete alternate feed at Riverview Village estates.
- Upgrade to streetlights at 0 block of 5th SE (sidewalk replacement).
- Conversions to underground downtown.
- Install ball nets at 57's field and power to midget score board.
- Ground disturbance training.
- 5 OH-UG residential service conversions.
- Assist Parks Department with move of inclusive park equipment to park from pole yard.
- Install solar radar sign at West end of Battleford Trail.
- Install shade sails - Market Square.
- Bicycle Park lighting, traffic light, and irrigation power.

Solid Waste & Diversion:

East Landfill

- Landfilled – 2,205 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – A 11% increase from May 2022 (1,933 tonnes).
- Diversion materials – 1,555 tonnes – 16% tonnage decrease from May 2022 (1,857 tonnes).

West Landfill

- Landfilled - 5,188 tonnes – 70% tonnage decrease from May 2022 (17,414 tonnes), due to a large project in May 2022 inflating the tonnage received to above-normal.

Recycle Depot

- May accommodated 2,167 visits – a 1% decrease from 2,153 visits in May 2022.
 - 18 loads of cardboard, 4 loads of paper and 3 loads of plastics (30 y³ bins).
 - 3 loads of tin (6 y³ bins)

Yard Waste

- May accommodated 2,265 visits – a 57% increase from 1,439 visits in May 2022.
- In May, 46.8 tonnes of compost were sold.

PLANNING & GROWTH DEVELOPMENT MAY 2023 - MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of \$978,300 in building permits were issued in May:

- (3) residential, (3) Commercial reno/alterations.

Last year, numbers for May 2022 consisted of three (3) new and eleven (11) minor reno/alteration permits for a total value of \$2,217,225.

Comparison:

→ Total overall Building Permit values in **2022** to the end of May = **\$6,655,725**

→ Total overall Building Permit values in **2023** to the end of May = **\$2,383,825**

Summary of permits and licenses May 2023:

- (1) development permits.
- (10) new business licenses.
- (1266) existing business licenses renewed/issued to date.
- (425) Dog Licenses and (115) Cat Licenses issued to date.

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

- Notice of Motion and Public Hearing held for proposed zoning bylaw amendments to allow apartment buildings at 2100 block of Saskatchewan Drive through direct control neighbourhood commercial zoning.
- Preparing zoning bylaw amendments for Council's consideration to allow daycares in all commercial districts.
- Finalizing discussions with SaskTel for new cell tower locations; public consultation anticipated to be facilitated by SaskTel this summer/fall.
- Discussions for commercial, industrial, and residential new construction and renovation projects continue to occur more frequently.
- Transition to the Cloudpermit online building permit system continues to be implemented, with positive feedback received from applicants.
- Maintenance work continues at City Hall.
- Agreement for option to purchase land for new development in the South Munro Industrial area was approved by Council.

Bylaw:

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

- 29 Animal Control Complaints (running at large, barking, etc.)
- 1 Business Complaint
- 12 Commercial Property Complaints
- 17 General Complaints (snow, garbage, trees, etc.)
- 50 Property Complaints (unsightly, untidy, etc.)
- 40 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.)

SWIFT CURRENT FIRE DEPARTMENT MAY 2023 - MONTHLY CAO REPORT



Report from May 1 – 31:

Type of call:	May	YTD totals
Fire	16	47
Medical	26	178
MVC	3	22
Rescue	3	9
Hazardous Condition	5	14
Other	2	21
Fire Pit Complaints	0	1
Total	55	292
Inspections	81	385

Career Development:

CAREER TRAINING (In-House – No cost):

Practical: Auto Extrication & Vehicle Fires
 Mutual: N/A
 Medical: Ipratropium Bromide & Naloxone
 Online: Poisoning and Overdose

AUXILIARY TRAINING (In-House – No cost):

Theory: Fire Protection Services
 Practical: Loss Control Measures

EDUCATION:

Planning Disaster Recovery (1)	\$ 470.00
Community Evacuations (1)	\$ 270.00
Instructor 200 (1)	\$ 440.00
Monthly Total	<u>\$ 1,180.00</u>

REPAIRS:

E3	\$ 1,095.00
E2	\$ 1,095.00
Tanker	\$ 1,109.50
Bi-Annual Compressor Svc & Sample	\$ 3,282.70
Air Bottle Hydro	\$ 1,320.90
Annual SCBA Bench Testing	\$ 6,996.22
Monthly Total	<u>\$ 14,899.32</u>

BILL OUTS:

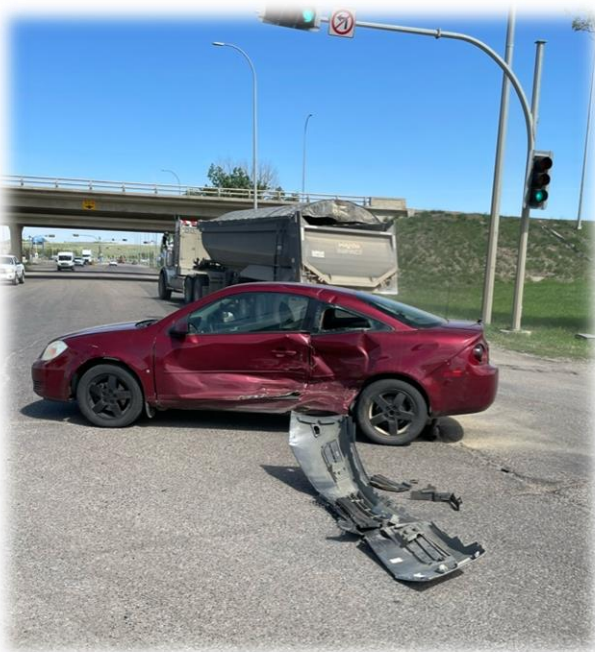
RM	\$ 13,325.00
SGI At Fault Dependent	\$ 2,072.68
Bottle Fill	\$ 147.00
Monthly Total	<u>\$ 15,544.68</u>

Fire Calls:

This month we had 9 false alarms and 7 fires. 4 were grass or rubbish fires, 2 were cooking fires inside homes and 1 was a structure fire in the R.M. that SCFD provided water with our Tanker.

Photo description:

A few pictures of the extrications our crews attended. Injuries to the occupants of the vehicles were reported but were non-life-threatening.





GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: June 11, 2023

To: Chief Administrative Officer

From: Nicole Spenst, General Manager of Community Services &
Melissa Shaw, General Manager of Cultural & Aquatic Services

Subject: 2023-2024 Facility Rate Review

Background: Rates are reviewed and assessed for the City of Swift Current's Community Services facilities annually. The facility rates are approved by City Council and incorporated September 1st with the current rates set to expire August 31st, 2023. Cemetery and golf course fees are independent and are reviewed and approved separately.

Forecasting, setting, and monitoring of facility rates is an on-going and challenging task. It takes a large amount of time and effort to calculate future operational expenses in order to set revenue targets to meet the designated recovery rates. Operational costs are impacted by several factors including utilities, wages, contractor costs, carbon tax, materials, and equipment. Ideally, the rate review is presented in the fall or early new year to allow groups to have ample time to adjust rates accordingly. Due to the uncertainty of projected expenses due to inflation and fluctuating procurement costs a single-year rate review is being presented for the 2023/2024 operation season.

Historically, Council has directed the revenue generating facilities to recover 40% of overall total facility operating costs. The Community Services facilities can be split into two (2) categories: minimal or non-revenue generating facilities; and revenue generating facilities. The revenue generating facilities are referred to as the overall facility recovery rate. (Appendix A).

The minimal or non-revenue generating facilities include ball diamonds, outdoor rinks, soccer pitches, and park rentals. The recovery rate on these facilities is more difficult to determine as these operations are located within the overall Parks maintenance budget that incorporates the maintenance of all green spaces, parkways, and parks. This also includes the cultural components of the Museum and Art Gallery. These facilities were first pulled into the rate review in 2021 to begin to ensure accountability and consistency.

The main revenue generating facilities include the InnovationPlex, Aquatic Centre, S3 Arenas, Lt. Colonel Clifton Centre, Fairview Pool, Dickson Community Centre, and Kinetic

Park. These facilities generate revenues from users who pay a fee to use them. The user fees offset the operational expenses of the facility.

Objective: The goal of the Facility Rate review is to establish affordable rates for daily usage while balancing and offsetting the taxpayer contributions to maintain and operate the facility.

In previous rate reviews percentage increases were rounded to the closest 25 cent dollar figure for billing purposes and included GST and PST. In 2023/2024 that practice will stop, rates will no longer include GST and PST and taxes will be added at the time of booking. In discussions with Finance, this change in rate representation is deemed best practice as changes in Provincial and Federal tax increases do not necessarily align with Municipal rate changes.

Facility rates are compared to the local and comparable City market values therefore you will see that there are some rates that will see very minimal increases in hopes of driving more patrons to utilize the services. This increases the revenue while still holding the current recovery rate (Appendix B).

Rates include ice surface and swimming pool rentals, room rentals, riding arenas, camping, storage, art classes, accessories (tables, chairs, stage, benches, drapes, microphones, games) etc. All rates are not automatically increased by the same percentage.

The Standard Recommended Increases include:

- 5% increase on Arena Ice rates
- 7% increase on Athletic Field per player rates
- 5% increase on Dry Floor Surface rates
- 7% increase on all Lt. Col. Clifton and Dickson Community Centre rates
- 5% increase on Community Garden rentals
- 2% increase on Extra Revenue rentals
- 5% increase on all Park rentals
- 2% increase on Camping
- 5% increase on Aquatic programming, with some exceptions
- 2% increase on Aquatic facility rates
- 5% increase on Aquatic general admissions
- 5% increase on Art Galley rates

Please find attached for your referral:

- Appendix A - Facilities Recovery Rate Projections
- Appendix B - Facility Rate Comparisons to other similar communities
- Appendix C - Past Facility Rate Increases
- Appendix D - Recommended Rates

The report is being presented to the Recreation, Parks and Culture Board on June 19th. The board comments and/or endorsement will be brought to the June 20th GPC meeting.

Options:

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

Alignment with Strategic Plan: The 2023-2024 facility rates align with the City of Swift Current's strategic values and goals in multiple ways. It focuses on strengthening our economic sustainability and prosperity and enhancing city operations and services. The rate review ensures Council and Administration are following good fiscal management practices.

Governance Implications: The City is responsible for providing the fiscal management of City owned recreation, culture and arts facilities in our community.

Budget/ Financial Implications: If approved a 2-7% increase respectively will be implemented on City facilities for the period of September 1st, 2023, to August 31st, 2024.

Environmental Implications: None Currently

Respectfully submitted,



Nicole Spent: General Manager of Community Services



Melissa Shaw: General Manager of Cultural Services and Aquatics



Reviewed and Approved on this 15 day of June, 2023.

Date: June 12, 2023
To: Chief Administrative Officer
From: City Clerk
Subject: Use of Golf Carts on City Streets

Background: Due to the requests of numerous small Saskatchewan villages, parks, and resorts, Saskatchewan Government Insurance (SGI) is conducting a pilot program to allow golf carts to be operated on public roads, so long as the municipality creates a bylaw meeting specific requirements. Smaller communities are promoting golf carts to be a means of transport to help mobility impaired residents, to provide more parking within their limited parking lots, and as a means of more eco-friendly transportation. Prior to this pilot program, municipalities were able to create bylaws allowing golf carts to be operated upon certain roads, however, only as a means of transportation directly to/from the golf course and their home via the most direct route. If no bylaw is passed, golf carts will continue to be prohibited within that municipality.

The definition for golf carts that are allowed on public roads, as set out in *The Traffic Safety Act & Regulations*, are as follows:

A golf cart is a self-propelled vehicle with three (3) or more wheels that:

- a) is designed to carry golfers and their equipment though the golf course;
- b) cannot exceed 24 km/h (14.9 mph);
- c) weighs less than 590 kilograms (not including weight of passengers & golf clubs); and
- d) is not defined as an all-terrain vehicle within *The All Terrain Vehicles Act*, or a low-speed vehicle as defined in *The Motor Vehicle Safety Regulations*.

Municipal bylaws allowing golf carts to be operated on public roads will only be approved by SGI if specific conditions are met:

- a) Drivers must hold a minimum of a Class 7 drivers license;
- b) Owners must carry a minimum of \$200,000 in 3rd party liability insurance. Proof must be provided to a peace officer upon request;
- c) Golf carts cannot operate on roadways with a posted speed over 50 km/h;
- d) Golf carts will be required to display a slow-moving vehicle sign;
- e) Golf carts can only be operated during daylight hours;
- f) Golf carts cannot be capable of operating at a speed of more than 24 km/h on level ground;

- g) Golf carts must not be operated on any provincial highway, other than to cross one;
- h) The bylaw must identify the road or part of the road within the municipality where the operation of a golf cart is permitted; and
- i) The municipality must monitor and inform SGI of any collisions that occur and if there were any injuries or fatalities.

It is important to note that if the golf cart is capable of operating at a speed greater than 24 km/h, regardless of the speed it is actually being driven at, it would not meet the required definition of a golf cart and would be prohibited to be driven on public property. A large number of golf carts are capable of operating at a speed of more than 24 km/h on level ground. This could be a main issue in golf carts being operated on public roads and harm any pilot programs, and/or take time and manpower away from the RCMP.

As with all municipal bylaws, enforcement of those bylaws needs to be considered. Due to the majority of potential golf cart violations being moving violations, they would largely need to be enforced by the Swift Current City RCMP Detachment through traffic stops. Golf carts on public roads are required to follow all the same traffic rules as general motor vehicle traffic. The City's Bylaw Department does not have authority to conduct moving traffic violations.

At this time, it appears that there aren't any cities within Saskatchewan working on the implementation of such a bylaw. However, there are numerous smaller communities that already have this subject bylaw, allowing golf carts to be operated on public streets only to/from golf courses via the most direct route, or are in the process of implementing a new bylaw based on the pilot program.

The potential use and demand for golf carts being allowed to operate upon public roads should be weighed against the potential safety concerns, obstructions of traffic flow, and the availability of other public transport.

Objective: The purpose of this report is to outline the potential options for the City of Swift Current to allow golf carts on public roads, as well as identify potential concerns and difficulties that should be taken into consideration.

Options:

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

Alignment with Strategic Plan: Focus of advancing our community while keeping in mind enhanced community safety and wellbeing.

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

Budget/ Financial Implications: N/A

Environmental Implications: More eco-friendly modes of transportation for residents and/or golfers.

Respectfully submitted,



Jackie Schlamp, City Clerk



Reviewed and Approved on this 15 day of June, 2023.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: June 12, 2023
To: Chief Administrative Officer
From: City Clerk
Subject: Whistleblower Bylaw

Background: The City of Swift Current is committed to providing effective governance by being transparent in its decision-making, accountable to the community it serves, and ensuring that there is trust and integrity in delivering valuable public services to the people of Swift Current. This commitment also includes ensuring that there is trust and integrity among all employees, contractors, and consultants working for the City of Swift Current.

Objective: The purpose of proposing the enactment of this bylaw is to:

- a) Provide protection to any employee of the City of Swift Current who reports a complaint related to issues of Wrongdoing;
- b) Enable the creation of procedures for the prevention, detection, reporting, and investigation of suspected Wrongdoing, as well as processes for reporting and resolving complaints of retaliation; and
- c) To encourage City employees to come forward in good faith with genuine concerns, with the knowledge they will be taken seriously, without reprisal, and their privacy shall be protected.

For the Committee's review, discussion or suggested changes is the proposed draft bylaw.

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

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

Governance Implications: To ensure that the City has an up-to-date bylaw and defined process of responsibilities and protection for employees to follow.

Budget/ Financial Implications: Commencing in the 2024 budget cycle, including each year thereafter, funds will be allocated for such resources.

Environmental Implications: N/A

Respectfully submitted,



Jackie Schlamp, City Clerk



Reviewed and Approved on this 15 day of June, 2023.

BYLAW NO. X - 2023

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, for the establishment of a consistent and systematic process for the prevention, detection, reporting, and investigation of any suspected act of Wrongdoing; and to establish specific process responsibilities and protection from Reprisal when report any Wrongdoing.

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 “**Whistleblower Bylaw**”.

2. PURPOSE

The City of Swift Current is committed to providing effective governance by being transparent in its decision-making, accountable to the community it serves, and ensuring that there is trust and integrity in delivering valuable public services to the people of Swift Current. In doing so, City Council supports whistleblowing and commits to protecting Whistleblowers who are considering reporting their concerns in good faith. Employees can be assured that their concerns will be taken seriously, their identity will be protected, and they will not be subject to detrimental treatment, retaliation, reprisal, or employment harassment.

The purpose of this bylaw is to:

- a) Provide protection to any employee of the City of Swift Current who reports a complaint related to issues of Wrongdoing;
- b) Enable the creation of procedures for the prevention, detection, reporting, and investigation of suspected Wrongdoing, as well as processes for reporting and resolving complaints of retaliation; and
- c) To encourage City employees to come forward in good faith with genuine concerns, with the knowledge they will be taken seriously, without reprisal, and their privacy shall be protected.

3. DEFINITIONS

For the purposes of this bylaw:

- a) **Allegation:** means an unproved assertion or statement based on a person’s perception.

- b) **Business Days:** means the days Monday through Friday of each week, excluding Statutory holidays.
- c) **CAO:** means the Chief Administrative Officer, duly appointed by the City Council,
- d) **City/ Municipality:** means the municipal corporation of the City of Swift Current.
- e) **City Solicitor:** means the person duly appointed by City Council as the lawyer for the City of Swift Current; and who is authorized to receive Disclosures of Wrongdoing and Investigated Report of Wrongdoing under this bylaw.
- f) **Confidential:** means provided in confidence and intended for or restricted for the use of the parties defined herein pursuant to the Process and Procedures when Disclosing of Wrongdoing attached as Schedule "A". The communication of information relating to a Whistleblower report will be restricted and divulged only on a 'need to know' basis. This includes the identity of the Whistleblower, the named individual/parties, or any information gathered as part of an investigation.
- g) **Council:** Council for the City of Swift Current elected pursuant to the provisions of section 11 of *The Local Government Elections Act*, as the governing body of the municipality.
- h) **Council Compliance Committee:** means the committee established by the Mayor consisting of three (3) members of Council.
- i) **Disclosure of Wrongdoing:** means the statement provided on the form set out in Schedule "B", alleging an action of Wrongdoing on the part of any Employee or Vendor. This may include a complaint alleging that any person has been a victim of Reprisal for disclosing a Wrongdoing or participating in an investigation of a Wrongdoing.
- j) **Designate:** means the City Solicitor, as appointed by City Council or a person, other than the designate, appointed on an ad hoc basis by the Council Compliance Committee.
- k) **Employee:** any individual employed by the City of Swift Current including: full-time, part-time, temporary, permanent, seasonal, and casual employees, as well as contractors, and consultants working for the City.
- l) **Employer:** means an employer as defined within *The Saskatchewan Employment Act*.
- m) **Initial Screening:** means the interview that the designate conducts to determine if the disclosure requires more information before the investigation process begins.
- n) **Investigator:** means a person appointed or recommended by the Council Compliance Committee, who carries out a formal inquiry or investigation of Wrongdoing, and could be one of the following:

- i. **Internal Investigator:** means a person within a Senior Manager position and employed by the City of Swift Current, and willing to conduct an impartial investigation, at the direction of the Council Compliance Committee, arising from a Disclosure of Wrongdoing; or
 - ii. **External Investigator:** means an externally qualified, impartial professional, who is not an Employee and has no personal affiliation with an Employee, vendor, or elected official of the City, willing to conduct an investigation, at the direction of the Council Compliance Committee, arising from a Disclosure of Wrongdoing.
- o) **Investigation Report:** means a Confidential report completed by the Investigator after an investigation of a Disclosure of Wrongdoing which shall contain the findings, the reasons for those findings, and any recommendations.
- p) **Reprisal:** means any of the following measures taken against an Employee because the Employee has, in good faith, sought advice about making a Disclosure of Wrongdoing, made a Disclosure of Wrongdoing, co-operated in an investigation according to this bylaw or declined to participate in suspected Wrongdoing:
 - i. A dismissal, layoff, suspension, demotion, transfer, discontinuation, or elimination of a job, change of a job location, reduction in wages, change in hours of work or reprimand;
 - ii. Any measure, other than one mentioned in sub clause (i) that adversely affects the employment or working conditions;
 - iii. A threat to take any of the measures mentioned in subclauses (i) and (ii) or any other punitive action, whether direct or indirect, that adversely affects the employment or working conditions of the Employee.
- q) **Whistleblower:** means a person referred to in section 4.1 who calls attention to Wrongdoing as herein defined, in an attempt to end the Wrongdoing.
- r) **Whistleblower Program:** means a program managed by the Council Compliance Committee to receive concerns of Wrongdoing as reported by persons referred to in section 4.1.
- s) **Wrongdoing:** means illegal, harmful, or inappropriate conduct including, but not limited to:
 - i. Crime or suspected criminal activity, including theft, fraud, and embezzlement;
 - ii. Breach of Code of Conduct or any other Council or Administrative bylaws or policies;
 - iii. The wrongful or unauthorized acquisition, use, appropriation, or disposal of City assets, including cash, information, data, records,

- materials, labour, or equipment;
- iv. The violation of public trust or duty;
 - v. The misuse of position, authority or gross mismanagement of City fund or City assets for personal gain;
 - vi. Failure to follow any civic policies regarding monetary transactions, cash handling, use of signing authority, competitive bidding, purchasing or procurement;
 - vii. Any claim for reimbursement of expenses not incurred for the exclusive benefit of the City; and
 - viii. Knowingly directing or counseling a person to commit Wrongdoing mentioned in clauses (i) to (vii) as set out above.

4. SCOPE/EXCEPTIONS

4.1 Scope

- 4.1.1 This bylaw applies to all City Employees, contractors, suppliers, and agencies over which Council has the authority to require that this general bylaw be followed.
- 4.1.2 This bylaw is subject to any specific provisions of *The Cities Act*, or any other relevant Federal or Provincial Legislation, City Bylaw, or Collective Agreement, which, in cases of conflict, shall override this Bylaw.

4.2 Exceptions

The bylaw does not apply to Members of City Council, please refer to Code of Ethics Bylaw for Members of City Council and Council Committees, namely Bylaw No. 4 - 2023 or its successor Bylaw.

5. GUIDING PRINCIPLES & OBJECTIVES

5.1 Accountability

The City of Swift Current is committed to accountability, transparency, and sound ethical operating practices, and will protect its revenue, property, records, information, and other assets.

5.2 Integrity

City of Swift Current Employees are to act in a way that enhances public confidence in the City and fulfill their duty to act honestly and exercise reasonable care and diligence. All Employees have a responsibility to report

instances of Wrongdoing.

5.3 Complimentary

This bylaw is intended to supplement existing policies and/or procedures at the City of Swift Current, whereby Employees may already raise matters of Wrongdoing. This bylaw is not intended to override or replace existing reporting processes provided for under City policies, collective agreements, or legislation and does not create an independent reporting requirement where other reporting processes exist.

6. RESPONSIBILITIES

6.1 City Council shall:

- 6.1.1 Encourage the use of the Whistleblower Program where appropriate; and
- 6.1.2 Approve any unbudgeted program resources in accordance with existing City bylaws and policies.

6.2 The CAO shall:

- 6.2.1 Implement this bylaw and any amendments thereto by establishing governance structures, and associated administrative policies, procedures, and practices;
- 6.2.2 Ensure the investigated report findings of Wrongdoing under this bylaw, are implemented with corrective measures put into place.
- 6.2.3 Identify any human or financial resources required to implement this bylaw;
- 6.2.4 Make recommendations to Council for the appointments and posting of names for the designate and/or Investigator; and
- 6.2.5 Propose any amendments to the bylaw.

6.3 The City Solicitor shall:

- 6.3.1 Receive in confidence the completed Disclosure of Wrongdoing, as attached as Schedule "B", unless the City Solicitor is alleged to be involved or is otherwise unable to involve himself or herself in the matter due to professional and/or ethical obligations pursuant to the practice of law. In that case, the completed Disclosure of Wrongdoing will be forwarded directly to the Council Compliance Committee;
- 6.3.2 Conduct the Initial Screening and provide to the Investigator and/or Council Compliance Committee within ten (10) business days;
- 6.3.3 At the request of the Investigator and/or Council Compliance Committee, assist in the investigation of Allegations of Wrongdoing

and/or retaliation for the reporting of any such Wrongdoing; and

- 6.3.4 Provide a Confidential report to Council Compliance Committee on any violations of this bylaw and the respective findings of investigation on an annual basis.

6.4 The Investigator shall:

- 6.4.1 Receive the Initial Screening from the Designate or Council Compliance Committee (this will result in Investigator taking on a larger role working with Council);
- 6.4.2 Notify the Whistleblower that the investigation will be proceeding within ten (10) business days of Initial Screening;
- 6.4.3 Conduct an investigation in a Confidential manner to determine if there are reasonable grounds of a Wrongdoing;
- 6.4.4 Notify the wrongdoer of the opportunity to respond to the Disclosure of Wrongdoing within ten (10) business days after the completion of the investigation stated in 6.4.3;
- 6.4.5 If required, assist if further investigations are required; and
- 6.4.6 File the final Investigative Report with the Designate and/or Council Compliance Committee within ten (10) business days of completion of the investigation.

7. PROCEDURES/ PROGRAM

- 7.1 This bylaw delegates authority to the CAO to ensure all procedures and decision-making frameworks are followed to maintain compliance with this bylaw.
- 7.2 This bylaw delegates authority to the Council Compliance Committee to develop a Whistleblower Program as defined in Section 3(q), and to follow the process as set out within the attached Schedule "A".
- 7.3 Notwithstanding section 7.2, in the absence of a duly appointed City Solicitor, the Council Compliance Committee shall be responsible for establishing and managing an interim Whistleblower Program in accordance with the principles and objectives of this bylaw.

8. REVIEW & AMENDMENTS

- 8.1 This bylaw shall be reviewed not less than every five (5) years after its enactment by City Council, or so often as amendments are required.
- 8.2 In accordance with subsection 8.1 and in accordance with subsection 6.2.4, the CAO and/or Council Compliance Committee may propose amendments as required.

9. COMING INTO FORCE

THIS BYLAW shall come into force and have effect from the date of the 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 - day of --, 2023.

DRAFT

Schedule "A"

Process and Procedures when Disclosing of Wrongdoing

Whistleblowers have a responsibility to disclose a Wrongdoing to the Designate. Where urgent action is required to prevent imminent Wrongdoing, a written Disclosure of Wrongdoing is not required and the Disclosure of Wrongdoing may be made verbally to any Designate.

1. Disclosure of the Wrongdoing

Should be in writing, using the form attached to this Schedule "B" with as much detail as possible, and not limited to:

- a) The name of the Whistleblower;
- b) The position of the Whistleblower with the City;
- c) The name and position of each Employee, or vendor against whom a Disclosure of Wrongdoing is made;
- d) The specific nature of the alleged Wrongdoing;
- e) The specific date or dates of the alleged Wrongdoing;
- f) A statement as to the information or evidence upon which the Disclosure of Wrongdoing is based; and
- g) Any other information or information deemed necessary.

2. File a report of Wrongdoing

- 2.1. Disclosures of Wrongdoing shall be received by the Designate as described in section 3(i) and set out in Schedule "B" of this Bylaw.
- 2.2. The Designate has a primary responsibility for the initial preview of the Disclosures of Wrongdoing. They will perform an Initial Screening, then report to Council Compliance Committee. The Designate will determine if an investigation is warranted, and the alleged wrongdoer will be contacted if there is an investigation. These determinations should not be influenced by the position or length of service of the Employee(s) accused of the Wrongdoing, or that of the Employee making the Disclosure of Wrongdoing.
- 2.3. Where a Whistleblower discloses the Wrongdoing verbally, the Designate receiving the disclosure must document the discussion, confirm its accuracy with the Whistleblower, and promptly forward the disclosure in confidence to the Council Compliance Committee.
- 2.4. Whistleblowers may choose to remain anonymous when making a Disclosure of Wrongdoing. However, in some cases investigation may not be possible unless the source of the information is identifiable. The Whistleblower may decide to submit a Disclosure of Wrongdoing to the Designate on an anonymous basis based on the circumstances, including

the seriousness of the issues raised, the credibility of the concern, and the likelihood of confirming the report from other sources.

- 2.5. If a Disclosure of Wrongdoing involves the CAO, the Designate shall have primary responsibility for the Initial Screening of the Disclosure of Wrongdoing and will be responsible to promptly report to the Council Compliance Committee.

3. Investigations if alleged Wrongdoing involves a financial position(s):

- 3.1. If upon Initial Screening, it appears that the Disclosure of Wrongdoing could materially affect the financial position of the City, the integrity of the City's system of internal controls, or the City's exposure to liability, the Designate shall immediately advise the Council Compliance Committee.
- 3.2. The Designate has the discretion to determine if an investigation and/or law enforcement is required.
- 3.3. In circumstances where it appears that a criminal act allegedly occurred, the Designate will report the matter directly to Council. Then, by resolution, on the advice received from the City Solicitor, be reported to the appropriate law enforcement agency.
- 3.4. If an investigation proceeds, and within ten (10) business days of an Initial Screening being received, the Investigator will respond in writing to the Whistleblower acknowledging that the Disclosure of Wrongdoing has been received and an investigation will proceed.
- 3.5. If no investigation is warranted, and no later than ten (10) business days of an Initial Screening being received, the Designate will respond in writing to the Whistleblower acknowledging that the Disclosure of Wrongdoing has been received and that no investigation is warranted. The matter is then considered closed.
- 3.6. If the investigation proceeds, the individual(s) accused of the Wrongdoing will be given an opportunity to respond to the Disclosure of Wrongdoing made. The Investigator will consider the response and may choose to investigate further. An exception to this is, if extenuating circumstances exist that warrant immediate action, such as to prevent imminent Wrongdoing.
- 3.7. If a Disclosure of Wrongdoing against an Employee is substantiated by investigation, the Employee may be subject to disciplinary action as described within section 6 of this Schedule "A".

4. Investigations if alleged Wrongdoing does not affect financial position:

- 4.1 The Designate shall decide if an investigation is needed after receipt of Initial Screening.
- 4.2 If so, the Designate shall forward, within (10) business days, the Initial Screening to the Council Compliance Committee so that an Investigator can be appointed.
- 4.3 The Investigator will, within ten (10) business days of an Initial Screening being received, respond in writing to the Whistleblower acknowledging that the Disclosure of Wrongdoing has been received and an investigation will be proceeding.
- 4.4 If no investigation is warranted, within ten (10) business days of an Initial Screening being received, the Designate will respond in writing to the Whistleblower acknowledging that the Disclosure of Wrongdoing has been received and no investigation is warranted.
- 4.5 If an investigation proceeds, the Investigator will document the results of each investigation in a Confidential Investigation Report and provide that to Council Compliance Committee.
- 4.6 A person under investigation shall be provided with the essential particulars of the Investigation Report and shall have an opportunity to respond to the Investigator before any decision on disciplinary action is made.
- 4.7 If a Disclosure of Wrongdoing is substantiated by investigation, the wrongdoer may ask for more information.
- 4.8 Where causes of the Wrongdoing can be identified, the Designate will submit an en camera request to the City Clerk for presentation of the Investigation Report to Council. Contained within the report will be the assignment of responsibility to ensure steps are taken to address the causes and mitigate the risk of further occurrences.
- 4.9 When reviewing the Investigation Report in an en camera meeting of Council and the CAO is the alleged wrongdoer, the Council can request the CAO leave the meeting.
- 4.10 After reviewing an Investigation Report, Council may take disciplinary action as described in section 6 of this Schedule "A".
- 4.11 If Council concurs that the CAO or Designate has committed the Wrongdoing, Council may take disciplinary action that is not inconsistent with *The Cities Act*, this bylaw, or any related Bylaw or Policy of the City.

5. Disciplinary Action

- 5.1 Every person who contravenes this bylaw is guilty of an offence and liable on summary conviction in accordance with section 87.1 of *The Cities Act*.

6. Confidentiality

- 6.1 Anyone involved in the investigation of a Disclosure of Wrongdoing will make every reasonable effort to maintain confidentiality.
- 6.2 Investigations will be carried out on a “need to know” basis and in a manner that limits revealing details of the Disclosure of Wrongdoing and information obtained in the course of the investigation. Information about a Disclosure of Wrongdoing will only be revealed to those responsible for investigating or addressing the Disclosure of Wrongdoing, or as necessary, to conduct a thorough investigation. Information regarding Disclosures of Wrongdoing and investigations will also be provided to the CAO. If the Disclosure of Wrongdoing is regarding the CAO, the information will go directly to the Council Compliance Committee.
- 6.3 Confidentiality extends to all records relating to Disclosures of Wrongdoing, including, but not limited to, records relating to meetings, interviews, and investigation results. Personal information, including the identity of the Whistleblower, will only be disclosed as required or permitted by law. Although all reasonable steps will be taken to protect the identity of the Whistleblower, information collected and retained may be required to be released by law, including those requirements pursuant to privacy legislation, court proceedings, arbitration, or other legal proceedings.
- 6.4 Individuals making a Disclosure of Wrongdoing, Investigators, witnesses, and individuals against whom a Disclosure of Wrongdoing has been made are expected to maintain confidentiality. Breaches of confidentiality may be regarded as Wrongdoing and may be subject to disciplinary action consistent with section.

7. Whistleblower Protection

- 7.1 A Whistleblower shall be protected from any form of Reprisal, defined Section 3 of this Bylaw, against Council or an Employee who disclosed a Wrongdoing in good faith, or who acted as a witness or otherwise participated in an investigation in good faith. It is considered a Wrongdoing in accordance with this bylaw.

7.2 If an Employee believes that he or she has been the subject of Reprisal, that Employee may file a Disclosure of Wrongdoing of the alleged Reprisal to the Designate who will ensure that the alleged Reprisal is appropriately investigated. Where an investigation substantiates a Reprisal, the CAO and/or the Designate will be informed, and any individual responsible will be subject to disciplinary action, where appropriate, consistent with section 5 of this Schedule "A".

DRAFT

Schedule "B"

Disclosure of Wrongdoing

My full name and contact information is as follows:

Name and full address

Email Address

Phone Number

I, _____
(name, department, and position)

do solemnly swear/affirm and declare that the following contents of this statement are true and correct and hereby request the designate of the City of Swift Current to *look into/ conduct an investigation/ inquiry/ follow-up on* whether or not the following individual has/have committed a wrongdoing in accordance with the Whistleblower Bylaw No. X -2023

employee name and position or individual vendor name

I have reasonable and probable grounds to believe that the above individual(s) has/have committed a wrongdoing by reason of the following:

1. Description and nature of wrongdoing;
2. Insert date(s), time and location of wrongdoing;
3. Provide the particulars and names of all persons involved, including all witnesses;
4. Provide contact information for all people listed;
5. Any additional information or can be attached; and
6. Other evidence that may be relevant or material to an investigation of the Disclosure of Wrongdoing.

Attach additional pages as needed.

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

_____ I will deliver this completed Schedule "B" an Envelope marked as **CONFIDENTIAL** addressed to the **City Clerk for formal submission to the City Solicitor.**

_____ I have read and understand the process of investigating my complaint as set out within The Whistleblower Bylaw No. X – 2023.

Date

Signature

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

City of Swift Current
DISCLOSURE OF WRONGDOING BY COUNCILLOR, EMPLOYEE OR VENDOR





GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: June 2, 2023
Subject: Budget
Request from: General Manager of Infrastructure and Operations

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

Section 16

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

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

Mitch Minken,
GM Infrastructure and Operations

A handwritten signature in black ink, appearing to read "J. Jones", written over a horizontal line.

Jim Jones, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on June 20th, 2023.

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