



GOVERNANCE & PRIORITIES COMMITTEE

November 22, 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 November 22, 2023 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated October 11, 2023 be approved.

4. Public Presentations

4.1 Presentation by David Zammit, Board Member, and Joan Wolf, Campaign Manager for the Swift Current SPCA. **1**

5. Administration Presentations

5.1 CAO update. **3**

5.2 Introduction of new Staff members presented by Jim Jones.

6. Strategic Plan

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

7.1 Integrity Commissioner Policy presented by Jackie Schlamp. **21**

7.2 Draft Animal Control Bylaw presented by Jackie Schlamp. **25**

8. Agencies/ Boards and Committees



GOVERNANCE & PRIORITIES COMMITTEE

November 22, 2023

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

9. Unfinished Business

10. Council's Interest and Communications

11. En Camera Requests

- 11.1 A request regarding Contracts/Proposals to be presented by the General Manager of Corporate Services. **67**

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

- 11.2 A request regarding Facility Fees to be presented by the General Manager of Community Services. **68**

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 November 22, 2023 be adjourned.

Next Meeting TBD.



Box 1163, Swift Current, SK, S9H 3X3

November 16, 2023

City of Swift Current
Mayor Al Bridal
177 1st Ave NE
Swift Current, SK
S9H 2B1

Dear Mayor Bridal and City Council,

Many of you have visited the SPCA Swift Current animal shelter in recent years and seen firsthand the deteriorating facility and limited space we're working with.

For 50 years the SPCA Swift Current has played a crucial role in promoting the welfare of animals and preventing cruelty towards them. We've been advocates for animals, providing essential services such as rescue and rehabilitation, educating the public on animal welfare issues, city pound services and working towards creating a society where animals are treated with compassion and respect. Our efforts contribute to building a more humane and compassionate world for both animals and humans.

Citizens of Swift Current and area are facing an immediate crisis, with demand for animal services doubled, falling behind in updated building system requirements, best practice standards of care principals and design guidelines for animal shelters, along with updated building code requirements, which has impacted and compromised implementation of the best standard of care to the animal visitors.

Each year, more than 400 animals (dogs and cats) and community members count on the SPCA Swift Current for life-changing services for animals. Sadly, that number could be much larger as our wait lists in the last few years for animals have ballooned, however, our current capacity means hundreds more are turned every year. It is our wish that all animals come to the shelter and leave with a forever family!



This is Annie. When she was 11 weeks old, she came to us with a dislocated hip. Right away we knew we wanted to try and save the leg. She was taken to Regina to have the surgery. She did well and was able to keep the leg. With an amazing foster family that took her to her physio appointments and helped her in her recovery, she came around and was 100%. was later on adopted by her foster family and is now living a full, happy life full of love!"

Sherry the white cat and Alaska are SPCA's foster cats that are living at the Meadows Lodge. The hope is getting them in the public and adopted out. They bring joy and purpose to the residents that live with them.



The SPCA has a long history of serving its citizens and wants to continue to do so by continuing to provide education, adoptions, spade and neuter programs. We would like to offer more services to the community in the near future including more spaces for animals, crematorium services, and potentially a veterinarian clinic on-site and or a boarding facility.

The solution is a new larger shelter at its existing location in the industrial area of Swift Current. To demolish the old building once the new facility is built. Along with this capital project, we're looking into developing a crematorium, boarding facility, and a vet clinic all on the same site too.

The current site residing in the industrial area of the city, that is ideal from the point of view of conflict with residential areas due to animal noise and a possible future crematorium expansion. Upon a recent meeting with the mayor, suggestions were made and now we are making a request to the City of Swift Current for the SPCA to stay in the same location.

We are requesting that the land be donated to the SPCA Swift Current at the leased rate, for the city to cover the cost of demolition on the old building and support our application for a crematorium when the time comes.

With your support of providing the land you will be providing citizens peace of mind that animals are being taken care of and there is disease control. No animal needs to suffer and go unloved.

Sincerely,

p.p.

A handwritten signature in black ink, appearing to read "J. Wolf".

The Swift Current SPCA Board



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: November 9, 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

OCT 2023 - MONTHLY CAO REPORT



Chili & Bowl Fundraiser



Celebrating Tyler



Senior's Week

Capital/Operating Projects:

- Applications for the Living Sky Community Development Corporation (LSCDC) Grant Funding closed on October 13. A total of \$120,531.40 is available for disbursement through this grant. Funding is provided by the LSCDC and administered by the City of Swift Current.

Parks:

- Outdoor pickleball, tennis courts, Beach volleyball, washrooms winterized and closed for the year.
- Outdoor rink boards were replaced.
- Irrigation blown out and shut down for the year.

Golf Course:

- Finished blowing out the irrigation system, applied two (2) applications of fungicide on the greens and one on the surrounds, areas susceptible to snow mold. Top dressed all the greens and tees with approx. thirty-five (35) yards of sand.

Facilities:

- InnovationPlex refrigeration plant was low on ammonia during curling startup, Stevenson's Refrigeration added 500lbs of ammonia. They could not find any leaks and are continuing to monitor the levels more closely.
- Two (2) cameras installed on the exterior at the RC Dahl Centre, three (3) more to be installed inside the Chinook Library.
- LCol Clifton Centre North exterior door was replaced with an insulated steel door.
- The Dickson Community Centre boiler system was started up for the season. One (1) out of the three (3) boilers in operation.
- Dickson Community Centre exterior brick replacement and repainting was done on the East exterior.

Aquatics:

- Inlet Replacement: Part cannot be ordered by the manufacturer, due to the age of the facility. Replacement of these inlets will require a significant rebuild of the pool's plumbing system. Will continue to investigate different options to modify the existing inlets and re-budget in future. Budget re-allocated to Deck Equipment capital account, as additional deck equipment was required in this year's budget.

Kinetic Park:

- Summer water lines have been blown out and antifreeze added to all p-traps in the unheated outdoor buildings.
- Kinetic Park Staff have completed painting the entrance sign, the General Store and Professional Building in Doc's Town. The lower portions of these buildings were painted this summer by Ag & Ex students.

Museum:

- Window covering for the front entrance has been installed.
- Museum Staff inventoried the remaining Western Canada Games materials. City departments have first access to items, then the remaining will be offered to community groups, followed by Saskatchewan Games Council.
- The Museum was able to secure funding for the second Program and Education summer student from Young Canada Works. The application had been waitlisted but funding for approximately \$8,000 was secured.
- A grant from the Saskatchewan Writers Guild allowed the Museum to bring in author Marion Mutula to provide two talks.

Programs/Rentals:

- The Stockade programs began on October 10, including Walking for Wellness, Tots Play, Forever in Motion, Drop-in pickleball and the new Chair Yoga class and Pre and Post Pregnancy exercise class.

Parks:

- Swift Current Minor Football season ended.

Art Gallery:

- Three (3) Memberships renewed. Many classes have full waiting lists.

Facilities:

- InnovationPlex - Roller Derby moved back to the LCol Clifton Centre for the season Monday and Thursday nights.
- Swift Current Curling Club opened for the season Oct 10, with their first event being the Sask Curling Stadium Event Oct 13-15.
- InnovationPlex – Six (6) Auditorium bookings; Twelve (12) Conference room bookings.

- With the Swift Current Broncos on their BC road trip, it was quiet with only four (4) home games.
- Indoor pickle ball started up weekdays at the LCol Clifton Centre for the season.
- LCol Clifton Centre bookings - Weekend bookings starting to pick up for birthday parties and gym rentals.
- Minor Hockey is in full swing for the season with ice bookings on S3 East and West.

Kinetic Park:

- The Saloon is closed for rentals for the season. Winter storage has begun in the Saloon and barns. Indoor recreational rentals are in full swing at the Stockade including soccer, mixed-volleyball, Sundogs tryouts, and pickleball. The Palliser Pavilion also stayed busy with line dancing and hockey dryland training bookings as well as four (4) larger bookings.

Aquatics:

- The new program schedule started October 22, along with Water Polo Club, and Tuesday/Thursday Fall 8-week lessons.

Museum:

- Enemy Aliens – Internment in Canada, 1914 - 1920 opened in the temporary gallery. This show will be on exhibit until December 30, 2023.
- October 10 & 11, the Museum hosted a Ukrainian supper and talk by author Marion Mutula about Ukrainian traditions; Lunch and Learn to speak about her book regarding a Ukrainian genocide.
- The Lyric Write Out Loud was hosted at the Museum on October 18 at 7:00 pm.

Golf Course:

- Closed for the season. Most green covers placed before snow came, in process of finishing up.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	498	Chinook Golf Course rounds		Swimming Lessons	354
TKSHHOF	210	AM Walking for Wellness	49	School Swim Lessons	500
AGSC	557	PM Walking for Wellness	16	General Swim	1764
AGSC – Workshops	271	Active Play	52	Swim Clubs/Rentals	299
Chair Yoga	52	Pickleball Drop in	26	Fitness Swim	390
Fun Day	32	Welcome to Recreation	37	Seniors Week	297
Forever in Motion	49	Pre & Post Pregnancy	10	Munch N Move	11
Safe Places Certifications	29	Safe Places Recertifications	17	Safe Places Codes	3

User/Rental/Community Connections:

- Southwest Facility Foundation made its first major funding announcement on October 17 with a commitment of \$206,500 from MNP. The dollars will be provided upon ground-breaking in the amount of \$41,300 over five (5) years.
- Safe Places has O.M Irwin & Ecole Centennial Affiliate onboarding, Sport Calgary Safe Places intro, Sask Sport Affiliate presentation.
- The Aquatic Centre congratulated swimmer Tyler Servant and coach Jackie Powell on their accomplishments from winning Gold in the men's 4x50 medley relay at the Special Olympics. The Aquatic Centre had a plaque made for Jackie and Tyler, as well as one to be hung up at the facility.

Bet You Didn't Know:

- Line Dancing is a popular activity in Swift Current. During the span of a 2-hour rental at Kinetic Park, 150 ladies attended.
- Frontier Days was awarded Rodeo Dirt of the Year (Magnus Newland Arena), as voted by the Canadian Cowboys Association barrel racers.
- As an alternative to candy for Halloween, the Aquatic Centre sold \$2 child swim passes. Last year, they sold just over 300 passes, and this year their sales quadrupled to 1,270 passes, due in part to increased promotion on social media.
- Forty-five (45) people attended the meal and talk at the Museum. Meal catered by House of Heart Café and talk by Marion Mutula.

CORPORATE SERVICES

OCT 2023 - MONTHLY CAO REPORT



Projects:

Information Technology:

- Continuation of software upgrade for the **HR/Payroll** and **Financial** software project with detailed configuration and data conversion.
- Ran cabling and installed second computer in the Fire Duty office.
- Started Hardware Inventory audit. Completed nine (9) of forty (40) locations.
- Installed secondary network cabinet to accommodate additional security cameras at the library. Ordered two (2) of the five (5) new security cameras; will continue in November.
- Replaced fibre server switch at the Service Centre – the old one was starting to fail and was due to be replaced in 2024.
- Upgraded three (3) locations from 1 GB to 10 GB fibre connections – InnovationPlex, South Hill Reservoir, and Service Centre.

Staffing:

Postings:

- **Labourer (Streets & Roadways):** October 2 - 13 Permanent Full-Time
- **Administrative Assistant (CS):** October 2 - 13 Temporary Full-Time
- **Tax Roll Clerk:** October 19 - 26. Permanent Full-Time
- **Aquatics Cashier/Clerk I:** October 23 - 30 Casual
- **Curator:** October 23 - November 20 Permanent Full-Time
- **Seasonal Labourer (Parks):** October 26 - November 2 Casual

Positions Filled:

- **Utility Clerk:** Permanent Full-Time (start date: October 2)
- **Administrative Assistant (I&O):** Temporary Full-Time (start date: October 30)
- **Parks Maintainer:** Permanent Full-Time (start date: October 2)
- **Service Garage Technician:** Temporary Full-Time (start date: October 30)
- **Water Treatment Plant Operator:** Temporary Full-Time (start date: October 23)
- **Administrative Assistant (CS):** Temporary Full-Time (start date: October 30)

Customer Service/Community Connections:

- **Promotions and programming** – Stockade programs began again for the fall, as of October 10. Walking for Wellness, Forever In Motion, Pickleball, Munch n’ Move, City Fit’s Pre & Post Pregnancy Exercise, others. Welcome to Recreation and Youth Open Gym also promoted.
- **Household Hazardous Waste Day October 4** – paid advertising campaign on Facebook and Instagram.
- **Swift Current Repair Café October 14** – paid advertising campaign on Facebook and Instagram.
- **Public Skating returned October 10**
- **Seniors Week October 10 - 14** – in partnership with Pharmasave.
- **Several Council proclamations** - Small Business Week, Co-op Week, We Care for Healthcare
- **Light it UP for NDEAM October 19** – Blue and purple light campaign raising awareness of employment for those experiencing disabilities. The City’s digital billboard and social media channels promoted this day.
- **Swim Passes for Hallowe’en** – marketing these \$2 children’s swim passes proved to be beneficial for the Aquatic Centre, who quadrupled sales this year.
- **Facebook Stats:** Facebook gained 54 new followers, up 20% over last month. Factoring in two paid campaigns (Household Hazardous Waste Day, and Swift Current Repair Café) this may have contributed to more link clicks than usual: 3,209 which is up 263%. Reach, which calculates the distribution of City content, both organic and paid, remains at nearly 120,000 again this month. The top post was the completed intersection at Cheadle and 1st NW, which is often the case when we complete a project - the public engagement is higher.
- **Instagram Stats:** Instagram gained 27 followers, and maintained a reach of approximately 45,000, down 4% from last month. The top post on this platform was the completed downtown intersection as well.
- **X Stats:** City X earned 503 impressions per day, for a total of 15,600 impressions this month. Top performing post was the video of Chris Haichert telling City Council about his Gold Medal win at the 2023 World Police & Fire Games.

INFRASTRUCTURE & OPERATIONS

OCT 2023 - MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

- **Drainage**
 - Hydrovac truck has been cleaning out the inlet/outlets of culverts.
- **Alley Repair**
 - Dug out a couple of soft spots in back lanes, added dry material, packed and top coated with the Durapatcher/millings.
- **Gravel Roads**
 - Graders performing regular blading, mini grader blading back lanes.
- **Street Sweeping**
 - Deployed sweepers for touch-ups and downtown for weekends.
- **Potholes**
 - Filled in problem areas and alleys, and used cold mix when Durapatcher was put away for winter.
- **Line Painting**
 - Completed mid-October.
- **Mowing**
 - Ditches along Highways 1 and 4, green spaces, City-owned lots
- **Sanding**
 - Winter arrived early on October 24; sanding trucks deployed early mornings for downtown core, service roads, main arterials.
- **Jetting**
 - Cleaning sanitary and storm lines and culverts.
- **Hydrovac**
 - Assisting Waterworks, Light & Power, Streets with breaks, locates, in emergencies when power poles were struck by vehicular accidents, post holes for street signs.

Fleet Services Highlights:

- **AP6 Gravel Truck** – Annual safety inspection. Passed.
- **T19 & T52 Gravel Trucks** – Replacements of four (4) tires & rotation on each.
- **T19 Gravel Truck** – Annual safety inspection. Perform necessary repairs, passed.
- **T57 Steam Truck** – Replaced batteries - failed load test. Installed battery maintainers.
- **TR14 Utility Trailer** – Replaced trailer jack.
- Held shop safety meetings on October 12 and 26.

Oil Change Services

- Light Trucks – 14
- Heavy Trucks – 2
- Equipment - 0

General Repairs

- Light Trucks – 15
- Heavy Trucks – 8
- Equipment - 15

Waterworks:

Water Distribution and Wastewater Collection

- Weekly BacTs on the Rural Waterline
- Rural locates
- T2 had 19 appointments & removed summer water meters throughout city
- T63 had 71 locates
- Box and Rods - 1
- Sewer service camera jobs- 5
- 1 leaky service
- Lower manhole on 13th SE
- Install a 16-inch water valve at Water Treatment Plant
- Vac in the rural system to locate lines for SaskPower
- Water main break on the 100 block of 4th Ave NE
- Jetted sewer mains where Asset Management requested
- Jetted sewers to prep for sewer liners
- Hydrant maintenance
- Weekly dead end hydrant flushing

Water Treatment Plant (WTP)

Capital Projects:

- **PLC Replacement-** Drawings for PLC panel were completed. Programmers installed programming required for new PLC. Installation to begin in early December.

Operations:

- Waterworks Compliance Inspection with the Water Security Agency was conducted. No pressing concerns were identified.
- Grease circs on rollers on South Hill gate were damaged. New rollers installed.
- Actiflo #1 mixer required rebuild. Mixer was sent away to be rebuild and serviced.
- Actiflo #1 clarifier drained for annual inspection. No problems identified and Actiflo was returned to service.
- Electricians on site at South Hill reservoir to investigate why SaskPower pumps would not operate on generator power. Problem in wiring was identified and fixed.

- Meeting with Water Security Agency to discuss Hydrologic Drought Response Plan. City of Swift Current to prepare a Drought Response Plan in the event that the Swift Current Creek can not supply adequate water to the City.
- Received 80000 kgs of Alum.
- Received 8010 kgs of Caustic Soda.
- Total Treated water pumped in October: 181.00 ML
- All weekly bacteriological samples were submitted to the Provincial Water Lab, no coliforms detected.

Wastewater Treatment Plant (WWTP)

Operations

- October total of treated effluent through WWTP – *97,250 m3*.
 - Approximately 70% of all flow from Main lift station
 - Flow was reduced most of the month to partially fill lagoon cell D.
- Refill trench and bell-end holes from drain pump installation.
- Replace contactors and motor in bypass actuator 002B.
- Replace controller in actuator 002A.
- Transmittance in final effluent at 67%.
 - Normal range for SCWWTP is 63-65%.
(measures the value at which UV light can penetrate the effluent).
- Final effluent results for the month (average):
 - cBOD - 1.80 mg/L (limit 10 mg/L).
 - TSS - 3.7 mg/L (limit 10 mg/L).
 - Tphos – 0.19 mg/L (limit 1 mg/L).
 - NH3 - 0.32 mg/L (limit 3 mg/L).

Lift Stations

- Ran back up generators in all lift stations.
 - Replace batteries on Main Lift Station generator.
- Pull and service all pumps prior to winter operation.
- Power failure affected five (5) stations, no damage from power disruption.
- Pulled Pump 6 at Main Lift and replaced with spare.
 - Disassembled pump and ordered repair kit and seals.
- Pulled mixer from Main Lift Station.
 - Inspected, serviced, repaired cable, and replaced.
- Tested PLC at Main Lift Station to ensure it will call out if entire bank loses power.

Irrigation – Lagoon Operations:

- Winterized effluent irrigation system.

- Drained pivots, main supply line, wet wells, etc.
- Remove aging steel intake pipe from South pumphouse to replace with HDPE.
- Installed infrared heater in wet well at lagoon D cell to help prevent freezing

Regulatory Issues:

- Sent effluent samples to accredited lab for acute lethality testing.
 - 100% pass rate.
 - WSA requested results asap.
- Covid-19 samples sent in October show a rise and fall of cases within the month.
 - Oct 7 results show 17.1 copies/mL (low).
 - Oct 14 results show 33.9 copies/mL (med).
 - Oct 28 results show 13.5 copies/mL (low).
- ERRIS report completed for third quarter.

Engineering:

Downtown Intersection – 1st Ave NW & Cheadle St.

- Completed the installation of new traffic structures – on time and on budget.



North Hill Reservoir Pumphouse Upgrade

- MMC (Motor Control Center) has arrived, and installation is underway.
- Instrumentation and process piping installation is ongoing.
- Site fencing is complete.
- Tentative completion date is March 15, 2024.

Paving and Sidewalk Program

- Project costs came in lower than estimates due to fewer dig-outs, the remaining budget was utilized to complete some larger full depth rehab on sections of road in the West End. The patches were completed on roads (Cheadle St & Chaplin St)

in Very Poor Condition to prevent further deterioration and save time/money when these roads are completely rehabilitated in future years.

- United Paving completed other asphalt patching for a variety of utility digs around the city.

Work for Streets

- Advice on grading lane to accommodate drainage issue– 400Blk 6th/7thAve SE.
- Survey & grading design at hydro-mud site
- Service Center Yard grading plan

Work for Other Departments

- Provided training to Environmental Services on water network.
- Bus Passes created and printed for Swift Transit
- Develop specifications and design drawing for Columbarium Foundation
- Provided Solid Waste direction on survey and their new software for volume calculations.
- Surveyed Highland Park football field uprights
- Rural Water Valve survey
- Provide Asset Management direction on data for concrete/sidewalks.
- Surveyed property line for Light & Power in South Munro for installation of power and lighting to new development.

Design, Field Work, Administrative Projects

- Partnering with WSA on their updated Flood Hazard Mapping and Modelling. City to provide our model and expertise on the hydraulic assessment. In return, City will be provided a copy of WSA’s report once completed.
- Traffic counts completed for Southside Co-op lane. Once Liquor Store is open, traffic counts will be completed again to determine the impacts on traffic volume on the lane.
- Road condition assessment updates are in progress.
- Pavement Preventative Maintenance Strategy presented at Governance & Priorities Committee Meeting.
- Historical information request – information gathered and compiled to consultant on behalf of property owner.

Light & Power:

Tenancy Changes:

Connects – 99
Disconnects – 178
Transfers – 27

Meter Changes:

Electrical – 1 commercial, 104 residential
Water - 2 removals, 15 summer removals

Line Locates:

Urban – 81

Rural – 24

Meter Reading:

Monthly billing cycles

Projects

- Installed new streetlights on 3rd Ave SE, 4th Ave SE and 5th Ave SE.
- Completed installation of new traffic lights at the intersection of 1st Ave NW and Cheadle St.
- Salvage Overhead lines – downtown conversion on 300 Blk between Central Ave N and 1st Ave NW.
- Salvage Overhead lines – downtown conversion at 0 and 100 Blk between 1st Ave NE and 2nd Ave NE.
- Completed 508 & 512 feeder tie in as part of the downtown conversion project.
- Installed an underground service at Cypress Point.
- Change pole at the Days Inn due to pole fire.
- Replaced lamps at Kinetic Park Racetrack.
- Changed pole at 11th Ave NW on-ramp due to accident.
- Changed 104 residential meters for retest required by Measurement Canada.

Solid Waste & Diversion:

East Landfill

- Landfilled – 1,902 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – on par with October 2022 (1,897 tonnes).
- Diversion materials – 574 tonnes – 62% tonnage decrease from October 2022 (1,522 tonnes).

West Landfill

- Landfilled – 7,346 tonnes – 37% tonnage increase from October 2022 (5,347 tonnes).

Recycle Depot

- 2,128 visits – a 3% decrease from 2,205 visits in October 2022.
 - 14 loads cardboard, 2 loads paper, 2 loads plastics and 3 loads tin.

Yard Waste

- 1,804 visits – an 8% decrease from 1,968 visits in October 2022.
- 13.8 tonnes of compost were sold.

Household Hazardous Waste Collection October 4, at InnovationPlex lot

- 175 residents served.
- 2,122kg of hazardous waste and 5 skid totes of paint products diverted from the landfill.

PLANNING & GROWTH DEVELOPMENT OCT 2023 - MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of \$338,000 in building permits were issued in October for (1) commercial and (4) residential reno/alterations. A demolition permit was also issued to remove a fire-damaged residential garage.

Last year, numbers for October 2022 consisted of (1) small Commercial Permit and (1) small Residential Permit for a total value of \$23,000.

Comparison:

- Total overall Building Permit values in **2022** to the end of October = **\$10,091,819**
- Total overall Building Permit values in **2023** to the end of October = **\$15,996,318**

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

- The Development Permit for Pioneer Co-op's proposed liquor store at its south side location was approved as a change to an existing discretionary use following public consultation and Council approval.
- The subdivision application to divide the 12-unit apartment building at 51 Dufferin Street E from the 11-unit rowhouse condos along 1st Avenue NE has been reviewed by other City departments and external agencies and will be sent for Council's consideration on November 13th.
- A demolition permit has been issued for the vacant office and apartment building at 26 Central Avenue N. Interior asbestos abatement is expected to start as soon as possible, with full building demolition to follow in the coming weeks. Currently, there are no immediate plans to redevelop the lot.
- SaskTel has concluded that the public consultation process was not successful under federal policy requirements for a cell tower at the accessibility park and will terminate its sublease at this location. Discussions will continue with SaskTel for suitable south side locations to facilitate towers that would enhance wireless communication capacity.
- The Junior Building Inspector has successfully challenged the Class 1 Building Official certification exams. Following completion of the Legislative Framework exam, he will be qualified to apply for the provincial Class 1 License and may be appointed by Council as an official for the City.
- Planning continues to assist and provide guidance on a variety of questions and concerns pertaining to business and residential development, including zoning,

new construction, change-of-use, or minor variance questions in residential and commercial/industrial areas.

Business Development:

- Met with Brenden Branscombe of Tourism Sask to discuss funding programs available to Tourism businesses.
- Met with Tyler Lemieux & Adrian Wardell of Canadian Tire. They gave some good insights on immediate & long-term goals to help business in Swift Current. They are very interested in a Legacy opportunity and have never been approached by the City for any kind of sponsorship. They were very pleased that I reached out.
- Met with SPCA to discuss future of the organization. They would like me to be the liaison for communication between their organization & the City.
- Attended the SEDA Conference in Saskatoon. Collected information essential to my next steps for the position.
- Conducted business visits with Rocky Mountain Equipment, Viterra, Pioneer Co-op Agronomy, Tel-Rite Services, Redhead Equipment, Warner Industries. Scott Moss of Warner Industries, and Allen Carey of Redhead Equipment both had great input from the perspective of residents of the City. Allen is very pleased with the recent agreement to service City equipment.
- Met with representatives from Sask Startup organization, gained some materials to provide potential entrepreneurial start-ups.
- Attended the Chamber on Tap event at Farmer's Daughter, and Frontier Days volunteer appreciation event.
- Arranged for photo shoot with Living Sky Casino to mark the Community Development grant from them.
- Invited by Bing Wang to present at the October 29th Canadian Immigration Consultants Club to raise awareness of Swift Current as an option for Immigration Consultants to refer.
- Talked with Andrew Hnatuk of Pattison media to discuss their interest in more signage within City limits.
- Attended the webinar: Financially Fierce – Wake-up Call Bootcamp which provided materials to coach business owners on analyzing their financial reality.
- Attended the SCBEX Awards Gala.
- Working with Communications to update the www.growwithswiftcurrent.ca website.
- Completed 2nd Module of SEDA Course. Previously referred to Courses as Modules, each Module has several Courses. Currently 50% done the introductory Modules.

Tourism:

- Attended the Monthly Tourism Swift Current Board meeting.

Licences & Bylaw:

To the end of October:

- (14) new business licenses were issued, bringing the combined total of new and existing business licenses to 1363, with a total of \$150,355 in permit fee revenues.
- (488) Dog Licenses and (124) Cat Licenses were sold.
- (21) raffle licenses were issued.

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

- 63 Animal Control Complaints (running at large, barking, etc.)
- 2 Business Complaints (businesses advertising/operating without a business license)
- 28 Commercial Property Complaints
- 41 General Complaints (snow, garbage, trees, etc.)
- 168 Property Complaints (unsightly, untidy, etc.)
- 106 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.)

SWIFT CURRENT FIRE DEPARTMENT OCT 2023 - MONTHLY CAO REPORT



Report from Oct. 1 – 31:

Type of call:	October	YTD totals
Fire	15	99
Medical	32	339
MVC	0	19
Rescue	0	9
Hazardous Condition	1	29
Other	2	45
Fire Pit Complaints	0	1
Total	50	541
Inspections	46	666

Career Development:

CAREER TRAINING (In-House – No cost):

Practical: Specialty Calls – Meth, Ethanol, Chlorine, Ammonia, Natural Gas
 Mutual: N/A
 Medical: Orientations with Hutch Ambulance
 Online: N/A

AUXILIARY TRAINING (In-House – No cost):

Theory: IFSAC certification 1001 Chapter Testing
 Practical: IFSAC certification 1001 skills

EDUCATION:

Hazard Risk Analysis (1)	\$ 402.00
Emergency Scene Mgmt. (16) @ \$468	\$ 7,488.00
Instructor 2 (1) @ \$440.00	\$ 440.00
Monthly Total	<u>\$ 8,330.00</u>

REPAIRS:

E3	\$ 16,175.32
Breathing Air Compressors	\$ 4,144.56
Monthly Total	<u>\$ 20,319.88</u>

BILL OUTS:

RM	\$ 17,955.00
Bottle Fill	\$ 189.00
Monthly Total	<u>\$ 18,144.00</u>

Fire Calls:

In October we had 15 fire calls. 11 were false alarms, 2 were house fires that our crews extinguished with minimal damage, both were cooking fires that were contained to the kitchen. We had 1 trash fire and 1 fire with a fully involved garbage truck.

Photo description:

This month held Fire Prevention Week activities. SCFD members attended city schools delivering fire safety tips to our youth, including smoke detector training, stop drop and roll exercises, safe activity around fire pits, but the evacuation burn house stole the show again. Inside the inflatable burn house is a maze of rooms including a kitchen with an inflatable stove that glows a red burning to simulate a hot stovetop. Kids are trained to talk about an escape plan with their caregivers as well as practice their escape route. This inflatable burn house has such an impact on memory retention that our project for the kids to draw up their home escape plans and hand them in to the teachers has tripled in volume. This is a very positive outcome for our fire safety prevention awareness initiative.





GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: November 14, 2023
To: Chief Administrative Officer
From: City Clerk
Subject: **Remuneration for Integrity Commissioner Policy**

Background: On May 15th, 2023 Council passed a Bylaw to establish a Code of Ethics applicable to all Members of Council and Members appointed to Boards and Committees of Council. This Bylaw requires appointment of an Integrity Commissioner to undertake duties and responsibilities assigned.

Objective: The purpose of this policy, attached in draft for the Committee's review and discussion, is to set fair and equitable compensation for time spent on City business.

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 policy aligns with the City's core principles and behaviors of good governance and ethical standards by adding additional support to the existing Code of Ethics Bylaw as well as clear internal communication.

Governance Implications: To ensure that the City has a uniform and transparent practice for remuneration for this role.


Budget/ Financial Implications: N/A

Environmental Implications: N/A

Respectfully submitted,



Jackie Schlamp, City Clerk

 Reviewed and Approved on this 17th day of November, 2023.

City of Swift Current Statement of Policy

Policy Title:	Remuneration for Integrity Commissioner	Policy No.
Date of Adoption:		Resolution No.
Date of Amendment:		Resolution No.
Supporting Department:	Office of the City Clerk	Review Date:
Approved by:		

1. POLICY

1.1 This policy establishes the remuneration payable to the appointed Integrity Commissioner.

2. PURPOSE

2.1 Council Policies and City Bylaws support the strategic priorities of Council and govern the activities within the City. This policy will create a uniform and transparent practice for remuneration to the appointed role and allows for fair and equitable compensation for time spent on City business.

3. DEFINITIONS

3.1 **Bylaw** means any bylaw on record established and passed by City Council.

3.2 **City** means the corporation of the City of Swift Current.

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

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

3.5 **Full Day** means no less than four hours, but does not exceed eight hours, of time spent on City business.

3.6 **Half Day** means four hours, or a fraction thereof, of time spent on City business.

3.7 **Integrity Commissioner** means the person or persons appointed by City Council to fulfill the duties and responsibilities assigned to that role.

3.8 **Meeting** means any regular, special, committee or other meeting.

3.9 **Policy** means any policy on record established by City Council or Administration.

3.10 **Report** means any written materials, whether public or as requested by Council, prepared in accordance with any Bylaw on record as required by the Integrity Commissioner.

4. SCOPE

4.1. This Policy applies to any person appointed as Integrity Commissioner by the City pursuant to any Bylaw on record.

5. RESPONSIBILITIES

5.1. This Policy resides within the Office of the City Clerk and shall be led by the City Clerk.

5.2. Payment of remuneration will be made by submission of a Fee Claim Sheet, attached to this Policy, and forwarded to the Office of the City Clerk.

6. REMUNERATION

6.1 The rate of remuneration for the Integrity Commissioner shall be as set out on the attached Fee Claim Sheet.

6.2 Any adjustment to the rate of remuneration will be at the discretion of City Council.



**INTEGRITY COMMISSIONER
FEE CLAIM SHEET**

Remuneration: *\$240 for a Full Day and \$120 for a Half Day.
\$75 for a Meeting.
\$20/hr for Preparation of a Report.*

Date	Meeting Fee	Reporting	Full Day	Half Day	TOTAL CLAIM
_____.	\$75.00 <input type="checkbox"/>	_____ hrs x \$20 <input type="checkbox"/>	\$240.00 <input type="checkbox"/>	\$120.00 <input type="checkbox"/>	\$ _____.
_____.	\$75.00 <input type="checkbox"/>	_____ hrs x \$20 <input type="checkbox"/>	\$240.00 <input type="checkbox"/>	\$120.00 <input type="checkbox"/>	\$ _____.
_____.	\$75.00 <input type="checkbox"/>	_____ hrs x \$20 <input type="checkbox"/>	\$240.00 <input type="checkbox"/>	\$120.00 <input type="checkbox"/>	\$ _____.
_____.	\$75.00 <input type="checkbox"/>	_____ hrs x \$20 <input type="checkbox"/>	\$240.00 <input type="checkbox"/>	\$120.00 <input type="checkbox"/>	\$ _____.
_____.	\$75.00 <input type="checkbox"/>	_____ hrs x \$20 <input type="checkbox"/>	\$240.00 <input type="checkbox"/>	\$120.00 <input type="checkbox"/>	\$ _____.

Commissioner's Signature: _____

Date: _____

.....

FOR INTERNAL OFFICE USE:

Account No. _____

Authorization: _____

Date: _____



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: November 14, 2023
To: Chief Administrative Officer
From: City Clerk
Subject: **Animal Control Bylaw**

Background: The current Animal Control Bylaw was created in 1991 and the current Dangerous Animal Bylaw was created in 2003. These bylaws, as well as *The Cities Act*, have some confliction when it comes to violations and enforcement of dangerous animals. This bylaw merges the above-mentioned bylaws and *The Cities Act*, to ensure appropriate action can be taken. Additionally, numerous updates are required within the Animal Control Bylaw to ensure the appropriate regulations, safety, and comfort of all people and animals within the City of Swift Current.

The updates within the attached bylaw are as follows:

- Removal of conflictions and merging of regulations for dangerous animals contained within the Animal Control Bylaw, Dangerous Animal Bylaw, *The Cities Act*, and *The Municipalities Act*, to ensure consistency and clear and precise enforcement;
- Updated impound regulations, which allows animals to be impounded if they have “alleged” to have caused injury to a person or animal, not just when “proven guilty”, to ensure public safety;
- Appointment of Animal Control Officers, as per *The Cities Act*;
- A section regulating exotic and prohibited animals, to provide clarification of what animals are not allowed to be owned or harboured within City limits;
- A section regulating the abandonment of animals, should Animal Protection Services Saskatchewan (APSS) not be able to attend. Although largely APSS’s jurisdiction, Swift Current Bylaw Officers deal with numerous situations of animal abandonment due to APSS not being located within the City. Severe animal abandonment cases will still be directed to APSS;
- A minimum fine amount and increased maximum fine amount which a judge may issue on Summary Conviction;
- An increase to existing fines and licensing fees;
- Violation Notice fines for nuisance cats, cats at large, cat defecation. There are currently no defined fine amounts in the Animal Control Bylaw, limiting effective enforcement;
- Violation Notice fines for owning, harbouring, and/or selling exotic animals;

- Violation Notice fines for abandoning animals or failing to provide adequate shelter and care; and
- Increased impound daily housing fees from \$6 to \$10 for cats, and from \$6 to \$15 for dogs. Initial impound fees remain the same. Impound fees have not increased in many years. The new daily housing fees match the same fees individuals must pay if their animal is brought in by a member of the public, while also ensuring the SPCA is adequately paid for the housing and care of the animals that are impounded.

The general regulations for animals, such as licensing, nuisance behaviour, and the maximum number of dogs and cats remains the same, with only a few minor changes to the wording and definitions.

Objective: The purpose of this bylaw is to bring the current Animal Control Bylaw up to date, to merge the current Animal Control Bylaw and Dangerous Animal Bylaws together, and to provide a bylaw that mirrors Provincial Regulations, for the safety and comfort of all people and animals within the City of Swift Current.

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

Additionally, the attached bylaw is provided for the Committee's review and discussion. This draft has also been provided to the City Solicitor for one final examination.

Alignment with Strategic Plan: The updates to the Animal Control Bylaw will enhance 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: Fees set out within each schedule shall be increased at a set rate as of the 1st day of January for each year.

Environmental Implications: N/A

Respectfully submitted,


 Jackie Schlamp, City Clerk

 Reviewed and Approved on this 17th day of November, 2023.

BYLAW NO. X - 2023

A **BYLAW** of the City of Swift Current, in the Province of Saskatchewan, to provide for the licensing and regulating of animals in the City of Swift Current.

THE COUNCIL OF THE CITY OF SWIFT CURRENT, SASKATCHEWAN, IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

PART I GENERAL

1. Title

This Bylaw may be cited as the “**Animal Control Bylaw**”.

2. Legislative Authority

This bylaw has been created pursuant to Section 8 of *The Cities Act* which enables Council the authority to pass bylaws for purposes such as the safety, health, and welfare of citizens and to maintain the amenity of a neighbourhood.

3. Purpose

The purpose of this Bylaw is to promote the safety, health and welfare of people; the protection of people and property in the City of Swift Current; to ensure the humane treatment and control of animals and to regulate or prohibit the keeping of vicious and/or dangerous animals within the City.

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) “**Animal**” means dogs, cats, exotic animals and all domestic animals.
- b) “**Animal Control Officer**” means any person designated/appointed by the City of Swift Current for the enforcement of this Bylaw and shall include Bylaw Enforcement Officers, their duly authorized representatives, any member of the City of Swift Current Detachment of the RCMP, and any other appointed person or agency to restrain, receive or impound animals, which includes the dog catcher.
- c) “**Animal Shelter**” means a facility designated by the City of Swift Current and is used for animal impoundment and/or kenneling.

- d) **“Being Or Running At Large”** means an animal is off the premises or boundaries of its owner, or is not under immediate continuous and effective control of its owner, or not tied or secured to a leash, chain or other similar restraining device not exceeding 2 metres in length.
- e) **“Boarding”** means keeping or harbouring of an animal or animals belonging to another person.
- f) **“Business Day”** means any day that the City Office is open for business.
- g) **“Cat”** means either the male or female of the feline family.
- h) **“Cat run”** means a permanent structure outside of a residential dwelling unit, used for the containment of a cat.
- i) **“City”** means the municipal corporation of the City of Swift Current or the area contained within the boundary thereof as the context requires.
- j) **“Council”** means the 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.
- k) **“Court”** means the Provincial Court for Saskatchewan located at the Judicial Centre of Swift Current.
- l) **“Dangerous Animal”** means any animal, whatever its age, whether on public or private property, which has without provocation:
 - i. chased or approached a person or domestic animal in an apparent attitude of attack; and/or
 - ii. has a known propensity, tendency, or disposition to attack, to cause injury or to otherwise threaten the safety of persons or domestic animals; and/or
 - iii. bitten, inflicted injury, assaulted or otherwise attacked a person or domestic animal; and/or
 - iv. owned primarily or in part for the purpose of fighting or is trained for fighting.
- m) **“Dog”** means either male or female of the Canidae family.
- n) **“Dog Run”** means any enclosure or structure of any kind whatsoever, designed or used for the harbouring or containment of dog(s).
- o) **“Domestic Animal”** means a pet or companion animal; or is an animal kept primarily for a person's company, protection, or entertainment rather than as a working animal, livestock, or laboratory animal.
- p) **“Excessive Barking”** means barking or any noise that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the comfortable enjoyment of life or property in the neighbourhood.
- q) **“Exotic Animal”** means a rare or unusual animal, or an animal kept within human household or property which is generally thought of as a wild species not typically kept as a pet; those animals listed in Schedule “E”.

- r) **“Judge”** means a judge of the Provincial Court or a justice of the peace.
- s) **“Keep Under Proper Control”** means keeping an animal in such a manner that is unable to attack, bite, chase or injure a person or another animal.
- t) **“Kennel”** means any structure used by any person for boarding or otherwise caring for, training or whelping dogs exceeding three (3) dogs in number over the age of three (3) months, whether or not for payment, but does not include:
 - i. any premises occupied by a duly qualified veterinary surgeon for the practice of his profession; or
 - ii. the dwelling house of an ordinary member of the Canadian Kennel Club, or any other bona fide Kennel Club, where the total number of dogs kept by the member does not exceed five (5) in number.
- u) **“Leash”** means a chain or other material capable of restraining the animal on which it is being used.
- v) **“Licensing Official”** means the Licensing Official for the City of Swift Current as appointed from time to time, or their authorized agents or designates and is responsible for issuing licenses and/or violation notices.
- w) **“License Year”** means the period commencing January 1 and ending on the next succeeding December 31.
- x) **“Livestock”** means horse, mule, donkey, swine, emu, ostrich, camel, llama, alpaca, sheep, goat, domestically reared or kept deer, reindeer, moose, elk, bison, farm bred fur bearing animals (including fox and mink), animals of the bovine species, chicken, turkey, duck, goose, pheasant or all other animals that are kept for agriculture purposes.
- y) **“Muzzle”** means a device of sufficient strength placed over an animal’s mouth to prevent it from biting.
- z) **“Non-Sterilized Animal”** means an animal which is capable of reproducing.
- aa) **“Off Leash Area”** means an area designated by the City of Swift Current and is illustrated in Schedule “F” where dogs are permitted to be off leash provided that they are under proper control.
- bb) **“Owner”** includes:
 - i. a person(s) who keeps, possesses, harbors or has charge of or control over an animal.
 - ii. the person(s) responsible for the custody of a minor where the minor is the owner of an animal.

but does not include:

 - iii. a veterinarian registered pursuant to *The Veterinarians Act*, 1987 who is keeping or harboring an animal for the prevention, diagnosis or treatment of a disease/s of or an injury to the animal.

- iv. the City of Swift Current or any Animal Control Officer in respect of the Saskatchewan Society for the Prevention of Cruelty to Animals or impoundment facility operated on behalf of the City of Swift Current.
- cc) **“Person”** shall include an individual, partnership, association or corporation.
- dd) **“Poultry”** means a chicken, turkey, duck, goose, or other domestic fowl.
- ee) **“Pound”** means such premise and facilities as may be designated by the City, from time to time, as the City pound.
- ff) **“Pound Keeper”** means a person(s), or association designated by the City of Swift Current from time to time to maintain and administer the pound.
- gg) **“Provocation”** means an act done intentionally for the purpose of provoking an animal to which this Bylaw applies.
- hh) **“Public Health Officer”** means a Medical Health Officer appointed pursuant to *The Health Services Act* or *The Public Health Act* of Saskatchewan.
- ii) **“Public Playground”** means the immediate area containing playground equipment in a park or municipal reserve owned by the City of Swift Current or under the management and control of the City of Swift Current.
- jj) **“Service Animal”** means an animal that is trained and certified to be used by:
 - i. a person with a disability for reasons relating to their disability.
 - ii. a peace officer in the execution of their own duties.
 - iii. a person who is authorized by a peace officer to assist peace officers in their duties.

5. Interpretation

- 5.1 Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this Bylaw.
- 5.2 Any other words shall, insofar as they are not consistent with this Bylaw, have the same meaning as in *The Cities Act*, and amendments thereto.
- 5.3 Unless the context otherwise requires, words importing the singular number shall include the plural and vice versa.

PART II

RESPONSIBILITY OF CAT OWNERS

6. Additional Definition

For the purposes of Part II of this Bylaw, “nuisance, being or running at large” includes, but not limited to, fighting with other cats, defecating, or spraying on private property without permission of the owner or occupant of the property, howling or

hissing at night, digging in flower beds or garbage containers and trespassing on private property.

7. Licensing

- 7.1 No person shall have care and control of a cat unless it has been licensed for the current year; the cat license year shall be from January 1 to December 31 of the same year.
- 7.2 Every owner of a cat six (6) months old or older shall, not later than the 15th day of February in each year, or within ten (10) days of becoming an owner, obtain a license and shall pay therefore an annual fee as set out in Schedule "A" of this Bylaw, which license shall not be transferable to any other owner. The onus of proof as to the date when the owner actually became the owner of the cat in question shall be on the owner.
- 7.3 When applying for a license, the applicant must provide the following information:
- a) breed and description of the cat;
 - b) name and address of the owner or the keeper of the cat;
 - c) confirmation that the cat has been spayed or neutered;
 - d) proof that the cat has been vaccinated against rabies within two (2) years of the date of application for the license;
 - e) and other relevant information that may be required for the Animal Control Officer or appointed representative.
- 7.4 The provisions of this section will not apply to cats kept in the ordinary course of business by the proprietors of the following premises; namely:
- a) a veterinary hospital, clinic, boarding kennel, or grooming parlor;
 - b) a public pound;
 - c) a shop whose business includes the sale of pets and is licensed as such;
 - d) a shelter operated by an association or society incorporated for the purpose of the protection and humane treatment of animals.
- 7.5 A license issued pursuant to this bylaw is non-refundable, and automatically revoked if the payment is returned to the City of Swift Current for any reason.
- 7.6 When issuing a license for a cat:
- a) the City shall supply the applicant with a metal tag. The said tags shall be of such form and bear such lettering as may be determined by the City and shall have inscribed or imprinted thereon the year for which they are issued. Each tag shall be valid from the 1st day of January to the 31st day of December of the year for which the license is issued. Where a licensing tag is lost or destroyed, the owner will be issued a replacement tag and shall be responsible for any associated costs;

- b) any cat adopted, claimed, or otherwise taken from an animal shelter must obtain a license within 10 days of the animal being released from the shelter.
- 7.7 The owner of a cat shall ensure the cat wears the current license purchased for that cat, when the cat is off the property of the owner.
- 7.8 The owner must notify the City immediately if the tag is lost.
- 7.9 The owner must notify the City of any changes to information as provided in the original cat license application.
- 7.10 Any license fee due and payable on or after August 1st of any year shall be one half the license fee for the full year.

8. Number of Cats Permitted

The number of cats allowed per property is a maximum of four (4) cats over the age of three (3) months.

9. Nuisance or Running at Large

- 9.1 No owner of a cat shall allow the animal to become a nuisance which unreasonably disturbs or is likely to disturb the quiet, peace, restful enjoyment, comfort, or convenience of that person, and/or neighborhood.
- 9.2 The owner of a cat shall ensure that the cat is not a nuisance by being or running at large.
- 9.3 Where a cat is being or running at large, the owner or occupant of the property on which the cat is at large may file a complaint to the Animal Control Officers or their designates.
- 9.4 Failure to comply with this section will constitute an offence under this Bylaw and a Violation Notice will be served.

10. Impoundment

- 10.1 Where an Animal Control Officer receives a complaint of a nuisance caused by a cat, the Animal Control Officer may, at their discretion:
 - a) if deemed necessary by the Animal Control Officer, they may seize and impound any cat found causing a nuisance; or
 - b) issue a trap to the complainant following completion of a Cat Trap Permit by the complainant (as set out in Schedule "1") to this bylaw.
- 10.2 Where a cat is impounded, the Pound Keeper shall:
 - a) hold the cat until claimed by the owner of the cat or disposed of in accordance with Section 10.4 and/or Section 10.6; and

- b) attempt to notify the owner of the cat (if known) of the impoundment. However, no liability whatsoever shall attach to the City, the Animal Control Officer, or the Pound Keeper by reason of failure in contacting the owner.
- 10.3 An owner of a cat which has been impounded may claim the cat by:
 - a) providing reasonable proof of ownership to the Pound Keeper; and
 - b) paying the impoundment charge, any housing charge(s), as set forth in Schedule "C", as well as any licensing fee.
- 10.4 The Pound Keeper shall keep all impounded cats for a period of at least 72 hours, excluding the day of impounding. Sunday's and statutory holidays shall not be included in the computation of the 72-hour period. Where a cat is not claimed within the 72 hours, the Pound Keeper may dispose of the cat by public adoption or by euthanasia.
- 10.5 Notwithstanding the above, any cat suspected of having rabies or other life-threatening disease shall be isolated and may not be claimed, destroyed, or otherwise disposed of except after notice to the Public Health Officer and then only in compliance with the direction of the Public Health Officer and/or a Veterinarian.
- 10.6 An Animal Control Officer, Pound keeper, or a Veterinarian may take immediate action to humanely destroy any sick or injured cat found within the City where, in their opinion immediate destruction of the cat is necessary to avoid unnecessary suffering by the animal.

11. Cat Trap Permits

- 11.1 A person who has been bothered by a cat being or running at large may apply to the Swift Current SPCA or City to receive a cat trap permit and cat trap.
- 11.2 The Pound Keeper, Licensing Official, or their representatives, shall only approve a cat trap permit and issue a cat trap to a person making an application pursuant to subsection (1) when that person:
 - a) agrees to all the terms included in the cat trap permit;
 - b) executes the cat trap permit; and
 - c) Pays the cat trap fee set.

12. Requirements Related to Cat Traps

Where a cat trap is issued pursuant to this Bylaw, the permittee shall:

- a) ensure proper relocation of the cat is arranged prior to trapping;
- b) abide by the terms of the cat trap permit;
- c) personally check the trap at least every two hours while the trap is set;
- d) immediately deliver the cat to the Pound Keeper;

- e) ensure that the cat is treated humanely while contained in the trap;
- f) return the cat trap to the location of rental in a clean condition;
- g) pay for the cost of repair or replacement of the cat trap if the issued cat trap is damaged, lost or stolen.

13. Care of Cat that is Trapped

- 13.1 When a cat has been trapped in a City cat trap, the permittee shall, for as long as and until the cat can be conveyed to the Pound Keeper:
- a) hold the cat for no longer than 24 hours;
 - b) treat the cat humanely;
 - c) provide shelter for the cat in a warm, dry, and secure area; and
 - d) provide water and food for the cat.
- 13.2 If a permittee cannot comply with the conditions in subsection (1), the permittee must release the trapped cat unharmed.

14. Leg Hold Traps

No person shall be permitted to use leg hold or foot hold traps in the City of Swift Current.

15. Cat Runs

Where cats are housed or kept in a cat run, the owner of the cats shall:

- a) remove all defecation from the cat run daily and disposed of in a sanitary manner;
- b) ensure that the cat run meets the following minimum requirement:
 - i. base and flooring constructed or composed of impervious material or wood; and
 - ii. Located no closer than one meter of any property line and no closer than five metres of any neighbouring dwelling unit.

16. Defecation

- 16.1 If a cat defecates on any property other than the owners, the owner shall remove such feces immediately.
- 16.2 Any cat owner shall remove any and all cat feces on a daily basis and shall dispose of the feces in a sanitary manner.
- 16.3 An owner or occupant of private property must not allow animal feces to accumulate on the property.

- 16.4 An Animal Control Officer may serve an owner or occupant of private property with an Order and Violation Notice to remove all animal feces from the property in accordance with Section 58.

PART III

RESPONSIBILITY OF DOG OWNERS

17. Additional Definition

For the purposes of Part III of this Bylaw, “nuisance, being or running at large” includes, but not limited to, fighting with other dogs, defecating on private property without permission of the owner or occupant of the property, barking, howling or whining or trespassing on private property.

18. Licensing

- 18.1 No person shall have care and control of a dog unless it has been licensed for the current year; the dog license year shall be from January 1 to December 31 of the same year.
- 18.2 Every owner of any dog six (6) months old or older shall, “not later than the 15th day of February in each year, or within ten (10) days of becoming an owner”, obtain a license and shall pay therefore an annual fee as set out in Schedule “A” of this Bylaw, which license shall not be transferable to any other dog or other owner. The onus of proof as to the date when the owner actually became the owner of the dog in question shall be on the owner.
- 18.3 Notwithstanding subsection (2), the owner of a kennel of purebred dogs which is registered in the Register of The Canadian Kennel Club, may in lieu of obtaining a license for each dog obtain a license for each kennel. No license shall be granted under this section until the applicant produces a certificate from The Canadian Kennel Club showing that all dogs comprising such kennel have been registered with The Canadian Kennel Club. The license fee payable for dog kennels shall be as set out in Schedule “A”.
- 18.4 Notwithstanding subsection (2) the owner shall obtain a license for any dog less than six (6) months old if found running at large.
- 18.5 When applying for a license, the applicant must provide the following information:
- a) breed and description of the dog;
 - b) name and address of the owner or the keeper of the dog;
 - c) confirmation that the dog has been spayed or neutered;
 - d) proof that the dog has been vaccinated against rabies within two (2) years of the date of application for the license;
 - e) and other relevant information that may be required for the Animal Control Officer or appointed representative.

- 18.6 The provisions of this section will not apply to dogs kept in the ordinary course of business by the proprietors of the following premises; namely:
- a) a veterinary hospital, clinic, boarding kennel, or grooming parlor;
 - b) a public pound;
 - c) a shop whose business includes the sale of pets and is licensed as such;
 - d) a shelter operated by an association or society incorporated for the purpose of the protection and humane treatment of animals;
 - e) RCMP – Police Service dogs acting in performance of Police work.
- 18.7 A license issued pursuant to this bylaw is non-refundable, and automatically revoked if the payment is returned to the City of Swift Current for any reason.
- 18.8 A Service Dog must be licensed as provided by this bylaw, but without charge.
- 18.9 No person shall give false information when applying for a dog license.
- 18.10 When issuing a license for a dog:
- a) the City shall supply the applicant with a metal tag. The said tags shall be of such form and bear such lettering as may be determined by the City and shall have inscribed or imprinted thereon the year for which they are issued. Each tag shall be valid from the 1st day of January to the 31st day of December of the year for which the license is issued. Where a licensing tag is lost or destroyed, the owner will be issued a replacement tag and shall be responsible for any associated costs;
 - b) any dog adopted, claimed, or otherwise taken from an animal shelter must obtain a license prior to that animal being released from an animal shelter.
- 18.11 The owner of a dog shall ensure that the dog wears the current license purchased for that dog, when the dog is off the property of the owner.
- 18.12 The owner must notify the City immediately if the tag is lost.
- 18.13 The owner must notify the City of any changes to information as provided in original dog license.
- 18.14 Visitors to the City shall not be required to apply while a dog is participating in a recognized dog show, obedience trial or field trial.
- 18.15 Every owner of a dog within the City shall, on demand of an Animal Control Officer, show their license, receipt, or other evidence that they have paid the license fee for the dog for the current year.
- 18.16 No person shall be entitled to a license rebate under this bylaw.

19. Reduction in License Fees

- 19.1 Any license fee due and payable on or after August 1st of any year shall be one half the license fee for the full year.

- 19.2 The fee reduction specified in subsection 19.1 does not apply to the licensing of dangerous dogs or to dogs which were required by this bylaw to be licensed prior to August 1st of any year.

20. Number of Dogs Permitted

- 20.1 Unless otherwise provided for in the Bylaw, or as the owner of a kennel registered with The Canadian Kennel Club or any other bona fide kennel club, no person shall keep or harbour more than three (3) dogs over the age of three (3) months within any one residence or property in the City of Swift Current; or
- 20.2 Any resident who is registered with the Canadian Kennel Club or any other bona fide kennel club shall keep no more than five (5) dogs in total.

21. Nuisance

- 21.1 No owner of a dog shall allow the animal to become a nuisance which unreasonably disturbs or is likely to disturb the quiet, peace, restful enjoyment, comfort, or convenience of that person, and/or the neighborhood.
- 21.2 The owner of a dog shall ensure that such dog shall not:
- a) bite a person or persons whether on the property of the owner or not;
 - b) do any act to injure a person or persons whether on the property of the owner or not;
 - c) chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner;
 - d) bite, bark at, or chase, animals, bicycles, automobiles, or other vehicles;
 - e) become a nuisance by the sound of howling, whining, or barking, which can be heard by a person not on the same premises which disturbs or is likely to otherwise disturb the quiet, peace, restful enjoyment or comfort of that person;
 - f) cause damage to property or other domestic animals;
 - g) upset any waste receptacles or scatter the contents thereof either in or about a street, lane, or other public property or in or about premises not belonging to or in the possession of the owner of the dog.
- 21.3 Failure to comply with this section will constitute an offence under this Bylaw and a Violation Notice will be served.
- 21.4 A Judge, after convicting the dog owner of an offence under Section 21 may, in addition to any other penalties, impose the following:
- a) direct the Animal Control Officer to give notice to such owner requiring the nuisance complained of to be abated so as to prevent the recurrence of any nuisance; or

- b) removal of the dog from city limits; or
- c) order any of the conditions found within Section 38.5, 38.6 or 38.7.

22. Defecation

- 22.1 If a dog defecates on any property other than the owners, the owner shall remove such feces immediately.
- 22.2 Any dog owner must not allow animal feces to accumulate on the property and shall remove any feces on a daily basis, disposing of the feces in a sanitary manner.
- 22.3 An Animal Control Officer may serve an owner or occupant of private property with an Order and violation notice to remove all animal feces from the property in accordance with Section 58(1).

23. Dog Runs

- 23.1 Where dogs are housed or kept in a dog run, the owner of the dogs shall ensure that the dog run is kept in a sanitary condition protecting the health and safety of the dog and is:
 - a) on the owner's property and is not located in the front yard and is no closer than one (1) metre to a property line and no closer than five (5) metres from a dwelling unit located on an adjacent property; and
 - b) constructed of material of sufficient strength and in a manner to:
 - i. confine the dog; and
 - ii. prevent the entry of children.
- 23.2 If, in the opinion of the Animal Control Officer, the condition or location of a dog run is not in accordance with this Bylaw, the Animal Control Officer may Order the owner of the property on which the dog run is located, to clean, alter, demolish, or relocate the dog run within the time period specified in the Order.
- 23.3 The person to whom an Order is issued pursuant to subsection (2) must comply with the Order within the time specified in the Order pursuant to section 328 of *The Cities Act*.
- 23.4 An Order to relocate a dog run issued pursuant to subsection (2) will allow the owner of the property on which the dog run is located, at least 15 days to relocate or remove the dog run.

24. Running at Large

- 24.1 The owner of a dog shall ensure that:
 - a) such dog shall not be permitted to be at large, except as provided in Section 25;

- b) if a dog is found to be at large, the owner shall be deemed to have permitted the dog to be at large unless the owner proves to the satisfaction of the court that at the time of the offence, the owner did all that was reasonable to prevent the dog from being at large.
- 24.2 In this section, an animal shall be “at large” if it is off the premises of its owner, unless the animal is both:
- a) on a leash not exceeding two (2) metres in length; and
 - b) under the proper control of its owner; or
 - c) as provided in Section 20.
- 24.3 The penalty (fine) for allowing a dog to run at large shall be as set out in Schedule “B”.

25. Off-Leash Areas

- 25.1 Notwithstanding Section 24, an owner may permit a dog to be at large in any of the off-leash areas described in Schedule “F” provided that the dog has not been proven to be dangerous by a judicial proceeding and provided that the dog is supervised by the owner or a person on behalf of the owner in such a manner as to prevent any danger, risk or unreasonable interference with any person’s lawful use or enjoyment of the area.
- 25.2 No owner of a dog shall permit or allow the dog to become a nuisance to other persons or animals in an off-leash area. For the purpose of this subsection, the behavior of a dog which constitutes a nuisance includes, but is not limited to, the following:
- a) running at such a distance from its owner so as to be incapable of responding to voice or sight commands;
 - b) doing any act that injures a person or another animal;
 - c) chasing or otherwise threatening a person or another animal;
 - d) biting, barking at, or chasing livestock, bicycles or motor vehicles;
 - e) excessive barking or howling or otherwise disturbing any person or other animal; or
 - f) causing damage to property.
- 25.3 In order to prevent a dog from becoming a nuisance in an off-leash area, the owner of the dog shall:
- a) accompany the dog in the off-leash area at all times; and
 - b) carry a leash not exceeding 2 metres in length for the dog.
- 25.4 In the event that a dog becomes a nuisance, the owner of the dog shall immediately restrain the dog by placing the dog on a leash not exceeding 2 metres in length and remove the dog from the off-leash area.

25.5 Any owner of a dog who fails to immediately restrain and remove the dog upon it becoming a nuisance as required in Subsection 25.4 is guilty of an offence, and in such event, an Animal Control Officer may seize and impound the dog.

25.6 No person shall operate a motorized vehicle in an off-leash area.

a) For the purpose of Subsection 25.6, a motorized vehicle means a vehicle propelled or driven by any means other than a muscular power, and, for greater certainty, includes cars, trucks, all-terrain vehicles, snowmobiles, and motorcycles, but does not include a wheelchair or other similar device being operated by a person with a physical disability.

b) Subsection 25.6 does not apply to City maintenance vehicles.

26. Animal Left Unattended in Vehicle

No animal(s) shall be left unattended in any motor vehicle unless the animal is restricted so as to prevent access to person(s) as long as such restraint provides for suitable ventilation.

27. Impoundment of Dogs

27.1 For the purpose of impounding any dog found at large in the City, a pound shall be established at such place as may be designated by resolution of Council as a pound.

27.2 The City may from time to time appoint a Pound Keeper to carry out the provisions of this bylaw.

27.3 Any Pound Keeper appointed under the provisions of this Bylaw is hereby empowered to collect all necessary fees in connection with the impounding of dogs and for the keeping of such dogs at the pound.

27.4 The Animal Control Officer may seize and impound:

a) any dog found running at large;

b) any unlicensed dog found to be subject of a complaint;

c) any dog that has caused or alleged to have caused injury to a person or domestic animal.

27.5 The Animal Control Officer may enter onto the land surrounding any building in pursuit of any dog which has been observed running at large.

27.6 No person, including the person who is the owner of a dog which is being impounded or has been impounded, shall interfere with a Pound Keeper or, Animal Control Officer who is impounding any dog in accordance with the provisions of this Bylaw.

27.7 Any person may restrain any dog running at large in the city and must deliver such dog so restrained to the Animal Control Officer or Pound Keeper for impoundment. The Animal Control Officer or Pound Keeper may request a

statement in writing describing the dog restrained, the name of the owner (if known) and the place and time of restraint.

- 27.8 When an impounded dog is wearing a collar to which is attached a dog tag, valid for the current year, the Pound Keeper and/or appointed representative must make all reasonable attempts to contact the registered owner shown on record with the City of Swift Current. Unless the said dog is claimed and the fees provided by this Bylaw are paid within 72 hours from the date of impoundment, the said dog may be dealt with pursuant to the provisions of this Bylaw and no liability whatsoever will be attached to the City or Animal Control Officer or appointed representative by reason of the failure of the owner to receive such notice.
- 27.9 The Pound Keeper must keep record of all dogs impounded in accordance with the provisions of this Bylaw and the disposal of such dogs and supply the City with an annual report and any other information which may, from time to time, be required respecting the enforcement of the provisions of this Bylaw.
- 27.10 It shall be the duty of the Pound Keeper to provide to each dog impounded under the authority of this Bylaw, an adequate supply of food and fresh water during its confinement in the animal shelter and to maintain clean and properly ventilated pens or enclosures for impounded dogs.

28. Release of Impounded Dogs

- 28.1 The Pound Keeper shall keep all impounded dogs for a period of at least 72 hours, excluding Saturdays, Sundays, Statutory holidays, and the day of impounding.
- 28.2 During this period, the owner may reclaim the dog from the pound following:
- a) payment to the Pound Keeper of the fees set out in Schedule "C";
 - b) payment of any fines received due to the incident that caused the dog to be impounded;
 - c) purchase of a dog license (if the dog is unlicensed), unless the dog is not required to be licensed in accordance with Section 18;
 - d) a certificate being produced that the dog has been vaccinated against rabies within the last two years;
 - e) if a dog has not been vaccinated for rabies in the last two years, requirements of subsection (d) may be met by the dog owner completing a declaration as provided in Schedule "D" and pre-paying the Pound Keeper for the cost of the rabies vaccination.
- 28.3 If a dog impounded is wearing a valid license tag for the current year, the Pound Keeper shall immediately notify the owner by telephone or in writing of the impoundment of the dog at the telephone number or address shown in the license records. No liability whatsoever shall attach to the City or the Pound Keeper by reason of the failure of the owner to receive such notice.

- 28.4 The owner of any dog impounded, in order to have the same released from the pound, shall satisfy the Pound Keeper by reasonable evidence, that they are the lawful owner entitled to the possession of said dog.
- 28.5 If a dog is not reclaimed within the period set out in Subsection (1), or if the owner of a dog fails or refuses to comply within this period with the conditions set out in Subsections (2), the Pound Keeper may dispose of the dog.

29. Disposal of Unclaimed Dogs

- 29.1 If an impounded dog is not claimed within seventy-two (72) hours from the time such dog is received at the pound, excluding Saturdays, Sundays and Statutory holidays, and the fees if any, paid as herein provided, said dog may be disposed of by the Pound Keeper without further notice in the following manner:
- a) disposal by adoption, where in the opinion of the Pound Keeper the dog is suitable for adoption;
 - b) disposal by euthanasia where in the opinion/discretion of the Pound Keeper/Veterinarian the dog is not suitable for adoption or cannot be sold for adoption within a reasonable time.
- 29.2 The process from the disposal by adoption shall ensure to the party as provided for in the agreement between the City and the Pound Keeper.
- 29.3 The proceeds received from the adoption are kept by the Pound Keeper as provided for in the agreement between the City and the Pound Keeper.

PART IV MISCELLANEOUS

30. Appointment of Officers

- 30.1 An Animal Control Officer is duly appointed by the City of Swift Current.
- 30.2 An Animal Control Officer appointed under this Section may enforce this Bylaw within the city and may perform any other duties that may be imposed by any other Bylaw regarding the control, licensing, and regulation of animals.
- 30.3 Section 337(1) of *The Cities Act* states that “a Council may appoint any Bylaw Enforcement Officers that the Council considers necessary and define their duties and fix their remuneration. Bylaw Enforcement Officers appointed pursuant to the authority of this section 30.3 may represent the City before a justice of the peace or Provincial Court Judge in the prosecution of anyone who is charged with contravention of a bylaw.”

31. Appointment of Pound Keeper

- 31.1 The Council may, by resolution, enter into an agreement with any person or organization for the purpose of participation in the enforcement of this Bylaw or for the purpose of providing pound keeping services.
- 31.2 It shall be the duty of the Pound Keeper to provide to each dog impounded under the authority of this Bylaw, an adequate supply of food and fresh water during its confinement in the animal shelter and to maintain clean and properly ventilated pens or enclosures for impounded dogs.

32. Humane Destruction of Sick & Injured Animals

- 32.1 An Animal Control Officer or a Veterinarian shall take immediate action to humanely destroy any sick or injured animal found within the City where, in their opinion, immediate destruction of the animal is necessary to avoid unnecessary suffering by the animal.
- 32.2 Reasonable efforts will be made to contact the owner of an animal before it is destroyed; however, no action lies against the Animal Control Officer or Veterinarian solely because the owner of the animal was not contacted.

33. Kennels

The operation of any kennel within the City will be subject to approval from the Council of the City, and the kennel must comply with the provisions of all Bylaws regulating the operation of kennels and businesses within the City.

PART V DANGEROUS ANIMALS

34. Designated Officials

- 34.1 The following municipal officials are hereby designated for the purposes of section 327 of *The Cities Act*:
ANIMAL CONTROL OFFICERS
- 34.2 The following municipal official is hereby designated for the purpose of section 337 of *The Cities Act* as the person to be notified if an owner sells or otherwise disposes of a dangerous animal:
BYLAW COMPLIANCE OFFICIAL OF THE CITY OF SWIFT CURRENT

35. Dangerous Animals

For the purpose of this Section, an animal is presumed not to have been provoked, in the absence of evidence to the contrary.

36. Exemption for Guard Dogs

36.1 No dog shall be considered dangerous while the dog was:

- a) acting in the performance of police work; or
- b) working as a guard dog on commercial property:
 - i. securely enclosed on property by a fence or other barrier sufficient to prevent the escape of the dog and the entry of children of tender years; and
 - ii. defending that property against a person who was committing an offence.

37. Fighting Animals Considered Dangerous

Any person(s) who owns an animal for the purpose of fighting, or trains, torments, badgers, baits, or otherwise uses an animal for the purpose of causing or encouraging the animal to make unprovoked attacks on persons or domestic animals is guilty of an offence.

38. Dangerous Animal Hearings

38.1 If a complaint is made that an animal is dangerous, a Judge shall hold a hearing to determine if, based upon the evidence adduced at the hearing, the animal is, in fact, dangerous.

38.2 Notice of the hearing referred to in subsection (1) shall be served upon the owner of the animal in accordance with Section 58.

38.3 The notice shall be served:

- a) in the case of an owner who is an individual:
 - i. by delivering it personally to the owner; or
 - ii. if the owner cannot conveniently be found by leaving it for the owner at the owner's residence with a person at that residence who appears to be at least 18 years of age.
- b) in the case of an owner that is a corporation:
 - i. by sending it by registered mail to the registered office of the corporation; or
 - ii. by delivering it personally to the manager, secretary or other executive officer of the corporation or the person in charge of any office or other place where the corporation carries on business in Saskatchewan.

38.4 Where an owner does not appear at the time and place appointed for the hearing after having been notified of that time or place, the Judge may proceed *ex parte* to hear and determine the proceedings in the absence of the owner as fully and effectively as if the owner had appeared.

- 38.5 If the Judge is satisfied, on reasonable grounds, that the animal is dangerous, the Judge shall make an Order embodying the following terms:
- a) If the owner removes the animal from the owner's property, the owner shall muzzle and leash it in accordance with the criteria prescribed in Section 41 and keep it under direct control and supervision;
 - b) The owner shall inoculate the animal against rabies in accordance with the provisions of Section 42;
 - c) The owner shall report the sale or other disposition of the animal to the Bylaw Enforcement Department of the City of Swift Current;
 - d) Where the animal is moved to a different city or municipality, the owner shall notify the Bylaw Enforcement Department of the City of Swift Current and the Bylaw Enforcement Department of the municipality where the animal is being moved to;
 - e) Where the animal is to be sold or given away, the owner shall:
 - i. notify any prospective owner that the animal has been declared dangerous, before it is sold or given away; and
 - ii. notify the Bylaw Enforcement Department of the name, address, and telephone number of any new owner of the animal.
 - f) The owner shall have the animal micro chipped or tattooed by a veterinarian within 10 days of the date of the Order and provide proof to the Animal Control Officer.

- 38.6 An Order pursuant to subsection (5) may also include any or all of the following terms:
- a) The owner shall keep the animal in an enclosure which complies with the criteria prescribed in Section 40;
 - b) The owner shall obtain and keep in effect liability insurance in an amount of not less than \$300,000.00 for any bodily injury to or death of any person or domestic animal, or for damage to property, caused by the animal and shall provide proof of such insurance to the Animal Control Officer within 10 days of the Order;
 - c) The owner shall display a sign, which complies with the criteria prescribed in Section 39, on the owners property warning of the presence of the animal and shall continue to display that sign in good condition so long as the animal is present on the property;
 - d) The owner shall have the animal spayed or neutered within 30 days of the date of the Order; and/or
 - e) The owner shall take such other measures as the Judge considers appropriate.

- 38.7 Notwithstanding subsection 38.5, a judge may, in the alternative; Order that the animal be destroyed or otherwise disposed of at the owner's expense and shall give directions with respect to the destruction or other disposition.
- 38.8 Where an Order has been made pursuant to subsection 38.6 against the owner, the owner may apply to the judge who made the Order, that compliance with the provisions of clause 38.6 b) be waived.
- 38.9 On an application pursuant to subsection 38.8 the Judge may waive compliance with clause 38.6 b), on any terms and conditions that the Judge considers reasonable, where the Judge is satisfied that the owner is unable to comply with the requirements of that clause for a reason other than the owners financial circumstances.
- 38.10 A person desiring to appeal an Order pursuant to this section shall, within thirty (30) days of the Order being issued, file a Notice of Appeal with His Majesty's Court of King's Bench, and the provisions of Part XXVII of the *Criminal Code* apply with any necessary modification.

39. Requirement for Signage

- 39.1 Where an animal has been declared dangerous pursuant to Section 38, the owner of the animal shall, within ten days of the date of the Order of the Judge declaring the animal to be dangerous, display a sign on their premises warning of the presence of the animal in the form illustrated in Schedule "G".
- 39.2 A sign required by subsection 39.1 shall be placed at each entrance to the premises where the animal is kept and on the enclosure in which the animal is confined.
- 39.3 A sign required by subsection 39.1 shall be clearly visible and capable of being read from any adjacent public road.

40. Requirements for Enclosures for Dangerous Animals

- 40.1 If a Judge Orders, pursuant to Section 38, that an animal be kept in an enclosure, the enclosure must comply with the following criteria:
- a) The enclosure shall be constructed of wood or any other building material of sufficient strength and in a manner adequate to:
 - i. confine the animal as to prevent escape; and
 - ii. prevent the entry of children of tender years.
 - b) The entrances and other areas by which entry to or exit from the enclosure may be made shall be locked or fastened in a manner adequate to prevent the animal from escaping from the enclosure;
 - c) The enclosure shall be at least 3 meters in length, 1.5 meters in width and 1.8 meters in height;
 - d) The enclosure shall have a top secured to the sides of the enclosure;

- e) The enclosure shall:
 - i. have a floor secured to the sides of the enclosure; or
 - ii. the sides of the enclosure shall be embedded in the ground to a depth of at least 0.6 meters;
- f) The enclosure shall:
 - i. provide protection from the elements for the animal;
 - ii. provide adequate light and ventilation for the animal; and
 - iii. be kept in a sanitary and clean condition.

40.2 An owner shall not use a fence separating the owner's property from an adjacent property as one of the sides of an animal enclosure.

41. Criteria for Muzzle and Leash for Dangerous Animals

Where an animal that has been Ordered to wear a muzzle or leash pursuant to this Part, is removed from the owner's property, the animal shall be equipped with a muzzle and be secured by a leash in accordance with the following criteria:

- a) The animal shall be fitted with a collar or harness for the body that is properly placed and fitted on the animal;
- b) The movement of the animal shall be controlled by a person by means of leash attached to the harness or collar of the animal;
- c) The leash shall not exceed 1.2 metres in length and shall be constructed of a heavy material capable of restraining the animal in which it is being used;
- d) The muzzle of the animal shall be properly fitted on the animal to prevent it from biting any animal or person;
- e) The muzzle shall be fitted on the animal in a manner that it will not interfere with the vision or respiration of the animal; and
- f) No person not physically able to adequately control the animal on a leash may remove or have the animal removed off the residing property.

42. Inoculation of Dangerous Animals

42.1 Where an animal has been declared to be dangerous pursuant to Section 33, the owner of the animal shall, at the owners expense and within ten days of the date of the Order of the Judge declaring the animal to be dangerous, have the animal inoculated against rabies by a veterinarian and provide proof to the Animal Control Officer that the dog has been inoculated.

42.2 Where the owner of an animal provides proof that the animal has been inoculated against rabies during the period of 12 months prior to the date of the Order, the owner is not required to comply with subsection 42.1 until the expiration of 12 months from the date of inoculation of the animal.

- 42.3 The owner of an animal shall have the animal inoculated within each 12-month period following the inoculation mentioned in subsection 42.1 or 42.2 during the lifetime of the animal.

43. Penalties for Offences for Dangerous Animals

- 43.1 Any person who owns an animal for the purpose of fighting, or trains, torments, badgers, baits, or otherwise uses an animal for the purpose of causing or encouraging the animal to make unprovoked attacks on persons or domestic animals is guilty of an offence.
- 43.2 Any person who displays a prescribed sign warning of the presence of a dangerous animal and who is not acting in accordance with an Order made pursuant to subsection 38.6 c) or has not received the permission of the City to display the sign is guilty of an offence.
- 43.3 Any person who does not comply with any part of an Order made against him or her pursuant to Section 33.5, 38.6 or 38.7 is guilty of an offence.
- 43.4 Any person who owns an animal that, without provocation, bites, inflicts injury, assaults, or otherwise attacks or kills a person or domestic animal, is guilty of an offence.
- 43.5 A person who is guilty of an offence pursuant to this section is liable on summary conviction:
- a) in the case of an individual, to a fine not exceeding \$10,000.00, or imprisonment for not more than one year, or both;
 - b) in the case of a corporation, to a fine not exceeding \$25,000.00, or imprisonment of the directors of the corporation for not more than one year, or both;
 - c) an order pursuant to section 33(5), (6), or (7);
 - d) a penalty consisting of any combination of clauses (a) to (c).

44. Order Binds Subsequent Owner

An Order issued pursuant to Section 38 continues to apply if the animal is sold or given to a new owner or is moved to a different municipality.

45. Execution of Destruction Order

- 45.1 Unless the owner otherwise agrees, every Order for destruction of an animal shall state that it shall not be implemented for eight days.
- 45.2 Where an appeal is taken against an Order for the destruction of an animal, the application of the Order is stayed pending the disposition of the appeal.
- 45.3 Regardless of the outcome of the appeal, the owner shall be responsible for the payment of the costs of impoundment of the animal pending the hearing.

45.4 Where the Judge on appeal overturns the Order for destruction of the animal, the animal shall be released to the owner after the owner has paid the costs of impoundment of the animal pending the hearing.

46. Destruction by Peace Officers

46.1 A Peace Officer as defined by the *Criminal Code* may destroy any animal that the Officer finds injuring or viciously attacking a person or domestic animal.

46.2 Where the Officer acted in good faith, a Peace Officer who destroys an animal pursuant to subsection 46.1 is not liable to the owner for the value of the animal.

47. Entry and Search

If a Peace Officer as defined by the *Criminal Code* or a designated officer has reasonable grounds to believe that an animal is dangerous or has been ordered to be destroyed or otherwise disposed of is in or on any premises, the Peace Officer or designated officer may enter the premises and search for and impound the animal in accordance with Section 327 of *The Cities Act*.

48. Charges May Be Added to Property Taxes

48.1 In accordance with Section 333(2)(c) of *The Cities Act*, if a person owes the City for costs incurred by the City with respect to a dangerous animal, the City may add the amount owing to the tax roll of any parcel of land for which the person is the assessed person.

48.2 If an amount is added to the tax roll of a parcel of land pursuant to subsection 48.1 the amount:

- a) is deemed for all purposes to be a tax imposed pursuant to *The Cities Act* from the date it was added to the tax roll; and
- b) forms a lien against the parcel of land in favour of the City from the date it was added to the tax roll.

PART VI

CONTROL OF REGULATIONS OF EXOTIC & WILD ANIMALS

49. Owning and Harboring Exotic and Wild Animals

49.1 No person may own or harbour any animal, or hybrid of any animal, of the kind listed in Schedule "E" for any purpose.

49.2 No person may buy, sell, trade, or exhibit any animal or hybrid of any animal of the kind listed in Schedule "E".

49.3 It shall be unlawful to keep any bird in the Columbidae family (such as pigeons, etc.), live poultry, livestock, and/or bees, as set out in Schedule "E", within the boundaries of the City of Swift Current, except:

- a) on the premises of a recognized industry in the business of handling livestock;
- b) on the premises of the Swift Current Agricultural and Industrial Exhibition Association Ltd. in connection with shows, fairs, and/or exhibitions held with the permission of, or under the auspices of such association;
- c) upon receiving written approval from the Council or the City Manager for periods not to exceed 24 hours.

49.4 Any person found responsible for allowing an animal or hybrid of any animal of the kind listed in Schedule "E" to run at large will be guilty of an offence and liable on summary conviction to the penalty contained in Schedule "B".

50. Prohibition Against Livestock

No person shall keep livestock in any area of the City unless the livestock are kept as part of a public agricultural exhibition, exposition operation, agricultural fair or any other location as noted in Schedule "J".

51. Exemptions to Owning and Harboring Exotic and Wild Animals

Section 50 shall not prohibit the harbouring of an animal or a hybrid of an animal of the kind listed in Schedule "E" in the following places or circumstances:

- a) On the premises of the Swift Current Society for the Prevention of Cruelty to Animals;
- b) In a veterinary hospital under the care of a licensed veterinarian;
- c) By anyone holding a license under any statute of the Legislature of Saskatchewan or the Government of Canada, which permits the keeping of animals under stated conditions.

52. Feeding

No person shall entice any animal or hybrid of any animal of the kind listed in Schedule "E" by feeding such animal or hybrid of such animal.

PART VII
OBSTRUCTION OF ENFORCEMENT

53. Obstruction

- 53.1 No person, including the person who is the owner of a dog or cat which is being impounded or has been impounded, shall obstruct a Pound Keeper or Animal Control Officer in the execution of their duties as provided in this Bylaw.
- 53.2 The penalty (fine) for interference with enforcement of this Bylaw shall be as set out in Schedule "B".

54. Interference.

- 54.1 No person shall:
- a) untie, loosen, or otherwise free an animal which has been tied or otherwise restrained; or
 - b) negligently or willfully open a gate, door or other opening of a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large in the city; or
 - c) tease, entice, bait or throw objects at a confined animal.
- 54.2 The penalties (fines) for those offences outlined under 54.1 a), b) and c) shall be as set out in Schedule "B".

55. Animal Abandonment

- 55.1 No person shall willfully fail to provide shelter or care to an animal in such a way as to desert or abandon such animal for which that person is an owner.
- 55.2 No person shall abandon any animal on the property of an animal shelter without formally surrendering such an animal to an animal shelter and paying all surrendering fees as charged by an animal shelter.
- 55.3 No person shall willfully fail to claim an animal that is being held at an animal shelter and for which he is an owner.
- 55.4 The penalty (fine) for abandonment of an animal shall be as set out in Schedule "B".

**PART VIII
PENALTIES**

56. Voluntary Payment

- 56.1 Where an Animal Control Officer believes that a person has contravened any provision of this bylaw, they may serve upon such person a Bylaw Violation Notice (Form A) as provided by this section.
- 56.2 A Bylaw Violation Notice may be served:
- a) in person, or
 - b) by hand delivery or mail to the last known address.
- The notice is deemed to have been received when served, or twenty-four (24) hours after hand delivered.
- 56.3 Bylaw Violation Notices as shown in "Form A" must state the section of the Bylaw being contravened and the amount of the fine.
- 56.4 If payment is made within 30 days from the date of the ticket being issued, a summons to appear in court will not be issued.
- 56.5 Where any person contravenes the same provision of this Bylaw two or more times within one twelve-month period, the penalty payable in respect of the subsequent contravention is double the amount shown in Schedule "B" of this Bylaw.

57. Penalties

- 57.1 Subject to subsection 57.2, any person who contravenes any provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine in an amount not less than (\$100.00) dollars and not exceeding:
- a) \$10,000.00 dollars in the case of an individual;
 - b) \$25,000 dollars in the case of a corporation;
- 57.2 Where an Animal Control Officer has reason to believe that a person has contravened any provision of this Bylaw, that Officer may issue a Violation Notice to the person and/or an Order to Comply.
- 57.3 A Violation Notice may indicate that the City will accept voluntary payment at City Hall for the amount listed.
- 57.4 Fine amounts for voluntary payment to avoid prosecution for the offences in this Bylaw are found in Schedule "B".
- 57.5 A Judge, in addition to the penalties provided in this section, may if he or she considers the offence sufficiently serious, direct or Order the owner of the animal to stop the animal from doing mischief or causing the disturbance or nuisance complained of, to have the animal removed from the City, or have the animal destroyed.

- 57.6 A judge, after convicting the owner of an animal of an offence under Section 57.1 may, in addition to any other penalties imposed or Orders made, and without further notice or hearing, declare the subject animal a dangerous animal.

58. Service of Orders

- 58.1 Except where otherwise provided in this Bylaw, any notice, Order or other document required by this Bylaw to be given or served may be served:
- a) personally;
 - b) by registered mail to the last known address of the person being served;
 - c) by hand delivering a copy of the notice, Order or document to the last known address of the person being served; or
 - d) by posting a copy of the notice, Order or document at the land, building or structure or on a vehicle to which the notice, Order or document relates.
- 58.2 A notice, Order or document served in accordance with clause 58.1 b) is deemed to have been served on the tenth day after the date of its mailing, unless the delivery date shown on the signed post office receipt card is a date earlier than the tenth day, then the notice, Order or document is deemed delivered on the delivery date.
- 58.3 A notice, Order or document served in accordance with clause 58.1 c) or d) is deemed to have been served on the day after the date of its delivery of posting.
- 58.4 If service cannot be effected in accordance with subsection 58.1:
- a) the notice, Order or other document may be served by publishing it in two (2) issues of a newspaper circulating in the city; and
 - b) for the purposes of clause (a), the second publication must appear at least three (3) days before any action is taken with respect to the matter to which the notice, Order or document relates.

59. Severability

If any section, subsection, sentence, clause, phrase, or other portion of this Bylaw is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, that portion will be deemed a separate, distinct and independent provision and the holding of the Court will not affect the validity of the remaining portions of the Bylaw.

**PART IX
REPEAL OF FORMER BYLAW**

60. Repeal

Bylaw No. 1 - 1991 and Bylaw No. 20 – 2003, and all amendments thereto are hereby repealed.

**PART X
EFFECTIVE DATE OF BYLAW**

61. Effective Date

This Bylaw shall come into force and take effect upon on the day of final passing thereof.

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

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

READ a second time this this --- day of Month, Year.

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

SCHEDULE "A"
FORMING A PART OF BYLAW NO. X - 2023

ANNUAL LICENSE FEE FOR DOGS

All dogs 6 months old or over

License Fee for Dogs (six months +)	
- Discount (spayed or neutered)	
- Discount (rabies vaccination)	
License Fee for Kennels	
- Canadian Kennel Club registrant	
- Boarding or selling (not licensed with CKC)	
Service Dog	
Replacement Tag	

ANNUAL LICENSE FEE FOR CATS

License Fee for Cats	
- Discount (spayed or neutered)	

SCHEDULE “B”
FORMING PART OF BYLAW NO. X - 2023

AMOUNTS WHICH WILL BE ACCEPTED BY THE CITY OF SWIFT CURRENT
IN LIEU OF PROSECUTION

<u>OFFENCE UNDER</u>	<u>OFFENCE</u>	<u>AMOUNT</u>
Section 7.2	Unlicensed cat	
Section 8	Exceeding maximum number of cats	
Section 9.1	Allowing cat to become a nuisance	
Section 16.1	Defecation – Property other than owner	
Section 16.2	Defecation – Owners property not cleaned	
Section 18.2	Unlicensed dog	
Section 18.3	Unlicensed kennel	
Section 18.9	False information	
Section 18.11	Dog not wearing tag off owner’s property	
Section 20.1	Exceeding maximum number of dogs	
Section 21.2	a) Biting a person(s) b) Injure a person(s) c) Chase or otherwise threaten a person(s) e) Barking, howling or disturbing f) Cause damage to property or other animals g) Upset waste receptacle	
Section 22.1	Defecation – property other than owner	
Section 22.2	Defecation – owner’s property not cleaned	
Section 24.1	Dog at large	
Section 26	Dog unattended in motor vehicle	
Section 38.5	Failure to report sale, move or giving away of vicious dog	
Section 49.1	Owning or harbouring Exotic and Wild Animal	
Section 49.2	Buying, selling, trading or exhibiting Exotic and Wild Animal(s)	
Section 53.1	Interference with enforcement	
Section 54.1	a) Untie or free animal b) Willfully open gate or door c) Tease, throw things at dog	
Section 55.1	Failure to provide shelter or care, abandon	

***Subsequent Offence committed within twelve (12) months of the first offence –
DOUBLE THE ABOVE SCHEDULE***

SCHEDULE "C"
FORMING PART OF BYLAW NO. X - 2023

CHARGES FOR THE RELEASE OF IMPOUNDED ANIMALS

Release of Impounded Dogs	
- Second and subsequent offenses	
- Additional day(s) – plus license fee if unlicensed	
Release of Impounded Cats	
- Second and subsequent offenses	
- Additional day(s) – plus license fee if unlicensed	

SCHEDULE "D"
FORMING PART OF BYLAW NO. X - 2023

DECLARATION TO HAVE DOG LICENSED AND VACCINATED

I, _____ of _____

hereby declare that the dog which is released to me by the SPCA on this date, will be vaccinated for rabies and licensed as required by the Swift Current Animal Control Bylaw within 30 days.

I acknowledge that failure to comply with this declaration may result in prosecution under the Animal Control Bylaw.

Dog Owner

Description of Dog

Witness

Date

SCHEDULE "E"
FORMING PART OF BYLAW NO. X - 2023

A LIST OF ANIMALS PROHIBITED WITHIN THE CITY OF SWIFT CURRENT

- All Arachnids dangerous to humans (such as scorpions and tarantulas, except tarantulas of the genera Aphonopelma, Avicularia and Grammastola)
- All Artiodactylus Ungulates, (such as domestic goats, sheep, cattle, and pigs)
- All Bats
- All Bees
- All Canids, except the domestic dog
- All Columbidae (such as doves and pigeons)
- All Crocodylians (such as alligators, crocodiles, and caimans)
- All Edentates (such as anteaters, sloths, and armadillos)
- All Elephants
- All Felids, except the domestic cat
- All Hyaenas
- All Livestock (such as pigs, cows and sheep)
- All Marsupials (such as kangaroos and opossums)
- All Mustelids (such as skunks, weasles, otters, and badgers) except the domestic ferret
- All non-humna Primates (such as gorillas and monkeys)
- All Perissodactylus Ungulates
- All Pinnipeds (such as seals, fur seals, and walruses)
- All Poultry (such as chickens, ducks, turkeys and geese)
- All Procynoids (such as raccoons, coatis, and cacomistles)
- All Raptors, diurnal and nocturnal (such as eagles, hawks, and owls)
- All Ratite Birds (such as ostriches, rheas, and cassowaries)
- All Ursids (bears)
- All venomous Reptiles and Amphibians
- All Viverrids (such as mongooses, civets, and genets)

Examples of animals of a particular prohibited group are given parentheses. They are examples only and shall not be construed as limiting the generality of the group.

SCHEDULE "F"
FORMING PART OF BYLAW NO. X - 2023



SWIFT CURRENT OFF-LEASH DOG PARK

The Swift Current Off-leash Dog Park is a large, safe outdoor space where dogs are able to roam, run and play. Located on the east side of Highway No. 4 at the end of Hillcrest Drive, the dog park is available thanks to the generous support of donors, volunteers, and the City of Swift Current.



SCHEDULE "G"
FORMING PART OF BYLAW NO. X - 2023

BEWARE



Dangeous Animal

on
Premises

SCHEDULE "H"
FORMING PART OF BYLAW NO. X - 2023

ENCLOSURES FOR VICIOUS DOGS

DIMENSIONS (minimum dimensions)

- 3 meters in length
- 1.5 meters in width
- 1.8 meters in height

LOCATION OF ENCLOSURE

- located in rear yard only
- no closer than 1 meter to the property line
- no closer than 1.2 meters from any other building on your property
- no closer than 5 meters from a dwelling unit located on an adjacent property

ADDITIONAL REQUIREMENTS

- must be constructed of wood or any other building material of sufficient strength and in a manner adequate to prevent the animal from jumping, climbing, or digging out of the enclosure
- the roof and floor must be secured to the sides of the enclosure
- the sides of the enclosure must be embedded in the ground to a depth of at least .6 meters
- the entrances to the enclosure must be locked or fastened in a manner adequate to prevent the animal from escaping, and prevent the entry of unauthorized persons
- must provide adequate light, ventilation, and protection from the elements for the animal must be kept in a sanitary and clean condition

SCHEDULE "I"
FORMING PART OF BYLAW NO. 1-1991

CAT TRAP PERMIT

DATE: _____

TRAP #: _____

The undersigned agrees to the following terms and conditions:

- to place the cat trap only on their property which is within the City of Swift Current;
- to personally check the cat trap every two (2) hours while the trap is set;
- in the event a cat is trapped, to immediately contact the City Pound Keeper at 773-1806. In the event that the City Pound is closed, the cat may be held until the Pound reopens, but in no event for longer than twenty-four (24) hours. Where a cat is held, the undersigned is responsible for the humane treatment and shelter of a cat including feeding and watering. A captured cat should be left in the trap and placed in a shed, garage, basement or other place that is warm, dry and secure with a blanket placed over the trap to pacify the animal. Do not attempt to remove an unfamiliar cat from the trap - this will be done by an Animal Control Officer/Pound Keeper. If the undersigned cannot comply with this condition, the trapped cat must be freed unharmed;
- to ensure that no harm comes to any trapped cat which is in their possession including exposure to inclement weather;
- cat traps are not to be used when the temperature falls below -10 degrees C or rises above +30 degrees C;
- any Animal Control Officer may enter the property of the undersigned to ensure the trap is being used properly;
- to advise the Pound Keeper of the ownership of any cat trapped, if known;
- to be responsible for the trap, including the cost or repair or replacement if damaged, lost or stolen;
- traps must not be set on statutory holidays as the City Pound is closed;
- the trap is to be returned to the place of rental (SPCA/City Hall) three days after issuance.

*IT IS A SERIOUS OFFENCE TO HARM ANY DOMESTIC ANIMAL

Address of intended location of trap: _____

Deposit: _____

I understand and accept all liability which may arise in connection with the use of this cat trap while it is in my possession and will save and indemnify the City of Swift Current/SPCA for all such liability.

Signature: _____

Name of Complainant: _____

Address of Complainant: _____

TRAP RETURNED:

Date: _____

Received by: _____

Remarks: _____

Deposit Returned: _____

(signature of complainant or agent)

**SCHEDULE “J”
FORMING PART OF BYLAW NO. X - 2023**

APPROVED LOCATIONS FOR LIVESTOCK WITHIN THE CITY OF SWIFT CURRENT

Livestock shall only be kept within the following areas of the City:

- Swift Current Exhibition Grounds;
- Market Square;
- Public Park.

FORM "A"
FORMING PART OF BYLAW NO. 1 – 1991

BYLAW VIOLATION TAG

TO EXPOSE ADHESIVE, REMOVE LINER
 TO EXPOSE ADHESIVE, REMOVE LINER
 TO EXPOSE ADHESIVE, REMOVE LINER



CITY OF SWIFT CURRENT

VIOLATION NOTICE NO. **48211**

DAY	MO.	YR.	:	A.M.
			:	P.M.

<input type="checkbox"/> LICENCE #	<input type="checkbox"/> VIN #	<input type="checkbox"/> PHONE #	<input type="checkbox"/> SK _____ (MAKE)
			<input type="checkbox"/> OTHER _____

TRAFFIC _____

ANIMAL _____

FIRE _____

OTHER _____

BYLAW	TO BE TOWED PHOTO TAKEN	OFFICER
SEC.		

PENALTY	<input checked="" type="checkbox"/>	PAY AMOUNT INDICATED
\$30.00		OR \$10.00 IF PAYMENT IS MADE WITHIN 10 DAYS OF ISSUE DATE
\$35.00		OR \$15.00 IF PAYMENT IS MADE WITHIN 10 DAYS OF ISSUE DATE
\$40.00		OR \$20.00 IF PAYMENT IS MADE WITHIN 10 DAYS OF ISSUE DATE
\$50.00		OR \$30.00 IF PAYMENT IS MADE WITHIN 10 DAYS OF ISSUE DATE
\$80.00		OR \$60.00 IF PAYMENT IS MADE WITHIN 10 DAYS OF ISSUE DATE
		OR _____ IF PAYMENT IS MADE WITHIN 10 DAYS OF ISSUE DATE
		NO REDUCTION FINE

FAILURE TO PAY OUTSTANDING PENALTY WITHIN 30 DAYS OF THE ISSUANCE WILL RESULT IN A COURT SUMMONS TO APPEAR IN COURT. FAILING TO APPEAR FOR TRIAL WILL RESULT IN A DEEMED CONVICTION OR WARRANT OF COMMITTAL. DELINQUENT FINES MAY RESULT IN FURTHER FEES AND SEIZURE OF PROPERTY.

SEE REVERSE FOR PAYMENT INSTRUCTIONS

DATA Communications Management S6031771.AI-M



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: November 10, 2023
Subject: Contracts/Proposals
Request from: General Manager of Corporate Services

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

Section 16

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

A handwritten signature in blue ink, appearing to read "Kari Cobler", is positioned above a horizontal line.

Kari Cobler, General Manager of
Corporate Services

A handwritten signature in black ink, appearing to read "Jim Jones", is positioned above a horizontal line.

Jim Jones, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on November 22, 2023.

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Light & Power Operations, General Manager of Infrastructure, General Manager of Community Services, General Manager of Cultural and Aquatic Services, Fire Chief and City Clerk.



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: November 8, 2023
Subject: Facility Fees
Request from: General Manager of Community Services

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

Section 16

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



Nicole Spenst, General Manager of
Community Services



Jim Jones, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on November 22, 2023.

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Corporate Services, General Manager of Light & Power Operations, General Manager of Infrastructure, General Manager of Cultural and Aquatic Services, Fire Chief and City Clerk.