



COUNCIL MEETING
Monday, February 5, 2024
6:30 p.m.
Council Chambers, City Hall

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ADOPTION OF AGENDA

Adoption of Agenda.

ADOPTION OF MINUTES

Adoption of minutes of the regular Council meeting held January 22, 2024.

PROCLAMATIONS

DELEGATIONS

PUBLIC HEARINGS/PUBLIC NOTICE MATTERS/ORDERS

ITEMS FOR ACTION

- 1 Accounts.
- 4 Report regarding Year-end Write Off of Delinquent General Receivables, Utility Accounts Receivable and Unclaimed Deposits.
- 7 Report regarding Animal Control Bylaw.
- 9 Report regarding Proposal to Subdivide Lot 1, Block 4, Plan 86SC13452 – 1501 North Service Road E (Loblaw Properties West Inc.).

REPORTS FOR INFORMATION

BYLAWS

- 11 Bill No. 1 – 2024 A Bylaw to amend the water and wastewater utility rates set out in Section “C” – Schedule “A” to Bylaw No. 17 – 2001, being the Water and Wastewater Utility Bylaw.
Notice given January 22, 2024.
Will receive three readings – Councillor Tuntland-Wiebe.



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UNFINISHED BUSINESS

NEW BUSINESS

- 13 Swift Current Ag & Ex Meeting Agenda from January 17, 2024.
- 14 Swift Current & District Chamber of Commerce Meeting Agenda from January 17, 2024.
- 15 Southwest Transportation Planning Council Inc. Meeting Agenda from January 26, 2024.

COMMUNICATIONS

ITEMS REQUESTED TO BE DISCUSSED EN CAMERA

- 16 Request regarding Contracts and Proposals.
- 17 Request regarding Development Proposal.

REPORTS OF COUNCIL MEMBERS/ENQUIRIES

ADJOURNMENT

NEXT MEETING DATE:

Tuesday, February 20, 2024 – 6:30 p.m.

January 11, 2024

TO: Council
FROM: Kari Cobler, General Manager of Corporate Services
RE: Accounts

Enclosed are the General Revenue Fund Disbursements for the period
Jan 10 - 15, 2024

	<u>Current</u>	<u>Year to Date</u>
Regular Accounts	67,969.16	229,390.90
Payroll Benefits	-	342,429.78
School Payments (Holy Trinity RCSSD #22)	-	109,294.72
School Payments (Minister of Finance)	-	452,114.94
Sask Power - (Energy Purchase)	891,683.73	891,683.73
Sask Power	-	2,813.63
General Contractors:		
B & A Petroleum	28,171.73	33,907.54
Chemtrade West Ltd	-	17,556.00
Delco Automation Inc	-	32,317.65
Eecol Electric Ltd	-	37,969.85
FP Teleset Francotyp	36,750.00	36,750.00
Integrity Electrical Services	-	11,429.21
KK Golf Management Inc	-	11,913.80
Leeville Construction Ltd	49,365.47	49,365.47
Len's Plumbing & Heating	18,182.60	18,182.60
Redhead Equipment Ltd	-	18,981.83
Riverside Electric Ltd	25,452.86	27,575.10
Rock Solid Trucking Ltd	-	10,231.22
Saskatchewan Public Safety Agency	-	35,175.00
Southern Star Trucking & Excavation Ltd	-	10,431.02
SUMA	-	16,105.95
Uline Canada	-	11,734.45
Wheatland Machine Shop	10,045.50	47,810.60
Wiebe Contracting	-	15,400.15
TOTAL	<u><u>\$ 1,127,621.05</u></u>	<u><u>\$ 2,470,565.14</u></u>

RECOMMENDATION:

I recommend that \$1,127,621.05 in disbursements be approved.

REPORT PREPARED BY:

Lisa Hagen, Accounts Payable Supervisor

SIGNATURE: 

APPROVAL: 

I concur with the recommendation



Jim Jones, CAO

January 24, 2024

TO: Council

FROM: Kari Cobler, General Manager of Corporate Services

RE: Accounts

Enclosed are the General Revenue Fund Disbursements for the period
Jan 16 - 24, 2024

	<u>Current</u>	<u>Year to Date</u>
Regular Accounts	271,153.66	474,220.93
Payroll Benefits	339,719.43	682,149.21
School Payments (Holy Trinity RCSSD #22)	-	109,294.72
School Payments (Minister of Finance)	-	452,114.94
Sask Power - (Energy Purchase)	340,956.18	1,232,639.91
Sask Power	-	2,813.63
SaskEnergy	63,124.60	63,124.60
SaskTel	17,818.22	17,818.22
General Contractors:		
B & A Petroleum	-	36,897.28
Chemtrade West Ltd	-	17,556.00
Delco Automation Inc	-	32,317.65
Eecol Electric Ltd	-	37,969.85
Flocor Inc	14,767.70	14,767.70
FP Teleset Francotyp	-	36,750.00
GFL Environmental Inc	17,217.41	17,217.41
Integrity Electrical Services	-	11,429.21
KK Golf Management Inc	-	11,913.80
Leeville Construction Ltd	-	49,365.47
Len's Plumbing & Heating	-	24,339.20
Redhead Equipment Ltd	-	21,921.59
Riverside Electric Ltd	-	36,491.42
Rock Solid Trucking Ltd	-	10,231.22
Saskatchewan Public Safety Agency	-	35,175.00
Southern Star Trucking & Excavation Ltd	-	13,489.15
SUMA	-	18,091.53
Tourism Swift Current	60,125.00	60,125.00
Uline Canada	-	11,734.45
United Paving (1983) Ltd	62,310.29	62,310.29
Vigilant Consulting Services	16,650.00	16,650.00
Wastequip (Toter LLC)	55,783.52	55,783.52
Wheatland Machine Shop	-	48,088.10
Wiebe Contracting	-	15,400.15
Y & K Cleaning Ltd	10,224.21	10,224.21
TOTAL	<u><u>\$ 1,269,850.22</u></u>	<u><u>\$ 3,740,415.36</u></u>

RECOMMENDATION:

I recommend that \$1,269,850.22 in disbursements be approved.

REPORT PREPARED BY:

Lisa Hagen, Accounts Payable Supervisor

SIGNATURE:



APPROVAL:



I concur with the recommendation



Jim Jones, SAO



City of Swift Current

C.A.O. Report

Date: January 25, 2024
To: Chief Administrative Officer
From: General Manager of Corporate Services
Subject: **Year-end Write Off of Delinquent General Receivables, Utility Accounts Receivable and Unclaimed Deposits**

BACKGROUND

In the course of doing business, the City creates accounts receivable for the services provided to customers. Occasionally the City has difficulty collecting all of the outstanding accounts receivable. When this occurs, all cost-effective measures of collecting the delinquent accounts are pursued, including the use of internal staff and a collection agency.

In 2020, the Covid-19 pandemic caused rising global economic pressures. During this time the city established measures to work with customers to collect payment on accounts, including temporary postponements of cutoff and late payment charges. From a collections standpoint, we continue to observe the effects of the economic pressures resulting from the pandemic, which are likely to continue in the years to come.

Once all avenues for collection have been exhausted and if the receivable remains outstanding, it is necessary to deem the account as uncollectable and write-off the balance owing. The request to write-off delinquent accounts is brought forward to Council for approval on an annual basis. The accounts being requested for write-off have been outstanding since December 31st, 2021, and continue to be outstanding.

It should be noted that writing off uncollectable amounts does not prevent the City from continuing to pursue collection activity if new contact information becomes available. Also, if that customer applies for a City of Swift Current service in the future, any unpaid balance from the previous account(s) must be paid in full prior to issuing a new account.

In addition, over the course of 2021, some utility deposit refunds were returned due to incorrect forwarding addresses. To date, the City has been unable to locate the customer and the customer has not contacted the City for reimbursement. These unclaimed refunds will be written off against the delinquent accounts receivable.

DISCUSSION

The accounts being requested for write-off and are as follows:

Accounts Receivable:

<u>\$ Range</u>	<u>No. of Accounts</u>	<u>2021</u>
\$1 - \$99	18	\$ 1,088.30
\$100 - \$199	21	3,151.60
\$200 - \$399	36	10,200.52
\$400 & Over	49	54,945.30
Total Accounts Receivable		<u>\$ 69,385.72</u>

Unclaimed Deposits:

<u>\$ Range</u>	<u>No. of Accounts</u>	<u>2020</u>
\$1 - \$200	6	\$ (424.25)
Total Unclaimed Deposits		<u>\$ (424.25)</u>
Total Write-off		<u>\$ 68,961.47</u>

In 2021, a total of \$34,901,172 was billed through the utility billing and general accounts receivable areas. The amounts proposed for write-off equate to 0.198% of the total 2021 billings.

For comparative purposes, the Accounts Receivable written off in previous years is as follows:

- From December 31, 2020 - \$63,531 of \$33,621,656 billed (0.189%)
- From December 31, 2019 - \$58,581 of \$33,848,742 billed (0.173%)
- From December 31, 2018 - \$63,273 of \$35,390,861 billed (0.178%)

RECOMMENDATION

THAT Council approved the write-off of utility and general accounts receivable, as well as unclaimed utility deposits in the amount of \$68,961.47 from December 31, 2021.



Kari Cobler, General Manger of Corporate Services

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO



City of Swift Current

C.A.O. Report

Date: January 25, 2024
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.

DISCUSSION

The updated Animal Control Bylaw combines the current Animal Control Bylaw, Dangerous Animal Bylaw and *The Cities Act*. The updated bylaw will provide consistency, ensure the bylaw meets with legislative requirements, is applicable and enforceable and will enhance community safety and the wellbeing of people and animals within the City of Swift Current.

Updates to the Animal Control Bylaw were presented at the Governance and Priorities Committee meeting held November 22nd, 2023 for City Council's review and discussion. The updates included amendments to impound regulations and daily housing fees, the appointment of Animal Control Officers pursuant to *The Cities Act*, revised regulations regarding exotic and prohibited animals, as well as additional fines for previously undefined Violation Notices.

Additional revisions were presented at the Governance and Priorities Committee meeting held January 16th, 2024 with proposed updates to licensing fees and fines. Increased fines are intended to discourage contravention of the Bylaw, while licensing fees now reflect rates comparable with other cities.

Licensing fees contribute to funding for SPCA services and operations and support the Swift Current Dog Park, by allocating \$2 from each dog license issued directly to the Park. The updated licensing rates will be reflected on any new license and for existing licenses when due for renewal.

RECOMMENDATION

THAT Notice of Motion be given at this time advising the public of City Council's intention to adopt a new Animal Control Bylaw.



Jackie Schlamp, City Clerk

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO

Date: January 24, 2024

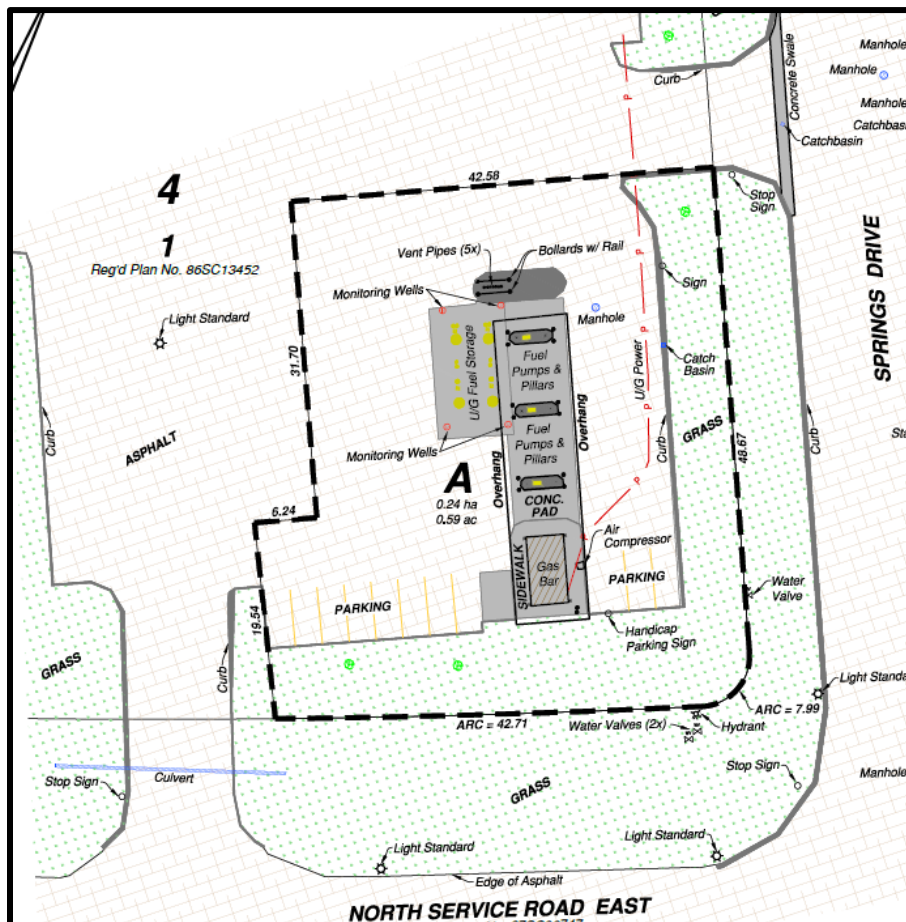
To: Chief Administrative Officer

From: Development Officer, Planning

Subject: **Proposal to Subdivide Lot 1, Block 4, Plan 86SC13452
1501 North Service Road E (Loblaw Properties West Inc.)**

BACKGROUND

The City has received an application to create a feature lease lot from Lot 1, Block 4, Plan 86SC13452 (1501 North Service Road E). This would accommodate a long-term lease between commercial partners. The site is located in a C3 – Highway Commercial District.



DISCUSSION

Under the *Planning and Development Act, 2007* a lease agreement with a term of ten (10) years or more that affects only a portion of a parcel has the same effect of subdividing land and becomes a type of interest in land that is less than full title. This type of interest is considered a subdividing instrument that requires planning approval from City Council in the same manner as a typical subdivision of land.

The attached Plan of Proposed Feature Lease Lot will effectively subdivide Lot 1, Block 4, Plan 86SC13452 to create a feature lot approximately 0.24ha/0.59ac in size. This subdividing instrument will accommodate a long-term lease agreement for the existing service station at the Wholesale Club site. The overall site will otherwise remain the same.

This proposal was reviewed against the City’s Official Community Plan, Zoning Bylaw and Subdivision Bylaw, as well as other bylaws, policies and statutory requirements, and no issues were identified. Shared use and access agreements will be required between the two sites.

This proposal was circulated to various agencies for review:

Department of Highways	No objection.
SaskPower	
City of Swift Current	Existing facilities and easements to be maintained, relocated or terminated at Developer’s cost; new facilities and easements may be required under a servicing agreement with the Developer.
SaskTel	
Shaw Cable	
SaskEnergy	

RECOMMENDATION

THAT City Council approves the proposed subdivision of Lot 1, Block 4, Plan 86SC13452 Ext. 0; and that the Mayor and City Clerk be authorized to sign the Certificate of Approval.



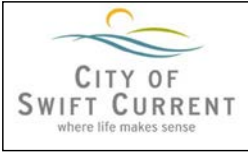
Kathy Dand, Development Officer, Planning
KD/Attachment

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO



City of Swift Current
Combined Water and Wastewater Rates
Metric Units

Section C - SCHEDULE "A"
FORMING PART OF BYLAW NO. X - 2024

FEBRUARY 1, 2024 to DECEMBER 31, 2024

cm = Cubic Meters

1.0 Basic Charges - Minimum Charge Per Month

METER SIZE

15 mm (5/8 inch)	\$	36.98
18 mm (3/4 inch)	\$	41.35
25 mm (1 inch)	\$	49.88
40 mm (1 1/2 inch)	\$	75.99
50 mm (2 inch)	\$	141.16
75 mm (3 inch)	\$	227.94
100 mm (4 inch)	\$	422.98
150 mm (6 inch)	\$	770.26
200 mm (8 inch)	\$	1,334.41

1.0 Basic Charges - Minimum Charge Per Month - RM Residential Water users

METER SIZE

15 mm (5/8 inch)	\$	36.98
18 mm (3/4 inch)	\$	41.35
25 mm (1 inch)	\$	49.88
40 mm (1 1/2 inch)	\$	75.99
50 mm (2 inch)	\$	141.16

2.0 Residential Volume Charge excluding Rural Water Pipeline Users

The residential volume charge will apply to all residences from a single family dwelling up to and including a building containing four (4) dwelling units. The 18 cubic meters initial volume rate shall apply to each dwelling unit in the building (for example a building with a single water meter and three (3) dwelling units would pay 18cm X 3 = 54cm at the initial higher rate).

First 18cm per month/cm	\$	3.377
Remaining volume/month/cm	\$	2.129

2.0 Residential Volume Charge - RM Water Users

First 18cm per month/cm	\$	3.377
Remaining volume/month/cm	\$	2.129

3.0 Multi-Family Residential Volume Charge

The multi-family volume charge will apply to all residential units in a building with more than four (4) dwelling units. The 12 cubic meter initial volume rate shall apply to each dwelling unit in the building (for example, a building with twelve (12) dwelling units would pay 12cm X 12 = 144cm at the initial higher rate).

First 12 cm per month/cm	\$	3.377
Remaining volume/month/cm	\$	2.129

4.0 Commercial/Industrial/Municipal Volume Charge

Volume/month/cm	\$	3.377
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4.0 Commercial Volume Charge - RM Water Users

Volume/month/cm	\$	3.377
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5.0 Rural Water Pipeline Associations

Volume charges applied to Rural Water Pipeline Associations shall be in accordance with signed agreements between the City of Swift Current and those Associations.

6.0 Water Only and Sewer Only Charges

The rate for customers within the City's jurisdiction who pay charges for either sewer only or water only shall pay 100% of the corresponding combined water and sewer rate.

7.0 Non-Resident Sewer Rates

Non-resident customers who pay sewer charges only shall pay two (2) times the combined sewer and water rate paid by City of Swift Current resident customers.

8.0 Annual Increase

All water and sewer rates shall be increased on an annual basis by 2.0%, effective on January 1st of each year. This increase shall remain in effect until such time it is amended by Council.

Swift Current Ag & Ex's Mission Statement:

“To provide service to and enhance the life of residents of the community and the region in the areas of agriculture, entertainment, sport and culture.”

Minutes – BOARD OF DIRECTORS – JANUARY 17, 2024

- CALL MEETING TO ORDER (7:00 pm – 9:00 pm)
- APPROVAL OF AGENDA
 - APPROVAL OF MINUTES – November 15, 2023

OLD BUSINESS

NEW BUSINESS

- Committee Reports
 - Financial Report – November & December
 - Office report
 - Grounds Report
 - City Council Report
 - Trade Show
 - Discover the Farm
 - Doc's Town
 - Communications
 - Ranchman's / Junior Stockman's / Culture fest
 - Youth Initiative
 - Frontier Days
 - Rodeo
 - Gates & Parking
 - Entertainment
 - Concessions
 - Saloon
 - Security
 - Parade/Kiddies Day Parade
 - Pancake Breakfast
 - Janitorial Clean Up Crew
 - Commercial Exhibits
 - Livestock
 - Equine
- **OTHER BUSINESS**
 - Strategic Planning
 - Budgets
- **DATE & TIME NEXT MEETING:**
 - **February 21st 2024, at 7:00PM, Palliser Pavilion, Kinetic Room or by Zoom.**

MEETING ADJOURNED



SWIFT CURRENT & DISTRICT CHAMBER OF COMMERCE BOARD MEETING AGENDA

Wednesday January 17, 2024 | 5:00pm

Chamber of Commerce Board Room or via TEAMS - Swift Current, SK.

	<u>Allotted time</u>
1. Approval of the Agenda	2 min.
2. Approval of Minutes from the December 13, 2023 meeting	2 min.
3. CEO Report and General Update	5 min.
a. CEO Report (Karla)	
b. Executive Assistant Report (Heidi)	
4. City of Swift Current update – Pat	5 min.
5. RM of Swift Current #137 update – Butch	5 min.
6. Group Reports:	
a. Administration (Doug, Logan, Vim, Ashley)	5 min.
b. Advocacy (Warren, Patrick)	5 min.
c. Communications (Lindsay, Bryce, Logan)	5 min.
d. Financial (Chelsey, Alicia)	
i. General update	5 min.
ii. Review of December 2023 financials and MOTION to approve:	
e. Membership Value (Mark, Garry, Monty)	5 min.
i. MOTION to approve new members:	
f. Networking & Connections (Bryce, Lindsay, Ashley)	5 min.
7. New Business	
i. AGM and Director positions – date for AGM and Director intentions	10 min.
ii. SWFF discussion – how Chamber can support in 2024	10 min.
iii. Committee structure for 2024 – amalgamation proposal	5 min.
8. Adjournment 6:15pm	
9. Welcome MLA Everett Hindley for roundtable discussion	

*****Next Chamber Board meeting February 21, 2024 – Chamber Boardroom or via TEAMS

Southwest Transportation Planning Council Inc. (SWTPC)
Executive Working Committee (EWC)
Friendship Centre, Burstall, SK
January 26, 2024 – 10:00 a.m.

Call to Order & Introductions

- Additions/Deletions to Agenda *
- Minutes *

Business Arising from Minutes & Old Business

- Newsletter – pending
- Booth at SARM/SUMA – pending
- Passing Lanes at Swift Current – letter has been sent
- Airport workshop – February 23 – Shaunavon
- Joint meeting in Moose Jaw - update

Finance, Correspondence and New Business

- December 31, 2023, Financial Statement and Accounts *
- 2024/25 Advance on Grant – received
- Support Service Agreement – 2024
- Acknowledge submission of Q1, Q2 and Q3 funding *
- Estimation for completion of the 2023/24 grant funding *
- Ministry of Highways deliverables
- Membership structure information

Transportation Plan

- MoH – ATPC Call for Projects – in progress
- Segment Improvement Strategy – in progress
- Ranking the SWTPC corridors – in progress

Local Presentations

- Local and new attendees – report on happenings in your area and any questions for SWTPC

Reports (*if unable to attend there will be no report*)

- Chairperson and SWMG - Duane Filson
- Great Western Railway – Allen Kuhlmann
- Great Sandhills Railway
- Economic Development Report
- Ministry of Highways – Alan Lindsay
- SUMA report – Michele MacKenzie
- SARM report – Larry Grant

Next Meetings (fourth Friday of month)

- February 23, 2024 – Aviation - Shaunavon
- March 22, 2024 –
- April 26, 2024 –
- May 24, 2024 –
- June 28, 2024 – Annual General Meeting (Swift Current)




REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: January 24, 2024
Subject: Contracts and Proposals
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 Council Meeting on February 5th, 2024.

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



REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: January 25, 2024
Subject: Development Proposal
Request from: Denise Wall

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

Section 16

Request Justification: **Advice, proposals or recommendations developed by or on behalf of the City.**


Denise Wall, Business Development
& Tourism Officer


Jim Jones, CAO

MEETING REQUESTED TO BE HELD: immediately following the Council Meeting on February 5th, 2024.

Staff Members to be in Attendance: Chief Administrative Officer, General Manager of Corporate Services, Director of Light & Power, General Manager of Infrastructure, General Manager of Community Services, General Manager of Cultural & Aquatic Services, City Clerk, Fire Chief, Business Development & Tourism Officer, Development Officer, and Assistant to the City Clerk.