



GOVERNANCE & PRIORITIES COMMITTEE

February 14, 2024
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 February 14th, 2024 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated January 16th, 2024 be approved.

4. Public Presentations

5. Administration Presentations

5.1 CAO update. **1**

6. Strategic Plan

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

7.1 Amendment to Cemetery Bylaw No. 3 – 2017 presented by Michael Newall. **16**

7.2 Incident Command System Training for Executives presented by Chief Hunter. **22**

7.3 New Smoking Bylaw presented by Jackie Schlamp.

8. Agencies/ Boards and Committees

9. Unfinished Business

10. Council's Interest and Communications



GOVERNANCE & PRIORITIES COMMITTEE

February 14, 2024

Council Chambers, City Hall

1:00 p.m.

11. En Camera Requests

12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of February 14th, 2024 be adjourned.

Next Meeting March 13, 2024.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: February 7, 2024
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 JAN 2024 - MONTHLY CAO REPORT



Art Gallery New Exhibit



Aqua Cycles



Welcome to Rec – Curling

Capital/Operating Projects:

- Submitted grant applications for *SPRA Framework in Action Grant* (\$5,000), *Canadian Tire Jumpstart*, *Community Development Grant/Programs* (\$6,000), and *Canadian Parks and Recreation Association*, *Green Jobs Grant*.
- 2024 *Kiwanis Sponsorship* package was submitted and approved for \$10,500 toward Summer Programs, Free Swims, Bike Safety and Fun Day events.
- Business sponsorship requests have been sent including *Innovation Federal Credit Union* 2024 sponsorship for \$5,000 funding toward Parks Play and Fun Day.

Parks:

- Outdoor rinks opened on January 11.

Golf Course:

- Repairs to 36 mower reels completed with cutting height precisely adjusted.

Facilities:

- During the cold snap arenas reported frozen pipes, no damage.
- Cre8tive Minds completed lease holder improvements at Dickson Community Centre (painting, flooring, and washroom updates).

Kinetic Park:

- Completed Stockade upstairs urinal replacement. New carpet runners placed on Palliser Pavilion main floor. Replaced forced air heater in shop.

Programs/Rentals:

- *Family Festival* was held in Stockade on January 4. 220 in attendance.
- *Fun Day* was held on January 5.
- *Welcome to Recreation* – January clinic hosted by the Swift Current Curling Club.
- *Youth Open Gym* was offered on Wednesdays at LCol Clifton Centre.
- *Welcome to Recreation: Families & Tots* hosted Music Time! With Janice Bezanson.

- *Munch N' Move* began January 16. The *Teddy Bear Picnic* took place on January 30.
- *Active Play*, after school program at Ecole Centennial School (January - March).
- *12th Annual Wellness Challenge* began January 22 - February 18 – total of 20 teams with 159 participants in the new challenge vs. the Town of Shaunavon.

Art Gallery:

- Reception attendance totaled 52 for Todd Gronsdahl's *The Saskatchewan Maritime Museum presents, Emma Lake's Workshop Series* held on January 19.
- Sales grossed: art supplies - \$918.72; art classes - \$7,533.33.

Museum:

- *Enemy Aliens* closed January 2. *Iron Willed: Women in STEM* opened January 26.
- Lunch and Learn hosted *Jade Mahone (Cultivating Calm)*.
- January 31 - Ted Knight Saskatchewan Hockey Hall of Fame partnered with Hockey Saskatchewan to announce the inductees for 2024 class at the Swift Current Bronco Game. The inductees are Patrick Marleau, Cory Sarich, Travis Moen, Jack Norris, Tim Tisdale, Brad Meier, 1995 Team Saskatchewan (Male Under 17) and the 2016/2018/2019 Kyle Elks (Senior). The dinner will take place in Swift Current, on July 12.

Facilities:

- InnovationPlex bookings – 2 Auditorium and 4 Conference Room. Swift Current Skating Club hosted *FunFest* on January 26. Broncos hosted 5 home games.
- Minor Hockey hosted 2 tournaments at S3 Arenas U13 January 12 - 14 and U15 January 26 - 28. S3 Concession saw record sales in January.
- LCol Clifton Centre was busy with regular bookings and several birthday parties.

Kinetic Park:

- Jr. Sundogs Volleyball held a Tournament on January 27 in Stockade.
- Hunter Safety began 2024 monthly meetings in the Stampede Room.

Aquatics:

- Courses included: National Lifeguard and Bronze Medallion. Winter 8-week swim lessons started; new program schedule began January 29 including *Aqua Cycle*.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	149	Walking for Wellness	351	Munch N Move	6
TKSHHOF	248	Active Play	48	Coffee Time	9
AGSC	205	Pickleball Drop in	77	Tots Play	6
AGSC - Membership Renewals	10	Welcome to Recreation	46	Outdoor Rinks	1658
		Pre & Post Pregnancy	14	Swimming Lessons	439
Safe Places Certifications	36	Chair Yoga	49	General Swim	1435
Safe Places Recertifications	12	Fun Day	50	Swim Clubs/school Rentals	479
Safe Places Codes	17	Forever in Motion	62	Fitness Swim	340

User/Rental/Community Connections:

- Safe Places presented to Support Staff at Fairview School. Aided with certification.
- Free swimming access for youth 14 and under (Tuesdays, 7:00 pm - 8:30 pm) with sponsorship from Swift ACT. This will run until the end of 23/24 Aquatic season.
- January 18 - Minister Everett Hindley, the Executive Director of the Saskatchewan Arts Alliance, and Art Gallery Director met to discuss issues facing the arts, including funding limitations to the sector.
- Community Services began advertising *Spring/Summer City Wide Connection*.
- *Community Services Grant* applications opened January 4 with \$122,275.00 from Sask Lotteries available to distribute.
- *Interagency Committee* meeting was held on January 9.
- The Power Engineering Class from Great Plains College received a tour of the Refrigeration Plant and building systems at the InnovationPlex.

CORPORATE SERVICES

JAN 2024 - MONTHLY CAO REPORT



Projects:

Information Technology:

- Continuation of **HR/Payroll** and **Financial** software implementation.

Assessment & Taxation:

- **2023 Roll Confirmation** Report being finalized.
- Preparation of **2024 Preliminary Assessment Roll**.

Finance:

- Year-end Process and preparation for the **2023 Annual Audit**.

Purchasing:

- **2024 Micro-surfacing Program RFP** open Jan. 18, closes Feb. 7
- **2024 Paving Stone Install RFP** open Jan. 18, closed Jan. 31
- **Active Transportation Pathway Excavation Site Prep** open Jan. 18, closed Jan. 31
- **Active Transportation Pathway Retaining Wall** open Jan. 18, closed Jan. 31
- **Active Transportation Pathway Paving** open Jan. 19, closes Feb. 2
- **2024 Pavement Maintenance RFP** open Jan. 19, closes Feb. 7
- **2024 Paving & Concrete Program RFP** open Jan. 19, closes Feb. 7
- **2024 Truck Replacements (various)** open Jan. 26, closes Feb. 12
- **2024 Front Wheel Loader Replacement** open Jan. 29, closes Feb. 15
- **2024 Loader Mount Snow Blower Replacement** open Jan. 29 closes Feb. 20

Staffing:

Postings:

- **Parks Maintainer:** January 3 - 17
- **2024 Summer Student Recruitment:** January 21 - February 21
- **Lifeguard/Instructor I:** January 10 - 17
- **Arena Operator:** January 10 - 24
- **Seasonal Labourer (Facilities):** January 10 - 24
- **Purchasing/Accounting Clerk II:** January 22 - 31

Filled:

- **Assessment Administrator:** Permanent Full-Time (start date: January 24)
- **Detachment Service Assistant/Police Clerk:** Permanent Full-Time (start date: January 2)
- **Lifeguard/Instructor I: Casual** (start date: January 21)
- **Arena Operator: Permanent Full-Time** (start date: January 29)

Occupational Health & Safety:

- Employees from Streets and Waterworks participated in training related to worker safety including Work Zone Flagging.
- The Light and Power Division completed Custom Utility Tree Trimming Training.

Customer Service/Community Connections:

- **Promotions and programming** – Family Festival, Wellness Challenge, Sask Lotteries Grant Applications opened, Outdoor rink updates, 2024 Municipal Budget rollout.
- **Facebook Stats:** Facebook gained 51 new followers, with a total of 7,000 visits to the page. The top post was advising that the outdoor rinks were opened, with 127 reactions/likes/comments. Close second was the introduction of Aqua Cycles to the Aquatic Center, which generated a surge of interest.
- **Instagram Stats:** Instagram gained 24 followers with a total of 369 visits to our profile, and a reach of 2.9K. The top post on this platform was notice of flooding of outdoor rinks.
- **X Stats:** City X earned 205 impressions per day, for a total of 6.3K impressions, which is continuing to decline. Observing a trend of lower engagement on X overall since it changed from Twitter. The top performing post was about Mayor Bridal hosting a newcomer visit to City Hall, on January 31.

INFRASTRUCTURE & OPERATIONS

JAN 2024 - MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

- **Drainage**
 - Steamed inlet/outlets of culverts. Catch basins have been getting checked over; grates getting cleaned off.
- **Potholes**
 - Filled in problem areas.
- **Sanding**
 - Sanding trucks were out early mornings taking care of downtown, main arteries, residential and garbage routes.
- **Hydrovac**
 - Assisting Waterworks, Light & Power, locates, and post holes for street signs.
- **Jetting**
 - Cleaning sanitary, storm lines and culverts.
- **Snow Removal**
 - Limited snow removal where graders have bladed priority #1, #2's, and the downtown core. Windrows were picked and hauled away to snow dumps. School zones were taken care of January 22.

Fleet Services Highlights:

- **AP6 Airport Gravel Truck** – Replaced steel and carbide blades on plow attachment.
- **E38 L & P Bucket Truck** – Replaced thermostats and water pump due to engine overheating. Wheel alignment. Replaced tie rod ends, track bar and ball joints.
- **J2 Streets Vac Truck** – Replaced water level sensor on water tank. Replaced rear door seal on debris tank. Replaced four tires on rear tandem of unit.
- **R1 Streets Grader** – Install snow gate back onto moldboard for snow removal.
- **T33 Cemeteries 1 Ton Truck** – Replaced hydraulic hoist cylinder on gravel body
- **T52 Streets Gravel Truck** – Annual safety inspection. Performed necessary repairs. Unit passed.
- **T55 Wastewater Gravel Truck** – Replaced steel blade on plow attachment of unit.
- **Public Works Trucks** – Driver seats repaired on 6 units; new seat covers.
- **Shop safety meetings** - January 4 and 18.

Waterworks:

Water Distribution and Wastewater Collection

- T2 had 43 appointments.
- T63 had 23 locates.
- Box and Rods- 4 of them this month
- Sewer service camera jobs- 3 of them this month
- Jetted sewer mains totalling 2.596km.
- Hydrant maintenance
- Water main break in East rural
- 11 frozen water lines that we thawed.
- Located water and sewer service for the library.

Water Treatment Plant (WTP)

Operations

- Annual filter inspection and cleaning has begun. Duration = 10 weeks (1 week per filter). Inspection and cleaning to be completed in the 1st week of March.
- Generator transfer switch failed during monthly test at the WTP. The technician on site diagnosed transfer issue and faulty switches were the cause. Switches are on order. WTP can operate on generator power, however, source power will not automatically transfer and will need to be transferred manually, if required.
- Leaky generator coolant hose at North Hill reservoir. Contractor built new hose and installed it. The generator is back to normal operation.
- Raw water data usage for 2023 was collected and reported to the Water Security Agency.
- 2024 Quarter 1 water samples were submitted to the Provincial Water Lab and Saskatchewan Research Council and all results were below Saskatchewan standards.
- Received 80010 kgs of Alum.
- Received 8019 kgs of Caustic.
- Total treated water pumped in January = 170.57 ML.

Wastewater Treatment Plant (WWTP)

Operations

- January total of treated effluent WWTP – $102,035 m^3$.
 - Approximately 84 % of all flow from Main lift station ($121,087 m^3$).
 - Wasted approximately $1,273 m^3$ of sludge to the lagoon.
- Final effluent results for January (average):
 - cBOD – **1.83** mg/L, removal rate of **98.8%**. Permit level **10** mg/L
 - TSS - **3.90** mg/L, removal rate of **96.9%**. Permit level **10** mg/L
 - Tphos – **0.16** mg/L, removal rate of **84.6%**. Permit level **1.0** mg/L

- NH3 - 2.18 mg/L, removal rate of **92.3%**. Permit level **3.0** mg/L
- Replaced 2 mixers in bioreactor cells (pre-AX and AX 1). Staff to rebuild if possible.
- Dissolved air issues causing slight fluctuations in final effluent ammonia levels.
 - Frozen foam causing issues on clarifiers and bioreactors.
 - Operators manually removing ice and sludge to prevent problems.
- Power failure to headworks building due to faulty contactor that tripped breaker.
- Reduced flow last week in January to help regain proper nitrification in bioreactors.
- Routed flow to lagoon for 48 hours while effluent quality was on the fence.

Lift Stations

- -35° C temperatures causing frozen water lines in several lift stations.
 - Operators insulated buildings and draft points to prevent damage.
- Test run generators as part of monthly maintenance.
- #3 Generator shutting off with overspeed alarm. Contractor to advise on repairs.

Irrigation – Lagoon Operations:

- The septic gate at lagoon cell A failed to start due to extreme cold temperatures.
 - Left open for 36 hours until temperatures subsided.
- SaskPower to replace transformer platform at irrigation dugout.

Regulatory Issues:

- Covid-19 samples were sent into SHA at Roy Romano Laboratory.
 - January 3rd results show **20.4** copies/mL (medium).
 - January 9th and 11th average results show **10.2** copies/mL (low).
 - January 16th and 19th average results show **17.1** copies/mL (med).
- SC Creek samples January 10th.

Engineering:

North Hill Reservoir Pumphouse Upgrade – anticipated completion is end of April.

- MMC (Motor Control Center) installation.
- Pump installation.
- Electrical, instrumentation and process piping installation are ongoing.

Work for Other Departments

- Updated lot sales maps for Planning
- Assisted Community Services with high level quantities for irrigation project at Ecole Centennial School
- Assisted various departments (Airport, Water, Wastewater Treatment Plant, Streets) with mapping needs.

Design, Field Work, Administrative Projects

- Completed various lot design options for Ashley Hall site and Gibbs St. and presented to GM's.

- Ordered material for the SGI grant funded traffic signals at 2nd Ave SE & Gladstone intersection.
- Preliminary survey of library storm was completed to identify any infrastructure relocations.
- The continued focus in January was preparing for the 2024 construction projects. This includes:
 - finalizing designs and drawings,
 - preparing permit applications,
 - developing procurement documents, and
 - preparing construction schedules.

Bid documents were developed and advertised for:

- Downtown Paving Stone Installation – closes Jan. 31
- Active Transportation Site Prep & Excavation – closes Jan. 31
- Active Transportation Paving – closes Feb. 2
- Active Transportation Retaining Wall – closes Feb. 7
- Annual Paving & Sidewalk Program – closes Feb.7
- Paving Maintenance – closes Feb. 7
- Micro-surfacing – closes Feb. 7

Light & Power:

Tenancy Changes:

Connects – 123
 Disconnects – 125
 Transfers – 10

Meter Changes:

Electrical – 0 commercial, 2 residential
 Water - 2 commercial, 8 meter changes

Line Locates:

Urban – 22
 Rural – 16

Meter Reading:

Monthly billing cycles

Projects

- 23 Streetlight Repairs
- Preparation for COR audit (Safety Certification)
- Removed Christmas décor from Market Square, Memorial Park, City Hall, and pole tops.
- Yearly inspections on digger/derrick, double bucket, and dump truck.
- Tested and shipped 10 overhead transformers from downtown conversion for disposal due to high levels of PCBs.
- Crew received training and certification in Utility Tree Trimming from Arbor Canada
- Began annual tree trimming in the Northeast section of the city.

Solid Waste & Diversion:

East Landfill

- Landfilled – 1,697 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – a 52% decrease from January 2023 which had seen a large volume of waste from a train derailment (3,566 tonnes).
- Diversion materials – 296 tonnes – 350% tonnage increase from January 2023 (65 tonnes).

West Landfill

- Landfilled – 5,556 tonnes – 139% tonnage increase from January 2023 (2,328 tonnes).

Recycle Depot

- January accommodated 1,889 visits – a negligible change from 1,884 visits in January 2024.
 - 12 loads of cardboard, 4 loads of paper and 2 loads of plastic.

Transit Services:

Passenger Data

- The Swift Transit line accommodated 2,238 passengers in January.
- The Access Transit line accommodated 649 passengers in January.

PLANNING & GROWTH DEVELOPMENT JAN 2024 - MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of \$2,000 in building permits were issued consisting of (1) commercial, reno/alteration permit.

→ Total overall Building Permit values in **2024** to the end of January = **\$2,000**

Last year, no building permits were issued during the month of January.

Development permits

- (1) development permit was issued.

Business Development:

- Completed the Introduction to Economic Development Course.
- Did SCOL interview to report Building Permit numbers, notables for 2023 & projections for 2024.
- Met with local entrepreneur to discuss potential new business venture in the City.
- Provided information for an inquiry from an investment group regarding a possible Cannabis retail store.
- Connected with 22 businesses regarding Business View Article advertising opportunity. Participated in the article interview with Mayor Bridal on January 16.
- Had 3 inquiries into lots for development in Sask Valley.
- Prepared sample Lot Sales Marketing Plan.
- Marketing Your Business with a Smartphone, Importance of Contracts, Driving Brand Awareness, Choosing the Right Advertising for your Business & Go Digital Sask webinars.
- Provided resources for Swift Current Dental Associates for their Dentist trade fair to attract new professionals.
- Worked with GIS Planning to update GrowWithSwiftCurrent website.
- Connected with Christina Birch of Destination Business to obtain more resources.
- Meeting with CEO of Great Plains College.
- Regional EDO meeting with Royce Petty to discuss the Southwest Saskatchewan Tourism Development & Investment Attraction Hub proposal.

Tourism:

- Tourism SC Branding committee meetings to consider presented options for logos and tag phrases from Pebble Creative. Consensus was reached by the end of this month, and the new branding will roll out over the next few months on new website, and at the Spring 49 x 110 conference.

- Branding Committee Meeting session with Pebble Creative.
- Monthly Tourism Board meeting.

Licences & Bylaw:

- The combined total of new and existing business licenses total 744, with an amount of \$78,155 in permit fee revenues.
- (238) Dog Licenses issued resulting in \$2,443 in dog tag revenues, and (64) Cat Licenses issued with an amount of \$175 in cat tag revenues.

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

- 4 Animal Control Complaints (running at large, barking, etc.)
- 1 Business Complaints (advertising/operating without a business license)
- 0 Commercial Property Complaints
- 3 General Complaints (snow, garbage, trees, etc.)
- 2 Property Complaints (unsightly, untidy, etc.)
- 22 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.)

SWIFT CURRENT FIRE DEPARTMENT JAN 2024 - MONTHLY CAO REPORT



Report from Jan 1 – 31:

Type of call:	January	YTD totals
Fire	15	15
Medical	42	42
MVC	0	0
Rescue	0	0
Hazardous Condition	4	4
Other	3	3
Fire Pit Complaints	0	0
Investigations	1	1
Total	65	65
Inspections	60	60

Career Development:

CAREER TRAINING (In-House – No cost):

Practical: SCBA review, Fire Ground Survival, Land Locations

Medical: Acetaminophen & Acetylsalicylic Acid

Online: Allergies & Anaphylaxis/Fire Detection, Alarms, Suppression systems

AUXILIARY TRAINING (In-House – No cost):

Theory: PPE

Practical: Donning/Doffing, gear inspection & cleaning

EDUCATION:

Business Continuity Management (1) \$ 410.00

Monthly Total \$ 410.00

REPAIRS:

Utility 1 \$ 100.00

Monthly Total \$ 100.00

BILL OUTS:

Bottle Fill \$ 191.00

Monthly Total \$ 191.00

Fire Calls:

Due to the extreme cold temperatures, false alarm calls for the month of January were increased. Crews responded to 14 alarms due to system malfunctions or failures. The most difficult fire to extinguish is listed below in the photo description.

Photo description:

Crews were called to a truck fire in a local business during the extreme cold weather. Temperatures made extinguishment very difficult. Along with the difficulties of flowing water and icing up all our equipment, the slip hazard with all the ice that was created a very dangerous fireground. Crews were successful in the extinguishment and the building that the truck was parked beside sustained minor smoke damage and did not become involved in the fire.



Date: January 19, 2024
To: Chief Administrative Officer
From: Michael Newall, Parks Manager
Subject: **Amendment to Cemetery Bylaw No. 3 – 2017**

Background: In 2017 City Council passed a new Cemetery Bylaw to establish control and regulations of Cemeteries owned and operated by the City of Swift Current in accordance with *The Cemeteries Act* and *The Cities Act*.

This past year, this bylaw was flagged for review under the Community Services Division bylaw audit. This review was commenced by cemetery staff.

Objective: Bylaw reviews help to ensure that the standards and needs of the cemetery are current and meeting the needs of the community. Upon review some areas were identified for updates and changes and have been detailed on the attached Schedule “A”.

Cemetery Rates & Fees were reviewed and passed by Council Resolution on January 23rd, 2023 for the period of February 1st, 2023 to January 31st, 2025. As a matter of housekeeping the existing rates shall be incorporated within a schedule and attached to the said bylaw.

Options:

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

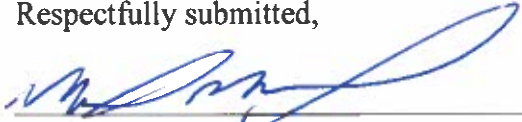
Alignment with Strategic Plan: The cemetery bylaw review falls in line with the five (5) year strategic goals of Strengthening Our People, Leadership and Governance. Ensuring that our bylaws are current and that our present practices and procedures are in line with the bylaw enhances and ensures strong leadership and governance.

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


Budget/ Financial Implications: Fees set out within the schedule shall be approved at the terms set out. These revenues help to offset the operational costs of the three (3) cemeteries Mount Pleasant, Mount Pleasant Burial Park and Hillcrest Cemetery.

Environmental Implications: N/A

Respectfully submitted,



Michael Newall, Parks Manager

 Reviewed and Approved on this 25th day of January, 2024.

SCHEDULE "A" - Changes shown in red

Section 10

10. INTERMENT OR BURIAL OF HUMAN BODIES

- (a) No person shall inter any human body in any land situate within the limits of the City of Swift Current other than Mount Pleasant Cemetery, Mount Pleasant Burial Park or Hillcrest Cemetery or such other lands as may hereafter be appropriated or approved by City Council until such person shall have complied with the provisions of The Public Health Act, and The Vital Statistics Act, and The Cemeteries Act, of the Province of Saskatchewan.
- (b) No person shall inter any human body until and unless:
 - (i) Registration of Death, prescribed by the Department of Public Health, Division of Vital Statistics, has been filed with the Registrar of Vital Statistics.
 - (ii) A Burial Permit, prescribed by the Department of Public Health, Division of Vital Statistics, has been issued by the Registrar of Vital Statistics.
 - (iii) An order for Interment has been issued by the City Tax Roll Clerk.
- (c) No interment order shall be issued by the City Tax Roll Clerk until payment of the appropriate fee for the lot or lots, or niche or niches and other cemetery services as set by the resolution of Council has been received.

This provision shall not apply to the interment of bodies of destitute persons or unclaimed bodies for the interment of which the City may be responsible.
- (d) No person shall inter or cause to be interred any body in a grave which shall be no less than 1.2192 meters (four (4) feet) from the surface of the ground surrounding the grave to the top of the coffin or casket.
- (e) No person shall inter or cause to be interred more than one body in a casket.
 - (i) Each lot shall contain no more than one (1) casket and two (2) cremated remains.
 - (ii) **A child lot shall contain no more than one (1) child interment.**
 - (iii) No more than three (3) occupancies shall be permitted in a single lot.
 - (iv) Interment of cremated remains must occur either following or during interment of a casket.
- (f) No person shall open any grave for the purpose of a second interment of a casket.
- (g) Order for interment of a casket shall be given in time to allow forty-eight (48) hours to prepare a grave. Provided however, that this section shall not apply to infectious cases or emergent cases when the Provincial Health Regulations shall take precedence. A Physician's Certificate certifying danger or contagion of infection shall be required.

- (h) Order for interment of cremated remains shall be given in time to allow twenty-four (24) hours to prepare a grave.
- (i) For all casket interments, the use of fiberglass vaults c/w base, shall be mandatory, vaults are to be delivered to the Cemetery one (1) business day prior to the time set for the interment.
- (j) During an interment service or family grave side service, all work in the Cemetery shall be discontinued.
- (k) **Interment(s) shall be deferred due to inclement weather or poor ground conditions.**

Section 12

12. INURMENT AND INTERMENT OF CREMATED REMAINS

- (a) A single urn shall contain only the cremated remains of one (1) person or one (1) child.
- (b) No more than three (3) cremated remains may be interred in a single lot.
- (c) Only one (1) cremated remains may be interred in a single cremation lot.
- (d) **Up to two (2) cremated remains may be interred in a double cremation lot.**
- (e) Cremated remains may be interred in a columbarium niche, a separate single lot, cremation lot or in an existing grave in which a member of the family has been interred.
- (f) In the section of Mount Pleasant Cemetery known as the Veterans' section, the cremated remains of both a husband and wife, either one being a Veteran, may be interred in a single lot or cremation lot, provided at the time of the first interment, the City is notified in writing that one half of the lot will be reserved for a second interment of cremated remains.
- (g) No person shall inter or cause to be interred cremated remains in a grave which shall be no less than 30 centimeters (twelve (12) inches) from the surface of the ground surrounding the grave to the top of the urn.
- (h) Registration of Death, prescribed by the Department of Public Health, Division of Vital Statistics, has been filed with the Registrar of Vital Statistics.
- (i) Upon receipt of payment of the appropriate fees thereof as may be specified by resolution of Council, the City Tax Roll Clerk shall issue an Order for Interment of cremated remains.

Section 17

Currently reads:

17. FEES FOR GRAVE LOTS AND CHARGES FOR CEMETERY SERVICES

The fees for purchase of grave lots and charges for providing cemetery services shall be set by resolution of Council.

Will be replaced with:

17. FEES FOR GRAVE LOTS AND CHARGES FOR CEMETERY SERVICES

All rates and fees associated with this Bylaw shall be set by resolution of Council and incorporated as Schedule "B" attached hereto.

SCHEDULE "B"

Cemetery Rates 2023 & 2024

Including GST for the period February 1, 2023 – January 31, 2025

Lots	2023	2024
Resident	\$ 1,594	\$ 1,656
Non-Resident	\$ 2,208	\$ 2,293
Child - Resident	\$ 680	\$ 706
Child – Non-Resident	\$ 1,107	\$ 1,149
Cremation Lot – Single Resident	\$ 859	\$ 892
Cremation Lot – Single Non-Resident	\$ 1,228	\$ 1,275
Cremation Lot – Double Resident	\$ 1,200	\$ 1,248
Cremation Lot – Double Non-Resident	\$ 1,800	\$ 1,872
Single Niche - Premium	\$ 2,697	\$ 2,800
Single Niche – Bottom 2 Rows	\$ 2,452	\$ 2,547
Companion Niche – Premium	\$ 4,170	\$ 4,331
Companion Niche – Bottom 2 Rows	\$ 3,925	\$ 4,076

Interment / Disinterment	2023	2024
Adult		
Weekdays	\$ 1,479	\$ 1,479
Sat, Sun, Stat holidays & Weekdays after hours	\$ 2,181	\$ 2,181
Child		
Weekdays	\$ 854	\$ 854
Sat, Sun & Stat Holidays & Weekdays after hours	\$ 1,556	\$ 1,556
Cremated Remains		
Weekdays	\$ 866	\$ 866
Sat, Sun & Stat Holidays & Weekdays after hours	\$ 1,084	\$ 1,084
2 nd & 3 rd Interment on a Regular Plot	\$ 1,084	\$ 1,084
Columbaria	\$ 230	\$ 230
Monument Installation Permit	\$ 95	\$ 95
Administration Fee	\$ 95	\$ 95



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: February 2, 2024
To: Chief Administrative Officer
From: Fire Chief
Subject: Incident Command System Training for Executives

ICS – 402, the Incident Command System for Executives, offers Council members a high-level of understanding of the critical role of the Incident Command System (ICS) in municipal emergency management. The training provides insights into the history, features principles and organizational structure of ICS, emphasizing the collaborative relationship between the Incident Commander and the Council executives.

Undertaking ICS – 402 allows Council members to gain a comprehensive perspective on how ICS functions within the broader emergency management framework, enabling them to contribute meaningfully to decision-making processes during incidents. This informational training enhances Council's overall preparedness, fostering a cohesive and coordinated approach to emergency response, ensuring effective communication, and collaboration with the Incident Command System.

Incident Command System for Executives will enhance leadership and governance during an incident, directly contributing to community safety and wellbeing, ensuring that Council has a foundation for understanding and participation within an ICS environment.

This training session will take place today immediately following the Governance and Priorities meeting. This presentation is truly a joint effort between the City's Acting Emergency Management Coordinator, Marlene Funk, and Brendan Anderson, of the Saskatchewan Public Safety Agency (SPSA). Brandon serves as Saskatchewan's southern response area Emergency Services Officer, and I welcome him to our City.

Respectfully submitted,



Ryan Hunter, Fire Chief



Reviewed and Approved on this 5th day of February, 2024.

Date: February 9, 2024
To: Chief Administrative Officer
From: City Clerk
Subject: New Smoking Bylaw

Background: The current Smoking Bylaw was created in January 1985 with subsequent amendments passed in October of 1985 and again by way of Bylaw No. 23 - 1993. Since this time additional mechanisms for tobacco and nicotine consumption have been introduced and smoking regulations have changed. Most notably is within regulations and Provincial legislation, now known as *The Tobacco and Vapour Products Control Act*.

Objective: This Bylaw was flagged for review as it was noted during a regular visit from Staff Sergeant Gordon and Cst. Curti, that enforceability within schools and for use of vapour products, is limited by the provisions of the existing Bylaw.

The Government of Saskatchewan recently enacted further restrictions dealing with tobacco products and consumption effective February 1st, 2024. These restrictions include additional provisions to reduce youth access to tobacco products, by banning use of tobacco and vapour products in schools and on school grounds, and to protect residents from the harms associated with environmental tobacco smoke and vapour.

Taking into consideration the comments provided by Staff Sergeant Gordon and Cst. Curti, as well as the recent changes to legislation, the new Smoking Bylaw will provide additional enforceability, include the additional methods of tobacco and nicotine consumption, and ensure the protection of residents from tobacco and vapour smoke while in a public place.

Options:

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

Alignment with Strategic Plan: The new Smoking Bylaw will provide for additional means in which to enhance the safety and comfort of all people within the City of Swift Current and ensure strong leadership and governance.

Governance Implications: To ensure that the City has an up-to-date bylaw and that our present practices and procedures meet legislative requirements.


Budget/ Financial Implications: N/A

Environmental Implications: N/A

Respectfully submitted,



Jackie Schlamp, City Clerk

 Reviewed and Approved on this 9th day of February, 2024.

BYLAW NO. X – 2024

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to regulate, control and prohibit smoking in public places.

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 “**Smoking 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.

3. Purpose

The purpose of this Bylaw is to promote the safety, health and welfare of people and promote safe, enjoyable and reasonable use of public places for the benefit of all residents and visitors by prohibiting smoking and limiting the impact of smoke on persons using public places.

This Bylaw is intended to adopt the restrictions and supplement the legislation under *The Tobacco and Vapour Products Control Act*, *The Tobacco Control Regulations*, *The Public Health Act, 1994*, *The Cannabis Control (Saskatchewan) Act* and *The Summary Offences Procedure Act, 1990*.

4. Definitions

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

- a) “**Act**” means *The Cities Act*.
- b) “**Authorized Individual**” means any person who is a paid or unpaid employee of any Public Place and includes: a full-time, part-time, temporary, permanent, seasonal, and casual employee, volunteer or contractor or an Officer as described within this Bylaw.

- c) **“City”** means the municipal corporation of the City of Swift Current.
- d) **“Common Area”** means lobbies, foyers, stairwells, hallways, elevators, corridors, cloakrooms, amenity areas, washrooms, change rooms/dressing rooms, food seating areas and outdoor theatres of any building or facility.
- e) **“Council”** means Council for the City of Swift Current, elected pursuant to the provisions of section 11 of *The Local Government Elections Act, 2015*, as the governing body of the municipality.
- f) **“Designated Smoking Area”** means an identifiable location outside of a building or facility in which smoking is permitted.
- g) **“Electronic Cigarette” or “E-Cigarette”** means all or any of the following:
 - i. a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vaporizing an e-substance for inhalation or release into the air;
 - ii. a prescribed product or device similar in nature or use to a product or device described in subclause i.
- h) **“Electronic Substance” or “E-Substance”** means a solid, liquid or gas that, on being heated, produces a vapour for use in an e-cigarette, regardless of whether the solid, liquid or gas contains nicotine.
- i) **“Herbal Substance”** means both an actual, naturally-occurring plant and/or the product(s) and/or substance(s) derived from but not exclusive to the whole plant, roots, stems, flowers or leaves and which are made available in forms including but not limited to liquid extracts, powders, capsules, tablets or teas.
- j) **“Indoor Public Place”** means all or any part of a building, facility or other enclosed place to which the public has access as of right or by express or implied invitation, or that is rented or leased by a person for public or private use and includes any enclosed place that is owned, operated, managed or maintained by the City.
- k) **“Legislation”** means any Acts, Regulations, and Laws enacted by the Province of Saskatchewan or in the Country of Canada as may be amended from time to time.
- l) **“Officer”** means any Bylaw Enforcement Officer or Peace Officer, appointed or designated by Council for the purpose of enforcing this Bylaw or any municipal law enforcement officer, such as a member of the Royal Canadian Mounted Police.
- m) **“Outdoor Public Place”** means all or any or property, green space, park, or other open space to which the public has access as of right or by express or implied invitation, or that is rented or leased by a person for public or private use and includes any outdoor space that is owned, operated, managed or maintained by the City.
- n) **“Park”** means any open green space that is used for the enjoyment of the public for both passive and active recreational activities, which may have facilities for rest or recreation.

- o) **“Person”** means any corporation, firm, partnership, association, registered company, unincorporated group of persons, natural person or other aggregation of the same.
- p) **“Play Area”** means an outdoor area for children to play on, which includes skate parks, bicycle parks, outdoor pools, and water spray parks.
- q) **“Public Place”** means any Indoor Public Place or Outdoor Public Place.
- r) **“School”** means a school or independent school as defined in *The Education Act, 1995* and includes:
 - i. grounds surrounding a school;
 - ii. athletic fields;
 - iii. parking lots;
 - iv. green space; and
 - v. spaces rented or leased by other groups if it is owned or operated by the school or school division.
- s) **“Smoke” or “Smoking”** means to inhale, exhale, burn or carry a lighted cigarette, e-cigarette, hookah pipe, pipe, or other lighted smoking equipment that burns tobacco, a herbal substance or other substance.
- t) **“Sports Field”** means an outdoor area designated and intended for use in a specific sporting event and includes soccer fields, football fields, baseball diamonds, tennis courts, and similar areas.
- u) **“Tobacco”** means tobacco in any form in which it is used or consumed and includes snuff and raw leaf tobacco but does not include any food, drug or device that contains nicotine to which the *Food and Drugs Act (Canada)* applies.
- v) **“Vape” or “Vaping”** means the use of an e-cigarette.

5. Schedules

The following schedules, appendixes and forms are attached to, and form part of, this Bylaw:

- a) Appendix “1” – No Smoking Sign;
- b) Schedule “A” – Offences for which a Violation Notice may be issued;
- c) Form “1” – Notice of Violation;

6. Interpretation

- 6.1 Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this Bylaw.
- 6.2 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.

- 6.3 Unless the context otherwise requires, words importing the singular number shall include the plural and vice versa.
- 6.4 If a provision of this Bylaw conflicts with the provisions of any Legislation, then the Legislation shall prevail.

PART II APPLICATION

7. General Prohibition

- 7.1 No Person shall Smoke or Vape:
- a) in an Indoor Public Place, including Common Areas and Schools;
 - b) within three (3) meters of a main entrance, secondary doorway, window or air intake of an Indoor Public Place;
 - c) inside a public or City vehicle;
 - d) in an Outdoor Public Place, including Common Areas, Parks, Play Areas and Sports Fields, except within a Designated Smoking Area; or
 - e) within three (3) meters of the boundaries of an Outdoor Public Place, Common Area, Park, Play Area or Sports Field.
- 7.2 No Person shall:
- a) fail to leave a Public Place after an Authorized Individual has given the person notice or direction to leave for Smoking or Vaping in a Public Place; or
 - b) enter or use a Public Place after an Authorized Individual has prohibited the person's entry or use for Smoking or Vaping in a Public Place.

8. Signage

- 8.1 The owner of any Public Place as herein defined shall ensure that signs in the manner, size and location prescribed in *The Tobacco and Vapour Products Control Act*, indicating that Smoking and Vaping is prohibited, an example of which is shown in the attached Appendix "1", are displayed in a clearly visible location at all entrances to the public area.
- 8.2 The City may post signs indicating that Smoking and Vaping is prohibited in any Public Place.
- 8.3 No person shall remove, cover up or alter any sign which has been displayed or posted pursuant to this Bylaw.
- 8.4 The absence of a sign as required by subsection 8.1 does not relieve any person from compliance with Section 6 of this Bylaw.

9. Exemptions

- 9.1 Nothing in this Bylaw prohibits a person from Smoking in any place designed, intended, and used exclusively as a private residence.
- 9.2 Nothing in this Bylaw prohibits a person from using an Electronic Cigarette for the sole purpose of testing the device, or sampling products used with the device, prior to purchase within the confines of the premises of a registered and licensed Electronic Cigarettes retailer.
- 9.3 Nothing in this Bylaw prohibits a person from Smoking or holding lighted Tobacco, Herbal Substances, or tobacco-related products in a public place for traditional spiritual or cultural practices or ceremonies, if the use of Tobacco, Herbal Substances, or tobacco-related products is an integral part of the traditional spiritual or cultural practices or ceremonies being carried out in a Public Place with the consent of the owner.
- 9.4 The onus to prove that the exemption in subsection 9.3 applies shall be on the person alleged to be in violation.

PART III ENFORCEMENT

10. Enforcement Officers

- 10.1 Any Officer or any other person duly authorized or recognized as having been granted authority by Council is hereby designated to enforce this Bylaw.
- 10.2 Without restricting any other power, duty or function granted by this Bylaw, an Officer may:
 - a) carry out inspections to determine compliance with this Bylaw;
 - b) take any steps or carry out any actions required to enforce this Bylaw;
 - c) take any steps or carry out any actions required to remedy a contravention of this Bylaw; or
 - d) establish areas where activities otherwise regulated, restricted or prohibited by this Bylaw are permitted.

11. Offences and Penalties

- 11.1 No person shall:
 - a) fail to comply with any provision of this Bylaw; and
 - b) obstruct or interfere with an Officer or other person acting under authority of this Bylaw.

- 11.2 Any person who contravenes any of the provisions of this Bylaw or fails to comply herewith or with any notice given hereunder is considered guilty of an offence and liable, on summary conviction:
- a) no less than \$100 in the case of a first offense, to a fine not exceeding \$3,000; and
 - b) no less than \$200 in the case of a second offense, to a fine not exceeding \$5,000.
- 11.3 An Officer who has reason to believe that a person has contravened any provision of this Bylaw may serve on that person a Violation Notice, which Violation Notice shall indicate that the City will accept voluntary payment as set forth in Schedule "A" to be paid to the City within ten (10) days.
- 11.4 If payment of the amount specified is made within the time specified, the person alleged to have committed the offence shall not be liable to prosecution for the offence indicated.
- 11.5 Where any person is convicted of an offence or has voluntarily paid a fine for an offence and contravenes the same provision of this Bylaw within a twelve (12) month period, the specified payment payable in respect to the subsequent offence is double the amount shown in Schedule "A" of this Bylaw in respect of that provision.
- 11.6 If payment of the amount specified on the Violation Notice is not made on or before the date indicated on the Violation Notice, an Officer or Peace Officer, as the case may be, may lay an Information under oath as to the offence before a Justice of the Peace for the purpose of obtaining a Summons.
- 11.7 The Summons shall be in the prescribed form and shall provide for the voluntary payment of a penalty for the offence which the person is alleged to have committed. The Summons shall be issued by a Justice of the Peace and shall be served by a Peace Officer or other authorized person.
- 11.8 Voluntary payment of a penalty specified in a Summons shall be made no less than five (5) business days prior to the court date indicated on the Summons. Voluntary payment shall be made in person to the cashier at City Hall during normal business hours.
- 11.9 If payment of the amount specified on the Summons is not made no less than five (5) business days prior to the court date indicated, the person to whom the Summons has been issued shall be liable to prosecution for the alleged contravention of the Bylaw.
- 11.10 Notwithstanding the provisions of this Section, a person may exercise his right to defend any charge of committing a contravention of any of the provisions of this Bylaw.

12. Directors, etc. of Corporations

Every director, officer or agent of a corporation who directed, authorized, assented to, acquiesced in or participated in an act or omission of the corporation that would constitute an offence by the corporation is guilty of that offence, and is liable on summary conviction to the penalties provided for the offence whether or not the corporation has been prosecuted or convicted.

13. Vicarious Liability

In a prosecution for an offence pursuant to this Bylaw, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted or convicted for the offence, unless the accused establishes that the offence was committed without his or her knowledge and that the accused exercised all due diligence to prevent its commission.

14. Evidence

In a prosecution for an offence pursuant to this Bylaw, the judge may infer that any substance or object in question is Tobacco, an Electronic Substance or Herbal Substance within the meaning of this Bylaw from the fact that a witness describes it as Tobacco, an Electronic Substance or Herbal Substance or by a name that is commonly applied to Tobacco, an Electronic Substance or Herbal Substance.

15. 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 VI

REPEAL OF FORMER BYLAW

16. Repeal

Bylaw No. 2 – 1985, Bylaw No. 39 – 1985, Bylaw No. 23 – 1993 and all amendments thereto is hereby repealed.

**PART VII
EFFECTIVE DATE OF BYLAW**

17. Effective Date

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

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

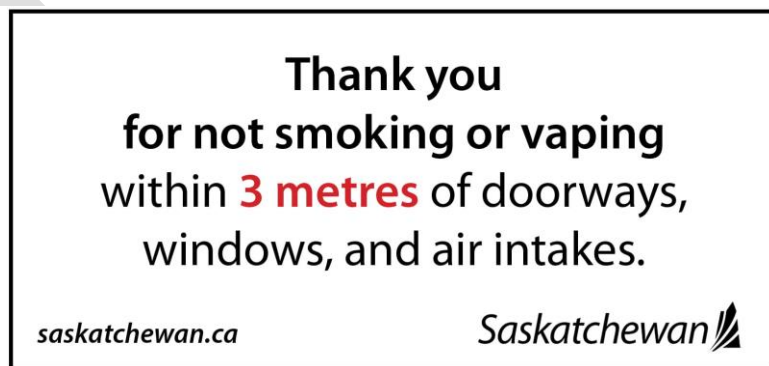
INTRODUCED AND READ a first time this --- day of Month, 2024.

READ a second time this this --- day of Month, 2024.

READ a third time and finally passed this --- day of Month, 2024.

APPENDIX "1"

FORMING PART OF BYLAW NO. X – 2024



Examples Only: manner, size and location must be as prescribed in *The Tobacco and Vapour Products Control Act.*

SCHEDULE "A"

FORMING PART OF BYLAW NO. X - 2024

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

SECTION	DESCRIPTION	FINE AMOUNT
Section 7.1	Smoking or Vaping in a prohibited place	\$150
Section 7.2	Failure to comply	\$150
Section 8.1	Failure to post signage	\$150
Section 8.3	Removing, covering or altering signage	\$500

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

FORM "1"

FORMING PART OF BYLAW NO. X - 2024

VIOLATION NOTICE

RENTL EXPOSE ADHESIVE, REMOVE LINER
 TO EXPOSE ADHESIVE, REMOVE LINER
 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.
			PM.

<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	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