



GOVERNANCE & PRIORITIES COMMITTEE

March 13, 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 March 13th, 2024 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated February 14th, 2024 be approved.

4. Public Presentations

4.1 Presentation by Kevin Steinley regarding Swift Current Creek Watershed Stewards. **1**

4.2 Presentation by Jack Hoffart regarding Epilepsy Awareness Month.

5. Administration Presentations

5.1 CAO update. **3**

6. Strategic Plan

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

8. Agencies/ Boards and Committees

9. Unfinished Business

10. Council's Interest and Communications



GOVERNANCE & PRIORITIES COMMITTEE

March 13, 2024

Council Chambers, City Hall

1:00 p.m.

11. En Camera Requests

- 11.1 A request regarding Contracts and Proposals to be presented by the Chief Administrative Officer. **17**

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

- 11.2 A request regarding Facility Fees to be presented by the General Manager of Community Services **18**

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 March 13th, 2024 be adjourned.

Next Meeting April 24, 2024.



February 5, 2024

Mayor Al Bridal and Swift Current City Council
177 1st Avenue NE
Swift Current, Saskatchewan
S9H 2B1

Re: Swift Current Creek Watershed Stewards

The Swift Current Creek Watershed Stewards (SCCWS) have been a fixture in Southwest Saskatchewan for over twenty years, working to enhance water quality and stream health of the Swift Current Creek. Some of the projects that the SCCWS have recently completed include a comprehensive creek health monitoring project, a Rain Garden in the City of Swift Current to reduce the impact of storm water on water quality in the creek, creating a water use plan for the Town of Herbert, and investigating the possible re-use of excess water from flood irrigation in the Rush Lake and Waldeck Irrigation Projects. In the last two years, the SCCWS has developed a plan to improve Species at Risk Habitat by increasing native grassland in the watershed, surveyed for Prussian Carp in the creek and other waterbodies, mapped invasive weeds along the creek in Swift Current, monitored water quality in the creek and continued the SCCWS's highly regarded student education program, Froghoppers.

The formation of the SCCWS started almost 25 years ago when several concerned stakeholders met to discuss water quality issues in the Swift Current Creek. In the early years of the organization, monitoring and educational projects were completed with funding from government programs, assistance from local governments, and donations from corporations and local organizations. In 2007, the SCCWS started working with the Saskatchewan Watershed Authority (SWA), now the Water Security Agency (WSA) to produce the Swift Current Creek Watershed Protection Plan. This plan was released in 2009 with actions for the SCCWS and other organizations to protect the water quality and stream health of the Swift Current Creek Watershed. The actions in this plan set the annual work plan for the SCCWS and was the basis for funding from WSA to SCCWS. The SCCWS was one of eleven regional Watershed Stewardship Groups that received this funding from WSA, which covered wages and operational expenses such as office rent, insurance, and administrative expenses. The WSA funding was beneficial when applying for projects as it could be leveraged by the SCCWS to increase the funding received to complete projects.

In 2008, the SCCWS started working with the Saskatchewan Ministry of Agriculture to assist with the delivery of Agri-Environmental Programming to help producers implement Beneficial Management Practices (BMPs) that improved the water quality and stream health of the Swift Current Creek. This programming also provided funding to producers to implement these BMPs, adding to farm income in the watershed, while improving the environment.

From 2008 to early 2021 the SCCWS had 2 full time employees and a summer student whose main responsibility was to run the Froghoppers program. However, in the spring of 2021, the contract with the Ministry of Agriculture was terminated and the staff member that delivered the Agri-Environmental Programming left the SCCWS. In the spring of 2022, WSA ceased funding regional Watershed Stewardship Groups, opting to fund watershed stewardship at a provincial level. With these changes in funding the SCCWS is now operating with a part-time Executive Director and a summer student. The change in funding by WSA has meant that there has been an

Educating, monitoring and fostering an attitude of individual responsibility toward watershed stewardship.

increased focus on the delivery of province wide programming and projects, but less on local programming that the SCCWS has always provided.

The SCCWS has worked diligently to ensure its long-term survival through shrewd financial management to build a reserve. This has been done through savings realized when completing projects, especially those where funding could be used to cover wages and operations. However, with the loss of funding sources, the savings from project income has been reduced, especially in the last two years. The loss of funding and ability to complete large scale profitable projects have caused the SCCWS to post significant losses in the past two years. A similar budget shortfall is projected for this fiscal year. These losses are presently being absorbed by the reserve that has been built, but this situation can only last for so long before the SCCWS will have to shutter its operations.

The SCCWS has been developing new relationships and investigating new avenues of funding. However, government and non-government funding has been reduced and is harder to access. This has been exacerbated by WSA's change to funding at a provincial level as local projects are not being prioritised and the SCCWS still sees a need for work that focuses on the health of the Swift Current and Rush Lake Creek Watersheds.

This letter is to inform our municipal stakeholders about the changes to the SCCWS in the past two years and at this time is not an ask for monetary support. However, if the financial situation of SCCWS continues to deteriorate, municipal support maybe required to maintain our operation.

The SCCWS would like an opportunity to discuss the work we have completed, what is being planned and if the SCCWS and your municipality can work together to implement projects and programming to benefit watershed stewardship in your municipality. Please contact our Executive Director, Kevin Steinley, to set up a time that is convenient for a presentation to your council.

To learn more about the SCCWS, our work and our financial position, representatives of your municipality are invited to attend the SCCWS Annual General Meeting on Monday March 4, 2024, at 1:00 PM in the LB Thomson Room at the Swift Current Research and Development Centre.

For more information, to set up a time for Kevin to meet with your council, or directions to our AGM contact Kevin at kevin.sccws@gmail.com or call 306-770-4607.

Sincerely,



Darren Fiddler
Chairperson, Swift Current Creek Watershed Stewards



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: March 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:

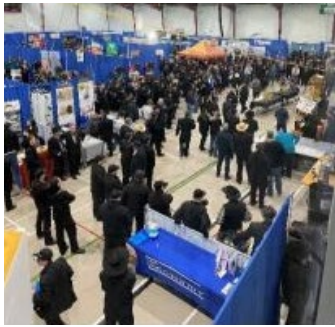
- Community Services
- Corporate Services
- Infrastructure & Operations
- Planning & Growth Development
- Swift Current Fire Department

Respectfully submitted,

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

Jim Jones, CAO

COMMUNITY SERVICES FEB 2024 - MONTHLY CAO REPORT



SK Livestock Growers Show



Stockade – New Siding

Capital/Operating Projects:

- Submitted: *Community Initiatives Fund* application for Welcome to Recreation and Families and Tots (\$10,000); *Co-op Community Spaces* grant application in partnership with Swift Current Ag & Ex (\$150,000) for accessible bleachers.
- Summer Programs Business Sponsorship requests mailed; expecting to receive \$2,000.

Parks:

- Outdoor rinks reopened – February 17 and closed for season – February 25.
- Dump trailer purchased through 2024 Capital Budget.

Museum:

- Rear entrance fob system ordered. Fish aquarium purchased with Living Sky Community Development Grant funds. Mural installed at Ted Knight Saskatchewan Hockey Hall of Fame for Inductee Wall.

Golf Course:

- All cedar tee signs repaired and refinished.
- Irrigation pump sent to Winnipeg to be serviced; 60hp electric motor sent to Regina for rebuild.

Facilities:

- S3 Arena sewer smell problem repaired. The issue was caused by extensive corrosion on cast iron drainpipes under the east arena referee rooms.
- S3 Arena West roll-up fire door failed to open properly. Parts were ordered, and on parts arrival, will be fixed.
- InnovationPlex experienced ammonia leak – February 24. Staff were able to isolate the leak without any plant downtime. Issue will be repaired during shutdown.

Kinetic Park:

- Completed projects include Stockade metal cladding; Palliser Pavilion A/C unit installation; posting of new *No Smoking* and *No Vaping* signs in Stockade and Palliser; 4 church pews re-varnished.
- Ordered 7 digital 2-way radios through 2024 Capital Budget. Purchased 2 volleyball nets and 2 tabletop scoreboards.

Programs/Rentals:

- *Welcome to Recreation* – February clinic was hosted by *Western Athletic Cheer*.
- *Welcome to Tots* – February clinic was hosted by *Thoosa Therapy, Occupational Therapist*.
- *12th Annual Wellness Challenge* concluded – February 18. A total of 21 teams and 187 participants.
- *Fun Day* (sponsored by Whitecap Resources) – February 23. 40 children registered. Special guest *Twist of Fate* lead kids through exercises and dance moves.
- *Munch N Move Valentine's Party* – February 13.
- *Family Fun Week* – February 19-25 offered many fun and free family activities. Monday kicked the week off with *Family Skate* at InnovationPlex hosted by Pioneer Co-op and Innovation Federal Credit Union. Other events included: Family swim, curling clinic, story time, tiny tots, Lego Club, *Coldest Night of the Year* fundraiser, cross-country skiing, and snowshoeing.

Art Gallery:

- Courses/Classes – gross sales: \$1,771. Art supplies – gross sales: \$486.88.

Museum:

- *Market at the Museum* – February 10. *Lyric AGM meeting* – February 13. *Lorne Scott (Protecting the Prairies) Lunch and Learn*; *Naturalists meeting*; *Lyric Write Out Loud* – February 21. During February break University of Regina *EYES (Educating Youth in Engineering and Science)* held a 2-day science camp.

Golf Course:

- Swift Current Nordic Ski Club held *Family Fun Event* – February 25.

Facilities:

- InnovationPlex bookings – 7 Conference Room. Broncos hosted 8 home games.
- Curling Club hosted Saskatchewan Mixed Doubles Provincials – February 16-18.
- Minor Hockey hosted 3 tournaments in February.
- LCol Clifton Centre bookings – pickleball, tennis, basketball, birthday parties.

Kinetic Park:

- Stockade events: *Jr. Sundogs Volleyball Tournament* - February 24-25; *Saskatchewan Livestock Growers show* – February 22.
- Palliser Pavilion events: *Ag & Ex AGM meeting* – February 28.

Aquatics:

- Courses included: Bronze Cross Course, Lifesaving Instructor Course and Lifeguard Recertification Courses.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	507	Open Gym	8	Munch N Move	6
TKSHHOF	479	Active Play	52	Coffee Time	15
AGSC / Art Store	308	Pickleball Drop in	56	Tots Play	6
AGSC - Membership Renewals	7	Forever in Motion	70	Outdoor Rinks	2270
Safe Places Certifications	20	Pre & Post Pregnancy	24	Swimming Lessons	671
Safe Places Recertifications	7	Chair Yoga	57	General Swim	3201
Safe Places Codes	10	Welcome to Recreation	56	Swim Clubs/school Rentals	822
Walking for Wellness	264	Welcome to Recreation: Families & Tots (families)	14	Fitness Swim	537

User/Rental/Community Connections:

- In conjunction with the STEM exhibition the Museum is accepting nominations to recognize local women in STEM.
- Evening Museum tours were held for Girl Guides, Embers, and Scouts.
- Renewed Safe Places Affiliation with Swift Current Fun Park and Swift Current Minor Girls Softball.
- Applications for Regular Season and Special Event bookings closed – February 14.
- Community Support Grant applications closed – February 14. Received 73 applications. \$122,275 funds available for distribution.
- Marketing for City Wide Connection – March 6 took place with radio, paper, and social media advertising.
- Swift Current Kiwanis sponsored free swimming in February to youth 14 and under.
- Memorandum of Understanding signed with Windscape Kite Festivals.
- Contract Agreements finalized with Lions Club and Swift Current Ag & Ex.

Bet You Didn't Know:

- That the Saskatchewan Livestock show raised 8,000lbs of pork with a donated value of over \$25,000 going to charity and they added \$18,000 generated at the auction sale during the trade show. Two Kinetic Park staff were invited to be judges for the best pie contest.

CORPORATE SERVICES

FEB 2024 - MONTHLY CAO REPORT



Projects:

Information Technology:

- **Project Updates and Milestones:**
 - Collaborating with external consultants to facilitate the installation of the HR/Payroll system along with the remaining financial ERP modules.
- **Operational Performance Metrics:**
 - 100% Network uptime at all city facilities in February
 - Upgraded InnovationPlex wireless network, improving ticket scanning reliability during high-volume events.
- **Security and Compliance:**
 - Enhancements to cloud firewall configurations- more stringent access controls
 - Mitigated several email security threats, ensuring no critical data was compromised through continuous monitoring and rapid response protocols.
- **Budget and Expenditure Report:**
 - Saved \$10,000 by committing to a 3-year term for antivirus subscription.

Assessment & Taxation:

- Preparation of **2024 Preliminary Assessment Roll.**

Finance:

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

Purchasing:

- **2024 Compost Operations RFP** - opened Feb. 5, closed Feb. 28
- **Active Transportation Pathway Fence RFP** - opened Feb. 15, closes Mar. 1
- **2nd Ave Overpass Abutment Repairs RFP** - opened Feb. 23, closes Mar. 15
- **Golf Course Triplex Greens Mower RFP** - opened Feb. 5, closed Feb. 29
- **Fairway Mower Replacement RFP** - opened Feb. 5, closed Feb. 29
- **Golf Course Utility Vehicle Replacement RFP** - opened Feb. 5, closed Feb. 29
- Planning a **surplus sale** this spring

Staffing:

Postings:

- **2024 Summer Student Recruitment:** January 21 – February 21
- **Visitor Service Coordinator:** January 19 – February 2
- **Administrative Assistant:** January 31 – February 6
- **Vac/Jet Truck Operator:** February 6 – February 20

- **Storekeeper:** February 6 – February 20
- **Director, Financial Services:** February 6 – March 22
- **Director, People and Organizational Culture:** February 6 – March 22
- **Pool Technician:** February 12 – February 18
- **Customer Service Payment Clerk:** February 13 – February 20

Filled:

- **Electrical Distribution Clerk:** Permanent Full-Time (start date: February 1)
- **Firefighter:** Permanent Full-Time (start date: February 1)
- **Visitor Service Coordinator:** Permanent Full-Time (start date: February 26)
- **Administrative Assistant (Community Services):** Temporary Full-Time (start date: February 26)

Occupational Health & Safety:

- Noise level testing on equipment at the Airport and with Light and Power.
- Ten (10) City staff attended Mental Health First Aid Training.
- OHS Administrator attended Provincial Disaster Assistance Program (PDAP) training.

Customer Service/Community Connections:

- **Promotions and programming** – Free youth swimming, City Wide Connection promotion, Welcome to Recreation Tots, multiple posts about Family Week, outdoor rink updates, bidding opportunities, and employment opportunities.
- **Facebook Stats:** Facebook gained 30 followers, and its reach increased by 15% to 34.5K. The top post was advising that Kiwanis Swift Current would be sponsoring free swimming at the Aquatic Centre, for youth 14 and under, for the entire month.
- **Instagram Stats:** Instagram gained 26 followers and its reach increased 21% to 2.6K. The top post on this platform was a reel of Mayor Al Bridal attending the Swift Current & District Chamber on Ice event with appearances by the Swift Current Broncos.
- **X Stats:** City X earned 249 impressions per day, which is an increase of 23% over January, for a total of 7.2K impressions, a 14% increase over January. The top performing post was promoting the return of the Ted Knight Saskatchewan Hockey Hall of Fame Induction Dinner.

Bet You Didn't Know:

- City staff sent over **10,000 emails** cumulatively in the month of February alone.

INFRASTRUCTURE & OPERATIONS

FEB 2024 - MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

Hydrovac Pits

- Strictly Fences from Moose Jaw installed 1000 ft of new fence which includes:
 - 2 – 10 ft gates
 - 1- 4 ft man door gate
 - 1 – 25 ft electric gate that will be installed in spring.

Snow Removal

- Night Shifts on February 12 and 13.
 - February 12 - 6.8 km of snow removed in the downtown business district and 3.5 km removed in the school zones.
 - February 13 – 9.35 km of snow removed in the main arteries in residential zones.
- Daily Winter Maintenance
 - Steaming catch basins and culvert inlets/outlets.
 - Sanding streets and gravel lanes.
 - Clearing snow and sanding of sidewalks

General Maintenance

- Jetting storm and sanitary lines
- Hydro-vac services for various departments

Fleet Service Highlights:

- **Golf Course Equipment** – Started servicing mowers.
- **J1 –Streets Jet Truck** - Passed Annual Safety Inspection
- **T156 – Access Transit Bus** - Passed Annual Safety Inspection
- **Shop safety meetings:** February 1, 15, and 29.

Oil Change Services

- Light Trucks - 22
- Heavy Trucks - 4
- Equipment - 6

General Repairs

- Light Trucks – 27
- Heavy Trucks – 13
- Equipment – 19

Waterworks:

Water Distribution and Wastewater Collection

- T2 had 32 appointments.
- T63 had 26 locates.
- Box and Rods- 2
- Sewer service camera jobs- 3

- Hydrant maintenance
- Lowered manhole on Cypress Point.
- Water main break on 19th Ave NW and Herbert St.

Water Treatment Plant (WTP)

Operations

- Received replacement switches for Water Treatment Plant generator automatic transfer switch. To be repaired March 4.
- Received initial draft of new Permit to Operate waterworks. The existing Permit is set to expire March 31. Very minimal changes were proposed. An additional in-house test will now be required twice daily.
- New Northwest Zone pumps at North Hill Reservoir were put into service. These pumps will allow us to provide adequate water supply to the Northwest and Trail zones while the old pumps are decommissioned, and new piping can be installed.
- Received 40010 kg of Alum.
- Received 8220 kg of Caustic.
- Received 40 bags of Polymer.
- Received 10 barrels of Fluoride.
- Total treated water pumped in February: 171.60 ML

Wastewater Treatment Plant (WWTP)

Operations

- February total of treated effluent WWTP – $91,205 m^3$.
 - Approximately 76 % of all flow from Main lift station ($119,160 m^3$).
 - Wasted approximately $938 m^3$ of sludge to the lagoon.
- Final effluent results for February – WWTP laboratory (average):
 - cBOD – **2.01** mg/L, removal rate of **98.8%**. Permit level **10** mg/L
 - TSS - **3.1** mg/L, removal rate of **97.4%**. Permit level **10** mg/L
 - Tphos – **0.16** mg/L, removal rate of **86.6%**. Permit level **1.0** mg/L
 - NH3 - **1.34** mg/L, removal rate of **95.2%**. Permit level **3.0** mg/L
- Repaired valve actuator on main influent line.
- Calibrated several bioreactor valves to try and get them into automatic mode.
- Fiberoptic connectors installed for latest PLC upgrade.
 - Delco Automation completed phase 3 (of 5) upgrades during the week of Feb 26.
 - Will attempt to combine phases 4 & 5 by year end if budget allows.
- Adjusted flow and dissolved oxygen flow to maximize efficiency of WWTP.

Lift Stations

- A local contractor troubleshoot and repaired generator at #3 lift station.
 - Overspeed sensor faulty. Cleaned and put back into service.

Irrigation – Lagoon Operations

- Contractor replaced 2 power poles and transformer platform at irrigation dugout.
- Lagoon levels measured at **43.1”** on February 6.
 - Level increasing approximately 4.3” per month.

Regulatory Issues

- Covid-19 samples sent to SHA at Roy Romano Laboratory.
 - February 1 results show **56.1** copies/mL (medium).
 - February 6 and 8 average results show **68.1** copies/mL (medium).
 - February 15 results show **47.7** copies/mL (medium).
 - February 21 and 22 average results show **32.3** copies/mL (med).
- SC Creek samples January 10.
 - Results under permit.

Engineering:

North Hill Reservoir Pumphouse Upgrade

- Frontier Builders has submitted a revised commissioning plan. They are continuing to review the sequence of tasks and will update the commissioning plan accordingly.
- Closed loop testing and bringing pumps online started at the end of February.

Engineering Projects

- Tree removal was coordinated through Community Services, in preparation for 2nd Ave SE & Gladstone traffic signal project.
- Completed bid evaluations, preparing contracts and Council reports to be presented at the March 18 Council meeting, for the following projects:
 - Annual Paving & Sidewalk Program
 - Paving Maintenance
 - Micro-surfacing
 - Active Transportation Asphalt Pathway
 - Active Transportation Retaining Wall
 - Creek Bank Rehabilitation
- Request for Quotes were advertised and closed for Active Transportation Site Preparation and Excavation and the Downtown Paving Stone Install.

Bid documents were advertised for:

- 2nd Ave SE Overpass Repairs – closes on March 15.
- Active Transportation Fence – closes on March 1.
 - Drawings for media and traffic accommodation plans are in progress for all the above-mentioned 2024 projects.

Light & Power:

Tenancy Changes:

Connects – 101
Disconnects – 94
Transfers – 19

Line Locates:

Urban – 20
Rural – 7

Meter Changes:

Electrical – 0 commercial, 1 residential
Water - 0 commercial, 6 residential

Meter Reading:

Monthly billing cycles

Projects

- 11 Streetlight Repairs
- Annual tree trimming around primary, secondary lines, and house services (Northeast section of city).
- Identify and mark which overhead transformers need to be tested for PCBs.
- Both single bucket trucks needed ribbon hoses replace in the boom due to wear
- Prepare and accommodate building move of a house to 5th Avenue NW.
- Conversion of 20 streetlights from high pressure sodium to LED
- Sorted obsolete inventory, material, and equipment for disposal or for auction.

Solid Waste & Diversion:

East Landfill

- Landfilled – 1,210 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – a 5% decrease from February 2023 (1,275 tonnes).
- Diversion materials – 188 tonnes – 32% tonnage increase from February 2023 (143 tonnes).

West Landfill

- Landfilled – 6,732 tonnes – 42% tonnage increase from February 2023 (4,744 tonnes).

Recycle Depot

- February accommodated 1,571 visits – an 11% increase from 1,415 visits in February 2023.
 - 12 loads of cardboard, 4 loads of paper and 3 loads of plastic.

Transit Services:

Passenger Data

- The Swift Transit line accommodated 2,602 passengers in February.
- The Access Transit line accommodated 687 passengers in February.

PLANNING & GROWTH DEVELOPMENT FEB 2024 - MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of \$246,140 in building permits were issued in February for (1) new industrial permit, and renovation/alteration/ permits for (2) commercial and (2) residential locations.

Last year, there were no permits issued for February 2023.

Comparison:

- Total overall Building Permit values in **2023** to the end of February = **\$ Nil**
- Total overall Building Permit values in **2024** to the end of February = **\$246,140**

Development permits/inquiries/subdivisions:

- A subdivision application for 1501 North Service Road E. to create a feature lease lot was approved by Council. The subdivision will accommodate a long-term lease for the existing service station.
- Notice of Council's intent to consider adding existing mobile homes to the UR District of the Zoning Bylaw was given at the February 20 regular meeting and will be advertised in the February 29 and March 7 editions of the Southwest Booster. The public hearing has been scheduled for March 18.
- A Development Permit application is currently under review to redevelop the service station at 510 South Service Road E.
- The demolition of 26 Central Avenue N. is now complete, although no plans for new development have been received.
- A demolition permit was approved for the car wash building at 610 South Service Road E. The Pioneer Co-op will likely submit plans to re-develop that part of the site in the near future.
- The Junior Building Inspector was appointed as a Building Official for the City and is now handling any permits and inspections within the scope of the Class 1 License. This includes construction related to one- and two-unit residential dwellings. The Building Inspector has also successfully completed two of three exams required for the Class 2 License and will challenge the third and final exam in March.
- City Hall improvements included installation of security gates to separate the front public area from the administrative areas and flooring renos for the southeast stairwell.

Business Development:

- Focus for the month was to gather feedback from contractors and realtors on our current residential & industrial lot inventory for sale. Organized a luncheon, fifteen

(15) contractors attended; valuable conversation ensued. Met with individual realtor groups, collecting valuable feedback from their perspective. Results will be compiled into a report/presentation.

- Met with developers to field inquiries into potential development project.
- Participated in meetings to discuss the Ambassador Program with two members of Council, presentation by Director, Light & Power, on a solar proposal, initial exploration of non-profit user group support workshops with Community Services, and Assessment & Taxation session to prepare for public inquiries pertaining to assessment notices.
- Attended Chamber of Commerce Grand Opening & Chamber On Ice, and the Newcomer Welcome Centre Career Expo.
- Acquired new business resources through the Chamber presentation from GO Digital SASK, and connected with representative from BDC on services they offer. Provided these resources to several newly formed businesses, including New Beginnings Thrift Shop and one entrepreneur in the planning stage.
- Assisted existing business by facilitating discussion to address development issues.

Tourism:

- Collaborated with Tourism Swift Current for Tourism Saskatchewan's Marketing Events Program Partnership application. Application consisted of a new website, social media campaign and request to cover the cost of re-branding.
- Planning for 49 x 110 Conference in May. Sponsoring Jace Anderson from Tourism Medicine Hat as one of the speakers.

Licences & Bylaw:

- The combined total of new and existing business licenses total 308, with an amount of \$35,310 in permit fee revenues.
- (340) Dog Licenses issued and (90) Cat Licenses issued.

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

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

SWIFT CURRENT FIRE DEPARTMENT FEB 2024 - MONTHLY CAO REPORT



Report from Feb 1 – 29:

Type of call:	February	YTD totals
Fire	8	23
Medical	29	71
MVC	1	1
Rescue	0	0
Hazardous Condition	3	7
Other	4	8
Fire Pit Complaints	0	0
Investigations	0	1
Total	46	111
Inspections	45	105

Career Development:

CAREER TRAINING (In-House – No cost):

Practical: HAZMAT, ice work/search, ERG Review, Aqua Eye review, Ice rescue tools

Medical: Activated Charcoal & Advil

Online: Back Injury Prevention & Building Construction

AUXILIARY TRAINING (In-House – No cost):

Theory: Fire extinguishers, ropes, and knots

Practical: Inspection, tying various tools, utilizing ropes in all fire related situations

EDUCATION:

ICS 200 (1) \$ 400.00

Monthly Total \$ 400.00

REPAIRS:

E3 \$ 2,476.91

Ladder 2 \$ 516.13

E2 \$ 915.71

Monthly Total \$ 3,908.75

BILL OUTS:

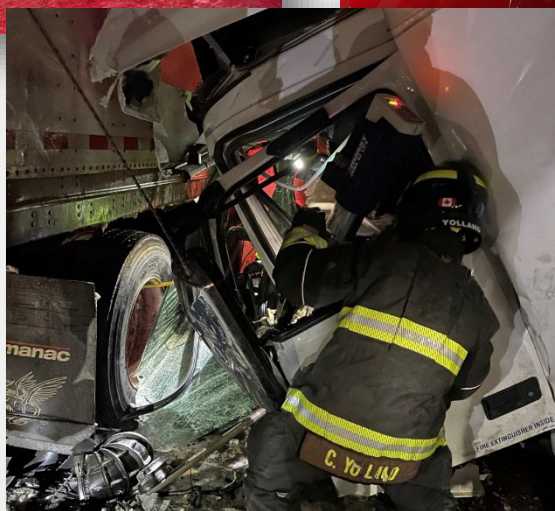
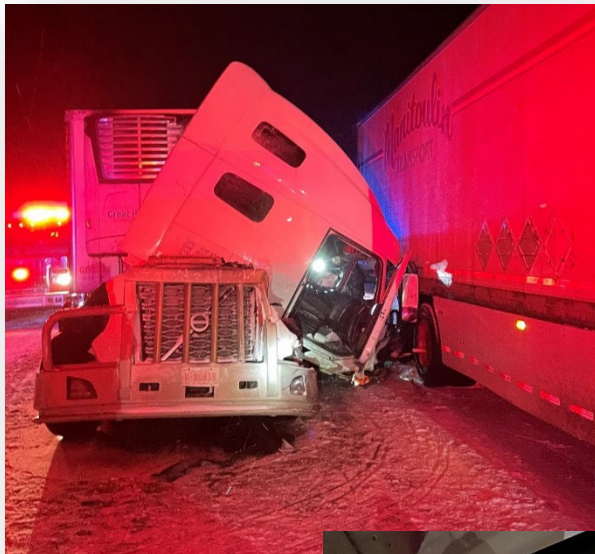
RM	\$ 6,982.50
Bottle Fill	\$ 656.25
Monthly Total	<u>\$ 7,638.75</u>

Fire Calls:

All 3 fires that were extinguished by our crews involved unattended cooking. The fires were extinguished, and minimal damage was suffered by residential homes. The residents were able to safely remain in their homes for the evening with no evacuation.

Photo description:

The crews were called out to a motor vehicle collision (MVC) on the highway involving 2 semis. On arrival, there was still multiple vehicles driving past in both lanes. Herbert Fire controlled the traffic and SCFD crews extricated the driver. The driver was pinned with the dash collapsed on both legs. Crews used our tools and cut away portions of the vehicle as well as used the ram to spread the dash away from the driver. Once the driver was extricated, he was removed by our crews and placed into Hutch Ambulance care.





GOVERNANCE & PRIORITIES COMMITTEE


REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: February 24, 2024
Subject: Contracts and Proposals
Request from: Chief Administrative Officer

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.**



Jim Jones, CAO

MEETING REQUESTED TO BE HELD: immediately following the Council Meeting on March 13th, 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, and Assistant to the City Clerk.



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: March 7, 2024
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 Spent, General Manager of
Community Services

Jim Jones, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on March 13, 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.