



# GOVERNANCE & PRIORITIES COMMITTEE

April 24, 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 April 24<sup>th</sup>, 2024 be approved.

### 3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated March 13<sup>th</sup>, 2024 be approved.

### 4. Public Presentations

4.1 Presentation by Brad Mahon, President and CEO of Great Plains College.

### 5. Administration Presentations

5.1 CAO update.

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5.2 Swift History Website and App presentation by William Shepherd.

### 6. Strategic Plan

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

7.1 Bylaw and Policy Audit and Review presented by Jackie Schlamp.

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### 8. Agencies/ Boards and Committees

### 9. Unfinished Business

### 10. Council's Interest and Communications



## **GOVERNANCE & PRIORITIES COMMITTEE**

**April 24, 2024**

**Council Chambers, City Hall**

**1:00 p.m.**

### **11. En Camera Requests**

- 11.1 A request regarding Detailed Facility Review to be presented by the General Manager of General Manager of Cultural & Aquatic Services. **17**

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 April 24<sup>th</sup>, 2024 be adjourned.

**Next Meeting TBD.**



# GOVERNANCE & PRIORITIES COMMITTEE

## Information Report

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**Date:** April 10, 2024  
**To:** Governance & Priorities Committee  
**From:** Chief Administrative Officer  
**Subject:** **CAO Update**

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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".

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Jim Jones, CAO

# COMMUNITY SERVICES

## MAR 2024 - MONTHLY CAO REPORT



Mixed Media Treehouses



Water Fill Station – LCol Clifton Centre

### Capital/Operating Projects:

- Grants Submitted: *Canadian Tire JumpStart*, Community Development Grant for Multi-Sport programs (\$6,000). Approved: *Saskatchewan Parks and Recreation Association* Framework in Action Grant for the Zone (\$5,000). Denied: *Canadian Parks and Recreation Association* for Green Jobs Grant.

#### Aquatics:

- March 24 - planned shut down for installation of a VFD (variable frequency drive) on Main Pool filtration pump.

#### Parks:

- Wiedenman turf sweeper was delivered (was Capital Replacement from 2023).
- City staff and contractor conducted elm tree pruning.
- Repair and painting of picnic tables.

#### Museum:

- Window wraps for programming hallway and entrance were installed.

#### Golf Course:

- As parts are no longer available for the 60 hp vertical turbine irrigation pump, the company doing repairs has provided options on replacement of bottom columns as motor is still operational. Pump was rebuilt 12 years prior and is 25 years old.
- RFPs for equipment replacements received.

#### Facilities:

- Prepared InnovationPlex ice for WHL playoffs. March 22 - removed S3 West ice to prepare for Lacrosse season.
- A water bottle fill station installed at LCol Clifton Centre.

#### Kinetic Park:

- Completed projects include a wheelchair ramp and platform to be placed at Magnus Newland Arena; feet/chair plugs replaced on 300 chairs.

## Programs/Rentals:

- *Welcome to Recreation* – March was Cheer with Western Athletics.
- *Youth Open Gym* – Wednesdays at LCol Clifton Centre.
- *Welcome to Recreation Families & Tots* – March was Art Makers, hosted by Art Gallery of Swift Current with Theo Houghtaling.
- *Forever in Motion programs* – Stockade, Pioneer Estates, Valley Ridge Estates and Riverview Estates continued to have good attendance.
- March 19 - *Fun Day* (sponsored by Kiwanis Club of Swift Current).
- March 12 - *Munch N Move* concluded with pizza themed party including singing, reading books, playing games, making, and eating fruit pizzas.

### Art Gallery:

- Courses/Classes – gross sales: \$1,852.42. Art supplies – gross sales: \$1,130.60.

### Museum:

- March 6 - *Chris Attrell* hosted a photograph class. March 16 - *Market at the Museum*. March 18 - *Southwest Horticultural Society* monthly lecture series. March 20 - *Dr. Barbara Cade-Menun* discussed celebrating women's success in STEM at Lunch and Learn.

### Facilities:

- InnovationPlex bookings – 3 Conference Room. Broncos hosted 5 home games.
- Minor Hockey hosted 1 tournament.
- LCol Clifton Centre bookings – pickleball, tennis, birthday parties.

### Kinetic Park:

- Stockade events: *Swift Current Ag & Ex Sip & Shop*; *Canadian Voices Showcase* (over 650 attended); *Jr. Sundogs Volleyball Tournament*; *Cheerleading Windup*.
- Palliser Pavilion events: *No Hit Hockey League cabaret*; *Redhead Equipment clinics*; *Line Dancing*.

### Aquatics:

- Courses included: Aquatic Emergency Care; Winter swim lessons finished; Spring lessons began; registration for Summer lessons opened.

### Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	632	Walking for Wellness	216	Munch N Move	6
TKSHHOF	506	Active Play	35	Coffee Time	20
AGSC / Art Store	207	Pickleball Drop in	52	Tots Play	5
AGSC - Membership Renewals	9	Forever in Motion	62	Open Gym	41
Safe Places Codes	2	Pre & Post Pregnancy	11		
Safe Places Certifications	16	Chair Yoga	52	General Swim	1978
Safe Places Recertifications	4	Welcome to Recreation	49	Swimming Lessons	1167
Fun Day	50	Welcome to Recreation: Families & Tots (families)	31	Swim Clubs/school Rentals	737

## User/Rental/Community Connections:

- March 6 - City Wide Connection was held in the Stockade. Over 30 groups participated including Aquatics, Art Gallery, and Safe Places. Approximately 150 public attended.
- Art Gallery released applications for High School Art Show and Southwest Open summer exhibitions. Hosted: pottery workshop at the Pennant Community Club; sculpture workshop at AGSC Learning Centre for Fairview CAMPS program.
- Parks Manager met with Association of Saskatchewan Urban Parks and Conservation Agencies in Weyburn. Toured the Spark Center (field house) and Tatagwa Parkway.
- Regular Season and Special event applications were reviewed and confirmed with user groups.
- March 18 – 2024/2025 Community Support Grant funding allocations were approved by City Council for 69 applicants. Applicants were notified of their status of the \$122,275 funding available.

## Bet You Didn't Know:

- That the High School Art Show has been an annual show since 1975.

# CORPORATE SERVICES

## MAR 2024 - MONTHLY CAO REPORT

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### Projects:

#### Information Technology:

- **Operational Performance Metrics:**
  - The system uptime for the period was 99.8%, with a slight decrease from the previous reporting period due to unexpected downtime incidents from hardware component failure.
- **Initiatives and Innovations:**
  - Implementation of cloud-based tools to enhance communication and collaboration for improving workflow efficiency and streamlined project management processes.

#### Assessment & Taxation:

- **2024 Preliminary Assessment Roll**
  - Property Assessment Notices printed and mailed.
  - Roll opened March 15, and closes April 15.

#### Purchasing:

- **2024 Cover Dirt for Landfill** Request for Proposals (RFP) opened March 5 and closed March 19.
- **Purchase Orders** have been issued for new loader, snow blower, and the six (6) new trucks after approval on March 18 Council Meeting.
- **Surplus Sale** is scheduled for April 18, 19 and 22. Assorted items including a truck, van, mower, ditch witch, saws, etc.
- Light & Power inventory tenders were sent out earlier this month. Opened March 11 and closed March 25. Various vendors for different items will be awarded.

### Staffing:

#### Postings:

- **Museum Visitor Attendant:** February 28 – March 13
- **Service Garage Technician:** March 6 – until filled.
- **Assistant Storekeeper/Warehouse Stores Person:** March 6 – March 20
- **Detachment Service Assistant:** March 8 – March 22
- **Seasonal Labourer – Parks:** March 11 – March 25
- **Administrative Assistant (Community Services):** March 12 – March 21
- **Lifeguard/Instructor I:** March 12 – March 19
- **Parks Maintainer:** March 13 – March 19
- **Executive Assistant to the Mayor/CAO:** March 20 – April 2

**Filled:**

- **Seasonal Labourer - Facilities:** Seasonal (start date: March 4)
- **Purchasing/Accounting Clerk:** Permanent Full-Time (start date: March 13)
- **Vac/Jet Truck Operator:** Permanent Full-Time (start date: March 4)
- **Storekeeper:** Permanent Full-Time (start date: March 11)
- **Pool Technician:** Permanent Full-Time (start date: March 18)
- **Customer Service Payment Clerk:** Temporary Full-Time (start date: March 25)

**Occupational Health & Safety:**

- Noise level testing at the Art Gallery workshop.
- “Train the Trainer” sessions for City staff from multiple divisions, for Powered Mobile Equipment Evaluator, Fall Protection Competent Inspector, Fit Testing and Work Zone Flagging.

**Customer Service/Community Connections:**

- **Promotions and Programming** – City Wide Connection, bylaw updates, assessment notices, Easter break hours and closures.
- **Facebook Stats:** Facebook gained 36 followers, and content interactions (likes, clicks, shares) were up 14% over last month. The top performing post was from the visit to the kindergarten class by the Manager of Engineering Services.
- **Instagram Stats:** Instagram gained 34 followers and its reach was 2K. The top post on this platform was the same as Facebook.
- **X Stats:** City X earned 173 impressions per day, and 48 link clicks in the month. March 27 power outage post had highest engagement.



# INFRASTRUCTURE & OPERATIONS

## MAR 2024 - MONTHLY CAO REPORT

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### Transportation Services:

#### Streets and Roads Highlights:

##### Snow Removal

- Night Shifts on March 5 and 6.
  - March 5 - 6.8 km of snow removed from the downtown business district.
  - March 6 - 9.35 km of snow removed from main arteries in residential areas.
- Daily winter maintenance
  - Steaming catch basins and culvert inlet/outlets.
  - Sanding city streets and gravel lanes.
  - Clearing snow and sanding of sidewalks.

##### General Maintenance

- Jetting Storm and Sanitary lines.
- Hydro-vac services for various departments.
- Pothole patching.
- Gravel Road maintenance (8.5 km)

##### Storm Manhole Maintenance

- Yearly manhole inspection in preparation for contract repair work to commence in early April.

##### Fleet Service Highlights:

- **Street Sweepers (R14, R15 & R16)** – Serviced and repaired.
- **Golf Course Equipment** – Most of the equipment has been serviced.

##### Oil Change Services

- Light Trucks - 17
- Heavy Trucks - 0
- Equipment - 12

##### General Repairs

- Light Trucks – 17
- Heavy Trucks – 13
- Equipment – 37

### Waterworks:

#### Water Distribution and Wastewater Collection

- T2 had 30 appointments.
- T63 had 22 locates.
- Box and Rods - 1
- Sewer service camera jobs - 4
- Regular hydrant maintenance
- Water main break on water line going under the tracks from South Hill Reservoir.

## Water Treatment Plant (WTP)

### Operations

- Spring Runoff occurred in March and did not last as long as most years. Raw water quality was poor for approximately one week. Chlorine and all other water treatment chemicals have already been returned to normal operating levels.
- Facility inspection of the WTP from Environment Climate Change Canada. No concerns were detected.
- Annual filter inspection and cleaning completed. Filter coal losses significantly lower than normal. No filter media will be required to be added this year.
- Water pressure transmitter was replaced at sewage lift station #10. This transmitter is used to trend water pressure in this area of the city.
- RFQ for WTP PLC Replacement materials was closed. Three quotes were received, PO has been written. Programmers have begun writing programs and drawings. Materials to be delivered by the end of April.
- Coordinating with the Fire Department for cross training on WTP safety protocols and procedures. Three platoons have been through for tours. Procedure has been implemented for Firefighters to contact WTP staff in the event of a fire so flows can be monitored.
- Total treated water pumped in March: 186.10 ML

## Wastewater Treatment Plant (WWTP)

### Operations

- March total of treated effluent WWTP – *106,950 m<sup>3</sup>*.
  - Approximately 82 % of all flow from Main lift station (*131,130 m<sup>3</sup>*).
- Final effluent results for March – WWTP laboratory (average):
  - cBOD – **2.17** mg/L, removal rate of **98.6%**. Permit level **10** mg/L
  - TSS - **4.7** mg/L, removal rate of **96.2%**. Permit level **10** mg/L
  - Tphos – **0.15** mg/L, removal rate of **89.2%**. Permit level **1.0** mg/L
  - NH<sub>3</sub> - **1.01** mg/L, removal rate of **96.3%**. Permit level **3.0** mg/L
- Manually adjusted valves to maintain proper air volume in bioreactor.
- Delco Automation completed phase 3 (of 5) upgrades during the week of Feb 26<sup>th</sup>.
  - Quotation from Delco Automation to complete phases 4&5 in 2024 rather than split over the next 2 years.

### Lift Stations

- Local machinist fabricated a new impeller sleeve for #8 Lift Station. (part no longer available from manufacturer).
- Rewired pump at #8 Lift Station that had shorted out.
  - Pulled pump at #7 Lift Station. Impeller needs replacement- is on order.

### Irrigation – Lagoon Operations

- Prepped south pumphouse for new irrigation pump installation.

- WWTP staff to fabricate new motor/pump mount.
- Installed new foot valve in south irrigation wet well.
- Pump ordered in 2023 budget and waiting for delivery.
- Lagoon levels measured at **47.3"** on March 19.
  - Level increasing approximately 4.3" per month.

### Regulatory Issues

- Covid-19 samples sent to SHA at Roy Romano Laboratory.
  - February 27 and 29 average results show **12.0** copies/mL (med).
  - March 5 and 7 average results **49.4** copies/100mL (med-high).
  - March 12 & 14 average results **0.0** copies/100mL (low).
  - March 19 & 21 average results **5.1** copies/100mL (low).
- Regular samples from final effluent submitted to Roy Romano laboratories weekly.
  - E-coli levels for March range from 10 to less than 10 (permit level of 1000).
  - All other parameters tested well below permit levels.
- SC Creek samples March 14 - Results exemplary.

## Engineering:

### North Hill Reservoir Pumphouse Upgrade

- Operations & Maintenance manuals have been submitted for the City's review.
- The contractor is confident in the revised completion date of the end of July.

### Engineering Projects

- Project management plans for all 2024 projects are being developed, which includes allocating resources, scheduling, permits, and meeting with affected stakeholders and contractors.
- Active Transportation Pathway: Anticipated start is beginning of April. A species at risk survey will be completed prior to beginning any construction as the area was deemed a potential risk area.

### Bid documents were advertised for:

- Creek Bank Rehabilitation Request for Proposals - Six bids were received and reviewed.
- Active Transportation Fence Request for Proposals – Eight bids were received and reviewed. This project will be awarded within the next couple of weeks.

## Light & Power:

### Tenancy Changes:

Connects – 73  
Disconnects – 77  
Transfers – 18

### Meter Changes:

Electrical – 0 commercial, 1 residential  
Water - 1 commercial, 9 residential

**Line Locates:**

Urban – 19

Rural – 4

**Meter Reading:**

Monthly billing cycles

**Projects**

- 10 Streetlight Repairs
- Annual tree trimming around primary, secondary lines, and house services (Northeast section of city).
- General line maintenance.
- Altec worked on issues with the small bucket trucks. (E-2 and E-38)
- KOVA conducted inspections on trucks (E-2, E-38, E-3, and E-27)
- Installed Swift Current Broncos banners.

**Solid Waste & Diversion:****East Landfill**

- Landfilled – 1,256 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – a 23% decrease from March 2023 (1,634 tonnes)
- Diversion materials – 116 tonnes – an 80% tonnage decrease from March 2023 (585 tonnes)

**West Landfill**

- Landfilled – 3,870 tonnes – 48% tonnage decrease from March 2023 (7,426 tonnes)

**Recycle Depot**

- March accommodated 1,798 visits – a 1.5% increase from 1,772 visits in March 2023.
  - 12 loads of cardboard, 4 loads of paper, 2 loads of plastics, and 3 loads of tin.

**Transit Services:****Passenger Data**

- The Swift Transit line accommodated 3,097 passengers in March.
- The Access Transit line accommodated 630 passengers in March.

# PLANNING & GROWTH DEVELOPMENT MAR 2024 - MONTHLY CAO REPORT

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## Building, Planning & Economic Development:

A total of \$282,000 in building permits were issued in March for (1) commercial and (4) residential permits for renovations/alteration/additions.

Last year, numbers for March 2023 consisted of (1) new industrial permit issued, and (10) residential, (1) Industrial and (1) Institutional reno/alteration permits were issued with a total value of \$490,000.00.

### Comparison:

- Total overall Building Permit values in **2023** to the end of March = **\$ 490,000**
- Total overall Building Permit values in **2024** to the end of March = **\$560,190**

### Development permits/inquiries/subdivisions:

- A public hearing was held March 18 to consider amending the Urban Reserve District of the Zoning Bylaw by adding existing mobile homes as a permitted use. There were no presentations and no written or other responses received.
- A Development Permit application is under review to re-develop the service station at 510 South Service Road East.
- A Development Permit application is under review for a new cardlock facility at the Springs Drive Co-op service station.
- Recent new development inquiries include a retail store, strip mall, service station, and multi-family residential uses. Building inquiries for residential projects including garages and additions continue to be strong. Residential solar panel installation inquiries are also growing.
- An order was issued to obtain a new building permit due to an expired building permit for residential renovations/alterations at 405 – 2<sup>nd</sup> Avenue NE. The property owner has appealed the order to the SK Construction Standards Appeal Board.
- The Building Inspector has successfully completed all three exams required for the Class 2 License. Once the license is issued by the province, the Building Inspector will handle any new permits and inspections that fall within Part 9 of the National Building Code. This includes structures up to three storeys and/or 6,500s.f. in size for residential, business/personal service, mercantile, and low/medium hazard occupancies. CCASK will continue to assist the City with permits and inspections for occupancies classified as high hazard, care/treatment, and assembly (e.g. spray-painting shops, residential care homes, restaurants, etc.) and all larger structures.

### **Business Development:**

- Initiated procurement toward a new Economic Development video and changes to the GrowWithSwiftCurrent website.
- Development Committee was established to research, discuss, and propose recommendations to Council for potential development projects or Economic Development initiatives.
- Connected with developers potentially interested in multi-family lots in Sask Valley & Cypress Point.
- Ongoing discussions with potential developer of Ashley Park, and lot in South Munro.
- Initiated a process to contact any new Business License applicants within the same month of their application.
- Attended the grand opening for Southern Irrigation hosted by the Chamber.
- Planning for potential Helium Forum in the Fall of 2024.
- Expanded the opportunity with Jace Anderson of Tourism Medicine Hat, in conjunction with the 40 x 110 Tourism Conference, to provide extra value through a speaking engagement in partnership with the Chamber of Commerce. He will speak about their successful 'Move to Medicine Hat' campaign.

### **Tourism:**

- Planning the Grand Opening of new Tourism location, Tourism Week in April, and final details for 49 x 110 Conference in May.
- Successful application for the Tourism Saskatchewan Marketing & Events Partnership Program for \$15,000 to cover the Tourism Swift Current rebranding, social media campaign, office signage, new website, billboard signs, Tourism Ambassador, and photograph assets.

## **Licences & Bylaw:**

- The combined year-to-date total of new and existing business licenses is 1,232, with an amount of \$133,655 in permit fee revenues.
- (395) Dog Licenses issued and (103) Cat Licenses issued so far this year.

The following bylaw files have been opened (year-to-date) upon receipt of complaints:

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

# SWIFT CURRENT FIRE DEPARTMENT MAR 2024 - MONTHLY CAO REPORT



## Report from March 1 – 31:

Type of call:	March	YTD totals
Fire	9	32
Medical	27	98
MVC	6	9
Rescue	2	2
Hazardous Condition	1	8
Other	1	8
Fire Pit Complaints	0	0
Investigations	2	3
<b>Total</b>	<b>48</b>	<b>160</b>
<b>Inspections</b>	<b>57</b>	<b>162</b>

## Career Development:

### CAREER TRAINING (In-House – No cost):

Practical: City Facility tours, hazard assessments, PPV ventilation

Medical: Dextrose and Dimenhydrinate

Online: Behavioural Emergencies, Wildland Fire Behaviour

### AUXILIARY TRAINING (In-House – No cost):

Theory: Ladders and hoses

Practical: Ladder moving & setups, Hose Operations ground-to-ladder

### EDUCATION:

Info Officer \$ 500.00

**Monthly Total** **\$ 500.00**

### REPAIRS:

E3 \$ 3,419.48

Equipment \$ 3,264.00

U1 \$ 2,745.00

**Monthly Total** **\$ 9,428.48**

**BILL OUTS:**

SGL At-Fault Dependant	\$ 2,180.46
Bottle Fill	\$ 388.50
<b>Monthly Total</b>	<b><u>\$ 2,568.96</u></b>

**Fire Calls:**

SCFD responded to 9 fire calls this month. Two were building fires and of those two, one was a fully involved garage fire and one was a fire in a child's bedroom. The crews quickly extinguished both fires and there were no injuries. Fire fighters evacuated the family, and the home was able to be habited the next day after some cleaning.

**Photo Description:**

*Crews did a very good job with the detached garage fire as there was no early warning from any type of smoke detector. Neighbors called the fire in to 911 when they saw heavy smoke exiting the roof of the building.*







## GOVERNANCE & PRIORITIES COMMITTEE

### Information Report

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**Date:** April 10, 2024  
**To:** Chief Administrative Officer  
**From:** City Clerk  
**Subject:** **Bylaw and Policy Audit and Review**

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**Background:** A report was presented to City Council at the March 7, 2023 Governance and Priorities Committee meeting setting out the framework to establish a process for review of existing bylaws and policies.

The purpose of the review process is to ensure the City has an accurate and up-to-date directory of bylaws and policies, including all amendments and consolidation, that are relevant, enforceable and represent the City's best interests.

**Objective:** To provide an update to City Council of the following:

#### Bylaw & Policy Maintenance Databases

Preparation of the bylaw maintenance database is now complete and will be available to each City Department by the end of April, 2024. This interactive database allows Department Managers to view all existing bylaws as assigned to their department, includes any amendments and/or consolidated versions; is searchable by bylaw title and/or name, description, supporting department, and provides confirmation if the bylaw is active or expired.

Moving forward, a similar database will be completed for City policies that will ease the review process and ensure that an interactive up-to-date directory is available.

Utilizing the aforementioned databases, each City Department will continue to identify and review any outdated, ineffective or obsolete bylaws and policies to ensure the City has effective and strong leadership.

#### Bylaw Audit

Given the overarching time commitment to complete the physical audit process, it was quickly determined that time is best spent utilizing the database to identify a process for bylaw review, within each department and undertake to assist with research and re-writes, rather than searching within the archives. Thereafter, once a bylaw is brought before and ultimately passed by City Council, all previous bylaws, including all amendments and/or consolidations will be retrieved and repealed from archives.

Bylaw and Policy Review

During the presentation at the above stated meeting, the Office of the City Clerk undertook a list of bylaws for review within 2023. However, it was determined that other bylaws ranked higher in priority. To date, the following bylaws have been reviewed and amended, or repealed and replaced with relevant versions:

Code of Ethics Bylaw for City Council and Council Committees  
Taxi Bylaw  
Animal Control Bylaw  
Smoking Bylaw  
Cemetery Bylaw

The list above does not include the two newly established bylaws which have been passed or bylaws passed annually.

In addition: The Statement of Policy template accepted by the Committee, at the GPC meeting of March 2023, has been circulated and is currently being used for all policies going forward. This template assigns the policy to a department and establishes a review date.

Additional bylaws and policies are currently under review by various departments and will continue to be brought to Council as completed and required.

**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 review and audit of the City’s bylaws and policies supports the City’s strategic goal to Strengthen Our People, Leadership and Governance by enhancing our practices, procedures and response to the community’s changing needs.


**Governance Implications:** To ensure that the City’s bylaws and policies meet current legislative requirements, are applicable and enforceable.

**Budget/ Financial Implications:** N/A

**Environmental Implications:** N/A

Respectfully submitted,

  
\_\_\_\_\_  
Jackie Schlamp, City Clerk

 Reviewed and Approved on this 18 day of April, 2024.



## GOVERNANCE & PRIORITIES COMMITTEE


### REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'


Date: April 11, 2024  
Subject: Detailed Facility Review  
Request from: General Manager of Cultural & Aquatic 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.**

  
\_\_\_\_\_  
Melissa Shaw, General Manager of  
Cultural & Aquatic Services

  
\_\_\_\_\_  
Jim Jones, CAO

**MEETING REQUESTED TO BE HELD: immediately following the Council Meeting on April 24<sup>th</sup>, 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, Fire Chief, City Clerk, Aquatics Manager and Assistant to the City Clerk.