



# GOVERNANCE & PRIORITIES COMMITTEE

May 29, 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 May 29<sup>th</sup>, 2024 be approved.

### 3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated April 24<sup>th</sup>, 2024 be approved.

### 4. Public Presentations

### 5. Administration Presentations

- |     |   |    |
|-----|---|----|
| 5.1 | CAO update.   | 1  |
| 5.2 | Light & Power – Purchase of Electrical Transformers presented by Darryl Tunall. | 15 |
| 5.3 | Light & Power – Cable and Electrical Inventory presented by Darryl Tunall.      | 17 |
| 5.3 | 2024 Municipal Election presented by Jackie Schlamp.                            | 19 |

### 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**

**May 29, 2024**

**Council Chambers, City Hall**

**1:00 p.m.**

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

11.1 A request regarding Chinook Regional Library to be presented by the Mayor. **26**

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

11.2 A request regarding Contract and Proposals to be presented by the General Manager of Infrastructure & Operations. **27**

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 May 29<sup>th</sup>, 2024 be adjourned.

**Next Meeting June 18, 2024.**



# GOVERNANCE & PRIORITIES COMMITTEE

## Information Report

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**Date:** May 13, 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

## APR 2024 - MONTHLY CAO REPORT



Flor y Canto (Flower and Song) AGSC



Egbert – Family Fun Festival

### Capital/Operating Projects:

- Grants Submitted: *Community Initiatives Fund* for Welcome to Recreation and Families and Tots programs (\$15,000). Approved: *Heritage Canada* for Celebrate Canada (\$9,000); Museum Summer Student grant.

#### Parks:

- Ordered shale for ball diamonds to be delivered after road restrictions are lifted.
- Began mosquito monitoring – VectoBac applied East side of city.
- Washrooms with heat were opened to the public for the season.

#### Museum:

- April 19 – 23: Museum closed for floor waxing.

#### Golf Course:

- Installed 150' flanged pipe to replace broken irrigation line.
- Staff from Parks and Facilities assisted in removing green covers and Light & Power staff repaired the driving range screen. Course was clean, greens cut and watered.
- April 25 – All holes opened.

#### Facilities:

- InnovationPlex: April 21 -23 ice was removed, and dry floor cleaned. April 29 - Glass was removed. Hallways were painted. Removed shower in dressing room 1 to facilitate plumbing and heating repairs.
- S3 Arenas: WEST board repairs completed. EAST dressing rooms received end of season deep cleaning. S3 EAST ice will remain open for rentals until May 12.

### Programs/Rentals:

- *Welcome to Recreation* – April was Judo clinic.
- *Youth Open Gym* – Wednesdays at LCol Clifton Centre.
- *Welcome to Recreation Families & Tots* – April was Rhythm Makers! Hosted by Christine Ciona.

- April 4 - *Family Festival* – Featured two bouncy houses, crafts, games, facepainting, carnival games, Zumba class, appearance from Egbert from the Ag & Ex, and snacks. Subway donated 200 cookies.
- April 5 - *Fun Day* (sponsored by Robertson Family Foundation). Participation from the Fire Department and the Museum.
- April 22 – *Clean Up-Green Up* initiative kicked off in conjunction with Earth Day. *Garbage Groupie* program runs until June 30.

#### **Art Gallery:**

- April 12 - *Flor y Canto* by Gabriela Garcia-Luna exhibit opened. Public reception was held with 47 people in attendance.
- April 23 – hosted *Poetry Slam* in collaboration with the Swift Current Library and Write Out Loud. April 27 - hosted at the West Wing Gallery *Where the Heart Is*, a thesis exhibition by local art therapy student Jade Wolfe.
- Art supplies – gross sales: \$852.23.

#### **Museum:**

- April 10 – Naturalist meeting; April 13 – Market at the Museum; April 17 Lunch and Learn with *Hugh Henry* about the *150<sup>th</sup> Anniversary of Treaty 4*; April 19 – *Iron Willed: Women in STEM* exhibit closed.

#### **Facilities:**

- InnovationPlex bookings – 3 Conference Room. Broncos hosted 2 (sold out) playoff games. Roller Derby moved from LCol Clifton Centre to the Curling Rink. April 29 – Roller Derby held first bout.
- S3 Arenas – April 8 – Lacrosse bookings began on S3 WEST. April 13 – Lacrosse Junior Wolverines hosted tournament; April 20 they hosted a home game.

#### **Kinetic Park:**

- Stockade events: *Two Jr. Sundogs Volleyball Tournaments*; *Gun and Hobby Show*; baseball/softball; lacrosse and pickleball rentals.
- Palliser Pavilion events: *Big Top Circus*; Line Dancercise and regular monthly meetings.

#### **Aquatics:**

- Courses included: National Lifeguard Course; Adaptive Swim sessions started; Homeschool swimming lessons started; Water Polo ended; April 6 and 7 – Swim Meet.

### Program Statistics:

| Facility/Program           | Attended | Facility/Program      | Attended | Facility/Program                           | Attended |
|----------------------------|----------|-----------------------|----------|--|----------|
| Museum Visits              | 640      | Fun Day               | 50       | Welcome to Rec: Families & Tots (families) | 15       |
| TKSHHOF                    | 229      | Family Festival       | 275      | Open Gym                                   | 30       |
| AGSC / Art Store           | 239      | Pickleball Drop in    | 52       | Water Fitness                              | 681      |
| AGSC - Memberships         | 9        | Active Play per week  | 35       | Water Fitness                              | 681      |
| Safe Places Codes          | 14       | Pickleball Drop in    | 52       | Swimming Lessons                           | 788      |
| Safe Places Certifications | 36       | Welcome to Recreation | 24       | Swim Clubs/school Rentals                  | 997      |
| Safe Places Recerts        | 28       |                       |          |  |          |

### User/Rental/Community Connections:

- April 19 - 21 - Aquatic Manager attended 2024 Provincial Aquatic Conference and AGM in Prince Albert. Conference offered affiliate education gathering, professional development, a trainer recertification clinic, and Bobby White (National Lifesaving Society CEO) presentation on preventing harassment in aquatics.
- April 9 – 12 - Museum Education Programmer attended the Canadian Museum Association National Conference in Niagara.
- April 3 - Art Gallery Director presented to Art 100 class at Plainsman College. April 24 – accommodated Art Gallery tour for Riverview Village Estates.
- April 22 - new benefits and categories for Art Gallery members came into effect.
- Gun and Hobby Show in the Stockade at Kinetic Park brought in vendors and shoppers from across Western Canada.
- April 15 – Community Support Grant follow up reports for 2023/2024 granting year were due.

### Bet You Didn't Know:

- Swift Current parks have 206 permanent garbage receptacles in the city.
- Iron Willed: Women in STEM exhibit ships in 9 crates weighing a total of 2,970 lbs.

# CORPORATE SERVICES

## APR 2024 - MONTHLY CAO REPORT

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### Projects:

#### Information Technology:

- **Operational Performance Metrics:**
  - Centralized camera locations to single recording endpoint digital video recorder (DVR) resulting in cost savings of \$1100 per DVR and improved operational efficiency.
- **Financial Initiatives:**
  - Capitalized on reduced prices for power adapters, resulting in cost savings per unit.
  - Eliminated unused software, resulting in annual cost savings for the city.

#### Assessment & Taxation:

- **2024 Preliminary Assessment Roll**
  - Roll closed April 15.
  - Received 9 appeals.

#### Purchasing:

- **Fire Pumper Truck** Request for Proposals (RFP) opened April 3, closes May 10.
- **Surplus Sale** conducted April 18, 19 and 22. Nearly a sell-out. Pickups and payments are wrapping up.
- **Requests for Quotes** were sent out and received for inventory items for the Waterworks and Streets departments including catch basins, manholes, and replacement hydrants.

### Staffing:

#### Postings:

- **Executive Assistant to the Mayor/CAO:** March 20 – April 2
- **Streets & Roadways Labourer (2):** April 8 - 23
- **Administrative Assistant (Community Services):** April 17 - 24
- **Assistant to the City Clerk:** April 29 - May 6
- **Bylaw Enforcement Officer:** April 30 - May 10

#### Filled:

- **Assistant Storekeeper/Warehouse Stores Person:** Permanent Full-Time (start date: April 23)
- **Detachment Service Assistant/Police Clerk:** Permanent Full-Time (start date: April 22)

- **Parks Labourers (2):** Seasonal (start date: April 8 & 15)
- **Administrative Assistant:** Permanent Full-Time (start date: April 15)
- **Lifeguard/Instructor I (3):** Casual (start date: April 1 & 8)

#### **Occupational Health & Safety:**

- FIT Testing completed for Aquatics staff.
- City Staff from multiple Divisions attended Knuckle Crane & Rigging Training

## **Customer Service/Community Connections:**

- **Promotions and Programming** – seasonal items like parks and park washrooms, ball diamonds, tennis courts, pickleball, golf course, disc golf course, and the yard waste site all opening for the season.
- **Facebook Stats:** Facebook gained 43 followers, an increase of 19% over last month, and its reach is 17% over last month, at over 22K. Content interactions (likes, shares) were up 51%. The top performing post was about the park washrooms opening (typically highly anticipated in Spring) and runner-up was the Swift Current Broncos playoff reel.
- **Instagram Stats:** Instagram gained 30 followers and its reach was 2K. Content interactions (likes, shares, tags) were up 64%. The top post on this platform was a reel of our City employees partaking in the SaskAbilities Agri-Bowl fundraiser.
- **X Stats:** City X earned 241 impressions per day, and 51 link clicks in the month. April 22 power outage post had highest engagement – which was the same topic that generated the highest engagement for March – suggesting that X/Twitter is a valuable resource for our residents who are experiencing outages.



# INFRASTRUCTURE & OPERATIONS

## APR 2024 - MONTHLY CAO REPORT

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### Transportation Services:

#### Streets and Roads Highlights:

##### Street Sweeping

- April 15
  - InnovationPlex parking lot
- April 16 – 17
  - NW industrial area (2.6 km) - Trial run to make sure the sweepers were in proper working order.
- April 21 Night Shift
  - Sweeping off medians with the Wille/skid steer.
- April 22
  - The start of the 2024 season, downtown business district (6.8 km) and main arterials (21.87 km).

##### Storm System Maintenance

- Manhole rehabilitation.
- Catch basin rehabilitation.
- Ditching/drainage maintenance.
- Jetting storm lines.

##### Road Maintenance

- Pothole patching.
- Gravel Road Maintenance (16.5 km)
- Gravel Lane Maintenance (24 km)

##### Fleet Service Highlights:

- **Parks Equipment** – Serviced Parks and Cemeteries equipment.
- **Golf Course Equipment** – Finished servicing equipment.

##### Oil Change Services

- Light Trucks - 9
- Heavy Trucks - 1
- Equipment - 17

##### General Repairs

- Light Trucks – 15
- Heavy Trucks – 4
- Equipment – 20

### Waterworks:

#### Water Distribution and Wastewater Collection

- T2 had 74 appointments.
- T63 had 55 locates.
- Box and Rods - 2

- Sewer service camera jobs - 1
- Hydrant maintenance
- One leaky service
- Replaced fire hydrant on the corner of 1<sup>st</sup> Ave NE and Chaplin St.
- Jetted 1 km of sewer mains this month

## Water Treatment Plant (WTP)

### Operations

- The North Hill Reservoir upgrade project is ongoing. Chlorine at North Hill Reservoir was increased to over 2.00 mg/L while divers were in the reservoir and bacteriological samples were collected following their exit.
- Materials for the Water Treatment Plant Programmable Logic Controller (PLC) Upgrade Project were received. Drawings for panels 3000 & 6000 were completed and received. Programming is currently in progress. The remaining PLCs to be replaced in the fall once summer water demand has slowed.
- An unplanned bi-annual consumptive use inspection performed by the Water Security Agency (WSA) was conducted. WSA found that the WTP as well as the Distribution system were operating in compliance with the Permit to Operate.
- Quotes received for Actuator Valve Replacement Capital Project. Two 10" filter backwash valve and actuator assemblies ordered to replace existing and failing filter backwash valves. Valves expected to be delivered the third week of May.
- From April 7-16, the treated water produced by the WTP provided readings over 90% and achieved 92.4% on April 13. *These are the highest values ever recorded by the WTP, making it the highest quality water ever produced by the facility.*
- Treated water pumped in April: 179.90 ML.

## Wastewater Treatment Plant (WWTP)

### Operations

- April total of treated effluent – 101,700 m<sup>3</sup>.
  - Approximately 76 % of all flow from Main lift station (133,009 m<sup>3</sup>).
- Final effluent results for April – WWTP laboratory (average):
  - cBOD – 2.22 mg/L, removal rate of 98.4%. Permit level 10 mg/L
  - TSS - 3.57 mg/L, removal rate of 97.7%. Permit level 10 mg/L
  - Tphos – 0.19 mg/L, removal rate of 79.4%. Permit level 1.0 mg/L
  - NH3 - 1.52 mg/L, removal rate of 94.3%. Permit level 3.0 mg/L

### Irrigation – Lagoon Operations:

- Installed a new pump at the South Irrigation Pumphouse.
  - Millwrights align pump and motor combination to ensure proper operation.
- Removed old expansion joint at Main Pumphouse discharge line and replaced with new.

## Regulatory:

- Covid-19 samples submitted through SHA.
  - All 7 samples submitted provided 0 copies/ml.
- Regular samples from final effluent submitted weekly.
  - E-coli levels for April range from 10 to less than 10 (permit level of 1000).
- SC Creek samples April 17.
  - E-coli samples upstream of WWTP <10 org/100 ml, downstream of WWTP 20 org/100 ml.

## Engineering:

### Urban Highway Connector Program:

- Ministry of Highways conducted a geotechnical investigation on their obligations. There has been no commitment to completing a rehabilitation of these roadways; however, it is a positive sign that the first steps in the planning and design phases are being taken.

### Engineering Projects

- North Hill Reservoir Upgrade
  - Pressure tests, Bac T testing, commissioning continued through April.
  - The contractor has updated their commissioning schedule, Total Performance has moved from July 17 to July 8.
- Paving & Sidewalk Program:
  - Start-up meeting with contractors and other City departments was conducted on April 25.
  - Schedule was finalized and traffic accommodations for each project was completed.
  - Notifications/information on construction to the adjacent businesses and residences have been started.
- 6<sup>th</sup> Ave NE & Bray Street Storm Main Upgrade & Outfall Repair
  - Request for Proposals (RFP) was developed. The RFP is being advertised from April 26 to May 10 on SaskTenders and the City website.
- Active Transportation Pathway: Grant deadline is October 27, 2024
  - Species at risk survey has been completed twice due to the area being identified to have a historical presence of Ferruginous Hawks and Little Brown Myotis. This is required by the Ministry of Environment to be completed every 10 days while construction is in progress.
  - Pathway site prep and excavation was completed mid-April.
  - Retaining wall under Highway 4 (Memorial Drive) is in progress.
  - Pathway lighting locations were surveyed. Light & Power installed wiring.



Figure 1: Pathway Site Preparation



Figure 2: Retaining Wall Preparation

## Light & Power:

### Tenancy Changes:

Connects – 125  
 Disconnects – 132  
 Transfers – 21

### Line Locates:

Urban – 128  
 Rural – 27

### Meter Changes:

Electrical – 0 commercial, 0 residential  
 Water – 0 commercial, 11 residential  
 New – Electrical – 1 comm, 2 residential

### Meter Reading:

Monthly billing cycles  
 23 Streetlight Repairs

### Projects

- Installation of Fault Indicators in Trail Subdivision devices
- Installation of fibre cable to Lift #3 and Lift #4
- Began installation of lighting along Chinook Pathway extension
- Streetlight LED conversion
- Planning for cable replacement in Trail subdivision due to faulted cable and age

## Solid Waste & Diversion:

### East Landfill

- Landfilled – 1,660 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – a 9% increase from April 2023 (1,522 tonnes).
- Diversion materials – 275 tonnes – an 16% tonnage increase from April 2023 (236 tonnes).

### West Landfill

- Landfilled – 2,937 tonnes – 11% tonnage increase from April 2023 (2,652 tonnes).

### Recycle Depot

- April accommodated 2,184 visits – an 8% increase from April 2024 (2,023 visits).
  - 14 loads of cardboard, 4 loads of paper, 1 load of plastic and 3 loads of tin.

### Yard Waste

- The Yard Waste Program at the Recycle Depot opened April 16 - 677 visits in April.
- 11.5 tonnes of compost sold.

## Transit Services:

- The Swift Transit line accommodated 3,048 passengers in April.
- The Access Transit line accommodated 663 passengers in April.

# PLANNING & GROWTH DEVELOPMENT

## APR 2024 - MONTHLY CAO REPORT

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### Building, Planning & Economic Development:

A total of \$203,772.00 in building permits were issued in April for (2) commercial and (4) residential permits for renovations/alteration/additions.

Last year, numbers for April 2023 consisted of (4) commercial and (7) residential permits issued for renovations/alteration/additions with a total value of \$451,825.00.

#### Comparison:

- Total overall Building Permit values in **2023** to the end of April = **\$ 1,405,525**
- Total overall Building Permit values in **2024** to the end of April = **\$763,962**

#### Development permits/inquiries/subdivisions:

- CPKC (formerly CP Rail) will begin construction of a new rest house in early May. The building will be approximately 20,000 sq. ft. on two storeys and located around the 400 block of North Railway Street E. and will have sleeping suites, dining and recreation areas, and offices for the CPKC employees.
- A Change-of-Use Development Permit application was approved for a retail store at 406 Central Ave N.
- A Minor Variance application was approved to reduce the side-yard setback at 491 Curry Cres.
- Recent new development inquiries include a child daycare expansion, quick-service restaurant and commercial rental units, service station/oil change services, industrial shops, and multi-family residential uses. Building inquiries for residential projects including garages and additions continue to be strong. There have also been inquiries for new residential infill housing.
- The Building Inspector has been issued the Class 2 Building Official License by the province and will now handle any new permits and inspections that fall within Part 9 of the National Building Code.

#### Business Development:

- Continuation of Economic Development video, photo library and changes to the GrowWithSwiftCurrent website.
- Development Committee – terms of reference established; incentives discussed.
- Helium Forum to be held in the first week of November, date TBD. Established the format and content of the forum, confirming speakers. Package to be distributed before summer.
- Continued with online training, community events, stakeholder connections.

## Tourism:

- Focus was on Tourism Week April 15 -19. Social media campaign launched by Tourism Swift Current CEO to encourage residents to show their support for local establishments by providing online reviews and testimonials. Tourism SC Grand Opening held on April 18, and Service Best training session on April 19.
- Roll out of the Host Program, offering 10 - \$500 grants to local events. Preference will be given to events that attract visitors from elsewhere, are organized by a non-profit organization, and have never accessed Host Funding before.
- Met with Brenden Branscombe and Brendan Manz of Tourism Saskatchewan, to discuss Brendan's role in Southern Saskatchewan as the contact for Destination Development.

## Licences & Bylaw:

- One (1) development permit was issued during the month of April.
- The combined total of new and existing business licenses = 1,270 with an amount of \$137,955 in permit fee revenues.
- (411) Dog Licenses and (109) Cat Licenses have been sold to date.

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

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

# SWIFT CURRENT FIRE DEPARTMENT APR 2024 - MONTHLY CAO REPORT



## Report from April 1 – 30:

| Type of call:       | April     | YTD totals |
|---------------------|-----------|------------|
| Fire                | 11        | 43         |
| Medical             | 34        | 132        |
| MVC                 | 2         | 11         |
| Rescue              | 0         | 2          |
| Hazardous Condition | 0         | 8          |
| Other               | 2         | 10         |
| Fire Pit Complaints | 0         | 0          |
| Investigations      | 0         | 3          |
| <b>Total</b>        | <b>49</b> | <b>209</b> |
| <b>Inspections</b>  | <b>67</b> | <b>229</b> |

## Career Development:

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

Practical: Rural water supply, Foam use, UTV driver/pump ops, wildland fires

Medical: Full drug review- Epinephrine & Glucagon

Online: Bleeding and Shock Advanced/ Fire Hose (Canada)

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

Theory: Forceable Entry

Practical: Wildland operations and Class A & B fires

### EDUCATION:

EMO Final Project (1) \$ 415.00

Instructor 1 (1) \$ 500.00

**Monthly Total** \$ 915.00

### REPAIRS:

E3 \$ 3,963.19

U1 \$ 484.00

**Monthly Total** \$ 4,447.19

**BILL OUTS:**

|                        |                           |
|------------------------|---------------------------|
| SGL At-Fault Dependant | \$ 1,090.23               |
| Bottle Fill            | \$ 483.00                 |
| <b>Monthly Total</b>   | <b><u>\$ 1,573.23</u></b> |

**Fire Calls:**

SCFD had 11 fire calls in April including 3 false alarms, 4 calls detector-activated by malfunction and 3 building fires. The building fires resulted in minimal damage and contained to original room in the building by fire crews. Faulty wiring, unattended cooking and 1 undetermined were the causes. There were no injuries, and the residents were able to remain in the home while scheduling appropriate agencies for minimal repairs.

**Photo Description:**

*This month SCFD crews and auxiliary members prepared for the potential extreme wildfire season. With the severe dry weather, it is expected that SCFD will be assisting our mutual aid partners. The training covered the procedures to maintain water supplies as well as familiarization with all wildland equipment, the terminology of a wildfire and the dangers that are specific to an out-of-control wildfire. Training also includes the request for mutual aid and the regional borders of our response areas.*





**Date:** May 9, 2024  
**To:** Chief Administrative Officer  
**From:** Director of Light and Power  
**Subject:** Light & Power – Purchase of Electrical Transformers

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**Background:** Polychlorinated biphenyls (PCB's) are a group of synthetic chemicals that are similar in structure with different degrees of chlorination and used in a wide range of industrial activities. This includes use as heat exchange fluids, paint additives and dielectrics in electrical transformers and capacitors. PCB's are harmful to both the environment and living tissue and have been recognized as a toxic substance within *The Canadian Environmental Protection Act, 1999*.

In an effort to protect the environment and public health, the Federal Government has mandated end-of-use deadlines for equipment or products which contain PCB's by December 31<sup>st</sup>, 2025.

**Objective:** Light & Power maintains an inventory of electrical transformers for replacement of failures and new installations. Funded by the Light & Power utility and included in the rate charge, these transformers remain in inventory until required in the system.

The current lead time for single-phase transformers is 40 - 42 weeks which, without delay, would place delivery in early 2025. Due to the expected lead time and the mandated requirements, on March 11<sup>th</sup>, 2024, the City invited multiple suppliers for a Request for Quote (RFQ) as follows:

Pole-mount single phase transformers:

15 - 50 kVA - 14,400 -120/240  
15 - 15 kVA - 14,400 -120/240

For the 50kVa transformers, the City received quotations from three (3) suppliers. The quotations ranged from \$5,996 to \$10,156 per unit, before taxes. All three (3) suppliers met the required specifications.

For the 15kVa transformers, the City received quotations from three (3) suppliers. The quotations ranged from \$3,726 to \$7,571 per unit, before taxes. All three (3) suppliers met the required specifications.

**Options:**

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

**Alignment with Strategic Plan:** This aligns with the enhancement of City operations and services, including the protection from environmental hazards, and compliance with Federal Government mandates.

**Governance Implications:** Accurate strategic reporting and clear communication.

**Budget/ Financial Implications:** During the procurement process and application of the Purchasing Policy to all contracts for goods and/or services, the approved capital and operating budgets are taken into consideration. It is the responsibility of the Division or Department completing the purchase to monitor the approved budget to ensure the purchase will not result in the expenditure running over budget.


Payment for the materials specified within this report will be due upon delivery and shall be reflected in the 2025 Budget. Costs will be recovered once items are put into use and shall be charged to the appropriate Division or project.

**Environmental Implications:** Ensures the City meets with Federal mandates, creating a safe and toxin-free environment for our residents.

Respectfully submitted,



Darryl Tunall, Director of Light and Power

 Reviewed and Approved on this 14 day of May, 2024.

**Date:** May 9, 2024  
**To:** Chief Administrative Officer  
**From:** Director of Light and Power  
**Subject:** **Light & Power – Cable and Electrical Inventory**

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**Background:** Light & Power maintains an inventory of electrical cable and materials to operate and maintain the electrical distribution system. These materials remain in inventory until required in the system, at which time they are charged to the appropriate financial account. Light & Power inventory is funded by the Light & Power utility and included in the rate charges.

The lead time for cable estimates delivery is Q1 2025, while the materials required to operate and maintain the electrical distribution system range from 10 weeks to early 2025.

**Objective:** To provide the Committee with information regarding the requirement of on-hand inventory. Based on the lead time to receive cable and materials, on March 11<sup>th</sup>, 2024, the City invited multiple suppliers for a Request for Quotations (RFQ) as follows:

5000m IPEX SDR 13.5 1" - \$9,045.30  
3000m 4/0 UG primary cable – \$119,700.27  
50 LUM LED AEL P10 luminaires - \$14,785  
21 post top luminaires - \$23,835  
3 25kV 600a GOPT Switch – \$27,659.97

The RFQ closed on March 25<sup>th</sup>, 2024 and the City received quotations from numerous suppliers. The quotations ranged from \$9,045.30 to \$149,561.66 per unit, plus taxes. All suppliers met the required specifications.

**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:** It focuses on sustainability, success, and enhancing City operations and services. The forecasting of required inventory supports Council and Administration in following good fiscal management practices.

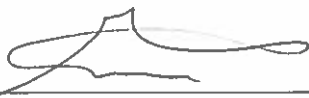
**Governance Implications:** The Purchasing Policy applies to all Divisions and Departments within the City of Swift Current, resulting in all purchases of goods and services to be completed in a fair, open, transparent, and competitive process.

**Budget/ Financial Implications:** During the procurement process and application of the Purchasing Policy to all contracts for goods and/or services, the approved capital and operating budgets are taken into consideration. It is the responsibility of the Division or Department completing the purchase to monitor the approved budget to ensure the purchase will not result in the expenditure running over budget.


Payment for the materials specified within this report will be due upon delivery of each item and will be reflected within that budget cycle.

**Environmental Implications:** N/A

Respectfully submitted,



\_\_\_\_\_  
Darryl Tunall, Director of Light and Power

 Reviewed and Approved on this 14 day of May, 2024.

**Date:** May 9, 2024  
**To:** Chief Administrative Officer  
**From:** City Clerk  
**Subject:** 2024 Municipal Election

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**Background:** The *Local Government Election Act, 2015* (hereinafter referred to the “Act”) is the provincial statute that establishes the regulations and procedures for all municipal elections.

Effective January 1<sup>st</sup>, 2024, amendments to the *Act* were adopted by the Provincial Government. Notable changes include:

- Transferring authority from Council to the Returning Officer for matters such as polling areas and polling locations, decisions on homebound voting and emergency powers to temporarily postpone an election if there is an emergency or inclement weather;
- Allowing caregivers, residents who are not considered patients and staff members to vote at hospitals and/or personal care facilities;
- Treating polling places within hospitals and/or personal care facilities as advance polls if they are held in advance of Election Day;
- Requiring the nominee’s telephone number, email address or any other preferred contact information be included on the nominee’s acceptance of nomination statement;
- Clarifying procedures and options for tie votes; and
- Clarifying handling of election material, such as electronic storage.

The *Act* allows the City to establish a General Election Bylaw that encompasses several procedural and legislated matters. The City of Swift Current passed the General Election Bylaw No. 7 – 2020 at the Council meeting of July 27<sup>th</sup>, 2020. However, given the recent amendments to the *Act* changes to the Bylaw are required.

**Objective:** The *Act* provides that City Council must make decisions on several matters related to conducting a municipal election. This report addresses recent changes to legislation for the Municipal and School Board Election being held on November 13<sup>th</sup>, 2024, as well as the proposed changes to the Bylaw to be brought to a future Council meeting for approval.

City Council has discretion with respect to numerous matters related to the conduct of Municipal Elections. Specifically, City Council has discretion in the following matters:

1. Appointing a Returning Officer, other than the City Clerk;
2. Permitting voting by mail-in ballots;
3. Setting the remuneration of Election Officials;
4. Enumeration and Voters' List;
5. Arrangement of the Names of Candidates on the Ballot;
6. Occupation forming part of the Nomination Papers and Ballots;
7. Requirement of a Criminal Record Checks for Candidates;
8. Duration of Nomination Period; and
9. Free Transit Service on Election Day.

Appointing a Returning Officer: Within the *Act*, as well as within the City's Administration Bylaw, the City Clerk is designated the Returning Officer for municipal elections unless otherwise determined by Council, should Council wish to appoint someone, other than the City Clerk as Returning Officer.

Pursuant to the *Act*, the local School Divisions may also appoint the City's Returning Officer as their Deputy Returning Officer and Election Official. As in previous years, both the Chinook School Division and Holy Trinity Catholic School Division have provided their approval of this appointment.

Permitting Voting by Mail-In Ballots: The City's General Election Bylaw currently sets out the provision for mail-in ballots for use by voters who anticipate being unable to vote at an established polling place. The process of mail-in-ballots was utilized in the 2020 election and was a very favorable method used by 363 electors. This was up from a total of 34 requests in 2016.

The election results for Special Polls, Homebound Poll, and Advance Polls will be reported together with the Mail-in Ballots on Election Day.

Setting the Remuneration of Election Officials: Pursuant to the *Act*, City Council is required to set the remuneration to be paid to election officials acting in respect to an election. To set fair compensation, a review of remuneration within other municipalities will be completed. The proposed rates will be included within the report to come for Council's approval.

Enumeration and Voters' List: Although section 54(1) of the *Act* provides for the enumeration of electors and the preparation of a voters' list, the City's process in past elections to register electors upon their attendance at a polling location. Given this has been an effective process, it is suggested it be continued for this election.

Arrangement of the Names of Candidates on the Ballot: Section 91 of the *Act* provides Council with four (4) options on how to order candidate names on ballots as follows:

- a) in alphabetical order by surname;
- b) in the order that the names are withdrawn from a receptacle;
- c) electronically generated in random order; and
- d) arranged in rotating order.

The City's past practice has been to list the names of the candidates by surname in the order that they are drawn from a receptacle. I look forward to Council's discussion today on this matter.

Occupation forming part of the Nomination Papers and Ballots: Recent changes to legislation have included removal of the requirement to include a candidate's occupation on the nomination form and ballot and this remains at the discretion of Council, if passed by bylaw.

Currently, the City's General Election Bylaw includes the requirement for occupation to be listed. Given that there is a grey area when defining an occupation, I look forward to Council's discussion on this matter, with the potential requirement of a bylaw amendment.

Criminal Record Checks for Candidates: *The Cities Act*, section 63.1, provides the ability for Council to require a criminal record check be submitted with every candidate's nomination paper. Although not a legislative requirement, this provision was included at the direction of previous Council and is cited within the City's General Election Bylaw. Again, I look for Council's discussion, that may result in a bylaw amendment.

Nomination Period: Amendments to the *Act* now allow Council, as part of their General Election Bylaw, to establish a nomination day that is up to seven (7) weeks before election day.

If Council was to establish a nomination day beyond the previous five (5) weeks, this may complicate candidates' ease of understanding rules and procedures regarding nomination process and deadlines given the close proximity of the Provincial election. Furthermore, this will interfere with the legislation surrounding out-of-city school divisions. Therefore, I recommend keeping with the five (5) weeks as done in the past.

Plebiscite: If a plebiscite is to be held at the same time as the general election, a question will need to be approved by Council.

Free Transit Service on Election Day: This is open for Council's consideration.

**Additional Information:** In accordance with amendments to the *Act*, City Council no longer has authority regarding the following decisions related to the Election; however, the City Clerk's Office felt it was necessary for City Council to receive the following information:

Regular Polls - Polling Areas, Polling Places and Polling Times: As in previous years, the establishment of three (3) polling areas for Election Day shall include Trailview Alliance Church, InnovationPlex, and the Chinook Golf Course. All polling places are accessible, and polls must be open at 9:00 a.m. and close at 8:00 p.m.

Other and Advance Polls: The Returning Officer shall establish Special Polls, Homebound Polls and Advance Polls. These polls are open to electors for at least three (3) days and not more than fifteen (15) days before the day of the election and must be open for a

minimum of one (1) hour and require a minimum of two (2) election workers per poll. The intended locations remain the same as the previous election and are set out in Schedule “A” of this report.

During the 2020 election, precautions were put in place to provide additional protection of voter’s health and safety due to COVID-19. While many of these procedures are not required at this time, efforts will provide clean, sanitary voting areas for all voters.

A communication plan is being developed to provide information for candidates, election officials and the general public on the election process. The City’s communications team has undertaken the task of setting up such platform on the City’s website.

Furthermore, a Candidates’ Information Guide will be prepared and provided to each person requesting a Nomination Form. This booklet will address a wide range of information such as key dates, qualifications, advertising, etc. As well, general election information will be advertised in the local newspaper, on the radio, on the City’s website as well as various social media outlets.

**Options:**

1. **That the Committee accept this report as information, and I welcome the discussion of Council today, in so that this matter can 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 2024 Election aligns with the City’s intention to strengthen our people, leadership and governance. Through elections, citizens have the opportunity to express their preferences and values, determining the direction of local government and influencing policy decisions.

**Governance Implications:** Elections provide citizens a voice in the decision-making process and ensures elected parties are accountable for their actions. It ensures local government is responsive to the needs and aspirations of the people they serve, fosters transparency, accountability and representation in governance.

**Budget/ Financial Implications:** The total cost of the election in 2020 was \$77,243.93, which was allocated between the City and the two (2) school divisions. Taking into account inflationary measures, the amount of \$103,800 was approved by Council within the 2024 Operating Budget. As in previous years, costs will be shared equally between the two (2) school divisions, unless acclaimed.

**Environmental Implications:** N/A



Respectfully submitted,



Jackie Schlamp, City Clerk

MS Reviewed and Approved on this 21 day of May, 2024.

## **SCHEDULE "A"**

For the purpose of taking the votes of qualified electors of the City of Swift Current the following will be established based on legislative timelines:

**1. Regular Polls on Election Day**

Wednesday, November 13<sup>th</sup>, 2024 from 9:00 a.m. to 8:00 p.m.

A request to book the following location has been made for:

Trailview Alliance Church  
InnovationPlex  
Chinook Golf Course

**2. Special polls** shall be established at the following facilities within the timeframe as defined within legislative requirements at:

Cypress House  
Willow Creek Manor

The Meadows  
Hospital

**3. Homebound polls** may be carried out any time between the first day of advance polling and the close of polls on Election Day. Requests are at the discretion of the Returning Officer and shall be by way of completion of required form and established process.

**4. Advance Polls** shall be established within the legislative timeframe at the following locations:

Pioneer Manor  
Riverview Village Estates  
The Bentley

Golden West Manor  
Heritage Towers  
Prairie View Lodge

and at

**InnovationPlex** specific dates and time to be determined during the week of November 2<sup>nd</sup> to 9<sup>th</sup>, 2024.

## SCHEDULE "B"

### Remuneration for election workers:

|                                      | <b>Proposed</b> | <b>2020</b> | <b>Regina<br/>2024</b> | <b>P.A.*<br/>2024</b> | <b>M.J.<br/>2024</b> |
|--------------------------------------|-----------------|-------------|------------------------|-----------------------|----------------------|
| <u>Election Day</u>                  |                 |             |                        |                       |                      |
| Supervising Deputy Returning Officer | \$290/day       | \$286       | \$332                  | \$246                 | \$270                |
| Deputy Returning Officer             | \$200/day       | \$195       | \$269                  | \$210                 | \$255                |
| Poll Clerk – as required             | \$175/day       | \$170       | \$237                  | \$186                 | \$250                |
|                                      |                 |             |                        |                       |                      |
| <u>Advance Polls</u>                 |                 |             |                        |                       |                      |
| Supervising Deputy Returning Officer | \$28/hr         | \$22/hr     | \$943                  | \$20.50/hr            | \$270                |
| Deputy Returning Officer             | \$20/hr         | \$15/hr     | \$764                  | \$17.50/hr            | \$255                |
| Poll Clerk – as required             | \$18/hr         | \$13/hr     | \$673                  | \$15.50/hr            | \$250                |
| Constables and other staff           | \$18/hr         | N/A         | N/A                    | N/A                   | N/A                  |
|                                      |                 |             |                        |                       |                      |
| <u>Training</u>                      |                 |             |                        |                       |                      |
| Supervising Deputy Returning Officer | \$50            | \$80        | \$100                  | \$80                  | \$50                 |
| Deputy Returning Officer             | \$50            | \$45        | \$50                   | \$40                  | \$50                 |
| Poll Clerk                           | \$50            | \$30        | \$50                   | \$40                  | \$50                 |

**\*Prince Albert**

- Election Day rate is based on a 12-hour day
- has added an additional \$41 for meal allowance which is not included above



## GOVERNANCE & PRIORITIES COMMITTEE

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

Date: May 14, 2024

Subject: Chinook Regional Library

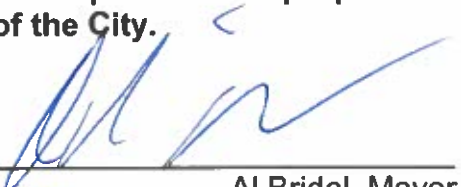
Regarding: Progress of collaboration within the Chinook Regional Library System.

Request from: Mayor Bridal

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

#### Section 16

Request Justification: **Positions or strategy developed for the purpose of negotiations on behalf of the City.**



Al Bridal, Mayor



Melissa Shaw, Acting CAO

**MEETING REQUESTED TO BE HELD: immediately following the Governance and Priorities Meeting on May 29<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 & Operations, General Manager of Community Services, General Manager of Cultural & Aquatic Services, City Clerk, Fire Chief, and Assistant to the City Clerk.



## GOVERNANCE & PRIORITIES COMMITTEE

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

Date: May 13, 2024  
Subject: Contract and Proposals  
Regarding: Programmable Logic Controller Project Update  
Request from: General Manager of Infrastructure & Operations

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

#### Section 16

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

A handwritten signature in blue ink, appearing to read "Greg Parsons".

Greg Parsons, General Manager of  
Infrastructure & Operations

A handwritten signature in blue ink, appearing to read "Melissa Shaw".

Melissa Shaw, Acting CAO

**MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on May 29<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 & Operations, General Manager of Cultural & Aquatic Services, City Clerk, Fire Chief, and Assistant to the City Clerk.