



**COUNCIL MEETING**  
**Monday, June 10, 2024**  
**6:30 p.m.**  
**Council Chambers, City Hall**

Page

**ADOPTION OF AGENDA**

Adoption of Agenda.

**ADOPTION OF MINUTES**

Adoption of minutes of the regular Council meeting held May 27, 2024.

Adoption of minutes of the Special Council meeting held May 31, 2024.

**PROCLAMATIONS**

Icasiana de Gala, Effie Savoy, and Angeline Amoyen of the Filipino Association of Swift Current and Area, will attend to proclaim June 10 to June 15, 2024 as “Philippine Independence Week”.

Dr. Leanne Heisler, Wildlife Ecologist, of SK Prairie Conservation Action Plan will attend to proclaim June 16 to June 22, 2024 as “Native Prairie Appreciation Week”.

**DELEGATIONS**

**PUBLIC HEARINGS/PUBLIC NOTICE MATTERS/ORDERS**

**ITEMS FOR ACTION**

- 1** Accounts.
- 4** Report regarding Light & Power – Purchase of Electrical Transformers.
- 6** Report regarding Light & Power – Cable and Electrical Inventory.
- 8** Report regarding Programmable Logic Controller Replacement Program – Water Treatment Plant.
- 10** Report regarding Programmable Logic Controller Hardware Conversion – Wastewater Treatment Plant.



**COUNCIL MEETING**  
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- 12 Report regarding Commercial Tax Exemption Policy.
  - 19 Report regarding Residential New Build Tax Incentive Policy.

**REPORTS FOR INFORMATION**

**BYLAWS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- 25 Swift Current Ag & Ex Meeting Agenda from May 15, 2024.
- 26 Swift Current City Detachment Community Policing Report for May 2024.

**COMMUNICATIONS**

**ITEMS REQUESTED TO BE DISCUSSED EN CAMERA**

- 27 Request regarding Operating and Capital Partnership – Swift Current Ag & Ex.

**REPORTS OF COUNCIL MEMBERS/ENQUIRIES**

**ADJOURNMENT**

**NEXT MEETING DATE:**

**Monday, June 24, 2024 – 6:30 p.m.**

May 30, 2024

TO: Council

FROM: Kari Cobler, General Manager of Corporate Services

RE: Accounts

Enclosed are the General Revenue Fund Disbursements for the period  
May 16 - 30, 2024

	<u>Current</u>	<u>Year to Date</u>
Regular Accounts	332,917.85	2,551,617.22
Payroll Benefits	541,504.17	4,091,065.92
School Payments (Holy Trinity RCSSD #22)	-	128,953.18
School Payments (Minister of Finance)	-	538,769.11
Sask Power - (Energy Purchase)	661,216.36	6,325,155.94
Sask Power	-	17,711.89
SaskEnergy	60,183.74	380,504.14
SaskTel	15,367.36	79,416.02
<b>General Contractors:</b>		
Aevitas Inc	-	20,901.12
Alexandre Electric	-	16,467.79
Arboriculture Canada Training	-	11,457.34
Armstrong Implements	-	32,907.59
Associated Engineering	-	38,733.34
B & A Petroleum	45,965.59	237,968.74
Brandt Tractor Ltd	-	25,251.40
Bridal Builders	-	33,000.30
C & D Machine & Welding	-	15,619.98
C & E Piling Ltd	14,707.50	14,707.50
CDW Canada	-	81,485.16
Chemtrade West Ltd	17,980.49	107,458.46
Chinook Regional Library	-	227,881.50
Clartech Industries	20,782.96	57,438.44
CloudPermit Inc	-	21,090.00
Country Club Distributors	10,273.06	47,201.07
Dayforce (Ceridian)	-	76,209.46
Delco Automation Inc	-	76,717.65
Directdial.com	-	24,839.58
Eecol Electric Ltd	-	63,498.63
Econolite Canada Inc	-	48,595.26
Flaman Sales	-	12,225.15
Flocor Inc	-	29,239.91
FP Teleset Francotyp	-	73,500.00
GFL Environmental Inc	98,087.47	402,595.63
Gordon Ralph Tams	-	23,463.11
Great Plains College	10,480.00	27,931.00

Hach Sales & Service Canada	-	26,754.52
HBI Office Plus Inc	10,894.41	33,241.36
Integrity Electrical Services	-	22,687.27
KK Golf Management Inc	24,590.22	128,347.12
Knudsen Excavating	69,438.93	116,565.56
Lee's Tree Care & Landscaping	23,036.19	72,621.05
Leeville Construction Ltd	-	207,483.94
Len's Plumbing & Heating	-	48,909.13
Martin Deerline	-	44,600.82
Metercor Inc	41,060.57	41,060.57
Microage	71,040.00	75,309.04
Mid Continental Pump Supply	-	33,300.00
National Leasing	15,359.40	15,359.40
Onactuate Consulting Inc	-	16,305.91
Oracle Corporation Canada	-	37,239.15
Paradise Pools	-	16,644.45
Perfectmind	15,262.50	15,603.75
Pioneer Co-op	-	83,070.11
PTI Utility Supply Ltd	14,985.00	80,389.55
RCMP	-	1,263,083.68
Redhead Equipment Ltd	-	61,334.67
Riverside Electric Ltd	-	81,127.85
Rock Solid Trucking Ltd	-	77,463.12
Rocky Mountain Phoenix	-	19,101.72
Saskatchewan Abilities Council	-	231,964.89
Saskatchewan Public Safety Agency	-	35,175.00
SGI	16,899.68	82,067.36
Southern Star Trucking & Excavation Ltd	-	65,693.28
Southwest Cultural Development Group Inc	-	60,000.00
Strictly Fences Ltd	-	37,684.50
SUMA	-	21,778.25
Superior North America Inc	-	18,624.39
Swift Current Diesel	-	13,319.96
Swift Current Lions Club	-	12,000.00
Tacel Ltd	-	10,039.05
Tetra Tech Canada Inc	10,680.00	10,680.00
Tourism Swift Current	-	60,791.90
Trade West Equipment Ltd	10,557.45	12,215.79
Triways Disposal Services	-	438,498.93
Uline Canada	-	14,383.86
United Paving (1983) Ltd	-	63,725.54
United Rentals of Canada	-	32,766.92
Valmont West Coast Engineering	-	173,573.85
Vertex Inc	-	11,820.39
Vigilant Consulting Services	-	287,719.93
Wastequip (Toter LLC)	-	55,783.52
Wheatland Machine Shop	-	54,733.48

Wiebe Contracting	-	38,701.02
Windscape Kite Club	-	25,000.00
Wolseley/Westburne	-	21,391.92
Y & K Cleaning Ltd	10,224.21	51,121.05
Zoho Corp	-	14,681.21
<b>TOTAL</b>	<u>\$ 2,163,495.11</u>	<u>\$ 20,535,118.26</u>

**RECOMMENDATION:**

I recommend that \$2,163,495.11 in disbursements be approved.

**REPORT PREPARED BY:**

Lisa Hagen, Accounts Payable Supervisor

SIGNATURE: 

APPROVAL: 

I concur with the recommendation

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



# City of Swift Current

## C.A.O. Report

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**Date:** May 30, 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.

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.

### **DISCUSSION**

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.

**RECOMMENDATION**

THAT City Council approves the purchase of a total of 30 pole-mount single phase transformers from PTI Transformers of Regina, SK in the amount of ~~\$281,695~~ (PST included, GST excluded). **\$154,579.80**



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

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**CAO Recommendation:**

*I concur with the recommendation.*



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



# City of Swift Current

## C.A.O. Report

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**Date:** May 30, 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.

### **DISCUSSION**

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 set out below, which closed on March 25<sup>th</sup>, 2024:

<b>Inventory Item</b>	<b>Highest bid</b>	<b>Lowest bid</b>
5000m IPEX SDR 13.5 1”	\$26,017.73	\$9,045.30
3000m 4/0 UG primary cable	\$149,561.66	\$119,700.27
50 LUM LED AEL P10 luminaires	\$16,405.50	\$14,785.00
21 post top luminaires	\$24,631.83	\$23,835.00
3 25kV 600a GOPT Switch	\$40,890.00	\$27,659.97

The City received quotations from numerous suppliers, ranging from \$9,045.30 to \$149,561.66 per unit, plus taxes. All suppliers met the required specifications and the lowest quotation for all 5 items was received from EECOL Electric of Regina, SK.



**RECOMMENDATION**

THAT City Council approves the purchase of electrical cable and inventory items from EECOL Electric, of Regina, SK, in the amount of \$206,758.59 (PST included, GST excluded).



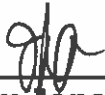
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Darryl Tunall, Director of Light and Power

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**CAO Recommendation:**

*I concur with the recommendation.*



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**Jim Jones, CAO**



# City of Swift Current

## C.A.O. Report

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**Date:** May 31, 2024  
**To:** Chief Administrative Officer  
**From:** General Manager of Infrastructure & Operations  
**Subject:** **Programmable Logic Controller Replacement Program – Water Treatment Plant**

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### **BACKGROUND**

Programmable Logic Controllers (PLC's) are commonly used at water treatment plants to automate and control various processes involved in treating and distributing water. Some of these processes include controlling pumps and valves, monitoring water quality and logging and reporting data.

Parts and materials for the existing PLC's at the Water Treatment Plant (WTP) are nearing their end of life and are becoming obsolete.

In 2022, a request for proposals (RFP) was posted on SaskTenders for a 4-year staged replacement of the PLC's. The RFP saw a fixed price for year 1 with a fixed hourly rate for years 2 through 4. The City received three (3) proposals for the required work. Delco Automation provided the best value to the City and completed year 1 and 2 of the replacement. Materials were tendered separately on a yearly basis.

### **DISCUSSION**

Pricing was requested from Delco Automation for completion of year 3 and year 4. The cost for programming and installation of the WTP PLC's is \$112,222. The 2024 approved capital budget for this project is \$140,000. This will complete the replacement program at the WTP.

### **RECOMMENDATION**

THAT City Council approves awarding the programming and installation of the Programmable Logic Controllers at the Water Treatment Plant to Delco Automation of Saskatoon, SK in the amount of \$112,222 (PST included, GST excluded).

Greg Parsons, General Manager of Infrastructure & Operations

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**CAO Recommendation:**

*I concur with the recommendation.*

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



# City of Swift Current

## C.A.O. Report

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**Date:** May 31, 2024  
**To:** Chief Administrative Officer  
**From:** General Manager of Infrastructure & Operations  
**Subject:** **Programmable Logic Controller Hardware Conversion – Wastewater Treatment Plant**

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### **BACKGROUND**

Programmable Logic Controllers (PLCs) are commonly used at wastewater treatment plants to automate and control various processes involved in treating wastewater. Some of these processes include controlling pumps and valves, monitoring water quality and logging and reporting data.

Parts and materials for the existing PLCs at the Wastewater Treatment Plant (WWTP) are nearing their end of life and are becoming obsolete.

In 2022, the WWTP received two (2) quotes for a 4-year staged replacement of the PLCs. Years 1 and 2 of the PLC project were completed by Delco Automation based on the lowest pricing received for the entirety of the project.

### **DISCUSSION**

Delco Automation submitted a price of \$126,882 for the programming and installation of the PLCs at the WWTP. The approved 2024 capital budget for this project is \$35,000. The remaining budget requirement will be reallocated from the WTP project and carry-over budget from previous years to complete year 3 and year 4.

### **RECOMMENDATION**

THAT City Council approves awarding the programming and installation of the Programmable Logic Controllers at the Wastewater Treatment Plant to Delco Automation of Saskatoon, SK in the amount of \$126,882 (PST included, GST excluded).

A handwritten signature in blue ink, appearing to read "Greg Parsons", is written over a horizontal line.

Greg Parsons, General Manager of Infrastructure & Operations

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**CAO Recommendation:**

*I concur with the recommendation.*

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



# City of Swift Current

## C.A.O. Report

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**Date:** June 5, 2024  
**To:** Chief Administrative Officer  
**From:** Business Development & Tourism Officer  
**Subject:** Commercial Tax Exemption Policy

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### **BACKGROUND**

The New Business Incentive Policy was passed by City Council on February 25<sup>th</sup>, 2003 and revised by Council resolution on June 7<sup>th</sup>, 2005 to include existing expanding businesses. At this time, the Policy was renamed The Existing Business Expanding and New Business Incentive Policy. This Policy allowed for existing businesses and new businesses to apply for an assessment exemption for the increased assessed value of a property due to new construction, renovations that required a building permit and expansion or new construction on bare land. The exemption was applied over a set term, with a decreasing exemption percentage over the set number of years. However, the term and the applicable percentage differed between an existing business and a new business.

The City Administration has reviewed and recommends the revised policy attached.

### **DISCUSSION**

The purpose of the revised Policy is to shorten the term and uniformly set the applicable percentage for exemption to both existing and new businesses at 100% per year for three (3) years and rename the policy as the Commercial Tax Exemption Policy. Additionally, the amendments will clearly define the process and procedure for prospective applicants with the addition of a flow chart.

### **RECOMMENDATION**

THAT Notice of Motion be given at this time advising the public of City Council's intention to adopt a Bylaw for the Commercial Tax Exemption Policy.

Denise Wall, Business Development & Tourism Officer

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**CAO Recommendation:**

*I concur with the recommendation.*



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**Jim Jones, CAO**

<b>Policy Title:</b>	COMMERCIAL TAX EXEMPTION POLICY	<b>Policy No. X</b>
<b>Date of Adoption:</b>		<b>Resolution No. X – 2024</b>
<b>Date of Amendment:</b>		<b>Resolution No.</b>
<b>Supporting Departments:</b>	Building Services Business Development Financial Services	<b>Review Date: ---, 2029</b>
<b>Approved by:</b>	City Council	

**1. POLICY**

City Council will approve annual tax exemptions to the increased assessment value of a commercial or industrial property due to improvements by an organization with a valid City of Swift Current Business License, provided all criteria under this Policy have been met.

**2. PURPOSE**

The Commercial Tax Exemption Policy is intended to incentivize commercial and industrial development of new businesses and facilitate expansion for existing businesses by providing financial assistance to offset start-up and construction costs and increase employment opportunities in Swift Current.

**3. DEFINITIONS**

- 3.1. **Assessment Exemption** means the exemption from real property taxation pursuant to the exemption schedule and the criteria contained in this Policy.
- 3.2. **Assessed or Assessment Value** means the value of a property for assessment purposes as determined by the City Assessor.
- 3.3. **Building Inspector** means the person designated to assist with the administration of this policy by the CAO.
- 3.4. **Business** means an entity with a valid City of Swift Current Business License and is subject to commercial tax assessment. Home-based businesses and entities subject to grants-in-lieu are not considered eligible under this policy.
- 3.5. **Business Development Officer** means the person designated to manage and administer this policy by the CAO.



- 3.6. **Building Permit** means written authorization to construct issued by the Building Inspector or their designate.
- 3.7. **CAO or Chief Administrative Officer** means the person appointed pursuant to Section 84 of *The Cities Act* or their designate.
- 3.8. **City** means the City of Swift Current.
- 3.9. **City Assessor** means the person appointed pursuant to Section 163 of *The Cities Act* or their designate.
- 3.10. **City Council** means the approving authority.
- 3.11. **Improvements** means any building or structure that is assessable for the purposes of property taxation.
- 3.12. **Occupancy Permit** means written authorization to use a building for its intended purpose issued by the Building Inspector or their designate.
- 3.13. **Value of Construction** means the total cost to the owner for the project in its completed form and includes the cost of all work, materials, building systems, labour and overhead, and profit of the contractor and subcontractors.

**4. ASSESSMENT EXEMPTION AND EXEMPTION SCHEDULE**

4.1. Provided all required criteria have been met and City Council has approved the request for exemption, the assessment exemption will be applied to any increased assessed value of a property due to new construction, alterations or renovations that require a Building Permit in the following manner:

<b>Year 1</b>	100% Exempt
<b>Year 2</b>	100% Exempt
<b>Year 3</b>	100% Exempt
<b>Year 4</b>	0% Exempt; Fully Taxable

- 4.2. The assessment exemption does not apply to the assessment value of the land, base tax or levies, or pre-existing improvements.
- 4.3. The assessment exemption will be based on the date of the Occupancy Permit.
- 4.4. City Council retains the right to customize incentives to any specific project.

**5. PROCEDURE FOR APPLICANTS**

5.1. A Building Permit must be obtained prior to any construction, alteration or renovation.

- 5.2. Applicants will complete and submit the attached form to the Business Development Officer prior to the substantial completion of their project. Applications will not be accepted until work on the project has begun.
- 5.3. For new businesses, a City of Swift Current Business License must be obtained prior to the issuance of the Occupancy Permit. All businesses must maintain a valid License during the term of the exemption.
- 5.4. When the project is substantially complete, the applicant will request a final inspection and Occupancy Permit by contacting the Building Inspector. If there are no issues with the final inspection, the Building Inspector will approve the Occupancy Permit.
- 5.5. Following approval by City Council, a letter of confirmation will be sent to the property owner detailing the exemption incentive and terms of the agreement.
- 5.6. An applicant is required to act in compliance with this Policy and all City Bylaws.

## **6. PROCEDURE FOR ADMINISTRATION**

- 6.1. The Building Inspector or their designate is responsible for issuing Building Permits, final inspections, and Occupancy Permits under this policy in accordance with the Building Bylaw, the Zoning Bylaw, and *The Construction Codes Act*.
- 6.2. The Business Development Officer will review and confirm eligibility of all applications under this policy and the Taxation Department will facilitate any requirement of Ministerial approval (for exemptions equal or greater to \$25,000) pursuant to *The Education Property Tax Regulations*, prior to seeking approval from City Council.
- 6.3. Should Ministerial approval not be granted, this information shall form part of the report for approval by City Council, with the education property tax portion due and payable by the applicant on a yearly basis.
- 6.4. Once approved by City Council, the City Assessor will apply the assessment exemption to the property as of the date of the Occupancy Permit.
- 6.5. Upon application to the City Assessor, this policy is transferable to any new owner during the duration of the three (3) year period.

## **7. COMPLIANCE, REPEAL/RESCIND EXEMPTION**

- 7.1. Assessment exemptions may be rescinded if:
  - a) the business does not comply with any bylaws, statutes or regulations relating to its operations;
  - b) there is an appeal of the property's assessment value;
  - c) any taxes, fees or other municipal charges are in arrears; or
  - d) any change to provincial legislation limits the ability to provide the exemption.

## PROCESS FLOWCHART



- Obtain applicable Development and Building Permits



- Complete Commercial Tax Exemption Policy Application
- Provide to Business Development Officer for review of project eligibility, including assessment by the Taxation Department of any requirement for Ministerial approval



- Request final inspection by contacting City Planning and Development Department
- Final inspection completed by City Building Inspector
- City Building Inspector will issue Occupancy Permit
- Presented by Business Development Officer to City Council for approval
- Letter of confirmation provided to applicant



- Approved Commercial Tax Exemption Policy Application is provided to City Assessor
- City Assessor applies incentive to the assessment as of date of Occupancy Permit



## Commercial Tax Exemption Policy Application

\*\*\*PLEASE PRINT\*\*\*

Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business License Number: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

Location of Construction: \_\_\_\_\_  
(Civic Address or Legal Description)

Type of Construction Activity:

- New Building
- Addition to Existing Building
- Interior Renovation to Existing Building

Estimated Construction Cost: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Estimated New Jobs to be created: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

### Declaration of Applicant

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Applicant – Please Print) (Municipality)

In the Province of Saskatchewan, I solemnly declare that all the above statements contained within the Application are true, and I make this solemn declaration conscientiously believing it to be true, knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act."

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_



# City of Swift Current

## C.A.O. Report

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**Date:** June 5, 2024  
**To:** Chief Administrative Officer  
**From:** Business Development & Tourism Officer  
**Subject:** **Residential New Build Tax Incentive Policy**

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### **BACKGROUND**

During research and review of Building Incentive Policies in other municipalities, it was noted that many cities offer a tax exemption incentive for new residential builds. This incentive reduces the cost burden for individual owners wishing to engage in a building project, reduces the risk of carrying costs for developers and encourages the building of new homes.

### **DISCUSSION**

The attached proposed Residential New Build Tax Incentive Policy was developed in partnership with, and has been approved by the City's Administration.

The purpose of the Policy is to provide a financial incentive for the first three (3) years following completion of construction of a residential dwelling. The assessment exemption of 100% will be applied to the increased assessed value of a residential property due to new construction for the first three (3) years, with the full rate of taxation being applied in the fourth year. The attached Policy also defines the process and procedure for prospective applicants, as well as administration, and includes a flow chart for ease of reference.

### **RECOMMENDATION**

THAT Notice of Motion be given at this time advising the public of City Council's intention to adopt a Bylaw for the Residential New Build Tax Incentive Policy.

Denise Wall, Business Development & Tourism Officer

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### **CAO Recommendation:**

*I concur with the recommendation.*

Jim Jones, CAO

<b>Policy Title:</b>	RESIDENTIAL NEW BUILD TAX EXEMPTION POLICY	<b>Policy No. X</b>
<b>Date of Adoption:</b>		<b>Resolution No. X – 2024</b>
<b>Date of Amendment:</b>		<b>Resolution No.</b>
<b>Supporting Departments:</b>	Building Services Business Development Financial Services	<b>Review Date: ---, 2029</b>
<b>Approved by:</b>	City Council	

**1. POLICY**

City Council will approve annual tax exemptions to the increased assessment value of a residential home building project by owner or licensed contractor, provided all criteria under this Policy have been met.

**2. PURPOSE**

The Residential New Build Tax Exemption Policy is intended to incentivize new housing starts by both owners and licensed contractors building on spec, by providing a financial relief for the first three (3) years after incurring the large cost of building. It will also provide licensed contractors with an avenue to mitigate some of the risks they undertake when building a house on speculation.

**3. DEFINITIONS**

- 3.1. **Assessment Exemption** means the exemption from real property taxation pursuant to the exemption schedule and the criteria contained in this Policy.
- 3.2. **Assessed or Assessment Value** means the value of a property for assessment purposes as determined by the City Assessor.
- 3.3. **Building Inspector** means the person designated to assist with the administration of this policy by the CAO.
- 3.4. **Building Permit** means written authorization to construct issued by the Building Inspector or their designate.
- 3.5. **CAO or Chief Administrative Officer** means the person appointed pursuant to Section 84 of *The Cities Act* or their designate.

- 3.6. **City** means the City of Swift Current.
- 3.7. **City Assessor** means the person appointed pursuant to Section 163 of *The Cities Act* or their designate.
- 3.8. **City Council** means the approving authority.
- 3.9. **Improvements** means any building or structure that is assessable for the purposes of property taxation.
- 3.10. **Licensed Contractor** means an entity with a valid Business License.
- 3.11. **New Build** means construction of a new residential single or multi-family dwelling, and excludes additions and detached accessory buildings.
- 3.12. **Occupancy Permit** means written authorization to use a building for its intended purpose issued by the Building Inspector or their designate.
- 3.13. **Value of Construction** means the total cost to the owner for the project in its completed form and includes the cost of all work, materials, building systems, labour and overhead, and profit of the contractor and subcontractors.

**4. ASSESSMENT EXEMPTION AND EXEMPTION SCHEDULE**

4.1. Provided all required criteria have been met and City Council has approved the request for exemption, the assessment exemption will be applied to any increased assessed value of a property due to new construction, that requires a Building Permit in the following manner:

<b>Year 1</b>	100% Exempt
<b>Year 2</b>	100% Exempt
<b>Year 3</b>	100% Exempt
<b>Year 4</b>	0% Exempt; Fully Taxable

- 4.2. The assessment exemption does not apply to the assessment value of the land, base tax or levies, or pre-existing improvements.
- 4.3. The assessment exemption will be based on the date of the Occupancy Permit.
- 4.4. City Council retains the right to customize incentives to any specific project.

**5. PROCEDURE FOR APPLICANTS**

- 5.1. A Building Permit must be obtained prior to any construction.
- 5.2. Applicants will complete and submit the attached form to the Business Development Officer prior to the substantial completion of their project. Applications will not be accepted until work on the project has begun.

- 5.3. When the project is substantially complete, the applicant will request a final inspection and Occupancy Permit by contacting the Building Inspector. If there are no issues with the final inspection, the Building Inspector will approve the Occupancy Permit.
- 5.4. Following approval by City Council, a letter of confirmation will be sent to the property owner detailing the exemption incentive and terms of the agreement.
- 5.5. An applicant is required to act in compliance with this Policy and all City Bylaws.

## **6. PROCEDURE FOR ADMINISTRATION**

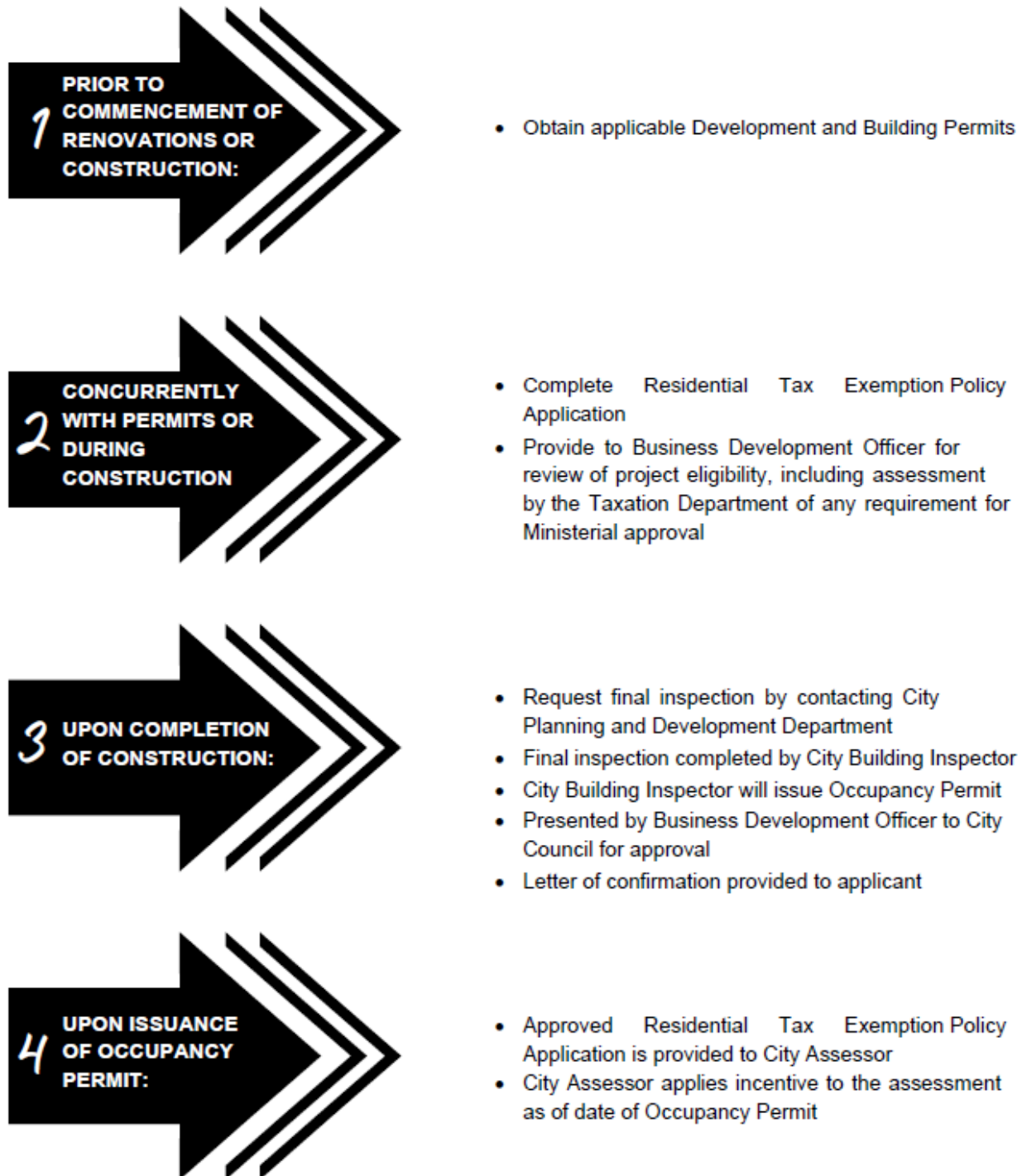
- 6.1. The Building Inspector or their designate is responsible for issuing Building Permits, final inspections, and Occupancy Permits under this policy in accordance with the Building Bylaw, the Zoning Bylaw, and *The Construction Codes Act*.
- 6.2. The Business Development Officer will review and confirm eligibility of all applications under this policy and the Taxation Department will facilitate any requirement of Ministerial approval (for exemptions equal or greater to \$25,000) pursuant to *The Education Property Tax Regulations*, prior to seeking approval from City Council.
- 6.3. Should Ministerial approval not be granted, this information shall form part of the report for approval by City Council, with the education property tax portion due and payable by the applicant on a yearly basis.
- 6.4. Once approved by City Council, the City Assessor will apply the assessment exemption to the property as of the date of the Occupancy Permit.
- 6.5. Upon application to the City Assessor, this policy is transferable to any new owner during the duration of the three (3) year period.

## **7. COMPLIANCE, REPEAL/RESCIND EXEMPTION**

- 7.1. Assessment exemptions may be rescinded if:
  - a) the owner doesn't comply with any bylaws, statutes or regulations relating to its operations;
  - b) there is an appeal of the property's assessment value;
  - c) any taxes, fees or other municipal charges are in arrears; or
  - d) any change to provincial legislation limits the ability to provide the exemption.



## PROCESS FLOWCHART





## Residential New Build Tax Exemption Policy Application

\*\*\*PLEASE PRINT\*\*\*

Applicant Name: \_\_\_\_\_

Contracting Business Name: \_\_\_\_\_  
(if applicable)

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business License Number: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_  
(if applicable)

Location of Construction: \_\_\_\_\_  
(Civic Address or Legal Description)

Estimated Construction Cost: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

### Declaration of Applicant

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Applicant – Please Print) (Municipality)

In the Province of Saskatchewan, I solemnly declare that all the above statements contained within the Application are true, and I make this solemn declaration conscientiously believing it to be true, knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act."

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Swift Current Ag & Ex's Mission Statement:

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

**Minutes – BOARD OF DIRECTORS – MAY 15, 2024**

- CALL MEETING TO ORDER (7:00 pm – 9:00 pm)
- APPROVAL OF AGENDA
  - APPROVAL OF MINUTES – April 15, 2024

**OLD BUSINESS**

- Burnham Booth contract

**NEW BUSINESS**

- Committee Reports
  - Financial Report – April
  - Office report
  - City Council Report
  - Doc's Town
  - Communications
  - Ranchman's / Junior Stockman's
  - Frontier Days
    - Ambassador/ Youth Initiative
    - Rodeo
    - Gates & Parking
    - Entertainment
    - Concessions
    - Saloon
    - Security
    - Parade/Kiddies Day Parade
    - Pancake Breakfast
    - Janitorial Clean Up Crew
    - Commercial Exhibits
    - Livestock
    - Equine
    - Grounds – Andy

• **OTHER BUSINESS**

- Strategic Planning
- Jackets & Photo ID

• **DATE & TIME NEXT MEETING:**

- **June 12, 2024, at 7:00PM, Palliser Pavilion, Kinetic Room or by Zoom.**

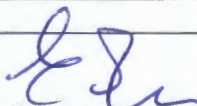
MEETING ADJOURNED

## COMMUNITY POLICING REPORT

To: The Mayor City of Swift Current	From: N.C.O. In Charge Swift Current City Det.	Month of May 2024
		Date Prepared 2024-06-03
		Phone No. (306) 778-4870

### OFFENCES REPORTED AND/OR COMMITTED IN COMMUNITY

VIOLATION	May/2024	May/2023	May/2022	YTD 2024	YTD 2023	YTD 2022
Fatal Motor Vehicle Accident	1	--	--	1	--	--
Injury Motor Vehicle Accident	1	1	1	6	5	8
Reportable Vehicle Accident	8	14	3	33	59	51
Fail to Remain (Hit & Run)	5	9	10	31	42	38
Provincial Traffic Offence	47	74	140	908	569	1002
Impaired Driving Offence	11	7	11	39	37	38
Liquor Act	7	5	8	19	23	24
Coroners Act	3	2	1	12	15	15
Mental Health Act	21	34	17	107	98	90
Other Criminal Code	38	43	24	148	178	143
Weapons Offence	6	4	3	11	13	12
Drug Enforcement	5	9	8	26	43	30
Sexual Offences	1	5	1	14	12	5
Robbery/Extortion/Harassment	13	26	18	63	68	70
Assault (excl. Sexual Assault)	23	19	14	83	63	75
Theft Under \$5,000	27	23	12	112	107	74
Theft Over \$5,000	5	4	4	17	22	12
Possession Stolen Property	3	2	2	14	12	12
Mischief	32	34	31	178	156	110
Fraud	12	16	9	64	42	56
Break & Enter – Business	2	5	2	9	7	3
Break & Enter – Residence	4	4	1	13	20	7
Break & Enter - Other	5	3	1	28	8	4
Arson	--	1	--	--	2	--
Missing Person	--	3	3	6	13	7
Peace Bond	--	--	--	1	--	--
Criminal Record Checks	207	155	210	779	609	743
<b>Total Occurrences</b>	<b>456</b>	<b>486</b>	<b>410</b>	<b>2165</b>	<b>2062</b>	<b>1883</b>

  
**(E.M. GORDON), Staff Sergeant**  
**Detachment Commander**  
**Swift Current City Detachment**



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

Date: June 6, 2024  
Subject: Contracts and Proposals  
Regarding: Operating and Capital Partnership - Swift Current Ag & Ex  
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 Council Meeting on June 10<sup>th</sup>, 2024.~~ This report was AMENDED to reflect MEETING REQUESTED TO BE HELD: Immediately following the Governance & Priorities Committee Meeting on June 18<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.