



GOVERNANCE & PRIORITIES COMMITTEE

June 18, 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 June 18th, 2024 be approved.

3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated May 29th, 2024 be approved.

4. Public Presentations

4.1 Presentation by members of Lii Bufloo Métis Local #35 regarding “Indigenous Peoples Day” being recognized on June 21st, 2024.

5. Administration Presentations

5.1 CAO update.

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6. Strategic Plan

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

7.1 Information to support Purchasing Policy process presented by Jim Jones.

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8. Agencies/ Boards and Committees

8.1 Local Library Board update presented by Councillor Switzer.

9. Unfinished Business

10. Council’s Interest and Communications



GOVERNANCE & PRIORITIES COMMITTEE

June 18, 2024

Council Chambers, City Hall

1:00 p.m.

11. En Camera Requests

- 11.1 A request regarding Financial Management & Human Resource Management Software Project Update to be presented by the Executive Director of Strategic Operations. **21**

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

12. Adjournment

Recommendation: That the Governance & Priorities Committee Meeting of June 18th, 2024 be adjourned.

Next Meeting TBD.



GOVERNANCE & PRIORITIES COMMITTEE

Information Report

Date: June 6, 2024
To: Governance & Priorities Committee
From: Chief Administrative Officer
Subject: **CAO Update**

One of the key items on each Governance & Priorities Committee (GPC) Agenda is a monthly report from my office setting out an overall organizational update.

Attached you will find reports for the following divisions:

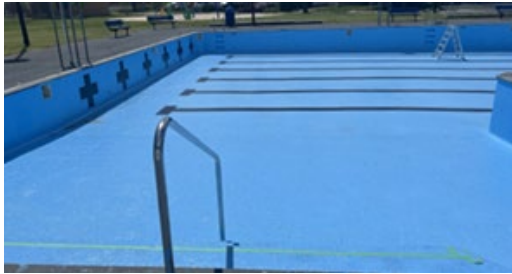
- Community Services
- Corporate Services
- Infrastructure & Operations
- Planning & Growth Development
- Swift Current Fire Department

Respectfully submitted,

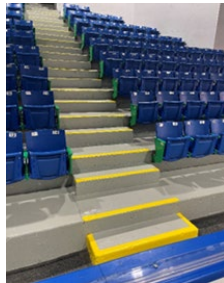
A handwritten signature in black ink, appearing to read "Jim Jones".

Jim Jones, CAO

COMMUNITY SERVICES MAY 2024 - MONTHLY CAO REPORT



Fairview Pool
Repairs



InnovationPlex
Stands Maintenance

Capital/Operating Projects:

- Grants Submitted: Request for funding to assist with the development of Museum mission, vision, values. *FCC AgriSpirit Fund* for accessible bleachers at Kinetic Park (\$25,000). *Sport Systems Ugly Bleacher Contest* – 1st prize is a 5-row, 12-foot bleacher system (\$4,600). Follow up for *SPRA Leadership Development*. Final follow up for *Living Sky Community Development Corporation Grant*.
- Grants Denied: *Service Canada Summer Student*.
- Grants Received: Saskatchewan Indian Gaming Authority sponsorship for *The Zone* Program (\$500).

Parks:

- Soffit and fascia replacement at Riverside and Elmwood Park washrooms.
- Installation of asphalt at Elmwood Park washroom was completed.
- Opening of washrooms completed.
- Grass cutting/trimming began.
- Splash pads opened over the last few days of May.

Museum:

- Fob entrance installed (upgrade to security panels and addition of second keypad).

Art Gallery:

- Accepted 10 pieces of artwork donated to the permanent collection.

Golf Course:

- Repairs to the 8-inch main irrigation line. Replaced obsolete refrigeration system for the walk-in cooler. Utility vehicle and fairway mower arrived.

Facilities:

- InnovationPlex: Scrubbed/washed stands, applied epoxy to 8 sections. Contractor completed recapping of various areas. Began arena board repairs, removed puck board, anchors and bolts were retorqued/reassembled. Placed bulk order for soft

cap and glass channels (current board system is discontinued so will have repair items for future use).

- S3 Arenas: Board repairs completed. May 13 - S3 EAST ice removed. S3 WEST overhead fire door was replaced.
- Dickson Centre: AC condenser unit was replaced (part of SGI hail claim from last summer). North Wing classrooms and halls were upgraded to LED fixtures.

Kinetic Park:

- Completed adding extra steps to 5 portable bleachers for easier accessibility. Installed signage at outdoor livestock stalls providing information for online stalling and camping registration.
- Power harrow utilized on Magnus Newland Arena ground in preparation for rodeo season. Summer water lines to entire park were turned on.
- May 6 - Campgrounds opened for the season.
- New 2-way radios arrived. Purchased a portable stick welder (several staff completed welding training) that will save on small job contracting costs.

Aquatics:

- Parts ordered for Fairview Pool valve and door replacement. Concrete work completed on pool basin and edge and epoxy paint applied.

Programs/Rentals:

- *Welcome to Recreation* – May clinic was hosted by Swift Current Twist of Fate.
- *Welcome to Recreation Families & Tots* – May was Story Tellers.
- May 12 - *National Senior's Health and Fitness Day* – at the Bentley.
- May 15 - *Annual Bike Safety* at Riverdene Park in partnership with the Kiwanis Club of Swift Current and Saskatchewan Health Authority. Co-sponsored by Canadian Tire and Pedal Works. Volunteers from SC Cycling Club, Hutch Ambulance, RCMP, Fire Department, SHA Acquired Brain Injury and Kiwanis Club.
- *Nature Play* – Saturdays, programs included: Watershed, Mother's Day crafts/activities, Museum and Jacquie Bolton from Nature Therapy Guide.
- *Forever in Motion* programs concluded until fall.
- *Active Play* – Held at Fairview School with 46 students participating in each session.
- Partnership and Events Coordinator worked on initial preparations for *Market Square*. Contractor has been hired for Market Square coordination.

Art Gallery:

- *High School Art Show* was installed at West Wing Gallery. May 14 – Public reception held with 53 people in attendance.
- May 14 - Hosted a music recital in partnership with the Library and Swift Current Music Teachers Association.
- Courses/Classes – gross sales: \$1,676.22. Art supplies – gross sales: \$739.89.

Museum:

- *Beyond Human Limits* exhibition opened - developed and produced by Science North in partnership with the Ontario Science Centre.
- May 11 - *Market at the Museum*. May 15 - Lunch and Learn: *Pete L'Heureux presented on his last summer 1200 km hike*. May 15 - *Lyric Write Out Loud*.

Golf Course:

- Good green conditions encouraged great attendance: 4,606 rounds of golf played. Sold 385 memberships.

Facilities:

- InnovationPlex bookings: 6 Conference Room. May 25 – Roller Derby bout.
- S3 Arenas bookings: Lacrosse practices. 2 Junior Wolverines lacrosse home games.
- LCol Clifton Centre bookings – Pickleball, minor baseball and birthday parties. May 12 – CWE Wrestling.

Kinetic Park:

- Stockade: May 4 – Ladybug Tradeshow. Regular season programs concluded.
- Magnus Newland Arena: May 24-26 – Dustbowl Barrel Racing Productions 5D Slot race and Jackpot.
- Grandstand: May 14 – Swift Current Stock Car Association *Test and Tune*. May 25 – first race of the season. Featured cars from three prairie provinces.
- Palliser Pavilion: May 18 – Wedding. May 29 – Line Dancercise yearend windup. Regular weekly meetings. (AG & EX, Stock Car, Wildlife Federation, etc.)
- Frontier Building: May 31 - Wedding

Aquatics:

- Courses included: Bronze Medallion Course and Lifesaving Instructor Course.
- Adaptive, Homeschool, and Spring 8-Week swim lessons concluded.
- Stingrays Swim Club season and Spring 4-Week swim lessons began.
- Parent and Tot swim class was held in partnership with Adult Mental Health.

Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	744	AGSC / Art Store	315	Families & Tots (families)	7
Museum Tours	6	AGSC - Memberships	3	Bike Safety	70
TKSHHOF	29	Pickleball Drop in	58	Swimming Lessons	807
Safe Places Certifications	47	Nature Play	25	General Swim	2282
Safe Places Recertifications	17	Forever in Motion	1401	Swim Clubs/school Rentals	1129
Safe Places Codes	10	Welcome to Recreation	40	Fitness Swim	541

CORPORATE SERVICES

MAY 2024 - MONTHLY CAO REPORT



Projects:

Information Technology:

- **Operations:**
 - Ordered 13 Free Google Pixel devices to upgrade old, outdated phones. These upgrades provide better battery life and improved security for employees. The devices were provided at no cost for a 2-year contract renewal.
 - Ordered 33 iPhone 13 devices at no cost for a 2-year contract renewal. This initiative aims to provide employees with up-to-date technology and enhance productivity through improved features and performance.
- **Financial Initiatives:**
 - Locked in AutoCAD software for 3 years, avoiding yearly price increases for the following two years. This ensures cost stability and budget predictability for the organization.

Assessment & Taxation:

- **2024 Property Tax Notices** – prepared and mailed. Payments due June 30.

Purchasing:

- **RC Dahl Roof Replacement Request for Proposals** opened May 29; closes June 17.
- **6th Avenue NE Outfall Replacement Request for Proposals** closed May 17.
- **Fire Pumper Truck** – awarded to Rocky Mountain Phoenix, proceeding with build.

Staffing:

Postings:

- **Auxiliary Firefighter:** April 10 - May 10
- **Assistant to the City Clerk:** April 29 - May 6
- **Bylaw Enforcement Officer:** April 30 - May 10
- **Administrative Assistant (I&O):** May 8 - May 15
- **Streets & Roadways Labourer:** May 8 - May 22
- **Customer Service Payment Clerk:** May 9 - May 22
- **Support Service Assistant:** May 17 - May 31

Filled:

- **Seasonal Labourer:** Seasonal Full-Time (start date: May 1)
- **Parks Maintainer:** Permanent Full-Time (start date: May 21)
- **Executive Assistant to the Mayor/CAO:** Permanent Full-Time (start date: May 13)

- **Administrative Assistant (I&O):** Permanent Full-Time (start date: May 27)

Occupational Health & Safety:

- Summer Student Orientation
- Various OHC meetings, construction site visits, noise level testing at Kinetic Park.
- Employees from various departments attended Chainsaw Awareness, Mental Health First Aid, Standard First Aid/CPR, Confined Space, H2S, Ground Disturbance, Transporting Dangerous Goods and Traffic Accommodation Supervisor trainings.

Customer Service/Community Connections:

- **Promotions and Programming** – seasonal items like park washrooms, canoe and kayak launch, ball diamonds, splash pads opening, and operational items like street sweeping, hydrant flushing, and construction notices.
- **Facebook Stats:** Facebook gained 78 *net* followers, an increase of 136% over last month, and its reach was 199% over last month, at over 67,000. A paid campaign (Household Hazardous Waste Day) contributes to the high number.
- **Instagram Stats:** Instagram gained 35 followers bringing the total to 2,300. Content interactions (likes, shares, tags) were up 19%. The top performing post (organic, not paid) on this platform was a photo of Mayor Al participating in Tim Horton's Smile Cookie campaign, which also had the highest number of likes.
- **X Stats:** City X earned 523 impressions per day, an increase of 117%, and 107 link clicks in the month, an increase of 110% over last month. The Special Council Meeting called for May 31, 2024, was the highest performing post.

INFRASTRUCTURE & OPERATIONS

MAY 2024 - MONTHLY CAO REPORT



Transportation Services:

Streets and Roads Highlights:

Street Sweeping

- Residential Zones Complete (160 km)

Storm System Maintenance

- Catch basin rehabilitation (9)
- Ditching/drainage maintenance.
- Jetting storm lines.

Road Maintenance

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

Fleet Service Highlights:

- **Safety Inspections** – for three (3) buses, all passed.

Oil Change Services

- Light Trucks - 25
- Heavy Trucks - 3
- Equipment - 6

General Repairs

- Light Trucks – 17
- Heavy Trucks – 5
- Equipment – 34

Waterworks:

Water Distribution and Wastewater Collection

- T2 had 76 appointments and turned on 58 green spaces.
- T63 had 55 locates.
- Box and Rods - 5
- Hydrant maintenance & annual nighttime hydrant flushing program
- Two (2) leaky services
- Replaced fire hydrant on the corner of 4th Ave SE and Friesen St.
- One (1) leak on Rural Water Pipeline

Water Treatment Plant (WTP)

Operations

- All processing equipment on Pump well A at North Hill Reservoir has been installed. Pump well A to be cleaned and filled during the 1st week of June. Final pump commissioning for North Hill upgrade project scheduled for June 10.
- Annual generator services and load tests of Water Treatment Plant (WTP) and Booster Stations were completed.

- Submitted 2nd quarter water samples to Saskatchewan Research Council (SRC) & Provincial Water Lab as per Water Security Agency Permit to Operate. All water parameters tested were good as they were below provincial standards.
- Summer water demand has begun as the Parks department are slowly bringing on all sports field irrigation systems. Process & chemical changes were made to accommodate increased demand.
- Treated water pumped in May: 216.20 ML

Wastewater Treatment Plant (WWTP)

Operations

- May total of treated effluent WWTP – *137675 m³*.
 - Approximately 90 % of all flow from Main lift station (*152965 m³*).
- Final effluent results for May – WWTP laboratory:
 - cBOD – **2.10** mg/L, removal rate of **98.5%**. Permit level **10** mg/L
 - TSS - **5.2** mg/L, removal rate of **95.6%**. Permit level **10** mg/L
 - Tphos – **0.15** mg/L, removal rate of **63.3%**. Permit level **1.0** mg/L
 - NH₃ - **0.35** mg/L, removal rate of **98.4%**. Permit level **3.0** mg/L
- Drained and cleaned bioreactor #2.
 - Replaced all membranes on aeration grid and cleaned grid piping.
 - Refilled bioreactor – brought effluent quality back immediately.
 - Increased flow to *6000 m³/day* from *3000 m³/day*.
- Installed new instrumentation equipment for dissolved oxygen control.

Lift Station Operations:

- Pump service and semi-annual inspection of pump equipment at all stations.
- Operators replaced pump and controller, reinforced discharge piping at the Riverside Park lift station.

Irrigation – Lagoon Operations:

- Flushed main lines and pivots for upcoming irrigation season.
- Started irrigating mid-May on East and South pivots.

Regulatory:

- Covid-19 samples submitted through SHA.
 - May 2nd results **0** copies/mL.
 - May 7th & 9th average results **0** copies/mL.
 - May 14th & 16th average results **5.1** copies/mL.
 - May 23rd results **13.5** copies/mL.
- Regular samples from final effluent submitted weekly.
 - E-coli levels for May range from 10 to 97 (permit level of 1000).
- SC Creek samples May 22.

- E-coli samples upstream of WWTP: **97** orgs/100 mL; downstream of WWTP **122** orgs/100 mL.
- First of 3 annual samples from irrigated lands as per permit to operate.
 - Sent to Provincial Laboratory.

Engineering:

Engineering Projects

- 2nd Ave SE & Gladstone Traffic Signals – SGI Provincial Traffic Safety Grant
 - Installation of traffic structures, pedestrian devices and vehicle detection in progress, completion targeted for June 5th.
 - Concrete and asphalt patching to be completed in early June.
- North Hill Reservoir Upgrade
 - Commissioning and decommissioning are on-going.
 - Pressure tests and Bac T testing have continued. Activities are moving forward successfully with very few issues arising.
 - The contractor has updated their commissioning schedule. Total Performance is scheduled for July 8. Substantial completion targeted for the end of June.
- Paving & Sidewalk Program:
 - Marston Street Paving Completed
 - Asphalt patching is underway.
 - Sidney Street East Sidewalk rehabilitation 90% completed. Asphalt Patching to be completed early June.
 - United Paving has been working on highways jobs and will be returning to town in June to complete most of the program.
- Downtown Streetscape Rehabilitation – 200 block 1st Avenue NE
 - Concrete sidewalk removed.
 - New concrete sidewalk installation should be completed during the first week of June.
 - Paving stone, asphalt patching, street furniture, new streetlights to be completed for the first Market Square.
- 6th Ave NE & Bray Street Storm Main Upgrade & Outfall Repair
 - Request for Proposals (RFP) to increase pipe size in failed section and replace the outfall structure closed May 10. One bid was received and is being evaluated.
- Active Transportation Pathway: Grant deadline is October 27, 2024

- Species at risk surveys have been completed 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.
- Pathway realigned to east side of City Road allowance behind Memory Gardens Cemetery
- Southwest Paving has installed base gravel between Memorial Drive and Highway 1. They have paved approximately 250 meters of pathway.
- A retaining wall under Highway 4 (Memorial Drive) has been constructed.
- LMO began construction of the retaining wall under the Westbound lanes of Highway 1.
- Landscaping is to be completed after paving and retaining walls are complete.
- Lighting to be installed once material arrives.



Figure 1: Pathway Site Preparation



Figure 2: Retaining Wall Constructed and pathway paved.

Light & Power:

Tenancy Changes:

Connects – 178
 Disconnects – 169
 Transfers – 17

Line Locates:

Urban – 172
 Rural – 31

Meter Changes:

Electrical – 1 commercial, 5 residential
 Water – 2 comm, 13 residential, 1 rural
 New – Electrical – 2 comm, 0 residential

Meter Reading:

Monthly billing cycles
 11 Streetlight Repairs

Projects:

- Added a Capacitor Bank for system improvement.
- Line repairs precipitated from weather events.
- Cable replacement in the Trail subdivision.
- Planned installation of traffic lights at 2nd Avenue SE & Gladstone.
- Overhead to underground conversions.

Solid Waste & Diversion:

East Landfill

- Landfilled – 1,951 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – a 12% decrease from May 2023 (2,205 tonnes).
- Diversion materials – 722 tonnes – a 54% tonnage decrease from May 2023 (1555 tonnes).

West Landfill

- Landfilled – 3,014 tonnes – 42% tonnage decrease from May 2023 (5,188 tonnes).

Recycle Depot

- May accommodated 2,156 visits – a 1% decrease from 2,167 visits in May 2024.
 - 11 loads of cardboard, 4 loads of paper, & 2 loads of plastics.

Yard Waste

- May accommodated 1,842 visits.
- 14.6 tonnes of compost sold.

Household Hazardous Waste Collection

- Held on May 22 from 1pm-7pm at the Innovation plex parking lot.
- 196 residents served.
- 2,194 kg of hazardous waste and 7 skid totes of paint products diverted from the landfill.

Transit:

Passenger Data

- The Swift Transit line accommodated 3,213 passengers in May.
 - 1,109 of these rides were for school services.
- The Access Transit line accommodated 705 passengers in May.

PLANNING & GROWTH DEVELOPMENT MAY 2024 - MONTHLY CAO REPORT



Building, Planning & Economic Development:

A total of \$713,180 in building permits were issued in May for (3) commercial, (9) residential and (1) institutional permits for renovations/alteration/repairs. A demolition permit was also issued for a residential dwelling and accessory building at 262 – 14th Avenue NE.

Last year, numbers for May 2023 consisted of (3) commercial and (3) residential permits issued for renovations/alteration/additions with a total value of \$978,300.

Comparison:

- Total overall Building Permit values in **2023** to the end of May = **\$ 2,383,825**
- Total overall Building Permit values in **2024** to the end of May = **\$ 1,447,142**

Development permits/inquiries/subdivisions:

- Development permits were approved for the following projects:
 - Re-development of the Shell Service Station at 510 South Service Road E: the existing building and fuel pumps will be removed and replaced with new structures and will include a drive-thru food service establishment.
 - New Co-op Cardlock Facility at 1860 Springs Drive.
- Issued Building Permit for the Southside Co-op Liquor Store; work is underway.
- The Building Inspector issued an order to remedy an unsafe condition (roof repairs) for a residential dwelling on the 400 block of 7th Avenue NW.
- Recent development inquiries include a child daycare expansion, re-development of the former concrete plant on North Railway St. W, and multi-family residential uses. Building inquiries and applications for residential projects including garages and additions continue to be strong.
- City Hall improvements included renovations to re-divide space between two main floor offices and replacement of the roof top motor. Other upcoming City Hall renovations/repairs will include flooring and paint in various areas.

Business Development:

- Continued focus on Incentive Policy development with the Development Team to stimulate Commercial and Residential building projects, in conjunction with the assessment of residential lot inventory and strategies to market them. Presented recommendation to Council at the May 29 Governance and Priorities Committee meeting.

- Planning for the Economic Development video, photo library and a refresh of our growwithswiftcurrent.ca website continued with the contractor.
- Attended the Saskatchewan Chamber Conference: *Food, Fuel, Fertilizer*. It was very inspirational to hear about all the great developments happening in Saskatchewan.
- The Jace Anderson speaking event through the Swift Current & District Chamber of Commerce went very well. He presented on ‘*A rural lens to successes in driving, supporting, and inspiring relocation*’.
- The Helium Forum will be held Wednesday, November 6 – currently confirming speakers; details to be sent out by the end of June.
- Meeting with potential housing developers and managing residential lot inquiries.
- Began a series of Welcome Centre committee meetings for the Infrastructure Working Group. Included the SC Chamber, in the Rural and Northern Immigration Pilot (RNIP) Program discussion regarding its potential for our region.
- Continued with online training, community events, stakeholder connections.

Tourism:

- Tourism Swift Current’s 49 x 110 Conference was a success with over 40 attendees.
- The Tourism Development and Investment Attraction Hub opened May long weekend. The Program Manager position was filled.

Licensing & Bylaw:

- One (1) development permit was issued during the month of May.
- The combined total of new and existing business licenses = 1,284 with an amount of \$139,955 in permit fee revenues to the end of May.
- (427) Dog Licenses and (112) Cat Licenses have been sold to date.

The following bylaw files have been opened to the end of May upon receipt of complaints, and the increases are indicated by ↑ or no increase ↔:

- 18 Animal Control Complaints (running at large, barking, etc.) ↑ **12**
- 2 Business Complaint (advertising/operating without a business license) ↔
- 7 Commercial Property Complaints ↑ **3**
- 18 General Complaints (snow, garbage, trees, etc.) ↑ **2**
- 32 Property Complaints (unsightly, untidy, etc.) ↑ **19**
- 62 Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.) ↑ **11**

SWIFT CURRENT FIRE DEPARTMENT MAY 2024 - MONTHLY CAO REPORT



Report from May 1 – 29 (30-31 next report):

Type of call:	May	YTD totals
Fire	14	57
Medical	24	156
MVC	4	16
Rescue	1	3
Hazardous Condition	4	12
Other	3	13
Fire Pit Complaints	0	0
Investigations	0	3
Total	50	260
Inspections	50	279

Career Development:

CAREER TRAINING (In-House – No cost):

- Practical: Auto extrication and vehicle fires
- Medical: Full drug review- Ipratropium Bromide & Naloxone
- Online: Burn Management Advanced / Fire Streams (Canada)

AUXILIARY TRAINING (In-House – No cost):

- Theory: Search & Rescue
- Practical: Emergency Search & Rescue

REPAIRS*:

Command 3 (replace throttle body)	\$ 1,211.03
Ladder (annual svc & inspection)	\$ 2,595.98
Tanker (annual svc, inspctn & regen repair)	\$ 4,377.87
E2 (annual svc & inspection)	\$ 1,379.00
E3 (annual svc & inspection)	\$ 1,379.00
Compressor Svc & SCBA bench test	<u>\$ 11,584.55</u>
Monthly Total	<u>\$ 22,527.43</u>

(*all trucks also pump-tested)

BILL OUTS:

SGL At-Fault Dependant	\$ 2,180.46
Bottle Fill	\$ 241.50
Monthly Total	<u>\$ 2,421.96</u>

Fire Calls:

SCFD responded to several fires this month including, building, cooking equipment, dumpster, and electrical equipment. We also had 10 fire alarms this month that ranged from malicious activation of an alarm system to false alarms due to contractors, home renovations and system malfunction. We have no injuries to report, and damage was minimal after quick extinguishment by SCFD staff.

Photo Description:

This month we received a rescue call for an individual who was retrieving their car keys from a dumpster. They had climbed a 6-foot ladder to enter the dumpster but once inside they could not get out. Sometimes we get calls that are out of the ordinary, but this person was in some distress being stuck in the garbage. There were also several motor vehicle collisions in May. Even though these incidents were in the city, there were instances of severe damage to vehicles.



Date: June 12, 2024
TO: Council
From: Chief Administrative Officer
Subject: **Purchasing Policy**

Background: The City adopted a Purchasing Policy by Bylaw in 2003, with revisions in 2016. The purpose of the Policy is to establish guidelines for the City of Swift Current Administration in the procurement of goods and services for the City of Swift Current that are included in approved budgets or otherwise authorized by Council. Additionally, the Policy ensures that goods and services are acquired through a fair, open, transparent, and competitive process that uniformly balances the interests of taxpayers with the fair and equitable treatment of suppliers.

Objective: The Purchasing Policy contains considerations such as the New West Partnership Trade Agreement, acceptance criteria and exceptions to the Policy, together with additional matters that include:

New West Partnership Trade Agreement: A provincial agreement between the provinces of British Columbia, Alberta, and Saskatchewan where the procurement at or above the following thresholds must be conducted openly and transparently and ensure equal opportunity for suppliers in all three provinces.

- 1) \$75,000 or greater for goods
- 2) \$75,000 or greater for services or
- 3) \$200,000 or greater for construction

Competitive Bidding Policy: The City will purchase goods and services through competitive buying practices as specified below. Whenever possible, a minimum of three quotes should be obtained that meet the specifications.

Public Advertising – whenever possible, the purchase of goods and services shall require public advertising via newspaper and/or Sask. Tenders electronic posting when the amount of the contract for goods and services is expected to exceed \$75,000 or contract for construction work is expected to exceed \$200,000.

Or in all other cases, the CAO, Division General Manager, or Manager of Purchasing deems it to be in the best interest of the City.

Individual Solicitation: Notwithstanding individual solicitation may be utilized if the Manager of Purchasing is satisfied that all known suppliers in the Swift Current region will be invited to bid.

Written Quotations: The purchase of goods and services will be completed by obtaining written quotations from selected vendors when:

- The amount of the contract is between \$10,001 and \$75,000; or
- The contract is expected to be less than \$10,000 but the CAO, Division General Manager or Manager of Purchasing deems it to be in the best interests of the City to obtain written quotations.

Sole Source Contracts: The City retains the right to use a sole source contract when the contract is less than \$50,000 and deemed to be in the best interests of the City or with the prior approval of Council regardless of the amount of the contract.

Budget Control: Budget control is the responsibility of the operating divisions. It is important that the commitments made by Purchasing do not exceed the current budget available. Authorization to exceed budget or to transfer funds is the responsibility of the Division General Manager or their designate for the area requesting the purchase.

Acceptance Criteria: For Tenders, the City reserves the right to refuse any or all tenders if:

- The price exceeds the approved budget.
- The tender documents or specifications contain errors.
- The City shall accept the proposal that is deemed to be in the best interest of the City based on the weighted average of relevant criteria as stated in the RFP Documents.
- The City shall accept the lowest compliant quotation meeting the City's terms and specifications as stated in the RFQ Documents.

Emergency Purchasing: The GM of a Division or designated personnel of supervisory rank may procure materials and or services where lack of immediate action to supply would jeopardize operations, disrupt services to the public or involve the safety of personnel.

Awarding of Contracts: The manager of purchasing or designate has the authority to award contracts for goods or services of less than \$100,000 when certified that the City's purchasing policy has been uniformly applied.

All contract awards for goods and services greater than \$100,000 must be reported to City Council as they occur for approval of Council.

Conflict of Interest: No Civic Employee shall place himself/herself or another in a position of obligation through acceptance or request for gifts, gratitude, or favors.

Local Supplier Preference: The purpose of this policy is to ensure that purchases are made locally whenever possible.

When obtaining competitive pricing or bids from local and non-local suppliers, the purchase or awarding of the bid will be the local supplier if their price or bid is the lowest or within the following limits for purchases:

- Up to \$50,000 – within 10% of the lowest
- \$50,001 - \$75,000 – within 5% of the lowest.

Please Note – As per the New West Partnership Trade Agreement – this policy does not apply to publicly advertised tenders.

The supply of industrial products for Light and Power be exempted from the local preference policy.

Levels of Approval

Dollar Value	Purchase Method	Approval Authority
Less than \$10,000	Direct Purchase	GM or their Designate
\$10,000-\$25,000	RFP/RFQ	Directors or Managers
\$25,001 - \$50,000	FRQ/RFP/Tender	General Managers
\$50,001 - \$100,000	RFQ/RFP/Tender	CAO or CFO
\$100,000	RFQ/RFP/Tender	City Council

Exceptions: The Purchasing policy applies to the purchase of all types of goods and services except for the following:

- Investments
- Insurance premiums
- WCB Premiums
- Benefits
- Permits and license Fees.
- Land Sales and Land Purchase Contracts
- Freight Charges
- Joint Venture payments
- Membership Registrations
- Subscriptions and Publications
- Event/Performance Fees
- Corporate Agreement Items
- Utility Contracts (e.g., telephone, power, etc.)
- Contracts or Agreements relating to Employee compensation, Reimbursement, training, and education.

Additional Information

The City’s evaluation process and scoring matrix has been developed based on the Purchasing Policy and the criteria described above. As the evaluation and associated matrix differ for each project, purchase, and Request for Proposal (RFP) it is not included as part

of the Policy but is included as a document within the RFP. In reviewing comparable policies within other municipalities, it appears to be common practice to keep this evaluation and scoring as part of the RFP rather than the Policy itself.

A commonly used grading system utilized for the purchase of equipment within the City, is a 0, 3, 7, 10 scale, as follows:

Grading:

- 0 – No Appreciable Offer
- 3 – Less than Satisfactory Offer
- 7 – Meets requirements or specs
- 10 – Exceeds requirements or specs

Categories & Importance Index:

- Service/Parts Availability – 30
- General Suitability – 25
- Performance – 20
- Delivery Time – 5
- Warranties – 20

With this grading system, if a company fails to meet a specification or does not provide part of the requested product or service, it receives a score of zero and will not be considered for provision of the required item(s).

The following formula is utilized to calculate the final evaluation score:

$$\text{(Grade x Importance Index \#) / (1 + Cost provided by this Vendor / Lowest Proposal) = Evaluation Score}$$

Other categories utilized during the evaluation for jobs, projects or consulting include:

- Experience/References
- Timeline
- Equipment used.
- Price
- Valued information

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: As a matter of housekeeping and to ensure our policies are up to date, follow our new structure and formatting, the intention will be to review the existing Purchasing Policy and the evaluation and scoring for accuracy and fairness. A reviewed and/or amended Policy can then be adopted by Bylaw.

Governance Implications: Review of this Policy will commit the City to clear communication to Vendors, our staff, and residents.

Budget/ Financial Implications: N/A

Environmental Implications: N/A

Respectfully submitted,



Jim Jones, Chief Administrative Officer



GOVERNANCE & PRIORITIES COMMITTEE

REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: June 13, 2024

Subject: Contract and Proposals


Regarding: Financial Management & Human Resource Management
Software Project Update

Request from: Executive Director of Strategic 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.**



Kari Cobler,
Executive Director of Strategic Operations



Jim Jones, CAO

MEETING REQUESTED TO BE HELD: immediately following the Governance & Priorities Committee Meeting on June 18th, 2024.

Staff Members to be in Attendance: Chief Administrative Officer, Director of People and Organizational Culture, and City Clerk.