



COUNCIL MEETING
Monday, June 24, 2024
6:30 p.m.
Council Chambers, City Hall

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ADOPTION OF AGENDA

Adoption of Agenda.

ADOPTION OF MINUTES

Adoption of minutes of the regular Council meeting held June 10, 2024.

PROCLAMATIONS

Chole Malbeuf, 2024 Frontier Days Ambassador, Chris Martens, Swift Current Ag & Ex Vice Chair and Communication Director, and Tracey Stevenson, Swift Current Ag & Ex Manager will attend to proclaim June 23 to June 29, 2024 as "Frontier Days Week".

Theo Houghtaling and Jess Koethler of Southwest Saskatchewan Pride will attend to proclaim July 7 to 13, 2024 as "Pride Week".

DELEGATIONS

The Southwest Newcomer Welcome Centre's Executive Director, Deanna Baje, Program Manager, Viju Vijayan, and Community Connections Worker, Faith Ritskes, will attend to declare June 27, 2024 as "Canadian Multiculturalism Day".

PUBLIC HEARINGS/PUBLIC NOTICE MATTERS/ORDERS

ITEMS FOR ACTION

- 1 Accounts.
- 4 Report regarding Financial Management and Human Resource Management Software Project.
- 6 Report regarding Outsourced Managed Payroll Service.
- 9 Report regarding RC Dahl Roof Replacement Request for Proposal.



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- 11 Report regarding Mural Proposal for Chaplin Street Bridge.
 - 14 Report regarding 2024 Municipal Election – Wednesday, November 13th, 2024.
 - 22 Report regarding Appointment of Bylaw Compliance and Licensing Inspector and Bylaw Enforcement Officer.
 - 24 Report regarding Discretionary Use for Daycare Center at 285 – 13th Avenue NE (Swift Current Child Care Centre).
 - 37 Report regarding Discretionary Use for Boarding House/ Student Residences 45 Sidney Street E (Great Plains College).

REPORTS FOR INFORMATION

BYLAWS

- 46 Bill No. 11 – 2024 A bylaw to adopt a Commercial Tax Exemption Policy.
Notice given June 10, 2024.
Will receive three readings – Councillor Switzer
- 54 Bill No. 12 – 2024 A bylaw to adopt a Residential New Build Tax Incentive Policy.
Notice given June 10, 2024.
Will receive three readings – Councillor Christiansen

UNFINISHED BUSINESS

NEW BUSINESS

- 62 Southwest Newcomer Welcome Centre Annual General Meeting Agenda – June 11th, 2024.
- 63 Swift Current & District Chamber of Commerce Board Meeting Agenda – June 19th, 2024.

COMMUNICATIONS



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ITEMS REQUESTED TO BE DISCUSSED EN CAMERA

REPORTS OF COUNCIL MEMBERS/ENQUIRIES

ADJOURNMENT

NEXT MEETING DATE:

Monday, July 22, 2024 – 6:30 p.m.

June 11, 2024

TO: Council

FROM: Kari Cobler, General Manager of Corporate Services

RE: Accounts

Enclosed are the General Revenue Fund Disbursements for the period
May 31 - Jun 11, 2024

	<u>Current</u>	<u>Year to Date</u>
Regular Accounts	33,007.34	2,569,910.78
Payroll Benefits	426,800.05	4,517,865.97
School Payments (Holy Trinity RCSSD #22)	2,092.93	131,046.11
School Payments (Minister of Finance)	14,730.34	553,499.45
Sask Power - (Energy Purchase)	-	6,325,155.94
Sask Power	-	17,711.89
SaskEnergy	-	380,504.14
SaskTel	-	79,609.56
General Contractors:		
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	-	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
CDW Canada	-	81,485.16
Chemtrade West Ltd	-	107,458.46
Chinook Regional Library	-	227,881.50
Clartech Industries	-	57,438.44
CloudPermit Inc	-	21,090.00
Country Club Distributors	-	47,201.07
Cypress Motors (S.C.)	153,014.52	166,534.76
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	20,932.38	69,527.64
Flaman Sales	-	12,225.15
Flocor Inc	-	29,239.91
FP Teleset Francotyp	-	73,500.00
GFL Environmental Inc	-	402,595.63
Gordon Ralph Tams	-	23,463.11

Great Plains College	-	27,931.00
Hach Sales & Service Canada	-	26,754.52
HBI Office Plus Inc	-	33,241.36
Integrity Electrical Services	-	22,687.27
Itron/Schlumberger Industries	23,900.52	23,900.52
KK Golf Management Inc	51,970.70	180,317.82
Knudsen Excavating	-	116,565.56
Lee's Tree Care & Landscaping	-	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
Microage	-	75,309.04
Mid Continental Pump Supply	-	33,300.00
National Leasing	-	15,359.40
Onactuate Consulting Inc	-	16,305.91
Oracle Corporation Canada	-	37,239.15
Paradise Pools	-	16,644.45
Perfectmind	-	15,603.75
Pioneer Co-op	-	83,070.11
PTI Utility Supply Ltd	-	80,389.55
RCMP	900,000.00	2,163,083.68
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	-	82,067.36
Southern Star Trucking & Excavation Ltd	-	65,693.28
Southwest Cultural Development Group Inc	-	60,000.00
Southwest Facility Foundation	10,000.00	11,000.00
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
Tourism Swift Current	-	60,791.90
Trade West Equipment Ltd	-	12,215.79
Triways Disposal Services	111,790.49	550,289.42
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	-	51,121.05
Zoho Corp	-	14,681.21
TOTAL	<u>\$ 1,748,239.27</u>	<u>\$ 22,283,357.53</u>

RECOMMENDATION:

I recommend that \$1,748,239.27 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

Date: June 20, 2024
To: Chief Administrative Officer
From: Executive Director of Strategic Operations
Subject: **Financial Management and Human Resource Management Software Project**

BACKGROUND

Our current financial management system, JD Edwards World (JDE), was designed and built over 35 years ago and has been used by the City since 1999. The City utilizes JDE to perform all core financial processes through various modules such as accounts receivable, accounts payable, general ledger, fixed assets, purchasing, inventory, and work orders, in addition to the payroll and human resources modules.

In late 2022, a report was brought forward to City Council to approve additional capital budget to complete the upgrade from JDE to Oracle Fusion Cloud for all aspects of the financial management system, and from JDE to Ceridian Dayforce for payroll and human resources modules. The total capital budget for the project is \$1,137,798.

Once the budget was approved and all contracts to proceed were awarded, the project kicked off in January 2023, with an intended go-live date of January 1st, 2024.

DISCUSSION

The City Implementation Team faced many challenges during the early stages of the project which resulted in the project being delayed numerous times to ensure mitigation measures were properly planned and implemented.

All change requests and contracts for additional effort on the project have been funded as part of the capital project budget. To date, the total capital budget allocated for approved expenditures is \$1,057,341, with \$80,457 in capital budget remaining.

To complete the project and bring Oracle Fusion Cloud and Ceridian Dayforce live in October 2024, additional change requests totaling \$169,190 are pending for further system testing and project extension fees. As a result of the added level of effort required to complete the project, additional budget of \$88,733 is required.

Currently, there is an approved capital project for Asset Management Implementation that includes budget funds intended to be used for enterprise asset management software, as well as a computerized maintenance management system.

Enterprise asset management is planned for implementation in fiscal 2025/2026 as part of the next phase of the financial management system upgrade in Oracle Fusion Cloud. Successful implementation of enterprise asset management relies upon the fixed asset and work order modules included in the current phase of implementation.

Of the approved capital budget remaining for Asset Management Implementation, \$219,110.66 is available to be transferred to the Financial Management and Human Resources Management Software Project. This transfer will align the capital budget to implement enterprise asset management with the Oracle Fusion Cloud implementation budget, as well as be used to cover the \$88,733 budget shortfall mentioned earlier in the report.

RECOMMENDATION

THAT City Council approves a transfer of capital budget in the amount of \$219,110.66 from the Asset Management Implementation Project to the Financial Management and Human Resources Management Software Project.



Kari Cobler, Executive Director of Strategic Operations

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO

Date: June 20, 2024
To: Chief Administrative Officer
From: Executive Director of Strategic Operations
Subject: **Outsourced Managed Payroll Service**

BACKGROUND

The payroll function is highly regulated and complex, responsible for overseeing all aspects of payroll, including all peripheral tasks such as Canada Revenue Agency deductions and compliance, extended health benefit and pension administration, entitlements, compensation and more. The administration of payroll directly impacts every employee of the City and ensures our organization pays our employees accurately, compliantly and on time.

Since 2012, the City of Swift Current has experienced significant instability within the payroll function, particularly with recruiting and retaining skilled personnel to perform this critical task. Frequent staff turnover has been due, in part, to the repetitive, labour-intensive nature of the position, and manual entering, processing and tracking of payroll data. This turnover has caused gaps in knowledge and continuity of processing of payroll, with a limited number of internal employees remaining with a complete understanding of how to administer payroll.

In January 2023, the City initiated the implementation of a new Human Capital Management (HCM) system, which includes a payroll module. The City has been working with the service provider (Dayforce, formerly known as Ceridian) to configure, test and implement the system. The possibility of having payroll administration outsourced was considered in 2022, but it was decided at that time it should remain an element managed internally.

In April 2024, another staffing change presented an opportunity to reconsider outsourcing the administration of payroll. Even though efficiencies will be achieved through the new software system, staff turnover continues to be a challenge, emphasizing the immense risk of continuing to complete the payroll function internally without stability in staffing resources.

DISCUSSION

Administration requested a quote from Dayforce, who offers managed payroll services to begin in October 2024, when the new software is planned to go-live. Dayforce responded with a total upset cost of \$125,424.29 (PST included, GST excluded) annually based on a maximum active employee headcount of 330 at \$29.88 each, and a one-time setup fee of \$40,545.00 (PST included, GST excluded).

It is important to note that the above cost is in addition to the existing Dayforce subscription fee of \$5,345.20 per month. This monthly subscription fee is for the use of the entire Dayforce HCM system beyond simply the payroll module, and includes modules for talent management, benefits, Workforce Management (WFM) and integration to other City software systems. Additionally, the work already completed on the current HCM software project will not be impacted. Dayforce will proceed in this environment since it has already been configured to meet City requirements.

An outsourced payroll service offers many advantaged, however, the most significant advantage is the elimination of risk posed by frequent staff turnover. By contracting a managed payroll service, the City will no longer be affected by absences, training, or inexperience in this vital role within our organization. The responsibility to ensure payroll is administered accurately, compliantly and on-time will be facilitated by Dayforce who employs tenured professionals in the payroll field.

The outsourcing of payroll will still require a City employee to act as liaison between Dayforce and City employees, however this is expected to be a part-time requirement, creating an opportunity for the Human Resources Department to re-evaluate its staffing and structure.

RECOMMENDATION

THAT City Council awards the contract for managed payroll services to Dayforce to an upset value of \$125,424.29 (PST included, GST excluded).

And;

THAT City Council approves the one-time setup fee for managed payroll services of \$40,545.00 (PST included, GST excluded).

And;

THAT the Mayor and City Clerk be authorized to sign the contract.



Kari Cobler, Executive Director of Strategic Operations

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO

Date: June 14, 2024
To: Chief Administrative Officer
From: General Manager of Community Services
Subject: **RC Dahl Roof Replacement Request for Proposal**

BACKGROUND

The City of Swift Current approved Capital Funding for the replacement of the RC Dahl Centre Roof in January of 2024.

In 2022, Garland Canada Inc was contracted to complete a site investigation and assessment of the roof assembly components due to several instances of substantial roof failure inside the RC Dahl Centre specifically on the library side. The current roof was redone in 2017 and was a Spray Foam roof system with a low life expectancy. Several localized moisture tests were taken determining there had been significant moisture ingress beneath the Spray foam system. Based on the initial report, the entirety of the roof was in a failed state.

In the spring of 2024 Rimkus a Division of Built Environment Solutions (Rimkus) was brought in to do an on-site visual review including core cut testing for the purposes of determining roof system configuration. Interviews with facilities staff were completed and the preparation of a scale roof plan and design was completed for tendering purposes.

This would include:

- Removal of the existing system down to the Steel deck;
- Temporary Removal and reinstallation of existing 9 AC Units;
- Installation of appropriate vapor retarder;
- Installation new wood blocking and repair Level 2 and 3 corrosion on steel decking;
- Installation of new thermal insulation and high-performance membrane;
- Installation of new membrane flashings ensuring complete coverage on vertical surfaces of parapets and high walls;
- Installation of new metal flashings, perimeters, and penetrations; and
- Replace pitch pockets, sleeves, and cones at roof penetrations with appropriate maintenance free flashings.

DISCUSSION

A Request for Proposal (RFP) was prepared by Rimkus (Regina, SK division) on behalf of the City of Swift Current. This RFP was placed on SaskTenders, the City of Swift Current website and by way of contact through the Saskatchewan Roofing Contractors Association.

A mandatory site meeting was conducted at the RC Dahl Centre on Monday, June 3rd, 2024, at 11:00 a.m. Bid submissions were received up to 2:00 p.m. on Monday, June 17th, 2024.

A total of eight (8) tenders were received by the deadline ranging from \$765,292 to \$1,227,875, GST & PST excluded.

The approved Capital budget for this project is \$500,000. Additional funding for this project will come from reallocations of different projects already approved within the 2024 budget to ensure no additional funds are required.

Rimkus and City Administration met and evaluated all bids with the criteria for selection being:

- Overall best value considering cost.
- Schedule & methodology; and
- Quality of the bid submission.

The warranty period is two (2) years from the date of completion. Commencement for work would be within 30 days of the date awarded with an estimated completion time of the project being 60 days.

RECOMMENDATION

THAT City Council award the tender to Optimum Roofing Ltd. of Regina, SK for the supply and replacement of the RC Dahl Centre Roof for the sum of \$811,209.52 PST included, and GST excluded.



Nicole Spenst, General Manager of Community Services

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO



City of Swift Current

C.A.O. Report

Date: June 19, 2024
To: Chief Administrative Officer
From: General Manager of Cultural and Aquatic Services
Subject: **Mural Proposal for Chaplin Street Bridge**

BACKGROUND

The City of Swift Current applied to Saskatchewan Recreation and Parks Association for funding under the 2024 Parks for All Grant and SK Arts Microgrant Program. Confirmation of funding in the amount of \$5,000 from the Parks for All Grant program was received along with \$2,000 from the Microgrant Program for the installation of a mural along the Chinook Parkway.

DISCUSSION

The mural is proposed for the Chaplin Street Bridge underpass. Specifically, the aim is to beautify the east-facing concrete wall located to the right when travelling under the bridge from Elmwood Park toward the Janie and Helen Rempel Community Gardens.

This mural will be designed and painted by professional artist Josh Jacobson, with the support of Art Gallery of Swift Current and City Parks staff. Art Gallery of Swift Current has commissioned the artist to develop this artwork, which will become part of our permanent public art collection. Mr. Jacobson is a talented graphic designer who has executed numerous large-scale public murals for the City of Saskatoon.

The City's Murals Advisory Board met on June 17th to review the proposal submitted by the Art Gallery of Swift Current. The Murals Advisory Board was in support of the mural, with some minor changes being suggested. The Art Gallery of Swift Current worked with the artist to accommodate such changes, with the Murals Advisory Board granting final approval.

This mural titled, *Echoes of Land, Water, and Sky Prairie Impressions*, as attached, will celebrate the local flora and fauna of the Swift Current Creek and surrounding urban parks, highlighting the mixed grasslands ecoregion where our City is located. The concrete wall will honor the water, land, and sky of our dynamic ecosystem. Specific native plants and

animals to be featured include: the prickly pear cactus flower, crocus, pincushion cactus, wild blue flax, cattails, and Nymphaea water lilies. The design also includes various insects, a tiger salamander, and a walleye, which is indigenous to Saskatchewan lakes.

The total cost of the mural is projected at \$11,700 with the remaining funds being allocated from Art Gallery of Swift Current operating budget.

RECOMMENDATION

THAT City Council approves the proposed installation of the mural titled: *Echoes of Land, Water, and Sky Prairie Impressions* along the Chinook Parkway, at the Chaplin Street Bridge underpass.



Melissa Shaw, General Manager of Cultural and Aquatic Services

CAO Recommendation:

I concur with the Manager's recommendation.



Jim Jones, CAO



ИРИС
327157



City of Swift Current

C.A.O. Report

Date: June 19, 2024
To: Chief Administrative Officer
From: City Clerk
Subject: 2024 Municipal Election – Wednesday, November 13th, 2024

BACKGROUND

The *Local Government Election Act, 2015* (hereinafter referred to as the “Act”) is the provincial statute that establishes the regulations and procedures for all Municipal Elections.

Effective January 1st, 2024, amendments to the *Act* were adopted by the Provincial Government. The most notable change was 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. Many procedural changes were also included, such as an easier application process for mail-in ballot system.

With each election, the goal is to improve the fairness, transparency and effectiveness of existing systems while creating consistency for the public. Elections are the pillar of democracy and facilitate the City’s ability to continue to deliver services to the public, aligned with the City’s and Council’s shared strategic priorities.

DISCUSSION

As discussed at the May 29th, 2024 Governance and Priorities Committee Meeting, City Council has discretion with respect to numerous matters related to the conduct of Municipal Elections. Specifically, City Council has discretion over the following:

Appointing a Returning Officer: Under the *Act* and the City’s Administration Bylaw, the City Clerk is designated as the 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 No. 211 and Holy Trinity Roman Catholic Separate School Division No. 22 have provided their approval of the same.

Permitting Voting by Mail-In Ballots: The City's General Election Bylaw No. 7 – 2020 sets out the provision for mail-in ballot. This option would facilitate voting by electors who anticipate being away from the City, such as students or snowbirds, or those not able to vote at an established polling place. Requests for mail-in ballot will be available in late July.

Remuneration for Election Workers: Council shall set the remuneration to be paid to Election Officials acting in respect of an election, as summarized in Schedule "A". The variation in pay among the categories of Election Officials reflects the varying degree of responsibility.

Enumeration and Voters' List: Although 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 when they attend a polling place, on Election Day or at any Advance Poll. Given this has been an effective method, it will continue for this Election.

Order of Candidate Names on the Ballots: Section 91 of the *Act* provides Council with four (4) options on how to list 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.

It is recommended that the names of candidates be listed by surname in the order that they are withdrawn from a receptacle, as done in the past.

It is important to note that each of the respective school divisions will provide their Board's directive as to this process and the Returning Officer shall carry out such duty as directed.

Occupation forming part of the Nomination Papers and Ballots: Recent changes to legislation have left this to the discretion of Council, if passed by bylaw. Given the City's General Election Bylaw No.7 - 2020 includes the requirement for occupation to be listed, this will not change.

Criminal Record Checks for Candidates: *The Cities Act*, section 63.1, provides the ability for Council to require a Criminal Record Check to be submitted with every candidate's nomination paper. This was cited within the City's General Election Bylaw, this remains unchanged.

It is important to note that it is at the Board's discretion for each of the named School Divisions, whether they require a Criminal Record Check for their respective candidates. Such direction will be provided to the Returning Officer to act upon accordingly.

Duration of Nomination Period: Although changes to legislation allow for Council to establish a Nomination Day that is up to seven (7) weeks before Election Day, it is recommended that Council keep this duration at five (5) weeks. Given the close proximity

to the Provincial Election and legislative requirements for out-of-city school divisions, this will alleviate voter confusion.

Disclosure of Campaign Contributions and Expenses: This has not been established by previous Councils nor is it recommended at this time.

Vote Counting Equipment: The use of an automated vote counting system, programing, testing, and security was authorized by Council in the cited General Election Bylaw.

As in the previous election, it is recommended we enter into a lease with Election Systems & Software Canada for the use of equipment consisting of four (4) vote count machines with two (2) ballot on demand printers, shipping and supplies, which also includes onsite equipment setup, training, and testing.

Free Transit Service on Election Day: It is being recommended to offer free transit on Election Day to assist voters in getting to a polling station to cast their vote.

Council Meeting Schedule: It is recommended that the Council meetings of October 15th & 28th and November 12th, 2024, be cancelled. Given that the current Council continues in office until the newly elected members are sworn in, should a meeting be required during this time, a Special Meeting can be called.

In July 2020, City Council enacted a General Election Bylaw No. 7 – 2020. This bylaw sets out general election procedures, method for providing public notice, inclusion with nomination papers, use of vote counting equipment, establishment of mobile and special polls, and a mail-in ballot process, along with other procedural items. Given the recent Ministry driven amendments to *The Local Government Elections Act*, along with updates to relevant regulations, changes to the said Bylaw may be required and will be brought to a future Council meeting for approval.

Additional Information

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

Regular Polls - Polling Areas, Polling Places and Polling Times: Preliminary booking for the establishment of three (3) polling areas for Election Day include Trailview Alliance Church, InnovationPlex, and the Chinook Golf Course, all of which are shown in Schedule "C" attached to this report. All polling places have ample parking, with transit and accessibility access. Polls must be open at 9:00 a.m. and close at 8:00 p.m.

Establishment of One or More Advanced Polls: Section 83 of the *Act* authorizes the Returning Officer to establish an Advance Poll for voters at least three (3) days prior to and not more than fifteen (15) days before the day of the Election.

To ensure that electors have plenty of opportunity to exercise their democratic rights, the City Clerk's Office has tentatively secured the InnovationPlex for the Advanced Polls to be open starting Friday, November 1st to Monday, November 4th, 2024. Time yet to be determined.

Establishment of Special/ Mobile or Homebound Polls: As set out within the General Election Bylaw and pursuant to the *Act*. 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, must be open for a minimum of one (1) hour, and require a minimum of two (2) election workers per poll. This information is set out in Schedule "B" of this report.

These polls allow electors who are receiving care within a facility, electors who are patients or residents living within a facility, as well as caregivers or staff members working at the facility the ability to cast their vote.

The election results for all Polls will be reported together after 8:00 p.m. on Election Day.

Election Costs: Previously, election costs were shared by the City and the two (2) named School Divisions, again this is the agreed upon process.

The only factor that could alter such cost-sharing plan is acclamation within one, or both, of the School Divisions. Should an acclamation take place, the overall costs of conducting the Election are not anticipated to change, however, the City's share will increase accordingly. This means all costs after the close of nominations, either first or second call, are borne by the City.

Communication Plan: Detailed 2024 Election information is being developed to provide information for candidates, Election Officials, and the general public on the election process. Please check the City's webpage or social media platforms, look within the local newspaper and listen to local radio stations for more information.

The primary goals are to ensure registration, voting, and nomination processes are clear for eligible voters and potential candidates. Increased communication efforts will be undertaken as we navigate potential confusion and/or voter fatigue resulting from the Provincial Election scheduled two (2) weeks prior to the Municipal Election.

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, Council Boards and Committee listing, etc.

RECOMMENDATIONS

THAT City Council approves the following 2024 General Election items:

1. Remuneration be paid to election workers as set out in Schedule "A";

2. The names of candidates on the ballots be listed by order of surname as withdrawn from a receptacle;
3. The occupation of candidates be included on the nomination paper and ballot;
4. The Nomination Period is set for five (5) weeks before Election Day;
5. The disclosure of campaign contributions and expense are not implemented;
6. Automated vote count equipment be leased from Election Systems & Software Canada;
7. The City of Swift Current provide free transit service on Election Day; and
8. That the Council meetings of October 15th & 28th, 2024 and November 12th, 2024 be cancelled.



Jackie Schlamp, City Clerk

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO

SCHEDULE "A"

Remuneration for Election Workers

Election Day

Supervising Deputy Returning Officer	\$290/day
Deputy Returning Officer	\$200/day
Poll Clerk – as required	\$175/day

Advance Polls

Supervising Deputy Returning Officer	\$28/hr
Deputy Returning Officer	\$20/hr
Poll Clerk – as required	\$18/hr
Constables and other staff	\$18/hr

Mandatory Training

Supervising Deputy Returning Officer	\$50
Deputy Returning Officer	\$50
Poll Clerk	\$50

SCHEDULE “B”

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:

Regular Polls on Election Day

Wednesday, November 13th, 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

Special/ Mobile Polls shall be established at the following facilities, time yet to be determined:

Cypress House
Willow Creek Manor

The Meadows
Cypress Regional Hospital

Pioneer Manor
Riverview Village Estates
The Bentley

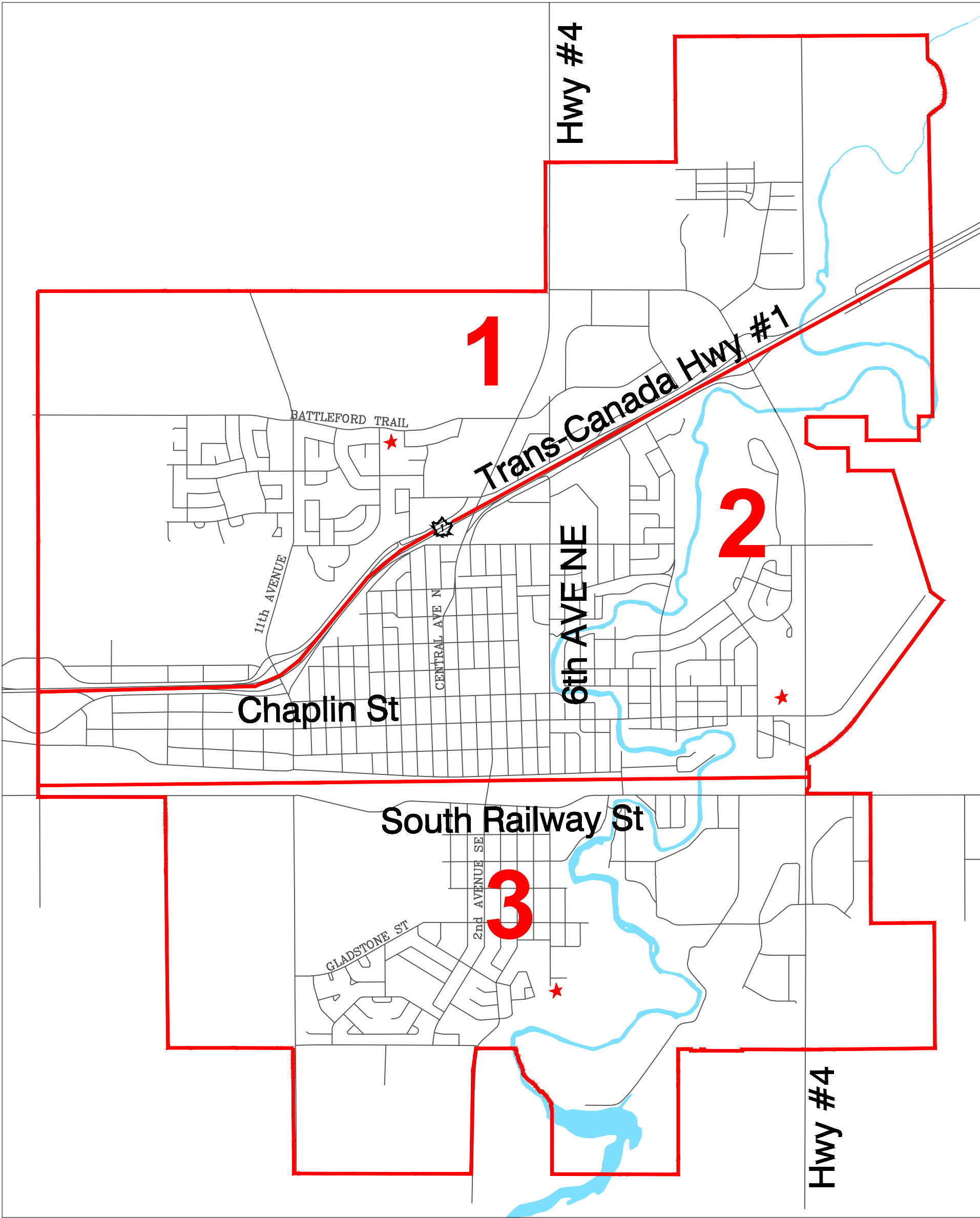
Golden West Manor
Heritage Towers
Prairie View Lodge

Homebound Polls may be carried out any time between October 29th and November 9th, 2024. Requests are at the discretion of the Returning Officer and shall be by way of completion of required form and established process.

An **Advanced Polling Station** will be established at **InnovationPlex** from Friday, November 1st to Tuesday November 4th, 2024. Specific time yet to be determined.



2020 ELECTION POLLING STATIONS AND AREAS



★ ELECTION DAY POLLING STATIONS

- 1. TRAILVIEW ALLIANCE CHURCH
- 2. INNOVATIONPLEX
- 3. CHINOOK GOLF COURSE



City of Swift Current

C.A.O. Report

Date: June 19, 2024
To: Chief Administrative Officer
From: City Clerk
Subject: **Appointment of Bylaw Compliance and Licensing Inspector and Bylaw Enforcement Officer**

BACKGROUND

Pursuant to Section 337 of *The Cities Act*, and the City of Swift Current's Bylaw Enforcement Officers Bylaw No. 17 – 2008, Council may appoint Bylaw Enforcement Officers; whereas the City's Licensing Bylaw No. 2 – 1997 allows Council to appoint Licensing Inspectors.

Bylaw Enforcement Officers are appointed by Council to enforce City bylaws including, but not limited to, parking, animal control, nuisance abatement, etc. Appointed Bylaw Officers may represent the City before a Justice of the Peace or Provincial Court Judge in the prosecution of anyone who is charged with a contravention of a bylaw. The Licensing Inspector's responsibilities fall within the above stated Licensing Bylaw.

DISCUSSION

At the September 18th, 2023 Council meeting, Council passed Resolution No. 207 – 2023 appointing Bylaw Enforcement Officers and Resolution No. 208 – 2023 appointing Licensing Inspectors for the City of Swift Current.

With the departure of the Bylaw Compliance and Licensing Official in April, there has been a positional shift within the department. Over the course of the last year Alex Stevenson, Bylaw Officer, has proven to be a very valuable asset, given his dedicated work ethic, expertise, and friendly demeanor. As a result, Alex Stevenson was promoted to Bylaw Compliance and Licensing Official in May of 2024.

The successful candidate for the Bylaw Enforcement Officer position is Hayden Linsley, who began working for the City on June 17th, 2024 bringing with him vast knowledge of our City.

With the organizational changes, both Officers work under the direction of the City Clerk's Office, focusing on bylaw compliance and public education within our community. In addition, they will provide assistance to other divisions as needed.

Accordingly, the Bylaw Enforcement Officers and Licensing Inspectors appointed by Council will need to be updated to ensure it accurately reflects the current City staff.

RECOMMENDATION

THAT Council Resolution No. 207 – 2023 and Council Resolution No. 208 – 2023 be rescinded;

AND

THAT City Council approves the following individuals be appointed as Bylaw Enforcement Officers for the City of Swift Current, namely:

- Glen Herman;
- Jackie Schlamp;
- Alex Stevenson;
- Kelly Peterson; and
- Hayden Linsley;

AND

THAT City Council approves the following individuals be appointed as Licensing Officials for the City of Swift Current, namely:

- Jackie Schlamp;
- Alex Stevenson; and
- Hayden Linsley.



Jackie Schlamp, City Clerk

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO



City of Swift Current

C.A.O. Report

Date: June 18, 2024
To: Chief Administrative Officer
From: Development Officer
Subject: **Discretionary Use for Daycare Center at 285 – 13th Avenue NE
(Swift Current Child Care Centre)**

BACKGROUND

The Swift Current Child Care Centre has operated at 287 – 13th Avenue NE for close to fifty years and is considering expansion by purchasing the vacant residential dwelling beside the Centre. The City has received a Development Permit application from the Centre for a change-of-use at 285 – 13th Avenue NE. This location is within the R2 – Low Density Multi-Unit Dwelling Residential District, which allows Daycare Centers as a discretionary use.

Under the City’s Zoning Bylaw No. 24 - 2014, any change or intensification to an approved discretionary use requires approval by Council resolution. Additional procedures include a public hearing to ensure Council considers whether the proposed development conforms to the Bylaw’s site regulations and development standards and will not be a source of nuisance or endanger the public, nor impede the orderly development of the surrounding property.

DISCUSSION

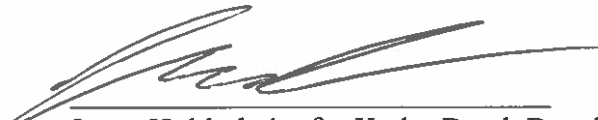
The supporting documents and plans from the Development Permit application are attached as Schedule ‘A’. The applicant is proposing expand its current operations into the property next door and would renovate the main floor and basement, provide staff parking in the front-yard, and fence the backyard as an outdoor recreation area. There may also be potential to construct an addition that would physically join the two buildings.

The suitability of the proposed development will be reviewed by the Planning Division, other City departments, and external agencies on. The application to consider discretionary use approval will also require additional procedures to allow consultation with the general public. In discussion with the City Clerk, the schedule for these additional procedures would be as follows:

- Public notice of Council's intent to consider the discretionary use will be mailed to all assessed property owners within a 75-metre radius of the proposed development site and advertised in the July 4th and 11th editions of the Southwest Booster. This notice will also be posted on the City's website;
- The public hearing will be held during the July 22nd regular Council meeting; and
- Council will make its decision at the August 19th regular Council meeting.

RECOMMENDATION

THAT Notice of Council's intent to consider a change to an existing discretionary use in a R2 – Low Density Multi-Unit Dwelling Residential District be given at this time for the proposed expansion of the Daycare Center located at 285 and 287 – 13th Avenue NE, being Lots 1 to 4, Block 13, Plan G2539, as shown on Schedule 'A'.



Jason Holderbein, for Kathy Dand, Development Officer
KD/Attachment

CAO Recommendation:

I concur with the recommendation.



Jim Jones, CAO

SCHEDULE 'A'

PROPOSED DISCRETIONARY USE EXPANSION TO EXISTING DAYCARE CENTER

285 & 287 13th Avenue NE
Lots 1 to 4, Block 13, Plan G2539



June 13, 2024

Dear Swift Current City Council

Re: Request to intensify our existing discretionary use

Swift Current Child Care Centre is located in an R2 Residential District, where daycares are allowed as a discretionary use. We are writing City Council to request to intensify our existing discretionary use by expanding the Swift Current Child Care Centre from 48 spaces at 287 13th Ave NE to 73 spaces at both 287 and 285 13th Ave NE.

We are aware of the public consultation process and have attached a diagram of how we plan to meet the on-site parking requirements.

Should you have any other questions in regards to this please do not hesitate to reach out to Anna Hadden, Centre Director of the Swift Current Child Care Centre at 306-773-5066.

Yours truly,

Anna Hadden

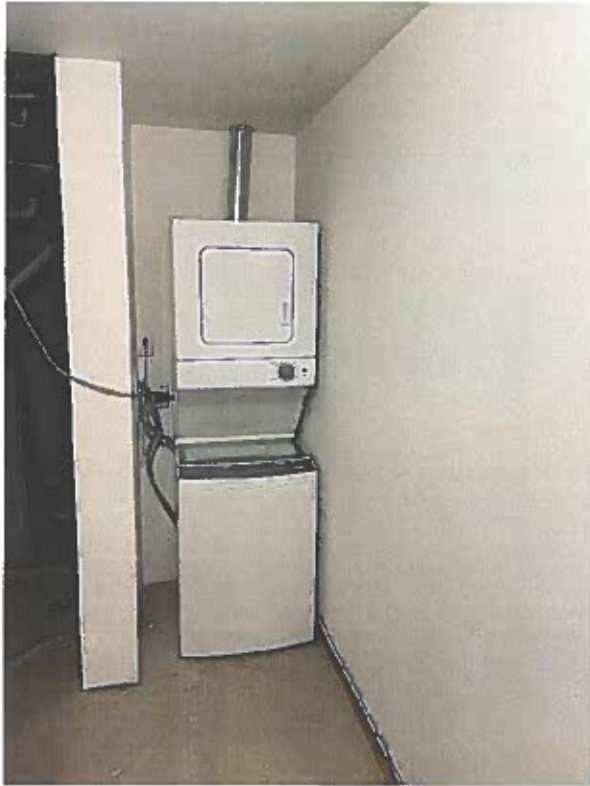
Proposed renovations to take place at 285 13th Ave NE include:

- Remove the trees from the front yard, make a paved parking lot
- Transforming the Kitchen upstairs into a hand washing station with one regular kitchen sink and two stainless steel trough sinks
- Remove the tub from both the upstairs bathroom and downstairs bathroom adding an additional toilet to each
- Complete the basement laundry room by putting flooring down, adding shelving for adequate storage and creating an opening so both upstairs and downstairs are accessible from inside.
- Removal of shrubs around the backyard and putting up a matching fence to 287 13th Ave NE
- Landscaping in the backyard

385 13th Ave NE – Upstairs



385 13th Ave NE – Downstairs



285 13th Ave NE - Backyard



285 13th Ave NE – front yard/ proposed parking lot

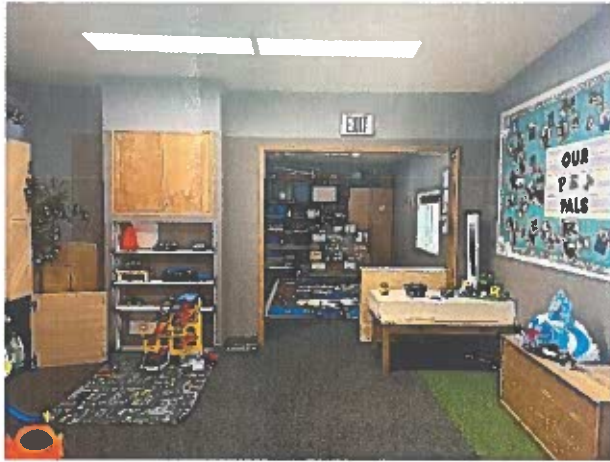
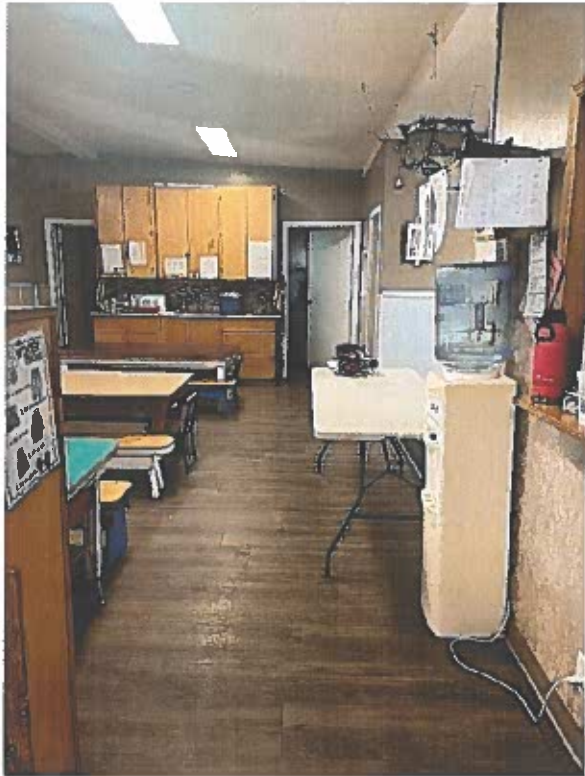


Connection spot between 287 and 285 13th Ave NE



287 13th Ave NE – Upstairs

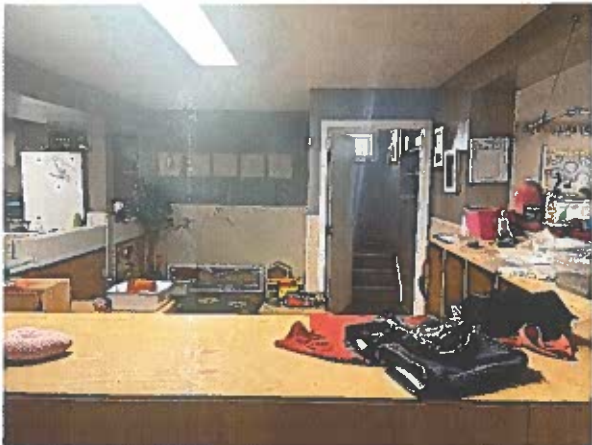




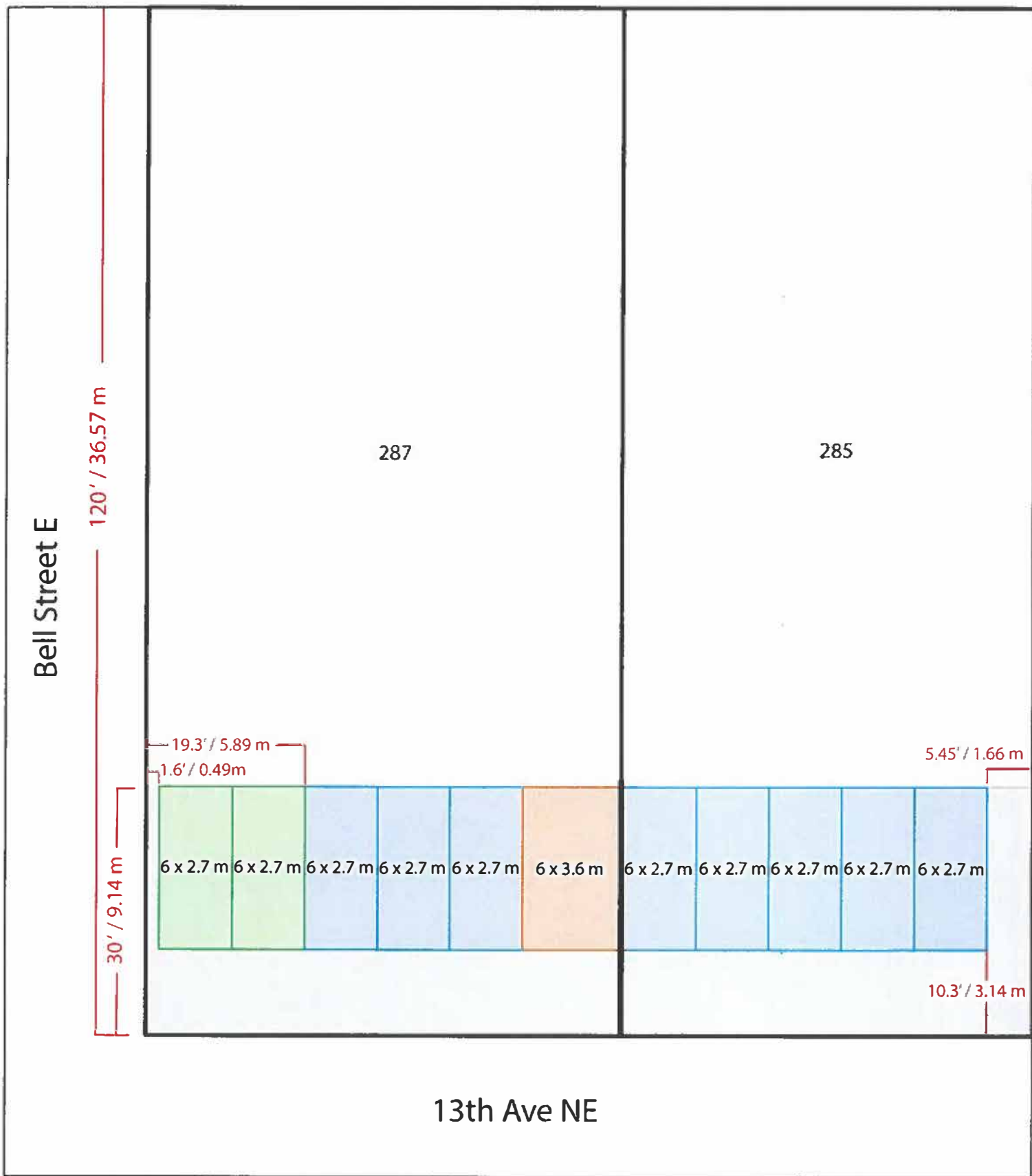
287 13th Ave NE - Backyard



287 13th Ave NE - Downstairs



Swift Current Child Care Centre Proposed Parking Lots



13th Ave NE

- front parking lot area
- parking stall
- handicap parking stall
- additional parking stall



13 Ave NE

13 Ave NE

Bell St E Bell St E

Bell St E

Bell St E

Bell St E

6x2.7m 6x2.7m 6x2.7m 6x2.7m 6x2.7m 6x3.6m 6x2.7m 6x2.7m 6x2.7m 6x2.7m 6x2.7m

The Swift Current
Child Care Centre

287

285
285

273



City of Swift Current

C.A.O. Report

Date: June 19, 2024
To: Chief Administrative Officer
From: Development Officer
Subject: **Discretionary Use for Boarding House/Student Residences
45 Sidney Street E (Great Plains College)**

BACKGROUND

The Great Plains College Swift Current Campus has purchased the former RE/MAX office building at 45 Sidney Street E, and is proposing to develop student residences as a twelve-room Boarding House. This location is within the DC-T1 Transitional District, which allows the keeping of more than five boarders as a discretionary use.

Under the City's Zoning Bylaw No. 24 - 2014, any discretionary use requires approval by Council resolution. Additional procedures, including a public hearing, are also required to ensure Council considers whether the proposed development conforms to the Bylaw's site regulations and development standards, will not be a source of nuisance or endanger the public, and will not impede the orderly development of the surrounding property.

DISCUSSION

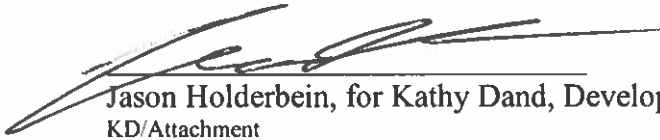
The supporting documents and plans from the Development Permit application are attached as Schedule 'A'. The applicant is proposing to renovate both floors of the building to create twelve boarding rooms for student residences, along with shared kitchens, washrooms, laundry, and leisure areas. Parking will be accommodated on-site as well as at the College's parking lot at 277 – 1st Avenue NE.

The suitability of the proposed development will be reviewed by the Planning Division, other City departments, and external agencies. The application to consider discretionary use approval will also require additional procedures to allow consultation with the general public. In discussion with the City Clerk, the schedule for these additional procedures would be as follows:

- Public notice of Council's intent to consider the discretionary use will be mailed to all assessed property owners within a 75-metre radius of the proposed development site and advertised in the July 4th and 11th editions of the Southwest Booster. This notice will also be posted on the City's website;
- The public hearing will be held during the July 22nd regular Council meeting; and
- Council will make its decision at the August 19th regular Council meeting.

RECOMMENDATION

THAT Notice of Council's intent to consider a discretionary use in a DC-T1 Transitional District be given at this time for a Boarding House of twelve (12) student residences located at 45 Sidney Street E, being Lot 10, Block 88, Plan AB368, as shown on Schedule 'A'.



Jason Holderbein, for Kathy Dand, Development Officer
KD/Attachment

CAO Recommendation:

I concur with the recommendation.

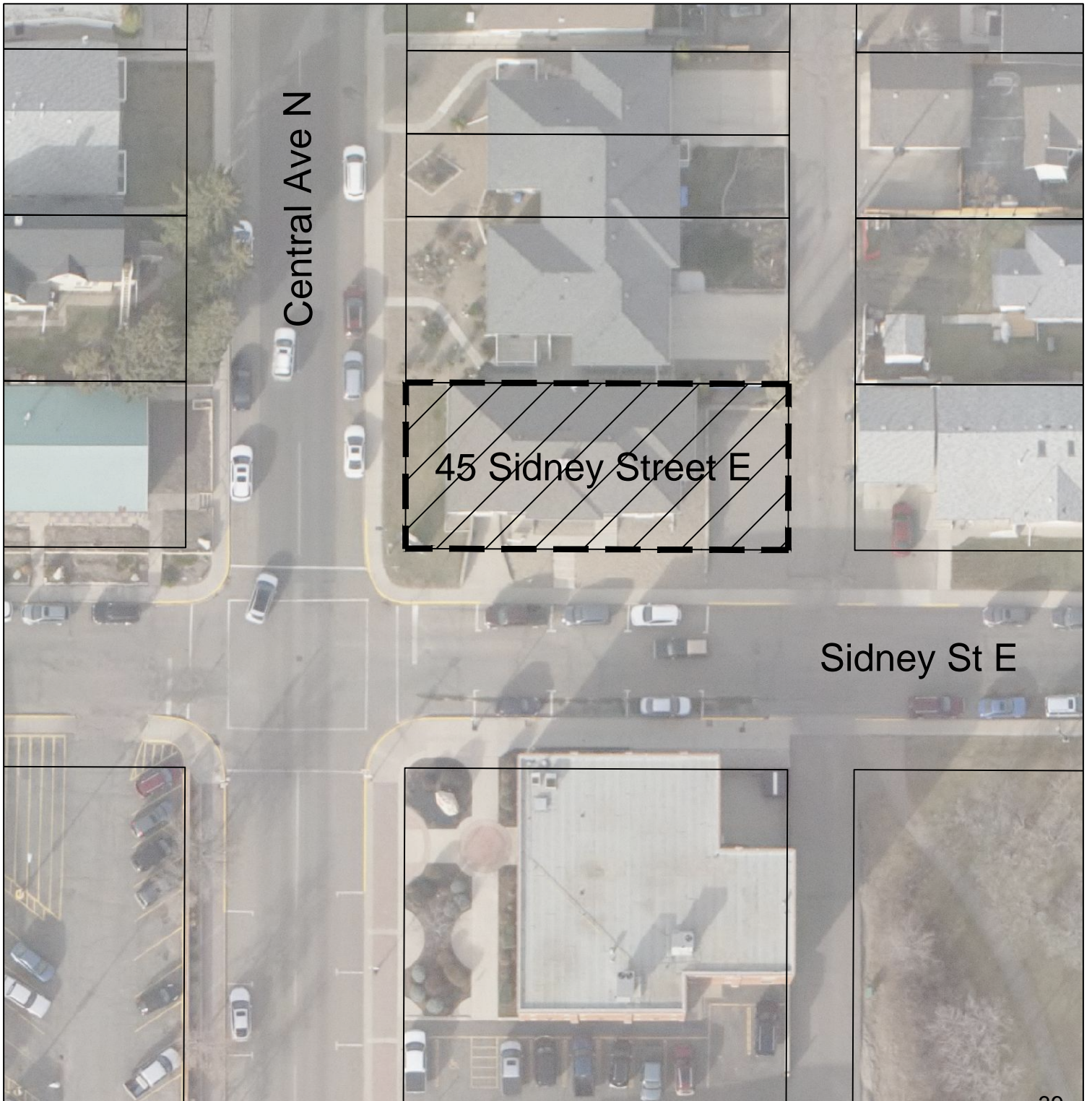


Jim Jones, CAO

SCHEDULE 'A'

PROPOSED DISCRETIONARY USE BOARDING HOUSE FOR STUDENT RESIDENCES

45 Sidney Street E
Lot 10, Block 88, Plan AB368



City of Swift Current

June 19th, 2024

Planning and Growth Development
177 – 1st Ave NE
Swift Current, Sask.
S9H-3W1

Att: Kathy Dand

Re. Change of use Supporting Document

We, Great Plains College, are seeking permission to re-purpose this commercial building located at 45 Sidney Street E. Swift Current, Sk. for student housing. We have plans to accommodate to house 12 students. This will bring affordable clean safe place for potential students to reside while studying at our college.

Building previously was used as a commercial space for realty offices for Remax Realty. This building is located in the downtown city district with surrounding businesses being Stark n Marsh Accounting, Pharmasave, and now Cloud 9 Vap & Shisha shop across the street. Note there are multi-unit residential complexes located on this block and surrounding neighborhood.

This housing unit will provide great value to Swift Current by offering housing needs to their students. Making Swift Current the choice for post-secondary studies. This location will offer our students close commute to the college, easy access to retail stores and services, plus providing opportunity for local service companies for labor and services required for construction.

Please consider allowing this discretionary use for this worthwhile project for the college and city.

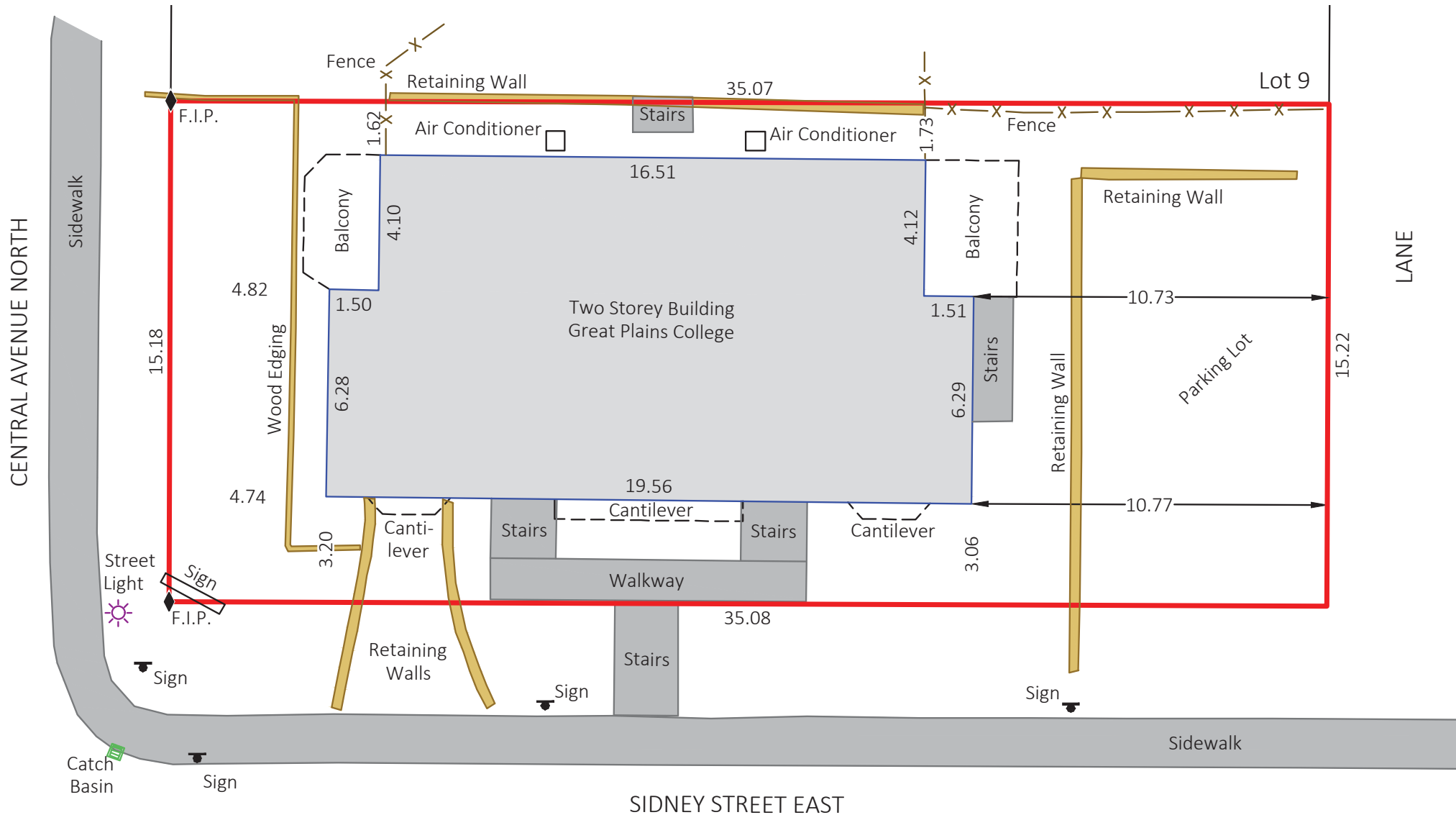
Feel free to reach out to me if you have any questions or concerns.

Kind Regards,

X 

Vimal Parmar
Manager of Infrastructure, Planning & Projects

Sketch Plan Showing
SITE PLAN
45 Sidney Street E.
Lot 10, Block 88, Plan AB368
 City of Swift Current, Saskatchewan
 Scale: 1:200



Dated at Weyburn in the Province of Saskatchewan on April 5th, 2024.



R.P. Maloney
 Ryan Patrick Maloney, S.L.S.

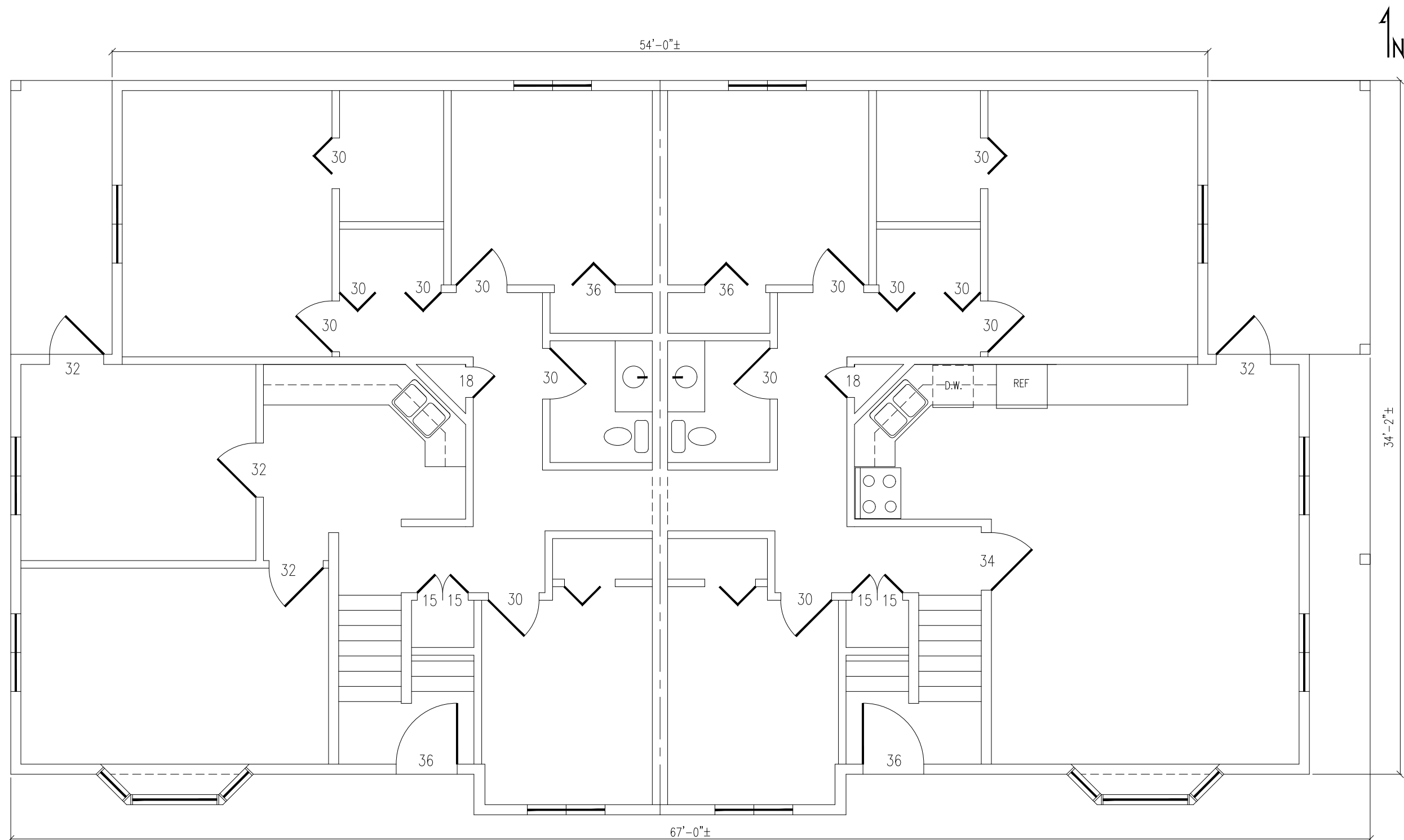
LEGEND:
 Survey monument found or placed ◆
 Property Boundary —

NOTES:
 • Measurements are in metres and decimals thereof.
 • Survey date: March 27, 2024.
 • © 2024, GeoVerra Inc., All rights reserved.



GeoVerra Inc.
 Toll Free: 1-800-465-6233
 www.geoverra.com

SITE PLAN		
Revision: Issued		
Plan Date: April 5, 2024	Client File No.: --	REV.
Initials: TH - PO - BP	Project No: 24-00993-001	0
File: 24-00993-001-Sk ROB		

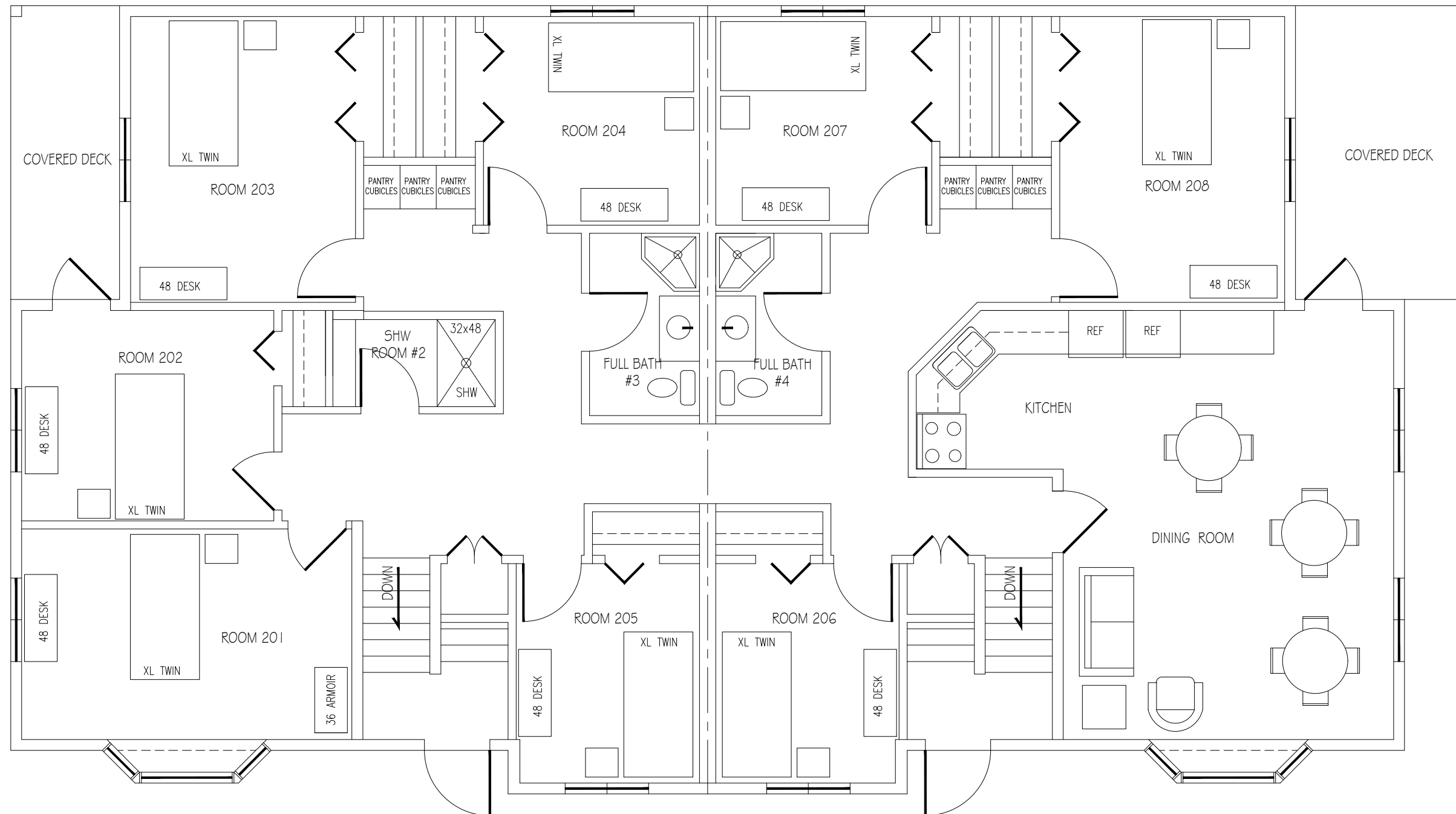


MAIN FLOOR PLAN - AS BUILT
 SCALE: 3/16" = 1'-0"

CONSULTANTS:

GREAT PLAINS COLLEGE PROPOSED RESIDENCE
 MAIN FLOOR PLAN - AS BUILT
 FILE: 937-24 DATE: APR. 22/2024

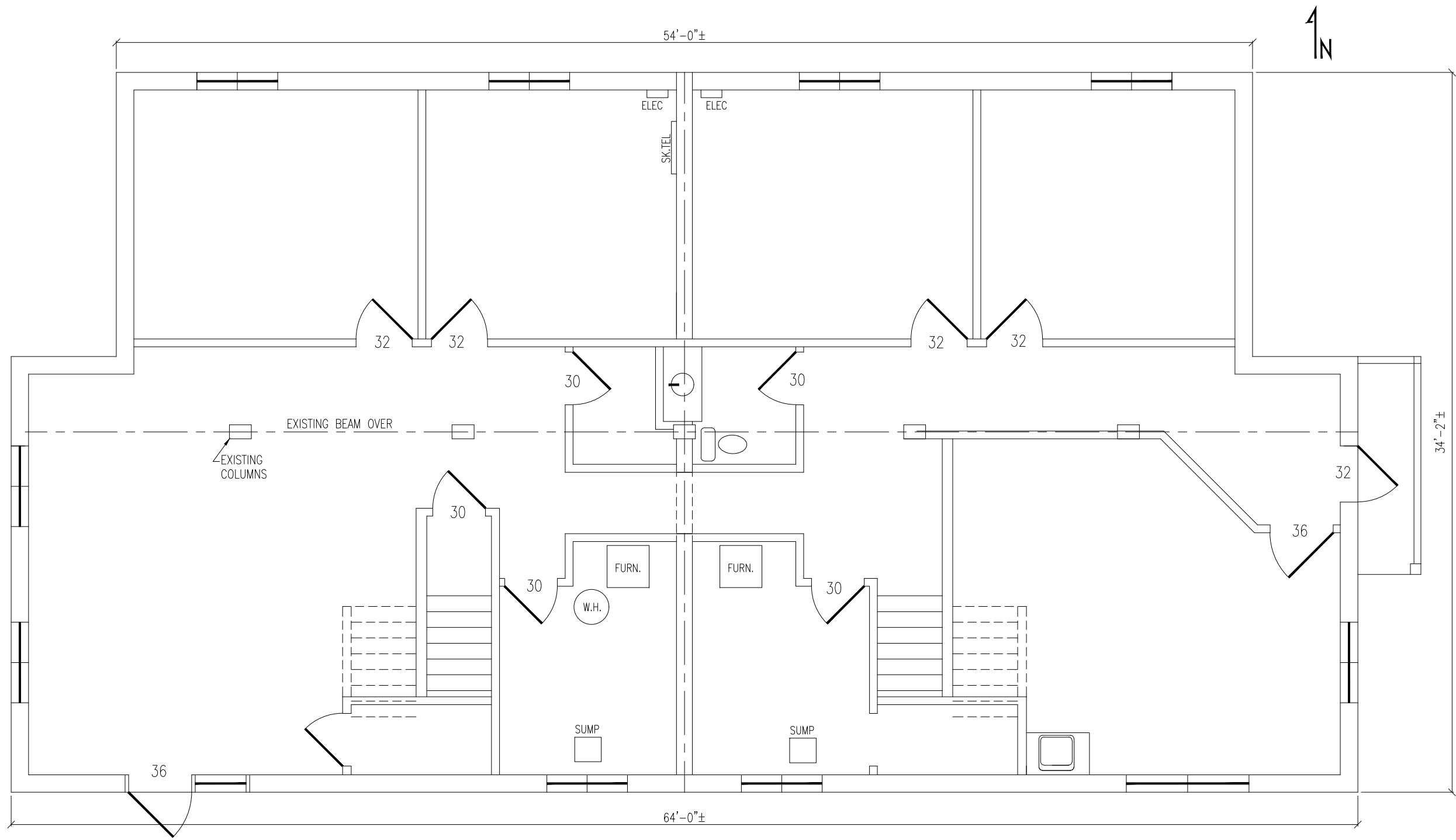
SHEET
 A2



BASEMENT FACILITIES:
 SHOWERS (3)
 TOILETS (2)
 BEDROOMS (8)
 KITCHEN/DINING
 STORAGE CLOSETS (2)

PROPOSED MAIN FLOOR PLAN
 SCALE: 3/16" = 1'-0"

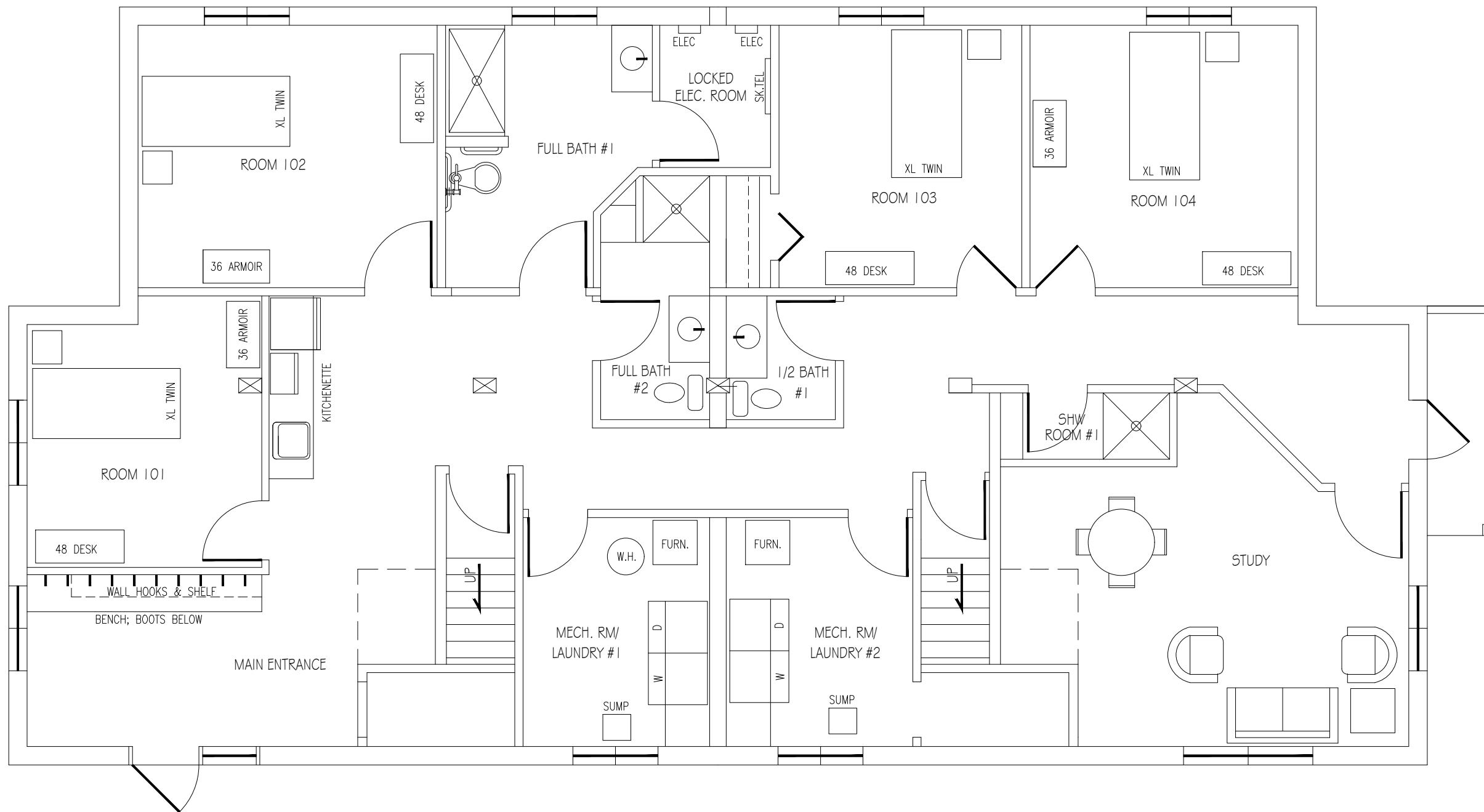
CONSULTANTS:



BASEMENT FLOOR PLAN - AS BUILT
 SCALE: 3/16" = 1'-0"

CONSULTANTS:

GREAT PLAINS COLLEGE PROPOSED RESIDENCE
 BASEMENT FLOOR PLAN - AS BUILT
 FILE: 937-24 DATE: APR. 22/2024



NOTE: BARRIER FREE TO BE PROVIDED IF REQUIRED. ALL NBC REQUIREMENTS WILL BE REVIEWED AND SATISFIED IF THE SITUATION ARISES.

BASEMENT FACILITIES:
 SHOWERS (3)
 TOILETS (3)
 BEDROOMS (4)
 MAIN ENTRANCE
 STUDY
 UTILITY ROOMS (2)
 KITCHENETTE

PROPOSED BASEMENT FLOOR PLAN

SCALE: 3/16" = 1'-0"

CONSULTANTS:

BYLAW NO. X – 2024

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to establish the Commercial Tax Exemption Policy Bylaw.

THE COUNCIL OF THE CITY OF SWIFT CURRENT, SASKATCHEWAN, IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

PART I
GENERAL

1. Title

This Bylaw may be cited as the “**Commercial Tax Exemption Policy Bylaw**”.

2. Legislative Authority

This Bylaw has been created pursuant to Section 262 of *The Cities Act* which enables Council the authority to exempt from taxation in whole or in part any land, improvements or business.

This Bylaw is subject to restrictions and requirements contained in legislation under *The Education Property Tax Regulations* and *The Construction Codes Act*.

3. Purpose

The purpose of this Bylaw is to establish a policy which provides the criteria and application process for exemption from real property taxation for qualified commercial businesses.

4. Definitions

In this Bylaw and in any resolution of the Council passed pursuant thereof, unless the context otherwise requires, the term or expression:

- a) “**Business**” means an entity with a valid City of Swift Current Business License and is subject to commercial tax assessment.
- b) “**City**” means the municipal corporation of the City of Swift Current.

- c) “**Commercial**” means the Commercial and Industrial property class prescribed pursuant to section 15 of *The Cities Regulations*.
- d) “**Council**” means Council for the City of Swift Current, elected pursuant to the provisions of *The Local Government Elections Act, 2015*, as the governing body of the municipality.
- e) “**Exempt**” or “**Exemption**” means cancellation, in whole or in part, of the taxes levied against a property.
- f) “**Policy**” means the Commercial Tax Exemption Policy Bylaw attached as Schedule “A”.
- g) “**Taxation**” means the imposition and collection of property taxes

5. Schedule

Schedule “A” being the Commercial Tax Exemption Policy is attached to, and forms part of, this Bylaw.

6. Interpretation

- 6.1 Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this Bylaw.
- 6.2 Any other words shall, insofar as they are not consistent with this Bylaw, have the same meaning as in *The Cities Act*, and amendments thereto.
- 6.3 Unless the context otherwise requires, words importing the singular number shall include the plural and vice versa.

PART II ENACTMENT OF POLICY

7. Tax Exemption

The City will provide exemption from real property taxation for qualified commercial and industrial development in accordance with the Policy attached as Schedule “A”.

**PART III
EFFECTIVE DATE OF BYLAW**

8. Effective Date

This Bylaw shall come into force and take effect upon on the day of final passing thereof.

_____ MAYOR _____ CITY CLERK

INTRODUCED AND READ a first time this --- day of Month, Year.

READ a second time this this --- day of Month, Year.

READ a third time and finally passed this --- day of Month, Year.



City of Swift Current Policy and Procedure

Policy Title:	COMMERCIAL TAX EXEMPTION POLICY	Policy No. X
Date of Adoption:	June ---, 2024	Resolution No. X – 2024
Date of Amendment:		Resolution No.
Supporting Departments:	Building Services Business Development Financial Services	Review Date: June ---, 2029
Approved by:	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 municipal corporation of 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:

Year 1	100% Exempt
Year 2	100% Exempt
Year 3	100% Exempt
Year 4	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 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 and eligibility of project, including any requirement for Ministerial approval



- Request final inspection by contacting City Planning and Development Department
- Final inspection completed by City Building Official
- City Building Official 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: _____

BYLAW NO. X – 2024

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to establish the Residential New Build Tax Exemption Policy Bylaw.

THE COUNCIL OF THE CITY OF SWIFT CURRENT, SASKATCHEWAN, IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

PART I
GENERAL

1. Title

This Bylaw may be cited as the “**Residential New Build Tax Exemption Policy**”.

2. Legislative Authority

This Bylaw has been created pursuant to Section 262 of *The Cities Act* which enables Council the authority to exempt from taxation in whole or in part any land, improvements or business.

This Bylaw is subject to restrictions and requirements contained in legislation under *The Education Property Tax Regulations* and *The Construction Codes Act*.

3. Purpose

The purpose of this Bylaw is to establish a policy which provides the criteria and application process for exemption from real property taxation for qualified residential new builds.

4. Definitions

In this Bylaw and in any resolution of the Council passed pursuant thereof, unless the context otherwise requires, the term or expression:

- a) “**Business**” means an entity with a valid City of Swift Current Business License and is subject to commercial tax assessment.
- b) “**City**” means the municipal corporation of the City of Swift Current.

- c) “**Council**” means Council for the City of Swift Current, elected pursuant to the provisions of *The Local Government Elections Act, 2015*, as the governing body of the municipality.
- d) “**Exempt**” or “**Exemption**” means cancellation, in whole or in part, of the taxes levied against a property.
- e) “**Policy**” means the Residential New Build Tax Incentive Policy attached as Schedule “A”.
- f) “**Residential**” means intended to be used for a residential purpose prescribed pursuant to *The Cities Regulations*.
- g) “**Taxation**” means the imposition and collection of property taxes.

5. Schedule

Schedule “A” being the Residential New Build Tax Incentive Policy is attached to, and forms part of, this Bylaw.

6. Interpretation

- 6.1 Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this Bylaw.
- 6.2 Any other words shall, insofar as they are not consistent with this Bylaw, have the same meaning as in *The Cities Act*, *The Cities Regulations*, and amendments thereto.
- 6.3 Unless the context otherwise requires, words importing the singular number shall include the plural and vice versa.

PART II

ENACTMENT OF POLICY

7. Tax Exemption

The City will provide exemption from real property taxation for qualified residential new builds in accordance with the Policy attached as Schedule “A”.

PART III
EFFECTIVE DATE OF BYLAW

8. Effective Date

This Bylaw shall come into force and take effect upon on the day of final passing thereof.

_____ **MAYOR** _____ **CITY CLERK**

INTRODUCED AND READ a first time this --- day of Month, Year.

READ a second time this this --- day of Month, Year.

READ a third time and finally passed this --- day of Month, Year.



City of Swift Current Policy and Procedure

Policy Title:	RESIDENTIAL NEW BUILD TAX EXEMPTION POLICY	Policy No. X
Date of Adoption:	June ---, 2024	Resolution No. X – 2024
Date of Amendment:		Resolution No.
Supporting Departments:	Building Services Business Development Financial Services	Review Date: June ---, 2029
Approved by:	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 contractors building on spec, by providing a financial relief for the first three (3) years after incurring the large cost of building in the current market. It will also provide 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. **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.
- 3.6. **CAO or Chief Administrative Officer** means the person appointed pursuant to Section 84 of *The Cities Act* or their designate.
- 3.7. **City** means the municipal corporation of the City of Swift Current.
- 3.8. **City Assessor** means the person appointed pursuant to Section 163 of *The Cities Act* or their designate.
- 3.9. **City Council** means the approving authority.
- 3.10. **Improvements** means any building or structure that is assessable for the purposes of property taxation.
- 3.11. **Occupancy Permit** means written authorization to use a building for its intended purpose issued by the Building Inspector or their designate.
- 3.12. **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:

Year 1	100% Exempt
Year 2	100% Exempt
Year 3	100% Exempt
Year 4	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.

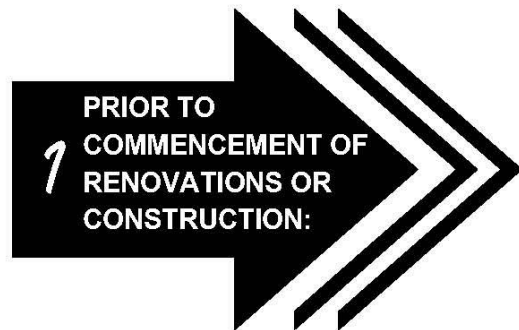
6. PROCEDURE FOR ADMINISTRATION

- 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 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



- Obtain applicable Development and Building Permits



- Complete Residential Tax Exemption Policy Application
- Provide to Business Development Officer for review and eligibility of project, including any requirement for Ministerial approval



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



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



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: _____



Southwest Newcomer Welcome Centre
Annual General Meeting
June 11, 2024, at 6:00 pm

Venue (Hybrid): Room 110, Great Plains College, Swift Current
Zoom Meeting: <https://us06web.zoom.us/j/85441755978?pwd=aSve3KpkIczx4zfdm7fPQOJDJhaZ1X.1>
Meeting ID: 854 4175 5978
Passcode: 014725

AGENDA

Refreshments will be served at 5:00pm at the Great Plains Campus Cafeteria. AGM will be at Room 110. Use the main campus entrance.

1. Opening – Welcome
2. Call to order
3. Approval of agenda
4. Approval of Minutes of the AGM of June 13, 2023
5. Financial Report
 - a. Presentation of Audited Financial Report by Terri Olfert
 - b. Approval of Audited Financial Report
 - c. Appointment of Auditor
6. Reports
 - a. Board Chair Report
 - b. Executive Director Report
7. Nomination and Election of Board Members
8. Other Business
9. Adjournment





SWIFT CURRENT & DISTRICT CHAMBER OF COMMERCE BOARD MEETING AGENDA

Wednesday June 19, 2024 | 5:00pm

Chamber of Commerce Board Room or via TEAMS - Swift Current, SK.

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- | | |
|---|---------|
| 1. Approval of the Agenda | 2 min. |
| 2. Approval of Minutes from the May 15, 2024 meeting | 2 min. |
| 3. City of Swift Current update – Pat | 5 min. |
| 4. RM of Swift Current #137 update – Butch | 5 min. |
| 5. CEO Executive Summary | 2 min. |
| 6. New Business | |
| a. RNIP application proposal | 2 min. |
| b. Contract for Services Proposal | 15 min. |
| c. Board Directory vacancy – clarification of terminology | 15 min. |
| d. CEO contract | 10 min. |
| 7. Group Reports: | |
| a. Advocacy & Administration (Warren, Doug, Logan, Patrick) | 2 min. |
| b. Communications & Connections (Lindsay, Ashley, Doug) | 2 min. |
| c. Financial (Chelsey, Alicia) | 2 min. |
| i. General update | |
| ii. Review of May financials and MOTION to approve: | |
| d. Membership Value (Mark, Garry, Monty, Ashley) | 2 min. |
| i. MOTION to approve new members: | |
| 8. In Camera | |
| 9. Adjournment | |

*****Next Chamber Board meeting July 17, 2024 – Chamber Boardroom (potentially 3rd floor training room due to IT upgrades) or via TEAMS