



# GOVERNANCE & PRIORITIES COMMITTEE

October 8, 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 October 8<sup>th</sup>, 2024, be approved.

### 3. Approval of Minutes

Recommendation: That the Governance & Priorities Committee Minutes dated September 10<sup>th</sup>, 2024, be approved.

### 4. Public Presentations

4.1 Presentation by Uli Cartman, Chairperson, Gail Wesolowski and Neil Wallace, members at large of the Pioneer Co-op and on behalf of Innovation Federal Credit Union to proclaim October 13<sup>th</sup> to October 19<sup>th</sup>, 2024, as "Co-op Week".

4.2 Presentation by Kris Johnson, Interim Executive Director, Crystal Imrie, Communications & Development Coordinator, and Scott Anderson, Development & Major Gifts Coordinator, of the Dr. Noble Irwin Healthcare Foundation to declare October 19<sup>th</sup> to October 25<sup>th</sup>, 2024, as "We Care for Healthcare Week".

4.3 Presentation by Karla Wiens, CEO, of the Swift Current and District Chamber of Commerce to proclaim October 20<sup>th</sup> to October 26<sup>th</sup>, 2024, as "Small Business Week".

### 5. Administration Presentations

5.1 CAO update.



## **GOVERNANCE & PRIORITIES COMMITTEE**

**October 8, 2024**

**Council Chambers, City Hall**

**1:00 p.m.**

5.2 Honour our Veterans Banner Program presented by Melissa Shaw.

**6. Strategic Plan**

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

**8. Agencies/ Boards and Committees**

**9. Unfinished Business**

**10. Council's Interest and Communications**

**11. En Camera Requests**

**12. Adjournment**

Recommendation: That the Governance & Priorities Committee Meeting of October 8<sup>th</sup>, 2024, be adjourned.

**Next Meeting TBD.**



# GOVERNANCE & PRIORITIES COMMITTEE

## Information Report

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**Date:** October 3, 2024  
**To:** Governance & Priorities Committee  
**From:** Chief Administrative Officer  
**Subject:** **CAO Update**

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

Attached you will find reports for the following divisions:

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

Respectfully submitted,

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

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Jim Jones, CAO

# COMMUNITY SERVICES SEPT 2024 - MONTHLY CAO REPORT



Making Bowls for Chili Bowl Fest



Prairie Lutheran - Doc's Town

## Capital/Operating Projects:

- Grants Submitted: *Joyce Gemmell Grant* – Looman Budd Education area, *CIF Annual* – Active Play (In Motion).
- Completed Follow ups: *CIF* - Summer Parks Play, *SPRA Framework* – The Zone.

### Aquatics:

- Make-up air units installed at Aquatic Centre completed. Fairview Pool closed for season on September 2.

### Parks:

- Trees were delivered for Parks, Chinook Golf course and Kinetic Park. Fall herbicide applied to sports fields. Began blowing out irrigation system.

### Museum:

- Obsolete ATM drive-thru was removed from parking lot.
- Hanging system installed in temporary gallery to allow for portrait exhibition to be displayed without damaging walls.

### Art Gallery:

- Flooring renovation completed on September 3.
- HBI visited Art Gallery to take measurements for professional collection storage system and will provide a quote for future capital budget projections.

### Golf Course:

- Bentgrass nursery, 4000 sq. ft. green project, completed.
- Replacement irrigation pump arrived installation is in progress.

### Facilities:

- Curling Club began process on September 15 of making ice. This will allow practice time for the Mixed National team before they leave for Scotland.
- S3 East ice installed between September 12-26. Ice opened on September 28.
- InnovationPlex forced air furnace installation completed. Unit heaters were installed in 3 dressing rooms.

### **Kinetic Park:**

- Completed projects included: Magnus Newland Rodeo Arena – installed sound system. Planted 7 spruce trees by south parking lot; Stockade – installed concrete pad and 30 ft. of sidewalk; Palliser Pavilion – guards installed over sound system and on fire alarm components also installed new exit signs and emergency lights. Mulch was added to flower bed by front door; Doc’s Town – completed painting Church, School, Tea House, and benches. Church cross was recovered, restored, and remounted; Green Spaces – Go Green project included planting of 5 trees.

### **Programs/Rentals:**

- Active Play after school program began at Irwin School on September 24.
- Forever in Motion gathering/practice session was held on September 24 to provide opportunity for local leaders to practice prior to facilitating upcoming programs.
- First Fun Day of the school year was held on September 30.
- Market Square concluded on September 14. Market Square area used on September 21 for Culture Fest and Farmer’s Market on September 28.

### **Art Gallery:**

- *Broad Horizons* (art from Long Term Care) public reception was held on September 7 with 32 people in attendance.
- Chili bowl making bee held on September 4 with 11 participants.
- Registration for fall art classes opened. Released application forms for *2024 Members Show & Sale* taking place in November and December.
- Art Gallery offered 2 tours at West Wing Gallery on September 6. Hosted Community clay project at Culture Days on September 21.

### **Museum:**

- Southwest Naturalists resumed monthly meetings on September 11.
- Lunch and Learn with Icisia De Gala on *Empowering Your Journey Through Education* was held on September 18.
- *Gariel Lamarche* held interactive talk about stone tools on September 20 to kick off Culture Days.
- *Meet at the Museum*, a new program for toddlers and caregivers began taking place on Tuesdays and Thursdays.
- *The Ones We Meet* traveling exhibition closed.

### **Parks:**

- Go Green Friday was held on September 13 with 200 volunteers who contributed at 11 separate work sites by planting trees and shrubs, spreading mulch, litter pickup and weeding garden beds.

### Facilities:

- InnovationPlex bookings – 11 Conference Room bookings, 2 Auditorium bookings. 2 preseason and 2 regular season Bronco games.
- S3 Arena bookings – AAA Wildcats hosted a preseason tournament with 8 teams. S3 Concession opened for all games.
- LCol Clifton Centre bookings –6 birthday parties, regular season began for Cadets, pickleball, basketball, roller derby. Also had private bookings for volleyball.

### Kinetic Park:

- Saloon events: 4 weddings.
- Palliser Pavilion events: regular season Line Dancing; Stampede Room: regular user group meetings as well as staff training sessions.
- Stockade events: Fall/Winter City Wide Connection.
- Jerry Myers Arena/Grandstand: Stock Car Races September 20 and 21.
- Barns and Arenas: Ranchman’s and Junior Stockman’s cattle show.
- Doc’s Town events: 2 weddings in Hansen Park.
- Equipment Rentals: supplied picnic tables and garbage barrels to RibFest event at Living Sky Casino September 20 to 21.

### Aquatics:

- Aquatic Centre opened September 4. Courses for the month included: Bronze Medallion, Fall 4-week Swim Lessons and Saturday 8-week Swim program.
- Barracuda and Special O swim clubs began indoor swimming season.

### Program Statistics:

Facility/Program	Attended	Facility/Program	Attended	Facility/Program	Attended
Museum Visits	313	AGSC / Art Store	106	City Wide Connection (groups)	33
Museum Off Site Programs	44	AGSC - Memberships	15	Golf Course	3868
TKSHHOF	172	West Wing Gallery	230	General Swim	2434
				Swimming Lesson	548
Safe Places Codes	4	Active Play grade 1-2	21	Aqua Fitness	437
Safe Places Certifications	27	Active Play grade 3-5	30	Swim Clubs/private	218
Safe Places Recertifications	16	Fun Day	40	School Swimming Lessons	10

### Customer Service/Community Connections:

- Annual Pooch Plunge on September 2 was hosted at Fairview Pool. \$115.00 was collected for donation to the Swift Current SPCA.
- Art Gallery attended *City Wide Connection* and Great Plains College *Student Resource Fair* on September 5 promoting awareness and participation for Art Gallery programs.
- Art Gallery supported, with promotions, Highway 1 Studio tour September 14-15 and Art Study group held first meeting for the year on September 19.

- Museum staff participated in Culture Fest at Market Square on Saturday September 21. On September 19, Bentley residents came for an afternoon at the Museum.
- Gabriel Lamarch from the Museum Association of Saskatchewan began working on the repatriation of several indigenous items held in Museum collection.
- Interagency Committee meeting with 17 in attendance held on September 10.
- In Motion Community Facilitator took part (via zoom) in SWDCRS Recreation Round Table on September 18.
- Community Recreation Coordinator attended Great Plains College Service Fair on September 5. Community Services held presentation at Trailview Church on September 19. Community Christmas dinner committee met on September 25.
- SASK Lotteries 101 Workshop hosted in conjunction with City Wide Connection. 2 sessions were offered presenting to 20 people from various organizations.
- Fall/Winter Community Services Guides completed and in distribution.
- Met with Sask Health Authority to discuss our community becoming a designated Age Friendly Community and then looking at partnerships for the Thrive At Home initiative. Meet with community organizations regarding 55+ Saskatchewan Games.

#### **Bet You Didn't Know/Fun Facts**

- Construction of the West Prairie Lutheran Church in Doc's Town began on September 7, 1937. The church was moved to Doc's Town on May 8, 1981.
- S3 East is the last ice surface to be installed every year. It can take 2 weeks to bring temperature down to 16°F. Since both East and West are on a shared brine system, the heat is removed slowly at 2-5 degrees per day. If the temperature drops too quickly, the West could melt and there is also a chance that the East slab could crack and heave.

# CORPORATE SERVICES SEPT 2024 - MONTHLY CAO REPORT

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## Projects:

### Finance & IT:

- Conversion activities from JD Edwards to Oracle software.

### Purchasing:

- **Non-Hazardous Waste Cell Design** – closed September 2.

## Staffing:

### Postings:

- **Lifeguard/Instructor I:** August 27 – September 3
- **Lifeguard/Instructor II:** August 27 – September 3
- **Disclosure Detachment Service Assistant** (1 year term): August 29 – September 10
- **Equipment Operator:** August 3 – September 11
- **Seasonal Labourer, Facilities:** September 17 – September 23
- **Visitor Attendant, Museum:** September 30 – October 4

### Filled:

- **Disclosure Detachment Service Assistant:** 1-yr. term, full-time (starts Nov. 12)
- **Assessment Administrative Assistant:** 9-month temp, full-time (started Sept. 25)
- **Lifeguard/Instructor II:** 2 positions filled (started September 23 & 30)

### Occupational Health & Safety:

- OHC with City Hall, Parks, Facilities, Streets, Waterworks, Light & Power
- Site visits, municipal safety meeting, policy & monitoring solutions development

## Customer Service/Community Connections:

- **Promotions and Programming** – pool closure/opening of Aquatic Centre, Culture Days, Market Square & Cruisin' The Market promotions, and operational items/road closures.
- **Facebook Stats:** Facebook gained 41 *net* followers. The post with the most positive feedback was the ribbon cutting for the Chinook Parkway extension.
- **Instagram Stats:** Instagram gained 32 followers; Content interactions are up 60% over last month. Top performance was a video reel of SaskAbilities flag raising.



# INFRASTRUCTURE & OPERATIONS

## SEPT 2024 - MONTHLY CAO REPORT

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### Transportation Services:

#### Streets and Roads Highlights:

##### General Maintenance:

- Grass Mowing
- Installed downtown furniture
- Replaced broken/damaged signs
- Removed ATM pad at the Museum

##### Hydrovac and Jetting Services:

- Jetting Storm mains
- Jetting Sanitary lines
- Working on jetting downtown during night shifts
- Hydro-vac services for various departments

##### Road Maintenance

- Potholes/ Dura Patching
- Gravel Road Maintenance (16.5 kms)
- Gravel Lane Maintenance (24 kms)
- Sidewalk grinding trip edges

##### Storm & Drainage

- 748.53' (228.15m) of Ditch, Marston St from 2nd SE to 4th SE
- Lowering 2 Catch Basin Lid & Frames.
- Replaced 1 Catch Basin & Lead on Grey St NW
- Repaired a lead on Matador and one at the Airport

#### Fleet Service Highlights:

##### Oil Change Services

- Light Trucks - 16
- Heavy Trucks - 3
- Equipment - 3

##### General Repairs

- Light Trucks – 19
- Heavy Trucks – 8
- Equipment – 17

### Waterworks:

#### Water Distribution and Wastewater Collection

- T2 had 87 appointments & removed all summer service meters
- T63 had 112 locates
- Box and Rods - 9
- 1 leaky service

- 2 sewer service camera jobs
- Replaced 3 water main valves
- Upgraded piping at the East pump house to HDP (high density polyethylene)
- Had 3 Water main breaks this month

### **Water Treatment Plant (WTP) Operations**

- Valve stem on a valve in pumpwell B at North Hill Reservoir broke during cleaning of the round reservoir. The valve was repaired by contactors under warranty. WTP staff disinfected pumpwell and samples were taken before returning to service.
- Actiflo #1 PLC power supply failed. Programmers were dispatched from Saskatoon and installed new power supply.
- Quarterly samples were taken and submitted to Saskatchewan Research Council and Provincial Water Lab. All samples returned were within acceptable ranges as per the Permit to Operate.
- Water Security Agency collected water samples from the WTP as part of the Provincial Lead Sampling program.
- Received 80,120 kgs of Alum, 12,000 kgs of Potassium Permanganate, 7,940 kgs of Caustic and 1,050 kgs of Polymer.
- Total treated water pumped in September: 270.4ML

### **Wastewater Treatment Plant (WWTP) Operations**

- Continuing with regrowth of biomass after upset balance in early August.
  - *Shipment of microorganisms received from Saskatoon WWTP on September 9th arrived.*
- Restarted bioreactor #1 once microorganism growth returned to normal levels and some treatment was being realized.
  - *Treatment returned to below-permit levels on September 26. 28 days after the restart.*
- September total of treated effluent WWTP – 89,548 m<sup>3</sup>, which constitutes 72% of all flow from Main lift station (123,668 m<sup>3</sup>).
  - *All the treated wastewater was directed to the lagoon system due to high levels of nutrients in final effluent.*

### **Regulatory:**

- Covid-19 samples sent to SHA at Roy Romano Laboratory.
  - Results ranged from **0.00 to 23.7 copies per mL**. All in the low range.
- No final effluent samples being sent in during the entire month as no effluent is being directed to the SC Creek.
- SC Creek samples submitted September 25. Results not available at time of report.
- August creek sample results (weren't available at time of last report):
  - *Upstream: cBOD <2; Ammonia-N <0.04; Total Phosphorus 0.33; E.coli 187*
  - *Downstream: cBOD <2; Ammonia-N <0.04; Total Phosphorus 0.37; E.coli 173*

## Engineering:

### Engineering Projects

- **Active Transportation Pathway:** Grant deadline is October 27, 2024
  - Ribbon cutting ceremony was held September 23. There are a few clean-up items remaining, but the project is 99% complete.
  - Thank you to Community Services and Light and Power for all your hard work in assistance with this project.
- **Paving & Sidewalk Program:**
  - Concrete repairs began in September, a few pieces remain which will be completed in the next week or two.
  - Note: Paving contractor is returning to finish the remaining asphalt patches the beginning of October.
- **Downtown Streetscape:**
  - The finishing touches (tree grates and street furniture) were installed. The project is now 100% complete.
- **North Hill Reservoir Upgrade:**
  - A few outstanding items and deficiencies are remaining, awaiting on a date that these will be completed. They will need to be resolved prior to Substantial Performance being achieved. Roadways completed in August were: Memorial Drive, Dufferin Street between 1st Ave NW to 2nd Ave NW, and a top lift on 800 block of 10th Ave NE



## Light & Power:

### Tenancy Changes:

Connects – 135  
Disconnects – 129  
Transfers – 19

### Line Locates:

Urban – 136  
Rural – 16

### Meter Changes:

Electrical – 2 commercial, 3 residential  
Water – 0 commercial, 13 residential  
New – 3 commercial

### Meter Reading:

Monthly billing cycles  
19 Streetlight Repairs

## Projects:

- Facilitating pole and transformer changes
- New pathway lighting
- Line maintenance and system maintenance
- Overhead to underground conversions.

## Solid Waste & Diversion:

### East Landfill

- Landfilled – 1,880 tonnes (excludes cover dirt and diversion materials - wood, yard waste, concrete, asphalt) – a 4% decrease from September 2023 (1,967 tonnes).
- Diversion materials – 547 tonnes – a 13% decrease from September 2023 (631 tonnes).

### West Landfill

- Landfilled – 9,606 tonnes – 60% tonnage increase from September 2023 (6,010 tonnes).

### Recycle Depot

- August accommodated 1,982 visits – a 2% decrease from 2,019 visits in September 2023.
  - 12 loads of cardboard, 4 loads of paper, and 1 load of plastics.

### Yard Waste

- September accommodated 1,359 visits – a 5% decrease from 1,424 visits in September 2023.

## Transit:

### Passenger Data

- The Swift Transit line accommodated 2,874 passengers in September.
  - 1,266 of these rides were for school services.
- The Access Transit line accommodated 506 passengers in September.

# PLANNING & GROWTH DEVELOPMENT SEPT 2024 - MONTHLY CAO REPORT

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## Building, Planning & Economic Development:

A total of \$101,625.00 in building permits were issued in September for (3) commercial and (5) residential permits for renovations/alterations/additions.

Last year, numbers for September 2023 consisted of (1) new commercial and (6) residential renovation/alteration/addition permits issued for a total value of \$1,697,920.00.

### Comparison:

→ Total overall Building Permit values in **2023** to the end of September = \$ **15,658,317** (including \$9.0M for 81-unit residential apartment building)

→ Total overall Building Permit values in **2024** to the end of September = \$ **5,791,006**

### Development permits/inquiries/subdivisions:

- Building Permit applications to construct a new quick-service restaurant/two commercial rental units and to redevelop an existing service station are anticipated are currently under review. Construction value for both projects is anticipated to be over \$2.5 million.
- A change-of-use Development Permit application for a daycare at 610 – 19<sup>th</sup> Avenue NE is currently under review as a discretionary use in an R1 residential zoning district. The public hearing was held September 16, and Council made its decision on September 30.
- A change-of-use Development Permit application for an indoor production and wholesale/retail sales of hydroponically-grown produce (non-cannabis related) in an M1 – Light Industrial District is currently under review.
- The application for the Victory Family Church lot consolidation was approved by Council.
- Development and building inquiries include development of land in a flood hazard area, mixed residential/commercial uses, day care center, industrial shops, medical clinic, and retail uses.
- City Hall improvements include realigning front-line workspaces and miscellaneous repairs.
- Planning continues to provide assistance and guidance regarding business and residential development, including zoning, new construction and alterations, demolition, change-of-use, and minor variance questions in residential and commercial/industrial areas.

### Business Development:

- Sold two residential lots in Valley Ridge.
- Living Sky Community Development Corporation approved allocation to City.
- Connected with Ministry of Energy & Resources on potential Helium Corridor.
- Hosted North American Helium presentation and attended the Antelope Lake Helium Production facility.

### Tourism:

- Presented annual overview to Council.
- Represented at Annual Hospitality Conference and Tourism Awards in Regina.

## Licensing & Bylaw:

- To the end of September 2024, the issued business licenses total **1331** with an amount of **\$146,055** in permit fee revenues.  
→In 2023, issued business licenses totalled 1321 with an amount of \$143,955 in permit fee revenues.
- In 2024, a total of (464) Dog Licenses were sold with revenues totalling = **\$7,816**.  
Last year (493) Dog Licenses were sold with revenues totalling = \$6,570.
- In 2024 a total of (120) Cat Licenses were sold with revenues totalling = **\$860**.  
Last year (125) Cat Licenses were sold with revenues totalling = \$570.
- The total year to date revenue received for parking ticket fines total = **\$22,433**.  
Last year, 2023, revenue for parking ticket fines totalled = \$15, 765.

To the end of September, the following bylaw files have been opened upon receipt of complaints for the following:

- Animal Control Complaints (running at large, barking, etc.)  
2024 = 53 Files      2023 = 51 Files
- Business Complaints (businesses advertising/operating without a business license)  
2024 = 5 Files      2023 = 3 Files
- Commercial Property Complaints  
2024 = 36 Files      2023 = 25 Files
- General Complaints (snow, garbage, trees, etc.)  
2024 = 73 Files      2023 = 34 Files
- Property Complaints (unsightly, untidy, etc.)  
2024 = 161 Files      2023= 156 Files
- Traffic Complaints (unlicensed vehicles, unlawfully parked, etc.)  
2024 = 104 Files      2023= 78 Files

# SWIFT CURRENT FIRE DEPARTMENT SEPT 2024 - MONTHLY CAO REPORT



## Report from September 1 –30:

Type of call:	September	YTD totals
Fire	14	114
Medical	28	258
MVC	1	27
Rescue	0	9
Hazardous Condition	0	18
Other	3	18
Fire Pit Complaints	1	3
Investigations	0	7
<b>Total</b>	<b>47</b>	<b>454</b>
<b>Inspections</b>	<b>59</b>	<b>584</b>

## Career Development:

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

Practical: Practical Evolutions, Wind Tower Evolution – Centennial Site

Medical: AED Review, CPR recertifications, IV practise

Online: Medical, Ethical & Legal Issues, Forcible Entry into Structures

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

Theory: Salvage & Overhaul – Building Materials

Practical: Salvage Practises

### EDUCATION:

Business Management (1) \$ 1,352.67

Business Degree Courses (1) \$ 2,868.00

**Monthly Total** **\$ 4,220.67**

### REPAIRS:

E3 (Repair Emergency Lighting, Misc.) \$ 1,215.17

Ladder 2 (Ladder Component Annual Svc) \$ 1,737.40

U1 (New Front Tires, Wheel Alignment) \$ 979.70

**Monthly Total** **\$ 3,932.27**

**BILL OUTS:**

SGL At-Fault Dependant	\$ 2,180.46
Bottle Fill	\$ 1,050.00
Wind Tower SaskPower	\$ 7,875.00
<b>Monthly Total</b>	<b><u>\$ 11,105.46</u></b>

**Fire Calls:**

This month there were 14 fire calls. The fires consisted of cooking fires in the home, appliance malfunction that caused a fire and a car fire. We also responded to alarm system malfunctions due to home renovations as well as 1 malicious system activation.

**Photo Description:**

*This month the crews were at our training facility performing search and rescue. The drills included having their masks blacked out to simulate zero visibility. Crews had to enter a simulated burning structure as a team, communicate with each other and command and give updates if a room was searched and cleared of victims. Once they found the 175lb manikin they had to evacuate it from the structure. Obstacles in their way were an entanglement prop which simulates wiring from ceiling fixtures falling on to your exit path, and a confined space area which simulates a partial collapse of a room. Our crews perform this training twice a year to maintain their search and rescue skillset.*

