



Swift Current, Sask.  
May 22, 2018

Within the Council Chambers, City Hall, a regular meeting of the Council of the City of Swift Current was held on May 22, 2018 commencing at 6:30 p.m.

Attendance: Mayor D. Perrault  
Councillor G. Bowditch  
Councillor B. Deg  
Councillor P. Friesen  
Councillor C. Martens  
Councillor R. Plewis  
Councillor R. Toles

Tim Marcus, Chief Administrative Officer  
Kathy Hopfner, General Manager of Corporate Services  
Mitch Minken, General Manager of Infrastructure and Operations  
Lee Ann Thibodeau-Hodgson, City Clerk  
Dean Robson, General Manager of Community Services  
Michael Ruus, General Manager of Planning and Growth Development  
Michael Boutilier, Communications and Stakeholder Relations Coordinator  
Denis Pilon, Fire Chief  
Marlene Johnson, Executive Assistant Mayor/CAO  
Kelley Elliott, Administrative Assistant  
Irene Frank, Head Cashier

Adoption of  
Agenda.

No. 97 Moved by Councillor Deg, Seconded by Councillor Friesen:

"THAT the Agenda for the Council meeting of May 22, 2018 be adopted as circulated."

CARRIED.

Adoption of  
Minutes.

No. 98 Moved by Councillor Toles, Seconded by Councillor Bowditch:

"THAT the minutes of the regular Council meeting held May 7, 2018 be approved."

CARRIED.

Proclamations.

Amy McLean, Shelter Manager; and Larry Johnson, President; Swift Current SPCA, attended to proclaim May 20 to 26, 2018 as "Swift Current SPCA Week".

Delegations.

Public  
Hearings/  
Notice  
Matters.

Items for  
Action.

Accounts. The General Revenue Fund Disbursement Records for the period April 30 to May 4, 2018 were presented.

No. 99 Moved by Councillor Plewis, Seconded by Councillor Bowditch:

"THAT the General Revenue Fund Disbursement Records for the period April 30 to May 4, 2018 in the amount of \$658,382.83 be approved."

CARRIED.

The General Revenue Fund Disbursement Records for the period May 7 to 11, 2018 were presented.

No. 100 Moved by Councillor Friesen, Seconded by Councillor Martens:

"THAT the General Revenue Fund Disbursement Records for the period May 7 to 11, 2018 in the amount of \$718,811.46 be approved."

CARRIED.

Asset Management Policy. A report regarding Asset Management Policy was presented by the General Manager of Corporate Services.

No. 101 Moved by Councillor Deg, Seconded by Councillor Plewis:

"THAT Council adopts the Corporate Asset Management Policy as follows:

## **1 POLICY STATEMENT**

- 1.1 The City of Swift Current (City) shall adopt a Corporate Asset Management Policy (Policy) to define the principles and framework for the provision of a sustainable, systematic, and coordinated approach to managing its assets, in order to support and deliver affordable, safe, and responsible services to its citizens.

## **2 PURPOSE**

- 2.1 The objective of this Policy is to detail the asset management program principles with the aim of:
- Aligning upwards with the City's vision, mission, values, and priorities, as well as aligning downwards through the organization for current and future asset management activities.
  - Fostering a transparent and accountable foundation for making balanced decisions based on performance, risk and cost, to support long-term sustainability rather than short-term gains.
  - Providing corporate direction to Divisions in implementing the long-term strategies, mid-term asset management plans, and current asset management practices of the organization.
  - Effectively managing assets throughout their lifecycle to reduce costs, while continuing to provide a quality level of service.
  - Creating a holistic approach across the organization to encourage consistent asset management practices within all departments.

## **3 SCOPE**

- 3.1 This Policy applies to all Divisions of the City of Swift Current, as well as to all City owned physical assets, such as, but not limited to, roads, sidewalks, bridges, water and sewer utilities, stormwater management systems, water and wastewater treatment plants, fleet, buildings, indoor and outdoor facilities, active and passive parks, light and power utility, and information technology systems.
- 3.2 This Policy requires that the City commit to applying asset management principles and practices in all aspects of day-to-day work and throughout each asset's lifecycle, from planning, design, construction, acquisition, operation and maintenance, renewal, and disposal.

## **4 DEFINITIONS**

- 4.1 Asset - an item of value that derives its worth from its ability to be used to deliver a service or create a product.

- 4.2 Asset Management – Integrated business approach within an organization that minimizes the lifecycle costs of owning, operating and maintaining assets at an acceptable level of risk, while continuously delivering established levels of service for present and future residents. It is a method that ensures correct investment and that resources are wisely used over the long term by continually balancing performance and expenditures in a way that meets levels of service and effectively achieves our strategic plan.
- 4.3 Holistic approach – Considers concentration on a complete organization rather than isolated analysis of individual silos.
- 4.4 Levels of Service - The defined thresholds at which services are supplied to customers. They may refer to parameters or a combination of parameters that reflect regulatory, social, environmental and economic outcomes that the City has agreed to deliver to both internal and external customers
- 4.5 Lifecycle – The time interval that commences with the identification of the need for an asset and terminates with the decommissioning of the asset or any liabilities thereafter.
- 4.6 Lifecycle Cost – The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
- 4.7 Risk – The effect of uncertainty on objectives. Risk events are events, which may compromise the delivery of the organization’s strategic objectives.
- 4.8 Sustainability – Is the capacity to endure; in the context of asset management, it entails meeting the needs of the future by balancing social, economic, cultural, and environmental outcomes when making decisions today.

## **5 RESPONSIBILITIES**

- 5.1 Council is responsible for adopting the Policy.
- 5.2 Senior Management has overall responsibility for developing an asset management strategy, asset management plans, and reporting on the status and effectiveness of asset management within the organization to Council. The creation of financial budgets required to implement the strategy and plans to support the Policy are subject to Council approval.
- 5.3 Divisions and Departments responsible for managing City assets are required to comply with this Policy.
- 5.4 The Corporate Services Division is responsible for reviewing and updating the Policy.

## **6 CORPORATE ASSET MANAGEMENT POLICY**

6.1 The Policy outlines the following fundamental principles that will be developed over time and implemented across the organization when making decisions pertaining to City-owned assets.

- **Service Delivery**

The City is responsible to incorporate best practice asset management principles. The City is also responsible to balance community expectations, risk, affordability, growth, and safety, when supporting Council priorities while managing its assets.

- **Long-Term Sustainability**

The City will make appropriate long-term decisions that will better enable its assets to meet changing community expectations, legislative requirements, environmental regulations, and continued balancing of growth and renewal.

- **Holistic Approach**

The City will implement a holistic approach in its decision making processes by considering all aspects of the organization, in addition to the effect its decisions will have on the community. As well, the City will employ a holistic approach in its consideration of all aspects of each asset's lifecycle, including planning, design, construction, operation, maintenance, rehabilitation, and disposal, to reduce the whole lifecycle cost of the asset.

The City will also encourage collaboration and cooperation across all Divisions that will then filter through each Department, to develop a cohesive approach to managing the organization's assets.

- **Risk-Based**

The City will develop and incorporate a risk and criticality framework when making decisions.

- **Value-Based Decisions**

The City will use a lifecycle costing method that will correlate investment decisions throughout the asset's lifecycle, while achieving the levels of service desired, to create a clear line of sight to the overall value or benefit the investment has provided to the community.

- **Innovation**

The City will create a culture that will encourage continuous improvement in its asset management approach. By striving to keep pace with asset management best practices, the City will ensure it remains relevant in its ability to manage its assets in an innovative way, to meet the demands of its ever-changing environment."

CARRIED.

Sask Valley Residential Development Grading & Deep Utility Contracts. A report regarding Saskatchewan Valley Residential Development – 2018 Grading and Deep Utility Contracts was presented by the General Manager of Infrastructure and Operations.

No. 102 Moved by Councillor Plewis, Seconded by Councillor Toles:

“THAT the Sask Valley Residential Development 2018 Grading contract be awarded to Procyk Bros. Transport Inc. for a total amount of \$132,961.10 (PST included, GST excluded) and that the Mayor and City Clerk be authorized to sign the said contract.”

CARRIED.

No. 103 Moved by Councillor Plewis, Seconded by Councillor Toles:

“THAT the Sask Valley Residential Development 2018 Deep Utilities contract be awarded to Ed’s Contracting for a total amount of \$322,048.14 (PST included, GST excluded) and that the Mayor and City Clerk be authorized to sign the said contract.”

CARRIED.

Paving Airport Access Roads. A report regarding Paving Airport Access Roads was presented by the General Manager of Infrastructure and Operations.

No. 104 Moved by Councillor Plewis, Seconded by Councillor Martens:

“THAT Council awards the paving of the southern access roads and Air Terminal parking lot at the Swift Current Airport to Delta Aggregates at a price of \$152,375.00 (including PST, excluding GST) for completion in 2018.”

CARRIED.

Consolidation of 80 South Railway W. A report regarding Proposal to Consolidate Lots 9 and 10, Block 11, Plan H3605 (80 South Railway Street West) was presented by the General Manager of Planning and Development.

No. 105 Moved by Councillor Friesen, Seconded by Councillor Plewis:

“THAT the proposed Plan of Consolidation of Lots 9 and 10, Block 11, Plan H3605 be approved subject to any servicing agreement and that the Mayor and City Clerk be authorized to sign the Certificate of Approval.”

CARRIED.

Reports for  
Information.

Bylaws.

No. 106 Moved by Councillor Friesen, Seconded by Councillor Deg:

1<sup>st</sup> Rdg “That Bill No. 2 - 2018 being a bylaw to establish the mill rate be introduced and read a first time.”

CARRIED.

No. 107 Moved by Councillor Friesen, Seconded by Councillor Deg:

2<sup>nd</sup> Rdg “THAT Bill No. 2 - 2018 be taken as read a second time.”

CARRIED.

No. 108 Moved by Councillor Friesen, Seconded by Councillor Deg:

3<sup>rd</sup> Rdg “THAT Bill No. 2 – 2018 be given three readings at this meeting.”

CARRIED.

No. 109 Moved by Councillor Friesen, Seconded by Councillor Deg:

Final Rdg “THAT Bill No. 2 - 2018 be taken as read a third time and finally passed.”

CARRIED.

**THIS BILL IS THEN NUMBERED BYLAW NO. 3 - 2018.**

No. 110 Moved by Councillor Friesen, Seconded by Councillor Deg:

1<sup>st</sup> Rdg “That Bill No. 3 - 2018 being a bylaw to establish the mill rate factors be introduced and read a first time.”

CARRIED.

No. 111 Moved by Councillor Friesen, Seconded by Councillor Deg:

2<sup>nd</sup> Rdg “THAT Bill No. 3 - 2018 be taken as read a second time.”

CARRIED.

No. 112 Moved by Councillor Friesen, Seconded by Councillor Deg:

3<sup>rd</sup> Rdg “THAT Bill No. 3 – 2018 be given three readings at this meeting.”

CARRIED.

No. 113 Moved by Councillor Friesen, Seconded by Councillor Deg:

Final Rdg "THAT Bill No. 3 - 2018 be taken as read a third time and finally passed."

CARRIED.

**THIS BILL IS THEN NUMBERED BYLAW NO. 4 - 2018.**

No. 114 Moved by Councillor Friesen, Seconded by Councillor Deg:

1<sup>st</sup> Rdg "That Bill No. 4 - 2018 being a bylaw to establish a special levy for funding of the long-term care facility be introduced and read a first time."

CARRIED.

No. 115 Moved by Councillor Friesen, Seconded by Councillor Deg:

2<sup>nd</sup> Rdg "THAT Bill No. 4 - 2018 be taken as read a second time."

CARRIED.

No. 116 Moved by Councillor Friesen, Seconded by Councillor Deg:

3<sup>rd</sup> Rdg "THAT Bill No. 4 – 2018 be given three readings at this meeting."

CARRIED.

No. 117 Moved by Councillor Friesen, Seconded by Councillor Deg:

Final Rdg "THAT Bill No. 4 - 2018 be taken as read a third time and finally passed."

CARRIED.

**THIS BILL IS THEN NUMBERED BYLAW NO. 5 - 2018.**

No. 118 Moved by Councillor Friesen, Seconded by Councillor Deg:

1<sup>st</sup> Rdg "That Bill No. 5 - 2018 being a bylaw to exempt from taxation the 2018 assessment of certain properties be introduced and read a first time."

CARRIED.

No. 119 Moved by Councillor Friesen, Seconded by Councillor Deg:

2<sup>nd</sup> Rdg "THAT Bill No. 5 - 2018 be taken as read a second time."

CARRIED.



No. 120 Moved by Councillor Friesen, Seconded by Councillor Deg:

3<sup>rd</sup> Rdg "THAT Bill No. 5 – 2018 be given three readings at this meeting."

CARRIED.

No. 121 Moved by Councillor Friesen, Seconded by Councillor Deg:

Final Rdg "THAT Bill No. 5 - 2018 be taken as read a third time and finally passed."

CARRIED.

**THIS BILL IS THEN NUMBERED BYLAW NO. 6 - 2018.**

Unfinished  
Business.

New  
Business.

City Council wished farewell to Fire Chief Pilon as this is his last Council meeting and is retiring. Fire Chief Pilon thanked City Council and Administration for a great working relationship.

Communi-  
cations.

En Camera  
Items.

Reports of  
Council  
Members/  
Enquiries.

The following topics were raised by members of Council:

- Thank you Mayor Perrault for promoting the Broncos;
- United Way Kick-Off Breakfast;
- Chamber of Commerce Meeting;
- Street Sweeping and Paving;
- Congratulations Midget 57's;
- Swift Current 57's first game May 31<sup>st</sup>;
- Professional Bull Riding (PBR);

- Lunch and Learn – History of the Library;
- Stars for Saskatchewan;
- Salvation Army Dinner;
- Federation of Canadian Municipalities (FCM) Meetings;
- Truth and Reconciliation;
- Congratulations Red Neck Betties;
- Marsden Street Repairs;
- Beautiful City and Parks;
- Drug Strategy Action Committee Luncheon;
- SPCA Radiothon;
- SW Sask Pride Week;
- Swift Current 57's Shadowing Waitresses at Boston Pizza;
- City Mayors/Managers Meetings;
- Broncos at Memorial Cup.

Adjourn-  
ment.

No. 122      Moved by Councillor Martens, Seconded by Councillor Plewis:

(7:45 p.m.) "THAT we do now adjourn."

CARRIED.

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Mayor

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City Clerk