



AMENDED

COUNCIL MEETING
Monday, October 27th, 2025
5:00 p.m.
Council Chambers, City Hall

PAGE 1

Page

ADOPTION OF AGENDA

Adoption of Agenda.

ADOPTION OF MINUTES

Adoption of minutes of the regular Council meeting held October 14th, 2025.

PROCLAMATIONS

DELEGATIONS

PUBLIC HEARINGS/PUBLIC NOTICE MATTERS/ORDERS

ITEMS FOR ACTION

- 1 General Revenue Fund Disbursements.
- 5 Report regarding Safe Public Spaces Bylaw.
- 9 Report regarding 2025-2026 Living Sky Community Development Corporation Grant.
- 12 Report regarding Partnership Agreement – Swift Current Bronco Hockey Club Inc.

REPORTS FOR INFORMATION

BYLAWS

Bill No. 17 – 2024 A bylaw to consider a borrowing bylaw for financing within General Government for the rehabilitation of the Aquatic Centre.
Notice given December 9th, 2024.

Bill No. 9 – 2025 A bylaw to adjust the residential waste collection rates, attached as Schedule “A” to the City of Swift Current’s Solid Waste Bylaw No. 5 – 1993.
Notice given August 18th, 2025.

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Monday, October 27th, 2025
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Bill No. 10 – 2025 A bylaw to adjust the solid waste utility rates, to be incorporated as Schedule “B” to the City of Swift Current’s Solid Waste Bylaw No. 5 – 1993.

Notice given August 18th, 2025.

52 Bill No. 11 – 2025 A bylaw to establish the Tax Enforcement Policy Bylaw.
Notice given September 29th, 2025.
Will receive second & third readings – Councillor Christiansen

Bill No. 13 – 2025 A bylaw to consider a borrowing bylaw for financing within Solid Waste Utility for the rehabilitation of the West Landfill Industrial Cell.
Notice given September 29th, 2025.

60 Bill No. 14 – 2025 A bylaw to opt into *The Safe Public Spaces (Street Weapons) Act*.
Notice waived.
Will receive three readings.

UNFINISHED BUSINESS

NEW BUSINESS

62 Swift Current Creek Watershed Stewards Meeting Agenda for October 14th, 2025.

63 Chinook Regional Library Meeting Agenda for November 8th, 2025.

COMMUNICATIONS

ITEMS REQUESTED TO BE DISCUSSED EN CAMERA

Request regarding 2026 Budget.

REPORTS OF COUNCIL MEMBERS/ENQUIRIES



AMENDED

COUNCIL MEETING
Monday, October 27th, 2025
5:00 p.m.
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PAGE 3

ADJOURNMENT

NEXT MEETING DATE:

Monday, November 10th, 2025 – 5:00 p.m.



City of Swift Current

C.A.O. Report

Date: October 16, 2025
To: Interim Chief Administrative Officer
From: Executive Director of Strategic Operations
Subject: **General Revenue Fund Disbursements**

Included in the payments for the period of October 1st to October 14th, 2025, is:

	Current	Year to Date
Regular Accounts	186,119.17	1,618,833.80
Payroll Benefits	238,967.13	3,580,632.41
School Payments (Holy Trinity RCSSD #22)	134,198.66	1,227,842.28
School Payments (Minister of Finance)	611,553.27	6,739,757.40
Sask Power - (Energy Purchase)	1,133,185.18	12,113,302.26
Sask Power	-	91,673.11
SaskEnergy	12,944.66	514,012.91
SaskTel	-	168,074.36
 General Contractors:		
627227 Sask. Ltd.	-	23,088.00
Alair	-	20,770.91
Anixter/HD Supply Utilities	-	46,731.00
Anthratech Western Inc	54,288.99	77,555.70
Armstrong Implements	-	49,318.54
Associated Engineering	-	21,000.60
Automotive Unlimited Inc	-	56,450.16
Avenu Insights & Analytics	-	10,687.17
B&A Petroleum Ltd	-	540,207.73
Bell Lumber & Pole Canada	41,780.40	66,222.60
Brandt Tractor LTD	-	150,935.25
Brett Young	-	13,011.98
Brenntag Canada Inc	-	16,067.52
Brogan Fire & Safety	-	38,095.24
CDW Canada	-	89,628.48
Certified Tracking Solutions	-	24,169.22
Chemtrade West Ltd	19,436.28	326,267.77
Chinook Regional Library	-	489,300.00

Chinook School Division	-	43,922.91
Cleartech Industries Inc	19,566.07	192,635.43
Comm Centre	-	21,957.54
Commercial Sand Blasting and Painting	-	10,925.31
Country Club Distributors	-	79,347.74
Crutch's Plumbing and Heating	-	70,352.43
Cypress Motors	12,600.90	40,870.37
Daves Trucking & Skid Steer Services	-	22,383.37
Dayforce	-	342,238.87
Decor Complete LTD	-	32,283.19
Delco Automation Inc	-	75,646.50
Dionco Sales & Services Ltd	-	61,858.53
Directdial.com	11,452.72	130,731.92
Early's Farm & Garden centre	-	46,517.91
Eecol Electric Ltd	-	181,080.90
Elite Metal Builders, Ltd	-	14,994.04
Emco/Western Supplies	-	121,787.89
Fieldstone Energy Ltd	-	26,587.54
Finning Canada	-	31,605.51
Flaman Sales	-	26,085.00
Flocor Inc	-	110,806.16
Flynn Canada	22,977.00	490,358.05
Full Line Ag Sales Ltd	-	17,151.84
FP-Teleset	-	110,250.00
Garrison Flood Control LLC	-	19,464.61
GFL Environmental Inc	59,288.79	711,797.39
Gloude-mans, Robert J	-	34,964.79
Gordon Ralph Tams	-	24,167.00
Granicus, LLC	-	14,403.96
Hach Sales & Service Canada	-	61,489.69
Hammerhead Trenchless	-	24,571.73
Harbuilt Construction Ltd	329,969.70	329,969.70
Hayes Training And Development Group	-	11,077.50
Home Hardware-Swift Current	-	47,729.13
Horizon Ag & Turf	-	97,396.79
Imaginit Saskatchewan-Technologies	-	18,572.83
Industrial Software Solutions	-	13,855.33
Insight Canada Inc	-	136,088.79
ISCO Canada Inc	-	15,234.15
Jet Construction Ltd	-	218,507.56
Jesstec Industries Inc	-	22,021.57
John Brooks Company	30,780.69	43,303.46
JS Industries	-	28,005.30
Kanuka Thuringer	-	119,933.54
Kiwanis Club of Swift Current	-	55,400.00

KK Golf Management	28,877.93	475,736.92
Klearwater Equipment & Technologies Corp	-	37,900.75
Knudsen Excavating Ltd	-	50,526.09
Knudsen Technical Ltd	12,007.50	12,007.50
Le Gout Du Libre Inc	-	22,020.01
Lee's Tree Care & Landscaping	-	55,532.45
Leeville Construction	-	31,949.36
Len's Plumbing & Heating	-	76,244.09
LK Holdings	-	69,360.68
Metercor Inc	-	30,791.96
Microage	-	14,701.94
MLT Aikins	-	49,139.15
MNP LLP	-	19,448.62
Montrose Environmental Solutions	-	23,150.20
MWG Apparel Corp	-	10,848.78
Novamodus Solutions	-	112,108.89
Nutrien Ag Solutions	-	15,136.00
Optimum Roofing Ltd	-	179,376.51
Oracle Corporation Canada Inc	-	299,496.78
Outlaw Metal Fabrication Ltd	-	54,317.85
P3 Architecture	-	85,778.25
PCL Construction Management	-	541,149.52
PerfectMind	-	15,262.50
Praxis Consulting Inc	-	17,035.04
PTI Transformers Inc	-	172,894.94
Ravic LLC	-	32,976.68
Rawhide Supplements Ltd	-	19,815.05
RCMP	-	4,169,727.38
Redhead Equipment	-	127,347.23
Riverdene Garden Centre	-	19,881.71
Riverside Electric LTD	-	231,372.42
Rock Solid Trucking Ltd	11,686.50	179,668.95
Rocky Powersports & Marine	-	11,421.92
Sask Asphalt Maintenance Ltd	-	63,913.67
Saskatchewan Abilities Council	-	611,574.08
Saskatchewan Health	-	351,754.04
Sask Public Safety Agency	-	36,690.15
ServiceMaster of Swift Current	-	28,736.09
SGI Auto Fund	-	97,245.92
Southern Star Trucking & Excavation Ltd	-	151,219.21
Souris Valley Industries	-	17,412.51
Southwest Cultural Development Group	-	57,750.00
Southwest Paving LTD	-	769,974.82
Speedy Creek Yard Maintenance	-	65,865.61
Squarely Accessible	-	14,119.88

Stevenson Industrial Refrigeration	-	42,820.02
Stitch Master Inc	11,228.40	11,228.40
Suma	-	22,876.19
Summit Valve and Controls Inc.	-	43,742.01
Swift Current Bronco Hockey Club	-	20,325.76
Swift Current Lions Club	-	12,200.00
Tetra Tech Canada Inc	-	89,816.64
Timberwolf Contracting	-	25,656.54
Top Shot Concrete INC	-	172,050.00
Tourism Swift Current	-	60,375.00
Trans-Care	-	19,839.81
Triways Disposal Services	-	1,108,189.98
Tune-a-matic Service	-	38,087.78
United Paving (1983) Ltd	238,274.39	484,082.77
Wallace Construction	-	17,693.40
Weldco-Beales MFG	-	48,884.81
Westland Insurance group	-	577,607.38
Wheatland Machine Shop	-	90,316.40
Wheatland Trees Ltd	36,797.25	36,797.25
Wiebe Contracting Ltd	-	101,290.90
Windscape Kite Club	-	10,000.00
Wolseley/Westburne	-	90,995.14
Y & K Cleaning Ltd	-	104,018.10
Zoho Corp	-	67,974.05
TOTAL	<u>\$3,257,981.58</u>	<u>\$45,291,220.60</u>

RECOMMENDATION

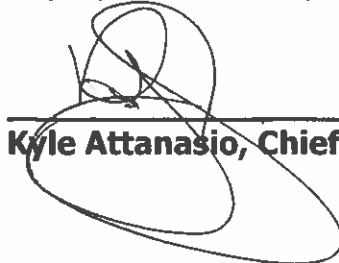
THAT City Council approves the General Revenue Fund Disbursement Records in the amount of \$3,257,981.58, as presented.



Kari Cobler, Executive Director of Strategic Operations

CAO Recommendation:

I concur with the recommendation.



Kyle Attanasio, Chief Administrative Officer



City of Swift Current

C.A.O. Report

Date: October 14, 2025
To: Chief Administrative Officer
From: City Clerk
Subject: Safe Public Spaces Bylaw

BACKGROUND

The proposed Bylaw enables the City to formally opt into the provisions of *The Safe Public Spaces (Street Weapons) Act* (“the Act”), recently enacted by the Government of Saskatchewan. This legislation governs the possession, transport, and storage of items commonly used as street weapons – such as large knives, machetes, and bear spray, and prohibits modifications that aid in concealing a weapon.

To initiate *the Act* within the City of Swift Current, City Council must pass a bylaw in accordance with the regulations outlined in *the Act*. It is important to note, without this Bylaw, *the Act* would not apply locally.

DISCUSSION

By enacting this Bylaw, the City will adopt new guidelines governing street weapons, including:

- Restrictions on possession, transport, and storage of items that may be used as street weapons;
- Prohibition of concealment and enhancing modifications;
- The authority for RCMP officers to seize such items in public spaces where a threat to public safety exists, regardless of whether criminal charges are laid; and
- Enforcement through provincial offence provision.

Importantly, *the Act* includes exemptions for uses of these items, such as legitimate medial purposes, food preparation or protection from wildlife.

Members of City Administration met with Staff Sergeant Gordon to review this legislation. He expressed support for Council’s adoption of the Bylaw, noting it would enhance RCMP’s

ability to address public safety concerns, ensure consistent enforcement, and to operate under a standardized provincial framework.

RECOMMENDATION

THAT City Council hereby waives notice of its intention to adopt a Safe Public Spaces Bylaw.



Jackie Schlamp, City Clerk

CAO Recommendation:

I concur with the recommendation.



Kyle Attanasio, CAO

BYLAW NO. X – 2025

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to opt into *The Safe Public Spaces (Street Weapons) Act*.

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 “**Safe Public Spaces Bylaw**”.

2. Legislative Authority

This Bylaw has been created pursuant to Section 8 of *The Cities Act* which enables Council the authority to pass bylaws for such purposes such as the peace, order and good government of the City; the safety, health and welfare of people and the protection of people and property; people activities and things in, on or near a public place or place that is open to the public; and nuisances, including property, activities or things that affect the amenity of a neighbourhood.

3. Purpose

The purpose of this Bylaw is to opt into the application of *The Safe Public Spaces (Street Weapons) Act* in accordance with Section 4 of *The Safe Public Spaces Regulations* whereas a municipality is required to pass a Bylaw to provide that the Act applies to the municipality.

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) “**Act**” means *The Safe Public Spaces (Street Weapons) Act*.
- b) “**City**” means the municipal corporation of the City of Swift Current.



City of Swift Current

C.A.O. Report

Date: October 21, 2025
To: Chief Administrative Officer
From: General Manager of Community Services
Subject: **2025-2026 Living Sky Community Development Corporation Grant**

BACKGROUND

The City of Swift Current receives funding from the Living Sky Community Development Corporation to assist in maintaining, improving and expanding opportunities for people to all ages to derive the benefits from initiatives that sustain a healthy and active community. Funding dollars available each year are based on the success of the Living Sky Community Development Corporation. For the 2025-2026 grant funding year, the City of Swift Current was notified and received funding in the amount of \$90,859.41 in September of 2025. This funding will go towards programs and initiatives operating between January 1st, 2025, to February 1st, 2026.

These funds are available to local, non-profit and volunteer based organizations who provide programs and services that support Economic, Educational, Social and Cultural Development, Health and Justice Initiatives, Senior and Youth Programs, Recreation Facilities Operation and Management, Community Infrastructure Development and Maintenance or Other Charitable Purposes.

Applications opened September 23rd, 2025, and closed on October 13th, 2025. This funding opportunity was promoted on the City of Swift Current's social media accounts, website and local radio advertising.

DISCUSSION

Thirty-four (34) applications were received for this initiative, and thirty-three (33) applications have been approved for funding allocation.

The philosophy for distribution is to ensure that all applicants eligible for funding receive support. Priority is given to initiatives that improve the exposure of programming for First Nation people in Southwest Saskatchewan. In addition, organizations who do not already receive funding from the City of Swift Current Saskatchewan Lotteries Community Grant are considered for additional funding allotments.

Approved applicants include equipment for City recreation and culture facilities, programming for children, youth and seniors and cultural opportunities. Increased support has also been allocated to new initiatives, including the Southwest Literacy Committee's Grocery Store Literacy Project that will provide unique literacy opportunities for families.

Following the completion of approved projects, applicants are required to submit a follow-up report to the Community Services Division before funding dollars will be disbursed.

Included is a list of grant applicants, proposed projects and recommended funding.

The report was presented to the Recreation, Parks and Culture Board on October 22nd. The board approved and endorsed the list of applications and funding amounts presented under the 2025-2026 Living Sky Community Development Corporation Grant to be submitted for approval by City Council.

Following approval from City Council, applicants will be notified of their status, allowing them to begin planning and implementation of their projects in order to meet the follow up deadline of February 1st, 2026.

RECOMMENDATION

That Council approve the attached recommendations for funding amounts under the 2025-2026 Living Sky Community Development Corporation Grant.



General Manager of Community Services

CAO Recommendation:

I concur with the recommendation.



Kyle Attanasio, CAO

Schedule as presented to Recreation, Parks and Culture Board on October 22, 2025

2025/2026 Living Sky Community Development Corporation Funding Allocation			
Organization	Project	Funding	Justification/Category
City of SC - Art Gallery	Public artwork installation in main lobby	\$ 4,000.00	Cultural Development
City of SC - Aquatics	Inflatable toy for pool	\$ 6,000.00	Recreation Facilities Operation & Management
City of SC - In Motion Programs	In Motion Programming	\$ 1,000.00	Senior & Youth Programs
City of SC - Kinetic Park	Pickleball nets	\$ 750.00	Recreation Facilities Operation & Management
City of SC - Museum	Exhibit Translation (Cree)	\$ 7,215.00	Cultural Development
City of SC - Parks	Croicurl Decals	\$ 5,434.41	Recreation Facilities Operation & Management
City of SC - S3 Arenas	Water Bottle Fill Station & Skating Aids	\$ 5,000.00	Recreation Facilities Operation & Management
City of SC - Summer Programs	Parks Play Summer Program	\$ 3,080.00	Senior & Youth Programs
City of SC - Tourism & Business	Tourism Hub at Maple Creek	\$ 3,500.00	Economic Development
Camp Thomson (Scouts)	Board Games	\$ 500.00	Senior & Youth Programs
Community Cooperative Playschool	Play & Discover Days	\$ 1,080.00	Educational Development
Gelico Gymnastics	Gelico Gymnastics Program	\$ 500.00	Senior & Youth Programs
Kiwanis Active Kids	Recreation Programs for Children & Youth	\$ 4,500.00	Senior & Youth Programs
Nekaneet First Nation	Men's & Women's Volleyball Teams	\$ 5,000.00	Health Initiatives
Rogue Cruisers	Cruiser Kids Speed & Shine Event & upgrades to hot wheels track	\$ 1,000.00	Senior & Youth Programs
SaskAbilities	Dementia Friendly Life Enrichment Program	\$ 1,500.00	Senior & Youth Programs
SC & District Chamber of Commerce	Education Series	\$ 2,800.00	Educational Development, Economic Development
SC Ag & Ex	Youth Programs	\$ 2,000.00	Senior & Youth Programs
SC Barracudas	Additional Needs Swim Program	\$ 2,000.00	Senior & Youth Programs
SC Community Youth Initiative	Community Youth Programs	\$ 3,000.00	Senior & Youth Programs
SC Curling Club	Wheelchair & Youth Curling Programs	\$ 2,000.00	Senior & Youth Programs
SC Early Years Family Resource Centre	Indoor & Outdoor Play for Children and Families	\$ 3,000.00	Community Infrastructure Development & Maintenance
SC Fencing Club	Fencing Equipment	\$ 2,000.00	Senior & Youth Programs
SC Judo Club	Tatami Mats	\$ 2,000.00	Recreation Facilities Operation & Management
SC Lacrosse Association	Lacrosse Programs	\$ 1,000.00	Senior & Youth Programs
SC Men's Basketball	Men's Basketball League	\$ 1,000.00	Health Initiatives
SC Pickleball Club	Senior Pickleball	\$ 1,000.00	Senior & Youth Programs
SC Skating Club	Conditioning & Development for StarSkaters - Equipment	\$ 2,500.00	Senior & Youth Programs
Southwest Cultural Development Group	Homebodies Theatrical Performance	\$ 1,000.00	Cultural Development
Southwest Literacy Committee	Grocery Store Literacy Project	\$ 4,000.00	Educational Development
Tennis Association of Swift Current	Welcome to Tennis Clinics	\$ 1,000.00	Senior & Youth Programs
Truth & Reconciliation Committee	Right the Story	\$ 3,000.00	Cultural Development
Windscape Kite Festival	Kite Festival	\$ 7,500.00	Cultural Development
Total Funding:		\$ 90,859.41	

Denied Applications	
Southwest Snowpunchers	<p>Snowdrags 2026</p> <p>\$ -</p> <p>Denied - The project will provide a profit for the organization with the requested grant funding.</p>



City of Swift Current

C.A.O. Report

Date: August 28, 2025
To: Interim Chief Administrative Officer
From: General Manger of Community Services
Subject: Partnership Agreement – Swift Current Bronco Hockey Club Inc.

BACKGROUND

The City of Swift Current (City) actively partners with community organizations to promote access to sports, cultural, and educational programming across various levels of competition.

The Swift Current Bronco Hockey Club Inc. (Broncos), a not-for-profit organization governed by a dedicated volunteer Board of Directors, play a significant role in the development of hockey in Swift Current, the Southwest region, and throughout the Province of Saskatchewan.

The City and the Broncos have a longstanding and valued relationship based on mutual trust, respect, and a shared commitment to community service and organizational success.

To enhance collaboration and operational clarity, the City and the Broncos have historically established multiple agreements, including but not limited to, Partnership in Prosperity, Concession, Video Screen, Suites and Facility Usage.

The current Partnership in Prosperity Agreement, encompasses both private suites and facility usage, and has expired as of September 1st, 2025.

DISCUSSION

To modernize and streamline operations, the Partnership in Prosperity Agreement will be replaced by two (2) separate agreements, each addressing distinct areas of responsibilities, set out as follows:

Suite Agreement: will govern matters related to the usage and management of private suites, including:

- Occupation of private suites;
- Ticketing for occupied suites;
- Maintenance responsibilities;
- Terms of use and access; and
- Insurance requirements.

Facility Usage Agreement: outlines the operational framework for facility use, including:

- Game and practice scheduling protocols and specifications;
- Marketing and promotional arrangements;
- Utilities usage;
- Rental and storage space provisions;
- Insurance coverage; and
- Cleaning and maintenance standards.

The development of these new agreements follows a series of collaborative discussions between City Administration, Broncos staff and board members, and Legal Counsel for both the City and Broncos.

Both agreements are set to be in effect for five (5) years, beginning September 2nd, 2025. Key changes and additions include:

Rate Adjustments: an annual increase of 4% for game and practice fees, excluding training camp which will increase by 5% annually;

Enhanced Insurance Requirements: to include \$5 million general liability insurance and a mandatory tenant insurance clause; and

New Partnership Provision: allocation of monthly meeting room access for Broncos Board meetings.

The new agreement structure reinforces the City's commitment to maintaining a transparent, effective, and mutually beneficial relationship with the Broncos. It ensures accountability while supporting the Broncos' mission to promote hockey development in the community.

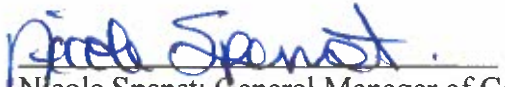
These agreements are a product of thorough consultation and review and are positioned to support both operational clarity and long-term strategic partnership.

RECOMMENDATION

THAT City Council approve a new five (5) year Suite Agreement with the Swift Current Bronco Hockey Club Inc. of the Western Hockey League and that the Mayor and City Clerk be authorized to sign the said agreement;

AND

THAT City Council approve a new five (5) year Facility Usage Agreement with the Swift Current Bronco Hockey Club Inc. of the Western Hockey League and that the Mayor and City Clerk be authorized to sign the said agreement.



Nicole Spenst; General Manager of Community Services

CAO Recommendation:

I concur with the recommendation.



Melissa Shaw, Interim CAO

THIS AGREEMENT MADE THIS 21 DAY OF October, 2025

BETWEEN:

CITY OF SWIFT CURRENT
duly incorporated under the law of the
Province of Saskatchewan

(Hereinafter referred to as the "**City**")

AND:

SWIFT CURRENT BRONCO HOCKEY CLUB INC.
A body having its Head Office in the
City of Swift Current, in the Province of
Saskatchewan

(Hereinafter called the "**Broncos**")

"SUITE" MEMORANDUM OF AGREEMENT

WHEREAS the City is the registered and beneficial owner of the InnovationPlex and all related facilities, improvements, and amenities located at 2001 Chaplin St. E, Swift Current, Saskatchewan, including without limitation all buildings, parking areas, and green spaces (collectively, the "Property");

AND WHEREAS the Broncos are the owners and operators of a hockey team organized to play hockey in the WHL or equivalent thereto;

AND WHEREAS the Broncos are desirous of using the said InnovationPlex on the terms and conditions hereinafter set forth for the purpose of operating a WHL team in Swift Current, Saskatchewan. Operation of the concessions and use of the video scoreboard shall be governed by separate written agreements between the parties, and nothing in this Agreement shall be construed as granting any rights to the Broncos with respect to such operations.

1. In this Agreement, the following terms will have the following meanings:

- a) "**Auditorium**" shall refer to the InnovationPlex Auditorium located in the facility.
- b) "**Broncos**" shall refer to the Swift Current Bronco Hockey Club Inc., a franchise holder in the Western Hockey League.
- c) "**City**" means the City of Swift Current, Saskatchewan.

- d) **“General Manager/ GM ”** means the General Manager of Community Services of the City, or any person authorized to act in that position.
- e) **“InnovationPlex”** means the building and related facilities located at 2001 Chaplin St. E, Swift Current, Saskatchewan (legally described as 2001 Chaplin Street East), which includes: (a) the ice arena with all spectator seating areas; (b) designated vehicle parking areas; (c) surrounding greenspaces; and (d) all additional areas specified in Schedule “D”.
- f) **“Manager”** means the Facility Manager appointed by the City, or any person to whom the Facility Manager has delegated their authority under this Agreement.
- g) **“Occupied Suites”** means Private Suites that the Broncos have licensed to third parties through current and valid agreements, where such third parties have the option for Exclusivity (as defined in this Agreement).
- h) **“Private Suites”** means the nineteen (19) private spectator boxes covered by this Agreement.
- i) **“Special Event”** means any event, activity, or function operated, sponsored, or authorized by the City in its sole discretion, that meets the criteria set forth in the City Community Services Ice Allocation Policy.
- j) **“Western Hockey League/ WHL”** means the junior ice hockey league based in Western Canada and the Northwestern United States.

2. EXCLUSIVE OPERATING RIGHTS TO THE AREA OF THE INNOVATIONPLEX KNOWN AS THE PRIVATE SUITES:

2.1 OCCUPATION OF PRIVATE SUITES IN INNOVATIONPLEX:

- a) The City grants the Broncos the right to have sole and exclusive occupation of the nineteen (19) Private Suites at the InnovationPlex during those events in which the Broncos are renting the InnovationPlex in accordance with the terms and conditions of this Agreement, subject to the City's right to inspect the suites upon providing 24 hours advance written notice, except in cases of emergency where immediate access shall be permitted.
- b) The City grants the Broncos the right to license the Private Suites to third parties by way of a current and ongoing agreement between the Broncos and those third parties, provided that all such license agreements shall be subject to the City's prior written approval and shall not conflict with the terms of this Agreement.
- c) Occupied Suite licensees may apply to the Broncos for "Exclusivity," which grants the licensee exclusive use of their suite for all events at the InnovationPlex during their license term, regardless of whether the Broncos are renting the facility, subject to the City's right to access for maintenance,

safety, and emergency purposes. Licensees choosing Exclusivity must purchase tickets for Special Events as specified in Section 2.2 (Occupied Suite Ticketing). Broncos to provide the City with listings of all Occupied Suites with Exclusivity agreements upon request.

- d) Occupied Suite Licensees that decline the option of Exclusivity therefore only reserve the right to occupy the private suite for the events in which the Broncos are renting the InnovationPlex.
- e) If an Occupied Suite licensee declines Exclusivity, the City shall retain all rights to, and exclusive control over, that suite during any events where the Broncos are not renting the InnovationPlex.
- f) Private Suite #209 is and shall remain the exclusive property of the City and shall not be subject to the terms of this Agreement, including but not limited to any Exclusivity provisions. The City shall retain all rights to use, license, or otherwise deal with Suite #209 at its sole discretion.
- g) Private Suite #103 is operated on a single game and event basis by the Broncos, and for the purposes of this agreement it shall be considered to be an Occupied Suite that has declined the option of Exclusivity, giving the Broncos the right of refusal to purchase tickets for Special Events as described in Section 2.2 - Occupied Suite Ticketing. If the Broncos do not purchase the Special Events tickets with this right of first refusal, the City then retains the right to sell or occupy Suite #103 for the Special Event.
- h) All Private Suites that are not Occupied Suites as a result of the Broncos not having licensed the Private Suite to third parties by way of a current and ongoing agreement between the Broncos and those third parties, are able to be rented to third parties by the Broncos on a single event or single game basis for all events in which the Broncos are renting the InnovationPlex.
- i) If any party who is not either the City or the Broncos rents or occupies the InnovationPlex for an event or activity, all Private Suites are to remain closed and unavailable for the event or activity, unless mutually agreed to in writing by both the City and the Broncos.
- j) The Broncos shall provide written notice to the GM within five (5) business days of any changes to suite status, including detailed information about all Occupied Suites with Exclusivity, Occupied Suites without Exclusivity, and unoccupied Private Suites. The Broncos shall maintain and provide upon request current copies of all suite license agreements.
- k) The Broncos shall strictly comply with all applicable federal, provincial and municipal laws, regulations, bylaws, codes and standards, including but not limited to building, zoning, fire safety, and occupancy requirements. Any

violation shall constitute a material breach of this Agreement.

2.2 OCCUPIED SUITE TICKETING

- a) The Broncos shall purchase tickets for the Occupied Suites Licensees that have selected the option of Exclusivity as defined in Section 2.1 c) for Special Events that occur during the terms and agreements of those Occupied Suites, for a maximum of five (5) Special Events per annual cycle from August 1st, 2025 to July 31st, 2031. The Broncos will not be obligated to purchase tickets for Special Events for Occupied Suites that have declined the option of Exclusivity as defined in Section 2.1 d), for Private Suites that are not Occupied Suites as defined in Section 2.1 i), and/or for those Private Suites that have an obstructed view of the performance due to the nature of the Special Event.
- b) An event shall be considered a Special Event when two (2) of the following criteria are met:
 - (i) Tickets for the event are promoted and sold by The City or the Broncos, or its respective agents;
 - (ii) Tickets are for sale at least 30 days prior to the event;
 - (iii) There is a minimum average charge of \$20 per single day ticket.
- c) The number of tickets included as part of any obligation to purchase tickets described in Section 2.2 will not exceed the base number of Broncos season ticket seats assigned to each Private Suite as part of the Broncos' current and ongoing agreement between the Broncos and the Occupied Suite licensees, referred to as a "Single Seat".
- d) The Single Seat prices for all events required to be purchased as defined in Section 2.2 a) shall not exceed the highest ticket price offered to the general public for general seating tickets in the general seating areas of Sections C, D, E, F, O, P, Q, and R of the arena, as per the InnovationPlex Seating Map that was used for Broncos home games in the 2024 - 25 season, plus a 25% surcharge for Suite Hosting and Cleaning.
- e) For Special Events operated by the City, the City will provide Occupied Suites Licensees that have declined the option of Exclusivity the right of first refusal to purchase tickets for the Special Events two (2) full weeks prior to offering those particular Private Suites to the public.
- f) A Special Event lasting more than one (1) day shall be classified as a Multiday Event. Each annual cycle (August 1st to July 31st) may include up to two (2) Multiday Events, with each counting as one (1) Special Event toward the annual maximum. Any additional Multiday Events beyond these two (2) will not count toward the annual maximum Special Event and will be treated as excess events.

For example, if two (2) Multiday Events occur in an annual cycle, this uses two (2) of the mandatory Special Events, leaving only three (3) Special Events, which must be single-day events.

- g) For multiple shows of the same performance in one (1) day, the Broncos and the Occupied Suite Licensees will only be obligated under Section 2.2 a) to purchase Special Event tickets for one (1) of the shows.
- h) For Special Events operated by The City that exceed the maximum number of special events as described herein, The City will provide all Occupied Suite Licensees that have declined the option of Exclusivity with the right of first refusal to purchase tickets for the Special Events two (2) full weeks prior to offering those particular Private Suites to the public.
- i) The Broncos will endeavor to communicate the City's right of first refusal offers described in Section 2.2 e) and section 2.2 j) to the Occupied Suite Licensees within three (3) business days of being provided the details of the offer from the City, with the intention of supporting the City's efforts to sell tickets to their Special Events.
- j) For events that exceed the maximum number of Special events as described herein, The Broncos will also endeavor to communicate the City's offer to Occupied Suite licensees that have selected the option of Exclusivity within three (3) business days of being provided the details, however it is understood that if declined, these Private Suites may not be offered to any other party or sold to the public as a result of the Private Suite Licensees' Exclusivity.
- k) Should the City ever be in the position of hosting more than the maximum number of multiday events per year, any subsequent events will be negotiated between the Broncos and the City, with no obligation for the Broncos or the Occupied Suite Licensees to purchase tickets without mutual written consent of both parties.

2.3 MAINTENANCE OF PRIVATE SUITES

- a) The Broncos agree to keep the Private Suites in good clean condition after all Broncos operated events.
- b) The City agrees to keep the Private Suites in good clean condition after all City operated events as well as for any events operated by third parties by way of renting or using the InnovationPlex facility.
- c) The Broncos agree to maintain the Private Suites in good condition and to repair damage occurring as a result of the use of the Private Suites during Broncos operated events, except for Normal Wear and Tear. Normal Wear and Tear being defined as gradual deterioration resulting from ordinary use consistent with the

intended purpose of the Private Suites, not including any damage caused by negligence, misuse, intentional acts, or failure to perform routine maintenance.

- d) The City agrees to maintain the Private Suites in good condition and to repair damage occurring as a result of the use of the Private Suites during City operated events as well as for any events operated by third parties by way of renting or using the InnovationPlex facility, including for Normal Wear and Tear.
- e) For all Broncos operated events, the Broncos shall be responsible for all interior and exterior cleaning and care taking of the Private Suites and shall promptly remove all refuse, garbage and other loose and objectionable material from the private suites and from the designated area in front of the private suites on the East end where private suites have been designated as exterior seats.
- f) For all City operated events as well as for any events operated by third parties by way of renting or using the InnovationPlex facility, the City shall be responsible for all interior and exterior cleaning and care taking of the Private Suites and shall promptly remove all refuse, garbage and other loose and objectionable material from the private suites and from the designated area in front of the private suites on the East end where private suites have been designated as exterior seats.
- g) In cases where glass in front of Private Suites #103, 104, 105, and 106 has been broken during regular use of the facility, the Broncos will pay for replacement. Replacement means the cost of the glass and installation including taxes.
- h) The Private Suites shall be considered as fixtures to the premises and shall not be removed without the express written consent of the City. In that event, the Broncos shall be responsible for all repairs and work to restore the premises to its condition prior to the construction of the Private Suites.
- i) The Broncos must obtain prior written approval from the General Manager of Community Services before developing any new Suite boxes or game day areas. Provided that all proposed modifications comply with applicable building codes, safety regulations, and the City's facility standards, such approval shall not be unreasonably withheld. Upon installation, all improvements become City property. The Broncos shall bear:
 - (i) All costs associated with construction and installation; and
 - (ii) Full responsibility for restoring areas to their original condition if modifications prove unsuitable or fail to function as intended, including all labor, materials, and related expenses

2.4 OCCUPIED RESPONSIBILITIES OF USE OF THE PRIVATE SUITES

- a) The Broncos agree to accept all responsibility for any and all damage caused to the InnovationPlex as a result of the use and occupation of the Private Suites

- during Broncos operated events only.
- b) The City accepts responsibility for damage caused to Broncos property, equipment, or capital assets directly resulting from the City's negligent use of the Private Suites during City operated events.
 - c) The City agrees to compensate the Broncos for the use of the Broncos' property contained within the Private Suites, including the flooring, televisions, cable access, chairs, tables, fridges, and any other property contained in the Suites by providing the Broncos with payment calculated as follows: 15% of the Net Book Value of the suites per the May 31st, 2025 Review of Financial Statements multiplied by the percentage of days the City uses the suites in a year, plus 15% of any new property designated for the suites including the flooring, televisions, chairs, tables, fridges, and any other property contained in the Suites, multiplied by the same usage percentage, throughout the term of this agreement:
 - (i) The Broncos will invoice the City for the initial 15% payment upon the issuance of the May 31st, 2025, Reviewed Financial Statements; and
 - (ii) The Broncos will invoice the City for 15% of the value of any new property within 30 days of its acquisition.
 - d) The Broncos shall be solely responsible for any damage or destruction to the InnovationPlex or any part thereof caused by fire or any other cause during Broncos operated events in the Private Suites, including compensation to the City and all affected third parties.
 - e) If any Broncos property, equipment, or capital assets shall be destroyed or damaged by fire or any other cause as a result of the use and occupation of the Private Suites during City operated events as well as for any events operated by third parties by way of renting or using the InnovationPlex facility, the City shall accept any and all responsibility for damages and for compensation to the Broncos and all other parties affected.
 - f) The Broncos shall accept all responsibility for any damage or injury to any person including death and for any loss of damage to and property as a result of the use and occupation of the Private Suites during Broncos operated events.
 - g) The City shall maintain reasonable commercial liability insurance for City operated events. For major third-party events, the City shall require such third parties to maintain appropriate insurance coverage with a minimum limit of Five Million Dollars (\$5,000,000), naming both the City and the Broncos as additional insureds. The City's liability shall be limited to damages directly caused by the City's gross negligence or willful misconduct, subject to any limitations or immunities available under applicable law.

- h) During events in which the Broncos are renting the InnovationPlex or have purchased Special Event tickets for the Private Suites, alcoholic beverages may be served and consumed in the Private Suites at the discretion of the Broncos provided that they:
- (i) Comply with all rules and regulations set by the Saskatchewan Liquor and Gaming Authority;
 - (ii) Maintain appropriate liquor liability insurance coverage;
 - (iii) Ensure properly trained and licensed servers; and
 - (iv) Implement reasonable measures to prevent over-serving and underage consumption.

The City reserves the right to restrict the service or consumption of alcoholic beverages in the Private Suites at all times when the Broncos are not renting InnovationPlex and may impose additional requirements or restrictions on the Broncos' service of alcohol during their events to ensure compliance with applicable laws and regulations.

- i) The Broncos and their employees, invitees or licensees of the Broncos working on their behalf shall confine all materials, equipment and any other items associated with the occupation of the Private Suites to areas occupied solely by the Broncos.
- j) The Broncos shall be responsible for the costs of any additions, renovations, maintenance or repairs caused by or to the Private Suites, including but not limited to electrical and water services. Any such work must be performed by licensed contractors approved in writing by the City Facilities Managers or designate thereof and in compliance with all applicable building codes and regulations.
- k) No additions, renovations, maintenance or repairs to the suites may move forward without the express written consent of the General Manager of Community Services or their duly appointed agent, and the Director of Business Operations of the Broncos or their duly appointed agent.

2.5 PAYMENT

The Broncos agree to pay for electrical power at a cost of \$126.50 per Private Suite (19 Private Suites) annually on or before September 1st for the 2025 - 26 season and any percentage increase approved by City Council for 2026 - 27, 2027 - 28, 2028 - 29, and 2029 - 30 seasons.

2.6 SIGNAGE

The Broncos have the right to place advertising signs on the front of the Private Suites; however, subject to the terms and conditions of the Naming Rights

agreement with Innovation Federal Credit Union, signed February 27th, 2017. Those said signs shall be installed and maintained at the Broncos expense.

3. OWNERS INDEMNITY

The Broncos shall indemnify, defend, and hold harmless the City from any claims, damages, losses, or expenses arising from:

- a) any act or omission of the Broncos;
- b) acts of the Broncos' agents, employees, invitees, or guests; or
- c) any person attending the InnovationPlex due to Broncos' activities.

4. INCREASE OF INSURANCE

4.1 The Broncos shall not do or permit to be done anything in or upon any portion of the InnovationPlex or bring or keep anything therein which will in any way conflict with the conditions of any insurance policy upon the building or property. If any insurance rate shall be increased as a result of the Broncos' actions or use, the Broncos shall immediately upon demand pay to the City the amount by which the insurance premiums shall be increased.

4.2 The Broncos shall, at its sole cost and expense, maintain a minimum of Five Million (\$5,000,000) Dollars comprehensive general liability insurance, including liquor liability coverage where applicable, and provide proof of such to the City prior to the start of each season, naming the City as an additional insured, and provide a certificate of insurance to the City at least 30 days prior to the start of each season. Such insurance shall be primary and non-contributory to any insurance maintained by the City.

5. COMPLIANCE WITH LAWS

The Broncos shall comply, at their own expense, with all applicable federal, provincial, and municipal laws, regulations, bylaws, codes, and standards, including without limitation all rules and requirements of Police, Fire, Health, and Safety authorities. The Broncos shall obtain and maintain all necessary permits, licenses, and approvals required for their operations.

6. EXERCISES OF POWER

Any right, power, privilege, duty and discretion of the City under this agreement may be exercised by the Chief Administrative Officer or their duly authorized agent, whose decisions shall be final and binding. The City reserves the right to designate or change its authorized representatives upon written notice to the Broncos

7. RULES AND REGULATIONS

The Broncos' use of the Private Suites shall comply with all Rules and Regulations set forth in Schedule "A" of this Agreement, which are incorporated herein by reference. These requirements are in addition to any rules or regulations contained in the Facility Ice Allocation Policy.

8. CESSATION OF OPERATIONS

In the event the Broncos:

- a) cease to operate as a non-profit community owned member of the WHL located in Swift Current;
- b) attempt to transfer ownership or control of the team;
- c) file for bankruptcy or insolvency; or
- d) default on any material obligation under this Agreement, then this Agreement shall automatically terminate and all Private Suites, including any improvements, fixtures or additions made by the Broncos (whether removable or not), shall immediately revert entirely to the City without any compensation or payment obligations to the Broncos.

The Broncos shall remove all personal property within 30 days of such termination, failing which such property shall be deemed abandoned and become property of the City.

9. TERM OF THE AGREEMENT

The term of this agreement shall be from September 2nd, 2025, to September 1st, 2030, unless earlier terminated as provided herein. The City shall have the option, in its sole discretion, to terminate this agreement upon 90 days' written notice to the Broncos, provided that such termination shall only be for cause or legitimate municipal purposes.

10. WRITTEN NOTICES AND APPROVALS

Both parties acknowledge that written notices and approvals must be in writing and shall be deemed given when:

- a) personally delivered;
- b) sent by certified mail, return receipt requested; or
- c) sent by email with confirmation of receipt. Email notices must be sent to designated email addresses specified by each party in writing.

IN WITNESS WHEREOF **CITY OF SWIFT CURRENT** has hereunto affixed its corporate seal, duly attested by the hands of its proper officers on that behalf this ____ day of _____, 2025.

"SEAL"

CITY OF SWIFT CURRENT

Mayor

City Clerk

IN WITNESS WHEREOF **SWIFT CURRENT BRONCO HOCKEY CLUB INC.** has hereunto affixed its corporate seal, duly attested by the hands of its proper officers on that behalf this 21 day of October, 2025.

"SEAL"

**SWIFT CURRENT BRONCO
HOCKEY CLUB INC.**



Signature

Liam Choo-Foo / Governor

Printed name and Title



Signature

Cam Hyswick - DIRECTOR

Printed name and Title

Schedule "A"

RULES AND REGULATIONS GOVERNING THE USE OF FACILITIES OWNED BY THE CITY OF SWIFT CURRENT

1. The Licensee shall not allow or use the premises in any manner or for any purpose contrary to laws, or opposed to decency or good morals, or otherwise improper or detrimental to the reputation of the City of Swift Current. If the owner, in its reasonable discretion, believes that any proposed or existing performance, concert, lecture and/or public or private meeting is contrary to law, or opposed to decency or good morals, or detrimental to the reputation of the City of Swift Current, it may forthwith terminate the License upon oral notice to the Licensee's representative on the premises and/or interrupt such performance, lecture, concert and/or public meeting and dismiss the audience or cause it to be dismissed. Upon the exercise of such discretion all rights of the licensee under this License shall immediately terminate forthwith, and the Owner shall be entitled to all the money paid theretofore or agreed to be paid thereafter by the terms of the License. The Licensee shall not make or allow to be made any claim for damages to the Owner or other party arising out of any act of the owner, its agents or employees in the exercise of the Owner's discretion hereunder.
2. The Licensee shall not erect, attach, operate, install, place, affix, permit or use in any part of the premises any solid or liquid substance of a flammable, explosive, or hazardous nature, any steam engine, boiler, motor, stove electrical wires, machinery operated by electricity or other power, plumbing fixtures or pipes, nails, tacks, screws or similar articles without the written consent of the Owner.
3. The Licensee shall not bring or keep any animal or animals upon the premises or allow the same to be brought or kept upon the premises without the written consent of the Owner. In the event that the Owner consents to the presence and use of an animal or animals upon the premises, the same shall be brought and kept thereon only when the performance or rehearsals are in actual progress.
4. Decorations, signs, posters or advertising shall not be placed or affixed in the vestibule's lobbies, hallways or outside the building without the Owner's permission. All decorations shall be put up without defacing the building and shall be subject to the supervision and approval of the Owner. Decorations and display booth partitions must be fireproof.
5. The Licensee shall take the premises in the condition they find them in, and in the event the Licensee finds it necessary to remove or change the location of the stage riggings or other equipment, such changes will be made at their own expense. The Licensee will restore the aforesaid back to the condition in which same was found. The Licensee shall not erect any stand, platform, railing or structure in the premises unless a plan or description is filed with and approved by the Owner in writing.

6. All extra lights, other than supplied by the Owner, shall be paid for by the Licensee and in the event that it is necessary to employ extra personnel it shall be at the expense of the Licensee. The personnel of the building shall be determined in the sole reasonable discretion of the Owner.
7. In the event that the Licensee fails to remove any personal property of any nature whatsoever brought upon the premises in connection with the aforesaid within the time limit set by the Owner, the Owner may remove and store the same. The Licensee shall be liable, for the cost of such removal and storage. The Owner shall not be liable for any damage to the property of the Licensee occurring in the course of such action, except in cases of gross negligence or willful misconduct by the Owner.
8. The Owner and their agents shall have the right to enter upon the premises at any reasonable hour to make repairs, alterations or additions or for any other purpose which it shall deem necessary for the safety, preservation or improvement of said premises. The Owner shall be allowed to take any material on or into the premises that may be required to make such repairs, alterations or additions without being liable to pay compensation or damages to the Licensee.
9. Wherever by the terms of any agreement or rule the Owner is entitled to take any action upon giving notice to the Licensee, the said written notice may be delivered to the Licensee personally if the Licensee is an individual or to any officer of the Licensee if a Corporation, or maybe enclosed in a properly stamped envelope addressed to the Licensee at the address given by the Licensee, or at the Licensee's last known place of business, and deposited in any Government Post Office in the Province of Saskatchewan. Written notice shall be deemed received by the Licensee five (5) business days after being deposited in any Government Post Office in the Province of Saskatchewan, or immediately upon personal delivery or email delivery with confirmation of receipt. The Licensee must maintain a valid email address on file with the Owner at all times.
10. The Licensee shall not allow spectators on the said premises in excess of the maximum occupancy limits as determined by applicable fire and safety codes, or as otherwise established by the Owner for the safe movement and accommodation of persons within the licensed area. The decision of the Owner in this respect shall be final.
11. The Licensee shall not permit, sell or keep alcoholic beverages of any kind on the premises without:
 - (i) prior written permission of the Owner;
 - (ii) obtaining and maintaining all required permits and licenses; and
 - (iii) strict compliance with all applicable laws and regulations, including the Saskatchewan Liquor and Gaming Authority requirements, and shall not permit smoking or vaping anywhere on the premises except in specifically designated outdoor areas,

which may be modified, relocated, or eliminated by the Owner at any time in its sole and absolute discretion without notice or compensation to the Licensee.

12. The City of Swift Current Facilities Manager and/or their delegate shall meet with the Broncos annually before March 15th in a walkthrough of the InnovationPlex building where identification of capital upgrades may be discussed and proposed. The Facilities Manager shall then present capital budget requests from that meeting for consideration, subject to approval from the General Manager of Community Services for the City of Swift Current or City Council as required. Such requests shall not create any obligation, express or implied, for the City to implement, fund, or otherwise act upon any identified upgrades, and all such decisions remain in the City's sole and absolute discretion.

THIS AGREEMENT MADE THIS 21 DAY OF October, 2025

BETWEEN:

CITY OF SWIFT CURRENT
duly incorporated under the law of the
Province of Saskatchewan

(Hereinafter referred to as the "City")

AND:

SWIFT CURRENT BRONCO HOCKEY CLUB INC.
A body having its Head Office in the City
of Swift Current, in the Province of
Saskatchewan

(Hereinafter called the "Broncos")

MEMORANDUM OF AGREEMENT

WHEREAS the City is the registered and beneficial owner of the InnovationPlex and all related facilities, improvements, and amenities located in Swift Current, Saskatchewan, including without limitation all buildings, parking areas, and green spaces (collectively, the "Property");

AND WHEREAS the Broncos are the owners and operators of a hockey team organized to play hockey in the Western Hockey League (WHL) or equivalent thereto:

AND WHEREAS the Broncos are desirous of using the said InnovationPlex on the terms and conditions hereinafter set forth for the purpose of operating a WHL team in Swift Current, Saskatchewan. Operation of the concessions and use of the video scoreboard shall be governed by separate written agreements between the parties, and nothing in this Agreement shall be construed as granting any rights to the Broncos with respect to such operations.

1. In this agreement, the following defined terms will have the meaning indicated:

- a) "Auditorium" shall refer to the InnovationPlex Auditorium located in the facility.
- b) "Broncos" shall refer to the Swift Current Bronco Hockey Club Inc., a franchise holder in the Western Hockey League.

- c) **“Chief Administrative Officer/ CAO”** means the means the person appointed by City Council as the administrative head of the City of Swift Current, pursuant to Section 84 of The Cities Act; and is referred to as the “Chief Administrative Officer” (“CAO”) and includes their duly authorized representative or designate of such person.
- d) **“City”** means the City of Swift Current, Saskatchewan.
- e) **“General Manager/ GM”** means the General Manager of Community Services of the City, or person authorized to act in that position.
- f) **“InnovationPlex”** means the building and related facilities located at 2001 Chaplin St. E, Swift Current, Saskatchewan (legally described as 2001 Chaplin Street East), which includes: (a) the ice arena with all spectator seating areas; (b) designated vehicle parking areas; (c) surrounding greenspaces; and (d) all additional areas specified in Schedule “D” attached hereto and forming part of this Agreement.
- g) **“Manager”** means the Facility Manager appointed by the City, or any person to whom the Facility Manager has delegated their authority.
- h) **“Special Event”** means any event, activity, or function operated, sponsored, or authorized by the City in its sole discretion, that meets the criteria set forth in the City Community Services Ice Allocation Policy.
- i) **“Western Hockey League/ WHL”** means the junior ice hockey league based in Western Canada and the Northwestern United States.

2. PRACTICE AND GAMES

For the consideration hereinafter set out, the City does hereby lease, permit and allow the Broncos to use and occupy the InnovationPlex for the purpose and during the times hereinafter set out; that is, the Broncos shall be licensed, permitted and allowed to use the InnovationPlex for:

- a) Playing Exhibition hockey games at such times as the Broncos shall schedule such games; provided, however that the Broncos shall give the GM 48 hours notice of its intention to schedule such exhibition games, and provided further, than the time has not already been allotted for someone else's use.
- b) Playing regularly scheduled League Hockey Games. It is agreed by the parties hereto that, as soon as practical, the Broncos shall give the City written notice of the schedule established for regular League games to be played by the

Broncos. The schedule will not be released to the media or general public until explicitly approved in writing by the City. If the City does not respond within 48 hours, approval shall be deemed granted. Any scheduling changes to the WHL schedule affecting the Broncos scheduled home games are to be provided immediately, with the intention of doing so prior to September 1st of that league year, and with at least 48 hours notice, subject to the terms outlined in Section 3.1.

c) Practice times during the hours as follows:

Monday – Friday	10:00 am – 12:00 pm
Saturday	11:00 am – 12:00 pm
Sunday	11:00 am – 12:00 pm

Or, such times as mutually agreed to by the parties hereto, and such other practice times can be arranged 24 hours in advance with the City on days that the hockey club is home and not playing, and to continue until the regular league schedule and their playoff games have been played.

It is further understood and agreed by the parties hereto that in the event that the Broncos are not using the InnovationPlex for practice sessions hereinbefore set out, the City shall have the absolute right to schedule and hold such other activities in the said InnovationPlex as it shall in its sole and unfettered discretion deem advisable.

The hockey club shall not sublet their allocated ice to other parties.

- (i) Any ice time left unused by the Broncos and not cancelled with a minimum of 7 business days' written notice shall be billed to the Broncos at the full commercial ice rate plus a 15% administrative fee.
- (ii) Visiting WHL teams will be granted complimentary access to available ice time on game days. Requests for ice time on non-game days will be subject to billing at Minor Hockey non-prime time rates, with charges applied to the Swift Current Broncos.
- (iii) Additional ice time requested for player development outside of the agreed-upon practice schedule will be billed at the Minor Hockey rate. All such requests will be accommodated based on ice availability.

d) Playing such Playoff Hockey Games as the Broncos shall, at the City of Swift Current as a result of being a member of the League in which they are playing in the 2025 - 26, 2026 - 27, 2027 - 28, 2028 - 29, and 2029 - 30 hockey season or otherwise, and such additional practice times during such playoff schedule as can be arranged by the City.

- e) It is further agreed between the two parties hereto that permit and license given by the City to the Broncos shall continue from the date of this Agreement until all Regular League Games and Home Playoff Games have been completed in the 2025 - 26, 2026 - 27, 2027 - 28, 2028 - 29, and 2029 - 30 Broncos hockey season with the exception of events agreed upon by the Broncos or the City waiving their rights to the availability of the InnovationPlex.
- f) The Broncos shall, at its own cost and expense, supply and provide adequate policing for all hockey games operated by the Broncos. Policing to include players, patrons, attendees and invitees.
- g) The Broncos shall at its own cost and expense, supply and provide all tickets, ticket sellers, ushers, and parking attendants.

3. PAYMENT TO THE CITY OF SWIFT CURRENT

In consideration of the permit and license given by the City to the Broncos, the Broncos do hereby covenant and agree to pay the City the sums hereinafter set out:

3.1 ICE RENTALS

- a) For each regular league game or exhibition game played by the Broncos at the InnovationPlex once the regular season has started:
 - 2025 - 26 (\$2,442) GST included;
 - 2026 - 27 (\$2,540) GST included;
 - 2027 - 28 (\$2,641) GST included;
 - 2028 - 29 (\$2,746) GST included;
 - 2029 - 30 (\$2,855) GST included.

Payment is to be made to the City of Swift Current by the 15th day of each month, to pay for the prior month, or within 30 days of receiving the invoice from the City, whichever is later.

- b) For each first and second round Playoff games, for each season, the game rate plus 3% of ticket admissions. Payment to be made to the City of Swift Current no later than ten (10) days after the last playoff game.
- c) For third and subsequent round Playoff games, for each season the game rate plus 5% of ticket admissions. Payment to be made to the City of Swift Current no later than ten (10) days after the last playoff game.

d) For the purpose of this agreement, "Exhibition" game shall mean and include only games, other than Regular League Games, played by the Broncos against any other hockey club or team, but shall not include hockey games played at the InnovationPlex in which the Broncos are not playing. For hockey games that the Broncos schedule or host at the InnovationPlex in which they are not playing, the cost will be at the commercial winter rate, or at an agreed upon rate approved by the GM.

e) For each Exhibition game after the Training Camp played prior to the first league game of each season:

- 2025 - 26 (\$1,504) GST included;
- 2026 - 27 (\$1,564) GST included;
- 2027 - 28 (\$1,627) GST included;
- 2028 - 29 (\$1,692) GST included;
- 2029 - 30 (\$1,760) GST included.

Payment is to be made to the City of Swift Current by the 15th day of each month, to pay for the prior month, or within 30 days of receiving the invoice from the City, whichever is later.

f) For each Regular League, Exhibition game and Playoff game played on a statutory Holiday, an additional charge will be assessed:

- 2025 - 26 (\$713) GST included;
- 2026 - 27 (\$741) GST included;
- 2027 - 28 (\$770) GST included;
- 2028 - 29 (\$800) GST included;
- 2029 - 30 (\$832) GST included.

g) If any payment required under section 3.1 is not received by the due date, the City may, upon 24 hours written notice delivered to the Broncos' designated representative, suspend the Broncos' access to the facility until all outstanding payments are received in full, including any applicable late fees or interest charges at the rate of 1.5% per month (18% per annum), calculated and compounded monthly. Such suspension shall not relieve the Broncos of their payment obligations under this Agreement.

h) Training Camp – The Broncos shall pay to the City:

- 2025-26 (\$5,002) GST included
- 2026-27 (\$5,252) GST included
- 2027-28 (\$5,515) GST included

- 2028-29 (\$5,790) GST included
- 2029-30 (\$6,079) GST included

This is a permit and license to hold their hockey training camps prior to the Regular League schedule; the said hockey Training Camp can include one (1) intra-squad game promoted to the public as the annual “Blue/White” game with the intention of generating spectator attendance. Payment to be made to the City of Swift Current prior to the start of hockey Training Camp. Training Camp shall be for a period not exceeding ten (10) days. The Broncos will endeavor to the best of their abilities to provide the Training Camp schedule to the City of Swift Current by December 31st annually.

i) Facility Access:

- (i) For the purpose of this agreement, the Broncos shall be granted access to designated areas of the arena for set up purposes beginning no more than three (3) hours prior to the start of any scheduled exhibition, regular season or playoff game, subject to the City's prior written approval and operational requirements. Such access shall be coordinated with arena management at least 24 hours in advance.

j) Cancellation Policy:

- (i) For Ice Rentals described in section 3.1 excluding Training Camp, the City requires 48 hours' notice for cancellation of ice rentals. If 48 hours' notice is received, the Broncos will not be charged any of the rental fees outlined in Section 3.1 or otherwise for the cancelled Ice Rental. If 48 hours' notice is not received the Broncos understand that they may be charged the full rental fees unless the City is able to reschedule the cancelled ice time with another party.
- (ii) If an Ice Rental described in Section 3.1 is postponed and eventually rescheduled, the fees for the initially scheduled Ice Rental will be applied to the rescheduled Ice Rental.
- (iii) If a state of emergency and/or public health orders from the municipal, provincial, and federal level require that the Broncos play Regular Season or Playoff games without fans and customers, the Broncos will only be charged the ongoing public use rate of the InnovationPlex in effect during that time or an agreed upon rate, for the time period of two (2) hours prior to the scheduled game, to one-half (0.5) hour after the game is completed. In order for these reduced rates to apply under this scenario, the Broncos must provide written notice to the City at least 48 hours in advance of the decision to prevent fans and customers from attending an event, including documentation of the relevant public health orders or emergency declarations necessitating such

restrictions. However, if more than 100 people are in attendance (including all persons except Broncos players, visiting team players, and essential game operation staff as defined in Schedule "A"), the full rates described in Section 3.1 a), 3.1 e), and 3.1 f) will still apply.

(iv) In the case that a Broncos hockey game or event is required to be cancelled or postponed as a result of an issue caused by accident or by error of an employee or member of the City or InnovationPlex facility, or as a result of the facility closure to the public, the City agrees that the Broncos will not be charged any fees outlined in Section 3.1 for the affected Ice Rentals however will be charged the regular rates for the rescheduled event. As well, the City shall be responsible for reasonable, documented, and direct costs incurred by the Broncos as a result of such cancellation or postponement, subject to the Broncos' duty to mitigate such costs. The City's maximum liability for any such cancellation shall not exceed the amount of the rental fee for the affected event plus documented direct costs up to \$10,000 per occurrence.

3.2 UTILITIES

- a) The Broncos shall pay to the City of Swift Current the following sum towards the cost of office utilities. Payment to be made to the City of Swift Current prior to the commencement of the regular season.
- 2025 - 26 (\$2,552) GST included;
 - 2026 - 27 (\$2,654) GST included;
 - 2027 - 28 (\$2,760) GST included;
 - 2028 - 29 (\$2,870) GST included;
 - 2029 - 30 (\$2,984) GST included.

3.3 RENTAL SPACES

- a) The Broncos shall pay the City of Swift Current fifty percent (50%) of the approved council rates for use of the Auditorium in the InnovationPlex for a maximum of two (2) events per season. The scheduling of the Auditorium will be done in accordance with the Community Services Division policies.
- b) Subject to availability and the City's sole discretion, the Broncos may rent the Curling Arena dry surface floor for their Home Opener and Playoff events at the then-current City Council approved Auditorium rate. The City retains priority booking rights and makes no guarantee of availability. The scheduling of all other

facility areas will be done in accordance with the Community Service division policies.

- c) The Broncos may sublet and grant access to their designated weight/training room only with prior written approval from the City, and such access shall be limited solely to that space. Users granted access to the weight/training room shall not have access to dressing rooms or any other areas within the arena facility. The Broncos shall be liable for any damage or injuries resulting from such subletting or third-party access.
- d) The Broncos may request access to a meeting room at InnovationPlex once per month during regular staffed hours at no cost, subject to availability and advance booking of at least 48 hours. Any use outside of regular staffed hours will be subject to the City's standard after-hours rental fees and staffing charges. The City reserves the right to deny access based on operational needs or prior bookings.

4. OWNERS INDEMNITY

The Broncos agree to indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against any and all claims, damages, losses, expenses, fees (including reasonable attorney fees), costs, and liabilities arising from or related to any act or omission of the Broncos, its agents, employees, contractors, invitees, guests, or any persons attending the InnovationPlex by reason of the Broncos' use thereof, whether direct or indirect.

5. INCREASE OF INSURANCE

The Broncos shall not do or permit to be done anything in or upon any portion of the InnovationPlex or bring or keep anything herein or thereupon which will in any way conflict with the conditions of any insurance policy upon the building or property herein. If any insurance rate shall be increased as aforesaid the Broncos shall forthwith on demand pay to the City the amount by which the insurance premiums shall be increased.

The Broncos shall, at its sole cost and expense, maintain Five Million (\$5,000,000) Dollars commercial general liability insurance on an occurrence basis, naming the City as an additional insured, and provide certificates of insurance to the City prior to the start of each season and at least 30 days prior to any renewal or modification of such insurance, with the City to receive immediate notice of any cancellation or material change in coverage.

6. COMPLIANCE WITH LAWS

The Broncos shall comply, and shall ensure their employees, agents, contractors and subcontractors comply, at their own expense, with all applicable federal, provincial, and municipal laws, regulations, bylaws, codes, and standards, including without limitation all rules and requirements of police, fire, health, and other governmental authorities having jurisdiction, and shall obtain and maintain in good standing, at its own cost, all necessary permits, licenses, and approvals required for their operations.

7. STORAGE OF MATERIAL AND EQUIPMENT

The Broncos have the right to access and utilize designated storage areas in the InnovationPlex as outlined in Schedule "D", subject to the cleaning specifications outlined in Schedule "C". The City reserves the right to occupy and operate the Liquor/Beverage and 50/50 rooms with 48 hours' prior written notice.

8. EXERCISES OF POWER

Any right, power, privilege, duty and discretion of the City under this agreement may be exercised by the CAO for this duly authorized agent.

9. RULES AND REGULATIONS

The Broncos presently use the InnovationPlex in accordance with the Rules and Regulations attached as Schedule "A" & "B" to this Agreement. The Broncos acknowledge and agree that the use of the Private Suites shall also be in accordance with the said Rules and Regulations as per Private Suite Contract.

10. CESSATION OF OPERATIONS

In the event the Broncos:

- a) cease to operate;
- b) cease to be a non-profit community owned organization;
- c) cease to be a member in good standing of the WHL; or
- d) relocate their operations outside of Swift Current, then this Agreement shall immediately terminate and all rights to the Private Suites shall automatically revert to the City, without any compensation owing to the Broncos.

The Broncos shall immediately surrender possession of the Private Suites to the City and execute any documents reasonably requested by the City to evidence such reversion of rights.

11. TERM OF THE AGREEMENT

The term of this agreement shall be from September 2nd, 2025, to September 1st, 2030, unless terminated earlier in accordance with the provisions of this Agreement. The City shall have the option to terminate this Agreement upon 60 days written notice if the Broncos fail to maintain the required insurance coverage or breach any material term of this Agreement. Additionally, the City may immediately suspend the Broncos' use of the facility if they fail to maintain required insurance coverage until such coverage is reinstated to the City's satisfaction.

12. THE CITY DOES HEREBY COVENANT AND AGREE:

- 12.1** THAT the Broncos shall have the right to alter the time and/or date of its Regular League Games to alternate dates to be mutually agreed to by the parties hereto upon giving the GM written notice of its intention to do so. The Broncos shall give the GM written notice forty-eight (48) hours prior to the new time and date for such games.
- 12.2** THAT the City shall be responsible for payment of all heat, light and water utilities, except for utility charges for the office space, during the times which the Broncos are permitted to use the InnovationPlex, and shall not be responsible for the interruption of the supply of electric, light, power, heat and water, due to any cause beyond the City's reasonable control, and shall not be liable for any damages or loss arising therefrom. The City shall, however, use reasonable diligence to restore any such service whenever they are interrupted.
- 12.3** THAT it shall supply all labor necessary for cleaning up, maintenance and repair of the InnovationPlex during the times which the Broncos shall use the said InnovationPlex between the first and second, and second and third periods, and third periods and any overtime periods and subsequent intermissions of games when staff are required to maintain and monitor the ice and ice area.
- 12.4** THAT it will make reasonable efforts not to schedule or permit activities in InnovationPlex within three (3) hours before the commencement of any scheduled game to be played by the Broncos; provided, however, that nothing herein contained shall be construed so as to prevent the City to schedule activities after such games have been played with the understanding that the security and safety of the public in attendance, the visiting WHL team, the WHL referees, and the Broncos players and staff is not negatively affected by these scheduled activities.
- 12.5** THAT it will schedule, permit or allow to be scheduled other events and activities in accordance with the City of Swift Current's Community Service Divisions Ice Allocation Policy.

- 12.6 THAT** it shall use commercially reasonable efforts to maintain ice conditions in accordance with League standards and provide regular maintenance of the ice.
- 12.7 THAT** it shall give permission to the Broncos to advertise as per Schedule "B" on all locations within the InnovationPlex.
- 12.8 THAT** it shall advertise all Broncos upcoming games on the InnovationPlex highway video screen with all information and logos to be provided by the Broncos.
- 12.9 THAT** the City shall have the right to enter the Broncos' off-ice areas, dressing room, and gym area upon 24 hours prior written notice during business hours for routine inspections and maintenance, and at any time without notice in cases of emergency or Just Cause. For the purpose of this section, "Just Cause" means a threat to the integrity of the building, safety concerns, maintenance requirements, compliance with laws or regulations, public health emergencies, or similar situations as reasonably determined by the Facilities Manager in their sole discretion.
- 12.10 THAT** it shall provide the Broncos with their regular staff parking spaces for all events held at InnovationPlex. The City shall ensure that the parking spaces are kept clear for Broncos staff use during all non- Broncos-events.
- 12.11 THAT** for the time period of the WHL Regular Season and Playoffs during the 2025 - 2026, 2026 - 2027, 2027 - 2028, 2028 - 2029 and 2029 - 2030 seasons, only events booked more than one (1) year in advance requiring more than five (5) consecutive days for set-up, performing and take-down of the event would be permitted in the InnovationPlex that requires the Broncos to alter their schedule. The City shall be permitted to host one (1) such event per season, and shall have the right to host additional events upon providing reasonable compensation to the Broncos for any displacement costs, subject to good faith negotiations between the parties.
- a) **THAT** if an event of lesser duration than the five (5) days or having less notification of one (1) year should present itself, the City will provide the Broncos the opportunity to negotiate waiving their rights to the InnovationPlex.
 - b) **THAT** in above the City will work with the Broncos to negotiate any home displacement compensation that may arise from the rescheduling or relocation so that the Broncos are financially neutral.
- 12.12 THAT** the process of covering or replacing any of the Broncos signage or properties and/or advertising signage or properties listed in Schedule "B" or any other property otherwise approved, will only be done with 90 days written notice as per Section 13.5, and be done with due care and effort to maintain the property or any surrounding property without any damage. The City is required to include

in the notification to the Broncos of the plans to take due care to cover or replace these properties when possible, and if due care and a reasonable effort to maintain the property is not taken as per the notification of the City, the City would therefore be responsible for replacing the signage after the event.

12.13 THAT the City agrees to consider and potentially partner with the Broncos on opportunities presented by the Broncos over the term of this agreement to improve the Interior and Exterior Design of the InnovationPlex, to enhance the user experience of the InnovationPlex facility and highlighting the Broncos as the major tenant. This in no way conveys a commitment to any improvement expenditures by the City and is simply an agreement to meet and consider initial opportunities presented by the Broncos.

12.14 THAT the City agrees to adhere and abide by the facility standards detailed in the annual WHL Facilities Handbook Manual issued by the WHL to the Facilities Manager. Any departure from the Facilities Handbook Manual and standards must be approved by the Broncos, the City, and the League.

13. THE BRONCOS DO HEREBY COVENANT AND AGREE

13.1 THAT in consideration of the foregoing covenants and agreements, the Broncos will play all regular season home games and all home playoff games as scheduled by the WHL in the said InnovationPlex in the City of Swift Current. Any opportunity to play a Regular Season or Playoff Home game in a different location than the InnovationPlex must be approved by the GM.

13.2 THAT it shall be responsible for all damage done to the said InnovationPlex or to any fixtures, equipment and installations contained therein by the Broncos, its servants, agents, employees, members of the visiting hockey teams and/or patrons and invitees, other than reasonable wear and tear as determined by the City. The Broncos shall maintain comprehensive property damage insurance with coverage limits of not less than Five Million (\$5,000,000) Dollars, naming the City as an additional insured.

13.3 THAT they will indemnify, defend, and save harmless the City against and from any and all claims, costs, expenses (including reasonable attorney's fees), damages, and liabilities by or on behalf of any person arising from the conduct or management of or from any work or thing whatsoever done by the Broncos, its servants, agents and employees, and in particular members of its hockey team in or about the said InnovationPlex and will further indemnify and save the City harmless from any and all claims arising during the time the Broncos occupy the said InnovationPlex arising from any act of negligence on the part of the Broncos and any of its agents, contractors, servants, employees or licensees.

- 13.4 THAT** it shall not alter or arrange in any manner the said InnovationPlex; or store any supplies, equipment, machinery without written permission of the GM.
- 13.5 THAT** they shall have written approval of the GM for all advertising signs and banners and for advertising on the ice resurfacer and the ice surface that are additional to the properties and areas detailed in Schedule "B" for which the Broncos have ongoing approval. The City reserves the right to cover any or all advertising signs and ice advertising during use of the InnovationPlex for events other than those operated by the Broncos, provided at least 30 days written notice is given of the intention to do so, and subject to the conditions outlined in Section 12.12.
- 13.6 TO** execute this agreement and return the same to the City before use of the premises will be permitted.
- 13.7 TO** provide annually to the CAO of the City, GM and to the City appointed representative on the Broncos Board of Directors, an audited or reviewed financial statement of all accounts within two (2) weeks of the date of the Audit or Review Engagement Report.
- 13.8 TO** provide written notice of all substantial game day promotions and celebrations requiring effort or participation from the City and/or InnovationPlex staff to the GM or their designate, with best efforts being made to provide 24 hours notice for promotions and celebrations including but not limited to:
- a) Temporary signage, banners, wall signs, posted outside of the InnovationPlex arena facility including the front foyer on the Southwest corner of the facility, and the hallway between the front foyer and the arena.
 - b) Large equipment, machinery, vehicles, used during the event.
 - c) The use of InnovationPlex tables and chairs in the lobby area or other locations throughout the arena.
 - d) Pre Game, intermission, and post-game promotions occurring on the Ice surface throughout the event.
- 13.9 TO** provide written notice at least 48 hours in advance and to receive approval from the GM or their designate for single event promotion or activity, re-occurring events or activities, or season -long promotions and activities including large equipment, machinery, vehicles, or animals. The City agrees to respond to such a request within a 24 hours period, and if no response is made within 24 hours, the City shall be deemed to have rejected the request. Once

approved, all on-going promotions will not be subject to further approval; however, will be subject to requiring written notice of the promotion per Section 13.8.

13.10 Schedule "B" is to be reviewed by the Broncos and the GM annually and will be amended if necessary, upon their joint approval.

13.11 The Broncos covenants and agrees to operate a full confectionary concession service in the said InnovationPlex in accordance with the separate Agreement entered into with the City, which Agreement is incorporated herein by reference. Any breach of the concession Agreement shall constitute a breach of this Agreement.

14. WRITTEN NOTICES AND APPROVALS

Both parties acknowledge that written notices and approvals shall be given through the following methods only, with email being acceptable for routine operational matters but not for formal notices regarding termination, breach, or modification of this Agreement:

- a) originally produced and executed documents;
- b) electronically approved documents with valid electronic signatures; or
- c) email communications from authorized representatives of each party, provided that email notices must be acknowledged by the recipient to be effective.

[The remainder of this page is purposely left in blank, signature page to follow]

IN WITNESS WHEREOF **THE CITY OF SWIFT CURRENT** has hereunto affixed its corporate seal, duly attested by the hands of its proper officers on that behalf this ____ day of _____, 2025.

"SEAL"

CITY OF SWIFT CURRENT


Mayor

City Clerk

IN WITNESS WHEREOF SWIFT CURRENT BRONCO HOCKEY CLUB INC. has hereunto affixed its corporate seal, duly attested by the hands of its proper officers on that behalf this 21 day of October, 2025.

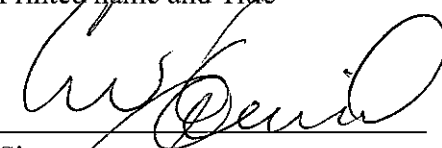
"SEAL"

**SWIFT CURRENT BRONCO
HOCKEY CLUB INC.**



Signature

Liam Choo-Foo - Governor
Printed name and Title



Signature

CAM HYSWICK - DIRECTOR
Printed name and Title

Schedule "A"

RULES AND REGULATIONS GOVERNING THE USE OF FACILITIES OWNED BY THE CITY OF SWIFT CURRENT

1. The Licensee shall not allow or use the premises in any manner or for any purpose contrary to applicable federal, provincial, or municipal laws, bylaws, or regulations, or opposed to decency or good morals, or otherwise improper or detrimental to the reputation of the City of Swift Current. If the owner, in its sole and arbitrary discretion, believes that any proposed or existing performance, concert, lecture and/or public or private meeting is contrary to law, or opposed to decency or good morals, or detrimental to the reputation of the City of Swift Current, it may forthwith terminate the License upon oral notice to the Licensee's representative on the premises and/or interrupt such performance, lecture, concert and/or public meeting and dismiss the audience or cause it to be dismissed. Upon the exercise of such discretion all right so the licensee under this License shall immediately terminate forthwith, and the Owner shall be entitled to all the money paid theretofore or agreed to be paid thereafter by the terms of the License. The Licensee shall not make or allow to be made any claim for damages to the Owner or other party arising out of any act of the owner, its agents or employees in the exercise of the Owner's discretion hereunder.
2. The Licensee shall not erect, attach, operate, install, place, affix, permit or use in any part of the premises any solid or liquid substance or a flammable or explosive nature, any steam engine, boiler, motor, stove electrical wires, machinery operated by electricity or other power, plumbing fixtures or pipes, nails, tacks, screws or similar articles without the written consent of the Owner.
3. The Licensee shall not bring or keep any animal or animals upon the premises or allow the same to be brought or kept upon the premises without the written consent of the Owner. In the event that the Owner consents to the presence and use of an animal or animals upon the premises, the same shall be brought and kept thereon only when the performance or rehearsals are in actual progress.
4. Decorations, signs, posters or advertising shall not be placed or affixed in the vestibule's lobbies, hallways or outside the building without the Owner's permission. All decorations shall be put up without defacing the building and shall be subject to the supervision and approval of the Owner. Decorations and display booth partitions must be fireproof.
5. The Licensee shall take the premises in the condition he finds them, and in the event the Licensee finds it necessary to remove or change the location of the stage riggings or other equipment, such changes will be made at his expense. The Licensee will change the aforesaid back to the condition in which same was found. The Licensee shall not erect any stand, platform, railing or structure in the premises unless a plan or description is filed with and approved by the Owner in writing.

6. All extra lights, other than supplied by the Owner, shall be paid for by the Licensee and in the event that it is necessary to employ extra personnel it shall be at the expense of the Licensee. The personnel of the building shall be determined in the sole and arbitrary discretion of the Owner.
7. In the event that the Licensee fails to remove any personal property of any nature whatsoever brought upon the premises in connection with the aforesaid within the time limit set by the Owner, the Owner may remove and store the same. The Licensee shall be liable, for the cost of such removal and storage. The Owner shall not be liable for any damage to the property of the Licensee occurring in the course of such action.
8. Subject to Section 12.9, The Owner and his agents shall have the right to enter upon the premises at any reasonable hour to make repairs, alterations or additions or for any other purpose which it shall deem necessary for the safety, preservation or improvement of said premises. The Owner shall be allowed to take any material on or into the premises that may be required to make such repairs, alterations or additions without being liable to pay compensation or damages to the Licensee.
9. Wherever by the terms of any agreement or rule the Owner is entitled to take any action upon giving notice to the Licensee, the said written notice may be delivered to the Licensee personally if the Licensee is an individual or to any officer of the Licensee if a Corporation, or may be enclosed in a properly stamped envelope addressed to the Licensee at the address given by the Licensee, or at the residence or place of business of the Licensee or at a place where the Licensee last resided or had a place where the Licensee last had a place of business to the knowledge of the Owner, and deposited in any Government Post Office in the Province of Saskatchewan. Proof by the Owner that written notice was so given shall be conclusive evidence against the Licensee that the same was received.
10. The Licensee shall strictly adhere to all occupancy limits and shall not allow spectators on the said premises over and above the maximum occupancy or seating capacity as determined by applicable fire and safety codes. The Licensee shall be responsible for any fines, penalties, or damages resulting from exceeding such limits. The decision of the Owner in this respect shall be final.
11. The Licensee shall not permit, sell or keep alcoholic beverages of any kind on the premises without:
 - (i) prior written permission of the Owner;
 - (ii) obtaining and maintaining all required liquor licenses and permits; and
 - (iii) strict compliance with all applicable laws and regulations. The Licensee shall indemnify the Owner for any violations thereof and shall not permit smoking or vaping anywhere on the premises except in specifically designated outdoor smoking areas that comply with all applicable smoking laws and regulations.

12. The City of Swift Current Facilities Manager and/or their delegate shall meet with the Broncos annually before March 15th in a walkthrough of the InnovationPlex building where identification of capital upgrades may be discussed and proposed. The Facilities Manager shall then present capital budget requests from that meeting for consideration, subject to approval from the General Manager of Community Services for the City of Swift Current or City Council as required. Such requests shall not create any obligation, express or implied, for the City to implement, fund, or otherwise act upon any identified upgrades, and all such decisions remain in the City's sole and absolute discretion.

Schedule "B"

PROPERTIES/AREAS FOR WHICH THE BRONCOS RECEIVE PERMISSION TO ADVERTISE WITHIN AND SURROUNDING THE INNOVATIONPLEX AND THE S3 ARENAS ICE RESURFACER.

1. Interior Arena Board Signs

- a) Arena Board Advertisements that are solicited by the Broncos are for Broncos Hockey games and Broncos operated events solely, the City has the right to cover for all other events at the City's discretion subject to the terms and conditions outlined in Section 12.12.
- b) The Broncos are responsible for all costs associated with arena board signage advertisements;
 - (i) Subject to the terms and conditions in Section 12.12, The City does not reimburse for arena board stickers that need to be replaced due to damage caused by arena usage. The Broncos are responsible for all costs of installing and maintaining board signs, including upkeep and maintenance regardless of what events caused the damage.
 - (ii) Subject to the specifications and expectations of the Facilities Manager, if the board stickers are not maintained properly, the Facilities Manager will provide five (5) business days notice of the need to repair or replace the board stickers. If they are not appropriately repaired or replaced according to the Facilities Manager, they will be removed for the safety of all users. If board stickers are deemed to be an immediate and serious threat to the safe operation of the InnovationPlex ice and five (5) days notice is not possible, they may be clipped, modified, or removed without prior notice, at the Facilities Manager's sole discretion, and at the Licensee's expense.
 - (iii) If arena signs are required to be covered or replaced for another event subject to the considerations outlined Section 12.12, it is the Broncos responsibility to restore the Broncos signage after the event if appropriate notice is given and due care by the City to cover or maintain the signage without damage is taken but the prevention of damage is not possible.

2. Ice Logos

The Broncos will purchase materials (ice paint and fabric ice logos) required for advertising. The Broncos pay actual cost of labour after 100-man hours to install and remove logos.

3. Locations for Sponsorship Advertising

The following areas are available for Sponsorship based upon written approval of agreed upon location, size, material and specifications of advertisement by the Facilities Manager:

- a) Fronts of north and south hanging press boxes.
- b) Fronts of east and west corporate suite boxes with the exclusion of the City of Swift Current Sound Booth.
- c) Concourse back-lit section signs.
- d) Ice resurfacing machines both at the InnovationPlex and at S3 Arenas. Ice resurfacers can only be decaled or re-decaled in the months of June and July.
 - i) Gross revenue from advertising/sponsorship on the S3 Arenas Ice resurfacer shall be 45% to the City, payable within 30 days of receipt by the Broncos, with full accounting documentation, including but not limited to copies of advertising contracts, payment receipts, and detailed revenue calculations provided to the City.
 - ii) The Broncos shall be responsible for all costs associated with restoring the ice resurfacers to original factory colors.
- e) Temporary in-event signage subject to Section 13.5 and 13.8.
- f) Back and sides of the west suites above and beside the main stairwells, subject to Section 13.5 and 13.8 with City Receiving 25% net revenues.
- g) Sides of east Suites #201 and #210 subject to Section 13.5 and 13.8 with the City receiving 25% net revenues.
- h) Exterior arena board signs subject to Section 13.5 and 13.8 with City receiving 25% net revenues.
- i) Stair signage.

Schedule "C"

CLEANING SPECIFICATIONS

The Swift Current Broncos shall maintain all areas specifically indicated in this agreement in accordance with the following minimum standards:

1. Neat and orderly appearance.
2. Floors clear of clutter.
3. Food products stored in rodent proof containers.
4. All floors and surfaces washed and disinfected with approved cleaning products after each use, in compliance with applicable health and safety regulations.
5. Ice machine properly maintained.
6. Garbage removed nightly to dumpster.

Schedule "D"

ACCESS, SET UP, AND PROTOCOL FOR THE INNOVATIONPLEX FACILITY AND ROOMS

1. Subject to the City's reasonable security protocols and emergency procedures, and in accordance with the WHL Facilities Handbook Manual issued annually by the league to the Facilities Manager, the Broncos shall have access to the following areas of the facility at all times during the year:
 - a) Broncos' home dressing room and gym facility throughout the entire year.
 - b) Broncos' Office Space.
 - c) The 19 private suites for maintenance and upgrades, as per the Private Suite agreement.
 - d) All storage areas assigned to the Broncos, including under the stands on the East Side of the Arena, the Liquor/Beverage and 50/50 rooms located at the North West (lobby level), North East and South East locations, and under the stairs by the staff entrance on the South side of the building.

2. Subject to the City's reasonable security and safety protocols, and in accordance with the WHL Facilities Handbook Manual issued annually by the league, the Broncos will have access to the following areas of the facility in addition to the areas noted above, for each game day beginning three (3) hours prior to the game, as well as periodically throughout the year for set-up or general maintenance:
 - a) The lights and sound system of the ice arena area.
 - b) The following Dressing rooms from three (3) hours prior until at least one (1) hour after all Broncos Games:
 - i) #1 - Required for Game Day Staff Set Up and Storage or any other Broncos' operational needs.
 - ii) #3 - Required for Referees.
 - iii) #5 - WHL Visitors Dressing Room.
 - iv) #6 - Required for WHL Visiting Team Use.
 - v) #8 - Required for the administration of WHL Drug Testing.
 - vi) #9 - Required for the WHL Visiting Team Coaches: Dressing Rooms 5 and 6 are provided at no cost, in accordance with the access provisions outlined in this agreement. Continued use of these rooms by visiting

teams outside of regularly scheduled games must be coordinated with the Facilities Manager. Should the Broncos wish to utilize these spaces for storage purposes, a monthly rental fee will be assessed at the then-current market rates as determined by the City, with 30 days written notice of any rate changes.

- c) The following Dressing room(s) from three (3) Hours Prior until the beginning of the third period for all Broncos Games:
 - i) #2 - Required for Scouts/Media and/or for Minor Hockey or other participant set up and use.

- d) With written request submitted at least 48 hours in advance and subject to approval by the Facilities Manager, the following Dressing room(s) from three (3) Hours Prior until the beginning of the third period for the requested Broncos Games:
 - i) #4 - For Scouts/Media and/or for Minor Hockey or other participant set up and use.

BYLAW NO. X – 2025

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to establish the Tax Enforcement 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 “**Tax Enforcement Policy Bylaw**”.

2. Legislative Authority

This Bylaw has been created pursuant to Section 8 of *The Cities Act* which enables Council the authority, it considers expedient for city purposes, including matters related to general government and the safety, health, and welfare of people.

Additional authority for this Bylaw includes but is not limited to Sections 251 and 333 and subsection 332(1) of *The Cities Act* and subsections 19(1), 19(3) and 22(1) of *The Tax Enforcement Act*.

This Bylaw is subject to restrictions and requirements contained in legislation under *The Cities Act*, *The Tax Enforcement Act*, and *The Provincial Mediation Board Act*.

3. Purpose

The purpose of this Bylaw is to establish a policy which provides the procedure and charges associated with the tax enforcement process.

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) “**City**” means the municipal corporation of the City of Swift Current.
- b) “**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.



Schedule “A” to Bylaw No. X - 2025

**City of Swift Current
Statement of Policy**

Policy Title:	Tax Enforcement Policy	Policy No. X
Date of Adoption:	---, 2025	Resolution No. X – 2025
Date of Amendment:		Resolution No.
Supporting Department:	Corporate Services	Review Date: ---, 2030
Issued by:	Executive Director of Strategic Operations	
Approved by:	City Council	

1. POLICY

1.1. This Policy establishes the procedure and charges associated with the tax enforcement process within the City of Swift Current.

2. PURPOSE

2.1. The purpose of this Policy is to create a uniform and transparent practice for administration of *The Tax Enforcement Act* in order to maintain an effective method of tax collection and outline the charges associated with each enforcement step.

3. DEFINITIONS

3.1. **Act** means the *Tax Enforcement Act*, and includes any amendments thereto, unless otherwise stated.

3.2. **Arrears** means taxes unpaid and outstanding after the expiry of the year in which they were imposed and includes penalties for default in payment.

3.3. **Bylaw** means any bylaw on record established and passed by City Council.

3.4. **City** means the municipal corporation of the City of Swift Current.

3.5. **Chief Administrative Officer/CAO** means the person appointed as the administrative head of the City of Swift Current pursuant to Section 84 of *The Cities Act* and includes the duly authorized representative or designate of such person.

3.6. **City Clerk** means the person appointed as City Clerk pursuant to section 85 of *The Cities Act* and includes the duly authorized representative or designate of such person.

3.7. **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.

3.8. **Person** means any corporation, firm, partnership, association, registered company, unincorporated group of persons, natural person or other aggregation of the same.

3.9. **Policy** means any policy on record established by City Council or Administration.

3.10. **Property/Properties** means land or any interest in land and includes buildings, parts of buildings, structures and fixtures, in, over, under or affixed to land.

3.11. **Treasurer** means the person to whom the powers and duties of the treasurer under *The Tax Enforcement Act* have been assigned and/or their designate.

4. SCOPE

4.1. This Policy resides within the Office of the City Clerk and shall be led by the Treasurer.

4.2. This Policy will be in effect for all properties within the City of Swift Current and will apply to all property owners.

5. RESPONSIBILITY

5.1. The CAO shall be responsible for the approval of the Tax Enforcement Policy and any proposed amendments.

5.2. Council shall be responsible for:

- a) review of the list of property with arrears;
- b) passing resolutions as required or provided for by the *Act*; and
- c) determining the terms of sale, rejecting, and accepting bids received for the sale of property.

5.3. The Treasurer shall be responsible for:

- a) maintaining individual records for each property with arrears, which will include any payment arrangements, correspondence and notices;
- b) preparation and advertising of the list of property with arrears;
- c) preparation and delivery of required notices pursuant to the *Act*;
- d) registration of tax liens and transfers of title with Information Services Corporation;
- e) allocating incurred costs and expenses to the associated tax roll; and
- f) receiving tenders for the sale of any property in accordance with the *Act*.

6. PROCEDURE

6.1. The Treasurer will prepare a list of property with arrears in duplicate based on the previous year's levy, which will exclude any properties with tax arrears that do not exceed one half of the immediately preceding year's tax levy. The list of property with arrears will be prepared and presented to Council no later than November 15th of each year, or such earlier date as may be required to ensure compliance with the Act.

6.2. The Treasurer shall make reasonable efforts to contact property owners on the list of properties to request payment of arrears and advise of the intention to publish the list and register a tax lien. Any payments made to achieve the exclusion referenced in Section 6.1 will be removed from the list.

6.3. The list of property will be presented to Council in compliance with Section 3 of the *Act*, and Council shall by resolution authorize the Treasurer to proceed with tax enforcement against the lands described in the list.

6.4. Following presentation of the list of property, notice of the City's intent to register a tax lien on each subject property will be:

- a) provided to each property owner, unless previously provided pursuant to Section 6.2;
- b) advertised in one (1) issue of the local newspaper; and
- c) posted at City Hall for sixty (60) calendar days.

6.5. Sixty (60) days following advertisement of the list as described above a tax lien will be registered against any property whose arrears balance remains outstanding.

6.6. Upon registration of the tax lien, the City shall be entitled to take any action pursuant to the *Act* to protect the property from spoliation or waste and shall have the discretion to insure the property against loss or damage, with all costs of such protection or insurance being added to the tax arrears.

6.7. Tax liens will only be removed following full payment of arrears, which shall include any applicable fees as referenced in Section 8 of the Policy.

6.8. Six (6) months following registration of the tax lien a list of property whose arrears remain outstanding will be presented to Council. Council may, by resolution, authorize the Treasurer to begin proceedings to acquire title to the affected property.

6.9. In certain situations, as defined in Section 22 of the *Act*, Council may apply to the Provincial Mediation Board to start proceedings earlier than the six-month waiting period immediately following the registration of the tax lien.

6.10. Six (6) months' notice as per the *Act* will be provided by registered mail to the property owner(s) and all parties with interest in the property as registered, according to a title search obtained from Information Services Corporation, as of that date.

6.11. Upon expiration of six (6) months from the date of mailing the six (6) months' notice the Treasurer shall request consent to make final application for title from the Provincial Mediation Board, which consent will be registered on title immediately following receipt.

6.12. Following registration of the consent provided by the Provincial Mediation Board, a final notice of the City's intent to proceed with title acquisition will be served by registered mail to the property owner(s) and all parties with interest in the property as registered.

6.13. Upon the expiration of the final notice period of thirty (30) days as required by the *Act*, a list of property whose arrears remain outstanding will be presented to Council. Council may, by resolution, authorize the Treasurer to proceed to take title to the affected property.

6.14. If title is transferred to the City and the interested parties make application under Section 9 of *The Provincial Mediation Board Act* in which if the entire amount of the arrears are paid, the City can, upon approval of the Provincial Mediation Board, transfer title back to the original owners, with a transfer fee charged to the taxation account which must be included in the payment before title is to be transferred back.

6.15. All properties acquired under tax enforcement shall be offered for sale by public auction or tender within one (1) year of the City obtaining title.

6.16. The Treasurer shall not waive any penalties or tax enforcement fees with regard to any payment agreements without consent from Council.

7. PAYMENT AGREEMENTS

7.1. At any time during the tax enforcement process prior to the City submitting transfer documents to Information Services Corporation for title, payment agreements can be made with the Treasurer. The intent of initial payment agreements should be to have all arrears, penalties and other costs paid within a 12-month period.

7.2. Payment agreements will not stop the tax enforcement process. However, it will postpone the City and/or the Provincial Mediation Board from making request for title from Information Services Corporation. If at any time the payment agreements are defaulted upon, the City shall request for title.

8. FEES

8.1. Any costs or expenses incurred as part of the tax enforcement process pursuant to the *Act* are considered part of the arrears.

8.2. The cost for advertising the list of property on which taxes are in arrears will be estimated based on the total cost of the advertisement and the number of properties on the list. The estimate will be divided equally and charged against each property. Additional advertising costs may be included as other costs against the property.

8.3. The following costs will be added to the arrears of taxes:

- a) any title search obtained from Information Services Corporation;
- b) lien registration costs;
- c) postage, including registered mail and/or courier costs;
- d) consent application fees;
- e) legal and administrative costs incurred by the City;
- f) insurance costs;
- g) any costs for cleaning, repair or maintenance to buildings, structures or fixtures; and
- h) all costs associated with transfer of the title, including Information Services Corporation costs.

8.4. Fees and costs, other than costs associated with the administration of the Policy, which shall include but are not limited to Information Services Corporation fees, postage fees, and advertisement costs, will reflect the current associated rates and charges incurred by the City.

8.5. Costs for administration of the Policy will be applied to the arrears of taxes as follows:

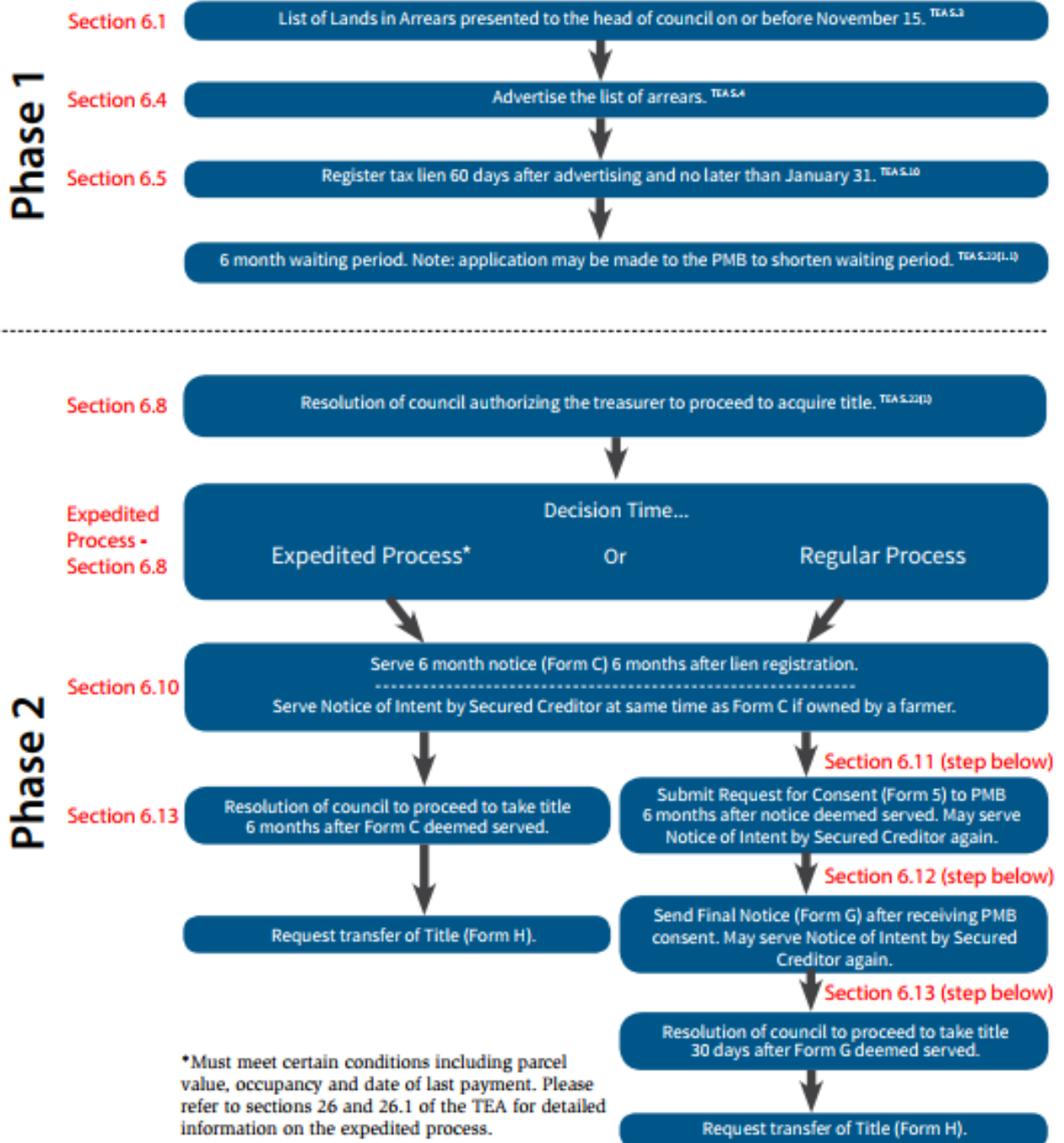
- a) \$50 per Roll for any advertisement required pursuant to the *Act*;
- b) \$100 per Roll for each notice provided to the property owner(s) and/or parties with interest in the property as registered pursuant to the *Act*;
- c) \$100 per Roll for each application made to the Provincial Mediation Board pursuant to the *Act*;
- d) \$100 per title for any registrations at Information Services Corporation pursuant to the *Act*; and
- e) A reasonable administrative fee, not exceeding \$2,500 per Roll, for costs associated with disposal of the property following title acquisition pursuant to the *Act*.

8.6. Any payments made will first be applied to incurred costs and expenses.

Approval: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Chief Administrative Officer (CAO)	<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Date
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Tax Enforcement Flowchart

Appendix B



BYLAW NO. X

A BYLAW of the City of Swift Current, in the Province of Saskatchewan, to opt into *The Safe Public Spaces (Street Weapons) Act*.

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 “**Safe Public Spaces Bylaw**”.

2. Legislative Authority

This Bylaw has been created pursuant to Section 8 of *The Cities Act* which enables Council the authority to pass bylaws for such purposes such as the peace, order and good government of the City; the safety, health and welfare of people and the protection of people and property; people activities and things in, on or near a public place or place that is open to the public; and nuisances, including property, activities or things that affect the amenity of a neighbourhood.

3. Purpose

The purpose of this Bylaw is to opt into the application of *The Safe Public Spaces (Street Weapons) Act* in accordance with Section 4 of *The Safe Public Spaces Regulations* whereas a municipality is required to pass a Bylaw to provide that the Act applies to the municipality.

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) “**Act**” means *The Safe Public Spaces (Street Weapons) Act*.
- b) “**City**” means the municipal corporation of the City of Swift Current.



Swift Current Creek Watershed Stewards

Agenda

October 14, 2025

1:00 PM

LB Thompson Building

1. Call to Order
2. Minutes from June 4, 2025, Board Meeting.
3. Financial Report
 - Profit and Loss and Balance Sheet for the period of December 1, 2024, to September 30, 2025.
 - Cash Flow April 1, 2025, to March 31, 2026.
 - Budget for period of December 1, 2024 to November 30, 2025
 - Cheques to be ratified June, July, August and September 2025.
4. Executive Director Report – Kevin Steinley
5. New Business
6. Next meeting
 - December/January
 - AGM/Board Meeting after March 15, 2026
7. Adjourn

CRLS FALL 2025 BOARD MEETING AGENDA

Location: Innovation Credit Union

Date: Nov. 8 2024

Time: Doors open at 1:00
Starts at 1:30

Start ZOOM Mtg

1:00 – 1:30 Registration

1:30 – 4:00 Call -to-Order

1. Introduction of Guests
2. Greetings from the City of Swift Current – Ryan S
3. Minutes of March 29, 2025 AGM and Budget Meeting *
4. CRLS Board Chairs update – Terry Gabel
5. Director's Update – Jan Smith
6. Accountant's update – Joyce Tamko

Business Arising from March 29, 2025

1. 2024 Audited Financial Statement – passed via e-mail vote May 2025
2. CRA request for Relief Update – Joyce Tamko

New Business

1. Appointment of MNP – Swift Current as Auditor for 2025-2027 *
2. 2026 Budget
 - a. New Levy Formula *
 - b. 2026 Budget *
3. Policy Changes requiring the Regional Board *
 - a. Vacation
 - b. Sick Leave
 - c. Personal Leave

Other Business:

- 1.

Date of Next Meeting:

1. AGM 2026 - Saturday May 9th 2026
2. Fall Regional Budget Meeting - Saturday November 7, 2026

* **indicates board motions needed**

Meeting starts at 1:30 p.m. Sharp.

Contents

1. Call for the Fall AGM
2. Fall Meeting Agenda for November 8, 2025
3. Minutes of the 2025 A.G.M. held on March 29, 2025
4. 2025 Open Hours Proposal
5. 2026 Chinook Regional Library Budget (full)
6. Policy Changes – Vacation , Personal Time and Sick Leave
7. 2026 report – Swift Current Service Costing
8. 2026 Report – Rural Branch Service Costing

Just in case, you can Ctrl click on the Zoom link on the page above or
Join Zoom Meeting
<https://zoom.us/j/96664044888?pwd=cuFOaivixx1jX4Vgk0kAgjboGQ3qgo.1>

Meeting ID: 966 6404 4888
Passcode: 768550

Annual General Meeting
Saturday, March 29, 2025 - 1:00 PM
Chinook Regional Library Headquarters

Zoom Participants:

Joanna Hanson - RM of Shamrock, RM of Lawtonia: Charlene Orr – Glentworth; Mary-Anne McNeney - RM of Piapot; Randy Schneider - Village of Mendham; Judith Wright - Vanguard; Bill/Brenda Martens - Village of Waldeck; Catherine Christie, - Abbey; Dustin Heatcoat - Town of Leader; Owen Wittig, RM of Deer Fork; Colleen Bodnarchuk - Town of Burstall; Chris Cote - Village of Neville; Tanya Schmaltz - RM of Sceptre; Zach Ogilvie - Town of Gravelbourg; Kase Spate, - RM of Sask Landing, Town of Stewart Valley; Joan Hart - ; Corrine Collura - Town of Maple Creek; Danielle Longtin - Town of Cabri; Iksni – Gravelbourg RM Council; Paul Heglund, RM of Reno, Kyle Fisher - Chaplin

In Person Representatives:

Norm Fedrau - Central Butte, RM of Enfield; Terry Gabel - Chaplin; Katherine Thomas - Climax, Frontier, RM of Lone Tree, RM of Frontier; Hugh Dorward - Eastend; Denise Bachmier - Fox Valley; Steve Haithwaite,- Gull Lake; Kathy Sletten - Hazlet, RM Pittville; Ron Becker - Herbert; Joan Cornell - Lafleche; Donna Bryck Beach- Morse. RM of Morse; Sharon Dickie - Shaunavon; Teresa Richards, Vanguard; Sandra Krushelniski - Resort Village of Beaver Flats; Ryan Switzer - City of Swift Current; Rhonda Forster - City of Swift Current; Catherine Macaulay,- RM of Val Marie; Kelley Emms - RM of Mankota; Mary Tomson- RM of White Valley, RM of Arlington; Roger Norbert - RM of Auvergne; Kathy Collins,- RM of Wise Creek, RM of Grassy Creek, RM of Bone Creek; Michelle Pouteaux, - RM of Gravelbourg; Edward Keck- RM of Glen Bain; Rene Seemal - RM Whiska Creek; Bob Stennick - RM Lac Pelletier; Tammy Knight,- RM of Coulee; Lorena Kelher - RM of Swift Current; Ken Mitchell - RM of Gull Lake; Gladys Wozny Siemens - RM of Excelsior; Denise Bachmier - RM of Fox Valley;

Guests:

John Storg - Eastend; Brandi Desautels - Swift Current; Sharon Uteck - Swift Current; Logan Tisdale, MNP

Staff/former staff

Janet Smith; Co-Acting Interim Director; Olivia Brotzell, Public Services Manager; Krupali Bhatt, IT/Technical Services Manager; Grace Charbonneau, Rural Branch Supervisor, Co-Acting Interim Director; Joyce Tamko, Accountant
Cody Forsyth, Tompkins Library, Tekeyla Friday, Evelyn Nickel, Herbert Library Carla Orton, Gull Lake Library; Val Marie Library Doreen, Pennant Library; Cori Giesbrecht, Swift Current Library Terry Strande, Morse Library; Catherine Myhr, Eastend; Nora

Honsey, Chinook Regional Library HQ; Violet Wong, Maple Creek Library; Cheri McCoy, Abbey Library; Jill Hynes, Hodgeville Library

1. Call to Order: 1:05 PM

- A message from Brent Michelson, Chair
- Thanking of current CRL staff

2. Provincial and City Greetings

- Julie and Alison were unable to make it from the Provincial Library and Literacy Office
- We got a zero percent increase in provincial funding

3. Motion 2025-0329-01 to Adopt the Agenda

- Moved by: Ryan Switzer, City of Swift Current: Secunder: Ron Becker, Town of Herbert “ ***That the agenda be approved***”

Carried

4. Motion 2025-0329-002 to hear from the auditor Logan Tisdale from MNP for the 2024 audit

Moved by Michelle Pouteaux - RM of Gravelbourg and seconded by Terry Gabel, Village of Chaplin “ ***that the Board hear from the auditor Logan Tisdale from MNP for the 2024 audit***”

Carried

4.1. Logan Tisdale’s Comments & Questions

- Waiting on response from SILS auditors for access to books
- They have a plan to get started
- Shooting for the May 15, 2025 deadline

4.2. Open the Floor to Questions

- How will it reflect that the previous director took out all the reserves and used it as operating funds?
 - If it is material, the audit will have to be qualified and they won’t be able to provide a clean audit.
- When the 2023 audit came back sound
 - As our new auditors, MNP will still have to do opening balance statements on previous audit
 - Anything as an issue will be in the final report given to the board
- Are they in touch with the previous auditor?
 - MNP is in contact with Lois Skinner to enable the transition
- What will the cost be?
- If additional things come up, it may be above the base fee

5. Motion 2025-0329-003 and 2025-0329-004 to Adopt the Minutes of the 2024 Annual General Meetings”

- **Motion 2025-0329-003 January 13, Levy Meeting 2024**

- Moved by Terry Gabel, Village of Chaplin Seconder: Ron Becker, Town of Herbert
- ***“That we accept the minutes of the January 2024 meeting and that any motions that were passed during that meeting be accepted as approved at this AGM”***

Carried

- **Motion 2025-0329-004 May 11 AGM 2024**

- Moved by Michelle Pouteaux, RM Gravelbourg; Seconded by Edward Keck, RM of Glen Bain
- ***“That the board approve the minutes from May 11 2024 AGM, as amended with proper attendance names:”***

Carried

7.0 Business Arising out of the Minutes

7.1. Questions outside the scope of the reports

1. **Intellectual freedom/Book Challenges** - submit a request in writing to your rural branch librarian, the public services manager or your rural branch supervisor. We will take it under consideration. People are responsible for their own reading. What is offensive to one person isn't offensive to another person.

7.2 Changes in staffing at HQ - directed to the director's report.

With the language going out in emails, do the rural branch librarians need to be worried about losing their jobs?

- We don't plan on it but a Reduction in hours may have to happen if we do not get the 10 % levy increase
- The last increase was about 2 years ago of 3 %

7.3 Can you address how we are getting less funding than previously from the province?

- Since 2009 we have had a 13 % increase in what CRL has received from the province while Inflation is 43.23 %
- Since 2009 we have had additional expenses such as the SILS, courier services and E-resources (Overdrive for 2025 - \$51,000)
- Provincial didn't charge back in 2009 when we had 5 branches
- The budget for books overall hasn't moved in 30 years
- When you take the resources out of what the province gives us, it really hurts
- On the other hand, the \$51,000 circs 120,000 times, which is \$0.50 a book and we don't have to have them physically in the building

7.4 Will there be adequate oversight and accountability so that this doesn't happen again?

- Board governance training is coming up in May as part of SLA
- It has become an issue everywhere

- Even PLLO agrees that we need to better train the boards because they don't know what they are coming into
- We can send at least one more representative to this meeting
- We may have the ability to do this online. We need to be able to present to everyone, have it recorded
- Regional members can always bring their concerns to the executive committee
- We need to provide better communication between the regional members and the executive committee
- The *Public Libraries Act* is being reopened and one of the issues is whether the director has to have an MLIS at the director level.
- Some issues pre-date Jake. How did these problems happen and how do we rectify them? We are not treating everyone equally and we need to address the problems that go back much further.

7.5 Jan Smith's Comments on Director's Report

- We had to lay off 5 staff members purely due to budget constraints. Everyone was a valuable asset to Chinook
- Reasoning: You should never exceed 75 - 80 % of your funding in salaries. Salaries were running at 102% so we had to cut back to get back in range.
- We are running the courier, which is cheaper than AM Delivery, but it is still an expense that is new to the system
- We now have eight employees at HQ. 8 - 11 is the average number of people for a regional headquarters
- We can save by hiring for 6 hours a week on the janitorial
- Two method of budgeting - transparent v. black hole - you can't find out that is in-between
- What Logan is going to find may not match
- The balances between cash flow (Jake capitalized most of the books he bought, and we paid for them, but they were not expensed) therefore MNP finishes the 2024 Audit, we won't know the entire story
 - Note: Capitalizing usually happens on Dec. 31, but he did it on January 3, 2025
- Because we hadn't had the audited report or stat dec done we had it in Jan 6-8 of this year, when it was due May 15, 2024. We came within two weeks of getting nothing from the province. The provincial books would've closed and the \$353,000+ we were due would've been split between the other regions in the province
- For years the executive has been asking for proof of where the financials are in order to be able to sign off on things like the statutory declaration
- Due to the accounting system used over the past 10 years, it wasn't clear where levy money, provincial money, etc. were going
- Jan has switched to a more transparent form of budgeting. (eg: SILS fees are now based on usage – Admin, Swift Current and Rural Branch)

7.6 New Programs Being Introduced: The Positives

- a) \$300 per branch for books

- a. Set them up on an account for library bound to send Nora carts and they will be catalogued and sent out to the branches
- b. Gives the branches choice
- b) Floating collection has been stopped, what is at a branch, gets returned to a branch
- c) A \$300 budget per branch for branch supplies has been set up
- d) Public Computer fund: in addition to building fund to replace public computers at branches we also need to build up some funds to replace old printer technologies

7.7 Summer Events

- a. First inventory ever done in Chinook to start being done this summer
 - b. Proper weeding should also take place this summer
 - c. It will be done in groups, as we can't do it all at once
- Note: Please talk to your local dumps because we will have to talk about things that haven't moved in the last 5-10 years and how to dispose of them and/or sell them

7.8.1 2025-0329-005 Motion to file the reports

- Moved by Ron Becker, Town of Herbert, Seconded by Ryan Switzer, City of Swift Current **"that the reports be filed"**.

carried

8.0 New Business

8.1 - Letter from the provincial librarian: we got a 0% increase to our provincial funding

8.2 Notice of Change to Bylaw 5.1.1, 5.1.2 and 5.1.2.1

Proposed Change

Article 5: Executive

5.1.1 Subject to section 33 of the Act, at its annual meeting, the board shall, from among its members, elect a chairperson and an executive to carry out the day-to-day business of the board and the operation of the regional library.

5.1.2 The executive shall consist of *Nine members including the chairperson. The executive shall consist of three (3) members from the Swift Current representatives and six (6) members from the representatives of the other municipalities.*

5.1.2.1 Members elected to the Executive Committee shall serve a two-year term with 50% of the rural representatives up for election every year.

Discussion:

- If anyone wants to be on the executive it doesn't have to be a split from different places

- A two-year rotation, each year ½ the board will come up for renewal
- One-year results in so much to get up to speed, you can get your feet wet, and make sure you are understanding the system
- A lot of history that you aren't party to
- One year isn't efficient and not a smooth transition
- The chair position is always a 1 year and that is as per the Public Libraries Act, 1996
- Swift Current has 3 spots to the Executive Board that they can appoint through the Public Libraries Act due to their population
- Rather than having people sitting at the table who are just there to represent their town, village, RM. Have 9 people at the table who are there to represent Chinook Regional Library. Who put the library system, CRL, first?
- We could do 3 1 year and 3 more on the 2 year
- Or we could do the top elected are 2 year and the lesser votes are 1 year

9.3- Motion 2025-0329-006 to approve discussion of the proposed bylaw

- Moved by Terry Gabel, Village of Chaplin; Seconded by Judith Wright, Town of Val Marie **“that Article 5, 5.1, 5.2 and 5.1.2.1 of the bylaws put forward for discussion.”** *Carried*

9.4 - Discussion of Amendment Before Vote

- Amendment: That the chair be elected by the Regional Board from the nine members of the executive committee

9.4– Motion 2025-0329-007 to approve the amended bylaw

10 Moved by Catherine Macaulay, RM of Val Mari, Seconded by Joan Corneil, Town of Lafleche **“that Article 5, 5.1, 5.2 and 5.1.2.1 of the bylaws be amended as proposed.”** *Carried*

10. 2005-0329-008 Revised Policy for Moving

Proposed Policy on Moving Expenses

Recruitment of staff, particularly professional staff, is no longer or even regional in scope. Frequently candidates from outside the local area, indeed, from outside Saskatchewan are considered for, and then employed in positions in Chinook In recognition of the distances from which these new employees come and of the costs involved in moving, moving expenses may be paid as follows: For Swift Current Library management staff, the Local Swift Current Library Board, may grant moving expenses of up to 5% of the individual's starting annual salary.

For Chinook Headquarters management staff, the Executive Committee may grant moving expenses of up to 5% of the individual's starting annual salary. These moving expenses shall be supported by receipts submitted by the employee before any money is paid.

The employee shall undertake to pay back 50% of the expenses paid if he/she fails the probationary period or leaves the employ of the The pay-back provision shall be stipulated in the individual's employment contract.

10.2. Jan's Comments

- CRL doesn't have a policy on moving
- 5 % of whatever they are being hired at, gives it a fixed dollar value and flexes with time. This allows us to make the offer and we don't have to go back to the board to deal with this later
- Amendment Add “ ***The employee shall undertake to pay back 50% of the expenses paid if he/she fails the probationary period or leaves the employ of the Chinook Regional Library System within 3 years of accepting the position.*** ”

10.3. Motion 2025-0329-008 to approve to approve the revised moving policy

- Moved by Cathy Collins, RM of Grassy Creek, Seconded by Rhonda Forster, City of Swift Current “ *that the Moving Policy be approved as amended* ”

Carried

11 General Business Arising from our Finances

11.1. 2023 Audited Financials

- Should've been done before May 15, 2024

11.2. Questions from the Floor

a/ Why such variation in the 2023 figures v. 2024 figures in administration and service to branches.

It may include the following reasons but as we were not involved in the audit, we are uncertain

- Kathryn Foley's severance
- Jake's consultants that were helping CRL were staff from Lakeland
- Labour Standards complaints
- Canada Revenue Agency expenses and applying for relief

b/ What was the salary range of a library director within the province?

- 30 hours (0.80 of a FTE), he was being paid \$80,000
- \$90,000 - \$120,000 for a director the amount for a director was low compared to what most other regions are paying
- Only 1 applicant came for an interview

Why are we going through so many directors?

- Most recent directors have been near retirement
- When the library community researches the System and sees the turnover, it is often a major red flag
- We need to have a culture shift here that makes Chinook a good place to work

- Problem with the government grant formula
 - Jake claims that other regions can pay up to \$150,000 for a director
 - Costs have gone up so much across the board
 - We need more money because of the large area our courier has to cover in a week. We are the smallest region by population, but not by geography Provincial doesn't take this into consideration with the funding formula

11.3. Motion 2505-0329-009 to accept the 2023 audited financial statements

- Motion: Terry Gabel, Village of Chaplin; Seconded: Ron Becker, Town of Herbert
“That we accept the 2023 audited financial statements” *Carried*

12 Budget Presentation

12.1. Jan’s Comments

- What you are paying for are rural or city specific
- Explains how much we are asking for
- Outlines exactly how much for SILS and how it divides out
- Last year we spent 1.9 million
- We need to start building funds again, to set aside for when we do need to replace things like the courier van and technology upgrades
- We need Joyce to help us find out what exactly is left in our various accounts and reserves
- We are dipping into our reserves because we don't have any money coming in currently in levies and the provincial amount is small for the beginning of the year

12.2. Questions from the floor

What happens if not everyone is on board with the 10 % Levy increase?

- Once it is passed at the regional meeting it is bound by legislation
- Swift Current has committed to the full amount of the levy and will be supporting this budget
- We can't pick and choose who pays what, it has to be either in it or not in it
- If it doesn't pass, we would have to re-work the budget and it will affect service levels and hours

12.3 Can you explain whether the formula for the levies can be changed to be made fairer for everyone? Can changes be made?

- The major inequity here exists in what people are paying versus what hours they are open to provide service for their communities
- Looking at circulation stats alone isn't enough because the deck can be stacked with circulation numbers
- Other Regions: Southeast – minimum local payment for a town to have a branch 10 hours. Additional hours will depend on the local levy and additional hours supplied by the area served by the branch. Other places give you so many hours based on the movies brought in from the area levies and if you want more you have to then pay for them (local Board, the town, village or RM)

- This is a change that does need to be made as there is no rhyme or reason to how many open hours that a branch is getting and it is having an impact on how much we are asking for
- We need consultations with the towns, villages and RMs on this matter. Please take it back to your councils and we will start to have these conversations

12.3. Motion 2025-0329-010 - 2025 Budget

Moved by Terry Gabel, Village of Chaplin; Seconded by Joan Cornell, Town of Lafleche
“that the Regional Board accept the 2025 budget with the increased 2025 levy rate”

- All in favour?
- 22 in favour in person; plus 17 on zoom
- 3 in person abstained and 5 abstained/opposed on Zoom
- Declared the motion and the budget passed

Carried

13 Proposed New Salary Grid for Branch Librarians

- This grid will no longer be based on 950 to 957 hours worked to reach the next increment but rather on start date
- We need to work as a region to start closing the gap between inequities between rural areas and Swift Current

13.2. Motion 2025-0329-011 – Rural Branch Salary Grid

Moved by Kat Thomas - Town of Frontier, Town of Climax, RM of Lone Tree and
 Seconded by Catherine Macaulay, RM of Val Marie ***“that the Regional Board approve the 2025 salary grid for Branch Librarians”***

Carried

<h2>14 Elections of the Executive Committee</h2>

14.1. Nominations

- Terry Gabel, Town of Chaplin - 1 year or 2-year term
- Hugh Dorward, Town Eastend - 1 year or 2-year term
- Danielle Longtin, Town of Cabri - 1 year or 2-year term
- Ron Becker, Town of Herbert - 1 year term
- Joan Cornell, Town of Lafleche - 1 year
- Zach Ogilvie, Town of Gravelbourg - 1 year

14.2. Motion to Close Nominations

- Motion 2025-0329-012 – Election of the Executive Committee for Chinook Regional Library 2025
- Moved by Tammy Knight from RM of Coulee; Seconded by Sharon Dickie, Town of Shaunavon ***“that the Nominations close and the following be appointed to the Chinook Regional Library Executive Committee for the terms as indicated below”***
 - ***Terry Gabel, Town of Chaplin - Board Chair, 2-year term***

- **Hugh Dorward, Town Eastend, 2-year term**
- **Danielle Longtin, Town of Cabri, 2-year term**
- **Ron Becker, Town of Herbert, 1 year term**
- **Joan Cornell, Town of Lafleche, 1 year**
- **Zach Ogilvie, Town of Gravelbourg, 1 year**
- **Ryan Switzer, City of Swift Current**
- **Rhonda Forster, City of Swift Current**
- **Larry Kielo, City of Swift Current**

Carried

15 Election for Board Chair

15.1. Nominations

- Ron Becker, Town of Herbert nominated Terry Gabel, Village of Chaplin
- Terry accepts the nomination

15.2. Motion 2025-0329-013 – Election of Chair

Moved by Ryan Switzer, City of Swift Current; Seconded by Mary Thompson, RM of White Valley ***“That nominations be closed for Board Chair and that Terry Gabel, Village of Chaplin be appointed as Chinook Regional Library Board Chair and Chair of the Chinook Executive Committee.”*** Carried

16 Date of Next Meeting

- November 8 2025 – Fall Regional Board Meeting
- April 25 2026 – Annual General Meeting

17 Motion 2025-0329-014 Motion to adjourn

Moved by Tammy Knight, RM of Coulee; Seconded by Ron Becker, Town of Herbert ***“that the 2025 AGM Adjourn at 3:36 PM, March 29 2025.”*** Carried

Board Chair Signature

Recording Secretary Signature

2026

Chinook Regional Library Budget



Jan Smith, Director
Chinook Regional Library
1/1/2026

Chinook Regional Library 2026 - Final Budget				HQ Combined Operational			
Revenue	Previous YR Budget ???	Proposed Current YR	Governance	Admin	Services to Branches	Swift Current	Rural Branches
Provincial Grant - HQ	\$ 700,002	\$ 700,902	\$ 23,630	\$ 222,040	\$ 457,232	\$ -	\$ -
Levies							
Regular	\$ 689,343	\$ 695,828	\$ -	\$ -	\$ -	\$ -	\$ 695,828
Special	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Swift Current	\$ 485,750	\$ 485,750	\$ -	\$ -	\$ -	\$ 485,750	\$ -
donations	\$ 500	\$ 5,000	\$ -	\$ -	\$ -	\$ 500	\$ 2,000
Employment Grant	\$ -	\$ 6,000	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Reserves	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Card Replacement Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lost/Damaged/Processing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 1,902,595	\$ 1,888,980	\$ 23,630	\$ 222,040	\$ 457,232	\$ 488,250	\$ 697,828
Expenses	Previous YR Budget ???	Proposed Current YR	Governance	Admin	Services to Branches	Swift Current	Rural Branches
Audit/Legal Fees	\$ 12,000	\$ 15,310	\$ 15,310	\$ -	\$ -	\$ -	\$ -
Salaries HQ	\$ 528,063	\$ 528,063	\$ -	\$ 170,868	\$ 357,195	\$ -	\$ -
Swift Current	\$ 424,445	\$ 386,824	\$ -	\$ -	\$ -	\$ 386,824	\$ -
Branches	\$ 375,879	\$ 553,806	\$ -	\$ -	\$ -	\$ -	\$ 553,806
Employment Grant	\$ 2,000	\$ 6,000	\$ -	\$ -	\$ 2,500	\$ 3,500	\$ -
Meetings & Development	\$ 16,490	\$ 15,459	\$ 6,820	\$ 1,639	\$ -	\$ 1,500	\$ 5,500
emergency staff meals	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -
Building + utilities	\$ 23,295	\$ 27,705	\$ -	\$ 27,705	\$ -	\$ -	\$ -
Bldg insurance	\$ 6,694	\$ 7,363	\$ -	\$ 7,363	\$ -	\$ -	\$ -
Equipment	\$ 2,800	\$ 5,300	\$ -	\$ 3,900	\$ 1,400	\$ -	\$ -
Evergreen.PAC to Reserves	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
First Nations	\$ 11,137	\$ 3,137	\$ -	\$ -	\$ 3,137	\$ -	\$ -
Materials	\$ 154,151	\$ 159,623	\$ -	\$ -	\$ 46,123	\$ 60,000	\$ 53,500
Marketing	\$ -	\$ 1,200	\$ -	\$ 600	\$ -	\$ 600	\$ -
Postage]	\$ 600	\$ 1,133	\$ -	\$ -	\$ 1,133	\$ -	\$ -
Service Contracts & Payroll	\$ 42,019	\$ 12,401	\$ -	\$ 5,010	\$ 3,231	\$ 650	\$ 3,510
SILS Maintenance	\$ 61,601	\$ 61,264	\$ -	\$ -	\$ 17,283	\$ 21,469	\$ 22,512
Programming, BotY, Staff	\$ 4,563	\$ 14,500	\$ 1,500	\$ -	\$ -	\$ 5,000	\$ 8,000
Supplies	\$ 23,950	\$ 22,350	\$ -	\$ -	\$ 10,850	\$ 2,500	\$ 9,000
Donation reallocation	\$ 1,700	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -
Telecommunications	\$ 2,450	\$ 4,955	\$ -	\$ 4,955	\$ -	\$ -	\$ -
Vehicle (Van and Flex)	\$ 37,970	\$ 49,088	\$ -	\$ -	\$ 13,380	\$ 5,708	\$ 30,000
Rental Income to Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest to Reserves	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 1,768,807	\$ 1,888,981	\$ 23,630	\$ 222,040	\$ 457,233	\$ 488,250	\$ 697,828
BALANCE		\$ (1)	\$ -	\$ -	\$ (0)	\$ (0)	\$ 0
Director position	91,500						

Governance						
Revenue	Last YR	This YR	Sub-Totals			
SK Public Libraries Grant - HQ Portion	\$ 21,880	\$ 23,630	\$ 23,630	\$ 23,630		
Interest to Reserves	\$ -	\$ -	\$ -	\$ -		
Total Revenue	\$ 21,880	\$ 23,630	\$ 23,630	\$ 23,630		
Expenses	Last YR	This YR	Sub-Totals			
Professional Fees				\$ 15,310		
Audit & Professional Fees	\$ 20,341	\$ 14,310				
Legal						
Lawyer - contingency	\$ 1,000	\$ 1,000				
Sub-Total	\$ 21,341	\$ 15,310				
Meeting and Development Costs				\$ 4,905		
Board Attendance (honorariums)	\$ 1,900	\$ 2,000				
Board Travel	\$ 5,000	\$ 2,000				
Food for AGMs	\$ 1,500	\$ 750				
Board and Director Insurance						
Zoom costs for meetings		\$ 155				
Strategic Planning Session		\$ -				
Conference attendance				\$ 1,915		
SLA Membership	\$ 905	\$ 225				
SLA Conference	\$ -	\$ -				
Board chair registration	\$ -	\$ 305				
Accommodations & meals	\$ -	\$ 600				
Mileage	\$ -	\$ 285				
Chairs & Directors Meeting	\$ 255	\$ 500				
interest to be returned to reserves	\$ 25,000	\$ -	\$ -			
Promotion, Programming, Gifts				\$ 1,500		
Branchrecognition	\$ 550	\$ 500				
Retirements/Christmas	\$ 1,000	\$ 1,000				
Sub-Total	\$ 1,550	\$ 1,500				
Total Expenses	\$ 77,792		\$ 23,630			
BALANCE				\$ -		

Administration			
	Last Yr	This Yr	Sub-Totals
Revenue			\$ 222,040
SK Public Libraries Grant			
HQ Portion	\$ 225,302	\$ 222,040	
Sub-Total	\$ 225,302	\$ 222,040	
Rental Income			
donations		\$ -	
Total Revenue	\$ 225,302	\$ 222,040	\$ 222,040
Expenses	Last Yr	This Yr	Sub-Totals
Salaries	\$ 135,690		\$ 170,868
Caretaker @ 18%	\$ 12,200	\$ 6,065	
Courier @ 18%		\$ 8,326	
Office manager/IT 50%		\$ 30,965	
sick leave fund top-up		\$ 5,226	
Accountant @ 67%		\$ 39,131	
Director @ 75%		\$ 81,155	
Meeting and Development Costs			\$ 1,639
Staff Training	\$ 1,000	\$ 500	
SLA Conference (Stoon 2025)	\$ 800	\$ 339	
Accommodations & Meals	\$ -	\$ 800	
Directors' Retreat	\$ 350	\$ -	
Building			\$ 6,300
Snow Removal/Grass	\$ 1,800	\$ 3,600	
Repairs & Improvements	\$ 3,200	\$ 1,500	
building reserve	\$ -	\$ -	
Cleaning Supplies	\$ 200	\$ 1,200	
Utilities			\$ 21,405
alarm	\$ 305	\$ 305	
Power	\$ 8,000	\$ 8,000	
Gas and Heat	\$ 4,500	\$ 8,000	
City water	\$ 1,500	\$ 700	
Fire Protection FP	\$ 390	\$ 400	
Triways Garbage & recycling Pickup	\$ 3,200	\$ 4,000	

Insurance				\$	7,363	\$	7,363
Building		\$ 6,694	\$	7,363			
Equipment				\$	3,900	\$	3,900
copier			\$ 2,500				
Computer Replacement		\$ 1,400	\$	1,400			
Software		\$ -	\$ -				
Vehicle - flex move to van-replacement				\$	-	\$	-
-Flex Replacement Fund		\$ -	\$ -				
-Flex Plates and Insurance	6-7970-3	\$ 3,020	\$ -				
Van Maintenance	6-7965-3	\$ 10,100	\$ -				
Flex tires		\$ -	\$ -				
flex Fuel	6-7890-3	\$ 1,500	\$ -				
Mileage - rental	6-7955-3	\$ 725	\$ -				
Marketing				\$	600	\$	600
Promotional Materials		\$ 300	\$ 300				
Facebook Promotion		\$ 150	\$ 150				
Buffer (Social Media mgt)		\$ -	\$ 150				
Service Charges				\$	100	\$	100
Payroll Fees		\$ -	\$ -				
Bank Charges		\$ -	\$ -				
Visa Interest and Other Charges		\$ 375	\$ 100				
Service Contracts				\$	4,910	\$	4,910
SAGE 'software costs		\$ 3,200	\$ 3,360				
Photocopier		\$ 600	\$ 1,500				
Access Copy License - HQ		\$ 50	\$ 50				
Telecommunications				\$	4,955	\$	4,955
HQ Phone, Long Distance, etc.		\$ 4,200	\$ 4,800				
Zoom Licenses		\$ 450	\$ 155				
VPN - SaskTel		\$ -	\$ -				
Rental Income - to Reserves		\$ -	\$ -				
Total Expenses		\$ 205,899	\$ 222,040	\$	222,040	\$	222,040
BALANCE				\$	-	\$	-

Services To Branches			
	Last Yr	This Yr	Sub-Totals
Revenue			\$ 455,232
SK Public Libraries Grant			
HQ Portion	\$ 304,530	\$ 455,232	
Materials Portion	\$ 53,000	\$ -	
Open Hours Portion	\$ 48,920		
Aboriginal Grant	\$ 11,137		
Sub-Total	\$ 417,587	\$ 455,232	
Employment Grant	\$ -	\$ 2,000	\$ 2,000
HQ Expense Recovery	\$ -	\$ -	\$ -
Rental Income	\$ -	\$ -	\$ -
Evergreen Branch Billing	\$ -	\$ -	\$ -
Total Revenue	\$ 417,587	\$ 457,232	\$ 457,232
Expenses	Last Yr	This Yr	Sub-Totals
Salaries	\$ 436,310	\$ 357,195	\$ 357,195
Courier @ 82% packer		\$ 37,930	
Caretaker @ 18%		\$ 50,258	
Acquisitions @ 100%	\$ 12,000	\$ 1,331	
Office Manager/IT		\$ 59,938	
Blocks		\$ 30,965	
Rural Branch Supervisor		\$ 52,765	
Accountant @ 33%		\$ 77,683	
Director @ 25%		\$ 19,273	
Summer Student	\$ -	\$ 27,052	
Meeting and Development Costs	\$ -	\$ 2,500	\$ 2,500
CIRA Cyber Security Training		\$ -	\$ -
Sub-Total	\$ -	\$ -	\$ 1,400
Equipment Repairs & Upgrades			\$ 1,400
Computer Maintenance	\$ -	\$ -	
Software Upgrades	\$ -	\$ -	
1 New Computer at HQ	\$ 1,400	\$ 1,400	

Postage				\$ 1,133
HQ mail	\$ 600	\$ 1,133		
Service Contracts				
SILS Maintenance	\$ 61,870	\$ 17,283	\$ 20,514	
Webpage design	\$ 2,500			
DigiCert		321		
fixme software (Technician)	\$ 410	410		
Indigenous Services				\$ 3,137
Indigenous materials & Storytelling month		\$ 3,137		
RBS \$8k inc in overall salaries		\$ -		
Materials				
Overdrive and Press Reader	\$ 51,000	\$ 29,805	\$ 46,123	
materials	\$ 16,318			
Supplies				\$ 10,850
Admin	\$ 2,500			
Computer	\$ 750			
Processing	\$ 1,200	\$ 600		
Barcode Labels	\$ 2,500			
Book Covers	\$ 1,000	\$ 2,000		
Library Cards	\$ -	\$ 2,500		
Key Phob Covers	\$ -	\$ -		
Vehicle - Courier Vans (Dodge Ram and Transit)				\$ 13,380
Van Plates and Insurance	\$ -	\$ 2,380		
Van tires (3 sets)	\$ 2,000			
Van Fuel	\$ 8,800	\$ 9,000		
Staff /emergency courier Meals	\$ -	\$ 1,000	\$ 1,000	
Total Expenses		\$ 457,233	\$ 457,233	
BALANCE		\$ (0)	\$ (0)	

Swift Current Public Library - 2026

	Last yr	This yr	Sub-Totals
Revenue			
SK Public Libraries Grant			\$ -
Open Hours Portion			
Sub-Total	\$ -	\$ -	\$ 485,750
Levies			
City Levy	\$ 424,445.00	\$ 485,750	
Sub-Total	\$ 424,445	\$ 485,750	
Employment Grants			\$ 2,000
Summer Student	\$ 2,000	\$ 2,000	
donations	\$ 500	\$ 500	\$ 500
Friends of the Library Grant	\$ -	\$ -	
Total Revenue	\$ 426,945	\$ 488,250	\$ 488,250
Expenses	Last yr	This yr	
Salaries			\$ 390,324
Salaries summer student	\$ 352,000	\$ 386,824	
Meeting and Development Costs			\$ -
CIRA Cyber Security Training			\$ 1,500
Training Fund	\$ 500	\$ 500	
staff conferences & travel	\$ 900	\$ 1,000	
SILS Costs			
Share of SILS Membership	\$ -	\$ 4,694	\$ 21,469
Share of SILS Maintenance			\$ 16,775
Materials			\$ 60,000
share of overdrive		\$ 13,195	
Materials	\$ 35,000	\$ 46,805	
programming	\$ 3,500	\$ 5,000	\$ 5,000
Marketing			\$ 600
Promotional Materials	\$ 300	\$ 300	
Facebook Promotion	\$ 150	\$ 150	
Buffer (Social Media mgt)	\$ -	\$ 150	
Vehicle - Van			
Fuel Contribution		\$ 708	\$ 2,708
vehicle replacement		\$ 2,000	
Vehicle -Rental Vehicles			\$ 3,000
rental Fuel	\$ 1,500	\$ 2,000	
Rental	\$ 725	\$ 1,000	
Service contracts			\$ 650
HostPapa Inc	\$ 636	\$ 650	
donations	\$ 500	\$ 500	\$ 500
Supplies		\$ 2,500	\$ 2,500
Total Expenses	\$ 398,386	\$ 488,850	\$ 488,250
BALANCE			\$ (0)

Local Branches - 2026				
	Last yr	This yr	Sub-Total	
Revenue				
SK Public Libraries Grant			\$ -	
Materials Portion	\$ -			
Open Hours Portion				
Sub-Total	\$ -	\$ -		
Levies			\$ 695,828	
Allocated Levies (open hours)	\$ 335,096	\$ 378,455		
Unallocated Levies (salaries)	\$ 298,180	\$ 315,374		
Sub-Total		\$ 693,828		
Dorothy Saunderson BotY award		\$ 2,000	\$ 2,000	
Special Levies				
Sub-Total	\$ 633,277	\$ 695,828		
Donations	\$ -	\$ -	\$ -	
Total Revenues	\$ 633,277	\$ 695,828	\$ 697,828	
Expenses				
Salaries				
Rural Branch Salaries	\$ 520,000	\$ 553,806		
Additional Open Hours				
Meeting and Development			\$ 5,500	
preprofessional development		\$ 500		
Workshops	\$ 3,380	\$ 5,000		
CIRA Cyber Security Training		\$ -		
Sub-Total	\$ 3,380	\$ 5,500		
Materials			\$ 53,500	
local book grant	\$ 68,151	\$ 9,000		
share of overdrive		\$ 10,000		
Floating Collection		\$ 34,500		
Sub-Total	\$ 68,151	\$ 53,500		
Supplies			\$ 9,000	
supplies (cartidges etc)		\$ 9,000.00		

Van			\$ 27,000.00
replacement fund	\$ 1,459	\$ 10,000	
Van Maintenance	\$ 9,500	\$ 6,000	
van tires	\$ 4,000	\$ 2,000	
share of gas		\$ 9,000	
Vehicle -rental			\$ 3,000
Vehicle rental	\$ -	\$ 1,500	
Flex Maintenance	\$ 10,100	\$ -	
Fuel	\$ 1,500	\$ 1,500	
Sub-Total	\$ 11,600	\$ 3,000	
SILS -			
SILS - operating costs			\$ 22,512
SILS - operating costs**		\$ 16,774.76	
Share of SILS Membership fee	\$ -	\$ 5,737	
Evergreen and PAC replacements	\$ -	\$ -	\$ 12,000
SILS Evergreen		\$ 9,000	
Pac replacement		\$ 3,000.00	
Service contracts			\$ 3,510.00
deep freeze 50% for 2026		\$ 3,510	
Access liscences		\$ -	
Zoom licenses	\$ -	\$ -	
Programming	\$ 3,013	\$ 6,000	\$ 6,000
Estate branch of the Year award	\$ -	\$ 2,000	\$ 2,000
Total Expenses			\$ 697,828
BALANCE			\$ 0

Vacation Policy and Procedures - Pre-amble

In accordance with Saskatchewan Employment and Labour Law, all permanent and permanent part-time employees must accrue vacation pay. It is not to be paid out on every check.

Paying Vacation Pay – Sask Employment Standards (abridged)

All eligible full-time, part-time, casual, temporary, and seasonal employees (including those who have not worked a full year with the same employer) receive vacation pay so they are paid during this time off work.

Employees receive vacation pay:

- at their request before taking vacation; or
- on a normal payday during a vacation.

If employees do not take their vacation, vacation pay must be paid within 11 months after they become entitled to their annual vacation.

A break in an employee's period of employment longer than 26 weeks resets the vacation accumulator to zero (does not include parental, maternity leave, medical leaves, military service leaves, jury duty...)

Chinook - Vacation Entitlement

All Permanent Full-time (30 hours or more per week) Employees working in Swift Current and Started before September 1 2025

Years	Weeks	% according to 2025 SEA
1-4 Years	3 weeks	5.769
5-10 years	4 weeks	7.692
11-15 years	5 weeks	9.615
16+ years	6 weeks	11.538

All Permanent Part-time (less than 30 hours per week) and all Rural Branch Employees

Years	Weeks	% according to 2025 SEA
1-9	3 Weeks	5.769
10 to 15 years ¹	4 Weeks	7.692
16+ years	5 Weeks	9.615

Full Time Management Employees

Years of Service	Leave Entitlement	% according to 2025 SEA
1-4 years	4 weeks	7.692
5 to 10 years	5 weeks	9.615
11 year plus	6 weeks	11.538

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Vacation Pay for Casual Employees

Casual employees are not eligible for vacation on vacation pay as they are considered to be hired and terminated on the same workday. The percentage of vacation pay for casual staff will be based on years worked within the Chinook Library System.

All Casual Employees

Years	Weeks	% according to 2025 SEA
1-9 years	3 Weeks	5.769
10 to 15 years	4 Weeks	7.692
16 years and on	5 Weeks	9.615

General Information applying to all employee groups:

- In each year, vacation is accrued and shall be taken after their anniversary date in the following year.
- In the event of a major illness or maternity/paternity leave, vacation may be carried forward until the individuals return, resignation or death.

Personal Time

Personal Days - Full time Staff

The Chinook Regional Library recognizes that there are times when personal circumstances require that an employee be away from work due to an emergency or for personal business. Time away must be taken in a minimum of 3 hours at a time

All current permanent full-time staff working 37.5 hours or more per week are “grandfathered “ in and shall qualify for 30.0 hours of Personal Leave per year.

All new full time staff, Rural Branch Librarians and permanent part time shall qualify for either 7.5 hours of Personal Leave per year or the equivalent of the number of hours worked on the longest day of their normal weekly shift, whichever is the shortest.

Personal days are not cumulative from year to year, and no compensation will be paid for unused time.

SICK LEAVE Policy

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under The Workers' Compensation Act.

In any one (1) year where an employee has not had sick leave or only a portion thereof, they shall be entitled to an accrual of all unused portion of sick leave for the employee's future benefits to a maximum of seventy-five (75) days and the maximum number of days shall be prorated for part-time employees

Sick leave shall accrue for all grandfathered-in (hired before September 1, 2025) permanent full-time employees at the rate of one and a quarter working days for every month employed, based on 7.5 hours per day to a maximum of **637.5 hours**.

Sick leave shall accrue for all new staff hired after Sept 1, 2025, all permanent rural branch (Librarian, Assistant Librarians) and all Swift Current Part time staff. It will vary with each employee as it will calculate based on the pro-rated rate equivalent of one and a quarter of their working days for every month employed or 5.769%.

Any unused Sick Leave will not be paid out to the employee or their estate upon their leaving the employ of the Chinook Regional Library System.

The Following Reserves Funds have been established and will be maintained.

On December 31st of each year, a deduction shall be made from accumulated sick leave of all days absent for sick leave. All remaining monies shall go into the :Rural Sick Leave Reserve Fund. The Reserve Fund will be capped at the equivalent of 3 times the maximum entitlement or \$22,000 – whichever is greater.

The **Swift Current Branch Sick Leave Reserve** Shall be fund at a rate of \$500 per PERMANENT employee per year. On December 31st of each year, a deduction shall be made from accumulated sick leave of all days absent for sick leave. All remaining monies shall go into the Swift Current Branch Sick Leave Reserve Fund. The Reserve Fund will be capped at the equivalent of 5.769% of the previous Years Salary or \$25,000 – whichever is greater.

The **Headquarters Branch Sick Leave Reserve** Shall be fund at a rate of \$500 per employee per year. On December 31st of each year, a deduction shall be made from accumulated sick leave of all days absent for sick leave. All remaining monies shall go into the Headquarters Branch Sick Leave Reserve Fund. The Reserve Fund will be capped at the equivalent to 3 times the previous years average salary (times) 5.769% of the previous Years Salary or \$30,000 – whichever is greater.

The **Rural Branch Sick Leave Reserve** Shall be fund at a rate of \$500 per employee per year. On December 31st of each year, a deduction shall be made from accumulated sick leave of all days absent for sick leave. All remaining monies shall go into the Rural Branch Sick Leave Reserve Fund. The Reserve Fund will be capped at the equivalent to 3 times the previous years average salary (times) 5.769% of the previous Years Salary or \$30,000 – whichever is greater.

General Information - Empire Life Health and Dental Policy

1. Participation restricted to employees working 20 or more hours per week. This is restricted by the carrier, not Chinook.
2. Payment is a 50-50 split with employees paying for Life, Spousal Life, LTD, and AD&D.
3. Employees will be paying this portion as it guarantees that, should they have to collect on it, the benefits received will not be taxable.
4. Certain employees who had been covered under the previous plan, but who no longer qualify, have been grandfathered into the Empire Life Plan (June 1 2025).

*** Please note that the following policies are come with pages of internal regulations and procedures -

Passed By Executive- July 31, 2025
Passed by Chinook Board – Nov. 8, 2025



2026 Budget Commentary

City of Swift Current Analysis and Commentary

Jan Smith

10/10/25

Chinook Regional Library
System

City of Swift Current and its relationship in the Chinook Regional Library System

1. You are the major player as you do have 35% of the population and 1/3 of the votes on the Executive Committee.
2. Your support is greatly appreciated and is, in 2026, greatly needed. We are still working out the details the impact of previous director's budgeting shortfalls and inadequate Provincial financing. The 2025 Audit with all its amendments turn out better than I had expected and we have engaged MNP of Swift Current to do the Chinook Audit for the next 3 years
3. **So, how did the Swift Current Branch and the 29 branches fare From Oct 1, 2024 to Sept 30, 2025** (the red means you exceed 35% in usage)

Swift Current Library Branch Stats for Oct 1 2024-Sept 30 2025

	Unique Borrowers	Total Circulation	Total Checkouts	Regular Checkouts	Check-ins	New patron registered	Active Patrons
SC	2585	99956	74591	74591	92702	601	5980
CRLS	5241	139770	103155	97060	134177	626	6728
SC Percent of totals	33%	42%	42%	43%	41%	49%	47%
	Total Renewals	In Person Renewals	Remote Renewals	Website Renewals	Mobile App Renewals	PAC Renewals	Phone Renewals
SC	25365	4841	20524	9693	8589	680	1562
CRLS	35652	12940	22712	16294	5350	380	988
SC Percent of totals	42%	27%	47%	37%	62%	64%	61%
	Total Holds Placed	In Person Holds Placed	Online Holds Placed	Website Holds Placed	Mobile App Holds Placed	PAC Holds Placed	Holds Filled
SC	29747	1351	28396	17389	9589	1417	26945
CRLS	65042	3223	61819	48639	11349	1830	58944
SC Percent of totals	31%	30%	31%	26%	46%	44%	31%

Collection INFORMATION	items for circ	Value	Items lost***	Value
SC	51318	\$ 1,239,168	1519	\$ 31,231
CHINOOK	145216	\$ 2,705,408.23	1019	\$ 19,353.76
Sub-total	196534	\$ 3,944,576.23	2538	\$ 50,584.68
SC Percent of totals	26%	31%	60%	62%
CRL% of 2025 totals	74%	69%	40%	38%

*** items lost – First inventory ever is in progress at Swift Current and in the rural branches, so we should have more information at this time next year as to the true statistics for this area.

You are up 1% as you now have **42%** of the overall circulation and **49%** of the active patrons(up 3%). Your citizens love doing things online (using the mobile app, renewing materials, placing holds and renewing books by phone. From Oct 1 , 2024 to Sept 30, 2025, the Chinook Regional Library system borrowed 125,387 e-books through Libby/Overdrive. The Rural branches “read” 64, 778 books. Swift Current patrons “read” 60,609. HQ used \$45,000 of its Provincial materials budget for Libby/Overdrive and we have been told to budget \$53,000 to cover our expenses for next year.

The provincial grant for materials has decreased from over \$71,000 since the mid-2010’s . Unfortunately, the cost of e-books has skyrocketed.

Good news - your contribution to the purchase of new materials will this year \$3.53 per person (average book cost \$25-00 to \$35.00 per person and many paperbacks are coming in at the same prices). This is on track for most of the smaller municipalities (eg: Moose Jaw is app. \$3.84 pp). The rural branches right now are contributing at a rate of \$1.00 per person for materials and yes, this needs to be addressed as does the age of the Swift Current Collection. You are at owning 26% of the total materials in the region(up 2%) but a lot of it is older (average publication age: 12.63 years. Median Age – 8.25 years). It represents 31% of the total collection value. Your book budget is up \$15,000 from 2025 to \$60,000 and it represents 38% (\$60,000) of the overall materials expenditures in the 2026 budget. The additional funding for the materials came increase came from the savings that were found when we switched Health Care Providers.

What is the value of Direct Services that we are getting from CRLS? \$216,335.20

1. SILS - FYI

A/ Cost for a library system to join - \$50K up front (Lloydminster just paid for it)

B/ plus cost of conversion /splitting it away from CRLS of its database (app another \$10K)

Let’s look at Lloydminster – formerly part of Lakeland and now a stand-alone library in SILS – pop app. 12,000. Their fees for 2026 are, as follows:

2025	Service Fee	Membership fee	pst	total fees
Lloydminster	\$ 47,436.00	\$ 6,221.00	\$ 3,219.00	\$ 56,877.00

Through CRLS the SILS costs areas follows:

Total SILS Charge 2026	\$61,263.75
Membership Fee	\$10,431.14
SC Fee is app 45%	\$ 4,694.01
RB Fee is app 55%	\$ 5,737.13
Sils Maintenance fees	\$50,832.61
HQ Covers 34%	\$17,283.09
Usage is app 50-50	
SC = 33%	\$16,774.76
RB = 33 %	\$16,774.76

HQ is covering the administrative costs of SILS (\$17,273) like book purchasing, the catalogue and data entry. Swift Current and the rural branches are covering the PSAAB direct service costs and you got a bargain in the

Membership fee area – It is not pro-rated as it does cost more per person if your population goes over 5,000 and make you a “City”.

2. Administrative Supports

Share of Staff salaries \$ \$129,568.30

1. Courier –	25%
2. Shipping and Receiving (based on holds) 20% shipping, 10% receiving new materials)	30%
3. Acquisitions – 35% for materials+50% for Overdrive(35% of the time) or	60%
4. Blocks/Processing –	35%
5. Accountant –	30%
6. Office Manager/IT	20%
7. Rural branch supervisor (helping with FN and other programming)	10%
8. Director – advisor	10%

Note: 2026 projected staff salaries: \$528,063

- We are asking for help with costs of running the courier Vans. The old Transat van will be used daily for in-town deliveries between SCPL, HQ and government services. It is also used to all staff to go out and train in the rural branches which is why we have split its costs between the 3 cost centres. We have decided that it is more cost effective to rent a car for our-of-town trips. The cost of rentals for out-of-town trips (conferences, retreats etc) has been estimated at \$6,000 and will include your Branch Librarians shared travel costs. The cost of running the 2 vans is estimated at \$31,088 and an additional \$12,000 is being set aside for the purchase of a new van in 5-6 years. with HQ carrying 61% (\$13,380+salary) and the rural branches covering 31% (\$30,000) and Swift Current 6% (\$5,708).
- Chinook also purchases supplies in bulk and we will charge them back to each branch at what we paid. This can mean up to \$1.20 in savings for each roll of thermal paper used to print out what the patron took out of the library and when it is due back in. Swift Current uses approximately 1 case every month.
- Material spending by the Rural Branches and HQ projected for 2026: \$98,873 – maybe more after the restructuring dust has settled down.

New to your budget this year:

Personnel

- Redistribution of Staff:** 3 Library Assistant (LA) 3’s (Circ, Technical Services, Programming) replacing the former Assistant Head Librarian, plus 1 Additional LA-1 for 19 hours. From a new position perspective, it means 20 hours more for the Programming LA-3 than Mary Scott originally had plus the LA1.
- Empire Life** has been brought on as the new Health and Dental coverage insurer. It is roughly ½ the cost per person as Sun Life. Note: We have set the minimum hours per week to qualify at 20 hours.
- Personal Day**– 1 day a in year to all staff who previously did not qualify (all part-time (less than 30 hours per week at Swift Current). HQ and Swift Current Full-time staff have been grandfathered in at 4 days in a year. The personal Day Calendar resets on the 2nd of January each year.
- Sick leave** adjusted so that rural branch and Swift Current Part time employees get up to 9 days per year , pro-rated. Your part time staff had no coverage while all Swift Current-dwelling full time Employees hired before September 1, 2025, had 15 days per year and were grandfathered in that the 15 days per year rate.
- We are building a **Swift Current Sick Leave Reserve** for sick leave so that “**The Swift Current Branch Sick Leave Reserve** Shall be fund at a rate of \$500 per PERMANENT employee per year. On December 31st of each year, a deduction shall be made from accumulated sick leave of all days absent for sick leave. All remaining monies shall go into the Swift Current Branch Sick Leave Reserve Fund.

The Reserve Fund will be capped at the equivalent of 5.769% of the previous Years Salary or \$25,000 – whichever is greater.

- 6. \$1.00 per hour premium shift pay for working Sundays.

Other

- 7. \$1,000 Staff conference and travel (up \$100.00)
- 8. \$600 in marketing funds (social media management tools- up \$150.)
- 9. \$2,500 supplies budget
- 10. \$5,000 to Swift Current branch programming (up \$1,500)
- 11. Books and other materials - \$60,000 – up from \$35,000 (comes from savings on Health Benefits found through our new provider).

How Could we afford to do it this year?

- a) We now have a pay grid for all employees, and they are being moved onto the grids (or red circled until they get back in line.

Proposed Pay Grid 2026					
	step 1	step 2	step 3	step 4	step 5
SC					
Casual*	\$ 16.50		\$ 17.00		\$ 17.50
Library Assistant 1	\$ 17.00		\$ 17.75		\$ 18.75
Library Assistant 2	\$ 18.00	\$ 18.50	\$ 19.00	\$ 19.50	\$ 20.00
Library Assistant 3	\$ 20.00	\$ 21.50	\$ 22.00	\$ 22.50	\$ 23.00
Asst head Librarian	\$ 22.00	\$ 22.75	\$ 23.50	\$ 24.25	\$ 25.00
Local Branch	step 1	step 2	step 3	step 4	step 5
Casual*	\$ 16.50		\$ 17.00		\$ 17.50
2027 RB Lib 2	\$ 19.50		\$ 20.50		\$ 21.50
2026 RB Lib 1	\$ 17.75		\$ 18.50		\$ 19.25
Rural Lib Assts	\$ 17.00		\$ 17.75		\$ 18.75
HQ					
Sr Acquis - LA3	\$ 20.00	\$ 21.50	\$ 22.00	\$ 22.50	\$ 23.00
Block/Processing LA2	\$ 18.00	\$ 18.50	\$ 19.00	\$ 19.50	\$ 20.00
Shipping/Receiving L	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	\$ 19.00
Courier - LA1	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	\$ 19.00
Caretaker - LA-1	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	\$ 19.00

2. Salary \$\$\$ saved over last years calculations so that we can afford the above

- a) Sun Life vs. Empire Life - App. \$24,000
- b) Elimination of Covid extra opening hours – Olivia estimates \$13,000
- c) Elimination of 4 former cross-over jobs in March 2025. The jobs were off the pay grid and the replacement with 1 LA-2, step 2, position at 30 hour per week. Estimated savings \$10,000 but won't really know until next years audit as things are so entangled.

How did we get in this state? It's a long story and it is still unfolding but we really do need every penny of your "levy" to efficiently operate the Swift Current Branch.

**Why do we have to spend so much money to run the region?
It wasn't this bad in 2009, was it?**

No, you are right but there have been 3 major changes to the Regional Library scene since 2009 and a minimal change to the Provincial and no change to the Formula to help address the problems. We all have to pay for the same 3 new services, just some of us more than others as it depends on usage. ***New cost areas have increased our costs by \$202,000 while the Provincial grant over 17 years has increased by \$74,389 (12% overall) or 0.65% per year. Last years increase for Chinook was \$900.00 and was due to reduced hours in another region, not to a grant pool increase.***

The main areas of change and of universal benefit are:

1. **SILS** – Prior to 2009 Chinook had 7 libraries piggybacked on the DYNIX server out of the Provincial office and they effectively got the services for free. So, in 15 years you have gone from \$0 to **\$61K** for a great service heavily used by your patrons.
2. **The local courier** to pick up and to move materials around the region. Back in the days postage was cheap, and when a small car could take the rural branch supervisor and maybe some block books to a branch, life was good. Now - **\$102 K**...see above
3. **Overdrive/Libby: E-books and e-magazines.** This was introduced in Dec 2009 and we have gone from a circ of just over 40K to 2.7 million. By August 8th of 2025, we have already checked out 2,000,000 e-books across the Province. Chinook last year alone circulated 125,387. It should be noted that this means that anyone can get a book (assuming its not out to someone else) 24-7 and regardless of what farm or in which town City or RM that they live in. The library collection is now available from anywhere in region. Our share of the e-book cost is anticipated to be **\$53K** in 2026 but e-book costs have skyrocketed. It is cheaper to by a personal copy than to by an audio book which are now costing as much as \$200 per book for 24 reads before we have to repurchase the title. We are working on trying to reign in the vendor's and get prices back to a more manageable level.

The Nitty Gritty of it all

2024 (2025 not released yet)

2009-2010 Provincial Grant	
Total Chinook Grant	\$ 624,121
Required HQ Expenditure	\$ 463,655
Must match materials grant of	\$ 67,000
Resource Sharing	\$ 48,000
Percentage of Total	11%
Actual Grant Total	\$ 624,121

Provincial Grant	
Total Chinook Grant	\$698,510
Required HQ Expenditure:	\$523,329
Must match Materials grant of	\$ 67,568.46
Resource Sharing (needed for courier)	\$ 48,920.00
Percentage of Total	11%
Actual Grant Total	\$ 698,510.00

What can be done?

Every City, town, village and RM needs to advocate for a change in the funding formula and advocate for a more realistic budget. Talk to me but be warned, I am apt to rant 😊

Commonly Asked Questions

Running a van vs Using a delivery Company

In the Last year of courier service, I understand that we paid over \$104,331 to do it through a company. There prices have gone up for much the same reasons as ours have gone up This year, overall, my best guess is

Vehicle - Courier Vans (Dodge Ram and Transit)	
Van Plates and Insu	\$ 2,380
Van Maintenance	\$ 6,000
van tires	\$ 4,000
Van Fuel	\$ 18,700
replacement fund	\$ 12,000
Courier driver	\$ 48,000
rentals	\$ 6,000
	\$ 97,080

The main variable is the price of gas and that would impact our costs with another courier company as well. We are at least \$6,000 (not adjusted as their costs unknown) ahead by not hiring out for services.

The key is to annually put funds into a reserve dedicated for the van replacement. One issue with the purchase of a van over time is that, according to PSAAB (Public Sector Audit and Accounting Board), we can only expense it in the first year. Additional yearly payments cannot come from provincial funds...yeah, they don't live in the real world!

Jan Smith, Consultant & Co-director
MLIS with 25 years as Palliser Director

Of Legislative Note:

PART V Regional Library System REGIONAL LIBRARIES

29 2) Where the council of a municipality mentioned in subsection (1) contributes more than the percentage prescribed in the regulations of the annual grants made by all municipalities to a regional library board, the regional library board shall not require any increase in the amount of the grant unless the council of that municipality agrees.

FYI – I have been informed by the Provincial Librarian that the magic number is 25% to the total budget which is set for \$1,878,460. The Swift Current share, with the new levy as proposed, would be \$486,250 or 25.89%

Swift Current Public Library - 2026				
Revenue		Last yr	This yr	Sub-Totals
SK Public Libraries Grant				\$ -
Open Hours Portion				
	Sub-Total	\$ -	\$ -	
Levies				\$ 485,750
City Levy		\$ 424,445.00	\$ 485,750	
	Sub-Total	\$ 424,445	\$ 485,750	
Employment Grants				\$ 2,000
Summer Student		\$ 2,000	\$ 2,000	
donations		\$ 500	\$ 500	\$ 500
Friends of the Library Grant		\$ -	\$ -	
Total Revenue		\$ 426,945	\$ 488,250	\$ 488,250
Expenses		Last yr	This yr	
Salaries				\$ 390,324
Salaries		\$ 352,000	\$ 386,824	
summer student			\$ 3,500	
Meeting and Development Costs				\$ -
CIRA Cyber Security Training			\$ -	\$ 1,500
Training Fund		\$ 500	\$ 500	
staff conferences & travel		\$ 900	\$ 1,000	
SILS Costs				
Share of SILS Membership		\$ -	\$ 4,694	\$ 21,469
Share of SILS Maintenance			\$ 16,775	
Materials				\$ 60,000
share of overdrive			\$ 13,195	
Materials		\$ 35,000	\$ 46,805	
programming		\$ 3,500	\$ 5,000	\$ 5,000
Marketing				\$ 600
Promotional Materials		\$ 300	\$ 300	
Facebook Promotion		\$ 150	\$ 150	
Buffer (Social Media mgt)		\$ -	\$ 150	
Vehicle - Van				
Fuel Contribution			\$ 708	\$ 2,708
vehicle replacement			\$ 2,000	
Vehicle -Rental Vehicles				\$ 3,000
rental Fuel		\$ 1,500	\$ 2,000	
Rental		\$ 725	\$ 1,000	
Service contracts				\$ 650
HostPapa Inc		\$ 636	\$ 650	
donations		\$ 500	\$ 500	\$ 500
Supplies			\$ 2,500	\$ 2,500
Total Expenses		\$ 398,386	\$ 488,850	\$ 488,250
	BALANCE			\$ (0)

Chinook Regional Library 2026 - Final Budget			HQ Combined Operational						
Revenue		Previous YR Budget ???	Proposed Current YR	Governance	Admin	Services to Branches	Swift Current	Rural Branches	
Provincial Grant - HQ		\$ 700,002	\$ 700,902	\$ 23,630	\$ 222,040	\$ 455,232		\$ -	
Levies	Regular	\$ 689,343	\$ 695,828	\$ -	\$ -	\$ -	\$ -	\$ 695,828	
	Special	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Swift Current	\$ 485,750	\$ 485,750	\$ -	\$ -	\$ -	\$ 485,750	\$ -	
donations		\$ 500	\$ 5,000	\$ -	\$ -	\$ -	\$ 500	\$ 2,000	
Employment Grant		\$ -	\$ 6,000	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	
Rental Income			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expense Recovery		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest on Reserves		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Card Replacement Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Lost/Damaged/Processing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenue		\$ 1,902,595	\$ 1,888,980	\$ 23,630	\$ 222,040	\$ 457,232	\$ 488,250	\$ 697,828	
Expenses		Previous YR Budget ???	Proposed Current YR	Governance	Admin	Services to Branches	Swift Current	Rural Branches	
Audit/Legal Fees		\$ 12,000	\$ 15,310	\$ 15,310	\$ -	\$ -	\$ -	\$ -	
Salaries	HQ	\$ 528,063	\$ 528,063	\$ -	\$ 170,868	\$ 357,195	\$ -	\$ -	
	Swift Current	\$ 424,445	\$ 386,824	\$ -	\$ -	\$ -	\$ 386,824	\$ -	
	Branches	\$ 375,879	\$ 553,806	\$ -	\$ -	\$ -	\$ -	\$ 553,806	
	Employment Grant	\$ 2,000	\$ 6,000	\$ -	\$ -	\$ 2,500	\$ 3,500	\$ -	
Meetings & Development		\$ 16,490	\$ 15,459	\$ 6,820	\$ 1,639	\$ -	\$ 1,500	\$ 5,500	
emergency staff meals			\$ 1,000			\$ 1,000	\$ -	\$ -	
Building + utilities		\$ 23,295	\$ 27,705	\$ -	\$ 27,705	\$ -	\$ -	\$ -	
Bldg insurance		\$ 6,694	\$ 7,363	\$ -	\$ 7,363	\$ -	\$ -	\$ -	
Equipment		\$ 2,800	\$ 5,300	\$ -	\$ 3,900	\$ 1,400	\$ -	\$ -	
Evergreen.PAC to Reserves		\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000	
First Nations		\$ 11,137	\$ 3,137	\$ -	\$ -	\$ 3,137	\$ -	\$ -	
Materials		\$ 154,151	\$ 159,623	\$ -	\$ -	\$ 46,123	\$ 60,000	\$ 53,500	
Marketing		\$ -	\$ 1,200	\$ -	\$ 600	\$ -	\$ 600	\$ -	
Postage]		\$ 600	\$ 1,133	\$ -	\$ -	\$ 1,133	\$ -	\$ -	
Service Contracts & Payroll		\$ 42,019	\$ 12,401	\$ -	\$ 5,010	\$ 3,231	\$ 650	\$ 3,510	
SILS Maintenance		\$ 61,601	\$ 61,264	\$ -	\$ -	\$ 17,283	\$ 21,469	\$ 22,512	
Programming. BotY, Staff		\$ 4,563	\$ 14,500	\$ 1,500	\$ -	\$ -	\$ 5,000	\$ 8,000	
Supplies		\$ 23,950	\$ 22,350	\$ -	\$ -	\$ 10,850	\$ 2,500	\$ 9,000	
Donation reallocation		\$ 1,700	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -	
Telecommunications		\$ 2,450	\$ 4,955	\$ -	\$ 4,955	\$ -	\$ -	\$ -	
Vehicle (Van and Flex)		\$ 37,970	\$ 49,088	\$ -	\$ -	\$ 13,380	\$ 5,708	\$ 30,000	
Rental Income to Reserves		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest to Reserves		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenses		\$ 1,768,807	\$ 1,888,981	\$ 23,630	\$ 222,040	\$ 457,233	\$ 488,250	\$ 697,828	
BALANCE			\$ (1)	\$ -	\$ -	\$ (0)	\$ (0)	\$ 0	
Director position 91,500									



2026 Budget Commentary

Rural Branch Library Analysis and Commentary

Proposed 2026 Chinook Regional Library Budget

Chinook Regional Library 2026 - Final Budget			HQ Combined Operational					
Revenue		Previous YR Budget ???	Proposed Current YR	Governance	Admin	Services to Branches	Swift Current	Rural Branches
Provincial Grant - HQ		\$ 700,002	\$ 700,902	\$ 23,630	\$ 222,040	\$ 455,232		\$ -
Levies	Regular	\$ 689,343	\$ 695,828	\$ -	\$ -	\$ -	\$ -	\$ 695,828
	Special	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Swift Current	\$ 485,750	\$ 485,750	\$ -	\$ -	\$ -	\$ 485,750	\$ -
donations		\$ 500	\$ 5,000	\$ -	\$ -	\$ -	\$ 500	\$ 2,000
Employment Grant		\$ -	\$ 6,000	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -
Rental Income			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Recovery		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Reserves		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Card Replacement Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lost/Damaged/Processing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue		\$ 1,902,595	\$ 1,888,980	\$ 23,630	\$ 222,040	\$ 457,232	\$ 488,250	\$ 697,828
Expenses		Previous YR Budget ???	Proposed Current YR	Governance	Admin	Services to Branches	Swift Current	Rural Branches
Audit/Legal Fees		\$ 12,000	\$ 15,310	\$ 15,310	\$ -	\$ -	\$ -	\$ -
Salaries	HQ	\$ 528,063	\$ 528,063	\$ -	\$ 170,868	\$ 357,195	\$ -	\$ -
	Swift Current	\$ 424,445	\$ 386,824	\$ -	\$ -	\$ -	\$ 386,824	\$ -
	Branches	\$ 375,879	\$ 553,806	\$ -	\$ -	\$ -	\$ -	\$ 553,806
	Employment Grant	\$ 2,000	\$ 6,000	\$ -	\$ -	\$ 2,500	\$ 3,500	\$ -
Meetings & Development		\$ 16,490	\$ 15,459	\$ 6,820	\$ 1,639	\$ -	\$ 1,500	\$ 5,500
emergency staff meals			\$ 1,000			\$ 1,000	\$ -	\$ -
Building + utilities		\$ 23,295	\$ 27,705	\$ -	\$ 27,705	\$ -	\$ -	\$ -
Bldg insurance		\$ 6,694	\$ 7,363	\$ -	\$ 7,363	\$ -	\$ -	\$ -
Equipment		\$ 2,800	\$ 5,300	\$ -	\$ 3,900	\$ 1,400	\$ -	\$ -
Evergreen.PAC to Reserves		\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
First Nations		\$ 11,137	\$ 3,137	\$ -	\$ -	\$ 3,137	\$ -	\$ -
Materials		\$ 154,151	\$ 159,623	\$ -	\$ -	\$ 46,123	\$ 60,000	\$ 53,500
Marketing		\$ -	\$ 1,200	\$ -	\$ 600	\$ -	\$ 600	\$ -
Postage		\$ 600	\$ 1,133	\$ -	\$ -	\$ 1,133	\$ -	\$ -
Service Contracts & Payroll		\$ 42,019	\$ 12,401	\$ -	\$ 5,010	\$ 3,231	\$ 650	\$ 3,510
SILS Maintenance		\$ 61,601	\$ 61,264	\$ -	\$ -	\$ 17,283	\$ 21,469	\$ 22,512
Programming. BotY, Staff		\$ 4,563	\$ 14,500	\$ 1,500	\$ -	\$ -	\$ 5,000	\$ 8,000
Supplies		\$ 23,950	\$ 22,350	\$ -	\$ -	\$ 10,850	\$ 2,500	\$ 9,000
Donation reallocation		\$ 1,700	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -
Telecommunications		\$ 2,450	\$ 4,955	\$ -	\$ 4,955	\$ -	\$ -	\$ -
Vehicle (Van and Flex)		\$ 37,970	\$ 49,088	\$ -	\$ -	\$ 13,380	\$ 5,708	\$ 30,000
Rental Income to Reserves		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest to Reserves		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses		\$ 1,768,807	\$ 1,888,981	\$ 23,630	\$ 222,040	\$ 457,233	\$ 488,250	\$ 697,828
BALANCE			\$ (0)	\$ -	\$ -	\$ (0)	\$ (0)	\$ 0

Local Branches - 2026			
Revenue	Last yr	This yr	Sub-Total
SK Public Libraries Grant			\$ -
Materials Portion	\$ -		
Open Hours Portion			
Sub-Total	\$ -	\$ -	
Levies			\$ 695,828
Allocated Levies (open hours)	\$ 335,096	\$ 378,455	
Unallocated Levies (salaries)	\$ 298,180	\$ 315,374	
Sub-Total		\$ 693,828	
Dorothy Saunderson BotY award		\$ 2,000	\$ 2,000
Special Levies			
Sub-Total	\$ 633,277	\$ 695,828	
Donations	\$ -	\$ -	\$ -
Total Revenues	\$ 633,277	\$ 695,828	\$ 697,828
Expenses	Last yr	This yr	Sub-Total
Salaries			\$ 553,806
Rural Branch Salaries	\$ 520,000	\$ 553,806	
Additional Open Hours			
Meeting and Development			\$ 5,500
preofessional development		\$ 500	
Workshops	\$ 3,380	\$ 5,000	
CIRA Cyber Security Training		\$ -	
Sub-Total	\$ 3,380	\$ 5,500	
Materials			\$ 53,500
local book grant	\$ 68,151	\$ 9,000	
share of overdrive		\$ 10,000	
Floating Collection		\$ 34,500	
Sub-Total	\$ 68,151	\$ 53,500	
Supplies			\$ 9,000
supplies (cartidges etc)		\$ 9,000.00	
Van			\$ 27,000.00
replacement fund	\$ 1,459	\$ 10,000	
Van Maintenance	\$ 9,500	\$ 6,000	
van tires	\$ 4,000	\$ 2,000	
share of gas		\$ 9,000	
Vehicle -rental			\$ 3,000
Vehicle rental	\$ -	\$ 1,500	
Flex Maintenance	\$ 10,100	\$ -	
Fuel	\$ 1,500	\$ 1,500	
Sub-Total	\$ 11,600	\$ 3,000	
SILS -			
SILS - operating costs			\$ 22,512
SILS - operating costs**		\$ 16,774.76	
Share of SILS Membership fee	\$ -	\$ 5,737	
Evergreen and PAC replacements	\$ -	\$ -	\$ 12,000
SILS Evergreen		\$ 9,000	
Pac replacement		\$ 3,000.00	
Service contracts			\$ 3,510.00
deep freeze 50% for 2026		\$ 3,510	
Access liscences		\$ -	
Zoom licenses	\$ -	\$ -	
Programming	\$ 3,013	\$ 6,000	\$ 6,000
Estate branch of the Year award	\$ -	\$ 2,000	\$ 2,000
Total Expenses			\$ 697,828

Proposed Open Hours Formula

We need a stable, logical system of awarding Open hours that recognizes local funding, local needs and local usage. We currently have the opportunity and incentive to address this imbalance. Several of the towns being shorted have noticed and asked that we address the issue. I have attached the PowerPoint to all towns, villages, RMs and library boards.

Open Hours Allocation formula going to the Regional Board is:

Branch hours Available =

(local levies collected from town/Village A+ Rm #1 + 80% of RM #4) + (share of unallocated levy)

÷ (branch cost per hour)

Formula Notes:

- *Who's local levies go to what branch* is based on a SILS report showing RM/Village borrowing habits for the branch and, where it warrants, their levy is allocated to the local levies. We do have some cases where the levy is shared between branches.
- *Share of unallocated* (communities not assigned to a branch): we are giving 2 hours per week from this funding source to the branches losing hours.)
- *Branch cost per hour* is the exact staff cost per hour for that branch
- Minimum hours per branch in 2026 – 6 hours per week.

Comparison of 2025 hours to 2026 under the revised Open Hours Formula

Branch	Pop	2025 hrs	total hours for 2026	Diff
Abbey	176	13	6.00	-7.00
Burstall	344	13	8.00	-5.00
Cabri	830	13	15.00	2.00
Central Butte	684	15.5	14.0	-1.50
Chaplin	349	13	7.50	-5.50
Climax	176	10	6.50	-3.50
Consul	393	9	7.00	-2.00
Eastend	959	13	14.50	1.50
Fox Valley	603	8.5	8.50	0.00
Frontier	711	10	10.50	0.50
Glentworth	295	13	10.00	-3.00
Gravelbourg	1,489	15.5	22.00	6.50
Gull Lake	1,549	27.5	28.00	0.50
Hazlet	90	9.50	6.00	-3.50
Herbert	1,748	19	24.00	5.00
Hodgeville	503	15	9.00	-6.00
Kincaid	505	11.5	9.00	-2.50
Lafleche	429	13.5	13.50	0.00
Leader	1,299	28.5	25.00	-3.50
Mankota	487	12.00	9.00	-3.00
Maple Creek	3,343	30	51.00	21.00
Morse	493	11.00	9.50	-1.50
Pennant	382	9.00	7.50	-1.50

Comparison of 2025 hours to 2026 under the revised Open Hours Formula

Branch	Pop	2025 hrs	total hours for 2026	Diff
Ponteix	633	16	12.00	-4.00
Sceptre	244	3.00	6.00	3.00
Shaunavon	2,575	30.00	44.50	14.50
Stewart Valley	541	8	14.00	6.00
Tompkins	276	14.00	6.00	-8.00
Val Marie	609	13.00	12.50	-0.50
Vanguard	801	9	12.00	3.00
totals	23,276	426	427.75	1.75

Net Loss/gain in Open Hours: +1.75

The Rurals and their Relationship in the Chinook Regional Library System

1. You are the major player as you do have 65% of the population and 2/3 of the votes on the Executive Committee.
2. Your support is greatly appreciated and is, in 2025, greatly needed. We are still working out the details the impact of previous director’s budgeting shortfalls and inadequate Provincial financing The 2025 Audit with all its amendments turn out better than I had expected and we have engaged MNP of Swift Current to do the Chinook Audit for the next 3 years

So, how did the 29 Rural branches fare:

CRLS Rural Library Branch Stats for Oct 1 2024-Sept 30 2025							
	Unique Borrowers	Total Circulation	Total Checkouts	Regular Checkouts	Check-ins	New patron registred	Active Patrons
SC	2585	99956	74591	74591	92702	601	5980
CRLS	5241	139770	103155	97060	134177	626	6728
sub-total	7826	239726	177746	171651	226879	1227	12708
CRL% of 2025 totals	67%	58%	58%	57%	59%	51%	53%

CRLS Rural Library Branch Stats for Oct 1 2024-Sept 30 2025

	Total Renewals	In Person Renewals	Remote Renewals	Website Renewals	Mobile App Renewals	PAC Renewals	Phone Renewals
SC	25365	4841	20524	9693	8589	680	1562
CRLS	35652	12940	22712	16294	5350	380	988
sub-total	61017	17781	43236	25987	13939	1060	2550
CRL% of 2025 totals	58%	73%	53%	63%	38%	36%	39%

	Total Holds Placed	In Person Holds Placed	Online Holds Placed	Website Holds Placed	Mobile App Holds Placed	PAC Holds Placed	Holds Filled
SC	29747	1351	28396	17389	9589	1417	26945
CRLS	65042	3223	61819	48639	11349	1830	58944
sub-total	94789	4574	90215	66028	20938	3247	85889
CRL% of 2025 totals	69%	70%	69%	74%	54%	56%	69%

You have 58% of the overall circulation and 53% of the active patrons (both down 1% from 2024). Your citizens love doing things online (using the mobile app, renewing materials, placing holds and renewing books by phone. From Oct 1, 2024 to Sept 30, 2025, the Chinook Regional Library system borrowed 125,387 e-books through Libby/Overdrive. The Rural branches “read” 64,778 books. Swift Current patrons “read” 60,609. See the last page for full statistics. HQ used \$45,000 of its Provincial materials budget for Libby/Overdrive and we have been told to budget \$53,000 to cover our expenses for next year. Unfortunately, books are cheaper for the general public than for libraries. It can cost as much as \$200 for an audiobook by a top author .

Our Collections:

Collection INFORMATION	items for circ	Value	Items lost***	Value
SC	51318	\$ 1,239,168	1519	\$ 31,231
CHINOOK	145216	\$ 2,705,408.23	1019	\$ 19,353.76
Sub-total	196534	\$ 3,944,576.23	2538	\$ 50,584.68
CRL% of 2025 totals	74%	69%	40%	38%

Good news -- Swift Current contribution to the purchase of new materials in 2025 will equal \$3.53 per person in 2026. The average cost per book is \$25-35 per hard-covered book with many paperbacks costly about the same. The rural book budget will be \$30,873 or app. \$1.00 per person and this is an issue that needs to be addressed in the future. We need more equity in expenditures here.

What is the value of Direct Services that we are getting from CRLS? - \$399,119

1. SILS

A/ Cost for a library system to join - \$50K up front (Lloydminster just paid for it)

B/ plus cost of conversion /splitting it away from CRLS of its database (app another \$10K)

Let’s look at Lloydminster – formerly part of Lakeland and now a stand-alone library in SILS – pop app. 12,000. Their fees for 2025 are, as follows:

2025	Service Fee	Membership fee	pst	total fees
Lloydminster	\$ 47,436.00	\$ 6,221.00	\$ 3,219.00	\$ 56,877.00

Through CRLS the SILS costs areas follows:

Total SILS Charge 2026	\$61,263.75
Membership Fee	\$10,431.14
SC Fee is app 45%	\$ 4,694.01
RB Fee is app 55%	\$ 5,737.13
Sils Maintenance fees	\$50,832.61
HQ Covers 34%	\$17,283.09
Usage is app 50-50	
SC = 33%	\$16,774.76
RB = 33 %	\$16,774.76

HQ is covering the administrative costs of SILS (\$17,283.09) like book purchasing, the catalogue and data entry. Swift Current and the rural branches are covering the public service costs.

Administrative Supports

Share of Staff salaries

\$303,737.98

1. Courier –	60%
2. Shipping and Receiving (based on holds) 20% shipping, 10% receiving new materials)	70%
3. Acquisitions – 35% for materials+50% for Overdrive(35% of the time) or	60%
4. Blocks/Processing –	100%
5. Accountant –	40%
6. Business manager /IT Tech Support	60%
7. Rural branch supervisor (helping with FN and other programming)	90%
8. Director – advisor	20%
Note: 2026 projected staff salaries: \$528,063	

- We are asking for help with costs of running the courier vans. The old Transat van will be used daily for in-town deliveries between SCPL, HQ and government services. It is also used to all staff to go out and train in the rural branches which is why we have split its costs between the 3 cost centres. We have decided that it is more cost effective to rent a car for our-of-town trips. The cost of rentals for out-of-town trips (conferences, retreats etc) has been estimated at \$6,000 and will include your Branch Librarians shared travel costs. The cost of running the 2 vans is estimated at \$31,088 and an additional \$12,000 is being set aside for the purchase of a new van in 5-6 years. with HQ carrying 61% (\$13,380+salary) and the rural branches covering 31% (\$30,000) and Swift Current 6% (\$5,708).
- Chinook also purchases supplies in bulk and we will charge them back to each branch at what we paid. This can mean up to \$1.20 in savings for each roll of thermal paper used to print out what the patron took out of the library and when it is due back in. Each Branch is getting \$300 from Hq to pay for supplies up to that dollar equivalent.
- Material spending by the Rural Branches and HQ: \$98,873
- Dorothy Sanderson Estate – It was determined that we owed Vanguard app. \$7150 from the estate, and it was paid out in 2025. In accordance with the will we are establishing for 3 years , a \$2000 reward for outstanding branch service and at the end of the 3 years, all funds will have been expended. The “balance” was spent covering overrun on 2024-25 kits and other 2021 literacy items.

New to your budget this year:

Personnel

1. **Empire Life** has been brought on as the new Health and Dental coverage insurer. It is roughly ½ the cost per person as Sun Life. There are 6 rural branch librarians currently grandfathered in to the plan. Note: We have set the minimum hours per week to qualify at 20 hours. That means 2 more will be eligible to join the plan in the new year
2. **Personal Day**– 1 day a in year to all staff who previously did not qualify (all part-time (less than 30 hours per week at Swift Current). HQ and Swift Current Full-time staff in Swift Current have been grandfathered in at 4 days in a year. The personal Day Calendar resets on the 2nd of January each year.
3. **Sick leave** adjusted so that rural branch and Swift Current Part time employees get up to 9 days per year , pro-rated. Previous rural branch staff got \$250 per year – non-accumulative. Part time staff in Swift Current previously had no coverage while all Swift Current-dwelling full time Employees hired before September 1, 2025, had 15 days per year and were grandfathered in that the 15 days per year rate.
4. We are building a **Rural Branch Sick Leave Reserve** for sick leave so that “The **Rural Branch Sick Leave Reserve** Shall be fund at a rate of \$500 per employee per year. On December 31st of each year, a deduction shall be made from accumulated sick leave of all days absent for sick leave. All remaining monies shall go into the Headquarters Branch Sick Leave Reserve Fund. The Reserve Fund will be capped at the equivalent to 3 times the previous years average salary (times) 5.769% of the previous Years Salary or \$30,000 – whichever is greater.
5. We now have a pay grid for all employees (see next page) , and they are being moved onto the grids (or red circled until they get back in line. Rural Branch Librarians are going up \$0.26 this year, It is my goal to get them on the LA 2 grid. We are creating a position to recognize the branch casual who aren’t so casual (aka they have a defined weekly schedule where they are replacing the branch librarian) and they will be going on the grid as Rural Library Assistant.

Other

6. \$1,000 Staff conference and travel (up \$100.00)
7. \$600 in marketing funds (social media management tools- up \$150.)
8. \$2,500 supplies budget
9. \$5,000 to Swift Current branch programming (up \$1,500)
10. Books and other materials - \$60,000 – up from \$35,000 (comes from savings on Health Benefits found through our new provider).

Proposed Pay Grid 2026					
SC	step 1	step 2	step 3	step 4	step 5
Casual*	\$ 16.50		\$ 17.00		\$ 17.50
Library Assistant 1	\$ 17.00		\$ 17.75		\$ 18.75
Library Assistant 2	\$ 18.00	\$ 18.50	\$ 19.00	\$ 19.50	\$ 20.00
Library Assistant 3	\$ 20.00	\$ 21.50	\$ 22.00	\$ 22.50	\$ 23.00
Asst head Librarian	\$ 22.00	\$ 22.75	\$ 23.50	\$ 24.25	\$ 25.00
Local Branch	step 1	step 2	step 3	step 4	step 5
Casual*	\$ 16.50		\$ 17.00		\$ 17.50
2027 RB Lib 2	\$ 19.50		\$ 20.50		\$ 21.50
2026 RB Lib 1	\$ 17.75		\$ 18.50		\$ 19.25
Rural Lib Assts	\$ 17.00		\$ 17.75		\$ 18.75
HQ					
Sr Acquis - LA3	\$ 20.00	\$ 21.50	\$ 22.00	\$ 22.50	\$ 23.00
Block/Processing LA2	\$ 18.00	\$ 18.50	\$ 19.00	\$ 19.50	\$ 20.00
Shipping/Receiving L	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	\$ 19.00
Courier - LA1	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	\$ 19.00
Caretaker - LA-1	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.50	\$ 19.00

2. **How Could we afford to do it this year?**

Salary \$\$\$ saved over last years calculations so that we can afford the above

- a) Sun Life vs. Empire Life - App. \$12,000
- b) Impact of the new Open Hours Formula (minor – 1,3 hours per week or app \$2,000)

New to your budget this year:

- \$500 staff continuing education fund
- \$5,000 for workshops/travel (up \$1,620)
- Local Book purchase grant - \$300.00 per branch
- \$6,000 branch programming (yes I know its not enough)
- \$2,000 Branch of the Year Award – Dorothy Saunderson Estate (year 1 of 3 years)

Same As Last Year:

- \$300 per staff machine (1 per branch) to go into the staff equipment reserve so we can replace the staff computers in another 5-6 years
- \$100 per public machine to replace/revamp public equipment in 6 years
- \$3,510 – ½ of the cost of – we have a 2 year license for Deep Freeze for staff and public computers
- \$600 in HQ marketing funds (social media management tools)
- \$9,000 supplies budget (same as last year)
- (-\$750) in access licenses – dropped this year as no longer covering local photocopiers (most gone)

How did we get in this state? It's a long story and it is still unfolding but we really do need every penny .

**Why do we have to spend so much money to run the region?
It wasn't this bad in 2009, was it?**

No, you are right but there have been 3 major changes to the Regional Library scene since 2009 and a minimal change to the Provincial and no change to the Formula to help address the problems. We all have to pay for the same 3 new services, just some of us more than others as it depends on usage. **New cost areas have increased our costs by \$202,000 while the Provincial grant over 17 years has increased by \$74,389 (12% overall) or 0.65% per year. Last years increase for Chinook was \$900.00 and was due to reduced hours in another region, not to a grant pool increase.**

The main areas of change and of universal benefit are:

1. **SILS** – Prior to 2009 Chinook had 7 libraries piggybacked on the DYNIX server out of the Provincial office and they effectively got the services for free. So, in 15 years you have gone from \$0 to **\$61K** for a great service heavily used by your patrons.
2. **The local courier** to pick up and to move materials around the region. Back in the days postage was cheap, and when a small car could take the rural branch supervisor and maybe some block books to a branch, life was good. Now - **\$90K**...see above
3. **Overdrive/Libby: E-books and e-magazines.** This was introduced in Dec 2009 and we have gone from a circ of just over 40K to 2.7 million. Chinook last year alone circulated 125,387. It should be noted that this means that anyone can get a book (assuming its not out to someone else) 24-7 and regardless of what farm or in which town City or RM that they live in (see last page for statistics). The library collection is now available from anywhere in region. Our share of the e-book cost is anticipated to be **\$53K** in 2026 but e-book costs have skyrocketed. It is cheaper to by a personal copy than to by an audio book which are now costing as much as \$200 per book for 24 reads before we have to repurchase the title. We are working on trying to reign in the vendor's and get prices back to a more manageable level..

The Nitty Gritty of it all

2024

2009-2010 Provincial Grant	
Total Chinook Grant	\$ 624,121
Required HQ Expenditure	\$ 463,655
Must match materials grant of	\$ 67,000
Resource Sharing	\$ 48,000
Percentage of Total	11%
Actual Grant Total	\$ 624,121

Provincial Grant	
Total Chinook Grant	\$698,510
Required HQ Expenditure:	\$523,329
Must match Materials grant of	\$ 67,568.46
Resource Sharing (needed for courier)	\$ 48,920.00
Percentage of Total	11%
Actual Grant Total	\$ 698,510.00

What can be done? Every City, town, village and RM needs to advocate for a change in the funding formula and advocate for a more realistic budget. Talk to me but be warned, I am apt to rant – Just ask our MLA's 😊

Commonly Asked Questions

Running a van vs Using a delivery Company

In the Last year of courier service, I understand that we paid over \$104,331 to do it through a company. There prices have gone up for much the same reasons as ours have gone up This year, overall, my best guess is

Vehicle - Courier Vans (Dodge Ram and Transit)	
Van Plates and Insu	\$ 2,380
Van Maintenance	\$ 6,000
van tires	\$ 4,000
Van Fuel	\$ 18,700
replacement fund	\$ 12,000
Courier driver	\$ 48,000
rentals	\$ 6,000
	\$ 97,080

The main variable is the price of gas and that would impact our costs with another courier company as well. We are at least \$6,000 (not adjusted as their costs unknown) ahead by not hiring out for services.

The key is to annually put funds into a reserve dedicated for the van replacement. One issue with the purchase of a van over time is that, according to PSAAB (Public Sector Audit and Accounting Board), we can only expense it in the first year. Additional yearly payments cannot come from provincial funds...yeah, they don't live in the real world!

Jan Smith, Consultant & Co-director
MLIS with 25 years as Palliser Director

Of Legislative Note:

PART V Regional Library System REGIONAL LIBRARIES

29 2) Where the council of a municipality mentioned in subsection (1) contributes more than the percentage prescribed in the regulations of the annual grants made by all municipalities to a regional library board, the regional library board shall not require any increase in the amount of the grant unless the council of that municipality agrees.

FYI – I have been informed by the Provincial Librarian that the magic number is 25% to the total budget which is set for \$1,878,460. The Swift Current share, with the new levy as proposed, would be \$486,250 or 25.89%

FYI E-books Usage Oct 1, 2024 to Sept 30 2025

Patron Branch	Circulation
Chinook - Swift Current Branch Library	60,609
Chinook - Other branches	64,778
Total	125,387
Other branch breakdown	
Chinook - Abbey Branch Library	555
Chinook - Burstall Branch Library	832
Chinook - Cabri Branch Library	2,190
Chinook - Central Butte Branch Library	1,813
Chinook - Chaplin Branch Library	1,029
Chinook - Climax Branch Library	1,554
Chinook - Consul Branch Library	1,280
Chinook - Eastend Branch Library	3,626
Chinook - Fox Valley Branch Library	1,034
Chinook - Frontier Branch Library	2,235
Chinook - Glentworth Branch Library	260
Chinook - Gravelbourg Branch Library	2,627
Chinook - Gull Lake Branch Library	5,566
Chinook - Hazlet Branch Library	829
Chinook - Headquarters	466
Chinook - Herbert Branch Library	3,576
Chinook - Hodgeville Branch Library	1,003
Chinook - Kincaid Branch Library	977
Chinook - Lafleche Branch Library	1,476
Chinook - Leader Branch Library	6,462
Chinook - Mankota Branch Library	1,242
Chinook - Maple Creek Branch Library	9,539
Chinook - Morse Branch Library	369
Chinook - Pennant Branch Library	522
Chinook - Ponteix Branch Library	1,899
Chinook - Sceptre Branch Library	343
Chinook - Shaunavon Branch Library	7,090
Chinook - Stewart Valley Branch Library	202
Chinook - Tompkins Branch Library	808
Chinook - Val Marie Branch Library	2,413
Chinook - Vanguard Branch Library	961

Many thanks to Eleanore Crumblehume of SILS for finding a way to dig out these statistics ☺



REQUEST FOR ITEM TO BE DISCUSSED 'EN CAMERA'

Date: October 27, 2025
Subject: Budget Discussions
Regarding: 2026 Budget
Request from: Acting Chief Administrative Officer

Local Authority Freedom of Information and Protection of Privacy Act Justification:

Section 16

Request Justification: **Plans or positions related to pending management, personnel, policy, or budget decisions.**

Melissa Shaw, Acting CAO

MEETING REQUESTED TO BE HELD: immediately following the Council Meeting on October 27th, 2025.

Staff Members to be in Attendance: Chief Administrative Officer, Acting Director of Light & Power, General Manager of Infrastructure & Operations, General Manager of Community Services, General Manager of Cultural & Aquatic Services, City Clerk, Fire Chief, Executive Assistant to the Mayor/CAO and Assistant to the City Clerk.