



City of Moose Jaw

COMMUNICATION #32

TITLE: City Department Quarterly Reports

TO: City Council

FROM: Jim Puffalt, City Manager

DATE: May 2, 2019

PUBLIC: Public Document

IN-CAMERA: Not Applicable to this Report

RECOMMENDATION

THAT the City Department Quarterly Reports for the period January 1, 2019 to March 31, 2019 be received and filed.

TOPIC AND PURPOSE

The purpose of this report is to provide City Council with information respecting activities of the various City Departments for the period January 1, 2019 to March 31, 2019.

BACKGROUND/DISCUSSION

Department reports are forwarded to City Council on a quarterly basis and this is the first quarter reported in the new format with more of an exception reporting basis other than the statistics. Administration would appreciate Council's thoughts on the new format.

PRESENTATION

VERBAL: X AUDIO/VISUAL: NONE:

ATTACHMENTS

- i. Department Quarterly Reports
 - a. City Clerk's Department
 - b. City Manager
 - c. Communications
 - d. Engineering Department
 - e. Fire Department
 - f. Human Resource Services Department
 - g. Information Technology Department
 - h. Parks and Recreation Department
 - i. Planning and Development Services Department

Respectfully Submitted By,

Jim Puffalt

Jim Puffalt, City Manager

/hs

APPROVAL OF REPORT RECEIVED

COMMENTS RECEIVED

Fraser Tolmie

Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____



CITY OF MOOSE JAW
CITY CLERK'S DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Highlights:	Comments:
Consultations with TSAC and SNAC regarding Traffic Bylaw and Ridesharing/Taxi Bylaws.	Considerable legwork was done on fine-tuning the Traffic Bylaw and Ridesharing/Taxi Bylaws. These Bylaws will go to City Council in Quarter 2 for consideration.
Smoking Bylaw Preparation.	Significant research and drafting work were done to prepare the draft Smoking Bylaw. Public consultations have been conducted and the Smoking Bylaw will go to City Council in Quarter 2 for consideration.
Records Organization and Basement Archiving.	Extensive work has continued regarding the records organization and basement archive filing. Over 3,000 digital records have been scanned and filed. The ongoing project should be completed by Quarter 4.
Succession Planning.	Department staff have been actively involved in the Succession Planning Program both as participants and career coaches.

Statistical Information:

Measurable Metrics	Current Quarter Reported	Year Total Reported
Bylaws Executed	3	3
Agreements Executed	21	21
Freedom of Information Requests Received and Completed	4	4
Records Digitally Archived	1,200	1,200

Items of Interest:

- The Clerks Department implemented an electronic Memo Tracker system through Sharepoint. This electronic system will allow the Corporation the ability to track all administrative assigned tasks from Council directives.
- The Clerks Department has started the process of implementing the eScribe Meeting Management Software to process agendas and minutes. The Assistant City Clerk and Council Support Clerk have attended training sessions before full implementation of this software will take place. This was a budget approved item.



CITY OF MOOSE JAW
CITY MANAGER
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Highlights:	Comments:
Succession Planning	Career Coaching is in process. Five employees being mentored.
Council/Administration Strategic Planning Session	Completing action plan for the City of Moose Jaw including branding session facilitated by Mr. Gair Maxwell and the Economic Development plan to be presented to Council in June.
Enterprise Resource Planning Project Payroll System	Project proceeding. Moving to testing phase.
Long-Term Planning	City Council Strategic Planning. Economic Development/Marketing Long Term Action Plan. JD Edwards Review and Resolve of the issue (Enterprise Software) Southeast Industrial Park. Work to clear backlog of outstanding items from Council and the Strategic Directions Planning Committee. Continue to meet bi-weekly with the Economic Development Internal Committee. Attended meetings with potential developers regarding a variety of economic development opportunities.
Leadership/Human Resources	Mr. Derek Blais, Director of Parks and Recreation started in January 2019. Coordinating resources between Parks and Recreation and Yara Centre to create a leisure pass. Requested a City-wide leisure pass. YARA Centre staff were transitioned to the City.
Mosaic Place Yara Centre	Worked as Manager on Duty at Warrior games. Worked on RFP for Third Party Management. Negotiated Prime Tenant Agreements with Moose Jaw Soccer and Sask Selects.



CITY OF MOOSE JAW
CITY MANAGER
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

The City Manager approved the following expenditures between January 1 and March 31, 2019:

1. WW-9 Feeder Main Replacement Scope Change Approval 3 – KMS Construction in the amount of \$51,740.
2. TR6 Bridges and Structures – 2018 1st Ave. SE Bridge – Tendering and Construction Supervision Consultancy Services Change Order No. 1 – Stantec Consulting Ltd. in the amount of \$76,010 plus taxes.

Safety Services Quarterly Activity Report

Incident Statistics

Incident Statistics					
	2019 This Quarter	2019 Year to Date	2018 This Quarter	2018 Year to Date	Comments
Injuries	19	19	33	33	Main reduction in contact with objects
Medical Aid	5	5	6	6	Causes were overexertion, slip and fall and contact with objects
Lost Time	2	2	6	6	Overexertion and a fall were the causes of these lost time incidents.
Days Lost	10	10	65	65	
Motor Vehicle Incidents	11	11	11	11	MVI's remain constant. Majority caused by reversing and inattention. Taking action to remind all staff of backing procedure.
Property Damage	14	14	16	16	Main cause by not following proper procedures
Dangerous Occurrence	1	1	2	2	Utility line contact - improperly marked line by SK Energy
Work Refusal	0	0	2	2	



CITY OF MOOSE JAW COMMUNICATIONS QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Highlights:	Comments:
"Moose Truce" Media Relations	Helped create, manage and promote the City's messaging around the Mac The Moose/Norway "feud" while dealing with dozens of media requests from around the world. Coordinated activities and promotion for Linda Henriksen's Moose Jaw visit.
Bylaw Feedback	Assisted Fire Dept., Clerks and Planning & Development with campaigns to receive feedback on potential changes to Bylaws (Fire Safety, Smoking, Noise)
Parks and Recreation Survey	Assisted Parks & Recreation with a survey based on the "Community Conversation" public event. Survey asked residents their thoughts and desires regarding the future of Parks & Rec facilities and opportunities.

Other Notable Activities this Quarter:

- Continued Project Manager responsibilities with the Manager of Economic Development for City activities related to new branding. Acting as City liaison for Tourism Moose Jaw and MJ & District Chamber of Commerce and their efforts to lead branding of "Canada's Most Notorious City".
- Assisted Mosaic Place with promotion of upcoming Hit After Hit and PBR/Washboard Union concerts/events.
- Assisted HR with promotion and presence at the Sask Polytech Career Fair at Moose Jaw Campus February 6.
- Published the 4th City Employee Newsletter
- Coordinated advertising/promotion of 2019 collection schedule.

Statistical Information:

- Produced four podcast episodes. On Feb. 8 the podcast changed names from "Friendly City Insider" to "Notorious Jawcast".



CITY OF MOOSE JAW
ENGINEERING DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Highlights:	Comments:
Water Main Breaks/Repairs/Excavations	Thirty-six (36) water main breaks in the First Quarter of 2019 compared to twenty-seven (27) in the First Quarter of 2018. The depth of frost this winter due to the prolonged cold period was a contributing factor to increased failures.
Solid Waste	<p>Recycling diversion in the first quarter of 2019 increased to 21.2% compared to 20.3% in the first quarter of 2018. Residential waste tonnage decreased by 8.9% during the same comparison period.</p> <p>In comparing first quarters, year over year, the total landfill tonnage received, increased by 127 tonnes or 2.1%.</p>
Sewer Assessment Options	Received some options from the City's Consultant regarding the City's sanitary sewer network in options to fix any capacity constraints.

Statistical Information:

Citizen Issues Received	Number Received	Outstanding – On Hold	Resolved	% Resolved
Solid Waste	423	0	423	100
Storm Sewer	107	0	107	100
Roadways	547	63	484	88
Back Lanes	40	2	38	95
Sidewalks	27	1	26	96
Water	241	3	238	99
Sewer	423	0	423	100
Other	107	15	92	86
Total	1579	87	1492	94



CITY OF MOOSE JAW
ENGINEERING DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Sewer & Water:

	Million Imperial Gallons			
	January	February	March	Q1 Total
Treated Water Pumped	78.95	79.50	92.96	251.41
Wastewater Treated	70.74	66.84	84.44	222.02

Sanitation:

	Tonnes of Refuse Collected			
	January	February	March	Q1 Total
Commercial	1,500.16	1,169.99	1,587.18	4,257.33
Private	221.13	143.37	386.91	751.41
Residential	485.53	284.47	494.21	1,264.21
Total	2,206.82	1,597.83	2,468.30	6,272.95

Total Recycling Intake (Monthly in kgs):

Month	Total Kgs	Allowable	Bulk	Curbside
January	136,891	132,341	22,750	114,141
February	97,494	94,966	12,640	84,854
March	117,265	113,527	18,690	98,575
Total	351,650	340,834	54,080	297,570

Transit:

Passengers – Cash and Tickets

Month	2018	2019	% Change
January	6,935	5,361	(22.7)
February	4,087	7,098	73.7
March	4,607	5,759	25.0
Total	15,629	18,218	14.2



CITY OF MOOSE JAW
ENGINEERING DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Special Needs Transit:

<i>Passenger Trips</i>			
Month	2018	2019	% Change
January	3641	2937	(19.3)
February	3234	2538	(21.5)
March	3159	3046	(3.6)
Total	10034	8521	(15.1)

Tenders/RFP's Awarded:

Tender/RFP Name	Name of Awarded Bidder	Award \$ Amount
WW-17 - 2019 Water Main Replacement Phase IV: Design, Construction and Project Management	ISL Engineering and Land Services	403,000
TR-1 Paved Roadways: Reconstruction; Resurfacing or Mill and Pave: Ultra-thin Overlay; Pavement Levelling	Pasqua Paving, a Division of WF Botkin Construction Ltd.	1,241,260
WW-4 Water Reservoirs: NER Backup Engine Replacement Project	Pro-Tec Electric Ltd.	888,085
TR-2 Sidewalks, Curbs, and Medians: Remove & Replacement; Curb and Median Replacement	Huseini Concrete and Paving Stone Ltd.	412,271
S-1 Sanitary Sewers: Sewer Dig Repairs (2018); S-3 Wastewater Treatment Plant: Classifier – Consul – Cond Assessment; S-3 Wastewater Treatment Plant: WWTP Upgrades Curtains, Biolak Ponds – Condition Assessment; S-3 Wastewater Treatment Plant: WWTP Upgrades Grit Building - Cond Assessment; S-4 Lift Stations: Septage Station – Consult – Cond Assessment	Associated Engineering	68,500
Supply of Aluminum Sulphate	ChemTrade	70,000
Supply of Liquid Chlorine Gas	Brenntag	60,000



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019**

Highlights:	Comments:
15 Wing Airshow	Preliminary discussion on the 2019 Saskatchewan Airshow.
RM Agreements	Discussion regarding the Agreements and ways to improve fire response to our RM Stakeholders.
EMO	Planning with stakeholders on tabletop exercise with Gibson Refinery and Trans Canada Pipelines spring mock exercise.

Statistical Information:

2019 INCIDENT TYPE	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
False Alarms	85				85
Fire (Structure, Vehicle, Grass, Rubbish, etc.)	23				23
First Responder EMS	15				15
Hazmat	25				25
Malfunctioning Equipment	6				6
MVC	26				26
Carbon Monoxide, Other	1				1
Overpressure Rupture	0				0
Rescue	6				6
Service Calls	4				4
TOTAL INCIDENTS	191	0	0	0	191



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019**

3 Year 1st Quarter Comparison

INCIDENT TYPE	2017 1st Quarter	2018 1st Quarter	2019 1st Quarter
False Alarms	55	80	85
Fire (Structure, Vehicle, Grass, Rubbish, etc.)	20	14	23
First Responder EMS	8	15	15
Hazmat	18	14	25
Malfunctioning Equipment	3	2	6
MVC	34	43	26
Carbon Monoxide, Other	11	2	1
Overpressure Rupture	0	0	0
Rescue	2	1	6
Service Calls	3	5	4
TOTAL INCIDENTS	154	176	191



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019**

Fire Loss Stats – Three Year Comparison

2017 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	\$10,967,000.00	\$228,800.00	\$10,738,200.00
Rural	\$34,000.00	\$29,000.00	\$6,000.00
Total	\$11,001,000.00	\$257,800.00	\$10,744,200.00

2018 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	\$40,152,850.00	\$640,760.00	\$39,512,090.00
Rural	\$620,021.90	\$580,021.90	\$40,000.00
Total	\$40,772,871.90	1,220,781.90	39,552,090.00

2019 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	8,506,900.00	565,850.00	7,941,050.00
Rural	777,600.00	777,600.00	-
Total	9,284,500.00	1,343,450.00	7,941,050.00



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019**

2019 PUBLIC EDUCATION	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD TOTAL
Fire Safety School Program Presentations	22	0	0	0	22
School Assembly/Pre-School/Daycare	3	0	0	0	3
Adult Fire Safety	0	0	0	0	0
Fire Stop Interviews	0	0	0	0	0
Babysitting Course Fire Safety	0	0	0	0	0
Public Relations Events	2	0	0	0	1
Distracted Driving Awareness	7	0	0	0	7
Station Tours	2	0	0	0	2
Special Group Fire Safety Presentations i.e. Girl Guides	1	0	0	0	1
Approximate number of people reached with safety education/public events	1,003				1,003
2019 INSPECTIONS	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD TOTAL
Inspections/Consultations	168				168
In-Company Inspections	161				161
Licensed Home/Facility Inspections	20				20
Complaints	2				2
File Search	6				6
Fire Drills	10				10
Fire Investigations	3				3
Building Plan Reviews	5				5
Fire Extinguisher Training	0				0



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019**

PUBLIC EDUCATION 3 YEAR COMPARISON	2017 1st Quarter	2018 1st Quarter	2019 1st Quarter
Fire Safety School Program Presentations	2	33	22
School Assembly/Pre-School/Daycare	3	1	3
Adult Fire Safety	0	0	0
Fire Stop Interviews	0	0	0
Babysitting Course Fire Safety	0	0	0
Public Relations Events	2	0	0
Distracted Driving Awareness	18	15	7
Station Tours	0	0	0
Special Group Fire Safety Presentations i.e. Girl Guides	0	0	1
Approximate number of people reached with safety education/public events	700	1,374	1,003
INSPECTIONS 3 YEAR COMPARISON	2017 1st Quarter	2018 1st Quarter	2019 1st Quarter
Inspections/Consultations	106	122	168
In-Company Inspections	146	95	161
Licensed Home/Facility Inspections	22	19	20
Complaints	3	3	2
File Search	2	0	6
Fire Drills	4	3	10
Fire Investigations	2	7	3
Building Plan Reviews	15	6	5
Fire Extinguisher Training	0	0	0



CITY OF MOOSE JAW
HUMAN RESOURCE SERVICES DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Highlights:	Comments:
Collective Bargaining	Police Association contract settlement resulted in February. Five days of Police CUPE prep and bargaining took place in February and March with substantial progress made. CUPE Union Management Committee met March 26, 2019. CUPE Local 9 bargaining prep underway with management.
Ceridian Dayforce	Human Resource Services has embarked on the massive task of manually gathering all employee data to input into the HRIS system configuration including the creation of custom spreadsheets and the completion of required templates.
Staffing and Recruitment	Bevan Harlton has accepted an offer of employment to be our Engineering Services Manager. The Design/Project Engineer job description was developed.

Items of Interest:

Policy Development Training

HR delivered Workplace Accommodation, Corrective Discipline and Employee Education & Training Policy workshops to 192 employees.

Succession Planning

41 employees are matched with a Career Coach to prepare a Personal Development Plan (PDP). 10 employees have been nominated for Critical positions with the City and 8 of these PDP's have been reviewed by the People Committee (a panel of 7 senior administration).

Pension Board of Trustees

11 Pension Board of Trustees attended Governance and Board Effectiveness training January 9, 2019.

City of Moose Jaw Wellness Fair

32 employees attended our first Wellness Fair. Parks & Recreation, Sun Life Group Benefits and Pension were on site at Yara Centre. 19 employees met with retirement consultants from Sun Life.



CITY OF MOOSE JAW
HUMAN RESOURCE SERVICES DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Saskatchewan Polytechnic Career Fair

On February 6, 2019, the City was well represented by HR and a cross section of department representatives to reach out to students about career opportunities with the City. 63 employers were represented and 1,165 students attended the event.

Job Evaluation Framework

Representatives of administration met and reviewed proposals from three vendors on the out-of-scope and CUPE job evaluation framework. A selection to be made in Quarter 2.



CITY OF MOOSE JAW
HUMAN RESOURCE SERVICES DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

DEPARTMENT	Total at 31-Mar-18	Additions & Transfers January - March 2019		Separations & Transfers January - March 2019		Total at 31-Mar-19
		Permanent	Temporary	Permanent	Temporary	
FIRE	50	0	0	0	0	51
POLICE	84	1	0	0	0	82
CITY CLERK/SOLICITOR	6	0	1	0	0	7
CITY MANAGER	5	0	0	0	1	4
PLANNING & DEVELOPMENT	9	0	0	0	0	11
HUMAN RESOURCE SERVICES	4	0	0	0	0	4
FINANCIAL SERVICES	29	0	1	2	0	26
INFORMATION TECHNOLOGY	8	0	0	0	0	10
ENGINEERING SERVICES	15	1	0	0	1	16
STREETS & ROADS/SANITATION	16	1	1	0	0	19
WATER & WASTEWATER	34	3	0	0	1	32
TRANSIT	18	0	0	0	0	22
WORKSHOP	7	0	0	1	0	5
WATER & WASTEWATER TREATMENT	10	0	0	0	0	9
PARKS & RECREATION	84	2	3	1	1	70
TOTALS	379	8	6	4	4	368



CITY OF MOOSE JAW
INFORMATION TECHNOLOGY DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Highlights:	Comments:
Drone Flight of Landfill	The GIS Branch of the IT Department flew the City land with its drone. The data collected was used to calculate the volume of area of the landfill. This data is then used by the Engineering Department to determine how fast the landfill is filling up.
Microsoft O365 Rollout Complete	Rollout of the latest and potentially final version of Microsoft's Office Suite is substantially completed. Staff now have better tools for communication and collaboration.
Trail Inventory	The GIS Branch of the IT Department developed a mobile app for Parks and Rec to inventory assets along trails and pathways such as garbage cans, benches and trail markers. Once collected, this data will be used by the Parks and Rec department for maintenance and asset management.

Tenders and RFPs Awarded: None



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Highlights:	Comments:
Community Grant Program	Community Grant funding of \$167,339.57 was allocated to support sport, culture and recreation programs, facilities and special events.
Family Day & School Break – Kinsmen Sportsplex	The annual Family Day Free Family and Public Skates were popular again this year. From Monday to Sunday of the School Break week, over 3,300 people participated in a variety of public, lap and adult swims as well as fitness and training classes and rentals at the Kinsmen Sportsplex.
Perfect Mind Recreation Software	Set up and training continues towards the May 29 "Go Live" date for new Recreation booking, registration, and point of sale software.

Statistical Information:

KINSMEN SPORTSPLEX POOL

GROUP	ATTENDANCE Q1	ATTENDANCE YTD	HOURS Q1	HOURS YTD
Flying Fins	5,418	5,418	267.75	267.75
Private Rentals	486	486	25.75	25.75
Rural/Private Schools	0	0	0	0
Prairie South Schools	2,688	2,688	99	99
Holy Trinity Schools	63	63	2.25	2.25
Learn to Swim	5,223	5,223	413.25	413.25
Public Swimming	15,604	15,604	826	826
Free Swims	3,847	3,847	39	39
Adult Swim	576	576	49	49
Noon Adult	1,065	1,065	94.5	94.5
Free Teen Swims	424	424	21	21
In-service	35	35	6	6
TOTAL	35,429	35,429	1,843.5	1,843.5
2018 Totals	33,666	33,666	1,744.25	1,744.25
2017 Totals	32,422	32,422	1,744.25	1,744.25
2016 Totals	32,898	32,898	1,817.00	1,817.00



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

ARENA HOURS BOOKED

GROUP	BERT HUNT Q1	WALLY B Q1	KINSMEN Q1	ALL ARENAS Q1	ALL ARENAS YTD
Minor Hockey	413.25	288.75	268.75	970.75	970.75
Figure Skating	89.75	133.75	155.00	378.50	378.50
Speed Skating	0	0	90.25	90.25	90.25
Private Minors	0	7	5	12	12
Private Rentals	1.5	18	29.5	49	49
Public Skating	11	14	51	76	76
Free Skate	0	16	0	16	16
Drop in Shinny	0	22	0	22	22
Drop in Figure Skating	0	0	25	25	25
Sticks and Pucks	0	7	13	20	20
Prairie South School	0	0	19.75	19.75	19.75
Holy Trinity School	0	0	19	19	19
Rush Ice	0	0	82.5	82.5	82.5
Lacrosse	0	0	0	0	0
Inline Hockey	0	0	0	0	0
Inline Public Skating	0	0	0	0	0
Other	0	0	0	0	0
TOTAL	515.5	506.5	758.75	1,780.75	1,780.75
2018 Totals	691.5	616	761.75	2,069.25	2,069.25
2017 Totals	707.25	621	737.25	2,065.5	2,065.5
2016 Totals	718.75	622.25	794	2,135	2,135

YARA CENTRE TURF

GROUP	ATTENDANCE Q1	ATTENDANCE YTD	HOURS Q1	HOURS YTD
Football	4,570	4,570	434	434
Soccer	5,610	5,610	346.5	346.5
Baseball	3,450	3,450	265	265
Misc. Groups	7,290	7,290	226	226
TOTAL	20,920	20,920	1,271.5	1,271.5
2018 Totals	20,285	20,285	1,177.5	1,177.5



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

YARA CENTRE DROP-IN ATTENDANCE

DROP-IN	2019 Q1	2019 YTD	2018 Q1	2018 YTD
After School	264	264	215	215
Frisbee Friday League	115	115	101	101
Gym Drop In	174	174	122	122
55+ Fitness Programming	1,614	1,614	1,342	1,342
Toddler Turf Program	684	684	581	581
Turf Drop In	741	741	813	813
Family Turf Drop In	298	298	226	226
Track Adult	2,073	2,073	1,970	1,970
Track Child	18	18	15	15
Track Family	34	34	30	30
Track Senior	2,647	2,647	2,621	2,621
Track Student	67	67	62	62
Track Youth	16	16	10	10
Fitness Class Drop In-Non-Member	86	86	80	80
TOTAL	8,831	8,859	8,188	8,188

YARA CENTRE MEMBERSHIPS

	Adults Q1	Adults YTD	Seniors Q1	Seniors YTD	Student Q1	Student YTD	Family Q1	Family YTD	TOTAL Q1	TOTAL YTD
1 Month	172	172	115	115	64	64	28	28	379	379
3 Month	16	16	16	16	9	9	2	2	43	43
6 Month	6	6	2	2	0	0	0	0	8	8
9 for 6	31	31	49	49	12	12	5	5	97	97
12 Month	0	0	0	0	0	0	0	0	0	0
TOTAL	225	225	182	182	85	85	35	35	527	527
2018 Totals	201	201	138	138	49	49	19	19	407	407



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

CEMETERIES

	2019		2018		2017	
REGULAR BURIALS	Q1	YTD	Q1	YTD	Q1	YTD
Adult	16	16	12	12	17	17
Veteran	0	0	0	0	1	1
Child	0	0	0	0	0	0
Indigent	1	1	1	1	0	0
Disinterment	0	0	0	0	0	0
TOTAL	17	17	13	13	18	18
CREMATION BURIALS						
Adult	9	9	9	9	9	9
Veteran	1	1	0	0	1	1
Indigent	0	0	2	2	2	2
Columbarium	3	3	0	0	0	0
Child	0	0	5	5	0	0
Scattering	0	0	0	0	0	0
Disinterment	0	0	1	1	0	0
TOTAL	13	13	17	17	12	12

REQUESTS FOR SERVICE

	2019		2018		2017	
	Q1	Year	Q1	Year	Q1	Year
Horticultural	3	3	0	80	0	22
Green Spaces	1	1	1	22	0	27
Pruning	23	23	8	150	56	213
TOTAL	27	27	9	252	56	262

Tenders/RFP's Awarded:

Humidifier Replacement at Library /Art Museum to C&E Mechanical Inc – \$291,630.30



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 1: JANUARY 1, 2019 – MARCH 31, 2019

Items of Interest:

- Completed Phase 1 of LED Lighting Upgrades (2018 carryover item)
- Completed Columbaria installations at Rosedale Cemetery (2018 carryover item)
- Completed purchase of 40' Storage Container for Kinsmen Sportsplex (2019 Equipment Budget)
- Renewed Lease Agreement with CN Rail for land at Memorial Field
- Renewed Yara Centre Tenant Agreement with Moose Jaw Soccer Association
- Executed new Yara Centre Tenant Agreement with Saskatchewan Selects



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Highlights:	Comments:
Vehicles for Hire	Presented draft Taxi and Rideshare Bylaws and completed consultation. Final Bylaws to be presented in second Quarter.
Street & Neighbourhood Naming Policy	Presented a Policy regarding guidelines and procedures for the naming of all City of Moose Jaw street and neighbourhoods. The Bylaw will be submitted for approval in Quarter Two.
New Business	Sycamore Energy announced that they will be building its Saskatchewan headquarters in the City and will employ 18-24 people in the next two years.
Noise Amendments	Presented amendments to the Noise and Building Bylaws to accommodate conflicts in mixed use buildings. The Bylaws will be submitted for approval in Quarter Two.

Statistical Information:

Building Permit Values

1st Quarter	2019	2018	2017
Total Building Permit Values	\$6,591,725	\$3,815,000	\$4,183,820

Year-to-Date Building Permit Values

	Residential	Commercial & Industrial	Institutional	Value of Building Permits
YTD Jan 1 – Mar 31, 2019	\$3,936,725	\$2,655,000	\$0	\$6,591,725
YTD Jan 1 – Mar 31, 2018	\$2,404,150	\$946,850	\$464,000	\$3,815,000
YTD Jan 1 – Mar 31, 2017	\$4,951,920	\$2,488,518	\$897,500	\$8,086,313



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Year-to-Date Total Building Permits

2019	2018
37	30

Building, Demolition, Sign and Moving Permits Issued

1 st Quarter	2019	2018	2017
Accessory Buildings	4	0	2
Apartments/Condos	2	2	1
Demolition Permits	1	2	4
Government/Institutional	0	1	1
Industrial/Commercial	11	12	14
Residential	19	13	17
Total Building Permits	37	30	49
Moving Permits	0	0	0
Sign Permits	7	1	5
Occupancy Permits	2	10	8

Building and Bylaw Enforcement Inspections

1 st Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
Building Inspections			
Building Bylaw	15 (15)	25 (25)	9 (9)
Building Permits	75 (75)	97 (97)	125 (125)
Property Maintenance & Nuisance	6 (6)	12 (12)	1 (1)
Business License	3 (3)	2 (2)	9 (9)
Other	1 (1)	0 (0)	0 (0)
Subtotal	100 (100)	136 (136)	144 (144)
Bylaw Enforcement Inspections			
Animal Enforcement	3 (3)	4 (4)	2 (2)
Boulevard	66 (66)	4 (4)	3 (3)
Miscellaneous	3 (3)	1 (1)	4 (4)
Property Maintenance & Nuisance	8 (8)	1 (1)	3 (3)
Unsightly/Untidy (PM&N)	44 (44)	15 (15)	29 (29)
Clean Sidewalks	49 (49)	22 (22)	20 (20)
Zoning	4 (4)	3 (3)	4 (4)
Other	7 (7)	5 (5)	4 (4)
Subtotal	184 (184)	55 (55)	69 (69)
Grand Total	284 (284)	191 (191)	213 (213)



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Business Licenses

1st Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
New	73 (73)	47 (47)	90 (90)
Renewed	1573 (1573)	1552 (1552)	1753 (1753)
Closed	84 (84)	90 (90)	87 (87)

Business License Breakdown

2019	January	February	March	Q1 Total
New Category A	14	8	5	27
New Category B	5	1	3	9
New Category C	1	1	0	2
New Category E	1	0	0	1
New Category T	1	3	1	5
New Home Occupations	12	10	7	29
Closed Category A	3	5	9	17
Closed Category B	3	2	3	8
Closed Category C	2	1	0	3
Closed Category E	0	0	0	0
Closed Category T	6	7	16	29
Closed Home Occupations	6	6	15	27
Renewal Category A	66	86	58	210
Renewal Category B	116	121	69	306
Renewal Category C	110	122	37	269
Renewal Category E	13	10	9	32
Renewal Category T	65	72	22	159
Renewal Home Occupations	207	236	154	597

Category A – Annual Gross Revenue less than \$50,000

Category B – Annual Gross Revenue between \$50,000 and \$500,000

Category C – Annual Gross Revenue greater than \$500,000

Category E – Registered Non-Profit or Charity

Category T – Transient (business that does not own or lease property for the purpose of conducting business)



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Zoning Statistics

	1st Quarter 2019	1st Quarter 2018
Zoning Approvals for Business Licenses	84	52
Development Permits Approved	39	30
Sign Permit Zoning Approvals	13	4
Zoning & Building Certificates	6	1
Development Appeals	2	1
Subdivision Applications	2	3
Re-zoning Bylaw Amendments	1	3
Discretionary Use Reports	1	0
Encroachment Agreements	1	0
Zoning Letters	0	2
SMB Hearings	0	2



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Humane Society

CATS

1st Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
BTS - Stray	37 (37)	66 (66)	71 (71)
BTS - Surrender	27 (27)	26 (26)	14 (14)
ACO - Stray	13 (13)	14 (14)	15 (15)
ACO - DOA	20 (20)	4 (4)	N/A (N/A)
APC	0 (0)	0 (0)	0 (0)
Totals	97 (97)	110 (110)	100 (100)

DOGS

1st Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
BTS - Stray	27 (27)	33 (33)	49 (49)
BTS - Surrender	21 (21)	16 (16)	8 (8)
ACO - Stray	21 (21)	29 (29)	54 (54)
ACO- DOA	0 (0)	1 (1)	N/A (N/A)
APC	0 (0)	0 (0)	5 (5)
Totals	69 (69)	79 (79)	116 (116)

Legend

BTS - Brought To Shelter
ACO - Animal Control Pickup
DOA- Dead on Arrival
APC - Animal Protection Call



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Items of Interest:

Planning

- Began Official Community Plan (OCP) amendment and rezoning process for former Union Hospital site
- Researched and reported on amendments to the Noise Bylaw and Building Bylaw
- Began work on housekeeping amendments to the Zoning Bylaw
- Started Pathway Masterplan project with the Parks and Recreation Department
- Completed GIS inventory of City-owned land
- Preliminary screening of City-owned infill lots for potential sale
- Continued work of draft Housing Incentive Policy
- New Street and Neighbourhood Naming Policy
- Conversion of Zoning Map from Engineering (AutoCAD) to IT (GIS) complete
- Continued to work on South-East Industrial Concept Plan and Sask Power Land Sale

Economic Development

- Memorandum of Understanding announced for an “Alternative Energy Program” at Sask Polytech moose Jaw Campus, with an Alternative Energy training program expected to be offered at the Moose Jaw Campus starting in 2019. Working on synergies with our economic development alternate energy cluster strategy
- Continue to work with Canadian Tire to finalize Purchase and Sale Agreement
- Working to finalize the operating agreement with the Moose Jaw Municipal Airport Authority
- Presented to an international delegation organized under the entrepreneurial Immigration Program
- Working on Protein Supercluster federal/provincial initiative and how Moose Jaw and region can take advantage of the opportunities that will develop. Connecting with Western Diversification and the Saskatchewan Protein Innovation Supercluster. Working on developing the Value-add cluster strategy and incorporating the Protein Supercluster initiative
- Exploring and developing a new marketing strategy for Grayson Business Park as directed by the Economic Development Team
- Continue to participate and support the Branding project and Brand Leadership Team
- Finalizing the updated Economic Development Strategy based on information and action items gleaned from the Doug Griffiths 13 Ways Report and the Gair Maxwell branding event
- Presented Tax Incentive Policy Amendment to allow for distilleries to be granted a tax exemption



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Building Inspection

- Completed Asbestos Awareness Training
- Helped at Sask Polytech Career Fair
- Defended a case at Saskatchewan Building Standards
- Presented an Appeal on damage to mobile home
- Presented Appeal on Pool demolition

Land Development

- City owned land inventory complete for GIS
- Master spreadsheet for all City owned leases complete
- Inventory of City owned infill lots complete and will initiate screening for potential sales
- Continued to work on individual's PDP's as a Career Coach
- South East Industrial Park/SaskPower

Bylaw Enforcement

- Work on Taxi/Rideshare Bylaws