



**CITY OF MOOSE JAW  
CITY CLERK'S DEPARTMENT  
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

<b>Highlights:</b>	<b>Comments:</b>
eSCRIBE Meeting Management	The June 24, 2019 City Council and Executive Committee meetings were conducted using the eSCRIBE Meeting Management software. The Department has shown a significant improvement in time and productivity efficiencies by using this program.
Board of Revision	The Assessment Roll was open from March 6 to April 5. There were 104 appeals received. There were 24 residential/agricultural properties that signed Agreements to Adjust. Hearings were scheduled over 8 days to hear the remaining commercial appeals. The Board of Revision has a deadline of September 2, 2019 to complete their decisions.
Council Remuneration Panel	The Council Remuneration 3-member Committee met on June 3, 2019 to begin working on recommendations to present to City Council in the fall.
SACC Conference	The City Clerk/Solicitor and the Assistant City Clerk attended the Saskatchewan Association Clerks Conference in North Battleford on April 11 & 12, 2019.

**Statistical Information:**

<b>Measurable Metrics</b>	<b>Current Quarter Reported</b>	<b>Year Total Reported</b>
Bylaws Executed	12	17
Agreements Executed	33	54
Freedom of Information Requests Received and Completed	4	8
Records Digitally Archived	1,100	2,300

**Items of Interest:**

- Preliminary work has commenced on the planning of the 2020 Municipal Election.
- All Freedom of Information Appeals have been completed, which had been submitted by various applicants.

**RFP/Tenders**

- There were no RFP/Tenders issued for the City Clerk/Solicitor's Department.



**CITY OF MOOSE JAW**  
**CITY MANAGER**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

<b>Highlights:</b>	<b>Comments:</b>
Long-Term Planning	<p>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.</p> <p>Continue to clear backlog of outstanding items from Council and the Strategic Directions Planning Committee.</p> <p>Preparing update on long-term planning to Council and community by September 30, 2019.</p> <p>Aided with Communications Policy.</p> <p>Budget process changes to Council.</p> <p>Assisted with the Investment Committee.</p>
Economic Development	<p>Economic Development/Marketing Long Term Action Plan.</p> <p>Southeast Industrial Park.</p> <p>Continue to meet bi-weekly with the Economic Development Internal Committee.</p> <p>Attended meetings with potential developers regarding a variety of economic development opportunities.</p> <p>Working on the Carpere agreement.</p> <p>Working on the SaskPower Power Plant project.</p> <p>Working on Canadian Tire project.</p>
Leadership/Human Resources/Customer Service	<p>Career Coaching is in process. Five employees being mentored.</p> <p>Accountability workshops for all out-of-scope supervisory staff for the purpose of reviewing and revising 2018 foundational document.</p> <p>Purpose to create the culture to achieve:</p> <ul style="list-style-type: none"> <li>• Heightened level of accountability.</li> <li>• Heightened sense of urgency.</li> <li>• Better defined philosophy of service to Council, Community and each other.</li> </ul> <p>2019/2020 mandate letters provided to Directors including objectives.</p> <p>Elevate Safety to Strategic Leadership Team and ensure compliance with corrective actions. Continued culture shift and accountability required to manage the Safety program.</p>



**CITY OF MOOSE JAW**  
**CITY MANAGER**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

	<p>Reviewed Administrative Review Officer annual reports.</p> <ul style="list-style-type: none"> <li>• 2017 – three cases – withdrawn or Administration decision upheld.</li> <li>• 2018 – two cases – one resolved/one outstanding and referred to August 12 Executive Committee.</li> <li>• 2019 – no cases to date.</li> </ul> <p>Inquiries:</p> <ul style="list-style-type: none"> <li>• 98% response rate for acknowledgements of inquiry received within 48 hours.</li> <li>• 90% response rate for answer to inquiry within 48 hours.</li> </ul>
Mosaic Place	<p>Continued as Acting General Manager.</p> <p>Reviewed and recommended RFP for Third Party Management.</p> <p>Started transition to Third Party.</p> <p>Oversite of Hit After Hit concert. Profit of just under \$2,000.</p> <p>Oversite of PBR/Washboard Union event.</p> <p>Research concerts and events.</p>
Budget/New Initiatives	<p>Research and analyze electrical, plumbing, carpentry, and mechanical contractors.</p> <p>Second Construction crew/in-house Engineering.</p> <p>Research and analyze equipment reserve processes.</p> <p>Champion Ceridian Payroll/HR/Timekeeping to testing phase.</p> <p>RFP for Enterprise Development Software being created.</p> <p>Vendor for Request for Service software being finalized.</p>

**The City Manager approved the following expenditures between April 1 and June 30, 2019:**

1. Carry forward of Grants and Contributions from 2018 to 2019 (Total: \$124,807.35):
2. Approval to award Kinsmen Sportsplex flooring project in the amount of \$51,217.14 plus taxes.
3. Change order for detailed landscape design from existing 2019 Capital Budget LD-2 Westheath Phase 5 in the amount of \$48,389 excluding GST.
4. Sole Source Approval to purchase roller teeth for landfill compactor in the amount of \$60,000 USD.



**CITY OF MOOSE JAW**  
**CITY MANAGER**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

**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	15	34	37	70	Total injuries have been cut in half. Main cause was overexertion.
Medical Aid	5	9	11	17	Causes include struck by/against, fall and overexertion.
Lost Time	1	3	2	8	Lost time was due to a trip and fall.
Days Lost	3	13	5	67	Substantial decrease in days lost was achieved.
Motor Vehicle Incidents	18	29	15	26	Main causes were due to backing up and inattention.
Property Damage	9	23	2	18	Main cause was inattention.
Dangerous Occurrence	4	6	6	8	Of the 4 incidents, 2 were reportable to the OHS Division.
Work Refusal	0	0	0	2	



# CITY OF MOOSE JAW COMMUNICATIONS QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Highlights:	Comments:
Saskatchewan Association of Fire Chiefs Conference Presentation	Conducted two Social Media Presentations and MC'd events at the SAFC Conference at Mosaic Place April 4-6
Public Works Week	Helped coordinate events, school participation and media coverage of Public Works Day May 22, in addition to creating social media messaging for Public Works Week that highlighted Public Works accomplishments by City of Moose Jaw departments.
Communications Policy	Presented first draft of Communications Policy to City Council

## 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". Website RFP is next step.
- Coordinated "Norway Day" activities at the Tourism Moose Jaw Visitor Centre as part of our "Moosarandum of Understanding" with Stor-Elvdal, Norway.
- Assisted Mosaic Place with promotion of Hit After Hit and PBR/Washboard Union concerts/events.
- Coordinated two Open Houses for Phase Four of Water Main Replacement.
- Assisted Clerks and Planning, respectively with public consultation on Noise, Taxi, Rideshare and Traffic Bylaws

## Statistical Information:

- Produced six episodes of the "Notorious Jawcast".

## Tenders Issued:

- Issued RFP for City of Moose Jaw Website Design and Migration Services. RFP Closed June 19.



**CITY OF MOOSE JAW  
ENGINEERING DEPARTMENT  
QUARTER 2: April 1, 2019 to June 30, 2019**

Highlights:	Comments:					
Water Main Breaks	Second Quarter			Year to Date		
	2018	2019		2018	2019	
	22	22		47	58	
Solid Waste	Recycling Diversion Second Quarter		Landfill Tonnage Received Second Quarter (2018 to 2019)			
	2018	2019	Total	Residential	Commercial	Private
	14.7%	15.1%	-18.6%	-5.8%	-15%	-38.5%
	The private tonnage decrease was due to the elimination of 2 weeks of free landfill.					
Buffalo Pound to Moose Jaw Water Supply Transmission Line:  Phase II – Pumps & Electrical Upgrades including Reservoir Tie- ins and Fluoridation System	At 75% stage of detailed design and contract documents. Anticipate tendering and awarding construction contract in Third Quarter.  Phase II will complete the renewal of the Water Supply Transmission Line Project from Buffalo Pound Water Treatment Plant to Moose Jaw's Northeast and High Service Reservoirs.					

**Statistical Information:**

<b>Citizen Issues Received</b>	<b>Number Received</b>	<b>Outstanding</b>	<b>Resolved</b>	<b>% Resolved</b>
Solid Waste	578	2	576	100
Storm Sewer	43	8	35	81
Roadways	412	91	321	78
Back Lanes	57	15	42	74
Sidewalks	68	33	35	51
Water	198	1	197	99
Sewer	133	5	128	96
Other	222	35	187	84
<b>Total</b>	<b>1,711</b>	<b>190</b>	<b>1,521</b>	<b>89</b>



**CITY OF MOOSE JAW**  
**ENGINEERING DEPARTMENT**  
**QUARTER 2: April 1, 2019 to June 30, 2019**

**Sewer & Water:**

	Million Imperial Gallons			
	April	May	June	Q2 Total
Treated Water Pumped	82.46	107.50	123.93	313.89
Wastewater Treated	75.53	76.71	85.84	238.08

**Sanitation:**

	Tonnes of Refuse Collected			
	April	May	June	Q2 Total
Commercial	1,867.30	2,281.99	1,773.19	5,922.48
Private	670.95	786.24	611.55	2,068.74
Residential	629.99	710.26	907.72	2,247.97
Total	3,168.24	3,778.49	3,292.46	10,239.19

**Total Recycling Intake (Monthly in kgs):**

Month	Total Kgs	Allowable	Bulk	Curbside
April	144,533	135,579	23,920	120,613
May	152,119	147,453	23,330	128,789
June	199,783	166,263	17,600	102,183
Total	416,435	399,295	64,850	351,585

**Transit:**

**Passengers – Cash and Tickets**

Month	2018	2019	% Change
April	2,945	5,366	82.2
May	3,924	3,536	(9.9)
June	4,909	4,391	(10.6)
Total	11,778	13,293	12.9



**CITY OF MOOSE JAW**  
**ENGINEERING DEPARTMENT**  
**QUARTER 2: April 1, 2019 to June 30, 2019**

**Special Needs Transit**

<b>Passenger Trips</b>			
<b>Month</b>	<b>2018</b>	<b>2019</b>	<b>% Change</b>
April	3,438	3,238	(5.8)
May	3,675	3,359	(8.6)
June	3,357	3,236	(3.6)
Total	10,470	9,833	(6.1)

**Tenders/RFP's Awarded:**

<b>Tender/RFP Name</b>	<b>Name of Awarded Bidder</b>	<b>Award \$ Amount</b>
2019 Materials Testing	Wood Environment & Infrastructure Solutions	81,245
SS-1 Storm Sewers: Catch Basin Replacement	Jordan Excavating	31,164
S-4 Lift Stations: Lift Station Optimization Study and Concept	AECOM Canada Ltd.	98,000
TR-1 Paved Roadways: Isolated Deep Repair (IDR), Mill & Pave and Asphalt Patching	Pasqua Paving Ltd.	638,950
TR-2 Sidewalks, Curbs & Medians: Slab Slicing	Sidewalks Canada Alberta Inc.	12,190
TR-3 Traffic Upgrades: 2019 Intersection Upgrades A-TS01 – 1 <sup>st</sup> Ave NW & Caribou St W Traffic Signals B-TS02 – 9 <sup>th</sup> Ave SW & Lillooet St W Traffic Signals	RGM Contracting Ltd.	581,162
WW-4 Water Reservoirs: Engineering Services for the New High Service Pump Station	AECOM Canada Ltd.	737,061
WW-9 Feeder Mains: Phase 3b Feeder Main Replacement	KMS Construction Ltd.	1,862,487
WW-17 Watermain Replacement: Phase 4 Watermain Replacement	KMS Construction Ltd.	4,653,016
WW-17 Watermain Replacement: Watermain Relining	Fer-Pal Construction Ltd.	633,890





**CITY OF MOOSE JAW  
FIRE DEPARTMENT  
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

<b>Highlights:</b>	<b>Comments:</b>
SAFC Annual Conference	Moose Jaw Fire Department hosted the 69 <sup>th</sup> Annual Saskatchewan Association of Fire Chiefs Conference April 4 – 7, 2019 with approximately 160 Delegates, 53 Companions & 46 (92 representatives) Vendors attending as well as several exceptional speakers and presenters. This year's theme was "Shaping the Future Together"
Arbitration Award	The arbitration hearing that concluded in quarter 2 of 2018 between the City and Moose Jaw Firefighters Local 553 award was rendered and received.
EMO	Moose Jaw Fire Department administration participated with Provincial and Federal agencies as well as numerous other stakeholders from around the province in a large two-day full-scale mock scenario exercise.
RM/ Trans Canada Pipelines	Fire department crews and administration worked Trans Canada Pipelines staff and other stakeholders and participated in a two-day full-scale mock scenario
15 Wing Airshow	Attended meetings at 15 Wing Base to complete final logistical aspects and information needed for 2019 Saskatchewan Airshow.

**Tenders/RFP's Awarded:**

No Tenders/RFP's for this quarter.



**CITY OF MOOSE JAW  
FIRE DEPARTMENT  
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

**Statistical Information:**

2019 INCIDENT TYPE	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
False Alarms	85	84			169
Fire (Structure, Vehicle, Grass, Rubbish, etc.)	23	50			73
First Responder EMS	15	22			37
Hazmat	25	38			63
Malfunctioning Equipment	6	16			22
MVC	26	30			56
Carbon Monoxide, Other	1	0			1
Overpressure Rupture	0	0			0
Rescue	6	4			10
Service Calls	4	6			10
<b>TOTAL INCIDENTS</b>	<b>191</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>441</b>



**CITY OF MOOSE JAW  
FIRE DEPARTMENT  
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

**3 Year 2nd Quarter Comparison**

INCIDENT TYPE	2017 2nd Quarter	2018 2nd Quarter	2019 2nd Quarter
False Alarms	68	86	84
Fire (Structure, Vehicle, Grass, Rubbish, etc.)	47	41	50
First Responder EMS	8	15	22
Hazmat	31	38	38
Malfunctioning Equipment	2	3	16
MVC	35	27	30
Carbon Monoxide, Other	5	0	0
Overpressure Rupture	0	0	0
Rescue	5	1	4
Service Calls	5	5	6
<b>TOTAL INCIDENTS</b>	<b>206</b>	<b>216</b>	<b>250</b>



**CITY OF MOOSE JAW  
FIRE DEPARTMENT  
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

**Fire Loss Stats – 2<sup>nd</sup> Quarter Three Year Comparison**

2017 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	\$11,501,500.00	\$473,550.00	\$11,027,950.00
Rural	\$6,143,000.00	\$5,613,000.00	\$530,000.00
Total	\$17,644,500.00	\$6,086,550.00	\$11,557,950.00

2018 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	\$8,246,351.00	\$125,601.00	\$8,120,750.00
Rural	\$7,000.00	\$7,000.00	0
Total	\$8,253,351.00	\$132,601.00	\$8,120,750.00

2019 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	42,439,700.00	25,300.00	42,414,400.00
Rural	0	0	0
Total	42,439,700.00	25,300.00	42,414,400.00



**CITY OF MOOSE JAW  
FIRE DEPARTMENT  
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

<b>2019 PUBLIC EDUCATION</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>YTD TOTAL</b>
Fire Safety School Program Presentations	22	0			22
School Assembly/Pre-School/Daycare	3	2			5
Adult Fire Safety	0	0			0
Fire Stop Interviews	0	0			0
Babysitting Course Fire Safety	0	0			0
Public Relations Events	2	9			11
Distracted Driving Awareness	7	7			14
Station Tours	2	5			7
Special Group Fire Safety Presentations i.e. Girl Guides	1	0			1
<b>Approximate number of people reached with safety education/public events</b>	<b>1,003</b>	<b>1,553</b>	<b>0</b>	<b>0</b>	<b>2,556</b>
<b>2019 INSPECTIONS</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>YTD TOTAL</b>
Inspections/Consultations	168	114			282
In-Company Inspections	161	98			259
Licensed Home/Facility Inspections	20	17			37
Complaints	2	2			4
File Search	6	2			8
Fire Drills	10	19			29
Fire Investigations	3	0			3
Building Plan Reviews	5	12			17
Fire Extinguisher Training	0	7			7

The PEO was unable to attend any events or presentations after April 19<sup>th</sup> due to a medical issue.



**CITY OF MOOSE JAW  
FIRE DEPARTMENT  
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

<b>PUBLIC EDUCATION 3 YEAR COMPARISON</b>	<b>2017 2<sup>nd</sup> Quarter</b>	<b>2018 2<sup>nd</sup> Quarter</b>	<b>2019 2<sup>nd</sup> Quarter</b>
Fire Safety School Program Presentations	0	8	0
School Assembly/Pre-School/Daycare	2	1	2
Adult Fire Safety	2	2	0
Fire Stop Interviews	0	0	0
Babysitting Course Fire Safety	0	0	0
Public Relations Events	9	8	9
Distracted Driving Awareness	12	3	7
Station Tours	8	5	5
Special Group Fire Safety Presentations i.e. Girl Guides	0	0	0
<b>Approximate number of people reached with safety education/public events</b>	<b>1,927</b>	<b>1,774</b>	<b>1,553</b>
<b>INSPECTIONS 3 YEAR COMPARISON</b>	<b>2017 2<sup>nd</sup> Quarter</b>	<b>2018 2<sup>nd</sup> Quarter</b>	<b>2019 2<sup>nd</sup> Quarter</b>
Inspections/Consultations	164	137	114
In-Company Inspections	149	118	98
Licensed Home/Facility Inspections	17	19	17
Complaints	5	2	2
File Search	3	4	2
Fire Drills	10	4	19
Fire Investigations	2	1	0
Building Plan Reviews	16	9	12
Fire Extinguisher Training	2	4	7



**City of Moose Jaw**  
**HUMAN RESOURCE SERVICES**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

<b>Highlights:</b>	<b>Comments:</b>
<b>Fire Association Interest Arbitration</b>	The long-awaited Fire Association Interest Arbitration Award was issued on April 26, 2019. The Award provided retroactive payments on the increases of 2% January 1, 2015; 1.75% July 1, 2015; 2% January 1, 2016; 2% July 1, 2016; 2.5% January 1, 2017; 3% January 1, 2018. As well it provided for a 0.5% increase to the pension contribution level (8% to 8.5%), effective as of the award date and a 1.5% "out of line adjustment" in wages of 1.5% effective April 26, 2019 to address perceived disparity of the Fire Association in increases awarded in 2014. The term of this award expired on December 31, 2018. CBA was signed June 26, 2019
<b>CUPE Local 9 Police Clerical</b>	The Board of Police Commissioners reached a collective agreement with CUPE Local 9 representing the Police Clerical workers on April 18, 2019. The Board ratified the agreement on June 11, 2019. The agreement provided retroactive payments on increases of 1.75% January 1, 2017; 1.75% January 1, 2018; 1.5% January 1, 2019 and 2.25% January 1, 2020. A "market supplement" of 1.5% was applied effective January 1, 2020.
<b>Ceridian Dayforce</b>	The HR Department continues to prioritize work in preparation for implementation of the new HRIS system completing configuration of the system and refining work packages.

## **Items of Interest:**

### **Organizational Development**

35 managers and succession planning candidates attended a two-day workshop entitled, "Creating a Culture of Accountability."

HR delivered Managing at the City of Moose Jaw training of 15 employees.

11 employees received training to become a Career Coach to assist employees in their Personal Development Plan.

25 new employees received orientation from HR this quarter.



**City of Moose Jaw**  
**HUMAN RESOURCE SERVICES**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

**Employee Active Living Program**

The City of Moose Jaw Employee Active Living Program was rolled out June 5, 2019.

**Labour Relations**

Negotiations took place to finalize the employment arrangements for the former DFFH employees at Yara Centre who joined the Department of Parks and Recreation on January 1, 2019.

UNIFOR Labour Management Committee met April 4, 2019.

CUPE Union Management Committee met May 8, 2019.

CUPE collective bargaining prep meetings with managers and supervisors took place April 8 and 12, 2019 and with Directors May 16, 2019.

**Pension Board of Trustees**

City of Moose Jaw Pension Board of Trustees met on June 12, 2019.

**Staffing and Recruitment**

During the second quarter we assisted City departments in recruiting for a number of key positions including: Legal Counsel, Term Legal Counsel, Design Project Engineer, Traffic Signal Technician, Term Engineering Technician II, Mechanic, and two Firefighters.

**Employee Appreciation**

The RRRC hosted a pizza lunch on April 17, 2019 for employees of the City.

**Tenders/RFP's Awarded:** None





**City of Moose Jaw**  
**HUMAN RESOURCE SERVICES**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

DEPARTMENT	Total at 30-Jun-18	Additions & Transfers April - June 2019		Separations & Transfers April - June 2019		Total at 30-Jun-19
		Permanent	Temporary	Permanent	Temporary	
<b>FIRE</b>	49	2	0	2	0	51
<b>POLICE</b>	83	1	0	4	0	79
<b>CITY CLERK/SOLICITOR</b>	6	1	0	0	0	8
<b>CITY MANAGER</b>	5	0	0	0	0	4
<b>PLANNING &amp; DEVELOPMENT</b>	9	0	0	0	0	11
<b>HUMAN RESOURCE SERVICES</b>	5	0	1	0	0	5
<b>FINANCIAL SERVICES</b>	32	0	4	1	1	28
<b>INFORMATION TECHNOLOGY</b>	9	0	0	0	0	10
<b>ENGINEERING SERVICES</b>	15	2	2	2	0	18
<b>STREETS &amp; ROADS/SANITATION</b>	30	1	13	0	0	33
<b>WATER &amp; WASTEWATER</b>	39	0	7	0	0	39
<b>TRANSIT</b>	20	0	1	0	0	23
<b>WORKSHOP</b>	7	3	0	0	1	7
<b>WATER &amp; WASTEWATER TREATMENT</b>	10	0	0	0	0	9
<b>PARKS &amp; RECREATION</b>	120	4	43	1	4	112
<b>TOTALS</b>	439	14	71	10	6	437



**City of Moose Jaw**  
**INFORMATION TECHNOLOGY**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

<b>Highlights:</b>	<b>Comments:</b>
Advanced Drone Pilot	The GIS Branch of the IT Department now has a certified Advanced Drone Pilot. This allows us to fly near people and with a properly equipped drone, we will be able to fly over people. This opens the door for more value added work with the drone and doesn't require the City to close locations to fly over them. Ex. Fly landfill without closing it. Fly slumping areas to track changes, fly new developments, fly construction sites, fly events and gather video for promotional purposes.
Microsoft InTune Mobile Device Management Software Rollout	Rollout of Microsoft's mobile device management software InTune to replace the current mobile device software. InTune has proven to be easier to work with as well as being natively built into our current email server management tools and costs about half of what the previous solution costed.
Rec Software Go Live	New Recreation software goes live. New software allows for self serve registration online as well as online payments. Rec facilities were equipped with new point of sales machines including membership card printers and scanners.

**Tenders and RFPs Awarded:**

None



**CITY OF MOOSE JAW**  
**PARKS & RECREATION DEPARTMENT**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

<b>Highlights:</b>	<b>Comments:</b>
Eastend Spray Park	In partnership with Moose Jaw Coop and Eastend Community Association, the Eastend Spray Park opened on June 10, 2019.
City of Moose Jaw Recreation Pass	The City of Moose Jaw Recreation Pass was available to the public June 1, 2019 which includes access to all City of Moose Jaw Recreation Facilities including the Yara Centre, Phyllis Dewar Outdoor Pool, Kinsmen Sportsplex and Pla-Mor Palace.
Perfect Mind Recreation Software	PerfectMind Recreation Software went live May 29, 2019 at the Kinsmen Sportsplex and Yara Centre along with online registration.
Advertising and Sponsorship Policy	A new Advertising and Sponsorship Policy was adopted and implemented. The policy creates a consistent approach to the solicitation and execution of advertising and sponsorship on City assets.
Municipal Naming Policy	The previous Parks & Facility Naming Policy was updated to include all municipal assets and renamed the Municipal Naming Policy.
Adopt a Bench Program	A new Main Street Adopt a Bench program was adopted and implemented. The new program allows organizations and individuals to adopt and paint City benches along Main Street.
Street Light Banner Policy	A new Street Light Banner Policy and Program was adopted and implemented. The new program provides an avenue for event organizers to hang promotional banners on City street lights.
Renaming of Wild Animal Park	The former Wild Animal Park was renamed to tatawaw park as per the recommendation brought forward by the Wakamow Aboriginal Community Association.
Naming of Lyle Helland Diamond	The ball diamond at memorial Field was named Lyle Helland Diamond as per a request made by the Helland family.
ICIP Infrastructure Grant – Outdoor Pool	Submitted an Expression of Interest to the Investing in Canada Infrastructure Program for a new outdoor pool.
Outdoor Events Policy	A new Outdoor Events Policy was adopted to assist with the booking of community events in City Park spaces.



**CITY OF MOOSE JAW**  
**PARKS & RECREATION DEPARTMENT**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

Capital Grant Program	The Capital Grant Program was reviewed, and changes were adopted. The last update to the program was in 2007.
Outdoor Rink Assessment Plan	A review was conducted of the City's Outdoor Rinks and a new Outdoor Rink Assessment Plan was adopted.
Self-Watering Flowerpots	Implemented self-watering flowerpots and hanging baskets, saving one day of watering per week and allowing the Department to re-allocate the resources to other areas of need.
Rosedale Cemetery Upgrades	Renovations and upgrades to the building at Rosedale Cemetery were completed.

**Statistical Information:**

**KINSMEN SPORTSPLEX POOL**

GROUP	ATTENDANCE Q2	ATTENDANCE YTD	HOURS Q2	HOURS YTD
Flying Fins	3,878	9,296	185	452.75
Private Rentals	2,136	2,622	69.25	95
Rural/Private Schools	0	0	0	0
Prairie South Schools	294	2,982	14.75	113.75
Holy Trinity Schools	76	139	14	16.25
Learn to Swim	4,063	9,286	395.25	808.50
Public Swimming	8,850	24,454	628	1454
Free Swims	2,267	6,114	28.75	67.75
Adult Swim	359	935	39	88
Noon Adult	839	1,904	69	163.50
Free Teen Swims	318	742	17.50	38.50
In-service	24	59	3	9
<b>TOTAL</b>	<b>23,104</b>	<b>58,533</b>	<b>1,463.50</b>	<b>3,307.00</b>
2018 Totals	26,079	59,745	1,479.50	3,223.75
2017 Totals	25,481	57,903	1,490.25	3,234.50
2016 Totals	25,838	58,736	1,420.50	3,237.50



**CITY OF MOOSE JAW**  
**PARKS & RECREATION DEPARTMENT**  
**QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

**PHYLLIS DEWAR OUTDOOR POOL**

GROUP	ATTENDANCE Q2	ATTENDANCE YTD	HOURS Q2	HOURS YTD
Flying Fins	935	935	47	47
Private Rentals	0	0	0	0
Prairie South Schools	0	0	0	0
Holy Trinity Schools	0	0	0	0
Learn to Swim	477	477	37.50	37.50
Public Swimming	2,680	2,680	190.50	190.50
Adult Swim	55	55	7	7
Noon Adult	233	233	22.5	22.5
Free Teen Swims	44	44	4.5	4.5
In-service	31	31	4	4
<b>TOTAL</b>	<b>4,455</b>	<b>4,455</b>	<b>313</b>	<b>313</b>
<b>2018 Totals</b>	<b>5,525</b>	<b>5,525</b>	<b>316</b>	<b>316</b>
<b>2017 Totals</b>	<b>4,855</b>	<b>4,855</b>	<b>281.50</b>	<b>281.50</b>
<b>2016 Totals</b>	<b>4,091</b>	<b>4,091</b>	<b>262</b>	<b>262</b>

**AQUATIC MEMBERSHIPS**

	Adult Q2	Adult YTD	Senior Q2	Senior YTD	Youth Q2	Youth YTD	Child Q2	Child YTD	Family Q2	Family YTD	TOTAL Q2	TOTAL YTD
1 Month	8	9	6	6	2	2	6	7	14	14	36	38
3 Month	2	6	2	2	0	0	1	1	0	0	5	8
12 Month	0	15	0	0	0	0	0	0	12	17	12	32
<b>TOTAL</b>	<b>10</b>	<b>30</b>	<b>8</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>8</b>	<b>26</b>	<b>31</b>	<b>50</b>	<b>78</b>
<b>2018 Totals</b>	<b>24</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>10</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>34</b>	<b>56</b>



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**ARENA HOURS BOOKED**

GROUP	BERT HUNT Q2	WALLY B Q2	KINSMEN Q2	ALL ARENAS Q2	ALL ARENAS YTD
Minor Hockey	0	0	0	0	970.75
Figure Skating	0	0	0	0	378.50
Speed Skating	0	0	0	0	90.25
Private Minors	0	0	0	0	12
Private Rentals	0	0	0	0	49
Public Skating	0	0	0	0	76
Free Skate	0	0	0	0	16
Drop in Shinny	0	0	0	0	22
Drop in Figure Skating	0	0	0	0	25
Sticks and Pucks	0	0	0	0	20
Prairie South School	0	0	9	9	28.75
Holy Trinity School	0	0	0	0	19
Rush Ice	0	0	0	0	82.50
Lacrosse	0	0	121	121	121
Inline Hockey	0	0	165	165	165
Inline Public Skating	0	0	0	0	0
Other	0	0	2	2	2
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>297</b>	<b>297</b>	<b>2,078.25</b>
2018 Totals	0	0	387	387	2,456.25
2017 Totals	0	0	327.75	327.75	2,393.25
2016 Totals	0	0	351	351	2,486

**RECREATION PASS MEMBERSHIPS**

	Adult Q2	Adult YTD	Senior Q2	Senior YTD	Youth Q2	Youth YTD	Child Q2	Child YTD	Family Q2	Family YTD	TOTAL Q2	TOTAL YTD
1 Month	5	5	7	7	0	0	0	0	1	1	13	13
3 Month	6	6	10	10	3	3	0	0	2	2	21	21
12 Month	11	11	43	43	0	0	0	0	8	8	62	62
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>60</b>	<b>60</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>11</b>	<b>96</b>	<b>96</b>
2018 Totals	0	0	0	0	0	0	0	0	0	0	0	0



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**YARA CENTRE TURF**

GROUP	ATTENDANCE Q2	ATTENDANCE YTD	HOURS Q2	HOURS YTD
Football	1,433	6,003	130	564
Soccer	1,525	7,135	211	557.50
Baseball	1,172	4,622	163.5	428.5
Misc. Groups	1,230	8,520	112	338
<b>TOTAL</b>	<b>5,360</b>	<b>26,280</b>	<b>616.50</b>	<b>1,888</b>
<b>2018 Totals</b>	<b>5,240</b>	<b>25,525</b>	<b>541.5</b>	<b>1,719</b>

**YARA CENTRE DROP-IN ATTENDANCE**

DROP-IN	2019 Q2	2019 YTD	2018 Q2	2018 YTD
After School	48	312	52	267
Frisbee Friday League	0	115	0	101
Gym Drop In	185	359	20	142
55+ Fitness Programming	515	2,129	512	1,854
Toddler Turf Program	0	684	12	593
Turf Drop In	603	1,344	582	1,395
Family Turf Drop In	0	298	12	238
Track Adult	240	2,313	225	2,195
Track Child	6	24	1	16
Track Family	6	40	4	34
Track Senior	512	3,159	485	3,106
Track Student	20	87	10	72
Track Youth	1	17	0	10
Fitness Class Drop In-Non-Member	8	94	0	80
<b>TOTAL</b>	<b>2,144</b>	<b>10,975</b>	<b>1,195</b>	<b>10,103</b>



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**YARA CENTRE MEMBERSHIPS**

	Adult Q2	Adult YTD	Senior Q2	Senior YTD	Youth Q2	Youth YTD	Child Q2	Child YTD	Family Q2	Family YTD	TOTAL Q2	TOTAL YTD
1 Month	94	266	81	196	39	103	0	0	12	40	226	605
3 Month	8	24	14	30	8	17	0	0	1	3	31	74
6 Month	0	6	1	3	0	0	0	0	0	0	1	9
9 for 6	0	31	0	49	0	12	0	0	0	5	0	97
12 Month	28	28	14	14	4	4	0	0	6	6	52	52
<b>TOTAL</b>	<b>130</b>	<b>355</b>	<b>110</b>	<b>292</b>	<b>51</b>	<b>136</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>54</b>	<b>310</b>	<b>837</b>
<b>2018 Totals</b>	<b>139</b>	<b>340</b>	<b>77</b>	<b>215</b>	<b>46</b>	<b>95</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>32</b>	<b>275</b>	<b>682</b>

**CEMETERIES**

	2019		2018		2017	
<b>REGULAR BURIALS</b>	<b>Q2</b>	<b>YTD</b>	<b>Q2</b>	<b>YTD</b>	<b>Q2</b>	<b>YTD</b>
Adult	13	29	6	18	12	29
Veteran	0	0	1	1	0	1
Child	1	1	0	0	0	0
Indigent	1	2	0	1	0	0
Disinterment	0	0	0	0	0	0
<b>TOTAL</b>	<b>15</b>	<b>32</b>	<b>7</b>	<b>20</b>	<b>12</b>	<b>30</b>
<b>CREMATION BURIALS</b>						
Adult	24	33	39	48	40	49
Veteran	1	2	0	0	0	1
Indigent	2	2	0	2	1	3
Columbarium	3	6	2	7	1	1
Child	1	1	0	0	1	1
Scattering	0	0	1	1	0	0
Disinterment	1	1	0	1	2	2
<b>TOTAL</b>	<b>32</b>	<b>45</b>	<b>42</b>	<b>59</b>	<b>45</b>	<b>57</b>





**CITY OF MOOSE JAW**  
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**REQUESTS FOR SERVICE**

	2019		2018		2017	
	Q2	Year	Q2	Year	Q2	Year
Horticultural	34	37	23	80	13	22
Green Spaces	4	5	7	22	7	27
Pruning	45	68	31	150	69	213
<b>TOTAL</b>	<b>83</b>	<b>110</b>	<b>61</b>	<b>252</b>	<b>56</b>	<b>262</b>

**Tenders/RFP's Awarded:**

- City Hall Elevator Modernization Proposal awarded to Thyssenkrupp Elevator at a cost of \$323,069.45
- City Hall Repointing bricks was awarded to Walchuk Masonry at a cost of \$53,595.72
- Kinsmen Flooring project was awarded to MJ Carpet One Floor and Home at a cost of \$61,000.43



**CITY OF MOOSE JAW**  
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<b>Highlights:</b>	<b>Comments:</b>
SaskPower	Continue to work with SaskPower on servicing agreement although environmental regulations may affect start up.
SE Industrial Park	The Concept Plan developed by Associated Engineering has been approved by City Council. Carpere Canada has purchased 780 acres of SE Industrial Park lands to become the developer of the Industrial Park.
Downtown Development	The Downtown Moose Jaw Association has been formally established with an elected board of directors. Focus of the organization will be streetscape enhancements in line with the Downtown LAP, marketing downtown and attracting business to the core. Meeting with internal Economic Development Committee.
Downtown Façade Improvement Grant	Reviewed and processed four applications and completed an amendment to include Heritage properties
Amendments	Continued work on to Zoning Bylaw and Planning Fee Bylaw/repeal of other Sign Bylaws.
Union Hospital Site	<ul style="list-style-type: none"> <li>Completed municipal process for the amendment to the Official Community Plan/Rezoning of the old Hospital site</li> <li>Completed Geotechnical Report</li> <li>Completed draft of the RFP and took through Council for comment</li> </ul>
Noise and Building Bylaws	Completed bylaw amendments to the Noise and Building Bylaws regarding commercial uses abutting residential uses.
Statistics Canada	Completed a project to change a dissemination area in Moose Jaw.
Heritage	Worked on Heritage Sites and Plaques Inventory.
Policies	<ul style="list-style-type: none"> <li>Council approved a Street Naming Policy</li> <li>Began drafting a Civic Addressing Policy</li> <li>Finished draft of a new Housing Incentive Policy, took through Council to begin public consultation</li> </ul>



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Russell Block Arches	Began process for removing Russell Block arches at 436 Langdon Crescent.
Pathway Master Plan	Continued work with Parks and Recreation Department.
Moose Jaw Refinery	Completed Encroachment Agreement.
GIS	Official Community Plan Future Land Use Map converted to GIS.
Westheath Phase 5	Continue work to complete landscape design.
Slump Zoning	Two reports to Council for approval to construct decks in Slump Zoning.
Workshops	Attended Culture of Accountability and Safety Leadership workshops Attended a Barrier-Free Design Workshop put on by Provincial Building Standards
Pea Processing Plant	Continue to work on securing the \$65 million pea protein fractionation plant in the Moose Jaw Industrial Park. Met with their representative and connected them with Carpere Canada.
Carpere Canada	Agreement finalized and approval to City Council July 8, 2019. Will continue working with Carpere to support the promotion of the Industrial Park as well as other opportunities outside of the Industrial Park.
Solar Farm	MackSun Solar Farm proposal extension to the conditional Offer to Purchase City owned flood fringe land to establish a solar farm pilot was extended due to an RFP on a new 10 MW project was approved by City Council. Continue to dialogue with the company on projects and support as required.
Canadian Tire Development	Agreement in final stages of being approved.
Moose Jaw Municipal Airport Authority (MJMAA)	Working to finalize the operating agreement with the City of Moose Jaw. Application made to the ICIP grant program for funding to extend the runway was submitted.
Entrepreneurial Immigration Program	Presented to two international delegations.



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Branding Project and Brand Leadership Team	Continue to participate and support this project.
Economic Development Strategy	Finalizing the updated based on information and action items gleaned from the Doug Griffiths 13 Ways Report and the Gair Maxwell branding event – balanced score card being developed.
Rural and Northern Immigration Pilot (RNIP)	Continue to work on this program in partnership with SCRIP, Chamber of Commerce, Moose Jaw Multicultural Society and other stakeholders.
Taxi/Rideshare Bylaws	Approved by City Council. Effective September 1, 2019.

## Statistical Information:

### *Building Permit Values*

2 <sup>nd</sup> Quarter	2019	2018	2017
Total Building Permit Values	\$4,358,730	\$4,616,870	\$11,035,558

### *Year-to-Date Building Permit Values*

	Residential	Commercial & Industrial	Institutional	Value of Building Permits
YTD Jan 1 – Jun 30, 2019	\$7,289,555	\$3,375,200	\$285,700	\$10,950,455
YTD Jan 1 – Jun 30, 2018	\$4,445,705	\$3,514,150	\$472,015	\$8,431,870
YTD Jan 1 – Jun 30, 2017	\$10,964,209	\$4,256,152	\$2,999,017	\$18,219,378

### *Year-to-Date Total Building Permits*

2019	2018
113	93



**CITY OF MOOSE JAW**  
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***Building, Demolition, Sign and Moving Permits Issued***

<b>2<sup>nd</sup> Quarter</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Accessory Buildings	23	18	36
Apartments/Condos	2	4	5
Demolition Permits	8	9	11
Government/Institutional	3	1	3
Industrial/Commercial	15	13	18
Residential	34	27	43
<b>Total Building Permits</b>	<b>85</b>	<b>72</b>	<b>116</b>
Moving Permits	1	2	0
Sign Permits	1	5	12
Occupancy Permits	5	7	9

***Building and Bylaw Enforcement Inspections***

<b>2<sup>nd</sup> Quarter</b>	<b>2019 (YTD)</b>	<b>2018 (YTD)</b>	<b>2017 (YTD)</b>
<b>Building Inspections</b>			
Building Bylaw	13 (16)	24 (49)	43 (52)
Building Permits	181 (321)	139 (236)	189 (314)
Property Maintenance & Nuisance	9 (16)	24 (36)	6 (7)
Business License	7 (10)	5 (7)	4 (13)
Other	2 (2)	0 (0)	2 (2)
<b>Subtotal</b>	<b>212 (365)</b>	<b>192 (328)</b>	<b>244 (388)</b>
<b>Bylaw Enforcement Inspections</b>			
Animal Enforcement	6 (9)	9 (13)	5 (7)
Boulevard	79 (145)	23 (27)	91 (94)
Miscellaneous	5 (8)	7 (8)	5 (9)
Property Maintenance & Nuisance	9 (17)	7 (8)	6 (9)
Unsightly/Untidy(PM&N)	209 (253)	187 (202)	269 (298)
Clean Sidewalks	0 (49)	0 (22)	0 (20)
Zoning	11 (15)	9 (12)	12 (16)
Other	9 (16)	7 (12)	10 (14)
<b>Subtotal</b>	<b>328 (512)</b>	<b>249 (304)</b>	<b>398 (467)</b>
<b>Grand Total</b>	<b>540 (877)</b>	<b>441 (519)</b>	<b>609 (913)</b>



**CITY OF MOOSE JAW**  
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### Business Licenses

2 <sup>nd</sup> Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
New	50 (124)	53 (100)	85 (175)
Renewed	136 (1709)	151 (1703)	133 (1886)
Closed	45 (129)	56 (146)	42 (129)

### Business License Breakdown

2019	April	May	June	Q2 Total
New Category A	4	2	4	10
New Category B	1	2	0	3
New Category C	1	0	0	1
New Category E	0	0	0	0
New Category T	3	2	9	14
New Home Occupations	7	9	7	23
Closed Category A	6	0	2	8
Closed Category B	3	0	0	3
Closed Category C	1	0	0	1
Closed Category E	0	0	0	0
Closed Category T	11	2	1	14
Closed Home Occupations	13	4	2	19
Renewal Category A	10	3	1	14
Renewal Category B	13	9	3	25
Renewal Category C	15	1	1	17
Renewal Category E	0	0	0	0
Renewal Category T	17	5	0	22
Renewal Home Occupations	50	7	1	58

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)

### Tenders/RFPs

- None to report



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## Humane Society

### CATS

2 <sup>nd</sup> Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
BTS - Stray	77 (114)	58 (124)	85 (156)
BTS - Surrender	42 (69)	32 (58)	13 (27)
ACO - Stray	16 (29)	13 (27)	13 (28)
ACO - DOA	14 (34)	15 (19)	N/A (N/A)
APC	0 (0)	0 (0)	7 (7)
<b>Totals</b>	<b>149 (246)</b>	<b>118 (228)</b>	<b>118 (218)</b>

### DOGS

2 <sup>nd</sup> Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
BTS - Stray	38 (65)	54 (87)	52 (101)
BTS - Surrender	31 (52)	11 (27)	9 (17)
ACO - Stray	65 (86)	46 (75)	79 (133)
ACO- DOA	0 (0)	0 (1)	N/A (N/A)
APC	0 (0)	0 (0)	3 (8)
<b>Totals</b>	<b>134 (203)</b>	<b>111 (190)</b>	<b>143 (269)</b>

### Legend

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

## Customer Service Log

2 <sup>nd</sup> Quarter
677 inquiries – 99% complete, one matter still to be resolved