

City of Meadow Lake

2019 Annual Reports



2019 – Year in Review: Parks & Recreation Department

Summary:

2019 was a year of major change for the Parks and Recreation Department, as it saw the hiring of an entirely new management team early in the year, with the creation of a new Parks and Recreation Manager Position, and new Aquatic Manager and Parks and Facilities Foreman.

The priority focus areas for the department this year were to:

- increase usage of the existing facilities;
- increase the number of people being active in the community;
- reduce the amount of down time/ number of closures at the Aquatic Center;
- decrease the amount of negative comments from the community with respect to down time of facilities and staffing issues; and
- increase the amount of programming.

Other major occurrences in 2019 included:

- A record breaking cold snap in February resulted in a significant increase in weather related maintenance at several facilities, including the Arena, Civic Centre, and Lions Park campground and concession building.
- The First Nations Summer Games were hosted by Flying Dust First Nation from July 12-15. Several outdoor recreation facilities were used during this event, and we also set up temporary 'dry camping' on the grass fields at Stampede Grounds to help accommodate the large influx of visitors to the region.
- A grant was used to purchase inflatables which were used to set up a Kid Zone in the arena through the summer, and in the Civic Centre during slow periods over the winter as a new initiative to increase facility usage.
- A matching grant of \$25,000 was used to perform significant facility updates at the Aquatic Centre during the fall shutdown.
- Due to their failing state, the grandstands at the Stampede Grounds needed to be demolished, and several conversations were started about what the future of this area will look like for the community.

Overview by Facility

Parks & Recreation:

The Recreation Manager and Foreman focused on building relationships with user groups, residents and contractors throughout the year and made a targeted effort to respond to concerns quickly. Based on feedback received from the above mentioned groups, we believe these efforts were successful.

Although we had several items break down, need repair or replacement during the year, they were addressed in a timely manner, and work has started on maintenance plans to avoid a similar situation in the future.

In October the Parks and Recreation Board welcomed two youth representatives from Carpenter High School and a new bylaw was adopted to allow youth members seats on the Board.

Thanks to funding from the Saskatchewan Lotteries and the Community Grant Program, the City Parks and Recreation department received some grant money to operate the 'Kid Zone' in the Winter months. Since the Mezzanine was leased out to a 3rd party user group over the winter, we utilized the Civic Centre to house the 'Kid Zone'. Drop-in was held on Monday nights and Tuesday mornings and exclusive birthday parties were booked on weekends. This feature was well received by residents.



The various facilities had a lot of cosmetic and practical TLC performed in 2019 to address the appearance and operations of the venues.

At the Cemetery, high water tables resulted in necessary repairs to sunk graves. Additional drainage work was mapped out during 2019 in hopes of remedying the underlying issues for future years.

Meadow Lake & District Arena:

The Arena roof had the entire surface re-sealed to stop existing leaks and ensure it remains water tight. This appears to have worked well, as we had severe rains over the summer and did not experience any leaks.

The Arena dry pad was converted for the summer into a Kid Zone with 4 large inflatables and two pickleball courts. Kid Zone opened July 3rd for kids 2-10 and saw over 1,000 kid visits over the summer months.



The City piloted a lease agreement for the Mezzanine space to a dedicated renter for the 6 months of the ice season. The space was converted to a dryland fitness training zone for use with minor hockey and other sports. Other single ‘one-off’ bookings were still available on weekends, provided they were booked and paid for 21 days in advance of the date. This was done on a trial basis to see whether or not the space is used more frequently with a dedicated renter or for multiple one-off events.

In the spring, cosmetic work took place, the lobby, dressing rooms and hallways were painted and 7 Canadian NHL logos were painted in the dressing rooms.

Minor Hockey reported that their registration numbers increased from the previous year by 30 kids.



der

The outdoor rinks were opened in December and a bench and rubber matting were installed outside the change room for use outside staffed hours. We also put up Christmas lights at the



outdoor rink and decorated the Arena lobby to make it a bit more festive over the holiday season. The 3 outdoor rinks got a lot of usage over the Christmas holidays and we received a lot of positive response about the decorations, especially from the kids who found candy canes on the tree.

Our major annual events hosted at the Arena included the Rodeo in June, the graduation ceremony for Carpenter High School, and the Holly Berry Craft Fair, which reported an increase in foot traffic compared to 2018.

Lions Park:

In preparation for the First Nation Summer Games, several sections of the rubberized track were repaired, with assistance from the Meadow Lake Lions' Club. The lines on the track were also repainted in partnership with the Northwest School Division.

An unfortunate challenge this year was a series of several days of vandalism to the washrooms and one of the ball diamonds.

Work on the new baseball Diamond 6 for younger age groups continued. Posts holes were drilled and the posts were cemented into place. The playing field and outfield is in place. With assistance from Minor Ball and the Lions Club, the Parks Department will look to complete the diamond with fencing, shale and dugouts in the spring of 2020.

Minor baseball's numbers have been steadily growing year over year. In 2019, they hosted the 13U league tourney, 11U and 13U provincial team prep tourney (hosted together and used four diamonds), and the 13U Provincial Championship. A grant from the Summer Games Legacy Fund was given to Minor Ball to help them make improvements to the ball diamonds in preparation for hosting the provincial tournament.

Aquatic Center

2019 was a big year for the Aquatic Centre with many upgrades, both major and minor. We were thankful to have a grant which covered \$25,000 of renovations. We also had many challenges with specific parts giving out, but with quick problem solving we had minimal shutdowns and ended up having a very successful year with programming and overall quality of the pool. In addition to the renovation project, major initiatives for 2019 included:

- Introduced 4 staff in-services a year in which the staff practice their skills and talk about things that are working and those that need attention.
- Refined the registration process for swim lessons, where the registration process is done at night with additional staff on to handle the volume.
- More staff are now trained as instructors to offer swimming lessons. As a result, more kids are enrolled in swimming lessons.
- Improved the posting schedule and response time on the social media page, as one of the primary communication tools used by residents.
- Addressed mechanical issues as they arose and implemented regular inspections and preventative maintenance to stay ahead of break downs.

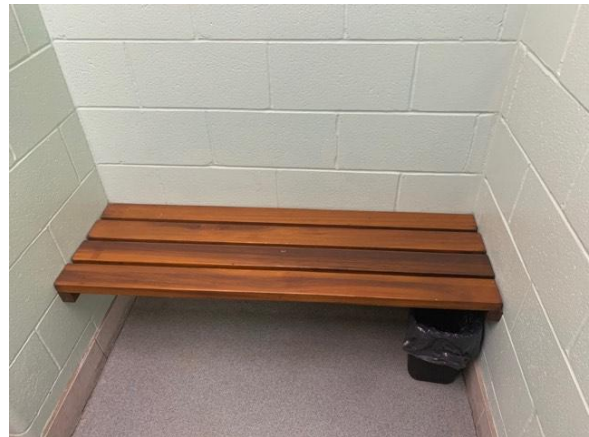
We were closed from August 29th until September 24th for our annual shutdown. During this time, the following projects were completed:

- New drain covers installed in the hot tub and main pool
- New jet inserts in hot tub
- New basement concrete pad for hot tub boilers
- Cleaning of HVAC/multiple filter changes
- Repairs of pressure hose to main pool filters
- Painting of hallway, change rooms, front lobby drywall, MP room, family change rooms and doors (through a mix of contractor and staff projects)
- Complete tile upgrades to the accessible family change room and men's shower
- New counter tops in the washrooms
- Refurbished sitting benches in staff, family and men's change rooms
- New staff lockers, tile in change room, drywall and paint
- Painted the pool basin and red bubble
- Boiler maintenance and repairs

Staff Shower re-tiling



Refurbished benches



Backsplash, New lockers, New doors/frames in staff change room



Concrete pad for hot tub filters

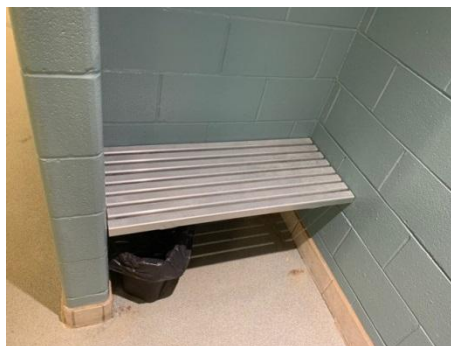


Repainted pool basin



Refurbished counters/back splash

Specially welded benches for men's change rooms



Tiled Family CHRM



Programming was briefly paused at the start of the year while an interim pool manager was in place. Lessons started up in June and continued throughout December. Starting in July we introduced 1-week lesson sets at a discounted price. These lessons were extended 5-10 minutes and were largely popular among the community members. We alternated the shorter lesson sets with the regular 2-week lesson sets.

From January to December we ran the following training programming:

- LSI- January (Staff)
- Bronze Medallion- February 19th-22nd (5 participants)
- Bronze Star- July 31st-August 2nd (2 participants)
- Bronze Medallion- August 6th- 8th (7 participants)
- Bronze Cross- August 20th- 22nd (4 participants)
- Bronze Medallion/Cross Combo- November 8th-11th (4 participants)
- LSI- October 2nd- 4th (4 staff)
- National Lifeguard- November 15th- 17th & 23rd- 25th (4 staff, 2 recertification)

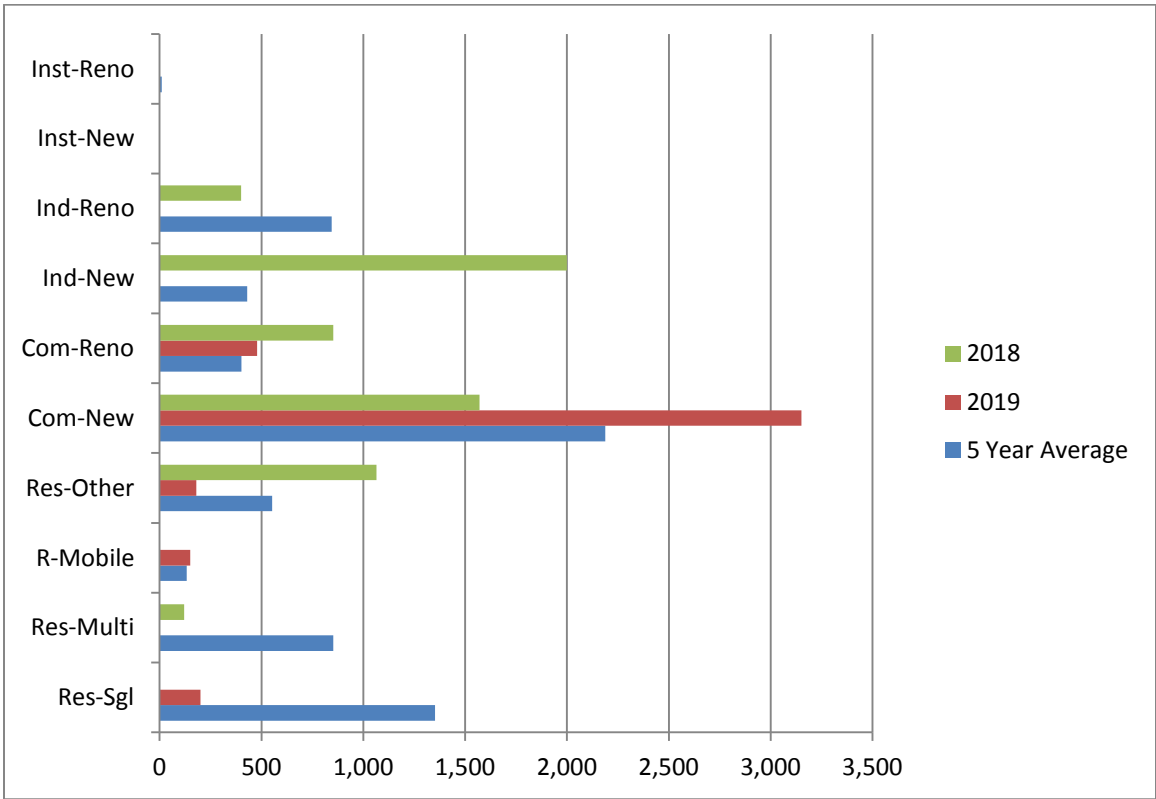
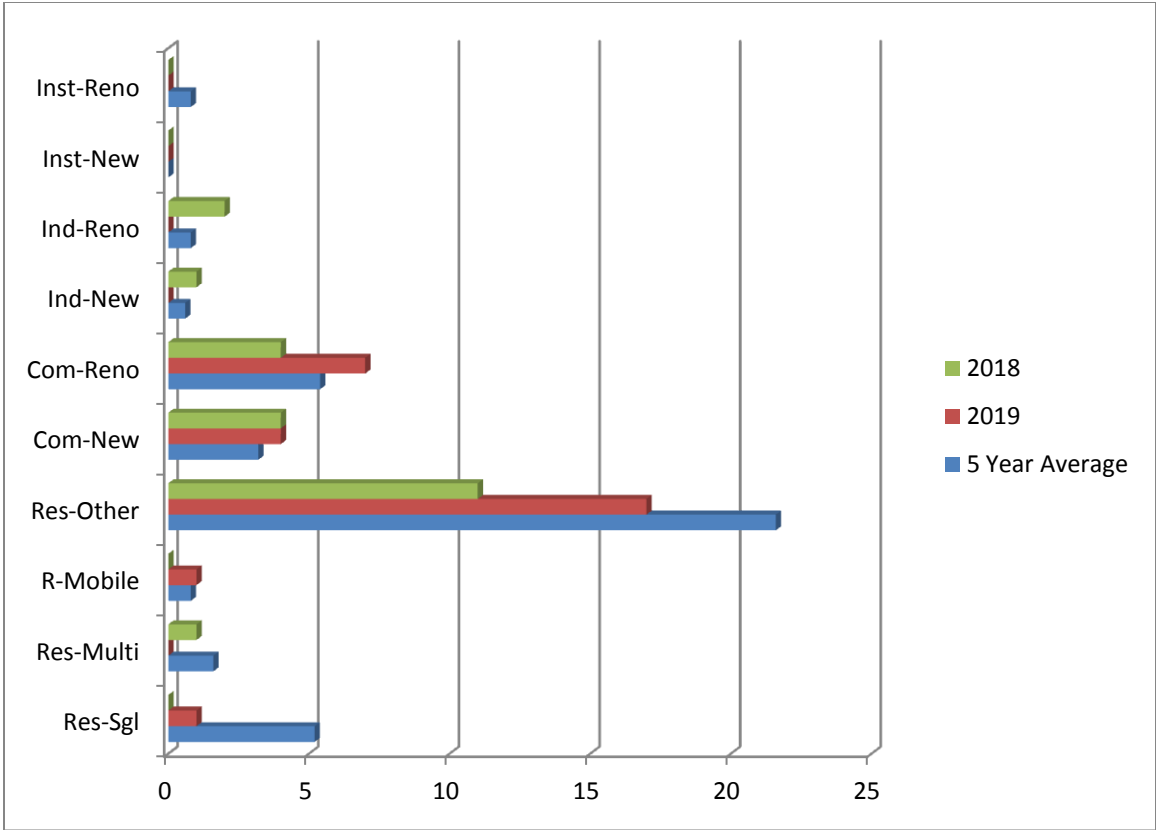
Overall advanced programming was quite successful and we hope to see more enrollments in 2020.

As 2019 was a big year for us, we do not have as many renovation projects planned for 2020. Instead, we will be focusing more on implanting more programs for the community of Meadow Lake including recreating our hot tub mural with local community artists, introduce summer day camps held at the Aquatic Centre, a 25th anniversary for the Aquatic Centre and introducing a new recreation scheduling software which will be used throughout the Parks Department and will help us overcome the difficulties with memberships and registration at the pool.

2019 BUILDING PERMITS

Type	# of Permits	Dollar Value
RESIDENTIAL		
New Single Dwellings	1	200,000
Duplex / Multi-Unit	0	0
Mobile Homes	1	150,000
Renovation /Suite/Shed Addition/Garage/Deck	17	180,416
<i>Sub-Total</i>	19	\$530,416
COMMERCIAL		
New Construction	4	3,151,000
Renovations / Additions	7	477,742
<i>Sub-Total</i>	11	\$3,628,742
INDUSTRIAL		
New Construction	0	0
Renovations / Additions	0	0
<i>Sub-Total</i>	0	\$0
INSTITUTIONAL		
New Construction	0	0
Renovations / Additions	0	0
<i>Sub-Total</i>	0	0
TOTALS	30	\$4,159,158

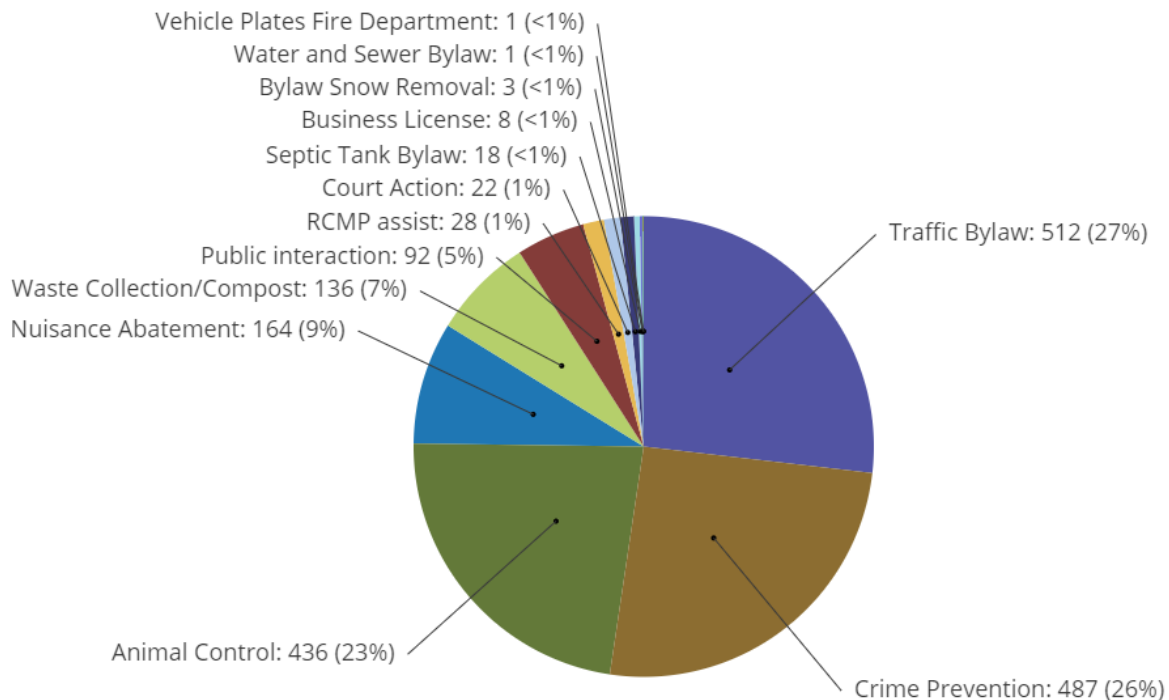
- There were 7 more permits in 2019 than in 2018.
- 2019 total permit value is \$2,847,192 less than 2018. This is mainly due to three industrial projects in 2018, which bumped up the overall total.
- Larger projects included the new Giant Tiger store and the new Meadow lake Housing Authority office building.



City of Meadow Lake Bylaw Department 2019 Annual Report

The City of Meadow Lake Bylaw Department had a busy year with 1,908 case files. Crime Prevention programs were a big focus, with many efforts made to help reduce crime within our City.

2019 Case files Pie Chart



TOTAL: 1,908

Above, we can see the amount of case files created for each category within the Bylaw Department for the 2019 year.

Major Training & Events of 2019

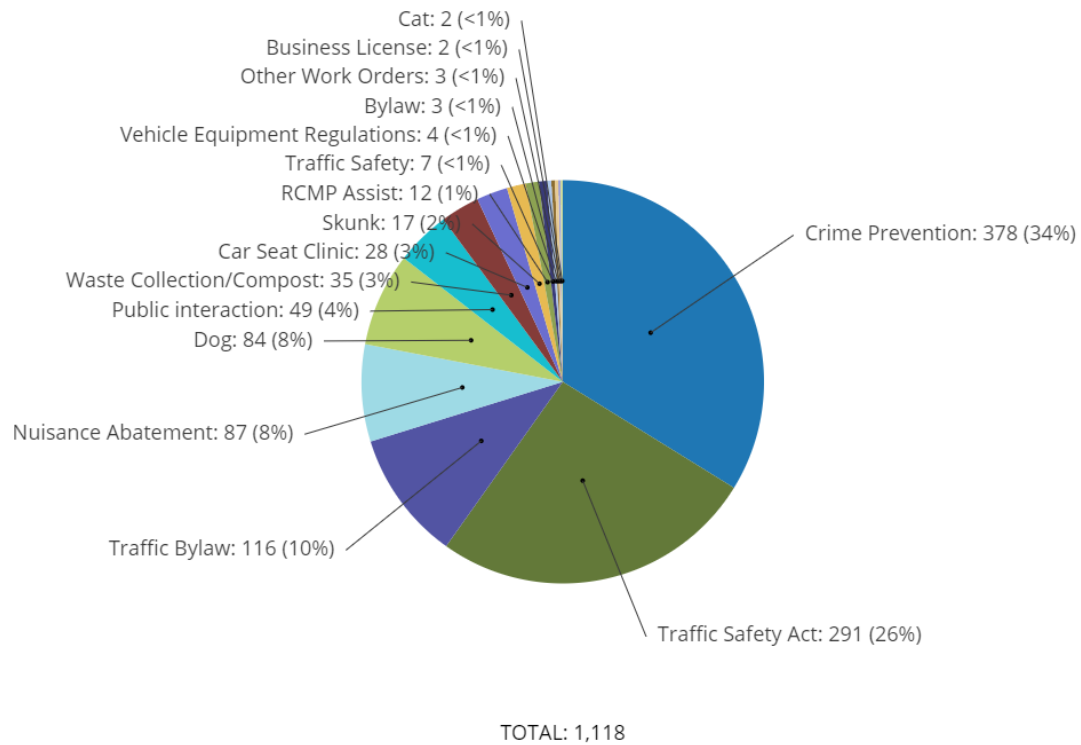
- The “Meet your Neighbour” EMO event was held May 11th
- The Eyes that Care program was introduced to the public
- Several Emergency Operations planning workshops and training courses were attended
- The CSO instructed a traffic stop practical assessment course for Community Safety Officers-Mitawasis

- Assisted Red Cross with *Expect the Unexpected* – Emergency prep youth program for the Grade 5's at Gateway Elementary School
- The Bylaw Officer attended prosecution training in Regina in order to assist the Bylaw Department with prosecuting tickets in house.

Community Safety Officer

Community Safety Officer Joe Hallahan was away on leave until April 1st 2019, which impacted the case file numbers for the year. The CSO has additional powers to enforce some provincial Acts, in addition to City Bylaws and is the head of the Bylaw Department.

Community Safety Officer Case file Pie Chart



Above are the case files the CSO responded to in the 2019 year separated into different categories.

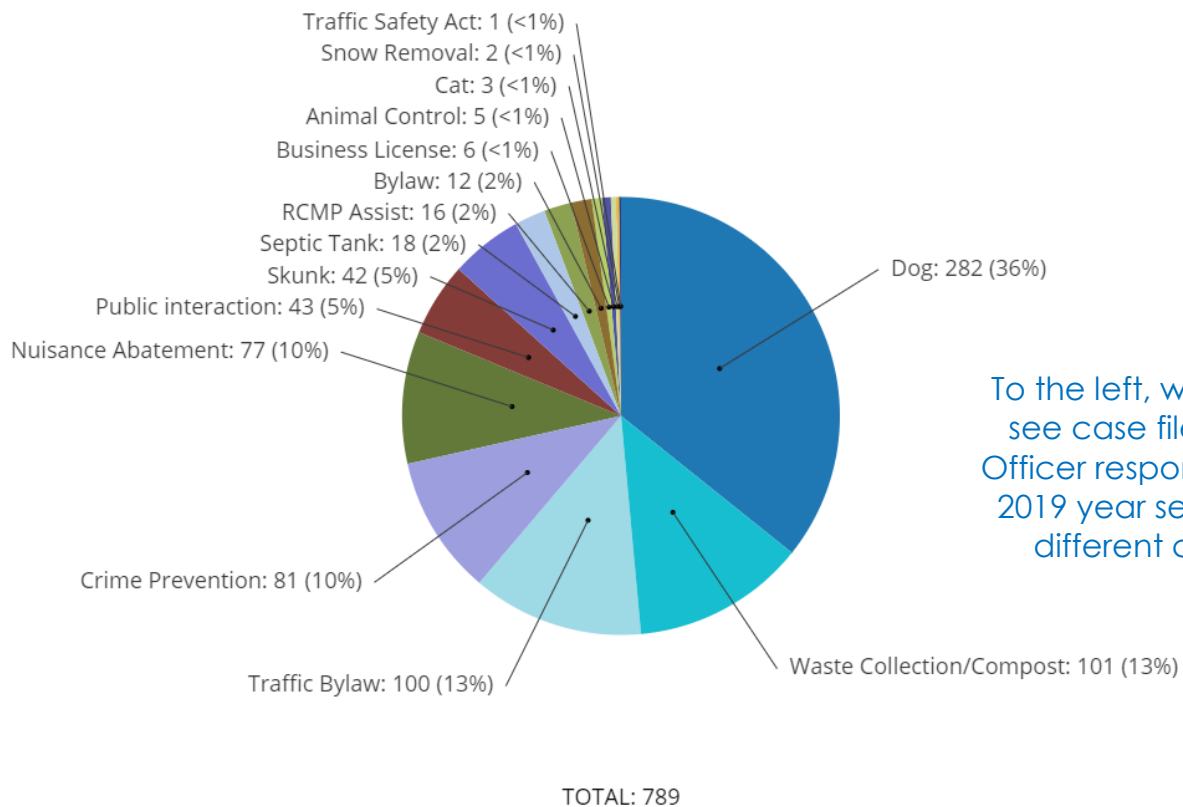
Bylaw Officer

Bylaw Officer Chuckrey has been with the City of Meadow Lake's Bylaw Department since 2017. The addition of this position allows for the CSO to focus more efforts on enforcement of provincial acts. In 2019, a new vehicle was purchased for the Bylaw Officer which allows for a dedicated animal kennel area that can be disinfected after use within the vehicle. The equipment in the vehicle has improved officer health and safety and effectiveness.



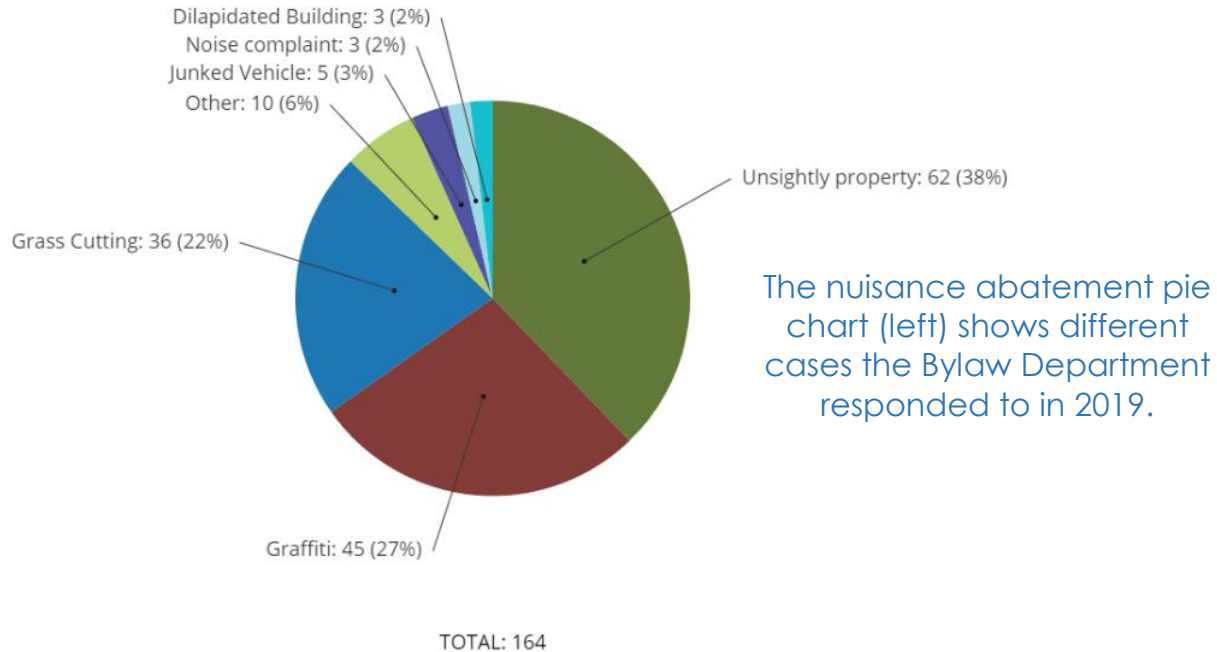
The 2019 Chevrolet Equinox (above) was delivered in May 2019. The vehicle was equipped with emergency equipment in September 2019.

Bylaw Officer Case file Pie Chart



To the left, we are able to see case files the Bylaw Officer responded to in the 2019 year separated into different categories.

Nuisance Abatement



The Nuisance Abatement Bylaw covers a wide variety of topics. From ensuring yards are well maintained to junked vehicles, there is a lot to do. Bylaw had 164 case files for the year of 2019.

During daily patrols, Officers keep an eye out for properties that may be in violation of the Nuisance Abatement Bylaw. If a property is spotted that is in contravention of the bylaw, Officers will try to contact the property owner to resolve the issue. Officers will then issue an Order to Remedy for the property; giving a deadline the issue must be rectified. If the deadline is not met, the City will do what is required to resolve the issues with costs falling back onto the property owner.

Of the 164 cases, 98 were related to property clean up, 45 for graffiti, 3 noise complaints, 5 for junked vehicles and 3 for dilapidated buildings. The remaining 10 cases fell into the “other” category of miscellaneous nuisance abatement concerns.

Traffic Safety Act & Traffic Bylaw

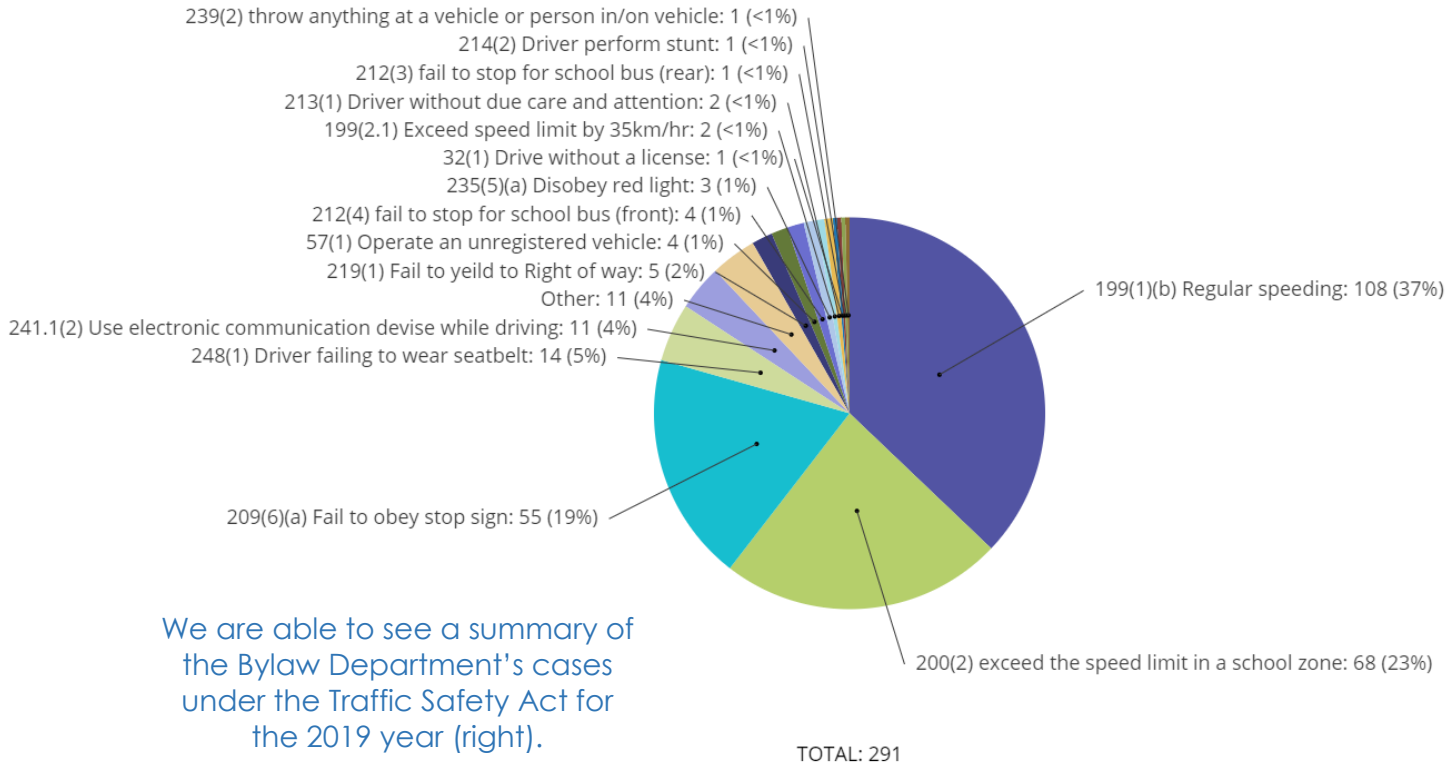
An area of focus for the Bylaw Department is enforcing the City’s Traffic Bylaw and the Traffic Safety Act. Both the CSO and Bylaw Officer enforce the Traffic Bylaw. The CSO’s focus for the month of October was on distracted driving awareness. Radio, newspaper and Facebook ads were created to shine light on the dangers of driving while distracted.

291 case files were created under the Traffic Safety Act. 127 SOTI (Summery Offence Ticket Information) tickets were issued and 154 verbal warnings given. Inspections and inquiries

create the remaining 10 case files. 4 other work orders not on the pie charts are for vehicle equipment regulations, such as checks for proper taillight and headlight use.

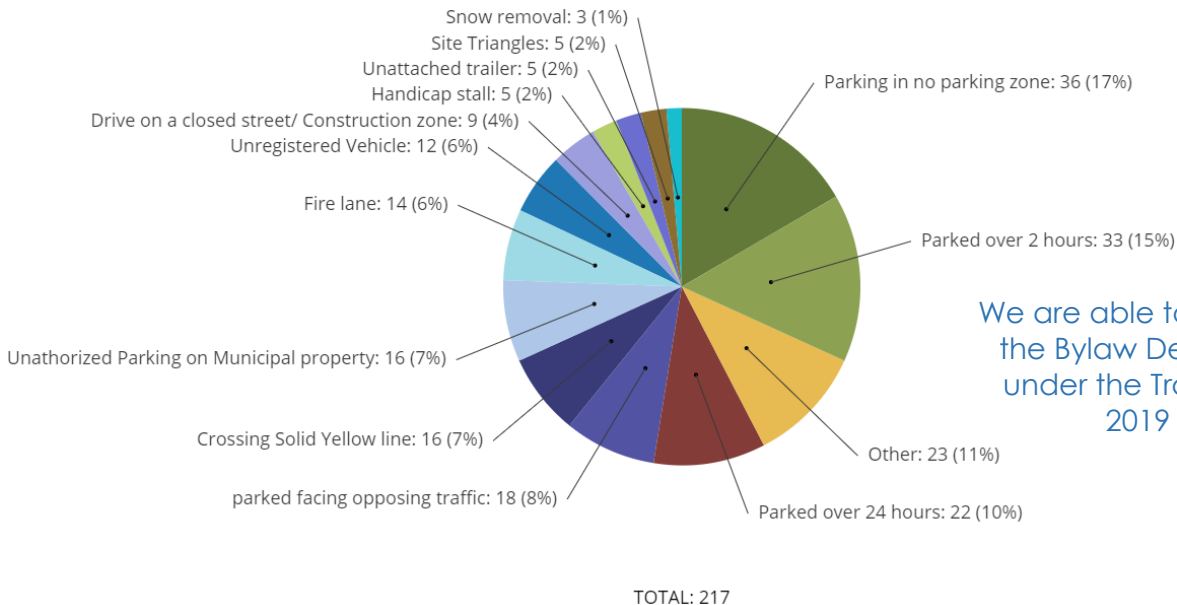
217 case files were created under the Traffic Bylaw. 84 notice of violations were created and 89 verbal warnings issued. The Bylaw Department impounded 8 vehicles, 5 of which were released and 3 were put up for tender. The remaining 36 case files either fell under inspections or inquiries.

Bylaw Department 2019 – Traffic Safety Act



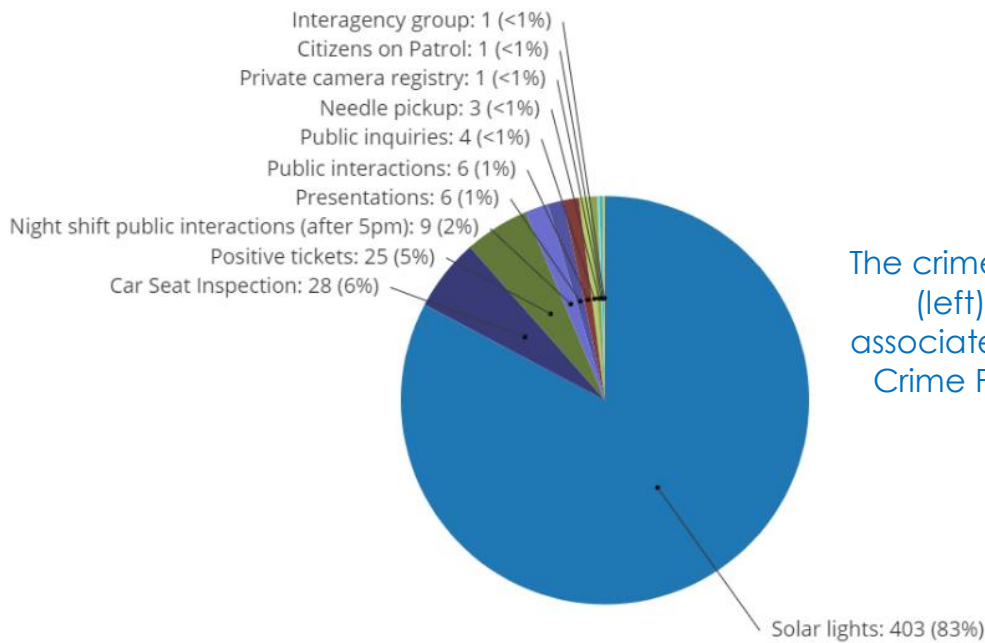
We are able to see a summary of the Bylaw Department's cases under the Traffic Safety Act for the 2019 year (right).

Bylaw Department 2019 – Traffic Bylaw Case files



We are able to see a summary of the Bylaw Department's cases under the Traffic Bylaw for the 2019 year (left).

Crime Prevention



The crime prevention pie chart (left) displays the data associated with the City's 2019 Crime Prevention Programs.

TOTAL: 487

Car Seat Clinics



Children received goody bags, creating a fun environment while bringing awareness to parents regarding safe practices when using car seats.

The CSO was able to complete a Child Passenger Safety Training course in the autumn of 2018. This course qualified him to perform car seat inspections. The City held two car seat clinics, July 26th and October 30th 2019. The CSO was able to apply for and receive a grant to purchase car seats, which were distributed to citizens in need whom attended the car seat clinics.

Graffiti Removal Program



Another crime prevention method introduced in 2019 was the Graffiti Removal Program. The City understands the property owner whose property falls victim to graffiti is not at fault. However, the sooner graffiti is removed, the less likely there is to be a repeat incident. To assist with the cost of covering graffiti, the City developed a program where property owners are eligible to receive one free paint kit per property should they need to cover graffiti. In 2019, 45 case files of graffiti were created. Of those 45 cases, 11 property owners applied for and received graffiti paint kits.

Eyes that Care Program



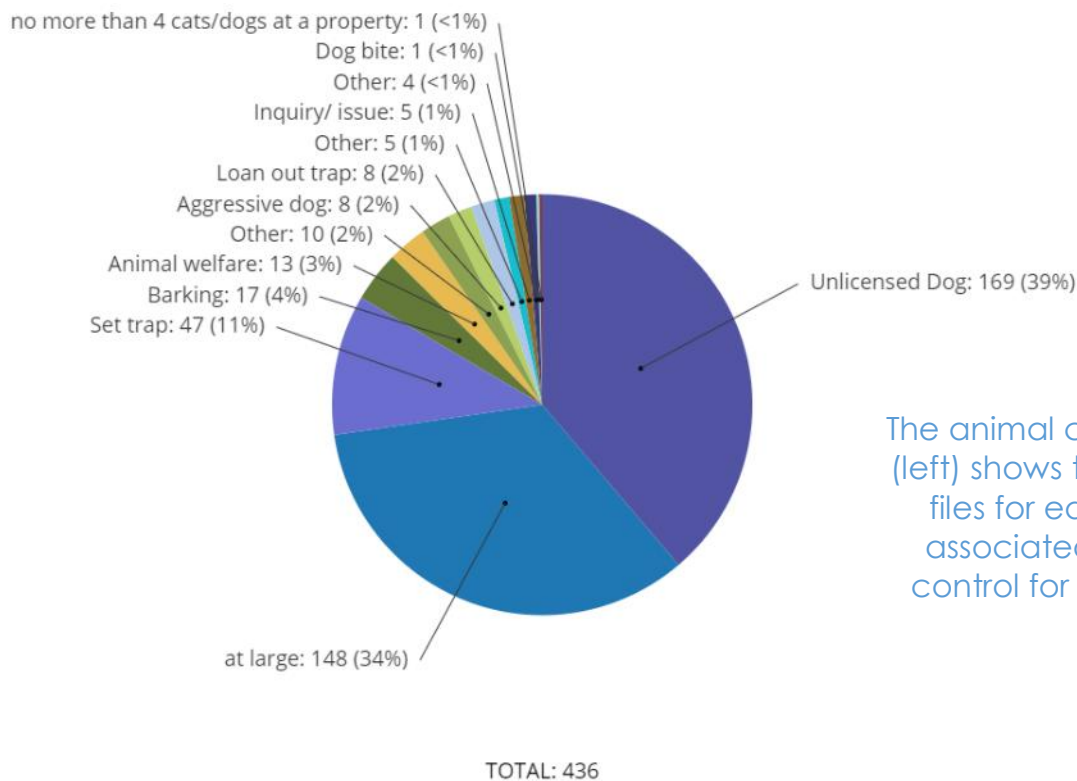
May 11th 2019 was the "Meet your Neighbour" event where the Eyes that Care Program was introduced to the public. 64 lights were given out at this event.

Another crime prevention project implemented was the Eyes That Care Program, introduced May 11th 2019 during the Meet your Neighbour event. The focus of the Eyes That Care program is to reduce crime by improving sightlines on private property. In this case, by using light to illuminate one's yard, offenders are more visible, which is unappealing for people with the wrong motives. City residents are eligible to receive one free solar light per property. By December 2019, the City had given out 403 lights to City residents.

Positive Tickets

25 positive tickets were distributed in the 2019 year for various reasons. Bicycle safety, mainly helmet use, was the leading reason positive tickets were issued. We would like to expand this program in the 2020 year. The Bylaw Department recognizes the importance of rewarding those who put an effort into bettering their community and taking measures to ensure personal safety. This program is also a way for officers to have positive interactions with the community.

Animal Control



The animal control pie chart (left) shows the sum of case files for each category associated with animal control for the 2019 year.

The Bylaw Department was very busy with animal control throughout the year with 436 case files in 2019, as opposed to 277 case files in the 2018 year. Over half of the case files were dog related.

Skunks

As for skunks, 2019 was a very busy year with 59 skunk case files. This was an increase compared with 2018, which saw 31 skunk case files. The Officers set 45 traps, catching 20 skunks.

8 skunk trap permits were issued to citizen who wished to use skunk traps on weekends or when staff were away and unable to check the traps. 4 skunks were caught by citizens who signed out traps. The remaining 6 case files fell under skunk inquiries.



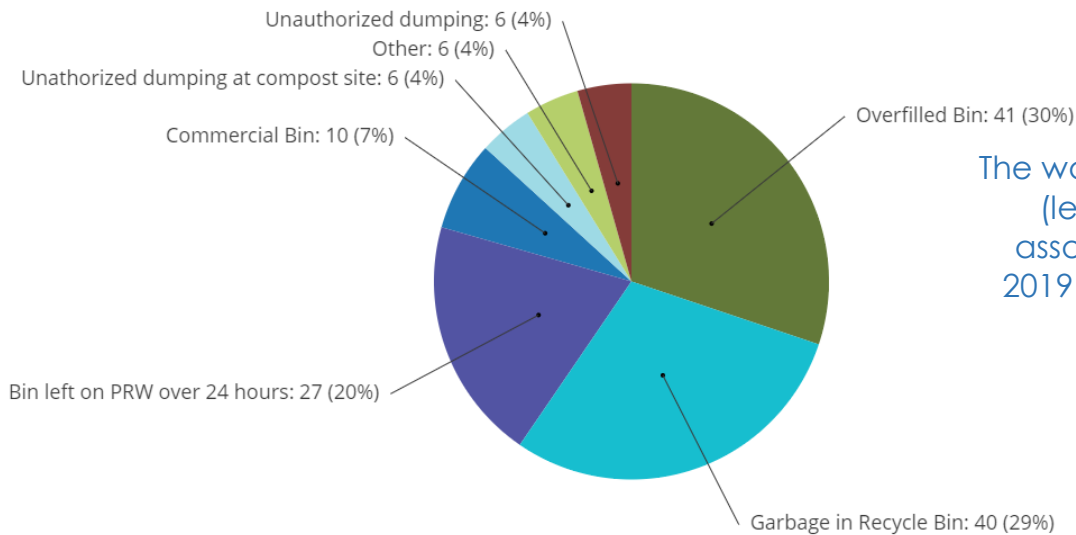
Dogs



In September, Council passed an updated Dog Bylaw No. 9 /2019. This bylaw brought a number of changes, including a new get out of pound free program and rules for the off leash dog park. There were 33 SOTI tickets issued for dog-related offences. Summary offence tickets are issued for offences such as dogs being at large, unlicensed dogs, and excessive barking. There was 1 dog bite case reported in 2019.

There were 62 dogs impounded at the Meadow Lake and District Humane Society. After 3 business days of being impounded, the ownership of the dog transfers to the Meadow Lake and District Humane Society. At this point, the dog will be adopted to whomever the shelter sees fit. Of the 62 dogs impounded, 33 dogs were claimed by their owners and returned. The remaining 29 dogs were put up for adoption.

Waste Collection



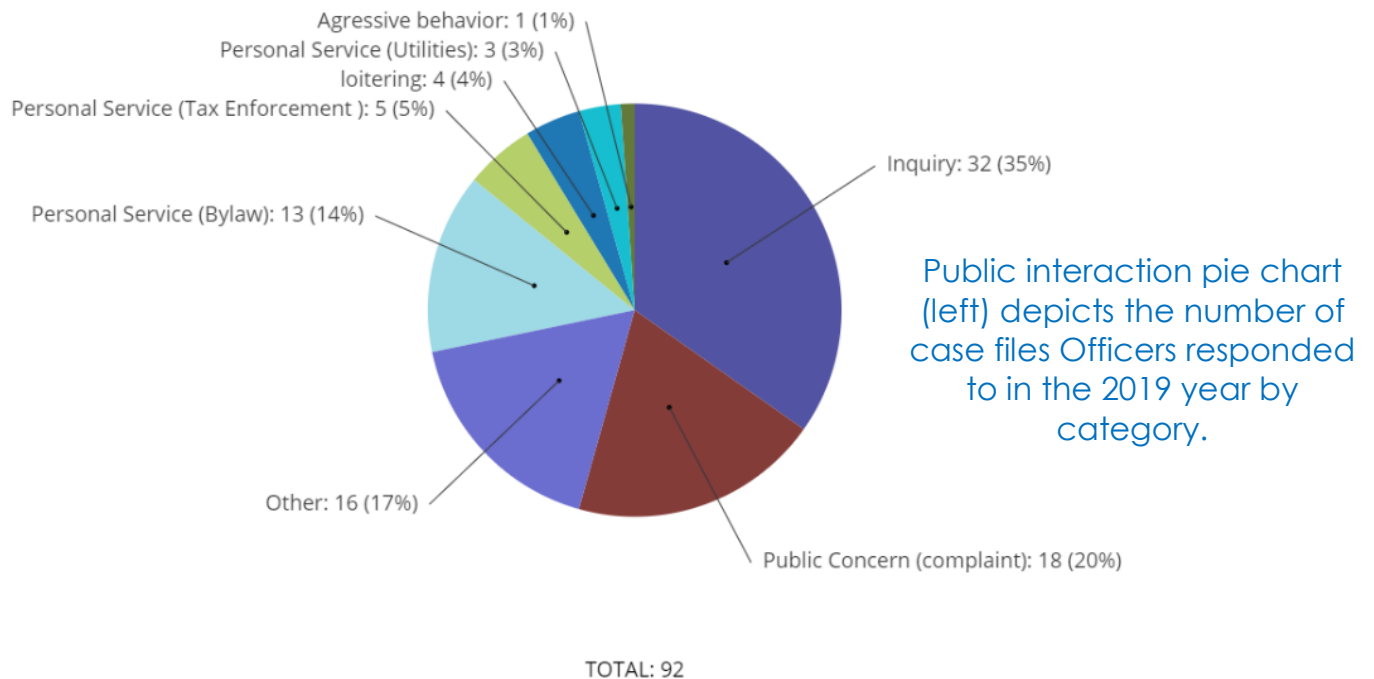
The waste collection pie chart (left) displays the data associated with the City's 2019 waste collection case files.

TOTAL: 136



Many of the calls the Bylaw Officer responds to are associated with overfilled garbage or recycle carts. When residents overfill their bins, the lids are unable to shut, which then allows the wind and birds disperse the contents on City streets. Another common occurrence is the issue of garbage in recycle bins. In these cases, the owner will be issued a warning. If garbage is placed in a recycle cart for a second time, a fine may be issued. In 2019, only 6 Notice of Violations were issued compared with 2018 where 70 notices were issued. 98 written and verbal warnings were issued in 2019, compared with 2018 where the total was 81.

Public Interaction



We encourage each resident in Meadow Lake to bring their concerns forward for our Officers to investigate. The City provides bylaw communication forms for the public to complete if they wish to communicate a concern. Residents are also able to submit an inquiry via email. 2019 saw 92 public interaction case files.

Court

From creating summons to serving disclosure packages, many office hours were dedicated to court preparation and ticket processing.

In 2019, the Bylaw Department issued 34 summons, 17 of which progressed to court, leading to 14 default convictions, 2 guilty pleas and 1 withdrawn.

42 tickets under the Traffic Safety Act went to court for a 1st appearance. This resulted in 28 default convictions, 8 guilty pleas (where the defendant received a reduced fine or an extended time to pay) and 4 tickets were withdrawn. 1 ticket was rescheduled to January 2020 for a plea, 1 plead not guilty which resulted in a trial date being set for January 2020.

16 trials were scheduled in the 2019 year. 2 defendants were found guilty, 2 defendants did not appear which resulted in a default conviction, 1 ticket was paid prior to the trial date and the crown withdrew 4 tickets. 7 defendants entered a plea bargain, pleading guilty for a lesser fine amount.

Conclusion

In conclusion, 2019 was a good year for the Bylaw Department. Public communications and community interactions increased over 2018. In late 2019, Council included Emergency Planning responsibilities in this Department's portfolio, allowing staff to build on the training taken this year. Many crime prevention programs were also introduced, which had a positive impact on the community. We are excited to maintain these programs within the Bylaw Department in 2020.

2019 Engineering Annual Report

Major Projects in 2019

1. 2019 Street Improvement Project.

- 200 block of 3rd St W – 100 m full structure rebuild and remaining 28 m was milling and paving.
- 400 block of 2nd St W – 156 m full structure rebuild and 117 m curb and gutter rebuild
- 300 block of 2nd St W – 106 m milling and paving.
- 200 block of 2nd St W – 131 m full structure rebuild and 16 m curb and gutter rebuild
- 100 block of 2nd Ave E – 84 m milling and paving
- Bridger Dr from 5th St W to Gibson Cr (west leg) – 218 m full structure rebuild with subsurface drainage improvements.
- Palenchuk Pl – 100 m full structure rebuild with subsurface drainage improvement
- Morin Cr – 150 m full structure rebuild and 165 m milling and paving
- Marion Cr – 175 m full structure rebuild, 140 m milling and paving and 34 m curb replacement.
- 5th St W between 5th Ave and 7th Ave W – 340 m full structure rebuild
- 2962 m² of utility patches

Total Cost of Paving Project = \$2,046,159.

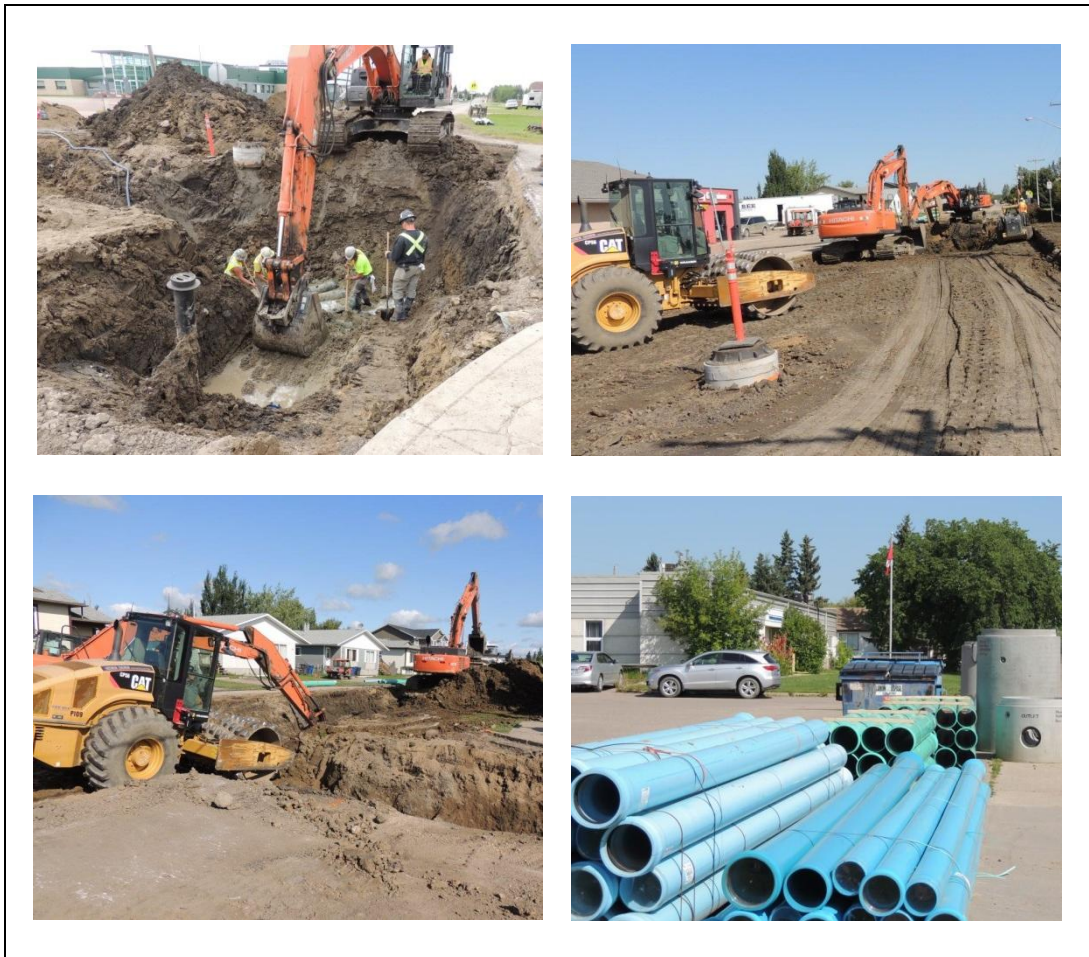


2019 Engineering Annual Report

2. 5th St W Water and Sewer Replacement Project

- Replaced 340 m lengths of 250 mm diameter Clay Tile sanitary sewer pipe with PVC pipes.
- Replaced 5 – 1200 mm diameter sanitary sewer manholes.
- Replaced 250 m lengths of 200 mm diameter Asbestos Cement water main with PVC pipes.
- Replaced 90 m lengths of 150 mm diameter Asbestos Cement water main with PVC pipes.
- Replaced 1-150 mm and 2-200 mm water main valves.
- Replaced all service connections up to the property lines.

Total Cost = \$517,345 (includes certified operator inspection service cost)



3. Sidewalk and Curb Repair Project and Cross-Sidewalk Drains Installation

- Replaced 198 m lengths of sidewalk.
- Replaced 298 m length of curb.
- Replaced 118 m of combined sidewalk and curb.
- Replaced 8 cross-sidewalk drains in the downtown area

Total cost = \$101,427

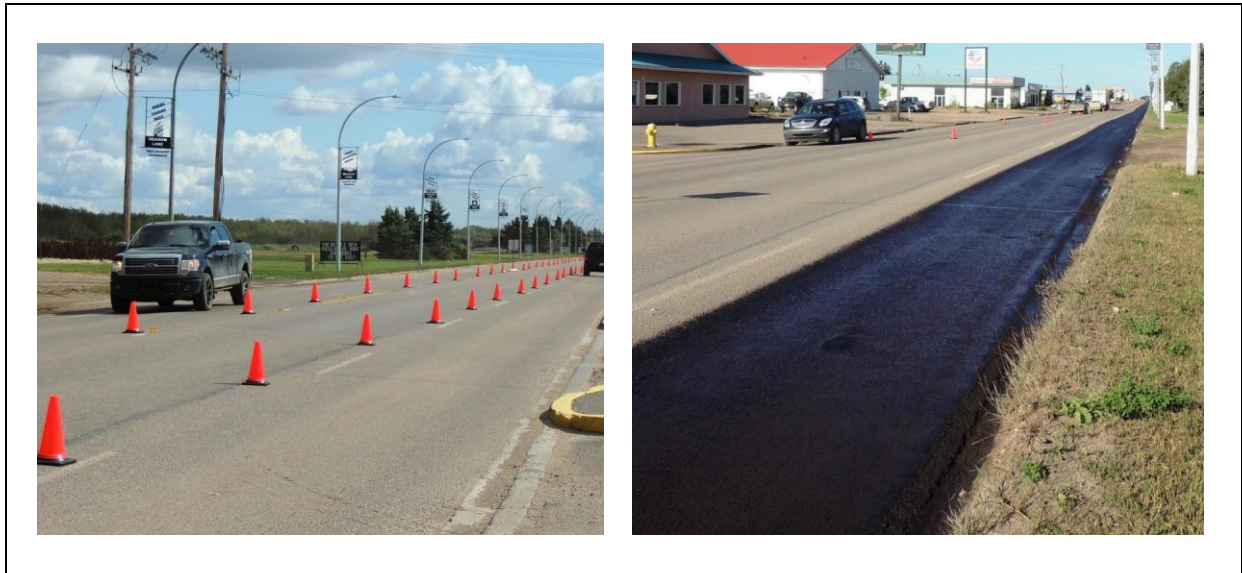
2019 Engineering Annual Report



4. Application of CRF Restorative Seal on Highway 55.

- Applied CRF- asphalt rejuvenating oil on Highway 55 from Highway 4 to 4th St E (except the concrete sections near Centre St).
- 5569 L of CRF oil was applied

Total cost = \$34,397



2019 Engineering Annual Report

5. Infrastructure Project Grants

- Disaster Mitigation and Adaption Fund grant through Infrastructure Canada
 - Approval of the final application was announced in March 2019.
 - \$20.0 M project with federal contribution \$8.0 M and project duration up to 2027.
 - Contribution agreement will be signed shortly.
 - Project includes construction of a sewage lift station, replacing all common trench water and pressured sewer lines on the east side and moving the lagoon further away from the developed area in the City.

- Invest in Canada Infrastructure Project Grant
 - 5 project applications were submitted: 4 under green infrastructure stream and 1 under community, culture and recreation infrastructure stream.
 - The detailed project application was opened in December 2019 with application intake for one project under each stream.

- Urban Highway Connection Program Project Grant
 - Grant application was submitted to mill and pave Highway 4 starting from the Museum approach up to the Highway 55 and full depth reconstruction of an 80 m segment at the Highway 4 and 55 intersections.

6. Other Infrastructure Works

There were a few projects that were done in coordination with Public Works

- Replaced 8 hydrants; Total approx. cost = \$125,000
- Repair or replaced 12 valves; Total approx. cost = \$69,153.34
- Installed 65 culverts of 555 m length; material cost = \$26,313 and the installation was done by the Public Works staff.

7. Asset Management Works

- Asset Management Coordinator joined in June 2019.
- Prepared an asset management implementation plan and submitted to Council.
- Asset management policy was adopted by Council.
- Entered the materials, machinery and equipment and their cost into the CityWide software.
- Worked on common ID between the TCA inventory and GIS shapefiles for valves and water pipes.
- Attended the following training courses
 - Professional certification on asset management planning.
 - NAMS.PLUS 3-day asset management training workshop.
 - Online webinar on level of service development, risk management and long term financial planning.