

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: February 10, 2020  
Subject: Monthly Highlight Report  
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

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## Fire Department

Calls this month: 32(Fire – 16, Rescue – 5, First Responder – 11)  
Year to date calls: 32

- Fire inspections and fire safety education:
  - 4 fire inspections were completed
  - 2 public ed events: “Too Hot for Tots” at Glanville centre and “Helmet Safety” at Perley elementary school.
- Notable calls were a structure fire on Central Ave. where all occupants were able to get out of the home safely and a motorhome fire up Morrissey Creek Rd.
- One of our members, (Dave Paulett) received his 30 and 40-year service medal from the Office of the Governor General as well as 35 Office of the Fire Commissioner service award.
- NFPA 1001 members training for the month was electrical safety, ground ladders and thermal imaging camera review as well as a review of a carbon monoxide call and procedures for responding.
- NFPA 1001 training class completed Ch 8 - Fire Extinguishers, Ch 19 - Salvage and Overhaul, and Ch 23 - Fire Suppression theory exams and are working their way through the practical evaluation components for each of these chapters.

## Outside Works

### General

#### Electrical

- Removed decorations from Gyro Park
- One outage caused by a FortisBC broken cutout and one outage from a bird contact
- One service upgrade and one new house service
- Changed more LED streetlights
- 2020 work plan
- Canadian Electrical Code refresher course

#### Public Works

- Snow, snow, snow and more snow.
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#### Water and Sewer

- WWTP Upgrades ongoing.
- Fire Hydrant maintenance.
- Well/Chlorine maintenance.
- Sewer service blockages.
- 2020 work plan.

## Development and Engineering

### General

- Approximately 60 front counter, telephone, email and miscellaneous requests for property purchase information, zoning requirements and implications as well as other planning and development issues
- Planning is working with administration to complete the final processes required to electronically file and register with the Land Title and Survey Authority (LTSA). It is anticipated that electronically registering and filing documents will provide some reduction in legal costs incurred by the City while expediting the registration process.
- Building on the October 21, 2019 and November 25, 2019 reports to council, staff continue to work toward the zoning amendments required to include definitions for extreme weather response shelter, emergency shelter, transitional housing units and supportive housing units. Staff continue to work with council and the Social Services Advisory Group (SSAG) to inform Council's decision on identifying those areas in the community most appropriate for each use.
- Staff have initiated conversations with Ministry of Transportation and Infrastructure staff toward streamlining referral processes.
- Review of upcoming grant opportunities to determine priority projects and availability of matching grants
- Preparation of operating and capital budgets and presentations
- Continued recruitment for a Senior Planner position and initiated recruitment for a Planning Technician

## **Capital Projects**

- Disaster Mitigation and Adaptation Fund
  - Project definition underway for environmental permitting and approvals program, First Nations engagement, and engineering and design program.
- Land Acquisition and Reinvestment
  - Council approval of Land Acquisition Program and budget for Real Estate Strategy, which will be used in support of the In-Kind/Reinvestment Program
  - Keystone Appraisals has conducted appraisals on 75% of single-family homes and all vacant lots. As of the end of January compensation calculations and offer background documents have been prepared a large cross section of single-family dwellings.
  - The Land Acquisition Program is posted publicly at <https://keystoneappraisals.ca/grand-forks-voluntary-land-acquisition-program/>

## **Long Range Planning**

- Staff continue to work with developers to bring several subdivision proposals and projects online.
- Work on various rights-of-way and road dedication projects continue
- Staff continue to work with developers on potential temporary use permit proposals
- Discussions continue with developer on proposal for Highway Commercial property rezoning/subdivision/development
- Staff continue to work with property owners to develop infill properties
- Staff have started working on the next consolidated zoning bylaw which will include zoning regulations and zoning scheduled changes adopted since the last zoning bylaw consolidation in February of 2019

## **Current Planning**

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## **Business Licencing**

- Staff have prepared the necessary reports and have set in motion the completion of the public hearing notice requirements required for 3<sup>rd</sup> reading of the Inter-Community Business Licence Bylaw (also referred to as Mobile Business Licence or Inter-Municipal Business Licence).
- Staff review of draft Business Licence Bylaw commenced
- Processed 12 Business Licence Applications.

## Building Inspection and Bylaw Enforcement

### General

- Building Bylaw review underway, expected introduction in March.
- Meeting with developers currently being planned, prior to bylaw introduction.
- Soil gas (radon) testing completed. Results indicate that homes with the least amount of air leakage (newer homes) have higher levels of radon and are slightly higher than the concern threshold. Will continue to test throughout 2020 and encourage all homeowners to proactively test as per Health Canada guidelines.
- Arranged for indoor air quality testing at the public works office.
- Secured engineering services for firehall slab review (possible flood damage).

### Bylaw Services

- Parking and snow clearing issues resolved.
- Enhanced security presence requested at the library, art gallery and Service BC.

### Building Inspection

- Building Permit applications this month: 6
- Year to date Building Permit applications: 6
- Year to date construction value: \$253,130.00

## Corporate Services

### General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 4 In-Camera, 2 Workshop)
- Prepared weekly summaries/updates (4 summary, 3 org. updates, 2 internal updates)
- Budget preparation
- Communications briefings
- Contracts/Fee-for-Service Agreements
- Corporate Tasks completed: 7
- Human Resources Duties
- Supported Public Works operations
- Work preparing Public Works updated Utility Regulation bylaws
- Legal
- Media Releases/Communications
- Review Bylaws, related Provincial legislation and Court decisions
- Off-site Training

### Information Technology

- Continued support for desktop services (PC's, phones, copiers)
- Security Panel upgrade at Court House completed
- Account Security Updates
- Audit of mobile devices and planning for replacements
- IT tasks completed: 5

## Financial Services

### General

- Amended Utility Billing Bylaw 2064 to third reading January 13th
- Facilitated Council capital projects workshop January 27
- Work proceeding on 2020 operating budgets
- Auditors on-site January 27-31 for testing and review
- Year end entries and working papers in progress
- Preparation and filing of T4 and Worksafe returns for 2019
- DFA and insurance claims in progress
- Responded to requests from the public regarding utility billings and property taxes

### Procurement

#### RFPs and RFQs Issued

- RFQ - 2020 Hanging Baskets

#### RFPs and RFQs Awarded

- 2020 Hanging Baskets – Mariposa Greenhouses and Country Road Greenhouses

#### Purchase Orders Issued

Total value	\$53,502
• Less than \$5,000	8
• \$5,000 to \$25,000	4
• \$25,000 to \$75,000	0
• Greater than \$75,000	0

Total value of purchases      \$446,402

1 direct award < \$25,000:      Nor-ex Engineering – GHG mitigation assessment

0 direct award \$25,000-\$75,000:

0 direct award > \$75,000:

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## Recommendation

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