

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: June 15, 2020  
Subject: Monthly Highlight Report  
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

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## Fire Department

### General

Calls this month: 31(Car Fire-2, Alarm Activation -10, First Responder-2, Burn Complaint-08, Misc-9)  
Year to date calls: 181

- Fire inspections and fire safety education:
  - One requested inspection at Boundary museum and no public education since Covid-19 social/physical distancing protocols
- Grand Forks Fire/Rescue has been actively following COVID -19 protocols for First Responders and the fire halls.
- The Fire Department has completed Covid-19 return to Activity Guide and Risk Assessment, as well as Standard Operating Guidelines as it pertains to returning to training and operations during Covid-19.
- NFPA 1001 training class has been studying material at home and SR 1001 group have been viewing Training power points and online video training from home.
- In person practices set to start in Mid June once all members have had Covid-19 training and best practices.
- Annual Fire Hose Testing set to start next Monday
- Four Firefighters have successfully completed the Fire Officer 1 training which puts them one step closer to completing the BC Playbook Minimum Training Standards for fire Officers.
- Notable calls
  - RV Fire (Fifth Wheel) Moto Fire- Crews achieved a quick knock down, fire determined to be caused by candle knocked over, one occupant and her cat got out with no injuries. No Forest around RV which kept fire contained to RV only and no exposures.
- Fire hall Updates
  - New RDKB engine arrived in grand Forks on May 21 and will put into service once driver training/operating is completed.
  - Expansion and renovations on hall 352 (Carson hall) began on May 7<sup>th</sup> with tentative completion of Mid September.

- Fire crews worked long hours from Saturday to Monday assisting with Tiger dam installations for flood mitigation to ensure the completion deadline was successful.

## Outside Works

### General

Held four weekly Coordinator meetings, on May 4<sup>th</sup>, CAO, Duncan Redfearn attend and on May 25<sup>th</sup>, Manager of Capital Projects Justin Dinsdale attended

### Electrical

- One report of an electrical surge was reported
- Electrical work completed on the temporary power supply to Industrial Park Lift station
- Retrofit old streetlights with LED

### Public Works

- 110 hanging baskets placed throughout
- 50 portable planters placed throughout
- RV park is ready for opening, June 8, 2020
- Newly installed double gate at entrance to RV Park
- Cross walk and line painting
- New crosswalk signs in various areas
- 4 way stop installed @ 2<sup>nd</sup> and Market
- Newly painted crosswalk and signs at Hutton School
- Storm sewers cleaned of debris
- Cemetery spring clean up
- Four (4) RFP's have been received in replacing the 1988 parks mower
- Meter Reads-31
- BC One Calls-21
- Posted RFQ (public works flooring or refinishing)
- New Web Map Applications
  - Flood Impact Areas (i.e. Floodplain Model)
  - DMAF Proposed Works
- Hydrant Maps for Fire Department
- Beginning discussions with MoTI regarding maintenance of the boulevard between 22<sup>nd</sup> Street to Northfork Road

### Water and Sewer

- 19 new water meters installed
- Hydrant flushing
- Three water service connection
- Temporary Industrial lift station portable building finished
- Six (6) RFP's for backhoe replacement have been received

## Development and Engineering

### General

- Approximately 40 telephone, email and miscellaneous planning, engineering, and development information requests, including:
  - 2 – potential for residential subdivision
  - 4 – business licence enquiries
  - 2 – location of lot lines
  - 3 – accessory dwelling units
  - 1 – development – industrial
  - 4 – development – residential
  - 3 – servicing enquiries for residential
  - 5 – interested in moving to Grand Forks
  - 2 – fencing regulations
  - 1 – small/tiny homes
- Staff continue to work toward identification required updates of the Zoning Bylaw.
- Recruitment for a Planning Technician to resume.

### Capital Projects

- WWTF:
  - Substantial Completion achieved on May 12<sup>th</sup>, 2020.
  - Currently working through remaining deficiencies.
  - Project currently approx. 10%+/- under budget, including addition of extra work packages which will create full redundancy (flexibility) of new plant and lagoon processes for optimized system.
- Industrial Lift Station:
  - Stage 1 – interim relocation was completed in time for flood season (including interim relocation of electrical servicing, panels, etc.).
  - Stage 2 – construction of new raised building, and reinstallation of electrical services to start this month. Estimated completion End of July 2020.
- Request for Qualifications for General Engineering and Consultant Services
  - Closed on May 5<sup>th</sup>, with over 16 applicants for 3 separate service areas:
    - I. Grant Application Support
    - II. General Municipal Engineering & Consulting
    - III. Planning and Development Support
  - Evaluation is currently underway. Note: 2020 freshet has delayed this process, but estimated completion now End of June 2020
- Kettle River Sewer Main Crossing – See DMAF Update
- Saddle Lake Spillway Bridge - Staff are working with the Regional District on constructing a bridge across the new Saddle Lake spillway. Staff requested quotes from three suppliers and Unifab Industries was awarded the contract. Fabrication is underway and installation tentatively scheduled for completion by the end of May.

- Anticipated Capital Projects to be Initiated in June, as per 2020 Capital Plan Approvals by Council:
  - (1) Public Works Sea-Can Roof System
  - (2) Kettle River Sewer Main Crossing

## **DMAF**

### **Flood Mitigation Program [FMP]**

- DMAF Program Charter and operational plans have been presented to Council. Submittal for final approval scheduled for June 15<sup>th</sup>, 2020 meeting.
- Request for Proposals for both Conceptual Program Design & Detailed Design RFP was issued on June 1<sup>st</sup> and closes on June 25<sup>th</sup>.
  - Scope of Work considered in this RFP includes the following:
    - I) Overall Program Design
    - II) Downtown Dikes, Riverside Stormwater Interceptor, and Kettle River Sewer Main Crossing (Non-DMAF)
    - III) First Nations Consultation and Adaptation Program Design

### **Land Acquisition Program [LAP]**

- As of May 31<sup>st</sup>, 77 single family homes and one commercial property offers sent with 62 accepted and in the conveyancing pipeline; 12 standard purchase and sale contracts closed in May and 9 scheduled for early June.
- 29 deferred closing contracts (where the resident can stay in the home until next year) with 21 completed initial closing.
- 18 of 21 vacant parcel offers accepted and conveyancing underway, prioritized parcels owned by owners of single-family dwellings also in program.
- 3 single family dwellings (~\$800,000) and 20 partial properties (\$189,000 total) in the City on hold pending engineering design to determine final alignment of dikes.

### **Reinvestment Program [RP]**

- Analysis on movability, site selection and servicing, and cost-benefit analysis in preparation for Council report.
- Phase 1 Feasibility Report to be presented to Council in June; Phase 2 (Funding and Implementation Plan) to be developed according to Council decision on recommended scope of program

## **Emergency Operations Centre / Freshet Advance Planning**

- City Staff from multiple departments participated actively in the RDKB Emergency Operations Centre and 2020 Freshet Response from late May to early June. Department staff supported advance planning, operations / flood protection works and decision support.

## **Long Range Planning**

- Staff continue to work with the consultant(s) to develop area sector plans.
- Staff continue to work with the consultant(s) on an updated floodplain bylaw and reports.

## Current Planning

- Implementation of policy directives resulting from COVID conditions.
- 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 property owners to develop infill properties.
- Staff continue to work 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.

## Business Licencing

- Staff review and update of draft Business Licence Bylaw continues.
- 5 Business Licence Applications completed or in process.

## Building Inspection and Bylaw Enforcement

### General

- Senior's facility report finalized for Council's decision.
- Regulatory bylaw development ongoing, proving to be a substantial effort.
- Attended meeting at request of the Downtown Business Association regarding business concerns, and how enhanced security and bylaw presence might be beneficial to the members. Bylaw Services will become more visible, despite not having many bylaws which control the behaviors in question.

### Bylaw Services

- Bylaw Officer Leford Lafayette successfully achieved Level 1 Bylaw Officer certification and is now working towards Level 2 status.
- Concerns of note this reporting period are with regards to vehicle parking, noise issues, vehicle idling disturbances and property maintenance reminders.
- In process of installing signs in problematic areas regarding bylaw offences, such as overnight parking and smoking prohibitions.

### Building Inspection

Building Permit applications this month: 10

Year to date Building Permit applications: 39

Year to date construction value: \$3,150,839.00

- Permit issued for new residence, 68<sup>th</sup>. Avenue and 14<sup>th</sup>. Street.
- Demolition permit issued for fire damaged home, 1338 Donaldson Drive.
- No reports of any significant flood damage to structures within the city.

## Corporate Services

### General

- Prepared and facilitated Council Meetings by video conference (1 COTW, 2 Regular, 2 In-Camera)
- Prepared weekly summaries/updates (4 summaries, 4 org. updates)
- Communications briefings – Media releases, Social media, Video

- Contracts/Fee-for-Service Agreements updates for 2020 - continued
- Supported Public Works operations
- Legal
- Review Bylaws, related Provincial legislation and Court decisions
- Support for Businesses during Covid-19 pandemic
- Human Resources
  - Filled Corp/IT Services Assistant Position
  - Deputy Fire Chief posting
- Supported EOC for Flood Preparation and Protection – IT, Admin, and Communications
- Contacted BFS regarding Stay Safe Shelter report as requested by Council – no response so far

### **Information Technology**

- Research webcasting options - continued
- Completed procurement of equipment for Network and Security system upgrades for multiple sites including Wastewater Treatment Plant, Airport
- Continued to support staff for remote work
- Troubleshooting Vadim issues
- Supported implementation of software for Fire Department

## **Financial Services**

### **General**

- 2020 Tax Rates Bylaw adopted May 11th
- Investment Policy 809 adopted May 25th
- Draft 2019 Financial Statements approved by Council May 11th
- Tax notices mailed out during second half of May
- Statutory Local Government financial reporting and Statement of Financial Information (SOFI) in progress
- 55 payments for Land Acquisition Program processed to the end of May; approximately \$7.8 million
- Co-ordinated utility shut-offs and prepared final billings for buyout properties
- Provided assistance to utility customers needing access to online utility billing and with setup for online banking bill payments

### **Procurement**

#### **RFPs and RFQs Issued**

- RFP - Flood Mitigation Program Design; June 25 close
- RFP – Zero Turn Mower with Bagger System; June 3 close
- RFP - Backhoe/Tool Carrier; June 3 close
- RFP – Hybrid Vehicle; June 3 close
- RFQ – Outside Works Office Flooring Supply & Install or Refinishing; May 26 close

#### **RFPs and RFQs Awarded**

#### **Purchase Orders Issued**

Total value	\$138,743
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- Less than \$5,000 10
- \$5,000 to \$25,000 4
- \$25,000 to \$75,000 -
- Greater than \$75,000 1

Total value of purchases

0 direct award < \$25,000:

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

1 direct award > \$75,000: Kone Inc. – Elevator modernization

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## Recommendation

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