

# Monthly Highlight Report



To: Committee of the Whole  
 From: **Management Team**  
 Date: May 9, 2022  
 Subject: Monthly Highlight Report – April 2022  
 Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Building Inspection and Bylaw Enforcement				
Development Activity:	This Month	2022 YTD	2021	2020
Total Building Permit Applications:	15	52	104	88
Total Construction Value:	\$2,327,776	\$4,237,106	\$12,282,926	\$6,083,967
Development Enquiries:	29	129		
<b>Bylaw Concerns:</b>				
Property Use	10	28		
Park Access/Transients	8	17		
Parking/Traffic	7	16		
Deer	0	2		
Noise	2	16		
Unightly	1	2		
Covid	0	5		
Idling	0	4		
Lawn Sprinkling	0	0		
Other (Snow/Garbage/General)	6	25		

- 'Take Action on Radon' challenge results being tabulated, individual results will be sent directly to participants (we are advised that some may receive these in their computer 'Junk Folder'). 40+ properties evaluated in the region and an overall summary report is expected soon.
- This reporting period, building permit applications were received for 6 new homes, 3 residential relocations and 3 residential demolitions. With 52 applications received so far this year, we are heading towards an extremely busy development year in Grand Forks.
- Water supply cross connection control program results in approximately 25 test reminder notices sent monthly, and more are anticipated in May for lawn irrigation systems. 1 industrial property and 1 commercial property extensively surveyed for backflow device compliance this reporting period.

Corporate Services				
	This Month	2022 YTD	2021	2020
Regular Meetings Facilitated	1	6	19	
COTW Meetings Facilitated	1	4	10	
In-Camera Meetings Facilitated	1	7	19	
Weekly reports prepared	5	20	97	
Public Hearings/Special Meetings/Workshops	2	8	17	
Social Media Posts	13	34	185	
Fee-for-service agreements completed				
Bylaws / Policies in progress or completed	4	6		

- As part of the ongoing legislative bylaw review, an updated Procedure Bylaw was presented and adopted. The update includes the Oath of Office. Code of Conduct and other related policies and documents are being also reviewed.
- Staff met with School District 51 and Regional District representatives regarding the upcoming 2022 General Municipal Election. The three parties are looking to share facilities again for General Voting Day, and where feasible to share ballot space (RDKB/City referendum; School District's City trustee).
- Initial work on the migration of City accounts to the replacement BC Bid system for procurement.

Financial Services				
	This Month	2022 YTD	2021	2020
Purchase Orders Issued				
Less than \$5,000	14	49	133	186
\$5,000 to \$25,000	8	47	79	64
\$25,000 to \$75,000	1	7	13	7
Greater than \$75,000	0	3	6	4
Cash Collected	1,355,432	4,395,257	17,945,006	41,130,058
Cash Disbursed	(935,582)	(5,890,920)	(22,088,526)	(31,664,110)

- The audit was completed in late April, with the auditors providing an unqualified audit report for the City's 2021 financial statements.
- Finance is gearing up for property tax season. The test calculations have been run in Vadim and verified. Staff is awaiting blank tax notices from the printers and final reading of the tax rates bylaw on May 9th.
- The new folding machine that Council approved in the 2021 capital plan is working great. The amount of time spent on utility bill folding and envelope insertion has been cut from one full day to about one and a half hours.

Fire Department Calls					
	This Month	2022 YTD	2021YTD	2021-total	2020-total
Fire related	20	66	86	253	190
Rescue	0	0	7	29	7
First Responder	9	21	14	63	43
MVA	0	9	11	46	44
Total	29	96	118	438	390

- We have 4 members from Greenwood working with us at training sessions to achieve their interior firefighter level
- April 27, 2022 was our Firefighter for a night at fire hall on 2nd. Street. The 13 attendees participated in different activities that firefighters and first responders do on a regular basis.
- 7 Fire Inspections have been completed this month including Interfor. Much better compliance is being seen since more rigorous inspections have been carried out.
- Notable call was a shed on Fire off Hwy 3, which we had 7 firefighters attend.

Planning and Development					
Description	In Progress	Complete	2022 YTD	2021	2020
Business licence enquiries		5	21	42	45
Development enquiries		45	180	680	640
		<b>50</b>	<b>201</b>	<b>722</b>	<b>685</b>
Business licence applications	6	3	20	81	56
Development permits	3	1	2	7	3
Development variance permits	0	1	1	4	3
Zoning amendments	2	1	3	2	3
Temporary use permits	0	0	2	2	4
Official Community Plan amendments	1	0	1	4	0
Subdivision applications	9	0	0	0	1
Strata conversion applications	0	0	0	0	1
Land acquisition/disposal	2	0	0	2	2
Roads and rights-of-ways	4	0	0	1	0
LCRB applications	0	0	1	2	3
	<b>27</b>	<b>6</b>	<b>30</b>	<b>105</b>	<b>76</b>

- Planning team completed a final round of revisions for first full public draft of OCP in preparation for public feedback and consultation.
- Urban Systems was the successful proponent for the OMNII Development Approvals Program project. Preliminary discussions and kick-off meetings underway.
- Planner position filled. Welcome Adriana Cameron to the planning and development department!

Public Works				
	2022 YTD	APRIL	2021	2020
*Med-Evacs	2	1	26	24
Burials	4	1	11	13
Cremations	1	1	21	17
Headstone Installations	4	4	34	30
Events Supported	7	3	19	17
Trees Planted			13	20
Catch Basins or Soaker Pits Installed			10	3
Metres of Asphalt Paved			333	110
Sidewalk Panels Replaced			60	18
Snow Events Cleared	9	0	10	3
Deceased Animal Recovery	10	0	67	29
Campground Bookings	0	0	971	801

- Airport Terminal Building Renovation project is 95% complete. Just waiting on delivery of kitchen counters.
- All ballfields are fully prepped and ready for play.
- Due to the successful re-implementation of the ARCAL system, Public Works have not been called out in recent weeks to assist with med-evac landings and moving forward, this data will no longer be recorded in the monthly highlight report.

Information Technology				
	This Month	2022 YTD	2021	2020
Training sessions provided	1	2		
Projects in progress	4	6		
Projects completed	2	2		
Devices replaced	5	10		

- As a result of the early budget approval provided by Council for the 2022 IT Capital Projects staff were able to order, receive, and install the equipment required for Wireless Upgrades at the Campground prior to opening day.
- Facilitated the installation of the new postage machine as well as the folder inserter machine which arrived in time for tax season thanks to early budget approval provided by Council.
- The IT Department has begun preparations for summer projects which will include previously approved Fire Hall interconnectivity as well as enhancements to the City's security systems.

Utilities Department			
<b>Electrical Services</b>	This Month	2022 YTD	2021
New Connections	2	3	
Electrical Outages	1	4	
Unplanned Repairs	1	1	
Planned Repairs	0	0	
<b>Wastewater Services</b>			
New Connections	3	7	12
Unplanned Repairs	5	8	10
Planned Repairs	0	0	11
<b>Water Services</b>			
New Connections	3	7	14
Unplanned Repairs	2	3	11
Planned Repairs	0	0	7

- Electrical crews have been busy installing caissons pile in preparation for new poles being installed in North Ruckle and City Park as a result of DMAF.
- Wastewater and water team carried out a large trench dig within City Park to reroute the Spray Park water supply and Selkirk College sanitary piping as a result of DMAF/dike works.
- Waster crew has been completing much needs flushing of main throughout the downtown area.

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### Recommendation

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