

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: January 9, 2023
Subject: Monthly Highlight Report – December 2022
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

Building Inspection and Bylaw Enforcement					
Development Activity:	November	December	2022	2021	2020
Total Building Permit Applications:	7	2	126	104	88
Total Construction Value:	\$1,694,570	\$25,000	\$10,895,481	\$12,282,926	\$6,083,967
Development Enquiries:	14	4	243		
Bylaw Concerns:					
Total Bylaw Responses	33	8	272		
Property Use	2	0	52		
Parking/Traffic	12	1	56		
Deer	1	0	4		
Noise	0	0	32		
Unsightly	1	2	15		
Covid	0	0	5		
Idling	0	0	4		
Lawn Sprinkling	0	0	26		
Other (Snow/Garbage/General)	17	5	78		
Community Safety:					
Calls for Service	5	5	107		
Safety Actions	8	9	139		
Shelter Removal	5	1	72		
Area Clean-up	16	13	182		

- 2022 was a very busy year of construction with a City record of permit applications received. Somewhat uncertain what 2023 will bring.
- Extended cold snap caused considerable concern with un-housed individuals, much effort spent on providing direction and assistance.
- Bylaw enforcement issues in December were minimal. Working on getting the message out to property owners about snow removal expectations.

Corporate Services				
	December	2022 YTD	2021	2020
Regular Meetings Facilitated	1	17	19	
COTW Meetings Facilitated	1	8	10	
In-Camera Meetings Facilitated	1	14	19	
Weekly reports prepared	3	47	97	
Public Hearings/Special Meetings/Workshops	0	14	17	
Social Media Posts	7	108	185	
Contracts completed	2	27		
Bylaws / Policies in progress or completed	2	21		

- 2022 Municipal election represented a significant addition to the year's work plan and continues to play a key role as part of our year end processes.
- Organized and hosted the City's holiday festivities along with the Fire Chief, as well as arranged long service awards and holiday thank you messages from Council.

Financial Services				
	Dec	2022 YTD	2021	2020
Purchase Orders Issued				
Less than \$5,000	3	143	133	186
\$5,000 to \$25,000	4	100	79	64
\$25,000 to \$75,000	0	13	13	7
Greater than \$75,000	0	8	6	4
Cash Collected	3,032,165	26,752,963	17,945,006	41,130,058
Cash Disbursed	(2,683,870)	(33,589,266)	(22,088,526)	(31,664,110)

- Interest rates on property taxes have increased since the last quarterly rate setting. The rate on taxes in arrears or delinquent taxes has increased from 8.45% to 9.45% and the rate on refunds of tax overpayments has increased from 3.45% to 4.45%, effective January 1, 2023.
- The City received \$2,587,478 in federal DMAF grant funding during December (\$8,604,652 to date).
- Staff completed the planning phase for its annual external audit during the first week of December.

Fire Department				
	December	2022 YTD	2021	2020
Fire related	2	120	253	190
Rescue	0	6	29	7
First Responder	7	138	58	39
MVA	0	32	38	44
Misc Calls	6	N/A	N/A	N/A
Total	15	479	438	390

- Training continues with 7 new members passing their Air Brake endorsement to enable them to drive the department trucks and take driver training to become pump operators
- Received new free education material Master of Disaster from Emergency Management BC.
- Update work happening on the radio network that the RDKB is responsible for and spearheading

Public Works				
	DECEMBER	2022 YTD	2021	2020
Burials	1	9	11	13
Cremations	0	17	21	17
Headstone Installations/Repairs	0	22	34	30
Events Supported	1	36	19	17
Trees Planted	0	23	13	20
Catch Basins or Soaker Pits Installed	0	7	10	3
Metres of Asphalt Paved	0	550	333	110
Sidewalk Panels Replaced	0	55	60	18
Snow Events Cleared	8	20	10	3
Deceased Animal Recovery	2	32	67	29
Campground Bookings	0	1922	971	801

- Major 2022 Projects:
 - Airport Terminal - Modernization/Renovation to the lounge and lobby area.
 - Lois Hagan Park - Peace Rock installation for 125th Celebration and renovation of rock garden landscaping.
 - James Donaldson Park- Renovations and refresh for a very successful 2022 GFI return after 2 years of no event.
- Seasonal road/sidewalk clearing through December snowstorms.

Information Technology				
	December	2022 YTD	2021	2020
Training sessions provided	0	7		
Projects in progress	5	15		
Projects completed	0	4		
Devices replaced	0	23		
RCMP Cases supported through Video Security	0	6	11	
Security Awareness Proficiency (Industry Score 65%)	68.10%	N/A		
Organizational Risk Score (out of 100, lower is better)	26.8	N/A		
Blocked Security Threats at Firewall Level	205,540	1,565,330		

- The City's Corp/IT department has heavily supported School District 51 from the start of the current school year while their IT department is short-staffed.
- The City's cyber security insurance provider has requested that all remotely accessible accounts will require a two-factor authentication (2FA) service to be implemented by the end of February. Some key accounts already had 2FA services enabled, however, the majority of accounts will require these services to be enabled. As such, the department has begun to review 2FA options on a per account basis. Accounts for members of Council will also require a 2FA service to be enabled.

Planning and Development					
Description	In Progress	Complete	2022 YTD	2021	2020
Business licence enquiries	N/A	5	45	42	45
Development enquiries	N/A	50	470	680	640
	N/A	55	515	722	685
Business licence applications	7	1	74	81	56
Development permits	4	0	6	7	3
Development variance permits	0	0	3	4	3
Zoning amendments	0	0	10	2	3
Temporary use permits	1	0	2	2	4
Official Community Plan amendments	0	0	3	4	0
Subdivision applications	10	0	2	0	1
Strata conversion applications	0	0	0	0	1
Land acquisition/disposal	3	0	0	2	2
Roads and rights-of-ways	4	0	1	1	0
LCRB applications	0	0	4	2	3
	29	1	105	105	76

- OMNII - UBCM Local Government Development Approvals Program: Process Review project:
 - 100% Complete -> STAGE 1 - INITIAL CAPACITY BUILDING AND GAP ANALYSIS: Review of existing information and identifying areas where processes can be improved and streamlined. Deliverable: STAGE 1 REPORT: EXISTING CONDITIONS

- 30% Complete -> STAGE 2 - DEVELOPMENT PROCESS OPTIMIZATION AND PROJECT DESIGN: The second stage of the project will involve research related to best practices and recommendations related to the overall findings of Stage 1.
- In Progress: TASK 2A – Draft individual applications, processes, and procedures for each development application and ensure integration with preferred IT solution.
- Reinvestment partnership with the Osoyoos Indian Band: development processes for rezonings, permits, and subdivisions of properties for housing, including moving 10 houses from North Ruckle neighbourhood, nearly complete.
- Completed the year-long Official Community Plan revisions and update, including achievement of Council's strategic objectives.

Utilities Department			
Electrical Services	This Month	2022 YTD	2021
New Connections	3	41	
Electrical Outages	0	20	
Unplanned Repairs	0	20	
Planned Repairs	1	4	
Wastewater Services			
New Connections	0	16	12
Unplanned Repairs	2	20	10
Planned Repairs	1	4	11
Water Services			
New Connections	3	17	14
Unplanned Repairs	1	9	11
Planned Repairs	0	0	7

- Repaired 100mm (4") 1971 Cast Iron Water Main, East of the tennis courts on Boundary Drive, due to a main break.
- Continuation of Water and Sanitary Sewer upgrades on Donaldson Drive (by MarWest).
 - Construction was to resume on January 3, 2023, with the remaining Water and Sanitary Sewer service installations.
 - After the completion of the service installations, all flushing, chlorinating, and testing of the new infrastructure will be completed.
 - Water – Chlorination, Flushing, and Bacteriological & Pressure Testing
 - Sanitary – Pressure Testing & CCTV
 - After successful testing the main tie-ins will be completed.
- Repairs to lighting at City Hall, including the outdoor post lamps at the East entrance. A new fixture has been ordered for the light at the South (staff) entrance to replace one with water damage.