

Monthly Highlight Report



To: Committee of the Whole
 From: **Management Team**
 Date: April 17, 2023
 Subject: Monthly Highlight Report – March 2023
 Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

Building Inspection and Bylaw Enforcement					
Development Activity:	YTD 2023	YTD 2022	2022	2021	2020
Total Building Permit Applications:	17	21	126	104	88
Total Construction Value:	\$1,508,891	\$1,797,550	\$10,895,481	\$12,282,926	\$6,083,967
Development Enquiries:	80	100	243		
Bylaw Concerns:					
Total Bylaw Responses	47	72	272		
Property Use	16	18	52		
Parking/Traffic	6	9	56		
Deer	0	2	4		
Noise	3	14	32		
Unightly	3	1	15		
Covid	0	5	5		
Idling	0	4	4		
Lawn Sprinkling	0	0	26		
Other (Snow/Garbage/General)	19	19	78		
Community Safety:					
Calls for Service	19	34	107		
Safety Actions	28	20	139		
Shelter Removal	10	16	72		
Area Clean-up	42	22	182		

- Construction commenced for Interfor's overall water supply and fire suppression improvements. Rockwool are starting on large efficiency improvements.
- Council memos, bylaws, and bylaw amendments prepared for Energy Step Code awareness, Recreational Vehicle Regulations, Controlled Substance Use in Public Areas, and Commercial Sign Regulations.
- Camp along the Kettle River near BMX track in process of removal due to the impending demolition of DMAF property nearby. Quantity of removed debris is astonishing.

Corporate Services

	March	2023 YTD	2022	2021
Regular Meetings Facilitated	2	5	17	19
COTW Meetings Facilitated	1	3	8	10
In-Camera Meetings Facilitated	3	6	14	19
Weekly reports prepared (updates/summary)	10	26	47	97
Public Hearings/Special Meetings/Workshops	3	7	14	17
Social Media Posts	20	51	108	185
Contracts completed	0	6	27	
Bylaws / Policies in progress or completed	4	6	19	

- Staff are working on various contracts and agreements:
 - GFI - Fence Advertising and Maintenance - in progress
 - Barnstormers RC - Dick Bartlett Use - in progress
 - Gallery 2 - IT agreement - in progress
 - Trails Society - Stewardship addendum to include dike trail - in progress
 - Citizens on Patrol - planning to attend COTW in May 2023
 - Canada Day 2023 - Museum/BCRCC - in progress
 - 11x Fee for Service 2023 agreements and deliverables - in progress
- RFP process for hosting of Canada Day 2023 has concluded. The Boundary Museum Society along with the Boundary Country Regional Chamber of Commerce are the successful proponents and will be hosting the event at the museum grounds again this year. They intend to work with other groups and organizations throughout the community including the GFI.
- The following Bylaws and Policies are being worked on or reviewed by the Corporate team:
 - Sign Bylaw - under joint review with Bylaw department
 - Controlled Substance Use Bylaw/Policy - under joint review with Bylaw Department
 - Code of Conduct Policy - updated and complete
 - Privacy Policy - new and complete

Financial Services					
		Mar	2023 YTD	2022	2021
Purchase Orders Issued					
Less than \$5,000		8	13	143	133
\$5,000 to \$25,000		9	13	100	79
\$25,000 to \$75,000		-	3	13	13
Greater than \$75,000		-	1	8	6
Cash Collected		12,360,597	15,842,535	27,582,004	17,945,006
Cash Disbursed		(2,480,927)	(9,796,507)	(33,719,260)	(22,088,526)
DMAF Federal Contribution Received		1,077,033	2,777,823	8,604,653	-

- The City received \$1,981,000 from the Province of BC from the Growing Communities Fund. Staff have prepared a revised reserve fund bylaw for the COTW to create a new reserve for this, as required by the Province.
- Audit work was conducted throughout March and the first draft of the 2022 Financial Statements have been submitted to the auditors for review and comment. Staff are planning for the auditors to make their presentation to Council on the financial statements at the Special Meeting on April 25th.

Fire Department Calls					
		March	2023 YTD	2021	2022
Fire related		23	32	6	5
Rescue		0	0	1	0
First Responder		7	26	5	1
MVA		6	19	3	5
Alarm Calls		9	21	6	3
Misc. Calls		0	20	2	1
Total		45	118	23	15
Fire Prevention Inspections		30	54	131	109

- Public Education at Hutton and Perley grades 4-7 was on Emergency Preparedness (Master of Disaster) The education was well received and there was great engagement from the students and teachers.
- Crews responded to a shed fire in the North Ruckle DMAF houses area. Follow-up investigative work was done to assist RCMP and BC Coroner Service.
- We had a string of wildland fires the last week of March where we utilized our new skid unit (portable tank, pump, and hose reel) which is carried on a pickup truck.
- Training in March included an Embankment Rope Rescue scenario with First Responder, Forcible Entry, and Ladder training. We also had a drafting practice at each of the fire halls.

Information Technology				
	March	2023 YTD	2022	2021
Training sessions provided	1	1	7	
Capital Projects in progress	0	1	5 (15 sub projects)	
Capital Projects completed	1	2	4	
Devices replaced	1	4	23	
RCMP Cases supported through Video Security	1	2	6	
Security Awareness Proficiency (Industry Score 65%)	68.10%	N/A	68.1% (Year End)	
Organizational Risk Score (out of 100, lower is better)	26.7	N/A	26.8 (Year End)	
Blocked Security Threats at Firewall Level	218.2K	574.3K	1,565,330	

- Completed the deployment of one Body Worn Camera for Bylaw Services.
- Worked with the DMAF Program to coordinate connectivity to new pump stations.

Planning and Development					
Description	In Progress	Complete	2023 YTD	2022	2021
Business licence enquiries	N/A	7	33	45	42
Development enquiries	N/A	28	80	470	680
	N/A	35	113	515	722
Business licence applications	8	6	19	81	56
Development permits	2	0	3	7	3
Development variance permits	2	0	0	4	3
Zoning amendments	2	0	0	2	3
Temporary use permits	0	1	1	2	4
Official Community Plan amendments	0	0	0	4	0
Subdivision applications	11	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	1	0	0	2	3
	32	7	23	105	76

- Currently testing the following documents of OMNII's Stage 2 phase (Optimization of Bylaws, Policies, Manuals, Forms, and Communication Materials):
 - Pre-Application Form and Guide; delivered to 3 applicants.
 - Development Permit Guideline Checklist; delivered to 3 applicants.
- Ongoing meetings regarding Copper Sky boundary expansion project.
- OMNII Council Workshop April 13

Public Works					
	MARCH	2023 YTD	2022	2021	2020
Burials	1	1	9	11	13
Cremations	0	0	17	21	17
Headstone Installations/Repairs	0	0	22	34	30
Events Supported	0	0	36	19	17
Trees Planted	0	0	23	13	20
Catch Basins or Soaker Pits Installed	0	0	7	10	3
Metres of Asphalt Paved	0	0	550	333	110
Sidewalk Panels Replaced	0	0	55	60	18
Snow Events Cleared	1	6	23	10	3
Deceased Animal Recovery	1	2	32	67	29
Campground Bookings	0	0	1922	971	801

- Screened approximately 850 yards of composted material into usable topsoil (value at \$60/yard = \$51,000)
- Over 3 dozen high value trees pruned for health and longevity throughout town.
- Installed 6 cubic meters of black Armour Cold Mix into potholes getting a good handle on our spring pothole issue. Should all hold until Fall, 2023.

Utilities Department				
	This Month	2023 YTD	2022	2021
Electrical Services				
New Connections	3	10	41	
Electrical Outages	2	4	20	
Unplanned Repairs (Major)	2	7	20	
Planned Repairs (Major)	2	2	4	
Wastewater Services				
New Connections (Major)	0	0	16	12
Unplanned Repairs (Major)	0	2	20	10
Planned Repairs	0	1	4	11
Water Services				
New Connections	0	1	17	14
Unplanned Repairs (Major)	0	0	9	11
Planned Repairs (Major)	1	2	0	7

- Water Crew completed the City's portion of the Donaldson Drive, 17th Street, and 72nd Avenue Water Main replacement/upgrade.
- Two employees from the electrical crew attended a week-long FSR-A course in preparation for certification and in order to build redundancy in the team with respect to the holding of the City's electrical distribution permit.
- Crews continue to support the DMAF Project in City Park.