

Monthly Highlight Report



To: Committee of the Whole
 From: **Management Team**
 Date: October 10, 2023
 Subject: Monthly Highlight Report – August and September 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:	65	105	126	104	88
Total Construction Value:	\$9,654,651	\$8,611,880	\$10,895,481	\$12,282,926	\$6,083,967
Development Enquiries:	200	203	243		
Bylaw Concerns:					
Total Bylaw Responses	128	242	272		
Property Use	42	47	52		
Parking/Traffic	26	39	56		
Deer	0	2	4		
Noise	0	31	32		
Unsightly	7	10	15		
Covid	0	5	5		
Idling	1	4	4		
Lawn Sprinkling	12	25	26		
Other (Snow/Garbage/General)	40	48	78		
Community Safety:					
Calls for Service	92	88	107		
Safety Actions	138	106	139		
Shelter Removal	48	43	72		
Area Clean-up	139	129	182		

- 11 demolition permits issued for North Ruckle homes, 1 permit issued for North Ruckle home relocation.

Corporate Services					
	August	September	2023 YTD	2022	2021
Regular Meetings Facilitated	1	1	10	17	19
COTW Meetings Facilitated	1	0	6	8	10
In-Camera Meetings Facilitated	2	1	15	14	19
Weekly reports prepared (updates/summary)	8	10	70	47	97
Public Hearings/Special Meetings/Workshops	1	1	17	14	17
Social Media Posts	24	24	156	108	185
Contracts completed	3	0	23	27	
Bylaws / Policies in progress or completed	2	1	13	19	

- Facilitated a meeting with the Honorable Mike Farnworth, Minister of Public Safety and Solicitor General as part of a regional tour to discuss public safety initiatives.
- Contracts/Agreements
 - GFI - Advertising and Facility Use – complete
 - RFP and related contracts for Boundary Expansion - RFP - complete, Contracts – complete
 - Volunteer Fire Fighters Fee for service – complete
 - Festival of Trees - Tree auction (funding for a City tree) – complete
 - Barnstormers - Airport Use - in progress
 - Rockwool Lease – in progress
 - Bell - Fiber Sharing - in progress
 - DMAF assignments and house moves - in progress
- Bylaws / Policies
 - Sign Bylaw - in progress (coming to the COTW Oct 10, 2023)
 - Campground Bylaw update - in progress (coming to the COTW Oct 10, 2023)
 - Fees and Charges Bylaw update - in progress (coming to the COTW Oct 10, 2023)
 - Community Support Programs policy – in progress to update (and add) community support programs into a single policy. This review focuses on street banners, pole banners, lighting of the clock tower, park benches, etc. - final product is expected in the fall to come to a COTW meeting for feedback.

Financial Services					
	August	September	2023 YTD	2022	2021
Purchase Orders Issued					
Less than \$5,000	15	13	84	143	133
\$5,000 to \$25,000	15	14	80	100	79
\$25,000 to \$75,000	2	2	9	13	13
Greater than \$75,000	0	1	7	8	6
Cash Collected	2,720,742	769,246	31,730,408	27,582,004	17,945,006
Cash Disbursed	(2,657,021)	(2,339,081)	(27,783,118)	(33,719,260)	(22,088,526)
DMAF Federal Contribution Received	1,023,520	-	4,763,627	8,604,653	-

- On September 22, 2023, all delinquent taxes were paid in full and no properties were subject to the 2023 tax sale process.
- Approximately \$6.77M of payments for current year taxes have been received and \$1.35M of homeowner grants have been claimed to the end of September. This combined total represents around 97% of gross 2023 taxes billed.

Fire Department Calls					
	August	September	2023 YTD	2021	2022
Fire related	4	1	48	187	123
Rescue	0	1	2	2	1
First Responder	10	2	55	64	135
MVA	3	3	26	46	31
Alarm Calls	11	9	66	80	52
Burn Complaints/Minor outdoor fires	11	7	65		
Misc Calls	2	1	17	59	34
Total	41	24	279	438	376
Public Education	2	1	23	25	18
Fire Prevention Inspections	31	4	150	131	109

- Two provincial wildfire deployments: One tender with two members assisted with the Kelowna wildfire and another tender with two members assisted at the Lillooet wildfires.
- Firefighters had the fire prevention trailer on display at the Children's Day on Market Ave.
- Firefighters brought the Ladder truck to fly the Border Bruins flag at their home opener game night and manned the BBQ.

Roads & Parks

	2023 YTD	JULY	AUGUST	SEPTEMBER	2022	2021	2020
Burials	4	1	1	1	9	11	13
Cremations	31	5	6	9	17	21	17
Headstone Installations/Repairs	18	0	10	0	22	34	30
Events Supported	26	8	5	3	36	19	17
Trees Planted	35	0	24	0	23	13	20
Catch Basins or Soaker Pits Installed	4	0	0	0	7	10	3
Metres of Asphalt Paved	225	0	0	225	550	333	110
Sidewalk Panels Replaced	20	8	0	12	55	60	18
Snow Events Cleared	6	0	0	0	23	10	3
Deceased Animal Recovery	18	5	3	3	32	67	29
Campground Bookings	1670	486	435	334	1922	971	801

- Sidewalks have been prepped on Kettle River Drive at Boundary Lodge and Central Ave at the School District office ready for asphalt replacement.
- Crews assisted the DMAF project with the installation of temporary irrigation to support the dike hydroseeding program in North Ruckle.
- The new asphalt recycler arrived at Public Works. The crew has received training and patched several areas in the downtown.

Information Technology

	August	September	2023 YTD	2022
Training sessions provided	0	0	3	7
Capital Projects in progress	2	2	4	5 (15 sub projects)
Capital Projects completed	0	1	3	4
Devices replaced	0	1	12	23
RCMP Cases supported through Video Security	0	2	6	6
Security Awareness Proficiency (Industry Score 65%)	68.20%	68.20%	N/A	68.1% (YearEnd)
Organizational Risk Score (out of 100, lower is better)	27.7	26.7	N/A	26.8 (YearEnd)
Blocked Security Threats at Firewall Level	473.3k	547.7k	2,535,950	1,565,330

- The Fire Halls and Service Upgrades project is completed. Card swipe controls and additional facility security cameras are installed. The Fire Halls also received a technological overhaul to help modernize service delivery administration and department training.
- The Airport Fuel System upgrades project was started over the summer. After receiving a quote for the replacement of the aging (and failing) equipment for budget purposes, we posted an RFP for the replacement of the system for 4 weeks on BC Bid. No responses were received. Given the specialized equipment, and that the system has started to fail recently, we are planning to sole source this project and award it to the company that provided the initial budgetary quote later this week. The value of the project was listed at \$55,000 in the RFP.

Planning and Development - August/September 2023

Planning and Development - August/September 2023					
Description	In Progress	Complete	2023 YTD	2022	2021
Business licence enquiries	N/A	3	47	45	42
Development enquiries	N/A	50	285	470	680
	N/A	53	332	515	722
Business licence applications	6	9	50	81	56
Development permits	1	1	5	7	3
Development variance permits	1	2	4	4	3
Zoning amendments	3	0	2	2	3
Temporary use permits	2	2	4	2	4
Official Community Plan amendments	1	0	0	4	0
Subdivision applications	12	1	3	0	1
Strata conversion applications	0	0	1	0	1
Land acquisition/disposal	2	0	0	2	2
Roads and rights-of-ways	4	2	3	1	0
LCRB applications	0	0	1	2	3
	32	17	73	105	76

- OMNII Project - Phase 3 Software Development and Integration. In local ArcGIS Online environment; dashboard and preapplication drafts.
- Board of Variance (BOV) - Staff received 3 applications; two were submitted following the September 20 and September 27, 2023, Gazette ad inserts; interviews to be scheduled shortly after the upcoming submission deadline, October 13, 2023.
- Off-Street Parking Downtown Core - Process and research started related to **Resolution #: R207/23/08/28** THAT Council direct Staff to review the zoning Bylaw and other bylaws and policies in regards to removing the requirement for dedicated parking or fees in lieu of parking in the downtown core.

Electrical			
	AUGUST	SEPTEMBER	2023 YTD
Electrical Outage Events	0	3	23
Number of Customers Impacted By Outage	0	33	33
Duration of Outages (hours)	0	3.5	3.5
Primary & Secondary Repairs	2	3	18
New Service Connections	3	2	21
Electrical Meters Installed or Replaced	3	2	17
Primary & Secondary Distribution Lines Inspected (km)	8	6	69
Electrical Transformers Inspected	4	2	498
Electrical Transformers Replaced	0	0	8
Primary & Secondary Poles Inspected	0	0	1235
Primary & Secondary Poles Replaced	4	0	12
Electrical Cutout Switches Replaced	3	2	14
Events Supported	0	2	4
Days Spent Trimming Trees Around Electrical Power Lines	2	4	28
BC One Calls Processed	26	33	245
After Hours Emergency Call Outs	0	2	20

- The crew replaced three 3-Phase poles at 68th Ave & Boundary Drive.
- Due to a pole fire, the crew replaced double crossarms on a pole at 73rd Ave behind Perley Elementary School.
- The department have been assisting McDonalds, Tesla, and the new 72nd street subdivision with the ordering of electrical components for these projects.

Water & Sewer

	JULY	AUGUST	SEPTEMBER	2023 YTD
Water Distribution				
New Service Connections	0	2	4	14
Services & Mains Repaired	1	4	3	13
Water Meters Installed or Replaced	4	5	3	47
Water Service On/Off Requests	5	3	15	40
Hydrants Inspected	2	8	0	130
Hydrants Repaired or Replaced	4	0	0	5
Valves Exercised	4	2	0	10
Interior Health Water Quality Tests	16	12	12	141
BC One Calls Processed	32	26	33	245
After Hours Emergency Call Outs	3	1	4	23
Waste Water Collection				
New Service Connections	0	2	3	10
Services & Mains Repaired	1	2	3	14
Sewer Blockages Cleared	1	0	0	15
Manholes Inspected	0	12	0	139
Sewer Main Flushed (km)	0.4	1.4	0	16.1
Biosolids Disposed (tonnes)	22.4	18.705	14.07	373.68
Ministry of Environment Waste Water Tests	3	7	0	44
BC One Calls Processed	32	26	33	245
After Hours Emergency Call Outs	8	2	3	48

- The crew successfully repaired an emergency sewer main break at 8176 Riverside Drive
- The department provided support to the new 72nd Avenue Subdivision as required.
- The 2023 Capital Project - Granby Road/HWY 3 Sewer Main Replacement commenced October 2nd.