

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: May 7, 2018
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: April numbers not available at time of writing
Year to date calls:

- ❖ Preparation for Freshet underway
 - Received sandbag order from province to boost local stockpile. Last year, we distributed over 80,000 sandbags throughout Boundary.
 - Some local creeks have experienced high streamflow as low-to-mid-level snow melted in mid-April.
 - Snowpack levels are well above normal. Actively monitoring temperatures and weather at snowpack elevations to gauge the melt rate.
- ❖ New Deputy Chief George Seigler started with the department in April.
- ❖ Grassfire season underway, as well as several instances of unpermitted burning inside City limits.
- ❖ Work with Kelowna Fire to prep for dispatch transition in mid May.
- ❖ Kevin – LGMA course

Outside Works

General

- Preparation for LED Streetlight project continued.
- Spare assets were put up for sale – radiators and old well motor.
- Campground contracts and rates finalized.
- GIS software transition continued.
- Safety conference for WorkSafe requirements.
- Manager of Operations – LGMA course.
- Worksafe BC confined space audit.
- WWTP electrical upgrade.
- Voltage Conversion.
- Granby River force main crossing.
- Sewer main relining RFP.

HR

Temporary Industrial Electrician started.

Summer staff up:

- Two temporary Operator 1 started.
- One temporary Utilities Operator 1 started.
- One temporary Operator 2 started.
- Student interviews continued.

Electrical

Planned outages: 7

Unplanned outages: 1

Summary of works:

- Set one pole and anchor for contractor
- Set two poles and three anchors for new primary line extension
- Contractor changed poles, transformers and primary conductor between 4th and Riverside Drive
- Replaced 11 porcelain cutouts and added 8 lightning arrestors to underground cable system
- Changed 8 cross arms
- Replaced five overhead transformers and seven pad mount transformers
- Installed two new temporary and two new permanent electrical services
- Designed and ordered material for switchyard wiring upgrade

Public Works

- Winter cleanup
 - Street sweeping and washing away road sand and debris completed
 - Clean up of all winter snow dump areas and Granby road completed
- Parks preparation
 - Spring cleanup all parks and green spaces completed
 - Irrigation turn-ons and repairs underway
 - Aerating all play fields and high traffic green spaces completed
 - Ball fields ready for play / Tennis and Pickle ball courts fully operational
 - Bartlett field #2 hard ball pitcher's mound created.
 - All public washrooms cleaned and ready for opening in May
- Portable planter annual displays created and growing in the green house
- Organizing and clean out of Public Works storage area completed
- Repair of loading dock rear of City Hall completed
- Campground spring clean / repair prep for opening May 1st

Event Support

- Easter Egg Hunt at City Park
- Rare Bird Review at Masonic Hall
- ATV Club 10th Anniversary at Gyro Park

Water and Sewer

- Two sewer service blockages
- 3rd St. sewer and water service repair
- Commercial water service replacement

- Water Distribution flushing 65% complete

Development and Engineering

General

- Hiring of temporary Planning Technician II

Capital Projects

- Finalized tender process for 72nd Ave Sidewalk
- 22nd St. Water valve assessment and design completed; public mail out
- Wastewater / UV in progress – tender package
- Biosolids land application options review underway
- Initiated review of Utility Right of Way for Central

Long Range Planning

- Introduced Zoning Bylaw Amendment 2039-A1 for Cannabis Retail and Production and Processing Use
- Initiated scoping of lands for protected areas network
- Led or participated in tours regarding nature parks and floodplain function
- Prepared for kick-off of Floodplain Mapping and Hazard Assessment Project

Current Planning

- Implementing of OCP and Zoning Bylaw changes in planning procedures
- Completed Temporary Use Permit for camping / special event / recreational property
- Continued facilitation of two subdivisions
- 62 public enquiries from public and developers (lot lines, permitted uses, development suitability)

Business Licences

- Processed 5 business licences

Building Inspection and Bylaw Enforcement

General

- Homeless complaints on the rise
- 7212 Riverside Drive (Whispers) demolition preparation, expected in May
- Building Permit for B.C. Housings Women's Transition House (\$1.98 million)

Bylaw Services

- Granby River motorhome now inexplicably parked in the moto-cross area, to be removed soon (to the landfill if not relocated by owner)
- Informing homeless campers of new park access bylaw time limitations, receiving mostly positive response (with RCMP assistance)

- Burnt camp behind the BMX track cleaned up, landfill costs for local riverbank clean up activity being payed out of bylaw enforcement budget (less than \$100) with expectations that costs will be recovered from the province
- Discussions with provincial Crown land ministries proving relatively fruitless, awaiting Keremeos decision regarding municipal License of Occupation on Crown land for municipal bylaw enforcement jurisdiction
- 4 unsightly residential properties in process of resolution
- Traffic Regulation Bylaw activity on the rise
- 2 calls for RCMP assistance
- Expectation requests sent to 7 business owners regarding container storage

Building Inspection

Building Permit applications this month: 6
 Year to date Building Permit applications: 24
 Year to date construction value: \$3,504,290 (last year total was \$3,762,202)

Corporate Services

General

- Prepared and facilitated Council Meetings
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning transition to Public Works Event Coordinator
- Records Management Update and review – ongoing project for 3 years:
 - reviewed and updated FOI Bylaw – 3 readings
 - reviewed and updated Retention Bylaw – 3 readings
 - SharePoint as records storage location:
 - Continued research
 - Naming conventions review
 - Job classifications
 - retention and disposition labeling review
- ESRI GIS software – continued configurations
- Preparations and facilitation of All Staff meeting
- Attended LGMA chapter meeting & Elections Workshop (Chief Administrative Officer & Deputy Corporate Officer)
- Secondhand dealers and pawnbrokers Bylaw continued review

Financial Services

General

- Adoption of Five Year Financial Plan Bylaw, 2018-2022, No. 2045
- First three readings of 2018 Tax Rates Bylaw, No. 2046
- Completed draft 2017 financial statements for final auditor review
- Prepared data for Local Government Data Entry and draft SOFI report
- Participated in webinars for Assessment Appeal Process and Local Government Current Issues
- Attended EOC activation planning session

- Responded to requests from the public and organizations on property taxes, utilities and permissive tax exemptions
- Prepared letters for non-profit organizations for permissive tax exemption applications. Early application deadline due to October election.

Recommendation

THAT the Committee of the Whole receives the monthly highlight report for information.