

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: December 11, 2017
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

- Calls this month: 35 (9 fire-related, 4 rescue, 22 first responder)
- Year to date calls: 428
- Recruiting – Six new volunteer firefighters have started following October's recruitment drive.
- Structure fire on Coalchute Road.
- Public meeting with RDKB administration regarding Area "D" fire protection, proposed capital projects.
- Volunteers : Participated in Remembrance Day service
- Public Education/Fire Prevention: Fire extinguisher training for local business, community services groups.
- Fire Prevention : Routine and Licensing inspections
- Multiple calls to homeless camp on Granby River due to unpermitted burning.

Outside Works

Safety

Occupational Health and Safety monthly focus for the month December 2017 Violence in the Workplace, Workplace Conduct.

General

- Voltage Conversion project – ongoing implementation
- Holder / municipal tractor delivered
- Scada system update
- Waste water treatment plant meetings: Mechanical engineers, Balancing tank Contractors, Electrical Engineers, Urban Systems Ltd
- Procurement training

- Master Municipal Construction Documents training
- Met with RDKB about solid waste services

Human Resources

- Interviewed for two permanent positions in the Electrical Department
- Advertised and short-listed for Winter Casual Operator 2

Electrical

- Receive and organize material and transformers for voltage conversion
- Replace 4 transformers for voltage conversion

Electrical cont.

- 2 new services and 2 disconnect and reconnects for Electricians
- Christmas decorations – downtown, Central Ave, Gyro Park
- Meter reads, underground locates, streetlight repairs
- Change 55 meters for compliance testing
- Electrical department had 4 planned outages in November for transformer changes and 1 unplanned outage

Public Works

- Storm system / Catch basin clean out throughout town
- Gyro light up set up / decorate
- Pot hole patching prep for winter roads
- Clean /Organize Public works yard for winter
- Tree pruning roads, alleys, sidewalks, for winter
- Leaf control Parks and Roads complete
- Winterize Green house
- Barbra Ann Pickle Ball nets removed/ winterized
- Winterized all Public toilets
- Winterized / Blowouts completed on all irrigation systems
- Remembrance Day Prep / set up / take down

Water and Sewer

- Lagoon desludging project
- Annual sanitary lift station maintenance and repairs.
- Sanitary services repaired - 2.
- Water services repaired - 2.
- Water main valve exercise.
- Xeriscaping Well facility.

Development and Engineering

General

- Preparing for grant applications for GIS integration with asset management software
- Dike Inspections

Capital Projects

- Extension granted for UV disinfection project to align with WWTP upgrades (in progress)
- WWTP Balancing tank installation to be complete in December
- 22nd St upgrades to be completed in spring
- Sewer phasing plan in progress
- Reviewing RFQ and design specifications for 72nd Ave sidewalk

Long Range Planning

- Official Community Plan and Zoning Bylaw – Open House & Public Hearing

Current Planning

- Received 7 inquiries regarding zoning, setbacks, land availability; 8 subdivision/development projects in various stages of preparation; 6 new servicing requests; 15 inquiries from prospective residents (including 6 resulting from proposed bylaw changes)
- Two City-owned property appraisal complete and two land disposal process initiated
- Continued ongoing processes for completion and filing of development permits and one rezoning

Business Licenses

- 8 new business licence enquiries or applications

Building Inspection and Bylaw Enforcement

General

Bylaw Services

- 3 action letters forwarded to owners of unsightly properties, 2 approaching resolution.
- Various camps removed from city property, one with 30 pieces of stolen ID.
- City wide Block Watch program initiated.
- Crime Prevention Through Environmental Design (CPTED) report received. The next steps for implementation are now being considered.
- Researching possible Secondhand Dealer and Pawnshop Bylaw.
- Investigating ongoing noise and parking complaints.

Building Inspection

- 4 building permits issued this reporting period, yearly total now 84.
- 2017 construction value now at \$3,647,482.00 (2016 yearend total was \$2,536,774.00).
- Construction inspections and business license reviews ongoing.
- Attended Building Official's education conference in Richmond. Focus on updated MIA Core Building Bylaw review with possible Council consideration this spring.

Corporate Services

General

- Prepared and facilitated Council Meetings
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning - working with community groups – various smaller events for 2018 started to come in
- Escribe Agenda software continued training and fine tuning of processes – new website agenda posting formats and procedures, added more meeting types and members
- Records Management Update review – ongoing project for up to 3 years – review of current structure with consultant, implementation of structure, new file server
- Attendance to Building Sustainable Communities Conference in Kelowna
- Attendance to PADM Policy Skills course in Kelowna

Financial Services

General

- 2018 Revenue Anticipation Borrowing Bylaw 2041 adopted
- Detailed review and analysis of water and sewer charges and revenues
- Amendments to Water and Sewer Regulations bylaws for December COTW
- Amendments to Fees and Charges Bylaw for admin, water and sewer fees - December COTW
- Revisions made to the Bank Signing Authorization Policy for adoption in January 2018
- Prepared draft amendment of the Tangible Capital Asset Policy
- Review balance sheet accounts in preparation for year end
- Preliminary work on 2018 Budget and 5 Year Financial Plan
- Responded to requests for information from BC Assessment, other municipalities and the general public

Strategic Summary



Community Engagement

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Community Livability

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Economic Growth

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Fiscal Responsibility

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Recommendation

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