# Monthly Highlight Report

То:	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.

GRAND FORKS

## **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
- 22<sup>nd</sup> St upgrades to be completed in spring
- Sewer phasing plan in progress
- Reviewing RFQ and design specifications for 72<sup>nd</sup> 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**

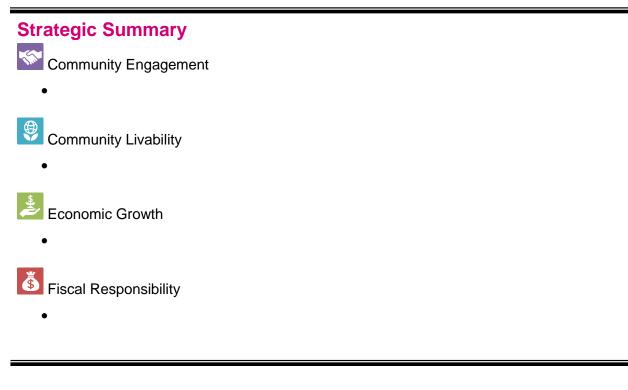
#### General

- 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



## Recommendation

THAT COUNCIL receives the monthly highlight report for information.