

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: January 15, 2018
Subject: Monthly Highlight Report
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

Fire Department

General

Calls in December: 48 – 14 Fire (3 structure), 12 Rescue, 22 First Responder
Total Calls for 2017: 480 – 179 Fire-related, 69 Rescue (incl. Flooding), 232 F/R.

The last four months of 2017 saw 48 calls in September, 47 in October, and 39 in November.

In 2016, we responded to 442 calls, 148 Fire, 56 Rescue, and 238 F/R.

- In early December there was a rash of unpermitted (and unattended) fires at various locations on the banks of the Granby River downtown.
- Structure fires included one set outside the entrance of a commercial building, a travel trailer, and an outbuilding at a residence.
- Volunteers – Conducted certification exams for two levels of training through College of the Rockies.
- Volunteers – Participated in the annual Santa Parade and Gyro Park light-up.

Outside Works

Safety

Focus for January 2018: duties and functions of the Joint Health and Safety Committee, and contractor coordination.

General

- Continued implementation of asset management software
- Continued work on capital projects – voltage conversion, LED street light planning, snow removal equipment, airport AWOS, wastewater treatment plant.
- Prepared draft 2018 budgets

Human Resources

- Interviewed and hired winter casuals for snow removal
- New Electrical Coordinator started

Electrical

- Continue to receive and organize material and transformers for voltage conversion
- Orientation of new PDC make work plan/ safety plan/
- 2 new services and 2 disconnect and reconnects for Electricians
- MAR TECH line contractor are working on Riverside re; conducting / several small outages and single outages for work crew stopped Dec 22nd / 17 return Jan 8th 2018 to string in new 3 Ø conductor completion ETA Jan 19th
- Every week several Meter reads, underground locates, streetlight repairs
- Meet with Boundary Electric review new load and primary metered service
- Supported City Crews in Snow removal
- Changing of Banners crossing Central Street on going
- Changed and shipped 44 meters for compliance testing 2 3/Ø meters still to be changed borrowed meters for Nelson to be used
- RSI Line contractor arrived to start work on electrical conversion. Suspended work due to load switching difficulties due to return after 75th street 3/Ø re:conducting is done
- Line patrol Public safety inspection all Electrical circuit out of Ruckels Switch yard
- Ordered / received Load break / Amp meter / and DVM for line crew to be compliant to WSBC Regulations
- Review standards for electrical distribution system for Grand Forks

Public Works

- Winter snow removal (plowing / sanding) all roads, sidewalks, trails, runway, alleys,
- Training of Night shift Casual crew
- Online training courses completed
- Public works yard winterize / organize
- 2018 Hanging basket RFQ awarded
- 2018 Annuals plant ordering / planning
- Tree pruning (low limbing) Roads, Sidewalks, Alleys, Signs.
- 2 full Funerals preformed
- Public works interior department's cleaning / organizing.
- Gyro Christmas light up and float creation

Water and Sewer

- Sewer service blockages (4)
- Sewer Lift station inspections and maintenance.
- Work on wastewater treatment plant upgrades.
- Well and Chlorine inspections / maintenance at well sites.
- City Park investigating water leak and for abandoning City Park river crossings.
- System line video.
- Snow removal.

- Online safety training complete.
- Peer to Peer training in Castlegar.
- Power outage control due to electrical upgrades.
- Cross connection.

Development and Engineering

General

- Received UBCM Community Emergency Preparedness Fund grant for floodplain data acquisition, analysis and hazard assessment

Capital Projects

- Extension received for Wastewater Treatment Plan upgrade

Current Planning

- Received 4 inquiries regarding zoning, setbacks, land availability; 8 subdivision/development projects in various stages of preparation; 3 new servicing requests; 9 inquiries from prospective residents (including 3 resulting from proposed bylaw changes)
- Continued ongoing processes for completion and filing of development permits and one rezoning
- Continued detailed review and drafting of preliminary layout review for an industrial subdivision. Initiated review of one Temporary Use Permit Application and one Industrial Development Permit

Business Licences

- 4 new business licence enquiries or applications.

Building Inspection and Bylaw Enforcement

General

- Roll out of Block Watch program commenced. Block Watch Coordinator Bud Alcock spent one full day training with the Society President in Vernon, established a Facebook page and attended public meetings at Perley School and in the Ruckle neighborhood. Interest so far has been strong. Initial community meeting scheduled for 6 p.m., January 17 at the Community Futures facility.

Bylaw Services

- 2 unsightly properties remedied, 1 outstanding but being dealt with.
- 3 boulevard issues addressed which impacted snow clearing.
- 2 transient camps in city campground removed (set up in unpermitted times).

Building Inspection

- 7 building permits issued this reporting period, year-end total is 91 (47 in 2016).
- Year-end construction value is \$3,762,202.00 (\$2,536,774.00 in 2016).
- Construction inspections and proposal reviews ongoing.

Corporate Services

General

- Prepared and facilitated Council Meetings
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning - working with community groups – Family Day 2018 preparations
- Escribe Agenda software fine tuning of agenda options
- Records Management Update and review – ongoing project for up to 3 years – review of current structure with consultant, implementation of structure, new file server configuration
- Organized Christmas staff lunch, long service awards, and dinner.

Financial Services

General

- Introduced Water Regulations Amendment Bylaw 1973-A3
- Introduced Sewer Regulations Amendment Bylaw 1974-A2
- Introduced Fees & Charges Amendment Bylaw 1958-A3
- Introduced Revised Bank Signing Authorization Policy 801 v2
- Preparation for audit and year end; capital project review
- Preliminary work on 2018 Budget and 5 Year Financial Plan
- Vadim testing for mock water billing
- Responded to requests for information from the public

Recommendation

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