

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: June 11, 2018  
Subject: Monthly Highlight Report  
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

---

## Fire Department

### General

Calls this month: 59 calls (6 fire-related, 33 rescue, 17 first responder (medical))  
Year to date calls: 213

- Surveyed dikes with Public Works, engineering consultants
- Kevin/George: Live Fire Instructor training in Red Deer
- Dale: Opened EOC for Boundary flooding
- Volunteers : Trained 15 members as Rapid Damage Assessors, participated in conducting RDA on 1,600 properties through Boundary.
- 10+ Evacuations/Rescues during peak flood event early Friday May 11
- Dale/George: Ground Operations during flooding event, including site surveys, coordination of volunteer firefighter crews performing Rapid Damage Assessment, protection of downtown (tiger dam, sandbagging), flood control at fire hall and other city facilities.
- Kevin: Communications at EOC, including press coordination.

## Outside Works

### Safety Focus for June

Respiratory protective equipment, substance specific requirements, and toxic process gasses.

### General

Emergency Operations Centre staffing for Operations Chief and Logistics Chief.

Insurance claim and damage assessment of City infrastructure.

All crews - sand bagging of City infrastructure.

Emergency works in support of the EOC.

HR – four summer students and one coop student started; interviews for another coop student.

## **Electrical**

Repair of flood damage to switch yard.

Turning power on and off for flood affected houses.

Emergency repairs to electrical distribution system affected by the flood.

Industrial electrician supporting portable generators and repairing infrastructure control systems.

## **Public Works**

Sand and sandbag delivery to drop points.

Flood cleanup in parks and roads.

Street sweeping and washing.

Storm system – blocking and unblocking catch basins affected by high water.

## **Water and Sewer**

Repairs to lift stations and treatment plant affected by the flood.

Installing, moving, and operating emergency portable pumps.

Emergency collection system repairs and operations in response to the flood.

Service line shutoffs and turn on for flood affected houses.

Pump maintenance.

## **Development and Engineering**

### **General**

- Met with Ministry of Transportation and Infrastructure about the highway signs review.
- Emergency Operation Centre (EOC) staffing for Resource Unit Coordinator, Situation Unit Coordinator and Communications Coordinator positions between May 6-31
- Flood recovery planning including emergency housing scoping and initiating flood hazard mapping

### **Capital Projects**

- 72<sup>nd</sup> Avenue sidewalk – on hold as contractor resources were directed at flood-related activities
- 22<sup>nd</sup> Street upgrades – on hold as contractor resources were directed at flood-related activities
- Wastewater treatment facilities upgrades – on hold pending receding of floodwaters

### **Long-range Planning**

- First & second reading of Zoning Bylaw Amendment 2039-A1 for cannabis retail and production and processing use
- Held kick-off meeting for Floodplain Mapping and Hazard Assessment Project
- Prepared public process for Zoning Bylaw Amendment 2039-A1

### **Current Planning**

- Continued/implemented facilitation of six developments
- Prepared Development Permit Review for major commercial development
- Temporary Use Permit Review

- Subdivision process for lot line adjustment
- Approximately 40 enquiries relating to general development

### **Business Licences**

- Processed 6 business licences

## **Building Inspection and Bylaw Enforcement**

### **General**

Support damage assessment related to flood emergency

Support for City Campground before and during the flood

Support for CIBC mobile setup at City Park parking lot

### **Bylaw Services**

Block Watch Meeting was successful

5 encampments removed

Cleanup and disposal of various belongings

Flood related work:

- Assisting RCMP
- Security patrols throughout town
- Supporting evacuees

### **Building Inspection**

Building Permit applications this month: n/a

Year to date Building Permit applications: n/a

Year to date construction value: n/a

## **Corporate Services**

### **General**

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 3 In-Camera & Special to go In-Camera 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 – complete
  - reviewed and updated Retention Bylaw – complete
  - SharePoint as records storage location:
    - Continued research
    - Naming conventions review
    - Job classifications
    - retention and disposition labeling review
- ESRI GIS software – continued configurations
- Attended EOC updates and conference calls, assisted EOC with administrative and technology support when needed (all corporate staff)
- Started work on Annual Report

- Elections preparations and planning
- Secondhand dealers and pawnbrokers Bylaw continued – review delayed due to flooding

## Financial Services

### General

- Adoption of 2018 Tax Rates Bylaw, No. 2046
- Approval of 2017 Financial Statements and Statement of Financial Information (SOFI)
- Completed Local Government Data Entry for May 15 deadline
- Completed 2017 CARIP grant application
- Completed 2017 Gas Tax reporting
- Prepared financial information section of Annual Report
- Staff attendance at EOC; assisted with EOC payroll and other expense tracking
- Tax notices sent out
- Opened property damage insurance claim for flooding
- Provided Disaster Financial Assistance eligibility information to Emergency Management BC
- Responded to requests from the public regarding flooding, property damage, disaster financial assistance, utility reconnections and billing, etc.
- Processed homeowner grant applications and property tax and utility payments

---

## Recommendation

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