

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: July 23, 2018
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 44 (24 fire-related, 3 rescue, 17 first responder medical)
Year to date calls: 286

- Dual structure fires on Donaldson Drive
 - o Post-fire investigation
- EOC – Flood Recovery public meetings
- Forestry has instituted Category 2 burn ban (everything but small campfires)
- Flood recovery at downtown Fire Hall continues
- Annual inspection on City-owned fire apparatus

Outside Works

Safety Focus for the Month

- Vibration
- Occupational First Aid (Procedures and Assessments)

General

- Disaster Financial Assistance recovery plan submitted for uninsured City infrastructure (paths, roads, etc)
- Three quotes sourced for wayfinding ornamental sign posts. Preliminary location map drafted.
- Annual report completed with Corporate Services.
- Working on City and residential insurance claims
- Organizing curbside cleanup within Regional District
- Electrical staff performance reviews
- Working on City infrastructure affected by the flood
- NWPPA Electrical Distribution system training (Manager of Operations)
- Working with WorksafeBC and confined space program

- Meetings Kettle River Watershed Authority, Cannafest organizers, Joint health and Safety, and Labour Management
- Working at the EOC Deputy Manager of Operations *and Sustainability*, and Manager of Operations
- New windows installed in Outside Works building

Electrical

- Voltage conversion finished. All of the downtown area is now operating on 12,470 volts
- New gang switch installed by FortisBC at switchyard. Ownership transferred to City of GF and was put into service by electrical crew
- Regulator bank on Granby Road bypassed and capacitor bank on Riverside Drive removed as part of voltage conversion plan
- 4160 volts supply lines have been removed between FortisBC primary metering unit and City of Grand Forks switchyard
- new potential transformers for voltage recording have been installed
- recloser controls have been rebuilt in switchyard
- Electrical Coordinator attended NWPPA Electrical Distribution course
- Ongoing electrical service disconnects/reconnects for flood repairs

Public Works

- ✚ Planters and Hanging Baskets installed throughout town
- ✚ In Ground beds prepped and planted throughout town
- ✚ Flood cleanup and repairs throughout affected areas
- ✚ Dust control Prep and administer to gravel alleys and Parking lots
- ✚ Storm drain system clean flood affected areas
- ✚ Play Field Skins maintenance and Red Clay application Bartlett and Angus
- ✚ Irrigation turn on and repair playfields, green spaces, boulevards
- ✚ BMX track materials for repair flood damage
- ✚ Cemetery markers installed
- ✚ 2 Danger trees removed with electrical crew support
- ✚ Flail mowing open green spaces outside of manicured areas started
- ✚ Windstorm tree debris clean up
- ✚ Installation of 2 new Memorial benches on Trail system
- ✚ Tree pruning throughout town on going
- ✚ Events- Community Pasta Fest. Fundraiser, Aboriginal Day celebration, Farmers Market Gyro, Travelling Rainbow market every Saturday June – September.

Water and Sewer

- Sewer service blockage repair
- Water leak repair in Ruckle
- Curb stop repairs due to flood
- Chlorine technician and staff review of the chlorination systems for both water and sanitary systems
- Repairing Industrial lift station

Development and Engineering

General

- Ongoing planning and policy support for flood recovery initiatives.
- Ongoing implementation of records management and planning file administration.

Capital Projects

- Ongoing management and troubleshooting of 22nd Street construction.
- Reviewing servicing and development options for airport industrial lands.

Current Planning

- Coordinated approval of development permit for Tim Hortons.
- Responded to approximately 45 land use/development/servicing inquiries along with numerous planning and zoning inquiries at the front counter.
- Completed one subdivision approval.
- Assigned and implemented addresses for 5 properties.
- Coordinating “expressions of interest” for purchase and development on three City-owned properties.
- Provided zoning bylaw interpretation and support related to building permit applications and inquiries.
- Prepared background information and attended various pre-application meetings with development proponents.

Long Range Planning

- Conducted public open house on zoning bylaw amendment for cannabis regulations and housekeeping matters
- Prepared brochures, procedures and application forms for garden suites and tiny houses.

Business Licenses

- Processed and approved four business licences.

Building Inspection and Bylaw Enforcement

General

- Flood recovery procedures worked out and well underway
- Problematic transient population on the decline compared to last year

Bylaw Services

- 51 watering violations despite extensive advertising
- 10 abandoned and 2 active transient camps removed
- Numerous assists to the RCMP including suspected drug overdose and thefts
- Close interaction with transient individuals
- Interaction with many flood victims, mostly about security concerns

Building Inspection

Building Permit applications this reporting period: **59**
Year to date Building Permit applications: **83**
Year to date construction value: **\$4,720,661** (2017 year end = \$3,762,202)

- 35 permit applications received for flood damage repairs
- 6 applications received for flood related residential demolitions
- \$1.2 million (estimated) reconstruction value for flood related damage so far
- Much work remains in the commercial areas of Grand Forks
- Approximately 50% of the flood damaged property owners have requested inspections to date, many more are expected due to Rockwool's mandatory permit requirement for their free insulation program.

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 1 In-Camera & Special to go In-Camera Meetings, 1 Public Hearing)
- Prepared weekly summaries (4 for Council, 1 for Staff and Council)
- Human Resources Duties
- Generalized IT support
- Minor support for Public Works Event Coordinator
- Transition of Corporate Officer and Deputy Corporate Officer duties
- Records Management Update and review – ongoing project for 3 years:
 - SharePoint as records storage location:
 - Mail log changes planning and review with staff
 - Retention schedule changes
 - Continued general research
 - Naming conventions review
 - Job classifications
 - Retention and disposition labeling review
- ESRI GIS software – continued configurations
- Attended Recovery Team update meetings and conference calls
- Technology support for Recovery Team
- Attended MATI Leadership training (Corporate Officer)
- Completed Annual Report with Deputy Manager of Operations *and Sustainability*

Financial Services

General

- Staff attendance at EOC; assisted with EOC payroll and other expense tracking
- Attended NWPPA Accounting and Finance training
- Researched revitalization tax exemption bylaws for preparation of report to Council and draft bylaw
- Consultation with investment advisors regarding development of an investment policy and plan
- Processed service disconnections and utility billing adjustments for flood damaged residences; suspended billing for approximately 160 properties

- 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

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