

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: August 20, 2018  
Subject: Monthly Highlight Report  
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

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## Fire Department

### General

Calls this month: 57 – 24 fire, 7 rescue, 27 first responder medical.  
Year to date calls: 343

- Motor vehicle incident which caused a significant brush fire
- Natural gas leak from underground line struck by digging equipment
- Electrical pole fire
- Held weekend re-certification course for first responders – 9 members completed.
- Volunteers participated in Canada Day parade/activities

## Outside Works

### General

#### Electrical

- tree trimming around high voltage overhead power lines
- replaced non-functioning electrical meters
- underground locates
- disconnect and reconnect 10 electrical services for repairs or upgrades
- streetlight repairs
- repaired damage and restored power after pole fire downtown
- provided FortisBC assistance switching during unplanned power supply interruption

### Public Works

- Alley surface maintenance
- 30 new trees installed with irrigation in Campground
- 2<sup>nd</sup> Annual Softball tournament prep skins and field at Angus and Bartlett

Fiscal Economic Growth Community Engagement Community Liveability

- 4 funerals performed
- City park play field & Campground prep for Ultimate tournament
- BMX Nationals prep area supply material for track repairs
- Flail mowing throughout town all open spaces
- Bartlett diamond #2 Bleacher pads and back stop barrier installed
- Rebuild Ruckle trail base from flood washout
- Recalibrate Airport PAPI's and install new fuel filters
- Install new bench pads at Barbra Ann park and Cemetery for memorial benches
- Road shouldering Ruckle 5<sup>th</sup> street corner
- Plus all other regular maintenance throughout town

## **Water and Sewer**

- Ongoing water and sewer service repair/decommissioning
- Sanitary Main flushing
- Confined Space Program review and revision
- Well and Pump maintenance
- Fire Hydrant inspections and painting
- Water and sewer construction inspections for new builds

## **Development and Engineering**

### **General**

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

### **Capital Projects**

- Substantial completion of 22nd Street upgrades.
- Reviewing servicing and development options for airport industrial lands.
- Planning and preparation for tendering final phase of the wastewater treatment plant upgrades project.
- Planning and preparation for construction of 72<sup>nd</sup> Avenue sidewalk.

### **Current Planning**

- Completed approval of development permit for Tim Hortons.
- Responded to approximately 60 land use/development/servicing inquiries along with numerous planning and zoning inquiries at the front counter.
- Continued process of one subdivision approval.
- Assigned and implemented addresses for 6 properties.
- Continuing coordination of “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

- Continued review of the Official Community Plan and Zoning Bylaw in regard to recent events and effects on long range plans for the City.

## Business Licenses

- Processed and approved six business licences.

## Building Inspection and Bylaw Enforcement

### General

- Flood recovery continues to be a focus, important to note though that 52 permit applications have been received for non-flood related construction activity.
- Flood damaged properties showing little to no restoration activity are being evaluated for possible demolition. Currently discussing with legal council.

### Bylaw Services

- 21 watering violations
- Clean up of 5 abandoned camps
- 3 RV's impounded, 2 evicted from city campground
- Block watch meeting in July, one new area included
- Multiple assist requests from the RCMP
- Demand letter delivered from lawyer to property owner regarding bylaw infraction
- 4 unsightly properties currently being processed (2 fire damage, 2 debris)
- 12 – 15 transients still being monitored, few problems though

### Building Inspection

Building Permit applications this reporting period: **61**

Year to date Building Permit applications: **144**

Year to date construction value: **\$6,390,289** (2017 year end = \$3,762,202)

- 46 permit applications received for flood damage repairs (81 total for 2018)
- 5 applications received for flood related residential demolitions (11 total for 2018)
- Application received for Tim Horton's restaurant

## Corporate Services

### General

- Prepared and facilitated Council Meetings (1 COTW, 1 Regular, 1 Special, 3 In-Camera, 2 Special to go In-Camera Meetings)
- Prepared weekly summaries (2 for Council, 4 for Staff and Council)
- Corporate Tasks completed: 43
- Information Technology tasks completed: 17
- Technology support for Recovery Team
- Human Resources Duties
- Minor support for Public Works Event Coordinator

- Continued 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
    - Continued general research
    - Access control list configurations
    - Naming conventions review
    - Job classifications
    - Retention and disposition labeling review
  - SharePoint as Photo Storage to resolve in-house storage issues
- ESRI GIS software – Portal configuration
- Attended Recovery Team update meetings and conference calls

## Financial Services

### General

- Prepared report to Council on revitalization tax exemptions with draft bylaw
- 2019 Permissive Tax Exemption Bylaw 2049 introduction to COTW on July 23
- Prepared Council Remuneration and Expenses Bylaw 2050 for COTW Aug 20th
- Preparation of 2<sup>nd</sup> quarter financial statements
- Prepared draft surplus cash investment policy; in progress
- Attended flood recovery workshop July 13<sup>th</sup>
- Follow-up meeting with insurance broker
- Invoices in progress for EOC reimbursement
- Reactivated utility accounts for residents who have reoccupied their homes
- 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.
- Notifications sent to property owners with delinquent taxes re tax sale deadline
- Processed homeowner grant applications and property tax and utility payments