

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: September 4, 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: 51 (to Aug 24)
Year to date calls: 394 (to Aug 24)

- Cannafest
 - Fire/Safety Inspection of stage, venue, vendors prior to event
 - Volunteers and Staff on patrol throughout event
 - 18 calls related to Cannafest and attendees – no significant issues
- Area Wildfires
 - Regular updates with BC Wildfire Service and EOC
 - Fire crew and water tender on standby as part of a task force team that is required to respond within 30 minutes by request of the Office of the Fire Commissioner to interface fires in the West Kootenays
 - Volunteers and Staff conducted triage for possible Sprinkler Protection deployment for areas threatened by wildfire in both Toronto Creek and Lynch Creek areas (38 homes)
 - Extra Sprinkler Protection Unit training conducted for volunteers.
 - Delivered evacuation alerts to 47 residents for the Lynch Creek (25 alerts) and Toronto Creek (22 alerts) wildland fires

Outside Works

General

HR: Engineering Technologist hired and started late August.
Initial wayfinding signs printed – pending bracket fabrication and installation on sign posts.
Continued recovery team actions for critical infrastructure and communications.
Prepare nature park and Cannabis delegation bylaw.

Electrical

- Pruning work continued.

- Support of new developments and commercial upgrades by preparing custom work order estimates.
- Change flags and event banners.
- Improve switch yard functionality and backup power supply.
- Oil sampling of pad mount transformers affected by flood water
- Transformer and service upgrade at Canco
- Wiring for renovations at Public Works
- Event Electrical service at Gallery 2

Public Works

- Event support for Cannafest, Taps and Tapas, Park in the Park car show.
- Sidewalk patch and panel replacements.
- Install new irrigation for new infield at Dick Bartlett diamond 2.
- Bridge deck maintenance
- Way Finding sign bases and poles installed in 7 locations
- Two new sharps deposit containers installed Library and Art gallery
- JD Ticket booths and front entrance altered for wheelchair accessibility and refreshed with paint
- Cemetery two new bench pads and new benches
- Campground office completely refreshed from flood damage

Water and Sewer

- Confined Space Entry Program Revision complete and Notice of Compliance submitted to Work safe BC.
- Granby lift station force main replacement complete.
- Sewer/water services repair on 18th St.
- Lift station repairs and pump installations at City Park and Industrial.

Development and Engineering

General

- Ongoing planning and policy support for flood recovery initiatives.
- Ongoing records management and planning file administration.
- Ongoing customer assistance at City Hall front counter.
- Ongoing zoning/development support for building permit issues.

Capital Projects

- Reviewing servicing and development options for airport industrial lands.
- Completion and follow up for 22nd Street upgrades.
- Implementation of sidewalk on 72 Avenue.

Current Planning

- Facilitated, reported on and prepared agreements respecting four (4) land disposition/lease matters.
- Prepared and executed Licence of Occupation for the Grand Forks Wildlife Society.
- Reviewed, reported on and prepared draft permits for a temporary use and development permit for a tiny house on wheels.

- Prepared batch update of address assignments in the City.
- Facilitated subdivision construction and completion for 10 lots and provided servicing assistance for several new single-family homes.
- Coordinated servicing, extra parking arrangements and sign permits for the Tim Hortons development.
- Prepared background information and attended 15 pre-application and development-related meetings.
- Prepared background information, attended meetings and provided resources to BC Housing with respect to potential housing initiatives in Grand Forks.
- Responded to approximately 50 land use, business license, servicing and other property-related inquiries.

Long Range Planning

- Acted as secretary for the Ad Hoc Housing Committee.
- Ongoing coordination and updating of planning processes and procedures.
- Commenced consolidation (for convenience) of Zoning Bylaw and OCP.

Business Licenses

- Processed and approved four (4) business licenses.

Building Inspection and Bylaw Enforcement

General

- With few exceptions, all homes which experienced flood damage are currently in various states of repair, or removal.
- 21 letters have been sent to property owners with no apparent signs of activity asking what their intentions may be.
- A few businesses coming back to life (Saini's Building, Golden Chopsticks, The Source Building).

Bylaw Services

- 0 watering violations.
- 2 abandoned camps removed.
- 1 derelict RV evicted from City Park.
- Several noise complaints investigated.
- 4 Business License complaints investigated.
- 2 RCMP assists, open drug activity in the City on the rise.
- 2 fire damaged properties in process of resolution.

Building Inspection

Building Permit applications this reporting period: **12**

Year to date Building Permit applications: **156**

Year to date construction value: **\$6,584,349** (2017 year end = \$3,762,202)

- 9 permit applications received for flood damage repairs (90 total this year)

Corporate Services

Corporate

- Prepared and facilitated Council Meetings (1 COTW, 1 Regular, 2 In-Camera, 2 Special to go In-Camera Meetings)
- Prepared weekly summaries/updates (2 for Council, 4 for Staff and Council)
- Corporate Tasks completed: 6 (to Aug 25)
- Human Resources Duties
- Continued transition of Corporate Officer and Deputy Corporate Officer duties
- Attended EOC update meetings and conference calls (CAO)

Information Technology

- Information Technology tasks completed: 4 (to Aug 25)
- Technology support for Recovery Team
- ESRI GIS software – installation completed and handed over the PW Engineering Technologist
- Apteian SaaS migration – moved Vadim, VadimOpen, and Worktech Databases to Apteian hosted solutions – major project that was planned and worked on for over 1 year.
- Records Management Update and review – ongoing project for 3 years:
 - SharePoint as records storage location:
 - Continued Mail log changes planning and review with staff
 - Continued general research
 - Continued Access control list configurations
 - Naming conventions review
 - Job classifications
 - Retention and disposition labeling review
 - SharePoint as Photo Storage to resolve in-house storage issues

Financial Services

General

- 2019 Permissive Tax Exemption Bylaw 2049 first three readings Aug 20th
 - Introduced Council Remuneration and Expenses Bylaw 2050
 - Introduced Financial Plan Amendment Bylaw 2045-A1
 - Prepared 2019 Revenue Anticipation Bylaw 2051 for introduction Sep 4th
 - Invoices in progress for EOC reimbursement
 - Provided campground revenue information for determination of business interruption insurance loss amount
 - Ongoing reactivation of 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.
 - Follow-up with owners & mortgage holders on tax sale properties
 - Processed homeowner grant applications and property tax and utility payments
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