

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: October 9, 2018  
Subject: Monthly Highlight Report  
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

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## Fire Department

### General

Calls this month: 32  
Year to date calls: 434

- Firefighter Rich Piché was the successful internal candidate to replace Kevin and fill the position of deputy fire chief of prevention and life safety
- Firefighter Tyler Thate was appointed to the position of Captain
- Volunteers assisted with the full-scale evacuation fire drill at Silver Kettle Village
- Attended shipping container contents fire
- Responded to a vehicle in the river with occupants trapped. Once on scene found out that all three occupants were already assisted out of the vehicle and safe
- Continue restoration project at downtown fire hall as a result of Spring flooding
- Training for the month of August concentrated on the exterior live fire props (car fire, dumpster fire & propane fire) at the training grounds

## Outside Works

### Safety

- Focus for October 2018: Incident Investigations, Excavation Safety and Mobile Equipment.
- Completed WorksafeBC requirements for confined space

### General

- Ground work started on the Airport Watermain capital project.
- Installation of the first batch of the wayfinding signs.
- Attended the Public Works Association of BC Annual Conference.

## **Flood Recovery Support**

- Site visits to Midway and Greenwood to assess and support their critical infrastructure projects.
- Facilitated 3 community meetings.
- Continued to manage the recovery communications including weekly updates, news releases and media enquiries.
- Completed repairs to the City's registered dike.
- Continued to refine funding requests with the province.
- South Ruckle river bank assessment

## **HR**

- Chris Ford finished his temporary Operator 1 posting.
- Temporary employee extensions for another month.
- Welcome Mike Cassidy as Temporary Engineering Technologist.

## **Electrical**

- Pruning of trees close to primary electrical lines.
- Starting to prepare Christmas ornaments.
- System upgrades – Transformer RFP and meter ordering
- LED lighting RFP completion

## **Public Works**

- Sidewalk replacement on Central Ave and repairs on 72<sup>nd</sup> Ave.
- Leaf control starting.
- Finished improvements to Dick Bartlett park irrigation and ball diamond #2.
- Redoing road shoulders that have potholes or ruts.
- Pruning as needed along roads and sidewalks including Central Ave and 5<sup>th</sup> St.

## **Water and Sewer**

- Emergency service repairs and preventive maintenance on 18<sup>th</sup> St
- 75<sup>th</sup> Ave. installation of inspection chambers
- Repairs in Industrial lift station
- City park lift station Concor pump monitoring
- Preparation for new service line on 77<sup>th</sup> Ave. and galvanize line replacement

## **Development and Engineering**

### **General**

- Planning and policy support for flood recovery initiatives.
- Records management and planning file administration.
- Customer assistance at City Hall front counter.
- Zoning/development support for building permit issues
- Completed hiring of Planning Technician for two year flood recovery backfill.

## **Capital Projects**

- Coordinated several driveway issues to follow-up 22<sup>nd</sup> Street project.
- Facilitated tender postings for final phase of the wastewater treatment project.
- Completed contracts for extensions for wastewater treatment plant and UV projects.
- Coordinated land surveys for waste water treatment project works and watermain/road (60<sup>th</sup> Ave at airport).
- Met with stakeholders/owners to finalize design and location of road near airport and related land issues.
- Reviewed servicing and development options for airport industrial lands.
- Substantial completion of 72 Avenue shoulder widening for sidewalk.

## **Current Planning**

- Completed Preliminary Layout Review for a subdivision.
- Facilitated, reported on and prepared agreements respecting five (5) land disposition/lease/encumbrance matters.
- Provided servicing assistance for several new single-family homes.
- Provided summary of costs and timelines for payment of fees for the Tim Hortons development.
- Prepared background information and attended 15 pre-application and development-related meetings.
- Responded to approximately 50 land use, business license, servicing and other property-related inquiries.

## **Long Range Planning**

- Ongoing coordination and updating of planning processes and procedures.
- Commenced consolidation (for convenience) of Zoning Bylaw and OCP.
- Reviewed and assigned numerous new address assignments throughout the City.

## **Business Licences**

- Processed/approved 7 business licences.

## **Building Inspection and Bylaw Enforcement**

### **General**

- Concern is escalating regarding flood damaged properties where little to no repair activity is occurring. Approximately 50 properties are sitting idle, up from 25 a month ago. At least 10 are unsecured and awaiting attention from owners.

### **Bylaw Services**

- 4 industrial noise complaints
- 3 animal complaints
- 3 unsightly properties being resolved
- 5 unlicensed vehicles on city property removed
- 3 city campground issues
- 2 transient camps removed, 11 still active

- 3 RCMP assists

## **Building Inspection**

Building Permit applications this reporting period: **23**

Year to date Building Permit applications: **179**

Year to date construction value: **\$7,020,299** (2017 year end = \$3,762,202)

- 16 permit applications received for flood damage repairs (106 total this year)

## **Corporate Services**

### **Corporate**

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 1 In-Camera, 1 Special to go In-Camera Meetings)
- Prepared weekly summaries/updates (4 for Council, 4 for Staff and Council)
- Corporate Tasks completed: 19
- Human Resources Duties
- Continued transition of Corporate Officer and Deputy Corporate Officer duties
- Attended Recovery & Housing related meetings
- Attended UBCM (CAO)
- Attended PADM Municipal Law training (Deputy Corporate Officer)

### **Information Technology**

- Information Technology tasks completed: 17
- Technology support for Recovery Team – additional work required for setup at new location
- Apteon SaaS migration – VPN tunnel configuration
- 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 with Managers
  - SharePoint as Photo Storage to resolve in-house storage issues

## **Financial Services**

### **General**

- 2019 Permissive Tax Exemption Bylaw 2049 adopted September 4th
- Council Remuneration and Expenses Bylaw 2050 adopted September 24th
- Financial Plan Amendment Bylaw 2045-A1 adopted September 24th
- 2019 Revenue Anticipation Bylaw 2051 first three readings September 24th
- Invoices in progress for EOC and insurance reimbursement
- Tax sale conducted September 24<sup>th</sup>, with one property for sale; City declared purchaser. Mandatory Land Titles filing and notifications completed.
- Ongoing reactivation of utility accounts for residents who have reoccupied their homes

- Attended Recovery workgroup meeting for flood plain property valuations
- Responded to requests from the public regarding flooding, property damage, disaster financial assistance, utility reconnections and billing, etc.

## Procurement

### RFPs and RFQs Issued

- Removal of Tiger Dam Anchors; close October 1<sup>st</sup>
- Plow and Sander for Service Truck; close September 27th
- Wastewater Treatment Plant Upgrade Centrifuge, Aeration Equipment and other works - close September 27th

### Contracts Awarded

#### Purchase Orders Issued - total \$388,208

- Less than \$5,000 **34**
- \$5,000 to \$25,000 **6**
- \$25,000 to \$75,000 **1**
- Greater than \$75,000 **2**

Total value of purchases **\$491,400**

1 sole source < \$25,000; dike repairs

1 sole source < \$75,000; electrical meters