

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: December 10, 2018
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 38
Year to date calls: 514

- Chief Dale Heriot received the fire service exemplary award for 20 years of service and Firefighter Loren Dorner received fire service exemplary award for 30 years
- Training for the month of November focused on firefighter survival training
- Four members completed their Hazardous Material Operations course
- 75 fire inspections of local businesses were accomplished
- Fire extinguisher training was completed for Silver Kettle Village staff
- Crews attended two notable motor vehicle incidents, one included extrication of two patients
- 2018 Spring flooding restoration project at downtown fire hall is complete with the exception of the bay doors and a few minor outstanding items

Outside Works

General

- Continued to support Boundary Flood Recovery Critical Infrastructure and Communications.
- Draft budgets under preparation for 2019.
- Annual dike inspection report submitted to the province.

Capital Projects

- LED street light proposals received and under evaluation.
- Sewer relining contract signed and work scheduled for late winter.
- Expo sign refresh - base is completed and lettering to be installed after it returns from being powder coated.
- Tiger Dam Anchor Removal completed.

- Public works yard fuel tanks removed. Reinstallation pending environmental assessment.

HR

- Winter casuals hired and given orientation on snow clearing equipment.

Electrical

- Repaired and installed seasonal decorations on Central Ave and downtown.
- Installed upstairs LED lighting at public works building.
- Decommissioned electrical service to the gas pumps at Public Works.
- Maintenance on water and wastewater system meters and airport beacons.
- Repaired streetlights and walkway lights.

Public Works

- All irrigation systems, parks, and public facilities winterized.
- Rotary Spray Park concrete sealed and winterized.
- Close to finishing leaf control in town.
- Central sidewalk between 8th and 9th completed.
- All hanging baskets and planters stripped and in for the winter.
- Annual In ground beds stripped and cleaned out , perennial beds cut back and cleaned out for winter.
- Winter hanging baskets on display on Market Ave.
- Fall pothole patching and shouldering on boulevards and corners completed.
- Tree pruning for roads, sidewalks, and sign visibility ongoing, with support from electrical crew and contract crews for higher limbs or larger trees.
- Barbra Ann park pickle ball and tennis nets removed for winter.
- Start of new Xeriscape bed next to City Hall.

Events

- Halloween bonfire event very successful.
- Remembrance Day Ceremony well attended.
- Preparation for Santa Parade and Gyro Park Light Up.

Water and Sewer

- Valve actuators installed at WWTP to help with process automation and control.
- Sewer service repairs and inspection chamber installations.
- Water service repairs.

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

Capital Projects

- Completed 22nd Street project.
- Reviewed tenders for final phase of the wastewater treatment project.

- Completed grant reporting for wastewater treatment plant and UV projects.
- Coordinated land surveys for capital and land administration projects
- Continued stakeholder consultation regarding airport development
- Continued review of servicing and development options for airport industrial lands.
- Completed 72 Avenue shoulder widening for sidewalk for 2018.

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.
- Commissioned water and sewer system capacity modeling for development.

Business Licences

- Processed/approved 7 business licences.

Building Inspection and Bylaw Enforcement

General

- Transition from Bylaw Enforcement to Enhanced Security being well received in the community.
- Few bylaw complaints this reporting period, considerable involvement with policing matters.
- 4 day building code seminar attended, result of the new code being released December 10, 2018.

Bylaw Services

- 4 unsightly premises in process of resolution.
- 7 apparent abandoned flood damaged properties secured by municipal contractor (the cost of which is borne by the disaster relief fund).

Building Inspection

Building Permit applications this month: 16

Year to date Building Permit applications: 205

Year to date construction value: \$9,029,992

Corporate Services

Corporate

- Prepared and facilitated Council Meetings (1 Inaugural, 1 COTW, 3 Regular, 2 In-Camera, 2 Special to go In-Camera Meetings)
- Prepared weekly summaries/updates (8 for Council, 9 for Staff and Council)
- Facilitated and prepared Council Workshops for Corporate Administration and Information Technology
- Facilitated and attended Workshops for Recovery Team & Public Works departments
- Facilitated and attended Council 2-day Orientation Workshop with Lisa Zwarn
- Corporate Tasks completed: 58 (October & November combined)
- Human Resources Duties
- Attended Corporate Officers Forum (Deputy & Corporate Officer)
- Attended Recovery & Housing related meetings
- Attended PADM Municipal Law training (Deputy Corporate Officer)
- Attended PADM Ethics training (Chief Administrative Officer)

Information Technology

- Information Technology tasks completed: 30 (October & November combined)
- Technology support for Recovery Team – configured new servers, security system, records management training, sharepoint configurations
- CentralSquare SaaS migration – communication testing
- Records Management Update and review – ongoing project for several 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 (Completed 4 Disposition schedules)
 - SharePoint as Photo Storage to resolve in-house storage issues

Financial Services

General

- 2019 revenue anticipation Bylaw 2051 adopted in October
- Ongoing account reactivation and billing adjustments for flood impacted customers
- Invoices in progress for EOC and insurance reimbursement
- Completed equal payment plan reconciliations, with letters to follow in early December
- Responded to requests from the public regarding property damage claims, utility billing and property tax issues
- Attended half day Council orientation workshop with Lisa Zwarn

- Auditor meeting for review of new reporting standards for 2018 financial statements

Procurement

RFPs and RFQs Awarded

- Boundary Excavating - Removal of Tiger Dam Anchors
- Insituform Technologies Inc. - Sewer Main Relining
- Falcon Equipment Ltd. - Plow and Sander for Service Truck
- Gofer Farms Ltd. - Supply of Winter Sand

Purchase Orders Issued	October	November
Total value	\$436,892	\$511,452
• Less than \$5,000	35	29
• \$5,000 to \$25,000	7	7
• \$25,000 to \$75,000	1	3
• Greater than \$75,000	2	2

Total value of purchases \$897,023 \$485,713

1 direct award < \$25,000; contracted debris removal (only 2 quotes received)

Flood Recovery

General

- EMBC has approved funding for preparation of a Flood Response Plan to be undertaken by emergency management specialist Paul Edmonds (Red Dragon Consulting) over the next four to five months

Infrastructure

- The DFA Recovery Plan for Greenwood's flood protection structure was submitted.
- A report on the flood damage to roads in the City of Grand Forks was submitted as a part of the DFA claim. It quantifies the damage done by the flood. Repairs have already been completed.
- CCTV inspections of the pipes downtown are underway. Once the report is complete, it will be submitted with recommendations for repair under the DFA program. Any damage done by the flood will be repaired to pre-existing conditions.

Environment

- The McRae Creek outlet restoration final plan is drafted and contracts are being actioned.
- Five Section 11 projects were initiated using the funding for support by Qualified Professionals.
- Two fuel barrels were deposited near Darcy Rd by the flood. Tests confirmed hydrocarbon contamination of the adjacent soil which will be contained and removed from site.

Wellness

- Case managers have been hired by Boundary Family Services and are now contacting flood survivors. Please wait to be contacted.
- A financial literacy series is being developed to support flood survivors with their financial planning.

Economic

- Community Futures Boundary continues to advocate for the business community on DFA and insurance issues. The latest press contact was an interview on CBC Daybreak Kelowna.

Housing

- 13 households are now placed in the motel program; at least 20 households are still in RVs on their property, wishing to be close to their homes.
- Feedback from the Housing Engagement sessions at Gallery 2 will be shared at the December 10th Grand Forks Committee of the Whole and December 13th community meeting

Recommendation

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