

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: January 14, 2019  
Subject: Monthly Highlight Report  
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

---

## Fire Department

### General

Calls this month: 35  
Year to date calls: 551

- Total calls in 2019 were 551 / total calls in 2017 were 480 and total calls in 2016 were 441 – Call volume for our department is definitely on an upward trend.
- 20 fire inspections were completed this month.
- Pre-construction meeting was attended for the new fire engine at Hall 352 (Carson Hall).
- Crews responded to two notable fire calls – an RV fire up the North Fork and a structure fire on Donaldson Drive.
- Due to 2018 Spring flooding, the majority of the restoration project at the downtown fire hall has been completed.
- December's training concentrated on a continuation of firefighter/Rapid Intervention Team (RIT) skills.
- Recruit firefighters have completed the first three chapters of their NFPA 1001 level 2 training program.
- Volunteer firefighters were awarded a second-place ribbon for their Santa Claus Parade float.

## Boundary Flood Recovery

### General

- Chris Marsh (Manager of Emergency Programs at RDKB) confirmed as Deputy Recovery Manager; Mark Stephens confirmed as Interim Manager of Emergency Programs.
- See Outside Works for Communications and Critical Infrastructure.

## **Housing**

- Propane tank rental and mobilization funding approved for 13 households living in RVs.

## **Outside Works**

### **General**

- Managed the City's flood insurance claim.
- Organized condition assessments of sewer system and storm system for the Disaster Financial Assistance recovery plan.
- Purchase order review.
- Budgeting for Capital projects.
- Budgeting with outside works departments.

### **Boundary Flood Recovery support**

- Communications
  - Four update videos published.
  - Five public meetings supported and attended.
  - Weekly e-newsletters, website, and Facebook updates produced.
- Critical infrastructure
  - Extensive work on the Disaster Mitigation and Adaptation Fund grant application.
  - Continued to support the Village of Midway and City of Greenwood recovery.
  - South Ruckle River bank armouring.
  - Gave input to consultant on the new flood response plan.
  - Met with industry to discuss the planned flood protection infrastructure improvements.

### **Capital projects**

- SolarNow: finalized grant agreement and budget extension. Preliminary drawings received and reviewed.
- LED Street Lights: Proposals reviewed by third party with recommendations. Light acquisition significantly lower priced than anticipated.
- Westside Fire Protection: two test wells were drilled and one was pump tested.
- Well 5 project.

### **Electrical**

- Set up roadway lighting downtown and on Highway 3.
- Prepare for light up in Gyro park.
- Pole change on Central Ave by A&W.
- Armouring preparation for poles in City park.
- Disconnects and meter changes.
- Work on gate access at airport .
- NWPPA online training.
- 1 disconnect due to a house fire.
- Adding to LED lighting at outside works.

1 planned outage  
0 unplanned outages

### **Public Works**

- Gyro park light up and Santa parade.
- Working upstairs at Outside works.
- Flag raising for Louis Riel.
- Planter preparation work.
- Winter preparation with equipment and yard.
- Responded to weather events including a wind storm and a major (more than six inch) snowfall.

### **Water and Sewer**

- Water valve leak repair off 6<sup>th</sup> and Central Ave.
- Water valve leak repair off 8<sup>th</sup> and Central Ave.
- Abandonment old 4" water main off of 8<sup>th</sup> St. and 72<sup>nd</sup> Ave.
- (2) Sewer service blockages.
- Sewer main repair.
- Sewer main flushing.
- Snow removal.

## **Development and Engineering**

### **General**

- Customer assistance at City Hall front counter and phones.
- Ongoing utility/servicing assistance for 8 new single-family homes.
- Ongoing civic address assignment and review in the City.
- Planning and policy support for flood recovery initiatives.
- Records management and planning file administration.
- Zoning and development support for building permit issues.
- Developed and presented departmental workshop for council.

### **Capital Projects**

- Ongoing support for implementation of Well 5 project and Westside fire protection initiative.
- Coordinating land surveys for capital and administration projects.
- Continued stakeholder consultation regarding airport development.
- Continued review of servicing and development options for airport industrial lands.

### **Current Planning**

- Prepared background information and attended five pre-application/development-related meetings.
- Coordinated two development permit applications, two development variance applications and one heritage alteration permit application.
- Facilitated development meetings and prepared draft zoning bylaw amendment to accommodate new housing.

- Coordinated the finalization of land purchase and sales agreement.
- Reviewed 2 major signage proposals.
- Responded to approximately 30 land use, business license, servicing and other property-related inquiries.

### **Long Range Planning**

- Implementation and processing of cannabis policy, regulations and applications.
- Commenced review and consolidation of environmental policy and regulations in the City.
- Commenced review of sidewalk patio policy for downtown.
- Ongoing coordination and updating of planning processes and procedures.
- Ongoing administrative consolidation (for convenience) of Zoning Bylaw and OCP.

### **Business Licences**

Processed/approved 2 business licences.

## **Building Inspection and Bylaw Enforcement**

### **General**

- In 2018, 113 permits were issued for flood damage repairs and 14 for demolitions due to flood damage.
- The new B.C. Building Code is now in effect, a summary of changes is available at the City Hall information desk.

### **Bylaw Services**

- Quiet month, one snow clearing and two noise complaints.
- A few transient camp issues, working with security to resolve.
- 3 additional homes secured, 2 due to flood damage and 1 a result of fire.

### **Building Inspection**

- Building Permit applications this month: **5**
- Year to date Building Permit applications: **210** (2017 year end = 91)
- Year to date construction value: **\$9,339,982** (2017 year end = \$3,762,202)

## **Corporate Services**

### **General**

- Prepared and facilitated Council Meetings (1 COTW, 1 Regular)
- Prepared weekly summaries/updates (2 for each)
- Corporate Tasks completed: 10
- Human Resources Duties
- Attended Recovery & Housing related meetings
- Attended EOC Post-Flood debrief session

## Information Technology

- Information Technology tasks completed: 4
- Ongoing technology support for Recovery Team
- Review results of IT Security audit
- Records Management Update and review – ongoing project for several years:
  - SharePoint as records storage location:
    - Backup of Cloud Storage configured
    - Continued general research
    - Continued Access control list configurations
    - Naming conventions review
      - Retention and disposition labeling review with Managers (Disposition schedule creation continues)

## Financial Services

### General

- Ongoing account reactivation and billing adjustments for flood impacted customers
- Invoices in progress for EOC and insurance reimbursement
- Mailed out equal payment plan letters
- Updated signing authorities for bank accounts to reflect new Council
- Responded to requests from the public regarding property damage claims, utility billing and property tax issues
- Analysis of water consumption to determine new rates for 2019 billing
- Preliminary work on 2019 budget
- Discussions with new payment processor for debit/credit transactions
- Provided information to insurers for 2019 property and liability renewals
- Established on-site audit date - week of January 21st

### Procurement

#### RFPs and RFQs Awarded

- Wesco Distribution - Supply of LED Street Lights
- Sky Fire Energy - Solar Edge Electric System

#### Purchase Orders Issued

Total value	\$559,358
• Less than \$5,000	21
• \$5,000 to \$25,000	9
• \$25,000 to \$75,000	3
• Greater than \$75,000	2

Total value of purchases      \$520,584

5 direct awards < \$25,000 - Water meter reader/support; airport gate operator; land surveying - South Ruckle; Rockwool dike assessment

2 direct awards > \$25,000 - Engineering for storm system; test wells; Kettle River  
revetment

---

---

## Strategic Summary



### Community Engagement

- 



### Community Livability

- 



### Economic Growth

- 



### Fiscal Responsibility

- 

---

---

## Recommendation

THAT COUNCIL receives the monthly highlight report for information.