

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: February 11, 2019
Subject: Monthly Highlight Report for January, 2019
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Occupational Health and Safety monthly focus for the month of February 2019 Emergency Evacuation Procedures, Emergency Washing Facilities and Workplace Inspections

Fire Department

General

Calls this month: 35
Year to date calls: 35

- Six fire safety education talks/demonstrations were completed at three different pre-schools with the assistance of our volunteer firefighters
- Three notable fire calls this month were a motor vehicle fire, propane leak at Can-co, rollover motor vehicle incident that involved a heavy truck and a commercial structure fire on Donaldson Drive
- Training in January focused on limited resource management and a wrap up for firefighter survival
- Our recruit firefighters completed the first five chapters of their NFPA 1001 level 2 training program and are reviewing for their first College of the Rockies written exam. Practical evaluations on the skills will follow.

Flood Recovery

- Disaster Mitigation and Adaptation Fund application submitted
- Public meeting held January 24
- Parliamentary Secretary Rice visited to discuss the recovery program and engage with political and operational representatives
- Propane tanks contracted and installed for flood affected residents living in RVs
- Supported development of the new regional flood response plan

Outside Works

General

- Continued to support communications and critical infrastructure for Boundary Flood Recovery.
 - Midway water and sewer line relocation complete
 - Supported the City of Greenwood with their data collection project
 - South Ruckle erosion protection project:
 - approval requests – Section 11, Archeological, First nations consultation, Department of Fisheries, legal land survey, Right of ways, Provincial lands application and Deputy Inspector of Dikes
 - Review environmental management plan, civil, geotechnical and hydrological designs
 - E-newsletters, update videos, and public meeting preparation.
- Developed annual departmental work plans
- Capital budgeting
- Operational budgeting
- Worked on the Sustainable Infrastructure Investment Plan
- Supported the development of the reservoir and production well grant application
- Continued to implement the Disaster Financial Assistance recovery plan – engineering assessments of roads, dikes, and underground utilities
- Reviewed the flood insurance claim progress

Electrical

- Started converting walkway lights to LED
- Finished electrical on 2nd floor of Public Works building
- Working on relocating chlorinator wiring at Well 4/5
- Completed online safety training
- Removed decorations from Gyro Park
- Disposed of old transformers from yard
- De energized electrical services for the propane leak at a gas station and fire on Donaldson
- Two electrical service upgrades and two new services
- Two unplanned power outages

Public Works

- Emergency Traffic control re-routing Hwy 3 through secondary arteries due to gas station propane leak.
- Conducted two full burials at the cemetery
- Snow removal after two 6" plus snow falls. Most roads and sidewalks cleared within 48 hours.
- Medivacs in January 4 nighttime, 2 daytime, 2 canceled due to poor weather conditions.
- Two events in January: women's march at Gyro Park, and the 3rd Annual Snow pitch tournament at James Donaldson park for over 12 teams.

Water and Sewer

- Well 4/5 refurbishment and maintenance.
- Utility facility and fire hydrant snow removal.
- Fire hydrant maintenance and repairs.
- Unblocked two sewer services.

Development and Engineering

General

- Represented the Boundary area on the provincial development approvals review committee.
- Participated in provincial policy group regarding a Kootenay-wide inter-community business license initiative.
- Responded to approximately 60 front counter and telephone inquiries and attended about 8 in-person meetings with developers.
- Prepared and submitted grant application for WildsafeBC program.
- Planning and policy support for flood recovery initiatives.
- Planning for economic recovery initiatives.
- Commenced records management implementation.

Capital Projects

- Capital project review and budget workshop.
- Ongoing support & implementation for Westside Fire Protection project including grant submission.
- Review of strategic capital projects to support economic recovery initiative.

Current Planning

- Reviewed and created zoning criteria and details for implementing Comprehensive Zones (CDs) in the City.
- Reviewed and coordinated processes and reports for four development permit applications and a heritage alteration permit application.
- Prepared and processed two zoning bylaw amendments.
- Completed consolidation (for convenience) of the Zoning Bylaw.
- Ongoing pre-application coordination for BC Housing initiatives.

Long Range/Policy Planning

- Commenced research and review of existing and options for new environmental policy/regulation (to implement the Sensitive Ecosystem Inventory and update the OCP with new environmental management tools).
- Completed consolidation (for convenience) of the Official Community Plan.

Business Licenses

- Commenced review of business license bylaw (to update and incorporate special requirements for cannabis store referrals and licensing, sidewalk patios and mobile food vendors, etc.).
- Processed 10 business licence applications.

Building Inspection and Bylaw Enforcement

General

- Final inspections completed for Hardy View Lodge Renovations, warming centre, 1 commercial and 1 residential flood damaged properties.
- Operating budget and work plan discussions.

Bylaw Services

- 1 traffic bylaw infraction resolved with security and RCMP assistance.

Building Inspection

- Building Permit applications this month: 7
- Year to date construction value: \$1,279,988.00

- 5 applications received for flood damage repairs (of note, Johnny's Motel)
- 1 application received for flood damage demolition
- 1 application received for commercial renovations

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 2 In-Camera)
- Prepared weekly summaries/updates (2 for each)
- Corporate Tasks completed: 10
- Human Resources Duties
- Attended Economic Development meetings and workshops
- Work on department budgeting
- Prepared and facilitated Council workshops for budgeting
- Updating Fee-for-Service agreements for 2019

Information Technology

- Information Technology tasks completed: 4
- Ongoing technology support for Recovery Team
 - Wireless and Network access issues
- Website updates in conjunction with contractor's new format
- Transition of phone service provider (in progress)
- Records Management Update and review – continuing project

Financial Services

General

- Directed Council Finance workshop January 14
- 2019 Capital Budget workshop January 28

- Fees & Charges Amendment Bylaw No. 1958-A4 (water rates) to first three readings January 28
- Preparation of 2019 budget worksheets and documents
- Year end entries and working papers in progress
- On-site audit testing and review conducted week of January 21st
- Ongoing account reactivation and billing adjustments for flood impacted customers
- Responded to requests from the public regarding property damage claims, utility billing and property tax issues

Procurement

RFPs and RFQs Issued

- none

RFPs and RFQs Awarded

- none

Purchase Orders Issued

Total value	\$144,894
• Less than \$5,000	29
• \$5,000 to \$25,000	8
• \$25,000 to \$75,000	-
• Greater than \$75,000	-

Total value of purchases \$488,429

4 direct awards < \$25,000: ESRI Software GIS licensing; Floodplain Mapping & Risk Assessment; tires for 950 loader (only 2 quotes); legal and surveying right of ways

1 direct award > \$25,000: Rip rap material for South Ruckle armouring

Recommendation

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