

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: March 12, 2018  
Subject: Monthly Highlight Report  
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

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## Fire Department

### General

Calls this month: 23 (7 Fire, 0 Rescue, 16 First Responder)  
Year to date calls: 68

- ❖ Posted position for second Deputy Fire Chief, review of applications
- ❖ Volunteers : First Responder training for 6 members (2 weekends)
- ❖ Participated in annual Family Day event
- ❖ Update personnel accountability system
- ❖ Preparation for transition to dispatch from Kelowna
- ❖ Met with area emergency services

## Outside Works

### Safety Focus

***Biohazardous Substance (Bloodborne Pathogens, Airborne Pathogens, Pandemic Influenza) and Cold Stress***

### General

- ❖ Voltage conversion project
- ❖ HR – Power line technicians position vacancies and 2018 temporary positions
- ❖ WWTP upgrade meetings
- ❖ Storm water management meeting
- ❖ LED project completed at public works
- ❖ Meeting about the condition report for 2<sup>nd</sup> street and 68<sup>th</sup> Ave bridges
- ❖ Meeting with Kettle River Watershed Coordinators

- ❖ Meeting with Telus
- ❖ Sewer lift station pump meeting with Electrical Engineer and sales people
- ❖ Servicing meetings

## **Electrical**

- ❖ Arctic Arrow completed 2nd Street, Feeder 1&2 downtown rehabilitation, and the river crossing.
- ❖ 1 service upgrade
- ❖ 2 new service connections
- ❖ Removed two more open-delta non-preferred transformer banks from service

## **Public Works**

- ❖ Winter snow removal, Roads, Sidewalks, Parking lots, Trails, Alleys, City Buildings, throughout town.
- ❖ Winter snow hauling piles throughout
- ❖ Widening everywhere to accommodate new snow including removal of boulevards snow on narrow streets
- ❖ Removal of excess snow in flood prone areas
- ❖ Pot hole patching as needed on roads
- ❖ Public Works Stores clean out / organize for new LED lighting

## **Events**

- ❖ Family Day organizing support with set up and take down.
- ❖ Orientation and training for the new Event Coordinator.

## **Water and Sewer**

- ❖ Lift station maintenance.
- ❖ Sewer main flushing.
- ❖ Support Electrical with voltage conversion.
- ❖ Well and chlorination maintenance.
- ❖ Snow removal.
- ❖ Hydrant maintenance.

# **Development and Engineering**

## **General**

- ❖ GIS and Asset Management integration planning.
- ❖ Received 36 enquiries from the public and developers.
- ❖ Initiated Community Emergency Preparedness Fund grant project.
- ❖ Received the Gas Tax Strategic Priorities Fund grant of \$225,700 and initiated project.
- ❖ Processed 6 business licence applications

## Capital Projects

- ❖ Prepared and delivered septic health survey.
- ❖ Discussed SolarNow project with program officer and prepared RFD.
- ❖ West end fire protection project review and planning.
- ❖ Completed tender process for WWTP railway crossing tender
- ❖ Continued implementation of sewer phasing plan project

## Planning

- ❖ Drafted Cannabis Critical Path and survey.
- ❖ Facilitated land disposition processes.
- ❖ Facilitated development processes.
- ❖ Completed review and preparation for third reading of zoning bylaw and SCP.
- ❖ Three subdivision applications in review/development.
- ❖ Five development permit applications in process.
- ❖ Facilitated a temporary use permit application process.
- ❖ Completed inventory phase of Sensitive Ecosystem Inventory.

## Building Inspection and Bylaw Enforcement

### General

- Granby River camping concerns ongoing. Met with local provincial ministries to discuss this issue on Crown Land. The city is unable to prevent this from occurring so the provincial responsibility regarding this matter was emphasized. Any concerns regarding camping along the Granby River are to be referred directly to the Service BC office in Grand Forks for their response.

### Bylaw Services

- Ceiling repairs at Whispers arranged and completed
- Block Watch meetings and enquiries. City-wide maps compiled.
- Second Hand Dealers and Pawnbrokers Bylaw – initial draft completed, sent to Corporate Services department for editing & in-house review. The bylaw will also receive a legal counsel review once the in-house review is completed.
- Numerous requests for assistance from the R.C.M.P.
- Parking issues downtown on the rise, Family Day event monitored

### Building Inspection

- Building Permit applications this month: 3
- Year to date Building Permit applications: 10
- Year to date construction value: \$709,190.00
- Construction inspections and proposal reviews ongoing

## Corporate Services

### General

- Prepared and facilitated Council Meetings and eScribe Training
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning – Family Day, transition to different events delivery model
- Records Management Update and review – ongoing project for up to 3 years – review of current structure with consultant, implementation of structure, new file server configuration
- SharePoint Research
- ESRI GIS software research and team meeting
- Budget Workshops with Council
- Attended the PADM Corporate Administration Training (Deputy Corporate Officer)
- Attended the Successful CAO MATI Training and CAO Forum (Chief Administrative Officer)

## Financial Services

### General

- Conducted third public budget workshop on February 5<sup>th</sup>
- Prepared Five Year Financial Plan bylaw for introduction to COTW on March 12th
- Completed year end working papers and additional information requests for annual audit
- Review and approval of grant claims
- Completed first billing cycle for new water & sewer rates, along with mock billing of residential water usage
- Sent out taxpayer notifications regarding arrears and delinquent property taxes
- Completed CivicInfo BC surveys for salary, wages and other remuneration
- Responded to requests for information from the public regarding property and parcel taxes, new utility rates and mock billing

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## Recommendation

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