

# Monthly Highlight Report



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

---

## Fire Department

### General

Calls this month: 27  
Year to date calls: 65

- Volunteer firefighters received high praise by BC Ambulance staff for their CPR skills when assisting at a recent cardiac arrest call.
- Participated in Family Day providing fire truck rides, kids obstacle course and barbequing hotdogs.
- Public fire/safety education was conducted at Silver Kettle Village and a tour of the firehall tour for the Girl Guides
- 20 fire inspections were completed which included all restaurants/cafes in the city
- Notable fire calls this month were a rollover motor vehicle incident that involved a commercial truck
- February's training concentrated on evidence preservation at motor vehicle incidents and live scenarios at the fire training grounds for Rapid Intervention Teams (RIT)
- Recruit firefighters completed the first College of the Rockies written exam in their NFPA 1001 Level 2 training program. Practical evaluations for the applicable chapter skills will be finished by the end of the February.

## Boundary Flood Recovery

### Environmental

Continued to work with the province to obtain the necessary permits to start the restoration work on McRae Creek.

### Wellness

Case workers continue to work with flood affected community members.

### Critical Infrastructure

Received permitting approvals and started construction of the South Ruckle Bank Armouring project.

### Economic

Organized an information session with the east side business owners and Council. Continued to develop feedback on business and agricultural sector support to give to the province.

### Communications

Organized one general community meeting and issued three program updates.

## Outside Works

### Safety focus for March

Violence in the workplace and workplace conduct.

### General

- Posted and interviewed for the temporary Administrative Assistant position.
- Filled the temporary Events Coordinator (same as last year) position internally.
- Issued the Line Painting Request for Proposal.
- Continued to support recovery communications and critical infrastructure.
- Continued to work on the City's DFA and insurance projects.
- Submitted the final report for the airport AWOS grant.
- Discussed an intersection sign and line review with ICBC.
- Reviewed the draft Lewis' Woodpecker Management Plan.

### Electrical

- Responded to two unplanned power outages.
- Removed winter decorations from Central Ave and downtown.
- Trimmed danger trees near the community garden.
- Relocated a power pole downtown to facilitate truck deliveries.

### Public Works

- Winter snow clearing all month with one major snowfall.
- Finished the new upstairs meeting room at the public works building.
- Family day event was a big success.
- Several medivacs assisted.

### Water and Sewer

- Rebuilt two well chlorinators as a part of regular maintenance.

- Flushed some sewer mains.
- Prepared to replace flood damaged water meter registers.
- Cleared snow from fire hydrants and water and sewer buildings.

## Development and Engineering

### General

- Responded to approximately 65 front counter and telephone inquiries and attended about 7 in-person/teleconference meetings with developers.
- Planning and policy support for flood recovery initiatives.
- Planning for economic recovery initiatives.
- Implemented records management and project/task management & tracking

### Capital Projects

- Continued capital projects review and implementation planning.

### Current Planning

- Completed implementation of three Development Permits and a Heritage Alteration Permit
- Reviewed and coordinated processes and reports for three development permit applications.
- Prepared and processed a zoning bylaw amendment.
- Prepared, processed and implemented zoning bylaw amendment.
- Completed consolidation (for convenience) of the Zoning Bylaw.
- Ongoing pre-application coordination for BC Housing initiatives.

### Long Range/Policy Planning

- Continued 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).

### Business Licenses

- Continued 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 9 business licence applications including three cannabis retail licence applications.

## Building Inspection and Bylaw Enforcement

### General

- Building permit applications received for new dental clinic, B.C. Housing 19<sup>th</sup>. Street 52-unit development and library washroom renovations.
- Permits issued for 3 new single-family units this reporting period.
- Permits issued for 3 commercial flood damage repairs (\$330,000 const. value).

## **Bylaw Services**

- 1 noise complaint, otherwise a very quiet month.

## **Building Inspection**

- Building Permit applications this month: 14
- Year to date Building Permit applications: 21
- Year to date construction value: \$7,051,198 (2018 year end = \$9,339,982).
  
- This reporting period there was 1 permit issued for residential flood damage repair and 1 issued for residential demolition due to flood damage.

## **Corporate Services**

### **General**

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 2 In-Camera, 1 Public Hearing)
- Prepared weekly summaries/updates (3 summaries, 4 updates)
- Corporate Tasks completed: 11
- Human Resources Duties
- With Financial Services, facilitated three Budget workshops
- Prepared and issued RFP for Marketing Strategy Coordinator and EOI for Events Manager (through Rural Dividend Fund)
- Bylaw updates

### **Information Technology**

- Participated in Webinar with the Provincial Office of the Chief Information Officer regarding IT security practices.
- Ongoing technology support for Recovery Team
- IT Tasks completed: 4

## **Financial Services**

### **General**

- Conducted Public Budget Workshops on February 4<sup>th</sup>, 11<sup>th</sup> and 19<sup>th</sup>
- Fees & Charges Amendment Bylaw No. 1958-A4 (water rates) adopted February 11<sup>th</sup>
- Fees & Charges Amendment Bylaw No 1958-A5 (solid waste) to COTW March 11<sup>th</sup>
- 2019-2023 Five Year Financial Plan Bylaw No. 2055 to COTW March 11<sup>th</sup>
- Attended Labour Management Meeting
- Finalized year end and assembled documentation for on-site audit March 4-8<sup>th</sup>
- Finalizing and reviewing documentation for flood insurance claim
- 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

- Traffic Line Painting
- Marketing Strategy Coordinator
- Events Manager (Expression of Interest)

RFPs and RFQs Awarded

- Environmental Assessment - Public Works Fuel Tanks
- Drilling for soil testing - Public Works Fuel Tanks

Purchase Orders Issued

Total value	\$1,108,422
• Less than \$5,000	12
• \$5,000 to \$25,000	9
• \$25,000 to \$75,000	2
• Greater than \$75,000	2

Total amount of invoices \$478,220

5 direct awards < \$25,000: administration consulting services; computer purchases; floodplain mapping; flood alert monitoring equipment; Cisco licensing; Escribe Meeting Manager support

2 direct awards \$25,000-\$75,000: S Ruckle environmental monitoring; S Ruckle archaeological monitoring;

1 direct awards > \$75,000 S Ruckle rip rap placement

---

## Recommendation

THAT the Committee of the Whole receives the monthly highlight report for information.