

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: April 9, 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 (to Mar 29): 25 – 8 Fire-related, 6 Rescue, 11 First responder (medical)  
Year to date calls: 93

- ❖ Completed hiring process for new Deputy Chief
- ❖ Preparing for transition to Kelowna Dispatch Centre
- ❖ 8 members trained as “Fire Service Instructor level 1”
- ❖ Meeting with engineers working on Regional District firehall expansion project
- ❖ Presentation to Wildfire personnel on fire risks near structures (w/Midway, Big White Fire)
- ❖ Monitoring snow levels in region
- ❖ Preparation for freshet season (flooding)
- ❖ Assist Public Works with procedures for Confined Space work

Snowpack levels (measured as “Snow-Water Equivalent”) are approaching last years levels, however approximately 6 weeks earlier than last years peaks. Depending on daytime/nighttime temperatures and precipitation, this could permit a slower controlled melt. As of March 29, no appreciable increase in water levels on area rivers, however we are monitoring daily.

## Outside Works

### Safety Focus

- ❖ Worker instruction and supervision
- ❖ Impairment

### General

- ❖ Voltage conversion project – continued contract administration, planning, and outage notifications.
- ❖ HR – finished interviews and hired temporary operators and electrician.

- ❖ Procurement – proceeded with disposition of old AWOS equipment; received quotations for campground host and sewer main relining contracts; reservoir cleaning RFQ awarded.
- ❖ OFA level 1 course

## **Electrical**

- ❖ The two new linemen started March 12
- ❖ 2 service / structure repairs
- ❖ 1 new primary service
- ❖ 1 new pole, anchor and transformer bank
- ❖ FortisBC Cat 5 System Safety and Lockout Training for all
- ❖ Traffic Control course for all
- ❖ System locates, meter reads, streetlight maintenance

## **Public Works**

- ❖ Traffic flagging training successfully completed by all
- ❖ Pothole patching throughout town
- ❖ Snow removal and hauling snow piles
- ❖ Switch over of winter snow equipment to spring cleanup equipment
- ❖ Street and sidewalk sweeping under way throughout town
- ❖ Park and field preparation for spring season
- ❖ Planning garden beds for spring
- ❖ City Hall rear steps / loading dock completion of concrete and pavers
- ❖ Green house and planter prep for spring floral displays in planters

## **Events**

- ❖ Easter egg hunt at City park took place on March 31<sup>st</sup> a great success again
- ❖ Event requests continue to come in for the upcoming season
- ❖ Event planning and meetings ongoing for some of the bigger events such as Cannafest, GFI, and Park in the Park.

## **Water and Sewer**

- ❖ Extensive seasonal maintenance complete at lift stations.
- ❖ 3<sup>rd</sup> St sewer service repair complete.
- ❖ Carrier pipe installation under train grade for WWTP upgrade complete ahead of schedule.
- ❖ Water Meter and Cross connection control program ongoing.
- ❖ Sewer collection system flushing and maintenance anticipating freshet.

## **Development and Engineering**

### **General**

- ❖ Purchase GIS software
- ❖ Asset Management integration planning.
- ❖ Received over 55 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 5 business licence applications.
- ❖ Erosion survey conducted for a vulnerable portion of the Kettle River.

### **Capital Projects**

- ❖ Received septic health surveys and compiled results for inclusion in sewer phasing study.
- ❖ West end fire protection project groundwater modeling complete, review and technical memo scheduled for completion in April.
- ❖ Initiated WWTP railway crossing project.
- ❖ Sewer phasing plan draft report completed.
- ❖ Posted RFQ for 72<sup>nd</sup> Sidewalk project.
- ❖ Completed WWTP Railway Crossing project.
- ❖ Completed grant reporting requirements for WWTP project.

### **Planning**

- ❖ Tabulated and presented results from the Cannabis survey.
- ❖ Facilitated land disposition processes.
- ❖ Facilitated development processes.
- ❖ Completed review and preparation for final 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**

### **Bylaw Services**

- With the snow melt comes a rise in unsightly property activity.
- Refereeing neighbor disputes also on the rise.
- Considerable interaction with the RCMP. 2 breaks and enters observed and reported, 1 suspected stolen vehicle reported.
- Camp removed from Angus McDonald Park, numerous syringes on city property disposed, RV off Granby Road given 2 weeks to move or be towed.
- 'Do Not Feed Deer' signs posted - many complaints of this activity occurring and creating potentially serious traffic concerns, currently discussing with reported individuals and will fine if personally witnessed or multiple complaints received.
- 'Block Watch' signs in process of posting, program is quite active (50+ members)
- Volunteer work with community members cleaning riverbanks prior to high water.

### **Building Inspection**

- Building Permit applications this month: 8
- Year to date Building Permit applications: 18
- Year to date construction value: \$1,165,765.00
- Construction inspections and proposal reviews ongoing.

## Corporate Services

### General

- Prepared and facilitated Council Meetings
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning transition to different events delivery model through Public Works
- Records Management Update and review – ongoing project for 3 years:
  - reviewed and updated FOI Bylaw
  - reviewed and updated Retention Bylaw
  - SharePoint as records storage location:
    - Continued research
    - configuration of file structure
    - retention and disposition labeling review
- ESRI GIS software implementation with Engineering Technologist and Senior Planner
- Attended the PADM Corporate Administration Part 2 Training (Deputy Corporate Officer)
- Preparations for AKBLG and LGMA chapter meetings
- Secondhand dealers and pawnbrokers Bylaw review with Bylaw Enforcement

## Financial Services

### General

- First three readings of Five Year Financial Plan bylaw
- Tax Rates bylaw for introduction to COTW on April 9
- Completion of on-site audit procedures
- Preparation of draft financial statements and statement of financial information
- Data collection for response to FOI request
- Support for capital projects with respect to bonding and insurance
- Staff training in Vadim utility billing
- Responded to requests for information from other municipalities on various issues and the public regarding property taxes, new utility rates and mock billing

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## Strategic Summary

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### Recommendation

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