

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: May 6, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 21
Year to date calls: 129

- Firefighters participated in Emergency Preparedness Week. Hotdogs were barbequed for the public; Ladder-354 was on site for display/aerial demonstrations and crew assisted with the Tiger Dams and Hesco bins.
- 12 fire inspections were completed in April along with grease fire safety and emergency preparation public education at the Glanville Centre
- Lower call volume for April with one notable call being a grass fire on Canning Rd at the beginning of the month.
- Six firefighters attended the first ever joint wildfire training weekend in Castlegar. This weekend was hosted by BC Wildfire Service and was made available to all fire departments in Zone 4.
- April's training concentrated on a review of the structural protection trailer and the practical components for the revised wildland structural protection course. Crews also completed a confined space rescue scenario using municipal infrastructure as the training site.
- Recruit firefighters finished the last of four theory chapters and are preparing for their next College of the Rockies written exam on May 15th. They are also concluding skills training for their next practical evaluation

Outside Works

General

- Crews trained in tiger dam installation, Emergency Operations Centre staffing and excavation safety
- Ordered construction fencing for excavation safety
- Ordered bike rack for DBA parking stall project
- Prepared City Park stage for solar panel and shelter installation
- New campground booking website now allows for online payment
- Fuel tank area soil removed and cleared by Environmental Engineer to backfill
- Sewer main relining completed on 3rd street between 75th and Market Ave, Sunshine Way and alley north of Central between 8th and 9th.
- Supported Boundary Flood Recovery communications and critical infrastructure
 - Five website updates, weekly email newsletter, community meeting, print advertising, responded to media enquiries
 - Led the South Ruckle project
- Posted and hired an Operator 4 to fill the position opened by retirement
- Posted and interviewed for an Operator 3 position opened by retirement
- Hired four summer students to start in May

Electrical

- Trimmed trees around power lines and on boulevards
- Planned three phase line extension between 68th and 70th Ave
- Replaced one pole and installed one new underground service
- Continued electrical system condition assessment and mapping
- Continued LED street light conversion with walkway lights
- 0 - Planned outages in April
- 3 – Unplanned outages in April (1- Supply outage)

Public Works

- Set up pickle ball and tennis courts at Barbra Ann Park
- Prepared campground for opening May 1
- Planted 55 planters for deployment by the end of May
- Seasonal inspection and turn on of irrigation systems
- Spring sweeping sidewalks and roads almost completed
- Supported three events - Easter at City Park, DBA cleanup and Flood preparedness week
- Spring turf clean up all parks and green spaces
- Assisted four funerals
- 1 Medivacs supported, 2 scheduled but rerouted

Water and Sewer

- Removed the old sani-station and replaced sewer line in the campground
- Started water distribution line flushing
- Seasonal preparation of well chlorination
- 6 – Sanitary sewer issues resolved

Development and Engineering

General

- Responded to approximately 85 front counter and telephone inquiries and attended about 8 in-person/teleconference meetings with developers/agents.
- Planning and policy support for flood recovery initiatives.
- Planning for economic recovery initiatives.
- Continued implementation of records management and project/task management & tracking.
- Commenced updates and documentation for planning and development processes and procedures.
- 19th Street affordable housing project is underway with units arriving at a staging area at the west end of the city.
- The modular units for dentist office at the corner of 68th Avenue and 19th Street are up and finishing works are in progress.

Capital Projects

- Continued capital projects review and implementation planning.
- Continued work on the WWTF and UV projects.

Current Planning

- Processed and completed initial reporting for a temporary use permit.
- Prepared and processed reports for a rezoning bylaw amendment / subdivision / consolidation and legislative requirements including the required public hearing.

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).
- Attended affordable housing workshop focused on enabling rural communities with the tools to assess housing needs and apply for funding opportunities to assist affordable housing projects.

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 8 business licence applications.
- Completed initial process review of one cannabis retail licence application and completed preparations for public feedback session.
- Completed and submitted reports to the Liquor and Cannabis Regulations Branch for three non-medical retail cannabis licence applications.

Building Inspection and Bylaw Enforcement

General

- Construction well underway for B.C. Housing project off 19th. Street. Modular units expected to be hoisted in place mid-May
- Bylaw issues on the rise
- Security and RCMP assist with several non-bylaw related concerns

Bylaw Services

- Multiple unsightly property complaints, resolutions in progress
- 2 vehicle idling complaints, 1 resolved
- 1 parking complaint resolved
- 3 noise complaints, 2 resolved

Building Inspection

Building Permit applications this month: 10

Year to date Building Permit applications: 38

Year to date construction value: \$16,327,339 (2018 year end = \$9,339,982)

- 1 permit for flood damage demolition (white house, corner of Riverside and 72nd.)
- 1 permit for commercial flood damage repair (McEwen Law Building)
- 4 permits for residential renovations, 2 for commercial renovations, 1 institutional addition and 1 industrial addition

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 3 In-Camera)
- Prepared weekly summaries/updates (1 summary, 4 updates)
- Corporate Tasks completed: 9
- Human Resources Duties
- Fee-for-service agreements
- Preparatory work on 2018 Annual Report
- Coordinate Council visit to John Howard Society buildings in Kelowna
- CAO and CO attended LGMA Kootenay/Boundary/Rocky Mtn chapter meeting
- CO attended LGMA/MATI Communications course w/Mgr. of Dev/Eng/Planning
- AKBLG prep for Council
- CRTC License Renewals
- Bylaw Updates
 - Fourth readings
 - Event Delegation Bylaw
 - Parks Access Bylaw
 - Prepare for Introduction
 - Smoke- and Vape-Free Places Bylaw
 - Election Bylaw Amendment
 - Municipal Ticketing Information Bylaw Amendments
- Communications

Information Technology

- Upgrades underway for office PCs
- RFQ closed for upgrades to Security Alarm Panels
- Website analytics upgraded
- IT Tasks completed : 6

Flood Recovery

- Strategic Planning with recovery team, leadership group and Council has confirmed the direction for Boundary Flood Recovery to transition from leading Flood Recovery to supporting mitigation efforts regionally and within the City. With funding for Team Lead positions being complete over the next three months Flood Recovery will be documenting lessons learned and developing recommendations for ongoing recovery and mitigation activities for continuation by local government partners and other stakeholders.
- BFR held a community meeting on Tuesday April 30th at the River Valley Community Church. Topics included strategic planning, evolving funding plan for east Downtown flood mitigation, and housing project updates.
- Mennonite Disaster Service will be starting work early May on at least 8-10 major home repairs and rebuilds. Support will be needed for volunteers and building materials – more information at <https://mds.mennonite.net/grand-forks-bc/>.
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- Workshops and events were held during Preparedness Week April 8-13
 - o Tiger dam and sandbagging demonstration
 - o Section 11 “in-stream works” application support workshop
 - o Planning your banking for a flood session and business continuity
 - o Discussion on landscape techniques to reduce flood and erosion issues
 - o Saturday morning pancake breakfast by the Elks and information booths by local service providers
 - o Address by Parliamentary Secretary Rice, Mayor Taylor, and Chair Russell
 - o Thank you to everyone who volunteered or participated
- South Ruckle Erosion Protection – the project is substantially complete with a few finishing touches pending. The maintenance area crosses private property and is not a public pathway.
- The federal government did not approve the City of Grand Forks’ application to the National Disaster Mitigation Program (NDMP) grant application for flood protection downtown. The flood recovery team continues to be dedicated to pursuing opportunities to create a more flood-resilient community, including flood protection and storm water management. The team is hopeful to hear positive news on other large project proposals in the near future.

Financial Services

General

- Fees & Charges Amendment Bylaw No 1958-A5 (solid waste) adopted April 8th
- 2019-2023 Five Year Financial Plan Bylaw No. 2055 adopted April 8th
- 2019 Tax Rates Bylaw No. 2058 first three readings April 23th
- Completed draft 2018 Financial Statements for auditors
- Prepared first quarter 2019 financial reports

- Data collection and review for the 2018 Statement of Financial Information
- Attended Council flood plain mapping workshop
- April billing cycle is first for consumption based residential water charges
- Provided assistance with implementation of online campground reservation system
- Completed test run for property tax calculation
- Ongoing account reactivation and billing adjustments for flood impacted customers
- Responded to requests from the public regarding utility billing, property taxes, and equal payment plan participation

Procurement

RFPs and RFQs Issued

- Security Contractor (Expression of Interest)

RFPs and RFQs Awarded

- Events Manager

Purchase Orders Issued

Total value	\$164,097
• Less than \$5,000	26
• \$5,000 to \$25,000	3
• \$25,000 to \$75,000	-
• Greater than \$75,000	1

Total amount of invoices \$873,418

1 direct awards < \$25,000: Sign & Pavement Marking Review

0 direct awards \$25,000-\$75,000:

0 direct awards > \$75,000

Recommendation

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