

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: June 10, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 30
Year to date calls: 169

- A crew of our firefighters completed three and a half weeks of fire hose testing to ensure compliance with WorkSafeBC regulations.
- Public safety education was comprised of a career day and helmet safety at Hutton Elementary School, fire extinguisher training for home care providers and grease fire safety for Sunshine Valley Community Services. Four fire inspections were completed.
- Notable calls for the month was a pot left unattended on the stove which had the potential to turn into a worse situation. Our crews also attended a wildland fire on Hardy Mountain for two days with the assistance of BC Wildfire Service.
- Four firefighters had the opportunity to attend the BC Volunteer Firefighters' Association 2019 Okanagan Spring Training Seminar hosted by the Lake Country Fire Department
- A review of rope rescue was the focus of Mays' training in addition to workplace training on bullying and harassment.
- Our two groups of recruit firefighters are progressing through their NFPA 1001 level 2 training and successfully completed two more College of the Rockies written exams. Furthermore, one group is in the process of completing the applicable practical evaluations.

Outside Works

General

- Three summer students and three temporary operators started work
- Continued to support the Boundary Flood Recovery Critical Infrastructure and Communications
 - One public meeting, weekly email newsletter,

Capital Projects

- Completed repairs to the campground washrooms
- Ordered the new LED streetlights
- Poured the slab and installed the electrical for the Public Works Fuel Tanks
- Ordered the construction fencing
- Supported the SolarNow Solar Panel Installation
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Electrical

- Four planned outages for maintenance
- Pruned trees around power lines on Central Avenue and other locations
- Replaced damaged transformer pole
- Installed raptor guards on power lines near landfill
- Replaced more walkway lights with new LED lights
- Relocated AWOS at airport
- Installed two new electrical services
- Continued the condition assessment

Public Works

- Completed one full burial
- Planted the LGMA Tree for the Future in Lois Hagen park
- Opened the campground for the season
- Installed hanging baskets and planters throughout the downtown core
- Inspected the airport hazard beacon sites
- Completed the annual airport PAPI's calibration
- Tony and Earl retired!
- Cleaned and opened the Rotary Spray Park for the season
- Assisted two medivacs

Water and Sewer

- Two sewer main repairs
- Three sewer service repairs or replacements with inspection chambers installed
- Completed water Distribution flushing
- Two water services repair
- Six water meter concern investigations
- Reviewed standard operating procedures

Development and Engineering

General

- Responded to approximately 85 front counter and telephone inquiries and attended about 8 in-person/teleconference meetings with developers.
- Planning and policy support for flood recovery initiatives.
- Planning for economic recovery initiatives.
- Continued implementation of records management and project/task management & tracking.

Capital Projects

- Continued capital projects review and implementation planning.

Current Planning

- Coordinated and assigned addresses for 20 properties.
- Reviewed and coordinated processes and reports for five development / rezoning / temporary use permit initiatives and public hearings and information sessions.
- Prepared servicing agreement for future mobile home park.
- Prepared a lease agreement and a licence of occupation agreement.

Long Range/Policy Planning

- Continuing (to implement the Sensitive Ecosystem Inventory and update the OCP with new environmental management tools).
- Meetings and research/reports on housing initiatives and housing needs assessment.
- Reviewed density requirements in the OCP and Zoning Bylaw for alignment.

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 6 business licence applications.
- Completed City process for review of one cannabis retail licence application and prepared report for submission to the LCRB. Began process for public consultation for one cannabis retail licence application.

Building Inspection and Bylaw Enforcement

General

- Construction season getting into full swing
- Working on messaging to differentiate 'Law' vs. 'Bylaw' enforcement
- Security contractor very busy, including a hike up Observation Mountain!

Bylaw Services

- Relatively quiet reporting period, a few unsightly property and noise complaint issues which are in the process of resolution
- Lawn watering restrictions are a focal point
- 1 deer feeding concern, working on improved signage to 'report offenders'

Building Inspection

Building Permit applications this month: 16

Year to date Building Permit applications: 54

Year to date construction value: \$17,064,804

- Construction consists primarily of renovations to existing commercial and residential properties, as well as residential accessory buildings
- Of note, a permit has been issued for the complete re-construction of a residence which had been destroyed by flooding last year in South Ruckle

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 1 In-Camera)
- Prepared weekly summaries/updates (4 summary, 2 updates)
- Corporate Tasks completed: 7
- Human Resources Duties
- Engineering/Public Works review by Innova Strategy Group
- Fee-for-service agreements
- Work on 2018 Annual Report
- CO attended LGMA/MATI Managing People course
- Bylaw Updates
 - Introduction through Final Reading:
 - Smoke- and Vape-Free Places Bylaw
 - Election Bylaw Amendment
- Communications
 - Media releases, social media

Information Technology

- Copier/Printer maintenance
- Airport support
- Continued PC hardware replacement program
- Completed Microsoft Licencing changes for Council and Staff
- IT Tasks completed: 5

Financial Services

General

- 2019 Tax Rates Bylaw adopted May 6
- Completed audit process and preparation of financial statements
- Audited Financial Statements approved by Council May 21
- Completed and submitted SOFI report
- Completed Local Government Data Entry submission for May 15 deadline
- Completed financial sections of CARIP report
- Completed financial sections of Annual Report
- Tax notices sent out in mid-May
- Submitted Red Cross Grant application
- Revised Procurement Policy 802 to COTW July 14
- Reserve fund bylaw (consolidated) to COTW June 10

Boundary Flood Recovery

- Recovery Management completed Recovery Transition Memo on shift to mitigation and implementation of long-term recovery
 - Team Leads presented to Leadership Group on mandate, outcomes, findings and recommendations.
 - Rural Dividend Fund projects initiated through Boundary Flood Recovery Economic Recovery partnerships underway with initiation of Events Coordinator, posting of Economic Development Officer and continued progress on the Community Centre feasibility / scoping discussions.
 - RDKB Emergency Program hosted a workshop with EOC and emergency management staff on the draft Flood Response Plan
 - Boundary Flood Recovery to be featured in gallery 2 (Grand Forks Art Gallery) in an interactive digital map exhibit opening June 7
(<http://www.gallery2grandforks.ca/post-diluvian-data/>)
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Recommendation

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