

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: July 15, 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: 26
Year to date calls: 193

- “Learn not to Burn” public safety education was held for a Hutton Elementary kindergarten class as well as a full day of fire extinguisher training for Boundary Hospital staff members. Four fire inspections were completed.
- Four of our apparatus received their annual servicing and had their commercial vehicle inspections recertified
- A shipment of fire hose has been ordered to replace a large amount of outdated structural and forestry hose
- Notable call for June was a tractor fire that the homeowner managed to mostly extinguish by themselves before the fire could extend into the carport, two piles of multiple round bales of hay and a large sawdust pile
- Training for the month was a continuation of rope rescue which involved a final scenario, dual pumping with the engines and a review of the set up for the aerial ladder
- Recruit firefighters finished another two chapters of theory for ladders and ventilation and a portion of them also accomplished their practical evaluations for ropes and knots

Outside Works

General

- Supported City of Grand Forks DMAF and mitigation projects approval communications
 - Prepared for grant funding announcement in conjunction with the federal and provincial government.
 - Live streamed the event.
 - Prepared and disseminated information internally across media platforms.
- Delivered flood recovery presentation at the Local Government Management Association conference in Vancouver.
- Held British Columbia Municipal Electrical Utilities (BCMEU) meeting
- Organized the lines and signs workshop with ICBC and McElhanney.
- HR – Hired Industrial Electrician position
 - posted the Operator 2 position to fill a retirement position.

Capital Projects

- Issued and received RFP for airport watermain materials supply.
- Upgraded and changed the three phase system around 19th and 68th in conjunction with the new service to the BC Housing apartment building.
- Completed the Donaldson Drive repairs of the worst section.
- Installed the fuel tanks at the Outside Works yard, operation pending final inspection.
- Submitted the final report for the Local Economic Development project funded by the Rural Dividend Fund.

Electrical

- Completed three phase line along 19th street for BC Housing
- Responded to 1 unplanned outage due to lightning
- Scheduled 3 outages for system work
- Repaired cross arms per the annual maintenance plan
- 4 - Pole changes
- Airport support beacon sites,
- Investigating radio issue at Well 3

Public Works

- Dust control applied to alleys.
- James Donaldson Park
 - Prepped, repaired and cleaned up for the GFI tournament
 - Refurbished west section of the small blue stands
 - Installed safety netting
- Annual cross connection control device inspections for irrigation completed
- Planted annuals in gardens
- Bike rack installed on Market Avenue in front of the Wooden Spoon
- Events successfully supported
 - Car show, Triathlon at the Lake, Youth Pride, GFI, National Aboriginal Day, Boundary Women's Fast ball Tournament, COPA for kids at the airport

Water and Sewer

- Major sewer service repair by Central Ave and 9th
- Water main corporation repair on 77th Ave
- Several water hot taps and sewer connections for new construction
- Supported WWTP upgrade and UV disinfection projects by meeting with contractors
- Responded to contractor infrastructure strike

Boundary Flood Recovery

General

- Continued winddown of team leads and downsizing of support staff. Closure of Red Cross office.
- Interviewed for the Kootenay Biz Magazine article http://kootenaybiz.com/grandforks/article/changing_the_face_of_grand_forks.
- Presented on recovery, mitigation and long term disaster risk reduction at the LGMA.
- Met and worked with the Province on the mitigation project funding agreements.
- Completion of commercial lodging support program.

Development and Engineering

General

- Responded to approximately 65 front counter and telephone inquiries and attended about 10 in-person/teleconference meetings with individuals/developers.
- Coordinated transition to lead flood mitigation projects (DMAF funding).
- Planning and policy support for flood recovery initiatives.
- Participated in downtown revitalization strategic planning exercises and provided ongoing support for economic recovery initiatives.
- Continued implementation of records management and project/task management tracking system.

Capital Projects

- Initiated area sector planning.

Current Planning

- Completed temporary use permit, a development permit and a development variance permit application.
- Coordinated approval process and public hearings for three rezonings and two policy issues.
- Coordinated approval process and legal requirements for a lease and licence of occupation.

Long Range/Policy Planning

- Continued research and coordination of housing options on city-owned lands.
- Initiated education and consultation process with land owners in buy-out areas.

Business Licences

- 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.).
- Ten (10) business licence issued.
- Completed City process for review of one cannabis retail licence application and prepared report for submission to the LCRB. Coordinated process for public consultation for one cannabis retail licence application.

Building Inspection and Bylaw Enforcement

General

- Camping on municipal property, outside of parks noted in the Parks Access Bylaw, continues and is the subject of several complaints and concerns
- Municipal trespassing issues being resolved by our security contractor with assistance from the RCMP, albeit some issues take longer to resolve than others
- 1 complaint about activity in the immediate motor-cross staging area resolved. The situation is being monitored closely, relocation options are being considered

Bylaw Services

- Deer feeding complaints received, additional signs being installed with request to 'Report Offenders' (2 of 10 signs installed last year no longer exist)
- Yard sprinkling regulations being monitored, very few concerns so far
- One noise complaint resolved, one unlicensed vehicle removed

Building Inspection

Building Permit applications this month: 13
Year to date Building Permit applications: 67
Year to date construction value: \$17,997,994

- Permit applications of note include Aquatic Centre Renovations, City WWTP centrifuge structure and J.D. Park bleacher repairs
- 1 permit issued for a new modular home on 17th. Street
- 3 permits for flood repairs (2 homes, 1 commercial building)

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 2 In-Camera, 2 Public Hearings, 1 Public Feedback Session)
- Prepared weekly summaries/updates (4 summary, 4 updates)
- Corporate Tasks completed: 15
- Human Resources Duties
- Fee-for-service agreements
- Completed and released 2018 Annual Report
- Bylaw Updates
 - Presented for final reading:
 - Smoke- and Vape-Free Places Bylaw

- Parks Access Bylaw Amendment
- Communications
 - Media releases, social media

Information Technology

- Copier/Printer maintenance
- Procurement of Large Format printer/scanner/copier
- General IT support for the organization
- Continued PC hardware replacement program
- IT Tasks completed: 6

Financial Services

General

- Revised Procurement Policy 802 for COTW July 15th
- Reserve Fund Establishment Bylaw 2060 to first three readings June 24th
- 2018-2022 Financial Plan Amendment Bylaw to first three readings June 24th
- Collection of property taxes and processing of homeowner grants/tax deferral applications throughout June
- Analysis of sewer customer accounts with respect to water usage
- Responded to multiple requests from the public regarding property taxes and assessment values

Procurement

RFPs and RFQs Issued

- Airport Watermain materials

RFPs and RFQs Awarded

- Wastewater Treatment Plant Upgrades
- Security services
- Paving program
- Donaldson Drive repairs
- Electrical system upgrades and pole changes

Purchase Orders Issued	May	June
Total value	\$233,615	\$393,089
• Less than \$5,000	24	20
• \$5,000 to \$25,000	7	12
• \$25,000 to \$75,000	3	3
• Greater than \$75,000	-	1
 Total value of purchases	 \$842,929	 \$583,404

6 direct awards < \$25,000: Engineering printer replacement; electrical meters; Council strategic planning; Service review; Fire Department safety & training;

3 direct awards \$25,000-\$75,000: Flood Plain Mapping; Area Sector Plans

0 direct awards > \$75,000

Recommendation

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