

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: August 12, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 31 (Fire related – 20, Rescue – 2, First Responder – 9)
Year to date calls: 235

- The last two fire practices of July have seen a steady increase in attendance numbers (July 24 – 27 firefighters, July 31 – 24 firefighters). I have been advised that summer fire practices generally average 17 members.
- Due to a staff shortage, public safety education has been placed on hold with hopes to resume in the near future. Fire inspections are currently being performed on a request or as needs basis.
- Notable calls for July were cardiac arrests. Our firefighters provided CPR assistance to BC Ambulance on five occasions. One of these calls was a cardiac arrest call for a patient in the water who needed to be relocated up the riverbank and transported to Boundary Hospital.
- Training for the month consisted of the following; a review of ground ladders and ventilation, ventilation and visibility and exterior live fire props at the training grounds. Additionally, one practice was held to review the Superior Tanker Shuttle accreditation which our department will be renewing prior to February 2020. This accreditation allows for further reductions in rural homeowners' insurance costs.
- A portion of our recruit firefighters successfully completed practical skills training and evaluations for two chapters (ladders and ventilation) over this past weekend. This included a 9.5-hour day on the Saturday and 10.5 hours on the Sunday. Kudos to our volunteer firefighters for their dedication and giving up their weekend to work extremely hard in this hot weather to ensure the safety of our community.

- Our group of recruit firefighters completed College of the Rockies written exams on Wednesday, July 31. This is the last exam for the Exterior Operations Firefighter level and all that is required to complete this benchmark is three to four other course which many of our volunteers have already done.

Outside Works

Safety

Organized a Safety Awareness event for all staff.

General

Interviewed candidates for the Operator 2 position.

Fortis rate review with the British Columbia Municipal Electrical Utilities.

Service request process establishment .

Attended and supported the residents' buy out meeting July 11.

Supported the Mayor's interview with CBC the National.

Updated Water Regulations Bylaw draft.

Electrical

- Installed primary cable and pad mount transformer at BC Housing's development on 19th St
- Energized 55 new electrical meters at BC Housing's development
- Changed 3 utility poles
- Annual truck electric and non-destructive testing
- Four electrical disconnects for upgrades/repairs
- Repaired airport gate
- 4 - planned outages
- 1 - unplanned outage

Public Works

- 2 nighttime and 3 daytime Medi-vacs at the airport.
- Supported Canada Day celebration, Grand Forks International baseball tournament, softball tournament at Dick Bartlett Park, Party in the Streets downtown, Ultimate Frisbee tournament in City Park, BMX national race.
- Painted Expo sign Flag.
- Rehabilitated seven Military Headstones at the request of Veterans' Affairs .
- Flail mowing throughout City properties.
- Contracted Danger Tree assessment report for areas of concern.

Water and Sewer

- Wastewater treatment plant upgrade – site meeting and scheduling with Maple Reinders familiarized them with the system.
- Water meter maintenance and investigations increased for irrigation season.
- Water main repair and reroute on 72nd Ave and 8th Street.
- 1 - water service repair.
- Sanitary main flushing.

Development and Engineering

General

- Attended and recorded notes for meetings with those affected by the impending buy-out.
- Responded to approximately 36 front counter and telephone inquiries and attended about 12 in-person/teleconference meetings with individuals/developers.
- Ongoing planning and policy support for flood mitigation initiatives; arranged letter to proposed buy-out property owners.
- Continued implementation of records management and project/task management tracking system.
- Participated in the review of Department staff and resource capacity.

Capital Projects

- Flood Mitigation Program
 - Held five workshops on in-kind options for residents in buy-out areas
 - Prepared Request for Proposal for land acquisition team
 - Initiated hiring process for Capital Projects Engineer

Current Planning

- Completed three rezoning applications and a one development variance permit application.
- Completed one licence of occupation agreement (Disc Golf facility).
- Prepared guides to assist applicants with development and temporary use permits.

Long Range/Policy Planning

- Continued research and coordination of housing options on city-owned lands.
- Initiated Market District Designation (in consultation with the DBA).

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.).
- 5 business licence issued.
- Completed City process for review of one cannabis retail licence application and prepared report for submission to the LCRB.

Flood Recovery

- Initiated work on Flood Recovery year one review and long term plan

Building Inspection and Bylaw Enforcement

General

- A number of concerns raised by the public regarding a camp on city property, near the warming shelter, 10' up a tree. Security is attempting to resolve.
- No complaints received this reporting period about any other camping activity.

Bylaw Services

- 1 deer feeding complaint, 1 inappropriate residential garbage disposal issue, 3 watering violations, 2 unsightly premise concerns and 1 smoking issue resolved.
- 1 construction project without necessary permits in process of resolution.

Building Inspection

Building Permit applications this month: 11

Year to date Building Permit applications: 78

Year to date construction value: \$18,869,515

- Permit applications received for Thompson Health Products manufacturing facility and Veronica Lodge (previously Hardy View) renovations.
- 2 permit applications received for new modular homes, 1 application received for new basement suite.

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 1 Regular, 2 In-Camera, 1 Public Hearing)
- Prepared weekly summaries/updates (2 summary, 2 updates)
- Corporate Tasks completed: 7
- Human Resources Duties
- Fee-for-service agreements
- Economic Development
 - Downtown and Community Marketing Strategy
- Bylaw Updates
- Communications
 - Media releases, social media
 - Supported DBA with communications

Information Technology

- Copier/Printer maintenance
- Worked with SD51 IT team to replace firewall devices
- Started installation of new alarm security systems throughout City facilities
- General IT support for the organization
- Reconfigure Public WiFi ("Rotary Free Wifi") for Campground/Gyro Park
- Continued PC hardware replacement program
- Microsoft Licencing Audit
- IT Tasks completed: 3

Financial Services

General

- Revised Procurement Policy 802 to COTW July 15th
- Final reading of Reserve Fund Establishment Bylaw 2060 July 15th
- Final reading of 2018-2022 Financial Plan Amendment Bylaw July 15th
- Forwarded documentation to RDKB for conversion of short-term debt to long-term as part of Fall MFA issue
- Mailed out delinquent tax notices
- Fleet insurance renewals
- Cemetery inspection by Consumer Protection BC
- Attended capacity planning workshop with Kevin Ramsay
- Processed tax remittances to other taxing authorities (MFA, BC Assessment, Hospital, RDKB)
- Submitted grant and payment-in-lieu requests to the Province and Federal Government
- Analysis of sewer customer accounts in progress

Procurement

RFPs and RFQs Issued

RFPs and RFQs Awarded

- Emco Corporation - airport watermain materials

Purchase Orders Issued

Total value	\$222,445
• Less than \$5,000	10
• \$5,000 to \$25,000	4
• \$25,000 to \$75,000	3
• Greater than \$75,000	1

Total value of purchases \$299,306

1 direct awards < \$25,000:	Fred Surridge – water meters
2 direct award \$25,000-\$75,000:	Urban Systems - flood plain mapping
	Fortis – WWTP electrical service upgrade
0 direct awards > \$75,000:	

Recommendation

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