

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: September 3, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 16 (Fire – 10, Rescue – 1, First Responder – 5)
Year to date calls: 251

- Retired Fire Chief Blair Macgregor has rejoined our team on a temporary basis to assist with administrative and operational duties during this transitional period at Grand Forks Fire/Rescue.
- The Fire Chief's position has been posted per Council direction and closes September 13.
- Fire practice attendance for August continues to remain high. Furthermore, firefighters and I have noted that fire department morale is improving.
- Our fire department collaborated with Cannafest organizers conducting fire inspections of the grounds and vendors helping to guarantee another successful event. Volunteer firefighters also conducted foot and vehicle patrols throughout the weekend and worked with on-site first aid to ensure the safety of festival attendees and staff.
- Notable call for July was a structure fire on Brown Creek Road. The home was fully involved with fire by the time our department arrived. With assistance from a logging industry crew and BC Wildfire crews, our firefighters were able to contain the fire from spreading further into the forest and from harming nearby outbuildings.
- August's training focused on the following; aerial operations, water tender exercises and a further review of the Superior Tanker Shuttle as we prepare to renew the department's accreditation. Firefighters also participated in and enjoyed a fun team building practice consisting of firefighting competencies.

- Several of our recruits and other firefighters participated in another full weekend of practical skills training and evaluations for an additional two chapters (water supply and fire hose nozzles, streams and foam). A big “thank you” to our volunteers who gave a significant amount of their time to partake in this training.

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Outside Works

General

- HR – Operator 2 hired to replace retirement vacancy in Public Works
- Supported Planning with one newspaper meeting ad.
- Reviewed 3 development referrals

Electrical

- 0 unscheduled outages
- Installed one new residential electrical service
- Continued condition assessment and mapping
- Relocated secondary cables at wastewater treatment plant
- Changed one utility pole
- Sourced replacement parts for Well 3 VFD
- Installed four more walkway light relays with photo controllers

Public Works

- Supported Cannafest Taps and Tapas at Art Gallery events with venue preparation and cleanup
- Other Events:
 - Boundary Cultural Day Camp at City Park,
 - Nagasaki Day call for Peace around the world at Gyro Park,
 - Red Hat Ladies picnic at Barbra Ann Park
- Cemetery services - 1 full burial and 4 interment of ashes
- Airport – 1 nighttime Medi-vac and 2 Cannafest night flights supported
- 2 sections of sidewalk replaced 73rd and 10th St.
- Supported wastewater treatment plant project
- New xeriscape installed at Sugimoto park along side of the Granby Dental office

Water and Sewer

- Water/Sewer repair and upgrade on 73rd. Ave.
- Repaired sewer on 5th. St.
- Repaired a Water service on 11th. St.
- Assisted the electrical department with service upgrades at the wastewater treatment plant.
- Pulled clogged wastewater pumps at Valmar lift station.

Development and Engineering

General

- As directed by council, met with Flippin Fun Gymnastics to explore permanent locations for gym; further meetings scheduled.
- Responded to approximately 30 front counter and telephone inquiries and attended about 5 in-person/teleconference meetings with individuals/developers.
- Ongoing planning and policy support for flood mitigation initiatives; investigate developing City owned lands in the ALR.
- Continued implementation of records management and project/task management tracking system.
- Support for replacement of large format scanner and copier.
- Research on sign bylaw including options to compliment Market District Designation
- Support public works initiatives
- Many thanks to Wendy Whelen for all of the hard work, support and guidance that she has provided to the Development, Engineering and Planning team during her tenure with the City. We all wish Wendy all the best in her future exploits.
- Execution, implementation and support of licence of occupations and use of City owned land agreements.

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
 - Short listing and final stages of Capital Projects Engineer hiring
- Coordinate Wastewater Treatment plant upgrades and related works
- Support for airport watermain upgrade.

Current Planning

- Completed one rezoning application and one development variance permit application.
- Continuing to work on one rezoning application
- Working on four subdivision applications.
- Continuing to work with developers on potential infill development opportunities and development proposals.
- Working with developers on development opportunities within the City.
- Working on one application for construction of a single-family dwelling, plus one secondary suite and one garden suite on an infill lot.
- Continuing to work on zoning bylaw amendment for supportive housing; includes development of public feedback options.

Long Range/Policy Planning

- Continued research and coordination of housing options on city-owned lands.

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.).
- 10 business licences issued.

Economic development

- Participated in Discover Grand Forks committee
- Submitted Rural Dividend Fund Wayfinding Grant
- Met with Downtown Business association and developed action plan for next steps in further developing the Market District Designation and implementation.

Building Inspection and Bylaw Enforcement

General

- Trespassing on municipal property an on-going concern
- Tree camp near warming centre needs resolution, tree removal being considered
- One complaint received regarding camping off Morrissey Creek Road (Moto). Resolution will require legal proceedings to remove trespassers if so directed

Bylaw Services

- 4 general parking complaints received, 2 near Cannafest and 2 off Riverside Dr.
- 2 RV parking complaints
- On-going deer feeding issue near 76th. and 8th. Next step is a request for the property owner to explain before council, as per the City's Deer Feeding Bylaw

Building Inspection

Building Permit applications this month: 4

Year to date Building Permit applications: 82

Year to date construction value: \$19,169,515

- Applications of note include tenant improvements for a non-medicinal cannabis store at 7480 – 4th. Street and structural repairs to 225 Central Avenue
- After years of efforts, the province has announced that the building, plumbing and fire codes are now available online free of charge at www.bcpublications.ca , which would generally cost approximately \$1,000 for the set.

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 1 Regular, 3 In-Camera, 3 Workshops)
- Prepared weekly summaries/updates (5 summary, 3 updates)
- Corporate Tasks completed: 15
- Human Resources Duties
- Legal
- Media Releases/Communications
- Review Bylaws
 - Municipal Ticketing, Zoning
- Fee-for-service agreements

Information Technology

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

Financial Services

General

- 2020 Revenue Anticipation Borrowing Bylaw 2063 to COTW September 3
- Financial Plan Amendment Bylaw 2055-A1 to COTW September 3
- Utility Billing Bylaw 2064 to COTW September 3
- Permissive Tax Exemption Bylaw 2061 for three readings September 3
- Advertised for Council Remuneration Advisory Group for 2 weeks on website and Gazette – no applications received
- Follow-up communications regarding delinquent taxes and tax sale
- Review and approve wastewater treatment plant grant reimbursement claims
- Responded to requests from the public regarding property taxes and assessment values

Procurement

RFPs and RFQs Issued

Rental equipment for airport watermain project

RFPs and RFQs Awarded

- Inland Equipment - airport watermain rental equipment

Purchase Orders Issued

Total value	\$3,258,150
• Less than \$5,000	10
• \$5,000 to \$25,000	8
• \$25,000 to \$75,000	0
• Greater than \$75,000	1

Total value of purchases \$236,107

2 direct awards < \$25,000: Fred Surridge – water meters
Centrix (Corix) – Well 3 VFD replacement
Urban Systems - flood plain mapping

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

0 direct awards > \$75,000:

Recommendation

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