

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: October 7, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 30 (Fire – 20, Rescue – 6, First Responder – 4)
Year to date calls: 290

- After a four-month period, our department's leadership team is back up to a full compliment. Sadly, retired Fire Chief Blair Macgregor will be leaving us in October for warmer temperatures.
- 19 fire inspections were completed this month. This includes all schools and Boundary Hospital.
- We were fortunate to have renowned and well-respected motivational speaker, Michael Bortolotto give a presentation to our volunteer firefighters. This talk was well received and has generated a substantial amount of positive feedback amongst our members.
- Fire practice attendance remained high for the third consecutive month (Sept. 11th – 29 Firefighters (FF), Sept. 18th – 28 FF, Sept. 25th – 31 FF). Morale also continues to improve.
- Our volunteer firefighters held four work parties for the electrical rough-in on the new edition at the Boundary Museum. This new edition will show case four Grand Forks Fire/Rescue vintage apparatus along with other antique items used in the past by our department.
- September's notable calls were a fire at Rockwool, a cardiac arrest and a RV trailer fire located in the Moto area off Morrissey Creek Road.

- Training for the month concentrated primarily on honing our skills and times in preparation for the reaccreditation of the Superior Tanker Service (STS), which expires in February 2020.
- A portion of our recruits and firefighters spent a third and final weekend working on practical skill and evaluations in preparation of moving forward with their next level of training. Several of these same individuals also gave up three evenings, September 23-25, to ensure they completed their evaluations.

Outside Works

General

- Attended the PWABC conference as a speaker
- Attended the Water Supply Association meeting
- Airport watermain phase 2 completed
- Purchase order clean up
- WWTP support
- Fuel Tank soil work
- Disaster Financial Assistance reporting
- Insurance claim review

Electrical

- Installed conduit and transformer for WWTP electrical upgrade
- Changed crossarms and cutouts on 72nd Ave
- Finished 200A portion of the three-phase meter change
- Two new electrical services
- Removed shop crane for repairs
- Ongoing condition assessment
- Tree trimming
- Streetlight repairs
- 70 – planned outage
- 1 – Unplanned outage

Public Works

- Fall Play Field fertilizer program, Angus, James Donaldson, City Park
- Fall Fair Support set up and take down
- Waste water treatment plant upgrades support
- Invasive weed list compiled for city properties
- Pull Hanging Baskets and Planters throughout town
- Two Funerals preformed: one full burial, one ashes
- Tree work underway, pruning, Low limbing, removals of Danger trees
- Irrigation blow outs underway all city parks, and grounds, Public washrooms etc.

Water and Sewer

- WWTP Upgrades.

- New Water/Sewer service installs.
- Water Meter maintenance
- 4 - Sewer service repairs.
- 1 - Sewer main repair on Kettle River Drive
- 0 – Water main or service repairs

Development and Engineering

General

- Michael Von Hausen, president of MVH Urban Planning & Design Inc, a firm that specializes in sensitive land development planning, sustainable urban design, group facilitation, and community partnerships facilitated a 2-day workshop for council and staff. Development, Engineering & Planning department staff worked closely with Mr. Von Hausen to facilitate the 2-day workshop. Council and staff who attended the workshop reported that they came away from the workshop with a better understanding of planning processes and with a list of priorities from a planning perspective. During the workshop council and staff were reminded that it is important to celebrate our successes as we work toward building a stronger and more resilient community.
- Our Capital Projects Manager, Justin Dinsdale, is now onboard. Justin is already deeply immersed in the projects that he will oversee.
- Responded to approximately 65 front counter and telephone inquiries and attended about 10 in-person/teleconference meetings with individuals/developers.
- Ongoing planning and policy support for flood mitigation initiatives.
- Continued implementation of records management and project/task management tracking system.

Capital Projects

- Flood Mitigation Program
 - Distributed a survey to land acquisition residents regarding in-kind support and desirable options and locations
 - Prepared and distributed Request for Proposal for land acquisition team
 - Discussions with provincial and federal governments regarding finalizing contribution agreements

Current Planning

- One development variance permit application is underway in addition to a number of other planning applications currently underway.
- Completed one licence of occupation agreement (Disc Golf facility).
- Continuing to work with developers on potential infill development opportunities and proposals

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.).

- 8 business licence issued.
- Completed licencing for three cannabis retail stores

Flood Recovery

- Co-hosted two-day “lessons-learned” workshop with RDKB, Emergency Management BC and multiple other agencies

Building Inspection and Bylaw Enforcement

General

- After having no complaints regarding the use of the Moto area for camping this summer, 9 complaints were received this reporting period. The bylaw office has requested the property owner (the City) to have this non-compliant use resolved.
- Participated in the flood recovery team’s session regarding ‘Lessons Learned’.

Bylaw Services

- 2 unsightly properties in process of resolution.
- The municipal ticketing bylaw needs upgrading and is currently being worked on. Unauthorized use of properties, for instance, is not a recognized violation.
- Trespassing issues near Valmar resolved, security resources instrumental.

Building Inspection

Building Permit applications this month: 10

Year to date Building Permit applications: 92

Year to date construction value: \$19,811,675

- Applications received for 2 new modular residences, and flood damage repairs to the Davis Building.
- Final inspections completed for the B.C. Housing 52-unit residential complex, 5 flood damaged residential repairs and 1 new non-medical cannabis retail store.

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 2 In-Camera, 1 Public Hearing, with Planning a 3-part Workshop series)
- Prepared weekly summaries/updates (4 summary, 2 updates)
- UBCM Scheduling
- Corporate Tasks completed: 14
- Human Resources Duties
- Legal
- Media Releases/Communications
 - Provincial ministers, UBCM preparations
- Review Bylaws, related Provincial legislation and Court decisions
- Fee-for-service agreements
- Kevin – Started next PADM course
- Daniel – Attended UBCM with Council, Participated in Lessons learned for BFRé
- Retirement of CAO and on-boarding of interim CAO

Information Technology

- Upgrade/replace desktop, portable, and handheld devices per Capital Project plan
- Alarm panel upgrades for Public Works completed (Capital Project)
- Copier/Printer maintenance
- General IT (desktop) support for the organization
- Continued PC hardware replacement program
- IT Tasks completed: 5

Financial Services

General

- 2020 Revenue Anticipation Borrowing Bylaw 2063 and Financial Plan Amendment Bylaw 2055-A1 to three readings September 16th, for adoption October 7th
- Utility Billing Bylaw 2064 to first three readings September 16th
- Permissive Tax Exemption Bylaw 2061 and Revised Procurement Policy 802 v2 adopted September 16th
- Preparations for annual property tax sale on September 30th
- Discussions with insurance broker and adjuster regarding current status of flood damage claims
- Staff attendance at CentralSquare (Vadim) conference
- Commenced preliminary work on 2020 budget
- Responded to requests from the public regarding annual tax sale, property tax deferments and utility billing

Procurement

RFPs and RFQs Issued

- Land Acquisition Design & Support

RFPs and RFQs Awarded

- Grand Forks Concrete & Gravel – Winter Sand

Purchase Orders Issued

Total value	\$141,463
• Less than \$5,000	16
• \$5,000 to \$25,000	7
• \$25,000 to \$75,000	0
• Greater than \$75,000	0

Total value of purchases \$556,580

3 direct awards < \$25,000: Urban Systems - flood plain mapping; S Ruckle aquatic habitat offsetting workplan
Classic Displays – Christmas decorative lighting

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

0 direct awards > \$75,000:

Recommendation

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