

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: November 4, 2019
Subject: Monthly Highlight Report for October, 2019
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 17 (Fire – 10, Rescue – 5, First Responder – 2)
Year to date calls: 309

- Thursday, October 24th was retired Fire Chief Blair Macgregor's last day with our department. Blair was an extremely valued addition and integral member of our team.
- Fire inspections and fire safety education:
 - 21 fire inspections were completed
 - Fire extinguisher training at Interfor for 35 workers
 - 3 Perley Elementary School K/1 fire hall tours
 - 1 visit to Hutton Elementary School
- Three work parties were held by the firefighters on the new addition at Boundary Museum. The electrical rough-in was completed, along with lighting and installation of insulation.
- Volunteer firefighters participated in the following events this month:
 - fire extinguisher training at Interfor
 - Canco's customer appreciation day and car wash
 - Spooky Ville – Downtown Halloween event and BBQ
 - Annual Halloween Rotary bonfire and fireworks
- Notable calls were mutual aid to Christina Lake to assist with a motel structure fire and two motor vehicle incidents west of Grand Forks with one being a fatality.
- October's training topics were CPR/AED, window rescue and more time fine tuning our Superior Tanker Service (STS)
- Our NFPA 1001 training class focused on the first two chapters of theory (fire suppression and fire extinguishers) in the Interior Operations Level Firefighter for the BC Playbook. Then Playbook outlines minimum training standards for all fire departments in the province. The class also completed a practical portion utilizing exterior live fire props at our training grounds.

- The city electrical crew replaced the outdated lighting in Hall 354's apparatus bays with new energy efficient LED lighting.

Outside Works

Safety Focus for the month

- Vibration and Occupational first aid procedures and assessments

General

- Secured Fortis LED lighting rebate \$36,000
- Secured DFA paving program
- Insurance claim review meetings appraisals and reassessments
- Airport stakeholder meeting
- Budget meeting with Tim Van Wijk at Gallery 2
- Fortis Gas meeting about advanced metering
- Met with Rockwool and Interfor managers
- Attended Biz connect event
- Waste Water Treatment Plant Coordination
- Reviewed 4 referrals for planning department
- Managing City property that had vandalism and theft issues

Electrical

- Installed AWOS radio and tuned antennae
- Installed LED lights in Fire Dept. truck bays
- Replaced one pole and an open delta transformer bank
- Streetlight audit, mapping and repairs
- Installed shop crane
- 1 - service upgrade
- 1 - new service
- 2 - service disconnect/reconnects for tree removal
- 6 - planned outages for transformer and pole changes
- 0 – unplanned outages

Public Works

- Airport water main project
- Danger Tree removals on 3rd St., Central Ave, and 19thSt. Completed
- AWOS system repaired
- Drainage issues on Industrial way corrected for new asphalt
- Fall paving program started October 23rd, Locations include 2nd St., Campground, Johnsons Flats, Industrial Park Way, approximately 6 utility repairs etc.
- Winterizing all irrigation systems and public facilities completed
- Library meeting room rear door wheel chair ramp install completed
- Winterizing the fleet for snow removal underway
- Community Events include Halloween Bonfire, DBA Monster Bash Dance, and Farmers Market wraps up another successful year.
- 1 - Interment of ashes performed
- 1 - Memorial bench installed

Water and Sewer

- Scada System repairs
- Chlorination pump repairs
- Val mar lift-station non-flushable issues
- Valve raising and locating for paving
- Airport water main project
- 1 – Water service repair
- 3 – Galvanized water lines replaced
- 1 – New water service installed
- 2 – Sewer Inspection chambers installed
- 4 - Sewer services repaired
- 1 – Sewer main repair
- 1 - New sewer service installed for a new build.

Development and Engineering

General

- Approximately 40 counter, miscellaneous, telephone, and email request on property purchase and other issues
- Updating processes to electronically file and register with Land Title and Survey Authority (LTSA)
- Work with community groups on emergency shelter. Prepare report to Council.

Capital Projects

- Support for ongoing capital projects

Current Planning

- Processing applications for:
 - 4 lot light industrial proposed subdivision
 - 3 lot (R-2 small lot residential) proposed subdivision
 - Development Variance Permit for Non-Medical Cannabis Retail store at 135B Market Avenue
 - 2 lot (R-2 small lot residential) subdivision, and rezoning
 - 1 Temporary Use Permit
- Work on various rights-of-way and road dedication projects
- Discussions with developer on proposal for Highway Commercial property rezoning/subdivision
- Miscellaneous land development requests.

Building Inspection and Bylaw Enforcement

General

- No complaints received this reporting period regarding camping activity at the Moto area off Morrissey Creek Road, land use issues currently under review.
- Construction activity brisk in anticipation of cooler weather.
- Recruitment for additional Building Inspector/Bylaw Officer position underway.

Bylaw Services

- 2 unsightly premise issues partially resolved.
- 1 unlicensed vehicle on city property removed.
- 1 noise complaint resolved.

Building Inspection

Building Permit applications this month: 8

Year to date Building Permit applications: 100

Year to date construction value: \$20,025,495

- Building permits issued for 1 new home in Valmar, 1 secondary suite on 77th Ave.
- Occupancy permits issued for 2 new homes.
- New daycare construction underway at the high school.
- 12,500 sq. ft. steel building for Thompson Health Products erected near airport.

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 2 In-Camera, with Planning a 3-part Workshop series)
- Prepared weekly summaries/updates (4 summary, 3 org. updates, 4 internal updates)
- Public Event – Opening of BC Housing 52-unit Affordable Housing development
- Venue preparation for upcoming public meetings
- Participated in closing RFP process
- Volunteer Appreciation awards w/Community Futures
- Community Centre Workshops
- Attended GFSSAG meeting with Planning
- Corporate Tasks completed: 14
- Human Resources Duties
- Legal
- Media Releases/Communications
 - Met with consultant regarding Communications strategy for “Recovery to RESILIENCE” messaging.
- Review Bylaws, related Provincial legislation and Court decisions
- Fee-for-service agreements
- Kevin – PADM course
- Daniel – HR Conference

Information Technology

- Vendor meetings – Photocopier suppliers
- Municipal Fibre Network Annual Planning/Review w/ School District 51
- Meeting with Network Services vendor
- Fuel system required upgrades at Public Works
- Desktop / Equipment support

Financial Services

General

- October Utility bills calculated and mailed out
- Equal Payment letter reminders sent out
- Tax Sale Property Transfer
- DFA claims processing for paving
- Preparation of payroll and accounts payable reconciliations

Recovery

- Chris Marsh and Graham Watt presented on the Grand Forks and Boundary experience in Community Recovery to the Emergency Preparedness and Business Continuity conference in Vancouver

DMAF

- Staff met with representatives of DMAF funding organizations to discuss questions on the financial arrangements and conditions in the contribution agreements, to be finalized in early November.
- Staff issued the Request for Proposal for the Land Acquisition Team with updated scope including incorporating value of City land to be made available for agreements
- Staff worked to develop and implement a new communications and engagement plan for DMAF including direct mail outs to affected residents

Recommendation

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