

2018 Quarterly Report



First Quarter

JANUARY 1 - MARCH 31

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COUNCIL STANDING COMMITTEES

Executive Committee

Members: Councillor Elliott (Chair), Councillor Paull, Mayor Simpson, and City Manager.

In the first quarter, the Executive Committee held various discussions involving a wide array of topics. These included: the BC Housing Supportive Housing Project, Quesnel Junior School relocation, Cannabis Regulations, G.R. Baker Memorial Hospital archaeological protocol, Arts and Culture support, Council Remuneration as well as the next steps for the Public Works Facility. In addition, the Committee reviewed a request from the forest industry to allow 9-axle logging trucks on City bridges. The Committee approved the application for an accessibility grant to improve City buildings. The Committee received an update on the current Agriculture project as well as the Forestry Think Tank Conference.

Policy and Bylaws Committee

Members: Councillor Roodenburg (Chair), Councillor Thapar, Mayor Simpson, Deputy City Manager/Director of Corporate and Financial Services, and Deputy Corporate Administrator.

The Policy and Bylaw Committee reviewed and updated the Petitions to Council Policy and Public Hearing protocols. They also reviewed some minor updates to the Video Surveillance Policy, Solid Fuel Burning Bylaw and Request for Local Services Policy. The Committee continued the review of various aspects of the draft Official Community Plan.

Financial Sustainability and Audit Committee

Members: Mayor Simpson (Chair), Councillor Brisco, Councillor Coleman, City Manager, and Deputy City Manager/Director of Corporate and Financial Services

The Financial Sustainability and Audit Committee completed the 2018 Budget and the Financial Plan for 2018-2022 and recommended it to Council. They also reviewed options for the 2017 Surplus and reviewed the Reid Street Revitalization project tenders and recommendations.

FINANCE

The Finance Department manages municipal funds and investments, produces annual financial statements, leads the process of preparing the financial plan and performs all financial services within the City. The department is responsible for accounts payable, accounts receivable, maintaining records of tickets and fines, utility billing and tax collection, maintaining cemetery records and for securing all goods and services required by the City.

In the first quarter, the Finance Department finalized the 2018 capital and operating budgets and five year financial plan. The department was also extremely busy completing year end, processing business licences and utility payments.

Chart 1. Major Revenues to date | As of March 31, 2018

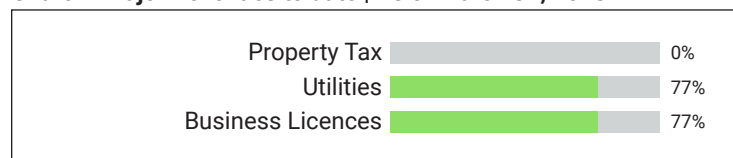


Chart 2. Operating Expenditures | As of December 2017

Operating expenditures are finalized in April 2018.

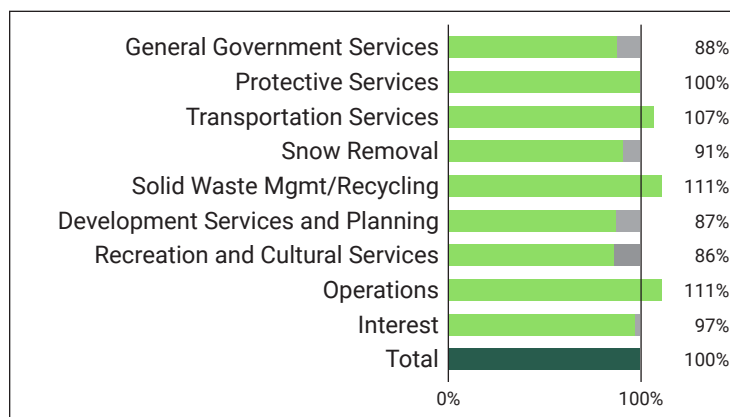
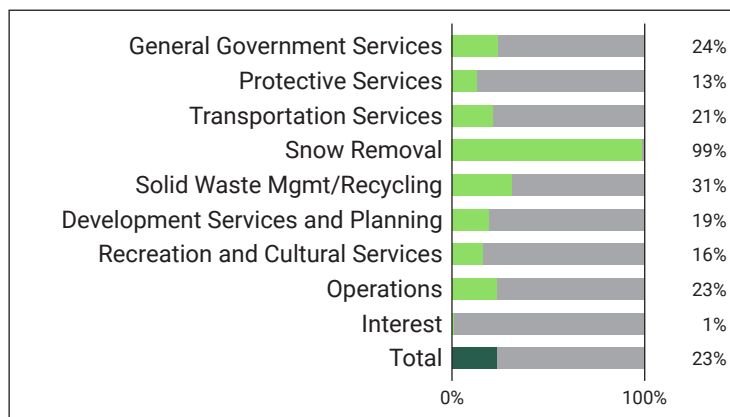


Chart 3. Operating Expenditures | As of March 31, 2018



COMMUNICATIONS

Communications monitors and posts on the City's social media pages and website. This position also creates and designs documents and advertising for various City departments.

Table 1. Communication Analytics | January 1 - March 31

	2018	2017
www.quesnel.ca - visits	19,366	15,594
Facebook - City of Quesnel - followers	2,694	1,903
Facebook - Arts and Recreation - followers	653	203
Twitter - City of Quesnel - followers	694	694
Newspaper Advertisements	11	11

PUBLIC WORKS

Public Works is the City's largest department and is divided into the following sections: Water and Sewer (utilities); Mechanical Maintenance; Garbage; Recycling and Landfill (solid waste); Park Maintenance; Road and Street Maintenance; and Transportation Operations (airport and transit services).

During the first quarter, crews removed snow from the roads and sidewalks, and laid sand. Christmas lights were removed for the season, capital projects were planned, and the sweepers were being tuned up for spring sweeping.

CAPITAL WORKS

The updates below cover only a portion of the 2018 capital projects.

Utility Upgrades (water, sewer and drainage)

- Reid St Redevelopment (water main replacement) - Plans were refined and site furnishings and gateway features were designed. Contract was put out for tender.
- Pinecrest reservoir and pump station - Demolition of old reservoir was completed.

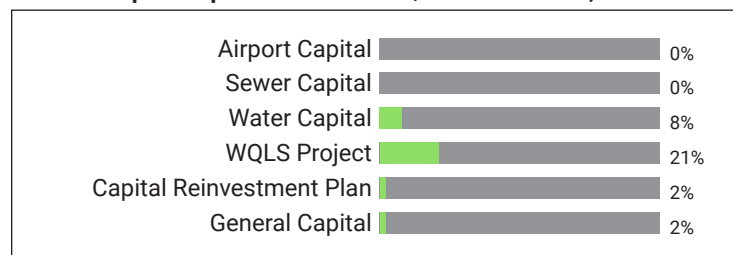
Roadworks

- Arenas parking, lane and street upgrades - The parking lot at Barlow Ave and Vaughan St will be completed in Spring 2018.
- Neighbour Rd - Planning
- Sanderson Rd - Planning
- Riverfront Trail paving - Planning
- Quesnel Museum parking lot redesign - Planning and preliminary work.
- Redevelop trail under Baker Creek Bridge - Planning

Parks

- Playground - Patchett Street - Planning
- Biking trails - Planning
- Skateboard Park expansion at Baker Creek Park - Planning
- Lewis Drive Rink upgrades - Planning

Chart 4. Capital Expenditures to date | As of March 31, 2018



DEVELOPMENT SERVICES

Development Services provides advice and services related to the regulation of development activity designed to shape future development by ensuring orderly and safe growth within the City.

Development application processing, building inspection, business licensing, and bylaw enforcement are basic services provided by Development Services.

Housing

Staff continued to work with BC Housing on the advancement of their housing project proposed for Elliott Street. A decision was made by BC Housing to remove the shelter component from the proposed facility and proceed with a facility designed for supportive housing alone. A new bylaw was drafted to reflect these changes and first reading was provided to the bylaws. Following BC Housing's release of further details regarding the proposed development Council set the public hearing for May 30th for public input.

Additionally, the City worked with BC Housing and Northern Health as well as other key stakeholders in the Caring for People with Addictions Committee whom hired a consultant to complete a health services review for this population. Part of this discussion and analysis will look at what the actual service needs are, including best practices for shelters in the community and what are the best practices for their operation.

Cannabis

Planning staff continued to review releases from the federal and provincial governments regarding policy development for the legalization of recreational cannabis. Policy decisions regarding smoking cannabis in public places, where retail outlets will be provided (if at all) and where to allow production facilities are anticipated in the second quarter. Policy options will be reviewed by the Public Safety and Policing Committee prior to recommendations going to Council.

Development Applications

A number of new façade improvements and sign permits were initiated in the first quarter. This is in-line with the increased business activity in our Bylaw Enforcement Department and the beginning stage of the Façade Improvement Program.

Variance applications to waive paving requirements for two new businesses were applied for during this quarter with Council review and decision anticipated in April.

Application to expand commercial development to allow two additional commercial buildings on the Starbucks site was also received and is currently under review.

An application to subdivide Subdivisions to create new residential properties were sought in the Racing/Westland Road neighbourhood. These applications remain in process.

Table 2. Development Applications | January 1 – March 31

	2018	2017
Rezoning	0	2
Subdivision	2	1
Permits (DP, DVP, BOV, other)	11	1
Total	13	4

Building

Although the number of building permits was lower in the first quarter of 2018, the overall value of construction exceeded that of 2017 due primarily to a large industrial project, a commercial permit and the early start of two new homes.

A building permit for Cariboo Pulp for an addition to a pulp mill condenser was issued at a value of 1.5 million. The building structure for the new Starbucks on Rita Road was initiated in 2017 but the building permit for the tenant improvements portion of the project, accounting for the full commercial construction value of \$330,000, was applied for and issued in the last part of this quarter. There were two new home starts and one new garage accounting for the bulk of the residential construction values (615,000). The remainder of the building permits were for other smaller renovation projects as well as the assessment of two new occupant loads for the application for a new liquor license and an amendment to a pre-existing licensed area.

Table 3. Building Construction Values | January 1 – March 31

	2018	2017
Residential	665,000	463,920
Commercial	330,000	347,900
Other	1,500,000	65,000
Total	2,485,000	876,820

Table 4. Building Permits | January 1 – March 31

	2018	2017
Building Permit Fees	16,598	5,112
Building Permits Issued	9	15

Bylaw Enforcement Updates

During the first quarter of 2018, Bylaw Enforcement staff were very busy with various activities such as Business Licensing and enforcing Streets and Traffic Regulations. The City received 40 new business license applications during this quarter, including location and ownership changes.

During the first quarter, Bylaw Enforcement staff also spent a significant amount of efforts working on the Streets and Traffic Bylaw. Due to the heavy extended snowfall season, officers spent additional amounts of time on sidewalk inspections, snow removal complaints and clearing the right of way of unlicensed vehicles so that snow removal operators could safely and quickly remove snow from city roads.

The statistics below are meant to reflect a sample of the complaints received and enforcement actions taken, they do not include all bylaw activities.

Table 5. Bylaw Complaints & Occurrences | January 1 – March 31

	2018	2017
Dogs	48	50
Noise	4	9
Nuisance	5	10
Sign	5	10
Municipal tickets issued	2	2
Parking complaints	12	12
Parking tickets issued	78	49

Business Licenses

A list of paid business licences is available at quesnel.ca.

Table 6. Business Licences Issued | January 1 – March 31

	2018	2017
New Licences Issued (<i>approved</i>)	29	43
Total Current Licences (<i>paid</i>)	817	658

COMMUNITY SERVICES

The Community Services Department includes the management and delivery of a wide range of community based services including: North Cariboo Recreation and Parks Service, Quesnel Regional Airport, Quesnel Transit, and Quesnel and District Museum and Archives. The Department also provides civic building maintenance for numerous City-owned facilities. The North Cariboo Recreation and Parks Service is a regional recreation service provided to residents in partnership with the Cariboo Regional District (CRD) and managed by the City that includes: Arts and Recreation Centre, Arena 2, West Fraser Centre, Alex Fraser Park, Indoor Soccer Complex and various parks and community halls in the region.

Airport

Table 7. Aircraft Movement | January 1 – March 31

	2018	2017
Aircraft Movement	687	860

Table 8. Passenger Airlines | January 1 – March 31

	2018	2017
Total Passengers	3,794	4,583
Scheduled Flights	184	229
Actual Flights	168	215

Transit

Table 9. Transit Ridership | January 1 – March 31

	2018	2017
Conventional Ridership	18,023	19,247
HandyDART Ridership	1,771	2,070
Total Ridership	19,794	21,317

Museum and Heritage

The Museum was open by appointment during the 1st Quarter. The staff completed the reorganization of the archives and costume collection and prepared a photo mural which will be installed on the exterior of the Museum this spring.

North Cariboo Recreation and Parks

Arts and Recreation Centre

Table 10. Facility Bookings | January 1 – March 31

	2018	2017
Number of Facility Bookings	492	417
Facility Hours booked	1,800	1,786

Table 11. Admissions | January 1 – March 31

	2018	2017
Single Admissions	8,339	9,523
Membership Admissions	22,899	25,200

Quesnel Arenas

Table 12. Admissions | January 1 – March 31

	2018	2017
Single Admissions	2,720	2,447

VISITORS' CENTRE

The Visitors' Centre is managed by the Quesnel and District Chamber of Commerce under contract with the City of Quesnel.

The first quarter of 2018 showed a small increase from last year. More locals used our services to ask about travel information. Staff prepared for the upcoming tourism season with new BC and community brochures arriving daily. The new Quesnel guides were out early this year and were distributed.

Staff attended the Abbotsford Earlybird RV Show to promote Quesnel.

The new Visitor Centre manager was hired and is eager to promote Quesnel as a destination and to help visitors with their stay in our community.

Table 14. Number of Visitors | January 1 – March 31

	2018	2017
Number of Visitors	757	709

Table 15. Visitors Origin | January 1 – March 31

	2018	2017
Quesnel and Area	369	321
British Columbia	73	92
Alberta	3	8
Canada	4	5
USA	4	4
Europe	3	5
Asia/Australia	3	0
Other	0	0

FIRE AND RESCUE SERVICES

The Fire Department responded to 96 fire emergencies ranging from structure fires to motor vehicle incidents. This past quarter we had two major structure fires and two mill fires, one at Tolko and the second at Cariboo Pulp and Paper. Crews also responded to three vehicle fires.

Nine recruits started their training in January and will have their training completed by the end of May.

The Junior Fire Fighting program also started in January and 14 students will finish on May 3.

The fire inspection schedule was revised thus reflecting the change in the number of properties that were inspected in February and March.

Table 16. Property Values | January 1 – March 31

	2018	2017
Property at Risk	\$150,429,750	\$297,250
Loss of Property Due to Fire	\$266,250	\$172,000
Property Saved from Damage	\$150,163,500	\$125,250

Table 17. Fire Inspections | January 1 – March 31

	2018	2017
January	39	23
February	26	39
March	38	53

RCMP SERVICES

The statistical information summary below is based on reported incidents of offence and are subject to change as investigations develop.

The increase of theft from vehicles is likely illicit drug driven and crimes of opportunity. Suspects are looking for vehicles with items that can be easily stolen and moved for drugs. The RCMP have actively been attempting to educate our community members to take steps to decrease their chances of being victimized.

The RCMP are also focusing on prolific offenders of residential break and enters.

Table 18. Calls for Service | January 1 – March 31

	2018	2017
Number of Foot Bridge/River Walk Calls	19	21
Number of Panhandling Calls	6	4

Table 19. RCMP Visits | January 1 – March 31

	2018	2017
Number of Street Checks	61	45
Number of School Visits	0	0

Table 20. Crime Type Statistics | January 1 – March 31

	2018	2017
Break and Enter - Residence	45	39
Break and Enter - Commercial	11	5
Theft FROM Vehicle	83	35
Theft OF Vehicle	45	49
Fatal Collisions	1	2
Injury Collisions	19	23
Collisions	110	124
Alcohol/Drug Related Collisions	1	9
Impaired Drivers	16	42
Drug Offences	39	43
Robbery	4	6
Domestic Violence Offences	64	52
All Assaults	106	102
Crimes Against Persons	138	111
Shoplifting	38	35
All Property Offences	455	365

ECONOMIC DEVELOPMENT

Economic Development focuses on activities that support business retention and expansion, resident, visitor, and business attraction, workforce development and attraction, and occasional sector specific projects.

Business Retention and Expansion

Wildfire recovery efforts continued in the first quarter. The Wildfire Recovery Team compiled a draft plan, which was submitted to the province for review and feedback. This plan is based on the needs of the community, with emphasis placed on the wildfire impacts on small business. Early implementation steps have begun, and a final recovery plan will be completed by the end of the second quarter.

Love Quesnel continued to encourage people to shop locally. This program is funded by Northern Development Initiative Trust and is administered by the City's Economic Development Intern.

Table 21. Love Quesnel | January 1 – March 31

	2018	2017
Love Quesnel businesses	95	95
Love Quesnel Facebook page followers	1,560	1,278

Resident, Visitor, and Business Attraction

Implementation of the North Cariboo Trails Inventory and Master Plan has begun, in partnership with the Cariboo Regional District, Gold Rush Cycling Club, and College of New Caledonia. Funded by the BC Rural Dividend Fund, this project will include trail design and building/improvements in Dragon Mountain Provincial Park and the Wonderland Trails overlooking Dragon Lake as well as a 6 week trail building program offered through CNC. Trail assets attract visitors and benefit residents.

The City of Quesnel participated in the #SkiNorthBC campaign for the second year in a row. This project included new video and photos shot in Quesnel and shared via social media channels. Quesnel's video features Troll Resort, snowshoeing on Dragon Lake, cross country skiing at Hallis Lake, and winter walks in our trail systems.

Work began on the sign strategy and place-making projects with stakeholder meetings and distribution of a community survey. This project will result in the development of place-making concepts and on-brand templates for new gateway, park, trailhead, and wayfinding signage for Quesnel.

Also in promotion of tourism, the #ExploreCariboo project wrapped up in the first quarter with participation in two consumer shows. This project also included the development of a landing page, explorecariboo.ca, pull-up banners, brochures, swag, and a social media campaign. The focus is on attracting visitors to festivals throughout the region, and encouraging longer stays by exploring the whole region. The partnership with District of Wells, City of Williams Lake, District of 100 Mile House, Williams Lake Indian Band, and Cariboo Regional District has received funding for a second year.

Work continued on building the content for a new brochure and relocation guide for the City of Quesnel, as well as a video project aimed at resident attraction.

The Province invited the City of Quesnel to participate in a pilot Sector Development through Data Design (SD3) project. Consultants completed a data analysis of Quesnel's business mix across sectors. This data was reviewed at a workshop with invited stakeholders representing various industries. A final report is

expected in quarter two and will provide insight on where to focus business attraction efforts to strengthen cluster development.

Marketing Initiatives

Digital advertising

Social media continues to be a focus, with the Explore Quesnel page continuing to grow in followers. Additional digital advertising through Angler's Atlas and Discover Camping was booked this quarter.

Table 22. Explore Quesnel | January 1 – March 31

	2018	2017
Explore Quesnel Facebook followers	1,161	802
Explore Quesnel Instagram followers	586	N/A

Print advertising

Print advertisements were booked in the Central Mountain Air in flight magazine, Invest in BC magazine (with editorial), and Explore the North magazine (with editorial).

Trade Shows

Quesnel had a booth at the Vancouver Outdoor Adventure Show. The Cariboo region was promoted at the Interior Sportsmen Show in Kelowna and the Early Bird RV Show in Abbotsford.

Workforce Development

The Red Carpet Coordinator continued to work with major employers to assist with the recruitment and settlement of new professionals and skilled trade workers in Quesnel. Networking events aimed at helping newcomers to make connections for better retention are being planned in 2018.

See grant applications on page 8

Grant Applications

Table 23. City Grant Applications | as of March 31, 2018

Project	Grant	Application Amount	Status	Amount Awarded
Updates for grants reported in Quarter 4 of 2017				
Economic Transition Strategy	Rural Dividend	10,000	A	10,000
Wildfire Recovery	CCBAC	10,000	A	10,000
Waterfront Development Plan	Rural Dividend	100,000	A	100,000
Trails Development Project	Rural Dividend	335,000	A	335,000
Marketing Strategy	Rural Dividend	250,000	A	250,000
Total		705,000		705,000
2018 Quarter 1 Grants				
Grant Writing Support	NDIT - Grant Writing	8,000	A	8,000
Economic Development Capacity	NDIT – Economic Development Capacity Building	50,000	A	50,000
CARIP	UBCM	36,000	A	36,000
Assets Data Upgrades	Strategic Priorities	100,000	A	100,000
Canada Day	Heritage	3,000	A	3,000
Hosting Precinct	NDIT - Strategic Initiatives	849,990	A	547,191
Arena Walking Track	NDIT - Community Halls and Recreation Facilities	30,000	D	
	Tire Stewardship	30,000	A	30,000
Trail Development - Dragon Mtn	NDIT - Community Halls and Recreation Facilities	30,000	A	30,000
Airport Training Centre	NDIT - Capital Investment Analysis	4,250	A	4,250
RV Park Analysis	NDIT - Capital Investment Analysis	10,000	A	10,000
#ExploreCariboo	NDIT - Marketing Initiatives	17,500	A	17,500
Baker Creek Skate Park	NDIT - Community Halls and Recreation Facilities	30,000	A	30,000
Airport LED Lighting Upgrade	British Columbia Air Access Program Grant	120,000	P	
Total		\$1,318,740		\$865,941

P Pending
A Approved

D Denied
NDIT Northern Development Initiative Trust

UBCM Union of British Columbia Municipalities
CCBAC Cariboo Chilcotin Beetle Action Coalition