

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, March 31, 2014 – 5:35 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATION**

### **DELEGATES**

Stephen Reid – Mayor’s Poetry Challenge  
Michael Reynolds – Mayor’s Poetry Challenge  
Joanna Lilley – Mayor’s Poetry Challenge  
Daniel Girouard – Schwatka Lake Recreational Hub  
Shannon Jones – Schwatka Lake Recreational Hub

## **CITY OPERATIONS COMMITTEE**

1. Contract Award – Grader
2. Contract Award – Track Excavator
3. Monthly Activity Reports
4. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Monthly Activity Reports
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. Monthly Activity Reports
2. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. Transportation Demand Management Plan Final Report
2. Contract Award – Ogilvie Street Reconstruction Project
3. Monthly Activity Report
4. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Re-budgeting Capital Expenditures
2. Authorize Travel – Association Yukon Communities
3. Monthly Activity Reports
4. New Business

## **CITY PLANNING COMMITTEE**

1. Public Hearing Report – Zoning Amendment (37-14<sup>th</sup> Avenue)
2. Monthly Activity Report
3. New Business

**CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, March 31, 2014  
Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu      Vice Chair: Dave Stockdale



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	Pages
1. Contract Award – Grader	1 - 2
2. Contract Award – Track Excavator	3 - 4
3. Monthly Activity Reports - For Information Only	5 - 8
3.1. Director of Infrastructure and Operations	
3.2. Engineering Services	
3.3. Operations	
3.4. Water and Waste Services	
4. New Business	

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

File #: 320c01611

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Operations Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	March 31, 2014
<b>RE:</b>	Tender Award – Grader

### **ISSUE**

Award of tender for the purchase of one Grader

### **REFERENCE**

Approved 2014 Capital Plan, Project # 320c01611 - Purchase of one Grader in the amount of \$290,000.

### **HISTORY**

The approved Capital Plan for 2014 includes funding for one Grader that will be added to the fleet for the Operations department.

This new grader is an addition to the fleet and is required to ensure the Operations department has the equipment required to conduct maintenance operations in accordance with the established transportation maintenance and snow and ice control policies.

A public tender for the purchase of the Grader was advertised on the City website and in the local newspapers on February 28, 2014, with a closing date of March 11, 2014.

The following bids were received for the Grader:

1. Finning Canada in the amount of \$353,125.00 base unit price FOB Whitehorse excluding GST
2. Inland Kenworth in the amount of \$285,525.00 base unit price FOB Whitehorse excluding GST

### **ALTERNATIVES**

1. Award the tender to Inland Kenworth for the purchase of one Grader in the amount of \$285,525.00 FOB Whitehorse, excluding GST
2. Cancel the tender

### **ANALYSIS**

All proposals were reviewed by a committee consisting of the A/Manager of Operations, the Equipment Maintenance Supervisor, and the Transportation Supervisor. All bids

were checked for compliance to Specifications, Terms and Conditions in accordance with the Instructions to Bidders.

The review concluded that Inland Kenworth was the low bid for the Grader. The bid meets the specifications and is within the approved budget.

A guaranteed buyback requirement was added to the Specifications to provide assurance of the value and reliability of the equipment. It provides the City the option, at the end of a specified time to keep, sell back to the original supplier or trade it in on another unit. In this case it was 5 years or 7,500 hours.

Both the Inland Kenworth and Finning bids did offer the buyback with Finning offering the higher amount. In recommending the winning bid, the review committee used the base unit price before the Guaranteed buyback was considered. While the Guaranteed buyback provides the City with assurance of some recovery of funds over the set period, it should not be deducted off the base unit cost to determine the lowest bid price. Inland Kenworth meets the Specifications and is the lowest bid.

Leasing options were provided by the bidders and reviewed by City staff. A lease is not recommended as the annual lease cost to the City would be higher than outright purchase of the unit.

1. This award of the tender to Inland Kenworth will provide the Operations Department with the necessary equipment to provide both summer and winter road maintenance operations in accordance with the established Council Policies.
2. Cancelling the tender will mean that the Operations Department will not have the necessary equipment needed to complete mandated service levels set by Council Policy.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council award the tender to Inland Kenworth for the purchase of one Grader in the amount of \$285,525 FOB Whitehorse, excluding GST.

File #: 320c02810

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 31, 2014
<b>RE:</b> Contract Award – Track Excavator

### **ISSUE**

Award of contract for the purchase of one track excavator

### **REFERENCE**

Approved 2014 Capital Plan Project # 320c02810 - Purchase of Track Excavator in the amount of \$275,000

### **HISTORY**

The approved capital plan for 2014 includes funding for one track excavator for the Operations Department. This new track excavator is an addition to the fleet and is required to ensure the Operations Department has the equipment required to conduct maintenance operations.

A public tender for the purchase of the track excavator was advertised on the City website and in the local newspapers on February 28, 2014, with a closing date of March 11, 2014.

The following bid was received for the track excavator:

1. Inland Kenworth in the amount of \$261,414.00 base unit price, FOB Whitehorse, excluding GST.

### **ALTERNATIVES**

1. Award the contract to Inland Kenworth for the purchase of one track excavator in the amount of \$261,414.00 FOB Whitehorse, excluding GST.
2. Cancel the tender.

### **ANALYSIS**

The lone bid received was reviewed by a committee consisting of the A/Manager of Operations, the Equipment Maintenance Supervisor, and the Transportation Supervisor. The bid was checked for compliance to specifications and terms and conditions in accordance with the instructions to bidders.

The review concluded that the Inland Kenworth bid for the Track Excavator meets the specifications and is within the approved budget.

A guaranteed buyback requirement was added to the specifications to provide assurance of the value and reliability of the equipment. It provides the City the option, at the end of a specified time to keep, sell back to the original supplier or trade it in on another unit. In this case it was 5 years or 7,500 hours.

In recommending the award, the review committee used the base unit price before the guaranteed buyback was considered. While the guaranteed buyback provides the City with assurance of some recovery of funds over the set period, it should not be deducted off the base unit cost to determine the lowest bid price. Inland Kenworth meets the specifications.

Leasing options were provided by the bidder and reviewed by City staff. A lease is not recommended as the annual lease cost to the City would be higher than outright purchase of the unit.

1. This award of the contract to Inland Kenworth will provide the Operations Department with the necessary equipment to provide both summer and winter mandated service levels.
2. Cancelling the tender will mean that the Operations Department will not have the necessary equipment needed to complete mandated service levels.

#### **ADMINISTRATIVE RECOMMENDATION**

THAT Council award the contract for the purchase of a track excavator to Inland Kenworth in the amount of \$261,414.00 FOB Whitehorse, excluding GST.

**MONTHLY ACTIVITY REPORT – March 2014**  
**Director Infrastructure and Operations**

**Accomplishments:**

1. Attend Asset Management workshop March 3 – 5
2. Contract negotiations Y022/Y023
3. Complete recruitment process for Fire Chief position

**Current Efforts:**

1. Finalize data for Building Consolidation final report
2. Contract negotiations IAFF
3. Finalize 2013 Capital re-budgets

**Planned Activities:**

1. Present Building Consolidation Business Case report to Whitehorse Chamber of Commerce April 10
2. Contract negotiations IAFF
3. Prepare for transition back to Operations Manager duties

**Critical Statistics:**

**MONTHLY ACTIVITY REPORT – March 2014**  
**Engineering Department**

**Accomplishments:**

1. 2013 Capital Re-budget Requests
2. Ogilvie Street West Reconstruction Tender close (24 March)
3. Canada Game Centre Emergency Genset installation and testing

**Current Efforts:**

1. Design and preparation of 2014 Capital Projects
2. Hiring process for Assistant City Engineer position
3. Tendering 2014 Capital Projects

**Planned Activities:**

1. Hillcrest Water Supply project design and approvals
2. New Water Well #10 YESAB and land use approvals
3. Water metering pilot project

**Critical Statistics:**



**MONTHLY ACTIVITY REPORT – March 2014**  
**Operations Department**

**Accomplishments:**

1. Maintenance and repairs of equipment and facilities
2. Snow and ice control operations
3. Insurance policy review support

**Current Efforts:**

1. Wrap up snow and ice control operations, begin spring cleanup
2. 2014 capital equipment tendering & award
3. Building consolidation project

**Planned Activities:**

1. 2014 capital projects
2. Seasonal road, sign, building & equipment maintenance
3. 2013 year end budget review process

**Critical Statistics:**

**MONTHLY ACTIVITY REPORT – March 2014**

**Water and Waste Services Department**

**Accomplishments:**

1. Water system draft Emergency Response Plans
2. Thawing/repairing water service and main breaks
3. Water/wastewater operator training

**Current Efforts:**

1. Annual Water License Report - 2013
2. Landfill operational contract reviews
3. New Selkirk Pump House inspections and testing

**Planned Activities:**

1. Water meter pilot program
2. Compost facility improvements – water supply and aeration pad
3. Filling seasonal staffing positions

**Critical Statistics:**

CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE

Date Monday, March 31, 2014  
Location: Council Chambers, City Hall

Chair: Kirk Cameron Vice Chair: Mike Gladish



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Pages

- |  |       |
|--|-------|
| 1. Monthly Activity Reports - For Information Only | 1 - 5 |
| 1.1. Director of Community and Recreation Services |       |
| 1.2. Outreach and Events                           |       |
| 1.3. Parks and Trails                              |       |
| 1.4. Recreation and Facility Services              |       |
| 1.5. Transit Services                              |       |
| 2. New Business                                    |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

**MONTHLY ACTIVITY REPORT – March 2014**

**Director Community & Recreation Services**

**Accomplishments:**

1. Supported CCMARD Advisory Committee's participation in the Yukon Cultures Connect event on March 21 at the Kwanlin Dun Cultural Centre
2. Participated in meetings regarding capital re-budgeting, Building Consolidation, organizational review, sport tourism and a Yukon College's review of their Transit Group Pass Project
3. Supported staff and assisted family with Kelly Patrick memorial arrangements

**Current Efforts:**

1. Updating Parks and Trails Maintenance Policies
2. Contract negotiations
3. Reviewing draft RFP for sponsorship inventory identification and valuation

**Planned Activities:**

1. Job Evaluation System 5 Year Review with consultant
2. Attending the Canadian Sport Tourism Association's Sport Events Congress
3. Implement Transit's staffing re-organization

**Critical Statistics:**

**MONTHLY ACTIVITY REPORT – March 2014**  
**Outreach and Events**

**Accomplishments:**

1. Successful marketing of the 2013 Volunteer of the Year online nomination process(17 of 25 received electronically)
2. Completed initial review of Recreation Grant applications (32 applications)
3. Completed Festival and Special Events Grant applicant meetings to introduce new online form for 2015 applications

**Current Efforts:**

1. Planning Recreation Grant Task Force meetings
2. Creating Crestview Neighborhood Trail Task Force
3. Planning for Milestone Celebration, 2013 Volunteer of the Year, City's tradeshow participation and 20 Minute Makeover event

**Planned Activities:**

1. Coordinating logistics for the May events
2. Application review and interviews for the Ushiku Sister City Student Exchange
3. Recreation Grant Task Force recommendations to Council

**Critical Statistics:**

<b>2014</b>			
April	4	Friday	Milestone Celebration
April	9	Wed	Volunteer of the Year
May	7	Wed	20 min Make over
June	11	Wed	Seniors Tea
July	12 to 19	Sat to Sat	Ushiku Exchange (Japan Hosting)
August	26	Tues	Flag Raising – Lancieux France

**MONTHLY ACTIVITY REPORT– March 2014**

**Parks and Trails**

**Accomplishments:**

1. Completed set up and take down of Burning Away the Winter Blues special event
2. Completed posting for hiring of summer staff
3. Banner order for summer and winter banners placed

**Current Efforts:**

1. Completing review of Parks Plan and Parks Maintenance Policy
2. Continuing maintenance of outdoor rinks, dog-doo bag dispensers and Parks garbage receptacles
3. Organizing 2014 Community Clean up

**Planned Activities:**

1. Award Frank Slim Building concession contract
2. Complete brush clearing/chipping projects started in the fall
3. Hire and train summer staff

**Critical Statistics:**

## MONTHLY ACTIVITY REPORT – March 2014

### Recreation and Facility Services

#### Accomplishments:

1. Supported staff and assisted family with Kelly Patrick memorial arrangements
2. Produced Spring Active Living Guide
3. Supported community special events/tournaments

#### Current Efforts:

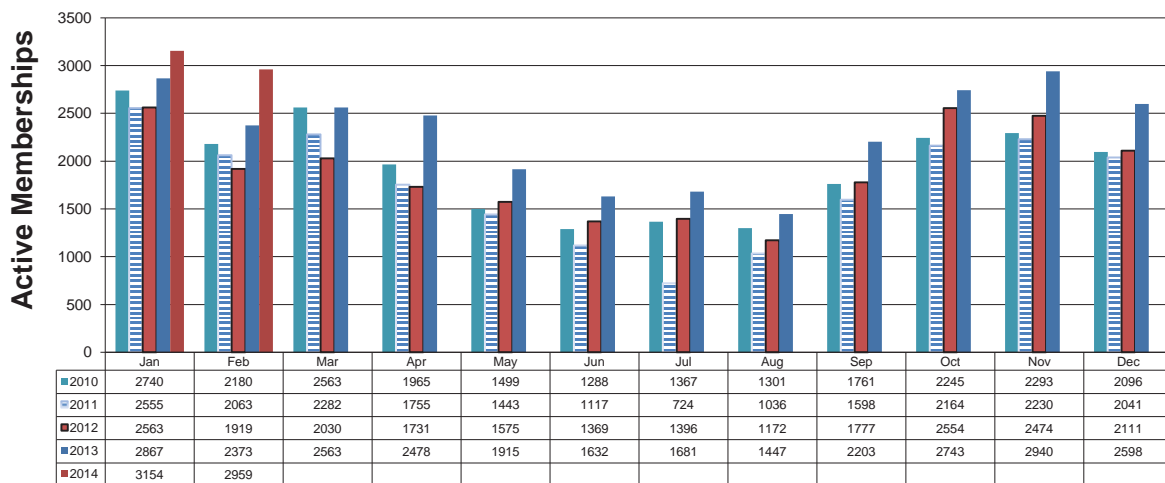
1. Preparing Spring Break and Spring Drop-in Schedule and programming
2. Planning for spring registration session opening March 24
3. Hosting year end tournaments, including Kilrich/Northern's Yukon Native Hockey Tournament

#### Planned Activities:

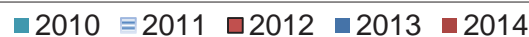
1. Ice Removal for Takhini Arena and CGC Atco ice
2. Spring User Group meetings
3. Planning summer programs and events

#### Critical Statistics:

### Canada Games Centre Memberships



#### Monthly Activity



## MONTHLY ACTIVITY REPORT – March 2014

### Transit Services Department

#### Accomplishments:

1. Handy Bus Policy Communications
2. Transit Y022 Negotiations

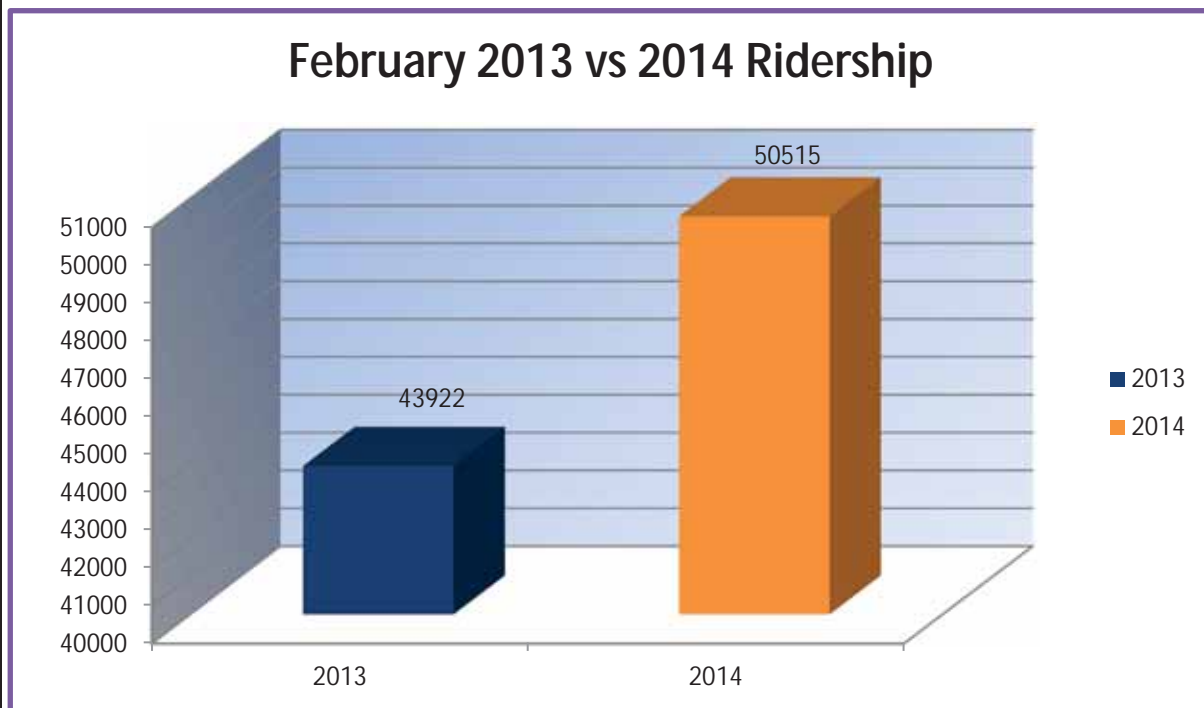
#### Current Efforts:

1. Transit staff review
2. Participation in Transportation Demand Management Plan discussions
3. Meetings with YG Education to explore next step for high school students

#### Planned Activities:

1. Transit infrastructure inventory
2. Transit passenger stop usage

#### Critical Statistics:



**This represents a 15% increase in Ridership.**



CITY OF WHITEHORSE  
PUBLIC HEALTH AND SAFETY COMMITTEE

Date Monday, March 31, 2014

Location: Council Chambers, City Hall



Chair: Dave Stockdale Vice Chair: Kirk Cameron

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Pages

- |  |       |
|--|-------|
| 1. Monthly Activity Reports - For Information Only | 1 - 2 |
| 1.1. Bylaw Services                                |       |
| 1.2. Fire Department                               |       |
| 2. New Business                                    |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

**MONTHLY ACTIVITY REPORT – March 2014**  
**Bylaw Services Department**

**Accomplishments:**

1. Amend Traffic Bylaw for speed reduction in the Hillcrest Subdivision to 40km from 50km
2. Traffic control for City staff member's funeral/celebration of life
3. Bylaw Constable Enforcement Officer Training program completed

**Current Efforts:**

1. Review Summary Convictions Act regulations with Yukon Territorial Government
2. Meet with Kwanlin Dün First Nation to assist with enforcement of City of Whitehorse Animal Control Bylaw on Crow and Swan Street
3. Deliver new Bicycle Bylaw pamphlets to commuters in morning and after work

**Planned Activities:**

1. Traffic Control for trade show and hockey tournament
2. Review feedback from Vehicle for Hire industry and stakeholders for draft Limousine Bylaw
3. Prepare bicycle education programs for grades 3 and 4

**Statistics as of the end of last month (February 2014):**

- ◆ Number of accessible parking violation tickets issued this month = 3
- ◆ Number of parking infraction tickets issued this month = 1188
- ◆ Snowmobile contact on trails = 0
- ◆ Number of Complaints YTD investigated 2013 = 333 vs 2014 = 412

## MONTHLY ACTIVITY REPORT – March 2014

### Fire Department

#### Accomplishments:

1. Staff members completed confined space recertification courses
2. Fire Chief recruitment process completed
3. 2013 Pumper final inspection completed

#### Current Efforts:

1. Data input for Fire Department Strategic Plan almost completed
2. Ice Rescue course beginning first week of April
3. Finalizing fire apparatus budget approval

#### Planned Activities:

1. Start Blue Card Command training for Fire Department officers
2. Pre-build for 2014 Rescue/Pumper with Safetek Emergency Vehicles representative
3. Present ice rescue courses

#### Critical Statistics:

Fire Suppression February 2014				
Type of Call	February 2014	Year To Date	Fire Dollar Loss	Property Saved
Alarm no fire	24	54	\$0.00	\$0.00
False alarm	0	1	\$0.00	\$0.00
Carbon Monoxide Alarm	3	14	\$0.00	\$0.00
Imminent fire hazard	0	0	\$0.00	\$0.00
Chimney fire	2	6	\$0.00	\$0.00
Motor vehicle accident	4	9	\$0.00	\$0.00
Public Hazard	6	0	\$0.00	\$0.00
Hazardous Materials incident	0	1	\$0.00	\$0.00
Trash/rubbish	0	2	\$0.00	\$0.00
Grass/brush	1	1	\$0.00	\$0.00
Rescue	1	2	\$0.00	\$0.00
Assist other agency	2	6	\$0.00	\$0.00
Vehicle fire	2	1	\$28,000.00	\$0.00
Structural fire	1	106	\$10,000.00	\$1,990,000.00
<b>Totals</b>	<b>46</b>	<b>203</b>	<b>\$38,000.00</b>	<b>\$1,990,000.00</b>

NOTE: Imminent fire hazards and the associated value of the property saved are a result of incidents such as a pot left on the stove that, which left unattended, would probably result in a fire in the kitchen. The value of the property saved is the potential damage that could occur if the condition was not noticed.

Alarm-no-fire incidents are calls for service that can be considered "well intentioned" such as a smell of smoke in a building, an alarm system that detects an abnormality in the building or a system that malfunctions due to a component failure. False alarms are calls for service that are deliberate by somebody when there is absolutely no reason to call the Fire Department.

Please note that Carbon Monoxide alarm incidents are now being tracked as a separate category

Feb 2014		
	February	Year to Date
<b>Fire Prevention Activities</b>		
Public Fire Prevention Inquiries	0	5
Public Education and Relations (Schools Offices, etc.)	1	3
Fire Safety Inspections (site visits)	17	36
Plan Reviews	1	1
Fire Protection System Inquiries	2	5
Fire Drills/ Evac Planning (assist with planning & audit drills)	1	2
Telephone Inquiries -- Fire Safety	3	3
Telephone Inquiries -- Code Items	5	11
Telephone Inquiries -- Fire Protection Systems	1	3
Fire Inspections -- Shifts	25	35
<b>Total Fire Prevention Activities</b>	<b>56</b>	<b>104</b>
<b>Training Activities</b>		
Training of Casual Firefighters	0	0
Full-time Member training	17	37
Volunteer Training	9	28
Driver Training	0	13
Other Training	3	3
Recruit Training	0	0
<b>Total Training Hours</b>	<b>29</b>	<b>81</b>

**CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA**

**Date** Monday, March 31, 2014  
**Location:** Council Chambers, City Hall



**Chair:** Betty Irwin      **Vice Chair:** John Streicker

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**Pages**

- |   |       |
|---|-------|
| 1. Transportation Demand Management Plan Final Report     | 1 - 3 |
| 2. Contract Award – Ogilvie Street Reconstruction Project | 4 - 6 |
| 3. Monthly Activity Report - For Information Only         | 7 - 8 |
| 3.1. Director of Development Services                     |       |
| 3.2. Environmental Sustainability                         |       |
| 4. New Business   |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

## **ADMINISTRATIVE REPORT**

**TO:** Development Services Committee  
**FROM:** Administration  
**DATE:** March 31, 2014  
**RE:** Transportation Demand Management Plan Final Report

### **ISSUE**

Transportation Demand Management Final Plan

### **REFERENCE**

- Request for Proposal # 2013-373 Transportation Demand Management Plan
- Transportation Demand Management Plan Draft
- Council and Senior Management Packages: July 18, 2013; September 3, 2013; October 30, 2013; March 6, 2014
- Transportation Demand Management Final Plan and Summary Document

### **HISTORY**

#### *Background*

The City of Whitehorse has been promoting active transportation and Transit for over a decade. The 2011 Parking Management Plan included a recommendation to complete a Transportation Demand Management (TDM) plan in order to reduce demand for parking downtown. As a result, the City retained Boulevard Transportation Group to develop a TDM Plan to recommend policies, programs, and practices to change travel behaviour and promote sustainable travel options.

#### *Plan Development Process*

Three main categories of stakeholders were consulted to develop the TDM Plan, with three distinct engagement strategies.

<b>Partner Group</b>	<b>Including</b>	<b>Engagement Medium</b>
General Public	Pedestrians, cyclists, Transit riders, car drivers	Presence at Fireweed Community Market, website
Targeted partners	Major employers in Whitehorse (i.e. Yukon Government, Yukon Energy Corporation, Northwestel, and the City); organizations with mandates related to TDM (i.e. YG's Climate Change Secretariat and Health and Social Services); significant users of Transit (i.e. Department of Education and the College); and community groups (i.e. Recreation and Parks Association of Yukon and the Whitehorse Urban Cycling	Task Force, one-on-one interviews

	Coalition).	
City Departments	Environment, Planning, Transit, Engineering, Operations, Parks and Trails, Bylaw	Steering Committee, group meetings, one-on-one interviews

*Final Plan*

The crux of the final plan is a 25 year target to shift transportation modes in Whitehorse as follows:

	Current	Target
Biking	7%	15%
Walking	3%	6%
Transit	5%	15%
Car-pooling	8%	12%
Car: as driver	75%	50%

With an estimated 15,000 new residents in Whitehorse during the same time period, achieving these targets will avoid the requirement to make significant additional investments in road infrastructure and parking, as well as displace greenhouse gas emissions from future drivers. Five year incremental targets show that there is a slow progression toward the final target, and a monitoring plan allows the City to track progress.

The Plan consists of a number of recommendations in six key areas. Please see the attached summary document for more details on the recommendations and benefits of TDM.

**ALTERNATIVES**

1. Adopt the Transportation Demand Management Plan
2. Delay adoption of the Transportation Demand Management Plan for further consideration
3. Request that administration undertake more research, analysis, or alter the Transportation Demand Management Plan

**ANALYSIS**

*Adoption and Implementation*

Adoption of the TDM Plan by City Council will allow implementation work on the Plan to begin. The Environmental Sustainability Department has reallocated existing staff to allow one part time person to be responsible for promoting active transportation and Transit. If this Plan is adopted by Council, this person will also be responsible for managing implementation of the Plan. Furthermore, staff reallocations in the Transit Department will enable a portion of one staff person’s time in that department to focus on promoting Transit.

If adopted, implementation of the TDM Plan will initially focus on no- and low-cost recommendations. Any recommendations that include budget requirements will come forward to City Council as part of the regular budgeting process.

*Growth*

It is likely that the City will grow over the life of this Plan; in fact a 64% growth rate over the next 25 years is estimated. For this reason, it is critical to achieve the modal shift targets

outlined in this Plan in order to ensure the current volume of vehicles on the road remains consistent and the City can avoid or delay significant investments in vehicular infrastructure.

#### *Country Residential Neighbourhoods*

The scope of this Plan was focused on the Urban Containment Boundary, and therefore contains minimal recommendations for country residential neighbourhoods. Neighbourhoods within the Urban Containment Boundary have Transit service and a reasonable commute distance on a bicycle or walking. In the future, greater attention may be paid to providing sustainable travel options to country residential neighbourhoods.

#### *Unique Yukon Context*

Whitehorse and Yukon are unique locations in the world, with unique opportunities, varied landscapes, extreme weather conditions, engaged people, and a distinctive cultural context. The uniqueness of this location and culture was a focal point in the development of this Plan, and is highlighted in the recommendations. For instance, while the winter cycling community is strong and active, not everyone will chose to bike in the winter. For this (and other) reason, Transit is a strong focus in this Plan. Transit is an excellent asset to the City, and the TDM Plan aims to highlight that asset and increase ridership.

The recommendations in the Plan also focus heavily on persuasion, education, and awareness. While there are recommendations related to infrastructure upgrades, policy changes, and design considerations, work will begin immediately on increasing awareness of options available to people to walk, bike, or take Transit. These education and awareness efforts will consider and highlight the unique Yukon context and culture.

#### **ADMINISTRATIVE RECOMMENDATION**

THAT Council adopt the 2014 Transportation Demand Management Plan.

File #: 4025-01 OGW

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Development Services Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	March 31, 2014
<b>RE:</b>	Contract Award – Ogilvie Street Reconstruction Project

### **ISSUE**

Contract award and budget amendment for the 2014 Ogilvie Street West Reconstruction Project

### **REFERENCE**

Invitation to Tender for 2014 Ogilvie Street West Reconstruction  
2014 Capital Budget

### **HISTORY**

Ogilvie Street was identified in the 1997 David Nairne Pre-Design Report as requiring reconstruction. After receiving requests from property owners for road improvements the City brought forward LIC Bylaw 2013-46 for Ogilvie Street West. The vote closed on November 2, 2013. Results of the voting were, 6 No, 30 Yes, and 18 not submitted.

A Request for Proposals (RFP) for the Ogilvie Street Reconstruction was issued on November 13, 2013 and the proposal closing date was December 11, 2013. Associated Engineering was the successful consultant awarded the engineering contract for the Ogilvie Street West Project on January 13, 2014.

The Ogilvie Street West Reconstruction Project is partially funded by the Federal Gas Tax Program (\$1,300,000), City reserves, and local improvement charges (\$475,000) to benefitting properties. The City's 2014 and 2015 capital budgets have identified \$1,750,000 and \$1,950,000 for the Ogilvie Street West Reconstruction Project. On March 3, 2014 Council approved the advancement of funds from the 2015 Provisional Capital Budget as requested by Engineering Services so as to complete both phases of the project in 2014.

A summary of the Ogilvie Street West Reconstruction available funds is:

2013 Ogilvie Street Re-budget	\$ 138,437
2014 Ogilvie Street Reconstruction	\$ 3,700,000
2012 Black Street Project (work on 5 <sup>th</sup> Avenue) Re-budget	\$ 70,000
Total 2014 Budget	\$ 3,938,437

Contracts were awarded previously to Associated Engineering, EBA Engineering Ltd and Underhill Geomatics for consultant services required for the Ogilvie Street Project, and funds are required for new work by YECL and NWTel and internal City Engineering and Water and Waste Services staffing time.



Therefore, the total budget estimated for construction was \$3,310,000.

The construction tender was advertised Friday February 28, 2014 on the City Page of the local newspapers and on the City's website. The contract documents were available for pickup on Monday March 03, 2014 and were obtained by the following companies:

Norcope Enterprises	Skookum Asphalt Ltd.	Castle Rock Enterprises
P.S. Sidhu Trucking	Underhill Geomatics	Nuline Powerline Ltd
Advanced Construction		

The tender closed on Thursday March 27, 2014 and submissions were received from the following companies:

Castle Rock Enterprises	\$3,653,400.00
P.S. Sidhu Trucking	\$3,616,470.00
Norcope Enterprises	\$3,862,463.98
Skookum Asphalt Ltd.	\$3,843,744.95
Engineer's Estimate	\$3,771,160.00

The Engineer's Estimate is slightly higher than originally allocated in the 2014 Budget due to additional work to install a water main connection to Cook Street to eliminate existing dead end water mains at Cook at Ogilvie Street that was not previously identified and the completion of the storm sewer from 5<sup>th</sup> Avenue/Cook Street to Ogilvie originally included as part of the 2012 Black Street Reconstruction Project.

The bids were checked for completeness, mathematical errors and proper Tender Security. Norcope Enterprises bid contained a minor mathematical error (\$5.00) that was corrected but did not affect the final standings.

All prices included a \$300,000 contingency.

### **ALTERNATIVES**

1. Award to P.S. Sidhu Trucking Ltd. and amend the 2014 Capital Budget by **\$300,000**
2. Cancel the tender.

### **ANALYSIS**

The Tender Review Committee consisting of the consultant and City Staff unanimously agreed that P.S Sidhu Trucking Ltd. is familiar with the scope of work, and has the knowledge and experience to complete the work. P.S. Sidhu Trucking is satisfied with their bid and is willing to complete the project as per their tendered price. Sidhu is currently working on the City's Range Road Reconstruction Project and completing the water and sewer work for the Yukon Government at the airport, but has the equipment and resources able to complete this reconstruction project.

Not awarding this contract will result in no work being undertaken this year on Ogilvie Street West or within the City. The bids the City received were very competitive and within the Engineer's estimate and not awarding the contract will only result in higher construction costs in the future.

Delaying the award of this contract could result in the work not being completed in 2014.

The City has sufficient funds in account # 240c00911-240c001 to complete this project not including an allocation of \$300,000 contingency, so a budget adjustment will be necessary to award the contract as tendered, and to provide a budget to cover costs that are not evident and may be required during construction.

Sufficient funds are available in existing City reserves to cover the budget increase if necessary.

### **ADMINISTRATIVE RECOMMENDATION**

THAT council award the 2014 Ogilvie Street West Reconstruction Project to P.S. Sidhu Trucking Ltd. for a net cost to the City of \$3,616,470.00; and

THAT the 2014 Capital Budget be amended by increasing project 240c00911, Ogilvie Street West Reconstruction in the amount of \$300,000, funded from the Capital Reserve.

## MONTHLY ACTIVITY REPORT – March 2014

### Director of Development Services

**Accomplishments:**

1. Worked on Organizational Review check-in
2. Worked on Draft Transportation Demand Management Plan
3. Work on home energy labelling initiative

**Current Efforts:**

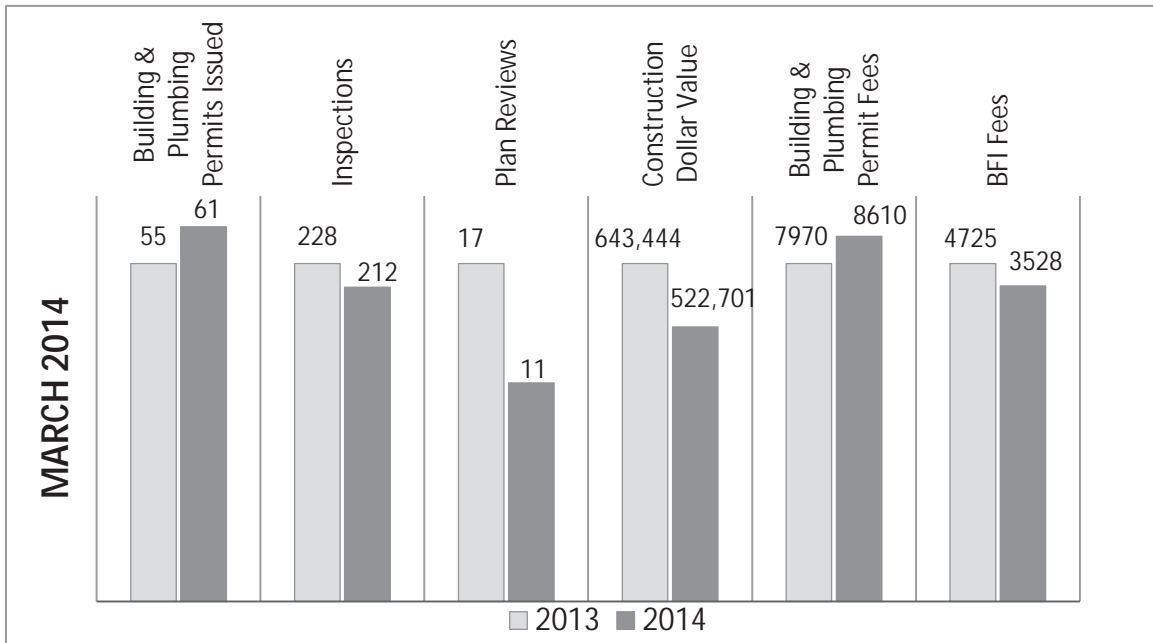
1. Attending meetings with Government of Yukon and KDFN on various land issues
2. Working on amendments to Building and Plumbing Bylaw
3. Continue to work on Organizational Review check-in

**Planned Activities:**

1. Continue work on Yukon Housing Action Plan/Northern Housing Trust Project
2. Attend Local Government Facilitation workshop
3. Attend strategic planning sessions

**Monthly Building Statistics for March**

	<u>2014</u>	<u>2013</u>
Total Building & Plumbing Permits issued	61	55
Total Inspections	212	228
Total Plan Reviews	11	17
Total Construction Dollar Value	522,701	643,444
Total Building & Plumbing Permit Fees	8610	7970



**MONTHLY ACTIVITY REPORT – March 2014**

**Environmental Sustainability**

**Accomplishments:**

1. Reviewed and recommended Environmental Fund grants
2. Presentation to Whitehorse Chamber of Commerce on role of stewardship and waste management funding
3. Creation of brochure with information about home energy labelling, required in new construction as of April 1, 2014

**Current Efforts:**

1. Finalizing Transportation Demand Management (TDM) plan for Council consideration
2. Updating internal waste management guide and janitorial contracts for City waste management
3. Hiring process for staff support of Solid Waste Action Plan (SWAP) implementation

**Planned Activities:**

1. Organize activities and promotions for bike awareness month (May)
2. Preparing for waste management funding luncheon on April 4<sup>th</sup>
3. Review and assess input received from country residential engagement regarding waste management services

**Critical Statistics:**

CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA

Date: Monday, March 31, 2014  
Location: Council Chambers, City Hall



Chair: John Streicker      Vice Chair: Betty Irwin

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	Pages
1. Re-budgeting Capital Expenditures	1 - 7
2. Authorize Travel - Association Yukon Communities	8 - 8
3. Monthly Activity Reports - For Information Only	9 - 14
3.1. City Manager	
3.2. Director of Corporate Services	
3.3. Business and Technology Systems	
3.4. Financial Services	
3.5. Human Resources	
3.6. Strategic Communications	
4. New Business	

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 31, 2014
<b>RE:</b> Re-budgeting Capital Expenditures

### ISSUE

Re-budget funds in 2014 for Capital projects that were not completed in 2013.

### REFERENCE

2013 Capital Budget  
2014 Capital Re-budget Requests (Appendix A)

### HISTORY

As in previous budget cycles, some capital projects budgeted for the 2013 budget cycle /fiscal year were not initiated or fully completed. The Management Group was asked to review their outstanding capital projects and identify any that required re-budgeting. The projects were reviewed by Finance and Senior Management, and a list of recommended re-budgets has been prepared and is presented as Appendix A.

Factors used when considering the re-budget recommendations include: reasons for delay; previous re-budgeting history; scope of original approved budget (no re-profiling allowed), as well as verifying that the original budget allocation was not increased without additional funding sources identified; and making sure that the re-budget request was not setting up a contingency situation.

If these projects are to be completed, funds that were set aside in 2013 would have to be re-budgeted into 2014 with a re-vote.

### ALTERNATIVES

1. Approve the re-budgeting of funds in 2014
2. Amend the presented list and approve an amended list
3. Refer back to Administration

### ANALYSIS

The proposed list of Capital expenditures to be completed in 2014 is attached as Appendix A.

Of the \$25,733,810 budgeted for capital in 2013, \$10,893,907 was unspent. Of the unspent balance \$8,187,317 is coming forward at this time as a re-budget request. In comparison, the rebudget amount requested in 2013 was \$10,940,561.

Reasons for projects not being started or completed during the year include:

- Staff, consultant and contractor availability;

- Delays due to late contract awards, coordination of efforts and external approvals;
- Multi-year projects;
- Goods ordered but not received prior to December 31, 2013.

It is anticipated that, if approved, most of the re-budget proposals will be completed in 2014, with two projects extending into 2015.

Of the \$8,187,317 in budget requests, \$3,336,743 are projects identified as coming from City reserves. The balance, \$4,850,575 are projects with funding identified from outside funding sources like Gas Tax and Building Canada.

There are five projects that require total additional funds of \$276,000 in order to complete the project:

1. Marwell – New Infrastructure requires an additional \$160,000 as the scope of this project has been extended to include recirculation improvements that are required in the area. The Build Canada Fund (BCF) has approved the reallocation of unspent money from prior stages of the project that were completed under budget. Of the \$160,000 additional rebudget request \$128,895 will come from BCF and \$31,105 will come from the General Reserve to cover expenses that are not claimable through BCF.
2. Landfill Fire Restoration requires an additional \$24,000 funded from the General Reserve to complete the project. The Landfill Gatehouse project design and construction took longer than anticipated and tender bid prices came in significantly higher than estimates of \$275/sq. ft.
3. Pumphouse & Recirculation Stations requires an additional \$60,000 to complete the project as SCADA integration and control design work quotes have been escalating.
4. Marwell Lift Diesel Backup Control Panel requires an additional \$30,000 to complete the project as consultant bid prices came in significantly above estimates and the controls require more extensive upgrades than anticipated.
5. Bylaw Handheld Ticketing Devices requires an additional \$2,000 due to the City's requirements to have the devices fully integrated with the City's ERP System.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that the 2014 Capital Budget be amended by re-budgeting 2013 Capital expenditures in the amount of \$8,187,317.

**City of Whitehorse  
2014 Capital Rebudget Requests**

Appendix A

**2014 CAPITAL REBUDGET REQUESTS:**

Dept.	Project	Comments	2013 Revised Budget	YTD Expenditures	Rebudgeted Amount Requested
Business & Technology Systems	Software Acquisition	The project was not completed in 2013 due to a delay in the purchase of software as a result of staff vacancy. The rebudgeted funds will be spent on Mapping software, Virtual Environment back up software and Business intelligent and Analytics for ERP. The project is expected to be completed by the end of 2014.	\$ 120,000	\$87,984	\$32,016
Business & Technology Systems	Software Licensing Renewals	The project was not completed in 2013 because the new product release for Firewall software was not available in 2013 so the vendor delayed the licensing renewal. The rebudgeted funds will be spent on the Firewall Software Licensing when the new version is released. The project is expected to be complete by spring 2014.	\$ 286,000	\$271,099	\$14,901
Business & Technology Systems	Security Cameras	The project was not completed in 2013 due to competing priorities. The rebudgeted funds will be spent on the purchase and installation of security cameras and associated data storage. The project is expected to be complete by fall 2014.	\$ 37,500	\$8,166	\$29,334
Business & Technology Systems	ERP Development	The ERP Development for 2013 was only partially completed due to staff vacancy. The rebudgeted funds will be spent on YG motor vehicle data integration. The project is expected to be completed by summer 2014.	\$ 30,000	\$12,513	\$17,487
Business & Technology Systems	ERP Final Phase	The project was not completed in 2013 because the implementation and configuration of final ERP modules is contingent on other City departments' availability. The rebudgeted funds will be spent on mapping integrations, virtual City Hall and other online services and database enhancements. The project is expected to be completed by the end of 2014.	\$ 102,600	\$44,000	\$58,600
Business & Technology Systems	Web Maintenance	The project was delayed in 2013 due to competing priorities. The rebudgeted funds will be spent on the "Contact Us" feature updates and modifications. The project is expected to be complete by the summer 2014.	\$ 32,105	\$23,722	\$8,383
Business & Technology Systems	Bylaw Handheld Ticketing Devices	This project was not completed in 2013 because negotiations with the vendor to ensure suitable functionality for City requirements were not completed until December. The project began as of January 2014. The rebudgeted funds will be spent on handheld ticketing devices and software. An additional \$2000 is being requested due to the City's requirement for this vendor to fully integrate with the City's ERP System. The project is expected to be complete by fall 2014.	\$ 68,654	\$0	\$70,654
Bylaw Services	Trail Signage	The City is working on ordering signs with the Klondike Snowmobile Association on this project. The design and inventory of requirements for this project had not been completed by year end. The rebudgeted funds will be spent on signage for environmentally sensitive areas and motorized multiple use trails. The project is expected to be completed in 2014.	\$ 10,000	\$1,350	\$8,650
Bylaw Services	Install Parking Meters in Parkade	The project was completed in 2013 but the payment to the contractor was outstanding at year end. The rebudgeted funds will be used to pay the contractor.	\$ 9,900	\$0	\$9,900
Director of Corporate Services	GNSS Specified Procedures Report	A request for proposal was issued but not awarded by the end of 2013. The rebudgeted funds will be spent on consultant fees. The project was complete on February 27, 2014	\$ 15,000	\$0	\$15,000
Engineering	Downtown Reconstruction - Black Street West	This project was not completed in 2013 because there is landscaping to be done in the spring of 2014. The 5th Avenue storm sewer extension to Ogilvie Street should be done in conjunction with the Ogilvie Street West LIC project in 2014. Rebudgeted funds will be spent on landscaping of the reconstructed areas between 4th & 6th Avenues and disturbed area at escarpment/Strickland, some changes at the new traffic circle at 6th and Black, and the 5th Avenue storm sewer extension and improvements to Ogilvie. The project is to be completed in the summer of 2014.	\$ 143,443	\$45,691	\$97,752
Engineering	Range Road (Norcan) Lift Station	This project was not completed due to a staff shortage and workload. The project was further delayed as the new Municipal Services Building location had not been confirmed. The rebudgeted funds will be spent on a system upgrade to City standard as per an agreement with private owners and design changes, if required, for the new MSB building, depending on the location chosen. The completion date is to be determined.	\$ 151,103	\$7,827	\$143,276
Engineering	Hospital/Lewes Intersection Upgrades	This project was substantially completed in 2013. The rebudgeted funds will be spent on integration and finishing work and an extension of bike paths to connect with bridge widening work. The project will be completed in 2014.	\$ 500,000	\$411,368	\$88,632
Engineering	Porter Creek Lagoon Remediation/Cleanup	The project was not completed in 2013 due to the pending Territorial Government approval of waste disposal for the landfill cover. Some materials required further testing and assessment for appropriate and cost effective disposal. Primary cells require draining and sludge removal which could not be done until the sludge drying bed was cleaned up of wastes. The rebudgeted funds will be spent on testing and disposal of the remaining materials, remediation and re-grading the site, modifications of existing storage ponds to be used as a snow dump. The project will be completed in fall 2014.	\$ 303,920	\$15,825	\$288,095
Engineering	Porter Creek Reservoir Expansion	This project was substantially complete and operational in the fall of 2013 but some finishing work is still required. The rebudgeted funds will be spent on commissioning, programming and integration with the City's water system, installation of security cameras, minor finishing work and consulting services. The project will be completed summer 2014.	\$ 717,719	\$581,036	\$60,000
Engineering	Downtown Reconstruction - Ogilvie Street West	This project was not completed during 2013 because the reconstruction project was scheduled for 2014 and 2015. The rebudgeted funds will be spent on consulting and project management for Ogilvie Street West reconstruction. The project is expected to be complete by December 2015.	\$ 175,611	\$37,174	\$138,437
Engineering	Range Road North Reconstruction	This project started later in 2013 and was not completed due to design complexity, additional work by Yukon Electric and contractor availability. The rebudgeted funds will be spent on completion of Phase 1 to just north of Crow Street and paved path development. The project will be complete in fall 2014.	\$ 2,100,000	\$1,276,230	\$823,770



**City of Whitehorse  
2014 Capital Rebudget Requests**

Appendix A

**2014 CAPITAL REBUDGET REQUESTS:**

Dept.	Project	Comments	2013 Revised Budget	YTD Expenditures	Rebudgeted Amount Requested
Engineering	Lift Station Wet Well Upgrades (Clyde Wann Lift)	This project was not completed in 2013 due to other City staff priorities and contractor work load. This project is complex and requires co-ordination of multiple City crews and private contractors. The rebudgeted funds will be spent on Completion of the mechanical/electrical contract that is currently underway, completion of the tie-in, and commissioning. The project is expected to be completed by fall 2014	\$ 145,674	\$22,826	\$122,848
Engineering	Asphalt Paths - Various Locations	This project is a multi-year Gas Tax project where some paths are paved in one season and finished the following spring (gates, gravel, connections, etc.). The porter creek connector path required additional consultation with community associations, the college, and other interest groups before the alignment could be finalized. The rebudgeted funds, which are remaining funds from the Downtown Lower Escarpment Path, will be applied to the Porter Creek Connector Path, as approved by Gas-Tax. This path will extend from the existing Takhini North Connector Path to 30m north of the pedestrian/multi-use bridge at McIntyre Creek, towards Porter Creek. This project is multi-year but the Porter Creek Connector Phase 1 will be completed in 2014 with future extension to Porter Creek.	\$ 349,892	\$206,153	\$143,739
Engineering	SCADA program	The project was not completed in 2013 due to some items carried over from the 2012 phase of the project and the deferral of the Porter Creek communications tower due to pending Council approval of land acquisition and the lease agreement with Bell Canada. Work by Bell Canada was delayed as well with completion planned for May 2014. The rebudgeted funds will be spent on the Ponderosa communications tower and tie in to the city-wide monitoring system. This is an ongoing multi-year project with the final completion date yet to be determined.	\$ 539,697	\$161,543	\$268,154
Engineering	Waste Oil Reclamation	The project was not completed in 2013 pending decisions on the YG requirements for special waste. The rebudgeted funds will be spent on a plan of restoration for the site including soil remediation, testing and site preparation for a possible new treatment cell. Rebudgeted funds will also be put towards consultant work pending approval from Environment Yukon. The project is expected to be complete by fall 2014.	\$ 85,100	\$19,489	\$65,611
Engineering	Selkirk Water Pumphouse	This project is a multi-year major construction project that was intended to be completed in 2013 but was delayed due to contractor default, pending court decisions, and the bonding company selection of the new contractor. The rebudgeted funds will be spent on completion of the new Selkirk Pumphouse building, commissioning and integration with the City's water system. The project is expected to be completed by the summer of 2014.	\$ 2,545,456	\$1,430,991	\$1,114,465
Engineering	Sidewalk Construction	This is a multi-year Gas Tax project for various sidewalks. The Ogilvie Street sidewalk received Gas Tax approval in late 2013. The rebudgeted funds will be spent on the Ogilvie Sidewalk between 3rd and 4th avenue, and on 4th avenue near Ogilvie from the Municipal Services Building. This segment is scheduled for completion in fall 2014.	\$ 323,567	\$211,042	\$112,525
Engineering	Marwell - New Infrastructure	Stages 1 & 2 of the project were completed in 2013. The funds remaining from stages 1 & 2 of reconstruction have been approved by BCF for reallocation to recirculation improvements required for the area (Stage 3), extending the scope of the project. To complete stage 3 in 2014, an additional \$128,895 is being requested to bring the budget in line with what has been by approved BCF as a reallocation of remaining funds (\$335,550 total), plus an additional \$31,105 from reserves to cover expenses that are not eligible to claim through BCF. The new and rebudgeted funds will be spent on recirculation improvements on the water system in Marwell, as approved by BCF. The project is expected to be complete in fall 2014.	\$ 650,510	\$443,855	\$366,655
Engineering	Robert Campbell Bridge Widening	This project was not completed in 2013 due to a complex design and the seasonal timing of construction. The construction on this project is preferably done in a single season. The rebudgeted funds will be spent on the bridge widening with improved multi-use sidewalks, moving street lights to inside the guardrail, and new approaches to the bridge like bike lanes and side walks. The project is to be completed in fall 2014. This is a Build Canada Funded project.	\$ 1,800,000	\$122,457	\$1,677,543
Engineering	Selkirk Well Development	This project was not completed in 2013 because it is a multi-year project with Well 4N being delayed due to the late completion of the Selkirk Pumphouse. The rebudgeted funds will be spent on water well development in Riverdale, completion of Well 4N and new production and backup wells as approved (beginning with Well #10 in Riverdale South Wellfield). The project is ongoing, the completion date is to be determined.	\$ 743,216	\$395,165	\$348,051
Engineering	City Wide Water Meters	This project was not completed in 2013 as it started late in the year and delivery times for the pilot project equipment were longer than usual. The rebudgeted funds will be spent on a walk-by radio system, contractor installation of meters and radios and a business study to review the pilot project. The project will be complete in December 2014.	\$ 30,000	\$9,387	\$20,613
Engineering	Downtown Reconstruction - 6th Avenue	This project was not completed in 2013 due to a shortage of City staff availability and commitments to other projects like Whistle Bend. The rebudgeted funds will be spent on pre-design and preparation for the reconstruction of 6th Avenue and cross-streets between Jarvis and Ogilvie. Due to delays, the date the project will be completed is yet to be determined.	\$ 100,000	\$95	\$79,905
Environmental Sustainability	Transportation Demand Management	This project was not completed in 2013 because more time was required between administration and the consultant for revisions to ensure that the plan adequately reflected the City's vision for TDM. The rebudgeted funds will be spent on completing the final report for presenting to Council. The project is expected to be complete by April 2014.	\$ 70,000	\$51,723	\$18,277
Environmental Sustainability	SWAP Implementation	This project was approved in August 2013 and given the limited time frame and broad scope, it was not possible to complete the communications components of this project prior to December 31, 2013. The rebudgeted funds will be spent on determining medium and long term funding options for recycling. The project is expected to be complete by July 2014.	\$ 50,000	\$41,128	\$8,872

**City of Whitehorse  
2014 Capital Rebudget Requests**

Appendix A

**2014 CAPITAL REBUDGET REQUESTS:**

Dept.	Project	Comments	2013 Revised Budget	YTD Expenditures	Rebudgeted Amount Requested
Financial Services	Office Furniture	The rebudgeted funds will be spent on several pieces of office furniture that are on order or pending quotes (chairs at PSB, Desk Chairs). Any funds not utilized on these items will be reallocated to 2014 needs including modular furniture approved for 3 departments. The project is expected to be completed in 2014.	\$ 58,267	\$35,985	\$22,282
Financial Services	PSAB Compliance	This project was not completed in 2013 due to shortage of staff and contractor availability. Rebudgeted funds will be spent on the consultant that has been retained and is scheduled to begin work on the project in April of 2014. This completion of this project is dependent on several internal and external factors however we are required to have data complete enough to present in the 2014 audited financial statements.	\$ 55,000	\$0	\$55,000
Fire & Emergency Services	Fire Service Master Plan	This project was not completed in 2013 due to the late hiring of the consultant. The rebudgeted funds will be spent on the Fire Service Master Plan. The expected date of completion is August 2014.	\$ 50,000	\$0	\$50,000
Fire & Emergency Services	SCBA Replacement	This project is awaiting the arrival of equipment ordered. The rebudgeted funds will be spent on SCBA equipment. The project is expected to be complete by May 2014.	\$ 52,810	\$32,275	\$20,535
Fire & Emergency Services	Technical Rope Rescue	This project was delayed while hiring the new Chief Training Officer. The rebudgeted funds will be spent on Technical Rope Rescue equipment. The project is expected to be completed by June 2014.	\$ 10,000	\$1,358	\$8,642
Fire & Emergency Services	Turnout Gear Replacement	This project was not completed in 2013 due to delays in ordering the gear. The rebudgeted funds will be spent on Wild Land Protective equipment. The project is expected to be complete by May 2014.	\$ 25,000	\$17,331	\$7,669
Fire & Emergency Services	Pumper Replacement	This project was not completed in 2013 due to delays in delivery of the pumper. The rebudgeted funds will be spent on the purchase of the pumper. The project is expected to be complete by April 2014.	\$ 650,000	\$271,135	\$378,865
Fire & Emergency Services	EMO Equipment	This project was completed in 2013 but we had not paid the invoice by December 31, 2013. The rebudgeted funds will be spent on a conference telephone. The project will be complete by March 2014.	\$ 11,160	\$9,779	\$1,381
Operations	Major Equipment Repairs	This project was not completed in 2013 due to time constraints and a busy winter season. The rebudgeted funds will be spent on large repairs on major equipment to ensure a fully operational fleet. Current repairs to complete include 2 dump truck transmissions (\$60k total). The project is ongoing.	\$ 100,000	\$55,937	\$44,063
Operations	Building Consolidation Pre-Design Study	This is a multi-year project. The rebudgeted funds will be spent on further pre-design work. The project is expected to be complete by the end of 2014.	\$ 250,000	\$194,025	\$55,975
Operations	Emergency Genset Canada Games Centre	This project is in progress, it was incomplete at year end due to competing priorities. The rebudgeted funds will be spent on supply and installation of a new generator, switchgear and commissioning.	\$ 1,205,000	\$888,274	\$316,726
Operations	Pool Slide Structure Repair	This project was not complete in 2013 because the engineer's site assessment report was not received until December 2013. The rebudgeted funds will be spent on detailed design and construction. The project will be complete by the end of 2014.	\$ 150,000	\$12,894	\$137,106
Operations	PW Small Equipment	This project is ongoing. The rebudgeted funds will be spent on the purchase of small equipment for the Transportation area of the Operations Department.	\$ 186,502	\$152,222	\$34,280
Operations	Snow Dump Development	This project was not complete in 2013 due to time constraints for ground work. The rebudgeted funds will be combined with new approved funds to begin the project. The date the project will be completed is yet to be determined.	\$ 23,193	\$0	\$23,193
Operations	Pool Pump Replacement	This project is in progress but was not completed in 2013 because the pool must shutdown for pump installation and the pool is only down once a year. The rebudgeted funds will be spent on replacing the pool pumps that are near the end of life. The project is ongoing.	\$ 105,000	\$24,948	\$80,052
Parks & Trails	Downtown Street Upgrades	This project was not completed in 2013 due to delays in delivery of new benches for Main Street. The rebudgeted funds will be spent on installation of new benches at various locations on Main Street. The project is expected to be completed by August 2014.	\$ 25,000	\$23,361	\$1,639
Parks & Trails	Greenbelt Barricades	This project was not completed in 2013 due to frozen ground at the end of the season. The rebudgeted funds will be spent on the installation of barricades at several access points to the downtown escarpment trail. The project is expected to be completed by August 2014.	\$ 20,000	\$18,654	\$1,346
Parks & Trails	Paved Trail Resurfacing - Parks	This project was not completed in 2013 because the Operations paving crew was unavailable at the end of the season. There were also delays in the delivery of fitness equipment. The rebudgeted funds will be spent on the Public Safety Building trail from the backdoor to the flag area and fitness equipment pads along the Millennium Trail. The project is expected to be completed by August 2014.	\$ 113,543	\$90,409	\$23,134
Parks & Trails	Pioneer Cemetery Planning	This project was not completed in 2013 because it requires further plan revisions. The rebudgeted funds will be spent on completing the planning phase. The project is expected to be complete by July 2014.	\$ 7,844	\$4,299	\$3,545
Parks & Trails	Erosion Control	This project was not completed in 2013 due to the end of season snow and freeze up. The rebudgeted funds will be spent on Mt. McIntyre hydro seeding to stabilize the slope behind the tennis courts and the Black Street stairs re-vegetation project. The project is expected to be completed by August 2014.	\$ 20,000	\$11,150	\$8,850
Parks & Trails	Parks Equipment	This project was not completed in 2013 due to difficulty finding the desired piece of equipment. The rebudgeted funds will be spent on the purchase of a compost spreader. The project is expected to be complete by June 2014.	\$ 35,000	\$32,172	\$2,828
Planning Services	Range Road Planning Study	This project began in the fall of 2013 and was not completed due to other strategic priorities. The rebudgeted funds will be spent on completing the neighbourhood plan, including writing the draft plan and advertising. The project is expected to be complete by December 2014.	\$ 20,000	\$5,576	\$14,424

**City of Whitehorse  
2014 Capital Rebudget Requests**

Appendix A

**2014 CAPITAL REBUDGET REQUESTS:**

Dept.	Project	Comments	2013 Revised Budget	YTD Expenditures	Rebudgeted Amount Requested
Planning Services	Downtown South Planning & Engineering	This project could not be completed due to waiting for the land negotiations with Yukon Government over development parcels. The rebudgeted funds will be spent on environmental and geotechnical assessments, traffic studies and other planning and engineering related studies and plans. The completion date for this project is currently unknown as a land transfer needs to occur between the City and YG prior to further work being completed.	\$ 93,244	\$22,337	\$70,907
Planning Services	Long Term Land Planning	This is a multi-year project. Consultants have been collecting background data in 2013. Some of this data requires several seasons to collect. The rebudgeted funds will be spent on a consultant contract to undertake the engineering analysis and prepare recommendations on the feasibility of each area. This project is expected to be completed in 2015.	\$ 200,000	\$89,818	\$110,182
Planning Services	Industrial Land Study	This project is to accommodate the development and sale of industrial land. This work is being completed in several phases. The remaining budget will be spent on survey costs. Any remaining budget will be used to develop and sell additional industrial lots in the future. The completion date for this project is unknown as there are several additional industrial land parcels that may be developed based on Council priorities.	\$ 50,000	\$19,945	\$30,055
Planning Services	Schwatka Lake Planning Study	This project was not completed in 2013 because the consultation schedule was designed to span from fall 2013 to spring 2014. The rebudgeted funds will be spent on consulting fees, meeting costs and advertising. The project plan is expected to be ready for Council consideration in Spring 2014.	\$ 30,000	\$13,872	\$16,128
Planning Services	Hillcrest Reconstruction Project	The consultant contract associated with developing the Hillcrest Neighbourhood Plan and Public Consultation Process was complete by December 31, 2013. The Neighbourhood Plan was adopted by Council in January 2014. The Planning department is now working on the plan implementation and will use the rebudgeted funds to assist with the first implementation items of the plan such as meeting costs and workshops. Implementation of the Hillcrest Neighbourhood Plan will be on going.	\$ 49,589	\$44,831	\$4,758
Recreation & Facility Services	Front Desk Upgrades	This project was partially completed in 2013 but was not completed due to competing priorities. The rebudgeted funds will be spent on further upgrades to ensure that the front desk is as efficiently set up as possible. The project is expected to be complete by Fall 2014.	\$ 50,000	\$31,281	\$18,719
Recreation & Facility Services	Blinds for Concourse Windows	This project was not completed in 2013 due to competing priorities. The rebudgeted funds will be spent on the supply and installation of blinds for the second floor concourse at the Canada Games Centre. The project is expected to be complete by the end of 2014.	\$ 32,456	\$11,330	\$21,126
Recreation & Facility Services	CGC Arena Railing Retrofit	This project was not completed in 2013 due to delays from competing priorities. The rebudgeted funds will be spent on replacing/retrofitting railings that are covered with Lexan with a more robust material. The project is expected to be completed by the end of 2014.	\$ 40,000	\$5,619	\$34,381
Recreation & Facility Services	Chlorine Generation System - CGC Aquatic Centre	This project was not completed during 2013 as the research is still underway for options for chlorine generation at the aquatic centre, for future conversion from gas chlorine to generated liquid chlorine. The rebudgeted funds will be spent on research, analysis and recommendations on options for gas chlorine disinfection at the pool. The project is expected to be completed by the end of 2014.	\$ 30,000	\$0	\$30,000
Recreation & Facility Services	Parking Improvements CGC	This project is 95% complete with the final delivery and installation of 1 parking lot light outstanding. The rebudgeted funds will be spent on the final payment to the contractor after the light has been installed. The project is expected to be complete by spring 2014.	\$ 56,423	\$46,437	\$9,986
Recreation & Facility Services	Wellness Centre Accessible Equipment	This project was completed in 2013 however funds are still required in 2014 so that foreign exchange expenses can be posted on cheques written and distributed in 2013 but not cashed until 2014.	\$ 40,000	\$38,596	\$1,404
Water & Waste Services	Landfill Upgrades	This project was not completed in 2013 due to lack of contractor availability. The rebudgeted funds will be spent on the Landfill litter fence upgrades. The project is expected to be complete in October 2014.	\$ 80,000	\$42,453	\$37,547
Water & Waste Services	Carts - Whistle Bend	This project was not completed in 2013 because the order was held off due to lack of demand and sufficient inventory in the warehouse stock. The rebudgeted funds will be spent on carts for Whistle Bend. The expected date of completion is December 2014.	\$ 20,000	\$1,520	\$18,480
Water & Waste Services	Landfill Free Store and Redesign of Public Access	This project was substantially completed by the end of 2013. The rebudgeted funds will be spent on running the power to the new Free Store building and a yard light. The project is expected to be completed by August 2014.	\$ 25,000	\$17,821	\$7,179
Water & Waste Services	Water Well Rehabilitation	The consultant was unable to finish the job in 2013 due to equipment failure. The rebudgeted funds will be spent on Well #8 rehabilitation. The project is expected to be completed by December 2014.	\$ 50,000	\$0	\$50,000
Water & Waste Services	Landfill Fire Restoration	This project was not completed in 2013 because the Landfill Gatehouse project design and construction took longer than anticipated and at a higher cost. Tender bid prices came in significantly above estimates of \$275/square ft., as a result City Staff completed some work, but were unable to finish due to operational demands. An additional \$24,000 funded from the General Reserve is being requested in order to complete this project. The additional funds will be spent on completion of the gatehouse and associated servicing. The project is expected to be complete by August 2014.	\$ 235,000	\$233,013	\$25,987
Water & Waste Services	Small Lift Station Upgrades	This project was nearly completed in 2013. The rebudgeted funds will be spent on various minor upgrades. The project is expected to be completed by October 2014.	\$ 186,000	\$85,899	\$10,000

**City of Whitehorse  
2014 Capital Rebudget Requests**

**2014 CAPITAL REBUDGET REQUESTS:**

Dept.	Project	Comments	2013 Revised Budget	YTD Expenditures	Rebudgeted Amount Requested
Water & Waste Services	Pumphouse & Recirculation Stations	This project was not completed in 2013 because the Whistle Bend lift and pump stations, the Landfill Gatehouse, the Porter Creek Reservoir and the Valleyview reservoirs all took more time to complete than anticipated due to contractor/consultant delays and deficiencies. The Programmable Logic Controller and Robonic Transfer Switch for the Copper Ridge Pumphouse have been purchased and will be installed in 2014 under this project. SCADA integration and control design work quotes have been escalating and this project is now deemed underfunded. Additional funds will be required to complete the design, integration and installation. The project is expected to be completed by December 2014.	\$ 80,000	\$40,759	\$99,241
Water & Waste Services	Marwell Lift Diesel Backup Control Panel	The consultant (Opus) was unable to finish the job in 2013 due to several other commitments. As well, City staff are having difficulty finding custom-built solutions to replace existing custom-built controls. An additional \$30,000 of funding is being requested as consultant bid prices came in significantly above estimates and the controls require more extensive upgrades than anticipated. The new and rebudgeted funds will be spent on Marwell Lift Station controls and upgrades. The project is expected to be complete by September 2014.	\$ 80,000	\$62,443	\$47,557
<b>Total</b>			\$ 16,837,698	\$ 8,629,598	\$ 8,187,317

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporates Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 31, 2014
<b>RE:</b> Authorize Travel – Association of Yukon Communities

### **ISSUE**

Authorization of travel expenses for council members to attend the Annual General Meeting of the Association of Yukon Communities to be held in Dawson City.

### **ALTERNATIVES**

1. Authorize the request for travel expenses and per diem
2. Deny the request for travel expenses and per diem

### **ANALYSIS**

Council's Expense Policy requires approval by Council Resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse.

Mayor Curtis, Councillors Curteanu, Gladish, Streicker and Stockdale have indicated their intention to attend the Annual General Meeting of the Association of Yukon Communities being held this year in Dawson City.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize expenses as follows for council members attending the Annual General Meeting of the Association of Yukon Communities to be held in Dawson City in May:

1. Travel expenses for Mayor Curtis;
2. Travel expenses for Councillor Streciker from City Representative travel;
3. Travel expenses for Councillors Curteanu, Gladish, Stockdale and Streicker from Councillor-initiated travel; and
4. Per Diem expenses for all Councillors from Councillor-initiated travel.

**MONTHLY ACTIVITY REPORT – March 2014**

**City Manager**

**Accomplishments:**

1. Organizational Check in – findings report finalized
2. Y022 & Y023 Contract negotiations
3. Attended Fire Services Strategic Planning workshop

**Current Efforts:**

1. Orientation and transitional requirements for new City Manager
2. Organizational Check in – follow up work regarding findings report
3. IAFF Contract negotiations

**Planned Activities:**

1. Fire Services Strategic Planning process
2. Reviewing Building Consolidation Project – review of final draft report
3. Public Communications Strategy

**Critical Statistics:**

**MONTHLY ACTIVITY REPORT – March 2014**  
**Director of Corporate Services**

**Accomplishments:**

1. Building consolidation financing options
2. Y022/Y023 union negotiation costing and conciliation
3. Capital rebudgets

**Current Efforts:**

1. 2014 biennial citizen survey
2. Sponsorship RFP
3. Planning local government facilitator program

**Planned Activities:**

1. April 2014 strategic planning sessions
2. 2014 biennial citizen survey
3. Grant making follow up CASM

**Critical Statistics:**

**MONTHLY ACTIVITY REPORT – March 2014**

**Business and Technology Systems**

**Accomplishments:**

1. Attended asset management training
2. Participated in Organizational Review follow up and work team objectives and scoping
3. Installed projector in Council Boardroom

**Current Efforts:**

1. Negotiating cell phone contract with Telus
2. YG motor vehicles data import/export and sanctions file
3. Bylaw handheld ticket printer implementation

**Planned Activities:**

1. Updated version of Worktech (called Pearl) deployment
2. Firewall update/hardware replacement
3. Replace corporate anti-malware software

**Critical Statistics:**



**MONTHLY ACTIVITY REPORT – March 2014**

**Financial Services**

**Accomplishments:**

1. Participated in corporate asset management training
2. Resolved T4 questions
3. Secured consultant for PSAB contaminated sites project

**Current Efforts:**

1. Fiscal year-end 2013 audit preparation
2. Recruitment and training for vacant positions including developmental opportunities within the department
3. Budget task force initiation/public input planning

**Planned Activities:**

1. Participate in 2013 Audit with Auditors on site
2. Fixed asset module revision
3. PSAB contaminated sites project development

**Critical Statistics:**

**MONTHLY ACTIVITY REPORT – March 2014**  
**Human Resources**

**Accomplishments:**

1. Organizational Review Draft Report reviewed
2. City Manager recruitment process completed
3. Y022 & Y023 contract negotiations complete with a memorandum of settlements

**Current Efforts:**

1. Contract ratification and language updates Y022 & Y023
2. IAFF negotiations
3. HRIS implementation

**Planned Activities:**

1. Actions stemming from Organizational Check-in
2. Job Evaluation Program review

**Critical Statistics:**

**MONTHLY ACTIVITY REPORT – March 2014**  
**Strategic Communications and Customer Service**

**Accomplishments:**

1. Website updates, including online forms, surveys and new photos
2. Advertising and website pilot project evaluation
3. Communications support for Council and departments (see statistics below)

**Current Efforts:**

1. Organizational check-in project
2. Advertising and website pilot project follow-up
3. Communications support for Council and departmental initiatives

**Planned Activities:**

1. Marketing Strategy implementation
2. Strategic Communications and Customer Service Department update
3. Citizens First Work Team

**Critical Statistics:**

Press releases

- Waste management facility improvements
- Whitehorse announces new City Manager
- Sponsorship at Canada Games Centre
- City saddened by passing of employee
- Mayor's awards presented today
- International day for the elimination of racism
- Financial reporting award for City

Public service announcements

- Porter Creek town hall meeting
- Fourth Avenue lane closure
- Regional parks plan
- Volunteer of the year
- Chimney fire safety reminder
- Spring active living guide

CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA

Date: Monday, March 31, 2014  
Location: Council Chambers, City Hall



Chair: Mike Gladish      Vice Chair: Jocelyn Curteanu

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**Pages**

- |  |       |
|--|-------|
| 1. Public Hearing Report – Zoning Amendment (37-14th Avenue) | 1 - 3 |
| 2. Monthly Activity Report - For Information Only            | 4 - 4 |
| 2.1. Planning Services                                       |       |
| 3. New Business  |       |

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Planning Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	March 31, 2014
<b>RE:</b>	Public Hearing Report – Zoning Amendment (37-14 <sup>th</sup> Avenue)

### **ISSUE**

Public Hearing Report for an application to amend the zoning of 37-14<sup>th</sup> Avenue (Lot 1691, Plan 2011-0141) to allow for the construction of a living suite in the RR-Restricted Residential Detached zone.

### **REFERENCE**

- *Municipal Act* (2002)
- Zoning Bylaw 2012-20
- Bylaw 2013-51
- Official Community Plan (2010)
- Lease, Encroachment and Property Use Policy
- Appendix A

### **HISTORY**

Lot 1691 was created as part of the City infill project that occurred in 2011. Four lots were created on 14th Avenue adjacent to the existing Guild Hall. Overall, 19 infill lots were created.

Lot 1691 is currently owned by High Caliber Contracting, who applying for a zoning amendment to allow for a living suite as part of the home construction. The proponent has stated that a home will be constructed regardless of the outcome of this amendment.

Bylaw 2014-10 received 1st Reading on February 24, 2014. Notices were published in the newspapers on February 28 and March 7, 2014. A zoning amendment sign was also placed on the subject area. A total of 14 letters were sent to property owners within a radius of 100 metres of the subject property. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail.

A Public Hearing was held on March 24, 2014. Two people appeared in opposition at the Public Hearing and three written submissions was received, one in support and two in opposition.

#### Issues Raised:

- Contravenes the 2011 infill process
- Lots that allow for suites are available in Whistle Bend
- Allowing suites will reduce individuality of neighbourhood
- Addition of a suite will create traffic issues
- Support for amendment

### **ALTERNATIVES**

Option 1: Proceed with 2<sup>nd</sup> and 3<sup>rd</sup> Reading under the bylaw process.

Option 2: Do not proceed with 2<sup>nd</sup> and 3<sup>rd</sup> Reading.

## **ANALYSIS**

### **Contravenes the 2011 Infill process**

Comments were made in submissions and at the public hearing that the approval of this amendment would contravene the infill process that was completed by the City in 2011.

As part of the 2011 infill project, concerns were raised regarding potential traffic impacts to the neighbourhood from increased density. At that time, a wide range of housing types, including single family, duplex, and multi-family were considered. To help address the public concerns, the City applied the RR zone to the four infill lots on 14<sup>th</sup> Avenue, as this zone excludes duplexes and secondary suites, resulting in a lower density.

It should also be noted that zoning regulations are not static and consistently change over time, as dictated by the *Municipal Act* which requires updates to the Official Community Plan (OCP) and consequently the Zoning Bylaw. In 2012, the City undertook a major update to the Zoning Bylaw, which looked at numerous density and sustainability initiatives. Allowing suites in the RR zone was discussed but ultimately was not included.

Following major bylaw updates spot zoning applications are generally not supported by administration as they typically introduce inconsistency into a neighbourhood where different lots are subject to different rules.

While increased density through secondary suites is further promoted by the OCP and sustainability plan, it is important to provide members of the public who participate in planning processes, like infill, with some assurance that the City will uphold the decision made from that consultation. Approving this amendment may create mistrust during future infill projects, making it difficult to use this planning tool to promote density and provide housing.

### **Lots that allow for suites are available in Whistle Bend**

One submission stated that this zoning should not be approved as there are numerous lots for sale in Whistle Bend that allow for construction of a house and a suite.

This application has been brought forward by the owner of the subject lot. As per the *Municipal Act* and Zoning Bylaw, a property owner may apply to amend the zoning of their property, as long as the proposed amendment is consistent with the OCP.

The owner of the subject lot has made a significant investment into this property and is within their right to apply for an amendment.

### **Allowing a suite will reduce the individuality of the neighbourhood**

One submission stated that by allowing for a suite on this lot, the City would be reducing the individuality of the neighbourhood.

Under the current zoning, all of the lots on 14<sup>th</sup> Avenue (excluding the three other infill lots), as well as the majority of single family housing in Porter Creek, permit suite construction, subject to the regulations of section 6 in the Zoning Bylaw.

Approving this amendment would not decrease the individuality of the neighbourhood, but would provide for the same development regulations on the subject lot that are already established in the majority of the surrounding area.

However, a case can be made that approving this amendment would create an inconsistency between the subject lot and the neighbouring RR properties (the other three infill lots) that are not permitted to construct suites.

While zoning amendments are considered on a case by case basis, the existing conditions for the other RR zoned infill lots are very similar and could be considered for a similar spot amendment, creating further neighbourhood concerns as discussed above.

### **Addition of a suite will create traffic issues**

One submission raised concern that there are numerous buses and existing traffic in this area and that the addition of a suite would create further traffic issues.

This street is already a relatively high traffic local street due to the proximity of Jack Hulland School and the current school bus routes. There is also evening traffic in the area due to the location of the Guild Hall.

The addition of a suite is not likely to create a significant change to the traffic in this neighbourhood.

### **Support for amendment**

One submission supported the amendment for the subject lot, as well as a zoning wide change to allow suites in the RR zone. The submission noted several benefits to the City and property owners including:

- Meeting City sustainability goals through densification
- Increased revenue from taxation and utility charges
- Increased rental stock and quality
- Social benefit for elderly relatives
- Increased affordability of homeownership through rental income

The submission also stated that effects on the neighbourhood would be negligible as RR lots are large enough to provide off-street parking and that houses are large enough to accommodate suites with little change to the building footprint.

### **Conclusion**

Increasing density and promoting the creation of secondary suites throughout the city is an important initiative in the OCP but it is subject to detailed zoning process and consultation. Planning processes for both infill and changes to zoning rules for suites were carried out in recent years and did not result in changes to the RR zone.

If council supports a change to the RR zone to allow living suites, it should be completed in larger context. A citywide amendment for all RR zoned properties could be brought forward along with consultation with affected property owners and neighbourhood residents.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct Bylaw 2014-10, a bylaw to amend the zoning of 37-14<sup>th</sup> Avenue (Lot 1691, Plan 2011-0141) to allow for the construction of a living suite in the RR-Restricted Residential Detached zone, be brought forward under the bylaw process and defeated at second reading.

**MONTHLY ACTIVITY REPORT – March 2014**

**Planning Services**

**Accomplishments:**

1. Hired an Economic Development Coordinator
2. Held the kickoff event for the Regional Parks Plan process
3. Issued a Request For Proposals for the next phase of Long Range Planning

**Current Efforts:**

1. Assist Yukon Housing with the creation of a Housing Action Plan
2. Continue to implement the Hillcrest Neighbourhood Plan
3. Reviewing the Development Incentives Policy as part of short term tasks for Housing: City Role

**Planned Activities:**

1. Analyze public input on draft Range Road North Neighbourhood Plan
2. Undertake public consultation/education process for Accessibility Bylaw
3. Release draft Schwatka Lake Area Plan for review

**Critical Statistics:**