

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, December 1, 2014 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES Hillary Aitken – Victoria Faulkner Women’s Centre
 – 12 Days to End Violence Against Women

CORPORATE SERVICES COMMITTEE

1. Report on Public Input – 2015 to 2018 Capital Budget
2. New Business

CITY PLANNING COMMITTEE

1. Zoning Amendment – 7 Roundel Road
2. New Business

CITY OPERATIONS COMMITTEE

1. Snow and Ice Control and Transportation Maintenance Policies
2. Contract Award – 2014 Well 4N By-Pass Project
3. Contract Award – Gatekeeping Operations
4. Contract Award – Transfer Station Operations
5. New Business

COMMUNITY SERVICES COMMITTEE

1. CCMARD Advisory Committee – 2015 Action Plan
2. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA

Date Monday, December 1, 2014

Location: Council Chambers, City Hall

Chair: Mike Gladish Vice Chair: Jocelyn Curteanu



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| 1. Public Input Report - 2015 to 2018 Capital Budget | 1 - 5 |
| 2. New Business | |

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

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: December 1, 2014
RE: Report on Public Input – 2015 to 2018 Capital Budget

ISSUE

Public feedback received following the presentation and first reading of the proposed Capital Budget on November 10th, 2014.

HISTORY

Prior to and following presentation of the Capital Budget on November 10th, 2014:

- Finance department staff were available at an information booth throughout October encouraging citizens to participate in the input process
- The City hosted a budget Open House on October 1, and
- Used an online budget tool to:
 - build awareness of the City's budget process, and
 - collect input from citizens
- The proposed budget was placed on the City's website, and an email address for public input was set up for the public's use
- Budget packages were made available at City facilities, and
- Advertisements requesting public input also provided a date for a public input night at a Regular Meeting of Council, November 24th, 2014

ALTERNATIVES

1. Bring forward Budget Bylaw 2014-34 for 2nd and 3rd reading under the bylaw process
2. Amend Budget Bylaw 2014-34 at 2nd reading
3. Postpone Budget Bylaw 2014-34 and refer to administration for further analysis

ANALYSIS

As part of the budget process, Council committed to a strategy to further expand opportunities for public input to the City's budgets:

- 175 responses from the Citizen Budget tool were collected; with 5 capital budget related items; an additional 4 comments were received in writing
- 1 delegation appeared at the opportunity for public feedback on the Capital Budget that was held on November 24th, 2014
- Comments submitted on recycling in this time period will be considered as part of the public input process on the Operating Budget; along with other Operating Budget comments including those received on walking infrastructure, Canada Games Centre lounge space, winter commuting, and Winze Park
- The public input report on the Operating Budget is scheduled to be presented on January 19th, 2015

Input received has been summarized as follows:

1. Building Consolidation Project

Matters in regard to this project came forward from both the November 19th public Open House and the Chamber of Commerce’s Partnering for Success Meeting of November 20th. Questions ranged from specifics regarding building sites to financing and procurement options.

The Whitehorse Chamber of Commerce appeared in delegation at the public input session to thank the City for their leadership in bringing forward a project designed to provide a viable long-term solution to the issue of City facilities at the end of their economic lives and expressed their appreciation for the level of consultation undertaken to date. A recent membership survey resulted in 50% of Chamber members in support for the project. The Chamber also offered the following specific recommendations:

- That the City ensure local businesses are used in the project and that the City not enter into sole sourcing situations in order to maximize the economic benefit to more participants
- That in order to mitigate the effects on downtown resulting from downtown employees being relocated to top of 2 Mile Hill the City accelerate downtown redevelopment in partnership with the Chamber
- That the City continue regular public consultation on the project through the construction period
- That the City continue to provide financing details and continue to explore options, even if this delays the implementation of the project
- That the discussion continue on City operations and delivery of these services from a long-term perspective encouraging partnerships and private service delivery

Response:

The Building Consolidation project is included in the 2015 – 2018 proposed Capital Budget at a cost of \$54,875,830.

PROJECT FUNDING SUMMARY

Reserves	\$	13,000,000
Gas Tax	\$	13,000,000
Financing	\$	28,875,830
	\$	54,875,830

OPERATING COST SUMMARY

YEAR	2016	2017
Financing / yr (20 yrs)	\$ 375,000	\$ 2,192,193
Yearly O+M decrease	\$ -	\$ (380,141)
Avoided lease costs	\$ -	\$ (125,200)
Total / Year	\$ 375,000	\$ 1,686,852
Capital Plan allowance		\$ 2,400,000
Financial headroom		\$ 713,148

An additional \$1,548,758 is allowed for and allocated to furniture, equipment and public art (per Council Policy 1% of the total budget is allocated for art in new City facilities).

As this is the largest project in the City's current Capital Plan, a separate communications strategy has been put in place to inform residents. Components include targeted media pieces, meetings with key community partners and an Open House to provide specific information on the project. Upon budgetary approval, communications are intended to remain a key aspect of the project and will continue into the future.

Preliminary financing scenarios have been explored by administration. The Finance Committee reviewed the project and is satisfied there is a need to replace the Municipal Services Building (MSB) and that the approach followed to date was a reasonable one. Following approval of the budget, the next stage will be to release a request for proposal to seek further financing options. The City is intent on securing a financing plan that is sustainable and provides the best value to taxpayers.

City operations and service delivery continue to be a discussion point as the City moves into the detailed design stage of the project. In their review of the project, the Finance Committee also recommended that Council ensure that the service levels match the building footprint required.

The City of Whitehorse strives to obtain the maximum economic benefit in the acquisitions of all goods and services that it acquires from all qualified suppliers. The City of Whitehorse's "Purchasing and Sales Policy" provides the guidelines for all procurement activities. As such, local suppliers are afforded every opportunity to compete for the City's business.

Downtown redevelopment is a priority within the City's Capital Budget plan as evidenced by the inclusion of a number of projects such as Downtown Reconstruction - Wheeler St. West design, Downtown Reconstruction - 6th Avenue reconstruction, Downtown/Marwell Area Plan, Housing & Downtown Initiatives, and Downtown South – Clay Cliffs Park Implementation. In addition to these projects, the City looks forward to further opportunities to work with the Chamber to ensure a vibrant downtown core.

2. Recycling

Many comments were received on recycling and will be addressed with the Operating Budget. However, it is useful to point out that the City has been supporting waste diversion efforts for many years. The 2013 Solid Waste Action Plan outlined a plan for getting to 50% diversion by 2015. Recognizing that the existing system for funding recycling in the territory is not sustainable, administration researched other options for funding and supporting recycling. The most viable option is a residential recycling collection service that would fund both the collection and processing of recyclable materials.

Response:

With the results of the recent study demonstrating the viability of a recycling collection service in Whitehorse, and the strong public support of recycling, administration proposes initiating program design for a recycling collection service immediately.

Accordingly, on November 3rd, 2014 the 2014 to 2018 Capital Budget was amended in the amount of \$100,000.00 to provide for the commencement of a Recycling Program Design; the contract is being undertaken by Morrison Hershfield Ltd.

3. Dogwood Reconstruction

A resident wrote in to request that Dogwood Street be reconstructed.

Response:

A capital budget submission for this project was brought forward for consideration, but the project is currently unfunded. This project has been considered in prior years and for 2017 it was proposed that the project proceed as a local improvement project with a portion of the funding coming from area residents. However, due to other similar capital budget requests this project was not prioritized at this time. Engineering staff will continue to monitor the condition of this road and will likely bring forward a budget submission again next year.

4. Trail Improvements

Comments from the Citizen Budget tool requested continued trail enhancements and that light be installed on the Millennium Trail near Spook Creek Station. In addition, Cross Country Yukon attended the Budget Open House and submitted a letter requesting the City's assistance to create a 3 – 5 km paved trail over existing trails at the Whitehorse Cross-Country Ski Club. These trails would allow for safer off-season roller-skiing training for athletes while also enhancing the recreational opportunities for the community.

Response:

The City maintains an extensive trail network for the benefit of residents and as a result the 2015 – 2018 Capital Plan identifies \$225,000 for continued implementation of the Trail Plan as well as \$200,000 for resurfacing existing paved trails. While these requests will be referred to the Trail Committee for future consideration, Cross Country Yukon is encouraged to continue pursuing funding opportunities and keep the City informed of their progress.

5. Other

The following comments were made through the Citizen Budget input tool:

- Continue plans for the Vimy Ridge Senior's Home in Riverdale
- Install more parks with berry gardens
- Continue street and subsurface infrastructure improvements specifically in Old Town
- Support a new skate park

Kwanlin Dün First Nation (KDFN) administration met with City administration to review the proposed Capital Budget. KDFN administration raised no concerns; however, requested that they be consulted in the design for the McIntyre Drive and Hamilton Boulevard intersection improvement.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2014-34, a bylaw to adopt the 2015 to 2018 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

**CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA**

Date Monday, December 1, 2014

Location: Council Chambers, City Hall



Chair: Kirk Cameron **Vice Chair:** Dave Stockdale

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| 1. | Zoning Amendment – 7 Roundel Road | 1 - 6 |
| 2. | New Business | |

File #: Z-07-2014

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	December 1, 2014
RE:	Zoning Amendment – 7 Roundel Road

ISSUE

An application to amend the zoning of 7 Roundel Road (Lot 128, Plan 30131 LTO) to allow for a garden centre.

REFERENCE

- *Municipal Act*
- Hillcrest Neighbourhood Plan (2014)
- Zoning Bylaw 2012-20
- Bylaw 2014-33
- Access Consulting Group, Phase 1 Environmental Site Assessment
- Project Renderings
- Appendix A

HISTORY

Fay Branigan, on behalf of Ray Caron (E. Caron Diamond Drilling Ltd.), has applied to change the zoning of 7 Roundel Road from RCM–Comprehensive Residential Multiple Family to CNCxb–Comprehensive Neighbourhood Commercial (modified). The lot is located at the corner of Roundel Road and Burns Road in the Hillcrest neighbourhood.

The property has been used for industrial purposes since the 1960s and is considered to be a non-conforming, industrial use within a residential zone. The intent of the amendment is to allow for a commercial, garden centre use to occur at the site.

Garden centre is not a permitted use in the CNC zone, but would be added through a spot zone modification. An additional modification is being included to require a 4 m front yard setback on the property. This is consistent with recent zoning changes that resulted from adoption of the Hillcrest Neighbourhood Plan in January 2014.

Ms. Branigan is the owner of Cliffside Country Store and Greenhouse located at 91810 Alaska Highway, next to the Bethany Church. The applicant reports that her business has out-grown its current location and is seeking to relocate. Her purchase of 7 Roundel Road is contingent on zoning approval.

A Phase 1 Environmental Site Assessment was completed for the property by Access Consulting Group in July 2014, with no major findings.

The rezoning application was reviewed at the September 3rd, 2014 meeting of the Development Review Committee. No servicing issues were identified. Ms. Branigan discussed her application with the Hillcrest Community Association on November 5th, 2014. She reports that no concerns were raised.

The proposed schedule for the application is as follows:

Planning Committee	December 1 st (2014)
1 st Reading	December 8 th
Newspaper Ads	December 12 th , 19 th , January 2 nd (2015)
Public Hearing	January 12 th
Report to Committee	January 19 th
2 nd and 3 rd Reading	January 26 th

ALTERNATIVES

Option 1: Proceed with the zoning amendment under the bylaw process.

Option 2: Do not proceed with the zoning amendment.

ANALYSIS

Official Community Plan

Map 2 of the 2010 Official Community Plan indicates that the property at 7 Roundel Road is located within an area of Residential–Urban land use designation. This designation supports residential land uses, community facilities, and neighbourhood-serving commercial uses.

The lot is on the cusp of where the residential designation ends and where an area of Mix-Use–Industrial/Commercial designation begins (across Burns Road and Roundel Road). This neighbouring designation supports a mix of service commercial and light industrial uses that can be accommodated within enclosed buildings.

Hillcrest Neighbourhood Plan

The Hillcrest Neighbourhood Plan is guided by a 20 year vision for the area that was developed through public consultation in Spring 2013. Following Council’s adoption of the Plan in January 2014, amendments to neighbourhood zoning occurred to implement the vision of the Plan. This included changing the zoning of 7 Roundel Road from RM–Residential Multiple Housing to RCM–Comprehensive Residential Multiple Housing.

The change reflected public interest to increase the design standard for new multiple housing developments. In particular, it was to ensure that a 4 m front yard setback would be retained for landscaping and aesthetic purposes along Roundel Road. Neighbourhood aesthetics were identified to be a priority for Hillcrest residents during consultation.

Zoning

The purpose of the RCM–Comprehensive Residential Multiple Family is *“to provide a medium density transition zone that is meant to be compatible with adjacent lower density housing types.”*

The proposed zoning for the site is CNCxb–Comprehensive Neighbourhood Commercial (modified). The CNC zone is intended *“to provide a zone for a compatible mix of low intensity commercial and residential uses that are appropriate for the*

transitional area around the periphery of a residential neighbourhood.” The zone would be modified to include “garden centre” as a principal use at the site.

Ms. Branigan intends to re-purpose the existing building on the property. She also intends to build a storage shed and two greenhouses that would be approximately 7 m in height. The structures would be located at the rear and side of the building. The applicant has expressed that she would like to develop a show garden on the site.

The RCM and CNC zones are similar in their maximum height allowance of 15 m, and both zones allow for residential uses. In the CNC zone, apartments and residential care homes can occur as a secondary use when accompanying a non-residential principal use.

The change to CNC zoning would result in the following new allowances at the site:

- Higher-intensity uses (including retail, business, and gas bar services);
- Greater site coverage (70%); and
- Potential for a 0 m front yard setback.

The change would prompt the following development requirements:

- Hard-surfacing and markings for parking;
- Comprehensive landscaping; and
- A vegetative buffer along the western property boundary, adjacent to the neighbouring residential zone.

To meet the intent of the Hillcrest Neighbourhood Plan, a 4 m front yard setback requirement should be included in the spot zoning of the site. The development plans of the applicant would not be impacted by this added requirement.

Environmental Site Assessment

In July 2014, a Phase 1 Environmental Site Assessment was completed for 7 Roundel Road by Access Consulting Group. The assessment documents the historic uses of the property, reports of contaminant spills, and the results of a site visit. The assessment found minimal evidence (documented, observed, or otherwise) that would indicate the existence of a significant impact to the environmental condition of the property.

The report identified areas of potential concern, which include the site’s former equipment storage area and the location of a fuelling station that was decommissioned in the last 5 years. Further investigation and soil sampling (such as test pitting) were recommended in the report.

A Phase 2 Assessment is not a requirement for this rezoning application to proceed.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2014-33, a bylaw to amend the zoning of 7 Roundel Road (Lot128, Plan 30131 LTO), be brought forward for due consideration under the bylaw process.

CONDO 122

Northern Windows

SKKY
Hotel

ROUND EL ROAD

SUBJECT LOT

7 Roundel Rd

Terra
Apartments

Vacant

Yukon Bible
Fellowship

BURNS ROAD

HILLCREST DRIVE

35 m

100 ft

CITY OF WHITEHORSE
BYLAW 2014-33

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable to amend City of Whitehorse Zoning Bylaw 2012-20;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 128, Plan 30131 LTO in the Hillcrest Subdivision, located at 7 Roundel Road, from RCM–Comprehensive Residential Multiple Family to CNCxb–Comprehensive Neighbourhood Commercial (modified), as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
2. Section 10.9.7 of Zoning Bylaw 2012-20 is hereby amended by adding subsection (b) as follows:
 - 10.9.7 (b) Lot 128, Plan 30131 LTO is zoned CNCx–Comprehensive Neighbourhood Commercial (modified) with the special provisions being:
 - 1) That “Garden Centre” is allowed as a principal use; and
 - 2) The minimum front yard setback is 4.0 m.
3. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

PUBLIC HEARING:

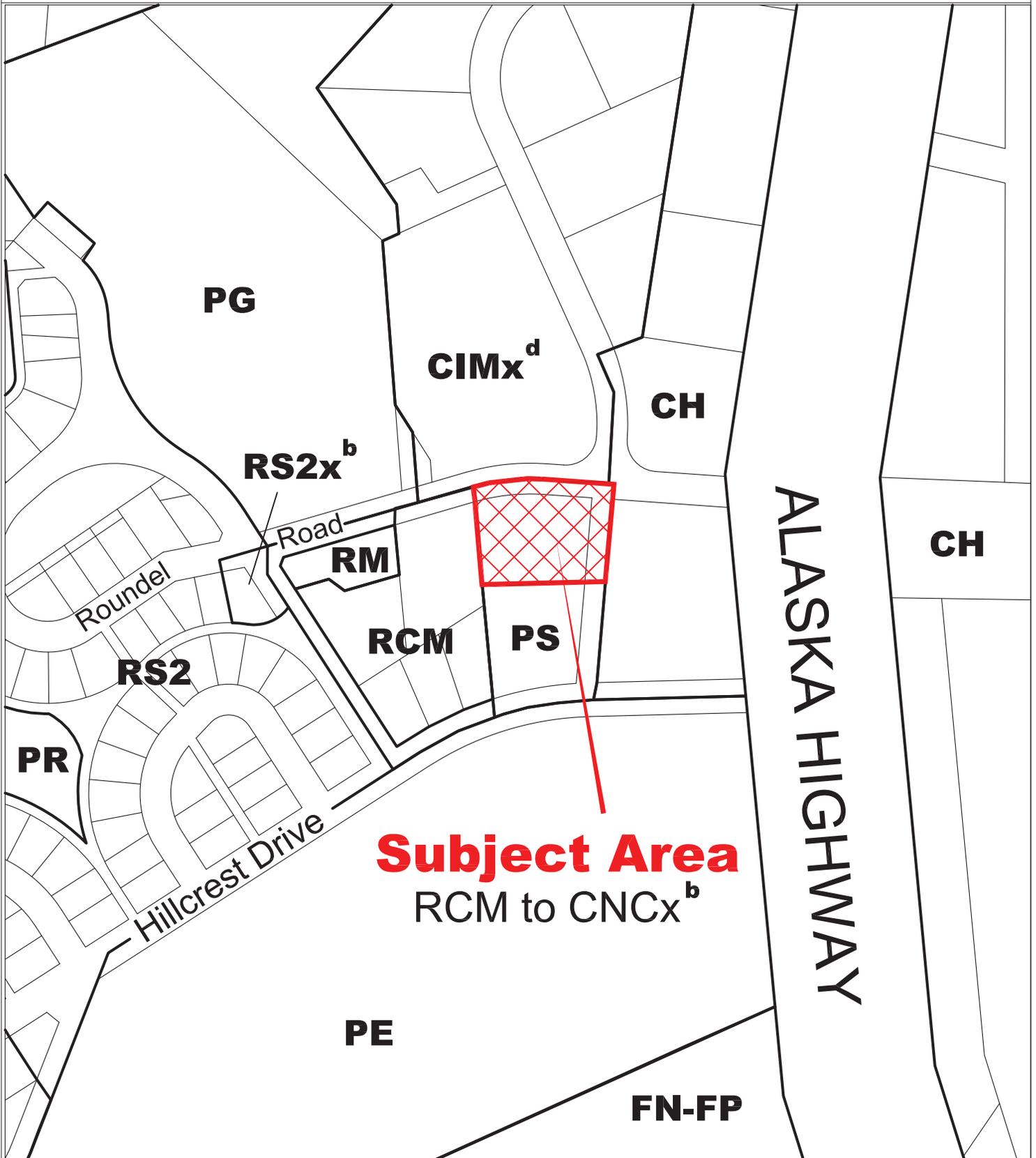
AMENDED

SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk



Bylaw 2014-33

A bylaw to amend the zoning of Lot 128, Plan 30131 LTO, located at 7 Roundel Road in the Hillcrest Subdivision, from RCM-Comprehensive Residential Multiple Family to CNCxb-Comprehensive Neighbourhood Commercial (modified).

LEGEND



SUBJECT AREAS

**CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA**

Date Monday, December 1, 2014

Location: Council Chambers, City Hall

Chair: Betty Irwin **Vice Chair:** Mike Gladish



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| 4. Contract Award - Transfer Station Operations | 37 - 38 |
| 5. New Business | |

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: December 1, 2014
RE: Snow and Ice Control and Transportation Maintenance Policies

ISSUE

Adoption of the Snow and Ice Control and Transportation Maintenance Policies

REFERENCE

Snow and Ice Control Policy

Transportation Maintenance Policy

HISTORY

The Snow and Ice Control and Transportation Maintenance policies are revised every year in order to remain current with any changes that may have occurred such as new developments, changes to transit or emergency routes, or changes in service levels. Affected City departments including Transit, the Fire Department; Community and Recreation Services and Bylaw were involved in reviewing and revising the policies.

ALTERNATIVES

1. Adopt the 2014-2015 Snow and Ice Control and Transportation Maintenance policies as presented
2. Refer the policies back to administration

ANALYSIS

The City is responsible for the maintenance of public road rights-of-way within the geographical boundaries of the city excluding the Alaska Highway, Klondike Highway and private developments. Part of this maintenance responsibility involves snow and ice control which is undertaken to provide vehicular and pedestrian access on roads and sidewalks on a priority basis. Similarly the Transportation Maintenance Policy provides for ongoing summer maintenance priorities and requirements for roads and sidewalks throughout the city.

No major changes are proposed to either policy. Minor changes have been made to section 38 of the Snow and Ice Control policy to provide clarity on the level of snow and ice control on paved trails. The Transportation Maintenance Policy reflects some housekeeping changes with respect to managerial responsibilities.

ADMINISTRATIVE RECOMMENDATION

THAT Council adopt the 2014 – 2015 Snow and Ice Control Policy and Transportation Maintenance Policy as presented.

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: SNOW AND ICE CONTROL

AUTHORITY: Council Resolution dated

SNOW AND ICE CONTROL POLICY

PURPOSE

1. To describe the manner in which snow and ice control will be carried out.

POLICY STATEMENT

2. The City of Whitehorse is responsible for the maintenance of public road rights-of-way within the geographical boundaries of the City, excluding the Alaska Highway and Klondike Highway. Part of this maintenance responsibility involves snow and ice control which is undertaken to provide for vehicular and pedestrian access on roads and sidewalks on a priority basis.

OBJECTIVES

3. The objectives of this policy are:
 - (1) To provide vehicular and pedestrian traffic with adequate mobility under prevailing winter conditions within the City's financial resources.
 - (2) To prevent or reduce accidents or injuries due to winter conditions.
 - (3) To provide for the operation of emergency services and transit.
 - (4) To minimize economic loss to the community resulting from restricted transportation routes.
 - (5) To ensure that City owned parking lots do not become impassable.

DEFINITIONS

4. In this policy,

"CENTRAL BUSINESS DISTRICT" means the downtown core as illustrated in Appendix "A".

"COMPACTED SNOW SURFACE" means that snow will be allowed to accumulate and be packed by traffic or levelled by snow ploughs.

"DE-ICER" means the chemical agent that the City of Whitehorse uses to mix with sand to control ice, usually sodium chloride.

"DRAINAGE PROBLEM" means problems caused by accumulated or running snow melt water.

"FEES AND CHARGES" means the City of Whitehorse Fees and Charges Bylaw as amended from time to time.

"ICE CONTROL" means the control or the build-up of packed snow or ice through the use of equipment, sanding and de-icing materials.

"MANAGER OF OPERATIONS" means the Manager of Operations or his approved designate.

"OPENED," means the ploughing of snow from the driving lanes to the side.

"ROAD" means a road as identified in Appendix A.

"SANDING" means the application, either manually or by mechanical spreaders, of de-icer treated sand to improve traction.

"SIDEWALK" means the hard surface designed and constructed for and normally used by pedestrian traffic including bicycles where the bicycle lane is impassable within the road right-of-way, excluding multi-use paths. Notwithstanding any other provision of this policy or the City of Whitehorse Bicycle Bylaw, a person shall not operate a bicycle on a sidewalk in the Central Business Districted as illustrated in Appendix "A".

"SNOW DUMP" means a pre-approved location for the dumping and storage of hauled snow.

"SNOW LOADING AND HAULING" means the removal of snow from City roads, parking lots, lanes and sidewalks by loading the snow from windrows onto trucks and hauling the snow to Snow Dump sites.

"SNOW PLOUGHING" means the ploughing of snow into windrows in storage areas on City roads, lanes and sidewalks. Storage areas can be on centre medians, boulevards, adjacent to the curb or sidewalk and at the edge of back lanes or City owned parking lots.

"SNOW AND ICE CONTROL" means all operations associated with Snow Ploughing, Snow Loading, Snow Hauling, and Ice Control.

"SPECIAL WASTE" means special waste as defined by the Special Waste Regulations of the Environment Act, as amended from time to time.

RESPONSIBILITIES

5. City Council shall annually set and adopt:
 - (1) The snow removal budget;
 - (2) The levels of service; and
 - (3) The priority street maps, snow dump maps and the sidewalk clearing and Transit stop maps.

6. The Manager of Operations shall ensure the implementation of the Snow and Ice Control Policy by:
 - (1) Determining when and how to initiate and perform snow and ice control operations in accordance with this policy;
 - (2) Allocating and scheduling Operations resources;
 - (3) Obtaining, allocating and scheduling privately held resources;
 - (4) Addressing public concerns;
 - (5) Managing the budget; and
 - (6) Recommending revisions to the priority street maps, snow dump maps, and the sidewalk clearing and Transit stop maps on an annual basis.
7. Operations employees shall operate the City owned equipment to carry out snow and ice control in accordance with the Snow and Ice Control Policy and in accordance with the instructions of the Manager of Operations.

ROADWAY PRIORITIES AND STANDARDS

8. The City operates with a limited amount of funds which are required for a number of purposes. The City, in establishing the Snow and Ice Control Policy, must take into consideration its financial resources and its personnel. Priorities are established to provide the greatest benefit to the majority of the travelling public. In setting priorities, consideration is given to criteria such as construction of the road in relation to the City of Whitehorse Servicing Standards Manual; traffic volume; road classification; road geometrics; terrain; transit; emergency services; drift exposure; and drainage problems.
9. The City has set four priority ratings for roads as follows and as illustrated and identified in the maps attached in Appendix A:
 - Priority 1:** Freeways, major arterial roads, emergency routes, major bus routes, roads with steep grades, and during the spring melt, areas with known drainage problems.
 - Priority 2:** Remainder of the arterial roads, remainder of the bus routes, major industrial roads, roads in the Central Business District, roads adjacent to schools and roads to prioritised City owned facilities, prioritised City owned parking lots, emergency routes within Priority 2 zones.
 - Priority 2.5** Laneways in Ingram and Whistle Bend used for curbside pickup
 - Priority 3:** The remainder of the roads in the City.
 - Priority 4:** City owned parking lots and lanes (except priority City owned parking lots).

10. The City has set the following standards for Snow and Ice Control:
- (1) The maintenance of the standards is to be done in accordance with approved Budgets.
 - (2) When storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority.
 - Priority 1:** The Roads shall be opened in 24 hours, ploughed in 72 hours and have ice control operations concluded in 24 hours.
 - Priority 2:** The roads shall be opened in 48 hours, ploughed in 120 hours and have ice control operations concluded in 48 hours.
 - Priority 2.5** Laneways in Ingram and Whistle Bend shall be opened and have ice control operations concluded only after the previous priorities have been met.
 - Priority 3:** The roads shall be opened, ploughed and have ice control operations concluded only after the previous priorities have been met.
 - Priority 4:** The roads shall be opened, ploughed and have ice control operations concluded only after the previous priorities have been met.

PUBLIC RELATIONS

11. The Operations Administrative Assistant at 668-8345, Monday to Friday, 0800 to 1600, shall handle all concerns and inquiries. At all other times, emergency concerns and inquiries shall be directed to the **After Hours Trouble Line** at 667-2111, and routine concerns and inquiries shall be directed to the Snow Line (633-7669). Maintenance activities or information may also be advertised in the "City Page" of the local newspaper, daily radio reports and may be included in the Operations pages on the City website (www.whitehorse.ca).

HOURS OF OPERATION AND STAFF DEPLOYMENT

12. The City will be prepared to conduct snow and ice control operations during the period September 15 to April 30.
13. The City will provide snow ploughing, snow loading, and snow hauling operations within the geographical boundaries of the City of Whitehorse, excluding the Alaska Highway, the Klondike Highway and private developments.
14. The City will provide ice control 24 hours per day seven days per week.

15. When abnormal winter weather or road conditions exist as caused by severe or repetitive storms or emergency situations, overtime, additional City equipment and outside forces and equipment may be mobilized.
16. Except for emergency conditions, snow and ice control operations will be suspended where the daily high temperature is lower than minus 35 degrees Celsius (-35°C).

PARKING BANS

17. Parking bans may be implemented as required to provide for snow and ice control operations. Areas where parking is to be banned will be signed in advance. Vehicles that do not adhere to the parking ban shall be towed, and the owner of the vehicle shall be responsible for all towing costs.

SNOW PLOUGHING OF ROADS, CITY OWNED PARKING LOTS AND LANES

18. Snow ploughing operations will commence in priority order upon a snow accumulation of 10 cm, and in consideration of field conditions and the weather forecast.
19. Priority 1 roads will be ploughed to remove snow as close to the road surface as possible.
20. Priority 2 roads will be ploughed to remove snow, but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty.
21. Priority 2.5 laneways and Priority 3 roads will be bladed flat and maintained as a Compacted Snow Surface.
22. Snow ploughing of Priority 4 roads will be completed after all other Priority Streets are ploughed, and will only be completed as required to ensure that they are passable. Lanes are considered to be the lowest priority.
23. Snow ploughing may result in windrows on both sides of the road or to the centre of the road. The clearing of windrows in front of driveways left by snow ploughing equipment shall be the responsibility of the property owner or affected individual, company or corporation. If a motor grader with a snow gate attachment is used, attempts will be made to keep driveways clear, but any spillage shall be the responsibility of the property owner or affected individual, company or corporation. The City will do clearing of windrows in front of private driveways whose occupants have applied and are approved for the senior citizens or persons with disabilities windrow removal service (Appendix "E"). Windrows will be cleared after snow-ploughing operations are complete in order of road priority listed in this section.
24. The clearing of windrows where they cross lane entrances shall be the responsibility of the City and will be cleared as soon as practical.

25. The clearing of snow between the edge of the street and all fire hydrants is the responsibility of the City. The work shall be completed when the snow depth exceeds 60 cm or when the hydrant is hidden from clear view. Residents shall not pile driveway or sidewalk snow around fire hydrants.

SNOW LOADING AND HAULING FROM ROADS, CITY-OWNED PARKING LOTS, AND LANES

26. Snow loading and hauling operations on roadways designated Priority 1 and 2 will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and height to impede the flow of traffic.
27. Snow loading and hauling operations on roadways designated Priority 2.5 and Priority 3 will be limited to intersections so as to provide for adequate sight lines. All other windrows will be removed only if they begin to interfere with traffic or to minimize drainage problems during spring break-up.
28. Snow loading and hauling operations on Priority 4 roads will be initiated when the lane and/or parking lot is in danger of becoming impassable.
29. When school is in session, snow loading and hauling operations will not take place in school zones between the hours of 0800 to 0900, 1130 to 1300 and 1500 to 1630.
30. Snow loading and hauling operations will not take place in residential areas, except on Priority 1 and Priority 2 roads and priority parking lots located in residential areas, between the hours of 2300 to 0700 unless in the case of an emergency.

ICE CONTROL FOR ROADS, CITY OWNED PARKING LOTS AND LANES

31. The City will provide ice control on City roads, parking lots and lanes in accordance with the priorities discussed in section 9, and more specifically, in accordance with the following sub-priorities:
 - (1) Intersections with traffic lights, roads with steep grades.
 - (2) Intersections, railway crossings, bridges and corners on Priority 1 roadways.
 - (3) Intersections and corners on Priority 2 roads.
 - (4) Intersections and corners within priority City owned parking lots.
 - (5) Intersections and corners on Priority 3 roads as required providing for Ice Control.
 - (6) Parking lots and lanes as required providing for Ice Control.
 - (7) Adjacent to water main breaks and other similar emergency areas.
32. Ice Control will **not** normally be undertaken mid-block.

33. De-icer or sand with a high concentration of de-icer shall be used only in emergency situations.
34. Snow ploughing should precede sanding operations.

SNOW PLOUGHING – SIDEWALKS, TRANSIT STOPS, AND PAVED TRAILS

35. The City will provide snow ploughing on sidewalks adjacent to City property and as illustrated in Appendix “C” within 48 hours of the cessation of snow falling. City crews will not plough all other sidewalks. The City’s Maintenance Bylaw stipulates that all property owners are obligated to remove snow and ice from public sidewalks adjoining property owned or occupied by them.
36. The City will provide snow ploughing and snow blowing at Transit stops as illustrated in Appendix “C” within 48 hours of the cessation of snow falling .
37. Sidewalks will be ploughed or blown to remove snow as close to the sidewalk surface as possible.
38. **The City Operations Department will provide ploughing and sanding operations on the multi-use paved trail on the north side of Two Mile Hill from the intersection of Second and Fourth Avenues to the Alaska Highway. All other trails will NOT be maintained by the City Operations Department.**
39. Snow ploughing of sidewalks will result in windrows on either side of the sidewalk.

SNOW LOADING AND HAULING FROM SIDEWALKS

40. The City will provide snow loading and hauling from sidewalks adjacent to City property and as illustrated in Appendix “C” as required to ensure unimpeded pedestrian travel. Snow will not be loaded and hauled from any other sidewalk by City crews. The City’s Maintenance Bylaw stipulates that all property owners are obligated to remove snow and ice from public sidewalks adjoining property owned or occupied by them.

ICE CONTROL FOR SIDEWALKS

41. The City will provide ice control on sidewalks adjacent to City property and as illustrated in Appendix “C” as required to provide for safe pedestrian travel. All other sidewalks will not receive ice control by City crews. The City’s Maintenance Bylaw stipulates that all property owners are obligated to remove snow and ice from public sidewalks adjoining property owned or occupied by them.
42. The City will provide Ice Control at Transit stops as illustrated in Appendix “C”, as required to provide for safe pedestrian travel.

SNOW FENCING

43. Snow fencing will be installed as required.

SNOW DUMPS

44. All snow cleared from the ground surface and transported from the location on which it fell shall be hauled to an approved snow dump as defined in Appendix "B".
45. No person, other than an employee of the City's Operations Department or a person contracted by the City for snow removal, engaged in normal duties, shall use a snow dump without first obtaining a permit from the Operations Department (Appendix "D"). Every snow removal vehicle must have the Snow Dump Permit decal attached to the windshield and the vehicle is valid for designated snow dump only.
46. The fee for a permit will be as listed in the Fees and Charges Bylaw and will be valid for the current winter season.
47. The Manager of Operations may restrict the use of certain snow dumps and may make rules governing the dumping of snow in snow dumps.
48. Any person disposing of material into a snow dump found to contain a Special Waste will be dealt with under the Yukon Government Special Waste Regulations of the Environment Act.
49. The Manager of Operations reserves the right to limit, amend or cancel any permit.

APPENDICES

50. Appendices "A", "B", and "C" shall be reviewed by the Manager of Operations and adopted by Council on an annual basis. Revisions for Priority Streets and Snow Dump Sites will be included in both text and maps; only maps will be revised with respect to Sidewalk Clearing and Transit Stops.
51. Appendix "A", Priority Streets
52. Appendix "B", Snow Dump Sites
53. Appendix "C", Sidewalk Clearing and Transit Stops
54. Appendix "D" Snow Dumping Permit
55. Appendix "E" Senior/Disabled Windrow Removal Application

APPENDIX “A” TEXT – SNOW CLEARING PRIORITY ROADS

PRIORITY 2

Cowley Creek	Salmon Trail, Dolly Varden Drive
Mary Lake	Fireweed Drive
Wolf Creek	Dawson Road, Cronkite Road
Wolf Creek North	Blaker Place
Spruce Hill	Portion of Engelmann Drive to Sitka Crescent and Sitka Crescent.
Pineridge Area	Castle Drive, Logan Road, Harvey Road, Nansen Drive
Riverdale	Klondike Road, Ross Road, Teslin Road, Pelly Road, Duke Street, Road to Selkirk Pumphouse, Nisutlin Drive Bus Turnaround
Downtown	First Avenue between Lambert and Black Street, Third Avenue between Hanson and Strickland, Sixth Avenue between Hanson and Ogilvie, Ray Street, Main Street, and the Central Business Core between First and Fourth from Lambert to Strickland, 3 rd Avenue between 2 nd Avenue and Ogilvie Street, Black Street between 1 st and 2 nd Avenue, Ogilvie Street from 1 st to 2 nd Avenue.
Marwell Area	Chilkoot Way, Industrial Road, Silver Road, Gypsum Road, Tungsten Road and Tlingit Road
Takhini Area	Normandy Road, Range Way, College Road
Valleyview Area	Range Road South, Sumanik Drive between Alaska Highway and Hamilton Boulevard
McIntyre	McIntyre Drive
Granger	Thompson Road
Arnell	Heron Drive
Logan	Falcon Drive
Copper Ridge	Falcon Drive, Lazulite Drive, Emerald Trail, North Star Drive
Hillcrest	Hillcrest Drive, Sunset Drive, Park Lane, Roundel Road, Burns Road
Porter Creek	11 th Avenue between Fir and Pine, 13 th Avenue, 14 th Avenue, 15 th Avenue and 17 th Avenue East of the Alaska Highway, Pine Street south of 12 th , Ponderosa Drive, Grove Street, Fir Street between 9 th and 14 th , Holly Street, Sycamore Street, Beech Street, Redwood Street, Basswood Street (By Holy Family School), Larch Road, MacDonald and Poplar Street.

.../continued

APPENDIX “A” TEXT – SNOW CLEARING PRIORITY ROADS

PRIORITY 2 (Continued)

Kulan	Laberge Road, Bennett Road, Lindeman Road
Crestview	Rainbow Road; Klukshu Road; Squanga Road
Hidden Valley	Couch Road
Canyon Crescent	from Alaska Highway to Canyon Crescent
MacPherson	MacPherson Road and Marion Crescent
McRae	Denver and Fraser Road
Whitehorse Copper	Esker Road, Collins Lane and Talus Drive Mt. Sima Ski Hill Road (when ski hill is in operation)
Fox Haven	Alusru Way
Raven Ridge	War Eagle Way
Mountain View Place	River Ridge Lane
Ingram	Mallard Way
Yukon Gardens	Metropolit Way
Whistle Bend Way	Whistle Bend Way north of Casca Boulevard, Casca Boulevard, and the two roundabouts on Whistle Bend Way
Parking Lots	Canada Games Centre, Takhini Arena, Mount McIntyre Recreation Centre, Main-Steele Parkade (behind Scotia Bank), Second & Steele Parkade (behind CIBC Bank), Public Safety Building

PRIORITY 2.5 Laneways in Ingram and Whistle Bend with curbside pickup

PRIORITY 3 All remaining roads

PRIORITY 4 Remaining City-owned public parking lots

APPENDIX “B” TEXT – SNOW DUMP SITES

1. Robert Service Way Between Midnight Sun lease north towards Robert Service Way
2. Grey Mountain Road Entrance to city reservoir access road
3. Roundel Dump Sunset Drive/Summit Road
4. Pine Street Gully
5. Grove/Pine Easement between Grove and Pine Streets
6. Lobird Circle Hamilton Blvd Extension
7. Arkell/Logan Area North of Sandpiper Road on access road allowance
8. Kulan Industrial East of Chadburn Road
9. 20th Avenue Off Centennial Street in ravine
10. Whistle Bend Off Keno Way (temporary)
11. Two Mile Hill Old Two Mile Hill right-of-way
12. Copper Ridge Vacant Crown land off Falcon Drive near Aquamarine
13. Porter Creek Force main right-of-way

Appendix "D"

CITY OF WHITEHORSE

SNOW DUMP PERMIT

Fee As Per Fees and Charges Bylaw

PERMIT NUMBER: _____

Applicant's Name: _____

Business Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Equipment to be used with license plate#:

Date of Application: _____

Location of Snow Dump: ROBERT SERVICE WAY_____

Date Issued: _____

Duration of Permit: Fall 20____ to Spring 20_____

Amount of Fee Received: _____ Receipt Number: _____

Signature of Applicant: _____

This permit entitles the holder to deposit snow at Snow Dumps as defined in the City of Whitehorse Snow and Ice Control Policy. Use of the Snow Dump is at the risk of the permit holder. The City of Whitehorse will not be responsible for any personal injury or property damage that may occur through use of a Snow Dump.

City of Whitehorse Approval: _____
Manager of Operations

Cc City of Whitehorse – Bylaw Department

APPENDIX "E"
CITY OF WHITEHORSE
SENIOR/DISABLED WINDROW REMOVAL APPLICATION

Persons applying for this service must be over 65 years of age or have a defined disability
For Disability applications, the applicant must have a doctor's note which clearly indicates the name of the person applying for this service and confirms that this person has a permanent physical or cognitive disability.

This service is not available if there is a younger able person living at the residence.

Application for the 20____/20____ season

Please check: Initial Application _____ or Renewal _____

Applicant Name: _____

Date of Birth: _____

Description of Disability (if applicable): _____

Address: _____
_____ Postal Code _____

Telephone No. _____

Other people living with Applicant:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Signature of Applicant _____

Date: _____

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: TRANSPORTATION MAINTENANCE

PURPOSE: To describe the manner in which the maintenance of transportation infrastructure will be carried out on roads designated for maintenance by the City.

AUTHORITY: Council Resolution ___ dated ___

TRANSPORTATION MAINTENANCE POLICY

ENABLING LEGISLATION

1. Section 272 of the *Municipal Act* provides, “subject to this and the *Highways Act*, a municipality has jurisdiction, management and control over all highways within the boundaries of the municipality, other than a highway excepted by order of the Commissioner in Executive Council”.

POLICY STATEMENT

2. The City of Whitehorse is responsible for the maintenance of public road rights-of-way, including storm water management, within the geographical boundaries of the City, excluding the Alaska Highway, Klondike Highway and private developments. This maintenance responsibility includes, but is not limited to, the regularly scheduled remedial and repair work to provide for a reasonable level of service, safe road conditions and to extend the life of the infrastructure. The City will provide this service on a priority basis in a cost-effective manner, keeping in mind safety, budgets, personnel and environmental concerns.

OBJECTIVES

3. The objectives of this policy are:
 - (1) To provide vehicular and pedestrian traffic with adequate mobility within the City’s financial resources.
 - (2) To prevent or reduce accidents and injuries.
 - (3) To extend the life of transportation infrastructure.
 - (4) To set the level of service for transportation infrastructure maintenance.
 - (5) To provide an operational plan outlining how, when, where and in what order of priority transportation maintenance is carried out.
 - (6) To minimize economic loss to the community resulting from restricted transportation routes.

DEFINITIONS

4. In this policy,

“ASPHALT” means mixture of bitumen oil and aggregate to form asphalt concrete surface.

“BICYCLE” means any cycle, excluding a mobility device, propelled solely by human power, upon which a person may ride, regardless of the number of wheels it may have.

“BICYCLE LANE” means a lane on a road/ street that has been designated by authorised signs or painted markings and is primarily used by bicycles, but which motor vehicles may temporarily use by crossing, when at an intersection or accessing a driveway or parking area and does not include a turning lane where there a dashed lines painted on the road/ street or signage indicating the lane is a turning lane

"CENTRAL BUSINESS DISTRICT" means the downtown core as illustrated in Appendix "A".

“BST” means bituminous surface treatment.

“CRACK SEALING” means the procedure for filling cracks in pavement with rubberized asphalt.

“DUST CONTROL” means a treatment for gravel surfaces to suppress dust.

“FEES AND CHARGES” means the City of Whitehorse Fees and Charges Bylaw as amended from time to time.

“FLUSHING” means the application of water in order to clean.

“GRADING” means grading a road using a mechanical grader.

“IMPASSABLE” means impracticable or unsafe to cross or travel along.

"MANAGER OF OPERATIONS" means the Manager of Operations for the City of Whitehorse, or his approved designate.

“MILLING” means the material produced as the result of grinding out asphalt prior to repairs.

“PARKING METER” means a device used to time length of stay of vehicles at parking spot.

“PAVEMENT” means hard road surface constructed of asphalt or BST.

“POTHOLE” means depression in road surface caused by traffic or surface deterioration.

“POTHOLE PATCHING” means the operation of filling a pothole with a mixture of fine aggregate and bitumen or asphalt.

“REGULATORY TRAFFIC SIGN” means a sign that indicates the applicability of legal requirements that may not otherwise be apparent to the driver.

“ROAD/STREET” used interchangeably, means the portion of the roadway that is designed and normally used by vehicles such as bicycles and motor vehicles such as cars, trucks and vans, and includes the shoulder but not the sidewalk as identified, prioritized and shown in Appendix A.

“ROAD RIGHTS-OF-WAY”, means that parcel of land within and owned by the City of Whitehorse dedicated to vehicular and pedestrian traffic.

“SIDEWALK” means the hard surface designed and constructed for and normally used by pedestrian traffic including bicycles where the bicycle lane is impassable within the road right-of-way, excluding multi-use paths. Notwithstanding any other provision of this policy or the City of Whitehorse “Bicycle Bylaw, a person shall not operate a bicycle on a sidewalk in the Central Business District as illustrated in Appendix “A”.

“SEASON” means the period of time during which a maintenance activity is carried out.

"SNOW AND ICE CONTROL AGGREGATE" means material placed during winter generally with a gradation of 12.5mm minus.

“SPRING CLEANUP” means a period during spring where crews concentrate on an initial clean-up of dust and dirt on City Streets.

“STORM SEWER” means sewer system designed to transport surface water run-off from streets.

“STREET LIGHT” means an overhead light to enhance night time visibility for vehicular and pedestrian traffic.

“STREET SWEEPING” means the sweeping up and removal of dust and dirt from City Streets with a mechanical sweeper.

“TRAFFIC CONTROL UNIT” means electronic control device used to control traffic lights.

“TRAFFIC LIGHT” means an electrical signal light at intersections and along roadways to control traffic flow.

“TRAFFIC SIGN” means a road sign to notify, control or provide warning for motorists.

“TRANSPORTATION MAINTENANCE ACTIVITIES” means any maintenance activity as set out in this policy.

“WARNING SIGN” means a sign that indicates in advance conditions on or adjacent to a road that will normally require caution and may require a reduction in speed.

RESPONSIBILITIES

5. City Council shall annually set and adopt the:
 - (1) Transportation Maintenance budgets;

- (2) Levels of service; and
 - (3) Priority road, sidewalk, and storm sewer maps.
6. The Manager of Operations shall ensure the implementation of the Transportation Maintenance Policy by:
- (1) Determining when and how to initiate and perform Transportation Maintenance activities in accordance with this policy.
 - (2) Allocating and scheduling Operations resources.
 - (3) Obtaining, allocating and scheduling privately held resources.
 - (4) Addressing public concerns.
 - (5) Managing the budget.
 - (6) Recommending revisions to the policy and priority roads, sidewalks and storm sewer maps on an annual basis.
7. Operations employees shall carry out maintenance in accordance with the Transportation Maintenance Policy and in accordance with the instructions of the Manager of Operations.

ROADWAY PRIORITIES

8. The City operates with a limited amount of funds, which are required for a number of purposes. In establishing the Transportation Maintenance Policy, the City must take into consideration its financial resources and its personnel. Priorities are established to provide the greatest benefit to the majority of the travelling public. In setting priorities, consideration is given to criteria such as construction of the road in relation to the City of Whitehorse Servicing Standards Manual; traffic volume; road classification; road geometrics; transit; emergency services, budget funds, personnel, resources and environmental considerations.
9. The City has set four priority ratings for roads as follows and as illustrated and identified in the maps attached in Appendix A:
- Priority 1:** Freeways, major arterial roads, emergency routes, major bus routes, roads adjacent to areas with concerns of impact relating to water quality and the environment.
- Priority 2:** Remainder of the arterial roads, remainder of the bus routes, roads in the Central Business District, roads adjacent to schools and roads to prioritised City owned facilities and emergency routes within Priority 2 zones.
- Priority 3:** The remainder of roads in the City.
- Priority 4:** City owned parking lots and lanes.
- (1) Unless specifically authorized by the Manager of Operations, the City will not maintain any other road not illustrated and identified in Appendix A.

PUBLIC RELATIONS

10. The Operations Administrative Assistant at 668-8345, Monday to Friday, 0800 to 1600, shall handle all concerns and inquiries. At all other times, emergency concerns and inquiries shall be directed to the **After Hours Trouble Line** at 667-2111, and routine concerns and inquiries shall be directed to the Maintenance Control Centre Line (633-7669). Maintenance activities or information may also be advertised in the City Pages of the local newspapers, daily radio reports, and may be included in the Operations pages on the City website (www.whitehorse.ca).

HOURS OF OPERATION AND STAFF DEPLOYMENT

11. The City will provide Transportation Operation and Maintenance functions on road rights-of-way within the geographical boundary of the City of Whitehorse, excluding the Alaska Highway, Klondike Highway and private developments, as illustrated and identified in Appendix A.
12. Standard hours of operation are weekdays 0700 to 1730. Weekend shifts, early morning shifts and night shifts may also be deployed as determined by the Manager of Operations.
13. Operations that will constrain traffic flow will not take place in school zones between the hours of 0800 to 0900, 1130 to 1300 and 1500 to 1630, when school is in session, unless in case of emergency.
14. Operations will not take place in residential areas, except on priority 1 and priority 2 streets between the hours of 2300 to 0700.
15. When in the opinion of the Manager of Operations abnormal conditions exist, overtime, additional City equipment and outside forces and equipment may be mobilized.
16. Un-seasonal or abnormal weather conditions may affect regularly scheduled maintenance activities.

PARKING BANS

17. Parking bans may be implemented to provide for operations. Areas where parking is to be banned will be signed in advance. Vehicles that do not adhere to the parking ban may be towed and the owner of the vehicle shall be responsible for all towing costs. Authority for this is provided through section 3 of the Construction or Storage Road Closure Bylaw.

SAFETY

18. All work shall be carried out in accordance with the General Safety Regulations of the *Yukon Occupational Health and Safety Act*. Scheduled or emergency maintenance work may at times require traffic lanes to be closed or detoured in order to safely carry out work.

UNPAVED ROAD MAINTENANCE

19. Maintenance on unpaved roads is carried out in order to restore the road structure and to improve ride and safety for motorists.
20. Unpaved road conditions are inspected, classified and logged as part of the Pavement Management System. Arterial and collector roads are inspected annually and the remaining roads are inspected once every second year. Data is used to schedule for maintenance, capital upgrades and reconstruction.
21. Unpaved Road maintenance begins when ambient temperatures are above freezing and the frost is out of the ground. Work typically commences at the beginning of May and is completed by the end of September
22. Unpaved Road Maintenance consists of the following activities:
 - (1) **Road Grading** is carried out on unpaved roads using a motor grader and is done in order to mix road aggregates, to re-establish the crown of the road and to smooth and fill potholes and uneven road surfaces. New granular material is added as required. Road grading is a slow operation with speeds of 3-5 km/hr. Windrows may be left for short periods of time during active grading operations until successive passes spread material over the grade of the road.
 - (2) **Dust Control** is carried out on unpaved roads as a preventative maintenance measure that helps to maintain the integrity of the road, improve visibility for vehicular traffic and to reduce the health and aesthetic impacts caused by dust on adjacent developments. Calcium chloride is generally used as dust palliative. Road surfaces are graded and then calcium chloride is applied, usually with water, and then graded and mixed into the road surface. The application involves the use of a grader, dump truck and water truck. Application of calcium is a slow process and may result in temporary muddy conditions. Generally it takes 2 days for the road surface to set and become a hard driving surface.
23. The City has set the following standards for Unpaved Road Maintenance:
 - (1) Maintenance is to be done in accordance with approved budgets.
 - (2) Scheduled operations will be conducted on **unpaved road surfaces** as indicated in priorities below.

Priority 1: The roads shall be graded first during spring and then on a monthly basis, if needed, for the rest of the season. Roads will be evaluated for the need of dust control and, if needed, dust control will be scheduled and carried out first.

Priority 2: The roads shall be graded second during spring and then on a monthly basis, if needed, for the rest of the season. Roads will be evaluated for the need of dust control and, if needed, dust control will be scheduled and carried out second.

Priority 3: The roads shall be graded and have dust control operations carried out on an irregular basis as required by the Manager of Operations.

Priority 4: Unpaved lanes and parking lots shall be graded and have dust control operations carried out on an irregular basis as required by the Manager of Operations.

DITCHING & SHOULDERING

24. Ditching and shouldering is carried out as a restorative or preventative maintenance activity to improve safety along roadways.
25. Maintenance begins when ambient temperatures are above freezing and the frost is out of the ground. Work typically begins at the beginning of May and is completed by the end of September.
26. Ditching and shouldering consists of the following activities:
 - (1) **Shouldering** is carried out on roads as a preventative maintenance measure that helps to maintain the integrity of the road. Shoulders provide structure to the road and allow drainage from the road surface into ditches. They also allow a safe area for vehicles to pull off the travelled portion of the road. Maintenance is carried out using a motor grader. The grader pulls material from the ditch back up onto the shoulder, which is then graded to match original road grades. New granular material may be added in cases of washouts. The process is slow with grader speeds of 3-5 km/hr. Shoulders may be re-compacted. Any damaged guide rails or other road appurtenances are identified and scheduled for repair.
 - (2) **Ditching** is carried out as a preventative maintenance activity to ensure that surface water drains away from the road structure. Ditches and culverts are inspected annually to observe any flow restrictions or other problems that are subsequently scheduled for repair. Maintenance and repairs may be provided, if needed, depending on the nature of the problem. During spring break-up culverts are thawed, if needed, to maintain flow. Culverts with a history of silting are flushed out in the fall. Failed culverts are scheduled for replacement.
 - (3) **Brushing** is carried out in order to control excessive vegetation growth along shoulders of roads and in ditches that can cause visibility problems for motorists and can also interfere with drainage. Brushing is carried out using a mechanical rotating brushing attachment mounted onto a skid steer loader. In areas that cannot be reached by machine, brushing is done by hand.
27. The City has set the following standards for Ditching and Shouldering:
 - (1) Maintenance is to be done in accordance with approved budgets.
 - (2) Scheduled operations will be conducted along roads as indicated in priorities below.

Priority 1: The roads shall be inspected first during spring and evaluated for ditching, shouldering and brushing needs. Maintenance work will be scheduled in first priority and then only on an as required basis.

Priority 2: The roads shall be inspected second during spring and evaluated for ditching, shouldering and brushing needs. Maintenance work will be scheduled after priority 1 roads and then only on an as required basis.

Priority 3: The roads shall be inspected and evaluated for ditching, shouldering and brushing needs and have maintenance work scheduled as required by the Manager of Operations.

Priority 4: Unpaved lanes and parking lots shall be inspected and evaluated for ditching, shouldering and brushing needs and have maintenance work scheduled as required by the Manager of Operations.

PAVEMENT MAINTENANCE

28. Pavement Maintenance is carried out in order to extend the life of paved and BST surfaces and to improve ride and safety for motorists. Maintenance includes work done on asphalt and BST roads. Over time paved surfaces form cracks and surface deterioration leads to potholes and, in some cases, total deterioration of entire sections of pavement.
29. Paved road conditions are inspected, classified and logged as part of the Pavement Management System. Arterial and collector roads are inspected annually and the remaining roads are inspected once every second year. Data is used to schedule maintenance, capital upgrades and replacement.
30. Pavement Maintenance begins when ambient temperatures are above freezing and the frost is out of the ground. Work typically begins at the beginning of June and is completed by the end of August.
31. Pavement Maintenance consists of the following activities:
 - (1) **Pothole Patching** is carried out on paved and BST roads either by hand placement of hot/cold asphalt mix to fill potholes or using a spray patch machine which fills the pothole with a mixture of liquid asphalt and granular material. Patches are ready for traffic immediately after the repair has been made. Potholes shall be logged as they are reported either by City crews or by public complaint and scheduled for repair. Initially a temporary patch may be installed with a permanent patch scheduled for later installation.
 - (2) **Crack sealing** is carried out on asphalt surfaces using a crack-sealing machine. Most cracks are routed and cleaned and then a hot asphalt sealant is poured into the crack to seal. Sand is placed over the sealed crack to protect the surface from traffic. The sealed crack is ready for traffic within 1 hour of work being complete. Crack sealing needs are logged as part of the pavement management program. Initial crack sealing shall commence within the first 2 years of a surface being paved.

- (3) **Large pavement patches** are required where there is a failure of the paved surface or as the result of excavation rehabilitation. The deteriorated section of pavement is removed and new asphalt laid using a paving machine. The patch is ready for traffic within 1 hour of the work being complete. Major pavement road failures will be scheduled for asphalt overlay or reconstruction under capital works.

32. The City has set the following standards for Pavement Maintenance:

- (1) Maintenance is to be done in accordance with approved budgets.
- (2) Scheduled pavement maintenance operations will be conducted on **paved and BST road surfaces** as indicated below.

Priority 1: The roads shall be inspected first during spring. Potholes, cracks and large pavement patch requirements shall be logged and any maintenance needs that are identified in the pavement management program reviewed. Any roads with pavement or pavement overlay work completed within the previous 2 years shall receive priority for crack sealing. All maintenance work shall be scheduled and work carried out first and then on an as needed basis thereafter. Severe potholes or pavement failures shall be responded to within 24 hours after the City has been notified.

Priority 2: The roads shall be inspected second during spring. Potholes, cracks and large pavement patch requirements shall be logged and any maintenance needs that are identified in the pavement management program reviewed. Any roads with pavement or pavement overlay work completed within the previous 2 years shall receive priority for crack sealing. All maintenance work shall be scheduled and work carried out after priority 1 roads and then only as needed for the rest of the season. Severe potholes or pavement failures shall be responded to within 48 hours after the City has been notified.

Priority 3: The roads shall have pavement maintenance operations carried out as required by the Manager of Operations.

Priority 4: Paved lanes and parking lots shall have pavement maintenance operations carried out as required by the Manager of Operations.

STREET & SIDEWALK SWEEPING

33. Street Sweeping is carried out in order to remove dust and debris that has collected on city streets. Excessive dust can result in poor visibility that can result in safety concerns for motorists. In addition, excessive dust may pose health concerns and is aesthetically unpleasing.
34. Street sweeping is carried out during spring, summer and fall. Spring cleanup is an annual maintenance activity that focuses on removal of snow and ice control aggregate that has accumulated over the winter. Spring cleanup begins when streets are significantly clear of snow and ice, usually in mid-April after the risk of

snow has passed. Spring Clean-up is typically complete by the end of May after which sweeping is carried out at various levels of service for the duration of the season, which usually extends to the end of September.

35. Sweeping operations will only be conducted when weather conditions permit. Temperatures below 0°C, wind, rain, snow and frozen gutter lines are factors that may delay sweeping operations.
36. Sweeping is carried out using a mechanical street sweeper. It is a slow process with average gutter line speeds for the first sweeping in spring that can be as slow as 3-5 km per hour. Normally centre lines are swept after the gutter lines are cleaned. Vacuum or flushing equipment may be used in order to remove very fine dust particles.
37. During extreme situations where sweeping operations are causing poor visibility conditions, a pilot car shall follow the sweeper.
38. The City has set the following standards for Street and Sidewalk Sweeping:
 - (1) Maintenance is to be done in accordance with approved budgets.
 - (2) Scheduled operations will be conducted on **paved and BST road surfaces** as indicated in priorities below.

Priority 1: The roads shall be swept first during spring clean-up and then be swept and flushed on a weekly basis, if needed, throughout the sweeping season.

Priority 2: The roads shall be swept second during spring clean-up and then be flushed and swept on a monthly basis, if needed, throughout the sweeping season.

Priority 3: The roads shall be swept and flushed once during spring clean-up and only as required by the Manager of Operations thereafter.

Priority 4: Paved lanes and parking lots shall be swept and flushed as required by the Manager of Operations.
 - (3) Street sweeping on City boulevards and medians will be carried out once during spring clean-up and then only if needed throughout the rest of the season.
 - (4) Loose material left on roads as the result of crack sealing, pothole patching or milling operations will be swept within two days after completion of the work, during which time warning signs shall remain in place.
 - (5) Areas of storm water concern will be swept on a priority basis as determined by the Manager of Operations throughout the season.
39. Throughout the sweeping season the City will provide sweeping on sidewalks adjacent to City property as illustrated and identified in Appendix "B" to provide for reasonable community aesthetics and safe pedestrian travel. All other sidewalks shall be swept in accordance with the Maintenance Bylaw which

stipulates that every owner or occupant of any building bordering upon any street within the City shall keep the sidewalks in front of or abutting such building in a state of cleanliness.

40. During spring clean-up only, the City will provide sweeping once on sidewalks adjacent to priority 1 and priority 2 streets in the downtown area.
41. The City will provide sweeping at paved transit stops, on an as-required basis, to provide for reasonably safe pedestrian travel.

STORM SEWER MAINTENANCE

42. Storm sewer maintenance is carried out in order to ensure surface water is able to drain off and away from streets. Keeping water off the street ensures vehicular and pedestrian mobility; reduces the potential for economic loss due to flooding and extends the life of the road and pavement structure. Regular storm system maintenance is also important in maintaining acceptable storm water effluent quality.
43. Storm sewer maintenance begins when ambient temperatures are above freezing and the spring melt water begins to pond. The Storm sewer system consists of catch basins, manholes, laterals, mains and outfalls. Maintenance consists of the following activities:
 - (1) **Thawing** is carried out in order to maintain flow of water as needed when freezing and thawing conditions exist. This generally occurs March through May. Thawing is done using steam. In areas with drainage problems as identified in Appendix A, snow shall be removed from streets prior to thawing of the storm water system in order to reduce the potential for “re-freezing” during successive freeze/thaw cycles.
 - (2) **Cleaning and Flushing** is carried out on storm water systems as a preventative maintenance activity to ensure proper drainage and to maintain acceptable effluent quality. Cleaning and flushing is done using a sewage vacor truck. Accumulation of sediments and debris are dislodged using water at high pressure and then removed using suction. Any material found in a storm system that appears to be deleterious in nature, shall be removed and disposed of in accordance with the Yukon Government Special Waste Regulation under the Environment Act.
 - (3) **Storm Sewer System Repairs** are carried out as a preventative maintenance activity or as needed in order to ensure the system is working as it was intended. Annual inspections shall identify maintenance work required. Work may include the levelling of catch basin frames or grouting and benching of catch basins and storm manholes. Defective catch basin frames or covers shall be repaired or replaced.
44. The City has set the following standards for Storm Sewer Maintenance:
 - (1) Maintenance is to be done in accordance with approved budgets.

- (2) Scheduled storm sewer maintenance operations will be carried out as indicated in priorities below.

1st Priority: Storm systems in the Downtown area as identified in Appendix A shall have first priority for thawing during spring. Storm systems that discharge directly into the Yukon River as identified in Appendix C shall be inspected and cleaned, as determined by the Manager of Water and Waste Services, first during spring and then once again during fall.

2nd Priority: Storm systems in problem drainage areas as identified in Appendix A shall be given second priority for thawing during spring. Storm systems shall be inspected and cleaned once during fall.

3rd Priority: Remainder of storm systems shall be thawed as needed. Storm systems shall be inspected and cleaned once during the fall.

- (3) Storm sewer and appurtenance repair needs are identified during scheduled maintenance and then shall be scheduled for repair as needed.

SIDEWALK MAINTENANCE

45. Sidewalk maintenance is carried out in order to provide a reasonable walking surface and level of safety for pedestrians. Ongoing maintenance also extends the life of sidewalk infrastructure.
46. Sidewalks are inspected, classified and logged as part of the Pavement Management System. Sidewalks in the downtown core are inspected annually and the remainder of sidewalks are inspected once every second year.
47. Public complaints are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.
48. Sidewalk maintenance includes repair or replacement of single panels of sidewalk, or entire sections, depending on the need. Surface restoration may be carried out where feasible. Curbs and medians are repaired or replaced as needed.
49. Sidewalk maintenance begins when ambient temperatures are above freezing and the frost is out of the ground. Work typically begins at the beginning of May and is completed by the end of October.
50. The City has set the following standards for Sidewalk Maintenance:
- (1) Maintenance is to be done in accordance with approved budgets.
 - (2) Sidewalks shall be repaired and maintained in a reasonable condition to allow for safe passage of pedestrians. Priority is given to high volume sidewalks with the objective of reducing or eliminating tripping hazards.
 - (3) Curbs and medians are maintained in a satisfactory condition to delineate driving and parking areas and to channel and contain drainage.

TRAFFIC CONTROL SYSTEMS MAINTENANCE

51. Maintenance on Traffic Control systems is carried out in order to ensure control systems are in place and operating for vehicular and pedestrian traffic safety and mobility. Traffic Control systems consist of traffic lights, traffic signs, street markings, parking meters and streetlights.
52. **Traffic lights** and pedestrian crossings control vehicular and pedestrian traffic in higher traffic volume areas. Systems are inspected and maintained on a year round ongoing basis. The City has set the following standards for Traffic Light Maintenance:
- (1) Maintenance is to be done in accordance with approved budgets.
 - (2) Ongoing visual inspections of traffic lights are conducted by City crews or are reported from outside agencies or the public. All concerns are logged. Complete repairs to failed traffic lights are a high priority and shall be attended to as soon as practical by the regular scheduled crew, call out crew or contractors as needed.
 - (3) Traffic control units shall be inspected and preventative maintenance undertaken on an annual basis during summer.
 - (4) Poles and mounting hardware shall be inspected annually during summer.
 - (5) Traffic light heads and pedestrian crossing lights shall be cleaned and LED units checked annually during summer.
53. **Traffic signs** control and guide vehicular movement throughout the City. Signs are inspected and maintained on a year round ongoing basis. The City has set the following standards for Traffic Sign Maintenance:
- (1) Maintenance is to be done in accordance with approved budgets.
 - (2) Ongoing visual inspections for traffic sign problems are conducted by City crews or are reported from outside agencies or the public. All concerns are logged. Repairs or replacement of damaged or missing regulatory traffic and warning signs are a high priority and shall be attended to as soon as practical by regular scheduled crew or by call out crew as needed. All other signs will be replaced during regular scheduled work.
 - (3) All signs and sign posts locations and type are logged in a sign database.
 - (4) Signs are cleaned and maintained on an annual basis or as needed.
54. **Street Markings** guide and control vehicular, pedestrian and bicycle movements throughout the City. The street marking program includes longitudinal driving lines and divisional lines, crosswalks, stop bars, arrows, and auxiliary markings. Maintenance operations begin in the spring once ambient temperatures are above freezing. They do not begin until after ice control aggregate has been swept and roads have been flushed. Work generally commences in mid-May and extends through August. Crews inspect all street markings and schedule

the repainting of markings as required. The City has set the following standards for priorities for street marking maintenance:

- (1) The maintenance of the standards is to be done in accordance with approved budgets.

1st Priority: Driving and divisional lines throughout the City.

2nd Priority: Pedestrian Crossings and stop bars in school zones.

3rd Priority: Pedestrian crossings and stop bars in the downtown core.

4th Priority: The remainder of pedestrian crossings and stop bars in the City.

5th Priority: The remainder of all markings in the City.

- (2) A pilot car shall be used behind the paint truck during application of driving lines and divisional lines.

55. **Parking Meters** control Downtown parking by limiting the amount of time vehicles may park in a stall. Maintenance is to be done in accordance with approved budgets. Meters shall be repaired and maintained in acceptable working order. Meters are serviced annually in the fall. On a rotating basis all meters shall be periodically checked for accuracy. Failed meters are reported through the Maintenance Control Centre or through the Bylaw Department and logged. Installation and repairs are performed during regular scheduled work throughout the year as required.

56. **Street Lights** provide lighting for roadways and parking lots to enhance night-time visibility for vehicular and pedestrian traffic. The Yukon Electrical Company Limited has established design levels in conjunction with the City of Whitehorse Engineering Department. The system is owned, operated and maintained by Yukon Electrical Company with the service paid for by the City on a unit-based rate that is reviewed periodically. When street light failures are reported to the Operations Maintenance Control Centre they are logged and then forwarded to the Yukon Electrical Company for repair.

APPENDICES

Appendix "A", Priority Streets (maps and text)

Appendix "B", Sidewalks and Trails (maps only)

Appendix "C", 1st Priority Storm Sewer Cleaning (maps only)

APPENDIX “A” TEXT – ROAD MAINTENANCE PRIORITY ROADS

PRIORITY 1

Mountainview Drive to Wann Road
Whistle Bend Way
Robert Service Way
Two Mile Hill
Hamilton Boulevard
Lewes Boulevard
Landfill Road
Lobird Road
Roundabouts

The Alaska and Klondike Highways are maintained by Government of Yukon

Riverdale	Hospital Road, Alosek Road, Nisutlin Drive
Downtown	Second Avenue, Fourth Avenue; Ogilvie Street
Marwell Area	Quartz Road, Copper Road
Takhini	Range Road North, College Road
Porter Creek	12 th Avenue, Centennial Street from the Alaska Highway to Clyde Wann Road, Hickory Street, Clyde Wann Road
Crestview	Azure Road to Klukshu Avenue, Kathleen Road
Whistle Bend	Casca Boulevard from Whistle Bend Way to Iskoot Crescent (Pumphouse), Keno Way, Casca Boulevard to Olive May Way (liftstation)

PRIORITY 2

Cowley Creek:	Salmon Trail, Dolly Varden Drive
Mary Lake	Fireweed Drive
Wolf Creek	Dawson Road, Cronkite Road
Wolf Creek North	Blaker Place
Pineridge	Castle Drive, Logan Road, Harvey Road, Nansen Drive
McLean Lake	McLean Lake Road (truck route)
Riverdale	Klondike Road, Ross Road, Teslin Road, Duke Street; Bus loop

.../continued

PRIORITY 2 ROADS (Continued)

Downtown	First Avenue between Lambert Street and Black Street Third Avenue between Hanson Street and Strickland Street Sixth Avenue between Hanson Street and Ogilvie Street Main Street Ray Street The central business core between First Avenue and Fourth Avenue from Lambert Street to Strickland Street Third Avenue between Second Avenue and Ogilvie Street Keish Street Black Street between First Avenue and Second Avenue Ogilvie Street from First Avenue to Second Avenue First Avenue from Keish Street to Ogilvie Street
Marwell Area	Chilkoot Way; Industrial Road, Silver Road, Gypsum Road, Tungsten Road and Tlingit Street
Takhini Area	Normandy Road; Range Way
Valleyview Area	Range Road South and Sumanik Drive between Alaska Highway and Hamilton Boulevard
McRae	Lorne Road, Denver Road and Frazer Road
Kulan	Laberge Road, Bennett Road and Lindeman Road
Spruce Hill	Portion of Englemann Drive to Sitka Crescent and Sitka Crescent
McIntyre	McIntyre Drive
Granger	Thompson Road
Arkell	Heron Drive
Logan	Falcon Drive
Copper Ridge	Falcon Drive, Lazulite Drive, Emerald Trail, North Star Drive
Hillcrest	Hillcrest Drive, Sunset Drive, Park Lane; Roundel Road, Burns Road
Porter Creek	11 th Avenue between Fir Street and Pine Street 13 th , 14 th and 15 th Avenues 17 th Avenue east of the Alaska Highway Pine Street south of 12 th Avenue Ponderosa Drive Grove Street Fir Street between 9 th Avenue and 14 th Avenue Holly Street

.../continued

PRIORITY 2 ROADS (Continued)

Crestview	Rainbow Road; Klukshu Road; Squanga Road
Hidden Valley	Couch Road
McPherson	McPherson Road and Marion Crescent
Whitehorse Copper	Esker Road and Collins Lane
Mt. Sima	Ski Hill Road (when ski hill is in operation)
Fox Haven	Alusru Way
Raven Ridge	War Eagle Way
Mountain View Place	River Ridge Road
Ingram	Mallard Way
Yukon Gardens	Metropolit Way

PRIORITY 3 All remaining roads

PRIORITY 4 City-owned public parking lots and lanes

File# 3850-01 WWW

ADMINISTRATIVE REPORT

TO:	Operations Committee
FROM:	Administration
DATE:	December 1, 2014
RE:	Contract Award – 2014 Well 4N By-Pass Project

ISSUE

Award of contract for the 2014 Well 4N By-Pass Project

REFERENCE

- 2014 Capital Budget
- Invitation to Tender - 2014 Well 4N By-Pass Project

HISTORY

With the City now 100% dependent on groundwater for the municipal water supply an opportunity was seen to provide for some efficiencies in the pumping of treated water into the distribution system during periods of low demand. The pump for Well 4N was sized such that with the provisions made in the new Selkirk Pump House (SPH) water from the Well 4N could be pumped through the SPH for treatment and then to the Riverdale Reservoir.

Work under this contract includes the installation of a motorized valve on the water line from Well 4N to the new SPH which would allow water from Well 4N to flow, without the use of the booster pumps, through the pump house into the Riverdale Reservoir. This project also includes electrical and control upgrades to SPH, Well 4N, Well 5N and Well 6. The 2014 Capital Budget allocates funds for the new groundwater production well house under the Selkirk Well Development project.

On October 28, 2014, the City tendered the 2014 – WELL 4N BYPASS Project, and the following companies picked up tenders:

Budget Plumbing & Heating
Jaytech Electric
Arcrite Northern
Wildstone Const.
Norcope Enterprises
Dynamic Systems

Nunatak Construction
Castle Rock

The tender closed on November 19, 2014, and the following bids were received:

Castle Rock Enterprises	\$373,495.00
Norcope	\$421,605.68
Engineer's Estimate	\$420,300.00

The bids were checked for completeness, proper tender security, and mathematical errors or inconsistencies. No issues were noted.

ALTERNATIVES

1. Award to Castle Rock Enterprises
2. Cancel the Project

ANALYSIS

City Staff and the project design consultant, OPUS Dayton Knight, have unanimously agreed that Castle Rock Enterprises and its sub-contractors are familiar with the scope of work, the project objectives, and further, that they have the skills and ability to conduct these works successfully. The submitted tender prices were reasonable given the type of work being done under this contract.

If not approved, efficiencies of being able to use a well to pump into the reservoir will not be available and a booster pump will be required to run during low demand times in addition to a well pump to fill the reservoir. Electrical upgrades would also need to be re-tendered. The bids received were competitive and within the Engineer's estimate. Not awarding the contract at this time may result in higher construction costs in the future, and increased administration costs.

Sufficient funds have been approved through the Gas Tax Fund and are allocated in the 2014 Annual Budget.

ADMINISTRATIVE RECOMMENDATION

THAT Council award the contract for the "2014 Well 4N By-Pass Project" to Castle Rock Enterprises for a net cost to the City of \$373,495.00.

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: December 1, 2014
RE: Contract Award – Gatekeeping Operations

ISSUE

Waste Management Facility Gatekeeping Operations Contract Extension

REFERENCE

Provisional 2015 Operational Budget – 2015 Solid Waste Facility – Contract Documents for Gatekeeping Operations in the amount of \$176,658.00.

HISTORY

The Gatehouse at the Waste Management Facility requires staffing from 7:30 am to 5:30 pm Monday-Friday, and 9:00 am to 5:30 pm Saturday and Sunday. Gatehouse staff open and close the facility each day, operate the weigh scale, apply the Fees and Charges Bylaw and the Waste Management Bylaw by accepting or refusing loads, collecting the established rates for incoming loads, and directing customers to the appropriate areas for deposit or disposal. The staff record all incoming and outgoing loads, monitor and coordinate waste disposal from light vehicle traffic at the transfer station area, and complete weekly litter pick up around the weigh scale and gatehouse facility.

Raven Recycling was awarded a five year Gatekeeping contract in 2000 at an annual cost of \$122,000. The contract was extended for another five years in 2005, and for additional two year terms in 2010 and 2012. The contract contains an inflation increase of 2% per year and the current Waste Management Facility Gatekeeping Operations Contract amounts to \$173,200 annually and expires December 31, 2014. The City and Raven Recycling are both agreeable to an additional extension of the contract.

ALTERNATIVES

1. Extend the current contract under the same terms and conditions to December 31, 2015.
2. Extend the current contract under the same terms and conditions for a longer period.
3. Direct administration to issue a public tender for the Waste Management Facility Gatekeeping Operations Contract for 2015.

ANALYSIS

With the required 2% inflation increase, the total amount required for extending the current contract would be \$176,658 in 2015. Raven Recycling has been carrying out the gate house contract with the City for many years and the City has been satisfied with their

performance and believes the conditions and amount of the current contract provide continued good value for the City. For these reasons, administration does not see a significant benefit to issuing a public tender for gatekeeping operations at this time.

Estimates have been prepared for the City to take over operations at the gatehouse facility. The projected costs for a City of Whitehorse run operation are similar to the current contract at approximately \$180,000.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct administration to extend the Waste Management Facility Gatekeeping Operations Contract for the period January 1st to December 31, 2015 at a cost of \$176,658.00.

ADMINISTRATIVE REPORT

TO:	Operations Committee
FROM:	Administration
DATE:	December 1, 2014
RE:	Contract Award – Transfer Station Operations

ISSUE

Waste Management Facility Transfer Station Operations Contract Extension

REFERENCE

Provisional 2015 Operational Budget – 2015 Solid Waste Facility – Contract Documents for the 2005 Solid Waste Disposal Transfer Station Operations in the amount of \$82,597.00

HISTORY

The Transfer Station was constructed at the Waste Management Facility in 1999 to allow for the public to separate, deposit and/or dispose of domestic waste, construction waste, compostable, and other controlled wastes at a central location away from the active landfill area. The Transfer Station Operations contract provides for the supply, operation and maintenance of the large roll off style waste bins located adjacent the gatehouse.

McInroy Disposal Ltd was awarded a five year Transfer Station Operations contract in 2005 for \$68,408.45 annually and contained a required annual 2% inflation increase. The company was later purchased by General Waste Management, a division of Tle'nax T'awei Group in 2009 and the contract was then extended for additional two year terms in 2010 and 2012. The City issued a public tender for the contract in May of 2014 however the lowest bid price amounted to \$120,000/year. This bid was significantly higher than the City estimate therefore the contractor and City agreed to an extension. The current contract amounts to \$80,977 annually and expires December 31, 2014. The City and the contractor continue to be satisfied with the terms of the current contract and are mutually agreeable to a further extension.

ALTERNATIVES

1. Extend the current contract under the same terms and conditions to December 31, 2015.
2. Extend the current contract under the same terms and conditions for a longer period.
3. Direct administration to issue a public tender for the Waste Management Facility Transfer Station Operations Contract for 2015.

ANALYSIS

With the required 2% inflation increase as described in the current contract, the total cost to the City of extending the current contract would be \$82,597 in 2015. Given that a public tender was issued in May of 2014 for the renewal of the contract and the only bid price submitted was approximately \$120,000, administration does not see a significant benefit to issuing another public tender for Transfer Station Operations at this time.

Estimates indicate that for the City to undertake this work would result in similar operational costs as with the existing contract however the capital cost associated with purchasing twelve large bins and a truck capable of hauling the bins to the disposal sites within the Waste Management Facility would be in excess of \$320,000. For this reason the views the existing contract to be continued good value for the City.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct administration to extend the 2005 Solid Waste Disposal Transfer Station Operations Contract for the period January 1st to December 31, 2015 at a cost of \$82,597.00.

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE

Date Monday, December 1, 2014

Location: Council Chambers, City Hall

Chair: John Streicker Vice Chair: Betty Irwin



Pages

1. CCMARD Advisory Committee - 2015 Action Plan 1 - 5
2. New Business

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: December 1, 2014
RE: CCMARD Advisory Committee – 2015 Action Plan

ISSUE

Approval of the 2015 Action Plan for the Canadian Coalition of Municipalities Against Racism and Discrimination Advisory Committee

REFERENCE

Attachment- 2015 CCMARD Advisory Committee Action Plan

HISTORY

The City of Whitehorse joined the Canadian Coalition of Municipalities Against Racism and Discrimination in March 2012. During the 2013 Strategic Planning process an advisory committee for CCMARD was identified for action. Staff worked with a group of interested community members to develop Terms of Reference for this advisory committee. Following Council's adoption of the Terms of Reference in 2013 a recruitment process for committee members was undertaken. The response from the community was very positive and sufficient applications were received to create a 10-member committee with good community representation. Over the last number of months the committee has discussed priorities and developed a draft Action Plan for 2015 for Council's approval.

ALTERNATIVES

1. Approve the CCMARD Advisory Committee 2015 Action Plan
2. Amend the CCMARD Advisory Committee 2015 Action Plan
3. Refer the Action Plan back to the Committee for further work

ANALYSIS

The Terms of Reference identifies that the purpose of the Committee is to promote a racism and discrimination free city by:

- Advising Council on best practices for developing and implementing policies, plans, services and facilities that eliminates racism and discrimination;
- Monitoring and reporting to Council racist and discriminatory practices in the City of Whitehorse; and
- Acting as a liaison between community members and Council on issues of racism and discrimination in the City of Whitehorse

The key activities the committee has participated in to-date include:

- Participation in the celebrations marking the International Day for the Elimination of Racial Discrimination on March 21, 2014 where the Committee, along with City Council, was able to engage all Yukon Communities in making a joint Proclamation recognizing the importance of promoting social inclusion. This was the first time such a joint proclamation has been supported.
- Participation in the “Diversity Speaks” event hosted by Yukon Cultures Connect as an opportunity to be introduced to the community and to hear from the community regarding priorities they see for the advisory committee
- Brought forward a draft resolution for Council's consideration regarding the RCMP Report on Murdered and Missing Aboriginal Women and supported the call for a national inquiry
- The advisory committee continues to review internal City policies, procedures and practices as well as data from various organizations and sources that can assist in identifying priorities based on real data
- Subcommittees are established to look at specific actions that will take volunteer resources beyond the monthly meeting schedule currently in place for the advisory committee
- Committee meetings are utilized to share information on upcoming events and activities in the community that support the committee’s objectives

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the CCMARD Advisory Committee 2015 Action Plan.

CCMARD Advisory Committee “Draft” Action Plan 2014/2015

	Goal	Purpose	Details/Action	Lead	Time-line	Status
1	Identify ways to get known by the public	<ul style="list-style-type: none"> Build relationships with community organizations Be a liaison for community concerns on issues of racism and discrimination 	<ul style="list-style-type: none"> Send introductory communication to groups Provide more information on CCMARD on website etc. 	All	Ongoing	<ul style="list-style-type: none"> Participation in Diversity Speaks Website info and public call for applications for membership
2	Make recommendations to City Council to establish a Reconciliation Plan and provide an orientation for City Council on this topic	<ul style="list-style-type: none"> To follow up on the Truth and Reconciliation Commission and hear from the community what steps the City can take as meaningful steps to reconciliation 	<ul style="list-style-type: none"> Public consultation Orientation to Mayor & Council to introduce the topic and its significance Make recommendations for Reconciliation Plan to support community initiatives/activities/ events 	Subcommittee	Jan-June 2015	<ul style="list-style-type: none"> Budget submission prepared and submitted for Council consideration
3	Share information from community organizations	<ul style="list-style-type: none"> Committee members belong to community organizations/networks and can exchange any relevant information on community activities/ events/initiatives 	<ul style="list-style-type: none"> Add regular agenda item for announcements & information sharing 	All	Ongoing	<ul style="list-style-type: none"> Announcements about upcoming events/activities shared at meetings Email distribution list used for info sharing as well
4	Review employment equity within the City	<ul style="list-style-type: none"> To ensure there are no systemic barriers to recruitment 	<ul style="list-style-type: none"> Review draft recruitment policy and provide input 	Subcommittee and City Human Resources Department	Fall 2014-Spring 2015	<ul style="list-style-type: none"> HR working on a Recruitment Policy which will come to CCMARD for input
5	Determine need and interest in cultural sensitivity training for City staff, Chamber of Commerce, RCMP and emergency responders	<ul style="list-style-type: none"> Provide education and awareness as first step to understanding and inclusion 	<ul style="list-style-type: none"> Include training for internal staff as part of orientation Explore partnership with Chamber of Commerce regarding a community training opportunity 	<ul style="list-style-type: none"> City HR Department Subcommittee 	Summer/Fall 2015	<ul style="list-style-type: none"> HR checking for opportunities to tie into existing YG training HR has connected with Mitch Miyagawa Initial conversation with Chamber has occurred

CCMARD Advisory Committee “Draft” Action Plan 2014/2015

6	Goal	Purpose	Details/Action	Lead	Time-line	Status
	<p>Prepare a calendar of relevant dates and messages that should be promoted by the City</p>	<ul style="list-style-type: none"> To utilize the relevant dates as an opportunity to promote inclusion and draw attention to social issues 	<ul style="list-style-type: none"> Identify dates that the committee would recommend the City acknowledge and what the key message would be (eg. press release, proclamation, interview event, etc.) 	<p>Subcommittee</p>	<p>Jan 2015</p>	<ul style="list-style-type: none"> Initial list of relevant dates has been researched
	<p>Review plans, policies, programs and services and provide input as requested by City Departments</p>	<ul style="list-style-type: none"> To act as a lens to ensure inclusivity 	<ul style="list-style-type: none"> Relevant plans, policies, programs, and services to be scheduled for review by CCMARD Advisory Committee 	<p>All</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> Schedule Sustainability Plan input
	<p>Understand and provide input on how the City distributes grants/contracts</p>	<ul style="list-style-type: none"> To ensure there are no systemic barriers to equal opportunity 	<ul style="list-style-type: none"> Review grant policies and review process Present a briefing to committee re: contract admin. manual 	<ul style="list-style-type: none"> All City Financial Services Department 	<p>Ongoing</p>	<ul style="list-style-type: none"> Umbrella grants policy currently before Council and public process is underway
	<p>Understand and provide input on how the City fills Board/Committee appointments</p>	<ul style="list-style-type: none"> To ensure that advisory roles are representative and that the opportunity is inclusive 	<ul style="list-style-type: none"> Review & provide input on TOR for advisory committees and current application process 	<p>All</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> TOR review for CCMARD, PDAC, and WTGC
	<p>Review existing City policies and processes</p>	<ul style="list-style-type: none"> To ensure there are no systemic barriers 	<ul style="list-style-type: none"> Subcommittee to review policies and bring a report back to the Committee 	<p>All</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> City policies & Administrative Directives and the Collective Agreements have been provided to CCMARD members for review
	<p>Prepare an annual report and action plan to be presented to City Council</p>	<ul style="list-style-type: none"> To provide an opportunity to communicate the work of the advisory committee to Council and the public 	<ul style="list-style-type: none"> Submit the 2015 Action Plan to Mayor & Council for approval and schedule review periods 	<p>All</p>	<p>December 2015</p>	

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE

Date Monday, December 1, 2014

Location: Council Chambers, City Hall

Chair: Dave Stockdale Vice Chair: John Streicker



Pages

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA

Date Monday, December 1, 2014

Location: Council Chambers, City Hall



Chair: Jocelyn Curteanu Vice Chair: Kirk Cameron

Pages

1. New Business