

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, April 19, 2021 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

Earth Day, April 22, 2021

DELEGATE SUBMISSIONS

Mike Gladish – Requesting Re-activation of the
Advisory Committee on Racism and Discrimination

CORPORATE SERVICES COMMITTEE

1. Annual Asset Management Report – For Information Only
2. New Business

CITY PLANNING COMMITTEE

1. Road Closure – Lane right-of-way – City Hall Building Consolidation
2. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business



PROCLAMATION

EARTH DAY – April 22, 2021

WHEREAS the City of Whitehorse has a long tradition of environmental sustainability and stewardship, and has demonstrated a commitment to the environment through a variety of initiatives in addition to the promotion of environmental awareness and education; and

WHEREAS the City of Whitehorse officially declared a Climate Change Emergency on September 23rd, 2019; and

WHEREAS it is the responsibility of each of us to safeguard the environment; and

WHEREAS Earth Day is a time to celebrate and inspire environmental awareness, and also to encourage the conservation, protection, and appreciation of our natural resources;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim April 22, 2021 to be ***Earth Day*** in the City of Whitehorse;

Dan Curtis
Mayor

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Stephen Roddick

Vice-Chair: Jocelyn Curteanu

April 19, 2021

Meeting #2021-08

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1. Annual Asset Management Report – For Information Only
Presented by Director Valerie Braga
 2. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: April 19, 2021
RE: Annual Asset Management report – For Information Only

ISSUE

Presentation of the 2020 Asset Management report

REFERENCE

Asset Management Policy

HISTORY

Asset management initiatives have been ongoing at the City for many years. In 2019, following Council prioritizing asset management, a consultant was retained to assess the City's progress and refocus implementation efforts. Despite the impact of the COVID pandemic on City operations, progress continued throughout 2020 culminating in adoption of the Asset Management Policy by Council. One of the requirements of this policy is that progress reporting occur.

ANALYSIS

The attached report compiled by the Asset Management Steering Committee highlights 2020 corporate asset management efforts in the areas of Steering Committee activities, City policy, staffing, major capital works and 2020 projects.

Asset Management 2020 Annual Report

History

In 2009, the Public Sector Accounting Board required municipalities to fully account for all tangible capital assets. The City undertook a multi-year information gathering process to compile known records, estimate original cost and determine useful lives for each type of asset. Once this information was recorded, effectively managing these assets became a focus of senior governments, funding agencies and others concerned with the operation of the municipality.

In 2015 the City retained a consultant to undertake a business process review of existing asset management practices, which served as the framework towards the development of a comprehensive asset management plan. Departments proceeded to implement some aspects of the framework as staff and financial resources allowed. In 2019, following Council prioritizing asset management, a consultant was again retained to assess the City's progress and refocus implementation efforts. Also in 2019, the Asset Management Steering Committee was reactivated with a formal terms of reference; this committee has been active to date.

2020 progress

Asset Management Steering Committee:

Committee membership was maintained and, while COVID impacted the City's overall operations, members participated in two meetings, as well as virtual updates and discussions.

Terms of reference were reviewed, the committee was engaged on policy development and draft position description documents.

City Policy:

Asset Management Policy – developed in consultation with the Committee and endorsed by Council.

Procurement & Disposal of Assets Policy – an asset management lens was applied to the development of major policies such as these.

Climate Change Emergency Resolution – management's response considered an asset management lens.

Staffing:

Position descriptions for both an Asset Management Supervisor and Analyst were completed. Both positions were classified through the City's job evaluation process and the AM Supervisor (3-year term) was posted just prior to the end of the year.

A draft 2021 work plan for asset management staff was prepared including,

- updating the FCM asset management readiness scale with the AM steering committee,
- updating the 2019 consultant's report, developing project timelines,
- specifying reporting requirements,
- creating developer asset management reporting guidelines,
- ensuring corporate training and
- potentially accessing outside funding.

Engineering training - two additional staff were trained for reporting Tangible Capital Assets, which allows for more corporate depth in case of staff turnover and also better reflects the amount of effort it takes when there are a number of complex projects to report. The Engineering department reported on 14 projects in 2020 that were either completed or had elements of the project that were in-service in 2020.

Finance training – the asset retirement obligation project was mapped out and two finance staff were enrolled in 2021 implementation training.

Records & information management – information management was recognized as playing a key role in the City's overall asset management program. A job description, classification process and two recruitment attempts were undertaken for a records staff position.

Operations staff – confirmed their efforts are on preventative maintenance and repair of assets to ensure life cycles of assets are realized. Work plans and responses focused on this.

Major capital works:

- Completed the procurement of engineering services for the next Transportation Master Plan. Entered into contract with Morrison Hershfield and kicked off the project in 2020 with project completion estimated for March 2022.
- As part of the Phase 7 Whistle Bend Development Agreement, the City included the requirement for YG to complete the TCA reporting to our standards (previously YG would simply provide the overall costs and the City would complete the breakdown per asset, which required significant effort).
- Advanced the Tlingit Street and Cook Street reconstruction projects. Completed the Puckett's Gulch Stairs rehabilitation project. The water & sewer study to evaluate force main and station conditions in order to inform asset upgrades for 20 years advanced through the budget process.
- Completed the 2020 Rural Roads surfacing project as part of the larger ongoing program using a local construction contractor.
- Added more than 1300 meters of fiber optic cable to the municipal fiber network in order to connect the Public Safety building and new Operations building. Asset life of the new cabling is expected to be 20 to 30 years.
- In concert with the completion of the new Operations building, computer network and equipment setup including network cabling, wireless network setup and computer and printer installations was finalized.

- In order to address corporate computer storage capacity, new units were added to City infrastructure to increased storage to 210 TB. This new equipment has an expected asset life of 5 years.
- As part of the annual management of the City's computer inventory 56 workstation computers, 233 computer monitors and 14 printer units were replaced. It is anticipated these items have a 5-year asset life.
- LED light upgrade done at both CGC main concourses, the lazy river was upgraded to epoxy tiles anticipated to last 30+ years instead of previous surfacing which required annual repair, CGC ice plant ammonia was removed and a more reliable oil cooling for compressors added to increase lifespans.

2020 projects:

- Engineering, W&W, and BT&S started working towards putting the dig repair map on GIS (upgrade from prior practice of tracking on an AutoCAD drawing). It provides a georeferenced history of dig repairs on water mains/services/hydrants completed by the W&W crews each year and will be more readily available to other departments. This information can be overlaid with other information on GIS, and heat maps can be created showing repair hotspots. It is expected to be an excellent decision making tool.
- Completed the Pavement Inspections (completed by engineering summer student) for 1/3 of the roadways within the City and updated the GIS with the current pavement condition ratings.
- Asset Management software – the City currently utilizes Pearl for portions of asset inventory and valuation (vehicles, pavement management); expanded work order series for work groups was explored and initial market exploration with alternate vendors was done
- YG's Comprehensive Municipal Grant – Asset management is currently a funding factor in the grant calculation; the City's representative on the AYC funding review committee continues to insist that this function be fairly compensated
- FCM MAMP funding opportunities were identified for corporate training and specific implementation goals
- In consultation with other departments, Finance developed revised asset disposal forms to consider new stipulations within the Disposal of Asset policy and to identify disposal of linear assets and other complex structures.
- Investigation of a more streamlined approach to dispose of assets past their useful lives and surplus lower value goods
- Internal discussions were initiated on developing a bi-annual department review of listed assets to confirm their existence and identify impaired assets. This project could expand to link existing and future assets to the GIS system.
- Playground equipment is inspected monthly for condition and safety assessments. Installation dates are logged and condition data recorded over the 20 year expected lifespans.
- The relocation of Parks & Community Development triggered a small tool inventory update and a disposal of more than 30 assets whose conditions had deteriorated or were no longer required.

- CGC undertook minor equipment inventories and initial planning for asset disposal of old and deteriorating equipment
- Land & Building continued to track City owned land inventory including land acquisitions, dispositions, and any with potential contamination.
- As a result of the consolidation of the Transit and MSB equipment maintenance shops at the new Operations building, parts inventories have been consolidated as well. Parts rooms were re-established in a manner that allows for ease of inventory access. A part order tracking system was implemented with a process for stock and equipment down parts, this is reviewed semi-weekly.
- Equipment condition evaluations were performed to inform capital budget submissions.

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Samson Hartland

Vice-Chair: Laura Cabott

April 19, 2021

Meeting #2021-08

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1. Road Closure – Lane right-of-way – City Hall Building Consolidation
Presented by Manager Pat Ross
 2. New Business

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	April 19, 2021
RE:	Road Closure – Lane right-of-way – City Hall Building Consolidation

ISSUE

A bylaw for the permanent closure of a lane right-of-way in the Downtown area.

REFERENCE

- *Municipal Act (2015)*
- Bylaw 2021-21 (Road Closure)
- Appendix A & Location Sketch

HISTORY

The City of Whitehorse is continuing with its building consolidation project, which has seen construction of a new Operations Building on Range Road and closure of the Municipal Services Building on 4th Avenue and the Fire Hall on 2nd Avenue. Future work includes renovations and new construction at City Hall.

Currently, the existing City Hall and shuttered Fire Hall are constructed across twelve individual lots and a remaining portion of lane right-of-way (Lots 6-17 and portion of Lane, Block 7, Plan 3807 LTO). This legal fabric was established through the original survey for Downtown Whitehorse and the lots were not consolidated when City Hall was constructed.

A portion of the lane located in Block 7 was transferred to the Commissioner of Yukon in 1975 and consolidated with the adjacent five lots underlying the McBride Museum in 2006 (Lot 18, Block 7, Plan 2006-0127).

Administration is now preparing to consolidate Lots 6-17, as well as the remaining portion of the lane, in advance of new development at 2121 2nd Avenue (City Hall). As per Section 276 of the *Municipal Act*, the lane requires a road closure bylaw, prior to proceeding with the consolidation.

ALTERNATIVES

1. Proceed under the bylaw process to the Public Hearing for the road closure.
2. Do not proceed with the road closure.

ANALYSIS

Municipal Act

Section 276 of the *Municipal Act* states that Council may by bylaw permanently close a municipal highway by registering at the land titles office a plan that shows the closure and that a municipality proposing to permanently close a municipal highway must give

public notice and hold a public hearing before final passage of a bylaw in respect of the proposed closure. Public notice for bylaw 2021-21 would be published in both local newspapers on successive weeks.

The proposed schedule for this bylaw is:

Planning Committee	April 19, 2021
1 st Reading	April 26
Newspaper Ads	April 30 and May 2
Public Hearing	May 10
Report to Committee	May 17
2 nd and 3 rd Reading	May 25

If this bylaw is not approved, Administration cannot proceed with consolidation of the lots underlying City Hall prior to processing additional permits for any new development.

The City is following the standard procedure for consolidation that would be required of any other developers completing this process prior to proceeding with their projects.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2021-21, a bylaw to close the remaining portion of lane right-of-way located adjacent to Lots 6 to 17 in Block 7 in the Downtown Area, be brought forward for consideration under the bylaw process.



SCALE: NTS	DWN. BY: KK
DATE: April 6, 2021	R.No: 0
FILE No:	

CITY OF WHITEHORSE - LAND & BUILDING SERVICES

LOCATION SKETCH - BYLAW 2021-21
 Permanent Closure of remaining portion of Lane (Block, 7, Plan 3807 LTO)



CITY OF WHITEHORSE

BYLAW 2021-21

A bylaw to authorize the closure of a portion of highway in the City of Whitehorse.

WHEREAS section 276 of the *Municipal Act* (2002) provides that council may by bylaw close a highway within its jurisdiction; and

WHEREAS it is deemed desirable that the remaining portion of lane located in Block 7 in the Downtown area, as shown on Plan 3807 LTO, be permanently closed;

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

1. The following described portion of highway in the City of Whitehorse is hereby closed:

“That portion of lane right-of-way in the Downtown Area, adjacent to Lots 6 to 17, Block 7, Plan 3807 LTO, as shown outlined in red on the sketch attached hereto as Appendix ‘A’ and forming part of this bylaw.”
2. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

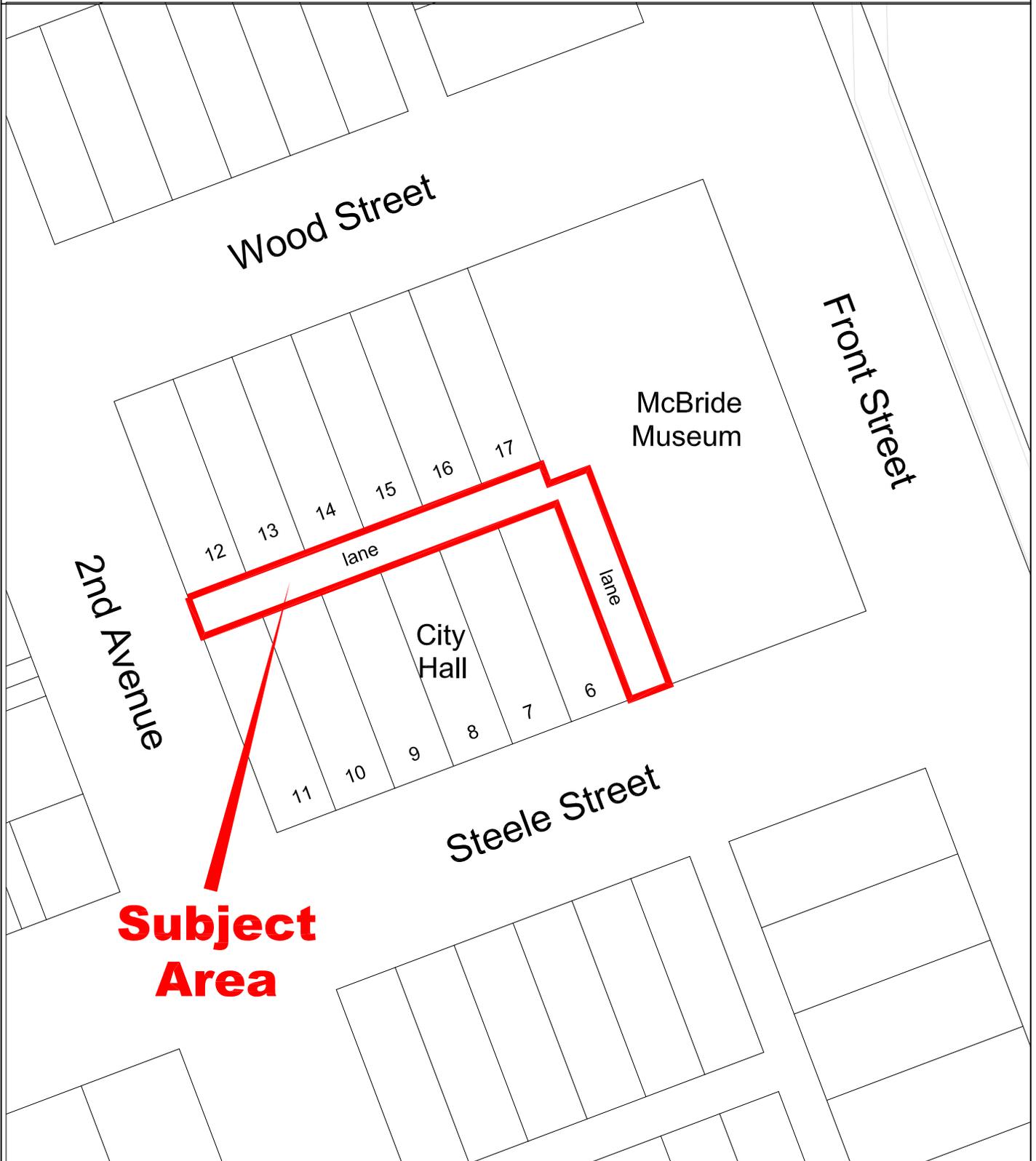
PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk



BYLAW 2021-21

A bylaw to permanently close the remaining portion of Lane right-of-way located in Block 7, Plan 3807 LTO.

LEGEND



SUBJECT AREA

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Laura Cabott

Vice-Chair: Samson Hartland

April 19, 2021

Meeting #2021-08

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1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Jan Stick

April 19, 2021

Meeting #2021-08

1. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE
Council Chambers, City Hall



Chair: Jan Stick

Vice-Chair: Dan Boyd

April 19, 2021

Meeting #2021-08

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Stephen Roddick

April 19, 2021

Meeting #2021-08

1. New Business