

CITY OF WHITEHORSE – STANDING COMMITTEES

Tuesday, July 2, 2019 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES

Ken Bloor – Building Height and Parking Spaces for Waterfront Development

Dianne Williams – Rules for Rental

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Council and Administration Roundtable Policy
2. Budget Amendment and Contract Award – Fuel Abatement
3. Budget Amendment – 2019 Watermain Improvements (Lambert & 6th)
4. Budget Amendment and Contract Award – Compost Facility Upgrade
5. Budget Amendment – McIntyre Creek Fuel Spill
6. New Business

CITY PLANNING COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. New Business

**CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE**

Date: Tuesday, July 2, 2019

Location: Council Chambers, City Hall

Chair: Jan Stick Vice-Chair: Jocelyn Curteanu



Pages

1. New Business

**CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE**

Date: Tuesday, July 2, 2019

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Stephen Roddick



Pages

1. New Business

**CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Tuesday, July 2, 2019

Location: Council Chambers, City Hall

Chair: Laura Cabott Vice-Chair: Dan Boyd



Pages

1. New Business

**CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Tuesday, July 2, 2019

Location: Council Chambers, City Hall

Chair: Samson Hartland Vice Chair: Laura Cabott



| | Pages |
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| Presented by Chris Green | |
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| Presented by Taylor Eshpeter | |
| 4. Budget Amendment and Contract Award – Compost Facility Upgrade | 13 - 16 |
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| 5. Budget Amendment - McIntyre Creek Fuel Spill | 17 - 18 |
| Presented by Geoff Quinsey | |
| 6. New Business | |

ADMINISTRATIVE REPORT

| | |
|--------------|--|
| TO: | Corporate Services Committee |
| FROM: | Administration |
| DATE: | July 2, 2019 |
| RE: | Council and Administration Roundtable Policy |

ISSUE

Establishment of a Council and Administration Roundtable and Repeal of the CASM Meeting Process Policy

REFERENCE

Municipal Act

CASM Meeting Process Policy (Council Resolutions #2011-10-16 and #2015-02-07)

HISTORY

The CASM (Council and Senior Management) Meeting Process Policy was authorized by Council resolution in 2011 and updated by another resolution in 2015. The policy, as written, is inconsistent with municipal governance practices and does not conform to the *Municipal Act*. Consequently, for several years, it has not been followed as written and should be revised or rescinded and replaced. Over time, various attempts have been made to modify the practices concerning CASMs, which have led to confusion about their purpose and how they should be conducted.

ALTERNATIVES

1. Approve the proposed Council and Administration Roundtable Policy with attached terms of reference and repeal the existing CASM Meeting Process Policy; or
2. Do not approve the new policy but repeal the CASM Meeting Process Policy; or
3. Refer the matter back to Administration.

ANALYSIS

The *Municipal Act* reflects the established conventions of municipal governance by requiring the Council decision-making to occur in public, via the approval of either bylaws or resolutions:

- S. 204: Unless an enactment expressly requires a bylaw, a council may **act** by adopting a bylaw or by passing a resolution in accordance with section 209. (emphasis added)
- S. 213(1): Except in accordance with subsection (3), every council meeting or council committee meeting must be conducted in public.

Ambiguity arises around the question “what is a meeting?” The B.C. Ombudsperson addressed the question in a 2012 report “Open Meetings: Best Practices Guide for Local

Governments”¹, wherein she analysed the differences between meetings and gatherings. She cited a number of sources offering views on the matter, and drew the conclusion that “any real progress in the decision-making process of a matter within the local government’s jurisdiction strongly indicates that a gathering is a meeting.” However, she noted that “some councils gather outside of scheduled meetings for training, planning, briefings or other purposes”, and offered guidance about when a gathering is a meeting and vice versa.

In Council’s recent strategic priority setting exercise, the consultant leading the process asked the question “are we aligned?”, looking for coherence between what is important to Council and what Administration is working on. Administration experiences needs from time to time:

- To ensure that Council is sufficiently briefed on complex issues to be able to make informed decisions; and/or
- To receive assurances from Council that its work, whether on strategic priorities or ongoing delivery of City services, is moving in a direction that supports Council’s intentions and visions.

CASMs have attempted to answer that need, but the present policy is obsolete and the various attempts to adapt the practice of CASMs have resulted in loss of clarity about the fundamental purpose and utility of meetings of Council with Administration. From Administration’s perspective, the purpose can be summed up as:

- To provide a venue for briefings and discussions on issues that will help move forward Administration’s work in anticipation of eventual decision-making by Council.

Key characteristics of the proposed Council and Administration Roundtable (CAR) approach that distinguish it from CASMs are:

- Discussions are no longer organized under the framework of Standing Committees, as that practice too closely resembles the City’s formal decision-making process;
- There are clear guidelines that govern the discussions and protect the integrity of municipal governance practices;
- Meetings are internal, to support frank, efficient and productive discussions; and
- Administration chairs the meetings, to enable full and open participation by all council members.

An alternative approach would be to have all discussions between Council and Administration occur in Standing Committee meetings. While that would avoid any possible appearance that City decisions are being made outside a public forum, it would be a major transformation in how Administration and Council work together, with attendant costs in efficiencies, time and resources.

The proposed CAR policy is drafted to include a statement that repeals the existing CASM Meeting Process Policy.

¹ <https://www.bcombudsperson.ca/sites/default/files/Special%20Report%20No%20-%2034%20Open%20Meetings-%20Best%20Practices%20Guide%20for%20Local%20Governments.pdf>

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the Council and Administration Roundtable Policy with attached terms of reference for the Council and Administration Roundtable.

Council and Administration Roundtable Policy

| | |
|------------------------|--------------------|
| Policy Number: | 2019-xx |
| Approved by: | Council |
| Effective date: | xx 2019 |
| Department: | Corporate Services |

AUTHORITY Council Resolution #2019-xx-xx dated xx, 2019

POLICY STATEMENT

The City of Whitehorse recognizes and intends to uphold the conventions of municipal governance whereby decisions are made by Council in open meetings. Council also recognizes a practical need for a purposeful and effective venue for briefings and discussions on issues that will help move forward Administration's work in anticipation of eventual decision-making by Council. Accordingly, for that purpose Council hereby establishes a Council and Administration Roundtable (CAR), under terms of reference as attached to this policy.

For greater certainty, Council also recognizes the reality that there are additional venues in which Council and Administration meet, for instance in intergovernmental meetings. The CAR terms of reference are intended to be specific to CAR meetings.

DEFINITIONS

Whenever the singular masculine or feminine is used in this policy, it shall be considered as if plural feminine or masculine has been used where the context of the policy so requires.

"Administration" means managers, senior managers and the City manager, as the City's managerial team;

"City" means the City of Whitehorse;

"Council" means the elected council of the City of Whitehorse.

PRINCIPLES

1. Information-sharing: CARs are intended for information-sharing amongst Administration and Council members, not for decision-making that binds the City.
2. Open-mindedness: Participants are expected to remain open-minded on matters under discussion, so issues and options can be thoroughly canvassed.
3. Integrity: CARs must be conducted with the public interest uppermost in mind, such that they can be held up as a governmentally sound and effective way to handle

information exchange between Administration and Council within the requirements and conventions of municipal governance and within available time and resources.

RESPONSIBILITIES

4. Council approves this policy, monitors its effectiveness and addresses any future amendments thereto.
5. See the attached CAR Terms of Reference.

REPEAL OF EXISTING POLICY

6. The CASM Meeting Process Policy adopted by Council resolution #2011-10-16, including all amendments thereto, is hereby repealed.

Supporting References

Municipal Act RSY 2002, c.154

History of Amendments

| <u>Date of Council Decision</u> | <u>Reference (Resolution #)</u> | <u>Description</u> |
|---------------------------------|---------------------------------|--------------------|
| | | |

TERMS OF REFERENCE:

COUNCIL AND ADMINISTRATION ROUNDTABLE (CAR)

Purpose: To provide a venue for briefings and discussions on issues that will help move forward Administration's work in anticipation of eventual decision-making by Council.

Guiding Principles:

- Information-sharing: CARs are intended for information-sharing amongst Administration and Council members, not for decision-making that binds the city.
- Open-mindedness: Participants are expected to remain open-minded on matters under discussion, so issues and options can be thoroughly canvassed.
- Integrity: CARs must be conducted with the public interest uppermost in mind, such that they can be held up as a governmentally sound and effective way to handle information exchange between Administration and Council within the requirements and conventions of municipal governance and within available time and resources.

Participants:

- Mayor and Council; senior management; managers of Legislative Services and Strategic Communications; and other staff, subject experts, consultants and/or partners as invited or as necessary.

Format:

- CARs will typically be scheduled weekly or as needed, at noon-1 pm on a generally convenient weekday, in the Pioneer Heritage Boardroom. Schedules may be adjusted as needed.
- These are internal meetings. City staff who are not participating in the discussion may attend in the gallery to listen.
- An "Emerging Issues" agenda item will be scheduled at the end of each meeting, for short updates to Council from the Mayor or city manager, at which point unaffected staff will be asked to leave the room.

Process:

- An agenda will be circulated to Council members on the Friday preceding a CAR, ordinarily accompanied by a briefing note and other presentation materials.
- While consistent attendance is preferred so CARs are effective, there are no requirements for quorum in order for a CAR to proceed.
- While moderated by a chairperson, CAR discussions are intended to be informal as compared to Council or Standing Committee meetings, to facilitate productive discussion.

- Recognizing the need for unfettered participation in the discussions by Council and senior managers, the manager, Legislative Services, or other Administration staff person as appropriate, will chair. The chair's role is to manage the discussion such that all participants wanting to speak have an opportunity to be heard, to ensure the CAR guiding principles are upheld, and to summarize the discussion at the end of the meeting.
- Discussion topics may be proposed by either Council or Administration.
- Generally, CARs will commence with an opening presentation by Administration that briefly introduces the subject matter and defines the issue that will be the focus of the ensuing discussions. This approach may be adjusted as beneficial for the discussion topic at hand.
- A record of discussions will be kept in the form of meeting notes, to be circulated amongst the internal participants with the agenda package for a subsequent CAR.

ADMINISTRATIVE REPORT

| | |
|--------------|--|
| TO: | Corporate Services Committee |
| FROM: | Administration |
| DATE: | 2 July 2019 |
| RE: | Budget Amendment and Contract Award – Fuel Abatement |

ISSUE

Budget amendment and contract award for Fuel Abatement

REFERENCE

Request for Tender 2019-007 Fuel Abatement Project
Council Policy: Purchasing and Sales
2019-2022 Capital Expenditure Program 440c00118 Fuel Abatement
Hazard Identification Risk Assessment
Whitehorse West and Whitehorse Fuel Management Plans
Council Strategic Priorities 2019

HISTORY

A request for tender (RFT) was prepared to target the reduction of wildfire fuels in priority areas. The wildfire threat was identified in the Hazard Identification Risk Assessment as the number one natural threat to the City.

The RFT was tendered as a three-year program identifying five priority areas. These areas were identified based on recommendations from the Whitehorse West Landscape-Level Fuel Management Plan and the Whitehorse Fuel Management Plan.

The RFT was for materials, labour and equipment necessary to complete the fuel abatement and was advertised on the City's website and in local newspapers. The RFT documents were made available on 14th May 2019 via the City's e-procurement platform www.whitehorse.bonfirehub.ca.

The tender closed on 7th June 2019 and two compliant submissions were received:

- Canyon City Construction LP
- Lane's Yukon Yardworks

The low bidder was Lane's Yukon Yardworks, with a bid of \$511,500.00 plus GST.

The City's 2019-2022 Capital Expenditure Program identified funding of \$598,768 summarized as follows:

| | |
|------|--|
| 2019 | \$248,768 (includes 2018 carry over and work completed to date). |
| 2020 | \$150,000 |
| 2021 | \$200,000 |

ALTERNATIVES

1. Amend the capital budget and authorize Administration to award the contract.
2. Refer the proposed award back to Administration for further analysis

ANALYSIS

The review of the bids by an internal review committee, which comprised personnel from Fire and Financial Services, included checking for completeness, mathematical errors, and proper tender security.

The review committee agreed that the low bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully, and tendering the project with a three-year program has resulted in prices that are reasonable.

The funds identified in the first three years of the 2019-2022 Capital Expenditure Program are sufficient for awarding the contract in account 440c00118 Fuel Abatement with provision for additional work if possible. Funding is from the available general reserves.

The RFT value exceeds the funds budgeted in 2019, but amending the 2019 budgeted amount by transferring the budgets identified for 2020 and 2021 into 2019 will enable a contract to be fully executed with Lane's Yukon Yardworks. The work will be spread over the three years identified in the RFT and in order of priority as identified in the fuel abatement plan.

Awarding the three-year contract for the fuel abatement work one of Council's six identified priorities.

ADMINISTRATIVE RECOMMENDATION

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 budget (project number #440c00118) by reducing the 2020 budget by \$150,000 and the 2021 budget by \$200,000; and

THAT Council authorize Administration to award the contract for the Fuel Abatement project to Lane's Yukon Yardworks for a net cost to the City of \$511,500.00 plus GST.

ADMINISTRATIVE REPORT

| | |
|--------------|---|
| TO: | Corporate Services Committee |
| FROM: | Administration |
| DATE: | July 2, 2019 |
| RE: | Budget Amendment – 2019 Watermain Improvements (Lambert & 6 th) |

ISSUE

A budget amendment is needed to change the scope of the 2019 Watermain Improvements – Lambert 5th & 6th project.

REFERENCE

2019-2022 Capital Expenditure Program Project 240c00211 Watermain Improvements – Lambert 5th & 6th
Figure 1.0 (Attached)

HISTORY

This project was initiated to eliminate two dead-end water mains in the Downtown area, as shown on the attached Figure 1.0. Engineering commenced the detailed design, during which, some unexpected conditions have arisen that require a change to the project scope.

When locating the alignment of the new water main in the laneway behind the RCMP building for the 5th Ave extension, an undocumented and unknown sanitary main was discovered within the preferred alignment. The sanitary main was inspected to determine the condition. It appears that the sanitary main is a wood stave pipe, is in very poor condition, and should be replaced.

The water main extension on 6th Avenue was initially budgeted to connect to the existing water main that ends the west end of Lambert Street at valve #404. It was discovered during detailed design, however, that the water main between valve #404 and hydrant #219 further east on Lambert Street was abandoned. As a result, the connection has to be at hydrant #219 increasing the overall length of water main installation.

It should be noted that the condition of the road surface on 6th Avenue between Main and Lambert Street is in poor condition. Geotechnical work was completed to inform the detailed design and showed that the roadway subgrade is susceptible to frost and the structure is not adequate. A full reconstruction of the road surface will be warranted soon. Considering this, the surface restoration for this project will be limited to a thin asphalt surface with a short design life to reduce wasted costs.

The proposed amended scope for this project is to eliminate the planned water main extension on 5th Avenue to allow more time to explore alternative solutions to that area. There may be ways to eliminate the need for the sanitary and water mains or, if this is not possible and they are both required, then the water main work should be coordinated with the sanitary main replacement and considered for a future project.

ALTERNATIVES

1. Amend the capital budget and approve change of scope for the 2019 Watermain Improvements – Lambert 5th & 6th Project.
2. Do not amend the capital budget, delay the project by one year, and resubmit a new project for 2020 that includes a revised scope for both areas.

ANALYSIS

The Clean Water and Wastewater Fund (CWWF) for Whitehorse Downtown Upgrades, which is the funding for this project, expires at the end of 2019 and cannot be extended. That is a major factor in considering how to move forward with this project. The intent is to make best use of this available funding and increase the chances of completing construction this season based on the amended project scope.

If the entire project is delayed and completed in a future year, there may be opportunities to better coordinate more extensive surface reconstruction, however current funding will be lost. The efficiencies gained by coordinating the underground and surface works for this small area are not considered to be beneficial enough to delay the water main work in 2019 for the 6th Avenue portion of work.

The condition of the wood stave sanitary main at 5th Avenue has likely been poor for many years. It has not been causing maintenance problems and the replacement or alternate solution should be considered in the near future, although it is not urgent. The work required to explore alternative solutions or to adjust the current design to include the replacement of the sanitary main would eliminate the potential for construction in 2019.

Although some of the scope is being removed, there is an overall increase to the project budget as a result of the increased length of watermain on 6th Avenue and more detailed information on the scope of the project as it progressed through detailed design that was not available at the time of budgetary estimating.

Initial project budget: \$450,000 (based on budgetary estimate)

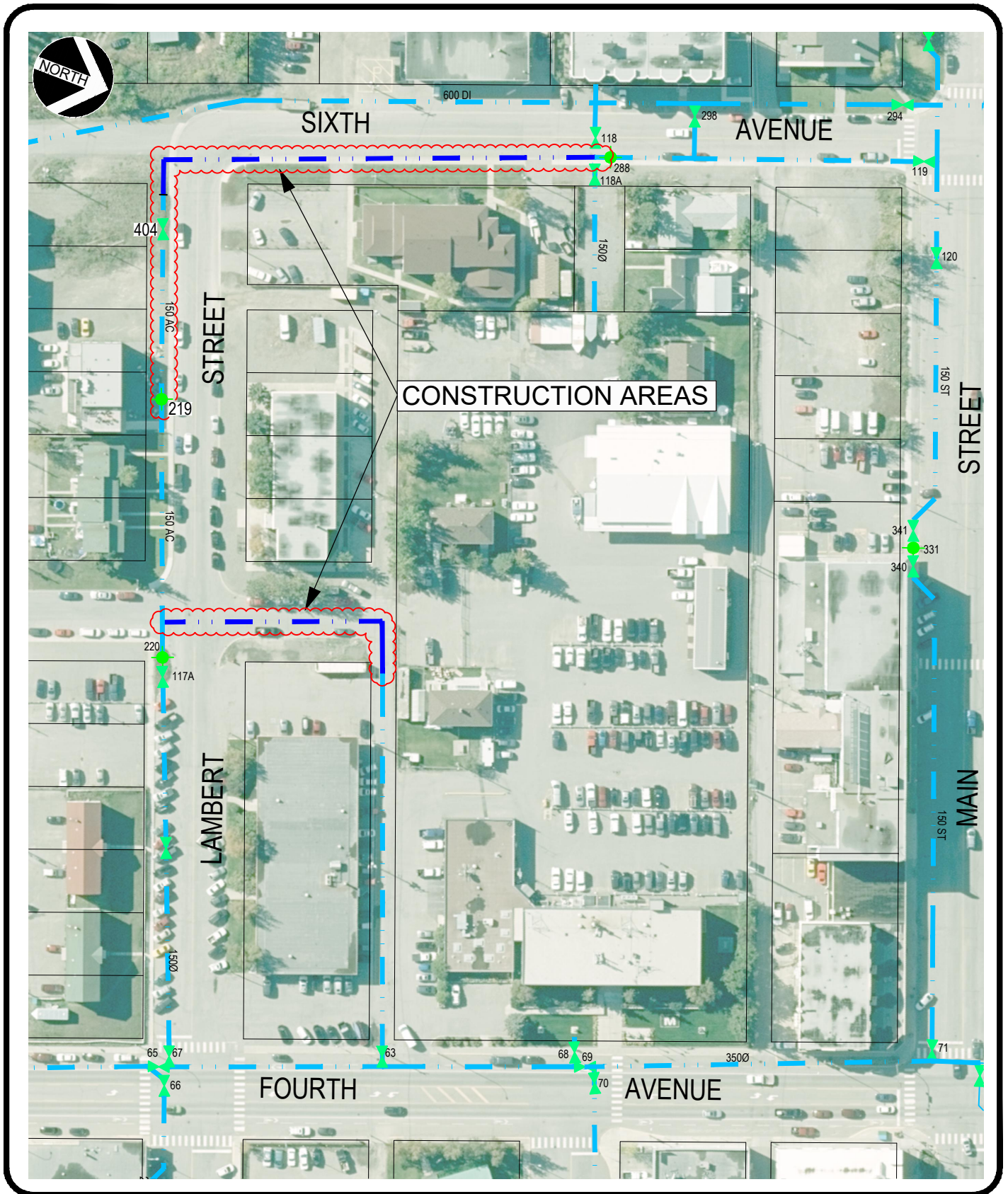
Revised project budget: \$650,000 (based on detailed design)


This project is entirely funded from the Build Canada CWWF fund. There is sufficient funding available in the current transfer payment agreement for the proposed budget increase.

ADMINISTRATIVE RECOMMENDATION

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 Project Number 240c00211 in the amount of \$200,000 with funding from the Build Canada Clean Water and Wastewater Fund; and,

THAT Council amend the scope of the 2019 Watermain Improvements – Lambert 5th & 6th budget to remove the location at 5th Avenue.



| | | | |
|------------------|---------------|---|---|
| SCALE : NTS | DWN. BY : RSC | CITY OF WHITEHORSE |  |
| DATE : JUNE 2019 | CKD : | | |
| REV. | | WATERMAIN RECONSTRUCTION FIFTH AND LAMBERT | |
| | | | |

ADMINISTRATIVE REPORT

| | |
|--------------|--|
| TO: | Corporate Services Committee |
| FROM: | Administration |
| DATE: | July 2, 2019 |
| RE: | Budget Amendment and Contract Award – Compost Facility Upgrade |

ISSUE

Budget amendment and contract award for Compost Facility Upgrade

REFERENCE

Request for Tender (RFT) 2019-047 Whitehorse Compost Facility Upgrade
Council Policy: Purchasing and Sales
2013 Solid Waste Action Plan (SWAP)
Waste Management Bylaw 2018-05
2019-2022 Capital Expenditure Program 650c02118 Compost Facility Expansion
Figure: Compost Facility Upgrade - Concept Plan

HISTORY

A top four priority in the 2017 Strategic Plan Update was to enhance environmental health by championing an overall strategy for community waste management. Council's plan was to implement changes to the Waste Management Bylaw to require food service businesses and multi-residential dwellings to have organics collection services.

In March 2018, the Waste Management Bylaw was updated to make collection of organic waste from food service and multi-family residential sectors mandatory. Expansion of the commercial organics collection program (which had previously been available on a voluntary basis) began in January of 2019.

Diversion of organics decreases landfill liability by extending the usable life of the facility and will help the City attain the target of 50% diversion established in the 2013 Solid Waste Action Plan (SWAP). The most important environmental benefits are reducing groundwater contamination (leachate) and reducing methane emissions. Conservatively, the City's organics collection programs equate to ~400 cars taken off the road (1850 MT CO₂ equivalent/year).

48 new commercial organics collection customers have been added in 2019. Another 18 sites in the heart of the downtown core will be added in July, completing expansion to the food service sector five months ahead of the projected schedule. Multi-family expansion will begin shortly thereafter and be completed in 2020.

The organic waste tipped January to June 2019 increased 16.5% compared to 2018. Sales of compost are also strong, 1,115 yards of bulk compost and 2429 bags have been sold by mid-June 2019, projecting that revenues will surpass 2018's record of \$73,000.

An expansion and upgrade of the compost facility was identified as required to accommodate the additional 1000 tonnes per year expected from the expanded program.

A hard-surfaced processing facility was recommended to improve regulatory compliance, processing efficiency and for its favorable pay-back relative to the operating cost increase required if the processing facility was not improved. Administration prepared a class 'E' conceptual estimate of \$2,730,000 for design, tendering and construction of the facility upgrade, and Council approved the project by amending the 2018-2021 Capital Expenditure Program in March of 2018.

In summer of 2018, a geotechnical drilling program and assessment was undertaken to ensure the suitability of the proposed site. The geotechnical assessment determined that significantly more sub-excavation and imported granular material would be required than previously anticipated. An operational assessment was also completed to ensure the conceptual plan would deliver the necessary operational efficiency, and determined that the site needed to be reconfigured so the hard-surfaced processing pad would be constructed on the existing facility footprint rather than on the proposed expansion area, requiring phasing and significantly increasing the complexity of the construction project. The resulting concept plan is illustrated in the attached figure: Compost Facility Upgrade – Concept Plan.

In light of the required changes, an updated cost estimate was sought from the engineering consultant that completed the geotechnical assessment, and the new estimated project cost increased significantly to \$4,800,000, reflecting consulting, construction, and a contingency amount.

External funding for consulting services for the project was obtained from the Gas Tax fund. A Transfer Payment Agreement (TPA) for \$130,000 was received in June, 2018. Reflecting the results of the summer 2018 field work, an amendment proposal was submitted for the \$400,000 total anticipated cost of consulting and design, and was received in February 2019.

In November 2018, an application to the Investing in Canada Infrastructure Program (ICIP) for \$4,400,000 to fund the construction of the project was submitted. The funding was approved, and the TPA was received June 13, 2019. Now that both TPAs have been received, a budget amendment is being brought forward for approval.

In December 2018, an RFP for detailed design of the project was issued. Tetra Tech Canada was the successful consultant, and received award on January 21, 2019.

Detailed design was completed, and an RFT was prepared, subject to budget approval, for construction of the Compost Facility Upgrade. The RFT is for all materials, labour and equipment necessary to complete construction of the upgraded facility in two phases, the expansion by November 30, 2019, and the upgrade of the existing site by July 31, 2020.

The RFT for Whitehorse Compost Facility Upgrade was advertised on the City's website and in local newspapers. The RFT documents were made available on May 29, 2019 via the City's e-procurement platform www.whitehorse.bonfirehub.ca.

The tender closed on June 25, 2019 and three compliant submissions were received:

- Castle Rock Enterprises
- Cobalt Construction
- Wildstone Construction

The low bidder was Castle Rock Enterprises, with a bid of \$2,993,031.43 not including GST.

ALTERNATIVES

1. Amend the capital budget and authorize Administration to award the contract as recommended; or
2. Refer the proposed award back to Administration for further analysis

ANALYSIS

The review of the bids by an internal review committee, which comprised personnel from Engineering Services, Water & Waste Services and Financial Services, including checking for completeness, mathematical errors, and proper tender security.

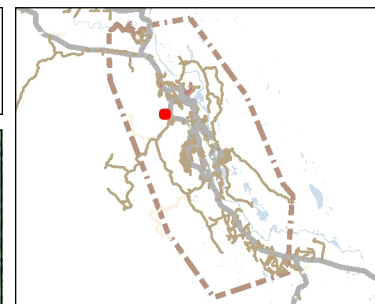
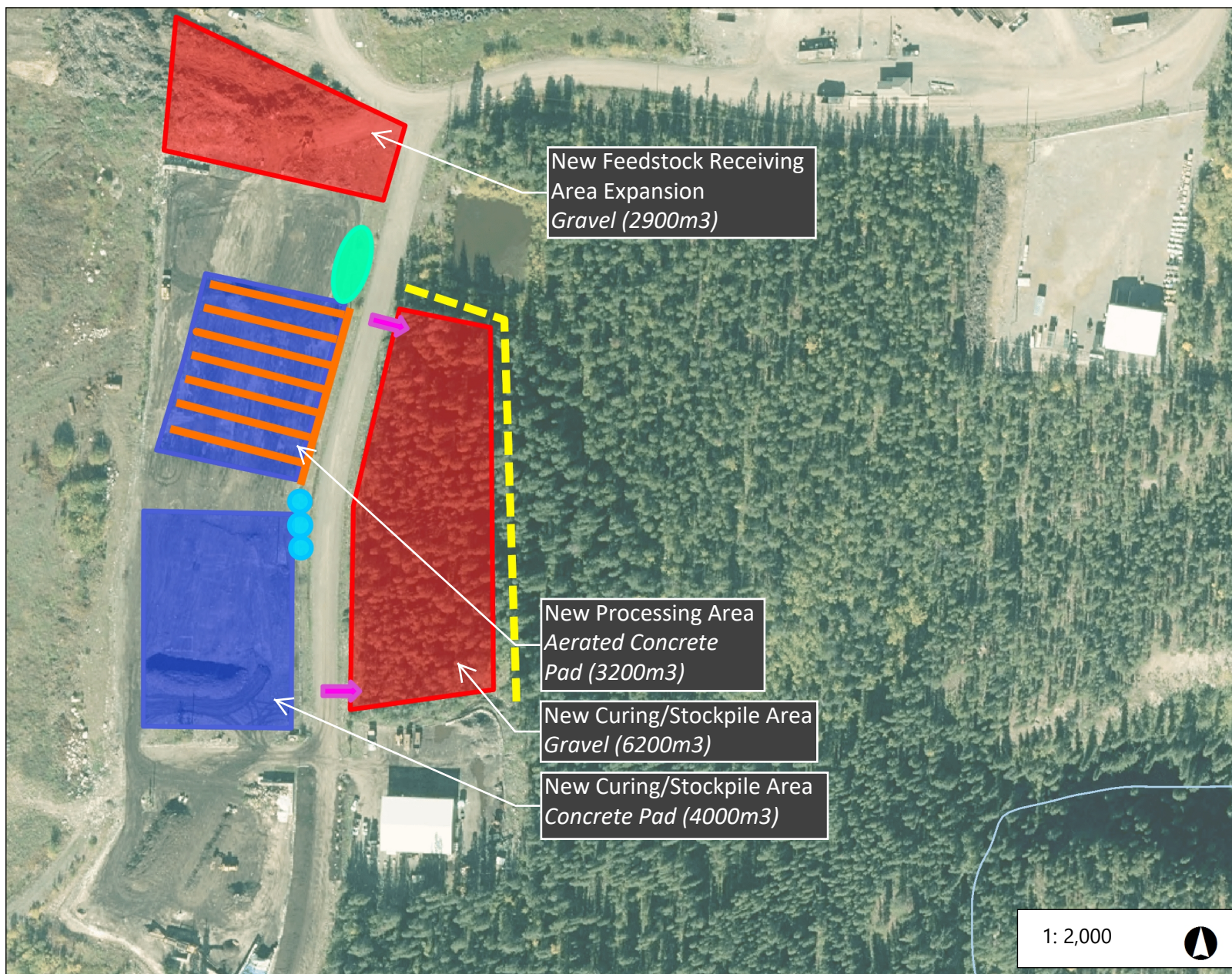
The review committee agreed that the low bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully, and the prices submitted are reasonable.

The proposed budget amendment will align the approved expenditure with the total estimated \$4,800,000 cost to deliver the project, inclusive of design, consulting, and construction. The external funding has been secured from ICIP (\$4,400,000) and Gas Tax (\$400,000).

ADMINISTRATIVE RECOMMENDATION

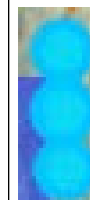
THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 project number 650c02118 in the amount of \$2,070,000 for a total \$4,800,000, funded by \$400,000 from Gas Tax and \$4,400,000 from the Investing in Canada Infrastructure Program to cover the additional costs; and

THAT Council authorize Administration to award the contract for the Whitehorse Compost Facility to Castle Rock Enterprises for a net cost to the City of \$2,993,031.43 plus GST.



Legend

- Streams Indefinite
- Streams
- Rivers
- Lakes



Existing Irrigation
Storage Tanks



New Storm Water
Collection Tank



New Access



New (Expanded)
Electric Perimeter
Fence

Notes

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101.6 0 50.80 101.6 Meters

NAD_1983_UTM_Zone_8N

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

ADMINISTRATIVE REPORT

| | |
|--------------|--|
| TO: | Corporate Services Committee |
| FROM: | Administration |
| DATE: | July 2, 2019 |
| RE: | Budget Amendment – McIntyre Creek Fuel Spill |

ISSUE

Budget amendment for McIntyre Creek Fuel Spill Project

REFERENCE

2019 to 2022 Capital Expenditure Program Project 650c00419 McIntyre Creek Pumphouse Fuel Spill

HISTORY

From 1996 to 2016, heating fuel spills were discovered in and around the north side of the McIntyre Creek pumphouse, and some in-house assessment and remediation have been attempted. In 2016, the City retained Associated Environmental to assess the site. The results of the study confirmed the presence of hydrocarbons, and recommended conducting a more extensive investigation to determine the extent of contamination, groundwater direction and transport rate.

The approved 2019 capital budget for the McIntyre Creek Fuel Spill Project is for completion of a Phase II Environmental Site Assessment (ESA), including drilling and installation of four monitoring wells to a depth of 2.5m for routine hydrocarbon sampling and water level monitoring. The ESA will identify suitable remediation options and their associated costs. The completion of this project, (both the ESA and implantation of the resulting remediation options) will fulfil the City's environmental obligations to the Yukon Government Environmental Programs Branch.

The 2019 project budget of \$50,000 has been approved under Schedule B of the 2019 to 2021 Capital Expenditure Program, on the basis of funding \$25,000 from reserves, and \$25,000 from the Federation of Canadian Municipalities (FCM) Green Fund. An application to the FCM Green Fund was submitted in May 2019, and preliminary feedback has been received, explaining that there is a very high likelihood of approval, but that the approval will take an additional three to six months.

Administration is proposing that the project budget be amended to allocate an additional \$25,000 from the Water and Sewer Reserve so the project may proceed on the planned schedule, with the expectation that the \$25,000 FCM Green Fund funding will be secured and the reserve will then be reimbursed.

ALTERNATIVES

1. Amend the capital budget as recommended; or
2. Do not amend the capital budget.

ANALYSIS

A three to six month delay as forecasted by the FCM Green Fund will very likely inhibit completion of the planned field work in summer of 2019 and result in a one year delay in the execution of the project.

Receipt of the external funding is anticipated based on the preliminary feedback from the FCM Green Fund. Administration expects to reimburse the proposed expenditure from the Water and Sewer Reserve upon receipt of the funding agreement.

ADMINISTRATIVE RECOMMENDATION

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 project number 650c00419 McIntyre Creek Pumphouse Fuel Spill in the amount of \$25,000, funded by the Water and Sewer Reserve.

**CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA**

Date: Tuesday, July 2, 2019

Location: Council Chambers, City Hall

Chair: Stephen Roddick Vice-Chair: Jan Stick



Pages

1. New Business

**CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA**

Date: Tuesday, July 2, 2019

Location: Council Chambers, City Hall

Chair: Dan Boyd Vice-Chair: Samson Hartland



Pages

1. New Business