

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, April 1, 2019 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

**PROCLAMATIONS**            Green Shirt Day – April 7

**DELEGATES**                 Samantha Salter – Contagious Mountain Bike Club

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. Wildfire Fuel Reduction – Prescribed Burns – *For Information Only*
2. Traffic Bylaw Amendment – Speed Reductions
3. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. Cook Street Reconstruction – Local Improvement Charges
2. New Business

## **CORPORATE SERVICES COMMITTEE**

1. New Business

## **CITY PLANNING COMMITTEE**

1. Public Hearing Report – Zoning Amendment (Cannabis Retail Sales)
2. New Business

## **CITY OPERATIONS COMMITTEE**

1. Contract Award – Winter Road Maintenance Supplies
2. Contract Award – Supply of Line Painting
3. Contract Award – Mosquito Control Program
4. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Community Clean-up Policy Amendments
2. New Business



## PROCLAMATION

### GREEN SHIRT DAY FOR ORGAN DONOR AWARENESS AND REGISTRATION

April 7, 2019

WHEREAS on April 6, 2018, the Humboldt Broncos bus crash took the lives of 16 of the 29 people on board; and

WHEREAS on April 7, 2018 Humboldt Broncos defenceman Logan Boulet succumbed to his injuries from that crash and his parents honoured his wish to donate his organs so that six lives could live on; and

WHEREAS what happened following this selfless act is nothing less than miraculous and became known across Canada as the “Logan Boulet Effect” as over 100,000 people registered to become organ donors – the largest number of people in Canadian history registering to become organ donors due to one event and one person; and

WHEREAS ***Green Shirt Day*** honours, remembers and recognizes all the victims and families of that fatal crash, and continues Logan’s legacy by inspiring Canadians to talk to their families about organ donation and register as organ donors; and

WHEREAS the council of the City of Whitehorse encourages all citizens to wear green on April 7 to remember the Humboldt bus tragedy and honour the Logan Boulet Effect;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim April 7, 2019 to be ***Green Shirt Day for Organ Donor Awareness and Registration*** in the City of Whitehorse

Dan Curtis  
Mayor

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

Date: Monday, April 1, 2019

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Stephen Roddick



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	<b>Pages</b>
<b>1. Wildfire Fuel Reduction - Prescribed Burns - For Information Only</b>	<b>1 - 2</b>
Presented by Chris Green	
<b>2. Traffic Bylaw Amendment - Speed Reductions</b>	<b>3 - 8</b>
Presented by Taylor Eshpeter	
<b>3. New Business</b>	

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Public Health and Safety Committee
<b>FROM:</b> Administration
<b>DATE:</b> April 1, 2019
<b>RE:</b> Wildfire Fuel Reduction – Prescribed Burns – <i>For Information Only</i>

### **ISSUE**

Reduce the potential for human ignited wildfires throughout various locations in the City

### **REFERENCE**

Appendix A – area map

### **HISTORY**

Over the past few years the Whitehorse Fire Department and Wildland Fire Management have been developing new approaches to managing wildfire fuels within the city. A number of options were considered including enhancing the Fire Smart program, clearing and widening existing roads and trails, and burning potential fuels along road rights-of-way.

In 2017 the success of a pilot project along Long Lake Road concluded that controlled burns along road rights-of-way and other areas was an acceptable practice in the reduction of potential wildland fire fuel sources. In 2018 this practice was repeated along the Long Lake Road and also included the following areas: Robert Service Way, a gravel pit near the south end of the Whitehorse International Airport runway, and an area north of the Takhini North subdivision.

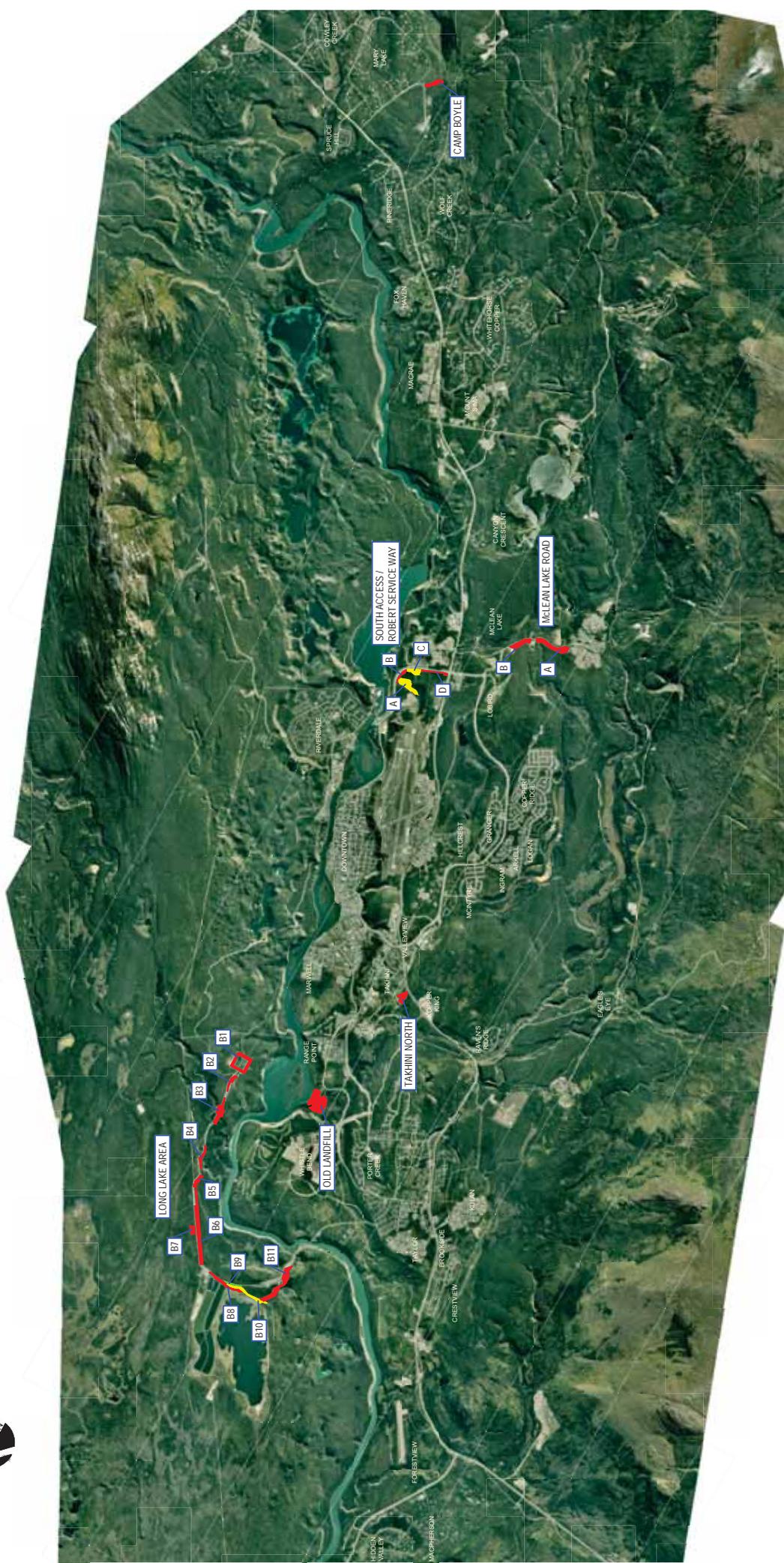
### **ANALYSIS**

The reduction of wildfire potential in the designated zones will be done through the controlled burning of fine fuels and grass along the roadway and surrounding areas. The majority of the fuels to be treated are matted grass, with a small percentage of individual immature conifer and deciduous trees and shrubs.

Approximately 59 hectares have been identified in the 2019 plan and will include the following areas throughout the City:

- Robert Service Way
- Long Lake Road
- Takhini North
- McLean Lake Road
- Camp Boyle
- Range Road – Old Landfill

Burning will take place under very strict guidelines as outlined in the Prescribed Fire Plan developed by Wildland Fire Management. This plan takes into account humidity levels, wind direction and speed, the required number of firefighters and fire apparatus, public and personal safety, smoke management, impact on the public, and communications with the public. Under no circumstance will burning take place if all of the prescribed requirements are not fully met.



**PRESCRIBED BURNING  
FIRE PLAN  
2019**

SCALE: 1:75,000  
March 27, 2019

APPROXIMATE TOTAL BURN AREA IS 59ha

File: Traffic Bylaw Amendment/Speed

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Public Health and Safety Committee
<b>FROM:</b> Administration
<b>DATE:</b> April 1, 2019
<b>RE:</b> Traffic Bylaw Amendment – Speed Reductions

### **ISSUE**

Amend the posted speed limits in two locations in the city.

### **REFERENCE**

Motor Vehicles Act

Traffic Bylaw 2013-34

### **HISTORY**

The Takhini North neighbourhood was designed as a traffic-calmed neighbourhood with narrow roadways, curb bulb-outs, and landscaping. With the current configuration of the speed limit signs at entrances to the neighbourhood on both Normandy Road and Rhine Way, it is signed appropriately for the speed limit in the entire area of Takhini North to be 30 km/hr.

Residents on Tamarack Drive in Porter Creek have approached Administration requesting traffic calming be considered on Tamarack Drive. The Engineering Department collected speed data, made visual observations, and engaged with property owners to understand the issue and propose a potential solution.

### **ALTERNATIVES**

1. Bring forward a bylaw to adopt the proposed amendments to the Traffic Bylaw
2. Do not proceed with the proposed amendments to the Traffic Bylaw
3. Refer the proposed amendments back to Administration for additional work

### **ANALYSIS**

Studies indicate that in the case of incident, the risk of pedestrian injury and fatality is lower when a vehicle is travelling at less than 50 km/hr. The Transportation Association of Canada (TAC) Guide for Traffic Calming states that the probability of pedestrian fatality is greater than 50% at an impact speed of 45 km/hr, and only 10% at an impact speed of 30 km/hr.

The City of Whitehorse Street Sign and Traffic Committee (the Committee) reviewed the proposed changes to speed limits. The Committee agreed with the suggested 30 km/hr speed limit over the entire Takhini North neighbourhood and 40 km/hr speed limit for Tamarack Drive. The amendment with respect to Takhini North is a housekeeping item to make the bylaw match the existing posted speed limits.

The speed limit on Tamarack Drive is currently 50 km/hr. The Engineering Services Department collected speed data on Tamarack Drive to quantify the issue and help inform a recommended speed limit for this roadway. The speed data on Tamarack Drive from August 3-7, 2018 is as follows:

**NORTHBOUND (219 counts)**

- 85<sup>th</sup> Percentile Speed: 41 km/hr
- Max Speed: 61 km/hr
- Average Speed: 33 km/hr

**SOUTHBOUND (225 counts)**

- 85<sup>th</sup> Percentile Speed: 42 km/hr
- Max Speed: 54 km/hr
- Average Speed: 34 km/hr

As the collected data indicates that the majority of the vehicles are already travelling at approximately 40 km/hr and pedestrians are separated from vehicles by a sidewalk, it is recommended that the speed limit be posted as 40 km/hr on this roadway. It is expected that compliance will be better at 40 km/hr than 30 km/hr for this particular roadway, considering the roadway dimensions and geometry.

Amendments to “Schedule B” of Traffic Bylaw 2019-10 are required to formalize the proposed changes to the speed limits.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2019-10, a bylaw to amend Traffic Bylaw 2013-34, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**  
**BYLAW 2019-10**

A bylaw to amend Traffic Bylaw 2013-34

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WHEREAS section 124 of the *Motor Vehicles Act* (RSY 2002) provides that a municipality may by bylaw prescribe a maximum speed other than 50 kilometres per hour for all or part of a highway subject to its jurisdiction; and

WHEREAS section 125 of the *Motor Vehicles Act* provides that a municipality may authorize the placing, erecting, or marking of traffic control devices at any locations considered necessary for controlling highways subject to its jurisdiction; and

WHEREAS it is deemed desirable and expedient that the City of Whitehorse Traffic Bylaw be amended to change the speed limit on a number of roads in the Porter Creek neighbourhood and the Takhini North neighbourhood;

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

1. Traffic Bylaw 2013-34 is hereby amended by deleting the existing Schedule “B” and substituting therefore a new Schedule “B”, attached hereto as Appendix “A” and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST and SECOND READING:**  
**THIRD READING and ADOPTION:**

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Mayor

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City Clerk

# Traffic Bylaw Amendment Bylaw 2019-10

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APPENDIX "A"

## Schedule "B"

### OPERATION OF VEHICLES

1. No person shall drive at a greater rate of speed than **30 kilometres per hour** on the following highways between the designated points:
  - (1) On Third Avenue between Strickland Street and the north end of Third Avenue;
  - (2) On Valleyview Drive along its entire length;
  - (3) On Prospector Road from the Alaska Highway to that point where the roadway enters private property;  
~~On Rhine Way from Range Road to Nijmegen Road;~~  
~~On Normandy Road from Range Road to Nijmegen Road;~~
  - (4) On Alsek Road between Duke Road and Blanchard Road;
  - (5) On Mount Sima Road from the ski hill parking lot northward towards the downtown core of the City, for a distance of 600 metres;
  - (6) On Sumanik Drive from Hamilton Boulevard to Mount McIntyre Recreation Centre.
  
2. No person shall drive at a greater rate of speed than **30 kilometres per hour** on the following streets within the McIntyre Subdivision:

Hanna Crescent	McCandless Crescent
McClennan Road	McCrimmon Crescent
McIntyre Drive	Murphy Road
O'Brien Place	O'Brien Road
  
3. No person shall drive at a greater rate of speed than **30 kilometres per hour** on the following streets within the Takhini North neighbourhood:

Antwerp Street	Arnhem Road
Carpiquet Road	Cassino Street
Nijmegen Road	Normandy Road North
Ortona Avenue	Rhine Way
  
4. No person shall drive at a greater rate of speed than **40 kilometres per hour** on the following highways between the designated points:
  - (1) on Miles Canyon Road from the Alaska Highway to Robert Service Way.

.../continued

# Traffic Bylaw Amendment Bylaw 2019-10

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## Schedule “B” (Continued)

5. No person shall drive at a greater rate of speed than **40 kilometres per hour** on the following streets within the Hillcrest Subdivision:

Burns Road between Hillcrest Drive and Roundel Road  
Chalet Crescent  
Dalton Trail  
Hillcrest Drive between Park Lane and Burns Road  
Kluane Crescent  
Park Lane  
Roundel Road between Summit Drive and Burns Road  
Summit Road  
Sunset Drive North  
Sunset Drive South

6. No person shall drive at a greater rate of speed than **40 kilometres per hour** on the following streets within the Porter Creek Subdivision:

Juniper Drive  
Teak Avenue  
Tamarack Drive

7. No person shall drive at a greater rate of speed than **40 kilometres per hour** on the following streets within the Whistle Bend Subdivision:

Aksala Drive	Atlin Place
Chakawana Lane	Bailey Place
Bellingham Court	Caprice Court
Casca Boulevard	Dora Crescent
Eldorado Road	Keno Way
Iskoot Crescent	Olive May Way
Skookum Drive	Tarahne Way

8. No person shall drive at a greater rate of speed than **60 kilometres per hour**:

- (1) on Robert Service Way between the Miles Canyon Access Road intersection and the Fourth Avenue intersection;
- (2) on Hamilton Boulevard between Falcon Drive South and the Alaska Highway intersection at the top of Two Mile Hill;
- (3) on Two Mile Hill between the Second Avenue Extension and the Alaska Highway; and
- (4) on Whistle Bend Way between Mountainview Drive and Casca Boulevard.

.../continued

# Traffic Bylaw Amendment Bylaw 2019-10

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## Schedule “B” (Continued)

9. No person shall drive at a greater rate of speed than **70 kilometres per hour** on the following highways between the designated points:
  - (1) on Mountainview Drive from Tlingit Road to a point 100 metres south of Twelfth Avenue;
  - (2) on the Hamilton Boulevard Extension between the Alaska Highway and Falcon Drive South;
  - (3) on Robert Service Way between the Alaska Highway and the intersection at Miles Canyon Access Road.

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**CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Monday, April 1, 2019

Location: Council Chambers, City Hall

Chair: Laura Cabott      Vice-Chair: Dan Boyd



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	<b>Pages</b>
<b>1. Cook Street Reconstruction - Local Improvement Charges</b>	<b>1 - 9</b>
Presented by Taylor Eshpeter	
<b>2. New Business</b>	

File #: 4025-01 CSW

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Development Services Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	April 1, 2019
<b>RE:</b>	Cook Street Reconstruction – Local Improvement Charges

### **ISSUE**

To correct the Cook Street West local improvement charges bylaw before proceeding with the notification process

### **REFERENCE**

Bylaw 2019-09

### **HISTORY**

At the regular meeting on March 25<sup>th</sup> Council gave first reading to a local improvement charges (LIC) bylaw with respect to the reconstruction of Cook Street West.

In accordance with the *Municipal Act*, following first reading of a LIC Bylaw notice is sent out to all benefiting property owners advising that the local improvement process has started and providing information on all the details associated with the bylaw, including the deadline for filing an objection and the date scheduled for a public hearing on the issue.

In the process of preparing the documentation for property owners, an error in the calculations for Schedule A of the bylaw was discovered. The result of this error is that the portion of the costs of the reconstruction project that will be borne by some of the non-residential benefiting property owners is larger than initial projections.

### **ALTERNATIVES**

1. Direct administration to prepare the necessary documentation to advise benefiting property owners of proposed changes to the bylaw and prepare the required wording for amending the bylaw at second reading.
2. Refer the matter back to administration for further consideration.

### **ANALYSIS**

The 2019 capital budget contains funding for the detailed design for the reconstruction of Cook Street West. By bringing the LIC forward at this time Administration is seeking confirmation that Cook Street property owners are prepared to pay a portion of the costs of reconstruction by way of a local improvement charge. If the bylaw passes, Administration will proceed with the tendering process for detailed design and construction supervision services for the project. Council would then consider final confirmation with the approval of the project in the capital budget.

Since the current bylaw has already received first reading and second reading is not scheduled until after a public hearing has been held, amending the existing bylaw at this

stage is problematic. In order to allow the bylaw process to proceed, Council may direct administration to prepare the notification documents in a manner that will highlight the amendments that will be authorized when the bylaw comes forward for second reading. This will ensure that the information provided contains accurate details on project costs.

This will push the process back by a few weeks and still allow time for benefitting property owners to provide appropriate input into the project.

The revised schedule would be:

Review the matter and the options	April 1
Resolution directing correction	April 8
Mail information to benefitting property owners	April 11
Public Hearing	May 6
Deadline for the submission of objections	May 21
Report on Public Input	May 27
2 <sup>nd</sup> & 3 <sup>rd</sup> Reading of the bylaw	June 10

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct administration to prepare notification packages with respect to Local Improvement Charges Bylaw 2019-09 that include corrections to the errors discovered; and

THAT administration be directed to prepare proposed amendments to Bylaw 2019-09 for council's consideration when the bylaw comes forward for second reading.

**CITY OF WHITEHORSE**  
**BYLAW 2019-09**

A bylaw to provide for a tax levy for the partial funding of a local improvement project on Cook Street West

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WHEREAS section 267(1) of the *Municipal Act* (R.S.Y. 2002) provides that a municipality may undertake any local improvement it considers necessary for the benefit of all or part of a municipality; and

WHEREAS section 267(2) of the *Municipal Act* requires that a bylaw to provide for and authorize a local improvement will prescribe which properties will benefit and how to determine the total cost or a portion of that cost that is to be levied against properties that will benefit from a local improvement; and

WHEREAS section 267(2) of the *Municipal Act* requires that a bylaw to provide for and authorize a local improvement will determine the levy to be charged against each property that will benefit over the probable life of the local improvement; and

WHEREAS section 267(2) of the *Municipal Act* provides that council may by bylaw levy the total cost or a proportion of the cost of a local improvement against the properties that will benefit from the local improvement, and provide the means for assessment, collection, and payment of the cost; and

WHEREAS the actual cost of the design and construction of the Cook Street Reconstruction Project is estimated to be \$7,400,000.00 of which ~~\$485,050.18~~ \$632,409.49 will be raised by way of a special frontage charge, and ~~\$6,914,949.82~~ \$6,767,590.51 will be contributed by the municipality at large; and

WHEREAS in order to construct and complete the project it will be necessary to borrow up to the sum of ~~\$485,050.18~~ \$632,409.49 on the credit of the City by issuing debentures as herein provided; and

WHEREAS the amount of taxable assessment as last determined and fixed by the Assessment Review Board for 2019 was \$3,145,453,516; and

WHEREAS the amount of debenture debt of the City as at December 31, 2018 was \$7,632,718, no part of which is in arrears; and

WHEREAS the estimated life of the project exceeds fifteen years; and

WHEREAS it is considered necessary and expedient that the City undertake certain local improvement works, namely the construction of underground and surface works on a portion of Cook Street from Fourth Avenue to Eighth Avenue;

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

1. Pursuant to section 269(1) of the *Municipal Act*, notice is hereby given that the council of the City of Whitehorse hereby authorizes a work of local improvement,

## Cook Street West Local Improvement Charges Bylaw 2019-09

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- being the construction of underground and surface works on the roadways abutting the properties as set out in Schedule "A" attached to and forming part of this bylaw.
2. The properties benefiting from this work of local improvement and their frontages have been determined in accordance with the provisions of City of Whitehorse Bylaw 2011-21 and are as set out in Schedule "A" to this bylaw.
  3. The total cost of the local improvement has been determined in accordance with the provisions of Bylaw 2011-21.
  4. A portion of the cost of the work is to be paid for by way of a frontage tax to be levied on those properties as set out in Schedule "A" to this bylaw, and a portion is to be paid for out of capital general funds.
  5. For the purposes aforesaid, the sum of up to ~~\$485,050.18~~ \$632,409.49 is to be borrowed by way of debentures issued on the credit and security of the City at large.
  6. The sum of ~~\$485,050.18~~ \$632,409.49 is to be collected by way of a special frontage charge assessment as provided in Schedule "A" to this bylaw.
  7. The debentures to be issued under this bylaw shall be dated upon such day as may be appropriate having regard to the date of the borrowing, and shall be issued for the term of 15 years. The said debentures shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal annual instalments during the said 15 years.
  8. The debentures shall bear interest during the currency of the debenture at a rate not exceeding the rate as fixed from time to time by the Department of Finance of the Government of Yukon as being the rate of interest applicable on loans to municipalities and others.
  9. The Mayor and the Assistant City Clerk shall sign the said debentures, and the Assistant City Clerk shall affix thereto the corporate seal of the City.
  10. There shall be levied and raised in each year of the currency of the local improvement hereby authorized the amount necessary to pay the annual amount of interest and principal falling due in each year on such debenture. The amount necessary shall be raised by levying a special assessment under the *Assessment and Taxation Act*, and there is hereby imposed on all lands set out in Schedule "A" attached hereto and forming part of this bylaw, an annual fee for each of 15 years. At the date of borrowing, the annual fee shall be computed based on the same interest rate as the borrowing allowed for in section 8 of this bylaw. The said special assessment shall be in addition to all other rates and taxes.
    - (1) The property owner has the option of paying the total property charge prior to its due date, or of paying equal annual instalments each of 15 years, commencing on the due date.
    - (2) The property owner may reduce the balance owing on the total property charge by making a lump sum payment in any year during the life of the

## Cook Street West Local Improvement Charges Bylaw 2019-09

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bylaw. Such lump sum payments shall be accepted only in the month of January each year.

- (3) The property owner may pay off the balance owing at any point during the 15-year life of the bylaw.
11. The frontage rate is determined as residential or non-residential in accordance with the property's assessment class. Should this assessment class change during the life of this bylaw, the unit rate may also change as required.
  12. Any existing local improvement charges for surface works abutting any properties set out in Schedule "A" are hereby rescinded.
  13. The provisions of section 269 and 270 of the *Municipal Act* respecting the giving of notice and hearing of objections shall be followed prior to final passage of this bylaw.
  14. A public hearing will be held at the regular council meeting on ~~Tuesday, April 23, 2019~~ **Monday, May 6, 2019** at which council will hear and consider any submissions respecting the proposed project and local improvement charges. The meeting will take place in Council Chambers at City Hall, beginning at 5:30 p.m.
  15. The provisions of this bylaw shall come into full force and effect pending budget approval.

**FIRST READING:** March 25, 2019

**NOTICE GIVEN:** April 11, 2019

**PUBLIC HEARING:** **May 6, 2019**

**SECOND READING:**

**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# Downtown Reconstruction - Cook Street (4th-escarpment)

## Local Improvement Charge

BYLAW 2019-09

Full Rate (Gov't): 1,936.56

Residential rate 1/3 645.52

Commercial Rate 2/3 1,291.04

Estimated Interest Rate for 15 Years

6.25%

Lot Block Plan	Owner Address	Civic Address	Roll #	Assessed Use/Class	Surface Frontage Charge (\$/M)	Assessed Frontage (m)	Total Property Charge	Annual Property Charge OVER 15 YEARS
<del>1-113-18415</del>	<del>4190-4TH AVENUE- WHITEHORSE, YT Y1A 1J8</del>	<del>4190-4TH AVENUE</del>	<del>3011130100</del>	<del>CMS</del>	<del>1291.04</del>	<del>15.24</del>	<del>\$ 9,837.72</del>	<del>\$ 1,029.53</del>
1 113 18415	4190 - 4TH AVENUE WHITEHORSE, YT Y1A 1J8	4190 - 4TH AVENUE	3011130100	CMS	1291.04	15.24	\$ 19,675.45	\$ 2,059.06
2 113 18415	27 BELL CRESCENT WHITEHORSE, YT Y1A 4T4	404 COOK STREET	3011130200	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
3 113 18415	BOX 20640 WHITEHORSE, YT Y1A 7A2	406 COOK STREET	3011130300	RSM	645.52	30.48	\$ 19,675.45	\$ 2,059.06
<del>9-112-18415</del>	<del>100-14505-BANNISTER ROAD SE- T2X 3J3 CALGARY, ALBERTA</del>	<del>407 COOK STREET</del>	<del>3011120900</del>	<del>CMS</del>	<del>1291.04</del>	<del>15.24</del>	<del>\$ 9,837.72</del>	<del>\$ 1,029.53</del>
<del>10-112-18415</del>	<del>100-14505-BANNISTER ROAD SE- T2X 3J3 CALGARY, ALBERTA</del>	<del>407 COOK STREET</del>	<del>3011120900</del>	<del>CMS</del>	<del>1291.04</del>	<del>15.24</del>	<del>\$ 9,837.72</del>	<del>\$ 1,029.53</del>
<del>11-112-18415</del>	<del>100-14505-BANNISTER ROAD SE- T2X 3J3 CALGARY, ALBERTA</del>	<del>407 COOK STREET</del>	<del>3011120900</del>	<del>CMS</del>	<del>1291.04</del>	<del>15.24</del>	<del>\$ 9,837.72</del>	<del>\$ 1,029.53</del>
<del>12-112-18415</del>	<del>100-14505-BANNISTER ROAD SE- T2X 3J3 CALGARY, ALBERTA</del>	<del>407 COOK STREET</del>	<del>3011120900</del>	<del>CMS</del>	<del>1291.04</del>	<del>15.24</del>	<del>\$ 9,837.72</del>	<del>\$ 1,029.53</del>
9/10/11/12 112 18415	100-14505 BANNISTER ROAD SE T2X 3J3 CALGARY, ALBERTA	407 COOK STREET	3011120900	CMS	1291.04	60.96	\$ 78,701.80	\$ 8,236.24
<del>8-112-18415</del>	<del>28 WINZE PLACE WHITEHORSE, YT Y1A 0A9</del>	<del>409 COOK STREET</del>	<del>3011120800</del>	<del>CMS</del>	<del>1291.04</del>	<del>15.24</del>	<del>\$ 9,837.72</del>	<del>\$ 1,029.53</del>
8 112 18415	28 WINZE PLACE WHITEHORSE, YT Y1A 0A9	409 COOK STREET	3011120800	CMS	1291.04	15.24	\$ 19,675.45	\$ 2,059.06
5 113 18415	100 PARK LANE WHITEHORSE, YT Y1A 3E7	410 COOK STREET	3011130500	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
7 112 18415	411 COOK STREET WHITEHORSE, YT Y1A 2R2	411 COOK STREET	3011120700	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
<del>6-113-18415</del>	<del>412 COOK STREET WHITEHORSE, YT Y1A 2R1</del>	<del>412 COOK STREET</del>	<del>3011130600</del>	<del>CMS</del>	<del>1291.04</del>	<del>15.24</del>	<del>\$ 9,837.72</del>	<del>\$ 1,029.53</del>
6 113 18415	412 COOK STREET WHITEHORSE, YT Y1A 2R1	412 COOK STREET	3011130600	CMS	1291.04	15.24	\$ 19,675.45	\$ 2,059.06

# Downtown Reconstruction - Cook Street (4th-escarpment)

## Local Improvement Charge

BYLAW 2019-09

Full Rate (Gov't): 1,936.56

Residential rate 1/3 645.52

Commercial Rate 2/3 1,291.04

Estimated Interest Rate for 15 Years

6.25%

Lot Block Plan	Owner Address	Civic Address	Roll #	Assessed Use/Class	Surface Frontage Charge (\$/M)	Assessed Frontage (m)	Total Property Charge	Annual Property Charge OVER 15 YEARS
1 123 18415	805 COOK STREET WHITEHORSE, YT Y1A 2S2	502 COOK STREET	3011230100	RS2	645.52	12.19	\$ 7,868.89	\$ 823.49
2 123 18415	504 COOK STREET WHITEHORSE, YT Y1A 2R4	504 COOK STREET	3011230200	RS2	645.52	15.04	\$ 9,708.62	\$ 1,016.02
3 123 18415	5119-5TH AVENUE WHITEHORSE, YT Y1A 1L5	506 COOK STREET	3011230300	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
13 133 80932	605 STRICKLAND STREET WHITEHORSE YT, Y1A2K6	602 COOK STREET	3011331300	RSM	645.52	30.48	\$ 19,675.45	\$ 2,059.06
<del>7 122 91-116</del>	<del>2 KLONDIKE ROAD WHITEHORSE, YT Y1A 3L5</del>	<del>6189 - 6TH AVENUE</del>	<del>3011220700</del>	<del>GOV</del>	<del>1936.56</del>	<del>42.51</del>	<del>\$ 27,441.06</del>	<del>\$ 2,871.74</del>
7 122 91-116	2 KLONDIKE ROAD WHITEHORSE, YT Y1A 3L5	6189 - 6TH AVENUE	3011220700	GOV	1936.56	42.51	\$ 82,323.17	\$ 8,615.22
12 132 18415	6188 - 6TH AVENUE WHITEHORSE, YT Y1A 1N8	6188 - 6TH AVENUE	3011321200	RSM	645.52	15.24	\$ 9,837.72	\$ 1,029.53
11 132 18415	174 MORAIN DRIVE WHITEHORSE, YT Y1A 0E5	603 COOK STREET	3011321100	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
10 132 18415	605 COOK STREET WHITEHORSE, YT Y1A 2R5	605 COOK STREET	3011321000	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
3 133 18415	606 COOK STREET WHITEHORSE, YT Y1A 2R6	606 COOK STREET	3011330300	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
9 132 18415	1102 PINE STREET WHITEHORSE, YT Y1A 4E8	607 COOK STREET	3011320900	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
4 133 18415	608 COOK STREET WHITEHORSE, YT Y1A 2R6	608 COOK STREET	3011330400	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
8 132 18415	609 COOK STREET WHITEHORSE, YT Y1A 2R5	609 COOK STREET	3011320800	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
5 133 18415	7191-7TH AVENUE	610 COOK STREET	3011330500	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
7 132 18415	200-211 MAIN STREET (SUITE 200) WHITEHORSE, YT Y1A 2B2	611 COOK STREET	3011320700	RS1	645.52	35.49	\$ 22,909.50	\$ 2,397.51
6 133 18415	7191-7TH AVENUE WHITEHORSE, YT Y1A 1R4	7191 - 7TH AVENUE	3011330600	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
10 142 20077	#2-701 COOK STREET WHITEHORSE, YT Y1A 2R7	701 COOK STREET	3011421000	RSM	645.52	18.29	\$ 11,806.56	\$ 1,235.57

# Downtown Reconstruction - Cook Street (4th-escarpment)

## Local Improvement Charge

BYLAW 2019-09

Full Rate (Gov't): 1,936.56

Residential rate 1/3 645.52

Commercial Rate 2/3 1,291.04

Estimated Interest Rate for 15 Years

6.25%

Lot Block Plan	Owner Address	Civic Address	Roll #	Assessed Use/Class	Surface Frontage Charge (\$/M)	Assessed Frontage (m)	Total Property Charge	Annual Property Charge OVER 15 YEARS
<del>1 143 20077</del>	<del>410H JARVIS STREET WHITEHORSE, YT Y1A 2C6</del>	<del>702 COOK STREET</del>	<del>3011430100</del>	<del>RS2</del>	<del>645.52</del>	<del>18.29</del>	<del>\$ 11,806.56</del>	<del>\$ 1,235.57</del>
1 143 20077	410H JARVIS STREET WHITEHORSE, YT Y1A 2C6	702 COOK STREET	3011430100	GOV	1936.56	18.29	\$ 35,419.68	\$ 3,706.71
9 142 20077	100 PARK LANE WHITEHORSE, YT Y1A 3E7	703 COOK STREET	3011420900	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
2 143 20077	704 COOK STREET WHITEHORSE, YT Y1A 2R9	704 COOK STREET	3011430200	RSM	645.52	15.24	\$ 9,837.72	\$ 1,029.53
8 142 20077	100 PARK LANE WHITEHORSE, YT Y1A 3E7	705 COOK STREET	3011420800	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
3 143 20077	70 KLUANE CRESCENT WHITEHORSE, YT Y1A 3G8	706 COOK STREET	3011430300	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
7 142 20077	707 COOK STREET WHITEHORSE, YT Y1A 2R7	707 COOK STREET	3011420700	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
4 143 20077	708 COOK STREET WHITEHORSE, YT Y1A 2R9	708 COOK STREET	3011430400	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
6 142 20077	709 COOK STREET WHITEHORSE, YT Y1A 2R7	709 COOK STREET	3011420600	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
5 143 20077	115-108 ELLIOTT STREET WHITEHORSE YT, Y1A 6C4	710 COOK STREET	3011430500	RSM	645.52	15.24	\$ 9,837.72	\$ 1,029.53
14 152 20077	8188 8TH AVENUE WHITEHORSE, YT Y1A 1T2	801 COOK STREET	3011521400	RS2	645.52	15.24	\$ 9,837.72	\$ 1,029.53
1 153 20077	802 COOK STREET WHITEHORSE, YT Y1A 2S1	802 COOK STREET	3011530100	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
13 152 20077	342 VALLEYVIEW CRESCENT WHITEHORSE, YT Y1A 3C9	803 COOK STREET	3011521300	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
2 153 20077	BOX 31291 WHITEHORSE, YT Y1A 5P7	804 COOK STREET	3011530200	RS2	645.52	15.24	\$ 9,837.72	\$ 1,029.53
12 152 20077	805 COOK STREET WHITEHORSE, YT Y1A 2S2	805 COOK STREET	3011521200	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
3 153 20077	BOX 11016 WHITEHORSE, YT Y1A 6L6	806 COOK STREET	3011530300	RS2	645.52	15.24	\$ 9,837.72	\$ 1,029.53

# Downtown Reconstruction - Cook Street (4th-escarpment)

## Local Improvement Charge

BYLAW 2019-09

Full Rate (Gov't): 1,936.56

Residential rate 1/3 645.52

Commercial Rate 2/3 1,291.04

Estimated Interest Rate for 15 Years 6.25%

Lot Block Plan	Owner Address	Civic Address	Roll #	Assessed Use/Class	Surface Frontage Charge (\$/M)	Assessed Frontage (m)	Total Property Charge	Annual Property Charge OVER 15 YEARS
11 152 20077	104A KEEWENAW DRIVE WHITEHORSE YT, Y1A 0B5	807 COOK STREET	3011521100	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
10 152 20077	809 COOK STREET WHITEHORSE, YT Y1A 2S2	809 COOK STREET	3011521000	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53

<b>TOTAL</b>	<del>751.41</del>	<del>\$ 485,050.18</del>	<del>\$ 50,761.10</del>
<b>TOTAL</b>	751.41	632,409.49	66,182.43

**CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Monday, April 1, 2019

Location: Council Chambers, City Hall

Chair: Samson Hartland      Vice Chair: Laura Cabott



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**Pages**

**1. New Business**

**CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, April 1, 2019

Location: Council Chambers, City Hall

Chair: Stephen Roddick                      Vice-Chair: Jan Stick



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	<b>Pages</b>
<b>1. Public Hearing Report - Zoning Amendment (Cannabis Retail Sales)</b>	<b>1 - 5</b>
Presented by Mélodie Simard	
<b>2. New Business</b>	

File #: Z-01-2019

## **ADMINISTRATIVE REPORT**

**TO:** Planning Committee  
**FROM:** Administration  
**DATE:** April 1, 2019  
**RE:** Public Hearing Report – Zoning Amendment (Private Cannabis Retail Sales)

### **ISSUE**

Public hearing report on a bylaw to allow for private retail sales of cannabis in additional zones

### **REFERENCES**

- *Municipal Act*
- Official Community Plan
- Zoning Bylaw 2012-20
- Bylaw 2019-08

### **HISTORY**

Regulations governing the licensing and location for private sale of cannabis in Yukon were approved by YG in December 2018. Yukon Liquor Corporation started accepting applications for private cannabis retail stores in February 2019.

Administration met with the Yukon Liquor Corporation and YG Health and Social Services regarding this bylaw. A survey was also conducted to collect input prior to introduction of the bylaw to Council. The survey had 161 responses. Administration brought forward a proposed bylaw to allow Retail Services, Restricted in higher intensity mixed-use zones Downtown. There were also buffer requirements from locations where children or people suffering from substance abuse issues would be congregating. A 100 m buffer was also proposed between cannabis retail stores.

Bylaw 2019-08 received 1st Reading on February 25, 2019. Notices were published in the newspapers on March 8 and 15, 2019. A total of 803 letters were sent to those who owned property either in one of the zones proposed for cannabis retail sales or within 100 m. A total of 67 letters were sent to property owners within 1000 m of a property in MacRae where Administration is proposing to prohibit cannabis retail sales. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail of the proposed amendment. The Downtown Residents Association and Whitehorse Chamber of Commerce were notified by email.

The public hearing was held on March 25, 2019. Thirteen submissions were received, all but two raising concerns. Two delegations spoke in favour of the bylaw at the public hearing and three people appeared with concerns. Issues raised were:

- Buffers are Inadequate
- Buffer from LePage Park and Child Care Centres
- Buffer from Other Uses
- Buffer from Specific Locations
- Hours of Operation

- Number of Stores
- Concerns with Process
- Administrative Amendments

## **ALTERNATIVES**

1. Proceed under the bylaw process.
2. Refer back to Administration.

## **ANALYSIS**

### **Buffers are Inadequate**

There was a comment received that the distance of the buffers was inadequate as 100 m is an easily walkable distance.

The purpose of the buffers is to reduce ‘normalization’ of cannabis sales for children and those with substance abuse issues. The purpose of the buffers is to ensure that there is no direct sightline to parks containing play structures, temporary shelters, or locations where substance abuse or counselling services are offered.

The federal government has determined cannabis to be socially and legally acceptable for sale in Canada. As such, the City and Yukon Government are enacting regulations to allow for sale of this legal product. Expanding buffers from the proposed 100 m would significantly reduce the opportunity to develop retail stores in the Downtown area.

### **Buffer from LePage Park and Child Care Centres**

Concerns were raised that a 100 m buffer was only being proposed from parks with play structures. It was stated that children are present at numerous parks throughout the city. Specifically, it was stated that a 100 m buffer should be provided for LePage Park. This park has children’s programming throughout the summer and there have been reports of substance abuse issues in the past.

The proposed bylaw includes a buffer from PR-Parks and Recreation zoned lots that have established play structures. This includes parks such as Jim Light Park, Eagle Park, and Rotary Park, but would not capture Shipyards Park (different zone), or LePage Park (no play structures). No buffers have been included for child care centres.

The rationale behind buffering from parks with play structures is that children may be attending them in an unsupervised situation, whereas there is direct supervision at child care centres and LePage Park during children’s programming events.

It was also argued that numerous elementary school children attend after school care at child care centres Downtown and that if a buffer is created from schools and parks to reduce risk for children, the same buffer should be applied to child care centres. There are currently 13 licensed child care centres in Downtown and one in Marwell.

Implementing buffers around the 13 child care centres Downtown would significantly limit the permitted area for retail services, restricted operations. Allowable areas would generally be limited to three smaller areas, which could create clustering of stores closer together. However, further limiting the allowable area could also help address the concern regarding the number of stores, as discussed below.

There are also federal and territorial regulations regarding signage and advertising, as well as restrictions on the visibility of cannabis products for youth. These regulations, as well as packaging of cannabis products also contribute to risk reduction for children. Finally, trying to buffer all areas in the city where at risk youth may frequent is an impossible task. The buffers provided try to strike a balance.

### **Buffer from Other Uses**

Concerns were raised that the smell from smoking cannabis and packaged cannabis at a retail store would impact businesses and private residences. It was suggested that cannabis sales should be set back 100 m from all private residences, the Centre de la francophonie, and tourism related businesses.

Based on federal regulation, it is legal to consume cannabis at private residences, both indoors and outdoors, unless a local bylaw or condo board prohibits it. The federal legislation is very restrictive already, so the City has not explored the potential for any further restriction. All cannabis sold at a retail location must be packaged and sealed upon delivery to the store, so impacts related to smell are expected to be minimal.

Creating a setback of 100 m from private residences and tourism related businesses would effectively prohibit cannabis sales in Downtown or other neighbourhoods within the city. The Centre de la francophonie is located within the buffer requirements of an existing shelter and a building providing substance abuse treatment. Additional buffering around this centre is not considered necessary.

### **Buffer from Specific Locations**

There was a comment received that cannabis sales should not be permitted in the Downtown area near Main Street and should be buffered from transit stops. It was further stated that it shouldn't be socially acceptable to sell cannabis adjacent to other retail uses and that if alcohol is not sold near Main Street, cannabis should not be sold either.

The federal government has determined cannabis to be socially and legally acceptable for sale in Canada. As such, the City and Yukon Government are enacting regulations to allow for sale of this legal product.

Currently, there are six locations on Main Street where alcohol can be purchased, either to be consumed on site or as an off-sales product.

Creating a buffer from transit stops is not practical as transit lines are frequently reviewed and subject to change. As mentioned earlier, buffers work in both directions, creating a 100 m buffer between cannabis retail sales and transit stops would limit future options for transit service.

### **Hours of Operation**

One comment was received stating that hours of operation for retail sales, restricted operations should be limited. It was suggested that best practices for alcohol sales, as published by the Canadian Alcohol Policy Evaluation (CAPE) team, should be used as a guideline. CAPE suggests that store hours be limited to 11 am to 8 pm.

The hours of operation for cannabis sales were previously specified in the Building License Bylaw as 8 am to 10 pm. As part of the process for permitting private cannabis retail stores, amendments to the Business License Bylaw are also under consideration by Council. Amendments to the Business License Bylaw include removing any reference to hours of operation and deferring to the Yukon Government regulations, which specify that a store is permitted to sell cannabis from 9 am to 2 am. Administration is proposing that hours of operation be deferred to the Yukon Government as they have appropriate staff to review any enforcement issues that may arise.

### **Number of Stores**

It was recommended that the City limit the total number of stores, in part to limit the risk of harm to children. As stated in a letter to the City, CAPE recommends a maximum of 2 alcohol outlets per 15,000 people.

The regulations placed on cannabis retail stores by both the Yukon Government and the City will essentially place a limit on the number of stores that will be able to operate. By restricting this use to Downtown and Marwell, as well as including buffers from a variety of other uses, the geographic potential for stores is already limited and could be further limited if Council chose to create additional buffer requirements. Additionally, the licensing process through the Yukon Liquor Corporation is complex and extensive, as are the building requirements set out in their legislation. All of these factors, including market supply and demand, should serve to limit the overall number of stores operating in the City.

### **Concerns with Process**

There were comments received that the process regarding cannabis legalization and allowance for private retail sales has been flawed.

One comment stated that the Cannabis Control and Regulations Act does not allow for private sales. The regulations under the Cannabis Control Act were updated to allow private retail sales in December 2018.

Other comments stated that the City had not completed a jurisdictional review, provided alternatives to buffers, or consulted the public widely enough. Administration did review other jurisdictions regarding cannabis legalization. As this is new legislation, there are a variety of approaches from other municipalities. Some cities, such as Vancouver, have experience in regulating cannabis, while others, such as Edmonton have implemented buffers in an effort to reduce risk. Administration reviewed best practices from several jurisdictions and adapted them to the Whitehorse context in the current approach to retail cannabis sales.

The Yukon Government undertook considerable consultation on cannabis legalization and the City built off of that work. City consultation included a booth at the 'Ideas Fair' in early 2018, public input received through the initial amendment to allow the YG cannabis store in February 2018, and a public survey prior to introduction of the currently proposed bylaw that had 160 responses.

## **Administrative Amendments**

Administration is proposing three amendments to the bylaw that would provide clarity in the regulations. They are:

- Adding a definition for ‘play structure’;
- clarify when 100 m buffer between stores comes into effect; and
- reference to a list of potential locations that would be buffered as part of the bylaw.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2019-08, a bylaw to amend the zoning bylaw to allow the private retail sale of cannabis and related products, be brought forward for second and third reading under the bylaw process; and

THAT Council amend Bylaw 2019-08 at 2<sup>nd</sup> reading to add a new definition for ‘play structure’ to section 2 as follows:

“PLAY STRUCTURE’ means permanent equipment, installed and/or maintained by the City, for use by children or youth of any age. Typical examples include climbing structures, swings, or slides.

THAT Council amend Bylaw 2019-08 at 2<sup>nd</sup> reading to delete the existing subsection 6.19.6 and add a new subsection 6.19.6 as follows:

“6.19.6 The lot line of a Retail services, restricted operation may not be within 100 m of another lot used for Retail services, restricted. The 100 m buffer comes into effect once any development permit has been issued for a Retail services, restricted use.”

THAT Council amend Bylaw 2019-08 at 2<sup>nd</sup> reading to add a new subsection 6.19.7 as follows:

“6.19.7 A list and map of locations that require a buffer from a Retail services, restricted use can be obtained from the City Land and Building Services or Planning and Sustainability Services departments.”

**CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, April 1, 2019

Location: Council Chambers, City Hall

Chair: Dan Boyd      Vice-Chair: Samson Hartland



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	<b>Pages</b>
<b>1. Contract Award – Winter Road Maintenance Supplies</b>	<b>1 - 2</b>
Presented by Richard Graham	
<b>2. Contract Award – Supply of Line Painting</b>	<b>3 - 4</b>
Presented by Richard Graham	
<b>3. Contract Award - Supply of Mosquito Control Program</b>	<b>5 - 6</b>
Presented by Geoff Quinsey	
<b>4. New Business</b>	

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> April 1, 2019
<b>RE:</b> Contract Award – Winter Road Maintenance Supplies

### **ISSUE**

Contract award for the supply of winter road maintenance supplies

### **REFERENCE**

Request for Tender 2019 – 025 – Supply of 16,000 tonnes of 10mm Crushed Sand  
Request for Tender 2019 – 022 – Supply of 500 tonnes of Road Salt  
Council Policy: Purchasing and Sales  
2019 Operating and Maintenance Budget – Job # 5002010

### **HISTORY**

Two separate requests for tenders (RFT) were prepared to seek the supply of 10mm crushed sand and the supply and delivery of salt for winter road maintenance activities.

The RFTs include all materials, labour and equipment necessary to complete the delivery of materials as specified in the documents.

Both of the RFTs were advertised on the City's website and in local newspapers. The documents were made available on February 13 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca). Both tenders closed on March 13, 2019.

One compliant bid was received for each tender.

The bid for the supply of crushed sand was submitted by Skookum Asphalt Ltd, at a price of \$209,960 not including GST.

The bid for the supply of winter road salt was submitted by Canadian Lynden Transport at a price of \$178,333.33, not including GST.

### **ALTERNATIVES**

1. Authorize Administration to award the contracts as recommended
2. Refer the proposed awards back to Administration for further analysis

### **ANALYSIS**

The review of the bids by an internal committee from the Operations and Finance Departments included checking for completeness and mathematical errors.

The review committee agreed that the bidders on both tenders are familiar with the scope of work and have the knowledge and experience to successfully complete the work. The unit prices submitted on both tenders are reasonable and within budget.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the supply of 16,000 tonnes of 10mm crushed sand to Skookum Asphalt Ltd. for a net cost to the City of \$209,960.00, plus GST; and

THAT Council authorize Administration to award the contract for the supply of 500 tonnes of road salt to Canadian Lynden Transport Co. for a net cost to the City of \$178,333.33, plus GST.

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> April 1, 2019
<b>RE:</b> Contract Award – Supply of Line Painting

### **ISSUE**

Authorize a contract award to the Yukon Government for the supply of line painting

### **REFERENCE**

Operating Budget Job # 5002030  
Council Policy: Purchasing and Sales  
Transportation Maintenance Policy

### **HISTORY**

The approved 2019 and provisional 2020 operating budgets include funding for annual line painting on City of Whitehorse owned and maintained roads.

The City of Whitehorse is responsible for all road markings on City of Whitehorse owned and maintained road within the boundaries of the City of Whitehorse. The City and Yukon Government have historically worked together on specifically completing the long (dividing) line painting for the length of corporate memory using a combination of City and Yukon Government labour and Yukon Government materials and equipment.

In an effort to gauge private sector interest in long line painting, a request for expression of interest was released to the public by the City on January 11 and closed on February 6, 2019. Five companies downloaded documents, and no submissions of interest were received at deadline. Indications from vendors is that their pricing would not be favorable due to a substantial mobilization costs.

The Yukon Government has previously been sole sourced this work as they are the only provider located in the Yukon for this specific service.

The Purchasing and Sales Policy does not make allowances to exempt this type of procurement from the public tendering process, therefore, a council resolution is required to waive a public bidding process in this case.

### **ALTERNATIVES**

1. Authorize Administration to waive the public bidding process for the supply of line painting and to award the contract as recommended.
2. Do not approve waiving the bidding process and direct Administration to publically procure the purchase.

### **ANALYSIS**

It is crucial that the City is able to coordinate long line painting as soon as possible after the spring thaw when the spring road clean-up is nearing completion, and, as such, administration has requested an estimate from the Yukon Government for long line painting based on the previous year's work and material cost estimates for 2019.

Proceeding with waiving the bidding process in favour of the Yukon Government and awarding the contract for this work to the Yukon Government will ensure that the driving line painting is completed as soon as possible, and will help ensure public safety.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to waive the public bidding process for the supply of line painting services; and

THAT Council authorize Administration to award the contract for the supply of line painting to the Government of Yukon for a net cost to the City not to exceed \$63,000.000 per year for 2019 and 2020.

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> April 1, 2019
<b>RE:</b> Contract Award – Mosquito Control Program

### **ISSUE**

Contract award of the 2019-2021 Mosquito Control Program

### **REFERENCE**

EOI 2019-001 Mosquito Control Program  
Council Policy: Consulting Services Selection Procedures

### **HISTORY**

The City's Mosquito Control Program manages mosquito populations by controlling larvae development in temporary ponds and puddles throughout the City.

The program is restricted to the application of an environmentally friendly larvicide, based on a naturally occurring soil bacteria that only targets mosquito and blackfly larvae. The program performed in this fashion has been successful and effective, as the annual applications of larvicide maintain low numbers of eggs and larvae, resulting in low mosquito populations.

The scope of the program includes:

- Reducing the mosquito population within Whitehorse city limits;
- Review current mosquito populations and species breeding in Whitehorse;
- Reporting on surveys, program activities, public communication, larvicide applications and program results.

In anticipation of the 2019 Mosquito Control Program Contract, an Expression of Interest (EOI) to seek interested parties on providing professional services to perform the Mosquito Control Program was released on January 21 and closed on February 13, 2019. The EOI was advertised on the City's website and in local newspapers. The RFP documents were made available via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The City received two proposals:

- Denison Environmental Services;
- Duka Environmental Services Ltd. (incumbent)

From the two responses, Duka Environmental was the only submission compliant with the terms of the EOI. Therefore, City negotiated a price with Duka Environmental to perform the Mosquito Control Program at a rate not to exceed \$76,172 per year, for a total of \$228,516 plus GST for a three-year contract.

### **ALTERNATIVES**

1. Amend the Operating Budget and authorize Administration to award the contract as recommended.
2. Refer the proposed award back to administration for further analysis.

### **ANALYSIS**

In the case of a specialized service such as this, pre-qualification via the EOI process was deemed an effective way of ensuring a qualified contractor. The EOIs were reviewed by an internal evaluation team comprised of personnel from the Finance and Water & Waste Services Departments. The evaluation team concluded that only the EOI from Duka Environmental demonstrated experience with mosquito control projects, use of mosquito larvicides, aerial applications, and previous projects in Yukon.

The service performance in the 2016-2018 Mosquito Control Program has been effective and dependable, and Duka Environmental has the expertise and experience to effectively deliver this service.

The tendered price of \$76,172 per year, inclusive of a \$5,000 per year contingency, represents a modest increase over the 2016 – 2018 contract.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the 2019 - 2021 Mosquito Control Program to Duka Environmental Ltd for a net cost to the City not to exceed \$228,516 plus GST, for a three-year contract.

**CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE**

Date: Monday, April 1, 2019

Location: Council Chambers, City Hall

Chair: Jan Stick      Vice-Chair: Jocelyn Curteanu



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	<b>Pages</b>
<b>1. Community Clean-up Policy Amendments</b>	<b>1 - 5</b>
Presented by Landon Kulych	
<b>2. New Business</b>	

## ADMINISTRATIVE REPORT

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 22, 2019
<b>RE:</b> Community Clean-up Policy Amendments

### ISSUE

Adoption of a revised Community Clean-up Policy

### REFERENCE

Attachment – Community Clean-up Policy

### HISTORY

The Community Clean-up program has been in place for more than 20 years. The program provides a fundraising platform for non-profit organizations and aligns with City initiatives to achieve a cleaner City for all.

User groups apply to the program annually with a March 15<sup>th</sup> deadline and are approved on a first-come first-served basis. Clean-ups take place between May 1<sup>st</sup> and June 15<sup>th</sup>. There are currently 71 sections to be allocated and program participants are paid \$300 per section of the City that is cleared of litter and debris.

The City provides participants of the program with garbage bags, gloves, high visibility vests, and road signage. Additionally, the City collects the garbage bags and debris accumulated by the group upon completion of an assigned section.

Between 700 and 1,000 bags of garbage are collected annually as a result of this program.

### ALTERNATIVES

1. Approve the revised Community Clean-up Policy as presented.
2. Refer the policy back to Administration.

### ANALYSIS

The changes to this policy are administrative amendments and are designed to accurately reflect the desired practices and business model around executing the Community Clean-up initiative.

The primary changes to the policy are:

- The addition of a requirement for the organization to identify a designated adult supervisor, including the related roles and responsibilities.
- Removal of “payment is based on a minimum of 30 person hours of litter pick up.”

In addition, the revised policy includes other language changes to provide clarity.

The 2019 application process is under way and this is the opportune time to make some adjustments to the policy based on past experiences. The addition of an identified adult supervisor will create a team leader to help ensure that safety protocols and guidelines are followed.

The removal of the section requiring 30 person hours of litter pick up to qualify for payment allows payment to be based on satisfactory completion of the clean-up of the assigned section as determined by an inspection by City staff.

Staff will continue to track the hours spent on each section for reference purposes and to inform future decision making.

### **ADMINISTRATIVE RECOMMENDATION**

That Council adopt the revised Community Clean-up Policy dated March 2019.



## Community Clean-up Policy

<b>Policy Number:</b>	<b>2019-02</b>
<b>Approved by:</b>	<b>Council</b>
<b>Effective date:</b>	<b>April 2019</b>
<b>Department:</b>	<b>Corporate Services/Parks and Community Development</b>

**AUTHORITY** Council Resolution # \_\_\_\_\_ dated \_\_\_\_\_

### POLICY STATEMENT

The Community Clean-up Policy was created to provide an opportunity for Whitehorse clubs, groups and organizations to earn money by participating in community clean-up projects that enhance the environment and the aesthetic appearance of the City of Whitehorse.

### DEFINITIONS

1. If 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 the Parks and Community Development Department of the City of Whitehorse.

"assigned area" means any City-owned or leased property designated for clean-up by administration.

"City" means the City of Whitehorse.

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

"grant" means funds allocated by council for the purpose of this policy.

"litter" means any trash, waste paper, plastic or garbage, including any wood or wood products not natural to the area, lying scattered about.

### ELIGIBLE ORGANIZATIONS

2. Eligible organizations include any Whitehorse non-profit association of individuals whose purpose is to provide a service to the community **or to support a local community club, group or organization**. Registration under the *Societies Act* is not a requirement for this grant.

~~The following organizations have previously been deemed eligible:~~

~~Challenge—Community Vocational Alternatives~~

~~Filipino Association of Yukon~~

~~Golden Age Society~~

~~Teegatha'Oh Zehh~~  
~~Various Whitehorse Sports Teams~~  
~~Whitehorse Cross Country Ski Club~~  
~~Whitehorse Minor Soccer~~  
~~Whitehorse Cadets~~  
~~Whitehorse Schools~~

## GRANT FUND

3. Council shall annually identify an amount in the City's operating and maintenance budget from which grants approved under the provisions of this policy shall be allocated.
4. Administration shall allocate grant funds based on the following steps:
  - (1) Eligible clubs, groups and organizations shall apply to participate in this program.
  - (2) Members of clubs, groups, or organizations approved to participate in this program will ~~provide garbage pickup and~~ pick up litter, garbage and other debris and provide a general clean-up of an area assigned by administration.
  - (3) Clubs, groups and organizations approved to participate in this program will receive \$300 for the performance of the assigned duties. ~~Payment is based on a minimum of 30 person hours of litter pick-up.~~

## APPLICATION PROCEDURES

5. The City shall advertise its Community Clean-up Program each year through the City's website. Program information, deadline information and application forms for this grant program will also be available on the City's website at [www.whitehorse.ca](http://www.whitehorse.ca)
6. It shall be the responsibility of clubs, groups and organizations to apply for this grant program prior to the specified deadline using the appropriate application form.
7. In order for an application to be considered:
  - (1) The applicant must be a Whitehorse club, group or organization whose purpose is to provide a service to the community or to support a local club, group or organization; and
  - (2) The application must be received prior to the deadline and include all required information; and
  - (3) If an applicant specifies a preference for cleaning up a specific area, that area must be a section of the City designated for clean-up and must be available to be assigned.

## APPROVAL PROCEDURES

8. Administration shall review applications for Community Clean-up Grants and assign clean-up areas on a first-come, first-served basis for successful applicants.

9. Every effort shall be made to advise successful applicants of their assigned areas by April 30.
10. Each approved applicant shall designate an adult supervisor. The designated adult supervisor will be responsible for ensuring:
  - (1) that all participants wear their high visibility apparel;
  - (2) that road signage is properly placed where applicable;
  - (3) that all participants work in a safe manner;
  - (4) that administration is notified when garbage and other debris is ready for pick-up; and
  - (5) that the required invoice is properly completed and submitted when the clean-up of the assigned area is complete.
11. Funds will only be issued to a club, group, or organization once the assigned area has been cleaned by the applicant, inspected and approved by administration, and an invoice has been submitted to the City.

■2019-03-27

### **Supporting References**

*The Municipal Act*

*The Yukon Occupational Health and Safety Act*

Related council bylaws and policies and other applicable Acts and Regulations, as amended from time to time

### **History of Amendments**

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>
September 26, 1994	94-21-10	Initial Approval Date
April 13, 2015	2015-08-07	Policy Revised