

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, January 10, 2022 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

**DELEGATIONS**      Dave Loeks – Wildfire Risk Management (*Extra time requested*)

## **CORPORATE SERVICES COMMITTEE**

1. Upcoming Procurements (January and February) – For Information Only
2. Semi-Annual Procurement Report (July to December, 2021) – For Information Only
3. Commencement Report – Supply of Fuels
4. Commencement Report – Supply of Propane
5. Commencement Report – Parks Building Renovations – 139 Tlingit Street
6. Commencement Report – Robert Service Campground Building
7. 2021 Umbrella Grant Bylaw
8. Public Input Report – 2022 to 2025 Capital Expenditure Program
9. New Business

## **CITY PLANNING COMMITTEE**

1. Proposed Street Renaming – Whistle Bend Subdivision
2. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CITY OPERATIONS COMMITTEE**

1. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

**CITY OF WHITEHORSE**  
**CORPORATE SERVICES COMMITTEE**  
Council Chambers, City Hall



**Chair:** Michelle Friesen      **Vice-Chair:** Kirk Cameron

January 10, 2022

Meeting #2022-01

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1. Upcoming Procurements (January and February) – For Information Only  
Presented by Acting Manager Brittany Dixon
  2. Semi-Annual Procurement Report (July–December, 2021) – For Information Only  
Presented by Acting Manager Brittany Dixon
  3. Commencement Report – Supply of Fuels  
Presented by Manager Peter O’Blenes
  4. Commencement Report – Supply of Propane  
Presented by Manager Peter O’Blenes
  5. Commencement Report – Parks Building Renovations  
Presented by Manager Peter O’Blenes
  6. Commencement Report – Robert Service Campground Building  
Presented by Manager Peter O’Blenes
  7. 2021 Umbrella Grant Bylaw  
Presented by Acting Manager Brittany Dixon
  8. Public Input Report – 2022 to 2025 Capital Expenditure Program  
Presented by Acting Manager Brittany Dixon
  9. New Business

## ADMINISTRATIVE REPORT

|  |
|--|
| <b>TO:</b> Corporate Services Committee                    |
| <b>FROM:</b> Administration                                |
| <b>DATE:</b> January 10, 2022                              |
| <b>RE:</b> Forthcoming Procurements – For Information Only |

### ISSUE

Bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000.

### REFERENCE

Procurement Policy 2020-03  
Appendix A – Upcoming Procurement Projects Update Report

### HISTORY

In accordance with section 3.5.1 of the Procurement Policy, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to Council on a bi-monthly basis.

### ANALYSIS

Managers were asked to review their capital projects and operating requirements and to provide information on their anticipated procurements over \$100,000 for the period of January and February 2022. The information as compiled by Financial Services department is attached as Appendix A.



## Appendix A

### Upcoming Procurement Projects – Update Report

#### Report Number 2022-01

**Date:** January 10, 2022

**Subject:** 2022 Bi-monthly Procurement Projects Update

**Period:** January – February 2022

**Purpose:** The purpose of this report is to provide Council with a bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000

| Upcoming Procurement Projects |                                    |  |   |                                |                                  |                                      |
|-------------------------------|------------------------------------|--|---|--------------------------------|----------------------------------|--------------------------------------|
| No.                           | Department                         | Project Title                                    | Brief description   | Budget                         | Commencement Report Required     | Anticipated Procurement Posting Date |
| 1                             | Water and Waste Services           | 2022-2024 Water Monitoring Program               | A contractor is retained for the Water Monitoring Program; collecting and analysing water and wastewater samples. Sample results are used to produce monthly and annual reports in compliance with the obligations under the City's Water Use License and Permit to Operate a Large Public Drinking Water System. | Operating                      | No<br>Project Value < \$500,000  | 1/11/2022                            |
| 2                             | Property Management                | Robert Service Campground Building               | Construction of a new building that will replace the current which is at the end of its life cycle.   | Capital<br>Project # 320c00420 | Yes<br>Project Value > \$500,000 | 1/24/2022                            |
| 3                             | Property Management                | Propane Contract                                 | Multiyear contract for the supply and delivery of propane to City facilities  | Operating                      | Yes<br>Project Value > \$500,000 | 1/24/2022                            |
| 4                             | Property Management                | Heating & Transportation Fuel Contract           | Multiyear contract to supply the City of Whitehorse heating fuel as well as diesel / gasoline for all City vehicles.  | Operating                      | Yes<br>Project Value > \$500,000 | 1/24/2022                            |
| 5                             | Planning & Sustainability Services | Commercial & Industrial Land Planning and Design | This project will review the feasibility of various areas for future Industrial or Mixed-Use Industrial/Commercial uses. It is the first step in a multi-year project to bring new lands to market.   | Capital<br>Project # 720c00121 | No<br>Project Value < \$500,000  | 2/1/2022                             |

|   |                                    |                               |   |                             |                                  |           |
|---|------------------------------------|-------------------------------|---|-----------------------------|----------------------------------|-----------|
| 6 | Water and Waste Services           | Livingstone Lagoon Desludging | The Livingstone Trail Environmental Control Facility is the City's main wastewater treatment facility. A contractor is needed to periodically remove the settled bio-solids in order to maintain performance of the wastewater treatment system.  | Capital Project # 650c00321 | Yes<br>Project Value > \$500,000 | 2/7/2022  |
| 7 | Property Management                | Mt McIntyre Building Upgrade  | Secure design consulting services for the energy upgrades to the existing building envelope, which may include insulation, siding, windows, doors, etc. The building requires a significant interior redesign to meet the needs of the community today and allow for growth into the future | Capital Project # 320c01119 | Yes<br>Project Value > \$500,000 | 2/21/2022 |
| 8 | Property Management                | Parks Building Renovations    | Planned as part of the City's Building Consolidation Plan; Parks will utilize the former Transit Building at 139 Tlingit. Project includes internal changes to meet Parks requirements as well as an energy upgrade to the facility.  | Capital Project # 320c01217 | Yes<br>Project Value > \$500,000 | 2/25/2022 |
| 9 | Planning & Sustainability Services | Tank Farm Master Plan         | Master Plan development for the area generally bounded by the Alaska Highway, Hamilton Blvd, and the Hillcrest neighbourhood including background studies, a preferred concept plan, and a final Master Plan to guide future development.   | Capital Project # 720c00220 | No<br>Project Value < \$500,000  | 2/28/2022 |

## ADMINISTRATIVE REPORT

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|--|
| <b>TO:</b> Corporate Services Committee                          |
| <b>FROM:</b> Administration                                      |
| <b>DATE:</b> January 10, 2022                                    |
| <b>RE:</b> Semi-Annual Procurement Update – For Information Only |

### ISSUE

Semi-annual procurement update

### REFERENCE

*Procurement Policy 2020-03*

Appendix A – Semi-Annual Procurement Project Information Report Summary (July – December 2021)

### HISTORY

In accordance with section 3.5.2 of the Procurement Policy, Administration is required to provide publicly to Council a semi-annual update on procurement projects, including:

- Contract awards with a value of \$100,000 and over;
- Procurements with a value of over \$100,000 that have incorporated requirements related to economic, social and/or environmental sustainability in their solicitation documents;
- Procurements with an estimated value of \$500,000 or more.
- Non-Competitive, single source or sole source procurements with a value over \$50,000;
- Emergency procurements, including their value;
- Instances of non-compliance with the policy and ensuing actions taken in each instance.
- Procurements deemed to be of significant interest to the public for which authority has been delegated to the City Manager in the event that Council was unable to be convened and time is of the essence, section 3.1.2 of City's procurement policy; and
- Pursuant to section 6.2 of this policy, contract extensions or renewals where the original contract contains no option for renewal, describing how the extension or renewal conforms to the requirements of this policy.

## Administrative Report – Semi-Annual Procurement Update July -December 2021

### **ANALYSIS**

Appendix A includes detailed listings of procurements to December 31, 2021 as required under the Procurement Policy. A summary of the listing is provided below. Emergency Procurements related to the 2021 Flood totalled \$487,048 (some of the purchased goods were resold to the Yukon Government for \$120,120, bringing the net expenditure total to \$366,928.07); three contract renewals, with total value of \$960,000; and one instance of non-compliance in non-competitive procurement with a value of \$185,000 for the second half of 2021.

#### Contract Summary by Value Range

| Value Range            | Number of Awards | Percentage by Number | Total Contract Value in Range | Percentage by Value |
|------------------------|------------------|----------------------|-------------------------------|---------------------|
| \$100,000 to \$500,000 | 10               | 100%                 | \$2,607,997                   | 100%                |
| Greater than \$500,000 | 0                | 0%                   | \$0                           | 0%                  |
| <b>Total</b>           | <b>10</b>        | <b>100%</b>          | <b>\$2,607,997</b>            | <b>100%</b>         |

#### Emergency Procurement

| Value Range         | Number of Awards | Percentage by Number | Total Contract Value in Type | Percentage by Value |
|---------------------|------------------|----------------------|------------------------------|---------------------|
| \$100,000 and below | 0                | 0%                   | \$0                          | 0%                  |
| Above \$100,000     | 1                | 100%                 | \$487,048                    | 100%                |
| <b>Total</b>        | <b>1</b>         | <b>100%</b>          | <b>\$487,048</b>             | <b>100%</b>         |

#### Non-Competitive Procurement

| Type of Sole Source  | Number of Awards | Percentage by Number | Total Contract Value in Type | Percentage by Value |
|--|------------------|----------------------|------------------------------|---------------------|
| Unique Deliverable with no alternative/ substitute           | 1                | 33%                  | \$360,000                    | 42%                 |
| Need for compatibility with previously acquired deliverables | 2                | 67%                  | \$502,000                    | 58%                 |
| <b>Total</b>   | <b>3</b>         | <b>100%</b>          | <b>\$862,000</b>             | <b>100%</b>         |

| Type of Single Source | Number of Awards | Percentage by Number | Contract Value   | Percentage by Value |
|-----------------------|------------------|----------------------|------------------|---------------------|
| Other                 | 1                | 100%                 | \$185,000        | 100%                |
| <b>Total</b>          | <b>1</b>         | <b>100%</b>          | <b>\$185,000</b> | <b>100%</b>         |

#### Contract Renewal/Extension

| Type of Contract | Number of Awards | Percentage by Number | Total Contract Value in Type | Percentage by Value |
|------------------|------------------|----------------------|------------------------------|---------------------|
| Extension        | 2                | 67%                  | \$502,000                    | 58%                 |
| Renewal          | 1                | 33%                  | \$360,000                    | 42%                 |
| <b>Total</b>     | <b>3</b>         | <b>100%</b>          | <b>\$862,000</b>             | <b>100%</b>         |

## Appendix A: Semi-Annual Procurement Project Information Report

Report Number 2021-002

**Period:** July - December 2021

**Purpose:** Report on (Open-competitive procurement):  
 a. Contract awards with a value of \$100,000 and over;  
 b. Procurements with a value of over \$100,000 that have incorporated requirements related to economic, social and/or environmental sustainability in their solicitation documents;  
 c. Procurements for which authority has been delegated to the City Manager;

| Solicitation Document# | Award Date  | Awarded Vendor                              | Total Contract Amount | Approving Authority                                | Description of Acquisition  | Sustainability in solicitation document |
|------------------------|-------------|---|-----------------------|--|---|---|
| RFP 2021-022           | 7-Jul-2021  | Urban Systems Ltd.                          | \$399,309.00          | Manager, Financial Services and Procurement Office | Engineering services for the development of the Water and Sewer Master Plan | Environmental Sustainability            |
| RFT 2021-034           | 19-Jul-2021 | Terus Construction Ltd. Dba Skookum Asphalt | \$410,301.06          | Manager, Financial Services and Procurement Office | Range Road Path Extension   |   |
| RFP 2021-039           | 14-Jul-2021 | Core Geoscience Services                    | \$268,881.00          | Manager, Financial Services and Procurement Office | Hydro-geotechnical services: drilling of water monitoring wells             | Environmental Sustainability            |
| RFT 2021-057           | 6-Jul-2021  | Total North Communications                  | \$174,918.40          | Manager, Financial Services and Director           | Supply and Delivery of Portable Radio (Fire Dept.)                          |   |
| RFT 2021-058           | 2-Jul-2021  | Terus Construction Ltd. Dba Skookum Asphalt | \$100,647.75          | Manager, Financial Services and Procurement Office | 2021 Lewes Boulevard Roundabout Overlay                                     |   |
| RFT 2021-060           | 13-Jul-2021 | Castle Rock Enterprises                     | \$263,860.00          | Manager, Financial Services and Procurement Office | 2021 Baxter Street Storm Extension  |   |
| RFT 2021-062           | 15-Jul-2021 | Arian Janitorial Services Ltd               | \$496,153.00          | Manager, Financial Services and Procurement Office | Office Building Custodial Services  |   |
| RFP 2021-064           | 10-Nov-2021 | Envy Construction Corp.                     | \$250,000.00          | Manager, Financial Services and Procurement Office | Design Supply and Install of Goddard Park Playground                        |   |
| RFQ 2021-071           | 22-Sep-2021 | Toromont Material Handling                  | \$107,726.44          | Manager, Financial Services and Procurement Office | Supply and Delivery of One Electric Forklift                                |   |
| RFP 2021-072           | 2-Dec-2021  | WeUsThem Inc.                               | \$136,200.00          | Manager, Financial Services and Procurement Office | The City of Whitehorse Website Redesign and Hosting                         |   |



## Appendix A: Semi-Annual Procurement Project Information Report

### Report on Non-Competitive, Single Source or Sole Source Procurements with a value over \$50,000:

Report Number 2021-002

**Period:** July - December 2021

**Purpose:** Report on Non-Competitive, Single Source or Sole Source Procurements with a value over \$50,000

| Department                    | Non-Competitive Procurement Type | Award Date | Approving Authority       | Awarded Vendor            | Description of Acquisition   | Justification  | Total Contract Value |
|-------------------------------|----------------------------------|------------|---------------------------|---------------------------|--|--|----------------------|
| Business & Technology Systems | Sole Source Procurement          | 13-Aug-21  | Director and City Manager | PerfectMind Inc.          | Extension of RAMS (Recreation and Activity Management System) service                    | There is a need for compatibility with deliverables previously acquired.           | \$109,000.00         |
| Business & Technology Systems | Sole Source Procurement          | 13-Aug-21  | Director and City Manager | Telus Communications Inc. | Extension of Cellular services   | There is a need for compatibility with deliverables previously acquired.           | \$393,000.00         |
| Engineering Services          | Single Source Procurement        | 23-Aug-21  | Director and City Manager | Terus Construction        | Extending Overlay Contract to include asphalt Overlay paving of 610 meters on Range Road | Non-compliant  | \$185,000.00         |
| Business & Technology Systems | Sole Source Procurement          | 25-Nov-21  | Director and City Manager | Microsoft Canada          | Microsoft Licensing Renewals (3-year contract, 2022-2024)                                | The Deliverable is unique to one Supplier and no alternative or substitute exists. | \$360,000.00         |

### Report on Emergency Procurements, including their value:

Report Number 2021-002

**Date of Meeting:** January 10, 2022

**Subject:** 2021 Semi-Annual Procurement Update

**Period:** July - December 2021

**Purpose:** Report on Emergency Procurements, including their value;

| Department   | Award Date              | Basis of determination of Emergency  | Approving Authority | Description of Acquisition                                      | Awarded Vendors   | Total Contract Value* |
|--------------|-------------------------|--|---------------------|---|---|-----------------------|
| City Manager | July'21 to September'21 | 2021 Flood. It was not in the public interest to solicit competitive bids, as time was a major factor in mitigating the potential emergency situation. | City Manager        | Other material & supplies including employee wages and benefits | Significant vendors include :<br><ul style="list-style-type: none"> <li>• Jacobs Bag Corp</li> <li>• Rapid Barrier System Inc.</li> <li>• Underhill Geomatics Ltd.</li> </ul> | \$487,048.00          |

\* There was a recovery of 50% cost of sand bags valuing \$ 120,120. Thus the revised total contract value is \$ 366,928.07

# Appendix A: Semi-Annual Procurement Project Information Report

**Report on Contract extensions or renewals where the original contract contains no option for renewal, describing how the extension or renewal conforms to the requirements of Procurement Policy:**

Report Number 2021-002

Date of Meeting: January 10, 2022

Subject: 2021 Semi-Annual Procurement Update

Period: July - December 2021

Purpose: Report on Contract extensions or renewals where the original contract contains no option for renewal, describing how the extension or renewal conforms to the requirements of Procurement Policy

| Department                    | Description of Acquisition  | Award Date | Contractor               | Initial Contract Duration (Years) | Contract Renewal/ Extension Time Period (Years) | Cumulative Contract Duration (Years) | Initial Contract Amount (\$) | Contract Renewal/ Extension Amount (\$) | Cumulative Contract Amount (\$) | Approving Authority       | Rationale for Contract Renewal/ Extension   |
|-------------------------------|---|------------|--------------------------|-----------------------------------|---|--------------------------------------|------------------------------|---|---------------------------------|---------------------------|---|
| Business & Technology Systems | Recreation and activity management system used by Recreation and Parks  | 13-Aug-21  | PerfectMind Inc.         | 3                                 | 2   | 5.0                                  | \$210,000                    | \$109,000                               | \$319,000                       | Director and City Manager | The vendor's performance has met/exceeded the requirement of the Contract, plus the benefits of<br>1) Saving money and time by skipping the lengthy process of competitive solicitation; 2) Eliminating the uncertainty of not finding qualified vendor; and<br>3) Keep the continuity of the critical services by avoiding potential disruptions caused by the change of vendor and compatibility. |
| Business & Technology Systems | Cellular Service including voice, data, messaging and mobility services | 13-Aug-21  | TELUS Communication Inc. | 3                                 | 3   | 6.0                                  | \$390,000                    | \$393,000                               | \$783,000                       | Director and City Manager | The current service is satisfactory for meeting the business needs and contract requirements and is still in continued and productive use by the department/City;<br><br>The renewal avoids potential disruptions of critical services to the public and City's operation, and saves resources by skipping the lengthy tendering process.   |
| Business & Technology Systems | Licensed Microsoft software and systems                                 | 25-Nov-21  | Microsoft Canada         | 3                                 | 3   | 6.0                                  | \$360,000                    | \$360,000                               | \$720,000                       | Director and City Manager | Microsoft Windows and Microsoft Office are de facto industry standard for the desktop/laptop operating system and productivity software suite.  |

## Appendix A: Semi-Annual Procurement Project Information Report

**Report on instances of non-compliance with the Procurement Policy and actions taken in each instance:**

| Report Number 2021-002  |  |  |  |  |   |                     |
|-------------------------|--|--|--|--|---|---------------------|
| <b>Date of Meeting:</b> | January 10, 2022   |  |  |  |   |                     |
| <b>Subject:</b>         | 2021 Semi-Annual Procurement Update  |  |  |  |   |                     |
| <b>Period:</b>          | July - December 2021   |  |  |  |   |                     |
| <b>Purpose:</b>         | Report on instances of non-compliance with the Procurement Policy and actions taken in each instance |  |  |  |   |                     |
| Department              | Award Date   | Description of Acquisition   | Awarded Vendor                                 | Non-compliance details   | Action(s) taken   | Total Value (\$)    |
| Engineering Services    | 27-Aug-21  | Extend the existing overlay contract to include asphalt overlay paving on 610 meters of Range Road | Terus Construction Ltd dba Skookum Asphalt Ltd | 1. Given budget availability the Department decided to extend the contract to encompass further work and as the contractor was on site already, no competitive process was used; and<br><br>2. The procedure for getting approval did not follow the protocol: the project was already approved by the department Director and the City Manager before sending to Procurement office for review. | 1. Procurement Office identified the deficiency and informed the Service Area to ensure compliance on future awards.<br><br>2. Modified the Non-competitive Requisition Form to emphasize the compliance of the Policy/procedure. | <b>\$185,000.00</b> |

## **ADMINISTRATIVE REPORT**

|   |
|---|
| <b>TO:</b> Corporate Services Committee               |
| <b>FROM:</b> Administration                           |
| <b>DATE:</b> January 10, 2022                         |
| <b>RE:</b> Procurement Commencement – Supply of Fuels |

### **ISSUE**

Council approval to commence the procurement for the supply and delivery of fuels (gasoline / diesel / heating oil).

### **REFERENCE**

Procurement Policy 2020-03  
Operating and Maintenance Budget

### **HISTORY**

In accordance with section 3.1.1 of the Procurement Policy, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement is anticipated to be over \$500,000.

The annual Operating and Maintenance budget for the City of Whitehorse includes the purchase and delivery of fuel to a variety of city buildings located throughout Whitehorse. Some of the fuel is Arctic Stove Oil #1, used in a number of City buildings for heating. However, the bulk of the fuel is diesel for the majority of the City's heavy equipment and buses. Also included in this procurement will be the supply and delivery of gasoline for the remainder of the City's fleet.

The current fuel supply contact will come to an end on July 1, 2022.

### **ALTERNATIVES**

1. Authorize Administration to commence the procurement for the supply and delivery of fuels (gasoline / diesel / heating oil).
2. Refer the proposed procurement back to Administration for further analysis.

### **ANALYSIS**

The pricing structure for the supply of fuel is based on the bidder's rack rate and substantiation must be provided for any pricing changes. Based on previous years, it is anticipated that the per-litre price will fluctuate up and down as supply and demand affects the commodity.

Also included in this procurement is the provision of the appropriate card lock fueling station for the Whitehorse Operations Building. This not only includes the price of the gasoline or diesel fueling tank but also the installation, operational maintenance and removal of the tank once the contract is completed.

The procurement documents will also request details on a potential employee purchase program.

For this procurement Administration is seeking a 5-year contract.

**Compliance:** The RFT will follow City policy and procedures for procurements.

**Supplier Access, Transparency, and Fairness:** The RFT will be publicly available on the City's e-procurement platform, [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca)

**Best Value:** The RFT will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

**Efficient and Effective Procurement:** The procurement for the supply of fuel (gasoline / diesel / heating oil) has been successfully completed numerous times by the City.

**Local Procurement:** Local contracting expertise is known to exist for this type of supply contract.

Tentative Project schedule

| <u>Item</u>                              | <u>Proposed date(s)</u> |
|--|-------------------------|
| Issue solicitation document              | January 24, 2022        |
| Issue Purchase Order/Contract            | April 4, 2022           |
| Start of Project                         | April 25, 2022          |
| Substantial Performance (Infrastructure) | June 15, 2022           |
| Total Completion                         | July 1, 2022            |

**ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to commence the procurement for the supply and delivery of fuels.

## ADMINISTRATIVE REPORT

|   |
|---|
| <b>TO:</b> Corporate Services Committee                 |
| <b>FROM:</b> Administration                             |
| <b>DATE:</b> January 10,2022                            |
| <b>RE:</b> Procurement Commencement – Supply of Propane |

### ISSUE

Council approval to commence the procurement for the supply and delivery of propane.

### REFERENCE

Procurement Policy 2020-03  
Operating and Maintenance Budget

### HISTORY

In accordance with section 3.1.1 of the Procurement Policy, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement is anticipated to be over \$500,000.

The annual Operating and Maintenance budget for the City of Whitehorse includes the purchase and delivery of propane to a number of city buildings located throughout Whitehorse. The propane is primarily used for heating but is also used for automotive and equipment purposes.

The current propane supply contact will come to an end on July 1, 2022.

### ALTERNATIVES

1. Authorize Administration to commence the procurement for the supply and delivery of propane.
2. Refer the proposed procurement back to Administration for further analysis.

### ANALYSIS

The pricing structure for the supply of propane is based on the bidder's rack rate and substantiation must be provided for any pricing changes. Based on previous years, it is anticipated that the per-litre price will fluctuate up and down as supply and demand affects the commodity.

Also included in this procurement is the cost to provide the appropriate tank to each facility. This not only includes the price of the propane tank but also the installation, operational maintenance and removal of the tank once the contract is completed.

For this procurement Administration is seeking a 5-year contract.

**Compliance:** The RFT will follow City policy and procedures for procurements.

**Supplier Access, Transparency, and Fairness:** The RFT will be publicly available on the City’s e-procurement platform, [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca)

**Best Value:** The RFT will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

**Efficient and Effective Procurement:** The procurement for the supply of propane has been successfully completed numerous times by the City.

**Local Procurement:** Local contracting expertise is known to exist for this type of supply contract.

Tentative Project schedule

| <u>Item</u>                              | <u>Proposed date(s)</u> |
|--|-------------------------|
| Issue solicitation document              | January 24, 2022        |
| Issue Purchase Order/Contract            | April 4, 2022           |
| Start of Project                         | April 25, 2022          |
| Substantial Performance (Infrastructure) | June 15, 2022           |
| Total Completion                         | July 1, 2022            |

**ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to commence the procurement for the supply and delivery of propane.

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** January 10, 2022  
**RE:** Procurement Commencement – Parks Building Renovations

### ISSUE

Council approval to commence the procurement of construction services for Parks Building Renovations including biomass heating upgrades.

### REFERENCE

Procurement Policy 2020-03

2021-2024 Capital Expenditure Program:

- 320c01217 BCP – Transit/Parks Building Renovations
- 320c00521 Transit/Parks Tlingit St. Biomass Heating Upgrades.

### HISTORY

In accordance with Section 3.1.1 of the Procurement Policy, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement is anticipated to be over \$500,000.

In 2021 a design consultant was contracted to complete detailed plans for the renovation of the former Transit Building at 139 Tlingit Street. This building is to become the new home for Parks and Community Development. The conceptual and design development are now complete and ready for construction tender.

Funding for this project is included in the approved 2021-2024 Capital Expenditure Program and will be coming back to Council for rebudget authorization in March 2022. Canada Community-Building Fund (formerly Gas Tax) has been secured and a Transfer Payment Agreement is in place for a partial amount of the project. Other secured funding includes Yukon Government's Good Energy program that will cover 75% of the costs for the biomass heating system.

### ALTERNATIVES

1. Authorize Administration to commence the procurement for the Parks Building Renovations and Biomass Heating Upgrades.
2. Refer the proposed procurements back to Administration for further analysis

### ANALYSIS

As part of the Building Consolidation Project (BCP) the proposed reconstruction of the 139 Tlingit facility will accommodate most of the Parks and Community Development team at one location and free up the exiting Parks building at 9043 Quartz Road to be repurposed or sold.



With the final schematic design completion, a Class “C” estimate was prepared. The estimate indicated that a major structural upgrade to the building would be required to meet the City’s initial energy upgrade scope. The total cost could exceed the City’s \$1.425 million budget. At that time City Administration reviewed the scope of the project and have scaled back on a number of energy and mechanical / electrical items to bring this project within budget.

**Compliance:** The RFT will follow City policy and procedures for procurements.

**Supplier Access, Transparency, and Fairness:** The RFT will be publicly available on the City’s e-procurement platform, [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca)

**Best Value:** The RFT will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

**Efficient and Effective Procurement:** The procurement of construction services for significant facility upgrades has been successfully completed by the City.

**Local Procurement:** Local contracting expertise is known to exist for this type of work.

**Sustainable Procurement:** With the energy upgrades and addition of new building controls there will be a significant reduction of Green House Gas (GHG) emissions.

| <b>Tentative Project Schedule</b> |                         |
|-----------------------------------|-------------------------|
| <b>Item</b>                       | <b>Proposed date(s)</b> |
| Issue solicitation document       | February 25, 2022       |
| Issue Purchase Order/Contract     | April 1, 2022           |
| Start of Project                  | May 6, 2022             |
| Substantial Performance           | March 15, 2023          |
| Total Completion                  | May 1, 2023             |

**ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to commence the procurement for the construction of the Parks Building Renovations.

## **ADMINISTRATIVE REPORT**

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** January 10, 2022  
**RE:** Procurement Commencement – Robert Service Campground Building

### **ISSUE**

Council approval to commence the procurement of construction services for the Robert Service Campground Building

### **REFERENCE**

Procurement Policy 2020-03  
2021-2024 Capital Expenditure Program 320c00420 Robert Service Campground Building

### **HISTORY**

In accordance with Section 3.1.1 of the Procurement Policy, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement is anticipated to be over \$500,000.

In early 2021 a design consultant was contracted to complete detailed plans for the construction of a new Robert Service Campground Building. The conceptual and design development are now complete and ready for construction tender.

Funding for this project is included in the approved 2021-2024 Capital Expenditure Program. Investing in Canada Infrastructure Program (ICIP) funding has been secured and a Transfer Payment Agreement is in place for the full amount of the project.

### **ALTERNATIVES**

1. Authorize Administration to commence the procurement for the construction of the Robert Service Campground Building.
2. Refer the proposed procurement back to Administration for further analysis

### **ANALYSIS**

The proposed construction of the new facility will ensure the campground / park service levels are kept to the highest standards. It will also allow the City to utilize this park throughout the year with a variety of programs that could be run out of the new heated building.

With the final design at 99% completion, a Class “A” estimate was prepared. The estimate indicated that, like other recent projects due to a busy construction market, the total cost could exceed the City’s \$2.905 million budget. At that time City Administration reviewed the scope of the project and managed to identify a number of cost savings with minimal design changes to bring the project back in budget.

**Compliance:** The RFT will follow City policy and procedures for procurements.

**Supplier Access, Transparency, and Fairness:** The RFT will be publicly available on the City’s e-procurement platform, [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca)

**Best Value:** The RFT will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

**Efficient and Effective Procurement:** The procurement of construction services for vertical infrastructure has been successfully completed numerous times by the City.

**Local Procurement:** Local contracting expertise is known to exist for this type of work.

**Sustainable Procurement:** While the new building does have a heating system it will also be highly energy efficient with a significance amount of passive solar heating coming from the design and location of the front entrance.

| <b>Tentative Project Schedule</b> |                         |
|-----------------------------------|-------------------------|
| <b>Item</b>                       | <b>Proposed date(s)</b> |
| Issue solicitation document       | January 24, 2022        |
| Issue Purchase Order/Contract     | March 7, 2022           |
| Start of Project                  | May 2, 2022             |
| Substantial Performance           | March 15, 2023          |
| Total Completion                  | May 1, 2023             |

**ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to commence the procurement for the construction of the Robert Service Campground Building.

## ADMINISTRATIVE REPORT

|   |
|---|
| <b>TO:</b> Corporate Services Committee |
| <b>FROM:</b> Administration             |
| <b>DATE:</b> January 10, 2022           |
| <b>RE:</b> 2021 Umbrella Grants Bylaw   |

### ISSUE

Authorization of various grants made in 2021

### REFERENCE

*Municipal Act*

Council resolution #96-23-08

### HISTORY

Section 245 of the *Municipal Act* requires that grants provided to any person, institution, association or group be authorized by bylaw.

The City provides a variety of grants and donations to groups and organizations throughout the year. In 1996 Council adopted a process to facilitate the allocation of grants that allows grant funds to be initially approved by council resolution and subsequently authorized in an umbrella grant bylaw at year-end. This system allows the distribution of funds to qualified and approved applicants in a timely manner without the administrative and time delays that are part of the bylaw process.

### ANALYSIS

Attached is a bylaw listing the grants approved according to Council policy and by Council resolution throughout 2021. They include:

- Community Clean-up Grants
- Core Funding Grants
- Development Incentive Grants
- Environmental Fund Grants
- Festival and Special Events Grants
- Miscellaneous Donations and Grants
- Recreation Grants

The total value of grants and donations authorized in this bylaw is \$796,270.36.

### ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2022-04, a bylaw to authorize the allocation of various grants for the year 2021, be brought forward for consideration under the bylaw process.

# **CITY OF WHITEHORSE**

## **BYLAW 2022-04**

A bylaw to authorize the allocation of various grants for the year 2021

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WHEREAS section 245 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw provide grants to any person, institution, association, group, government or body of any kind; and

WHEREAS in 1996 council adopted a process that approves a variety of grants by council resolution throughout the year and subsequently authorizes these grants by way of an umbrella bylaw at year end;

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

1. Community Clean-up Grants, Core Funding Grants, Development Incentive Grants, Environmental Fund Grants, Festival and Special Event Grants, Miscellaneous Donations and Grants, and four categories of Recreation Grants are hereby authorized as outlined in Appendix "A" attached hereto and forming part of this bylaw.
2. Council may by resolution withhold the payment of any grant authorized under section 1 of this bylaw if the recipient fails to adhere to any terms and conditions determined by council.
3. This bylaw shall come into full 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

**2021 Umbrella Grants Bylaw 2022-04**  
**Appendix "A"**

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1. Community Clean-up grants in accordance with the provisions of the Community Clean-up Grant Policy are hereby authorized as follows:

|  |                     |
|--|---------------------|
| Various Community Clean-up Grants      | \$ <u>20,100.00</u> |
| <b>Community Clean-up Grants Total</b> | <b>\$ 20,100.00</b> |

2. Core Funding grants in accordance with the City Grant-Making Policy are hereby authorized as follows:

|                                  |                     |
|----------------------------------|---------------------|
| Boys and Girls Club of Yukon     | \$ 20,000.00        |
| Youth of Today Society           | 20,000.00           |
| Yukon Anti-Poverty Coalition     | <u>10,000.00</u>    |
| <b>Core Funding Grants Total</b> | <b>\$ 50,000.00</b> |

3. Development Incentive grants in accordance with the provisions of the Housing Development Incentive Policy are hereby authorized as follows:

|   |                      |
|---|----------------------|
| Various Development Incentive Grants      | \$ <u>376,150.25</u> |
| <b>Development Incentive Grants Total</b> | <b>\$ 376,150.25</b> |

4. Environmental Fund grants per resolution 2021-23-10 and in accordance with the provisions of the Environmental Grant Policy are hereby authorized as follows:

|  |                     |
|--|---------------------|
| Copper Ridge Community Association     | \$ 1,000.00         |
| Yukon Historical & Museums Association | 1,000.00            |
| Victoria Faulkner Women's Centre       | 990.00              |
| CPAWS Yukon                            | 1,000.00            |
| Whitehorse Tool Library                | 1,900.00            |
| Yukon Queer Society                    | 6,824.00            |
| Yukon Invasive Species Council         | <u>7,250.00</u>     |
| <b>Environmental Fund Grants Total</b> | <b>\$ 19,964.00</b> |

5. Festival and Special Event grants per council resolution 2020-22-05 are hereby authorized as follows:

|   |           |
|---|-----------|
| All City Band Society                             | \$ 800.00 |
| Nakai Theatre Ensemble                            | 5,000.00  |
| Queer Yukon Society                               | 5,000.00  |
| Royal Canadian Legion Branch 254                  | 5,000.00  |
| • In Kind   | 2,736.50  |
| Teenage Life & Young Adults International Society | 2,500.00  |
| The Heart of Riverdale Community Centre Society   | 7,000.00  |
| Yukon Arts Centre                                 | 2,500.00  |
| Yukon Film Society                                | 5,000.00  |
| • In Kind   | 630.00    |

.../continued

**2021 Umbrella Grants Bylaw 2022-04**  
**Appendix "A"**

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Festival and Special Event Grants (continued)

|  |           |                  |
|--|-----------|------------------|
| Yukon First Nations Culture and Tourism        | \$        | 7,500.00         |
| • In Kind                                      |           | 6,252.30         |
| Yukon Literacy Coalition                       |           | 1,200.00         |
| • In Kind                                      |           | 150.00           |
| Yukon Sourdough Rendezvous Society             |           | 8,500.00         |
| • In Kind                                      |           | <u>20,586.75</u> |
| <b>Total Cash</b>                              | <b>\$</b> | <b>50,000.00</b> |
| <b>Total in Kind</b>                           | <b>\$</b> | <b>30,355.55</b> |
| <b>Festival and Special Events Grant Total</b> | <b>\$</b> | <b>80,355.55</b> |

6. Miscellaneous donations and grants in accordance with council resolutions 2021-12-09, 2021-06-06, 2021-07-07, 2021-22-07 and the provisions of the City Grant-making Policy are hereby authorized as follows:

|  |           |                  |
|--|-----------|------------------|
| Arctic Inspiration Prize                           | \$        | 20,000.00        |
| Canada Games Council (City portion of CWG bid fee) |           | 10,000.00        |
| Donated Family Pass                                |           | 351.42           |
| Food for Fines Program                             |           | 3,575.00         |
| • In Kind  |           | 1,950.00         |
| Royal Canadian Legion Branch 254                   |           | 50.00            |
| Safe at home (Bus Tickets)                         |           | 5,750.00         |
| Share the Spirit                                   |           | 432.99           |
| Yukon Aboriginal Women's Council                   |           | 644.34           |
| Yukon Anti-Poverty Coalition                       |           | 500.00           |
| Town of Faro                                       |           | <u>5,000.00</u>  |
| <b>Total Cash</b>                                  | <b>\$</b> | <b>46,303.75</b> |
| <b>Total in Kind</b>                               | <b>\$</b> | <b>1,950.00</b>  |
| <b>Miscellaneous Donations and Grants Total</b>    | <b>\$</b> | <b>48,253.75</b> |

7. Recreation grants are hereby authorized as follows:

Category A and B Recreation Grants – Ongoing or new projects and initiatives

Spring Granting Session (Council Resolution 2021-10-07)

|                                      |    |          |
|--------------------------------------|----|----------|
| Alpine Ski Association               | \$ | 7,000.00 |
| Boreal Adventure Running             |    | 600.00   |
| Canadian Ski patrol                  |    | 1,978.67 |
| Fetal Alcohol Syndrome Society Yukon |    | 7,000.00 |
| Flatwater North                      |    | 3,106.67 |
| Friends of Mount Sima                |    | 2,000.00 |

.../continued

**2021 Umbrella Grants Bylaw 2022-04**  
**Appendix "A"**

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Recreation Grants – Spring Granting Session (continued)

|  |                     |
|--|---------------------|
| Jazz Yukon   | \$ 2,400.00         |
| Larrikin Entertainment Ensemble                    | 7,000.00            |
| Mary Lake Community Association                    | 3,000.00            |
| Midnight Sun Fencing                               | 5,500.00            |
| Music Yukon  | 5,000.00            |
| Northern Steel Fighting                            | 1,861.65            |
| Special Olympics Yukon                             | 2,100.00            |
| Tennis Yukon                                       | 1,100.00            |
| The Heart of Riverdale                             | 7,000.00            |
| Victoria Faulkner Women's Centre                   | 7,440.00            |
| Whitehorse Concerts                                | 2,500.00            |
| Whitehorse Cross Country Ski Club                  | 3,000.00            |
| Whitehorse Curling Club                            | 1,500.00            |
| Yukon Arts Centre                                  | 7,000.00            |
| Yukon Conservation Society                         | 5,350.00            |
| Yukon Music Camp                                   | 7,000.00            |
| Yukon Transportation Museum Society                | <u>7,000.00</u>     |
| <b>Spring Recreation Grants Categories A and B</b> | <b>\$ 97,437.27</b> |

Category C and D Recreational Grants – Training and leadership development or operational support.

Spring Granting Session (Council Resolution 2021-10-07)

|  |                      |
|--|----------------------|
| Boreal Adventure Running                           | \$ 1,200.00          |
| Biathlon Yukon                                     | 4,200.00             |
| Freedom Trails                                     | 4,000.00             |
| Friends of Mount Sima                              | 4,500.00             |
| Golden Age Society                                 | 4,500.00             |
| Japanese Canadian Association                      | 3,000.00             |
| Mountain View Golf Course                          | 4,500.00             |
| Special Olympics Yukon                             | 750.00               |
| The Guild Society                                  | 4,500.00             |
| The Heart of Riverdale                             | 4,500.00             |
| Yukon Church Heritage Society                      | 4,500.00             |
| Yukon Music Camp                                   | 4,500.00             |
| Yukon Transportation Museum Society                | <u>4,500.00</u>      |
| <b>Spring Recreation Grants Categories C and D</b> | <b>\$ 49,150.00</b>  |
| <b>Spring Recreation Grants Total</b>              | <b>\$ 146,587.27</b> |



**2021 Umbrella Grants Bylaw 2022-04**  
**Appendix "A"**

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Category A and B Recreation Grants – Ongoing or new projects and initiatives

Fall Granting Session (Council Resolution 2021-22-04)

|  |                     |
|--|---------------------|
| Arctic Edge Skating Club                         | \$ 5,850.00         |
| Canadian Filipino Sports Association of Yukon    | 3,426.00            |
| Chickadee's Playschool Association               | 2,040.00            |
| Community Choir of Whitehorse Society            | 5,400.00            |
| Granger Neighbourhood Association                | 2,968.54            |
| Japanese Canadian Association of Yukon           | 3,675.00            |
| LDAY Centre for Learning                         | 7,000.00            |
| Yukon Art Society                                | 7,000.00            |
| Yukon Film Society                               | 5,000.00            |
| Yukon Theatre for Young People Society           | <u>7,000.00</u>     |
| <b>Fall Recreation Grants Categories A and B</b> | <b>\$ 49,359.54</b> |

Category C and D Recreational Grants – Training and leadership development or operational support

Fall Granting Session (Council Resolution 2021-22-04)

|  |                    |
|--|--------------------|
| Canadian Filipino Sports Association of Yukon    | \$ 1,100.00        |
| Larrikin Entertainment Ensemble                  | 1,100.00           |
| Whitehorse Curling Club                          | 1,100.00           |
| Yukon Art Society                                | 1,100.00           |
| Yukon Theatre For Young People Society           | <u>1,100.00</u>    |
| <b>Fall Recreation Grants Categories C and D</b> | <b>\$ 5,500.00</b> |

**Fall Recreation Grants Total**      **\$ 54,859.54**

**Recreation Grant Total**      **\$ 201,446.81**

**2021 UMBRELLA GRANT TOTAL (Including In-Kind)**      **\$ 796,270.36**

## ADMINISTRATIVE REPORT

|   |
|---|
| <b>TO:</b> Corporate Services Committee                                   |
| <b>FROM:</b> Administration   |
| <b>DATE:</b> January 10, 2022   |
| <b>RE:</b> Public Input Report – 2022 to 2025 Capital Expenditure Program |

### ISSUE

Public feedback received on the proposed 2022 to 2025 Capital Expenditure Program

### REFERENCE

Bylaw 2021-41 Capital Expenditure Program 2022-2025  
Appendix A – Public Input Report – General Questions  
Bicycle Network Plan  
[Upcoming Active Transportation Projects 2022-2025 Map](#)

### HISTORY

Prior to and following the first reading of the Capital Expenditure Program on November 29, 2021:

- The proposed Capital Expenditure Program was placed on the City’s website, and an email address for public input was set up for the public’s use;
- Advertisements requesting public input also provided a date for a public input session at the regular council meeting on December 13, 2021.

### ALTERNATIVES

1. Bring forward the 2022-2025 Capital Expenditure Program bylaw for 2<sup>nd</sup> and 3<sup>rd</sup> reading
2. Postpone the 2022-2025 Capital Expenditure Program bylaw and refer to administration for further analysis

### ANALYSIS

Public input on the 2022-2025 Capital Expenditure Program included ten emails submitted to the public input email address and six delegations to council. The submissions have been summarized as follows:

#### Active Transportation

Ten submissions have been received encouraging the City to focus on progressive and inclusive infrastructure development by advancing the development of active transportation infrastructure including both cycling infrastructure and sidewalks to support the climate change emergency declared by council and encourage safe active transportation. Submissions specifically requested that the City

- engage cyclists in conceptual and detailed designs of infrastructure projects to ensure cyclists can move safely through the city

- be provided a clear timeline on when the bicycle network will be completed
- increase sidewalk infill in the downtown core and prioritize downtown reconstruction ahead of residential for safety and accessibility
- commit to the design and construction of the next section of the escarpment path way from Ogilvie to Baxter Street.
- add a project for the construction of a protected bike commuter route from copper ridge to downtown south
- increase awareness of our bike friendly City through road signage and social media campaigns.

**Response:**

The City is working towards improvements for active transportation and ensures the incorporation of the Bicycle Network Plan during the conceptual and detailed design of most of the City's infrastructure projects. In addition to current developments, part of the scope of the new Transportation Master Plan under development is to identify gaps in active transportation connectivity. Through this plan, priority areas will be identified and developed through the corresponding implementation plan.

The proposed Capital budget includes several projects with active transportation components as detailed below, a map indicating the locations of these components is available online at [whitehorse.ca/budget](http://whitehorse.ca/budget).

- Chilkoot Way – Multiuse path, which is a critical component of the Bicycle Network Plan
- Hillcrest Reconstruction Project, which will include the addition of sidewalks and cycling infrastructure
- School Zone Improvements, the objective of this project is to improve active transportation infrastructure to provide safer routes to schools
- Asphalt Paths Rehabilitation, which is a critical project to maintain and extend the useful life of existing asphalt paths throughout the City of Whitehorse
- Downtown Reconstruction: Wood & Steele includes new traffic signals at Wood Street, which greatly improves the East-West active transportation connectivity.
- All the other Downtown Reconstruction projects include the addition of sidewalks where there are currently no sidewalks
- Traffic Signals 4<sup>th</sup> & Main Street includes cyclist activated buttons to improve the level of service for cyclists crossing 4<sup>th</sup> Ave on Main Street
- McIntyre Drive Traffic Calming will include new sidewalks and protected cycling facilities geared towards users of all ages and abilities
- Hamilton Blvd & Falcon Drive South Roundabout will greatly improve the safety of all users including pedestrians and cyclists at this intersection
- Range Road North Reconstruction includes the extension of the separated asphalt path north towards Whistle Bend
- Lewes Boulevard Bus Lane will see improvements to the intersection of Lewes Boulevard and Hospital Road that will improve the safety of active transportation users through this intersection

Other priority projects of the Bicycle Network Plan began in 2021, but due to contractor availability were not completed and are expected to be continue into 2022 include:

- the detailed design of an All Ages and Abilities (AAA) bicycle facility on McIntyre Drive, construction of the Range Road South Asphalt Path Extension,
- detailed design of a AAA bicycle facility through Hillcrest as part of the Hillcrest Reconstruction project,
- construction of spot improvements in various school zones with a focus on active transportation, and;
- the spot improvement at the Two Mile Hill asphalt path crossing at the Canadian Tire access.

While the City endeavors to complete all of the planned projects as early as possible to meet the demands of all citizens, departments must balance competing priorities with internal capacity and contractor availability.

The addition of accessible sidewalks is one of the many considerations when prioritizing downtown reconstruction projects. Some projects are prioritized ahead of others based on multiple factors. For example, Alexander Street is prioritized ahead of Strickland Street due to known sanitary problem areas creating frequent maintenance events, as well as poor road surface conditions, and adjacent developments.

For the lower escarpment paved pathway, the vision is to align the future construction with larger reconstruction and development projects in the area to ensure that they integrate well. The northern portion will be considered as part of the reconstruction of 7<sup>th</sup> Avenue from Ogilvie to Baxter Street, which is expected to occur within the next five to ten years.

At this time, there is no plan to develop a protected bike commuter route from Copper Ridge to Downtown South, as there is a protected route connecting Copper Ridge to the north end of the Downtown core. However, additions to the bicycle network paths from the Hillcrest Reconstruction Project will provide additional safe routes for residents of Copper Ridge to get to the Downtown core through the Granger connector path.

Administration can consider increasing bicycle signage and awareness campaigns through departmental operating plans.

### **City Buildings**

Two submissions were received with comments supporting the construction of the new City Hall and transportation hub, with one submission questioning why the building is not being built in a different location to ensure staff in the existing building do not need to relocate until the building is complete. Another submission was received encouraging the demolition of the Municipal Services Building be advanced to open land for housing development.

### **Response:**

The new City Hall has been designed to repurpose as much of the existing building as possible with a focus on energy upgrades to reduce corporate greenhouse gas emissions. As part of the City's *Building Consolidating Plan* a number of employees from the municipal services building will also be relocated to the completed building.

Disruptions to public services will be minimized through communication and optimal placement of public facing services.

The risk factors associated with the demolition of the Municipal Services Building are currently being assessed. Potential demolition of the building will follow when more information regarding the condition of the property is known.

### **Whistle Bend Skating Rink**

One submission was received requesting that council amend the capital budget to include the construction of a skating rink in Whistle Bend phase 6.

#### **Response:**

Development of the Phase 6 park is set to begin in 2022. This park space has been identified as the location for a future outdoor rink. The City is advocating for the Government of Yukon to have part of the required infrastructure put in during the development and build-out of the park space. The City is anticipating to engagement with the community association to fund the boards and nets for the rink when the development has been completed.

### **Snow and Ice Policy and other updates**

One submission was received asking that council review the Snow and Ice Policy with opportunities for public input, review the practice of snow storage on bike lanes and consider minor amendments to the Bicycle Bylaw to prohibit driving and parking in the lanes outside of just the downtown core.

#### **Response:**

The Fleet and Transportation Maintenance department will be reviewing the Snow and Ice Control Policy in 2022 which will include an opportunity for public input. Review of this policy could lead to further bylaw or policy revisions.

### **Other Suggestions to be Reviewed by Departments**

- That the City provide funds for a sign at the entrance on the Chadburn Lake Road
- That the City make the washrooms at Mt. McIntyre Rec Centre available to user groups or to fund the cost of the outhouses and to take the burden of providing outhouses off of the non-profit groups
- That the City use part of the Trail Plan Implementation budget to correct or replace trail signs that place longitude before latitude.
- Suggestions for improvements in the communication of the budget documents and project descriptions

More information or clarification on a number of projects or funding sources have been requested. Those questions and responses have been compiled and are attached as appendix A.

### **ADMINISTRATIVE RECOMMENDATION**

THAT council direct that Bylaw 2021-42, a bylaw to adopt the 2022 to 2025 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

APPENDIX A  
Public Input for the 2022-2025 Capital Expenditure Program  
General Questions

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**Chadburn Lake Park Management Plan**

**Q:** Will the 2022 Capital Budget allocate funds to aid in the implementation of the Chadburn Lake Regional Park Plan?

**A:** The 2022-2025 Capital Expenditure Program does not propose new expenditures in this park.

**Q:** I would like to know what funds have been allocated (if any) to the Chadburn Lake Regional Park Plan in the years 2019 to and including 2021?

**A:** Approximately \$53,000

**Q:** Which of the 26 initiatives of the Chadburn lake Park Management Plan that were due to be completed in the four and a half years since the plan's adoption, have been completed?

**A:** Since the adoption of the Chadburn Lake Park Management Plan, the City has completed improvements in the Long Lake Area, developed the Grey Mountain Summit (Dream) Trail, and continues to monitor and maintain the existing trail network.

**Q:** Initiative 3.1 of the Chadburn Lake Park Management Plan says, "The City may undertake a place-based branding exercise, which would consider formally recognizing and acknowledging First Nation place names and renaming Chadburn Lake Park with a more culturally appropriate name." It is now over four years since the management plan was adopted and we still do not have a culturally appropriate sign at its main entrance.

**A:** With respect to initiative 3.1, this initiative may be completed outside of the capital budgeting process, in collaboration with the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council.

**External Funds**

**Q:** Is the Active Transportation Fund distinct from the Gas Tax Fund, and if so will the City be able to obtain monies from both of these sources?

**A:** The Active Transportation Fund (ATF) is a federal government funding program that is separate from the Canada Community-Building Fund, formerly known as the Gas Tax Fund. Municipal governments are eligible to receive funding from this fund to cover up to 75% of eligible expenses for a project related to active transportation. The ATF is currently not accepting applications however the City anticipates accessing federal funds through this program in the future.

**Q:** Asphalt Rehabilitation project is funded through external funding approval; am I correct in my assumption that the federal gas tax fund does not provide money to repair asphalt paths that are built with gas tax funds?

**A:** Canada Community-Building Fund (formerly Gas Tax) does not provide funding for projects that are maintenance in nature, however, it will approve projects that are improvements or betterments to an asset

### **Whistle Bend Pond Improvements**

**Q:** Could administration elaborate on what is to be done concerning the Whistle Bend Pond Improvements that will cost some \$250,000 in 2022?

**A:** The Whistle Bend storm water pond was constructed as part of the first two phases of the Whistle Bend development to manage storm water within the development. In 2016/2017 Yukon Government, as the developer of the subdivision, made modifications to the storm water pond to retrofit it into a storm water retention pond, and as part of that work installed a pump house as a means to control the water level to a normal operating level and provide enough storage for a large rainfall event.

The volume of water entering the pond during a regular year is not enough to achieve a steady turnover of water, and as a result it is becoming stagnant, creating an environment for algae to flourish. Two improvements are proposed to enhance the water ecosystem in an effort to reduce the rate of algae growth. The first is to install aeration to increase the oxygen content of the water column. The second is to plant aquatic vegetation around the edge of the pond to help absorb nutrients and compete with the growing algae. It is important to note that it is not expected for these improvements to completely remove the presence of algae, which is natural in a pond of this depth, and that some ongoing mechanical removal will be expected.

### **Mt. McIntyre Upgrade**

**Q:** Can administration provide an explanation of what the Mt. McIntyre Upgrade entails?

**A:** The upgrade is primarily focused on energy upgrades to the existing building envelope which includes; insulation, siding, windows and doors however some interior redesign is also planned to meet the needs of the community today and growth for the future. Stakeholders identified that the ideal layout would be more multi-purposeful with increased accessibility and a space for community meetings or workshops.

**CITY OF WHITEHORSE**  
**CITY PLANNING COMMITTEE**  
Council Chambers, City Hall



**Chair:** Dan Boyd

**Vice-Chair:** Ted Laking

January 10, 2021

Meeting #2022-01

- 
1. Proposed Street Renaming – Whistle Bend Subdivision  
Presented by Manager Pat Ross
  2. New Business



## **ADMINISTRATIVE REPORT**

|  |
|--|
| <b>TO:</b> Planning Committee                                  |
| <b>FROM:</b> Administration                                    |
| <b>DATE:</b> January 10, 2022                                  |
| <b>RE:</b> Proposed Street Renaming – Whistle Bend Subdivision |

### **ISSUE**

A proposal to change the names of two streets in the Whistle Bend Subdivision.

### **REFERENCE**

- Municipal Addressing and Naming Policy (1998)
- Addressing and Naming Policy, Guidelines and Procedures (1998)
- Draft Bylaw 2022-09
- Appendix A – Phase 5
- Appendix B – Phase 6
- Appendix C – Phase 7

### **HISTORY**

The street-naming convention for Whistle Bend is based on the names of boats and ships that were once active in Yukon, British Columbia, and Alaska. Two of the approved names are Gypsy Queen Lane and Peep Street. The Gypsy Queen was a sternwheeler that operated during 1898, providing transportation to the Klondike gold fields. In nautical terms, the gypsy is the notched ring connected to links of the chain to hoist the anchor. Peep was a steamship owned by the Langley Transportation Company that operated in 1909 in British Columbia.

The name Gypsy Queen Lane was originally adopted through subdivision approval of Phase 5 of Whistle Bend in January 2018. Subsequent approvals including the name Gypsy Queen occurred in July 2018 (Phase 6 subdivision approval), January 2020 (Phase 5 re-approval), and September 21 (Phase 6 re-approval).

Peep Street was originally adopted through subdivision approval of Phase 6 in July 2018. Subsequent approval including the name Peep Street occurred in October 2019 (Phase 7 approval), September 21 (Phase 6 re-approval), and December 2021 (Phase 7 & 8 approval).

Concern has since been raised that the term ‘gypsy’ can be considered an inappropriate and derogatory term for the Roma people. Concerns have also been raised that the word ‘peep’ is often associated with terms such as ‘peepshow’ and ‘peeping Tom’, which has sexual connotations. Administration is now bringing forward a bylaw to amend these names. The proposed new names are Scotia Lane and Omega Street.

## **ALTERNATIVES**

- 1) Officially rename two streets in Whistle Bend.
- 2) Refer the issue back to Administration for further analysis.

## **ANALYSIS**

The street names Gypsy Queen Lane and Peep Street were previously adopted by Council through the subdivision approval process and therefore a bylaw approval process is required to authorize the renaming of these streets.

The Scotia was a steam-powered sternwheeler that transported passengers from Atlin, BC through the Taku Arm, connecting with another ship at Bennett Lake. It was in operation from 1898 to 1918. The Omega was a steam ship that operated on Bennett Lake and was used during the construction of the White Pass railroad.

There are currently eight privately owned lots on Gypsy Queen Lane, seven of which have active building permits. Another eight lots will be addressed off of Gypsy Queen Lane in the next Yukon land lottery. Street signs have also been approved and installed using this road name. There are no privately held lots on Peep Street, but 13 lots are currently addressed to this street that are proposed to be available in the next Yukon land lottery.

If Council proceeds with a change to the name of this lane, the eight property owners on Gypsy Queen Lane will need to complete address changes through Canada Post and existing City permitting and property files will need to be updated and re-addressed. The City would be responsible for street sign changes for Gypsy Queen Lane and Peep Street.

If Council approves this change, Administration would proceed to notify property owners of the address change and ensure the correct road name is used in upcoming Yukon land lottery packages.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2022-09, a bylaw to rename two streets in the Whistle Bend Subdivision, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**  
**BYLAW 2022-09**

A bylaw to rename two streets in the Whistle Bend Subdivision.

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WHEREAS section 265 of the *Municipal Act* (R.S.Y. 2015) provides that Council may by bylaw name a road or subdivision; and

WHEREAS Whitehorse City Council adopted a policy to guide the assignment of names to streets, subdivisions, parks, recreation areas, and city-owned buildings and facilities within the municipal boundaries of the City of Whitehorse; and

WHEREAS it is deemed desirable that two streets in the Whistle Bend Subdivision be officially renamed;

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

1. Gypsy Queen Lane, shown as Lane 2 (Gypsy Queen Lane), Whistle Bend Subdivision, Plan 100041107 LTO and Lane 3 (Gypsy Queen Lane), Whistle Bend Subdivision, Plan 100043008 LTO, is hereby renamed "**Scotia Lane**", as indicated on the sketches attached hereto as Appendix "A" and Appendix "B" and forming part of this bylaw;
2. Peep Street, shown as Road 11 (Peep Street), Whistle Bend Subdivision, Plan 100043008 LTO, is hereby renamed "**Omega Street**", as indicated on the sketches attached hereto as Appendix "B" and "C" and forming part of this bylaw.
3. This bylaw shall come into full force and effect upon the final passing thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

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

# Appendix A - Phase 5

SKETCH PLAN OF

PROPOSED LOTS 1 TO 177, ROADS AND LANES

Consisting of 168 Lots, 3 Greenbelts, 1 Park, 2 Walkways, 3

**WHISTLE BEND SUBDIVISION**  
CITY OF WHITEHORSE  
YUKON

Note: Lot numbers are subject to change since final lot numbers are issued by the Surveyor General.



**LEGEND:**

Boundary lines shown are horizontal or vertical unless otherwise indicated. Distances shown are horizontal or vertical unless otherwise indicated. Distances are given in meters unless otherwise indicated. Distances are given in feet unless otherwise indicated. Distances are given in feet unless otherwise indicated. Distances are given in feet unless otherwise indicated.

Note: Drawing on new White Bend Ground Data  
Origin at Point 1  
UTM N 6737853.153 E 494916.231 EL 68  
CSF 0.999492  
Ground N 1500000 E 500000 EL 681.549  
No rotation

**Whitehorse City of Whitehorse**  
Land & Building  
Subdivision Sketch Plan App  
FILE NUMBER: S-01-2018 DATE: Jan 13  
APPROVED BY: [Signature]  
DAN CURRIE, Mayor  
Norma Feller, Assistant City Clerk



**Subject Area**  
Gypsy Queen Lane  
to Scotia Lane

Lot 1405  
Quad 10SD/14  
TKC C-9B  
Plan 88037 GLSP  
2003-0231 L70



# Appendix B - Phase 6

SKETCH PLAN OF

PROPOSED LOTS 1 TO 174, ROADS AND LANES

Consisting of 171 Lots, 2 P.U.L. and 1 Park

WHISTLE BEND SUBDIVISION

PHASE 6

CITY OF WHITEHORSE

YUKON

Note: Lot numbers are subject to change once final lot numbers are issued by the Surveyor General.



**LEGEND:**

Boundaries are UTM Grid, and are referred to in the Central Meridian or UTM Zone 8, (Longitude 135° West).

Distances shown are horizontal of general ground level and are expressed in metres. Distances parallel to 2-dimensions are length. Distances parallel to 3-dimensions are length.

Proposed subdivision dealt with by this plan bounded blue. Boundaries and distances subject to field survey.

Corner cut-offs are 6 or 3 metres. DP denotes Duplex lots.

Note: Drawing on new Whistle Bend Ground Datum  
 Origin of Point 1  
 UTM N 6737653.153 E 494916.231 EL 681.549  
 CSF 0.999492  
 Ground N 150000 E 50000 EL 681.549  
 No rotation



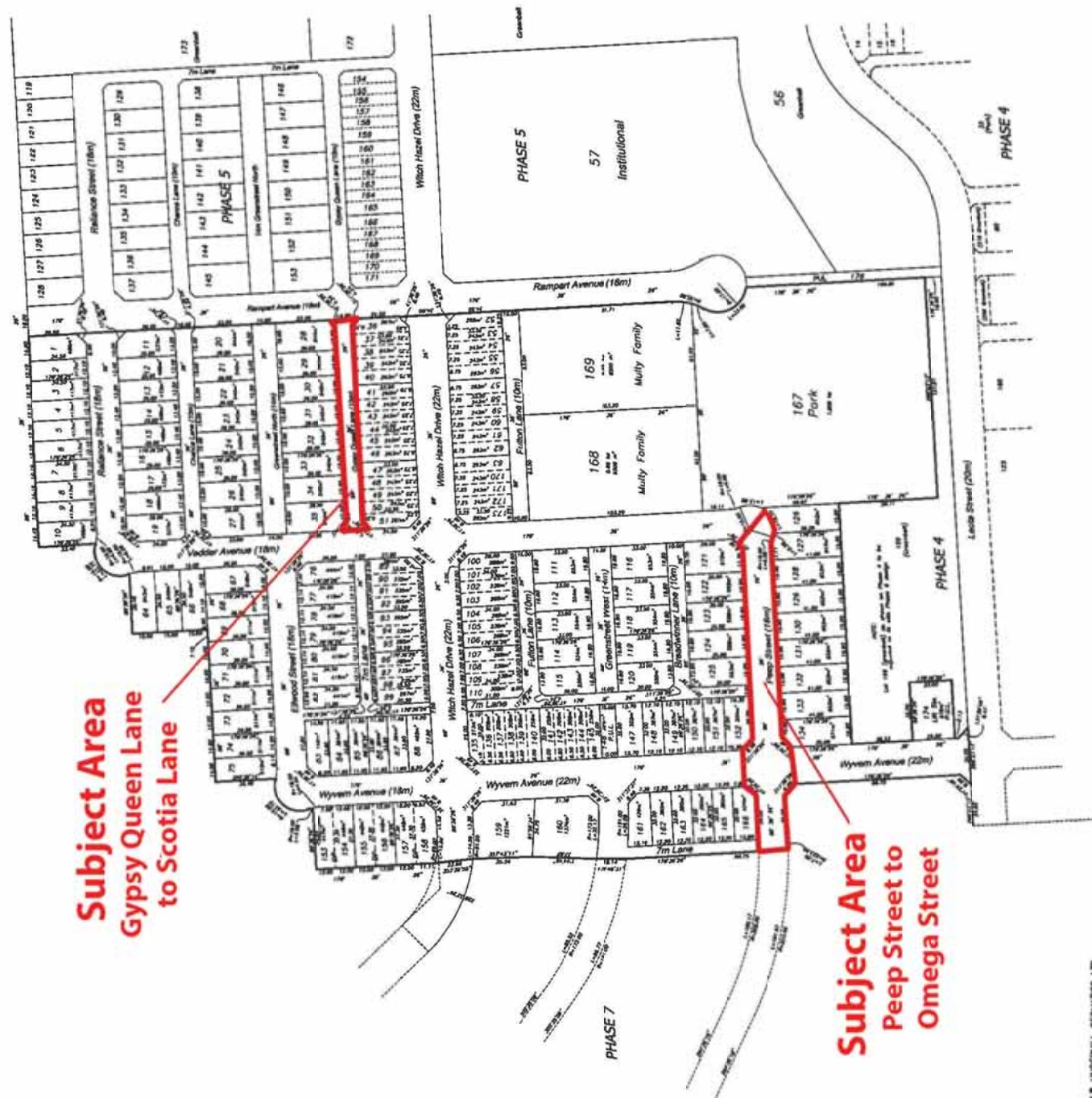
**City of Whitehorse**  
 Land & Building Services

Subdivision Sketch Plan Approval

FILE NUMBER: S-17-2018      DATE: Sep 14, 2021

APPROVED BY:       

Dan Curtis, Mayor      Wendy Domithome, City Clerk



**Subject Area**  
 Gypsy Queen Lane  
 to Scotia Lane

**Subject Area**  
 Peep Street to  
 Omega Street



# Appendix C - Phase 7

SKETCH PLAN OF

## PROPOSED LOTS 1 TO 134, ROADS AND LANES

Consisting of 133 Lots, 1 Greenbelt, 6 Roads and 3 Lanes  
(COMPRISING VACANT YUKON LAND)

### WHISTLE BEND SUBDIVISION

#### PHASE 7

#### CITY OF WHITEHORSE

#### YUKON

Notes: Lot numbers shown are subject to change once final lot numbers are issued by the Surveyor General.



The plot size that will provide true scale and optimum readability for this plan is 600mm by 850mm.

#### LEGEND:

Bearings are UTM Grid, and are referred to the Central Meridian of UTM Zone 8, (Longitude 135° West).

Distances shown are horizontal of general ground level and are expressed in metres. Distances prefixed by 'L' denotes arc length. Distances prefixed by 'R' denotes roads.

Proposed subdivision dealt with by this plan bounded thus . . . . .

Corner cut-offs are 6 metres for Roads and 3 metres for Lanes.

Lot lines and dimensions subject to final legal survey.

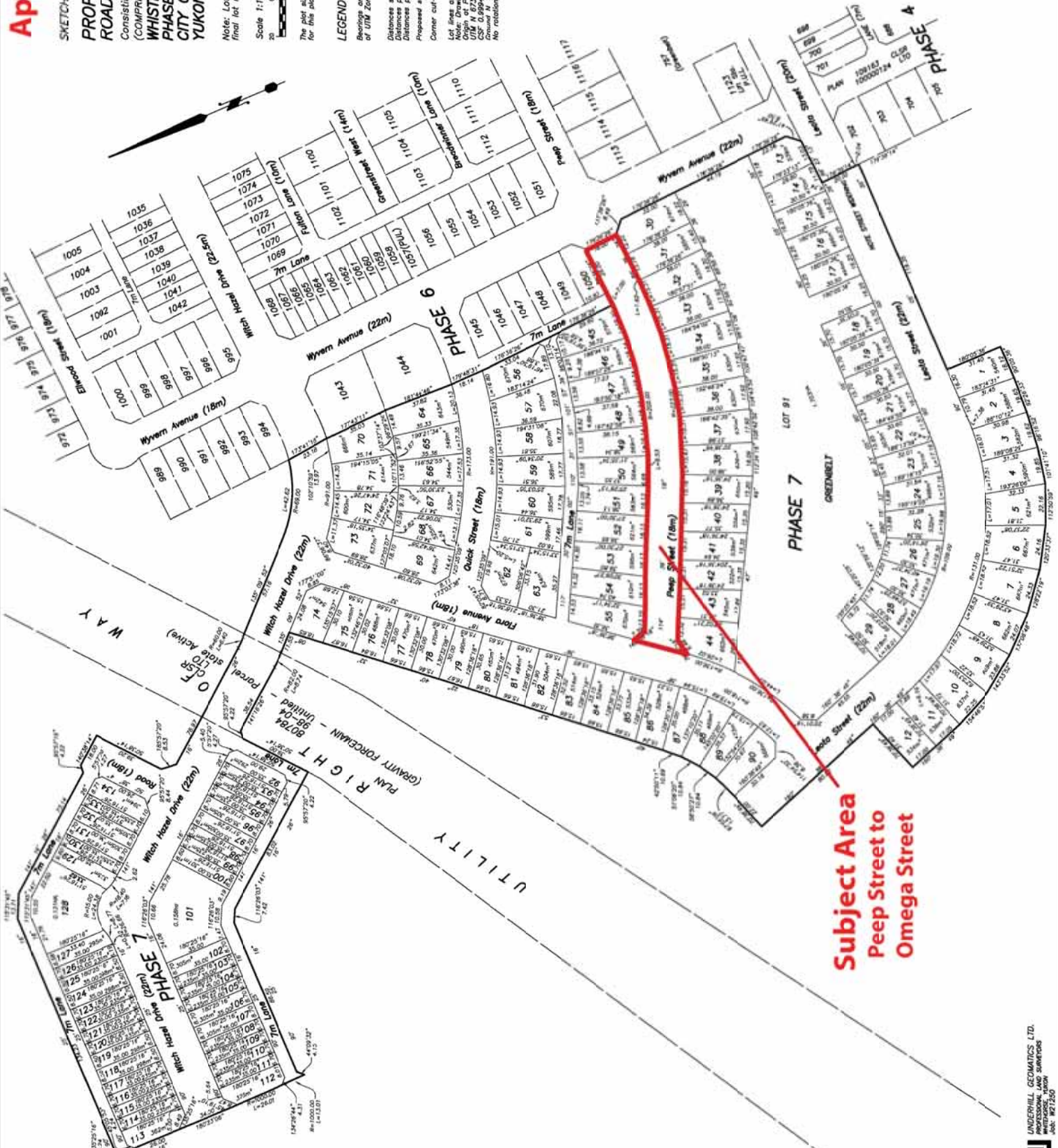
Note: Drawing on new Whistle Bend Ground Datum.

Origin of Point: UTM Grid, Zone 8, Easting 494916.231, E. 681.549

CSF: 0.999442

Ground N: 150000 F: 50000 E: 681.549

No rotation



**Subject Area**  
**Peep Street**  
**Omega Street**

**CITY OF WHITEHORSE**  
**CITY OPERATIONS COMMITTEE**  
Council Chambers, City Hall



**Chair:** Ted Laking

**Vice-Chair:** Dan Boyd

January 10, 2022

Meeting #2022-01

- 
1. New Business

**CITY OF WHITEHORSE**  
**COMMUNITY SERVICES COMMITTEE**  
Council Chambers, City Hall



**Chair:** Mellisa Murray

**Vice-Chair:** Michelle Friesen

January 10, 2022

Meeting #2022-01

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1. New Business



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



**Chair:** Kirk Cameron

**Vice-Chair:** Jocelyn Curteanu

January 10, 2022

Meeting #2022-01

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1. New Business

**CITY OF WHITEHORSE**  
**DEVELOPMENT SERVICES COMMITTEE**  
Council Chambers, City Hall



**Chair:** Jocelyn Curteanu

**Vice-Chair:** Mellisa Murray

January 10, 2022

Meeting #2022-01

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1. New Business