

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, May 19, 2020 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

## **DELEGATES**

Darren Susin – Speeding on Takhini Avenue

## **CITY PLANNING COMMITTEE**

1. Zoning Amendment – 5<sup>th</sup> and Rogers Parcel
2. New Business

## **CITY OPERATIONS COMMITTEE**

1. Contract Award – Tlingit Street Power and Telecommunications
2. Contract Award – Tlingit Street Reconstruction Project
3. Contract Award – Winter Road Maintenance Supplies
4. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Budget Amendment – Mobile Steamer Replacement
2. Budget Amendment & Contract Award – Mt. McIntyre Stairs Construction Project
3. New Business

My name is Darren Susin and I live at 33 Takhini Avenue.

I am talking to you today to address speeding on my street.

Takhini Avenue, like many streets, has many young families. There are at least 15 children under the age of 12 on this street, and like most kids, they love playing outside.

That said, people still continue to drive way too fast on our street.

Last October I sent some emails to Councillor Roddick, who then shared them with Dinah Laing and others at city hall.

From what I understand, these concerns were sent to the City's Street Sign and Traffic Committee for consideration at one of their meetings.

Finally, in late February of this year I received a message from Taylor Eshpeter that our street would be added to a list of streets that will have data collected. According to the email I received, this is to happen in the spring. This is good news, and I am happy to hear that it will happen.

In the meantime, I have built 3 wooden signs that say SLOW on them. I have one in front of my house, and there are 2 other houses with them. I have seen similar signs in other neighbourhoods.

While the signs are small (2' x 3'), there are two houses on our street that continue to call bylaw on me and the other families that have the signs in front of their house. The last time bylaw was called was Saturday, May 9<sup>th</sup>. The bylaw officer told me that if they have to return, we will start receiving fines.

Until something is done on a more permanent basis (ie, city-designed signs, roundabout, speed bumps), I am asking that council create an exception for homemade signs that urge people to drive slow.

If bylaw is called for homemade signs, I am hoping they can tell the complainant that these signs are allowed, given that their only purpose is to encourage driver caution.

It is understandable that council doesn't want dozens of different signs on the street; however, such signs that encourage safe driving are an obvious public good.

I would be more than happy to speak to mayor and council over the phone about this during the regularly scheduled council meeting or at any other time.

Thank you,

Darren Susin

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



**Chair:** Jan Stick

**Vice-Chair:** Samson Hartland

May 19, 2020

Meeting #2020-13

- 
1. Zoning Amendment – 5<sup>th</sup> and Rogers Parcel  
Presented by Planner Hannah McDonald
  2. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Planning Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	May 19, 2020
<b>RE:</b>	Zoning Amendment – 5 <sup>th</sup> and Rogers Parcel

### **ISSUE**

Administration is proposing to amend the zoning of 5048 5<sup>th</sup> Avenue (known as the “5<sup>th</sup> and Rogers” parcel) to address an issue of non-conformance between the Official Community Plan (OCP) and the Zoning Bylaw.

### **REFERENCE**

- 2010 Official Community Plan
- 2011 Downtown South Master Plan
- Zoning Bylaw 2012-20
- 5<sup>th</sup> and Rogers Master Plan

### **HISTORY**

The 5<sup>th</sup> and Rogers site is an approximately 2.9-hectare parcel (i.e., about three Downtown city blocks) of undeveloped, underutilized land owned by the Government of Yukon (YG). The property is bounded by the alley between Hawkins Street and Rogers Street to the north, Jeckell Street to the south, 5<sup>th</sup> Avenue to the east and the base of the escarpment to the west.

This piece of land is a significant parcel in the context of Downtown because of its potential for development.

In 2015, YG prepared a Master Plan for the site. The 5<sup>th</sup> and Rogers Master Plan builds on the vision for the area set out in the OCP and the City’s 2011 Downtown South Master Plan. Approximately half of the west side of the site falls within a moderate geo-hazard zone. Construction of a berm along the west side of the property would maximize development potential by protecting the site from slope instability at the base of the escarpment. This is the main reason why the site remains undeveloped.

YG continues to indicate interest in moving forward with developing this property.

Administration is proposing a zoning amendment to change the zoning of the portion of the lot zoned CM1 to CM1(x), with the special modification being the removal of single detached and duplex housing as principal uses on the site.

### **ALTERNATIVES**

1. Proceed with the amendment under the bylaw process.
2. Do not proceed with the amendment.

### **ANALYSIS**

#### **Official Community Plan and Downtown South Master Plan**

The OCP land use designation for this area is Mixed Use – Residential/Commercial, which is meant to promote the mix and integration of multi-family residential and

commercial uses. OCP Policy 6.5.1 states that this designation is to be used for multi-family residential, retail, restaurants, tourist accommodations, offices, public parks and open spaces.

OCP Policy 5.1.3 states that the City will pursue a dense, compact development pattern. Densification in Downtown is an important part of this approach.

In the Downtown South Master Plan, the 5<sup>th</sup> and Rogers site was identified as one of several undeveloped sites in the neighbourhood with potential for higher density, mixed-use development. Because this area is located further away from the Downtown commercial core and other arterial roads, the development mix is expected to include more residential than commercial uses.

The Downtown South Master Plan also recommended that a paved trail along the base of the escarpment be built. Later work determined that this paved trail should be built on top of a 2-metre tall berm, which would protect the area from slope instability and maximize development potential. Work to determine when this berm would be built is ongoing.

## **Zoning**

The Zoning Bylaw applies two different zones to this property. An approximately 0.5-hectare portion on the south-west side of the site is zoned as PE, and the remainder is zoned as CM1.

The OCP states that any residential development in this area should be multi-family housing. The CM1 zone does not align with this OCP direction because, in addition to multiple housing, it also allows for single detached and duplex housing. To ensure greater conformance between the vision for the area described in the OCP and the type of developments permitted under the Zoning Bylaw, this amendment proposes to remove single detached and duplex housing as principal uses on the site.

To implement the vision of the Downtown South Master Plan, a large portion of the neighbourhood (including 5<sup>th</sup> and Rogers) was rezoned from RD2–Residential Downtown 2 to CM1 as part of the Zoning Bylaw rewrite in 2012. However, previous planning work does not support the construction of single family and duplex housing.

## **Schedule**

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	May 19, 2020
First Reading:	May 25
Newspaper Ads:	May 29 and June 5
Public Hearing:	June 15
Report to Committee:	June 23
Second and Third Reading:	June 29

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2020-18, a bylaw to amend the zoning of a portion of the property located at 5048 5<sup>th</sup> Avenue to remove single detached and duplex housing as principal uses on the site, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**  
**BYLAW 2020-18**

A bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to address an issue of non-conformance between the Official Community Plan and the Zoning Bylaw with respect to the property located at 5048 Fifth Avenue in the Downtown area;

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

1. Section 10.5 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection, 10.5.7 Special Modifications, as follows:

“10.5.7 Special Modifications

- a) Block 340, Plan 2016-0051 LTO, located at 5048 Fifth Avenue, is designated CM1x(a) with the special modification being that single family housing and duplex housing are not allowed as principal uses in this zone.”

2. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

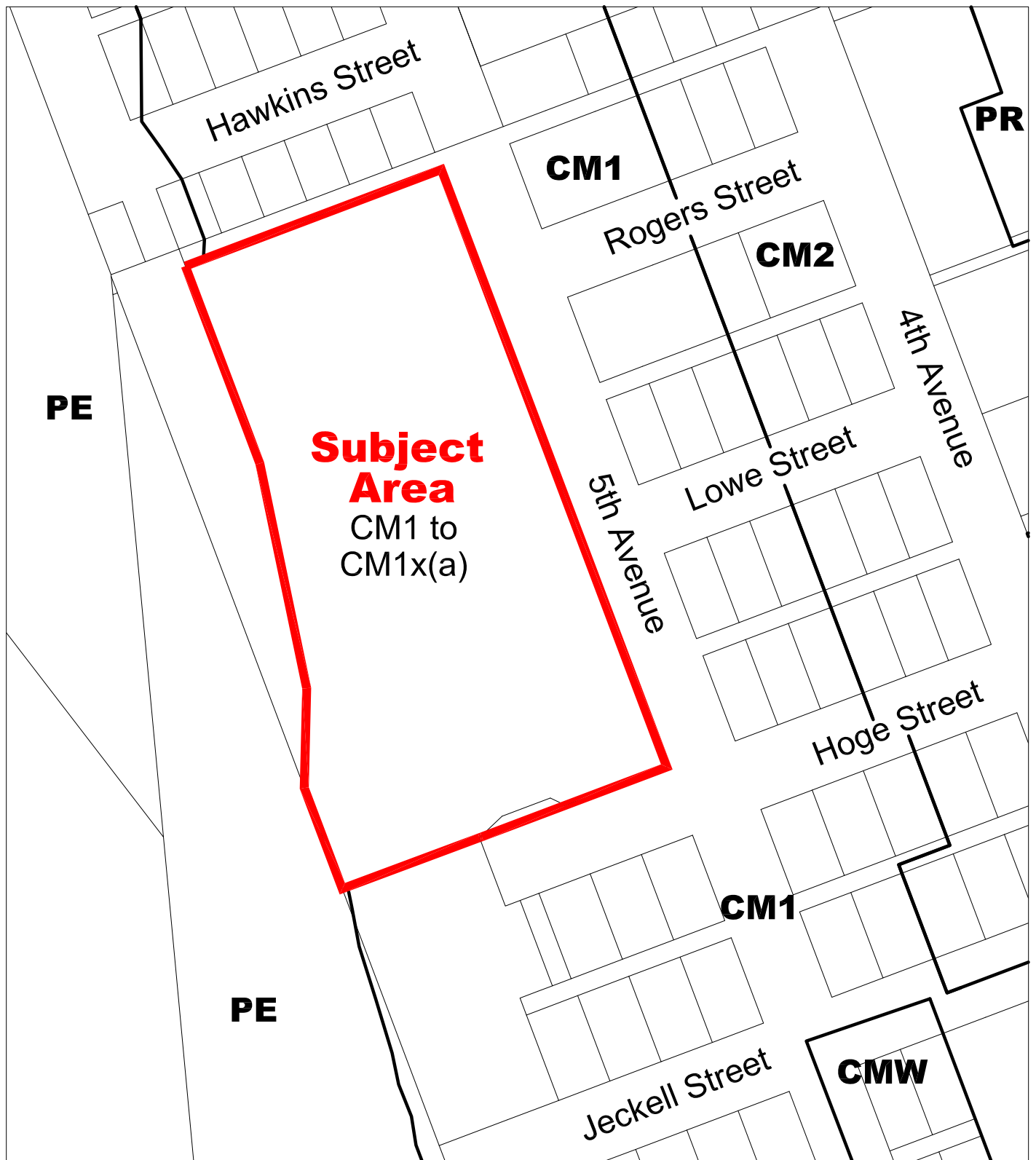
**THIRD READING and ADOPTION:**

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Mayor

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Assistant City Clerk



**Bylaw 2020-18**

A bylaw to amend the zoning of 5048-5th Avenue from CM1-Mixed Use Commercial to CM1x(a)-Mixed Use Commercial (modified) to prohibit single family/duplex housing, and apply a minimum density.

**LEGEND**

 **SUBJECT AREA**



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



**Chair:** Samson Hartland

**Vice-Chair:** Laura Cabott

May 19, 2020

Meeting #2020-13

- 
1. Contract Award – Tlingit Street Power and Telecommunications  
Presented by Manager Taylor Eshpeter
  2. Contract Award – Tlingit Street Reconstruction Project  
Presented by Manager Taylor Eshpeter
  3. Contract Award – Winter Road Maintenance Supplies  
Presented by Manager Richard Graham
  4. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Operations Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	May 19, 2020
<b>RE:</b>	Contract Award – Tlingit Street Power and Telecommunications

### **ISSUE**

Authorization of sole source contract awards to ATCO Electric Yukon (ATCO) and NorthwesTel (NWTEL) for Tlingit Street Reconstruction Project.

### **REFERENCE**

Bylaw 2019-24: 2020-2023 Capital Expenditure Program – Account 240c00513 Marwell East – Tlingit St  
Purchasing and Sales Policy

### **HISTORY**

The approved 2020 capital budget includes a project for the reconstruction of Tlingit Street from Copper Road to Platinum Road. As part of the reconstruction work there are a number of existing power poles that require relocating, which carry ATCO & NWTEL infrastructure along with upgrades to the street lighting.

Quotes were received from both utility companies to complete the work associated with their infrastructure. As these two utilities will complete the work themselves, which is the only available option, a sole source award is required.

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 power and telecommunication work and to award the contracts as recommended
2. Do not approve waiving the bidding process and direct Administration to publically procure the purchase.

### **ANALYSIS**

The work with ATCO includes the installation of three 50' poles, two 45' poles, one 40' pole, four anchors, eleven LED street lights, two risers, approximately 250m x 3 overhead primary wire, approximately 700m of underground conduit and street light cable. The estimated cost to complete this work is \$105,850, less a \$13,640 contribution by ATCO, for a total estimated cost of \$92,210 plus GST.

The ATCO contribution is based on \$1,240 per light. The contract with ATCO is a time and materials contract and only work performed will be billed based on actual costs.

The work with NWTEL includes the reconfiguring copper and coaxial cable lines associated with the relocation of the power poles. The estimated cost for this work is \$35,874 plus GST. The contract with NWTEL is a time and materials contract and only work performed will be billed based on actual costs.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to:

1. Waive the public bidding process for the supply of power and telecommunication utilities for the Tlingit Street Reconstruction Project; and
2. Award the contract for the power pole realignments and supply and installation of street lighting for the Tlingit Street Reconstruction Project to ATCO Electric Yukon for a cost not to exceed \$92,210 plus GST; and
3. Award the contract for the reconfiguration of existing copper and coaxial cable for the Tlingit Street Reconstruction Project to NorthwesTel for a cost not to exceed \$35,874 plus GST.

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> May 19, 2020
<b>RE:</b> Contract Award – Tlingit Street Reconstruction Project

### **ISSUE**

Contract award for the 2020 Tlingit Street Reconstruction Project

### **REFERENCE**

RFT 2020-030 – 2020 Tlingit Street Reconstruction

Purchasing and Sales Policy

Bylaw 2019-24: 2020–2023 Capital Program – Account 240c00513 Marwell East–Tlingit St

ICIP Funding Transfer Payment Agreement – February 7, 2020

Overall plan

### **HISTORY**

A request for tender (RFT) was prepared to seek contracting services to complete the Tlingit Street reconstruction project.

The RFT for the 2020 Tlingit Street Project was advertised on the City's website and in local newspapers. The RFT documents were made available on April 17, 2020 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on May 13, 2020 and three compliant submissions were received:

- Castle Rock Enterprises
- Norcope Enterprises
- PS Sidhu Trucking

The low bidder was Sidhu Trucking, with a bid of \$4,790,555.00, not including GST.

### **ALTERNATIVES**

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

### **ANALYSIS**

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

The review committee agreed that the low bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The prices submitted are reasonable considering the current uncertainty around delivering construction projects.

The current budget for this project is \$6,300,000 and is funded by a combination of Investing in Canada Infrastructure Program (\$5.1M) and City Reserves (\$800K). There is an additional contribution of materials from Kwanlin Dün First Nation (\$400K value).

There are sufficient funds available in the capital budget to complete this work.

#### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the 2020 Tlingit Street Reconstruction Project to Sidhu Trucking for a net cost to the City of \$4,790,555.00 plus GST.



## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Operations Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	May 19, 2020
<b>RE:</b>	Contract Award – Winter Road Maintenance Supplies

### **ISSUE**

Contract award for the supply of winter road maintenance supplies

### **REFERENCE**

Request for Tender 2020 – 022 – Supply of 5mm and 10mm Crushed Sand

Request for Tender 2020 – 019 – Supply of Road Salt

Purchasing and Sales Policy

Bylaw 2019-26: 2020- 2022 Operating and Maintenance Budget – Job # 5002010

### **HISTORY**

Two separate requests for tenders (RFTs) were prepared to seek:

- The supply of 5 & 10mm crushed sand; and
- The supply and delivery of road salt.

Both products are for winter road maintenance requirements.

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 April 6 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca). Both tenders closed on May 5, 2020.

One compliant bid was received for the crushed sand tender and two compliant bids were received for the road salt tender.

The bid for the supply of 5mm & 10mm crushed sand was submitted by Skookum Asphalt (Terus Construction Ltd.), at a price of \$229,633.94, not including GST.

The low bid for the supply of winter road salt was submitted by NSC Minerals at a price of \$174,933.00, 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 5mm and 10mm crushed sand to Skookum Asphalt (Terus Construction Ltd.) for a net cost to the City of \$229,633.94, plus GST; and

THAT Council authorize Administration to award the contract for the supply of road salt to NSC Minerals Ltd. for a net cost to the City of \$174,933.00, plus GST.



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



**Chair:** Jocelyn Curteanu

**Vice-Chair:** Dan Boyd

May 19, 2020

Meeting #2020-13

- 
1. New Business

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



**Chair:** Stephen Roddick

**Vice-Chair:** Jan Stick

May 19, 2020

Meeting #2020-13

- 
1. New Business

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



**Chair:** Dan Boyd

**Vice-Chair:** Jocelyn Curteanu

May 19, 2020

Meeting #2020-13

- 
1. New Business

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



**Chair:** Laura Cabott

**Vice-Chair:** Stephen Roddick

May 19, 2020

Meeting #2020-13

- 
1. Budget Amendment – 2020 Mobile Steamer Replacement  
Presented by Manager Richard Graham
  2. Budget Amendment and Contract Award – Mt. McIntyre Stairs Project  
Presented by Manager Taylor Eshpeter
  3. New Business

## **ADMINISTRATIVE REPORT**

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** May 19, 2020  
**RE:** Budget Amendment – 2020 Mobile Steamer Replacement

### **ISSUE**

A budget amendment is needed for the replacement of a mobile steamer in 2020

### **REFERENCE**

2020 to 2023 Capital Expenditure Plan– Job #320c00115

### **HISTORY**

The City's Operations Department purchases, maintains and repairs all City owned vehicles and equipment. Vehicles and equipment are replaced in accordance with the City's Vehicle/Equipment Replacement Administrative Directive.

Mobile steamers are a crucial piece of equipment for the work of the Water and Waste Services Department. Mobile steamer unit 6619 was purchased in 1982 and was planned to be replaced in 2021. A structural failure occurred in January 2020 and the unit is no longer usable.

### **ALTERNATIVES**

1. Amend the 2020-2023 Capital Expenditure Plan to re-allocate and increase funding for 2021 project 320c00115 to budget year 2020 for the Mobile Steamer Replacement project.
2. Do not amend the capital expenditure plan.

### **ANALYSIS**

The City currently operates two fully contained mobile steamer trucks to thaw frozen infrastructure including storm sewers, creeks, drainage courses, water and sewer mains, manholes and to thaw ground to make dig jobs possible, as well as other minor work where required.

The approved 2021 provisional capital budget includes \$455,000 in gas tax funding for the Mobile Steamer Replacement project. The mobile steamer due to be replaced in 2021 has exceeded its life expectancy and must now be replaced in 2020 due to a structural failure that cannot be repaired.

A request for information (RFI) was released in April 2020 to obtain information on available specifications and budgetary pricing from experienced suppliers. As a result of information received, Administration is prepared to advance the process to replace the failed mobile steamer. Based on information received through the RFI, the budget estimate for this project has been updated to reflect current markets.

Funding is currently available in the City's Gas Tax account and a funding application has been submitted to the Gas Tax program for this project.

Should this budget amendment request be approved, a request for tender would be released and Administration would anticipate delivery of the new unit in early 2021. If delivery is delayed, the City will continue renting equipment to enable Water and Waste Services to provide the services required.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize administration to amend the 2020 to 2023 Capital Expenditure Plan to fund 2020 project 320c00115 – Mobile Steamer Replacement in the amount of \$495,000, funded by the Gas Tax program, and,

THAT Council authorize administration to amend the 2020 to 2023 Capital Expenditure Plan to remove the 2021 project 320c00115 – Mobile Steamer Replacement.

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> May 19, 2020
<b>RE:</b> Budget Amendment & Contract Award – Mt. McIntyre Stairs Project

### **ISSUE**

Budget amendment and contract award for the 2020 Mt. McIntyre Stairs Construction Project

### **REFERENCE**

- RFT 2020-031 – 2020 Mount McIntyre Stair Construction Project
- Purchasing and Sales Policy
- 2020 Capital Expenditure Plan – 240c01318 Mount McIntyre Stairs
- Gas Tax Transfer Payment Agreement – February 26, 2020
- Overall plan

### **HISTORY**

A request for tender (RFT) was prepared to seek contracting services to complete the construction of the Mount McIntyre Stairs project.

The RFT for the 2020 Mount McIntyre Stairs Construction Project was advertised on the City's website and in local newspapers. The RFT documents were made available on April 7, 2020 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on May 5, 2020 and five compliant submissions were received, not including GST:

- Ketz Construction Corp.
- PCR Construction Ltd.
- P.S. Sidhu Trucking Ltd.
- Southpaw Construction Inc. Inc.
- Wildstone Construction and Engineering Ltd.

The low bidder was PCR Construction Ltd., with a bid of \$171,160, not including GST.

### **ALTERNATIVES**

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

### **ANALYSIS**

The review of the bids by an internal committee from the Engineering Services and Financial Services departments included checking for completeness, mathematical errors,

and proper tender security. A minor mathematical error was corrected on the low bidder's submission as per the requirements of the tender documents.

The review committee agreed that the low bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The prices submitted are approximately 19% higher than estimated. However, the prices seem to be reasonable considering the current market. It should be noted that the construction estimate was completed in 2019, and did not take into consideration potential impacts of COVID-19.

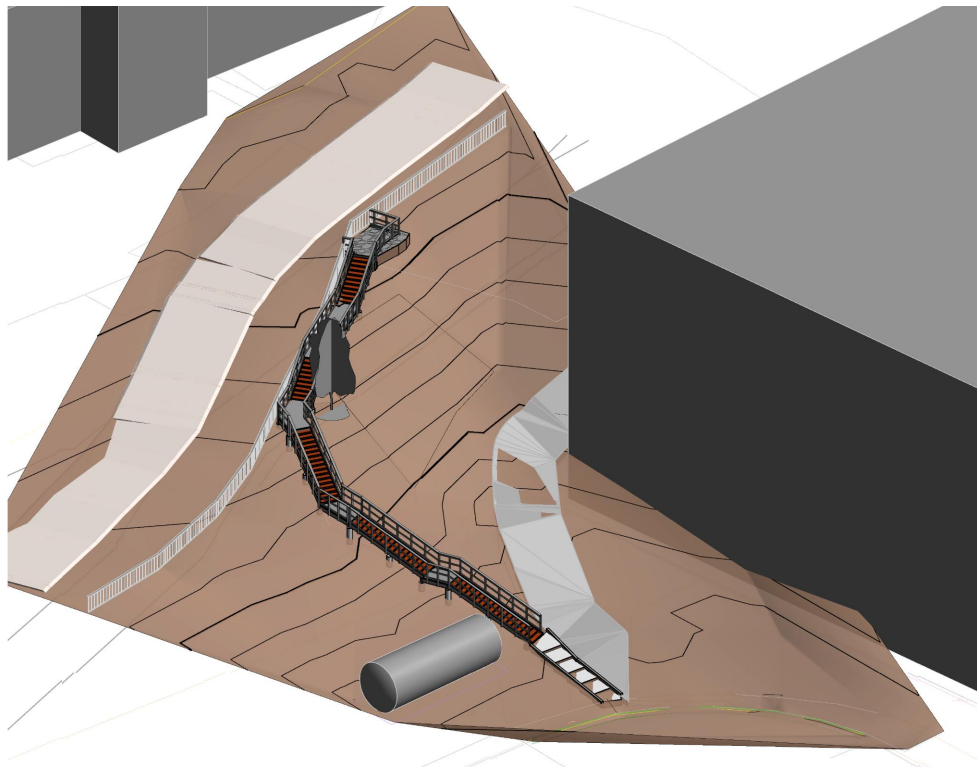
The current budget for this project is \$162,462 and is funded by Gas Tax. An additional \$26,000 is required to complete this project, funded by Gas Tax. An application to increase the funding has been submitted to the Yukon government and Administration has received indication that it will be approved. However, pending the completion of a transfer payment agreement, funds may need to be drawn from the capital reserve. Administration expects to reimburse the proposed expenditure when the transfer payment agreement is completed.

#### **ADMINISTRATIVE RECOMMENDATION**

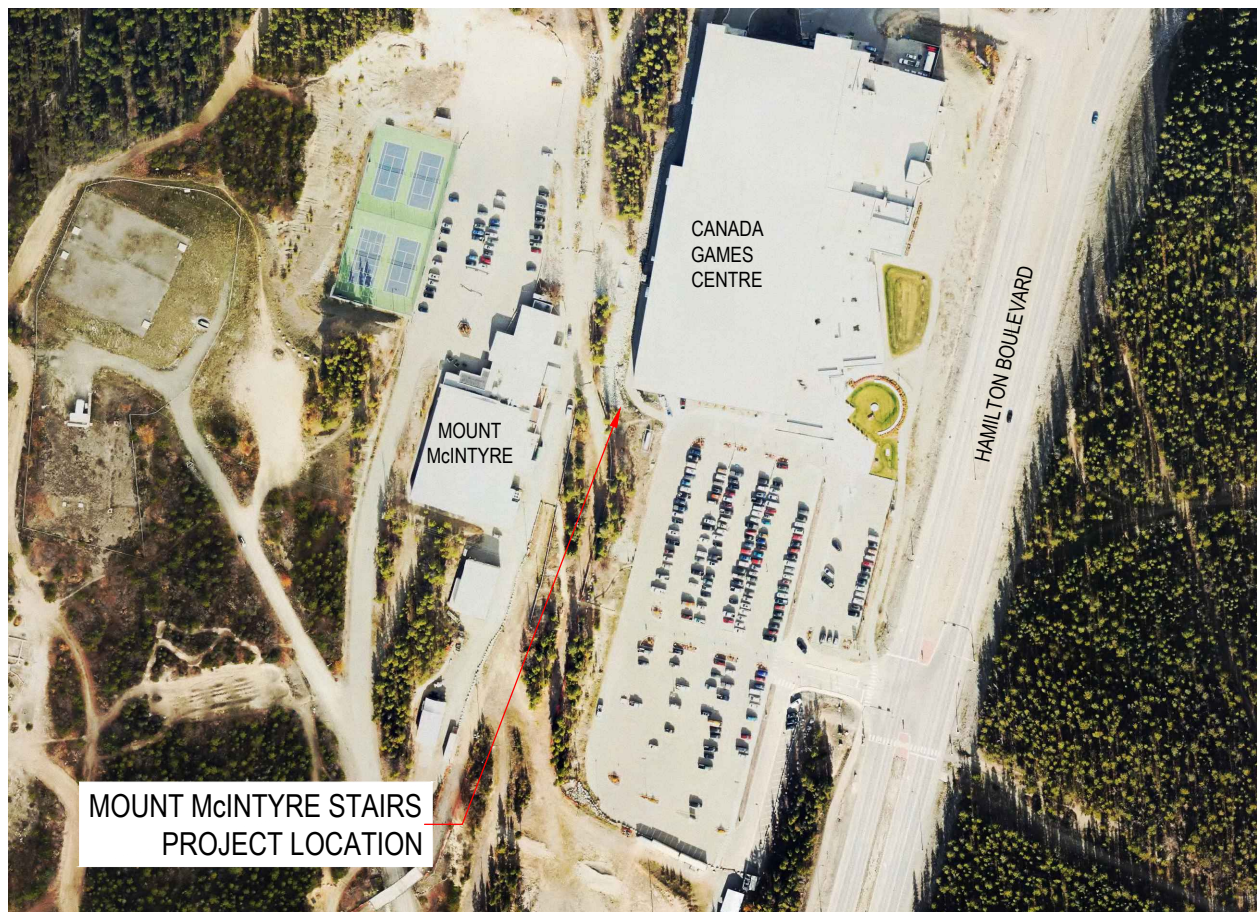
THAT Council authorize administration to amend the 2020-2023 Capital Expenditure Plan by increasing the 2020 project 240c01318 Mount McIntyre Stairs in the amount of \$26,000, funded from the capital reserve to cover the additional costs until an amended Gas Tax Transfer Payment Agreement is received; and

THAT Council authorize Administration to award the contract for the 2020 Mount McIntyre Stairs Construction Project to PCR Construction Ltd. for a net cost to the City of \$171,160 plus GST.





CONCEPTUAL DESIGN



MOUNT McINTYRE STAIRS  
PROJECT LOCATION

SCALE:	NTS	DRAWN:	RSC
DATE:	06/05/20	CHECKED:	
DRAWING:			
REVISION:			

CITY OF WHITEHORSE  
MOUNT McINTYRE STAIRS  
CONSTRUCTION

