

**CITY OF WHITEHORSE**  
**REGULAR Council Meeting #2020-14**

**DATE:** June 15, 2020

**TIME:** 5:30 p.m.

**Mayor** Dan Curtis  
**Deputy Mayor** Laura Cabott  
**Reserve Deputy Mayor** Dan Boyd

## **AGENDA**

**CALL TO ORDER** 5:30 p.m.

**AGENDA** Adoption

### **PROCLAMATIONS**

**MINUTES** Regular Council Meeting #2020-13 dated May 25, 2020

### **DELEGATIONS**

**PUBLIC HEARING** Bylaw 2020-18 Zoning Amendment (5<sup>th</sup> & Rogers Parcel)  
Bylaw 2020-21 Zoning Amendment (604 Black Street)

### **STANDING COMMITTEE REPORTS**

**City Planning Committee – Councillors Stick and Hartland**

Public Hearing Report – OCP Amendment Tank Farm Phase 1  
Public Hearing Report – Zoning Amendment Mt. Sima Lot 29

**City Operations Committee – Councillors Hartland and Cabott**

**Community Services Committee – Councillors Curteanu and Boyd**

**Public Health and Safety Committee – Councillors Roddick and Stick**

**Development Services Committee – Councillors Boyd and Curteanu**

**Corporate Services Committee – Councillors Cabott and Roddick**

Budget Amendment – Modernized Transit Route Plan  
Council Member Appointments to Association of Yukon Communities

### **NEW AND UNFINISHED BUSINESS**

Contract Awards – Cook Street Reconstruction Project  
Evaluation Criteria for Local Content on Requests for Proposals

### **BYLAWS**

2020-15 Zoning Amendment (Mt. Sima Lot 29) 2<sup>nd</sup> & 3<sup>rd</sup> Reading

### **ADJOURNMENT**



MINUTES of **REGULAR** Meeting #2020-13 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, May 25, 2020, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis  
Councillor Jan Stick  
Councillor Dan Boyd

PRESENT BY PHONE: Deputy Mayor Laura Cabott  
Councillor Jocelyn Curteanu  
Councillor Samson Hartland  
Councillor Stephen Roddick

STAFF PRESENT: City Manager Lina Rapp  
Director of Community and Recreation Services Jeff O'Farrell  
Director of Corporate Services Valerie Braga  
Director of Development Services Mike Gau  
Director of Infrastructure and Operations Peter O'Blenes  
Acting Director of Human Resources Lindsay Schneider  
Manager of Legislative Services Catherine Constable

Mayor Curtis called the meeting to order at 5:32 p.m.

**CALL TO ORDER**

**2020-13-01**

It was duly moved and seconded  
THAT the agenda be adopted as amended with the change being the  
addition of a Notice of Motion from Councillor Cabott under New and  
Unfinished Business.

**AGENDA**

Carried Unanimously

**2020-13-02**

It was duly moved and seconded  
THAT the minutes of the regular council meeting dated May 11, 2020 be  
adopted as presented.

**MINUTES**  
May 11, 2020

Carried Unanimously

**COMMITTEE REPORTS**

**City Planning Committee**

**2020-13-03**

It was duly moved and seconded  
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.

**BRING FORWARD**  
**ZONING AMENDMENT**  
5<sup>th</sup> and Rogers Parcel

Carried Unanimously

**City Operations Committee**

**2020-13-04**

It was duly moved and seconded  
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 NorthwTel for a cost not to exceed \$35,874 plus GST.

CONTRACT AWARDS  
TLINGIT STREET  
POWER AND  
TELECOMMUNICATIONS

Carried Unanimously

**2020-13-05**

It was duly moved and seconded  
THAT Administration be authorized 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.

CONTRACT AWARD  
TLINGIT STREET  
RECONSTRUCTION

Carried Unanimously

**2020-13-06**

It was duly moved and seconded  
THAT Administration be authorized to award the contract for the supply of 5 and 10 mm crushed sand to Skookum Asphalt (Terus Construction Ltd.) for a net cost to the City of \$229,633.94, plus GST; and  
THAT Administration be authorized 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.

CONTRACT AWARDS  
SUPPLY OF SAND AND  
SALT FOR WINTER  
ROAD MAINTENANCE

Carried Unanimously

**Community Services Committee**

In response to questions raised, administration advised that the annual 20-Minute Makeover has been postponed until at least September because the program is not possible under current restrictions. However, the community cleanup program in which non-profit organizations do the work is still proceeding and all work areas have been assigned.

COMMUNITY CLEAN-UP  
For Information Only

.../continued

A Committee member enquired whether the City could assist with a downtown cleanup program in conjunction with the Whitehorse Chamber of Commerce.

COMMUNITY CLEAN-UP  
For Information Only  
(Continued)

Administration confirmed that the household hazardous waste day planned for May has been cancelled, but plans are under way to proceed with the September household hazardous waste day.

**Public Health and Safety Committee**

Darren Susin submitted a letter to Council asking for permission to retain a number of signs urging drivers to slow down. He explained that a traffic study will be conducted on Takhini Avenue in response to previously raised concerns about speeding, but in the meantime he has tried to address the issue by using home-made signs. However, he has been advised by Bylaw Services that such signs are not permitted. Mr. Susin asked Council to create an exception for home-made signs that urge people to slow down until something is done to address the issue on a more permanent basis.

SPEEDING ON  
TAKHINI AVENUE  
For Information Only

In response to questions raised, administration confirmed that the signs have been re-located to private property and are therefore no longer in violation of the Traffic Bylaw. A council member suggested that the residents investigate other traffic calming methods such as the planter boxes employed by the Valleyview community.

Discussion

The City Manager advised that administration is working on plans for re-opening City facilities. The senior management team has reviewed the Government of Yukon plan and has asked departments to use it as a guideline. Immediate plans being explored are for re-opening service counters and related services in a manner that is safe for both the public and staff. The Canada Games Centre will use a phased process for re-opening, starting with specific areas only such as the gym, walking track, flexi-hall and outdoor fitness programs. There are challenges involved with day camps and quality programming for kids that mean a plan is not likely to be in place before mid-June.

UPDATE ON CITY  
RESPONSE TO COVID-19  
For Information Only

A committee member noted that the property tax notices say that the deadline for payments is July 2<sup>nd</sup> and asked if any financial analysis has been done at this point to assess the impact that a delayed payment date will have on municipalities. Administration confirmed that nothing has been heard from the Government of Yukon on this issue to date.

Committee members expressed a desire to have council involvement in discussions regarding mitigations, relief, and re-opening plans, including the financial implications of plans being proposed

**Development Services Committee**

There was no report from the Development Services Committee.

No Report

**Corporate Services Committee**

**2020-13-07**

It was duly moved and seconded

THAT administration be authorized to amend the 2020 to 2023 capital expenditure program to fund 2020 project 320c00115 – Mobile Steamer Replacement in the amount of \$495,000, funded by the Gas Tax program; and

BUDGET AMENDMENT  
MOBILE STEAMER  
REPLACEMENT

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

Carried Unanimously

**2020-13-08**

It was duly moved and seconded

THAT administration be authorized to amend the 2020 to 2023 capital expenditure program by increasing the 2020 Mount McIntyre Stairs project 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

BUDGET AMENDMENT  
AND CONTRACT AWARD  
MOUNT MCINTYRE  
STAIRS PROJECT

THAT administration be authorized 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.

Carried Unanimously

A council member asked if contracts are advertised locally in addition to the City's procurement platform on the internet. Administration advised that the answer would be posted on the City's website by the end of the business day on May 29<sup>th</sup>.

Discussion

A Committee member asked about ways in which the City can assist local consultants and contractors in the current situation, and noted that the Selection of Consulting Services Policy provides for council to ask for evaluation criteria weighted in favour of local suppliers. Administration advised that there are no instances where these provisions have been applied to the best of current knowledge. These and other issues are part of the current review of the procurement process.

ASSISTANCE FOR  
LOCAL CONSULTANTS  
AND CONTRACTORS  
For Information Only

.../continued

Committee members expressed a desire to find means to support local businesses and to allow council to weigh in on the local support issue before a tender or proposal call is issued.

It was suggested that in-depth discussions of the issue are needed, and that administration should look at ways to accelerate bringing the new Procurement Policy forward.

ASSISTANCE FOR  
LOCAL CONSULTANTS  
AND CONTRACTORS  
For Information Only  
(Continued)

**NEW AND UNFINISHED BUSINESS**

Deputy Mayor Cabott gave notice that at the next regular meeting of council on June 15, 2020 she would bring forward a motion that reads as follows:

NOTICE OF MOTION

WHEREAS the COVID-19 global pandemic has caused health and safety measures to be put in place which have led to significant negative impacts on Whitehorse businesses; and

WHEREAS Whitehorse businesses need support to manage through this difficult and uncertain time; and

WHEREAS the Consulting Services Selection Procedures Policy adopted July 11, 2011 sets guidelines to be applied by administration on requests for proposals to retain consulting services; and

WHEREAS the said policy specifically provides that in instances where Council has expressed a desire to set the assigned weightings, the department manager will provide a written recommendation to Council regarding the assigned weights;

ASSISTANCE FOR LOCAL  
CONSULTANTS AND  
CONTRACTORS

BE IT RESOLVED THAT

1. The weight allocation for the evaluation criteria for local content on all requests for proposals be set at 20 points; and
2. Where a written recommendation is provided to Council for which the local content evaluation is less than 20 points, Council shall consider and then either approve the recommendation or confirm the full 20 points; and
3. This direction shall remain in place until March 31, 2021 or until such earlier time as determined by resolution of Council.

Mayor Curtis advised that this item would be on the agenda of the regular council meeting on June 15<sup>th</sup> as an item of new and unfinished business.

Discussion

**BYLAWS**

**2020-13-09**

It was duly moved and seconded  
THAT Bylaw 2020-18, a bylaw to amend the zoning of a portion of the  
parcel located at 5048 5<sup>th</sup> Avenue to remove single detached and duplex  
housing as principal uses on the site, be given first reading.

Carried Unanimously

**BYLAW 2020-18**

ZONING AMENDMENT  
5<sup>th</sup> and Rogers Parcel  
FIRST READING

There being no further business, the meeting adjourned at 6:22 p.m.

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**ADJOURNMENT**



## MEMORANDUM

FILE #: Z-08-2020

TO: Mayor and Council  
FROM: Administration  
DATE: June 15, 2020  
SUBJECT: Public Hearing at Regular Council Meeting June 15, 2020

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Please be advised there will be a Public Hearing at the regular council meeting on June 15, 2020, to hear from interested parties related to the following zoning amendment:

**Bylaw 2020-18, an amendment to the Zoning Bylaw to prohibit single family homes and duplexes as allowable uses on a portion of 5048 5<sup>th</sup> Avenue.**

The 5<sup>th</sup> and Rogers site comprises approximately 2.9-hectares (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. 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.

Bylaw 2020-18 received 1<sup>st</sup> Reading on May 25<sup>th</sup>, 2020. Notices were published in the newspapers on May 29<sup>th</sup> and June 5<sup>th</sup>. A total of 122 letters were sent to those who owned property within 100m. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail of the proposed amendment.

Hannah McDonald  
Planner II

cc: Director of Development Services  
Manager of Planning and Sustainability Services  
Manager of Land and Building Services



## MEMORANDUM

FILE #: Z-03-2020

TO: Mayor and Council  
FROM: Administration  
DATE: June 15, 2020  
SUBJECT: Public Hearing at Regular Council Meeting June 15, 2020

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Please be advised there will be a Public Hearing at the regular council meeting on June 15, 2020, to hear from interested parties related to the following zoning amendment:

**Bylaw 2020-21, an amendment to the Zoning Bylaw to reduce the rear yard setback and one side yard setback to allow for the construction of a suite above an accessory structure at 604 Black Street.**

The owner of 604 Black Street would like to build a suite above an existing garage on his property. The applicant has requested a zoning amendment to (a) relax one side yard setback from 1.5 metres to 1.2 metres; and (b) relax the rear yard setback from 3.0 metres to 2.0 metres.

The property is zoned RD – Residential Downtown. This allows for a maximum of four dwelling units per lot. The existing single family home on the property has been converted into a multiple housing development with three units. The suite above the garage would be the fourth unit on the property.

Bylaw 2020-21 received 1<sup>st</sup> Reading on May 11<sup>th</sup>, 2020. Notices were published in the newspapers on May 15<sup>th</sup> and 22<sup>nd</sup>. A total of 48 letters were sent to those who owned property within 100m. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail of the proposed amendment.

Hannah McDonald  
Planner II

cc: Director of Development Services  
Manager of Planning and Sustainability Services  
Manager of Land and Building Services





## Minutes of the meeting of the City Planning Committee

<b>Date</b>	June 1, 2020	2020-14
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Mayor Dan Curtis Councillor Jan Stick – Chair – Electronic Participation Councillor Samson Hartland – Vice Chair – Electronic Participation Councillor Dan Boyd – Electronic Participation Deputy Mayor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick – Electronic Participation	
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Mélodie Simard, Manager of Planning and Sustainability Services Kinden Kosick, Planner 2	

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Your Worship, the City Planning Committee respectfully submits the following report:

### **1. Public Hearing Report – OCP Amendment – Tank Farm Phase 1I**

The entire Tank Farm property is designated as Residential Urban in the Official Community Plan. The owners of the property have applied to change the land use designation of the south-eastern portion of the site to facilitate industrial-commercial development.

In the public hearing process, 69 submissions were received, three in support, eight expressing concerns, and 58 opposed. Concerns raised included the contention that the proposed land use designation is inappropriate, that greenspace, buffers and recreation areas will be impacted, and the impacts of quarrying-type activities.

The subject area is immediately adjacent to development on Burns Road and Wasson Place, that is already designated as Mixed-Use Industrial-Commercial. This designation provides for light commercial/industrial activity such as storage, light manufacturing and warehousing, which can be largely accommodated within an enclosed building. This

means that the proposed designation is appropriate, and a limitation of uses could be applied during the zoning process to mitigate concerns over industrial uses.

Through the subdivision process, ten percent of the subdivision parcel must be dedicated to public use. This will ensure that greenspace, buffers and recreation areas such as trails will be publicly owned. It should be noted that much of the area that has been impacted is privately owned land designated for future development. Although it may seem like a passive recreation area to the public, it is not designated greenspace.

The majority of the submissions focused on concerns related to quarrying-type activities that would be disruptive to residents in surrounding areas with respect to traffic, noise and dust impacts. The proponent has stated that there will be no quarrying of the site to provide material for other locations, but re-grading will be required. The remediation work on the site removed vegetation, topsoil, and underlying material, resulting in the destabilization of the existing slopes. Re-grading the site to an elevation similar to Wasson Place will address these issues and create a stable buffer slope between the subject area and the remainder of the property.

This OCP amendment is the first piece of the public approval process for the Tank Farm project. If Council agrees that commercial/industrial type uses are acceptable in this location, the details of how this is to be achieved would be implemented through the Zoning Bylaw amendment process and a Development Agreement registered through the subdivision approval process.

Following the public hearing the proponent started hauling granular material from the site without authorization from the City. Administration proposes that until this matter is explored further and addressed, the advancement of the proposed amendment through the bylaw process should be paused. Nevertheless, Administration remains of the view that from a planning perspective the OCP amendment proposal is sound and is the best land use designation for the subject area.

Committee members asked a number of questions regarding the quarrying-type activities on the site. The answers will be provided on the City's website as part of the Council Questions process.

**It was duly moved and seconded and carried unanimously:**

THAT Bylaw 2020-10, a bylaw to amend the Official Community Plan land use designation of a portion of the Tank Farm site from Residential Urban to Mixed-Use Industrial-Commercial, be referred back to Administration for further review and analysis.

**2. Public Hearing Report – Zoning Amendment – Lot 29 Mt. Sima Industrial**

Administration is proposing an amendment to the zoning of a portion of Lot 29 in the Mount Sima Industrial Area to enable lot expansions for property owners on the west side of Mount Sima Road. This amendment was brought forward in 2019 but was referred back to administration for further review due to concerns about impacts to an adjacent trail and the uncertain status of the Commercial-Industrial Land Demand

Study. The study has now been submitted to the City for review, and administration is bringing the zoning amendment back to council with a reduced subject area to address the trail concerns.

Some property owners have expressed interest in acquiring additional land to expand their operations or improve the development potential of their lots. In the context of this neighbourhood, allowing for lot expansions within the subject area will not have a significant impact on wildlife or access to greenspace.

At the public hearing, four written submissions were received, three in support and one opposed.

The opponent stated that the area has excellent views and unique landforms that would be impacted by the proposed amendment. Concern was also expressed about potential impacts to the Trans-Canada Trail that runs through this area. While allowing for lot expansions would cause some tree clearing, the views and landforms referred to would not be impacted. The reduced size of the amendment area ensures that the trail will be retained.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2020-15, a bylaw to amend the zoning of a portion of Lot 29 in the Mt. Sima Industrial Subdivision to allow for potential expansion of existing industrial lots, be brought forward for second and third reading under the bylaw process.







## Minutes of the meeting of the City Operations Committee

<b>Date</b>	June 1, 2020	2020-14
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Mayor Dan Curtis Councillor Samson Hartland – Chair – Electronic Participation Deputy Mayor Laura Cabott – Vice-Chair Councillor Dan Boyd – Electronic Participation Councillor Jocelyn Curteanu Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick – Electronic Participation	
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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Your Worship, there is no report from the City Operations Committee.





## Minutes of the meeting of the Community Services Committee

<b>Date</b>	June 1, 2020	2020-14
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Mayor Dan Curtis Councillor Jocelyn Curteanu – Chair Councillor Dan Boyd – Vice-Chair – Electronic Participation Deputy Mayor Laura Cabott Councillor Samson Hartland – Electronic Participation Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick – Electronic Participation	
<b>Staff Present</b>	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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Your Worship, there is no report from the Community Services Committee.





## Minutes of the meeting of the Public Health and Safety Committee

<b>Date</b>	June 1, 2020	2020-14
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Mayor Dan Curtis Councillor Stephen Roddick – Chair – Electronic Participation Councillor Jan Stick – Vice Chair – Electronic Participation Councillor Dan Boyd – Electronic Participation Deputy Mayor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland – Electronic Participation	
<b>Staff Present</b>	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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Your Worship, the Public Health and Safety Committee respectfully submits the following report:

**1. Requests for Use of City Spaces for Restaurants – For Information Only**

Two written submissions were received requesting permission for restaurants to use city-owned spaces for outdoor seating for restaurants. The delegate submissions stated that even though the Chief Medical Officer of Health has allowed restaurants to re-open, the social distancing requirements are too onerous to make it economically feasible for some establishments to do so. The requests are to allow the restaurants to use adjacent spaces or parking spots, or in some locations to allow for street closures so that the roadway can be set up for restaurant patrons.

In response to questions raised, Administration advised that there are many aspects to be considered, including accessibility and liability issues. It was also noted that allowing patio spaces to expand into on-street parking areas is not permitted under the *Motor Vehicles Act*.

There is a process in place through the Land and Building Department to allow the use of sidewalk space as long as accessibility issues are addressed, but there is a fee for this as a development officer is required to review the plans, do an on-site visit and prepare a report for the Development Review Committee. Temporary street closures are also allowed for short periods.

It was noted that there are other businesses affected by the pandemic that do not have the option of moving out onto an adjacent street or sidewalk. Administration will look into the various options available and report back to Council.



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	June 1, 2020	2020-14
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Mayor Dan Curtis Councillor Dan Boyd – Chair – Electronic Participation Councillor Jocelyn Curteanu – Vice Chair Deputy Mayor Laura Cabott Councillor Samson Hartland – Electronic Participation Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick – Electronic Participation	
<b>Staff Present</b>	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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Your Worship, the Development Services Committee respectfully submits the following report.

**1. Municipal Action to Facilitate Pandemic Recovery – For Information Only**

A Committee member suggested that a Council and Administration Roundtable Meeting be scheduled to allow council members an opportunity to examine a range of options to facilitate recovery from the COVID-19 pandemic. It was noted that many communities are putting policies and procedures in place to support citizens and businesses, and while this is not on Council’s list of strategic priorities, it will be necessary for Council and Administration to adapt to the current circumstances.







## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	June 1, 2020	2020-14
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Mayor Dan Curtis Deputy Mayor Laura Cabott – Chair Councillor Stephen Roddick – Vice-Chair – Electronic Participation Councillor Dan Boyd – Electronic Participation Councillor Jocelyn Curteanu Councillor Samson Hartland – Electronic Participation Councillor Jan Stick – Electronic Participation	
<b>Staff Present</b>	Linda Rapp, City Manager – Electronic Participation Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Jason Bradshaw, Acting Manager of Transit Services	

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Your Worship, the Corporate Services Committee respectfully submits the following report:

### **1. Budget Amendment – Modernized Transit Route Plan**

The 2020-2023 capital expenditure program includes funds to develop a modernized route network and schedule for the transit system, subject to external funding. In response to a request for proposals issued, Stantec Consulting was the successful respondent with a proposal that is within the amount budgeted for the project.

This project appears to be eligible for Gas Tax funding, and an application is being developed. An application can take more than six weeks to be approved while program eligibility is assessed and determined by the committee administering the Gas Tax Fund. In order to proceed with the project in a timely manner, Administration is proposing to fund the project from the capital reserve. It is anticipated that the expenditure from the capital reserve will be reimbursed when an approved transfer payment agreement is received.

### **The recommendation of the Corporate Services Committee is**

THAT administration be authorized to amend the 2020 to 2023 capital expenditure program to fund the 2020 Appendix ‘B’ project Transit – Alter Existing Route Network and

Schedules in the amount of \$50,000 from the capital reserve until an approved Gas Tax Transfer Payment Agreement has been received.

**2. Council Member Appointments to the Association of Yukon Communities**

The City of Whitehorse annually appoints two members of council to represent the City on the Association of Yukon Communities Board. In addition, a Whitehorse council member is appointed by AYC to be a member of the executive committee. In May Councillor Curteanu's term on the AYC executive committee expired and Councillor Stick, a City representative to the board, was appointed by AYC to be an executive committee member. The proposed solution is that Councillor Stick's appointment as a City representative to AYC be rescinded and that Councillor Curteanu be appointed as a City representative. Rescinding Councillor Stick's appointment will not affect her role on the AYC executive committee, and the appointment of Councillor Curteanu as a City representative will fill the vacancy in the City's representation on the Board.

**The recommendation of the Corporate Services Committee is**

THAT the appointment of Councillor Jan Stick as a City representative to the Association of Yukon Communities be rescinded; and

THAT Councillor Jocelyn Curteanu be appointed as a City representative to the Association of Yukon Communities for a term to expire on October 31, 2020.

**3. Issues of Racism – For Information Only**

Some members of the Committee spoke to the issue of racism in the context of the violence occurring in the United States in response to the death of George Floyd and the *Black Lives Matter* protests. They expressed disappointment and sympathy for those impacted by the violence and thanked local leaders who have spoken out against racism.

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## **ADMINISTRATIVE REPORT**

<b>TO:</b> Mayor and Council
<b>FROM:</b> Administration
<b>DATE:</b> June 15, 2020
<b>RE:</b> Contract Awards – Cook Street Reconstruction Project

### **ISSUE**

Contract awards for the 2020 Cook Street Reconstruction Project

### **REFERENCE**

RFT 2020-038 Contracting Services for 2020 Cook Street Reconstruction Project  
RFP 2019-071 Consulting Services for Cook Street Reconstruction Project  
Consulting Services Selection Procedures Policy  
Purchasing and Sales Policy  
Bylaw 2019-24: 2020–2023 Capital Program Account 240c00418 Cook Street  
ICIP Funding Transfer Payment Agreement – February 28, 2020  
Overall plan

### **HISTORY**

Three components of this project require consideration by Council:

1. Contract award for construction services
2. Contract award for Stage 2 of engineering services
3. Authorization of a sole source contract award to ATCO Electric Yukon (ATCO)

#### **1. Contract Award for Construction**

A request for tender (RFT) was prepared to seek contracting services to complete the Cook Street Reconstruction Project. See attached Overall Plan.

The RFT 2020-038 Contracting Services for the 2020 Cook Street Reconstruction Project was advertised on the City's website and in local newspapers. The RFT documents were made available on May 8, 2020 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on June 4, 2020 and two compliant submissions were received:

- Castle Rock Enterprises
- P.S. Sidhu Trucking

The low bidder was P.S. Sidhu Trucking, with a bid of \$5,187,550.00, not including GST.

#### **2. Contract Award for Stage 2 Engineering Services**

The RFP 2019-071 Consulting Services for the Cook Street Reconstruction Project was released on July 03, 2019 and closed on August 23, 2019. It was advertised on the City's website and in local newspapers. The RFP documents were made available via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The evaluation of the proposals occurred in 2019, and the award of contract was split into two stages. The scope of work for Stage 1 was limited to detailed design, which was brought forward to Council and awarded in September of 2019. The scope of work for Stage 2 is the construction inspection services, which was not included in the 2019 award since it was subject to budget approval for construction.

The highest scoring proposal was submitted by Associated Engineering Ltd.

### **3. Authorization of Sole Source Contract Award to ATCO**

The reconstruction of Cook Street includes upgrading the street lighting with new poles and LED lights. The proposed LED lights include eleven 72 Watt and five 35 Watt LED lights, all with full cut-offs to minimize light pollution. A quote was received from ATCO to supply and install the light poles and heads. ATCO will complete this work themselves and therefore a sole source award is required. Work that can be completed by others is the installation of the bases and conduit, which is included in the City's civil works contract.

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

### **ALTERNATIVES**

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

### **ANALYSIS**

#### **1. Contract Award for Construction**

The review of the bids by an internal 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.

#### **2. Contract Award for Stage 2 Engineering Services**

The proposals were evaluated in 2019, based on the total contract price, and no further analysis was required. The prices for the two stages of this contract are:

Stage 1: \$181,921.00 (Awarded in 2019)

Stage 2: \$444,845.00

Total Cost: \$626,766.00

### **3. Authorization of Sole Source Contract Award to ATCO**

The work with ATCO includes salvaging existing overhead lights, installing one primary and one secondary power pole, two street light risers, 16 new LED street lights, and approximately 450m of street light wire. The estimated cost to complete this work is \$81,600.00, less a \$19,840.00 contribution by ATCO, for a total estimated cost to the City of \$61,760.00 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 overall budget for the Cook Street Reconstruction project is \$9,100,000 and is funded by a combination of Investing in Canada Infrastructure Program (\$8,367,591), LIC charges (\$632,409) and City Reserves (\$100,000.00).

Sufficient funds are available in the capital budget to complete all the work required for this project.

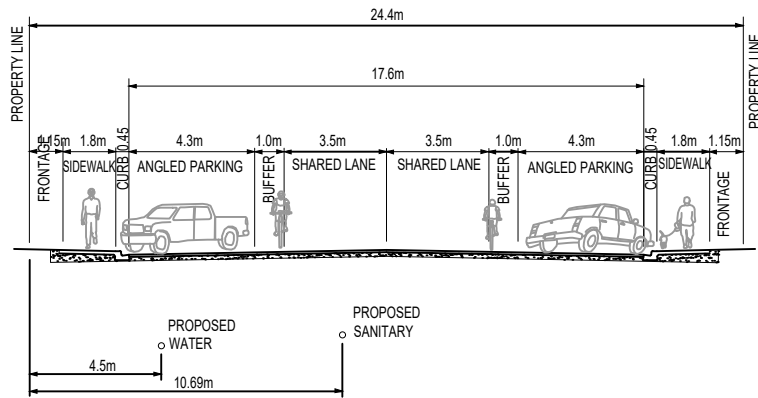
### **RECOMMENDATION**

THAT Administration be authorized to:

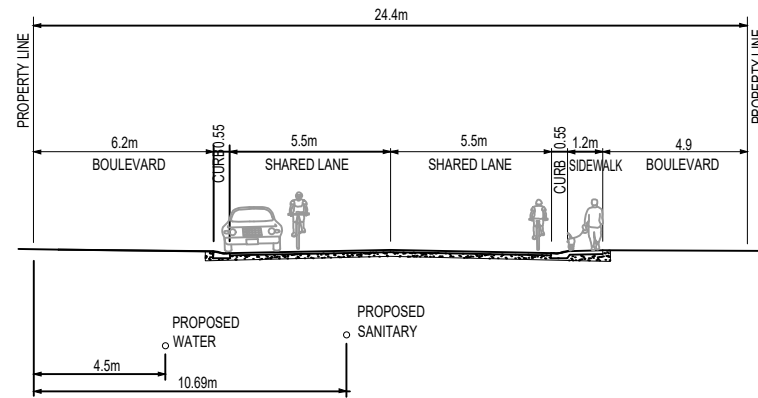
1. Award the contract for the Cook Street Reconstruction Project to P.S. Sidhu Trucking for a net cost to the City of \$5,187,550.00 plus GST; and
2. Award Stage 2 of the contract for consulting services for the Cook Street Reconstruction project to Associated Engineering Ltd. for a net cost to the City of \$444,845.00 plus GST; and
3. Waive the public bidding process and award the contract for the supply and installation of street lights for the Cook Street Reconstruction Project to ATCO Electric Yukon for a cost not to exceed \$61,760.00.

**LEGEND**

 CITY OWNED LOTS



COOK STREET - WEST BOUND (4th - 6th AVENUE)



COOK STREET - WEST BOUND (6th - ESCARPMENT)



**COOK STREET - PLAN VIEW & CROSS SECTIONS**  
**FIGURE 1.0**

NOT TO SCALE

## ADMINISTRATIVE REPORT

<b>TO:</b> Mayor and Council
<b>FROM:</b> Administration
<b>DATE:</b> June 15, 2020
<b>RE:</b> Evaluation Criteria for Local Content – Requests for Proposals

### ISSUE

On May 25, 2020 Councillor Cabott gave notice that she would bring forward at the next regular meeting of council on June 15<sup>th</sup>, 2020 a motion respecting evaluation criteria for local content on all requests for proposals.

In accordance with the Procedures Bylaw, the motion is now being brought forward for Council's consideration.

### REFERENCE

Purchasing and Sales Policy  
Consulting Services Selection Procedures Policy

### HISTORY

The City's Purchasing and Sales Policy requires that a formal public proposal process be undertaken for all transactions with consultants anticipated to be more than \$50,000. These Requests for Proposal (RFPs) are evaluated based on the criteria in the Consulting Services Selection Procedures Policy that was approved by resolution 2011-13-14.

In 2019 the City released eight RFPs. Although the weighting varied per project, the evaluation criteria required local familiarity. All eight RFPs were awarded to local companies.

### ALTERNATIVES

1. Vote on the motion as presented
2. Amend the motion and then vote on it as amended
3. Postpone the motion to a future meeting with a specified date

### ANALYSIS

While local purchasing is desirable in principle, there are instances where the consulting expertise needed by the City requires a broader scope and experience than would be available locally. Prioritizing local businesses may not serve the City's needs in those cases. The Consulting Services Selection Procedures Policy is intended to weight the selection criteria according to the needs of the individual procurement.

Given that all 2019 RFPs were awarded to local companies, it does not appear that the proposed changes to the policy would be of significant benefit to the local business community.

Current work to develop a new procurement policy includes examination of potential incentives for local procurement, considered within a broad procurement policy context to ensure consistency of the end product for Council approval.

**MOTION TO BE CONSIDERED**

*(Mover and seconder required)*

WHEREAS the COVID-19 global pandemic has caused health and safety measures to be put in place which have led to significant negative impacts on Whitehorse businesses; and

WHEREAS Whitehorse businesses need support to manage through this difficult and uncertain time; and

WHEREAS the Consulting Services Selection Procedures Policy adopted July 11, 2011 sets guidelines to be applied by administration on requests for proposals to retain consulting services; and

WHEREAS the said policy specifically provides that in instances where Council has expressed a desire to set the assigned weightings, the department manager will provide a written recommendation to Council regarding the assigned weights;

**BE IT RESOLVED THAT**

1. The weight allocation for the evaluation criteria for local content on all requests for proposals be set at 20 points; and
2. Where a written recommendation is provided to Council for which the local content evaluation is less than 20 points, Council shall consider and then either approve the recommendation or confirm the full 20 points; and
3. This direction shall remain in place until March 31, 2021 or until such earlier time as determined by resolution of Council.



**CITY OF WHITEHORSE**  
**BYLAW 2020-15**

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 allow for a number of potential lot expansions in the Mt. Sima Industrial Subdivision;

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of at 1.02-hectare portion of Lot 29, Plan 2002-061 LTO, located in the Mt. Sima Industrial Subdivision, from PG-Greenbelt to IS-Service Industrial, as indicated on the sketch attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

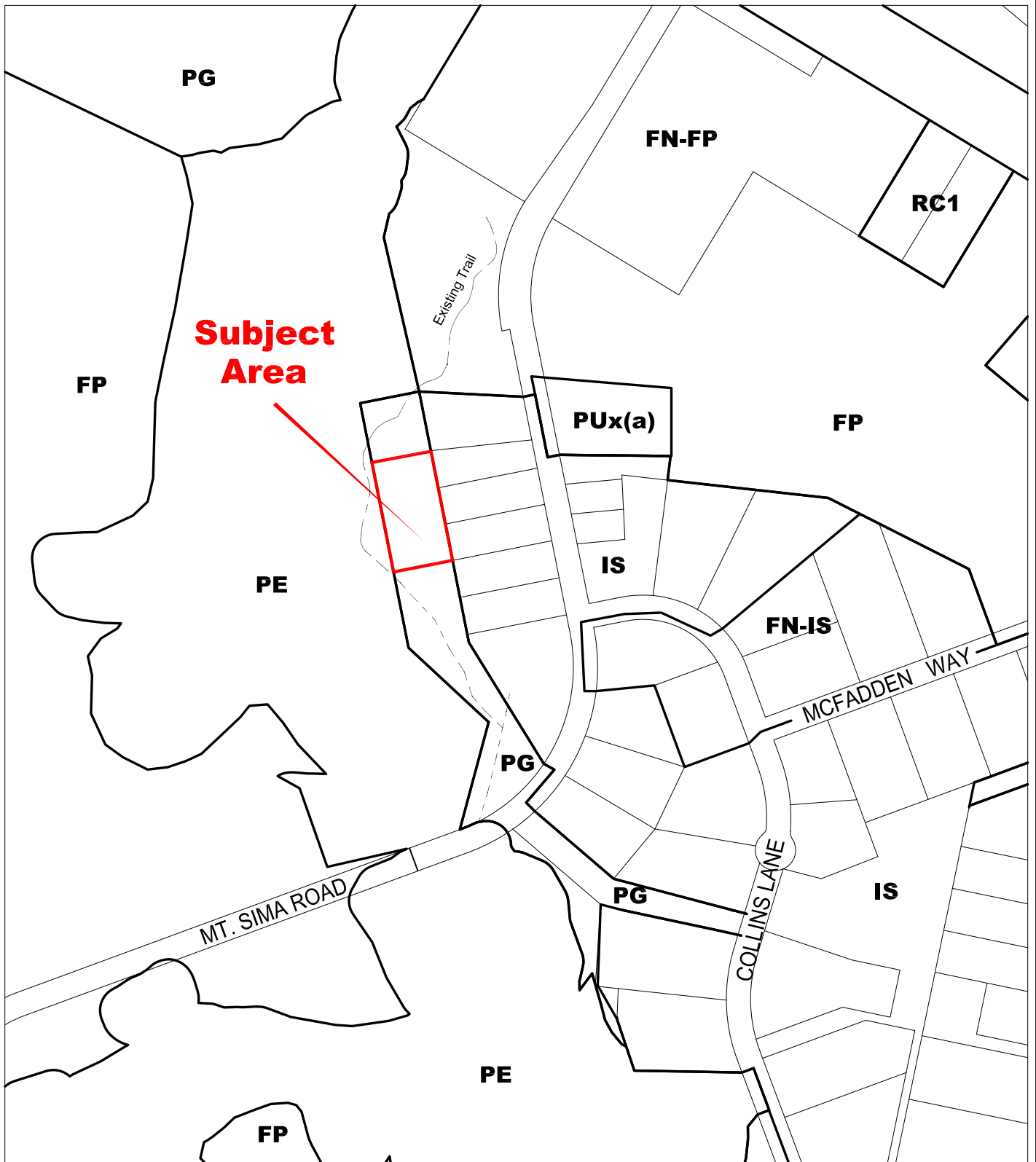
**FIRST READING:** April 14, 2020  
**PUBLIC NOTICE:** April 17 and 24, 2020  
**PUBLIC HEARING:** May 11, 2020  
**SECOND READING:**  
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

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




CITY OF WHITEHORSE  
BYLAW 2020-15  
APPENDIX 'A'



**BYLAW 2020-15** A bylaw to change the zoning of a portion of Lot 29, Plan 2002-0061 LTO, located in the Mt. Sima Industrial area from PG-Greenbelt to IS-Service Industrial.

**LEGEND**

 SUBJECT AREA