

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, July 6, 2020 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

## **DELEGATES**

### **CITY PLANNING COMMITTEE**

1. Public Hearing Report Follow-Up – OCP Amendment – Tank Farm Phase 1
2. Zoning Amendment – Allow Living Suite in 14<sup>th</sup> Avenue RR Zone
3. New Business

### **CITY OPERATIONS COMMITTEE**

1. Contract Award – SCADA Stations Radio Communications Upgrades
2. 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 and Contract Award – 6<sup>th</sup> Avenue Remediation Planning
2. Budget Amendment – Whistle Bend Future Areas Planning
3. New Business



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



**Chair:** Jan Stick

**Vice-Chair:** Samson Hartland

July 6, 2020

Meeting #2020-16

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1. Public Hearing Report Follow Up – OCP Amendment – Tank Farm Phase 1  
Presented by Planner Kinden Kosick
2. Zoning Amendment – Allow Living Suite in 14th Avenue RR Zone  
Presented by Planner Hannah McDonald
3. New Business



## **ADMINISTRATIVE REPORT**

**TO:** Planning Committee  
**FROM:** Administration  
**DATE:** July 6, 2020  
**RE:** Public Hearing Report Follow-Up – OCP Amendment (Tank Farm)

### **ISSUE**

A report on questions raised by Council regarding the public hearing report for an amendment to the Official Community Plan (OCP) to allow for commercial and industrial development on a portion of the Tank Farm site adjacent to Wasson Place.

### **REFERENCE**

<i>Municipal Act</i> Zoning Bylaw 2012-20	2010 Official Community Plan Bylaw 2020-10 and Appendix A
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### **HISTORY**

In 2019, 3 Pikas, acting on behalf of the owner of the Tank Farm site, applied to amend the land use designation of a portion of the site from Residential–Urban to Mixed-Use–Industrial/Commercial to facilitate a first phase of development of the Tank Farm site.

The subject area (Phase 1), is a 7.3-hectare portion of the Tank Farm site, located in the southeast corner of the lot, adjacent to lots on Wasson Place. Phase 1 is already cleared and mostly free of organics due to extensive excavation work from remediation. The majority of the area is not currently suitable for development as there are deep depressions created through the remediation process. Development at the current grade would require substantial fill to be hauled on-site.

A portion of Phase 1 is at the same grade as lots located on Wasson Place. However, due to steep grades on the western portion of the subject area, the proponent expects that an additional 750,000 cubic metres of material will need to be relocated prior to development. This material would be moved to another area of the Tank Farm site and stockpiled for use in future phases (e.g. road construction). The timeframe for the relocation of the material would be relatively short (approximately 3-4 months). Movement of material would be through pushing and scraping using heavy equipment. It would not be loaded on trucks and hauled. Once the excess material has been relocated, the proposal is to develop approximately 13 fully serviced commercial/industrial lots accessed from an extension of Wasson Place.

There would also be a significant grade change of approximately 12 m between proposed Phase 1 and the future residential area, which would help to mitigate any impacts resulting from a change in land use.

A public hearing was held on April 27, 2020. A report on the public hearing was presented on June 1, 2020. At that time, Council had several questions pertaining to the amendment which required further information from the proponent. These questions were related to how

long the regrading of Phase 1 would take, what type of machinery would be used, and how big of stockpile it would create elsewhere on the site. Additionally, Administration had become aware of a discrepancy between the proponent's proposal and public hearing submission related to hauling of material off-site. The proponent had stated that no hauling would occur, but then was found to be hauling material.

Per the recommendation in the report, Council referred the amendment back to Administration for further review. Administration has worked with the proponent to get further information regarding Council's questions and is now bringing this issue back to Council for consideration.

## **ALTERNATIVES**

1. Proceed with second reading under the bylaw process.
2. Amend the bylaw at second reading to address public concerns.
3. Hold a second public hearing before proceeding to second reading
4. Do not proceed with second reading.

## **ANALYSIS**

### **Time Frame for Regrading Activities**

The proponent has stated that current estimates for the regrading process would be approximately 140 days and is feasible based on best available information at this stage of conceptual design, completed by their engineering team. The original proposal submitted as part of this OCP amendment had stated that the work could be completed in 60 days.

According to the proponent, the increase in timeline for regrading is a result of the delays in processing the amendments and obtaining the required permitting, pushing the original intended start date of the project back from early summer to late fall / early winter. As a result, the work is now likely to occur in cold weather, which can pose a number of challenges and affect timelines. Additionally, essential work equipment and resources have now been committed to other projects and are no longer available for work at the Tank Farm. According to the proponent, the estimated length of the regrading process is presented as a 'worst-case' scenario and assumes additional delays.

### **Equipment Proposed for Regrading Activities**

According to the proponent, the equipment needed for the regrading process would include:

- 631 scrapers (three to five);
- D10 bulldozers (three to five);
- D9 stockpile dozer;
- grader (road maintenance); and
- water truck (dust control).

The materials would be moved to the stockpile area using an onsite haul road, which was authorized by Government of Yukon, Standards and Approvals Branch on March 31, 2020.

## **Location and Size of Stockpile**

According to the proponent, the stockpile area created from the regrading process would be approximately seven hectares in size and located approximately 180 m north of Phase 1 and 380 m east of Hamilton Boulevard. This location represents roughly 13% of the total Tank Farm area (56 ha). The proponent estimates that the pile would be approximately 8 m tall, 200 m in width, and 400 m in length. This location is at a similar elevation as Hamilton Boulevard.

It should be noted that while the stockpile would generally be the same volume of material that will be relocated from the Phase 1 area, it will not be the same size. The stockpile area will be wider and longer than the excavation area, which will keep the height lower (approximate 4 m difference).

The proponent intends for the stockpile to be temporary and to be used for site development for Phase 1 and Future Phases (lot grading, fill of existing excavations, surface drainage, pipe/road bedding, road access, concrete, asphalt).

## **Review of Off-Site Hauling Activities**

In their public hearing submission, the proponent stated that no off-site hauling would occur as part of the regrading process and that they intended to stockpile material on-site only. However, following the public hearing, the proponent started hauling granular material from the site. This hauling was done without authorization from the City. A Notice of Violation was issued on May 22 and an Order was issued on June 1. Hauling ceased May 24; no activity has been observed since that date and only two pieces of equipment remain on-site.

The proponent has stated that as part of the remediation process, any aggregates produced and stockpiled could be removed from the site. According to the proponent, the hauling was to reduce existing stockpiles of material remaining from the remediation process. Prior to the material being removed from the site, it was processed and thoroughly tested through screening, crushing, and sorting to remediate and repurpose contaminated material into a useable product.

The proponent has stated that the material was transformed from an environmental hazard to a useable product that could be used to construct infrastructure in Whitehorse and the surrounding areas. This process facilitated remediation of the contaminated soil and eliminated risks associated with the Tank Farm site. Materials that were produced or processed during remediation have mostly been removed from the site at this point.

As the remediation process is finalized and the existing land treatment facility is decommissioned, some additional contaminated material may need to be removed from the site to a waste facility. The proponent has also expressed interest in removing small remaining stockpiles of material created from the remediation process. Any hauling of material from the site related to the regrading process would be only permitted under a valid development permit authorized through the City.

The overall goal of remediation is to enable future development. The proponent's stated intention is to work with the City to develop the Tank Farm to its full potential. A developed neighbourhood in this location would have multiple benefits (more housing, more residents

within existing infrastructure footprint, new amenities, potential for better transportation connections, etc).

There was a question whether the unauthorized hauling from this site had a material impact on the application, which was part of the reason for postponing second reading of this bylaw. While some material was removed from the application area, it was already highly disturbed and unsuitable for residential development and there has been no substantial change to this application as a result. From a planning perspective, the change in designation to allow commercial/industrial development within the subject area is the best use of land.

### **Impact of Potential Land Swap**

As part of the public hearing, a potential land swap between the City and the proponent was discussed. This land swap would trade the current City-owned buffer along Wasson Place for land along the proposed top of escarpment that would become more functional greenspace. It is important to note that the areas being considered in this exchange would need some analysis to ensure public benefit is retained. The flat area adjacent to Wasson Place is significantly more valuable than the escarpment area, so the parcels being exchanged may not be the same size or configuration, but based on value.

Per review by the proponent, this potential land swap would also reduce the volume of material proposed for regrading by approximately 100,000 m<sup>3</sup> and reduce the on-site hauling activity and associated impacts by approximately 20 days.

The City could pursue this idea further with the applicant as part of a future zoning amendment application that would not offend the OCP designation per Policy 5.1.1, which states that OCP designation boundaries should be interpreted based on compatibility of intended uses and not detailed mapping features, such as lot lines.

### **Next Steps**

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. However, any future zoning amendment or development agreement through subdivision should include regulations to mitigate concerns raised by the public. This could include:

- regulating the volume of material being relocated;
- restricting any material from being hauled off-site;
- limiting on-site processing of material;
- regulated hours of operation; and
- restricting uses allowed in the proposed Mixed-Use – Industrial/Commercial area, e.g. to match restrictions currently applied in the Wasson Place/Burns Road area.

OCP policies 8.4.4 and 8.4.5 discuss the activities and requirements related to remediation of the Tank Farm. Now that the remediation work is substantially completed, these two policies could be removed from the OCP.

It is also recommended that OCP policy 10.7.9 be amended as part of this bylaw. This policy currently establishes the Tank Farm area a Direct Control District, pursuant to Section 291 of the *Municipal Act*. This allows Council to directly control the use and development of land buildings within the area. This policy also refers to remediation work, which is now out of date as the site has been cleaned to a residential standard.

Finally, as additional information has been provided regarding the regrading process, amendments to the bylaw, and conflicting information from the applicant, Council may choose to hold a second public hearing to ensure that citizens can review this information and provide their input. Any new public hearing would be subject to the requirements of the *Municipal Act*, including advertising and mail-outs, as well as notification to the Minister.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2020-10, a bylaw to amend the Official Community Plan designation of a portion of the Tank Farm site from Residential-Urban to Mixed-Use-Industrial/Commercial be amended prior to second reading to:

1. Delete Policies 8.4.4 and 8.4.5, relating to the remediation of the Tank Farm property, from the Official Community Plan; and
2. Include a clause to amend Policy 10.7.9 of the Official Community Plan to read as follows:

“10.7.9 The White Pass Tank Farm near Valleyview is established as a Direct Control District, pursuant to Section 291 of the *Municipal Act*. This will allow Council to directly control the use and development of the land and buildings within the area. As part of the development of this site the following development restrictions are applied to Lot 429, Group 804, Plan 26170 LTO, or any future lots subdivided from Lot 429:

- a) Granular material may be relocated from one area of the site to another, but no material may be removed from the site, unless authorized through a future amendment to the Zoning Bylaw and/or a Development Agreement;
- b) No processing of material, such as washing or crushing, shall be undertaken on-site, unless authorized through a future amendment to the Zoning Bylaw and a Development Agreement; and
- c) Detailed plans for material management and/or relocation of material within the Tank Farm property shall be authorized through a future amendment to the Zoning Bylaw and a Development Agreement.”

AND FURTHER THAT Council direct that a second public hearing be held prior to second reading of Bylaw 2020-10 as amended.



# **CITY OF WHITEHORSE**

## **BYLAW 2020-10**

A bylaw to amend the Official Community Plan

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WHEREAS section 289 of the *Municipal Act* provides that a municipality shall by bylaw adopt an official community plan in accordance with Part 7, Division 1 of the Act; and

WHEREAS section 285 of the *Municipal Act* provides for amendment of an official community plan; and

WHEREAS it is deemed desirable and expedient that the 2010 Official Community Plan be amended to allow for phase 1 of the redevelopment of the area known as the Tank Farm;

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

1. Map 2 of Official Community Plan Bylaw 2010-01 is hereby amended by changing the designation of a portion of Lot 429, Group 804, Plan 26170 LTO, known as the Tank Farm Phase 1, from Residential-Urban to Mixed-Use-Industrial/Commercial, 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:** March 30, 2020

**PUBLIC NOTICE:** April 3 and April 10, 2020

**PUBLIC HEARING:** April 27, 2020

**SECOND READING:**

**EXECUTIVE COUNCIL MEMBER APPROVAL:**

**THIRD READING and ADOPTION:**

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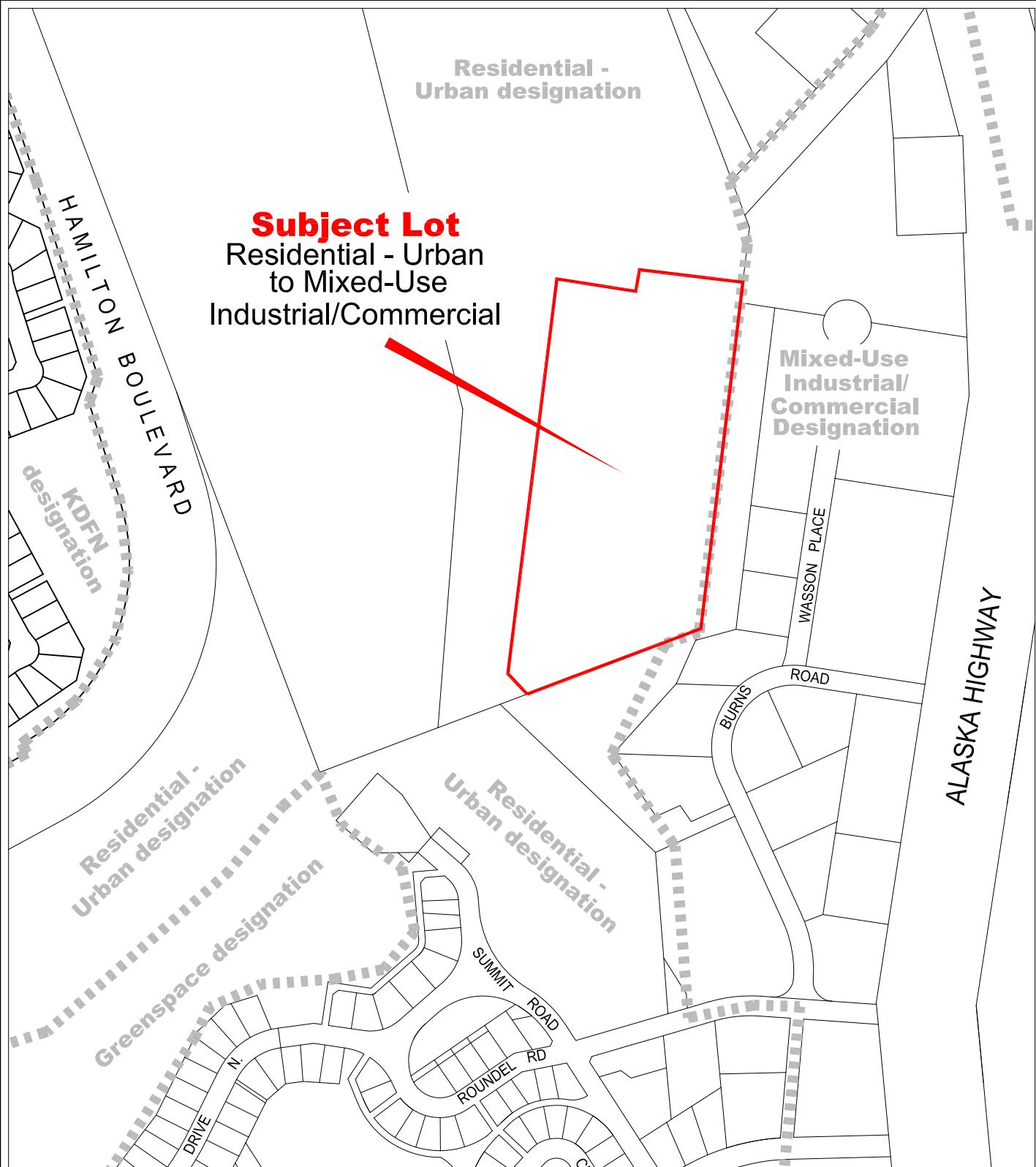
Mayor

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Assistant City Clerk



CITY OF WHITEHORSE  
BYLAW 2020-10  
APPENDIX 'A'



**BYLAW 2020-10**

A bylaw to change the OCP designation of a portion of Lot Lot 429, Group 804, Plan 26170 LTO (Tank Farm) from Residential - Urban to Mixed-Use - Industrial/Commercial.

LEGEND



SUBJECT AREA

## **ADMINISTRATIVE REPORT**

**TO:** Planning Committee  
**FROM:** Administration  
**DATE:** July 6, 2020  
**RE:** Zoning Amendment – Allow Living Suite in 14<sup>th</sup> Avenue RR Zone

### **ISSUE**

Application for a zoning amendment at 39 – 14<sup>th</sup> Avenue to allow for the development of a living suite in the RR – Restricted Residential Detached (RR) zone.

### **REFERENCE**

2010 Official Community Plan

Zoning Bylaw 2012-20

### **HISTORY**

The owners of the property located at 39 – 14<sup>th</sup> Avenue would like to build a living suite in their single detached home. A living suite is a separate, self-contained dwelling unit within a house. The applicant has requested a zoning amendment that would allow living suites as a secondary use.

Along with three adjacent lots, the subject property was created as part of a broader City-led infill project in 2011. These four lots are located beside the Guild Hall on 14<sup>th</sup> Avenue in Porter Creek. RR zoning was chosen for some of the infill lots created at that time.

In 2016, in response to multiple inquiries, Administration issued an online survey to all RR property owners regarding the possible allowance of suites in the zone. This was done to investigate the feasibility of a future zoning amendment that would allow living suites for all properties in the RR zone. Approximately 25% of property owners completed the survey and of those that responded, approximately 55% supported the initiative to allow suites in the RR zone. Administration did not pursue any comprehensive changes to the RR zone at the time.

On June 3<sup>rd</sup>, 2020 the application was reviewed by the City's Development Review Committee and all issues raised have been addressed.

### **ALTERNATIVES**

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

### **ANALYSIS**

#### **Official Community Plan (OCP)**

The OCP land use designation for this area is Residential – Urban, which allows for a variety of serviced residential development in close proximity to services and amenities. Residential – Urban areas can be used to accommodate all types of residential development, and secondary suites may be considered in single-detached dwellings.

Several other OCP policies provide support for allowing living suites, including:

- Policy 5.1.3 calls for a city-wide compact development pattern to ensure existing infrastructure is used most efficiently.
- Policy 20.2.3 states that the City shall create inclusive neighbourhoods by working to provide a diversity of housing types that are accessible to a wide range of people.

## Zoning

The subject area is zoned as RR – Restricted Residential Detached. The purpose of this zone is to provide single-detached housing on larger lots with a restricted range of housing forms and uses.

The RR zone has been in place since 1991 and applies to approximately 200 lots in Copper Ridge, Logan, Porter Creek, and Whistle Bend. This zone places emphasis on larger, more exclusive “estate” lots and was created before the promotion of dense, compact development became considered a planning best practice.

Houses in the RR zone must be a minimum of six metres wide, which means that houses built in this zone are required to be larger and typically have sufficient floor area to accommodate living suites.

The RR zone has a limited range of uses. It only permits single-detached housing and parks as principal uses and accessory buildings and minor home based businesses as secondary uses. The three lots adjacent to the subject property are also zoned RR.

There are approximately 1,300 single detached lots in Porter Creek, 95% are zoned RS – Residential Single Detached. In comparison to the RR zone, RS does not have a minimum building width and allows a wider range of uses and dwelling types such as duplexes, triplexes, secondary suites, B&Bs, residential care homes, etc.

In 2014, the owner of 37 – 14<sup>th</sup> Avenue applied for a zoning amendment to allow living suites as a secondary use. Administration recommended that the bylaw be defeated at second reading because it was considered to contravene the 2011 planning process led by the City when the infill lots were created. Allowing this rezoning so soon after the infill process could have created mistrust during future infill projects and make it difficult to use this planning tool to promote density and provide housing in the future. Council voted to defeat the bylaw at second reading.

In 2018, the City approved a zoning amendment for 112 and 114 North Star Drive in Copper Ridge to allow living suites on these two adjacent RR zoned properties.

The Zoning Bylaw specifies that the floor area of living suites is limited to 100m<sup>2</sup> (1,076 ft<sup>2</sup>) and requires a designated off-street parking space. These regulations are meant to ensure that living suites remain secondary to the principal residence and have a low impact on the surrounding neighbourhood. Allowing a living suite on the subject property would likely have little impact to the surrounding neighbourhood from a traffic, parking, or privacy perspective.

In the 2016 survey, the City received a variety of concerns and support from owners including:

Concerns	Support
Bought a home in the RR zone because of restrictions prohibiting living suites.	The lots and buildings are large which makes them ideal locations for suites.
Made a large investment on my RR property and do not want this changed.	With rising housing costs, RR zone suites would help address affordable housing.
Will result in more traffic and parking issues and negatively impact property values.	Secondary suites should be allowed in all residential zones to promote higher density.

### Affordable Housing

Housing affordability is a function of housing costs and incomes. Similar to most places in Canada, in Whitehorse housing costs have been increasing more quickly than incomes for the last decade and as a result housing affordability has worsened since 2011 when these infill lots were created.

Living suites allow for additional dwelling units in areas where there are existing municipal services such as sewer, water, and garbage/compost collection. Living suites are an important aspect of housing affordability, as they provide rental housing options for tenants and assist owners through rental income.

In 2011 RR zoning was chosen for the subject property and the three adjacent lots due to concerns from the public about consistency with the existing low-density neighbourhood. In the nine years that have passed since this decision, public opinion may have changed.

### Schedule

The proposed schedule for the amendment is as follows:

Planning Committee	July 6, 2020
1 <sup>st</sup> Reading	July 13
Newspaper Ads	July 17 and 24
Public Hearing	August 10
Report to Committee	September 8
2 <sup>nd</sup> and 3 <sup>rd</sup> Reading	September 14

### ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2020-25, a bylaw to amend the zoning of 39 – 14<sup>th</sup> Avenue to allow living suites as a secondary use, be brought forward for consideration under the bylaw process.

## **CITY OF WHITEHORSE**

### **BYLAW 2020-25**

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 the development of a living suite in a Restricted Residential zone on 14<sup>th</sup> Avenue in the Porter Creek neighbourhood;

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

1. Section 9.14.6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection b) as follows:

“9.14.6        b)        Lot 1692, Plan 2011-0141 LTO, located at 39 – 14<sup>th</sup> Avenue in the Porter Creek neighbourhood, is designated RRx(b) with the special modification being that a living suite is allowed as a secondary use.”

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

**FIRST READING:**

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

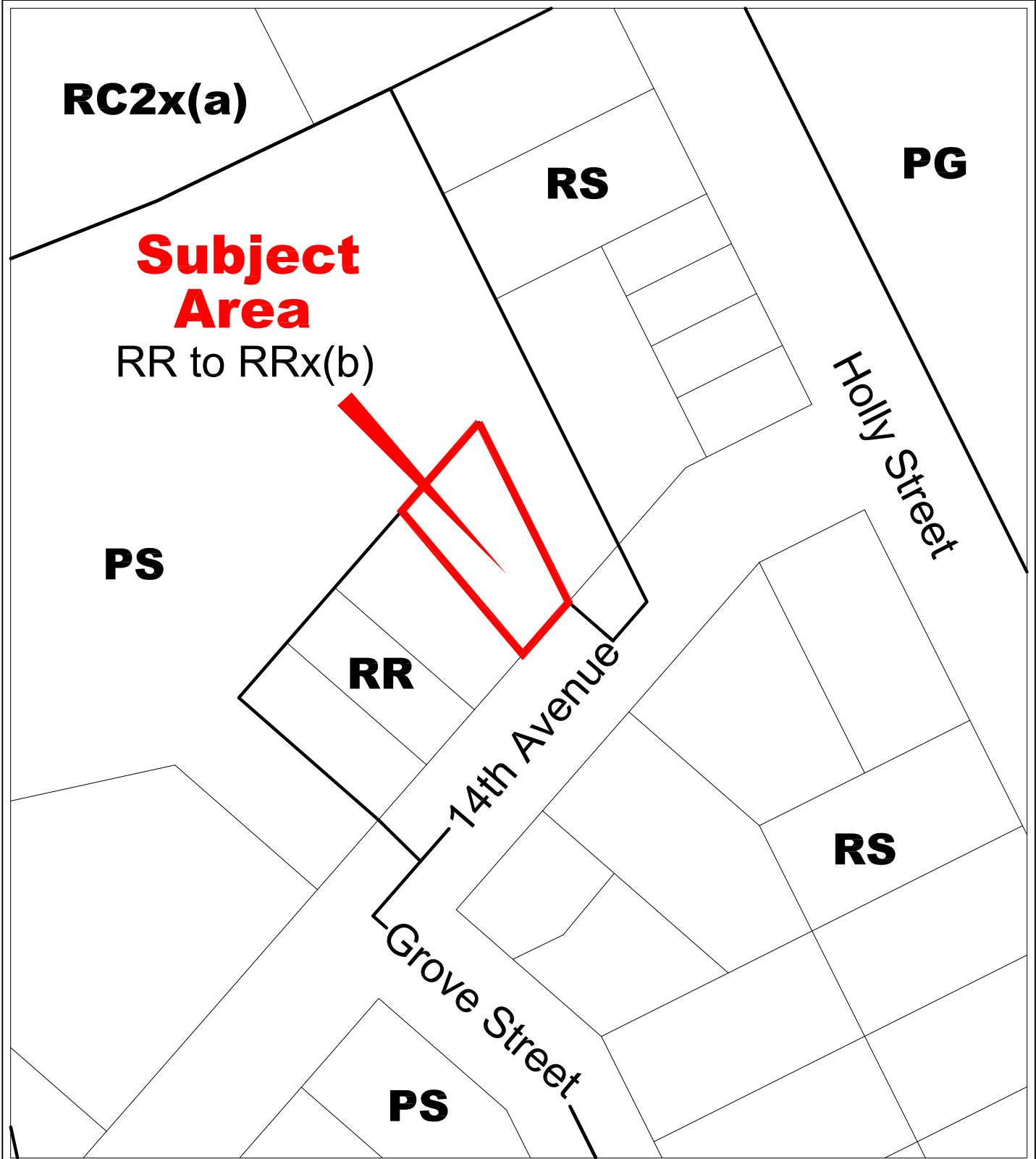
**THIRD READING and ADOPTION:**

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Mayor

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Assistant City Clerk



**Bylaw 2020-25**

A bylaw to amend the zoning of 39-14th Avenue from RR-Restricted Residential to RRx(b)-Restricted Residential (modified) to allow for living suites as a secondary use.

LEGEND



SUBJECT AREA



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



**Chair:** Samson Hartland      **Vice-Chair:** Laura Cabott

July 6, 2020

Meeting #2020-16

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1. Contract Award – 2020 SCADA Stations Radio Communications Upgrades  
Presented by Manager Taylor Eshpeter
2. New Business



## **ADMINISTRATIVE REPORT**

**TO:** Operations Committee  
**FROM:** Administration  
**DATE:** July 6, 2020  
**RE:** Contract Award – 2020 SCADA Stations Radio Communications Upgrades

### **ISSUE**

Contract award for Supervisory Control and Data Acquisition (SCADA) Stations Radio Communications Upgrades

### **REFERENCE**

Request for Tender RFT 2020-039 – 2020 SCADA Stations Radio Communications Upgrades Project

Purchasing and Sales Policy

2020-2023 Capital Expenditure Plan 240c02609 SCADA Program

### **HISTORY**

A request for tender (RFT) was prepared to seek contracting services to continue the implementation of the SCADA program to upgrade key stations to wireless monitoring. The program will eliminate reliance on leased lines/dedicated phone lines, which use dial-up and have delays of more than five minutes, which is too long for critical monitoring.

Radio communications are proposed for installations on remote stations to optimize costs, realize real-time monitoring, improve the continuity and quality of data, better capture peak flows, and allow for the addition of security cameras. Flow data is required to meet conditions of the City's water licence and is essential data to optimize the operations of the water and sewer network.

The RFT is for the supply of materials, equipment, products and labour necessary to complete the installation of radio communications in the Whistle Bend Lift Station, the Whistle Bend Recirculation Station, and the Crestview Booster Station.

The RFT for 2020 SCADA Stations Radio Communications Upgrades 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 23, 2020 and one compliant submission was received from Total North Communications with a bid of \$103,722, 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 Engineering Services and Financial Services included checking for completeness, mathematical errors, and proper tender security.

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

Sufficient funds are available in the capital budget to complete this project. The 2020 budget is funded entirely from Gas Tax.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the 2020 SCADA Stations Radio Communications Upgrades project to Total North Communications for a net cost to the City of \$103,722 plus GST.

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



**Chair:** Jocelyn Curteanu      **Vice-Chair:** Dan Boyd

July 6, 2020

Meeting #2020-16

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1. New Business



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



**Chair:** Stephen Roddick      **Vice-Chair:** Jan Stick

July 6, 2020

Meeting #2020-16

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1. New Business



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



**Chair:** Dan Boyd

**Vice-Chair:** Jocelyn Curteanu

July 6, 2020

Meeting #2020-16

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1. New Business



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



**Chair:** Laura Cabott

**Vice-Chair:** Stephen Roddick

July 6, 2020

Meeting #2020-16

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1. Budget Amendment and Contract Award – 6<sup>th</sup> Avenue Remediation Planning  
Presented by Planner Kinden Kosick
2. Budget Amendment – Whistle Bend Future Areas Planning  
Presented by Planner Kinden Kosick
3. New Business



## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** July 6, 2020  
**RE:** Budget Amendment and Contract Award – 6<sup>th</sup> Avenue Remediation Planning

### ISSUE

Budget amendment and contract award for Remediation Planning for 6<sup>th</sup> Avenue

### REFERENCE

RFP 2020-0013 – Remediation Planning for 6<sup>th</sup> Avenue  
Consulting Services Selection Procedures Policy  
Downtown South Master Plan  
2020-2023 Capital Expenditure Plan – Project Number 720c00216

### HISTORY

The historical use of Downtown Whitehorse has included numerous industrial activities related to the military, mining, and railway/steamship transportation. This history has resulted in a patchwork of contamination. The City of Whitehorse has been working to address contamination and redevelop areas, with a successful example in Motorways area along 2<sup>nd</sup> Avenue (Black/Keish Street) in 2011-12.

Redevelopment in the subject area was identified in the Downtown South Master Plan. That document discussed redevelopment along 6<sup>th</sup> Avenue, including at the 5<sup>th</sup> and Rogers location. Through an extensive public engagement process, the local playground was also identified for replacement and improvement. As part of the City's due diligence, a Phase 1 Environmental Assessment was conducted on the playground area. The assessment determined that there was possible contamination in the area.

The City has already done some work identifying contamination in Downtown South along 6<sup>th</sup> Avenue. A series of Phase 1 and Phase 2 Environmental Site Assessments, as well as some contamination delineation, have been completed throughout the 6<sup>th</sup> Avenue area adjacent to the playground.

The City is now seeking a professional consultant to complete a detailed report comprising a review of all work to-date, identification of gaps in investigation, delineation of contamination, and a remediation plan.

A request for proposals (RFP) for qualified consulting services for Remediation Planning for 6<sup>th</sup> Avenue was released on April 9 and closed on May 15. The RFP was advertised on the City's website and in local newspapers. The RFP documents were made available via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The City received six compliant proposals:

- BluMetric Environmental Inc
- Golder Associates Ltd
- Hemmera Envirochem Inc
- Morrison Hershfield
- SNC Lavalin Inc
- WSP Canada Inc

The proposals were reviewed by an internal evaluation team comprised of personnel from the Planning and Sustainability Services and Finance departments. The evaluation team followed the Council Policy on Consulting Services Selection Procedures.

### **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 analysis of proposals is a two-step process where all proposals are first evaluated on four technical criteria. Proposals that score at least 80% on these criteria move on to the second stage of evaluation. All proposals met the minimum score for technical criteria. The latter stage evaluates the final two criteria (local content and fees) which are scored based on a set formula established in the Consulting Services Selection Procedures policy.

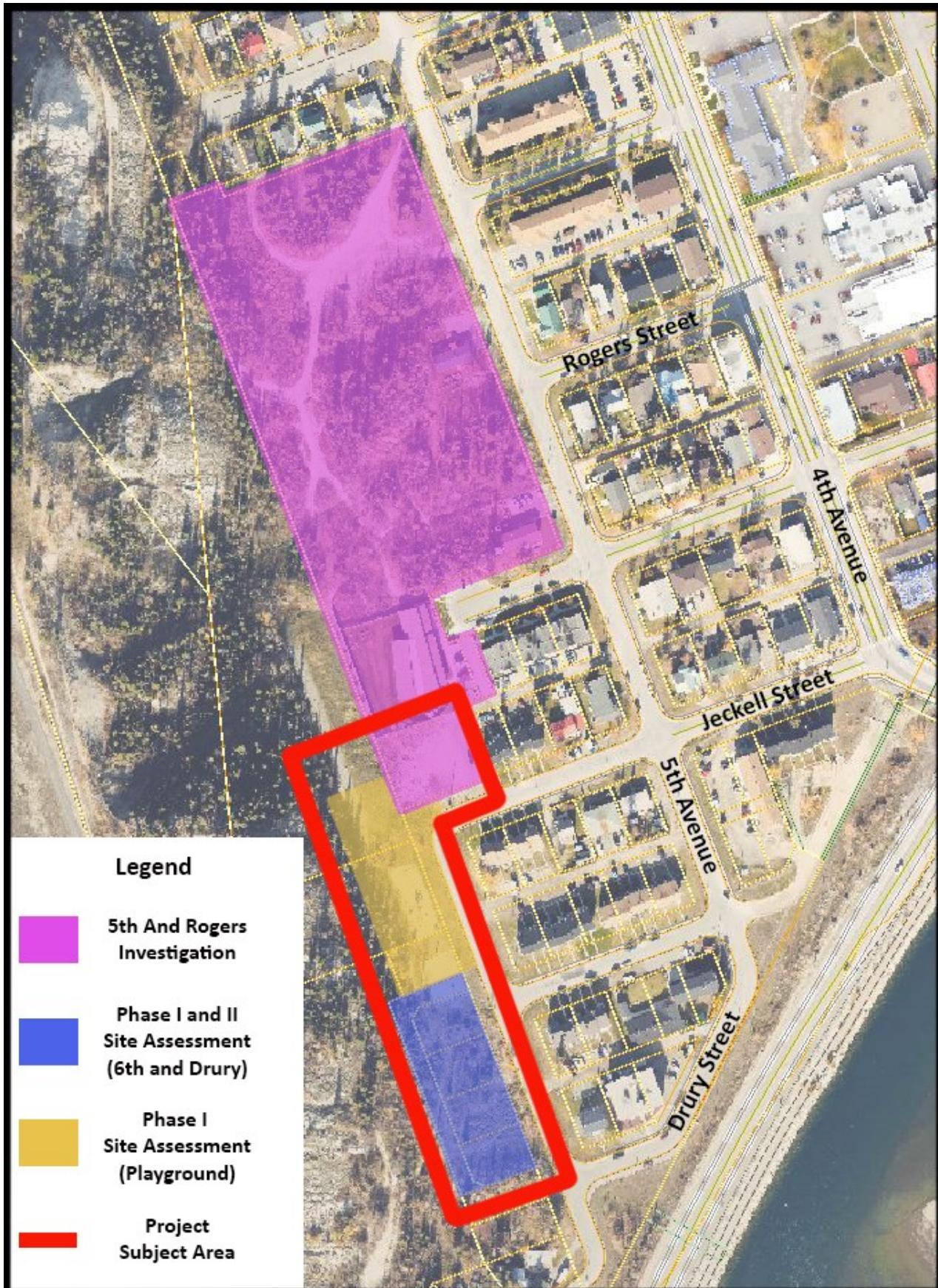
The highest scoring proposal was submitted by Hemmera Envirochem Inc. with a fee of \$57,120 inclusive of travel and disbursements, not including GST.

The budget for this project is \$75,000, of which \$35,000 is subject to funding from the Federation of Canadian Municipalities (FCM) Green Municipal Fund and the remainder is funded from reserves. Until the FCM funding is secured, it is proposed to fund the entire project from reserves and reimburse the proposed capital reserve expenditure with the FCM funds up to 50% of eligible costs. Administration feels that this project is of high importance and should proceed even in the event that FCM funding is not received.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that the 2020 to 2023 Capital Expenditure Program be amended by funding the 2020 Appendix 'B' Project Remediation Planning for 6<sup>th</sup> Avenue in the amount of \$35,000 from the capital reserve until an approved Transfer Payment Agreement has been received; and

THAT Council authorize Administration to award the contract for the Remediation Planning for 6th Avenue project to Hemmera Envirochem Inc for a net cost to the City of \$ 57,120 plus GST.





## **ADMINISTRATIVE REPORT**

**TO:** Planning Committee  
**FROM:** Administration  
**DATE:** July 6, 2020  
**RE:** Budget Amendment – Whistle Bend Future Areas Planning

### **ISSUE**

An increase in the Whistle Bend Future Areas Planning budget

### **REFERENCE**

Government of Yukon (YG) Contribution Agreement  
2020-2023 Capital Expenditure Plan – Project Number 720c00214

### **HISTORY**

The basic concept for Whistle Bend was developed in 2006, a master plan for the area was approved in 2009, and detailed planning and engineering pre-design for phases 1 to 7 was completed by 2012. Further design revisions for the subsequent phases have been ongoing in conjunction with detailed engineering design.

The 2018 Capital Budget included a \$300,000 budget item for Whistle Bend Phase Future Areas Planning. The City signed a contribution agreement with YG in February 2018 to cover consultant costs, City staff contributions, and advertising/meeting costs associated with the project.

WSP was hired in February 2018 to undertake the planning and engineering pre-design work for the Future Areas. This project has now been reviewed by the Yukon Environmental and Socio-Economic Assessment Board (YESAB) and a decision document has been issued. As such, the consultants work on this project is now complete and no further costs are expected.

Due to two scope changes, which were agreed upon with the consultants and YG, and accounting for City staff costs, this project is over-budget by approximately \$8,375. Administration is bringing forward an amendment to increase the budget to cover the additional costs. An amendment to the contribution agreement to cover these costs has already been finalized with YG.

### **ALTERNATIVES**

1. Proceed with the budget amendment
2. Do not proceed with the budget amendment

## **ANALYSIS**

### Land Development Protocol and Contribution Agreement

Under the land development protocol with YG, the City is responsible for land use planning and consultation, engineering pre-design, and YESAB submissions for Whistle Bend. Under the same protocol, YG provides funding to complete these exercises.

The proposed amendment increases the budget by \$8,375. These additional costs arise from a change in how the Ta'an Kwäch'än parcel would be represented in the planning work, which included significant revision of reports and engineering recalculation by the consultant, as well as staff effort to review additional changes. All eligible expenses, as mentioned above, will be reimbursed by YG through quarterly invoicing. This includes staff time for this project.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that the 2020 to 2023 Capital Expenditure Program be amended by increasing the 2020 Whistle Bend Future Areas Planning project in the amount of \$8,375, funded by a transfer from the Government of Yukon to cover the additional costs.