

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, January 8, 2024 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATIONS Skeeter Wright, McLean Lake Residents' Association –
Mineral Exploration and Mining in the City

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Semi-Annual Procurement Report (July – December 2023) – For Information Only
2. 2023 Umbrella Grants Bylaw
3. Commencement Report – Street Sweepers
4. Re-budget and Commencement Report – Livingstone Lagoon Desludging
5. Mayor's Travel Expense Authorization – Arctic Urban & Regional Cooperation / Arctic Winter Games
6. New Business

CITY PLANNING COMMITTEE

1. Zoning Amendment – 2086 Second Avenue
2. Conditional Use Application – 3/5 Garden Road – For Information Only
3. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Mellisa Murray

January 8, 2024

Meeting #2024-01

-
1. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Michelle Friesen

January 8, 2024

Meeting #2024-01

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Kirk Cameron

Vice-Chair: Ted Laking

January 8, 2024

Meeting #2024-01

-
1. New Business

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



Chair: Mellisa Murray

Vice-Chair: Kirk Cameron

January 8, 2024

Meeting #2024-01

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Jocelyn Curteanu

January 8, 2024

Meeting #2024-01

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1. Semi-Annual Procurement Report (July – December 2023) – For Information Only
Presented by Svetlana Erickson, Manager, Financial Services
 2. 2023 Umbrella Grant Bylaw
Presented by Svetlana Erickson, Manager, Financial Services
 3. Commencement Report – Street Sweepers
Presented by Tracy Allen, Director of Infrastructure and Operations
 4. Re-budget and Commencement Report – Livingstone Lagoon Desludging
Presented by Tracy Allen, Director of Infrastructure and Operations
 5. Mayor's Travel Expense Authorization – Arctic Urban & Regional Cooperation / Arctic Winter Games
Presented by Krista Mroz, Director of Community Services
 6. New Business

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	January 8, 2024
RE:	Semi-Annual Procurement Report (July – December 2023) – For Information Only

ISSUE

Semi-annual procurement update.

REFERENCE

- [Procurement Policy 2020-03](#)
- Appendix A – 2023 Semi-Annual Procurement Updates (July – December)

HISTORY

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

- Contract awards with a value of \$100,000 and over;
- Procurements with a value of over \$100,000 that have incorporated requirements related to economic, social and/or environmental sustainability in their solicitation documents;
- Procurements for which authority has been delegated to the City Manager pursuant to section 3.1.2 of this policy;
- Non-Competitive, single source or sole source procurements with a value over \$50,000;
- Emergency procurements, including their value;
- Contract extensions or renewals where the original contract contains no option for renewal, describing how the extension or renewal conforms to the requirements of this policy; and
- Instances of non-compliance with the policy and ensuing actions taken in each instance.

ANALYSIS

Appendix A includes detailed listings of procurements for the second half of 2023 from July 1 to December 31, 2023 as required under the Procurement Policy. There were two procurement projects with values over \$100,000 that have incorporated requirements related to economic, social and/or environmental sustainability in the solicitation documents, namely, “Consulting services for re-writing Zoning Bylaw” and “Progressive design-build services for the Whitehorse Operations Building Administration Wing expansion”. There were no procurements for which authority had been delegated to the City Manager, and no contract extensions/renewals where the original contract contained no option for renewal. There was no instance of non-compliance during this period of time.

APPENDIX A
CITY OF WHITEHORSE
2023 SEMI-ANNUAL PROCUREMENT REPORT (JULY - DECEMBER)

OPEN-COMPETITIVE PROCUREMENT WITH VALUE OVER \$100,000

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	SOLICITATION DOCUMENT #	CONTRACT AMOUNT
Business & Technology Systems	08/03/23	Fiber Optic Sales and Construction Inc.	Contracting services for the installation of fiber optic cable network from Selkirk Pump Station to Robert Service Campground	RFT 2023-061	\$ 198,000
Business & Technology Systems	11/24/23	Matrix Video Communications Corp.	Contracting services for replacement of the City Council Chambers' Audio-Visual System	RFP 2023-082	333,731
Engineering Services	07/18/23	Skookum Asphalt	Construction services for the Chilkoot Way active transportation improvements	RFT 2023-044	496,888
Engineering Services	10/25/23	Associated Engineering (B.C.) Ltd.	Consulting services to complete conceptual design for the Mountain View / Copper Rd / Quartz Rd corridor along with detailed design at select intersections	RFP 2023-077	134,911
Engineering Services	10/13/23	Castle Rock Enterprises Ltd.	Construction services for an access ramp for maintenance vehicles to reach the high water mark of the Whistle Bend pond to remove excess algae	RFT 2023-080	111,798
Engineering Services	10/26/23	Castle Rock Enterprises Ltd.	Construction services for civil works related to the Sanitary Force Main NDT (Non Destructive Testing)	RFT 2023-091	190,660
Engineering Services	12/14/23	Geoprevent AG	Rental of one radar-based slope scanner and high-resolution camera to monitor unstable escarpment slopes along Robert Service Way	RFP 2023-094	398,500
Engineering Services	06/01/23	Norcope Enterprises Ltd.	Contracting services for clearing and grubbing of the Whitehorse Operations Building lower bench site	RFT 2023-019	234,790
Engineering Services	06/27/23	Stantec Architecture Ltd.	Consulting services to complete the Sanitary Force Main Condition Assessment	RFP 2023-025	469,987
Engineering Services	12/19/23	Tetra Tech Canada Inc.	Whitehorse escarpment annual geotechnical monitoring	RFP 2023-088	219,960
Fleet & Transportation	07/13/23	Whitehorse Motors Ltd.	Purchase of one Battery Electric Vehicle (BEV) - heavy duty contractor commercial van	RFT 2023-064	114,243
Fleet & Transportation	09/12/23	Whitehorse Motors Ltd.	Purchase of one commercial chassis cab with cube van body	RFT 2023-070	164,247
Fleet & Transportation	08/25/23	J.A. Larue Inc.	Purchase of one two stage ribbon-type loader mounted self-contained snow blower	RFT 2023-071	262,804
Fleet & Transportation	11/16/23	Territorial Contracting Ltd.	Purchase of precast reinforced concrete Jersey Barriers	RFQ 2023-086	105,850
Planning & Sustainability Services	09/13/23	ISL Engineering and Land Services Ltd.	Consulting services for re-writing the Zoning Bylaw	RFP 2023-068	210,002
Property Management	09/07/23	Wildstone Construction and Engineering Ltd.	Construction services for concrete foundation for a biomass fuel storage bunker, underground utilities and pre-grading for a warehouse and biomass fuel storage enclosure buildings at the Whitehorse Operations Building	RFT 2023-052	798,625
Property Management	12/14/23	Johnston Builders Ltd.	Phase 1 (Validation) services for the Whitehorse Operations Building Administration Wing expansion	RFP 2023-079	1,000,000
Water & Waste Services	06/14/23	Lane's Yukon Yardworks Inc.	Contracting services for the Crestview and Livingstone lagoons fence repairs	RFT 2023-034	110,000
TOTAL OPEN-COMPETITIVE PROCUREMENT					\$ 5,554,996

APPENDIX A
CITY OF WHITEHORSE
2023 SEMI-ANNUAL PROCUREMENT REPORT (JULY - DECEMBER)

NON-COMPETITIVE PROCUREMENT - SINGLE SOURCE PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	JUSTIFICATION	CONTRACT AMOUNT
Business & Technology Systems	08/25/23	Sudden Technologies /Cohesity	Disaster recovery and data storage immutability appliance	Due to increasing cyber security threats and increasing exploits of zero day vulnerabilities across the entire IT market sector, it is in the City's best interest to keep the exact nature of its security systems as confidential and classified as possible. Given the nature of this requirement, security and confidentiality concerns, it was not in the best interest to solicit competitive bids	\$ 215,000
Engineering Services	06/16/23	North 60 Petro	Final installment on purchase of 82 pairs of 12m PZC 18 Sheet Piles for geohazard mitigation wall on Robert Service Way	The City required the locally available sheet piles in 2022 under an emergency basis to implement a mitigation wall to allow Robert Service Way to open after a major landslide blocked the road way. The City has recognized the value of geohazard mitigation structures and has opted to purchase the sheet piles rather than continuing to rent them. It was not feasible to procure sheet piles from another supplier because they are currently installed and the costs to remove them would be prohibitive	300,000
Fleet and Transportation	08/31/23	Yukon Government	Purchase of concrete barriers for Robert Service Way	It was advantageous to acquire the barriers from the Yukon Government, who had previously loaned them to the City under a Memorandum of Understanding, to assist with the emergency response to landslides on Robert Service Way	64,820
Property Management	08/16/23	Monarch Structures Ltd.	Construction of a transit shelter at Yukon Government Justice Building on 2nd Avenue and Wood Street	An attempt to acquire the required deliverables using a competitive procurement process was made in good faith, but it failed to identify more than one willing supplier	110,000
Property Management	09/20/23	Colliers Project Leaders Inc.	Advisory services in the field of progressive design-build, integrated project delivery and lean construction for the Whitehorse Operations Building expansion project	The deliverables required a particular supplier having specialized knowledge, skills, expertise and experience on a progressive design-build procurement process	50,000
Property Management	12/28/23	Wildstone Construction Ltd	Marwell Lift Station heating system upgrade	An attempt to acquire the required deliverables using a competitive procurement process was made in good faith, but it failed to identify more than one willing supplier	399,934
Water & Waste Services	05/09/23	Avery Weigh-Tronix	Supply and installation of a heavy duty truck scale at the Whitehorse Waste Management Facility (WMF)	An attempt to acquire the required deliverables using a competitive procurement process was made in good faith, but it failed to identify more than one willing supplier	200,000
TOTAL SINGLE SOURCE PROCUREMENT					\$ 1,339,754

NON-COMPETITIVE PROCUREMENT - SOLE SOURCE PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	BASIS OF DETERMINATION OF EMERGENCY	CONTRACT AMOUNT
Fleet and Transportation	11/24/23	Kwanlin Dun First Nation/Canyon City Construction LP	Snow removal services on City roads	The 2005 land claim/municipal service infrastructure agreement (MSIA) between Kwanlin Dun First Nation, Canada, Yukon and City states that KDFN and the City may negotiate an agreement to coordinate the provision of some or all municipal services to the KDFN community lands by the KDFN rather than the City.	75,000
Water & Waste Services	11/22/23	SCG Process	Purchase of one sewage pump	There was need for compatibility with the existing four pumps used at the Marwell Lift Station	152,095
TOTAL SOLE SOURCE PROCUREMENT					\$ 227,095

EMERGENCY PROCUREMENT

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	BASIS OF DETERMINATION OF EMERGENCY	CONTRACT AMOUNT
					-
TOTAL EMERGENCY PROCUREMENT					\$ -

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: January 8, 2024
RE: 2023 Umbrella Grants Bylaw

ISSUE

Authorization of various grants made in 2023.

REFERENCE

- *Municipal Act* (R.S.Y. 2002)
- Proposed Bylaw 2024-04
- Appendix A – 2023 Umbrella Grants Summary

HISTORY

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

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

ANALYSIS

Attached Appendix A provides a detailed listing of the grants approved according to Council policy and by Council resolution throughout 2023. They include:

- Community Clean-up Grants
- Development Incentive Grants
- Diversion Credit Grants
- Environmental Fund Grants
- Festival and Special Events Grants
- Miscellaneous Donations and Grants
- Recreation Grants
- Youth Recreation Programing Grants

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-04, a bylaw to authorize the allocation of various grants for the year 2023 in the amount of \$1,253,365.23 be brought forward for consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2024-04

A bylaw to authorize the allocation of various grants for the year 2023

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

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

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

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

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services

APPENDIX A
2023 UMBRELLA GRANTS SUMMARY
BYLAW 2024-04

COMMUNITY CLEAN-UP GRANTS

Per provisions of the Community Clean-up Grant Policy

DESCRIPTION	RESOLUTION #	IN KIND	AMOUNT
Various Community Clean up Grants, not exceeding \$300 allocation amount	n/a	-	24,300.00
TOTAL COMMUNITY CLEAN UP GRANTS		\$ - \$	24,300.00

DEVELOPMENT INCENTIVE GRANTS

Per provisions of the Housing Development Incentive Policy

DESCRIPTION	RESOLUTION #	IN KIND	AMOUNT
32125 Yukon Inc.	n/a	-	12,843.03
45358 Yukon Inc	n/a	-	16,439.72
45359 Yukon Inc	n/a	-	16,439.72
535756 Yukon Inc.	n/a	-	61,054.66
536754 Yukon Inc	n/a	-	96,971.38
650139 NB Inc.	n/a	-	14,122.82
Albisser, David & Clohosey, Shannon	n/a	-	1,758.88
Blood Ties Four Directions Centre Society	n/a	-	1,147.45
Burke, Ryan	n/a	-	1,155.88
Buurman, Michael & Naoko	n/a	-	372.64
Council of Yukon First Nations	n/a	-	20,000.00
Da Daghay Development Corp	n/a	-	37,528.82
Dickson, Emma	n/a	-	1,210.20
Gilday Holdings Limited	n/a	-	8,328.17
Grey Mountain Housing Society	n/a	-	1,963.68
Harms, Kathryn	n/a	-	6,578.45
Hartling & Hartling	n/a	-	13,930.25
Hatton, Barret & Janes, Joelle	n/a	-	1,856.14
Javed, Muhammad and Rashida	n/a	-	9,177.16
KBC Developments	n/a	-	50,000.00
Lowe, Myrna	n/a	-	1,243.94
McKee, Shelly-Ann	n/a	-	832.31
Northern Vision Development Ltd.	n/a	-	117,237.84
Sate at Home	n/a	-	20,000.00
Solberg, Jon and Eng Khoon Chua	n/a	-	4,999.14
Tien, Helena	n/a	-	1,243.94
Tolkamp, David	n/a	-	557.88
Van Gulick, Judith	n/a	-	1,126.79
Zhen, Yong Hua	n/a	-	2,898.21
TOTAL DEVELOPMENT INCENTIVE GRANTS		\$ - \$	523,019.10

**APPENDIX A
CITY OF WHITEHORSE
2023 UMBRELLA GRANTS BYLAW 2024-04**

DIVERSION CREDIT GRANTS

Per provisions of the Solid Waste Diversion Credit Policy

DESCRIPTION	RESOLUTION #	IN KIND	AMOUNT
P&M Recycling (per estimate)	n/a	-	25,488.81
Raven Recycling (per estimate)	n/a	-	124,511.19
TOTAL DIVERSION CREDIT GRANTS		\$ - \$	150,000.00

ENVIRONMENTAL GRANTS

Per Council resolutions and provisions of the Environmental Grant Policy

DESCRIPTION	RESOLUTION #	IN KIND	AMOUNT
Carrie's House Family Day Home	2023-21-06	-	2,042.84
Child Development Centre	2023-21-06	-	6,605.93
Whistle Bend Garden Society	2023-21-06	-	11,041.37
Whitehorse Aboriginal Women's Circle	2023-21-06	-	4,979.79
TOTAL ENVIRONMENTAL GRANTS		\$ - \$	24,669.93

FESTIVAL AND SPECIAL EVENTS GRANTS

Per Council resolutions

DESCRIPTION	RESOLUTION #	IN KIND	AMOUNT
All-City Band Society	2023-20-03	-	1,000.00
Association Franco-Yukonnaise	2023-20-03	-	2,180.00
CHON_FM Indigenous Radio	2023-20-03	-	5,680.00
Fiddleheads Yukon Organization	2023-20-03	-	4,980.00
Kwanlin Dun Cultural Society	2023-20-03	-	3,180.00
Nakai Theatre Ensemble	2023-20-03	5,962.51	3,180.00
Royal Canadian Legion Branch 254	2023-20-03	1,485.37	3,180.00
The Heart of Riverdale Community Centre	2023-20-03	-	4,180.00
Whitehorse Cross Country Ski Club	2023-20-03	-	4,430.00
Yukon Arts Centre	2023-20-03	-	3,180.00
Yukon Film Society	2023-20-03	3,307.50	4,470.00
Yukon First Nations Culture and Tourism Association	2023-20-03	6,139.46	4,470.00
Yukon Quest International Association (Canada)	2023-20-03	6,665.70	2,180.00
Yukon Sourdough Rendezvous Society	2023-20-03	20,640.85	3,710.00
TOTAL FESTIVAL AND SPECIAL EVENTS GRANTS		\$ 44,201.39 \$	50,000.00

MISCELLANEOUS DONATIONS AND GRANTS

Per Council resolutions, provisions of the City Grant-Making Policy and City Operating Budget

DESCRIPTION	RESOLUTION #	IN KIND	AMOUNT
Arctic Inspiration Prize	2023-17-08	-	5,000.00
Council of Yukon First Nations	n/a	4,000.00	20,000.00
Food For Fines Program	2023-21-04	2,245.00	9,945.00
Royal Canadian Legion Branch 254	2023-12-07	800.00	5,000.00
Softball Yukon (per Memorandum of Understanding)	n/a	-	3,525.26
Yukon Anti-Poverty Coalition	n/a	-	10,000.00
Yukon Cares	2023-15-05	-	1,500.00
Yukon Learn Society	2023-09-06	-	1,000.00
TOTAL MISCELLANEOUS DONATIONS AND GRANTS		\$7,045.00 \$	55,970.26

APPENDIX A
CITY OF WHITEHORSE
2023 UMBRELLA GRANTS BYLAW 2024-04

RECREATION GRANTS

Per Council resolutions			
DESCRIPTION	RESOLUTION #	IN KIND	AMOUNT
Alpine Club of Canada-Yukon Chapter	2023-09-05	-	2,100.00
Alpine Ski Association	2023-09-05	-	7,000.00
Arctic Edge Skating Club	2023-09-05	-	7,000.00
Biathlon Yukon	2023-09-05	-	4,000.00
Boreal Adventure Running Association	2023-09-05	-	1,500.00
Community Choir of Whitehorse Society	2023-09-05	-	7,200.00
Freedom Trails	2023-09-05	-	4,000.00
Friends of Mount Sima	2023-09-05	-	9,040.00
Granger Community Association	2023-09-05	-	1,006.21
Gwaandak Theatre Society	2023-09-05	-	7,000.00
Jazz Yukon	2023-09-05	-	2,750.00
Larrikin Entertainment Ensemble	2023-09-05	-	7,000.00
Mountain View Golf Course	2023-09-05	-	3,000.00
Music Yukon	2023-09-05	-	7,000.00
Nakai Theatre Ensemble	2023-09-05	-	4,000.00
Nlaye Ndasadaye Daycare	2023-09-05	-	3,900.00
Snowboard Yukon	2023-09-05	-	8,000.00
Special Olympics Yukon	2023-09-05	-	3,000.00
Sport Yukon	2023-09-05	-	4,000.00
The Guild Society	2023-09-05	-	4,000.00
The Heart of Riverdale	2023-09-05	-	11,000.00
The Victoria Faulkner Women's Centre	2023-09-05	-	7,000.00
Whitehorse Bike Kitchen Taskforce	2023-09-05	-	5,500.00
Whitehorse Concerts	2023-09-05	-	2,500.00
Whitehorse Cross Country Ski Club	2023-09-05 / 2023-19-05	-	10,000.00
Whitehorse Curling Club	2023-09-05 / 2023-19-05	-	4,980.00
Whitehorse Glacier Bears Swim Club	2023-19-05	-	10,500.00
Whitehorse Rapids Speed Skating Club	2023-19-05	-	1,672.13
Whitehorse United Football Club	2023-19-05	-	6,044.21
Whitehorse Women's Hockey	2023-19-05	-	10,500.00
Yukon Art Society	2023-19-05	-	10,000.00
Yukon Arts Centre Corporation	2023-09-05	-	7,000.00
Yukon Breeze Sailing Society	2023-09-05	-	4,500.00
Yukon Canoe and Kayak Club	2023-09-05	-	9,500.00
Yukon Church Heritage Society	2023-09-05	-	4,000.00
Yukon Circus Society	2023-19-05	-	4,000.00
Yukon E-Sports Alliance	2023-09-05	-	9,000.00
Yukon Little League	2023-19-05	-	7,000.00
Yukon Summer Music Camp Society	2023-09-05	-	11,000.00
Yukon Theatre For Young People Society	2023-19-05	-	7,000.00
TOTAL RECREATION GRANTS		\$ -	\$239,192.55

**APPENDIX A
CITY OF WHITEHORSE
2023 UMBRELLA GRANTS BYLAW 2024-04**

YOUTH RECREATION PROGRAMMING GRANTS

Per provisions of the City Grant-Making Policy and City Operating Budget

DESCRIPTION	RESOLUTION #	IN KIND	AMOUNT
Boys and Girls Club	n/a	-	20,000.00
Boys and Girls Club	2023-22-05	-	82,967.00
Kids Recreation Fund	n/a	-	12,000.00
Youth of Today Society	n/a	-	20,000.00
TOTAL YOUTH RECREATION PROGRAMMING GRANTS		\$ -	\$ 134,967.00

TOTAL 2023 UMBRELLA GRANTS	\$ 51,246.39	\$ 1,202,118.84
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GRAND TOTAL 2023 UMBRELLA GRANTS (Including In Kind)	\$ 1,253,365.23
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ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	January 8, 2024
RE:	Commencement Report – Street Sweepers

ISSUE

Council approval to commence the procurement of Street Sweepers.

REFERENCE

- [Procurement Policy 2020-03](#)
- 2024-2027 Capital Expenditure Program projects 320c00922 and 320c01209

HISTORY

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

Funding for two Street Sweepers is included in the approved 2024 Capital Expenditure Plan. One procurement is planned for these two units with an estimated value greater than \$500,000. The 2024 Capital Expenditure Plan (projects 320c00922 and 320c01209) includes funding for two street sweepers with a total budget of \$1,130,000. These pieces of equipment are integral to the City's road maintenance programs.

ALTERNATIVES

1. Authorize Administration to commence the procurement for 2 street sweepers; or
2. Refer the matter back to Administration.

ANALYSIS

This 2024 procurement is being advanced without delay due to current long lead times for equipment, industry supply issues, and volatility in equipment pricing. Based on the latest industry feedback, it is anticipated that the lead-time for this equipment will be approximately twelve months from date of order/award.

Purchasing

A Request for Tender (RFT) will be publicly issued and the lowest compliant bid will be eligible for contract award. Purchase approval will be obtained in accordance with the Procurement Policy.

Procurement Policy Principles

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

Supplier Access, Transparency, and Fairness: The RFT will be publicly available on the City's e-procurement platform, www.whitehorse.bonfirehub.ca

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

Efficient and Effective Procurement: The procurement of fleet equipment has been successfully completed numerous times by the City.

Local Procurement: Local expertise is known to exist to supply this type of equipment.

Tentative Project Schedule

<u>Item</u>	<u>Proposed date(s)</u>
Issue solicitation document	February 2024
Issue Purchase Order/Contract	April 2024
Total Completion	September 2025

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement related to 2024 projects 320c00922 – Additional Street Sweeper and 320c01209 – Replacement Street Sweeper.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	January 8, 2024
RE:	Re-budget and Commencement Report – Livingstone Lagoon Desludging

ISSUE

Council approval to re-budget capital funds and to commence the procurement for the desludging of Cell A of the Livingstone Trail Environmental Control Facility (LTECF).

REFERENCE

- [Procurement Policy 2020-03](#)
- 2023-2026 Capital Expenditure Program, project 650c00321 Livingstone Lagoon Desludging
- 2024-2027 Capital Expenditure Program

HISTORY

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

The City of Whitehorse operates the LTECF as its main wastewater treatment facility. The removal of the settled biosolids from the LTECF primary cells is performed periodically to upkeep the performance of the facultative system. The overall performance of the facility is monitored and regulated by the City's Water License MN20-008-01. The Sludge Management Plan under the WUL, specify the desludging frequency of the primary cells. The scheduled time for Cell A was 2022, however, contractors could not be retained to empty the sludge drying bed. The sludge transfer was not completed until August 2023.

This project will seek hiring a contractor for the removal of settled biosolids by dredging the Cell A of the LTECF, and transfer into contractor-supplied geotubes.

Budget for this project is included in the approved 2023 – 2026 Capital Expenditure Program under 650c00321 Livingstone Lagoon Desludging and is fully funded by the Canada Community Building Fund (CCBF). Of the \$898,543 budgeted in 2023, \$163,208 has been spent and the remaining \$735,335 is eligible to be carried forward to 2024 through the City's re-budget process. As capital re-budgets are not normally brought forward until March, Council is asked to re-budget this project in advance in order to allow the procurement to proceed.

ALTERNATIVES

1. Re-budget the remaining budget for the Livingstone Lagoon Desludging project to 2024, and authorize Administration to commence the procurement for the project; or
2. Refer the matter back to Administration.

ANALYSIS

The municipal wastewater contains both organic and inorganic solids. The solids settle in the primary cells, as wastewater reaches the LTECF. The organic solids may break down by anaerobic microorganisms at the bottom of the cells. However, the inorganic (non-biodegradable) solids remain. The primary cells have room for solids to accumulate at the bottom, however, it is not recommended for the solids to over-accumulate, as the primary cells would lose sedimentation capacity, and the solids would overflow into the secondary cells. This overflow would decrease treatment efficiency.

The execution of this work is part of a comprehensive group of tasks and projects performed to fulfil the City's Water License requirements. A high amount of work is conducted in and around the LTECF, both using in-house personnel and contractors. The Water Monitoring Program is an important project performed by contractors. This desludging project is another project performed by contractors, as its execution requires specialized equipment and operators.

Purchasing

A Request for Tender (RFT) will be publicly issued and the lowest compliant bid will be eligible for contract award. Purchase approval will be obtained in accordance with the Procurement Policy.

Procurement Policy Principles

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

Supplier Access, Transparency, and Fairness: The RFT will be publicly available on the City's e-procurement platform, www.whitehorse.bonfirehub.ca

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

Efficient and Effective Procurement: This style of procurement has been successfully completed numerous times by the City.

Local Procurement: Local expertise is known to exist to supply this type of work.

Tentative Project Schedule

<u>Item</u>	<u>Proposed date(s)</u>
Issue solicitation document	January 2024
Issue Purchase Order/Contract	February 2024
Start of Project	February 2024
Substantial Performance	September 2024
Total Completion	September 2024

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-13, a bylaw to amend the 2024 to 2027 Capital Expenditure Program by increasing the 2024 Capital Budget for project 650c00321 Livingstone Lagoon Desludging in an amount up to \$735,335, be brought forward for consideration under the bylaw process; and

THAT Administration be authorized to commence the procurement for the project.

CITY OF WHITEHORSE

BYLAW 2024-13

A bylaw to amend the 2024 to 2027 Capital Expenditure Program Bylaw 2023-27

WHEREAS Section 238 of the *Municipal Act* (R.S.Y. 2002) provides that Council shall by bylaw adopt an Annual Operating Budget and a multi-year Capital Expenditure Program; and

WHEREAS Section 241 of the *Municipal Act* provides that no expenditure shall be made which increases total expenditures above what was approved in the Annual Operating Budget or the Capital Budget unless such expenditure is approved by bylaw; and

WHEREAS it has become necessary to increase the 2024 to 2027 Capital Expenditure Program to provide for advance re-budgeting of the below 2023 Capital Project;

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

1. The 2024 to 2027 Capital Expenditure Program is hereby amended by increasing the 2024 Capital Budget in the amount up to \$735,335 to provide for the expenses related to the Livingstone Lagoon Desludging project.
2. This bylaw shall come into full force and effect upon final passing thereof.

FIRST and SECOND READING: January 15, 2024

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	January 8, 2024
RE:	Mayor's Travel Expense Authorization

ISSUE

Authorization of travel expenses for the Mayor.

REFERENCE

- [Council Remuneration Bylaw 2020-27](#)
- [Council Expense Policy](#)

HISTORY

Council's Expense Policy requires prior approval by Council Resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel by the Mayor outside the City of Whitehorse.

ALTERNATIVES

1. Authorize the request for travel expenses; or
2. Deny the requests for travel expenses.

ANALYSIS

The Arctic Urban & Regional Cooperation (AURC)

AURC is a new international programme that emphasizes peer learning and collaboration among Arctic cities, towns, and local authorities. The program aims to address challenges related to sustainable development in the region, particularly climate change and environmental protection. The knowledge exchange occurs through webinars, study visits, and thematic networking events.

As part of the program, the Mayor has been invited to attend the inaugural meeting taking place during Arctic Frontiers 2024 in Tromsø, Norway from January 29 to January 31, 2024. The Arctic Frontiers Annual Conference is a platform that brings together diverse expertise from science, business, policy, and indigenous communities. It aims to facilitate networking, knowledge sharing, and discussions on pressing Arctic issues, such as climate change mitigation and energy transition. Travel and attendance costs are covered by the AURC, and any incidental costs incurred are expected to be well within the Mayor's 2024 travel budget allocation.

The City submitted a project proposal centered on enhancing community resilience in emergencies such as forest fires and floods. The focus is on cultivating a robust community capable of handling potential disasters through preparedness, response, and recovery. Importantly, the emphasis is on social and cultural resilience rather than solely on emergency services management. The submission also included exploration and observations of electric transportation solutions in the arctic, as well as storm preparedness as it relates to engineering standards to ensure short and long-term infrastructure capabilities.

Notable attendees include the Mayors of Yellowknife, NWT, Utqiagvik, AK, and Fairbanks North Star Borough, along with representatives from Sweden, Finland, Norway, Iceland, and Greenland. Each participating community has submitted projects to either learn or gain experiences from the program.

The City is expected to actively engage in webinars, workshops, and knowledge-sharing sessions, both offering local insights and receiving feedback from other participating communities. For example, a webinar may offer AURC participants the opportunity to learn about a participating City’s diverse economic and socio-economic context and challenges related to sustainable development and the innovative strategies and initiatives that they are undertaking.

Arctic Winter Games (AWG)

The Mayor has been invited to attend the Mat-Su 2024 Arctic Winter Games in Alaska. As the Mayor of the next host City, participation is required to facilitate the transfer of valuable knowledge, meet with stakeholders, and mark the official handoff to the City of Whitehorse. This opportunity also serves as a platform for the City of Whitehorse to be represented, observe the Games in action, and showcase its commitment and involvement within the Arctic Winter Games community. Costs incurred are expected to be well within Mayor’s 2024 travel budget allocation.

ADMINISTRATIVE RECOMMENDATION

THAT travel expenses beyond those covered by AURC and AWG be authorized for Mayor Cabott to attend Arctic Frontiers, January 27 to February 2, 2024 and Arctic Winter Games March 13 to 16, 2024.

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Dan Boyd

January 8, 2024

Meeting #2024-01

-
1. Zoning Amendment – 2086 Second Avenue
Presented by Peter Duke, Manager, Planning Services
 2. Conditional Use Application – 3/5 Garden Road – For Information Only
Presented by Micah Olesh, Senior Development Officer, Land and Building Services
 3. New Business

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	January 8, 2024
RE:	Zoning Amendment – 2086 Second Avenue

ISSUE

An application to amend the zoning of 2086 Second Avenue, from CM2 – Mixed Use Commercial 2 to CM2x – Mixed Use Commercial 2 (modified), to allow for the development of a building with a maximum height of 25 m.

REFERENCE

- [Zoning Bylaw 2012-20](#)
- [Whitehorse 2040 Official Community Plan](#)
- [2018 Downtown Plan](#)
- Location Map (Attachment 1)
- Zoning Bylaw 2012 Appendix C: Downtown Heights (Attachment 2)
- Proposed Zoning Amendment Bylaw 2024-09 (Attachment 3)

HISTORY

An application was received to rezone 2086 Second Avenue from CM2 – Mixed Use Commercial 2 to CM2x – Mixed Use Commercial 2 (modified) to allow for the development of a mixed use building up to a maximum height of 25 m. The proposed building is six storeys with retail services on the ground floor and offices above. The applicant is seeking a special modification due to the recent adoption of the Official Community Plan (OCP) which allows greater heights in the Downtown.

On May 17, 2023, the rezoning application was reviewed by the Development Review Committee (DRC). DRC recommended that wilderness views are protected and that the proposal must align with the recently adopted OCP. Following DRC, Administration worked with the applicant to ensure DRC concerns were addressed as detailed in the Analysis.

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	January 8, 2024
First Reading:	January 15, 2024
Newspaper Ads:	January 19 and January 26, 2024
Public Hearing:	February 12, 2024
Report to Committee:	March 4, 2024
Second and Third Reading:	March 11, 2024

ALTERNATIVES

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

ANALYSIS

Site Context

The subject site is located on Second Avenue between Hanson Street and Lambert Street in Downtown. The area to the south and west of the subject site is also zoned CM2 and the area to the north is zoned CC – Core Commercial. To the east is the Whitehorse Visitor Information Centre and the Government of Yukon Jim Smith Building which are zoned PS – Public Services. The buildings in the surrounding area are between one to four storeys with a mixture of office, commercial, institutional, and residential uses.

2040 Official Community Plan

The subject site is designated as Mixed Use – Downtown Core in the OCP. The OCP seeks to increase Downtown building heights. OCP policy 15.8.7 states that the maximum building height in the Mixed Use – Downtown Core designation is 25 m, however buildings up to 30 m may be considered. The OCP policy allows for buildings up to 25 m across the Mixed Use – Downtown Core area. The special modification is to allow for a maximum building height of 25 m on the subject site.

Zoning Bylaw

The purpose of the CM2 zone is to provide for a mix of low intensity commercial and residential uses for the transitional area around the periphery of the downtown commercial core. The CM2 zone allows for many principal uses including offices and retail services.

Appendix C of the Zoning Bylaw provides maximum building heights for Downtown areas. The subject site and the surrounding area has a maximum building height of 20 m. The definition of building height excludes several features which may extend beyond the height limit, such as roof stairway entrances, elevator housing, and ventilation equipment.

Impacts: Shadows, Massing, and Wind

Shadows

The applicant provided a shadow analysis to better understand the shadow impacts of a 25 m building compared to a 20 m building on the surrounding properties.

To the west of the subject site, at 206 Hanson Street, a 25 m building would cast a shadow for up to an extra 30 minutes in the fall and three hours in late spring/summer. There would be no additional days that a shadow would be cast on 206 Hanson Street.

To the east of the subject site, at the Whitehorse Visitor Information Centre, a 25 m building would cast a shadow for up to an extra 30 minutes in the fall and spring and three hours in winter. A shadow would also be cast on the Information Centre for an additional five days in spring and five days in fall.

To the north of the subject site, at 2090 Second Avenue, a 25 m building would cast a shadow for up to an extra 30 minutes in the fall and two hours in winter. A shadow would also be cast on the building for an additional five days in spring and five days in fall.

Massing

The CM2 zone requires no front, side, or rear yard setbacks. For portions of buildings greater than 20 m in height and built at zero setback, upper floors are required to be setback at least 2 m from property lines in an attempt to hide the addition height from view at street level. The CM2 zone also allows a building to occupy up to 90% of the lot.

Wind

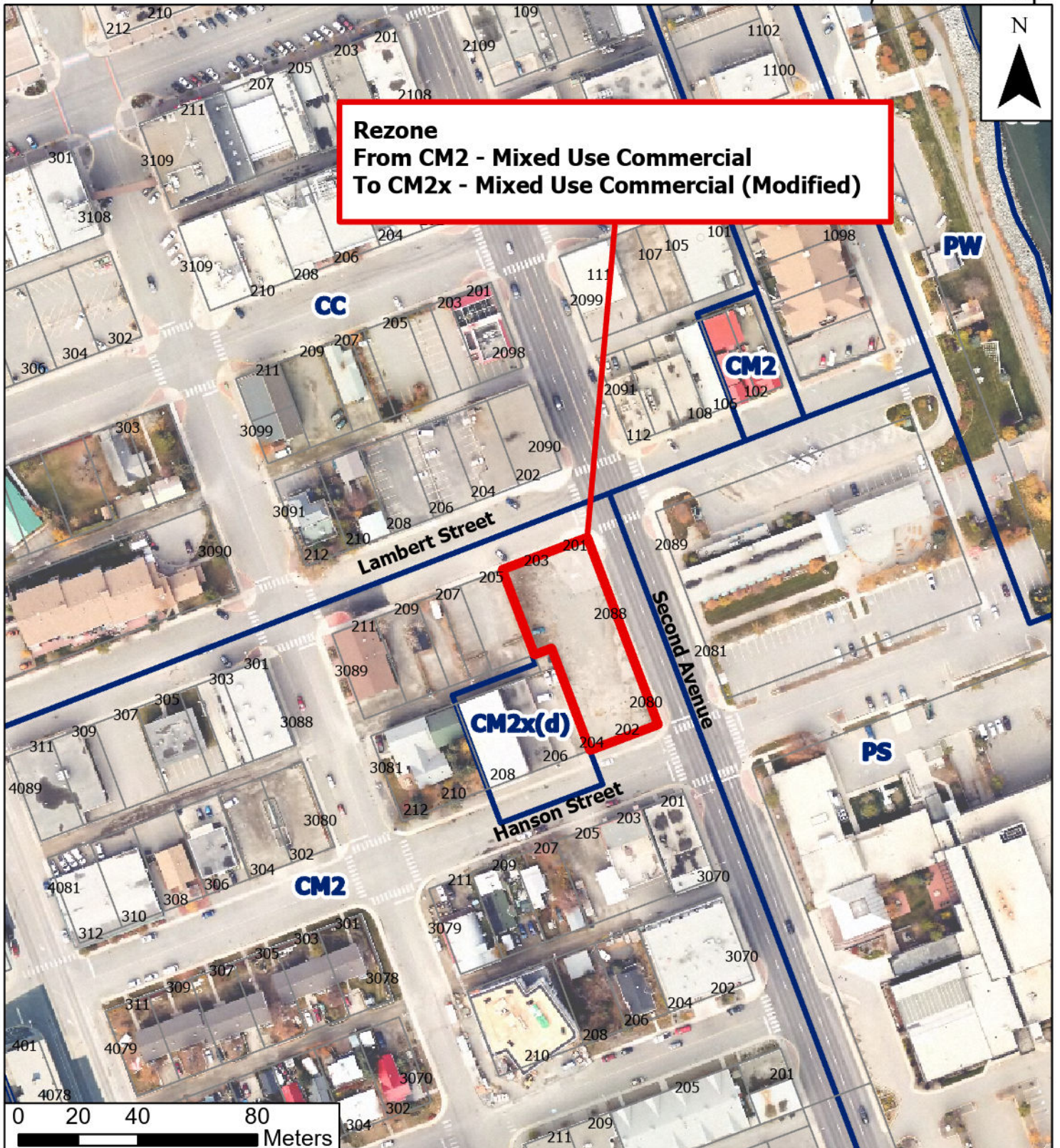
Tall buildings can have impacts on wind however the impacts can be reduced in various ways. Winter city design principles in the Zoning Bylaw apply to this development and include reducing wind impacts through landscaping and design.

2018 Downtown Plan

The subject site is located within the study area of the Downtown Plan. Policy 6.3.7 states that Downtown should retain its focus as the primary employment area by directing traditional office development primarily into the Downtown Core Commercial (CC) and Mixed Use Commercial (CM1 and CM2) zones. The proposed amendment is in alignment with this policy as it enables a greater concentration of commercial uses within the CM2 zone, which will further support the Downtown as a primary employment area.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-09, a bylaw to amend the zoning at 2086 Second Avenue to allow for the development of a building with a maximum height of 25 m, be brought forward for consideration under the bylaw process.



DATE:

January 8, 2024

FILE NO:

Z-05-2023

 Subject Site

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

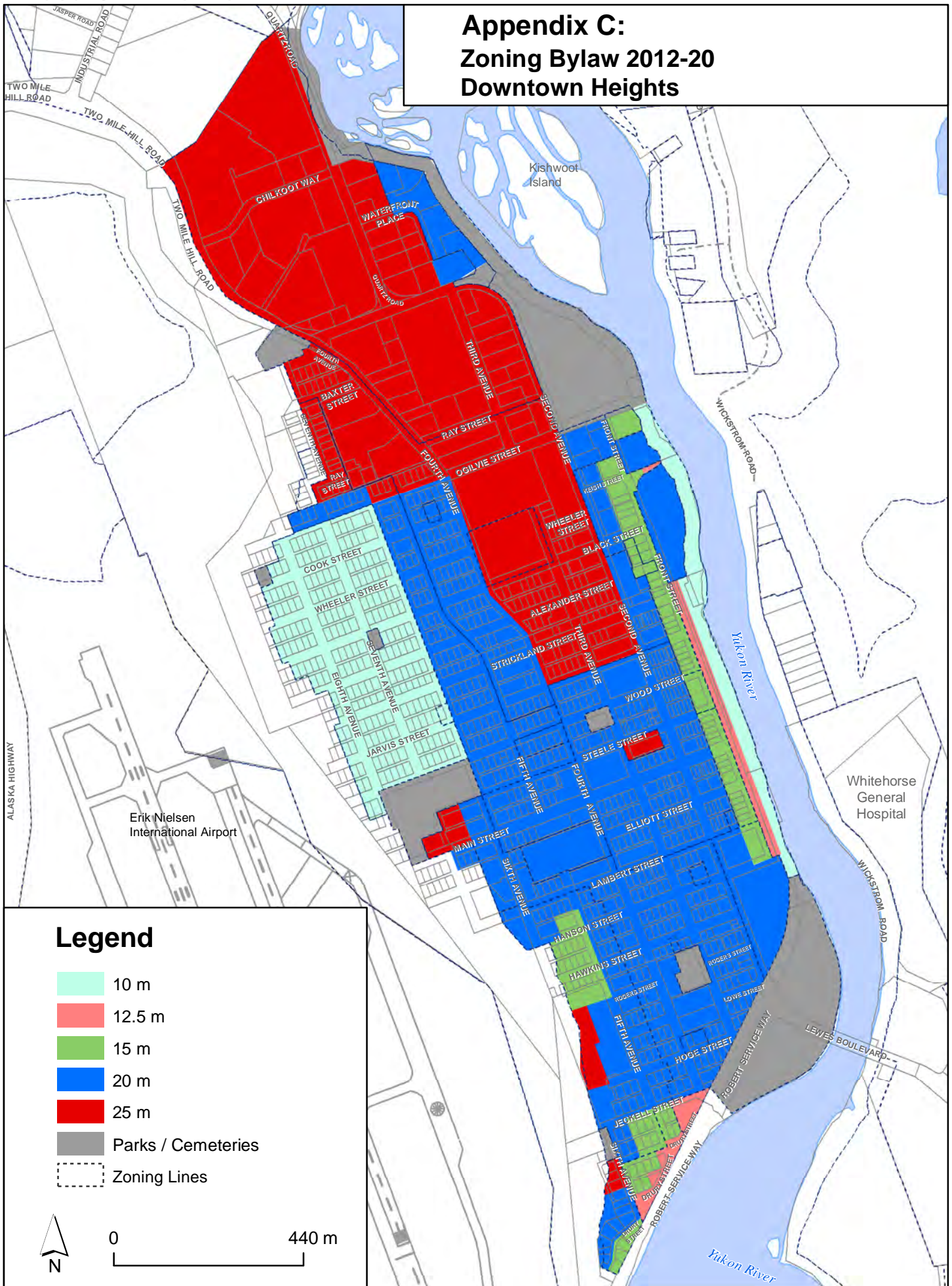
Bylaw 2024-09

A Bylaw to amend the zoning of 2086 Second Avenue from CM2 – Mixed Use Commercial 2 to CM2x – Mixed Use Commercial 2 (Modified)



Attachment 2

Appendix C: Zoning Bylaw 2012-20 Downtown Heights



CITY OF WHITEHORSE
BYLAW 2024-09

A bylaw to amend Zoning Bylaw 2012-20

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 Whitehorse Zoning Bylaw be amended to allow for the development of a mixed-use building at Lot 13, Block 13, Plan 77464 LTO YT, municipally known as 2086 Second Avenue;

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

1. Section 10.6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.6.7 i) as follows:

“i) Lot 13, Block 13, Plan 77464 LTO YT, located at 2086 Second Avenue in the Downtown area, is designated CM2x(i) with the special modifications being:

Notwithstanding section 10.6.5 of this bylaw, the following provision applies:

(1) The maximum building height is 25 m.”

2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 2086 Second Avenue from CM2 – Mixed Use Commercial 2 to CM2x(i) – Mixed Use Commercial 2 Modified as indicated on Appendix A and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

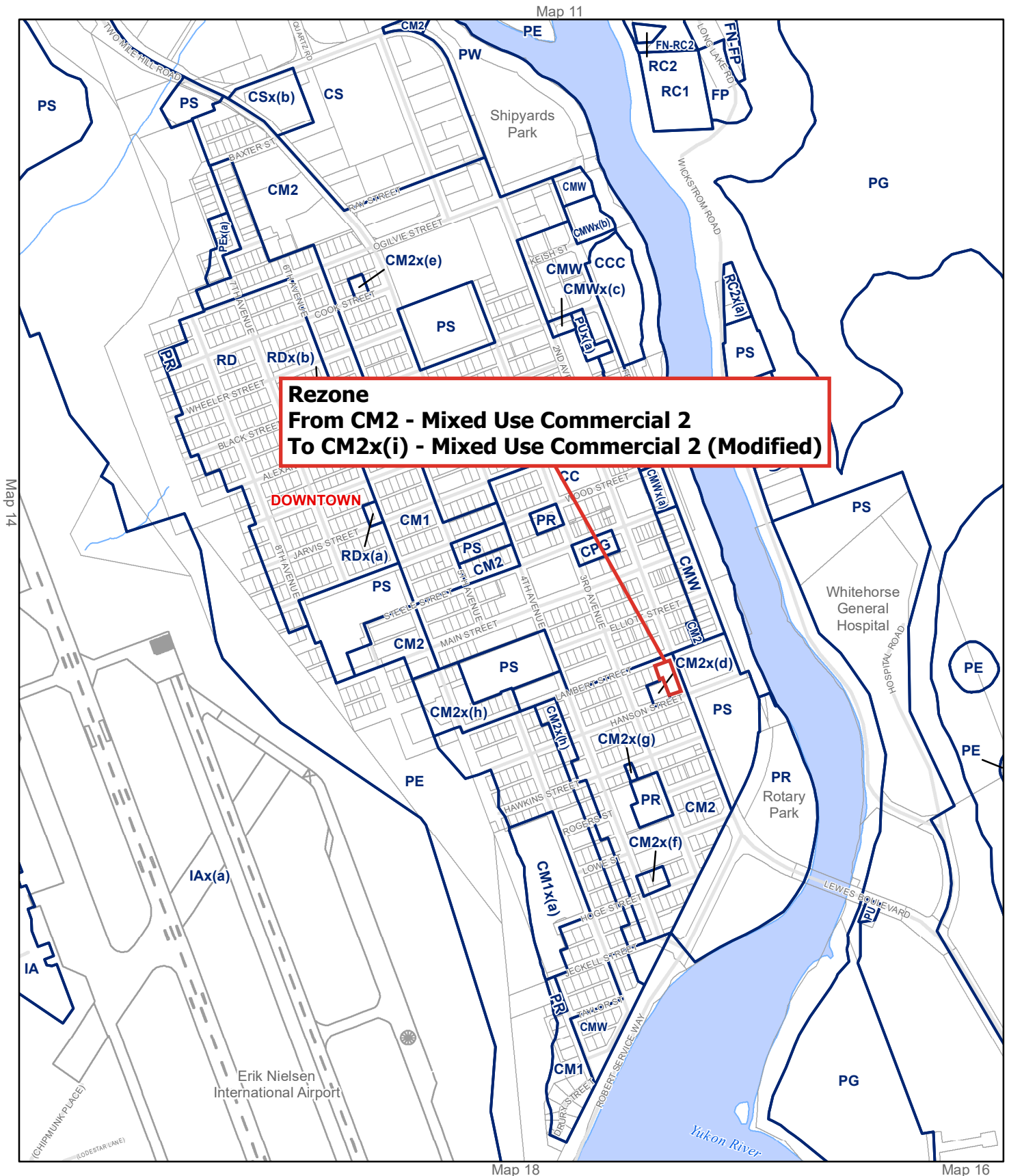
PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services



Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.

0 430

Consolidation date:
June 15, 2023

Projection: NAD 1983 UTM Zone 8

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	January 8, 2024
RE:	Conditional Use Application – 3/5 Garden Road – For Information Only

ISSUE

Application for Conditional Use approval to allow offices on the ground floor at 3/5 Garden Road (Lot 1160-2, Quad 105D/11, Plan 2010-0044 LTO YT and Lot 1286, Quad 105D/11, Plan 2013-0061 LTO YT).

REFERENCE

- [Zoning Bylaw 2012-20](#)
- Location map (Attachment 1)
- Façade sketch (Attachment 2)

HISTORY

The lands at 3 and 5 Garden Road are currently vacant and the City has never issued a development permit or building permit on these properties. The properties were originally subdivided out of the larger Yukon Gardens parcel in 2010 with the 5 Garden Road property having been re-subdivided again in 2013 to create an enlarged lot. The Yukon Employees Union (YEU) and the Public Service Alliance of Canada (PSAC) have an agreement to purchase these two properties contingent on this Conditional Use application being approved. They have applied for a development permit for a single storey 1,283 m² office complex on the consolidated property.

The proposed schedule for consideration of the Conditional Use application is:

Newspaper Ad:	December 15, 2023
Letter Notification:	December 15, 2023
Planning Committee:	January 8, 2024
Public Input Session:	January 15, 2024
Report to Committee:	January 22, 2024
Council Decision:	January 29, 2024

ANALYSIS

Zoning Bylaw

The current zoning for these properties is CH - Highway Commercial. The stated purpose of the CH zone is *“to provide a zone for high quality commercial development primarily along arterial roadways including those that serve as entrance and tourist routes into the City.”* The Zoning Bylaw does not have ‘offices’ as a listed principal use in the CH zone, but does list ‘offices above the ground floor’ as a secondary use in the CH zone. Note that a secondary use must be in conjunction with and subordinate to a listed, permitted principal use. The proposed use cannot be approved as a secondary use because the

building proposed only has one storey and the office use proposed would be the primary use, not connected to any listed primary principal use. The Zoning Bylaw does allow for a principal use of 'offices on the ground floor' as a conditional use which Council can approve at their discretion.

The Zoning Bylaw defines 'offices' as *"the use of premises for professional, management, administrative, consulting, and financial services in an office setting. Typical uses include the offices of lawyers, accountants, real estate and insurance firms, clerical, secretarial, banks, doctors, dentists, and government agencies."*

The YEU and PSAC are union bodies and their offices are the primary union access points. The proposed building will serve as office space for staff and clients and provide meeting space for their membership.

Section 4.9.5 of the Zoning Bylaw provides criteria for Council to consider when evaluating a conditional use application. These criteria include:

Design and Character: The building design and function of the lot is not out of character with other buildings in this neighbourhood.

Parking and traffic: The proposed site plan provides the required number of parking spaces for office use based on the amount of gross floor area of the proposed building.

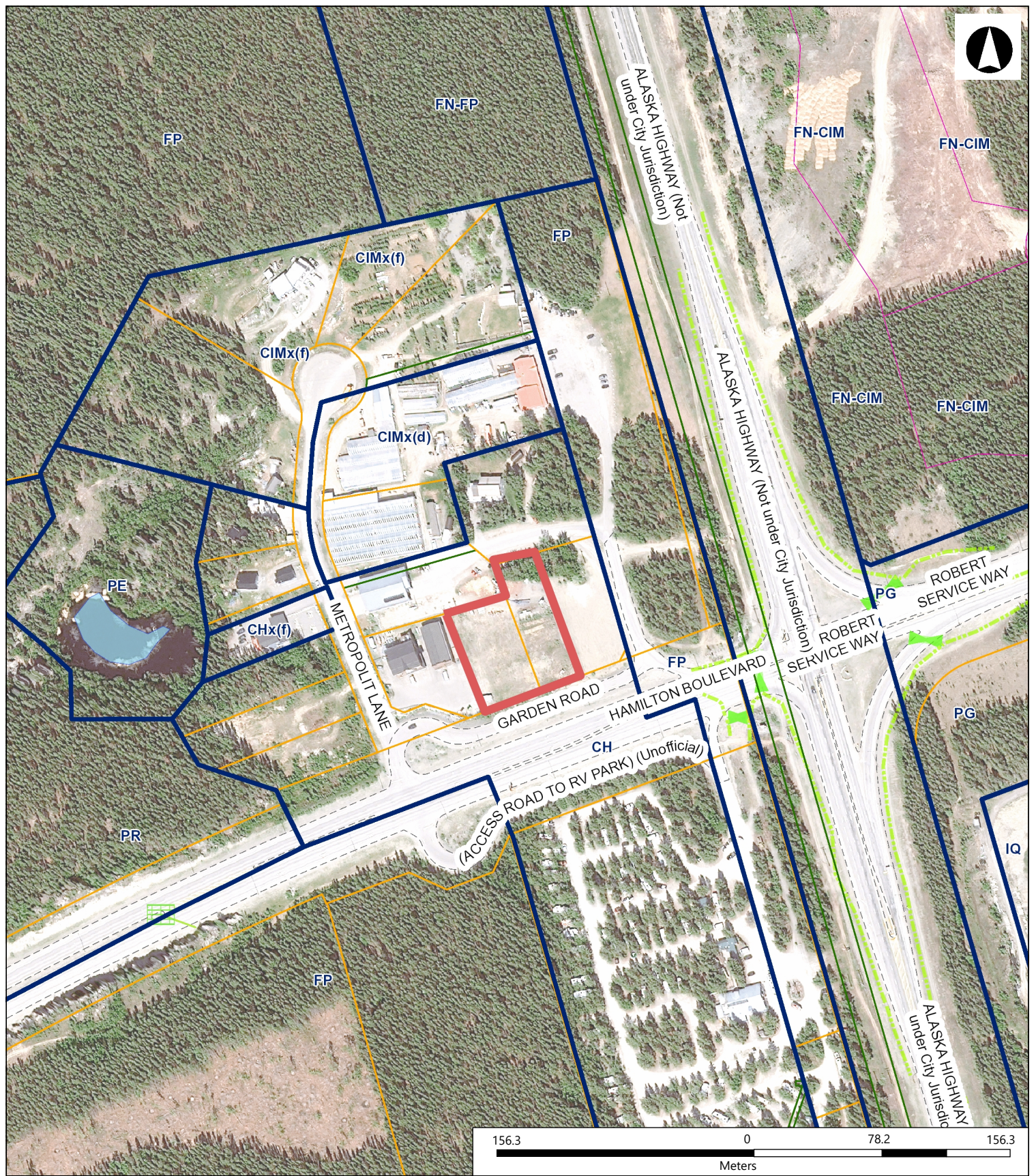
Capacity of Infrastructure: The proposal has been reviewed by Engineering Services and deemed to meet relevant guidelines and bylaws.

Impact on neighbouring properties: Typically office use does not produce effects that may impact neighbouring properties such as noise, odour, smoke, light, or vibration. The establishment of the commercial use will increase traffic as anticipated when the neighbourhood subdivision was first reviewed and approved.

Plans and Policies: The Official Community Plan (OCP) designates this land industrial/commercial which is intended to accommodate a mix of light industrial and car-oriented commercial uses that occur primarily within enclosed buildings. The OCP also identifies a need for additional Industrial/Commercial land within the City boundary.

PUBLIC INPUT SESSION SCHEDULED

In accordance with section 4.8 of Zoning Bylaw 2012-20, a public input session has been scheduled for the regular council meeting on January 15, 2024. Government of Yukon, Kwanlin Dün First Nation and the Ta'an Kwäch'än Council were notified by e-mail. A notice of the proposed development was placed in local newspapers on December 15, 2023.



SCALE:
1:3,127

DATE:
Jan 5, 2024

FILE:
PB-04-2023
File Dir

DWN BY:
M. Olesh

REV NO:
1

CITY OF WHITEHORSE - Land and Building Services

Conditional Use Application
To allow for office use on the ground floor





NORTHEAST VIEW



VIEW FROM NORTH CORNER



T.A. SCOTT
ARCHITECTURE + DESIGN
DRAWING INSPIRATION

2	ISSUED FOR REVIEW	2023.05.26
1	ISSUED FOR REVIEW	2023.04.17
No.	Description	Date
Issue Schedule		

No.	Description	Date
Revision Schedule		

PSAC- YEU
WHITEHORSE

Perspectives

Project Number	23-028
Date	2023.05.26
Drawn By	KKB
Checked By	TAS

A-900

Scale	12" = 1'-0"
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