

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, February 17, 2020 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

## **DELEGATES**

Mike Pemberton (Whitehorse Chamber of Commerce) –  
Procurement Policy  
Kirk Cameron – Procurement Policy  
Barbara Scheck – 25 Rhine Way/468 Range Road

## **CITY OPERATIONS COMMITTEE**

1. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Committee Appointment – Recreation Grant Task Force
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Amend 2019-2022 Umbrella Capital Budget Bylaw
2. Procurement Policy
3. Council Summaries for 2019
4. New Business

## **CITY PLANNING COMMITTEE**

1. Proposed Renaming of College Drive to University Drive
2. New Business

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



**Chair:** Samson Hartland

**Vice-Chair:** Laura Cabott

February 17, 2020

Meeting #2020-04

- 
1. New Business

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



**Chair:** Jocelyn Curteanu

**Vice-Chair:** Dan Boyd

Date: February .17, 2020

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1. Committee Appointment – Recreation Grant Task Force  
Presented by Manager Krista Mroz
2. New Business

## ADMINISTRATIVE REPORT

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 17, 2020
<b>RE:</b> Committee Appointment – Recreation Grant Task Force

### ISSUE

Appointment of a citizen to the Recreation Grant Task Force

### REFERENCE

Recreation Grant Policy

### HISTORY

The Recreation Grant Task Force has been in place since 1998. Task force members are residents of Whitehorse and volunteers who have an interest in recreational activities and development within the community. Their role is to review recreation grant applications and provide recommendations for grant funding.

### ANALYSIS

The membership of the task force consists of up to eight citizens. Last fall George Green resigned from the task force, leaving a vacancy. The City has been looking for a person to serve out the remainder of Mr. Green's term of office.

In accordance with the Recreation Grant Policy, the City advertised for new members and will continue to recruit additional members as required. Jacob Rohloff has applied to serve on this task force. The proposed member has agreed to have his name go forward for Council consideration. If approved, Jacob's main goal of being apart of the taskforce would be to help recognize and improve the many opportunities for enhancing health and well-being for Whitehorse citizens. He has a variety of experience working as a volunteer on projects geared to health and wellness. Some of these include, exercise classes for seniors, conducting research on recent smoking and vaping rates in Saskatchewan, and leading a youth advocacy coalition. Jacob understands the benefits of recreation and how it is an integral aspect to the well-being of communities. His skills in research, communication, and stakeholder engagement combined with his experience make him an excellent candidate.

### ALTERNATIVES

1. Approve the appointment of a task force member as recommended.
2. Refer the appointment and recruitment back to administration for further consideration.

**ADMINISTRATIVE RECOMMENDATION**

THAT Jacob Rohloff be appointed to the Recreation Grant Task Force for a term to expire on October 31, 2022.

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



**Chair:** Stephen Roddick

**Vice-Chair:** Jan Stick

February 17, 2020

Meeting #2020-04

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1. New Business

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



**Chair:** Dan Boyd

**Vice-Chair:** Jocelyn Curteanu

February 17, 2020

Meeting #2020-04

- 
1. New Business

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



**Chair:** Laura Cabott

**Vice-Chair:** Stephen Roddick

Date: February 17, 2020

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1. Amend 2019-2022 Umbrella Capital Budget Bylaw  
Presented by Manager Lindsay Schneider
2. Procurement Policy  
Presented by Managers Lindsay Schneider and Catherine Constable
3. Council Summaries for 2019  
Presented by Manager Catherine Constable
4. New Business



## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 17, 2020
<b>RE:</b> Amend 2019-2022 Umbrella Capital Budget Bylaw

### ISSUE

Amendment to the 2019-2022 Umbrella Capital Budget Bylaw

### REFERENCE

Umbrella Capital Budget Amendment

Bylaw 2020-02

### HISTORY

Section 239 of the *Municipal Act* provides that council may establish by bylaw a procedure to authorize expenditures that vary from the annual capital expenditure programs.

On December 23, 2019 Council held a special meeting during which resolution 2019-24-02 was passed which authorized an increase to the Capital budget for the Mt. McIntyre Ski Bridge Repair project in the amount of \$756,026.15.

On January 13, 2020 Council passed the 2019-2022 Umbrella Capital Budget Bylaw authorizing budget amendments made to budget throughout the year. The budget amendment resulting from resolution 2019-24-02 was not included in Schedule 1 to the Umbrella Bylaw is now being brought forward as an amendment to the umbrella bylaw for approval as required by the *Municipal Act*.

### ANALYSIS

Council adopted a capital expenditure program for 2019 totalling \$8,910,335. Council and administrative amendments of \$52,092,296 were made including \$34,190,520 in approved re-budgets, \$13,179,800 in Appendix B projects (funded from external sources that were moved to Appendix A once a contribution agreement was signed), and \$4,721,976 in other amendments. The revised total capital budget is now \$61,002,631.

### ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2020-13, a bylaw to amend the 2019-2022 Umbrella Capital Budget Amendment Bylaw, be brought forward for consideration under the bylaw process.

# CITY OF WHITEHORSE

## BYLAW 2020-13

A bylaw to amend Umbrella Capital Budget Amendment Bylaw 2020-02

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WHEREAS section 239 of the *Municipal Act* provides that council may by bylaw establish a procedure to authorize and verify expenditures that vary from the capital expenditure program; and

WHEREAS a budget adjustment for the Mount McIntyre Ski Bridge Repair project made in 2019 in accordance with the procedures outlined in Budget Bylaw 2018-58 resulted in an increase in total expenditures above what was approved in the 2019 to 2022 Capital Expenditure Program; and

WHEREAS it is deemed desirable that Umbrella Capital Budget Amendment Bylaw 2020-02 be amended to reflect the Mount McIntyre Ski Bridge Repair project authorized by resolution 2019-24-02;

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

1. Schedule "1" attached to and forming part of Bylaw 2020-02 is hereby amended by increasing the Mount McIntyre Ski Bridge Repair Project in the amount of \$756,026.15 to a total of \$954,026.15, and increasing the overall total of amendments made to the 2019–2022 Capital Expenditure Program throughout 2019 to \$52,092.296.
2. Appendix "A" to Bylaw 2018-58, the 2019 to 2022 Capital Expenditure Program, is hereby deleted and replaced by a new Appendix "A" attached hereto and forming part of this bylaw.
3. This bylaw shall come into full force and effect upon the final passing thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

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Assistant City Clerk

**Appendix A  
City of Whitehorse  
2019-2022 Capital Expenditure Program**



	2019	2019	2019	2020	2021	2022	Total
	Capital	Re-budgets &	Total Revised	Capital	Capital	Capital	All Years
	Budget	Amendments	Budget	Budget	Budget	Budget	
<b>Director, Corporate Services</b>							
120c00115 ASSET MANAGEMENT	100,000	262,585	362,585	100,000	100,000	100,000	662,585
<b>Total Director, Corporate Services</b>	<b>100,000</b>	<b>262,585</b>	<b>362,585</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>662,585</b>
<b>Legislative Admin</b>							
220c00116 RECORDS MANAGEMENT		34,762	34,762				34,762
<b>Total Legislative Admin</b>		<b>34,762</b>	<b>34,762</b>				<b>34,762</b>
<b>Engineering Services</b>							
240c00110 SELKIRK WATER PUMPHOUSE	140,000	30,000	170,000				170,000
240c00111 LIVINGSTONE TRAIL LAGOON ODOUR MITIGATION		21,613	21,613				21,613
240c00116 SELKIRK PUMPHOUSE SITE WORKS		135,893	135,893				135,893
240c00117 Water Licence Renewal		273,648	273,648				273,648
240c00118 PC Hidden Lakes Hydrological Assessment	75,000		75,000				75,000
240c00209 HILLCREST DES/RECON				50,000	500,000		550,000
240c00211 WATERMAIN IMPROVEMENTS - Lambert 5th & 6th	450,000	325,000	775,000				775,000
240c00218 Watermain Improvements - Birch St North Extension	950,000	200,000	1,150,000				1,150,000
240c00317 Downtown Reconstruction - Alexander St East (2-4th)		598,285	598,285				598,285
240c00318 Hamilton Boulevard Traffic Study		8,197	8,197				8,197
240c00319 Motorways Dev. Lane Paving				30,000			30,000
240c00410 ASPHALT SURFACE OVERLAY PROGRAM	2,103,000		2,103,000		3,521,000	2,290,000	7,914,000
240c00415 TRAFFIC SIGNALS - 2ND & WOOD					500,000		500,000
240c00417 Range Rd/Two Mile Hill Intersection Upgrades	50,000		50,000	710,000			760,000
240c00418 Downtown Reconstruction: Cook St West (4th to Escarpment)	200,000		200,000				200,000
240c00419 Overhead Crosswalk - Fourth Avenue "Tags"				140,000			140,000
240c00511 PORTER CREEK LAGOON REMEDIATION		18,483	18,483				18,483
240c00513 MARWELL EAST - TLINGIT ST	230,000	230,045	460,045				460,045
240c00516 BLACK ST STAIRS DRAINAGE		45,000	45,000				45,000
240c00519 Traffic Signals Quartz & Chilkoot	35,000		35,000				35,000
240c00618 Downtown Reconstruction: Strickland Street (3rd-Escarpment)					200,000		200,000
240c00711 DOWNTOWN RECONSTRUCTION - WHEELER ST WEST		900,525	900,525				900,525
240c00718 Downtown Reconstruction: Strickland 3rd-4th					50,000		50,000
240c00811 MARWELL LIFT STATION		203,432	203,432				203,432
240c00818 Downtown Reconstruction: Wood St East (1st-4th)						200,000	200,000
240c00819 Mt. McIntyre Ski Bridge Repair	198,000	756,026	954,026				954,026
240c00918 Downtown Reconstruction: Steele St East (1st-4th)						200,000	200,000
240c01016 DOWNTOWN RECONSTRUCTION - ALEXANDER ST WEST (4th-Esc)						200,000	200,000
240c01118 Livingstone Trail Lagoon Influent Chamber Replacement		49,296	49,296				49,296
240c01119 Wheeler Street Environmental Review	40,000		40,000				40,000
240c01216 Transportation Study (City Wide)				400,000			400,000
240c01218 Puckett's Gulch (Black St) Stairs Extension		164,718	164,718				164,718
240c01219 ASPHALT PATH CROSSING IMPROVEMENTS				86,500			86,500
240c01318 Mount McIntyre Stairs	60,000		60,000				60,000
240c01410 STORM SEWER UPGRADES	180,000		180,000	90,000			270,000
240c02010 DOWNTOWN RECONSTRUCTION - 6TH AVE		940,262	940,262				940,262
240c02309 ASPHALT PATHS - VARIOUS LOCATIONS		158,882	158,882				158,882
240c02609 SCADA PROGRAM		520,482	520,482				520,482
<b>Total Engineering Services</b>	<b>4,711,000</b>	<b>5,579,787</b>	<b>10,290,787</b>	<b>1,506,500</b>	<b>4,771,000</b>	<b>2,890,000</b>	<b>19,458,287</b>
<b>Financial Services</b>							
260c00109 OFFICE FURNITURE	75,000	26,000	49,000	50,000	50,000	50,000	199,000
<b>Total Financial Services</b>	<b>75,000</b>	<b>26,000</b>	<b>49,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>199,000</b>
<b>Business &amp; Technology Systems</b>							
300c00109 COMPUTER INFRASTRUCTURE	834,100	397,191	1,231,291	742,800	582,200	654,700	3,210,991
300c00110 SOFTWARE ACQUISITION	138,000	2,563	135,437	10,500	20,800	21,800	188,537
300c00111 SOFTWARE LICENSING RENEWALS	563,200	29,393	592,593	648,900	552,400	674,900	2,468,793
300c00112 SECURITY CAMERAS	21,400	104,110	125,510	21,900	38,500	24,300	210,210
300c00113 ERP DEVELOPMENT	40,000	115,941	155,941	40,000	40,000	40,000	275,941
300c00116 RECREATION ACTIVITY MANAGEMENT SYSTEM		125,313	125,313				125,313
300c00117 Land and Building Services Records Digitization		113,430	113,430	50,000	138,000		301,430
300c00118 Radio and Location Equipment	140,800	30,960	171,760	80,400	53,000	54,200	359,360
300c00119 Transit Realtime Passenger Info and Electronic Payments	121,300		121,300	21,900	21,900	21,900	187,000
300c00212 PAPERLESS DOCUMENT MANAGEMENT		29,449	29,449				29,449
300c00218 Bylaw Incident Reporting Software		84,524	84,524				84,524
300c00219 CGC Public Info Display Upgrades						55,100	55,100
300c00314 Fire And Bylaw Computer Aided Dispatch		25,692	25,692				25,692
300c00318 Unified Communications (IP Telephony and VOIP)		49,932	49,932				49,932
<b>Total Business &amp; Technology Systems</b>	<b>1,858,800</b>	<b>1,103,372</b>	<b>2,962,172</b>	<b>1,616,400</b>	<b>1,446,800</b>	<b>1,546,900</b>	<b>7,572,272</b>
<b>Building &amp; Fleet Maintenance</b>							
320c00110 ONE TON TRUCK REPLACEMENT		54,396	54,396	85,000	100,000	90,000	329,396
320c00111 MAJOR BUS REPAIRS	75,000	341,467	416,467	75,000	75,000	80,000	646,467

**Appendix A  
City of Whitehorse  
2019-2022 Capital Expenditure Program**



	2019	2019	2019	2020	2021	2022	Total
	Capital	Re-budgets &	Total Revised	Capital	Capital	Capital	All Years
	Budget	Amendments	Budget	Budget	Budget	Budget	
320c00114 PUMP HOUSE BUILDINGS REPAIRS		36,551	36,551		50,000		86,551
320c00115 MOBILE STEAMER REPLACEMENT				187,000			187,000
320c00118 REPLACEMENT WORK MACHINE	85,000		85,000				85,000
320c00119 Additional Utility Task Vehicle Parks and Trails						35,000	35,000
320c00215 ICE RESURFACER REPLACEMENT				130,000	130,000		260,000
320c00218 ADDTL PICKUP - TRANSFER STATION OFFICER - FGD		61,686	61,686				61,686
320c00219 City Hall Security Upgrades	200,000	200,000					
320c00318 BCP - MSB DEMOLITION						500,000	500,000
320c00418 BCP - FIRE HALL 1 DEMOLITION		60,000	60,000	660,000			720,000
320c00419 City Hall LAN Room AC				20,000			20,000
320c00510 LAWN TRACTOR REPLACEMENT	40,000	15,000	25,000				25,000
320c00516 VIBRATORY PLATE COMPACTOR REPLACEMENT				30,000			30,000
320c00519 ICE PLANT CHILLER UPGRADES	30,000	258,000	288,000				288,000
320c00610 MAJOR EQUIPMENT REPAIRS	100,000		100,000	100,000	100,000	110,000	410,000
320c00613 FIVE TON TRUCK REPLACEMENT					180,000		180,000
320c00619 Additional Snow Machine - Parks&Trails and Bylaw	20,000	3,254	16,746				16,746
320c00713 ADDTL RIDE-ON SWEEPER						95,000	95,000
320c00717 CONDENSER/WATER TOWER REPLACEMENT	259,000	395,000	654,000				654,000
320c00719 Additional Wildland Vehicle - Fire Department						180,000	180,000
320c00809 MT MCINTYRE UPGRADES		7,978	7,978				7,978
320c00811 FUEL TANK REMOVAL		10,166	10,166		20,000	15,000	45,166
320c00819 Replacement Dump Trailer- Compost Facility	38,500	5,000	43,500				43,500
320c00910 WASTE HEAT RECOVERY - CGC	30,000		30,000	325,000			355,000
320c00915 ROBERT SERVICE CAMPGROUND BLDG REPAIRS		23,866	23,866				23,866
320c00916 ADDTL END DUMP TRAILER - OPS	90,000	20,000	70,000				70,000
320c00919 FLEET MANAGEMENT STUDY				50,000	50,000		100,000
320c01016 REPLACEMENT TRANSIT BUSES	1,100,000		1,100,000	1,100,000			2,200,000
320c01110 MT MAC - UPGRADE HEATING PLANTS		10,295	10,295				10,295
320c01112 REFINISH FLEXIHALL FLOORING	150,000	24,556	125,444				125,444
320c01114 ENERGY UPGRADES - CANADA GAMES CENTRE		199,765	199,765				199,765
320c01117 BCP - SERVICES BUILDING	2,400,000		2,400,000	6,263,960	2,028,758		10,692,718
320c01209 MOBILE SWEEPER REPLACEMENT					355,000		355,000
320c01311 AQUATIC CENTRE MAINTENANCE	75,000	10,000	65,000	75,000	75,000	75,000	290,000
320c01317 BCP - OFFICE ALTERNATIVE				197,000	197,000	197,000	591,000
320c01319 FIRE TANKER REPLACEMENT		365,000	365,000				365,000
320c01416 EMERGENCY EXIT SNOW/ICE ROOFS - CGC		74,111	74,111				74,111
320c01417 BCP - CITY HALL RENOVATION/ENERGY UPGRADES	750,000	750,000		4,250,000			4,250,000
320c01419 BYLAW SERVICES REPLACEMENT VEHICLE		62,530	62,530				62,530
320c01516 KULAN SATELLITE STN UPGRADES		147,153	147,153				147,153
320c01709 PICKUP TRUCK REPLACEMENT	120,000	156,534	276,534	205,000	205,000	180,000	866,534
320c01712 ENVIRONMENTAL ASSESSMENTS - SURPLUS PROPERTIES		90,091	90,091				90,091
320c01716 BCP - FIRE HALL #1 BUILDING	3,300,000	678,229	3,978,229	60,000			4,038,229
320c01810 BCP - OPERATIONS BUILDING	820,000	23,440,291	24,260,291	400,000	1,700,000		26,360,291
320c02016 HERITAGE BLDG ROOF REPLACEMENT		121,678	121,678				121,678
320c02109 VAN REPLACEMENT		71,346	71,346	65,000	67,000		203,346
320c02410 SKID STEER LOADER REPLACEMENT	66,500		66,500				66,500
320c02809 HEAVY TRUCK REPLACEMENT	243,500	5,000	248,500		257,500		506,000
320c03110 LOADER REPLACEMENT				345,000			345,000
750c01411 FLOORING REPAIRS - FACILITIES	50,000	11,886	61,886		50,000		111,886
750c01413 POOL SLIDE STRUCTURE UPGRADE		123,180	123,180				123,180
<b>Total Building &amp; Fleet Maintenance</b>	<b>10,042,500</b>	<b>25,788,389</b>	<b>35,830,889</b>	<b>14,622,960</b>	<b>5,640,258</b>	<b>1,557,000</b>	<b>57,651,107</b>
<b>Fire</b>							
320c01210 EMO EQUIPMENT		4,573	4,573				4,573
440c00114 RESCUE TRUCK REPLACEMENT		537,863	537,863				537,863
440c00118 Fuel Abatement	200,000	484,879	684,879			150,000	834,879
440c00119 Thermal Imaging Cameras						18,400	18,400
440c00209 SCBA AIR MANAGEMENT REPLACEMENT/UPGRADE	50,000	36,035	86,035	450,000	25,000	50,000	611,035
440c00210 TECHNICAL RESCUE	25,000	1,831	26,831	25,000	25,000	25,000	101,831
440c00218 Emergency Management Plan Review						60,000	60,000
440c00219 Relocation of Extractor (Turnout gear washer)	20,000		20,000				20,000
440c00309 TURNOUT GEAR REPLACEMENT	46,935		46,935	46,935	46,935	46,935	187,740
440c00510 TRAINING CENTRE IMPROVEMENTS		545	545				545
<b>Total Fire</b>	<b>341,935</b>	<b>1,065,726</b>	<b>1,407,661</b>	<b>521,935</b>	<b>96,935</b>	<b>350,335</b>	<b>2,376,866</b>
<b>Operations</b>							
500c00109 TRAFFIC CONTROLLER CABINET	80,000	28,082	108,082	15,000	75,000	45,000	243,082
500c00110 SMALL EQUIPMENT REPLACEMENT	30,000		30,000	30,000	55,000		115,000
500c00115 REPLACEMENT UPS BATTERIES	12,000	5,000	7,000		12,000		19,000
500c00116 MAJOR SIDEWALK REPAIRS		104,402	104,402	50,000		50,000	204,402

**Appendix A**  
**City of Whitehorse**  
**2019-2022 Capital Expenditure Program**



	2019	2019	2019	2020	2021	2022	Total
	Capital	Re-budgets &	Total Revised	Capital	Capital	Capital	All Years
	Budget	Amendments	Budget	Budget	Budget	Budget	
500c00118 WMF Fire		50,000	50,000				50,000
500c00409 PARA RAMP INFILLS	30,000	18,882	48,882	30,000	30,000	30,000	138,882
500c00609 GUIDE RAIL & JERSEY CURB REPLACEMENT				60,000			60,000
500c00709 UNPAVED ROAD MAINTENANCE				75,000		75,000	150,000
500c01009 SNOW DUMP DEVELOPMENT		28,742	28,742			50,000	78,742
500c01109 WASTE OIL RECLAMATION		26,047	26,047			350,000	376,047
<b>Total Operations</b>	<b>152,000</b>	<b>251,155</b>	<b>403,155</b>	<b>260,000</b>	<b>172,000</b>	<b>600,000</b>	<b>1,435,155</b>
Transit Services							
580c00115 TRANSIT SHELTERS & BENCHES		7,029	7,029				7,029
<b>Total Transit Services</b>		<b>7,029</b>	<b>7,029</b>				<b>7,029</b>
Environmental Sustainability							
240c01316 GROUNDWATER PROTECTION PLANNING & IMPLEMENTATION		101,914	101,914				101,914
600c00219 WILDFIRE RISK REDUCTION STRATEGY	85,000		85,000				85,000
<b>Total Environmental Sustainability</b>	<b>85,000</b>	<b>101,914</b>	<b>186,914</b>				<b>186,914</b>
Water and Waste Services							
500c00209 LANDFILL UPGRADES		111,348	111,348				111,348
650c00115 MCINTYRE CREEK BOOSTER STATION		392,921	392,921				392,921
650c00119 Reservoir Cleaning	90,000		90,000				90,000
650c00209 PUMPHOUSE & RECIRCULATION		3,540	3,540				3,540
650c00219 Two Mile Hill Booster Motor Replacement	195,000		195,000				195,000
650c00318 Forcemain Condition Assessments					130,000		130,000
650c00319 LTECF Discharge Line Upgrade	100,000		100,000				100,000
650c00410 SMALL LIFT STATION UPGRADES		62,154	62,154				62,154
650c00418 PLC and Communications Systems Replacement		91,384	91,384				91,384
650c00419 McIntyre Creek Pumphouse Fuel Spill	50,000		50,000	100,000	10,000	10,000	170,000
650c00518 SCADA Software Replacement		279,890	279,890				279,890
650c00519 Riverdale Super A Fuel Monitoring						25,000	25,000
650c00618 Pot Hole Lake Service Upgrade	30,000		30,000				30,000
650c00619 Modular Litter Fence	95,000	31,120	126,120				126,120
650c00718 Selkirk Aquifer Flood Risk Assessment		15,000	15,000				15,000
650c00719 Landfill Operations Contract Development	30,000		30,000				30,000
650c00819 Transfer Station Upgrades	250,000		250,000				250,000
650c00919 WMF South End Development	300,000	116,000	416,000				416,000
650c01019 Metal Pile - One Year	175,000		175,000	150,000			325,000
650c01217 Commercial Water Meter Replacements	25,000	24,070	49,070	25,000	25,000	25,000	124,070
650c01219 MARWELL LIFT STATION PUMP REPLACEMENT		100,000	100,000				100,000
650c01409 HYDRANT INFILL	20,000	11,633	31,633	20,000	20,000	20,000	91,633
650c01414 REBUILD PRESSURE CONTROL VALVES CITY WIDE		15,237	15,237				15,237
650c01618 Porter Creek Lift Stations Assessment		30,000	30,000				30,000
650c01619 Utility Systems Small Equipment	33,000		33,000				33,000
650c01719 Large Volume Dewatering Pump System	60,000		60,000				60,000
650c01818 SWAP Implementation		23,518	23,518	50,000	50,000		123,518
650c01819 Truck-Mounted Fall Arrest Davits	16,000	7,420	8,580				8,580
650c01919 Small Sewer Camera Replacement	10,000		10,000				10,000
650c02018 Multi-Family Organic Totes	15,000	4,740	10,260				10,260
650c02019 Hydrant Service Truck Retrofit						15,000	15,000
650c02118 Compost Facility Expansion	2,600,000	2,339,534	4,939,534				4,939,534
650c02119 Thermostatic Bleeder Upgrade Program						50,000	50,000
650c02219 Riverdale Aquifer Sewer Camera Inspections						100,000	100,000
<b>Total Water and Waste Services</b>	<b>4,094,000</b>	<b>3,635,189</b>	<b>7,729,189</b>	<b>345,000</b>	<b>235,000</b>	<b>245,000</b>	<b>8,554,189</b>
Economic Development							
700c00117 FUTURE INDUSTRIAL LAND SUPPLY AND DEMAND STUDY		15,175	15,175				15,175
<b>Total Economic Development</b>		<b>15,175</b>	<b>15,175</b>				<b>15,175</b>
Planning Services							
720c00116 HERITAGE STRATEGY REVIEW		17,998	17,998				17,998
720c00117 DOWNTOWN PARKING MANAGEMENT PLAN UPDATE		8,000	8,000				8,000
720c00119 PUBLIC ENGAGEMENT CAPACITY DEVELOPMENT	30,000		30,000				30,000
720c00214 WHISTLE BEND FUTURE AREAS PLANNING		69,890	69,890				69,890
720c00216 6TH AVE CONTAMINATION REMEDIATION				500,000			500,000
720c00218 NEIGHBOURHOOD COLLECTOR ROAD MASTER PLANS	20,000	50,000	70,000				70,000
720c00318 ZONING BYLAW REWRITE				70,000	30,000		100,000
720c00319 INDIGENOUS LANGUAGES PLACE-NAME INCORPORATION	10,000		10,000	40,000			50,000
720c00418 MULTI-USE TRAIL DESIGN GUIDELINES		32,413	32,413				32,413
720c00614 NEIGHBOURHOOD SIGN CREATION & REFURBISHMENT		10,000	10,000	10,000	20,000		40,000
720c00618 CHADBURN LAKE PARK IDENTITY/BRANDING		30,000	30,000				30,000
720c00815 OFFICIAL COMMUNITY PLAN REVIEW - 2018		138,892	138,892				138,892
720c00818 2018 LOT DEVELOPMENT		143,966	143,966				143,966
720c02014 SCHWATKA LAKE PLAN IMPLEMENTATION		26,813	26,813				26,813

**Appendix A  
City of Whitehorse  
2019-2022 Capital Expenditure Program**



	2019	2019	2019	2020	2021	2022	Total
	Capital	Re-budgets &	Total Revised	Capital	Capital	Capital	All Years
	Budget	Amendments	Budget	Budget	Budget	Budget	
<b>Total Planning Services</b>	60,000	527,972	587,972	620,000	50,000		1,257,972
<b>Parks and Trails</b>							
740c00216 WHISTLE BEND AMENITIES		20,346	20,346				20,346
740c00217 Rotary Park Playground Replacement		389,920	389,920				389,920
740c00309 PLAYGROUND EQUIPMENT REPLACEMENT		49,455	49,455	65,000	65,000	65,000	244,455
740c00316 TRAIL PLAN UPDATE 2017	35,000	35,000	70,000				70,000
740c00409 TRAIL PLAN IMPLEMENTATION	75,000	47,100	122,100	75,000	75,000	75,000	347,100
740c00417 Shipyards Park Electrical Posts and Outlet Replacement.		24,641	24,641				24,641
740c00519 Gate and fence for PUL in Porter creek as per DRC						15,000	15,000
740c00609 GREY MOUNTAIN CEMETERY EXPANSION	30,000	30,000		470,000			470,000
740c00610 PAVED TRAIL RESURFACING - PARKS	100,000	56,193	43,807	100,000	100,000	100,000	343,807
740c00616 JIM LIGHTS PARK RETAINING WALL		9,393	9,393				9,393
740c00619 Pine Street Park Installation	39,900	2,415	37,485				37,485
740c01009 EROSION CONTROL		7,844	7,844				7,844
740c01315 WHISTLE BEND PLAYGROUNDS		38,986	38,986				38,986
740c01415 TREE NURSERY REPLENISHMENT						25,000	25,000
740c05310 DOWNTOWN STREET UPGRADES - PARKS	25,000	6,141	31,141				31,141
<b>Total Parks and Trails</b>	304,900	540,218	845,118	710,000	240,000	280,000	2,075,118
<b>Recreation &amp; Facility Services</b>							
750c00115 Programming Equipment		6,882	6,882				6,882
750c00118 Aquatic Acoustics Replacement				15,000	125,000		140,000
750c00119 CGC PA System Upgrade	40,000	23,579	63,579				63,579
750c00214 Aquatic Centre Sand Filter Replacement		25,341	25,341				25,341
750c00518 Takhini Arena Dasher Board Upgrades	185,000	23,579	161,421				161,421
750c00811 Wellness Centre Equipment	40,000	7,000	33,000	40,000	40,000	40,000	153,000
<b>Total Recreation &amp; Facility Services</b>	265,000	25,223	290,223	55,000	165,000	40,000	550,223
<b>Total City of Whitehorse</b>	<b>22,090,135</b>	<b>38,912,496</b>	<b>61,002,631</b>	<b>20,407,795</b>	<b>12,966,993</b>	<b>7,659,235</b>	<b>102,036,654</b>

**Moved from Appendix "B" to Appendix "A" in 2019**

240c00110 SELKIRK WATER PUMPHOUSE	140,000	-	140,000				
240c00211 WATERMAIN IMPROVEMENTS - Lambert 5th & 6th	450,000	-	450,000				
240c00218 Watermain Improvements - Birch St North Extension	950,000	-	950,000				
240c01318 Mount McIntyre Stairs	60,000	-	60,000				
240c00410 ASPHALT SURFACE OVERLAY PROGRAM	2,103,000	-	2,103,000				
240c00417 Range Rd/Two Mile Hill Intersection Upgrades	50,000	-	50,000				
240c00418 Downtown Reconstruction: Cook St West (4th to Escarpment)	200,000	-	200,000				
240c00513 MARWELL EAST - TLINGIT ST	230,000	-	230,000				
240c00819 Mt. McIntyre Ski Bridge Repair	198,000	-	198,000				
240c01410 STORM SEWER UPGRADES	180,000	-	180,000				
300c00119 Transit Realtime Passenger Info and Electronic Payments	121,300	-	121,300				
320c00519 Ice Plant Maintenance	30,000	-	30,000				
320c00717 CONDENSOR/WATER TOWER REPLACEMENT	259,000	-	259,000				
320c01016 REPLACEMENT TRANSIT BUSES	1,100,000	-	1,100,000				
320c01112 REFINISH FLEXIHALL FLOORING	150,000	-	150,000				
320c01117 BCP - SERVICES BUILDING	2,400,000	-	2,400,000				
320c01417 BCP - CITY HALL RENOVATION/ENERGY UPGRADES	750,000	-	750,000				
320c00819 Replacement Dump Trailer- Compost Facility	38,500	-	38,500				
320c00910 WASTE HEAT RECOVERY - CGC	30,000	-	30,000				
440c00118 Fuel Abatement	-	-	-				
600c00219 WILDFIRE RISK REDUCTION STRATEGY	85,000	-	85,000				
650c00219 Two Mile Hill Booster Motor Replacement	195,000	-	195,000				
650c00319 LTECF Discharge Line Upgrade	100,000	-	100,000				
650c00618 Pot Hole Lake Service Upgrade	30,000	-	30,000				
650c00619 Modular Litter Fence	95,000	-	95,000				
650c02118 Compost Facility Expansion	2,600,000	-	2,600,000				
740c00316 TRAIL PLAN UPDATE 2017	35,000	-	35,000				
650c00419 McIntyre Creek Pumphouse Fuel Spill	50,000	-	50,000				
650c00819 Transfer Station Upgrades	250,000	-	250,000				
650c00919 WMF South End Development	300,000	-	300,000				
	13,179,800	-13,179,800					
<b>Reconciled to the Original Appendix "A"</b>	<b>8,910,335</b>	<b>52,092,296</b>	<b>61,002,631</b>	<b>20,407,795</b>	<b>12,966,993</b>	<b>7,659,235</b>	<b>102,036,654</b>

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 17, 2020
<b>RE:</b> Procurement Policy

### ISSUE

Proposed Procurement Policy and Repeal of the Purchasing and Sales Policy

### REFERENCE

2011-25-06 Purchasing and Sales Policy

### HISTORY

The City's Purchasing and Sales Policy was adopted in 2011 and is therefore out of date and insufficient as a current guide in the procurement of goods, services and construction for the City. There have been changes over time in procurement law that have necessitated a policy review. Additional considerations include global trends towards sustainability including environmental, social and economic factors. The proposed policy aims at ensuring a consistent, fair, transparent and publicly available process while providing preference to local businesses.

In the process of developing this proposed policy, the Yukon Contractors Association and the Whitehorse Chamber of Commerce (the Chamber) were invited to provide input. The Yukon Contractors Association participated in the earlier part of the policy development process but did not participate in the most recent consultations in November 2019. The Chamber also participated in the earlier phase. In November 2019, a meeting was held with Chamber staff which resulted in adjustments to the draft policy, and a subsequent meeting occurred with the Chamber executive, mayor and council, and senior management.

### ALTERNATIVES

1. Approve the proposed Procurement Policy and repeal the existing Purchasing and Sales Policy; or
2. Refer the matter back to Administration.

### ANALYSIS

The proposed Procurement Policy seeks to provide clarity to procurement jargon and provide guidance to Council and City employees regarding the procurement of goods, services and construction. It is more comprehensive than the current policy, will enhance fairness in the procurement process, and is intended to improve vendors' and tax payers' confidence in the City's procurement processes.

Policy Principles: The proposed policy is built around six policy principles:

- Compliance;
- Access, transparency and fairness for suppliers;
- Best value;

- Efficient and effective procurement;
- Local procurement;
- Sustainable procurement.

The Chamber, in a submission presented to the City, provided results of a survey of its membership that stated “What Matters Most” to survey respondents:

- Open, transparent, fair procurement process;
- Accountability of City staff involved in buying goods and services;
- Protecting the public interest (prudent spending of taxpayers’ money); and
- Accountability of Mayor and Council for the City’s purchasing decisions.

The Chamber’s report also reflected the view that “best value trumps lowest price.”

These points are consistent with the policy principles, as addressed in the manner described below.

Delegation: A significant change proposed by this policy is to delegate to the City manager responsibility to ensure City procurements are carried out under the principles and practices set out in the policy. It removes the current requirement for Council to vote on the award of contracts above \$100,000 and \$50,000 for consultancy services. This is in response to current procurement law.

That law establishes what is called a “Contract A obligation” in competitive bidding processes. This means that when a compliant bid meets the City’s terms as set out in a procurement document (Request for X), that bid establishes a contract between the bidder and the City. The current policy has Council authorizing an award once Contract A is already in place, which exposes the City to lawsuits if Council were to vote against the award.

Consideration was given to introducing a higher dollar threshold over which Council authorization is required but this does not negate the risk exposure. The proposed policy will minimize the City’s risk of exposure to legal liability given the growing number of cases in the courts nationwide arising from breach of Contract A obligations, when a bid has been accepted but no contract is awarded. The approach of having Council set purchasing policies while delegating the administration to staff has been adopted by at least 27 other municipalities across Canada (Appendix A).

This approach is not supported by the Chamber, which provided examples of other municipalities’ practices to support their position. Administration attempted to verify those examples and found in several instances that the Chamber’s information was incorrect or incomplete. It must also be noted that neither the Chamber nor the businesses it represents face the liability risks to which the City is exposed by continuing with past practices.

Staff Compliance: In keeping with the proposed delegation of procurement practices to staff, and with the policy principle of compliance, the proposed policy places a strong emphasis on requirements for compliance by City employees at every level of the corporation, with penalties up to and including termination of employment.

Reporting: To enable Council to monitor outcomes and whether the policy is meeting the policy objectives, the policy sets out a number of regular reporting requirements whereby



Council and the public will be kept informed about the City's procurement activities. The required reports include:

- Semi-annually:
  - Contract awards with a value of \$100,000 and over;
  - Procurements with a value of over \$100,000 that have incorporated economic, environmental and/or social sustainability requirements in solicitation documents;
  - 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 Procurement Policy; and
  - Instances of non-compliance with the policy and the ensuing actions taken in each case.
- Bi-monthly:
  - A list of forthcoming procurements with a value over \$100,000.

In keeping with input received from Chamber staff, the section of the policy on reporting requirements was amended to clarify that reports to Council will be provided publicly.

These procurement-related reports prescribed in the proposed policy are in addition to annual budget bylaws and quarterly variance reports.

Local Preference: The policy includes a local preference factor that will enable the City to support local businesses through providing greater opportunity for them to be awarded contracts, thereby boosting the local economy. The definition of a local business has been kept simple to mean a business with a valid City or inter-municipal business licence, so as not to burden vendors with an onerous task to prove their eligibility status. While the Yukon government's definition of a local business was considered, the City does not have access to the data the Yukon government has whereby local status is established. It is important to note that many jurisdictions do not provide for local procurement preferences because of the Canadian Free Trade Agreement.

In response to input from the Chamber that the proposed preferences to apply to local vendors were insufficient, they were improved in the present draft of the policy.

Sustainability and Best Value: The City is committed to social and environmental sustainability as detailed in the sustainability plan<sup>1</sup>. The proposed policy includes best value and sustainability as policy principles, while broadening the concept of sustainability to include economic sustainability. Best value and sustainability considerations are to be included in the City's solicitation documents to the extent practicable, recognizing that the solicitation documents are a key mechanism to give effect to the policy principles.

Administrative Signing Authorities: Signing authority levels and purchasing thresholds have been the same for close to ten years under the existing policy, while the cost of goods and services has been increasing. The proposed Administration purchasing authority

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<sup>1</sup> <https://www.whitehorse.ca/home/showdocument?id=5313>

thresholds aim to keep in line with changes in the economy and to facilitate efficiency and flexibility in the procurement process. It is anticipated that they will shorten the lead times in the entire procurement cycle, benefiting both the City and vendors.

For example, one change is to raise the dollar value of purchases for which informal quotations can be obtained. The process remains competitive, because no less than three quotes must be obtained, but the administrative burden is less for both the city and vendors. Preparation of responses to formal competitive solicitation documents involves significant amount of time and effort, which some vendors may not be willing to invest when the anticipated business is of low value.

Purchasing Cards: The transactional cost of using the traditional purchase order, invoice and payment process is the same regardless of the dollar amount of the purchase. In other words, the administrative processing cost for a \$20 purchase is the same as for a \$10,000 purchase. Using the traditional purchasing process for low value deliverables can result in processing costs exceeding the value of the item being acquired.

Use of purchasing cards for low value deliverables is encouraged in the proposed policy as it reduces the City's administrative costs and improves efficiency. It also offers considerable benefits to vendors that would outweigh their costs for credit card fees, including but not limited to faster receipt of payments, improved cash flow, and reduction in their own processing costs for invoicing and payment handling.

Vendor Ethics and Performance Management: The proposed policy also seeks to address ethics and supplier conduct issues such as bid-rigging, price-fixing, bribery and collusion, not addressed in the current policy. In addition, bidder disputes are bound to occur and this policy provides an improved mechanism for resolution.

Vendor performance management has also been provided for, and this plays a key role in ensuring value for money in a contract, holds vendors accountable for their contractual obligations, helps to protect the City's interests and helps to achieve best value for the tax payer.

Added: The proposed policy provides the procurement unit with more tools to be effective. Cooperative purchasing will allow the City to partner with other public entities to benefit from economies of scale. Fairness monitoring is another tool that will provide an opportunity for increased transparency and fairness.

Removed: Other changes are the removal of the sponsorship section as this is not procurement based. It is managed by Recreation and Facility Services and is covered by bylaws. Sales, i.e., disposal of assets, has also been removed and will be covered by a separate asset disposal policy that will be coming forward for Council consideration.

Implementation: An implementation date of January 01, 2021 has been proposed as realistic because it will allow for the procedures manual to be developed, finalisation of the Asset Disposal Policy as well as training for both the vendor community and City employees.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council approve the Purchasing Policy and repeal the Purchasing and Sales Policy, 2011-25-06, effective January 01, 2021.

**APPENDIX A – Canadian Municipalities that Delegate Purchasing Authority<sup>2</sup>**

<b>Municipality</b>	<b>Delegated Contract Award Authority</b>
City of Barrie, ON	No \$ limit if standard conditions are met
City of Richmond Hill, ON	No \$ limit if standard conditions are met
City of Vaughan, ON	No \$ limit if standard conditions are met
Peel Region, ON	No \$ limit if standard conditions are met
City of Mississauga, ON	No \$ limit if standard conditions are met
City of Guelph, ON	No \$ limit if standard conditions are met
Town of Caledon	No \$ limit if standard conditions are met
City of Brampton, ON	No \$ limit if standard conditions are met Council authorizes the commencement of procurement > \$1M or deemed to be of significant risk or community interest. Once authorized to commence, Council is not involved in the process or award.
City of Peterborough, ON	No \$ limit if standard conditions are met. “Administrative Staff Committee” approves awards > \$100K. This is a staff committee that does not include any elected officials.
City of Toronto, ON	Standing Committee (a committee of Council) approval required if contract value > \$20M “Bid Award Panel” approves awards between \$500K and \$20M. This is a staff committee that does not include any elected officials.
City of Burlington, ON	Council approval required if contract value > \$5M
Niagara Region, ON	Council approval required if contract value > \$5M

<sup>2</sup> Information provided by The Procurement Office (consultants) <http://procurementoffice.com/> and City research.

York Region, ON	RFT: No \$ limit if standard conditions are met RFP: Council approval required if contract value > \$2M
City of Winnipeg, MB	Standing Committee (a committee of Council) approval required if contract value > \$5M
City of Saskatoon, SK	No \$ limit if standard conditions are met
City of Moose Jaw, SK	No \$ limit if standard conditions are met
City of Regina, SK	For goods, equipment & services: No \$ limit if standard conditions are met. For consulting and professional services: Council approval required if contract value > \$750K
City of Airdrie, AB	No \$ limit if standard conditions are met
City of Lethbridge, AB	No \$ limit if standard conditions are met
Regional Municipality of Wood Buffalo, AB	No \$ limit if standard conditions are met
Strathcona County, AB	No \$ limit if standard conditions are met
City of Red Deer, AB	No \$ limit if standard conditions are met
City of Edmonton, AB	No \$ limit if standard conditions are met
City of Vancouver, BC	Council approval required if contract value > \$2M “Bid Committee” approves awards between \$750K and \$2M. This is a staff committee that does not include any elected officials.
City of Nanaimo, BC	No \$ limit if standard conditions are met
City of Port Moody, BC	No \$ limit if standard conditions are met
City of Victoria, BC	No \$ limit if standard conditions are met

# CITY OF WHITEHORSE COUNCIL POLICY

## **POLICY**

## **PROCUREMENT POLICY**

## **PURPOSE**

The purpose of this policy is to set out the principles, procedures, roles and responsibilities for the City of Whitehorse's Procurement program.

## **AUTHORITY**

Council resolution [insert] dated [insert]

## **1.0 POLICY AND PRINCIPLES**

### **1.1 Policy Statements**

- The City is committed to consistent, fair, accessible and transparent purchasing practices for the acquisition of Deliverables that ensure the City obtains Best Value and good outcomes for its expenditures on behalf of the public.
- The City values continuous improvement and will strive to be a leader in advanced Procurement solutions that are efficient, quality-focused and consider the "total cost of ownership" where possible.

### **1.2 Principles**

The City will acquire the Deliverables required to meet City needs through Procurement processes that reflect the following principles:

#### **a) Compliance**

The City's Procurement practices are consistent with applicable legislation, policy and procedures.

#### **b) Supplier Access, Transparency, and Fairness**

Access for qualified Suppliers to compete for the City's business must be publicly available and the Procurement process must be conducted in a transparent manner ensuring adherence to the highest standards of fairness and ethical conduct.

#### **c) Best Value**

Funds for City purchases are provided by the public, therefore the City is committed to achieve Best Value through consideration of the full range of Procurement formats and the adoption of commercially reasonable procurement practices.

#### **d) Efficient and Effective Procurement**

The City strives for efficiency and cost effectiveness in its Procurement practices and will endeavor to reduce the overall consumption of Goods and Services, where practicable.

e) **Local Procurement**

Local Procurement supports the local economy, therefore the City will procure from Local Businesses when Deliverables meet the City's specifications and are available locally at competitive prices, subject to the terms of any applicable territorial/provincial or national trade agreements.

f) **Sustainable Procurement**

The City intends to align its procurements with its existing sustainability practices, initiatives and plans, thereby advancing a corporate culture at the City that recognizes and places a priority on Economic Sustainability, Environmental Sustainability and Social Sustainability.

**2.0 INTERPRETATION AND APPLICATION**

**2.1 Definitions**

Whenever the singular, masculine or feminine is used in this Policy it shall be considered as if plural, feminine or masculine has been used where the context of the Policy so requires.

In this Policy:

**Administrative Directives** means directives issued by the City Manager in respect of practices and/or policies affecting City Procurements.

**Administrative Procedures** means procedures or guidelines issued by the Manager, Financial Services, that set out the procedural requirements to be carried out in fulfillment of this policy.

**Best Value** means the most advantageous combination of financial and non-financial factors that meet the Solicitation Document requirements; these factors may include:

- Quality, which is fitness for purpose, of the Deliverables;
- Delivery and performance commitments;
- Supplier experience, performance history, practices, risk and compliance management, and demonstrated ability to successfully perform the Contract;
- Economic Sustainability considerations;
- Environmental Sustainability considerations;
- Social Sustainability considerations;
- Total cost of ownership, which may consider factors such as:
  - Total Purchase or Contract price;
  - Administration and Contract management costs;
  - Payment terms;
  - Cost of delay or performance failures;
  - Extensions, change orders, cost escalation;
  - Additional features,

- Licensing costs;
- Limitations associated with proprietary or patent rights;
- Regular and ongoing maintenance;
- Warranty, parts and repair;
- Transition and training costs;
- Lifecycle costs; and/or
- Disposal value and disposal costs, including remediation.

**Bid** means a submission in response to a Solicitation Document, including proposals, quotations or responses.

**Bidder** means a Supplier that submits a Bid, and includes proponents and respondents.

**Bond** means a written agreement in which a surety company guarantees that a contractor will fulfill its obligations to a third party to perform certain works and in which, if the contractor defaults on its obligations, the surety company agrees to complete the obligations or pay for the completion costs to the third party.

**City Manager** means the chief administrative officer of the City, appointed by bylaw pursuant to the *Municipal Act*.

**Competitive Procurement Process** means Open Competitions, Invitational Competitions and any other form of competitive Procurement Process used by the City.

**Conflict of Interest** means a situation in which the personal interests of a Council member, officer or employee of the City come into conflict with, or appear to come into conflict with, the interests of the City.

**Construction** means construction, reconstruction, demolition, repair or renovation of a building, building fixture, structure or other civil engineering or architectural work and includes the preparation, excavation, drilling, seismic investigation, and the supply of products, materials, equipment and machinery related thereto.

**Contract** means a binding agreement by way of a purchase order or other formal agreement between the City and a Supplier that creates an obligation regarding Procurement of Deliverables. For the purposes of this policy, Contract does not include leases entered into by the City.

**Council** means the elected Council members of the City.

**Deliverables** means any Goods, Services, or Construction or a combination thereof.

**Director** means the City employee responsible for the specific division or unit of the City that is requisitioning the purchase of Deliverables.

**Economic Sustainability** means providing and enhancing the City services, infrastructure and conditions that sustain a healthy, diverse and resilient local economy in which businesses of all sizes, and their employees, can flourish.



**Emergency** means a sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property and/or significant interference with the normal activities of the City and which, therefore, requires immediate attention and remedial action. This includes a situation which may endanger the health and/or safety of any City employee or member of the public; and/or a situation which may jeopardize City property and/or threaten the maintenance of essential City services.

**Environmental Sustainability** means protecting and enhancing the climate, ecology and natural resources for future generations through approaches that reduce carbon dependency, enhance energy resilience, conserve energy and resources, and reduce waste and toxins. Related practices may include purchasing products that are durable, reusable, contain post-consumer, recyclable, non-toxic and/or non-petroleum or carbon-based content, minimize packaging, and/or are new environmentally preferable products.

**Fairness Monitor** means an independent third party whose role is to observe all or part of a procurement process, to provide related feedback on fairness issues to the City, and to provide an unbiased and impartial opinion on the fairness of the observed procurement process.

**Goods** means goods produced, manufactured, grown or otherwise obtained, used for a commercial purpose and distributed from a party.

**Invitational Competition** means a Competitive Process in which an invitation to submit Bids is issued to at least three Suppliers.

**Local Business** means a business that has a valid City or inter-municipal business licence.

**Negotiated Competitive Procurement** means a competitive Procurement process that includes a negotiation/discussion phase with short-listed proponent(s) prior to the submission of a best and final offer.

**Open Competition** means the solicitation of competitive Bids using a publicly posted Solicitation Document.

**Procurement** means the acquisition of Deliverables by purchase, rental or lease.

**Procurement Office** means Financial Services staff responsible for the City's Procurement function.

**Procurement Supervisor** means the highest ranking Financial Services procurement staff person.

**Purchaser** means the person who, on behalf of the City, is initiating and overseeing the Procurement, and the general management of the Deliverables being procured.

**Purchasing Card** means the credit card provided by the City's Financial Services department with its use bound by the provisions of the Procurement Policy.

**RFX** means “request for X”, with X representing any of the formal Solicitation Documents used to obtain information or cost estimates for the Procurement of Deliverable, including request for proposal (RFP), request for quotation (RFQ), request for tender (RFT), request for prequalification (RFPQ), request for expression of interest (RFEOI) and request for information (RFI).

**Service Area** means a division, department or other organizational unit within the City’s administrative structure.

**Service Area Head** means the highest ranked position of a Service Area that is the primary user or coordinator of the Deliverables to be procured.

**Services** means services supplied or to be supplied by a person or business.

**Single Source Procurement** means purchases from a selected Supplier even though other Suppliers exists that provide similar Deliverables.

**Social Sustainability** means cultivating and sustaining vibrant, creative, safe, affordable and caring communities for the wide diversity of individuals and families that live in, work in and visit the City.

**Sole Source Procurement** means purchases where there is only one Supplier that provides the required Deliverable.

**Solicitation Document** means the document issued by the City to solicit Bids from Bidders, including an RFX.

**Standing Offer** means a written offer from a pre-approved Supplier to supply Deliverables to the City upon request, through use of an ordering process during a particular period of time, at a pre-determined price or discount, generally within a pre-defined dollar limit.

**Supplier** means a person carrying on the business of providing Deliverables.

## **2.2 Application**

- a) This policy applies to all employees and other authorized personnel responsible for Procurement of Goods and Services for the City.
- b) This policy applies to the Procurement of all Deliverables with the exception of those listed in **Appendix A – Items Exempt from this Procurement Policy**.
- c) Procurement by the City may be subject to the provisions of applicable trade agreements. Where an applicable trade agreement is in conflict with this policy, the trade agreement shall take precedence.
- d) The City may participate in cooperative or joint Procurement initiatives with other entities where such initiatives are determined to be in the best interests of the City. If the City participates in such initiatives, the City may adhere to the policies of the entity conducting the Procurement process provided that such policies comply in spirit with this policy.

### **3.0 ROLES, RESPONSIBILITIES AND AUTHORITIES**

#### **3.1 Roles and Responsibilities of Council**

It is the role of Council to establish policy and approve expenditures through the City's budget approval process. Council monitors the outcomes of this Procurement Policy and may determine that amendments are warranted thereto. Council approves annual budgets and amendments thereto, as needed to fund Procurements.

Through this policy, Council delegates to the City's employees the authority to incur expenditures in accordance with approved budgets through the Procurement of Deliverables in accordance with the policy direction, rules and processes set out in this policy, and related protocols and procedures. Council shall provide strategic direction and guidance on major projects prior to the commencement of associated Procurement processes but will not generally be involved in day-to-day Procurement processes or individual Procurements.

#### **3.2 Conditions of Council's Delegated Authority**

- a) Purchasers shall ensure that an approved budget exists for a proposed Procurement, that it conforms to this Purchasing Policy, that it does not violate any City policies or applicable law and that it will satisfy any applicable audit and documentation requirements of the City.
- b) Subdividing, splitting or otherwise structuring Procurement requirements, processes or Contracts in order to reduce the value of the Procurement in any way or circumvent the requirements or intent of this policy is not permitted.
- c) Failure to adhere to the requirements of this policy and to Administrative Directives or Administrative Procedures related to its implementation will lead to disciplinary action which may be up to and including termination of employment.

#### **3.3 Roles and Responsibilities of the City Manager and Employees**

- a) The City Manager:
  - Implements and ensures compliance with this policy;
  - Monitors policy outcomes and provides regular implementation reports to Council;
  - Ensures that the policy is reviewed regularly and brings forward any recommended amendments for Council's consideration;
  - Issues Administrative Directives as required to implement the policy; and
  - Delegates spending authority limits to staff in accordance with this policy and all other applicable policies.

## Council Policy – Procurement

- b) The Director, Corporate Services:
  - Monitors compliance with this policy and advises the City Manager when there has been non-compliance.
- c) The Manager, Financial Services:
  - Monitors compliance with this policy and advises the Director, Corporate Services when there has been non-compliance;
  - Determines whether Deliverables qualify for exemption under Appendix A – Items Exempt from this Procurement Policy;
  - Approves and issues Administrative Procedures and/or guidelines required to implement this policy;
  - Establishes, through consultation with the Procurement Office, standards for bid solicitations, Contracts and other Procurement-related documents;
  - Implements financial controls that meet the City’s audit requirements to ensure that those responsible for requisitioning and purchasing goods and/or services are held accountable for their decisions
- d) The Procurement Supervisor (or delegate):
  - Provides advice and assistance to the City Manager, the Manager, Financial Services, Service Area Heads and City staff regarding the Procurement of Deliverables;
  - Represents the City in the procurement function in dealings with City employees and Suppliers;
  - Acts on the City’s behalf from time to time in joint Procurement of Deliverables with other entities, agencies and municipalities;
  - Develops, implements and maintains Administrative Procedures and processes required to implement this policy;
  - Oversees the Procurement processes from inception through to award;
  - When appropriate and feasible, standardizes and coordinates the procurement of Deliverables for multiple Service Areas;
  - Monitors adherence to and compliance with the provisions of this policy and its associated procedures, and advises the Manager, Financial Services, when there has been non-compliance; and
  - Maintains a repository of Contracts in accordance with existing City records management authorities and practices.
- e) Service Area Heads:
  - Support the implementation of this policy in their respective Service Areas;

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- Ensure compliance with this policy and advise the Procurement Supervisor when there has been non-compliance;
  - Ensure approved budget funding is available for Service Area purchases;
  - Delegate spending authority limits to staff in compliance with this policy and all applicable City policies and Administrative Directives;
  - Promote conduct and communication with Suppliers and contractors that is fair, professional and respectful and provide technical assistance as required;
  - Review and approve proposed departmental Solicitation Documents to ensure clarity, reasonableness and quality;
  - Ensure open, fair and impartial processes for Procurement for the Service Area;
  - Award and execute Contracts within the Service Area scope and budget and within the Service Area Head's signing authority; and
  - Promote the standardization of Deliverables where that demonstrates and supports the objectives of this policy.
- f) Purchasers are responsible for complying with this policy and ensuring that procedures are consistently applied. The Purchaser:
- Prepares all specifications of the Solicitation Document;
  - Ensures adequate time is allotted for the bidding process in order to meet the minimum posting requirement for a public Procurement;
  - Issues purchase orders for Deliverables per spending limit protocols and authorities;
  - Manages contracts to ensure Deliverables are received by the City and they comply with contract terms and conditions;
  - Monitors all contract expenditures and ensures that all financial limitations have been complied with and that all accounts are paid within the times set out in the contract;
  - Monitors and reports on the performance of suppliers; and
  - Standardizes the use of goods and/or services, where such standardization demonstrates and supports the purposes, goals and objectives of this Policy.

### **3.4 Approval Authority and Spending Limit Protocols**

- Unless otherwise provided in this policy, Procurement expenditures shall be authorized in accordance with Appendix B – Procurement Authority Matrix.
- The City Manager may authorize delegations of the spending authorities set out in Appendix B – Procurement Authority Matrix.

- Delegated signing authorities approved by the City Manager may be authorized to enter into purchasing agreements that conform to this policy.
- Staff who have been delegated approval authority shall have no authority to delegate that authority to any other person. A staff member acting on behalf of another staff member shall have the authority of the position in which he or she is acting.

### **3.5 Reporting Requirements**

On a semi-annual basis, the City Manager will report publicly to Council regarding the outcomes of this policy, including at a minimum:

- 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 Sustainability, Environmental Sustainability and/or Social Sustainability in their Solicitation Documents;
- 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.

On a bi-monthly basis, the manager, Financial Services, will provide publicly to Council a list of forthcoming Procurements with an anticipated value greater than \$100,000.

## **4.0 ETHICAL CONDUCT AND CONFLICTS OF INTEREST**

### **4.1 Conflicts of Interest**

The City's Procurement activities must be conducted with integrity and all individuals involved must act in a manner that is consistent with this policy and in accordance with applicable codes of conduct, e.g., the City's Employee Code of Conduct.

Conflict of Interest includes but is not limited to:

- Situations or circumstances that could give a Supplier an unfair advantage during a Procurement process or compromise the ability of a Supplier to perform its obligations under an agreement;
- The offer or giving of a benefit of any kind, by or on behalf of a Supplier, to anyone employed by or otherwise connected with the City.

Conflicts of Interest are not necessarily always wrong or unethical, however, they must be identified and managed appropriately to serve the public interest. Mismanagement or concealment of Conflicts of Interest may lead to accusations of corruption, fraud, or other criminal charges for individuals or entities involved.

As such, the City requires its Suppliers to act with integrity and conduct business in an ethical manner. The City may refuse to do business with any Supplier that has engaged in illegal or unethical business practices, has or fails to disclose an actual or potential Conflict of Interest or an unfair advantage, or fails to adhere to ethical business practices.

The City reserves the right to:

- Determine whether any situation or circumstance constitutes a Conflict of Interest, providing a substantiating rationale to the affected party or parties;
- Disqualify a Bidder from a Procurement process due to a substantiated Conflict of Interest;
- Require Bidders participating in a Procurement process to declare any perceived, actual or potential Conflict of Interest;
- Require Suppliers to avoid any Conflict of Interest during performance of their Contract obligations to the City and to disclose any Conflict of Interest that may arise;
- Prescribe the manner in which a Bidder or Supplier should resolve a Conflict of Interest;
- Terminate a Contract where:
  - A Supplier fails to disclose any actual or potential Conflict of Interest;
  - The Supplier fails to resolve its Conflict of Interest as directed by the City;
  - or
  - The Conflict of Interest cannot be resolved.

Furthermore:

- Individuals participating in the evaluation of Bids must immediately declare and address any potential Conflict of Interest.

#### **4.2 Supplier Conduct**

The City requires its Suppliers to act with integrity and conduct business in an ethical manner. The City may refuse to do business with any Supplier that has engaged in illegal or unethical bidding practices, has an actual or potential Conflict of Interest or an unfair advantage or fails to adhere to ethical business practices.

#### **4.2.1 Illegal or Unethical Bidding Practices**

Illegal or unethical bidding practices include:

- Bid-rigging, price-fixing, bribery or collusion or other behaviours or practice prohibited by federal or provincial statutes;
- Offering gifts or favours to the City's officers, employees, appointed or elected officials or any other representative of the City;
- Engaging in any prohibited communications during a Procurement process;
- Submitting inaccurate or misleading information in a Procurement process; and/or
- Engaging in any other activity that compromises the City's ability to run a fair Procurement process.

The City will report any suspected cases of collusion, Bid rigging or other offenses under the *Competition Act* to the Competition Bureau or other relevant authorities.

#### **4.3 Prohibitions**

- a) No Council member, appointed officer or City employee shall interfere in the Procurement process by knowingly causing or permitting anything to be done or communicated to anyone in a manner that is likely to cause any potential Supplier to have an unfair advantage or disadvantage in obtaining a Contract for the supply of Deliverables to the City.
- b) Other than documents or information publicly available, Council members shall not be given documents or otherwise receive information related to a particular Procurement that is considered confidential and has a bearing on the outcome of a Procurement process while the Procurement process is underway. For the purposes of this section, the Procurement process is understood to commence when the RFX is posted and to conclude when the contract award is communicated publicly. For greater certainty, Council members will not have access to any Bid, or evaluation ranking or evaluation team report.
- c) No Deliverables shall be purchased from a Council member, officer or employee of the City or from any immediate relative or business or professional associate of that person, unless the extent of the interest of the Council member, officer or employee has been fully disclosed and the Procurement approved by:
  - The Manager, Financial Services in the case of City employees; or
  - by Council in the case of Council members or appointed officers.
- d) No employee or Council member shall utilize City assets, Contracts, Procurement processes or policies to obtain Deliverables for personal



advantage except for Supplier-offered employee discount programs, or Deliverables procured on the City's behalf specifically for employee wellness or other human resource initiatives.

- e) Absolutely no gifts or favours are to be accepted by the purchasing representatives of the City in return for business or the consideration of business. City employees shall not publicly endorse one Supplier in order to give that Supplier an advantage over others.

## **5.0 PROCUREMENT PROCESSES**

### **5.1 Solicitation Documents**

Solicitation Documents are a key mechanism to give effect to the policy principles set out in Section 1.2 of this policy and to enable the City to achieve Best Value. The terms and specifications, including evaluation criteria, set out in a Solicitation Document must take into consideration, and to the extent practicable, reflect and implement those policy principles.

The requirements contained in a Solicitation Document must be fair and reasonable in relation to the City's needs, and be written so as not to unreasonably limit Suppliers from submitting Bids by virtue of excessive or limiting standards or other criteria.

Solicitation Documents must include:

- All information material to the Procurement;
- All evaluation criteria that will be considered in the evaluation of the Bid; and
- Administrative matters such as the Procurement process dates, contact information, etc.

### **5.2 Low Value Procurement (Purchases Not Exceeding \$10,000)**

The Purchaser may directly select a Supplier, without obtaining quotes, however, the procedure used to purchase low value Deliverables shall otherwise be in accordance with this policy. Obtaining competitive quotes, although not required, remains a good business practice and should be done where practicable.

Purchases of low value Deliverables may be made using a properly authorized Purchasing Card, Purchase Order or petty cash.

### **5.3 Competitive Procurement Methods**

All purchases exceeding \$10,000 ordinarily must use an open, transparent, competitive selection process whereby competitive Bids are obtained.

#### **5.3.1 Invitational Competition (greater than \$10,000 to \$50,000)**

The Purchaser may directly obtain written quotes from a minimum of three Suppliers. Quotes obtained, or evidence of efforts towards obtaining quotes, must be documented and submitted to the Procurement Office. If the Purchaser

has exhausted all efforts to obtain three quotes and can support this with documented evidence, a minimum of two written bids is acceptable if approved by the Manager, Financial Services.

A resulting Procurement must be approved by the Service Area Head or delegate.

The Deliverables shall be purchased through the issuance of a Purchase Order.

### **5.3.2 Request for Quotation (RFQ)**

Deliverables estimated at more than \$50,000 but less than \$100,000 may be handled by a RFQ when the requirement can be fully defined and an award selection made on the basis of total cost that meets all specifications, terms and conditions.

The Purchaser shall provide the Procurement Office with a purchase requisition form containing the relevant specifications, terms and conditions for Procurement of the Deliverables.

A resulting Procurement must be approved by the Service Area Head or delegate and the Procurement Office.

A resulting Procurement must be jointly approved by the Service Area Head or delegate, and the Procurement Office.

The Deliverables shall be purchased through the issuance of a Purchase Order.

### **5.3.3 Request for Tender (RFT) or Request for Proposal (RFP)**

An RFT or RFP must be used for any purchase valued over \$100,000 and may be used for lesser value purchases where appropriate.

- An RFT is used to solicit competitive Bids for Deliverables when the solutions, specifications, performance standard(s) and timeframe(s) are defined in the Solicitation Document. Tenders are typically awarded to the compliant Bidder with the lowest cost.
- An RFP is an alternative to the RFT, normally for the provision of Services, complex Goods or Construction, and allows the Bidder to propose a solution to the City's requirements, which may include providing unique skills. The selection of the successful Supplier is based on the evaluated overall Best Value to the City as defined via the specifications set out in the Solicitation Document.

An RFT shall be used where all of the following criteria apply:

- Two or more Suppliers are considered capable of supplying the Deliverables;
- Price is the only determining criterion;

- Market conditions are such that Bids can be submitted on a common pricing basis; and
- It is intended to accept the lowest priced compliant tender without negotiations.

Should those criteria not apply, another procurement method approved by the Procurement Supervisor will be used in place of the RFT.

For both RFTs and RFPs, the Purchaser shall provide to the Procurement Office a purchase requisition form approved by the Service Area Head containing the relevant specifications, terms and conditions for Procurement of the Deliverables.

A resulting Procurement requires the following approval:

- The Service Area Head or delegate, and the Procurement Office must jointly approve awards up to \$100,000.
- The Manager, Financial Services and Procurement Office must jointly approve awards greater than \$100,000 and up to \$500,000.
- The City Manager must approve awards greater than \$500,000.

The Deliverables shall be purchased through the issuance of a Purchase Order or a formal Contract, as applicable.

#### **5.3.4 Negotiated Competitive Procurement**

In some cases, typically when procuring major and/or complex Deliverables, a traditional RFP with specific requirements may not be possible, or beneficial for the City. This includes projects where a range of alternative proposed methods exist to meet the City's needs, while still meeting the basic requirements set out in the Solicitation Document. To make the most efficient and cost effective use of City resources, and limit the cancelling of RFPs, the City may choose to make use of a Negotiated Competitive Procurement.

The Negotiated Competitive Procurement process builds on the RFP process by including a phase during which shortlisted proponents engage in private dialogues with the City's evaluation committee members prior to submitting a best and final offer. The Negotiated Competitive Procurement steps will follow the RFP steps outlined in this Policy with the following changes:

- The RFP must state that a Negotiated Competitive Procurement process will be used.
- A short-list of Bidders will be established based on evaluation criteria in the RFP.
- Discussions/negotiations will be initiated with each Bidder regarding the Negotiated Competitive Procurement process, issues and concerns about the requirements set out in the RFP, and each Bidder's specific proposal.

- Following these structured discussions, all Bidders will be requested to provide their best and final offers.
- Revised proposals will be evaluated using the original evaluation criteria and evaluation team members.

The following will apply to all Negotiated Competitive Procurements:

- All Negotiated Competitive Procurements must be approved and led by the Procurement Office, with the involvement of staff of the Service Area procuring the Deliverable.
- No negotiations will take place unless the possibility of negotiations is expressly noted in the RFP Solicitation Document.
- Areas open for negotiation will be limited to areas chosen by the City.
- All proposals provided and subsequent negotiations will be treated confidentially; the City will ensure Bidders will not have access to another Bidder's proposal or Bid.
- All proponents will be treated equally throughout the process. Any changes or modifications made to requirements will be shared equally with all Bidders engaged in the competition.
- All short-listed proponents will be provided with an equal chance to provide a best and final offer.

### **5.3.5 Bid Evaluation**

The Procurement Office will evaluate all Bids to confirm compliance with the requirements set out in the Solicitation Document.

An evaluation team will be formed comprising at least two staff members, one of which will be the manager or designate of the Service Unit requisitioning the Deliverables. The evaluation team will conduct the evaluation of Bids in accordance with the evaluation methodology set out in the Solicitation Document.

In the case of a Negotiated Competitive Procurement, the evaluation team will form part of the negotiation team.

### **5.3.6 Local Preference in Price-Based Competitive Procurements**

In a price-based Competitive Procurement, the City may give preference to Procurement from a Local Business when all the following conditions are met:

- The total purchase price is under \$100,000;
- For Procurements valued at \$50,000 to \$100,000, the Local Business's total Bid price is not more than 1% higher than the lowest compliant non-local Bid price;

- For Procurements valued at \$10,000 to \$49,999.99, the Local Business's total Bid price is not more than 3% higher than the lowest compliant non-local Bid price;
- For Procurements valued under \$10,000, the Local Business's total Bid price is not more than 5% higher than the lowest compliant non-local Bid price; and
- The Local Business's Bid meets all mandatory and minimum requirements as set out in the Solicitation Document.

### **5.3.7 Cooperative (joint) Procurement**

The Procurement Supervisor or delegate may make cooperative purchasing arrangements with other municipalities or public authorities under which particular Deliverables may be acquired by the City in conjunction with such other partners at a lower overall cost than they might otherwise achieve were they to proceed independently.

Because the cooperative arrangements may require the cooperation of multiple organizations with differing purchasing procedures, deviations from the requirements of this Policy are permitted in such cooperative arrangements provided that the principles set forth in this policy are fully respected.

Where the Procurement Supervisor has effected cooperative purchasing arrangements, Service Areas shall acquire the associated Deliverables in accordance with such cooperative arrangements and not otherwise.

The Manager, Financial Services may authorize exceptions from the foregoing in extenuating circumstances.

### **5.4 Non-Competitive Procurement Methods**

Situations will arise where use of a Competitive Procurement Process is not practical or possible. Any consideration to use a non-competitive selection process must be taken carefully and with an honest view of the conditions surrounding the purchase.

Note that the following situations will not be considered valid reasons for Non-Competitive Procurement:

- Where a Purchaser simply has a preference for a particular brand or supplier;
- Where insufficient time was allowed for the normal Procurement process to occur, or where there was a lack of planning for the purchase; and/or
- Where a Supplier is chosen solely because they were already engaged in the past to provide similar Deliverables.

A Notice of Intent to Award should be posted publicly for a minimum of seven days prior to contracting a Non-Competitive Procurement (except in the case of

an Emergency) when the value of the total Contract would be more than \$50,000.

#### **5.4.1 Procurements in an Emergency**

When a Service Area Head is of the opinion that an Emergency warrants a non-competitive, Single Source Procurement for Deliverables necessary to respond to and remedy the situation, the Service Area's Director may authorize such a Procurement of Deliverables necessary to respond to and remedy the situation and may award the necessary Contract provided that the value of the Contract does not exceed \$100,000.

If a list of pre-qualified Suppliers is available, it will be used to select the Supplier.

Where the extent or severity of the Emergency warrants a non-competitive Single Source Procurement likely to be in excess of \$100,000, the City Manager may award the necessary Contracts for the purchase of such Deliverables as considered necessary to remedy the situation without regard to the requirement for a bid solicitation provided that the City Manager is satisfied that adequate funds may be appropriated from accounts within the Council approved budgets.

#### **5.4.2 Single Source Procurement**

Single Source Procurement may be used if the Deliverables are available from more than one source, but there are valid and sufficient reasons for selecting one Supplier in particular, as follows:

- An attempt to acquire the required Deliverables using a Competitive Procurement Process has been made in good faith, but has failed to identify more than one willing and compliant Supplier;
- The nature of the requirement is such that it would not be in the public interest to solicit competitive Bids, as in the case of security or confidentiality matters;
- Construction, renovations, repairs, maintenance etc. in respect of a building leased by the City may only be done by the lessor of the building, in accordance with a lease agreement;
- The required Deliverables are to be supplied by a particular Supplier having specialized knowledge, skills, expertise or experience;
- Goods are purchased under circumstances which are exceptionally advantageous to the City, such as in the case of a bankruptcy or receivership;
- It is advantageous to the City to acquire the Deliverables from a Supplier pursuant to a procurement process conducted by another public body;
- It is advantageous to the City to acquire the Deliverables directly from another public body or public service body;

- Another organization is funding or substantially funding the acquisition and has determined the Supplier, and the terms and conditions of the commitment into which the City will enter are acceptable to the City;
- The acquisition is for a particular brand of Deliverables that are intended solely for resale to the public and no other brand is desirable and the brand is not available from any other source;
- Where due to abnormal market conditions, the Deliverables required are in short supply; or
- The acquisition is for entertainment at a City event.

#### **5.4.3 Sole Source Procurement**

Sole Source Procurement may be used if the Deliverables are available from only one Supplier by reason of:

- Statutory or market-based monopoly;
- A Competitive Procurement Process is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material, and no alternative exists;
- The Deliverable (item, service, or system) is unique to one Supplier and no alternative or substitute exists; or
- There is a need for compatibility with Deliverables previously acquired or the required Deliverables will be additional to similar Deliverables being supplied under an existing Contract (e.g., warranty extension, compatibility with an existing technical system, or renewal of software licences).

#### **5.4.4 Authorization of Single Source and Sole Source Procurements**

The following approvals are required for the use of Single Source and Sole Source Procurements:

- Value less than \$10,000 – additional approval not required;
- Value \$10,000 to \$50,000 – Manager, Financial Services and Service Area Director approval;
- Greater than \$50,000 – Service Area Director and City Manager approval.

#### **5.5 Other Procurement Methods**

The following methods of Procurement may be used with the assistance of the Procurement Office.

### **5.5.1 Gathering Information**

#### **a) Request for Information (RFI)**

The purpose of an RFI is to gather general supplier or product information and gather information regarding the interest of the supplier community for a potential business opportunity. This method may be used when researching a contemplated Procurement and the characteristics of an ideal solution are still unknown.

Responses to an RFI typically contribute to the Competitive Procurement Process, are non-binding, and may lead to an issuance of an RFX. An RFI should be utilized for resolving targeted questions about the required acquisition, market sounding, seeking combinations of industry leading practices, suggestions, expertise and reciprocate concerns and additional questions from respondents. The information collected may also facilitate the selection of the best method of Procurement.

#### **b) Request for Pre-Qualifications (RFPQ)**

An RFPQ is used to gather information regarding Suppliers' capability, capacity and qualifications, with the intention of creating a list of pre-qualified Suppliers. An RFPQ is not a legal offer to contract but only an invitation for suppliers to make offers to the City.

This process is intended to reduce effort devoted to the Competitive Procurement Process and may be considered in the following circumstances:

- The work will require substantial project management by the City and could result in a significant cost to the City if the Supplier is not appropriately experienced.
- The Deliverables to be purchased must meet national safety standards.
- The work involves complex, multi-disciplinary activities, specialized expertise, equipment, materials or financial requirements.
- There could be substantial impact on the City's operations if the work is not satisfactorily performed the first time.
- Any other circumstances deemed appropriate by the Procurement Office and Service Area Head.

An RFPQ shall be provided to potential Suppliers that establishes the criteria for pre-qualification, which may include, but are not limited to:

- Experience on similar work (firm and staff assigned);
- References provided from other customers for similar work;
- Verification of applicable licenses and certificates;
- Health and safety policies and staff training; and/or



- Financial capability.

The time frame during which pre-qualification will apply may vary depending on the Deliverable. The RFPQ will state the duration of the resulting pre-qualification list.

**c) Request for expression of interest (RFEOI)**

An RFEOI is used to help assess interest in a particular project when the number of players, market size, or approach to solving a problem is largely unknown. An RFEOI can help in determining the availability of potential Suppliers, compiling a list of Suppliers or determining potential scope of work. An RFEOI may be used as a pre-condition of any Procurement method used by the City.

The receipt of an expression of interest does not create any obligation between the potential Supplier and the City.

**5.5.2 Standing Offer Agreements (SOA)**

An SOA is an acquisition method that may be used when it is anticipated that there will be a repetitive need for Deliverables. SOAs support timely purchases and to allow the City to take advantage of predetermined prices or discounts. An SOA is not a Contract; it is an offer made by the Supplier to supply Goods and/or Services at pre-arranged prices, under specified terms including the time frame during which the SOA will apply.

SOAs should only be set up with trusted suppliers, ordinarily selected using a Competitive Procurement Process subject to the stipulations of this policy, including those for Supplier performance management.

The time frame during which an SOA will apply may vary depending on the Deliverable. The terms of the SOA will state the duration for which it applies.

**5.6 Purchasing Cards**

Permanent employees of the City may be issued Purchasing Cards to use for low-value Deliverables based on the need to purchase for the City; the card may be revoked based on change of assignment or location.

Benefits of the Purchasing Card program accrue at the City level by reducing the number of invoices and electronic funds transfer processed and at the Supplier level by reducing their invoicing to the City and the turnaround time for payment.

No employee shall use a Purchasing Card unless authorized by the employee's Service Area Head. Any use of a Purchasing Card shall be in accordance with this Policy and all other applicable City bylaws and policies.

All Purchasing Cards issued will have a predetermined 'single transaction limit' and a 'monthly credit limit' as determined and authorized by the applicable

Service Area Head and the Procurement Supervisor. All Purchasing Cards will be blocked from obtaining cash advances.

The dollar limit for individual purchases and monthly spending limit for each employee will be determined by the Service Area Head based on their expected frequency and type of Procurements. Cardholder limits for single or monthly transactions exceeding \$10,000 must be approved in writing by the Manager, Financial Services.

The City assumes liability for all authorized charges on the Purchasing Cards, not the individual cardholder.

### **5.6.1 Responsibilities and Restrictions**

A Purchasing Card shall not be used:

- For purchases other than for City requirements;
- By anyone other than the named cardholder;
- For any purchase of Deliverables that are prohibited under this policy or any other City bylaw or policy;
- When the total purchase price exceeds the single purchase limit on the card; and/or
- To process refunds in the form of Supplier credits or gift cards.

Individual transactions are not to be subject to splitting or stringing, i.e., the practice of making multiple Purchasing Card transactions to circumvent delegated authority levels or to bypass the City's Competitive Procurement Process.

Employees will use Purchasing Cards solely for City business and not for personal purchases or to secure advantage, benefit, favor, or service for self, relatives, friends or associates.

Misuse of the Purchasing Card and/or failure to meet any of the cardholder's responsibilities may result in cancellation of the employee's authority to use a Purchasing Card and/or further disciplinary action up to and including termination of employment.

### **5.7 Notification of Procurement Opportunities**

Notification of competitive Procurement opportunities exceeding \$50,000 shall be made by open, electronic tendering means. Competitive Procurement opportunities below this threshold may also be made by means of open, electronic tendering, but it is not obligatory. Notifications should be posted for a minimum of 21 calendar days unless otherwise specified by the Manager, Financial Services.

Notification of competitive Procurement opportunities by means of open, electronic tendering may be complemented by other means where appropriate, e.g., newspaper advertising. If means other than electronic tendering is used for

notification of Procurement opportunities, consideration shall be given to ensuring wide dissemination and equal opportunity for Suppliers.

Source lists may be maintained by the Procurement Office on an exception basis for specific Deliverables if open, electronic tendering or other notification means will not notify the specific Supplier community of the opportunity.

## **6.0 CONTRACTING**

### **6.1 Contract Management**

Once a Procurement award has been completed, whether by Contract, Purchase Order or other form of agreement, the City is legally committed to proceed with the purchase. That commitment can only be rescinded with the negotiated agreement of the Supplier. The negotiation process would incur costs for the City, and the likelihood is high that the negotiated agreement would include a financial penalty payable by the City. Such a situation is always to be avoided.

- All Contracts, Solicitation Documents and addenda or amendments thereto, notices of Contract awards, Bonds, letters of credit, notices of intent to Contract, change orders, Purchase Orders, renewals, extensions, and any other forms of commitment and Contracts will be on terms and conditions approved by the Manager, Financial Services. Any material deviation from the approved terms and conditions of any document may require review by the City's legal counsel under the direction of the Manager, Financial Services.
- All Contracts must be endorsed by the Supplier prior to being endorsed by the City.
- Service Area staff are responsible for providing the Procurement Office with any Contract-related documentation, including change documentation, in a timely manner, to enable Contract changes to be prepared appropriately.
- Contract durations shall be limited to a maximum of five years, including option years, unless otherwise approved by Manager, Financial Services and the City Manager.
- The award of a Contract may be made by way of an agreement or a Purchase Order.
  - A Purchase Order is to be used when the resulting Contract is straightforward and will contain the City's standard terms and conditions.
  - A formal agreement is to be used when the resulting Contract is complex and will contain terms and conditions other than the City's standard terms and conditions.
  - Where a formal agreement is issued, the Purchaser will also issue a purchase order incorporating the formal agreement.

- It shall be the responsibility of the Service Area Head or Director, with input from the Procurement Office, to determine if it is in the best interest of the City to establish a formal agreement with the Supplier.
- Where a formal agreement is required, as a result of the award of a Contract by delegated authority, the Service Area Head shall execute the agreement in the name of the City.
- The Procurement Office will maintain all records and relevant supporting documents for Procurement Contracts in accordance with the City's records management authorities and practices.

## **6.2 Exercise of Contract Renewal Options**

Where a Contract contains an option for renewal, the Purchaser may authorize the Procurement Office to exercise such option provided that:

- The Supplier's performance in supplying the Deliverables is considered to have met the requirements of the Contract; and
- The Purchaser and Procurement Office agree that the exercise of the option is in the best interests of the City.

Where a Contract contains no option for renewal, the Procurement Office may extend the Contract for a period of time no greater than two years from the date of expiration provided that **all** of the following conditions are met:

- The Supplier's performance has met or exceeded the requirements of the Contract;
- The total cumulative Contract duration does not exceed five years, unless otherwise approved by the Manager, Financial Services and the City Manager;
- The Procurement Office and Purchaser agree in a written explanation that the renewal is in the best interests of the City based on market conditions or an analysis of future conditions, and that cost savings or cost avoidance can be obtained by a renewal; and
- A report is provided to Council describing how the above-noted conditions have been met.

Inflationary increases for Contract renewal shall be limited to the annual Consumer Price Index for Whitehorse, Yukon, unless the Supplier can demonstrate that the Supplier's costs have increased significantly from the original Contract price and the Supplier's cost increases can be independently verified by the City.

### **6.3 Contract Amendments and Revisions**

No amendment or revision to a Contract shall be made unless the amendment is in the best interests of the City as approved by the Procurement Office.

No amendment that changes the price of a Contract shall be agreed to without a corresponding written change in requirement or scope of work, a copy of which shall be provided to the Procurement Office once it is approved by the Service Area Head.

Purchasers and the Procurement Office may authorize amendments to Contracts provided that the total amended value of the Contract, including all cumulative changes, is within the approval authority of the Purchaser. Where expenditures for the proposed amendment combined with the price of the original Contract exceeds Purchaser authority, the change must be escalated to the authority authorized to approve the total value.

### **6.4 Guarantees of Contract Execution and Performance**

The Solicitation Document may require that a Bid be accompanied by a Bond or other similar security to guarantee entry into a Contract. In addition, the successful Supplier may be required to provide:

- A performance Bond to guarantee the faithful performance of the Contract; and/or
- A payment Bond to guarantee the payment for labor and materials to be supplied in connection with the Contract.

Ordinarily, the City will require a Bond for Construction Contracts valued at \$500,000 or higher.

The Purchaser and Procurement Office may select the appropriate methods to guarantee execution and performance of the Contract. Methods may include one or more of, but are not limited to, financial Bonds or other forms of security deposits, provisions for liquidated damages, progress payments, and holdbacks.

The Purchaser and Procurement Office shall ensure that the guarantee methods selected will:

- Not be excessive but sufficient to cover financial risks to the City;
- Provide flexibility in applying leverage on a Supplier so that the penalty is proportional to the deficiencies; and
- Comply with applicable statutes and regulations.

Financial Bonds for Contract performance shall only be required where the City will be exposed to costs if the Supplier does not complete the requirements of the Contract.

## **7.0 OTHER PRACTICES**

### **7.1 Fairness Monitoring**

The Procurement Office, through its involvement in and monitoring of the Procurement process and practices, generally has the responsibility to oversee that Procurements are conducted in a fair and consistent manner, free of conflict and/or bias.

However, the City may consider, when determining its strategy for a specific Procurement, the use of an independent Fairness Monitor where an enhanced assurance of fairness is desired. This will generally be reserved for complex Procurements, typically, although not always, with a high value. The request to hire a Fairness Monitor must be documented, with a supporting rationale for their use, and must be approved by the City Manager.

Where the use of a Fairness Monitor can be anticipated, the associated cost should be included in the project budget. Otherwise, a budget amendment may be required.

### **7.2 Supplier Management**

A Service Area Head may monitor and document annually the performance of Suppliers providing Deliverables with a value greater than \$50,000. Service Area Heads/Purchasers will be responsible to document Supplier performance in the Contract file by means of a Supplier performance evaluation form.

The Service Area Head shall document evidence and advise the Procurement Office in writing where the performance of a Supplier has not satisfactorily met Contract specifications, or for health and safety violations.

In the event of poor Supplier performance, the Procurement Office and Service Area Head/Purchaser will develop a Supplier performance corrective action plan, with the participation of the Supplier, in an effort to bring performance back to an acceptable level. If acceptable performance is not restored, the City Manager may take appropriate action to reduce risk to the City, including terminating a Contract, and prohibiting the unsatisfactory Supplier from bidding on future Contracts.

Supplier performance records will be posted internally on the City's intranet for three years, and shall be reviewed by all Service Area Heads or Purchasers prior to the acceptance of any Bid. A Bid received from a Supplier whose performance is deemed unsatisfactory will not be accepted, unless otherwise approved by the City Manager.

For the purposes of this Section, the term "Supplier" may include any principal, director or officer of that Supplier, whether submitting Bids directly or indirectly through another legal entity.

### **7.2.1 Exclusion of Suppliers**

The City may, in its absolute discretion, exclude a Supplier from participating in a Procurement process or reject a Supplier's Bid, providing the Supplier with a written explanation for the exclusion and setting out applicable terms, if:

- The Supplier has failed to demonstrate that it has met the requirements of a performance corrective action plan intended to bring performance back to an acceptable level or other Supplier management plan initiated by the City;
- The Supplier has failed to declare a potential Conflict of Interest when responding to a Solicitation Document; and/or
- The Supplier, or any of its officers or directors has been engaged in, or is currently engaged in, directly or indirectly, a lawsuit against the City, its employees or elected officials or appointed officers in relation to:
  - any other Procurement process;
  - any other Contract for Deliverables; and/or
  - any matter arising from the City's exercise of its powers, duties, or functions.

A Supplier subject to such an exclusion may apply to the City Manager for a review of the exclusion.

### **7.4 Bid Dispute Resolution**

All Bidders shall have an opportunity to advise the Procurement Office, prior to the deadline of the enquiries as outlined in the Solicitation Document, if a Bidder needs to address any discrepancies, errors, concerns and/or omissions in the Solicitation Document, or if they have any questions or clarifications needed.

After the award of the Contract, Bid challenges pertaining to those matters shall not be considered by the City.

Suppliers who have submitted an unsuccessful Bid in a Procurement process will be offered the opportunity for a thorough debriefing. The goal of the debriefing is to assist Suppliers in improving their proposals for future projects. The debriefing will only discuss the Supplier's point rating in the Bid evaluation. Areas for improvement will be discussed on a comparative basis only, without divulging the point values of other Suppliers or any proprietary information. Debriefings may be either verbal or written at the discretion of the Service Area Head and Procurement Supervisor.

In the instance of a Bid dispute which has not been resolved through a Supplier debrief, the City shall put into place a Bid challenge panel to review the Bid dispute, comprising:

- A representative of Procurement Office;
- A representative of the Service Area requesting the Procurement;

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- The Manager, Financial Services; and
- Any other party deemed appropriate by the Bid challenge panel.

The Bid challenge panel's responsibilities include, but are not limited to, reviewing and making decisions on Bid irregularities or other issues pertaining to a Bid.



**Appendix A – Items Exempt from this Procurement Policy**

The purchasing methods described in the Procurement Policy do not apply to the following:

- 1) Councilor/Employee Training and Education
  - a) Registration, accommodation and tuition fees for conferences, conventions, courses and seminars
  - b) Magazines, books and periodicals
  - c) Memberships
  - d) Staff development or workshops
2. Refundable Councilor/Employee Expenses
  - a) Advances
  - b) Meal allowances
  - c) Travel
  - d) Miscellaneous expenses
3. Employee/Employer's General Remittances/Expenses
  - a) Payroll deduction remittances
  - b) Council/Committee/Employee remuneration
  - c) Licenses/Memberships
  - d) Debenture payments
  - e) Agencies
  - f) Damage claims
  - g) Insurance premiums
4. Other
  - a) Levies
  - b) Utilities
  - c) Postage
  - d) Bailiff or collection agencies
  - e) Licensing
  - f) Any payments required to be made by the City under statutory authority
  - g) Inventory for resale
  - h) Banking services
  - i) Debt payments

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- j) Borrowing arrangements
- k) Payment of damages or settlements
- l) Petty cash replenishments
- m) Insurance
- n) Legal services
- o) Hiring of negotiators, internal investigators, or actuaries
- p) Property assessments
- q) Lease or purchase of property

**Appendix B – Procurement Authority Matrix**

Applicable taxes and duties shall be excluded in determining the Procurement limit of the authorized delegates.

<b>Dollar Value</b>	<b>Tool / Procurement Process</b>	<b>Approval Authority (lowest level)</b>	<b>Policy Section</b>
Petty Cash Under \$100	Petty Cash Voucher	Service Area Head (or delegate)	5.2
Under \$10,000	Purchasing Card Purchase Order	Service Area Head (or delegate)	5.2
Greater than \$10,000 to \$50,000	Informal Quotation (3 written quotes)/Invitational competition	Service Area Head (or delegate)	5.3.1
Greater than \$50,000 to \$100,000	RFQ / RFP / RFT/ Negotiated Competitive Procurement	Service Area Head (or delegate) <b>and</b> Procurement Office	5.3.2 5.3.4
Greater than \$100,000 to \$500,000	RFP / RFT/ Negotiated Competitive Procurement	Manager, Financial Services (or delegate) <b>and</b> Procurement Office	5.3.3 5.3.4
Greater than \$500,000	RFP / RFT/ Negotiated Competitive Procurement	City Manager (or delegate)	5.3.3 5.3.4
Greater than \$10,000 to \$50,000	Single Source or Sole Source	Director (or delegate) <b>and</b> Manager, Financial Services	5.4.4
Greater than \$50,000	Single Source or Sole Source Notice of Intent to Award	Director (or delegate) and City Manager (or employee with delegated authority for approval)	5.4.4
Under \$100,000	Emergency Procurement	Director (or delegate)	5.4.1
Greater than \$100,000	Emergency Procurement	City Manager (or delegate)	5.4.1
Total cumulative value under \$100,000	Contract Amendment / Revision	Procurement Office <b>and</b> Service Area Head (or delegate)	6.3
Total cumulative value greater than \$100,000 to \$500,000	Contract Amendment / Revision	Manager, Financial Services <b>and</b> Director (or delegate)	6.3
Total cumulative value greater than \$500,000	Contract Amendment / Revision	City Manager (or delegate)	6.3

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 17, 2020
<b>RE:</b> Council Summaries for 2019

### **ISSUE**

Summary reports of council member attendance, travel, expenses and voting records for the previous year

### **REFERENCE**

Procedures Bylaw 2016-47 – Section 154

### **HISTORY**

The Procedures Bylaw requires administration to provide summary reports for the previous calendar year for each member of council with respect to:

- (1) Their attendance record
- (2) The travel undertaken in the performance of their duties
- (3) The expense claims submitted, and
- (4) Their voting record with respect to issues that came before council for a vote.

### **ANALYSIS**

The attached summary reports provide the required information for each member of council for the 2019 calendar year.

### **ADMINISTRATIVE RECOMMENDATION**

THAT the council member summary reports on attendance, expense claims, travel and voting records for the 2019 calendar year be accepted as presented.

## Council Summaries for 2019

### Attendance at Standing Committee and Regular/Special Meetings

A check (√) indicates all members were present. Council members were **ABSENT** when their names are listed beside a meeting date.

January through December 2019			
January 7	√		June 24
January 14	√		July 2
January 21	√		July 8
January 28	Cabott, Hartland		July 15
February 4	Stick		July 22
February 11	√		July 29
February 18	√		August 5
February 25	√		September 3
March 4	Hartland		September 9
March 11	√		September 16
March 18	√		September 23
March 25	√		October 7
April 1	√		October 15
April 8	√		October 22
April 15	√		October 28
April 23	√		November 4
April 29	√		November 12
May 6	√		November 18
May 13	√		November 25
May 21	√		December 2
May 27	Stick		December 9
June 10	√		December 23
June 17	√		

Council Summaries for 2019

<b>Council Member Travel Expenses</b>		
January 1 to December 31, 2019		
Member	Reason for Travel	Expenses
Mayor Curtis	AYC Annual General Meeting (Haines Junction)	\$100.00
	Flights during vacation for budget meetings	\$1,717.60
	<b>Total for Mayor Curtis</b>	<b>\$1,817.60</b>
Councillor Boyd	FCM Annual Conference (Quebec City)	\$4,554.30
	<b>Total for Councillor Boyd</b>	<b>\$4,554.30</b>
Councillor Cabott	AYC Annual General Meeting (Haines Junction)	\$599.31
	FCM Annual Conference (Quebec City)	\$5,402.24
	<b>Total for Councillor Cabott</b>	<b>\$6,001.55</b>
Councillor Curteanu	FCM Annual Conference (Quebec City)	\$3,881.13
	<b>Total for Councillor Curteanu</b>	<b>\$3,881.13</b>
Councillor Hartland		
	<b>Total for Councillor Hartland</b>	<b>\$0.00</b>
Councillor Roddick	AYC Annual General Meeting (Haines Junction)	\$762.97
	FCM Annual Conference (Quebec City)	\$2,932.77
	<b>Total for Councillor Roddick</b>	<b>\$3,695.74</b>
Councillor Stick	AYC Annual General Meeting (Haines Junction)	\$400.00
	<b>Total for Councillor Stick</b>	<b>\$400.00</b>
<b>Council Travel Total</b>		<b>\$20,350.32</b>

Unless otherwise noted, all issues were passed with a unanimous vote.

**Superscript numbers** indicate the number of times an item was voted on by Council. **An asterisk beside names** associated with split votes indicates that the member recorded negative votes for all votes indicated.

Resolutions are listed here in the order in which they occurred. For ease of reading, bylaws are grouped together. There are normally four votes recorded for each bylaw (Bring forward, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings). For bylaws requiring public hearing or public input, there is an additional vote to accept the public hearing/public input report and bring the bylaw forward again for second and third reading.

Budget amendments, contract awards and other contract matters, development incentives, donations and grants resolutions, and policy issues and guiding document resolutions are also grouped together for ease of reading. This leaves a section at the end for miscellaneous resolutions. Again, these categories are all listed in the order in which they occurred.

### Bylaws

Zoning Amendment – 1 Roderick Place Lot Expansion – Bring forward, 2<sup>nd</sup> & 3<sup>rd</sup> Reading<sup>3</sup>  
 Zoning Amendment – Days Inn Child Care Centre – Bring forward & 1<sup>st</sup> Reading<sup>2</sup>  
 Zoning Amendment – Days Inn – 2<sup>nd</sup> & 3<sup>rd</sup> Reading<sup>2</sup> (5 – 2) \*Cabott and \*Stick opposed  
 2019 to 2021 Operating and Maintenance Budget – Bring forward & 1<sup>st</sup> Reading<sup>2</sup>  
 2019 to 2021 Operating Budget – 2<sup>nd</sup> and 3<sup>rd</sup> Reading<sup>2</sup> (6 – 1) \*Hartland opposed  
 2019 Tax Levy – Bring forward and 1<sup>st</sup> Reading<sup>2</sup>  
 2019 Tax Levy – 2<sup>nd</sup> and 3<sup>rd</sup> Reading<sup>2</sup> (6 – 1) \*Hartland opposed  
 Fees & Charges Amendment –budget changes – Bring forward, 2<sup>nd</sup> & 3<sup>rd</sup> Reading<sup>3</sup>  
 2018 Umbrella Grants Bylaw<sup>4</sup>  
 2018 Umbrella Capital Budget Amendments<sup>4</sup>  
 2018 Umbrella Operating Budget Amendments<sup>4</sup>  
 Write Off Uncollectible Accounts<sup>4</sup>  
 Waste Management Bylaw Amendment (Schedule G implementation date)<sup>4</sup>  
 Zoning Amendment – Administrative Edits<sup>4</sup>  
 Zoning Amendment – Private Retail Sale of Cannabis – Bring forward and 1<sup>st</sup> Reading<sup>2</sup>  
 Bring forward OCP Amendment – Ta’an Kwäch’än Council Quarry<sup>1</sup> (6 – 1) Hartland opposed  
 OCP Amendment – TKC Quarry – BF & 1<sup>st</sup> reading<sup>2</sup> (5 – 2) \*Boyd and \*Hartland opposed  
 Business License Bylaw Amendment (Cannabis)<sup>4</sup>  
 Local Improvement – Cook Street West – Bring forward and 1<sup>st</sup> Reading<sup>2</sup>  
 Re-budget 2018 Capital Expenditures<sup>4</sup>  
 Fees and Charges Amendment (1<sup>st</sup> Quarter Changes)<sup>4</sup>  
 Traffic Bylaw Amendment (Speed zones in various areas)<sup>4</sup>  
 Prepare amendments to Cook Street Local Improvement Bylaw<sup>1</sup>  
 Amend Zoning Amendment Bylaw for Cannabis Retail Sales<sup>1</sup>

Further Amend Zoning Amendment Bylaw for Cannabis Retail Sales<sup>1</sup>  
 Zoning Amendment (Cannabis Retail Sales) As Amended – 2<sup>nd</sup> & 3<sup>rd</sup> Reading<sup>2</sup>  
 Amend Business License Bylaw Amendment (Cannabis Retail)<sup>1</sup>  
 Business License Bylaw Amendment (Cannabis Retail) As Amended – 2<sup>nd</sup> & 3<sup>rd</sup> Reading<sup>2</sup>  
 Cook Street Local Improvement – Bring forward following public hearing<sup>1</sup>  
 Cook Street Local Improvement – Amendment, 2<sup>nd</sup> & 3<sup>rd</sup> Reading<sup>3</sup>  
 Grants for Community Service and Municipal Charges<sup>4</sup>  
 Zoning Amendment – Phase 7 of Whistle Bend<sup>5</sup>  
 Fees and Charges Bylaw Amendments – Second Quarter Changes<sup>4</sup>  
 Zoning Amendment – 1306 Centennial Street – Bring forward and 1<sup>st</sup> Reading<sup>2</sup>  
 Bring forward zoning amendment bylaw for 1306 Centennial Street and amend at 2<sup>nd</sup>  
 Reading to limit height<sup>1</sup> (6 – 1) Hartland opposed  
 Amend 1306 Centennial Street bylaw to limit height and density<sup>1</sup> (6 – 1) Hartland opposed  
 Zoning Amendment – 1306 Centennial Street – 2<sup>nd</sup> and 3<sup>rd</sup> Reading as amended to limit both  
 height and density<sup>2</sup> (5 – 2) – \*Boyd and \*Hartland opposed  
 Capital Expenditure Program – 2020 to 2023 – 1<sup>st</sup> Reading<sup>1</sup>  
 Local Improvement – Urban Electrification at 10 Haldane Place<sup>4</sup>  
 Land Sale and Transfer – 2 North Star Drive – Bring forward, 1<sup>st</sup> & 2<sup>nd</sup> Reading<sup>3</sup>  
 Lease Agreement with Yukon Film Society – Jenni House<sup>4</sup>  
 Lease Agreement with Yukon Literacy Coalition – Hatch House<sup>4</sup>  
 Zoning Amendment – 25 Rhine Way/468 Range Road – Bring forward and 1<sup>st</sup> Reading<sup>2</sup>  
 Zoning Amendment – CNC2 Zone on Keno Way – Bring forward and 1<sup>st</sup> Reading<sup>2</sup>  
 Revise Contribution Agreement – Challenge Disability Resource Group<sup>4</sup>  
 Land Sale and Transfer to allow for a Lot Enlargement at 2 North Star Drive – 2<sup>nd</sup> & 3<sup>rd</sup>  
 Reading<sup>2</sup> (4 – 2) \*Boyd and \*Hartland opposed  
 Amend Capital Expenditure Program Schedule A to add funding for a Downtown Comfort  
 Station<sup>1</sup> (Defeated 1 – 5) Curtis, Boyd, Curteanu, Hartland and Roddick opposed  
 Capital Expenditure Program 2020 to 2023 – 2<sup>nd</sup> & 3<sup>rd</sup> Reading<sup>2</sup> (5 – 1) \*Cabott opposed  
 Operating and Maintenance Budget 2020 to 2022 – 1<sup>st</sup> Reading<sup>1</sup>  
 Tax Levy Bylaw for 2020 -- 1<sup>st</sup> Reading<sup>1</sup>  
 Fees and Charges Amendment (Operating Budget Changes) – 1<sup>st</sup> Reading<sup>1</sup>

### **Budget Amendment Resolutions**

Rotary Park Playground Replacement – re-budget to 2019 and increase budget  
 Asphalt Overlay Project – change scope by reducing the number of locations  
 Heritage Grant – Yukon-Stikine Heritage Fair  
 Free Transit for accredited 2020 Arctic Winter Games participants  
 FCM Climate Innovation Program Grant for a new staff position (6 – 1) Hartland opposed  
 Increase funding for Water License Renewal Project



Replacement of a Bylaw Services Vehicle (Sole Source) (5 – 2) Boyd, Cabott opposed  
 Increase Fire Hall #1 Construction Project and award contract  
 Modular Litter Fences Project  
 Marwell Lift Station Pump Replacement Project  
 SCADA Software Upgrade Project  
 Fuel Abatement Project  
 Water Main Improvement – Lambert Street, 5<sup>th</sup> and 6<sup>th</sup> Avenues  
 Compost Facility Expansion Project  
 McIntyre Creek Pump House Fuel Spill Project  
 Porter Creek West Water Main Project  
 Waste Management Facility South End Development Project  
 Water License Renewal Project  
 Water Main Improvement Project – Lambert Street to 6<sup>th</sup> Avenue – scope change  
 Marwell East Tlingit Street Reconstruction Project  
 Second Quarter Capital Variance Amendments  
 Mount McIntyre Ski Bridge Repair Project (scope change and funding source)  
 Increase funding for Trail Plan Update Project  
 Increase funding for Canada Games Centre Refrigeration Systems Upgrade Project  
 Third Quarter Capital Variance Amendments  
 Mount McIntyre Ski Bridge Repair Project Construction Contract (6 – 1) Cabott opposed

### **Contract Awards and Contract Related Resolutions**

McIntyre Creek Booster Station – sole source award, re-budget and increase budget  
 Computer Operating and Productivity Software – sole source award  
 Employee Assistance Program  
 Compost Facility Expansion consultant services – award, re-budget and increase budget  
 Replacement Fire Department Tanker – sole source award, budget amendment  
 Mount McIntyre Recreation Centre Condenser – sole source award  
 Supply of Network Switches for New Operations Building  
 Winter Road Maintenance Supplies (Sand and Salt)  
 Supply of Line Painting Services – sole source to YG  
 Mosquito Control Program  
 Preparation of a Wildfire Risk Reduction Strategy  
 Rotary Peace Park Playground Replacement Project – design, supply and installation  
 Bylaw Services Replacement Vehicle – sole source award and budget increase  
 Fire Hall Construction – award and budget increase  
 Supply of Servers – Server Replenishment Project  
 Supply of landscaping services on Wheeler Street and Sixth Avenue  
 Asphalt Overlay Project

Supply of one highway tractor and one end-dump trailer  
Consulting services for Groundwater Protection Plan Update  
Supply and installation of Modular Litter Fences at the Waste Management Facility  
SCADA Software Upgrade Project – contract award and budget increase  
Approve Ketzka Claim – Operations Building additional days (6 – 1) Hartland opposed  
Increase value of Operations Building Contract (6 – 1) Hartland opposed  
Extend Landfill Operations Contract to November 30, 2019  
Fuel Abatement Project – contract award and budget amendment  
Compost Facility Expansion Project – contract award and budget increase  
Takhini Arena Dasher Board Upgrades Project  
Porter Creek West Water Main Project – contract award and budget increase  
Waste Management Facility South End Development Project  
Water Use License Water Monitoring Program  
Increase the Engineering Services contract for the Water License Renewal Project  
Water Main Improvements – Lambert Street to 6<sup>th</sup> Avenue – award and budget increase  
Tlingit Street Reconstruction Project Consulting Services – award and budget increase  
Postpone contract award for the Alexander Street Landscaping Project  
Waste Management Facility Water Monitoring Program  
Selkirk Pump House Hypochlorite Tank Replacement Project  
Authorization to NOT award the Alexander Street Landscaping Project  
Cook Street Reconstruction Project Stage 1 consulting services  
Mount McIntyre Ski Bridge Repair – sole source award for detailed design, construction  
inspection and contract administration (5 – 2) Boyd and Cabott opposed  
CGC Refrigeration Systems Upgrade Project – sole source award and budget increase  
Livingstone Trail Environmental Control Facility Hydrogeological Study consulting services  
Extend Landfill Operations Contract to June 30, 2020  
Supply of Printers 2020 to 2022  
Supply of Printer Supplies and Maintenance 2020 to 2022  
Waste Management Facility Transfer Station Upgrades Project consulting services  
Supply of Transit Buses 2019, 2020 and 2021  
Supply of Transit Real-time Passenger Information and Electronic Payment Systems  
Supply of support and maintenance for Transit Passenger Info and Payment Systems  
Supply of Computer Equipment plus Support and Maintenance 2020 to 2022  
Mount McIntyre Ski Bridge Repair Project – Construction Contract (6 – 1) Cabott opposed

### **Development Incentive Agreement Resolutions**

KBC Development – Supportive/Rental Housing at 468 Range Road  
Kevin Harms – Rental Housing at 807 Wheeler Street  
Patrick McLarnon – Rental Housing at 51 Keewenaw Drive

### **Donations and Grants Resolutions**

Authorize council donation grant to Yukon Cares (two adult transit passes for refugees)

Authorize Heritage Fund Grant for Yukon/Stikine Regional Heritage Fair

Authorize free Transit service for accredited 2020 Arctic Winter Games participants

Environmental Grant Allocations

Spring Recreation Grant Allocations

Festival and Special Event Grant Fund allocations for 2020

Fall Recreation Grant allocations

Council grant to support Yukoner Appreciation Day (as amended to increase) – 2 votes

Council Grant for the Christmas Food for Fines Program

Approve increased Council Grant to Yukon Cares (6 – 1) Curtis opposed

### **Policy and Adoption of Guiding Document Resolutions**

Adopt Breastfeeding in City Premises Policy dated February 2019

Local Procurement (Boyd 's motion) (Defeated 3 – 4) Curtis, Curteanu, Roddick, Stick opposed

Adopt Revised Community Clean-up Policy

Refer proposed Council and Administration Roundtable Policy back to administration for further review (4 – 2) Curtis and Cabott opposed

Adopt the Downtown Parking Management Plan as a guiding document

Adopt Indoor Facility Allocation Policy

Adopt Council and Administration Roundtable Policy

Adopt amended Environmental Grant Policy

### **Other Resolutions – Miscellaneous Topics**

Postpone 2<sup>nd</sup> and 3<sup>rd</sup> reading of Operating Budget and associated bylaws to February 11

Authorize the 2018 Tax Lien List

Appoint Councillor Roddick to represent the City on the AYC Board

Renew subdivision approval – Whistle Bend Phase 4

Accept council member summary reports for 2018

Authorize travel expenses for FCM Annual Conference in Quebec City

Vote separately on two resolutions for submission to Association of Yukon Communities

AYC Resolution regarding community infrastructure funding (as amended)

AYC Resolution regarding respectful engagement (as amended)

Refer Strategic Priorities back to Administration for further work

Authorize Council Travel – Association of Yukon Communities AGM

Accept 1<sup>st</sup> Quarter Progress Reports as presented

Postpone decision on temporary closure of Hanson Street Lane

Confirm the 2019 Strategic Priorities and authorize public release

Approve audited financial statements for 2019

Amend Climate Change Emergency Motion (6 – 1) Hartland opposed

Postpone Climate Change motions (5 – 2) Cabott and Hartland opposed

Refer proposed lot expansion at 2 North Star Drive back to administration

Refer proposed zoning amendment at Lot 29 Mount Sima Industrial back to administration for additional information on options and costs (4 – 2) Curtis and Roddick opposed

Withdraw motion to amend Councillor Roddick’s Climate Change motion

Amend Councillor Roddick’s Climate Change Motion (5 – 1) Hartland opposed

Climate Change and Declaration of a Climate Emergency (5 – 1) Hartland opposed

Amend Fees and Charges Amendment Bylaw to remove Planning Department Changes

Subdivision Approval – Whistle Bend Phase 7

Re-schedule regular council meeting due to federal election

Deputy Mayor Appointments – 2019 to 2020

Reserve Deputy Mayor Appointments – 2019 to 2020

Standing Committee Chair and Vice-Chair Appointments – 2019 to 2020

Council Member Appointments to Ad Hoc Committees – 2019 to 2020

Approve decision to NOT appoint a council member to Whitehorse Housing Advisory Board

Special Committee Council Appointments – November 1, 2019 to October 31, 2020

Administrative Appointments – November 1, 2019 to October 31, 2020

Adopt meeting schedule for 2020

Approve application for Urban Electrification at 10 Haldane Place

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



**Chair:** Jan Stick

**Vice-Chair:** Samson Hartland

February 17, 2020

Meeting #2020-04

- 
1. Proposed Renaming of College Drive to University Drive  
Presented by Manager Patrick Ross
  2. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b> City Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 17, 2020
<b>RE:</b> Proposed Renaming of College Drive to University Drive

### **ISSUE**

A proposal to rename College Drive to University Drive, designated as ROAD, Quad 105 D/11 on Plan 95-50 LTO and Part of 66' ROAD on Plan 26830 LTO, adjacent to the Takhini North Neighborhood.

### **REFERENCE**

- Municipal Addressing and Naming Policy and Guidelines & Procedures (1998)
- Bylaw 2020-09 and Appendix 'A'
- Location Sketch

### **HISTORY**

Administration was approached by Yukon College's Senior Executive Committee (the Committee) with a request that the City officially change the name of the public portion of College Drive to University Drive to coincide with Yukon University's upcoming official launch in May of this year.

To support the renaming request to the City, the Committee consulted with a number of area stakeholders including Government of Yukon (YG), First Nations and residents and businesses that may have a vested interest in the College Drive renaming.

Ta'an Kwäch'än and Kwanlin Dün First Nations have both provided letters of support for the name change and they are currently working with Yukon College to select a Southern Tutchone name for the private unnamed ring road that surrounds the campus.

The existing cul-de-sac/bus loop adjacent to the main Yukon College building is also within the existing private Yukon College property and will be considered as a continuation of University Drive including appropriate signage to be installed. Yukon College and the future Yukon University will remain responsible for maintenance of all private roads, erecting street signs and wayfinding signage on private property.

The road name change request was reviewed at the City's Development Review Committee meeting held on October 16, 2019 with no concerns identified.

Administration is now proposing that Council officially rename College Drive to University Drive through the bylaw process.

### **ALTERNATIVES**

1. Rename College Drive to "University Drive".
2. Do not rename the road.

## **ANALYSIS**

### **City Policy**

The name “University Drive” is compliant with the requirements of the Municipal Addressing and Naming Policy and associated Guidelines and Procedures.

The Yukon College and Whitehorse Correctional Centre (WCC) properties are the only two developed properties that currently front College Drive. For wayfinding, WCC uses the municipal address of 25 College Drive and Yukon College uses the municipal address of 500 College Drive. The Senior’s Residence located within the college grounds at 600 College Drive is the only mailing address currently in use in Canada Post’s mail delivery system. All other agencies/departments currently located on College Drive are using the Yukon government’s internal mail system or a postal box.

### **Consultation**

Yukon College sought comment from affected stakeholders on the proposed road name change, including YG Departments of Justice and Highways and Public Works, Yukon Archives, Yukon Arts Centre, Nakwaye Ku Daycare and Yukon Housing Corporation, with no concerns being raised.

The only concern expressed through the Committee’s consultation was through the Seniors Residence Association, representing the existing Senior’s Residence located within the college grounds (600 College Drive), which requested the ability to retain their existing College Drive mailing addresses. To accommodate this request, Yukon College has proposed that the portion of private road in the vicinity of the Seniors Residence will continue to be called College Drive and be retained as a private road within the Yukon University property. Similar to other instances of this scenario (e.g., the Airport grounds), the College Drive name will be added to the City’s Official Road Name List as an unofficial municipal road.

Per Section 2(j) of the Naming Guidelines and Procedures, Administration is responsible for contacting appropriate government agencies and relevant service providers prior to approval. All required agencies were contacted and no concerns were expressed with the proposed renaming. The following agencies were contacted:

- Kwanlin Dūn First Nation
- Ta'an Kwäch'än Council
- Canada Post
- ATCO Electric Yukon
- Northwestel
- YG Emergency Medical Services
- RCMP
- YG Community Affairs

As well, appropriate City departments were notified, with no concerns being identified.

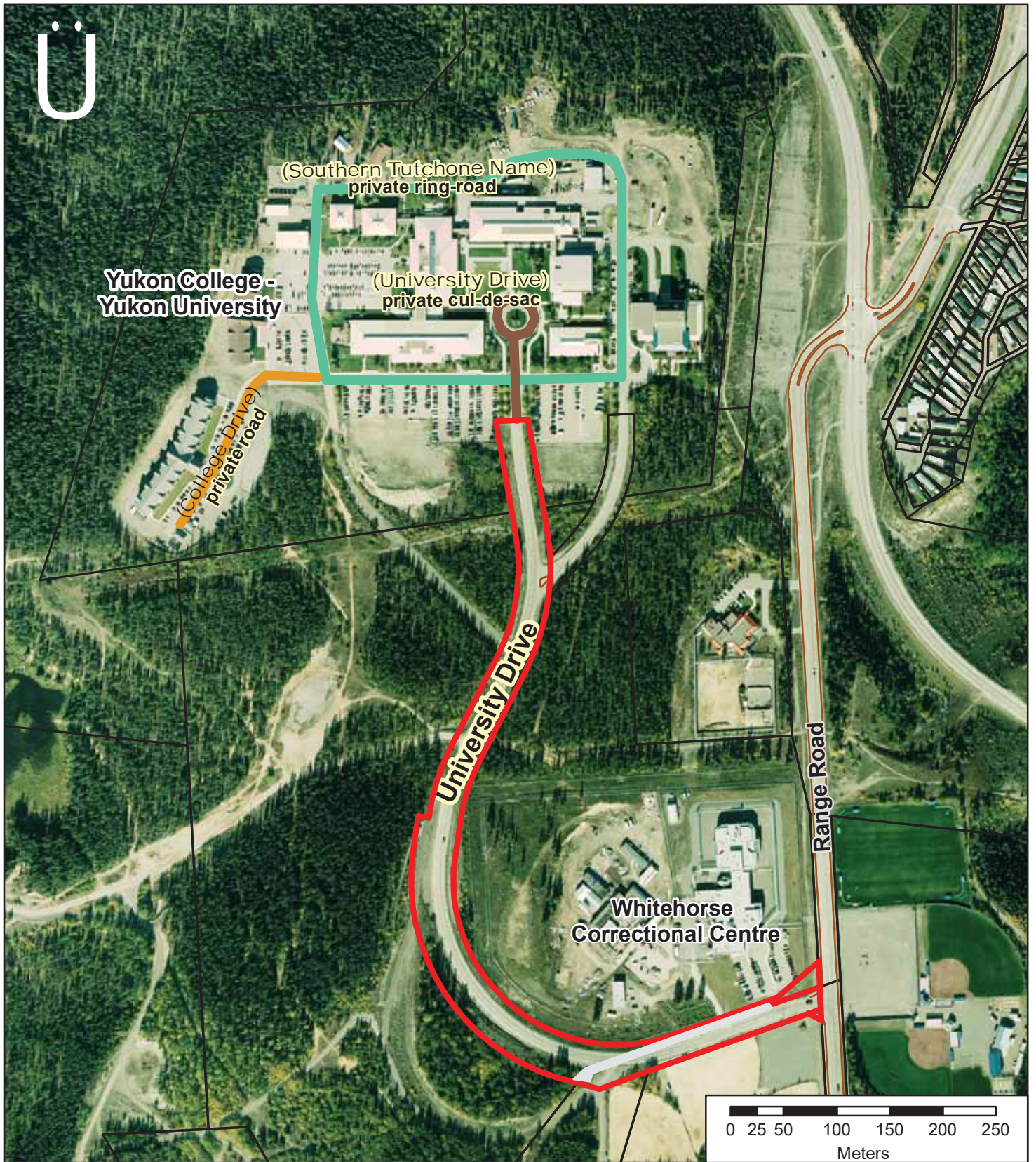
### **Next Steps**

Should Council proceed with approval of the street renaming, next steps would include:

- Installation of a new street sign at the Range Road intersection; and
- Notification to public and agencies listed in Appendix A – Circulation List of the Naming Guidelines.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2020-09, being a bylaw to rename the existing College Drive road to “University Drive”, be given consideration under the bylaw process.



SCALE: 1:5,000	DWN BY: MLB
DATE: Feb 17, 2020	REV NO: 1
FILE NO: College Drive Renaming BYLAW 2020-09	
\Street - Facility Naming	

**CITY OF WHITEHORSE - LAND AND BUILDING SERVICES**

**Proposed Street Renaming - Location Sketch**  
 College Drive to University Drive, Adjacent  
 Takhini Neighborhood, Whitehorse, Yukon





# CITY OF WHITEHORSE

## BYLAW 2020-09

A bylaw to rename College Drive.

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WHEREAS section 265 of the *Municipal Act* (R. S. Y. 2002) provides that Council may by bylaw name a road or subdivision; and

WHEREAS Whitehorse City Council adopted the Municipal Addressing and Naming Policy to guide the assignment of names to streets, subdivisions, parks, recreation areas, and City-owned buildings and facilities within the municipal boundaries of the City of Whitehorse; and

WHEREAS it is deemed desirable to officially rename College Drive located adjacent to the Takhini North Neighbourhood, Whitehorse to University Drive;

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

1. College Drive, located north of the Takhini North Neighbourhood, Whitehorse, Yukon Territory is hereby renamed “**University Drive**”, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw; and
2. This bylaw shall come into full force and effect upon the final passing thereof.

**FIRST and SECOND READING:**

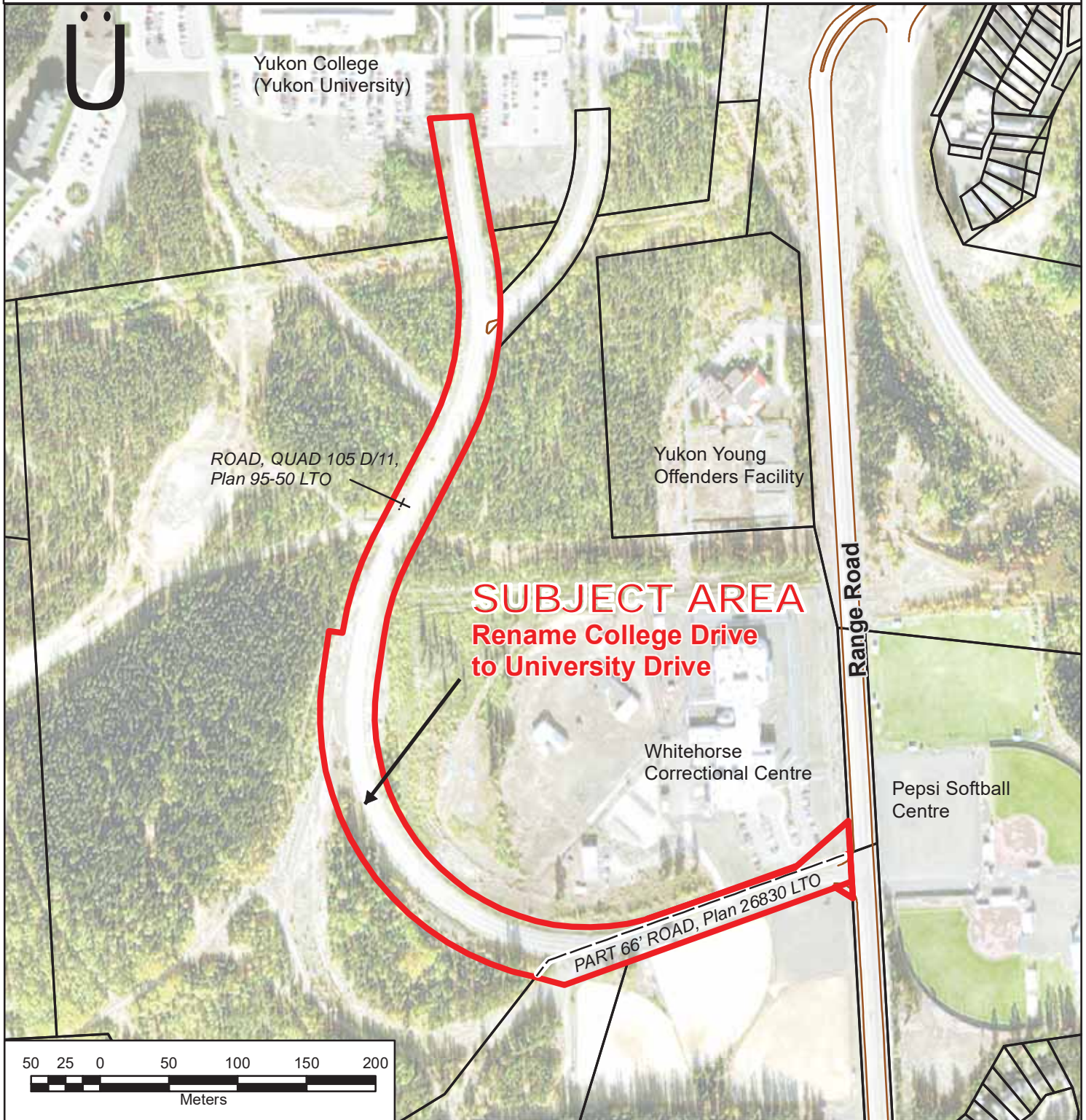
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

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



CITY OF WHITEHORSE  
BYLAW 2020-09  
APPENDIX 'A'



**BYLAW 2020-09:**

A bylaw to rename College Drive located adjacent to the Takhini North Neighbourhood, Whitehorse to University Drive.

**LEGEND**

 SUBJECT AREA