

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, April 20, 2020 – 5:30 p.m.

Council Chambers, City Hall

---

## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

Earth Day – April 22, 2020

## **DELEGATES**

## **CITY OPERATIONS COMMITTEE**

1. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Spring Recreation Grants Allocations
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Budget Amendment – Downtown Speed Reduction Project
2. Budget Amendment and Contract Award – Rural Roads Surfacing Project
3. New Business

## **CITY PLANNING COMMITTEE**

1. New Business



## PROCLAMATION

### **EARTH DAY – April 22, 2020**

WHEREAS the global community faces extraordinary global challenges such as environmental degradation, climate change, pollution, and waste generation; and

WHEREAS the City of Whitehorse has a long tradition of environmental sustainability and stewardship, and has demonstrated a commitment to the environment through a variety of initiatives and the promotion of environmental awareness and education; and

WHEREAS the City of Whitehorse officially declared a Climate Change Emergency on September 23<sup>rd</sup>, 2019; and

WHEREAS it is the responsibility of each of us to safeguard the environment; and

WHEREAS Earth Day is a time to celebrate and inspire environmental awareness, and also to encourage the conservation, protection, and appreciation of our natural resources;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim April 22, 2020 to be ***Earth Day*** in the City of Whitehorse.

Dan Curtis  
Mayor

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



**Chair:** Samson Hartland

**Vice-Chair:** Laura Cabott

April 20, 2020

Meeting #2020-08

---

1. New Business

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



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

April 20, 2020

Meeting #2020-08

- 
1. Spring Recreation Grant Allocations  
Presented by Keri Rutherford
  
  2. New Business

## ADMINISTRATIVE REPORT

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> April 20, 2020
<b>RE:</b> 2020 Spring Recreation Grant Allocations

### ISSUE

Approval of the 2020 Spring Recreation Grant Recommendations for:

Category 1 – Recreation Grants

Category 2 – Parks/Recreation Facilities Grants

Category 3 – Arts/Cultural Facilities Grants

### REFERENCE

Recreation Grant Appendices A, B, C

Recreation Grant Policy

### HISTORY

Council policy governs the allocation of recreation grants. The Recreation Grant Task Force<sup>1</sup> met on Monday April 6 to discuss and compile recommendations for funding in accordance with the Recreation Grant Policy.

With an increase to the City of Whitehorse's Community Lottery Program allocation, a total of \$296,396.60 is available for two granting sessions in 2020. Category 1, 2, and 3 are allocated in the spring and only Category 1 in the fall. The funding available for this session is:

- \$106,702.88 for Category 1 – Recreation Grants;
- \$118,558.76 divided between Category 2 – Recreation Facilities/Parks Grants and Category 3 – Arts/Cultural Facilities Grants.

This leaves \$71,000 plus any undesignated funds for the fall intake.

The total amount received by the City for 2019-2020 through the Community Lottery Fund was \$197,176.00. The City continues to acknowledge Lotteries Yukon's support in City advertising.

### ALTERNATIVES

1. Approve the allocation of the grants as recommended
2. Deny the allocation of the grants as recommended

---

<sup>1</sup> Appointed by Council; appointees are Jane Koepke, Marilyn(Myke) McPhee, Caili Steele, Jacob Rohloff, Al Loewen, Anne Morgan and Marg White.

### **ANALYSIS**

The Recreation Grant Task Force received and reviewed 27 applications. Council has the authority to deny any of the recommendations brought forward by the Task Force. The result of denied recommendations is that some projects might not proceed.

The applications received, together with the recommendations of the Task Force, and any applicable conditions, are listed in the attached summary sheets identified as Appendices A, B, and C.

Of the \$106,702.88 in funds available for Category 1 applications \$67,208.00 is recommended for allocation. Of the \$118,558.76 in funds available for Category 2 and 3 applications \$64,525.55 is recommended for allocation.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council approve the allocation of \$67,208.00 for Category 1 Recreation Grants, and \$64,525.55 for Category 2 – Recreation Facilities/Parks Grants and Category 3 – Arts/Cultural Facilities Grants.

**Appendix "A" Spring 2020 Recreation Grants - Category 1**

#	Applicant	Priority	Type	Project	Subtotals	Amount Requested	Amount Recommended
1	Nlaye Ndasadaye Daycare Society	2	PA	Zumba Program	N/A	\$ 2,340.00	\$ -
2	Gwaandak Theatre Society	1	PA	Indigenous & Female Play Readings	\$ 3,000.00		
		2	LD	Mentorship: Directors and Producers	\$ 1,000.00	\$ 4,000.00	\$ 3,000.00
3	Community Choir of Whitehorse Society	1	PA	Program assistance and development	\$ 4,800.00	\$ 6,300.00	\$ 6,300.00
		2	LD	Professional Development	\$ 1,500.00		
4	Jazz Yukon	1	PA	Jazz in the Hall	N/A	\$ 2,400.00	\$ 1,800.00
5	Larrikin Entertainment Ensemble	1	PA	Theatrical production	N/A	\$ 7,000.00	\$ 6,000.00
6	Heart of Riverdale	1	PA	Arts Camp and youth Internship	N/A	\$ 12,000.00	\$ 12,000.00
7	Nakai Theatre	1	PA	24 hour Challenge		\$ 3,500.00	\$ 3,000.00
8	Freedom Trails	1	PA	Partial contract fees and wage expenses	N/A	\$ 4,000.00	\$ 3,500.00
9	Canadian Filipino Sports Association	1	PA	Winter Sports Tournament	N/A	\$ 3,000.00	\$ -
10	Flatwater North	1	PA	BBQ and Shelter	N/A	\$ 1,108.00	\$ 1,108.00
11	Yukon Summer Music Camp	1	PA	Yukon Summer Music Camp	N/A	\$ 7,000.00	\$ 7,000.00
12	Special Olympics	1	PA	Golf Program	N/A	\$ 1,500.00	\$ 1,500.00
13	Music Yukon	1	PA	Arts in the Park	N/A	\$ 8,000.00	\$ 8,000.00
14	Whitehorse Concerts	1	PA	Classical Music Series	N/A	\$ 2,500.00	\$ 2,500.00
15	Golden Age Society	1	OM	Operations & Maintenance	N/A	\$ 16,000.00	\$ 8,000.00
16	Yukon Conservation Society	1	PA	Nature Interpretation Program	N/A	\$ 4,500.00	\$ 4,500.00
					<b>Total Amount Requested:</b>	<b>\$ 85,148.00</b>	
					<b>Total Amount Available:</b>	<b>\$ 106,702.88</b>	
PA	Program Assistance		EQ	Equipment Minor/Major		<b>Amt. Designated</b>	<b>\$ 68,208.00</b>
LD	Leadership Development		OM	Operations & Maintenance			
CAP	Capital						

**Appendix "B" Spring 2020 Recreation Grants Category 2 (Parks / Recreation Facilities)**

		Total Amount Available for Category 2				Total Amount Available for Category 2	
#	Applicant	Priority	Type	Project	Subtotals	Amount Requested	Amount Recommended
1	Mountain View Golf Club	1	OM	Electrical		\$ 10,000.00	\$ 6,000.00
		2		Insurance			
2	Whitehorse Cross Country Ski Club	1	OM	Operational Expenses		\$ 20,000.00	\$ 10,000.00
3	Biathlon Yukon	1	CAP	Operational Expenses		\$ 4,220.00	\$ 3,800.00
4	Friends of Mount Sima Society	2	OM	snowmaking and chairlift		\$ 90,000.00	\$ 10,000.00
5	Special Olympics See also category 1 - Golf Program	2	OM	Electrical		\$ 800.00	\$800.00
					<b>Total Amount</b>	<b>\$ 125,020.00</b>	
						<b>Amt. Designated</b>	<b>\$ 30,600.00</b>
							<b>\$59,279.38</b>



**Appendix "C" Spring 2020 Recreation Grants Category 3 (Arts/Cultural Facilities)**

						Total Amount Available for	\$59,279.38
#	Applicant	Priority	Type	Project	Amount Requested	Amount Recommended	
1	Nlaye Ndasadaye Daycare Society	1	PA	Music Program	\$ 4,709.25	\$ 2,825.55	
2	Yukon Church Heritage Society/Old Log Church Museum	1	OM	Operational Expenses	\$ 5,500.00	\$ 5,500.00	
3	Yukon Theatre for Young People society	1	PA	Oliver the musical	\$ 10,000.00	\$ 9,000.00	
4	Yukon Arts Centre	1	PA	Youth Arts education and Transportation Program	\$ 7,800.00	\$ 7,800.00	
5	Yukon Conservation Society	2	PA	Created at the Canyon	\$ 850.00	\$ 850.00	
6	Guild Society	1	OM	Utilities Support	\$ 13,250.00	\$ 7,950.00	
					<b>Total Amount Requested \$</b>	<b>42,109.25</b>	
					<b>Amt. Designated</b>	<b>\$ 33,925.55</b>	

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



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

April 20, 2020

Meeting #2020-08

---

1. New Business

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



**Chair:** Dan Boyd

**Vice-Chair:** Jocelyn Curteanu

April 20, 2020

Meeting #2020-08

---

1. New Business

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



**Chair:** Laura Cabott

**Vice-Chair:** Stephen Roddick

April 20, 2020

Meeting #2020-08

- 
1. Budget Amendment – Downtown Speed Reduction Project  
Presented by Manager Taylor Eshpeter
  2. Budget Amendment and Contract Award – Rural Roads Surfacing Project  
Presented by Manager Taylor Eshpeter
  3. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> April 20, 2020
<b>RE:</b> Budget Amendment – Downtown Speed Reduction Project

### **ISSUE**

Capital budget amendment for the Downtown Speed Reduction Project

### **REFERENCE**

2020-2023 Capital Expenditure Plan  
Purchasing and Sales Policy  
Second Avenue Corridor Study, Stantec Engineering, 2020

### **HISTORY**

A Council and Administrative Roundtable was held to discuss concerns about the safety of downtown streets in conjunction with a presentation of the Second Avenue Corridor Study completed by Stantec Engineering. During this discussion Council specifically asked for more information on the topic of a blanket speed reduction for the downtown area to 40km/hr from the existing 50km/hr.

To better understand potential impacts to the transportation network as a result of the proposed speed reduction and its expected effectiveness in the context of the downtown area, Administration is proposing that a brief engineering study be completed before bringing a bylaw amendment forward to Council for the speed reduction. The study will also provide an indication of the estimated costs to implement this speed reduction.

### **ALTERNATIVES**

1. Amend the capital budget and approve creation of a new capital project for a transportation engineering study for the Downtown Speed Reduction project.
2. Do not amend the capital budget.

### **ANALYSIS**

It is expected that many questions will be raised at the time of an amendment to the Traffic Bylaw to reduce the speed limits in the downtown area, particularly about potential real or perceived negative impacts. Therefore, Administration would like to complete work upfront of the potential amendment to provide a better understanding of the impacts of a blanket speed reduction to the downtown area.

This work is proposed to be completed by a transportation engineering consultant.

Following this work, it is expected that additional funds would be required for the implementation of a speed reduction, should it be approved, and would be requested at the time of the Traffic Bylaw amendment.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council amend the 2020 to 2023 capital expenditure program and approve the creation of a new 2020 capital project for a transportation engineering study for the Downtown Speed Reduction project in the amount of \$15,000, funded by the Capital Reserve.

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> April 20, 2020
<b>RE:</b> Budget Amendment and Contract Award – Rural Roads Surfacing Project

### **ISSUE**

Capital budget amendment and contract award for the 2020 Rural Roads Surfacing Project

### **REFERENCE**

- RFT 2020-013 – 2020 Rural Roads Project
- Purchasing and Sales Policy
- 2020-2023 Capital Expenditure Plan– Account 240c00309 Rural Roads Surfacing Project
- Rural Roads Overall Plan (Attached)

### **HISTORY**

A request for tender (RFT) was prepared to seek contracting services to complete resurfacing of local subdivision roads that have bituminous surface treatment (B.S.T.) and to pave intersections with warm mix asphalt as shown on the attached overall plan.

The RFT for the 2020 Rural Roads Surfacing Project was advertised on the City's website and in local newspapers. The RFT documents were made available on March 6, 2020 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on April 1, 2020 and one compliant submission was received from Skookum Asphalt Ltd. with a bid of \$419,937.51 not including GST.

### **ALTERNATIVES**

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

### **ANALYSIS**

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

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

The current budget for this project is \$430,000 and is funded entirely from Gas Tax. In order to complete the project, additional funds in the amount of \$35,000 are required to

provide for construction contingency and cover costs associated with engineering, material testing quality assurance, and construction inspections. The budget amendment amount will be funded from Gas Tax by amending the current Gas Tax agreement.

**ADMINISTRATIVE RECOMMENDATION**

THAT the 2020 to 2023 capital expenditure program be amended by increasing the 2020 Rural Roads Surfacing project number 240c00309 by \$35,000, funded by Gas Tax to cover additional costs and; and

THAT Council authorize Administration to award the contract for the 2020 Rural Roads Surfacing Project to Skookum Asphalt Ltd. for a net cost to the City of \$419,937.51 plus GST.







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



**Chair:** Jan Stick

**Vice-Chair:** Samson Hartland

April 20, 2020

Meeting #2020-08

---

1. New Business