

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, October 5, 2020 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

## **DELEGATE SUBMISSIONS**

### **CITY PLANNING COMMITTEE**

1. Local Food and Urban Agriculture Study – For Information Only
2. New Business

### **CITY OPERATIONS COMMITTEE**

1. Contract Award – Mobile Steamer Truck
2. New Business

### **COMMUNITY SERVICES COMMITTEE**

1. New Business

### **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

### **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

### **CORPORATE SERVICES COMMITTEE**

1. Budget Amendment – Floor Covering Replacement
2. Contract Award – Enterprise Data Storage System
3. New Business

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



**Chair:** Jan Stick

**Vice-Chair:** Samson Hartland

October 5, 2020

Meeting #2020-21

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1. Local Food and Urban Agriculture Study – For Information Only  
Presented by Planner 2 Erica Beasley
  2. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> October 5, 2020
<b>RE:</b> Local Food and Urban Agriculture Study – For Information Only

### **ISSUE**

Completion of the City's 2020 Local Food and Urban Agriculture Study.

### **REFERENCE**

- 2020 Local Food and Urban Agriculture Study (Executive Summary attached)
- 2020 Commercial and Industrial Land Study
- Whitehorse 2040 - Official Community Plan review

### **HISTORY**

In 2016, the City's Planning & Sustainability Services department initiated work to develop a Local Food and Urban Agriculture Study (LFUAS) with a focus on identifying actions that the City can lead or support other organizations to implement for a more food-secure future for Whitehorse. The study is now complete and available on the project website at [www.whitehorse.ca/localfood](http://www.whitehorse.ca/localfood).

Engagement for developing the initial draft of the study occurred between 2016 and 2018. Activities included 47 interviews, two online public survey (455 respondents), and three focus group sessions (21 participants). Several research and engagement activities were done in partnership with the City's 2020 Commercial and Industrial Land Study. The draft LFUAS was released online on August 21, 2020, for a public comment period that closed on September 21. Fourteen submissions were received.

Project work on the study was carried out primarily by City staff with contributions from several hired consultants. The project team connected with other governments (Government of Yukon, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council), industry representatives, associations, businesses, gardening groups, and residents active and/or interested in food and agriculture topics.

An organizational scan of the City was an early phase of project work, which revealed that at least 21 of the municipality's documents connect to the food system in various ways. The City additionally has programs, events, facilities, grants, services, and products that also connect. Review occurred of policies, regulations, and initiatives that have worked well in other municipalities and have potential for success if implemented in Whitehorse.

Several presentations on the LFUAS have been made to Council over the duration of the project, including at a Council and Administration Roundtable Meeting that occurred on June 11, 2020.

## **ANALYSIS**

The draft of the LFUAS released in August was available through the project webpage, which received 549 views during the one-month public review and comment period.

The input submissions received were consolidated and forwarded to Council via the Public Input email address. Most expressed general support for the City's initiative to study food and agriculture, and reinforced the importance of these topics for the social, economic, and environmental benefits they can bring to the community. Support was expressed for the City to actively pursue implementation of the study. Several submissions indicated support or caution relating to specific actions.

Several changes to the study have occurred reflecting the input received. Changes include minor edits to contextual information, revisions to the wording of several actions, the addition of one new action (raising the total to 67), and the addition of several photos. Some of the ideas proposed in the submissions were considered out of scope for the project.

An intention of the LFUAS has been to inform the Whitehorse 2040 Official Community Plan review process, which is currently under way. Policies and objectives for the plan are being drafted to reflect the findings of the study. Future implementation work is anticipated to include review and updates of the City's Zoning Bylaw, Animal Control Bylaw, and Business License Bylaw, amongst other activities.

The City's Environmental Grant is available for members of the public to take on project ideas identified in the study.



## Executive Summary

The City of Whitehorse (the City) *Local Food and Urban Agriculture Study (LFUAS)* is the culmination of a 4-year review and engagement process led by the Planning & Sustainability Services department, with financial support from the *Canada-Yukon Growing Forward 2 Fund* and *Canadian Agricultural Partnership*.

The LFUAS process was initiated in recognition that supporting local food and urban agriculture can bring many benefits to Whitehorse, including strengthening the local economy, better connecting residents to their food system, bringing people together in pursuits that help to build community, providing connection to land, nature, and culture, and boosting resiliency.

Developing the LFUAS fulfills implementation items identified in the City's *Whitehorse Sustainability Plan (2015)* and *Community Economic Development Strategy (2015)*. The study's *Potential Actions* document aligns with the directive established in the City's *Official Community Plan (2010)* to support local food production, and complements objectives identified in the Government of Yukon's *Local Food Strategy for Yukon (2016)*.

The LFUAS provides a cross-departmental work plan that, through implementation, can help to lead Whitehorse towards a more food-secure future over the next 10 years, and beyond. It identifies opportunities for the City to confirm its commitment to supporting a robust local food system that is **sustainable, resilient, and accessible** to all Whitehorse residents.

**Eight overarching goals and 67 potential actions** are described, which the City can undertake or provide support to other organizations to implement. Many of the actions build on initiatives and themes that the City is currently working on, while others reflect new ideas, directions, and partnerships.

Food system goals and potential actions are categorized under the following components:

- > **Production:** 31 actions to increase local food production at all scales, from backyard plots to commercial farms, and on public lands.
- > **Wild Harvesting:** 7 actions to increase opportunities to build cross-cultural knowledge and skills for the sustainable use of wild local foods and medicines.
- > **Processing & Preservation:** 4 actions to increase opportunities for processing and preserving locally sourced foods.
- > **Distribution & Retailing:** 4 actions to increase opportunities for distributing and retailing locally sourced and prepared foods.
- > **Nutrition Support:** 5 actions to improve access to fresh and affordable local food, for all residents.
- > **Consumption:** 2 actions to increase consumption of local foods in homes, businesses, institutions, and at community meetings and events.
- > **Resource Recovery:** 5 actions to increase the recovery of food and production, sale, and use of compost for food production.
- > **System-wide:** 9 actions to provide system-wide support to advance all food system components.

A timeline target is identified for each potential action, with **27 actions intended for the short-term** (to occur within less than 5 years), **7 actions intended for the medium-term** (5-7 years), and **33 actions intended to be ongoing** (whenever capacity is available, and continuing for 10 years or beyond). The following collective initiatives to update existing City plans and bylaws can capture priority actions, and provide a kick-start on implementation:

- > **Official Community Plan update**, to revise policy directives relating to the Agriculture land use designation and explore expanding the designation to additional areas within Whitehorse.
- > **Zoning Bylaw update**, to respond to trends and interests in small-scale and indoor agriculture activities that offer growing methods well suited for Whitehorse's cold climate and urban context.
- > **Animal Control Bylaw update**, to improve regulations on hen keeping and coop development, expand allowances for beekeeping, and set limits for livestock kept in country residential areas.
- > **Business License Bylaw (and associated fees) update**, to better reflect the short-term and seasonal nature of market and mobile food vending.



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



**Chair:** Samson Hartland

**Vice-Chair:** Laura Cabott

October 5, 2020

Meeting #2020-21

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1. Contract Award – Mobile Steamer Truck  
Presented by Manager Richard Graham
  2. New Business

## ADMINISTRATIVE REPORT

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> October 5, 2020
<b>RE:</b> Contract Award – Mobile Steamer Truck

### ISSUE

Contract award for the supply and delivery of one Mobile Steamer Truck

### REFERENCE

RFT 2020-071 – Supply and Delivery of One Mobile Steamer Truck  
Purchasing and Sales Policy  
2011-12 Administrative Directive – Replacement of Vehicles & Equipment  
2020 Capital Expenditure Plan, Job # 320c00115 – Mobile Steamer Replacement

### HISTORY

A request for tender (RFT) was prepared to seek the supply and delivery of one mobile steamer truck being replaced pursuant to the City's Vehicle/Equipment Replacement Administrative Directive. The RFT is for materials, labour and equipment necessary to complete the delivery of the equipment.

The RFT was advertised on the City's website and in local newspapers. The RFT documents were made available on August 28, 2020 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on September 23, 2020 and one compliant submission was received from Inland Kenworth Ltd. with a bid of \$488,573.00, not including GST. One submission was found to be non-compliant and was therefore rejected.

### ALTERNATIVES

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

### ANALYSIS

The review of the bids by an internal committee comprised of personnel from the Financial Services, Operations and Water and Waste departments included checking for completeness, mathematical errors, and adherence to the specifications. The committee agreed that the bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The pricing submitted is reasonable.

Sufficient funds are available in the capital budget to complete this project with funding provided by the Gas Tax program.

### ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to award the contract for the supply and delivery of one Mobile Steamer Truck to Inland Kenworth Ltd. for a net cost to the City of \$488,573.00, plus GST.

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



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

October 5, 2020

Meeting #2020-21

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1. New Business

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



**Chair:** Stephen Roddick

**Vice-Chair:** Jan Stick

October 5, 2020

Meeting #2020-21

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1. New Business

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



**Chair:** Dan Boyd

**Vice-Chair:** Jocelyn Curteanu

October 5, 2020

Meeting #2020-21

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1. New Business

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



**Chair:** Laura Cabott

**Vice-Chair:** Stephen Roddick

October 5, 2020

Meeting #2020-21

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1. Budget Amendment – Floor Covering Replacement  
Presented by Program Leadhand Keri Rutherford
  2. Contract Award – Enterprise Data Storage System  
Presented by Manager Michael Reyes
  3. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> October 5, 2020
<b>RE:</b> Budget Amendment – Floor Covering Replacement

### **ISSUE**

Budget amendment for the replacement of floor covering at the Canada Games Centre

### **REFERENCE**

2020-2023 Capital Expenditure Plan

### **HISTORY**

The Canada Games Centre utilizes a covering to protect the hardwood floor of the Flexihall during activities such as events and ceremonies. In March, the Yukon government established a Respiratory Assessment Centre (RAC) at Yukon Convention Centre, and required the use of a protective floor covering. The City provided both floor covering and storage racks for this purpose. Some modifications were made to the flooring to ensure it fit the space and as such is no longer usable by the Canada Games Centre.

### **ALTERNATIVES**

1. Amend the 2020 to 2023 Capital Expenditure Plan and approve creation of a new capital project for Replacement Protective Floor Covering
2. Do not amend the capital expenditure plan

### **ANALYSIS**

After the close of the RAC at the Yukon Convention Centre, the Yukon government agreed to replace the protective flooring. Administration obtained multiple quotes, and the estimated replacement value is under \$30,000. If approved, the City will proceed with procurement. If delayed or denied, the Canada Games Centre will be unable to host events or ceremonies in the Flexihall.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council amend the 2020 to 2023 Capital Expenditure Plan and approve the creation of a new capital project for Replacement Protective Floor Covering in the amount of \$29,998, funded by the Government of Yukon.

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> October 5, 2020
<b>RE:</b> Contract Award – Enterprise Data Storage System

### ISSUE

Contract award for Enterprise Storage System

### REFERENCE

Request for Tender RFT 2020-053 Enterprise Storage System  
Purchasing and Sales Policy  
2020-2023 Capital Expenditure Plan, Job #300c00220 Computer Infrastructure – Servers and Storage

### HISTORY

A request for tender (RFT) was prepared to purchase a planned cyclical replacement and upgrade for enterprise data storage units.

The RFT is for the procurement and delivery of hardware, software, warranty and support for new enterprise data storage units necessary to complete the cyclical replacement and upgrade of the City's enterprise data storage system.

Enterprise data storage systems, as with most other information technology equipment, have a useful life of three to five years. These systems are classified into Tier 1 and Tier 2 storage. Tier 1 units are more reliable, thus are used for storing critical data such as financial data, and are more expensive. Tier 2 units are used for storing less critical data such as video camera data and are less expensive.

The City purchased its first two Tier 1 units in 2012, which were replaced by one larger unit in 2017. An additional Tier 1 unit was purchased in 2013 and was supposed to be replaced last year, but is now being replaced via this RFT.

The RFT was advertised on the City's website and in local newspapers. The RFT documents were made available on July 3, 2020 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on August 4, 2020. There were two submissions received. After conducting compliance verification, one non-compliant submission was rejected and did not proceed for further evaluation.

The remaining compliant submission and winning bid is from Insight Canada Inc., with a bid of \$214,803.69 not including GST.

### **ALTERNATIVES**

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

### **ANALYSIS**

The bid was reviewed by an internal committee comprised of personnel from the Business and Technology Systems and Financial Services departments. The review included checking for completeness, mathematical errors, and proper tender security.

Clarification from the bidder was requested on the submitted list of parts, and the response provided satisfied the review committee.

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

Sufficient funds are available in the capital budget to complete this project.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the Enterprise Data Storage System to Insight Canada Inc. for a net cost to the City of \$214,803.69 plus GST.