

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, November 8, 2021 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATE SUBMISSIONS

CORPORATE SERVICES COMMITTEE

1. Forthcoming Procurements – For Information Only
2. New Business

CITY PLANNING COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. Fall Recreation Grant Allocations
2. Festival and Special Event Grant Allocations
3. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. Christmas Food for Fines Program
2. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Kirk Cameron

November 8, 2021

Meeting #2021-22

-
1. Forthcoming Procurements – For Information Only
Presented by Director Valerie Braga
 2. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: November 8, 2021
RE: Forthcoming Procurements – For Information Only

ISSUE

Bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000.

REFERENCE

Procurement Policy 2020-03
Appendix A – Upcoming Procurement Projects Update Report

HISTORY

On August 10, 2020 Council adopted Procurement Policy 2020-03, which came into effect on January 1, 2021. In accordance with section 3.5.1, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to Council on a bi-monthly basis.

ANALYSIS

Managers were asked to review their capital projects and operating requirements and to provide information on their anticipated procurements over \$100,000 for the period of November and December 2021. The information as compiled by Financial Services department is attached as Appendix A.



Appendix A

Upcoming Procurement Projects – Update Report

Report Number 2021-06

Date: November 8, 2021

Subject: 2021 Bi-monthly Procurement Projects Update

Period: November – December 2021

Purpose: The purpose of this report is to provide Council with a bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000

Upcoming Procurement Projects						
No.	Department	Project Title	Brief description	Budget	Will require Commence ment Report (No/Yes + reason)	Anticipated Procurement Posting Date
1	Business & Technology Systems	Microsoft Renewal (2022-2024)	Renewal of the support and maintenance for licensed Microsoft software and systems. Cost is estimated to be approximately \$120,000 per year for a total of \$360,000 over the term.	Capital	No, Project Value < \$500,000	11/15/2021
2	Engineering Services	Marwell Lift Sanitary Force Main Repair	Construction services to replace a short section of sanitary “force main” pipe between the lift station and the first valve chamber within the facility compound.	Capital	No, Project Value < \$500,000	11/17/2021

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Ted Laking

November 8, 2021

Meeting #2021-22

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Mellisa Murray

November 8, 2021

Meeting #2021-22

1. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Dan Boyd

November 8, 2021

Meeting #2021-22

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Mellisa Murray

Vice-Chair: Michelle Friesen

November 8, 2021

Meeting #2021-22

-
1. Fall Recreation Grant Allocations
Presented by Program Leadhand Keri Rutherford
 2. Festival and Special Event Grant Allocations
Presented by Acting Manager Arbor Webster
 3. New Business

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: November 8, 2021
RE: 2021 Fall Recreation Grant Allocations

ISSUE

Approval of the recommendations for Fall Recreation Grant allocations

REFERENCE

Recreation Grant Policy
Appendix A – Grant Summary
Appendix B – Operational Support Summary

HISTORY

Council policy governs the allocation of recreation grants. The Recreation Grant Task Force met on October 13, 2021 to discuss and compile recommendations for funding in accordance with the Recreation Grant Policy.

A total of \$294,062 was available for two granting sessions in 2021. The funding available for this session is \$94,042.60, including any refunds received for all Recreation Grant categories.

The total amount received by the City for 2021 through the Community Lottery Fund was \$241,238. The City continues to acknowledge Lotteries Yukon support in City advertising.

ALTERNATIVES

1. Approve the allocation of the recreation grants as recommended
2. Refer the matter back to Administration

ANALYSIS

The Recreation Grant Task Force received and reviewed 15 applications totalling \$70,709.54 in requests. Applications were submitted under the four funding categories in the Recreation Grant Policy: Ongoing Projects and Initiatives, New Projects and Initiatives, Training and Leadership Development, and Operational Support.

Per the Community Lotteries Program guidelines, any applications that request operational support are ineligible for funding. This means that all of the requests for operating support are funded using the City's contribution of \$52,824, a portion of which was allocated in the spring intake.

The applications received, together with the recommendations of the Task Force, are listed in the summary sheets identified as Appendix A – Grant Summary and Appendix B – Operational Support Summary.

\$54,850.54 is recommended for allocation by the Recreation Grant Task Force and is within the amount of funding available.

Where funding recommendations do not reflect the full amount of funding requests, it is because certain elements of an application may be fundable under another program or is reflective of the condition of the application.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the allocation of \$54,850.54 for Recreation Grants as recommended by the Recreation Grant Task Force; and

THAT any unexpended recreation grants funds, as well as any refunds received prior to year-end, be authorized for re-budgeting in 2022.

Appendix A - Grant Summary
2021 Fall Recreation Grants

#	Applicant	Priority/Type	Project	Subtotal	Amount Requested	Last Year Funded	Last Amount Funded	Amount Recommended
1	Arctic Edge Skating Club	Ongoing Projects and Intiatives	Gold Nugget Championships		\$ 5,850.00	Fall 2020	\$ 4,000.00	\$ 5,850.00
2	Canadian - Filipino Sports Association of Yukon	Ongoing Projects and Intiatives	Winter Sports Tournament		\$ 3,426.00	Fall 2020	\$ 700.00	\$ 3,426.00
3	Chickadees Playschool Association	Ongoing Projects and Intiatives	Programming for Chickadees Playschool participants		\$ 2,040.00	Fall 2020	\$ 2,040.00	\$ 2,040.00
4	Granger Community Association	Ongoing Projects and Intiatives	Rink Nets		\$ 2,968.54	Not previously funded		\$ 2,968.54
5	Japanese Canadian Association of the Yukon	Ongoing Projects and Intiatives	Minor Equipment		\$ 3,675.00	Spring 2021	\$ 3,000.00	\$ 3,675.00
6	Learning Disabilities of the Yukon (LDAY)	Ongoing Projects and Intiatives	Camp Raven		\$ 7,000.00	Fall 2020	\$ 6,000.00	\$ 7,000.00
7	The Community Choir of Whitehorse Society	Ongoing Projects and Intiatives	Choral Program	\$ 1,800.00	\$ 5,400.00	Spring 2020	\$ 6,300.00	\$ 5,400.00
		New Projects and Initiatives	Video Production	\$ 3,600.00				
8	Yukon Arts Society	Ongoing Projects and Intiatives	Art and Craft Programs		\$ 7,000.00	Fall 2020	\$ 6,000.00	\$ 7,000.00
9	Yukon Film Society	Ongoing Projects and Intiatives	Keeping Whitehorse Cinema Alive		\$ 5,000.00	Fall 2020	\$ 5,000.00	\$ 5,000.00
10	Yukon Theatre For Young People	New Projects and Initiatives	Theatrical Performance		\$ 7,000.00	Spring 2020	\$ 9,000.00	\$ 7,000.00
Total: 10 Applications					Total Amount Requested:			
								Total Amount Available:
								\$ 49,359.54

**Appendix B - Operational Support Summary
2021 Fall Recreation Grants**

#	Applicant	Priority/Type	Project	Amount Requested	Last Year Funded	Amount Last Funded	Amount Recommended
1	Canadian - Filipino Sports Association of Yukon	Operations & Maintenance	Winter Sports Tournament	\$ 1,350.00	Fall 2020	\$ 700.00	\$ 1,100.00
2	Larrikin Entertainment	Operations & Maintenance	Operational Support	\$ 5,000.00	Spring 2020	\$ 5,000.00	\$ 1,100.00
3	Whitehorse Curling Club	Operations & Maintenance	Operational Support	\$ 5,000.00	Spring 2021	\$ 1,500.00	\$ 1,100.00
4	Yukon Arts Society	Operations & Maintenance	Operational Support	\$ 5,000.00	Fall 2020	\$ 6,000.00	\$ 1,100.00
5	Yukon Theatre For Young People	Operations & Maintenance	Theatrical Performance	\$ 5,000.00	Spring 2020	\$ 9,000.00	\$ 1,100.00
	Total: 5 Applications		Total Amount Requested:	\$21,350.00			
			Total Amount Available:	\$ 5,824.00			\$ 5,500.00

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: November 8, 2021
RE: Festival and Special Event Grant Fund Recommendations

ISSUE

Approval of Festival and Special Event Grant Funds

REFERENCE

Festival & Special Event Grant Policy
Appendix A – Festival and Special Event Grant Summary Chart

HISTORY

The Festival and Special Event Grant Fund is governed by Council Policy and has been regularly reviewed by Council since it was established in fall 2008. In 2014 Council approved the category of “signature events” to address the concerns of organizations related to the amount of funding being allocated under this process and their desire for a multi-year funding commitment.

In May 2016 Council approved changes to the Festival and Special Event Grant Policy, adopting August 31 as the annual deadline date for all applications.

The City of Whitehorse is committed to the development and support of special community events and festival celebrations in Whitehorse that provide vibrant and diverse community experiences for both residents and visitors.

ALTERNATIVES

1. Approve recommendations for Festival and Special Event Grant Fund allocations.
2. Refer the matter back to Administration.

ANALYSIS

The multi-department application assessment review committee met on October 1, 2021 to evaluate eligible Festival and Special Event Grant applications for projects occurring from January to December 2022.

Funding available to support applications in this intake is \$50,000. Thirteen applications were received, all of which were considered eligible. Each application was considered by the assessment review committee using the established criteria for the purpose of recommending both cash and in-kind support.

Approved applicants are notified in a letter issued by the City of Whitehorse that grant funds will be released in January of each year. Funding and in-kind support is being recommended to 13 organizations, of which three are signature events.

In-kind requests have been considered critically by impacted departments to ensure they can be accommodated within the regular operating budget of each affected department.

The applications received, together with the recommendations of the application assessment review committee, are listed in the summary sheet identified as Appendix A – Festival and Special Event Grant Summary Chart.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve recommendations for the 2022 Festival and Special Event Grant Fund allocations, with funding from the 2022 budget.

Appendix A - Festival and Special Event Fund Allocation – August 2021 Intake

#	Name of Organization	Project	Request		Amount Funded In 2020	Recommendations	
			Cash Amount	In-Kind		Cash Amount	In-Kind Amount
1	All-City Band Society	Music for a Winter's Eve December 12 & 13, 2022	\$800.00 Total Budget: \$13,010.00	No	\$800.00 Cash	\$800.00	N/A
2	Association franco-yukonnaise	Solstice Saint-Jean June 23, 2022	10,000.00 Total Budget: \$34,675.00	No	Did Not Apply	\$1,500.00	N/A
3	Heart of Riverdale Community Centre (The)	CypherFest Street Dance and Music Festival July 21 - 24, 2022	\$9,000.00 Total Budget: \$87,969.00	No	\$7,000.00 Cash	\$6,000.00	N/A
4	Kwanlin Dun Cultural Centre	National Indigenous People's Day 2022 June 21, 2022	\$6,000.00 Total Budget: \$60,000.00	No	Did Not Apply	\$4,000.00	N/A
5	Nakai Theatre Ensemble	Nakai Theatre Pivot Festival 2022 January 19 - 31, 2022	\$5,000.00 Total Budget: \$60,385.00	No	\$5,000.00 Cash	\$4,000.00	N/A
6	Royal Canadian Legion Branch 254	Canada Day 2022 July 1, 2022	\$5,000.00 Total Budget: \$47,104.10	Yes	\$5,000.00 Cash \$2,736.50 In-kind	\$5,000.00	\$4,129.71
7	Yukon Arts Centre	Midnight Sun Moppets Children's Festival May 23, 2022	\$5,000.00 Total Budget: \$32,612,50	No	\$2,500.00 Cash	\$2,500.00	N/A
8	Yukon Circus Society	Dogtown: The Musical September 6 - 10, 2022	\$20,000.00 Total Budget: \$179,875.00	No	First Time Applicant	\$1,700.00	N/A
9	Yukon Film Society	Available Light Film Festival 2022 February 4 - 21, 2022	\$5,000.00 Total Budget: \$258,685.00	Yes	\$5,000.00 Cash \$630.00 In-kind	\$5,000.00	\$5,670.00
10	Yukon First Nation Chamber of Commerce	Re-Awakening October 14, 2022	12,000.00 Total Budget: 55,700.00	No	First Time Applicant	\$1,500.00	N/A

Appendix A - Festival and Special Event Fund Allocation – August 2021 Intake

#	Name of Organization	Project	Request		Amount Funded In 2020	Recommendations	
			Cash Amount	In-Kind		Cash Amount	In-Kind Amount
11	Yukon First Nations Culture and Tourism <i>Signature Event</i>	Adaka Cultural Festival 2022 June 30 - July 7, 2022	\$10,000.00 Total Budget: \$620,000.00	Yes	\$7,500.00 Cash \$6,252.30 In-kind	\$6,000.00	\$7,216.08
12	Yukon Quest International Association <i>Signature Event</i>	Yukon Quest Sled Dog Race 2022 February 13 - 19, 2022	\$10,000.00 Total Budget: \$36,730.00	Yes	Did Not Apply	\$6,000.00	\$5,256.56
13	Yukon Sourdough Rendezvous Society <i>Signature Event</i>	Yukon Rendezvous Festival February 11 - 27, 2022	\$12,000.00 Total Budget: \$804,646.75	Yes	\$8,500.00 Cash \$20,586.75 In-kind	\$6,000.00	\$22,493.58
Totals						\$50,000.00	\$44,765.93

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



Chair: Kirk Cameron

Vice-Chair: Jocelyn Curteanu

November 8, 2021

Meeting #2021-22

-
1. Christmas Food for Fines Program
Presented by Manager Doug Spencer
 2. New Business

ADMINISTRATIVE REPORT

TO: Public Health and Safety Committee
FROM: Administration
DATE: November 8 th , 2021
RE: Christmas Food for Fines Program

ISSUE

Council approval of the annual '*Food for Fines*' Program

REFERENCE

2020 Food for Fines Council Resolution – 2020-11-12

HISTORY

In the spirit of contributing to those citizens who are less fortunate, and in demonstration of holiday season goodwill and community spirit, Bylaw Services is requesting approval to continue it's annual '*Food for Fines*' initiative in December 2021. The Food for Fines Program has been supported by the City since 2005.

Traditionally, the '*Food for Fines*' Program provided for accepting non-perishable food and cash donations as payment for 'time expired' parking meter or 'exceed two-hour time limit' violation tickets, with proceeds donated to the Whitehorse Food Bank and Kaushee's Place. In 2020 a total of \$8,995 was raised.

In addition to the food items, cash donations received go toward the purchase of additional non-perishable food. The proposed local charities to receive the donations are the Whitehorse Food Bank and Kaushee's Place.

- **Whitehorse Food Bank** is open five days a week and provides services to numerous families throughout Whitehorse feeding approximately 3000+ people a month.
- **Kaushee's Place** provides food and shelter to 14 to 19 women and children daily, year round.

ALTERNATIVES

1. Approve a grant of specific parking fines to the Food Bank and Kaushee's Place in an amount not exceeding \$10,000 for the Christmas '*Food for Fines*' Promotion
2. Do not implement the '*Food For Fines*' program

ANALYSIS

The following chart outlines the revenue potentially generated by expired parking meter tickets.

Average number of tickets issued per week	540 to 600
Revenue @ \$10/\$25 ticket for one week	\$5,400 / \$15,000

During the one-week Christmas *Food for Fines* initiative, people will have the option of donating non-perishable food items in lieu of regular ‘expired parking meter’ or ‘two-hour zone’ fine payments. Food items contributed must be of the same or higher value than the ticket. If such a food contribution is made, the ticket would then be considered “Paid in Full.”

Planned promotional support and advertising by the City during the month of December is available if this initiative is approved. Promoting and advertising this initiative is seen as the best way to obtain full participation from the public.

Food items may be dropped off at City Hall, along with the ticket, so that financial elements of the program can be determined. A media event consisting of a ‘cheque presentation’ event is also planned in order that the total dollar value collected can be communicated to our City’s residents.

Only “Parking Meter” and “Two-Hour Zone” tickets issued on and between Saturday, December 4th and Saturday, December 11th, 2021 are eligible for this initiative.

The cut off date for drop-off/payment of food items would be close of business on Wednesday, December 15th, 2021, with anticipated media presentation on Friday, December 17th. This will permit sufficient time for Bylaw Services to ensure delivery of the donated food to the two identified local charities and for these organizations to then distribute the food items to those families in need prior to December 25th, 2021.

ADMINISTRATIVE RECOMMENDATION

THAT the 2021 Christmas Food for Fines program be approved; and

THAT a grant not exceeding \$10,000 for parking meter ticket or two-hour zone fines issued between December 4th and December 11th, 2021 be approved to the Food Bank and Kaushee’s Place as part of the Christmas ‘*Food for Fines*’ program.