

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, February 15, 2016 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES Dave Blottner and Reba Parris Beckett – Rendezvous '16 Update
 Arlin McFarlane – Magnetic North National Theatre Festival

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. New Business

CITY PLANNING COMMITTEE

1. Sale and Transfer of Land and Building – Sport Yukon
2. Contract Award – Southern Expansion Area Pre-Feasibility Assessment
3. Contract Award – Northeastern Expansion Area Pre-Feasibility Assessment
4. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE

Date: Monday, February 15, 2016

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Robert Fendrick



Pages

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA

Date: Monday, February 15, 2016

Location: Council Chambers, City Hall

Chair: Betty Irwin Vice-Chair: Dan Boyd



Pages

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA

Date: Monday, February 15, 2016

Location: Council Chambers, City Hall

Chair: Dan Boyd Vice Chair: Roslyn Woodcock



Pages

1. New Business

**CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, February 15, 2016

Location: Council Chambers, City Hall

Chair: Robert Fendrick

Vice-Chair: Samson Hartland



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File #: 3240-02 – Sport Yukon

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: February 15, 2016
RE: Sale and Transfer of Land and Building – Sport Yukon

ISSUE

Consideration of a bylaw to authorize the sale and transfer of property

REFERENCE

Bylaw 2016-11(Disposition) Zoning Bylaw 2012-20 Land Disposition Policy

HISTORY

In 1991, Sport Yukon constructed the building at 4061–4th Avenue that currently comprises the Golden Age Society and the Sport and Recreation Administration Centre (includes Sport Yukon, Yukon Government Sport and Recreation Branch and City Parks and Community Development). The building was constructed on City-owned land with financial assistance for the project provided by a loan from the City in the amount of \$1,015,000. To secure Sport Yukon's tenure and ensure repayment of the loan debt, Sport Yukon executed a 50 year lease with the City that included repayment of the loan debt over the first 25 years followed by a nominal rent for the second 25 years.

In 1995, Sport Yukon encountered difficulties meeting the original 1991 lease payment obligations, primarily due to difficulties in securing a tenant for a portion of the building. As a result, the following occurred:

- A new 21 year lease with a revised payment schedule was negotiated;
- The City's Parks and Recreation Department moved into the south end of the building as a subtenant; and
- The City registered the building as a condominium corporation to create Unit 1 and Unit 2 and sold Unit 2 to the Golden Age Society. The proceeds from the sale of Unit 2 were allocated to further pay down Sport Yukon's loan debt.

Sport Yukon's loan debt to the City was fully repaid in 2015 and the current lease agreement expired on December 31, 2015. Sport Yukon has continued to occupy the building as a monthly tenant pursuant to the over-holding clause of the lease.

ALTERNATIVES

1. Bring forward a bylaw to authorize the sale of Unit 1, for due consideration under the bylaw process.
2. Do not proceed with the bylaw process and direct administration to negotiate a new lease with Sport Yukon.

ANALYSIS

Through the previous lease agreement, Sport Yukon assumed the responsibilities of the condominium corporation on the City's behalf and has been responsible for most costs

associated with Unit 1, including property taxes and the City's interest in the condominium corporation. Annual costs covered by the City have included alarm monitoring, response, testing and certification; fire extinguisher servicing; and irrigation. Going forward with any of the above noted options will include transferring these costs to Sport Yukon or the condominium corporation as appropriate.

While the City's Land Disposition Policy typically supports the sale of property at fair market value, administration is recommending that Unit 1 be sold to Sport Yukon at a nominal value (\$1.00), recognizing the financial investment by Sport Yukon to initially construct the building and to maintain Unit 1 together with the City's obligations related to the condominium corporation over the past 25 years.

The Golden Age Society has identified a significant increase in their membership and programming and recently expressed a desire to expand their area within the building. The City is working with the Golden Age Society to identify expansion opportunities. It should be noted that sale of Unit 1 to Sport Yukon would remove the City's ownership interest in the building and restrict the City's ability to directly facilitate an expansion for the Golden Age Society.

Next Steps

The driveway and parking area located at the rear of the building are located on the lot that encompasses the City-owned Jim Light Park. The lot is not included within the condominium plan and is not zoned compatibly with the condominium property.

To address these issues, if the sale of Unit 1 to Sport Yukon is approved, administration would bring forward the following:

- a) a zoning amendment to change the current PR–Parks and Recreation zoning designation for a portion of Jim Light Park to CM2–Mixed Use Commercial 2;
- b) a bylaw to sell the rezoned portion of Jim Light Park to the condominium corporation for a nominal value; and
- c) a lease with Sport Yukon for the City's Parks and Community Development area located in the south end of Unit 1. The City currently rents this area, comprising approximately 2,500 square feet, for an annual rental of \$52,500 (\$25/ft²).

Should either of the proposed bylaws noted in a) and b) above not be adopted by Council, administration would negotiate an easement agreement for the driveway access and parking area in favour of the condominium corporation.

Not approving this land sale and transfer will result in Unit 1 remaining City-owned. Administration would then proceed to negotiate a new 10-year lease agreement to allow Sport Yukon's tenure in the building to continue, and would also negotiate a new sublease for the City's Parks and Community Development area.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2016-11, a bylaw to authorize the sale and transfer of Unit 1, Whitehorse Condominium Plan No. 27 to Sport Yukon, be brought forward for due consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2016-11

A bylaw to authorize the sale and transfer of property in the City of Whitehorse.

WHEREAS section 265 of the *Municipal Act* (2002) provides that council may by bylaw, on such terms and conditions as deemed advisable, manage the municipality's interest in land; and

WHEREAS it is deemed desirable that Unit 1, Whitehorse Condominium Plan No. 27, Whitehorse, Yukon, located at 4061 Fourth Avenue, be sold and transferred to Sport Yukon;

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

1. The City of Whitehorse is hereby authorized to sell and transfer title to Unit 1, Whitehorse Condominium Plan No. 27, City of Whitehorse, Yukon Territory and an undivided 79% interest in the common property therein, located at 4061 Fourth Avenue, as shown on the sketch attached hereto as Appendix "A" and forming part of this bylaw. The said property shall be sold to Sport Yukon for the nominal sum of one dollar (\$1.00).
2. The Mayor and Assistant City Clerk are hereby authorized to execute on behalf of the City of Whitehorse any and all documentation required for the completion of the sale and transfer of ownership of the said lands in an expeditious manner.
3. This bylaw shall come into full force and effect on the final passing thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk




CITY OF WHITEHORSE
BYLAW 2016-11
APPENDIX 'A'



Land sale and transfer of Unit 1, Condominium Corporation 27,
Whitehorse, Yukon to the Sport Yukon Society

LEGEND

 SUBJECT AREA

File: Long Range Planning SUCB 2016

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: February 15, 2016
RE: Contract Award – Southern Expansion Area Pre-Feasibility Assessment

ISSUE

Contract award for the preparation of a pre-feasibility assessment for a Southern Urban Containment Boundary (SUCB) expansion

REFERENCE

- 2010 Official Community Plan
- Consulting Services Selection Procedures Policy
- Request for Proposals, SUCB Expansion Area Pre-Feasibility Assessment, plus 3 addenda
- Proposals from:
 - Inukshuk Planning and Development
 - Morrison Hershfield
 - Stantec
 - Urban Systems

HISTORY

On December 11, 2015 the City of Whitehorse released a Request for Proposals (RFP) for development of a Southern Urban Containment Boundary Expansion Area Pre-Feasibility Assessment. Four proposals were received. The proposals were reviewed by the evaluation team, which comprised of members of the Planning and Building Services Department and Engineering Services Department.

ALTERNATIVES

Option 1: Award the contract to Inukshuk Planning and Development.

Option 2: Cancel the project.

ANALYSIS

Map 5 of the Official Community Plan shows various areas for growth throughout the city, including two potential expansions to the Urban Containment Boundary (UCB). The NUCB Pre-Feasibility Assessment would gather additional data and help to inform the growth plan for the 2017/18 OCP rewrite. It is important to investigate the NUCB now as it can potentially take decades to complete major land development projects. It is important to note that completing the Pre-Feasibility Assessment does not commit the City to development.

The proposals were evaluated in accordance with the six evaluation criteria stipulated in the Consulting Services Selection Procedures Policy. The weighting of each criterion and total points awarded by the review committee were as follows:

	<i>Project Team</i>	<i>Approach & Methodology</i>	<i>Past Relevant Experience</i>	<i>Schedule</i>	<i>Technical Point Threshold</i>	<i>Local Preference</i>	<i>Adjusted Fees</i>	<i>Total</i>
<i>Total Possible</i>	25 Points	30 Points	15 Points	5 Points	75 Points (min. 60)	15 Points	10 Points	100 Points
<i>Inukshuk</i>	23.0	28.1	12.2	3.9	67.2	15.0	10.0	92.2
<i>Morrison Hershfield</i>	23.3	24.0	11.0	4.8	63.1	11.3	7.4	81.8
<i>Stantec</i>	20.5	24.9	11.2	4.3	60.9	15.0	9.7	85.6
<i>Urban Systems</i>	20.5	23.7	11.3	3.6	59.1	N/A	N/A	N/A

The following provides an overview of how the proposals ranked against the criteria:

- **Project Team (25% weighting):** Inukshuk proposed a very strong team that has previously undertaken extensive work in the subject area. They also demonstrated a strong knowledge of the local planning context.
- **Approach and Methodology (30% weighting):** Inukshuk proposed a well-rounded approach and methodology, demonstrated a very thorough understanding of the local context and range of issues, and proposed an excellent method for assessing the feasibility of the area for development.
- **Past Relevant Experience (15% weighting):** All proponents received favourable references and have completed numerous similar projects. Urban Systems had the strongest references, However, Inukshuk had the greatest number of similar projects and scored highest on the experience checklist table.
- **Schedule (5% weighting):** Morrison Hershfield proposed the most logical sequencing for the project and allocated time most appropriately.
- **Technical Points Threshold (minimum 60 points):** Inukshuk, Morrison Hershfield, and Stantec exceeded the threshold and proceeded in the evaluation process.
- **Local Preference (15% weighting):** All the qualifying proponents have a local office, but only Inukshuk and Stantec have predominantly local staff.
- **Adjusted Fees (10% weighting):** Inukshuk submitted the lowest fee, \$112,501, which is \$22,499 less than the maximum project budget of \$135,000. As a result, Inukshuk received the full score of 10%.

SUMMARY

Inukshuk had the best proposal in two of four technical categories. They also had the highest score in both the local preference and adjusted fees criteria, and a total score of 92.2.

ADMINISTRATIVE RECOMMENDATION

THAT the contract for the preparation of a Southern Urban Containment Boundary Expansion Area Pre-Feasibility Assessment be awarded to Inukshuk Planning and Development in the amount of \$112,501.

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: February 15, 2016
RE: Contract Award – Northeastern Expansion Area Pre-Feasibility Assessment

ISSUE

Contract award for the preparation of a pre-feasibility assessment for a Northeastern Urban Containment Boundary (NUCB) expansion

REFERENCE

2010 Official Community Plan (OCP) Consulting Services Selection Procedures Policy
 Request for Proposals, NUCB Expansion Area Pre-Feasibility Assessment, plus 3 addenda
 Proposals from Inukshuk Planning and Development Morrison Hershfield
 Opus Dayton Knight Stantec Opus Dayton Knight

HISTORY

On December 11, 2015 the City released a Request for Proposals (RFP) for development of a Northeastern Urban Containment Boundary Expansion Area Pre-Feasibility Assessment. Five proposals were received. The proposals were reviewed by the evaluation team, which comprised of members of the Planning and Building Services and Engineering Departments.

ALTERNATIVES

- 1 Award the contract to Inukshuk Planning and Development.
- 2 Cancel the project.

ANALYSIS

Map 5 of the Official Community Plan shows various areas for growth throughout the city, including two potential expansions to the Urban Containment Boundary. The NUCB Pre-Feasibility Assessment would gather additional data and help to inform the growth plan for the 2017/18 Official Community Plan rewrite. It is important to investigate the NUCB now as it can potentially take decades to complete major land development projects. It is important to note that completing the pre-feasibility assessment does not commit the City to development.

The proposals were evaluated in accordance with the evaluation criteria stipulated in the Consulting Services Selection Procedures Policy. The weighting of each criterion and total points awarded by the review committee was as follows:

	<i>Project Team</i>	<i>Approach & Methodology</i>	<i>Past Relevant Experience</i>	<i>Schedule</i>	<i>Technical Point Threshold</i>	<i>Local Preference</i>	<i>Adjusted Fees</i>	<i>Total</i>
<i>Total Possible</i>	25 Points	30 Points	15 Points	5 Points	75 Points (min. 60)	15 Points	10 Points	100 Points
<i>Inukshuk</i>	21.6	25.7	11.5	3.9	62.7	15.0	10.0	87.8
<i>Morrison Hershfield</i>	23.0	26.7	9.5	4.8	64.0	11.3	8.0	83.3
<i>Stantec</i>	20.5	24.5	10.8	4.3	60.0	15.0	4.2	79.2
<i>Urban Systems</i>	19.4	24.6	11.7	3.6	59.3	N/A	N/A	N/A
<i>Opus Dayton Knight</i>	15.0	19.5	9.7	4.3	48.5	N/A	N/A	N/A

The following provides an overview of how the proposals ranked against the criteria:

- **Project Team (25% weighting):** Morrison Hershfield proposed the strongest team. They demonstrated the strongest understanding of biophysical components of the project.
- **Approach and Methodology (30% weighting):** Morrison Hershfield proposed a well-rounded approach and methodology, demonstrated a very thorough understanding of the local context and range of issues, and proposed an excellent method for assessing the feasibility of the area for development.
- **Past Relevant Experience (15% weighting):** All proponents received favourable references and have completed numerous similar projects. Urban Systems had the strongest references and scored highest on the experience checklist table. Opus Dayton Knight had the greatest number of similar projects.
- **Schedule (5% weighting):** Morrison Hershfield proposed the most logical sequencing for the project and allocated time most appropriately.
- **Technical Points Threshold (minimum 60 points):** Inukshuk, Morrison Hershfield, and Stantec exceeded the threshold and proceeded in the evaluation process.
- **Local Preference (15% weighting):** All the qualifying proponents have a local office, but only Inukshuk and Stantec have predominantly local staff.
- **Adjusted Fees (10% weighting)** Inukshuk submitted the lowest fee, \$117,588, which is \$17,412 less than the maximum project budget of \$135,000. As a result, Inukshuk received the full score of 10%.

SUMMARY

Inukshuk had the 2nd best proposal in three of four technical categories. They also had the highest score in both the local preference and adjusted fees criteria, and a total score of 87.8.

ADMINISTRATIVE RECOMMENDATION

THAT the contract for the preparation of a Northeastern Urban Containment Boundary Expansion Area Pre-Feasibility Assessment be awarded to Inukshuk Planning and Development in the amount of \$117,588.

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA

Date: Monday, February 15, 2016

Location: Council Chambers, City Hall

Chair: Roslyn Woodcock Vice-Chair: Betty Irwin



Pages

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE

Date: Monday, February 15, 2016

Location: Council Chambers, City Hall

Chair: Samson Hartland Vice-Chair: Jocelyn Curteanu



Pages

1. New Business