

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, July 2, 2024 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

**DELEGATIONS** Sandra MacDougall, Chu Níikwän Limited Partnership –  
Convention Centre Update  
Jocelyn Laveck, Whitehorse Woofers Dog Club – Takhini  
Arena Dog Training Field

## **CITY PLANNING COMMITTEE**

1. Public Hearing Report – Zoning Amendment – 6119 6<sup>th</sup> Avenue
2. Zoning Amendment – Ta’an Kwäch’än Council Parcel C-9B Phase 2
3. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CITY OPERATIONS COMMITTEE**

1. Snow and Ice Control Policy Accessibility Review – For Information Only
2. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Major Games Employee Participation Policy
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Semi-Annual Procurement Report (January to June 2024) – For Information Only
2. Budget Amendment – Development Process Guide and Education Sessions
3. Budget Amendment – Selkirk Water Treatment Plant
4. Budget Amendment – Wildfire Risk Reduction Pilot Program
5. Budget Amendment – Robert Service Way Permanent Solution Detailed Design
6. New Business

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



**Chair:** Michelle Friesen

**Vice-Chair:** Dan Boyd

July 2, 2024

Meeting #2024-13

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1. Public Hearing Report – Zoning Amendment – 6119 6<sup>th</sup> Avenue  
Presented by Peter Duke, Manager, Planning Services
  2. Zoning Amendment – Ta'an Kwäch'än Council Parcel C-9B Phase 2  
Presented by Peter Duke, Manager, Planning Services
  3. New Business



## **ADMINISTRATIVE REPORT**

<b>TO:</b> City Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> July 2, 2024
<b>RE:</b> Public Hearing Report – 6119 6 <sup>th</sup> Avenue

### **ISSUE**

Public Hearing Report on a bylaw to amend the zoning of 6119 6<sup>th</sup> Avenue, from CC – Core Commercial to CCx – Core Commercial (modified), to allow for a childcare centre.

### **REFERENCES**

- [Zoning Bylaw 2012-20](#)
- Location Map (Attachment 1)
- Proposed Bylaw 2024-31 (Attachment 2)

### **HISTORY**

An application was received to rezone 6119 6<sup>th</sup> Avenue from CC – Core Commercial to CCx – Core Commercial (modified). The special modification is to allow for a childcare centre as a principal use. There is an existing building on the property that the applicant intends to modify to accommodate a childcare centre within part of the building.

Bylaw 2024-31 received First Reading on May 13, 2024. The public hearing was originally scheduled for June 11, 2024 however notices and advertisements were distributed with an incorrect public hearing date. The public hearing was therefore rescheduled to June 24, 2024. New public hearing notifications were sent out with the rescheduled date in accordance with the Zoning Bylaw 2012-20, including:

- Newspaper advertisements were posted in the Yukon News on June 7, 2024 and June 14, 2024;
- Email notifications were sent to Kwanlin Dün First Nation, Ta’an Kwäch’än Council, Government of Yukon Land Management Branch, and the Downtown Residents Association;
- Mail notifications were sent to property owners within 100 metres of the subject site; and
- A notice sign was placed on the subject site.

A public hearing for this item was held on June 24, 2024. One public input submission was received and no one registered for, or spoke to, the amendment at the public hearing.

### **ALTERNATIVES**

1. Proceed with the second and third readings under the bylaw process; or
2. Do not proceed with the second and third readings.

**ANALYSIS**

A member of the public provided support for the proposed amendment as they believe a childcare centre would be an appropriate use in this location.

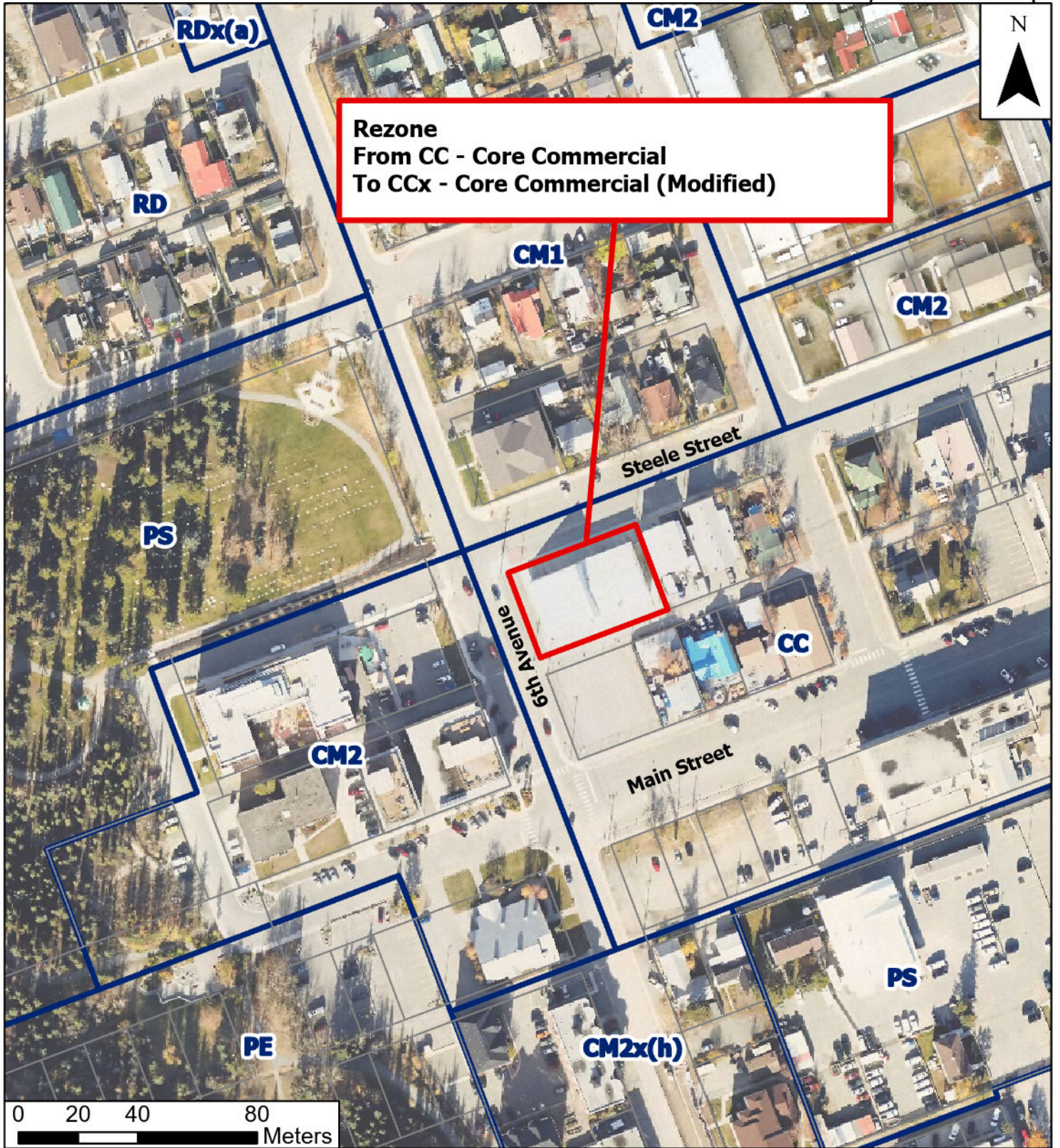
No issues were raised with this proposed zoning amendment through the public hearing process and no changes to the application were made following the public hearing.

If Council approves this amendment, the proponent can proceed with the City's Development Permit process.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2024-31, a bylaw to amend the zoning of 6119 6th Avenue from CC – Core Commercial to CCx – Core Commercial (modified) to allow for a childcare centre, be brought forward at second and third reading under the bylaw process.






**Rezone  
From CC - Core Commercial  
To CCx - Core Commercial (Modified)**

DATE:  
May 6, 2024

FILE NO:  
Z-02-2024

 Subject Site

**CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES**

**Bylaw 2024-31**

A Bylaw to amend the zoning of 6119 6th Avenue from CC – Core Commercial to CCx – Core Commercial (Modified)





**CITY OF WHITEHORSE**  
**BYLAW 2024-31**

A bylaw to amend Zoning Bylaw 2012-20

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WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the Whitehorse Zoning Bylaw be amended to allow for the development of a childcare centre at Lot 14, Block 46, Plan 71458 CLSR YT, municipally known as 6119 6th Avenue;

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

1. Section 10.1 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection, 10.1.7 Special Modifications, as follows:

“10.1.7 Special Modifications

- a) Lot 14, Block 46, Plan 71458 CLSR YT, located at 6119 6th Avenue in the Downtown area, is designated CCx(a) with the special modification being that childcare centres are permitted as a principal use.”

2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 6119 6<sup>th</sup> Avenue from CC – Core Commercial to CCx(a) – Core Commercial (Modified) as indicated on Appendix A and forming part of this bylaw.

3. This bylaw shall come into force and effect upon the final passing thereof.

<b>FIRST READING:</b>	May 13, 2024
<b>PUBLIC NOTICE:</b>	June 7, 2024 and June 14, 2024
<b>PUBLIC HEARING:</b>	June 24, 2024
<b>SECOND READING:</b>	
<b>THIRD READING and ADOPTION:</b>	

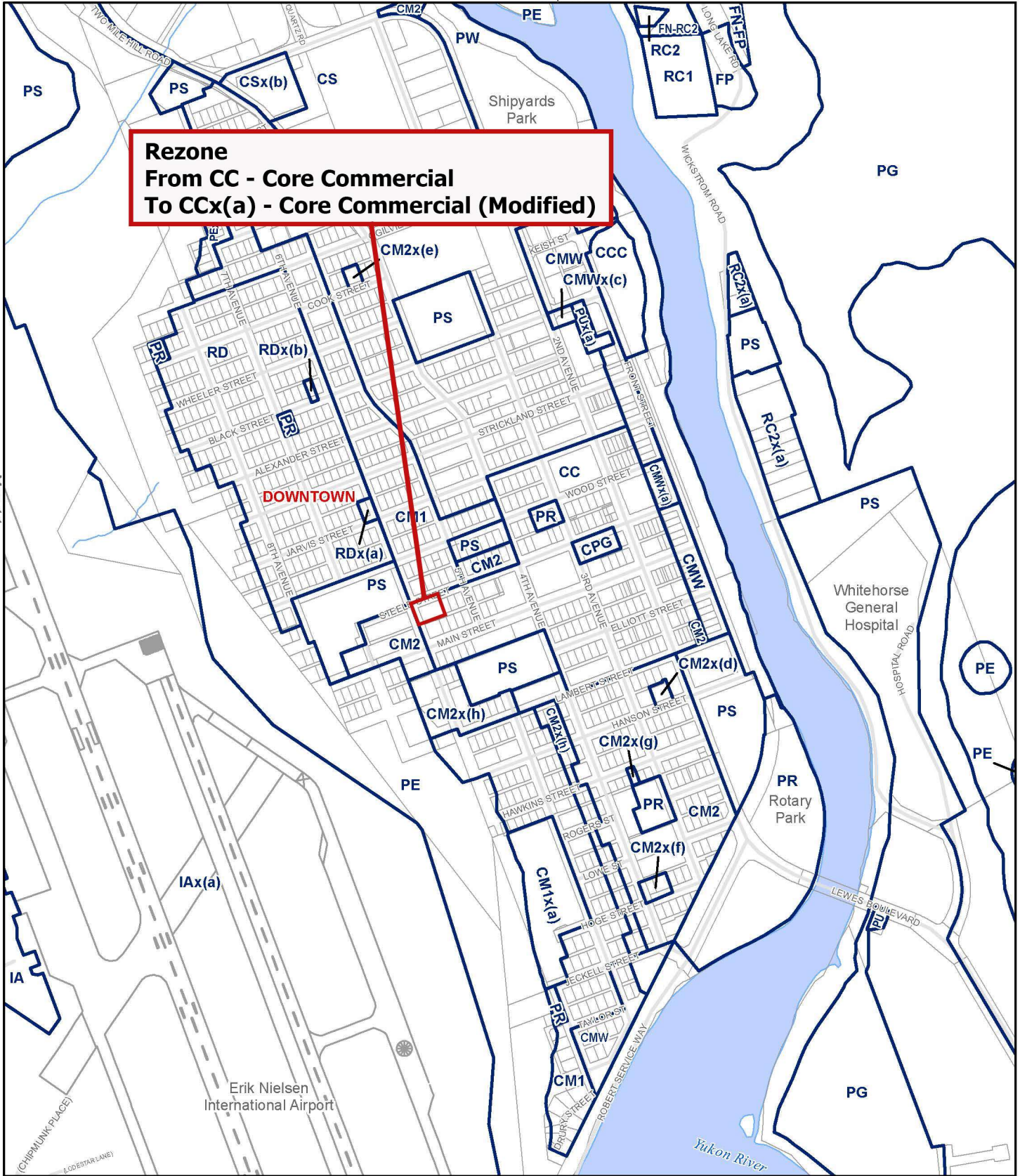
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Laura Cabott, Mayor

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Corporate Services

Map 11

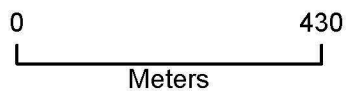


Map 14

Map 18

Map 16

Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



Consolidation date:  
June 15, 2023

Projection: NAD 1983 UTM Zone 8

## **ADMINISTRATIVE REPORT**

<b>TO:</b> City Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> July 2, 2024
<b>RE:</b> Zoning Amendment – Ta’an Kwäch’än Council Parcel C-9B Phase 2

### **ISSUE**

An application to amend the zoning of a portion of Ta’an Kwäch’än Council (TKC) Settlement Land Parcel C-9B, from FP – Future Planning to RCS – Comprehensive Residential Single Family, to allow for residential development.

### **REFERENCE**

- [Zoning Bylaw 2012-20](#)
- [2002 Ta’an Kwäch’än Council Self-Government Agreement](#)
- [Whitehorse 2040 Official Community Plan](#)
- [Land Use Master Plan Policy 2024-04](#)
- Location Map (Attachment 1)
- Proposed Bylaw 2024-30 (Attachment 2)

### **HISTORY**

TKC Settlement Land Parcel C-9B (Parcel C-9B) is a 20.0-hectare parcel, located in Whistle Bend, north of Witch Hazel Drive. The proposed rezoning to RCS – Comprehensive Residential Single Family is for a portion of the parcel, approximately 1.49 ha in area (Attachment 1). The current zoning of the subject site is FP – Future Planning which requires rezoning to allow for development.

The zoning for Phase 1 was approved in November 2022 which enables the development of 24 townhouses. The subject site, Phase 2, would allow for the development of an additional 24 lots with a mixture of single-detached dwellings and duplexes.

Planning for the Whistle Bend neighbourhood began in 2006 with a master plan approved in 2009 for the development of phases 1 to 7. In 2020, the City completed the planning and preliminary engineering work for three new development areas: Areas A, B, and C. Parcel C-9B accounts for approximately 44 per cent of Area B. TKC participated as a partner in the planning and design process for the new development areas.

A TKC workshop was held on June 11, 2018 with TKC Chief and Council, TKC citizens, the City, and the Government of Yukon to explore options and opportunities for Parcel C-9B and to ensure that the surrounding area was designed to be compatible with TKC’s vision. TKC elected to continue with additional internal planning prior to designing Parcel C-9B.

As part of a Socio-economic Gap Closing Plan, TKC distributed a survey to its citizens in 2019. Affordable housing was identified as a major issue. TKC identified Parcel C-9B as an area that residential development could occur to help address this issue.

TKC has the legislative authority within its Self-Government Agreement (SGA) to register leasehold interest with the Yukon Land Titles Office. The intent is to register the parcels and therefore TKC is proposing to create individually surveyed lots. If rezoning and subdivision are approved, TKC will undertake the development of the dwellings on each lot. It is anticipated that initially lots and their housing units will be leased directly to TKC citizens. In the future, there may be an option for offering a leasehold interest to the current occupants or future leasees.

### **Development Review Committee**

The proposal was reviewed by the Development Review Committee (DRC) on June 5, 2024. The Committee did not have any concerns with the proposed zoning. It was however noted that in order to service the Phase 2 lots, roadwork underway for Phase 1 would likely either be delayed until, or have to be redone at the developer’s expense when Phase 2 subdivision is approved. Communications between the City and TKC are ongoing regarding the roadwork required for Phase 1 and Phase 2.

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	July 2, 2024
First Reading:	July 8, 2024
Newspaper Ads:	July 19 and July 26, 2024
Public Hearing:	August 12, 2024
Report to Committee:	September 3, 2024
Second and Third Reading:	September 9, 2024

### **ALTERNATIVES**

1. Proceed with the amendment under the bylaw process; or
2. Do not proceed with the amendment.

### **ANALYSIS**

#### **Site Context**

The area to the south of the subject site is Parcel C-9B Phase 1, which is intended to provide 24 Townhouses, and is currently being developed. The areas to the west and southwest are composed of a mix of townhomes and single detached dwellings. East and north of the subject site is an undeveloped treed area which forms the remainder of Parcel C-9B, which will remain zoned as FP at this time. The proposed rezoning of the subject site to RCS will allow up to four residential units per lot in various forms and complement the existing residential neighbourhood.

#### **TKC Self-Government Agreement**

Per section 28.1 of the SGA, TKC shall not exercise its powers to enact laws in relation to certain defined matters, including planning, zoning, and land development, for specific Settlement Land, which includes the Parcel C-9B, unless agreed upon by the City or the Government of Yukon. Therefore, TKC must proceed through the City’s rezoning process in order to rezone the subject portion of Parcel C-9B.

### **Official Community Plan (OCP)**

The subject site is designated as Residential - Urban in the OCP, which allows for a variety of residential development. The proposed rezoning will align with this intent by enabling a residential development in close proximity to services and amenities either already provided or planned to be provided within the Whistle Bend neighbourhood.

### **Zoning Approach**

The current zoning of the subject site is FP, which is intended to protect land until such a time that planning has occurred to determine the appropriate zoning. It was determined that the most appropriate zoning for the subject site is RCS. The purpose of the RCS zone is to provide a comprehensive development zone for compact fee-simple single detached, duplex and multiple housing that is developed as part of a complete neighbourhood.

### **Master Planning**

TKC has contracted a consultant to assist with a creation of a master plan for the remainder of Parcel C-9B. As the subject site rezoning and master planning process began prior to the adoption of the City's Land Use Master Plan Policy, they are not subject to the policy. Nevertheless, efforts are being taken during the master planning process to align with the draft policy as much as possible.

The subject site has been designed to be less than 1.5 hectares and to allow for future connections to the remaining C-9B area. Administration does not anticipate any conflict between this rezoning and the master planning for the larger area. The master plan will also include greenspace and other aspects of neighbourhood planning, not currently provided in Phase 1 or proposed in Phase 2.

### **ADMINISTRATIVE RECOMMENDATION**

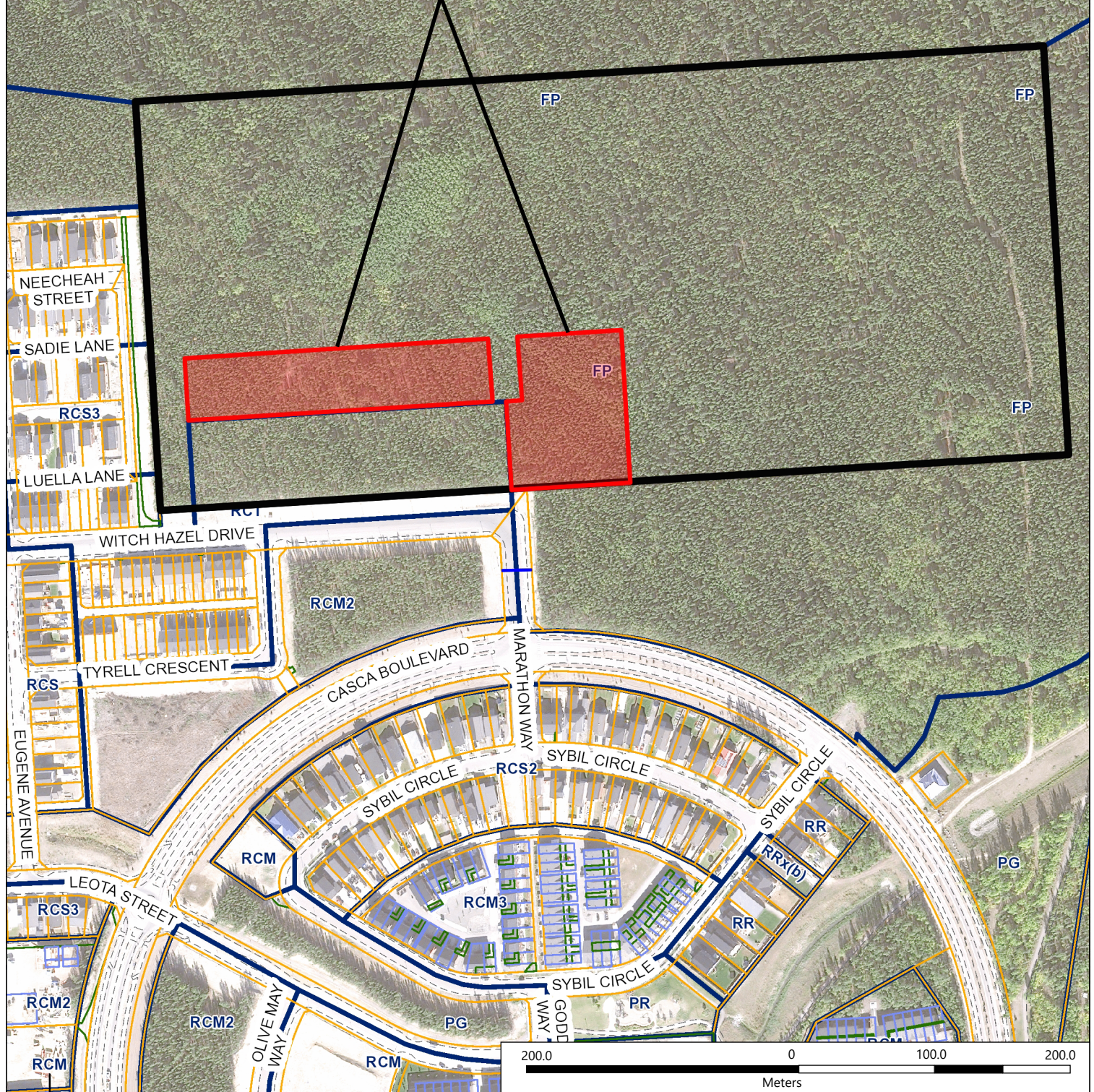
THAT Council direct that Bylaw 2024-30, a bylaw to amend the zoning of a portion of Ta'an Kwäch'än Council Settlement Land Parcel C-9B, from FP – Future Planning to RCS – Comprehensive Residential Single Family to allow for residential development, be brought forward for consideration under the bylaw process.





PG

**Rezone  
From FP - Future Planning  
To RCS - Comprehensive Residential Single Family**



SCALE:  
1:4,000

DATE:  
July 2, 2024

FILE:  
Z-09-2024

**CITY OF WHITEHORSE - PLANNING & SUSTAINABILITY SERVICES**

**Bylaw 2024-30 - Location Sketch**

An application to amend the zoning of a portion of Ta'an Kwäch'an Council (TKC) Settlement Land Parcel C-9B, from FP – Future Planning to RCS – Comprehensive Residential Single Family





**CITY OF WHITEHORSE**  
**BYLAW 2024-30**

A bylaw to amend Zoning Bylaw 2012-20

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WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the Whitehorse Zoning Bylaw be amended to allow for a residential development on a portion of Ta'an Kwäch'än Council Settlement Land Parcel C-9B; and

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

1. The zoning map attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of a portion of Lot 1405, Quad 105D/14, Whistle Bend Subdivision from FP-Future Planning to RCS-Comprehensive Residential Single Family, as indicated on Appendix A and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

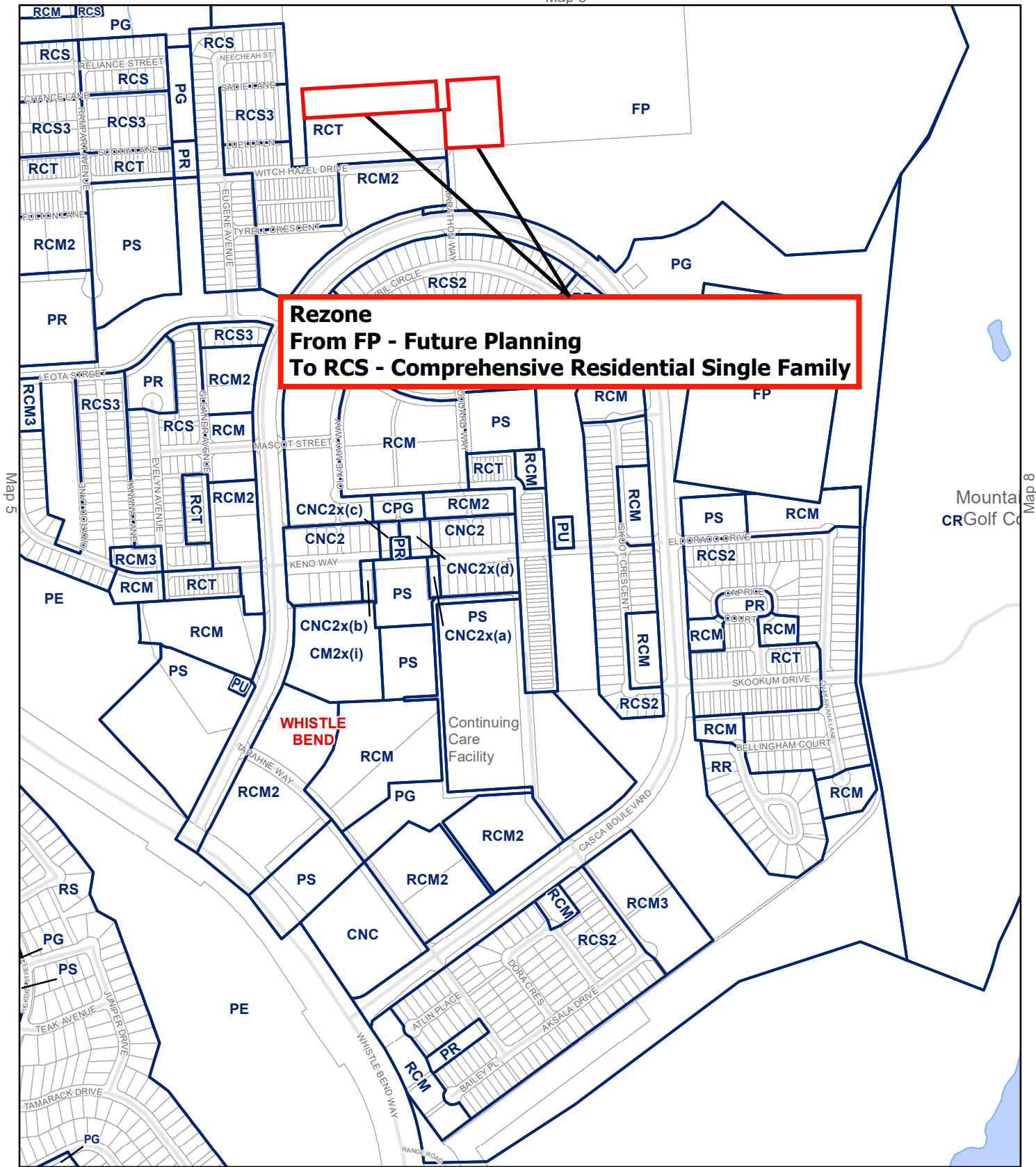
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Laura Cabott, Mayor

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Corporate Services

Map 8



Map 5

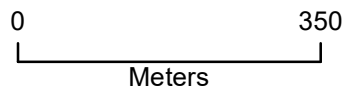
Map 8

Mountain  
CR Golf Co

Map 5

Map98

Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



Consolidation date:  
June 15, 2023

Projection: NAD 1983 UTM Zone 8

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



**Chair:** Dan Boyd

**Vice-Chair:** Mellisa Murray

July 2, 2024

Meeting #2024-13

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1. New Business

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



**Chair:** Jocelyn Curteanu

**Vice-Chair:** Michelle Friesen

July 2, 2024

Meeting #2024-13

- 
1. Snow and Ice Control Policy Accessibility Review – For Information Only  
Presented by Tracy Allen, Director of Infrastructure and Operations
  2. New Business

## **ADMINISTRATIVE REPORT**

**TO:** City Operations Committee  
**FROM:** Administration  
**DATE:** July 2, 2024  
**RE:** Snow and Ice Control Accessibility Review – For Information Only

### **ISSUE**

To provide an update on the accessibility review on the Snow and Ice Control Policy (SICP) and Maintenance Bylaw (MB).

### **REFERENCE**

- [Snow and Ice Control Policy 2022-01](#)
- [Maintenance Bylaw 2017-09](#)

### **HISTORY**

Variable weather patterns including higher than average snowfalls and frequent freeze/thaw cycles have placed additional strain on the City's current ability for consistent and predictable snow and ice control. To help mitigate this, the City reviews its SICP on an annual basis to ensure it best reflects current community needs with available resources. In December 2023, the City received significant feedback that both the SICP and MB needed to be re-examined to identify opportunities for improved snow and ice control from an accessibility perspective.

In response to the feedback received, Council approved an additional \$220,000 in 2024 to address accessibility concerns with respect to snow and ice control and enforcement. Additionally, Council approved \$30,000 in 2024 to complete a review of the SICP and MB from an accessibility perspective and report back to Council with the results.

### **ANALYSIS**

The review of the City's SICP and MB is complete. The review identified several positive things that the City is already doing to address barriers and improve accessibility for all. These include:

- Enhanced snow removal of roads and para-ramps downtown;
- Windrow Removal Program;
- Data driven decision making;
- Agility in adapting to changing conditions and pressures;
- Existing design and policy requirements; and
- Investment in new equipment.

The review also identified some policy/bylaw and administrative (operational) considerations moving forward to further support accessibility.

### **Policy/Bylaw Considerations**

Of the policy/bylaw changes identified, options that should be considered through updates to the SICP and MB before the end of 2024 are:

- Provide continued enhancement of snow removal of roads as well as windrow and ice removal in front of pararamps in downtown;
- Allow for pilot programs such as allowing businesses in the Central Business District (CBD) to place snow in a stall on the block for the City to remove and/or to implement nighttime parking bans on select streets in downtown; and
- Incorporate language into the SIPC and MB to address accessibility.

Administration is also recommending that the remaining policy/bylaw considerations identified in the accessibility review be either implemented through the development of the 2025 capital and operating budgets or re-assessed for need in future years. These include:

- Clearing two to three access points to Millenium/Riverfront Trail from Front Street at a Priority 1 standard;
- Relocating accessible stalls to mid-block to avoid drainage and ice issues formed by clearing accessible stalls;
- Increasing active enforcement and fines for non-compliance;
- Consider replacing existing parking meters with one kiosk;
- Standardizing timing of sidewalk snow removal to within 24 hours;
- Identifying a dedicated sidewalk network downtown that the City is responsible for snow and ice removal; and
- Designating routes as commuter or recreational and define winter maintenance standards for each.

This will allow sufficient time to properly prepare operating and capital business cases as well as assess the impacts of all changes made to both the SIPC and MB to date.

### **NEXT STEPS**

Administration will bring forward targeted amendments to the Snow and Ice Control Policy, and the Maintenance Bylaw by December 2024 to address continued enhancement of snow removal, as well as windrow and ice removal in front of pararamps downtown, to allow for pilot programs and to better address accessibility. Administration will also continue to further develop additional policy/bylaw considerations, some of which may be brought forward for consideration in the 2025 budget process.

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



**Chair:** Kirk Cameron

**Vice-Chair:** Ted Laking

July 2, 2024

Meeting #2024-13

- 
1. Major Games Employee Participation Policy  
Presented by Landon Kulych, Manager, Recreation Services
  2. New Business



## **ADMINISTRATIVE REPORT**

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> July 2, 2024
<b>RE:</b> Major Games Employee Participation Policy

### **ISSUE**

Approval of a policy that established guidelines for employee participation in Major Games held in the City of Whitehorse.

### **REFERENCE**

- [2020 AWG Staff Participation Policy](#)
- Proposed Major Games Employee Participation Policy (Attachment 1)

### **HISTORY**

Over the years, the City has hosted or co-hosted a number of large sporting events, where employees have contributed to their success. Their involvement can be crucial in the planning, organizing, testing, staging, and wrap-up of major sporting events, hosted or co-hosted by the City. This policy outlines the guidelines and processes to ensure consistency in how City employees can participate and provide support for Major Games.

### **ALTERNATIVES**

1. Adopt the Major Games Participation Policy; or
2. Refer back to Administration for further analysis.

### **ANALYSIS**

In 2018 Council adopted the 2020 Arctic Winter Games Staff Participation Policy. Since that time, the City of Whitehorse has agreed to be the host the 2026 Arctic Winter Games. In advance of the 2026 Whitehorse Arctic Winter Games, Administration identified an opportunity to revise the 2020 policy and broaden its scope to include all Major Games where the City is a host or co-host.

The new policy provides direction through an updated process for requests to participate in a Major Games and what games roles qualify. The Employee Code of Conduct and relevant administrative directives have also been incorporated into the policy.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council adopt the Major Games Participation Policy and repeal the 2020 AWG Staff Participation Policy.



## Major Games Employee Participation Policy

<b>Policy Number:</b>	<b>2024-</b>
<b>Approved by:</b>	<b>Council Resolution _____</b>
<b>Effective date:</b>	<b>_____, 2024</b>
<b>Department:</b>	<b>Recreation and Facility/Legislative Services</b>

### PURPOSE

The purpose of this policy is to promote and support the involvement of City employees in performing the general duties necessary for the successful execution of a Major Games event and establish guidelines for granting leave requests for employees participating in Major Games held within the City of Whitehorse (“the City”).

### POLICY STATEMENT

The City acknowledges and celebrates the significant volunteer contribution that its Employees can make towards the success of Major Games as planners, organizers, coaches, officials and other roles.

Given the City’s role in hosting or co-hosting large sporting events where employees can significantly contributed to their success, the City is also willing to compensate its employees for their volunteer efforts in certain circumstance.

The City encourages the participation of its Employees in Major Games, while respecting operational requirements and ensuring on-going service delivery to Whitehorse’s citizens.

### APPLICATION

This policy applies to all City Employees with the exception of any Employees on layoff, off-duty status, suspension, or paid or unpaid leave

There are several ways City Employees can participate in and provide support to Major Games including a wide range of prescribed roles that ultimately lead to or require a Major Games credential.

More specifically, the City recognizes two types of Employee involvement in Major Games as follows:

- Direct Assignment; or
- Participation Assignment (requires **Request for a Participation Assignment to a Major Games** form)

## DEFINITIONS

“**City**” means the City of Whitehorse.

“**Council**” means the elected council of the City of Whitehorse.

“**Direct Assignment**” means the provision of in-kind services by an Employee as part of their ongoing responsibilities and tasks. These services are authorized and managed by the City.

“**Employee**” means all employees of the City of Whitehorse as defined in all collective agreements and all employment bylaws.

“**Games Credential**” means an identification credential issued to games participants by the games governing body.

“**Major Games**” means, any games in which the City of Whitehorse is a host or co-host.

“**Participation Assignment**” means the opportunity to participate as a volunteer at a Major Games during an Employee’s regular hours of work by submitting the form in Appendix A called “Request for a Participation Assignment to a Major Games”.

“**Regular Pay Rate**” means an Employee’s usual rate of pay during normal working hours and does not include pay at overtime rates.

## ROLES, RESPONSIBILITIES AND PROCEDURES

1. Council retains the authority to make changes to this policy from time to time.
2. The City Manager or designate shall make such adjustments to the procedures contained in this policy as are required for the successful application of the policy.
3. Human Resources shall provide advice on the interpretation of this policy to directors, managers, supervisors and Employees.
4. **Employees requesting permission to participate via a Participation Assignment shall:**
  - (1) Notify their immediate supervisor verbally and in writing using the application in Appendix A that they want to participate in a Major Games that will impact their ordinary hours of work at the City;
  - (2) Provide their supervisor with at least two weeks written notice using the form attached as Appendix A to this policy. This appendix may be modified by the City as required;
  - (3) State the capacity in which they are requesting to participate in a Major Games and the expected amount of time during their usual working hours that the assignment would require;
  - (4) Acknowledge that a manager’s decision is based on operational requirements;

City of Whitehorse  
Major Games Employee Participation Policy

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- (5) Be subject to discipline if they are found to have not followed the conditions of their Participation Agreement without prior approval of their supervisor;
- (6) Under an approved Participation Assignment, track the time that would otherwise be regular working hours for the City and record hours on their timesheet and
- (7) Employees offered an opportunity to be hired by the Host Society may be considered by their Director for an immediate Leave of Absence under the City's Leave of Absence Administrative Directive. Eligible Employees may choose to keep their optional City benefit coverage in which the premium is 100% paid for by the Employee. The employee is responsible for 100% of any pension buy back option directly through CAAT.

**5. Supervisors shall:**

- (1) Subject to operational requirements, authorize the participation of an employee in Major Games' activities during normal working hours following an employee's application for a Participation Assignment or a request for leave of absence; and
- (2) Consider each application for a Participation Assignment on a case by case basis considering the following evaluation criteria:
  - i Operational needs;
  - ii Employee suitability;
  - iii Number of days or hours requested; and
  - iv New skills that the Employee may acquire through their assignment and benefit the City.

**6. Managers shall:**

- (1) Inform Employees in their department of this policy and the opportunities to participate in Major Games;
- (2) Encourage interested Employees to consider becoming involved in Major Games and inform them of the evaluation criteria;
- (3) Approve applications based on criteria outlined in 5.2 from Employees whose request for a Participation Assignment has been denied by their supervisor;
- (4) Before arriving at a decision, consider all the relevant circumstances, review the evaluation criteria and consult with their Director and Human Resources; and
- (5) Have the authority to cancel an Employee's Participation Assignment and recall them to work for operational reasons or where there is – following an investigation by Human Resources -- reliable evidence that the Employee is not following the conditions of their Participation Agreement.

## **APPROVED PARTICIPATION ASSIGNMENTS**

### Major Games Approval

7. Participation Assignments may not be undertaken unless the Employee's direct supervisor has authorized it in advance.

### Rate of Pay during a Participation Assignment

8. Employees approved for Participation Assignments shall be paid at their regular pay rates for the time that would otherwise fall during their usual working hours. Participation assignments shall not create a scenario where overtime is required unless approved in advance.

### Employment Status under a Participation Agreement

9. Any Employee participating at a Major Games under a Participation Assignment remains a City Employee and is expected to abide by all their conditions of employment including the Employee Code of Conduct Policy and the Harassment and Respectful Workplace directive.

## **REVIEW**

10. This policy shall be reviewed with Human Resources within two years of the conclusion of the 2026 Arctic Winter Games.

## **REPEAL OF EXISTING POLICY**

11. The 2020 Arctic Winter Games Staff Participation Policy adopted by Council Resolution #2018-25-04, including all amendments, is repealed.

## **FORCE AND EFFECT**

12. This policy shall come into full force and effect upon adoption by Council.

## **SUPPORTING REFERENCES**

Employee Code of Conduct Policy  
Harassment and Respectful Workplace Administrative Directive  
Disciplinary Guidelines Administrative Directive  
Timesheet Submission & Approval Administrative Directive  
Leave of Absence Administrative Directive

## **APPENDIX**

Appendix "A", Request for a Participation Assignment to a Major Games

## **HISTORY OF AMENDMENTS**

<b><u>Date of Council Decision</u></b>	<b><u>Resolution Number</u></b>	<b><u>Description</u></b>

## APPENDIX A

### Request for a Participation Assignment to a Major Games (During scheduled work time)

This form must be completed and submitted to your immediate supervisor at least two weeks prior to the start date of the proposed Major Games activity. Where applicable, time sheets must be completed with proper coding after the work is completed. Please print legibly

Employee Name:	
Department:	
Major Games:	

Role	Activity/Sport	Date	Time	Location
<i>Example: ski coach</i>	<i>Cross country skiing</i>	<i>March 3, 4, 5</i>	<i>8am to 5pm</i>	<i>Whitehorse Nordic Centre</i>
<i>Member of Team Yukon Contingent (Coach, Athlete, Official, Mission Staff, etc.)</i>				
<i>An employee involved in the planning, staging, organizing, of the Games and/or test events.</i>				
<i>Other (please describe)</i>				

Signed by:

\_\_\_\_\_

Employee
Date

Approved by:

\_\_\_\_\_

Manager/Supervisor
Date

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



**Chair:** Mellisa Murray

**Vice-Chair:** Kirk Cameron

July 2, 2024

Meeting #2024-13

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1. New Business

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



**Chair:** Ted Laking

**Vice-Chair:** Jocelyn Curteanu

July 2, 2024

Meeting #2024-13

- 
1. Semi-Annual Procurement Report (January to June 2024) – For Information Only  
Presented by Svetlana Erickson, Manager, Financial Services
  2. Budget Amendment – Development Process Guide and Education Sessions  
Presented by Peter Duke, Manager, Planning Services
  3. Budget Amendment – Selkirk Water Treatment Plant  
Presented by Craig Van Lankveld, Manager, Water and Waste Services
  4. Budget Amendment – Wildfire Risk Reduction Pilot Program  
Presented by Kimberly Schlosser, Supervisor, Parks and Community Development
  5. Budget Amendment – Robert Service Way Permanent Solution Detailed Design  
Presented by Tracy Allen, Director of Infrastructure and Operations
  6. New Business



## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> July 2, 2024
<b>RE:</b> Semi-Annual Procurement Report (January – June 2024) – For Information Only

### ISSUE

Semi-annual procurement update.

### REFERENCE

- [Procurement Policy 2020-03](#)
- 2024 Semi-Annual Procurement Updates (January – June) (Attachment 1)

### HISTORY

In accordance with section 3.5.2 of the Procurement Policy, Administration is required to provide publicly to Council a semi-annual update on procurement projects, including:

- 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, social and/or environmental sustainability in their solicitation documents;
- Procurements for which authority has been delegated to the City Manager pursuant to section 3.1.2 of this policy;
- 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.

### ANALYSIS

Attachment 1 includes detailed listings of procurements for the first half of 2024 from January 1 to June 31, 2024 as required under the Procurement Policy. There were four procurement projects with values over \$100,000 that have incorporated requirements related to economic, social and/or environmental sustainability in the solicitation documents, namely, “2024 Crestview Water Flow Improvement”, “Progressive Design-construction for Selkirk Water Treatment Plant Upgrades”, “Architecture and Engineering Services for the City Hall Energy Upgrades & Downtown Transit Hub”, and “Construction Services for the Whitehorse Waste Management Facility Transfer Station Upgrades”. There were no procurements for which authority had been delegated to the City Manager and no contract extensions/renewals where the original contract contained no option for renewal. There was no instance of non-compliance during this period.

**ATTACHMENT 1  
CITY OF WHITEHORSE  
2024 SEMI-ANNUAL PROCUREMENT REPORT (JANUARY - JUNE)**

**OPEN-COMPETITIVE PROCUREMENT WITH VALUE OVER \$100,000**

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	SOLICITATION DOCUMENT #	CONTRACT AMOUNT
Business & Technology	01/04/24	Esri Canada.	Supply and Implementation of Cityworks	RFP 2023-063	\$ 443,000
Business & Technology	05/06/24	Ricoh North Canada	Contract services for converting all physical records of Land and Building Services Department into to digital format	RFP 2023-083	100,000
Business & Technology	02/01/24	Sudden Technologies	Replacement of City's end of life Datacenter switching hardwires	RFT 2023-092	427,279
Business & Technology	06/14/24	Sudden Technologies	Replacement of City's end of life Datacenter Server hardware	RFT 2024-015	339,509
Engineering Services	03/13/24	Norcope Corporation	Supply and Delivery of Concrete Lock Blocks for escarpment landslides mitigation	RFT 2024-027	450,000
Engineering Services	04/17/24	Norcope Enterprises Ltd.	Contracting services for the Copper Haul Road Hydraulic Structures Rehabilitation	RFT 2024-034	622,170
Engineering Services	05/24/24	Norcope Construction Group	Contracting services for the 2024 Crestview Water Flow Improvement	RFT 2024-040	2,811,640
Engineering Services	06/06/24	Arctic Backhoe Services Ltd.	Replacement of Two Mile Hill Water Main	RFT 2024-048	1,291,800
Engineering Services	06/04/24	Copperbelt Contracting Ltd.	Construction of Para Ramp Infills	RFT 2024-051	145,770
Fleet & Transportation	04/12/24	Kode Contracting	Supply and Delivery of Road Salt for 2024/2025 winter season	RFT 2024-009	299,200
Fleet & Transportation	05/01/24	Castle Rock Enterprises	Supply of Crushed Sand for the 2024-2025 winter season	RFT 2024-010	189,050
Fleet & Transportation	04/12/24	Canadian Lynden	Supply and Delivery of Calcium Chloride	RFT 2024-011	153,375
Fleet & Transportation	03/08/24	Kendrick Equipment	Supply and Delivery of Two (2) Street Sweepers	RFT 2024-014	1,050,380
Fleet & Transportation	04/05/24	Whitehorse Subaru	Supply and Delivery of Six (6) Compact Crossover BEV SUV's	RFT 2024-020	344,892
Fleet & Transportation	04/26/24	Whitehorse Motors Ltd	Supply and Delivery of One (1) BEV - HD Contractor Commercial Van	RFT 2024-026	114,857
Fleet & Transportation	04/12/24	Metro Chrysler Ltd	Supply and Delivery of One (1) 1.5-Ton Dump Truck	RFT 2024-030	137,174
Fleet & Transportation	05/01/24	Nuway Crushing	Production & Stockpiling of Crushed Gravel	RFT 2024-038	103,160
Property Management	05/06/24	Venture Elevator Inc.	Rebuild of Operations Building Maintenance Elevator	RFP 2024-004	117,166
Property Management	06/10/24	Colliers Project Leaders	Project Advisory Services - Progressive Design Build Selkirk Water Treatment Project	RFP 2024-018	244,960
Property Management	05/17/24	Wildstone Construction	Design and construction of Selkirk Water Treatment Plant Upgrades	RFP 2024-019	1,500,000
Property Management	05/25/24	Kobayashi + Zedda Architects	Architecture and Engineering Services for the City Hall Energy Upgrades & Downtown Transit Hub	RFP 2024-029	898,939
Property Management	05/16/24	Southpaw Construction Inc.	Construction service for Public Safety Building Minor Alteration/Clean Room Upgrade	RFT 2024-039	233,000
Property Management	05/22/24	PCR Construction Ltd	Contracting services for Robert Service Campground Kitchen Upgrade	RFT 2024-041	145,500
Property Management	05/27/24	Wildstone Construction	Replacement of Canada Games Centre Aquatic Kitec Pipe	RFT 2024-043	886,332
Recreation	02/29/24	Commissionaires	Security Services for Canada Games Centre	RFP 2024-003	100,000
Water & Waste Services	02/07/24	PNW Waste Removal	Contracting services for Waste & Cardboard Removal at CGC, Takhnini Arena, Mount McIntyre Centre and Frank Film Building	RFT 2023-098	123,000
Water & Waste Services	04/15/24	Lambourne Environmental	Contraction services for Livingstone Trail Environmental Control Facility ("LTECF") Cell A Sludge Removal	RFT 2024-007	749,665
Water & Waste Services	04/12/24	Castle Rock Enterprises	Construction services for Porter Creek Flush Line Valve Chamber #1 Site Improvements	RFT 2024-008	139,470
Water & Waste Services	04/03/24	Duka Environmental Services	Contracting services for the City's 2024-2028 Mosquito Control Program	RFP 2024-023	430,840
Water & Waste Services	05/25/24	Yukon Equipment Services	Construction services for the Whitehorse Waste Management Facility Transfer Station	RFT 2024-035	992,180
<b>TOTAL OPEN-COMPETITIVE PROCUREMENT</b>					<b>\$ 15,584,306</b>

**ATTACHMENT 1  
CITY OF WHITEHORSE  
2024 SEMI-ANNUAL PROCUREMENT REPORT (JANUARY - JUNE)**

**NON-COMPETITIVE PROCUREMENT - SINGLE SOURCE PROCUREMENT**

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	JUSTIFICATION	CONTRACT AMOUNT
Fleet & Transportation	05/16/24	Yukon Government	Long line painting on City owned streets	It was advantageous to the City to acquire the services directly from another public body (Yukon Government)	\$ 75,000
Property Management	03/13/24	Streamline Architects	Consulting services for design and construction administration of the biomass heating plant at WOB	The required services were required by a particular vendor having specialized knowledge, expertise and experience, as well as the need for compatibility with the existing project delivered	160,000
<b>TOTAL SINGLE SOURCE PROCUREMENT</b>					<b>\$ 235,000</b>

**NON-COMPETITIVE PROCUREMENT - SOLE SOURCE PROCUREMENT**

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	BASIS OF DETERMINATION OF EMERGENCY	CONTRACT AMOUNT
Fleet & Transportation	01/18/24	Great West Equipment	Purchase of transmission for the motor grader unit #5112	The product was available from the only supplier whose product is compatible with the motor grader	\$ 94,560
<b>TOTAL SOLE SOURCE PROCUREMENT</b>					<b>\$ 94,560</b>

**EMERGENCY PROCUREMENT**

DEPARTMENT	AWARD DATE	AWARDED VENDOR	DESCRIPTION OF ACQUISITION	BASIS OF DETERMINATION OF EMERGENCY	CONTRACT AMOUNT
Property Management	01/26/24	Duncans	Replacement of aging heating units at Takhini	Potential shut down of the arena and significant property damage	385,000
<b>TOTAL EMERGENCY PROCUREMENT</b>					<b>\$ 385,000</b>

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** July 2, 2024  
**RE:** Budget Amendment – Development Process Guide and Education Sessions

### ISSUE

Budget amendment to fund the creation of a development process guide and deliver public education sessions.

### REFERENCES

- [2024-2027 Capital Expenditure Program](#)
- [National Housing Strategy](#)
- Housing Accelerator Fund – January 22, 2024 Administration Report – In-Camera
- [Bylaw 2024-16 – Zoning Bylaw Housing-Related Amendments](#)

### HISTORY

The Canadian Mortgage and Housing Corporation (CMHC) developed an Activities for Capacity Building and Transfer of Knowledge (ACT) program related to the National Housing Strategy. The ACT program aims to enhance capacity and facilitate the dissemination of knowledge pertinent to housing among participants. CMHC offers financial support through the program for a range of activities, including but not limited to workshops, programs, and symposiums.

Administration submitted and obtained approval for two initiatives to help educate the public and developers on the recent housing-related amendments to the Zoning Bylaw and create a development process guide.

Council recently approved housing-related Zoning Bylaw amendments to allow for a wider range of opportunities for residential development (Bylaw 2024-16). These amendments included:

- Allow up to four units per lot in all urban ‘single detached’ zones;
- Relax site coverage and setbacks in some zones where additional units are provided;
- Relax living and garden suite regulations;
- Enable more units in RCM – Comprehensive Residential Multiple Family and RCM3 – Cottage Cluster Homes zones; and
- Relax some parking regulations.

City staff from various departments regularly respond to inquiries from the public and developers about what information is needed for certain applications, what is expected of documents, and other questions related to the development process. The City has created numerous process-specific guides and documents; however, they are

inconsistent and isolated from other steps along the development process. The Housing and Land Development Advisory Committee (HLDAC) has recently recommended that an overall development process guide and flow chart be created to outline the development process. This project would represent implementation of this recommendation.

CMHC also advised that as the available funding is finite it is intended to serve as supplementary financial support, complementing contributions from other partners and stakeholders, such as the Housing Accelerator Fund (HAF). The proposed ACT initiatives align with the following HAF initiatives:

1. Advance greater housing density, diversity, and affordability through zoning changes; and
2. Advance residential developments with greater housing density, diversity, and affordability through an enhanced and tailored approvals program

CMHC has approved \$60,000 for capacity building and knowledge transfer initiatives.

### **ALTERNATIVES**

1. Amend the 2024-2027 Capital Expenditure Plan as recommended; or
2. Refer the matter back to Administration.

### **ANALYSIS**

Administration has advanced project scoping for two initiatives the ACT fund would facilitate.

The first initiative is a series of webinars/workshops to inform and educate the public and developers on the recent housing amendments to the Zoning Bylaw, primarily focused on the recent change to allow up to four units per lot in urban residential zones. The budget will be used to hire a consultant and advertise and host events. CHMC has approved \$10,000 towards this initiative.

This initiative is related to the first HAF Initiative to advance housing through zoning. Educating and building capacity among the public and developers through a series of webinars/workshops will help clarify the process and requirements.

The second initiative is a development process guide to help guide the public and developers through the various stages of development. This guide would create information and tools to help developers and landowners navigate the development process. The exact format of the guide will be determined during the project but could include a report/manual to the development process, updates to the City's website, checklists and process charts/guides, terms of reference for required documents, and other related items. The budget will be used to hire a consultant, identify best practices from other municipalities, recommend approaches, and develop related content, graphics, checklist, and other items as identified. Ongoing process and bylaw updates will be considered as deliverables are designed and delivered. CMHC has approved \$50,000 towards this initiative.

This initiative is related to the second HAF initiative to enhance the approval process by providing clarity on the development process. The goal is that this guide will help

streamline the development process by reducing the uncertainty of process and/or information needed at various stages of development.

Due to ACT funding requirements, these initiatives must be completed by March 30, 2025.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that the 2024-2027 Capital Expenditure Program be amended by adding project Development Process Guide and Education Sessions in the amount of \$60,000, funded from the Canadian Mortgage and Housing Corporation ACT program.

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> July 2, 2024
<b>RE:</b> Budget Amendment - Selkirk Water Treatment Plant

### ISSUE

Bylaw to amend the 2024-2027 Capital Expenditure Program by advancing \$3M to 2024 for the installation of an interim treatment system at the Selkirk Water Treatment Plant.

### REFERENCE

- [Procurement Policy 2020-03](#)
- 2024-2027 Capital Expenditure Program 650c00421 Selkirk Pump House Second Barrier Treatment
- Proposed Bylaw 2024-40 (Attachment 1)

### HISTORY

Drinking water in the Yukon is regulated under the *Public Health and Safety Act* by the Yukon Government (YG). The City currently withdraws 100% of its drinking water from the Selkirk Aquifer through seven production wells. Current treatment consists of using chlorine for disinfection before distributing it throughout the City.

When the City began exclusively using the wells in 2010 for drinking water, the data indicated the wells were not “Groundwater wells Under the Direct Influence of surface water” (non-GUDI). However, over the past few years there have been changes in water quality noted including higher pH levels, higher concentrations of iron and manganese, higher micro-particulates and variations in groundwater level, temperature, and conductivity. Therefore, the wells are classified as GUDI. Further, there have been additional detections of Giardia “husks” (non-live organisms) at various wells and one instance where a viable husk was detected.

The capital project 650c00421 Selkirk Pump House Second Barrier Treatment includes two phases; Phase 1 – 2024 Design for \$2.8M (Appendix A) and Phase 2 - 2025 Construction \$55M (Appendix B).

In October 2023, Council approved the procurement to commence Phase 1, the design of the Selkirk Water Treatment Plant Upgrades. Administration has completed the procurement and has entered into a progressive design-build agreement for completion of Phase 1 of the work, which includes planning and design development only.

### ALTERNATIVES

1. Direct that Bylaw 2024-40 proceed under the bylaw process; or
2. Refer the matter back to Administration.

## **ANALYSIS**

Over the past few years, the City has observed changes in the chemistry of the water pulled from the aquifer. This is attributed to the GUDI condition of the wells and exacerbated by a significant increase in daily demand because of growth. In 2014 the average daily demand was 9-11,000 m<sup>3</sup> whereas today it is 16-18,000 m<sup>3</sup>. With the increased demand as well as the latest data that indicates the wells are under the influence of surface water, Administration has commenced the Selkirk Water Treatment Plant Upgrade Project. Once complete, this project will ensure the integrity of the drinking water system, ensure sufficient capacity is available for future growth to 2040, and provide system redundancy.

It has been previously reported there have also been infrequent detections of Giardia husks (non-live organisms) at one of the main producing wells. In the Spring of 2024, there have been additional hits of Giardia husks as well as one instance of a viable Giardia organism. In both cases, the wells in question were immediately taken off-line, flushed and retested before confirming with Environmental Health Services (EHS) they could be brought back on-line. Given the recent events and the increasing daily demand on the aquifer, Administration is recommending the acceleration of an interim Ultra-Violet (UV) solution to provide treatment to mitigate against the risk of Giardia. This will provide additional protection until the remaining portion of the project can be completed.

The anticipated cost of the UV interim improvement project is \$3M. Administration has identified funding availability from the Canada-Community Building Fund (CCBF). It's anticipated that by increasing Phase 1 of the project by \$3M, Phase 2 of the project will be reduced by the same amount.

The RFP for Phase 1 indicated that accelerating the installation of UV lights is a priority and key project objective. The supply and installation of the UV lights will be acquired under the existing Phase 1 contract. No new tender will be required to procure the UV lights.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2024-40, a bylaw to amend the 2024-2027 Capital Expenditure Program by increasing the 2024 Capital Budget and reducing the 2025 Provisional Budget in the amount of \$3,000,000 for project 650c00421, Selkirk Water Treatment, funded by the Canada Community Building Fund, be brought forward under the bylaw process.



# **CITY OF WHITEHORSE**

## **BYLAW 2024-40**

A bylaw to amend the 2024 to 2027 Capital Expenditure Program Bylaw 2023-27

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WHEREAS Section 238 of the *Municipal Act* (R.S.Y. 2002) provides that Council shall by bylaw adopt an Annual Operating Budget and a multi-year Capital Expenditure Program; and

WHEREAS Section 241 of the *Municipal Act* provides that no expenditure shall be made which increases total expenditures above what was approved in the Annual Operating Budget or the Capital Budget unless such expenditure is approved by bylaw; and

WHEREAS it has become necessary to increase the 2024 to 2027 Capital Expenditure Program to provide for funding associated with the Selkirk Water Treatment project;

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

1. The 2024 to 2027 Capital Expenditure Program is hereby amended by increasing the 2024 Capital Budget and reducing the 2025 Provisional Budget in the amount of \$3,000,000 to provide for the expenses related to the Selkirk Water Treatment project.
2. This bylaw shall come into full force and effect upon final passing thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Laura Cabott, Mayor

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Corporate Services

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> July 2, 2024
<b>RE:</b> Budget Amendment – Wildfire Risk Reduction Pilot Program

### **ISSUE**

Approval of a budget amendment for the City Wildfire Risk Reduction Pilot Program.

### **REFERENCE**

- [2024 - 2027 Capital Expenditure Program](#)
- [Council Strategic Priorities 2021-2024](#)
- [2040 Official Community Plan \(2023\)](#)
- [Wildfire Risk Reduction Strategy and Action Plan 2021-2024](#)

### **HISTORY**

Wildfire is a hazard facing Whitehorse and communities across Canada and around the world. There is much to be done to understand the risks and reduction or mitigation efforts. In order to reduce the risks to Whitehorse residents, the City of Whitehorse continues to implement its Wildfire Risk Reduction Strategy and Action Plan 2021-2024. Key parts of the plan include a public outreach campaign, home assessments, policy work, and identifying opportunities for the City to protect its own infrastructure. Wildfire risk reduction efforts strengthen the City's emergency preparedness and are required for the City to adapt to climate change.

Administration secured a Federal Capital Grant in the amount of \$240,000 in 2023 to implement the Wildfire Risk Reduction Strategy and Action Plan 2021-2024 on a pilot basis to March 2025. In 2023, \$33,787 of the grant was spent, with \$206,213 available for use in 2024.

### **ALTERNATIVES**

1. Amend the 2024 – 2027 Capital Expenditure Program as recommended; or
2. Refer the matter back to Administration.

### **ANALYSIS**

The Wildfire Risk Reduction pilot program advances Climate Action, a Council Strategic Priority, the Wildfire Risk Reduction Strategy and Action Plan 2021-2024, as well as Whitehorse 2040 OCP idea for action #69. More broadly, actions undertaken to reduce wildfire risk are supported by the Whitehorse 2040 OCP vision as well as numerous policies, including policies 6.8, 6.9 and 12.5.

In addition to the Federal Capital Grant, administration has secured Wawanesa's Community Wildfire Prevention grant in the amount of \$14,684 and territorial capital grants in the amount of \$9,042 with additional grants in the amount of \$45,000 pending approval.

A budget amendment is therefore requested in the amount of \$274,939 to enable the creation of a separate Wildfire Risk Reduction Pilot Program capital project, which would streamline budget administration, and expenditure tracking for program reporting.

Through this amendment, a portion of the federal funding will be transferred from 220c00220 - Policy Development where the project originated, and the remaining unbudgeted grant will be added to the Capital Budget.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council amend 2024-2027 Capital Expenditure Program by adding project Wildfire Risk Reduction Pilot Program in the amount of \$274,939, funded from General Reserve until external funding sources are confirmed; and

That Council amend the 2024-2027 Capital Expenditure Program by reducing the 2024 Capital Budget for project 220c00220 Policy Development in the amount of \$66,213, externally funded.

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> July 2, 2024
<b>RE:</b> Budget Amendment – Robert Service Way Permanent Solution

### ISSUE

Council approval to amend the 2024-2027 Capital Expenditure Program to secure owner's engineering services for the Robert Service Way (RSW) permanent escarpment solution.

### REFERENCE

- [Procurement Policy 2020-03](#)
- [2024-2027 Capital Expenditure Program](#)
- 240c00924 RSW Permanent Solution – Detailed Design & Construction Services

### HISTORY

Numerous landslides have occurred along the escarpment in downtown Whitehorse over the last few years that have resulted in significant adverse impacts to the City's infrastructure and residents. To mitigate the impacts the City has been required to implement road and trail closures as well as expend roughly over \$2,500,000 to continually monitor and assess the risks to residents. In 2022 and 2023, RSW was closed for over five weeks which resulted in major disruption to a key City arterial roadway and access to the Whitehorse General Hospital.

Recognizing that a comprehensive and robust long-term solution was required to maintain RSW as a key arterial corridor within the City and mitigate risks to residents, Administration successfully applied for Disaster and Mitigation Adaptation Funding (DMAF) from the Federal Government and received a commitment for \$45,882,633 which is equivalent to 75% of the estimated project costs.

Administration is currently working to identify possible funding sources for the remaining 25% or \$15,294,211.

This procurement was listed in the June 17, 2024 Upcoming Procurements report and indicated that a commencement report was not required considering it is anticipated to be less than \$500,000.

### ALTERNATIVES

1. Amend the 2024-2027 Capital Expenditure Program as recommended; or
2. Refer the matter back to Administration.

### ANALYSIS

A permanent solution for the continued landslides along RSW is required to mitigate the safety risks, minimize erosion impacts into the Yukon River, and ensure one of the City's primary arterial roads remains open on a continuous basis. It is not feasible or sustainable to employ labor intensive and costly monitoring and road closures on an annual basis. Preliminary engineering work completed in 2023 identified the most feasible long-term solution as a combination of slope reshaping, re-alignment of the roadway and Millennium Trail along with infrastructure to manage groundwater seepage. Given the proximity of

RSW to the Yukon River and airport, it is anticipated that design will be complex and require sufficient time to allow for appropriate consultation and permitting to complete all work. As such, Administration is recommending to advance the project by hiring an owner's engineer to start work on defining the scope of the project, especially related to permitting, and creating procurement documents for later phases of work. This budget will not include detailed engineering services for the permanent solution, which is estimated to cost approximately \$3,700,000 and would follow with a separate procurement once the full project funding is in place. It is proposed to fund the owner's engineering work using City reserves while a source for the remaining funding shortfall is secured. Procurement for the owner's engineer will be for the entire duration of the project, however the contract will be awarded in phases as per available funding. Once the remaining funding shortfall is secured, the City can sign the Contribution Agreement with the Federal Government and 75% of all costs incurred as of May 1, 2024 will be reimbursed.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council amend the 2024 to 2027 Capital Expenditure Program by funding a portion of Appendix B project 240c00924 Robert Service Way Permanent Solution in the amount of \$250,000 from the General Reserve, until a transfer payment agreement with the Disaster Mitigation and Adaptation Fund is in place.