

CITY OF WHITEHORSE
REGULAR Council Meeting #2019-10

DATE: Tuesday, May 21, 2019
TIME: 5:30 p.m.

Mayor Dan Curtis
Deputy Mayor Laura Cabott
Reserve Deputy Mayor Samson Hartland

AGENDA

CALL TO ORDER 5:30 p.m.

AGENDA Adoption

PROCLAMATIONS National Health and Fitness Day – First Saturday in June
Rotary Club of Whitehorse 50th Anniversary Week, June 1 to 7, 2019

MINUTES Regular Council Meeting #2019-09 dated May 6, 2019

DELEGATIONS

PUBLIC HEARING

STANDING COMMITTEE REPORTS

Community Services Committee – *Councillors Stick and Curteanu*

Public Health and Safety Committee – *Councillors Curteanu and Roddick*

Development Services Committee – *Councillors Cabott and Boyd*

Temporary Lane Closure – Construction at 3rd and Hawkins

Corporate Services Committee – *Councillors Hartland and Cabott*

City Planning Committee – *Councillors Roddick and Stick*

City Operations Committee – *Councillors Boyd and Hartland*

Solid Waste and Bears – *For Information Only*

Contract Award – Wheeler Street and Sixth Avenue Landscaping

Contract Award – 2019 Asphalt Overlay Project

Contract Award – Supply of Highway Tractor and End Dump Trailer

NEW AND UNFINISHED BUSINESS 2019 to 2021 Council Strategic Priorities

BYLAWS

ADJOURNMENT



PROCLAMATION

NATIONAL HEALTH AND FITNESS DAY

First Saturday in June

WHEREAS the City of Whitehorse wishes to increase awareness of the significant benefits of physical activity; and

WHEREAS Council encourages all citizens to participate in recreational sports and other health and fitness activities; and

WHEREAS the City has public facilities to promote health and fitness for people of all ages and abilities; and

On June 1st the City will be partnering with Air North – Yukon’s Airline in the 10th Annual Runway Family Fun Run taking place at the Air North hangar located at 150 Condor Road;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim June 1, 2019 to be ***National Health and Fitness Day*** in the City of Whitehorse.

Dan Curtis
Mayor



PROCLAMATION

ROTARY CLUB OF WHITEHORSE 50TH ANNIVERSARY WEEK

June 1 to 7, 2019

WHEREAS Rotary International is an organization dedicated to service above self; and

WHEREAS the Rotary Club of Whitehorse held its founding meeting on June 7, 1969 and has been active in community service in the 50 years since its founding; and

WHEREAS the legacy of 50 years of community service by the Rotary Club of Whitehorse includes Rotary Peace Park, the Rotary Centennial Bridge, the annual Rotary Music and Dance Festival and countless other projects; and

WHEREAS it is appropriate to recognize the outstanding community service rendered by the Rotary Club of Whitehorse to the quality of life of our community and its residents;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim June 1 to 7, 2019 to be ***Rotary Club of Whitehorse 50th Anniversary Week*** in the City of Whitehorse.

Dan Curtis
Mayor

MINUTES of **REGULAR** Meeting #2019-09 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, May 6, 2019, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis
Deputy Mayor Laura Cabott
Councillors Dan Boyd
Jocelyn Curteanu
Samson Hartland
Stephen Roddick
Jan Stick

ALSO PRESENT: Acting City Manager Jeff O'Farrell
Acting Director of Community and Recreation Services Lindsay Schneider
Director of Corporate Services Valerie Braga
Director of Development Services Mike Gau
Director of Infrastructure and Operations Peter O'Blenes
Manager of Business and Technology Systems Michael Reyes
Manager of Strategic Communications Myles Dolphin
Manager of Legislative Services Catherine Constable

Mayor Curtis called the meeting to order at 5:30 p.m.

CALL TO ORDER

Mayor Curtis proclaimed May 2019 to be Multiple Sclerosis Awareness Month in the City of Whitehorse.

PROCLAMATIONS

Mayor Curtis proclaimed May 6 to 10, 2019 to be Mining and Geology Week in the City of Whitehorse.

2019-09-01

It was duly moved and seconded
THAT the agenda be adopted as amended with the change being the
addition of two items under New and Unfinished Business:

AGENDA

Yukon Government Lottery for Infill Lots
Waterfront Trolley

Carried Unanimously

2019-09-02

It was duly moved and seconded
THAT the minutes of the regular council meeting dated April 23, 2019
be adopted as presented.

MINUTES
April 23, 2019

Carried Unanimously

PUBLIC HEARING

Mayor Curtis called three times for anyone to appear to address Bylaw 2019-09, a bylaw to authorize a work of local improvement for the reconstruction of Cook Street from Fourth Avenue to the escarpment.

BYLAW 2019-09
LOCAL IMPROVEMENT
Cook Street Reconstruction

The proposed work includes new water and sewer mains, improved fire protection flows and storm drainage, new sidewalk, curb and gutter, and landscaping. Water services to buildings will be replaced where possible to eliminate the need for bleeder devices.

Elizabeth Ryan questioned the cost of the recirculating pump that residents will be required to purchase as part of this project.

ELIZABETH RYAN

Heather Kennedy stated that residents need more time and information before submitting their responses to the proposed local improvement. She asked if costs will increase once the final design is done. She also expressed a concern regarding groundwater in the area.

HEATHER KENNEDY

Administration confirmed that the predesign work provides enough information to prepare the cost estimate, and the assessment per property will not increase and may even go down if the City secures a better interest rate at the time of borrowing.

Mayor Curtis declared the public hearing closed and advised that no further submissions on the issue will be considered by council except the report provided by administration.

Public Hearing Closed

Mayor Curtis thanked Councillor Boyd for his service as Deputy Mayor over the past two months and welcomed Councillor Cabott as Deputy Mayor for May and June.

Service of Deputy Mayor
Acknowledged

COMMITTEE REPORTS

Community Services Committee

2019-09-03

It was duly moved and seconded THAT the allocation of Category 1 Recreation grants in the amount of \$69,465.90, Category 2 Recreation Facility–Parks grants in the amount of \$31,600.00 and Category 3 Arts–Cultural Facilities grants in the amount of \$34,352.80 be approved as recommended by the Recreation Grant Task Force, subject to any conditions as outlined on the summary sheets.

SPRING RECREATION
GRANT ALLOCATIONS

.../continued

2019-09-03 (Continued)

Category 1 – Recreation Grants

Boreal Adventure Running Association	
• Signage and materials	\$750.00
Boys and Girls Club	
• Pilot annual dodgeball tournament	\$3,500.00
Community Choir of Whitehorse Society	
• Program assistance, professional development	\$6,300.00
Fetal Alcohol Syndrome Society of Yukon	
• Programming	\$5,000.00
Flatwater North	
• Safety boat and paddleboards	\$2,128.00
Freedom Trails Therapeutic Riding	
• Partial contract fees and wage expenses	\$2,800.00
Gwaandak Theatre Society	
• Indigenous and female play readings	\$3,000.00
Heart of Riverdale	
• Arts camp and youth internship	\$7,000.00
Inclusion Yukon	
• Summer recreation program	\$2,800.00
Jazz Yukon	
• Jazz in the Hall	\$1,680.00
Larrikin Entertainment Ensemble	
• Theatrical production	\$4,200.00
Music Yukon	
• Arts in the Park	\$4,900.00
Nakai Theatre	
• 24 hour challenge	\$3,150.00
Special Olympics	
• Golf program	\$1,100.00
Victoria Faulkner Women’s Centre	
• Mom and kids recreation program	\$5,110.00
Whitehorse Concerts	
• Classical music series	\$2,100.00
Yukon Conservation Society	
• Nature interpretation program	\$2,100.00

SPRING RECREATION
GRANT ALLOCATIONS
(Continued)

.../continued

2019-09-03 (Continued)

Yukon Medieval Combat Group	
• Training gear, list field, fuel	\$1,347.50
Yukon Summer Music Camp	
• Summer music camp	\$6,300.00
Yukon Theatre for Young People Society	
• Newsies, the Broadway Musical	\$4,200.00
Category 1 Total	<u>\$69,465.50</u>

Category 2 – Recreation Facilities and Parks Grants

Copper Ridge Neighbourhood Association	
• Basketball net purchase	\$5,000.00
Friends of Mount Sima Society	
• Snowmaking and chairlift	\$9,000.00
Mountainview Golf Club	
• Electrical	\$6,000.00
Special Olympics Yukon	
• Electrical	\$600.00
Whitehorse Cross-Country Ski Club	
• Operational expenses	\$11,000.00
Category 2 Total	<u>\$31,600.00</u>

SPRING RECREATION
GRANT ALLOCATIONS
(Continued)

Category 3 – Arts and Cultural Facility Grants

Guild Society	
• Utilities Support	\$7,950.00
Yukon Arts Centre	
• Youth arts education and transportation program	\$7,802.80
Yukon Church Heritage Society	
• Operations and maintenance	\$3,600.00
Yukon Transportation Museum Society	
• Operational expenses	\$15,000.00
Category 3 Total	<u>\$34,352.80</u>

Spring Recreation Grant Total \$135,418.70

Carried Unanimously

The Committee was advised that Sierra Van der Meer received the Sovereign's Award for Volunteering in a ceremony that took place in Ottawa. The Committee congratulated Ms. Van der Meer and thanked her for her work on behalf of the mountain biking community.

SOVERIGN'S AWARD
FOR VOLUNTEERING
Sierra Van der Meer

On behalf of Active Trails Whitehorse Association, Keith Lay asked the Community Services Committee to review the information that they have provided with respect to the Pine Street Extension Paved Trail. Mr. Lay stated that there have been ongoing issues with signage and trail uses since the trail paving project was completed and they have not been able to get the issues resolved through dealing with administration. He requested that council direct administration to bring forward a non-motorized designation for the trail.

PINE STREET
EXTENSION PAVED
TRAIL
For Information Only

Public Health and Safety Committee

Committee members noted that forest conditions in and around the City are very dry and the potential for wildfire incidents is high. In response to questions raised with respect to the maintenance of parks and green spaces, administration advised that community associations apply to the Yukon Government for fire smart programs and administration has assisted many of these associations in preparing their applications.

FIRE SMART ISSUES
For Information Only

Administration will look at available resources and approaches for supplementing the work of community associations, and will bring the information back to Council.

Development Services Committee

There was no report from the Development Services Committee.

No Report

Corporate Services Committee

2019-09-04

It was duly moved and seconded
THAT the 2019 to 2021 operating and maintenance budget be amended by increasing the 2019 budget in the amount of \$31,100, the 2020 budget in the amount of \$62,500, and the 2021 budget in the amount of \$31,400 to reflect the Federation of Canadian Municipalities Climate Innovation Program grant for a new staff position.

BUDGET AMENDMENT –
STAFF GRANT FROM
FCM

Carried (6 – 1)

Some council members expressed concern with the process used to bring this new position forward for approval. Discussions centred around the fact that this position was previously identified as needed but was not given priority due to limited resources. It was noted that the Sustainability Plan commits the City to improving climate performance and building efficiency, and this staff position is needed to achieve these goals.

Discussion

IN FAVOUR Mayor Curtis, Councillors Boyd, Cabott, Curteanu,
Roddick and Stick
OPPOSED Councillor Hartland

Recorded Vote

2019-09-05

It was duly moved and seconded
THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 Water Licence Renewal project in the amount of \$150,000, funded by the Water and Sewer Reserve.

BUDGET AMENDMENT
FOR WATER LICENSE
RENEWAL

Carried Unanimously

A member of council noted that preparations for the license began only ten months before expiry and asked what steps administration is taking to ensure proper planning with future projects.

Discussion

2019-09-06

It was duly moved and seconded
THAT the 2019 to 2022 capital budget be amended by creating a new capital project for a replacement Bylaw Services vehicle in the amount of \$66,000, funded by the Equipment Replacement Reserve (\$51,000) and proceeds from insurance (\$15,000); and

BUDGET AMENDMENT
AND CONTRACT AWARD
BYLAW SERVICES
REPLACEMENT VEHICLE

THAT administration be authorized to waive the public bidding process for the supply of a replacement Bylaw Services vehicle; and

THAT administration be authorized to award a sole source contract for the supply of one replacement Bylaw Services vehicle to Metro Chrysler for a net cost to the City of \$53,110.00, plus GST.

Carried (5 – 2)

Council members discussed the specifications for the proposed vehicle and suggested that council did not have enough information to make a sound decision on this purchase. However, the recent Bylaw Services Review indicated a strong trail function for the department and this vehicle is required to allow staff to continue providing the established level of service.

Discussion

It was noted that this is the second vehicle that insurance has written off this year, and the suggestion was made that the City review the insurance policies in place and explore the possibility of increasing the coverage to include replacement value for vehicles.

Discussion
(Continued)

IN FAVOUR Mayor Curtis, Councillors Curteanu, Hartland, Roddick
and Stick

Recorded Vote

OPPOSED Councillors Boyd and Cabott

2019-09-07

It was duly moved and seconded
THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 Fire Hall #1 construction project in the amount of \$400,000, funded by decreasing the Operations Building project; and
That administration be authorized to award the contract for the Fire Hall #1 construction project to Ketz Construction for a cost to the City of \$3,199,955.28 plus GST.

BUDGET AMENDMENT
AND CONTRACT AWARD
FOR CONSTRUCTION OF
NEW FIRE HALL

Carried Unanimously

Some members of council expressed concern about the price increase for this project and suggested that negotiations be conducted with the contractor to explore options to reduce the costs. Administration noted that there are procurement law considerations involved, and legal advice would be required if council wants administration to negotiate with the contractor.

Discussion

Council members noted that delaying this project could impact external funding available for a limited time for a services building project that is contingent upon the current downtown fire hall being replaced in order to make room for new construction on the existing site.

2019-09-08

It was duly moved and seconded
THAT administration be authorized to award the contract for the supply of servers for the server replenishment project to Klondike Business Solutions for a net cost to the City of \$101,517.40 plus GST.

CONTRACT AWARD
FOR SUPPLY OF
SERVERS

Carried Unanimously

2019-09-09

It was duly moved and seconded
THAT the quarterly progress reports for January, February and March of 2019 be accepted as presented.

PROGRESS REPORTS

Carried Unanimously

City Planning Committee

A Committee member congratulated administration on a well-planned and conducted meeting regarding aviation land uses at Schwatka Lake, but noted that a number of issues were raised by current and potential lease holders. Operators have expressed the view that these issues are affecting tourism and the economy.

In response to concerns raised, administration advised that the City has been working with the Government of Yukon to obtain the land transfers necessary in order to make more parcels available to operators. Efforts are currently under way to complete a multi-government land transfer that will allow for the construction of new docks as well as storage and parking spaces. However, Schwatka Lake sees many users in addition to the float planes, and both safety and environmental issues have to be considered as part of any long-term planning.

SCHWAKA LAKE
AVIATION LAND USES
For Information Only

A Committee member advised that a recent letter to council alleges that tenants are being evicted in order to make room for Airbnb rentals. Administration advised that issues regarding short-term rentals have been recognized and available data is being scrutinized to determine the impacts.

SHORT TERM RENTALS
For Information Only

City Operations Committee

Yolande Vachon addressed the Committee to suggest that the City look at purchasing electric buses and hybrid vehicles. She stated that electric buses pay for themselves through cost savings, and the funds saved could be used to hire additional drivers for new routes or expanded hours. Ms. Vachon also noted that owners of hybrid vehicles in Whitehorse have experienced no issues with cold weather operation, and suggested that such vehicles would be a good option for the City's fleet.

ELECTRIC BUSES AND
HYBRID VEHICLES
For Information Only

NEW & UNFINISHED BUSINESS

The Government of Yukon has released a tender with respect to Yukon-owned infill lots within the City. The tender is for un-serviced lots and is a pilot project intended to test the willingness of contractors to install services in addition to constructing new homes. The majority of the parcels available in this tender would be suitable for subdivision, which could ultimately bring the purchase price for home-ownership down to a more affordable level. However, the default price set for these parcels is causing concern about rising housing costs.

YUKON TENDER FOR
INFILL LOTS
For Information Only

Concerns were raised with respect to the recent announcement that the Yukon Government will not continue to assist with the funding of the Waterfront Trolley. It was noted that existing buildings along the riverfront were constructed to take the trolley line into consideration, and that all levels of government have invested a considerable amount of time and money in waterfront planning over the past 20 years. The right-of-way for the trolley has been protected by various easements that, if lifted, could allow development along the rail corridor.

WATERFRONT TROLLEY
For Information Only

It was recognized that the historical significance of the rail line relates to the White Pass and Yukon Route train service and not to the trolley itself. However, the rail line represents an important aspect of the history of the City and the waterfront.

The suggestion was made that the City should encourage the Yukon Government to think long-term and consider the importance of maintaining a rail corridor along the waterfront.

There being no further business, the meeting adjourned at 7:50 p.m.

ADJOURNMENT



Minutes of the meeting of the Community Services Committee

Date	May 13, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jan Stick – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications

Your Worship, there is no report from the Community Services Committee



Minutes of the meeting of the Public Health and Safety Committee

Date	May 13, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Stephen Roddick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications

Your Worship, there is no report from the Public Health and Safety Committee



Minutes of the meeting of the Development Services Committee

Date	May 13, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Laura Cabott – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick Councillor Jan Stick
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Wayne Tuck, Acting Manager of Engineering Services Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications

Your Worship, the Development Services Committee respectfully submits the following report:

1. Climate Change – For Information Only

Sophie Molgat, Sylvie Sandiford and Callah MacGillivray addressed the Committee to urge the City to take action with respect to Climate Change. They suggested a number of changes that the City could make now to make a big difference, including banning all single-use plastics, improving public transportation, making the City more bike friendly, aiming to compost 100% of our organics, and reducing the carbon footprint of City buildings. They outlined some of the steps their families have taken to become more environmentally responsible, and suggested that they are the types of changes that are easily implemented and yet can make a great difference to the environment. They noted that there are many cities that are finding innovative solutions to help stop climate change, and encouraged the City of Whitehorse to become a leader in climate change mitigation.

2. Temporary Lane Closure – Construction at Third and Hawkins

The builder of a new residential development at the corner of Third Avenue and Hawkins Street has requested permission to utilize the laneway behind the subject lot as a location for a construction crane. Utilizing the lane will also increase the available construction laydown area and improve the overall safety of the construction site.

It is anticipated that the lane closure will be required for a period of one year. The requested lane closure will limit vehicle access but will maintain pedestrian access. It has been determined that closing the lane to vehicle traffic will not impact emergency response services or residential waste collection.

The owner of Sanchez Cantina advised that the restaurant is currently renovating the premises to expand the deck, but in order to complete the project the waste containers must be relocated to the lane. If the lane closure happens she will be unable to do so since access for waste removal will be blocked. She stated that the builders advised her of the proposed lane closure but have not replied to the objections she raised in response to that notification. A Committee member enquired whether a solution can be found for Sanchez Cantina.

The recommendation of the Development Services Committee is

THAT the temporary closure of the laneway between Hanson Street and Hawkins Street at the location adjacent to Third Avenue indicated on the Street Occupancy Permit be approved for the duration of the construction project to facilitate construction of a new residential development.



Minutes of the meeting of the Corporate Services Committee

Date	May 13, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications

Your Worship, there is no report from the Corporate Services Committee



Minutes of the meeting of the City Planning Committee

Date May 13, 2019

Location Council Chambers, City Hall

**Committee
Members
Present** Councillor Stephen Roddick – Chair
Councillor Jan Stick – Vice Chair
Mayor Dan Curtis
Councillor Dan Boyd
Councillor Jocelyn Curteanu
Councillor Laura Cabott
Councillor Samson Hartland

**Staff
Present** Linda Rapp, City Manager
Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mike Gau, Director of Development Services
Peter O'Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Manager of Strategic Communications

Your Worship, there is no report from the City Planning Committee



Minutes of the meeting of the City Operations Committee

Date	May 13, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Wayne Tuck, Acting Manager of Engineering Services Catherine Constable, Manager of Legislative Services Richard Graham, Manager of Operations Myles Dolphin, Manager of Strategic Communications Geoff Quinsey, Manager of Water and Waste Services

Your Worship, the City Operations Committee respectfully submits the following report:

1. Solid Waste and Bears – For Information Only

Administration provided an update on the mitigation measures that are currently being used and are under consideration for use with respect to human-bear conflicts resulting from the storage of solid waste. Solid waste management practices are recognized as the most critical element of successful human-wildlife conflict mitigation.

The City has been working with WildWise Yukon and the Yukon Department of Environment to test bear-resistant collection systems and explore options for the expansion of the residential collection program. Country residential neighbourhoods have been identified as the municipal locations where the most bear incident reports have occurred. If households in country residential areas continue to manage their own solid waste, supporting them in doing so in a manner that minimizes human-wildlife conflict risk is the most significant opportunity available.

Bear-resistant carts currently on the market have fundamental operational and/or bear-resistant issues. Small-scale testing of cart options is under way and once a recommendable cart is identified a pilot program for 50 to 100 homes will be proposed.

Public awareness and education is a critical component of human-wildlife conflict mitigation. With help from WildWise, the City has prepared an educational document for distribution to the public. Administration is also exploring options for supporting education in schools, and is working with the Yukon Department of Environment, WildWise Yukon and other stakeholders as they bring forward their own initiatives.

Heather Ashthorn, Executive Director of WildWise Yukon, explained that the “Let’s Talk Bears” handout contains the minimal level of intervention required. She encouraged the City to put obvious solutions in place while new options are tried, and to change the Waste Management Bylaw to make it an offence to put carts out the night before a scheduled pickup. Ms Ashthorn also recommended increased enforcement measures.

2. Contract Award – Wheeler Street and Sixth Avenue Landscaping

The 2019 capital budget includes funds for the landscaping portion of the Wheeler Street and Sixth Avenue reconstruction projects. In response to a tender issued, one compliant bid was received. An internal review committee agreed that the bidder has the knowledge and experience to complete the work successfully.

The recommendation of the City Operations Committee is

THAT administration be authorized to award the contract for the Wheeler Street and Sixth Avenue landscaping project to Lane’s Yukon Yardworks Inc. for a net cost to the City of \$333,251.50 plus GST.

3. Contract Award – Asphalt Overlay Project

One compliant bid was received in response to a tender issued for the removal of 60mm of existing surface asphalt and replacement using warm mix asphalt to sustain the road surface life on Second Avenue from Lowe Street to Ogilvie Street. An internal review committee agreed that the bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The prices submitted are reasonable and sufficient funds are available in the capital budget to complete the work, with the majority of the funding from external sources.

The recommendation of the City Operations Committee is

THAT administration be authorized to award the contract for the 2019 Asphalt Overlay project to Skookum Asphalt Ltd. for a net cost to the City of \$1,871,719.94 plus GST.

5. Contract Award – Supply of Highway Tractor and End Dump Trailer

One compliant bid was received in response to a tender issued for the supply of one highway tractor and one end-dump trailer. An internal review committee agreed that the bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The prices submitted are reasonable and sufficient funds are available in the capital budget to complete the work.

The recommendation of the City Operations Committee is

THAT administration be authorized to award the contract for the supply of one highway tractor and one end dump trailer to Inland Kenworth Ltd. for a net cost to the City of \$304,954.00, plus GST.

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ADMINISTRATIVE REPORT

TO: Mayor and Council
FROM: Administration
DATE: May 21, 2019
RE: Unfinished Business – Council Strategic Priorities 2019

HISTORY

Following the October 2018 municipal election, Council undertook a process to identify its strategic priorities for the 2019 to 2021 term of office. From amongst many potential initiatives, based in part on citizen concerns heard during the election and thereafter, Council identified six strategic priority areas and has provided direction to Administration to focus attention on these priorities.

The strategic priorities will guide the City's operational focus during this Council's term of office and provide direction to staff. They are reflected in Council's recent capital and operational budget decisions, and will be reflected in future budgets during the term. Council will review these priorities on an annual basis to make any necessary adjustments and report progress to the public.

.A report came forward to the Corporate Services Committee on April 29, 2019 recommending that Council confirm their 2019 to 2021 strategic priorities and authorize their release to the public.

Committee members discussed the priorities as presented and it was suggested that a number of edits were required before they are released. There was a desire to see more action items included, and to have the priorities expanded to focus on high-level long-term plans.

At the regular council meeting on April 23, 2019 Council referred the strategic priorities back to administration for further work.

In accordance with direction from Council, the strategic priorities have been expanded to include more action items and a focus on long-term plans. The revised strategic priorities are now being brought forward for confirmation by Council.

The motion to be considered is

THAT the 2019 to 2021 Strategic Priorities be confirmed; and

THAT the public release of the 2019 to 2021 Strategic Priorities be authorized.

Whitehorse City Council
Strategic Priorities
2019



Priority Setting Process

The priority setting process employed by the City of Whitehorse was undertaken in two consecutive sessions beginning in November 2018 and concluding in January 2019. Participants began with establishing a shared understanding of the organization's purpose and vision for the community. Issues and opportunities were identified and reviewed to arrive at Strategic Topics for further consideration. Each strategic topic was discussed to explore response options to achieve Council expectations. Reality, urgency and responsibility criteria were applied to each emerging strategic possibility to determine NOW priorities or NEXT and LATER directions of Council. Operational strategies were also put forward by Administration. Council's priorities as well as key operational strategies are set out in the Strategic Priorities found on pages 6 and 7, and the Departmental Initiatives found on pages 8 and 9.





Strategic Alignment

Strategic alignment is the strength of the link between the City's vision for the future and the policy decisions and resource allocations that guide the organization today. It reflects the organization's ability to identify strategic priorities consistent with its resource capacity. Strategic priority setting is a specific element of strategic planning. Priority setting is the process of turning strategy into results by aligning with actions, tactics with responsibilities and resources with timelines, ensuring Council and staff are on the same page.

Strategic Topics

During the workshops, Council generated the following principles to guide organizational and member actions and decisions:

- **First Nations Relations:** building bridges of respect and inclusivity for local Indigenous people and partnerships with First Nation governments;
- **Intergovernmental Collaboration:** working effectively with the federal and territorial governments to secure resources and services for the community;
- **Environmental Leadership:** considering the consequences of City actions and decisions on the environment and proactively adapting to and mitigating climate change impacts;
- **Public Engagement:** encouraging community input for effective City decision making and maximizing public awareness of City services;
- **Service Excellence:** leveraging technology and staff ideas to enhance cost effective and efficient service delivery.



A photograph of two men walking outdoors in winter. They are wearing high-visibility jackets with reflective stripes and caps. The man on the right is smiling. The background shows a snowy ground and bare trees. The entire image has a blue color overlay.

Council Priorities:

Advocacy / Partnerships:

Many of Council's interests do not fall within City jurisdiction however Council can influence work in these areas for example:

- Safe at Home Strategy Implementation (Partners)
- Wildlife Conflict Committee (YG)
- Infrastructure Funding (YG)
- Solid Waste Regulation (YG)
- Carbon Tax Impacts (YG)
- Handy Bus Agreement (YG)
- First Nations Housing Initiative (YG/Federal)
- Urban Forest Commercial Harvesting (YG)
- Community Energy Plan (YG/Yukon Energy/Others)
- Arctic Winter Games (AWG) Partnership

Strategic Priorities for 2019



Official Community Plan

The City of Whitehorse has launched Whitehorse 2040, a review of its Official Community Plan (OCP). The OCP is the City's highest level planning document that sets the overall direction for the community over the next 20 years, to about 2040.



Emergency Preparedness

Council has reviewed the Hazard Identification and Risk Assessment report that identified the types of emergencies that would be the most likely and the highest risks for the City. Next steps include updating the City's Emergency Plan, actions to mitigate risks and development of an improved Emergency Communications Plan for communicating with the public in an emergency.



Attainable Housing

The City of Whitehorse is preparing an attainable housing strategy to support the development of new housing to meet Whitehorse's current and future needs. It will form part of the new Official Community Plan currently under development. The City will continue its work with government partners, non-profit organizations, businesses, and citizens to help people attain housing across the housing continuum.



City Building Consolidation Project

The largest part of the City Building Consolidation Project is nearing completion with the forthcoming move of services from the Municipal Services Building. The next phases of this project involve construction of a new downtown fire hall and repurposing of the existing fire hall site for other City service delivery. This consolidation project addresses the City's abilities to continue effective service delivery as our community continues to grow.



Asset Management

The City will further develop a systematic and coordinated approach for managing the community's assets in order to ensure they are being used in a sustainable and fiscally responsible way.



Arctic Winter Games

The City of Whitehorse has committed to hosting the 2020 Arctic Winter Games along with our partner, the Yukon Government. The Arctic Winter Games are a unique circumpolar multi-sport event dedicated to celebrating traditional games and sharing northern culture.

Strategic Priorities for 2019

Official Community Plan:

- Determine scope for OCP review, incorporating numerous long-range plans
- Complete Phase 1-Awareness Building and Phase 2 – Explore New Concepts
- Launch Phase 3 – Draft the Plan

Emergency Preparedness:

- Assess hazards and risks
- Assess emergency preparedness
- Provide EMO orientation for elected officials
- Implement wildfire fuel abatement activities
- Conduct prescribed burns as conditions allow
- Participate in Operation Nanook exercise planning, training and delivery
- Update Emergency Plan (including evacuation plans)
- Implement Emergency Communications Plan
- Develop and Implement Wildfire Risk Reduction Strategy
- Update Wildland Fire Response Plans
- Interagency coordination and Training
- Fuel abatement on McLean Lake Road and Copper Haul Road
- FireSmart work south of Riverdale and in Cowley Creek

Attainable Housing:

- Report on status of housing unit supply
- Sell city housing lots: Takhini North, Arkell
- Develop City/Yukon Government land transfer protocol
- Develop usable/adaptable housing initiatives to promote accessibility and “aging in place”

City Building Consolidation:

- Operations building commissioning and move-in
- Fire hall construction tender
- Confirm office alternatives for staff not moving to the operations building
- Prepare services building concepts, including transit hub and downtown comfort station

Asset Management:

- Complete a third party review of asset management system implementation
- Identify opportunities to enhance existing front line tracking and asset evaluation processes
- Support integrated departmental asset management initiatives
- Develop a records management framework

Arctic Winter Games:

- Participate in meetings hosting Arctic Winter Games International Committee & Chefs de Mission
- Develop & implement Arctic Winter Games volunteer policy, support staff as they take on key volunteer roles, & support host society & games-time participation of City officials and staff
- Track in-kind services provided by the City such as facility use and transit services
- Sport & culture venue preparation



Department Initiatives

Bylaw Services

1. Vehicle for Hire Bylaw Amendment
2. Operational Workflow Software: Evaluation
3. Facilities User Code of Conduct
 - Humane Society Yukon Partnership
 - KDFN Community Safety Officer / Bylaw Partnership

Parks & Community Development

1. Rotary Park Playground Replacement: RFT
2. Park Policy Update
3. Parks & Recreation Master Plan: Council Orientation
 - Grey Mountain Expansion: Design
 - Arctic Winter Games: Venue Planning

Recreation & Facility Services

1. Parks & Recreation Master Plan: Council Orientation
2. Recreation Software: Configuration Phase #3
3. Recreation Grant Review
 - Arctic Winter Games 2020: Venue Planning
 - Activity Costing Analysis

Transit Services

1. Transit Master Plan: Council Orientation
2. Handy Bus Agreement: Review
3. E-Payment Technology: RFI
 - Transit Comfort Station: Concept
 - Transit Move: Operations Building

Business & Technology Services

1. Information Technology Strategy 5-Year Planning
2. Payroll Business Process
3. Records Management System: Project Management
 - Asset Management: Inventory & Work Order Review
 - Operations Building: IT Support

Financial Services

1. Procurement Review: Platform and Policy
2. Payroll Business Process: Review
3. Department Restructure Implementation
 - Budget Process Review
 - Senior Utility Rebate Bylaw: Review

Human Resources

1. Management & Management Staff Bylaw
2. Applicant Tracking System: Research
3. Recruitment Framework
 - People Plan
 - Respectful Work Culture Training

Legislative Services

1. CASM Policy
2. Records Management Pilot Project: Planning
3. Citizen Survey: Launch
 - Legislative Services Staffing Review
 - Policy Development: Priorities

Strategic Communications

1. Standard Operating Procedures: Finalize
 2. Emergency Communication Plan: Finalize
 3. Celebrate City Staff Campaign: Launch
- Communication Initiatives: OCP and Operations Building
 - Website Review

Engineering Services

1. Servicing Standards Manual: Update
 2. Traffic Hotspots: CASM
 3. Birch Street North Water Main Improvements: Tender
- Water License Renewal
 - Local Improvement Charge (LIC) Review

Land & Building Services

1. City Housing Lots: Takhini North, Arkell Residential
 2. Lot Dev. Grading: Public Consultation
 3. City/YG Land Transfer: Draft Protocol
- Dev./Building Permit: Process Modernization: Review
 - Useable/Adaptable Housing: Bylaw

Planning & Sustainability Services

1. Wildland Fire Protection Strategy: Terms of Ref.
 2. Development Incentives Policy: Options
 3. Official Community Plan Phase I Awareness: Report
- Parking Management Plan: Update
 - Local Improvement Charge: Jurisdictional Scan

Fire Department

1. Fuel Abatement: RFT
 2. Emergency Response Management: Funding Request
 3. Fire Safety Inspections: High Risk Occupancies
- Computer Aided Dispatch
 - MOU Updates

Operations Department

1. Operations Building: Construction Support
 2. Safety Program Refresh: Review & Training
 3. Transit Bus Replacement: RFP
- Project Management Review: Recruitment
 - Asset Management: Inventory / Work Order

Water & Waste Services

1. Compost Facility Expansion: RFQ
 2. Landfill Contract: RFT
 3. Safety Program Refresh
- Community Organics Collection: Zones 1-3
 - Landfill Development: Transfer and Upgrade of South End

Safety

1. Safety Management System Implementation Review: Priorities
 2. Confined Space Program: Development
 3. Safety Meetings: Resource Development
- Operations / Water & Waste Safety Program Refresh
 - Return to Work Program: Development

Key Capital Projects

Infrastructure and Operations:

- New Fire Hall #1 construction
- Existing Fire Hall #1 demolition
- Operations building
- Services building
- City Hall renovations & energy upgrades

Corporate Services

- Asset Management & Records Management

Planning and Sustainability Services

- Whitehorse 2040 - Official Community Plan Update
- Development Incentive Policy Update
- Wildfire Risk Reduction
- Firesmart Public Engagement Campaign
- Report on status of housing unit supply
- Whistle Bend Future Planning
- Commercial and Industrial Land Study
- Downtown Parking Management Plan
- Local Food and Urban Agriculture Strategy
- Schwatka Lake Signage Strategy and land options review

Land and Building Services

- Develop City/Yukon Government land transfer protocol
- Sell City housing lots: Takhini North, Arkell
- Usable/adaptable Housing Initiatives
- Residential Lot Development Grading Requirements
- Development/Building Permit Process Modernization – Program Review
- Department innovation and efficiency improvements

Engineering Services

- Asphalt Overlay Project: Second Avenue from Lowe Street to Ogilvie Street
- Local Improvement Charge Review
- Water Main Improvements: Lambert Street, 5th and 6th Avenues, and Birch Street North
- Downtown Reconstruction: Cook Street
- Marwell East Reconstruction: Tlingit Street

Community and Recreation Services

- Upgrades to the City's recreation infrastructure such as Mount McIntyre Recreation Centre, Takhini Arena, and the Canada Games Centre
- Upgrades to the Rotary Park playground and Grey Mountain cemetery



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