

**CITY OF WHITEHORSE**  
**REGULAR Council Meeting #2019-13**

**DATE:** Monday, July 8, 2019  
**TIME:** 5:30 p.m.

**Mayor** Dan Curtis  
**Deputy Mayor** Jocelyn Curteanu  
**Reserve Deputy Mayor** Samson Hartland

## **AGENDA**

**CALL TO ORDER** 5:30 p.m.

**AGENDA** Adoption

### **PROCLAMATIONS**

**MINUTES** Regular Council Meeting #2019-12 dated June 24, 2019

### **DELEGATIONS**

**PUBLIC HEARING** Bylaw 2019-15 – Zoning Amendment – Whistle Bend Phase 7

### **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*

**Corporate Services Committee** – *Councillors Hartland and Cabott*

Council and Administration Roundtable Policy  
Budget Amendment and Contract Award – Fuel Abatement Project  
Capital Budget Amendment – 2019 Water Main Improvements (Lambert & 6<sup>th</sup>)  
Budget Amendment and Contract Award – Compost Facility Upgrade Project  
Budget Amendment – McIntyre Creek Fuel Spill Project

**City Planning Committee** – *Councillors Roddick and Stick*

**City Operations Committee** – *Councillors Boyd and Hartland*

### **NEW AND UNFINISHED BUSINESS**

### **BYLAWS**

### **ADJOURNMENT**

MINUTES of **REGULAR** Meeting #2019-12 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, June 24, 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: City Manager Linda Rapp  
Director of Community and Recreation Services Jeff O'Farrell  
Director of Corporate Services Valerie Braga  
Acting Director of Development Services Patrick Ross  
Acting Director of Infrastructure and Operations Wayne Tuck  
Manager of Legislative Services Catherine Constable  
Manager of Strategic Communications Myles Dolphin

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

**CALL TO ORDER**

**2019-12-01**

It was duly moved and seconded  
THAT the agenda be adopted as presented.

**AGENDA**

Carried Unanimously

**2019-12-02**

It was duly moved and seconded  
THAT the minutes of the regular council meeting dated June 10, 2019  
be adopted as presented.

**MINUTES**

June 10, 2019

Carried Unanimously

**COMMITTEE REPORTS**

**Development Services Committee**

Erica Dee Mah addressed the Committee to provide an update on the recent Green New Deal town hall meeting that took place in Whitehorse as part of a national initiative. The goal of the meeting was to discuss the climate crisis and generate the political will to take action. The meeting was overwhelmingly well attended and more than 200 ideas were generated. A report on the initiative will be prepared at the national level.

GREEN NEW DEAL  
For Information Only

Barbara Drury addressed the Committee to request that the City ban single-use plastic bags. She suggested that this is a simple action that will aid the City in taking a small step forward to help the environment.

Members of the Committee indicated a desire to open discussions with Council and administration on the issue of single-use plastics.

It is understood that other orders of government are looking at this issue and isolated action won't effect change. Extended producer responsibility is required, but smaller actions should still take place as each person does what they can to reduce the proliferation of single-use plastics. The Committee confirmed support for scheduling a Council and Senior Management discussion on the issue.

SINGLE USE PLASTICS  
For Information Only

Rob Deklerk addressed the Committee to suggest that people should stop the hysteria about plastics. He stated that plastics are not an issue in Canada, and quoted a National Post article in support of his contention. He asked how our society would deal with medical issues if plastics were banned, and noted that most of the technology and equipment we use daily is full of plastic.

Councillor Roddick advised that consultation with other members of council led to the procedural conclusion that discussion on the proposed motion should be postponed to the regular council meeting on June 24. It was noted that anyone in the audience wishing to speak to the issue would have an opportunity to do so before the end of this Development Services Committee meeting.

NOTICE OF MOTION –  
CLIMATE CHANGE  
EMERGENCY  
For Information Only

Peter Becker, Jody Overduin, Kim Lisgo, Ellorie McKnight and Jenny George all spoke in support of the proposed motion. It was noted that climate change is being addressed at the national, provincial and territorial levels, but there is also room for municipal initiatives that may be able to advance mitigating measures at a faster pace.

### **Community Services Committee**

The 2018 Transit Master Plan was accepted by Council as a guiding document in June 2018. Numerous recommendations were included in the plan, of which three were prioritized for implementation.

The first recommendation concerns technology on-board. The use of technology in public transportation is evolving rapidly to make it more effective and efficient and enabling riders to personalize their transit experience. Cost-effective technology solutions that enhance the rider experience are required. It is expected that such technology will grow ridership while providing data and data analytics to make transit services sustainable, both financially and environmentally.

2018 TRANSIT MASTER  
PLAN UPDATE  
For Information Only

.../continued

Fare payment technology has evolved in favour of user-friendly smartcard and electronic payment solutions that appeal to a technology-reliant ridership base. Real-time scheduling would also provide convenience for riders. The City issued a request for information for these technologies in April 2019. Three companies responded to the RFI and will be contacted as part of a forthcoming request for proposals anticipated for release in July 2019.

The second recommendation concerns improvements to the overall efficiency of the handy bus program. The per-hour cost of the handy bus is 94% higher than other specialized transit services, causing concern about the financial sustainability of the program. The Transit Master Plan suggested that the City explore the creation of a third party to deliver specialized transit trips and re-deploy the current handy bus vehicles as home-to-hub or micro-transit vehicles serving lower density areas of the city.

The Government of Yukon has historically funded approximately 75% of the operating cost of the handy bus service, and has indicated a need to consider alternative funding arrangements. Initial discussions are underway between Administration and senior staff within the Department of Health and Social Services in this regard. An interim funding agreement is in place until December 2019.

The third recommendation concerns improvements to existing route alignments and scheduling to better match demand. This suggests the need for comprehensive changes to routes and schedules for the full transit service. This new system will have three main hubs for passengers to transfer or continue on to their final destination. The first hub would be at Yukon College/University; with the addition of a transit-way area to support large numbers of people. The second location would be at the Canada Games Centre where an average of 2,000 citizens use the facility daily. The third hub would continue to be downtown near Second Avenue and Steele Street where some form of transit “comfort station” is envisioned.

The rationale supporting a new route structure is based on increasing the frequency of transit service in core areas of the community, thus leading to more spontaneous use (as opposed to planned use) of transit, and an overall increase in transit ridership. The addition of the home-to-hub concept for extremely low ridership neighbourhoods is also part of this recommended route structure. To ensure that home-to-hub service is a cost-effective alternative to fixed route service operations, the Transit Master Plan recommends that home-to-hub service be offered on a subscription basis.

.../continued

2018 TRANSIT MASTER  
PLAN UPDATE  
For Information Only  
(Continued)

These recommendations are the first priorities for implementation of the Transit Master Plan. Other recommendations including branding, snow bike compatible racks on buses, wi-fi on board, mobile app development, and developing performance indicators will be pursued in the future as budgets permit.

2018 TRANSIT MASTER  
PLAN UPDATE  
For Information Only  
(Continued)

**Public Health and Safety Committee**

In July 2018 the Operational Review of Bylaw Services was accepted by Council as a guiding document. Bylaw Services has evaluated the recommendations from this review, giving consideration to operational efficiencies and client service delivery, and anticipates proceeding with implementation as follows:

The review recommends animal shelter consolidation and partnership with the Humane Society's Mae Bachur Animal Shelter.

Implementation of this recommendation would see the permanent closure of the City-operated shelter, and any animals impounded for running at large would be taken directly to the Humane Society shelter, providing 24-7/365 availability and access for pet owners. Chip scanning and tag owner information would continue to be a priority to facilitate the quickest available return of pets to their owners.

The Mae Bachur Shelter meets or exceeds Canadian Shelter Veterinarian Guidelines, and benefits from technically qualified staff and a cadre of dedicated volunteers. This partnership would significantly lessen the risks associated with the amount of time that seized animals are in custody, and would also eliminate shelter cleaning duties from the work being done by Bylaw Services staff. This would allow staff to be re-deployed to meet existing pressures around complaint-driven investigations. The space available in the City-owned shelter would be freed up for potential use by other city departments.

An expansion of the Mae Bachur facility would be required in order to incorporate the Bylaw shelter service into the Humane Society. Anticipated costs for the expansion are being explored. In the meantime, the Humane Society continues to express their support for implementation of this recommendation.

The review recommends a First Nations partnership and a shared bylaw officer. This would be a hybrid position combining the statutory authority of a City bylaw officer with the community trust and legitimacy of a KDFN Community Safety Officer.

.../continued

2018 BYLAW SERVICES  
REVIEW UPDATE  
For Information Only

In preliminary discussions, the KDFN justice manager has indicated support for the spirit and intent of this initiative. Further dialogue is necessary to develop a regulatory framework and determine the model this hybrid position would take. If implemented, it would build KDFN capacity and support the Administration of Justice provisions of the 2005 KDFN Self-Government Agreement. It would also demonstrate the principles and spirit of partnership as contained within the *2018 Declaration of Commitment* signed by the City, KDFN and Ta'an Kwäch'än Council.

The review also recommends downtown parking technology upgrades and initiatives. The recommended changes to downtown parking enforcement are very comprehensive and suggest a wholesale change to the look and feel of how downtown parking is utilized and how enforcement activities are conducted.

The 2019 Draft Downtown Parking Management Plan also includes technology upgrades and initiatives in its list of recommendations. Kiosk-style meter technologies can replace conventional meters and provide greater flexibility in payment options. The review recommends that contracted IT resources and expertise be considered to ensure timely deployment of these industry-standard customer service improvements.

Other recommendations from the review that are not being prioritized at this time include the procurement of workflow management software, the use of commercial aerial drone technology for trail enforcement, and moving violation enforcement.

A Committee member noted that there are safety issues at many locations where the trolley track crosses roads and pathways. The tracks are no longer being maintained, and the hazards include rotting wood and protruding spikes. Administration advised that the Government of Yukon has just confirmed that a crew will be sent out to deal with these issues.

2018 BYLAW SERVICES  
REVIEW UPDATE  
For Information Only  
(Continued)

TROLLEY TRACKS  
SAFETY CONCERNS  
For Information Only

**Corporate Services Committee**

**2019-12-03**

It was duly moved and seconded  
THAT the audited City of Whitehorse 2018 Financial Statements be approved as presented, and  
THAT the Water and Sewer Fund surplus of \$708,005 be transferred to the Water and Sewer Reserve.

2018 AUDITED  
FINANCIAL STATEMENTS

Carried Unanimously

**2019-12-04**

It was duly moved and seconded

THAT the 2019 to 2022 capital budget be amended by adding a new capital project for procurement of a standby waste water pump titled the Marwell Lift Station Pump Replacement Project in the amount of \$100,000, funded by Gas Tax.

BUDGET AMENDMENT  
MARWELL LIFT STATION  
PUMP REPLACEMENT

Carried Unanimously

**2019-12-05**

It was duly moved and seconded

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 SCADA Software Upgrade project in the amount of \$80,000, funded by Gas Tax to cover the additional costs; and

BUDGET AMENDMENT &  
CONTRACT AWARD  
SCADA SOFTWARE  
UPGRADE PROJECT

THAT Administration be authorized to award the contract for the SCADA Software Upgrade project to Viva Automation for a net cost to the City of \$168,560 plus GST.

Carried Unanimously

**City Planning Committee**

There was no report from the City Planning Committee.

No Report

**City Operations Committee**

**2019-12-06**

It was duly moved and seconded

THAT the claim of \$540,960.55 due to Ketz Construction for additional days on the Operations Building project be approved, subject to the negotiated terms; and

OPERATIONS BUILDING  
CONTRACT EXTENSION

THAT an increase to the value of the Ketz Construction Operations Building contract in the amount of \$540,960.55 be approved.

Carried (6 – 1)

A council member reiterated previously stated concerns with respect to the costs of this project. It was noted that even with these new costs the project remains within budget.

Discussion

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

Recorded Vote

**2019-12-07**

It was duly moved and seconded  
THAT Administration be authorized to extend the 2014 Solid Waste Disposal – Landfill Operations contract with Castle Rock Enterprises to November 30, 2019 for a net cost to the City of \$145,976.16 plus GST.

CONTRACT EXTENSION  
LANDFILL OPERATIONS

Carried Unanimously

Administration confirmed that landfill operations costs are within budget and that the terms of the extension ensure that there will not be any duplication of costs.

Discussion

**NEW & UNFINISHED BUSINESS**

**2019-12-08**

It was duly moved and seconded

WHEREAS the City of Whitehorse has taken important action to reduce carbon emissions and build resilience to climate change, and has developed a solid foundation of plans, strategies, and actions that address these challenges; and

WHEREAS the North is experiencing unprecedented and accelerating climate change that contributes to wildfires, extreme weather events and long-term impacts that affect municipal infrastructure and threaten the health, well-being, and property of Whitehorse residents; and

WHEREAS growing recognition of the urgency, severity, and financial costs of climate change for municipalities has galvanized cities across Canada to formally declare climate change emergencies as a means of acknowledging, enhancing and accelerating climate action;

CLIMATE CHANGE  
EMERGENCY

BE IT RESOLVED THAT the City of Whitehorse officially declares a climate change emergency for the purpose of enhancing and accelerating action on our commitment to protect our community, economy, and ecosystems from the impacts of climate change as we advance our strategic priorities; and

THAT administration be directed to enhance the City’s response to current and future impacts of climate change by:

- (1) Improving coordination of actions that reduce our vulnerability to climate change by establishing an internal climate change adaptation task force; and

.../continued

**2019-12-08** (Continued)

- (2) Within council’s strategic priorities, identifying actions that accelerate the implementation of existing climate plans and strategies, and developing new budgetary proposals to advance this work for council’s consideration in the 2019-2020 budget cycle.

AND BE IT FURTHER RESOLVED THAT administration be directed to enhance municipal efforts to increase energy efficiency and reduce carbon emissions by:

- (1) Improving accountability for the 2019-2021 budget cycle by including a ‘carbon budget’ that identifies, where applicable, the carbon emissions associated with each capital budget line item and the total relative impact of the capital budget on the City’s emission reduction goals; and
- (2) Continuing and focusing engagement on climate change with the Government of Yukon and the Whitehorse business community to explore opportunities for ambitious new collaborative actions through the forthcoming Yukon Climate Change, Energy and Green Economy Strategy.

CLIMATE CHANGE  
EMERGENCY  
(Continued)

Council members discussed the pros and cons of the proposed motion and the implications with respect to legal liabilities, costs to the taxpayers and the potential impact on administration. It was suggested that the motion should be postponed so that council can ask administration to do some research and report back to council on the concerns being raised

Discussion

Administration confirmed that no review or analysis on this motion has been done by administration at this time. Direction from council will be required before staff can devote the time and attention that will be required for this type of analysis.

**2019-12-09**

It was duly moved and seconded THAT the motion be amended by changing reference to the 2019-2020 budget cycle in the first sub-clause (2) to read as the 2020 to 2024 capital budget cycle, and by changing reference to the 2019-2021 budget cycle in the second sub-clause (1) to read as the 2020 to 2024 capital budget and the 2020 to 2022 operating budget.

Amendment

Carried (6 – 1)

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

Recorded Vote

**2019-12-10**

It was duly moved and seconded  
THAT the motion be amended to read as follows:

“WHEREAS the City of Whitehorse has taken important action to reduce carbon emissions and build resilience to climate change, and has developed a solid foundation of plans, strategies, and actions that address these challenges; and

WHEREAS the North is experiencing unprecedented and accelerating climate change that contributes to wildfires, extreme weather events and long-term impacts that affect municipal infrastructure and threaten the health, well-being, and property of Whitehorse residents; and

WHEREAS growing recognition of the urgency, severity, and financial costs of climate change for municipalities has galvanized cities across Canada to formally declare climate change emergencies as a means of acknowledging, enhancing and accelerating climate action;

BE IT RESOLVED:

1. THAT the City of Whitehorse urges the Government of Canada to apply its “political capital” to encourage the world’s governments to make it a priority to work together to develop climate change mitigation strategies and adaptation plans.
2. THAT the City of Whitehorse urges the Government of Canada to support developing countries and other significant producers of greenhouse gas emissions to meet their Paris Agreement targets.
3. THAT council directs administration to write a letter to the Federal Minister of the Environment under the mayor’s signature, asserting the municipality’s support for the Pan-Canadian Framework on Clean Growth and Climate Change, and calling on the federal government to provide the powers and resources to local governments to make their regional 2030 Paris Agreement targets possible.
4. THAT council directs administration to enhance the City’s response to current and future impacts of climate change by:
  - (a) Assessing the municipality’s vulnerability to climate change and understanding its adverse effects; and
  - (b) Managing risks presented by climate change by mainstreaming adaptation into municipal operations, policies, plans and processes.

Amendment #2

.../continued

**2019-12-10** (Continued)

- 5. THAT council directs administration to enhance municipal efforts to increase energy efficiency and reduce carbon emissions by:
  - (a) Incorporating the principles of environmental stewardship into municipal operations, plans, programs and services to reduce greenhouse gas emissions in order to assist in meeting our regional target of the Paris Agreement by 2030; and
  - (b) Consider funding. Resources and training opportunities available for municipalities to assist in developing a local response to climate change; and
  - (c) Employing greenhouse gas reduction strategies and available, proven and affordable technologies into new capital projects and infrastructure upgrades where appropriate; and
  - (d) Continuing and focusing engagement on climate change with the Government of Yukon and the Whitehorse business community to explore opportunities for ambitious new collaborative actions through the forthcoming Yukon Climate Change, Energy and Green Economy Strategy.
  
- 6. THAT the City of Whitehorse urges its citizens to take personal responsibility for their own carbon footprint and greenhouse gas emissions by exploring ways in their daily lives to reduce their environmental impact.

Amendment #2  
(Continued)

A member of council called a point of order, stating that the proposed amendment is actually a new motion rather than an amendment. It was ruled that the issue should proceed as an amendment.

Point of Order

Council members discussed the proposed amendment and some concerns were expressed about the need for time to review the motion and exercise due diligence before making any decisions, especially in light of the substantial nature of the changes proposed to the original motion.

In response to a query regarding the amount of time that would be required for an administrative review of the issue, the City Manager advised that the matter would be reviewed at the department level and then at the senior management level to make sure that a corporate lens has been applied. It was noted that, due to the current workloads, there is minimal staff depth to work on this immediately. If an administrative review is required, the earliest date at which the matter could come back to council for a decision would be sometime in September.

Discussion



## MEMORANDUM

FILE #: Z-03-2019

TO: Mayor and Council  
FROM: Administration  
DATE: July 8, 2019  
SUBJECT: Public Hearing at Regular Council Meeting July 8, 2019

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Please be advised there will be a Public Hearing at the regular council meeting on July 8, 2019 to hear from interested parties related to the following zoning amendment:

**Bylaw 2019-15, a bylaw to amend the zoning for Phase 7 of Whistle Bend.**

The basic concept for Whistle Bend was developed in 2006. A master plan for the area was approved in 2009, and detailed planning and engineering pre-design for phases 1 to 7 was complete by 2012. Zoning for phases 1 through 6 has already been approved by Council.

Phase 4 is under construction and will be available for purchase from the Government of Yukon (YG) this year. Administration is now bringing forward zoning for phase 7, which represents the final area for development completed under the 2012 design work.

Bylaw 2019-15 received 1<sup>st</sup> Reading on June 10, 2019. Notices were published in the newspapers on June 14 and 20. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were notified by mail. The Whistle Bend Community Association was notified by email. There are no property owners within 100 metres and no sign was placed in the area as it is currently inaccessible to the public due to construction.

Kinden Kosick  
Planner II  
Planning and Sustainability Services



## Minutes of the meeting of the Community Services Committee

**Date** July 2, 2019

**Location** Council Chambers, City Hall

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

**Staff Present** Linda Rapp, City Manager  
Jeff O'Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Taylor Eshpeter, Acting Director of Development Services  
Wayne Tuck, Acting Director of Infrastructure and Operations  
Norma Felker, Acting Manager of Legislative Services  
Jordan Lutz, Acting Manager of Strategic Communications

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

**1. Plastic-Free Month – For Information Only**

The public was reminded that July is plastic-free month and everyone is invited and encouraged to participate in an effort to reduce pollution.



## Minutes of the meeting of the Public Health and Safety Committee

<b>Date</b>	July 2, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Mayor Dan Curtis – Electronic Participation Deputy Mayor Jocelyn Curteanu Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick Councillor Stephen Roddick – Electronic Participation
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Taylor Eshpeter, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Jordan Lutz, Acting Manager of Strategic Communications

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



## Minutes of the meeting of the Development Services Committee

**Date** July 2, 2019

**Location** Council Chambers, City Hall

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

**Staff Present**  
Linda Rapp, City Manager  
Jeff O'Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Taylor Eshpeter, Acting Director of Development Services  
Wayne Tuck, Acting Director of Infrastructure and Operations  
Norma Felker, Acting Manager of Legislative Services  
Jordan Lutz, Acting Manager of Strategic Communications

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

**1. Update on Algae Bloom Issue – For Information Only**

Administration advised that algae bloom on the Whistle Bend pond is an emerging issue and low cost options such as dyes and mechanical removal are being explored. The City and the Government of Yukon are engaged in discussions on this issue.



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	July 2, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice-Chair Mayor Dan Curtis – Electronic Participation Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Taylor Eshpeter, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Chris Green, Acting Fire Chief Catherine Constable, Manager of Legislative Services Jordan Lutz, Acting Manager of Strategic Communications Geoff Quinsey, Manager of Water and Waste Services Norma Felker, Assistant City Clerk

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

### 1. **Council and Administration Roundtable Policy**

The current Council and Senior Management Meeting Process Policy is inconsistent with municipal governance and does not conform to the *Municipal Act*. Administration is proposing that the policy be replaced with a new policy that provides for briefings and discussions on issues that will help move forward administration’s work in anticipation of eventual decision-making by council.

Such meetings are required to ensure that council is sufficiently briefed on complex issues so that informed decisions can be made, and to allow administration to receive assurances from council that its work is moving in a direction that supports council’s intentions and visions.

The key characteristics of the proposed Council and Administration Roundtable Policy are:

- Clear guidelines that govern discussions and protect the integrity of municipal governance practices;
- Meetings are internal to support frank, efficient and productive discussions; and
- Administration chairs the meetings to enable full and open participation by all members of council

The proposed new Council and Administration Roundtable Policy includes the repeal of the existing Council and Senior Management Policy.

**The recommendation of the Corporate Services Committee is**

THAT the Council and Administration Roundtable Policy and terms of reference dated June 2019 be approved as presented.

**2. Budget Amendment and Contract Award – Fuel Abatement Project**

The City's capital expenditure program identifies funding in each of three years for the reduction of wildfire fuels in priority areas. Two submissions were received in response to a tender issued, and the low bidder is familiar with the scope of the work and has the knowledge and experience to complete the work successfully. The tender value exceeds the funds budgeted in 2019, but amending the budget by transferring the budgets identified for this multi-year project from 2020 and 2021 will enable the contract to be fully executed. The work will be spread over three years and will be completed in the order of priority identified in the fuel abatement plan.

**The recommendation of the Corporate Services Committee is**

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 budget for the Fuel Abatement Project by reducing the 2020 budget by \$150,000 and the 2021 budget by \$200,000; and

THAT administration be authorized to award the contract for the Fuel Abatement Project to Lane's Yukon Yardworks for a net cost to the City of \$511,500.00 plus GST.

**3. Budget Amendment – Water Main Improvements (Lambert & 6<sup>th</sup>)**

A water main improvement project was initiated to eliminate two dead-end water mains in the downtown area. During investigations in preparation for this project a number of issues were identified. The funding for this project expires at the end of 2019 and cannot be extended. To make the best use of the available funding and increase the chances of completing construction this season, the project scope needs to be amended.

The proposed amended scope for this project is to eliminate the planned water main extension on 5th Avenue to allow more time to explore alternative solutions to that area.

Although some of the scope is being removed, there is an overall increase to the project budget as a result of the increased length of water main on 6<sup>th</sup> Avenue and more detailed information on the scope of the project as it progressed through detailed design that was not available at the time of budgetary estimating.

This project is entirely funded from the Build Canada Clean Water and Wastewater Fund. There is sufficient funding available in the current transfer payment agreement for the proposed budget increase.

**The recommendation of the Corporate Services Committee is**

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 Project Number 240c00211 in the amount of \$200,000 with funding from the Build Canada Clean Water and Wastewater Fund; and

THAT the scope of the 2019 Water Main Improvements – Lambert 5<sup>th</sup> & 6<sup>th</sup> Project be amended by removing the location at 5th Avenue.

**4. Budget Amendment and Contract Award – Compost Facility Upgrade**

An expansion and upgrade of the compost facility is required to accommodate the additional 1,000 tonnes per year expected from the expanded organics collection program.

The 2019 capital budget includes funding for this project. However, a geotechnical assessment determined that significantly more sub-excavation and imported granular material would be required than was previously anticipated. An operational assessment also determined that the site needed to be reconfigured, requiring phasing and significantly increasing the complexity of the construction project. Funding for the increased scope of the project has been approved through the Investing In Canada Infrastructure Program.

Three bids were received in response to the tender issued. The low bidder has the knowledge, skills and experience to complete the work successfully.

**The recommendation of the Corporate Services Committee is**

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 Compost Facility Upgrade project in the amount of \$2,070,000 for a total \$4,800,000, funded by \$400,000 from Gas Tax and \$4,400,000 from the Investing in Canada Infrastructure Program to cover the additional costs; and

THAT Administration be authorized to award the contract for the Whitehorse Compost Facility Upgrade project to Castle Rock Enterprises for a net cost to the City of \$2,993,031.43 plus GST.

**5. Budget Amendment – McIntyre Creek Fuel Spill**

The approved 2019 capital budget includes funds under Schedule B for the completion of a Phase II Environmental Site Assessment for the McIntyre Creek Fuel Spill Project. Administration has been advised that an application to the Federation of Canadian Municipalities Green Fund is very likely to be approved, but the process will take an additional three to six months.

In order for the project to proceed on the planned schedule, administration is recommending that the project budget be amended to allocate an additional \$25,000 from the Water and Sewer Reserve with the expectation that the reserve will be reimbursed when the Green Fund funding is secured.

**The recommendation of the Corporate Services Committee is**

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 McIntyre Creek Pump House Fuel Spill project in the amount of \$25,000, funded by the Water and Sewer Reserve.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	July 2, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Mayor Dan Curtis – Electronic Participation Deputy Mayor Jocelyn Curteanu Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick – Electronic Participation
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Taylor Eshpeter, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Jordan Lutz, Acting Manager of Strategic Communications

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

**1. Building Issues – Waterfront Projects – For Information Only**

Ken Bloor addressed the Committee to express concerns regarding a proposed Yukon Housing construction project at 4<sup>th</sup> and Jeckell. He advised that preliminary information regarding this project indicate that the height and size of the proposed building violate the Whitehorse South Master Plan. In addition, a building of this size raises concerns with respect to parking issues and light pollution.

Mr. Bloor suggested that a large building will block river views for existing residents, and that the minimal parking requirements for this type of building will exacerbate parking issues that are already causing difficulties for businesses and residents in the area. He explained that a mix of housing types is expected for this area, but with a number of group homes, low income housing projects and an emergency shelter already in the neighbourhood, he is concerned that ghettoization could occur.

**2. Rules for Rental Accommodations** – For Information Only

Dianne Williams addressed the Committee to express concerns arising from her completion of the Short Term Rental Accommodation Survey. She stated the opinion that people need the freedom to choose what to do with their empty bedrooms and the City should not be involved in how a person uses their homes. Ms. Williams questioned whether persons renting space in personal accommodations should be subject to regulations in the same manner as commercial operators, and encouraged everyone to participate in the Short Term Rental Accommodations survey.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	July 2, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis – Electronic Participation Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Taylor Eshpeter, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Jordan Lutz, Acting Manager of Strategic Communications

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Your Worship, there is no report from the City Operations Committee.

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