



## Minutes of the meeting of the Development Services Committee

**Date** June 17, 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  
Patrick Ross, Acting Director of Development Services  
Wayne Tuck, Acting Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Myles Dolphin, Manager of Strategic Communications

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

**1. Green New Deal – For Information Only**

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.

**2. Single Use Plastics – 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 Administration Roundtable discussion on the issue.

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 about the issue. He asked how we 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.

**3. Notice of Motion – Climate Change Emergency – For Information Only**

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.

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.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	June 17, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Michael Reyes, Manager of Business and Technology Systems Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications Cheri Malo, Manager of Transit Services

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

**1. 2018 Transit Master Plan Update – For Information Only**

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

The first recommendation concerns technology on-board. The use of technology is evolving rapidly in public transportation, making it more effective and efficient and enabling riders to personalize their transit experience. Whitehorse Transit requires cost-effective technology solutions that continually enhance the rider experience. This technology is expected to grow ridership while providing data and data analytics to help make Whitehorse Transit services sustainable, both financially and environmentally.

Fare payment technology has evolved in favour of user-friendly smartcard and electronic payment solutions, which 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 handy bus cost-per-hour is 94% higher than other specialized transit services, making it a concern for 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.

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



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

**Date** June 17, 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  
Patrick Ross, Acting Director of Development Services  
Wayne Tuck, Acting Director of Infrastructure and Operations  
Doug Spencer, Manager of Bylaw Services  
Catherine Constable, Manager of Legislative Services  
Myles Dolphin, Manager of Strategic Communications

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Your Worship, the Public Health and Safety Committee respectfully submits the following report:

**1. 2018 Bylaw Services Review Update – For Information Only**

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.

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 are not being prioritized at this time, including the procurement of workflow management software, the use of commercial aerial drone technology for trail enforcement, and moving violation enforcement.

## **2. Trolley Tracks Safety Concern – For Information Only**

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.



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	June 17, 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 Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick 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 Patrick Ross, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Lindsay Schneider, Manager of Financial Services Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications Geoff Quinsey, Manager of Water and Waste Services

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

### **1. 2018 Audited Financial Statements**

The City's Auditors have completed a review of the 2018 financial statements, schedules, and notes. They confirm that these statements present fairly the financial position of the City of Whitehorse as at December 31, 2018. At the end of 2018 the City's overall financial position has improved.

The City's water and sewer services are operated as a separate utility, making it necessary to break out the operating costs. In order to maintain the separation between taxpayer-funded activities and the operations of the utility, the surplus must be transferred to the Water and Sewer Reserve.

The City's Auditors annually provide suggestions for improvements to the City's financial control systems. The recommendations for future attention include:

- 1 Consider updating the three-year actuary report for employee benefits when major changes to the employment contracts occur;
- 2 Develop a corporate process for recognizing donated assets; and
- 3 Commence a corporate wide project for new Public Sector Accounting Board Standard in regards to Asset Retirement Obligations.

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

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.

**2. Budget Amendment – Marwell Lift Station Pump Replacement**

The Marwell Lift Station is one of two primary collection points in the City's waste water collection system. It receives waste water from all serviced areas south of Porter Creek and Whistle Bend, and pumps it to the waste water treatment facility. The two primary pumps at the lift station have started to exhibit premature wear and both have recently required emergency maintenance. It was determined to be urgent that a backup pump be ordered to ensure continuity of service and avoid the environmental risks that would result from pump failures.

The supply time for delivery of new pump is approximately 18 weeks. Approval for a sole source procurement was authorized by the city manager as an emergency procurement due to the risks to the environment and to public health and safety. An order has been placed with the pump supplier, and an application for Gas Tax funding has been submitted.

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

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.

**3. Budget Amendment and Contract Award – SCADA Software Upgrade**

The 2019 capital budget includes funds for the upgrade of the City's SCADA software. The Supervisory Control and Data Acquisition system is the neural system of the water and wastewater infrastructure, integrating the automatic controls of pump houses, lift stations and reservoirs, and coordinating their operation. The need for additional funds was identified early in 2019 and increased Gas Tax funding has been approved.

Three compliant proposals were received in response to a request for proposals issued. One proposal was found to be non-compliant and was rejected. An internal review committee found that the highest-scoring proposal meets all technical criteria, the

proponent has the knowledge and skills to complete the work successfully, and the prices submitted are reasonable.

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

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

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.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	June 17, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Councillor Jan Stick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Laura Cabott Councillor Samson Hartland
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications

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



## Minutes of the meeting of the City Operations Committee

**Date** June 17, 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  
Patrick Ross, Acting Director of Development Services  
Wayne Tuck, Acting Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Chris Green, Deputy Fire Chief  
Myles Dolphin, Manager of Strategic Communications  
Geoff Quinsey, Manager of Water and Waste Services

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

### **1. Operations Building – Contract Extension Claim**

Ketza Construction has submitted a claim for delays in recognition of the fact that the originally submitted completion date could not be met. Additional days have arisen due to changes in design details, lack of timeliness of responses by the design team on design issues, and an increase in the work that was not included in the original tendered documents. These issues have effected the construction time line and impacted the sequence of work, resulting in the need for an additional 68 days before completion.

Negotiations with the contractor have resulted in a revised completion date and an agreement on additional costs. The value of the additional costs includes sub-trade costs, and is subject to an agreement that there will be no further claims by Ketza Construction or any subcontractors based on the work as currently identified.

The overall budget for the Operations Building project has not been exceeded, and Administration estimates that the project will be under budget even with approval of these additional costs.

**The recommendation of the City Operations Committee is**

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

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

It was duly moved and seconded  
THAT the meeting continue past the three hour mark.

Carried Unanimously

**2. Contract Extension – Landfill Operations**

The 2019 operating budget includes funding for the operations at the waste management facility. The existing contract is scheduled to expire on June 30, 2019, and a renewal of the agreement is not provided for in the contract.

The procurement process to secure a new operations contract has not proceeded as planned due to the small size and low flexibility of the administrative team supporting solid waste operations. Administration is recommending that the existing contract be extended to November 30, 2019 in order to allow more time to complete the procurement process. The cost of this service has been accounted for in the budget.

**The recommendation of the City Operations Committee is**

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.

There being no further business, the meeting adjourned at 8:40 p.m.

**Adopted** at the regular council meeting on June 24, 2019

*ORIGINAL MINUTES SIGNED BY:*

"Dan Curtis"

Dan Curtis, Mayor

"C. J. Constable"

Catherine J. Constable  
Manager, Legislative Services