



Minutes of the meeting of the City Operations Committee

Date	March 23, 2020	2020-07
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Dan Boyd Mayor Dan Curtis – Electronic Participation Councillor Laura Cabott – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Jan Stick – Electronic Participation	
Absent	Councillor Stephen Roddick	
Staff Present	Linda Rapp, City Manager Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Doug Spencer, A/D Community Services – Electronic Participation Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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



Minutes of the meeting of the Community Services Committee

Date	March 23, 2020	2020-07
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Dan Boyd Mayor Dan Curtis – Electronic Participation Councillor Laura Cabott – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Jan Stick – Electronic Participation	
Absent	Councillor Stephen Roddick	
Staff Present	Linda Rapp, City Manager Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Doug Spencer, A/D Community Services – Electronic Participation Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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



Minutes of the meeting of the Public Health and Safety Committee

Date	March 23, 2020	2020-07
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Dan Boyd Mayor Dan Curtis – Electronic Participation Councillor Laura Cabott – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Jan Stick – Electronic Participation	
Absent	Councillor Stephen Roddick	
Staff Present	Linda Rapp, City Manager Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Doug Spencer, A/D Community Services – Electronic Participation Jason Everitt, Fire Chief Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. **Contract Award – Supply of Self-Contained Breathing Apparatus**

The 2020 capital budget includes funding for the purchase of Self Contained Breathing Apparatus for the Fire Department. These are replacements for units that are nearing the end of their service life. One compliant proposal was received in response to the request for tender issued. An internal review committee agreed that the proposed apparatus meets all specifications and the price submitted is reasonable.

The recommendation of the Public Health and Safety Committee is

THAT administration be authorized to award the contract for the supply of Self Contained Breathing Apparatus for the Fire Department to Guillevin International Co. in the amount of \$383,397 plus GST.

2. Update on City Response to COVID-19 – For Information Only

The City Manager provided an update on the City's business continuity plans. In response to a query regarding financial relief with respect to the property tax deadline of July 1, administration advised that the City has no flexibility under current legislation. The Government of Yukon is taking the lead in this matter and the City will formulate plans once a response is received.

Committee members thanked city staff for their dedicated service during this difficult and challenging period.



Minutes of the meeting of the Development Services Committee

Date	March 23, 2020	2020-07
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Dan Boyd Mayor Dan Curtis – Electronic Participation Councillor Laura Cabott – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Jan Stick – Electronic Participation	
Absent	Councillor Stephen Roddick	
Staff Present	Linda Rapp, City Manager Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Doug Spencer, A/D Community Services – Electronic Participation Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

Your Worship, there is no report from the Development Services Committee.



Minutes of the meeting of the Corporate Services Committee

Date	March 23, 2020	2020-07
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Dan Boyd Mayor Dan Curtis – Electronic Participation Councillor Laura Cabott – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Jan Stick – Electronic Participation	
Absent	Councillor Stephen Roddick	
Staff Present	Linda Rapp, City Manager Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Doug Spencer, A/D Community Services – Electronic Participation Michael Reyes, Manager of Business and Technology Systems Taylor Eshpeter, Manager of Engineering Services Brittany Dixon, Manager of Financial Services Patrick Ross, Manager of Land and Building Services Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. **Re-budget 2019 Capital Projects**

Some projects included in the 2019 capital budget were not fully completed for a variety of reasons. If these projects are to be completed, funds that were set aside in 2019 have to be re-budgeted into 2020. The management group reviewed their outstanding capital projects and identified those that require re-budgeting.

It is anticipated that most of the projects being brought forward will be completed this year. The majority of the projects are funded from outside sources such as Gas Tax and government grants. The remainder are funded from appropriate City reserves. There are no requests for additional funds.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2020-05, a bylaw to amend the 2020 to 2023 capital expenditure program by re-budgeting 2019 capital expenditures in the amount of \$24,245,757, be brought forward for consideration under the bylaw process.

2. Fees and Charges Amendment – First Quarter Changes

As part of the annual budget process, the Financial Services Department conducts a quarterly review of the Fees and Charges Bylaw and compiles a list of suggested additions and amendments as submitted by the management group.

First quarter changes are recommended that include some fee increases, the deletion of certain fees, and the addition of new fees with respect False Alarm responses by the Fire Department. A number of waste disposal fees are being increased to align with the Government of Yukon's periphery site fee implementation to reduce waste migration. In addition, some changes to descriptions are proposed to add clarity.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2020-20, a bylaw to amend the Fees and Charges Bylaw, be brought forward for consideration under the bylaw process; and

THAT the 2020 to 2022 Operating and Maintenance Budgets be increased upon adoption of Bylaw 2020-20 in the amount of \$3,500 for 2020, \$4,667 for 2021, and \$4,667 for 2022, offset by transfers to the General Reserve for the additional revenue.

3. 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 exhibited premature wear due to the quantity of sand and grit contained in the waste water. In 2019 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 pump acquired under this procurement will be put into service in April. A standby replacement for the second pump is now required as it has approximately the same operating hours and will likely become inoperable with the year.

The supply time for delivery of a 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.

Operational efforts to maximize the effectiveness of the existing sand and grit removal system are already underway. Water and Waste Services has also started investigation

of system modifications which can reduce the impact of sand and grit on the Marwell Lift Station and increase the operating life of these new pumps.

The recommendation of the Corporate Services Committee is

THAT the 2020 to 2023 capital budget be amended by adding a new capital project titled Marwell Lift Station Pump Replacement Project for procurement of a standby waste water pump in the amount of \$130,000, funded by Gas Tax.

4. Contract Award – Fixed Telephone Line Service

Fixed telephone lines are used by various departments throughout the city. Our existing service provider is NorthwesTel since there are no other fixed telephone line service providers in Whitehorse. The agreement with NorthwesTel is renewed every three years, and the only option available is a three-year service term.

Since the contract was last renewed in 2017, administration has conducted research on internet phones and assessed the feasibility of implementation for the City. The result of the assessment is that none of the options are currently feasible for the City and that we will need to continue using fixed telephone lines.

The recommendation of the Corporate Services Committee is

THAT administration be authorized to waive the public bidding process for the supply of fixed telephone line service; and

THAT administration be authorized to award the contract for fixed telephone line service to NorthwesTel for a net cost to the City of up to \$612,000.00 plus GST, covering a three-year term from April 2020 through March 2023.

5. Budget Amendment and Land Acquisition – 7220 7th Avenue

The Escarpment Land Acquisition Program was initiated in the early 1970s as a result of drainage and erosion problems as well as concerns over the risk of potential mudslides onto properties located at the foot of the downtown escarpment. Currently, two privately titled properties remain in private ownership within the escarpment area, along with one Life Estate Lease that expires in 2021.

The owner of the property at 7220 – 7th Avenue passed away in 2019 and an agreement to purchase the property has been negotiated with the executor of his estate. Structures remaining on the property after the City acquires ownership will be removed, but they contain hazardous materials that will require special handling and disposal.

After demolition, the property will remain vacant until a future use is determined in accordance with the Downtown Escarpment Land Use Policy. All costs related to the acquisition of this property are proposed to come from the Land Bank Reserve, and a budget amendment is required.

The recommendation of the Corporate Services Committee is

THAT the 2020 to 2023 Capital Expenditure Program be amended and a new capital project created for the Acquisition of 7220 – 7th Avenue in the amount of \$451,000, funded from the Land Bank Reserve; and

THAT Bylaw 2020-19, a bylaw to authorize the acquisition of a parcel of escarpment land at 7220 – 7th Avenue, be brought forward for consideration under the bylaw process.

6. Contribution Agreement – Tlingit Street Reconstruction Project

The City is proceeding with a project to reconstruct Tlingit Street from Copper Road to Platinum Road. The project will install new sanitary and storm sewers, concrete curb and gutter, and a new asphalt surface. The construction of this project is funded by a combination of City reserves, the Investing in Canada Infrastructure Program funded by the federal and territorial governments, and a contribution from the Kwanlin Dün First Nation. This is a unique partnership scenario with all four levels of government contributing to a project. The project is in keeping with the Declaration of Commitment with local First Nations to seek out partnerships for economic opportunities.

An agreement has been negotiated with the First Nation that describes the terms and conditions of the partnership and establishes the contribution form and amount. The First Nation's contribution will be in kind by supplying the majority of the granular material required for the project and allowing the deposit of excavation material on an adjacent First Nation owned lot. These contributions by the First Nation benefit the project in the amount of approximately \$400,000. The City agrees that if additional granular material is required for the project it will be purchased from the First Nation.

The recommendation of the Corporate Services Committee is

THAT the Mayor be authorized to sign the Contribution Agreement with the Kwanlin Dün First Nation with respect to the Tlingit Street Reconstruction Project; and

THAT administration be authorized to waive the public bidding process for the supply of granular material; and

THAT administration be authorized to award a contract for the supply of granular material for the Tlingit Street Reconstruction Project to the Kwanlin Dün First Nation for a cost not to exceed \$100,000 plus GST.



Minutes of the meeting of the City Planning Committee

Date	March 23, 2020	2020-07
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Dan Boyd Mayor Dan Curtis – Electronic Participation Councillor Laura Cabott – Electronic Participation Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland – Electronic Participation Councillor Jan Stick – Electronic Participation	
Absent	Councillor Stephen Roddick	
Staff Present	Linda Rapp, City Manager Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Doug Spencer, A/D Community Services – Electronic Participation Mélodie Simard, Manager of Planning and Sustainability Services Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. Official Community Plan Amendment – Tank Farm Phase 1

An application has been received to change the land use designation of a portion of the Tank Farm site to allow for mix of service commercial and light industrial activities. This portion of the Tank Farm site is directly adjacent to the industrial/commercial uses on Wasson Place and Burns Road in Hillcrest, and is likely not suitable for residential development. The proponent proposes to develop approximately 13 fully serviced commercial/industrial lots that will be accessed from an extension of Wasson Place.

The proponent has provided a master plan that includes a significant natural buffer that will range from 30 m to 100 m in width between the proposed residential portion of the site and the industrial/commercial area. Part of this buffer is a natural depression that will serve as a drainage area, as well as a potential future recreational area and active transportation link.

If the Official Community Plan amendment is approved, a zoning amendment will be required before any development plans can proceed. However, the proponent has been notified that an amendment to the zoning in this area will not be accepted until issues with respect to the servicing potential of the site have been resolved. As this phase of the proposed development will need to be subdivided from the larger Tank Farm parcel, agreed upon servicing standards and requirements could be secured as a condition of subdivision, clearly spelled out in a development agreement registered on the title.

Since potential servicing and design concerns can be addressed more thoroughly through subsequent approval processes, they should not impact the land use decision put forward in this Official Community Plan amendment.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-10, a bylaw to amend the Official Community Plan by changing the land use designation of a portion of the Tank Farm site from Residential–Urban to Mixed-Use–Industrial/Commercial, be brought forward for consideration under the bylaw process.

2. Housing Development Incentive Agreement – 600 Ray Street

The owner of the property located at 600 Ray Street in the Downtown area has applied for a housing development incentive for the construction of rental housing units. The development will be a two storey building containing ten bachelor units.

The Housing Development Incentive Policy encourages smaller, denser housing forms in targeted areas as well as rental and supportive housing. Developments that meet the specified criteria are eligible for a reduction of Development Cost Charges, a yearly monetary grant from the City, or both. The value of the grant is based on the increase in taxation due to the improvements on the property. The proposed development conforms to all City building and zoning regulations and meets the criteria for a rental and supportive housing development incentive. An agreement is being brought forward for Council approval.

The recommendation of the City Planning Committee is

THAT a housing development incentive agreement be approved with respect to a ten-unit rental housing development at 600 Ray Street in the Downtown area.

There being no further business, the meeting adjourned at 7:42 p.m.

Adopted at the regular council meeting on March 30, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Boyd"

Dan Boyd, Deputy Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk