



Minutes of the meeting of the City Planning Committee

Date	July 20, 2020	2020-17
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jan Stick – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu 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 Richard Graham, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Patrick Ross, Manager of Land and Building Services Catherine Constable, Manager of Legislative Services	

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

1. Lease Agreement – Tennis Yukon Association

The Tennis Yukon Association leases the City-owned tennis courts near the Mount McIntyre Recreation Centre. The current lease expires in 2021, but the Association plans to resurface the courts and is required to demonstrate tenure beyond the current lease in order to secure funding for the resurfacing project.

A lease agreement between the City and Tennis Yukon has been prepared to allow for the continued use of the land and premises for the operation of the tennis facility. The proposed lease is for a ten-year term ending in 2030.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-17, a bylaw to enter into a lease agreement with the Tennis Yukon Association, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date	July 20, 2020	2020-17
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 Richard Graham, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Wayne Tuck, Senior Projects Engineer	

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

1. Contract Award – Paving the Operations Building Parking Lots

In response to a tender issued for the Operations Building Parking Lot Paving Project, one compliant bid was received. There is only one large paving contractor available locally to do the work.

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 there are sufficient funds in the project budget.

The recommendation of the City Operations Committee is

THAT administration be authorized to award the contract for the Operations Building Parking Lot Paving Project to Terus Construction Ltd. (Skookum Asphalt) for a net cost to the City of \$926,514.45 plus GST.

2. Contract Award – Supply of a One-ton Service Vehicle

The 2020 capital budget includes funds for the supply and delivery of a one-ton service vehicle with on-board air system, lifting crane and tools necessary for the maintenance and repair of the City's water and sewer utility systems. In response to a tender issued, one compliant bid was received.

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 pricing submitted is reasonable. Sufficient funds are available in the capital budget to complete this project, funded by the Gas Tax Program.

The recommendation of the City Operations Committee is

THAT administration be authorized to award the contract for the supply and delivery of a one-ton service vehicle for the Water and Waste Services department to Metro Chrysler Ltd. for a net cost to the City of \$107,375.00, plus GST.



Minutes of the meeting of the Community Services Committee

Date	July 20, 2020	2020-17
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Laura Cabott 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 Richard Graham, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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



Minutes of the meeting of the Public Health and Safety Committee

Date	July 20, 2020	2020-17
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Councillor Jan Stick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu 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 Richard Graham, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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

1. **Traffic Calming Measures** – For Information Only

A Committee member requested an update on traffic calming initiatives in response to citizen requests. Administration advised that the Takhini Avenue neighbourhood was provided with options for traffic calming. Overall, a city-wide traffic study is under way along with a Second Avenue study and the Bicycle Network Plan. When specific requests are received the Engineering department and the Street Sign and Traffic Committee work with the group making the request to examine options most suitable to the location.



Minutes of the meeting of the Development Services Committee

Date	July 20, 2020	2020-17
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice-Chair Mayor Dan Curtis Councillor Laura Cabott 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 Richard Graham, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Mélodie Simard, Manager of Planning and Sustainability Services	

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

1. COVID-19 Response: Business License Fees – For Information Only

Administration provided four alternatives for Council to consider with respect to providing retroactive waivers of business license fees for 2020.

Alternative 1 would be to take no further action since a resolution passed in April suspended the application and collection of penalties and interest for late payments for city services, excluding property taxes, until September 30, 2020. The cost implications are not expected to be significant as they only cover penalties and interest, not the application fee.

Alternative 2 would allow the City to extend business licenses renewals for businesses that were under an order to close during COVID-19. To further support businesses ordered to close, the City could waive license fees for one year when the business license is renewed. Although the number of fully closed businesses is known, it is not clear how the City could address partial closures or whether there should be proration to

address the fact some or all businesses ordered closed have now reopened. This alternative has the highest administrative burden and the financial implications could not be estimated.

Alternative 3 would allow the City to provide a retroactive waiver of business license fees for businesses with a 30% loss in monthly gross revenue but did not qualify to receive Northern Business Relief Fund support. It is difficult to estimate the total cost to the City as business license fees vary.

Alternative 4 would allow the City to provide a retroactive waiver of business license fees for all Whitehorse businesses not enrolled in the Northern Business Relief Fund. This option would have a significant financial impact on the City.

Committee members commented that it is difficult to contemplate any actions without having a better picture of the City's overall financial situation and any relevant business data that might be available.



Minutes of the meeting of the Corporate Services Committee

Date	July 20, 2020	2020-17
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu 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 Richard Graham, Acting Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Ewa Benson, Acting Manager of Financial Services Catherine Constable, Manager of Legislative Services Arcadio Rodriguez, Acting Manager of Water and Waste Services	

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

1. Grants for Community Service and Municipal Charges

Councillor Cabott declared that she has an interest in one of the organizations on the list to receive a community service grant.

Council annually allocates funds to assist non-profit charitable and/or recreational organizations in the payment of municipal property taxes and other specific municipal charges.

Grant allocations are recommended based on the tiered criteria contained in the Municipal Charges and Community Service Grants Policy. The City Grant-making Policy also stipulates a \$50,000 cap for all grants to any one organization in a given year. Applicants are required to submit their latest financial statements so that their applications can be assessed against the policy’s criteria.

All recommended allocations are consistent with the policy.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2020-12 a bylaw to authorize grants for community service and municipal charges for the year 2020, be brought forward for consideration under the bylaw process.

2. Budget Amendment – Whistle Bend Lift Station Pump Replacement

The Whistle Bend Lift Station receives waste water from the Whistle Bend subdivision. The station has three pumps, one of which is a spare. Early in 2020, one of the active pumps failed and the spare pump was placed into service, leaving no spare.

The supply time for delivery of a new pump is approximately 10 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, and to ensure continuity of service. An order has been placed with the pump supplier, and an application for Gas Tax funding has been submitted. Until the application is approved, it is proposed to fund the purchase from reserves.

Water and Waste Services is investigating options to implement a Computerized Maintenance Management System linked to SCADA to aid in the assessment and maintenance of pumps in the water distribution and wastewater collection systems. Such a system will assist staff in anticipating repair and replacement, and provide better forecasting for timely capital replacements.

A Committee member suggested that funds should be allocated in the capital budget for these types of purchases.

The recommendation of the Corporate Services Committee is

THAT the 2020-2023 Capital Expenditure Plan be amended and the creation of a new capital project for the Whistle Bend Lift Station Pump Replacement be approved in the amount of \$95,000, funded by the federal Gas Tax program; and

THAT the 2020 to 2023 Capital Expenditure Program be amended to fund the total amount for the Whistle Bend Lift Station Pump Replacement project from the contingency reserve until an approved Gas Tax Transfer Payment Agreement has been received.

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There being no further business, the meeting adjourned at 6:46 p.m.

Adopted at the regular council meeting on July 27, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk