



Minutes of the meeting of the City Planning Committee

Date	August 3, 2020	2020-18
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jan Stick – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick	
Absent	Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Greg Stone, Acting Manager of Planning and Sustainability Services Erica Beasley, Planner Norma Felker, Assistant City Clerk	

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

1. Public Hearing Report – Zoning Amendment – Whitehorse Copper IH Lot

Kalojen Corporation, the owner of Pelly Construction Ltd., has applied to amend the zoning of their property in the Whitehorse Copper area. The company is seeking to relocate the Pelly Construction office headquarters and equipment storage from Industrial Road in Marwell to the Whitehorse Copper lot for consolidation of company activities.

At the public hearing, 15 written submissions were received – 12 in support and three opposed or expressing concerns. The primary concerns raised were traffic issues, particularly with the safety aspects of the property’s access connection to the Alaska Highway. The company has secured an access permit from the Yukon Highways and Public Works department to relocate and reconstruct the access road to provide a better sightline to the south for viewing north-bound traffic.

Concern was also raised about potential impacts to well water from contaminants generated at the proposed wash-bay facility. The company plans to collect the water used in the wash-bay and either transfer it to an approved on-site disposal area or remove it to an approved disposal facility. Other concerns raised included noise, increased traffic, loss of privacy for adjacent properties, and loss of property values. Changing the zoning of the parcel to a less intensive industrial use should result in less impacts than could be expected under the existing zoning.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-26, a bylaw to amend the zoning of Lot 287 REM, Group 804 in the Whitehorse Copper area from IH-Heavy Industrial to IS-Service Industrial, and to amend the zoning of the road right-of-way located within the north-east corner of Lot 287 from PG-Greenbelt to IS-Service Industrial, be brought forward for second and third reading under the bylaw process.

2. Development Incentive Agreement – 1306 Centennial Street

The City has received an application for a Housing Development Incentive for the construction of eight rental housing units at 1306 Centennial Street in Porter Creek. This development meets the criteria for the Rental and Supportive Housing Development Incentive, and Administration is bringing a Development Incentive Agreement forward for Council approval.

Some members of the Committee commented on the effectiveness of the policy and expressed satisfaction with how the incentives are improving the availability of rental housing in the City. A concern was expressed about the cumulative costs of the incentives programs and administration was asked for clarification about the budgeting process.

The recommendation of the City Planning Committee is

THAT a Housing Development Incentive Agreement with 650139 NB Inc. with respect to an eight-unit rental housing development at 1306 Centennial Street be approved.

3. Development Incentive Agreement – 51 Keewenaw Drive

The owner of the property located at 51 Keewenaw Drive has applied for a Housing Development Incentive for the construction of twelve rental housing units. This is the second phase of development on this parcel. This development meets the criteria for the Rental and Supportive Housing Development Incentive, and Administration is bringing a Development Incentive Agreement forward for Council approval.

The recommendation of the City Planning Committee is

THAT a Housing Development Incentive Agreement with 45358 Yukon Inc. with respect to a 12-unit rental housing development at 51 Keewenaw Drive be approved.

4. Development Incentive Agreement – 24 Wann Road

The City has received an application for a Housing Development Incentive for the construction of four rental housing units at 24 Wann Road in Porter Creek. This development meets the criteria for the Rental and Supportive Housing Development Incentive, and Administration is bringing a Development Incentive Agreement forward for Council approval

The recommendation of the City Planning Committee is

THAT a Housing Development Incentive Agreement with Ralph McBryan with respect a four-unit rental housing development at 24 Wann Road be approved.



Minutes of the meeting of the City Operations Committee

Date	August 3, 2020	2020-18
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
Absent	Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Taylor Eshpeter, Manager of Engineering Services Catherine Constable, Manager of Legislative Services Arcadio Rodriguez, Acting Manager of Water and Waste Services Norma Felker, Assistant City Clerk	

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

1. Crosswalk Painting Proposal – For Information Only

Mellisa Murray submitted a written proposal to have the crosswalks at Front and Main painted to reflect the Black Indigenous and People of Colour flag and the Queer Trans Black Indigenous People of Colour flag. Her submission stated that the proposal supports one of the guiding principles of the Official Community Plan and a goal of the Sustainability Plan. She proposed that the City’s Operations department hold the responsibility of implementing this project, including funding, painting and future maintenance.

During discussion it was confirmed that City forces do not have the capacity or materials to implement this project in a timely manner. If timing is a key point, a temporary solution is possible, but as a permanent installation it would go through the budget process and be considered for installation in 2021.

2. Contract Award – Landfill Phase II East

The 2020 capital budget contains funds for the work required for the development of the east side of the Phase 2 cell at the City's Waste Management Facility. Three compliant bids were received in response to the tender issued. The low bidder is familiar with the scope of the work and has the knowledge, skill and experience to complete the project successfully. The prices submitted are reasonable, and there are sufficient funds in the capital budget to complete the project, funded by Gas Tax.

The recommendation of the City Operations Committee is

THAT Administration be authorized to award the contract for the Landfill Phase 2 East project to Cobalt Construction Inc., for a net cost to the City of \$ 373,709.50 plus GST.

3. Local Content Weighting – City-wide Transportation Study RFP

In June of this year council passed a resolution requiring council to set the weight allocation for the local content criteria on all requests for proposals under the Consulting Services Selection Procedures Policy. Engineering Services is preparing to release a request for proposals for consulting services for the City Wide Transportation Study.

It is proposed that the weighting for local content be set at 15 points, based on the rationale that this study is a large undertaking with the objective to find solutions to complex transportation engineering problems, some of which require strategic planning for future conditions to allow the City to grow. This requires specialized technical expertise and it is critical that the City secures a project team with a proven history in delivering exceptional transportation engineering and planning services. Therefore, a value driven approach is proposed to maximize the weighting criteria for the technical points of the evaluation, including factors such the project team, relevant experience and proposed methodology and approach.

The recommendation of the City Operations Committee is

THAT Administration be authorized to set the weighting for local content at 15 points in the request for proposals for consulting services for the City-Wide Transportation Study.



Minutes of the meeting of the Community Services Committee

Date	August 3, 2020	2020-18
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Stephen Roddick Councillor Jan Stick	
Absent	Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Program Lead Hand Keri Rutherford Norma Felker, Assistant City Clerk	

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

1. Recreation Grant Policy

Through the Recreation Grant program, the City allocates approximately \$200,000 annually with funding from Lotteries Yukon and City funds. Almost \$3.9 million in recreation grants have been allocated since 2001. In 2019, the City hired a consultant to conduct a review of the existing policy and develop an updated policy that includes a clear and transparent process for decision making and also aligns with the 2018 Parks and Recreation Master Plan.

The Recreation Grant program provides funding to community organizations that support the City’s provision of recreation services. While the City recognizes that funds available through the program are valuable to community organizations and help them achieve their goals and objectives, the program is not intended to provide core funding for organizations.

The proposed policy includes updated eligibility criteria, funding categories and parameters, applicant accountability, decision making matrix, and a task force terms of reference.

A Committee member noted that under the new parameters some organizations may receive less operations and maintenance funding in the future and that may impact their ability to continue providing their services. Administration advised that a large portion of the funding allocated to these grants comes from Lotteries Yukon, and a change in Lotteries requirements limits the City's ability to provide funding for operations and maintenance costs. Recreation Services staff is committed to working with the various groups to find ways for them to use other funding categories.

The recommendation of the Community Services Committee is

THAT the new Recreation Grant policy be adopted as presented.



Minutes of the meeting of the Public Health and Safety Committee

Date	August 3, 2020	2020-18
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	
Absent	Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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



Minutes of the meeting of the Development Services Committee

Date	August 3, 2020	2020-18
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Stephen Roddick Councillor Jan Stick	
Absent	Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Greg Stone, Acting Manager of Planning and Sustainability Services Norma Felker, Assistant City Clerk	

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

1. COVID-19 Response: Street Eats Food Truck Event – For Information Only

The Street Eats Food Truck Event has been hosted in the Downtown area since 2016. However, the usual location does not provide enough space for the physical distancing measures required by the Chief Medical Officer of Health, and the City is proposing that the 2020 event be moved to Shipyards Park.

Shipyards Park offers more space for adequate physical distancing for vendors and customers, and will help disperse crowd sizes. This location is being proposed for the 2020 event only. Future events will return to Steele Street if it is safe to do so.

It is proposed that this year's event will run from August 24th to 28th, except on Thursday, August 27th when the Fireweed Community Market is held. The hours will be from 11:00 a.m. to 7:00 p.m.

The site will be roped off to reinforce a single point of entry and exit, and signage about physical distancing requirements will be posted. All vendors will be required to adhere to public health and safety requirements during the event.

In its messaging for the event, the City will encourage customers to come for food, but not to stay and visit. For vendors who offer online ordering, the City will encourage the use of this method of vending to reduce the number of customers on the event site at a given time.

Generally, vendors have voiced support for the proposed format.



Minutes of the meeting of the Corporate Services Committee

Date	August 3, 2020	2020-18
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 Jan Stick	
Absent	Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Peter O’Blenes, Director of Infrastructure and Operations Taylor Eshpeter, Manager of Engineering Services Gloria Kasigazi, Acting Manager of Financial Services Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. Budget Amendment and Contract Award – Puckett’s Gulch Stairs Project

Funds were included in the 2020 capital budget for the rehabilitation of the stairs in Puckett’s Gulch at the end of Black Street. The project involves the removal of the existing structure, rehabilitation of metal components, replacement of wood components, installation of new screw pile foundations at the landings, lighting upgrades, re-grading for drainage, and revegetation of disturbed areas to prevent erosion. These stairs are an essential piece of the City’s active transportation infrastructure.

This is very specialized work and it was difficult to estimate the costs due to uncertainty in the market from a lack of historical pricing on similar work as well as the challenging site conditions along the escarpment. The fact that construction will likely extend into late fall and early winter may also have had an impact on the pricing. However, if the

work is not completed this year there is a risk that the stairs will need to be closed in the interests of public safety.

Two compliant submissions were received in response to the tender issued. The low bidder has the knowledge and skills to complete the work successfully, but the low bid was approximately 50% higher than estimated for the project.

An additional \$250,000 is required to complete this project. An application to increase the Gas Tax funding for the project will be sent to Government of Yukon and, pending the completion of the amended transfer payment agreement, funds will be drawn from the capital reserve.

Administration confirmed that the City has some room in its Gas Tax allocation and therefore no other projects have to be bumped or cancelled in order to fund this project. Committee members commended the benefits that the Gas Tax program provides to the City.

The recommendation of the Corporate Services Committee is

THAT the 2020-2023 Capital Expenditure Plan be amended by increasing the 2020 Puckett's Gulch Stairs Rehabilitation project in the amount of \$250,000, funded from the capital reserve to cover the additional costs until an amended Gas Tax Transfer Payment Agreement is received; and

THAT Administration be authorized to award the contract for the Puckett's Gulch Stairs Rehabilitation project to Wildstone Construction Group for a net cost to the City of \$597,228.00 plus GST.

2. Procurement Policy – For Information Only

The City's Purchasing and Sales Policy was adopted in 1998 and amended in 2011 to address sustainability. Changes over time in procurement law have necessitated a comprehensive review of the policy. Additional considerations include the provision of preference to local businesses as well as global trends towards sustainability, including environmental, social and economic factors.

The proposed policy is more comprehensive than the existing Purchasing and Sales Policy, and seeks to provide clarity to the public, Administration and Council regarding the procurement of goods, services and construction. It is intended to enhance fairness in the procurement process, and improve the confidence of vendors and tax payers in the City's procurement processes. It also aims to ensure a consistent, fair, transparent and publicly available process.

Administration proposes to begin implementation of the policy as of January 01, 2021. Deferred implementation will allow a procedures manual to be developed as will also provide time for training for both the vendor community and City employees. In addition, a deferred implementation date will allow for finalisation of an asset disposal policy to replace the "sales" content of the existing policy.

The Whitehorse Chamber of Commerce commented on the proposed policy in a written submission that requested clarification on a number of issues including how administration plans to track and report local spending. The Chamber also asked for information on how the proposed increase in the amount required for council approval will affect City procurements based on previous contracts.

It was duly moved and seconded
THAT the meeting continue beyond three hours.

Carried Unanimously

Committee members asked questions about a number of provisions and definitions. A member also asked that council be provided with the answers to the Chamber's questions before the policy comes forward for a vote.

Administration advised that some minor changes and corrections could be incorporated prior to the policy coming forward for a vote. Therefore, the Policy will be included as an item of New and Unfinished Business at the next regular council meeting.

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There being no further business, the meeting adjourned at 8:32 p.m.

Adopted at the regular council meeting on August 10, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk