



Minutes of the meeting of the City Planning Committee

Date	September 21, 2020	2020-20
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jan Stick – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation 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 Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Patrick Ross, Manager of Land and Building Services	

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

1. Land Sale and Transfer – 75 Ortona Avenue Lot Enlargement

The owner of 75 Ortona Avenue wishes to enlarge the property by purchasing a parcel of vacant City land that separates the property from Carpiquet Road and the laneway. The larger lot size will increase the development potential of the lot and allow for the construction of a garden suite.

The proposed lot enlargement area will be purchased at fair market value in accordance with the City’s Land Disposition Policy. All costs associated with the appraisal, land survey, legal fees and consolidation will be the responsibility of the property owner.

If Council approves the sale of the enlargement parcel, administration will proceed with the sale, consolidation and easement agreement processes, and transfer the enlargement area in accordance with the terms of the Land Sale Agreement between the applicant and the City.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-28, a bylaw to authorize the sale of a parcel of vacant City land to allow for a lot enlargement at 75 Ortona Avenue in the Takhini North neighbourhood, be brought forward for consideration under the bylaw process.

2. Land Sale and Transfer – Mount Sima Road Lot Enlargements

Earlier this year Council approved a zoning amendment to allow for the expansion of three industrial lots on Mount Sima Road. The property owners have indicated a desire to purchase additional parcels in order to enlarge their properties, and all have signed land sale agreements with the City.

The lot enlargement areas will be purchased at fair market value in accordance with the City's Land Disposition Policy. All costs associated with the appraisal, land survey, legal fees, subdivision and consolidation will be the responsibility of the property owners.

If Council approves the sale of the enlargement parcels, administration will proceed with the land disposition process, including the required administrative subdivision approval to create the new lots, followed by transfer of the enlargement areas in accordance with the terms of the land sale agreements between the applicants and the City.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-29, a bylaw to authorize the sale and transfer of three parcels of land in the Mount Sima Industrial Subdivision to allow for the enlargement of three lots on Mount Sima Road, be brought forward for consideration under the bylaw process.

3. Yukon Government Clean Future Strategy – For Information Only

A Committee member noted that the Yukon government has released their "Clean Future" Strategy and asked if the City is able to release any of the analysis documents prepared for the Climate Change workshop. Administration advised that the analysis has not been compiled into a public report and the data is being used to inform upcoming budget submissions. It was noted that a corporate emissions report is expected to be released in the near future.



Minutes of the meeting of the City Operations Committee

Date	September 21, 2020	2020-20
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation 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 Peter O'Blenes, 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 City Operations Committee.



Minutes of the meeting of the Community Services Committee

Date	September 21, 2020	2020-20
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation 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 Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Karen Zaidan, Acting Manager of Recreation and Facility Services	

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

1. Contract Award – CGC Accessible Playground

The 2020 to 2023 capital expenditure program includes funds for the design, supply and installation of an accessible playground that will be located in the plinth area in front of the Canada Games Centre. Three compliant submissions were received in response to the request for proposals issued. The highest scoring proposal was submitted by a local company and is within budget. This project is funded by Gas Tax.

The recommendation of the Community Services Committee is

THAT administration be authorized to award the contract for the design, supply and installation of an accessible playground at the Canada Games Centre to Play Systems North in the amount of \$199,500, not including GST.

2. Update on the Jumpstart Playground – For Information Only

In response to a question raised, administration advised that the Jumpstart Playground project was delayed due to the COVID-19 pandemic. Plans are being developed for proceeding with the project in 2021 and an update is anticipated later this fall.

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Minutes of the meeting of the Public Health and Safety Committee

Date	September 21, 2020	2020-20
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Councillor Jan Stick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation 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 Peter O'Blenes, 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 Public Health and Safety Committee.



Minutes of the meeting of the Development Services Committee

Date	September 21, 2020	2020-20
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation 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 Peter O'Blenes, 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 Development Services Committee.



Minutes of the meeting of the Corporate Services Committee

Date	September 21, 2020	2020-20
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd – Electronic Participation 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 Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Brittany Dixon, Acting Manager of Financial Services Catherine Constable, Manager of Legislative Services	

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

1. **Second Quarter Capital Variance Report**

As part of second quarter variance reporting, department managers are required to review their capital budget projections. Although there have been some delays due to COVID-19 restrictions and contractor availability, many projects are proceeding as planned and a few have been successfully completed under budget. A budget amendment is required in order to reduce the 2020 capital budget by \$28,354 with most of the funds returning to reserves.

The recommendation of the Corporate Services Committee is

THAT amendments totalling \$28,354 be authorized to reduce the 2020 to 2023 capital expenditure program.

2. Second Quarter Operating Variance Report – For Information Only

Financial Services has reviewed operating budget projections submitted by department managers and is providing a forecast of operating results to the end of the 2020 fiscal year, including the anticipated financial impact of COVID-19. The second quarter variance projection shows that total operating revenues are expected to be under budget by \$1,908,331 and expenses will be under budget by \$1,395,613. Therefore, projections to December 31, 2020 as compared to the revised budget indicate an operating deficit of \$512,718.

Overall department spending is controlled. Based on the total operating budget, the second quarter negative variance of \$512,718 is well within 1% of the City's total operating budget.

In response to questions raised, administration advised that the projections are to the end of the year, but that may change if the Chief Medical Officer of Health issues new guidelines. The City has no information as yet regarding the availability of federal funding for municipalities related to COVID-19.

3. Fees and Charges Amendment – 3rd Quarter Changes

As part of the annual budget process, Financial Services 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. Third quarter changes are recommended that include amendments to descriptions to add clarity, and the increase of certain fees with respect False Alarm responses by the Fire Department.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2020-32, a bylaw to amend the Fees and Charges Bylaw in accordance with third quarter changes, be brought forward for consideration under the bylaw process.

4. Urban Electrification – 3 Strawberry Lane – For Information Only

In 1989 the City began assisting with the cost of electrifying urban property by financing the work and charging the cost back to the property as a local improvement charge. In order to have an application approved the applicant must have title to the property, current taxes must be paid in full, and the cost of the work must not exceed 75% of the assessed value of the property. The owners of the property located at 3 Strawberry Lane in the Hidden Valley subdivision have met all the conditions of the urban electrification program. A bylaw is required to provide for a work of local improvement.

After this application was presented at Standing Committee, the proponents came to an agreement with ATCO Electric Yukon and withdrew their application for City assistance.

5. Contract Award – Group Benefits Program

Five compliant proposals were received in response to a request for proposals issued for an employee benefits program. All proposals were evaluated on six technical criteria, and those that scored at least 80% on these criteria were then evaluated based on interviews. Two proposals did not meet the minimum technical threshold and did not proceed to interviews. The highest scoring proposal has been endorsed by the benefits review committee. The proposed date for implementation is January 1, 2021, but that date may be changed in order to ensure a smooth transition to the new provider.

The recommendation of the Corporate Services Committee is

THAT administration be authorized to award the contract for the provision of employee group benefits to Manulife for a net cost to the City of approximately \$6,683,130, GST exempt.

6. Council Remuneration – 2021 to 2024 Term of Office

The current Council Remuneration bylaw requires council to establish the types, rates and conditions of payments for the next term of council before the current council begins the final 12 months of their term of office.

Major adjustments to base salaries were made in 2018, including the provision for an annual increment based on the average annual Consumer Price Index for Whitehorse from two years previous. The proposed bylaw continues the practice for annual adjustments and in all other respects contains the terms and conditions that were put in place by the current bylaw.

During discussion of the proposed bylaw, it was suggested that the base salary adjustment for the current council, scheduled for January 1, 2021, be waived. A suggestion was made that the current council address the salaries for the 2024 to 2027 term of office. It was also suggested that the date for annual cost of living adjustments be moved from January 1st to coincide with the anniversary date on which council members are elected.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2020-27, a bylaw to provide for remuneration for the mayor and councillors for the 2021 to 2024 term of office, be brought forward for consideration under the bylaw process.

There being no further business, the meeting adjourned at 6:45 p.m.

Adopted at the regular council meeting on September 28, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk