



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	November 16, 2020	2020-24
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Councillor Jocelyn Curteanu – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Brittany Dixon, Acting Manager of Financial Services Catherine Constable, Manager of Legislative Services Richard Graham, Manager of Operations	

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

**1. Borrowing of Funds – For Information Only**

The Operations Building is the first and largest component of the City’s Building Consolidation Project. In 2017 council passed a bylaw authorizing the borrowing of funds for the Operations Building in an amount not to exceed \$18.8M over a 20-year amortization period at a rate not to exceed 2.653%. The City is now ready to enter into a borrowing agreement to finance a portion of the construction costs.

Based on updated cost projections, reserve levels, and borrowing costs, administration has updated the preliminary financing plan for the Building Consolidation Project. The revised budget of \$54.6M for the Operations Building component will be funded via three means, Gas Tax, reserves funding and borrowing. The City will have the ability to pay off the loan at any time.

A committee member expressed concern about borrowing when the City has strong reserves.

**2. Budget Amendment and Contract Award – Waste Heat Recovery Upgrades Canada Games Centre**

Upgrades to the waste heat recovery system at the Canada Games Centre will allow waste heat from the ice rink refrigeration system to be delivered to two additional areas in the building, reducing energy costs, heating oil consumption, and greenhouse gas emissions.

During the design phase, the City received a construction cost estimate indicating that project construction would cost significantly more than originally budgeted, and an amendment to the Gas Tax funding agreement was submitted and approved.

Three compliant bids were received in response to the tender issued. An internal review committee agreed that the low bidder 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 2020 to 2023 Capital Expenditure Plan be amended by increasing the 2020 budget for CGC Waste Heat Recovery project number 320c00910 in the amount of \$200,000, funded by Gas Tax to cover the additional costs; and

THAT the 2021 and 2022 provisional operating budgets be decreased in the amounts of \$42,500 and \$85,000 respectively to reflect the anticipated energy savings; and

THAT administration be authorized to award the contract for the 2020 CGC Waste Heat Recovery Upgrade project to Budget Plumbing & Heating Inc. for a net cost to the City of \$494,333.00 plus GST.

**3. Tax Rate Classifications – For Information Only**

A committee member raised the issue of tax rate classifications for different land designations and requested that this be discussed in the forthcoming operating budget process.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	November 16, 2020	2020-24
<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>	Mike Gau, Acting City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	November 16, 2020	2020-24
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Richard Graham, Manager of Operations	

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

### **1. Local Content Weighting – 139 Tlingit Street**

Administration is preparing to release a request for proposals for design and construction administration services for the renovation of the Transit Building at 139 Tlingit Street. It is intended that the building will become the new home of the City’s Parks and Community Development department. Renovation plans include substantial energy upgrades, interior renovations to better suit the new occupants, and the installation of a biomass heating system.

Administration proposes that the local content weighting should reflect that this is a small job that is unlikely to attract non-Yukon businesses, and that there are local companies qualified and interested in doing the work. The remaining points not assigned to local content have been reserved for price in order to ensure good value for tax payers.

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

THAT administration be authorized to set the weighting for local content at ten points in the request for proposals to be issued for design and construction administration services for the renovation of the Transit Building at 139 Tlingit Street.

**2. Clearing Paths for Cyclist – For Information Only**

On behalf of the Cycling Coalition a Committee member asked about snow clearing for bike paths. Administration confirmed that city practices are based on the Trail Maintenance Policy and the Snow and Ice Control Policy. In response to questions raised, administration confirmed that the Snow and Ice Control Policy is due to be updated in the near future, and the Trail Maintenance Policy will be updated in 2021 following adoption of the new Trail Plan.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	November 16, 2020	2020-24
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Jan Stick – Vice-Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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



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

<b>Date</b>	November 16, 2020	2020-24
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services	

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

### **1. Wildfire Risk Reduction Strategy and Action Plan**

Administration has drafted a proposed Wildfire Risk Reduction Strategy and Action Plan for 2021-2024. The related planning, preparation, risk mitigation and adaptation actions are collaborative and shared responsibilities of the City, residents within and outside Whitehorse, risk managers, and decision makers of various agencies and governments, most notably the Government of Yukon. The staff-drafted Strategy and Action Plan identifies broad goals for wildfire risk reduction along with specific tasks for the City to undertake over the next four years.

There are 12 proposed actions, of which the priority is #8 which is to “work with the Government of Yukon, Kwanlin Dün First Nation, and the Ta’an Kwäch’än Council to clarify roles and responsibilities around forest and fuel management”.

It is proposed that Action #8 be specifically adopted to confirm direction to administration to engage in discussions with other government partners, and that the remainder of the Strategy and Action Plan be adopted as a guiding document.

In response to concerns raised about adopting Action #8 specifically and then adopting the rest of the Strategy and Action Plan as a guiding document, administration advised that the recommendation is essentially providing direction to proceed, with the intention that the remaining items will come back to council once more information is available. The City has no ownership of the forests and therefore must consult with the owners.

Administration advised that the direction to consult with other governments does not take away from the City's commitment to other actions, but leaves room for council to make commitments when further information becomes available.

**The recommendation of the Public Health and Safety Committee is**

THAT Action #8 in the City of Whitehorse Wildfire Risk Reduction Strategy and Action Plan 2021-2024 be adopted as presented; and

THAT the remainder of the City of Whitehorse Wildfire Risk Reduction Strategy and Action Plan 2021-2024 be adopted as a guiding document.

**2. Mandatory Face Masks Use – For Information Only**

A committee member asked about the mandatory use of face masks at the Canada Games Centre and Takhini Arena. Administration confirmed that the decision to require the masks was made administratively after the Chief Medical Officer of Health made the use of face masks mandatory at all schools due to the increasing spread of the COVID-19 virus in Canada.

Committee members noted the importance of being able to interface with the public and asked about allowing delegations back into council chambers. Administration advised that keeping council chambers closed to the public is the best option for helping to contain the spread of the virus. However, research is ongoing into the various technological options available in an effort to find a solution that works with our systems and with our live-streaming and TV broadcast partners.

**3. Conversion Therapy – For Information Only**

A committee member noted that a bill banning conversion therapy has been passed by the Government of Yukon. All those who advocated for this legislation were commended.





## Minutes of the meeting of the Development Services Committee

<b>Date</b>	November 16, 2020	2020-24
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Sabine Schweiger, Environmental Coordinator	

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

### **1. Environmental Grant Allocations**

The City has a \$25,000 annual budget to fund projects that advance the Whitehorse Sustainability Plan. The purpose of the environmental grant program is to encourage and enable societies, commercial organizations, and schools to be active partners in achieving the City’s sustainability goals.

Seven applications were received for the annual major grant intake. Three projects were incomplete and were withdrawn by the applicants, and one application lacked sufficient information to be considered during this intake. Three applications are recommended for the full amount requested.

In response to questions raised, administration confirmed that the number of applicants and grants disbursed varies from year to year, and that the funds budgeted for environmental grants cannot be allocated to other programs.

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

THAT the allocation of Environmental Grants in the amount of \$5,946.96 be approved as recommended by the review committee.

<b><u>Grant Recipient</u></b>	<b><u>Grant Amount</u></b>
I; aurore boreale French Language Articles	\$3,500.00
Morrison Hershfield Covered bike parking	\$1,000.00
Selkirk Elementary School Council Safe Dark Commuting Project	<u>\$1,446.96</u>
Total Grant Allocations	\$5,946.96

There being no further business, the meeting adjourned at 7:18 p.m.

**Adopted** at the regular council meeting on November 23, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"F. Smith"

Norma L. Felker, Assistant City Clerk