



Minutes of the meeting of the Corporate Services Committee

Date	November 30, 2020	2020-25
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Councillor Jocelyn Curteanu – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
Staff Present	Linda Rapp, City Manager - Electronic Participation Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, 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 Brittany Dixon, Acting Manager of Financial Services	

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

1. Public Input Report – 2021 to 2024 Capital Expenditure Program

At the public input session for Capital Budget Bylaw 2020-36, six delegate submissions were received on various aspects of the budget.

Two submissions questioned the City's plans to reduce Green House Gas emissions and reduce toxic particulate matter in the air. They also asked about capital projects to reflect the declaration of a climate emergency. The City has developed a set of climate change capital ranking criteria that awards priority points to projects that promote the reduction of corporate and community emissions as well as projects that are required as a result of climate change. These criteria encourage administration to consider a project's impact on climate change mitigation and adaptation, and allows the City to begin monitoring progress on expected results.

The City was encouraged to increase the budget allocation for waste carts to allow for the purchase of bear-resistant bins. The submission also asked Council to allocate a

portion of the budget for waste carts to a pilot program for bear-resistant bin testing, and encouraged the inclusion of bear-resistant infrastructure in the building project for the Robert Service Campground. The City is collaborating with WildWise Yukon and the Government of Yukon to purchase automated bear-resistant carts through an existing capital program. The effectiveness of the carts will be monitored and data will be gathered to inform future decisions. A pilot project is planned for 2022. Design is under way for the new campground building and amenities to provide a bear-safe building will be assessed. The City will also continue to educate the public on bear aware best practices.

The City was encouraged to advance priority projects for the bicycle network plan and to include cyclists in conceptual and detailed plans for infrastructure projects. Several projects for the Bicycle Network Plan are included in 2021 with additional projects scheduled for 2022. A Committee member asked that the comments about snow clearing be captured in the review of the Snow and Ice Control Policy.

Council was encouraged to include a project for the implementation of the first five initiatives identified in the Chadburn Lake Park Management Plan, and to add a project for the development of the next regional park management plan. Implementation of the Chadburn Lake Park Management Plan was delayed in 2020 due to departmental capacity. Administration anticipates bringing this project forward into 2021 through the re-budget process. Due to staff capacity, administration is not recommending the development of the next regional park management plan at this time. The issue will be re-examined project for future budget cycles.

Additional suggestions and comments were received with respect to a number of issues, including support for projects such as the Range Point playgrounds and the website redesign project. The complete submissions have been forwarded to the various departments for consideration.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2020-36, a bylaw to adopt the 2021 to 2024 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

2. Third Quarter Capital Variance Report

As part of the City's third quarter variance reporting there is a requirement for managers to review their planned capital spending. Managers were also asked to identify projects that have been significantly impacted by the Covid-19 pandemic.

Most projects are proceeding as planned and a few have been successfully completed under budget. Other projects are either expected to carry forward into 2021 through the capital re-budget process or will be cancelled as they have been re-scoped and resubmitted as part of the next capital budget.

A budget amendment is required in order to reduce the 2020 capital budget by \$117,420 with most of the funds returning to reserves.

A Committee member suggested that future budgets combine the two appendices with items that are currently listed in Appendix B marked as “subject to approved funding”. It was suggested that this would make budget presentations easier for the public to understand and eliminate the large increase in total budget that happens when Appendix B projects are added to the overall budget total as the funding becomes available.

The recommendation of the Corporate Services Committee is

THAT amendments totalling \$117,420 be authorized to reduce the 2020 to 2023 Capital Expenditure Program.

3. Third Quarter Operating Variance Report – For Information Only

The 2020 third quarter operating variance projection shows that total revenues are expected to be under budget by \$2,359,868 and expenses will be under budget by \$1,719,767.

A tracking system was implemented to monitor direct costs incurred due to the COVID-19 pandemic. Additional costs to the City in the form of unrealized revenues have been forecasted to the end of the year based on actual losses and the current phase of reopening in the Yukon. Some expense reductions resulted from delaying hiring of seasonal or casual employees and through the cancellation of hosted events.

Operating projections to December 31, 2020 as compared to the revised budget indicate an operating deficit of \$640,101.

Overall department spending is controlled. Based on the total operating budget, the third quarter variance is well within 1% of the City’s total operating budget.

In response to questions raised, administration advised that the deficit could increase by the end of the year due to COVID-19, as this report was prepared at the end of the third quarter, before the second wave began.

4. City Manager Bylaw Amendment

In September 2020 Council adopted a new bylaw setting out the terms and conditions of employment for management and confidential exclusion employees. In accordance with the management portion of this bylaw, a number of changes to the City Manager Bylaw are required, particularly with respect to the modified hours of work.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2020-37, a bylaw to amend the City Manager Bylaw to reflect changes due to the new Management and Confidential Exclusion Bylaw, be brought forward for consideration under the bylaw process.

5. Disposal of Assets Policy and Land Disposition Policy

The new Procurement Policy will take effect on January 1, 2021. The disposal of City assets has been guided by the Purchasing and Sales Policy that will be repealed when the Procurement Policy takes effect. Therefore, a new policy needs to be adopted.

The proposed Disposal of Assets Policy provides guidance regarding internal re-purposing, public sale, and donation of assets no longer useful to the City. A consideration in the drafting has been how tangible assets are accounted for in the City's financial records. Council involvement in the disposal of City premises and in authorizing donations of assets valued at greater than \$10,000 is proposed.

A specific issue that the proposed policy addresses is the disposal of City buildings and associated land. If this policy is adopted, a consequential amendment to the current Land Disposition will be required.

The recommendation of the Corporate Services Committee is

THAT the Disposal of Assets Policy dated November 2020 be adopted as presented;
and

THAT a consequential amendment to the current Land Disposition Policy be adopted as presented.

6. Asset Management Policy

The City of Whitehorse possesses approximately \$454 million worth of assets. The decisions to acquire, maintain, and dispose of City assets require up to date inventories and accurate cost estimates of asset lifecycles. Asset management systems help to better manage existing assets and make sound investment decisions for the future. An asset management policy provides an overarching document for the creation of an asset management system. Council listed the adoption of an asset management policy as one of its strategic priorities for 2020.

The proposed Asset Management Policy establishes Council's support for the development and implementation of the City's Asset Management System, and sets out the principles on which the system will be based and the process for its ongoing development and management.

The Asset Management System developed under the proposed policy will enable the City to better manage the infrastructure that delivers service to the community in a way that considers current and future needs, manages risks and opportunities, and uses resources effectively to achieve the highest return on investment.

The recommendation of the Corporate Services Committee is

THAT the Asset Management Policy dated November 2020 be adopted as presented.

7. Budget Amendment – Marwell Lift Station Pump Replacement

In the fall of 2020 a detailed assessment of the pumps at the Marwell Lift Station found that two were damaged. The backup pump was installed to replace one, and it was determined that the second pump could be refurbished. Purchase of a new backup pump and refurbishment of one pump requires a budget increase of \$200,000.

Smith Cameron Process Solutions has been identified as the sole source supplier for the new pump. It is the only Canadian distributor for the brand of pump that can be installed in the lift station without the need for extensive renovation or replacement of the mounting base within the lift station. The supply time for the new pump is 16-18 weeks. The refurbishment has been authorized by the city manager and the refurbished pump is expected to be returned to the City by the end of December.

The Purchasing and Sales Policy does not make allowances to exempt this type of procurement from the public tendering process. A council resolution is required to waive a public bidding process in this case.

Water and Waste Services is investigating system modifications to reduce the impact of sand and grit on the Marwell lift station and increase the operating life of the pumps. Operational efforts to maximize the effectiveness of the existing sand and grit removal system are under way.

The budget increase is proposed to be funded by Gas Tax. An application has been submitted and a transfer payment agreement is expected. The budget increase will be funded by reserves until the transfer payment agreement is received.

The recommendation of the Corporate Services Committee is

THAT the 2020 to 2023 capital budget be amended by increasing the 2020 Marwell Lift Station Pump Replacement Project, in the amount of \$200,000, funded by the Water and Sewer Reserve; and

THAT administration be authorized to waive the public bidding process for the supply of a new standby waste water pump; and

THAT administration be authorized to award the contract for the purchase of a new standby waste water pump to Smith Cameron Process Solutions for a net cost to the city of \$114,820.00 plus GST.

8. Conflict of Interest – For Information Only

Councillor Cabott advised that, in response to the Mayor's suggestion at the previous meeting that she was in conflict of interest, she is not in a conflict regarding the Wildfire Action Plan as chair of the Yukon Environmental and Socio-economic Assessment Board (YESAB). She explained that she takes her responsibilities seriously and had considered the legalities, including the federal legislation that established the YESAB and the Board's conflict of interest rules.

Councillor Cabott noted that most of the activities proposed in the Wildfire Action Plan don't require a YESAB assessment. The Whitehorse designated office might have to do assessments, but those would be done independently of the YESAB and therefore no potential conflict exists.

Mayor Curtis apologized to Councillor Cabott and stated that he had no excuses for his behaviour the previous week.



Minutes of the meeting of the City Planning Committee

Date	November 30, 2020	2020-25
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 - Electronic Participation 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 Catherine Constable, Manager of Legislative Services Mélodie Simard, Manager of Planning and Sustainability Services Myles Dolphin, Manager of Strategic Communications	

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

1. Public Hearing Report – OCP Amendment – Whistle Bend Future Area C

Administration brought forward potential amendments to the Official Community Plan to allow the Whistle Bend Future Area C to proceed to the zoning and subdivision process. At the public hearing a total of nine submissions were received. Three were opposed, five expressed concerns, and one provided general input on the subject.

Almost all submissions were concerned with impacts on recreational trails. The concerns pertain to potential loss of trails, maintaining them in their natural state and providing adequate screening between the trails and the development. While many of the existing trails on the periphery of the proposed Area C either lie within the proposed greenspace setbacks or outside the development area, additional accessible paved trails are being proposed on the northern side of the development. If the OCP is amended, there will be opportunities for more detailed trail planning work through subsequent planning processes.

One submission expressed concern regarding potential impact to 'Jet Power Hill' that is used for tobogganing and other recreational activities. Area C does not include this area and is unlikely to impact recreation activities on the hill. Measures would be considered during detailed design to avoid conflicts between vehicle traffic and recreational users.

Some submissions expressed concern regarding the potential environmental impacts to the creek that runs along the western perimeter of the proposed development, as well as the associated wildlife and vegetation. The Yukon Environmental and Socio-economic Assessment Board reviewed the proposed concept for Area C and recommended that the project be allowed to proceed. The assessment report took potential environmental and socio-economic impacts into account and provided suitable mitigation and monitoring measures. These recommendations will be further reviewed at the neighbourhood construction and subdivision stages.

Some concerns were expressed about the proposed conversion of greenspace and wilderness area to development areas. The proposal strikes a balance between preservation and the need to provide additional opportunities for housing in the city. The preliminary design for Area C preserves existing trail networks and areas of high environmental sensitivity, and creates 15.5 hectares of public greenspace with new accessible trails in an area previously set aside for a private recreation facility.

Additional concerns were raised with respect to noise, traffic, safe bike routes, transit service and the erosion of the neighbourhood concept planned for Whistle Bend.

The Official Community Plan amendment is seeking Council's consideration of whether the proposed development of Area C is appropriate given the surrounding land uses and community needs. If Council decides to approve this amendment, there will be opportunities for more detailed planning work to address specific concerns. The best way to address these concerns is through subsequent zoning amendments, subdivision approvals and the development agreement with the Government of Yukon.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-31, a bylaw to amend the Official Community Plan to allow for the development of the area known as Whistle Bend Future Area C, be brought forward for second reading under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date	November 30, 2020	2020-25
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
Staff Present	Linda Rapp, City Manager - Electronic Participation 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 Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications	

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

1. Lease Agreement – Office Space

The Building Consolidation Project has progressed to the point where the majority of City employees have relocated from the Municipal Services Building to the Whitehorse Operations Building. Three work units remain in need of new locations to allow the closure of the Municipal Services Building.

In response to a request for proposals issued for leased office space, only one proposal was received. However, an agreement could not be reached with the proponent and the request for proposals was cancelled.

An existing lease with Sport Yukon for offices in the Sport Administration Building was then renewed, and administration began actively approaching landlords who advertised their leases to determine whether they would be interested in a three-year lease.

The location of the proposed lease space at 6-151 Industrial Road is zoned CIM–Mixed Commercial Industrial, where offices are a conditional use. Following first reading of Bylaw 2020-14, a conditional use process will begin with subsequent bylaw readings coinciding with conditional use approval by council.

The recommendation of the City Operations Committee is

THAT Bylaw 2020-14, a bylaw to authorize a lease agreement for additional office space at 6-151 Industrial Road, be brought forward for consideration under the bylaw process.

2. Contract Award – Waste and Cardboard Removal (Recreation Facilities)

A tender was issued for the supply of waste and cardboard removal services for four of the City's recreational facilities. Only one bid was received in response to the tender issued. 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 within budget.

The recommendation of the City Operations Committee is

THAT administration be authorized to award the contract for Waste and Cardboard Removal Services for four recreation facilities to PNW Waste Removal for a net cost to the City of \$ \$109,383.25 plus GST.



Minutes of the meeting of the Community Services Committee

Date	November 30, 2020	2020-25
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Councillor Jan Stick – Vice-Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
Staff Present	Linda Rapp, City Manager - Electronic Participation 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 Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications	

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

1. Trail Plan Update

The Trail Plan update was developed through a five-phase process, that included background review and research, engagement, mapping, implementation items, a draft, and final plan review. With a ten year-year horizon, the updated Trail Plan is a long range planning document that identifies strategic priorities and directs the City in future trails-related initiatives, policies, and actions. The project included an extensive government, stakeholder and public engagement process.

The 2020 Trail Plan update provides staff and Council with a point of reference that will help inform future decision-making, set priorities, and identify the resources that are required to manage the growing community's diverse trail needs. To this end, the Plan identifies and recommends adaptive management strategies, trail improvements and growth opportunities.

Adopting the Trail Plan as a guiding document provides general direction from council to administration to proceed with work and budget planning to allow for the implementation of specific recommendations of the Trail Plan.

In response to questions raised, administration confirmed that a top priority will be to identify the bylaws and policies that need to be updated.

The recommendation of the Community Services Committee is

THAT the 2020 Trail Plan be adopted as a guiding document.



Minutes of the meeting of the Public Health and Safety Committee

Date	November 30, 2020	2020-25
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jan Stick – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
Staff Present	Linda Rapp, City Manager - Electronic Participation 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 Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications	

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

1. Proclamation – For Information Only

Mayor Curtis proclaimed December 1, 2020 to be World AIDS Day in the City of Whitehorse.

2. Contract Award – Consulting Services – Fire Services Review

Only one submission was received in response to a request for proposals issued for consulting services to complete a comprehensive Fire Services review. An internal review committee determined that the proposal meets the specified criteria and the proponent has the knowledge and experience to complete the work successfully, and the proposed fee is within budget.

The recommendation of the Public Health and Safety Committee is

THAT administration be authorized to award the consulting services contract for a Fire Services Review to Emergency Management and Training Inc. in the amount of \$76,104.00 plus GST.

3. Emergency Management Plan

The purpose of an Emergency Management Plan is to serve as a foundational document to guide municipal staff in their roles as members of the Emergency Operations Centre. It also provides a framework for planning, response and recovery from an emergency event, or for the provision of essential services. It is intended to be a flexible management tool that can be used and adapted to meet the needs of an emergency or crisis support operation.

A new Emergency Management Plan has been created in alignment with accepted industry best practices. It replaces the previous plan adopted in 1996. Administration recommends that the plan be adopted as a guiding document to provide general direction from Council to administration, with the understanding that it will be reviewed regularly and may require adjustments in response to specific emergency situations.

Mike Gladish provided a delegation submission regarding the proposed Emergency Management Plan on behalf of Citizens for a Firesmart Whitehorse. The submission contended that there is a need to be prepared for the next fire season, and asked if training will begin promptly so that all staff know their roles in an emergency. Mr. Gladish cited three additional plans that relate to emergency preparedness, and noted that none of these documents refer to a specific evacuation plan for Whitehorse residents. They also do not reference what citizens can do if a major fire threatens the City. Mr. Gladish stated that Citizens for a Firesmart Whitehorse are concerned about this lack of information as well as the lack of information available to assist individuals in making their own evacuation plans.

A Committee member requested that a response be prepared to address the concerns raised by Mr. Gladish.

The recommendation of the Public Health and Safety Committee is

THAT the 2020 Emergency Management Plan be adopted as a guiding document.

4. Sidewalk Clearing – For Information Only

A Committee member reminded residents and business owners of the need to keep the sidewalks adjacent to their properties cleared of snow and ice. This is important for public safety and is also a requirement of the Maintenance Bylaw.



Minutes of the meeting of the Development Services Committee

Date	November 30, 2020	2020-25
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
Staff Present	Linda Rapp, City Manager - Electronic Participation 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 Catherine Constable, Manager of Legislative Services	

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

There being no further business, the meeting adjourned at 8:20 p.m.

Adopted at the regular council meeting on December 7, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk