



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	February 1, 2021	2021-03
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland Councillor Jan Stick	
<b>Staff Present</b>	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 Taylor Eshpeter, Manager of Engineering Services Brittany Dixon, Acting Manager of Financial Services Catherine Constable, Manager of Legislative Services	

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

**1. Report on Public Input – 2021 to 2023 Operating and Maintenance Budget**

Following presentation of the operating budget on January 11, 2021, the proposed budget was posted on the City’s website. Due to COVID-19, printed packages were not supplied this year. Requests for public input were advertised weekly in local newspapers and promoted on social media.

There were no presentations from delegates at the public input session and no written submissions were received prior to the deadline.

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

THAT Bylaw 2021-01, a bylaw to adopt the 2021 operating and maintenance budget and the 2022 and 2023 provisional budgets, be brought forward for second and third reading under the bylaw process; and

THAT the associated Tax Levy Bylaw 2021-02 and Fees and Charges Amendment Bylaw 2021-03 be brought forward for second and third reading under the bylaw process.

**2. Budget Amendment and Contribution Agreement – Asphalt Overlay Project**

The 2020 asphalt overlay project includes an overlay of the road surface on either side of the Alaska Highway between the Two Mile Hill and Hamilton Boulevard. The Government of Yukon has expressed an interest in having the City include a portion of the highway in the project. This collaboration will result in project efficiencies for both parties and a cost saving for the Yukon government. An agreement has been negotiated to include the Alaska Highway right-of-way in the overlay project, with the Government of Yukon covering the actual costs of the additional work. A budget amendment is required due to the increased scope of the project.

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

THAT the 2021 to 2024 capital expenditure plan be amended by increasing the 2021 asphalt surface overlay project in the amount of \$210,000.00, not including GST, funded by a contribution agreement with the Government of Yukon to cover the costs of additional work within the Alaska Highway right-of-way; and

THAT the mayor be authorized to sign the contribution agreement with the Government of Yukon with respect to the additional work within the Alaska Highway right-of-way and the responsibilities for the costs associated with the additional work.

**3. Amend Temporary Meeting Practices (COVID-19)**

The City adopted temporary meeting practices to deal with the COVID-19 pandemic that included closing the meetings to in-person participation by the public. As part of the temporary measures put in place, persons wishing to address council were required to submit their presentations in writing in advance of the meeting, with such submissions being read into the record by administration.

A method has now been identified that will allow delegates to participate remotely through an audio-only platform that ties into the systems in council chambers. This platform will allow delegates to make their presentations remotely and respond to questions raised by members of council. The presentations will be audible to the captions providers, the live-stream audience and the TV broadcast, and will be included in the closed captions.

Delegates will be required to register in advance by no later than noon on meeting day, and to call in to the meeting by no later than 5:20 p.m. in order to be heard. The temporary measures adopted for the duration of the pandemic need to be amended to include the proposed changes.

In response to questions raised, administration confirmed that the amended procedures as currently drafted do not include a continuation of the practice that allows written submissions to be read into the record by administration.

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

THAT the temporary practices adopted for the conduct of standing committee and regular and special council meetings during the public health emergency be amended as presented.

**4. Quarterly Reports – For Information Only**

Key progress reports were received for the period October through December 2020 on the council priorities of environmental stewardship, transportation, infrastructure renewal, public safety, and housing.

Anticipated focus reports for the period of January through March 2021 were received from all departments in the Community and Recreation Services, Corporate Services, Development Services, and Infrastructure and Operations divisions.

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## Minutes of the meeting of the City Planning Committee

<b>Date</b>	February 1, 2021	2021-03
<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 – Electronic Participation Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	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 Catherine Constable, Manager of Legislative Services Krista Mroz, Manager of Recreation and Facility Services Sidharth Agarwal, Planner	

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

**1. Lease Agreement – Cold Beverage Vending Services at the CGC**

In response to a request for proposals issued, only one proposal was received for the provision of cold beverage vending services at the Canada Games Centre. An internal review committee agreed that the proposal meets the requirements to perform the services.

A lease agreement has been negotiated for a two-year period with an option for renewal.

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

THAT Bylaw 2021-15, a bylaw to authorize a lease agreement with Whitehorse Beverages to provide cold vending services at the Canada Games Centre, be brought forward for consideration under the bylaw process.

**2. Public Hearing Report – Zoning Amendment – 1308 Centennial Street**

The owner of 1308 Centennial Street has applied to amend the zoning of the property to allow for the construction of an eight-unit multi-family development. The current zoning is Residential Single Detached, which does not permit multiple family housing. The property is adjacent to 1306 Centennial Street, which was rezoned in 2019 to allow multi-residential development for which both the height and the density were restricted. Administration is recommending the same restricted zoning for this development.

Two submissions were received for the public hearing, both expressing concerns and opposition to the proposed development. In addition to general opposition to spot zoning and the increasing density of the neighbourhood, the issues raised included a loss of privacy for neighbouring properties, traffic and parking issues, and light pollution. The proponent will be required to provide a vegetative buffer between the development and any single-family residential uses. Lighting placement and landscaping options can be addressed during the development permit stage to mitigate potential impacts on neighbouring properties.

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

THAT Bylaw 2020-34, a bylaw to amend the zoning at 1308 Centennial Street in the Porter Creek neighbourhood to allow for the development of an eight-unit multiple residential complex, be brought forward for second and third reading under the bylaw process.

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## Minutes of the meeting of the City Operations Committee

<b>Date</b>	February 1, 2021	2021-03
<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 – Electronic Participation Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	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 Catherine Constable, Manager of Legislative Services Taylor Eshpeter, Manager of Engineering Services	

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

### 1. Local Content Weighting – Proposals for Engineering Projects

The City is preparing to issue requests for proposals for engineering consulting services for eight projects. Although the nature of the work varies from project to project, all of them are similar in nature. Seven of the eight projects will benefit from a value-driven approach for the procurement, meaning that the evaluation criteria for the technical aspects of the proposals will be given more weight, with price points being set at the bottom of the allowable range.

For the groundwater monitoring well installation project, the methodology of work will follow a prescribed specification, and the price will be given a higher weighting.

For all of these procurements, the local engineering community possesses the expertise and capacity to undertake the work. Administration believes that a weighting of ten points for local content will encourage potential proponents to utilize local expertise and sub-consultants for each of these projects.

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

THAT administration be authorized to set the weighting for local content at ten points in the requests for proposals to be issued for consulting services for the following eight projects:

- 240c01116 City-Wide Water and Sewer Study
- 240c00320 Utility Stations and Force Main Condition Assessment
- 240c00311 Range Road South Lift Station
- 240c00621 McIntyre Drive Traffic Calming
- 240c01621 Snow Dump Management Plan
- 240c01721 Groundwater Monitoring Well Installations
- 240c01821 Utility Bylaws Update
- 650c00121 2023-2033 Solid Waste Management Plan



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	February 1, 2021	2021-03
<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 – Electronic Participation Councillor Samson Hartland Councillor Stephen Roddick	
<b>Staff Present</b>	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 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>	February 1, 2021	2021-03
<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 – Electronic Participation Councillor Samson Hartland Councillor Stephen Roddick	
<b>Staff Present</b>	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 Catherine Constable, Manager of Legislative Services	

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

**1. Issues of Taxi Safety – For Information Only**

In response to questions raised with respect to taxi safety issues reported in local media, administration reviewed some of the safety requirements established in the Vehicle for Hire Bylaw and the penalties for non-compliance. It was noted that this particular bylaw is one of the most detailed bylaws currently in place in the City. It was developed in 2018 after considerable consultation and collaboration with women’s advocacy groups, and includes significant fines for non-compliance.

Administration stated that the City takes passenger safety very seriously and noted that Bylaw Services works collaboratively with the RCMP to do spot checks and inspections to ensure compliance with the bylaw. Although no complaints have been filed with City regarding the issues reported in the media, administration has reached out to various women’s groups since the articles appeared.

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## Minutes of the meeting of the Development Services Committee

<b>Date</b>	February 1, 2021	2021-03
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland Councillor Jan Stick	
<b>Staff Present</b>	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 Catherine Constable, Manager of Legislative Services	

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

**1. Fire Smart Project in the Mary Lake Area – For Information Only**

In response to questions raised, administration advised that the fuel abatement project in the Mary Lake area is being done by the Yukon government in collaboration with City crews. The work commenced without a plan in place to mitigate local impacts. The City’s trail plan coordinator is working with Yukon staff to ensure that future projects will avoid these issues, and efforts will be made to provide alternative trails.

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There being no further business, the meeting adjourned at 7:20 p.m.

**Adopted** at the regular council meeting on February 8, 2021.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk