

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, June 7, 2021 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

Yukon Pride Month – June 2021

DELEGATIONS

Paul Gowdie – Racism and Discrimination

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Grants for Community Service and Municipal Charges
2. Budget Amendment and Procurement Commencement – Services Building
3. Budget Amendment – Downtown Fire Hydrant Replacement
4. Project Scope Amendment – Main Street Escarpment Geohazard Mitigation
5. Budget Amendment – Jumpstart Playground Site Preparation
6. 2021 Union Negotiations – Terms of Reference
7. New Business

CITY PLANNING COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. 2027 Whitehorse Canada Winter Games Bid
2. Trail Maintenance Policy
3. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business



PROCLAMATION

YUKON PRIDE MONTH

June 2021

WHEREAS Yukon Pride Month supports and promotes events and activities that help to build a strong and vibrant community; and

WHEREAS the City of Whitehorse is committed to supporting and respecting our LGBTQ2S+ community members and employees; and

WHEREAS Yukon Pride Month invites Yukoners from all communities across the Territory to be part of the Pride celebrations;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim the month of June 2021 to be ***Yukon Pride Month*** in the City of Whitehorse.

Dan Curtis
Mayor

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Stephen Roddick

June 7, 2021

Meeting #2021-11

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Stephen Roddick **Vice-Chair:** Jocelyn Curteanu

June 7, 2021

Meeting #2021-11

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1. Grants for Community Service and Municipal Charges
Presented by Acting Manager Brittany Dixon
 2. Budget Amendment and Procurement Commencement – Service Building
Presented by Manager Peter O’Blenes
 3. Budget Amendment – Downtown Fire Hydrant Replacement
Presented by Manager Taylor Eshpeter
 4. Project Scope Amendment – Main Street Escarpment Geohazard Mitigation
Presented by Manager Taylor Eshpeter
 5. Budget Amendment – Jumpstart Playground Site Preparation
Presented by Manager Landon Kulych
 6. 2021 Union Negotiations – Terms of Reference
Presented by Director Lindsay Schneider
 7. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: June 7, 2021
RE: Municipal Charges and Community Service Grants

ISSUE

Authorization of 2021 Municipal Charges and Community Service Grants (MC & CSG)

REFERENCE

2021 Operating Budget Bylaw #2021-01
City Grant-making Policy
Municipal Charges and Community Service Grants Policy

HISTORY

Through the annual budget process for 2021, Council has allocated funds totalling \$180,000 under the MC & CSG Policy to assist organizations in the payment of municipal property taxes and other specific municipal charges.

Recommended grants vary for each organization based on the policy's tiered criteria. Grants are between 50% and 100% of the organizations property taxes owed. Applicants are required to submit their latest available financial statements in order for their applications to be assessed against the criteria. The City Grant-making Policy also stipulates a \$50,000 cap for all grants to any one organization in a given year; no applicants have yet hit that threshold this year.

ALTERNATIVES

1. Approve the list of recipients and the recommended amounts.
2. Do not approve.

ANALYSIS

The recommended grants total \$165,945.85. Overall, the recommended grants this year are lower than 2020 by \$7,249.78.

The full amount of taxes owing for these organizations is \$229,095.85.

All applications were reviewed and recommendations were made consistent with the policies.

- Canadian Mental Health Association, Tennis Yukon, and Yukon Film Society submitted eligible applications for 2021, but did not apply or were not eligible in 2020. These three new grants total \$2,528.72.
- The application for the Whitehorse Rifle and Pistol Club was not received prior to the deadline in 2021. The WRPC received a grant of \$5,801.42 in 2020.

- There is a \$3,977.08 reduction in recommended grants to past recipients due to the application of the tiered policy and lower property tax levies.

The City's lease agreement with Softball Yukon (2015 to 2025) includes a commitment to annually grant an amount equal to the taxes and water and sewer charges in consideration of the community services performed by Softball Yukon. As this lease was previously approved by Council, the associated grant is included in Appendix A of Bylaw 2021-28.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2021-28 a bylaw to authorize municipal charges and community service grants for the year 2021, be brought forward for consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2021-28

A bylaw to provide for community service grants and grants for property taxes and other municipal charges for the year 2021

WHEREAS section 245 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw make grants to any person or association of persons; and

WHEREAS council adopted a policy to provide grants with respect to municipal taxes or rent paid in lieu of taxes to charitable, non-profit, recreational and religious Whitehorse organizations that are primarily concerned with providing services to disadvantaged members of the community; and

WHEREAS the policy also provides for grants with respect to municipal taxes or rent paid in lieu of taxes to eligible Whitehorse organizations that provide general services to the community, including but not limited to animal shelter facilities, museums, and organizations that lease municipally-owned property; and

WHEREAS council has established a policy of granting other specific municipal charges to non-profit charitable and recreational organizations that lease municipally-owned property;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Grants for property taxes and other municipal charges in the amount of \$165,945.85 are hereby authorized as detailed in Appendix "A" attached hereto and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk

Municipal Charges & Community Service Grants Bylaw 2021-28

Appendix "A"

Roll Number	Applicant	Grant
3701011150	Biathlon Yukon	\$3,937.89
3011000300	Boys and Girls Club of Yukon	\$2,694.08
3011351100	Canadian Mental Health Association	\$1,987.17
3011450400	DUGS (Downtown Urban Gardens Society)	\$479.04
3011000300	Food Bank Society of Whitehorse	\$5,469.80
3015060202	Golden Age Society	\$5,215.87
3100169300	Guild Society	\$17,585.24
3010380800	Hospice Yukon Society	\$1,982.32
3460007600	Humane Society Yukon	\$6,860.28
3015051300	Kaushee's Place Housing Society	\$12,259.19
3460007500	LDAY (Learning Disabilities Association Yukon)	\$1,867.91
3010071800	MacBride Museum Society	\$41,850.12
3011230200	Maryhouse	\$2,564.26
3010461100	Royal Canadian Legion – Whitehorse Branch 254	\$9,094.55
3110110800	Softball Yukon	\$24,610.56
3180523100	Softball Yukon: Ball Diamond Robert Service	\$748.55
3901174000	Tennis Yukon	\$206.81
3010421100	Victoria Faulkner Women's Centre	\$2,179.54
3013050700	Whitehorse Aboriginal Women's Circle	\$10,937.25
3114041200	Yukon Broomball Association	\$4,921.47
3180126700	Yukon Cross Country Motorcycle Association	\$1,059.17
3908000000	Yukon Film Society	\$334.75
3015050600	Yukon Women's Transition Home Society	\$7,100.0
Grand Total		\$165,945.85

ADMINISTRATIVE REPORT

TO: Corporate Committee
FROM: Administration
DATE: June 7, 2021
RE: Budget Amendment and Procurement Commencement – Services Building

ISSUE

In accordance with the City's Procurement Policy, Council authorization is required prior to the commencement of the procurement for the Services Building project, as it will exceed \$500,000.

REFERENCE

Procurement Policy 2020-03
2021-2024 Capital Expenditure Program (320c01117 Services Building Project)
April 6, 2021 Administrative Report – Scope Change for Services Building Project

HISTORY

The design consultant has completed the conceptual and design development phases for the new Services Building (the new City Hall). Conceptual floor plans have been developed, and detailed design work is underway, based on the approved scope change to demolish the 1966 City Hall and Fire Hall and replace it with a new two story building.

External funding for the new City Hall is included in the approved 2021-2024 Capital Expenditure Program as follows:

- Government of Canada / Government of Yukon Small Community Funds
 - Services Building expansion \$10.7 million
 - Energy Retrofit of City Hall \$5 million
- Government of Canada Investing in Canada Infrastructure Program
 - Transit Hub \$450,000

This funding has been secured and Transfer Payment Agreements are in place.

The Class B estimate anticipates a cost of \$24.7M based on the current design (+/- 15% variance). This represents an anticipated increase of \$3.9M to the approved 2021 Capital Budget. This increase is within the range anticipated by Administration and forecasted when the scope change was approved by Council. A budget increase of \$3.9M could be covered by City Reserves or borrowing.

With the current estimates, two-thirds of the money would come from federal and territorial government funding, with the City covering the remainder.

The overall project cost also includes allowances for office relocation of existing staff now located at City Hall, a new Transit Hub located at 2nd Avenue and Wood Street, streetscape and landscaping features in the north half of the Steele Street right-of-way between 2nd Avenue and Front Street, space for the relocation of existing war monuments, and provision for a new cenotaph.

The design is intended to provide operational efficiencies for Administration and Council, enhanced service delivery to the public, security for staff, and keep key Departments in close proximity to support Council.

The Services Building, as a component of the overall Building Consolidation Project concept, was planned to provide for core administrative and public counter services located primarily at the Services Building (City Hall), with City operations located primarily at the new Operations Building. Each building has been designed based on those primary objectives.

The Services Building has been designed to continue to house Council, Chambers and central “core” services. These include City Manager and division Directors, Legislative Services, Communications, and Financial Services. As part of both internal and public service delivery, the design anticipates including some combination of multiple other Departments such as Land and Building Services, Planning and Sustainability Services, Asset Management, Human Resources, and Business and Technology Systems.

The Services Building will have flexibility for internal organization as does the Operations Building, to a certain extent. This will allow for future adjustments based on evaluating service delivery and operational needs.

ALTERNATIVES

1. Authorize Administration to commence the procurement process for the Services Building project and approve the increase to the capital budget.
2. Refer the matter back to Administration.

ANALYSIS

The intent is to have construction documents ready for tender in late Summer, 2021 to allow for project completion by late 2023. This is necessary to meet the funding deadlines required by the Federal Government’s Small Community Fund agreement.

An increase in property taxes is not required to fund this budget amendment as the City has sufficient funds available within reserves or borrowing capacity.

Administration continues to pursue additional funding opportunities such as the Federal Gas Tax program, and Government of Yukon grant opportunities for the biomass heating plant.

Purchasing

A Request for Tender (RFT) will be publicly issued. The lowest compliant bid will be eligible for contract award.

Procurement Policy Principles

Compliance: The RFT will follow City policy and procedures for procurements.

Supplier Access, Transparency, and Fairness: The RFT will be publicly available on the City’s e-procurement platform, www.whitehorse.bonfirehub.ca

Best Value: The RFT will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

Efficient and Effective Procurement: The procurement of construction services has been successfully completed numerous times in the past by the City.

Local Procurement: Local contracting expertise is known to exist for this type of work.

Sustainable Procurement: The demolition of the existing Fire Hall and the 1966 City Hall will enable the construction of a brand new more efficient building that will exceed new building and energy efficiency codes with a design life of 50 years or more.

Existing outdated mechanical and electrical systems will be removed and new easily-maintained equipment will be installed, including a new environmentally approved biomass heating system that provides local sustainable employment opportunities.

In addition, the City plans to approach Government of Yukon to explore the application of the “Business Incentive Policy” to support local hiring on the project.

Tentative Project Schedule

The following schedule is based on the Class B estimate and assumes further budget approval will not be required by Council following the tender process. This represents a best-case scenario and has been developed to recognize the upcoming municipal election period, the federal funding program criteria, consultant capacity to expedite design and tender materials and key required approvals to meet the overall timeline.

Commencement Report	June 7, 2021
Approval of Commencement (Council) 1st Reading—Capital Budget Amendment Bylaw	June 14, 2021
2nd and 3rd Reading—Capital Budget Amendment Bylaw	June 28, 2021
Construction Tender (Administration)	Late Summer, 2021

Potential risks to the schedule and anticipated budget relate to COVID (supply-chain issues, increased material or construction costs), additional time required for the design and tendering process, or issues of consultant or industry capacity.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2021-35, a bylaw to amend the 2021 to 2024 capital expenditure program by increasing the Building Consolidation – Services Building project in the amount of \$3.9 million, funded by the capital reserve, be brought forward for consideration under the bylaw process; and

THAT Council authorize Administration to proceed with the procurement for the construction of the Building Consolidation – Services Building Project.

CITY OF WHITEHORSE
BYLAW 2021-35

A bylaw to amend Capital Expenditure Program Bylaw 2020-36.

WHEREAS section 238 of the *Municipal Act* (R.S.Y. 2002) provides that council shall by bylaw adopt an annual operating budget and a multi-year capital expenditure program; and

WHEREAS section 241 of the *Municipal Act* provides that no expenditure shall be made which increases total expenditures above what was approved in the annual operating budget or capital budget unless such expenditure is approved by bylaw; and

WHEREAS it is necessary to increase the 2021 to 2024 capital expenditure program to provide for a change to the scope of the Building Consolidation – Services Building project;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. The 2021 to 2024 capital expenditure program is hereby amended by increasing the 2021 capital budget in the amount of 3.9 million dollars.
2. This bylaw shall come into full force and effect upon final passing thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: June 7, 2021
RE: Budget Amendment – Downtown Fire Hydrant Replacement

ISSUE

Amendments to the capital budget are required to replace two existing hydrants in the Downtown to accommodate private development.

REFERENCE

- 2021-2024 Capital Expenditure Plan 2020-36

HISTORY

There are two private residential redevelopments occurring in the Downtown area that will increase residential density, one on Hanson Street and the other on Hawkins Street. These redevelopment projects are advancing the need for the City to replace on street hydrants ahead of larger infrastructure reconstruction projects.

The water infrastructure on Hanson Street and Hawkins Street were installed in 1995 and 1955, respectively. In both cases, the hydrant will need to be replaced with a new hydrant to enable a new inline configuration.

In both scenarios, the hydrant is currently connected off the water main with a short section of pipe connected between the water main and the hydrant. This hydrant configuration relies on the flow of water through the short portion of pipe for frost protection. To achieve this flow, the City relies on private services that are connected to the hydrant.

In the redevelopment, the new developments will be removing the existing water service that is connected to the hydrant and reinstalling the water services directly off the water main. As a result, the City will lose the current frost protection for these hydrants. The proposed solution is to reconfigure the hydrants so that they are online with the water main and do not rely on private services for frost protection.

It should be noted that the City currently has an approved capital project for Hydrant Infill for 2021. This project however, is intended for adding one new hydrant per year to improve areas of the City that lack fire hydrant coverage. It is therefore not considered the most appropriate to change the configuration of existing hydrants and the reason a new capital project is being proposed.

ALTERNATIVES

1. Amend the 2021-2024 Capital Expenditure Plan and approve a new capital project to replace the two hydrants for the Downtown Fire Hydrant Replacement project.
2. Do not amend the 2021-2024 Capital Expenditure Plan and put the cost entirely on the private developers for this work or have the developer wait until the City can complete the work as part of a future capital project.
3. Refer the proposed changes back to Administration for further analysis.

ANALYSIS

The cost to the City to supply and install the new hydrants is estimated to be \$60,000. This assumes that the work will be coordinated with the installation of the new water services for the new developments, which will create efficiencies and significant cost savings as the private developer will be exposing the hydrants to abandon the existing services.

Administration considers it appropriate to cover this part of the cost to reconfigure the hydrants for the following reasons:

- One of the two hydrants is at the end of its useful life;
- The hydrants cannot be re-used and must be replaced with new hydrants to accommodate the reconfiguration; and
- It would not be reliable for the City to rely on the private services for frost protection.

Neither of these areas are identified for reconstruction in the short term. As such it is not feasible for the developer to wait for a larger reconstruction project to complete this minor work to reconfigure the hydrants before redeveloping the lots in question. Additionally, if the City delayed the work to 2022 to follow the 2022 budget request process, the City would lose the opportunity to gain efficiencies and cost savings by coordinating the hydrant work with the developers work to abandon existing water services and install new services in 2021.

ADMINISTRATIVE RECOMMENDATION

THAT Council amend the 2021-2024 Capital Expenditure Plan and approve the creation of a new capital project to replace two existing hydrants in the Downtown for the Downtown Fire Hydrant Replacement project in the amount of \$60,000, funded from the Water and Sewer Reserve.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: June 7, 2021
RE: Project Scope Amendment – Main Street Escarpment Geohazard Mitigation

ISSUE

Amending the scope of the Main Street Escarpment Geohazard Mitigation project.

REFERENCE

2021-2024 Capital Expenditure Program
Project 240c01520 – Main Street Escarpment Geohazard Mitigation

HISTORY

The Whitehorse escarpment has a long history of slope instability involving shallow surface flows of silt/clay material and debris. In 2002 the City completed a detailed geohazard risk study of the Downtown escarpment, which included a terrain analysis, risk assessment and slope stability analysis.

The study was used to evaluate the risk of development within the area at the toe of the escarpment and set guidelines for the planning of development within these areas. Some engineered structures have been installed to mitigate against erosion impacts, such as the silt settling ponds at the end of Main Street and the containment berms to intercept surface sloughing of silt and debris, such as at the end of Hoge Street.

This spring Whitehorse experienced a snow melt that produced more runoff than normal. Combined with a few years of high volumes of precipitation, this has likely created groundwater conditions that have impacted the stability of the escarpment.

Within the last two weeks, active movements of silt/clay material along the Downtown escarpment have occurred. Two of the events are very visible. The sloughing that occurred at the end of Hoge Street, adjacent the Cliffside Park, was partially contained by the interceptor berms that were constructed as part of the St. Elias development. The other event, further south along the escarpment, involved a large mass of material that flowed from near the top of the escarpment.

The City has a capital project in 2021 to implement planned geohazard mitigations. The scope of the Main Street Escarpment Geohazard Mitigation is limited to engineering and construction services to install a containment berm adjacent to the existing silt settling ponds in the area of Main Street and 7th Avenue.

The engineering design is complete and the project has been tendered for construction. There is sufficient remaining budget in this project to increase the scope to address some of the new geohazard issues along the escarpment in the Downtown South area.

ALTERNATIVES

1. Amend the scope of the Main Street Escarpment Geohazard Mitigation project to include the entire Downtown escarpment area.
2. Refer back to Administration for further analysis.

ANALYSIS

The remaining estimated available budget in the Main Street Escarpment Geohazard Mitigation project is \$100,000. Since the new scope of work can not be claimed under the existing Gas Tax agreement, the funding for this portion of work will be made available from the general reserve until the Gas Tax agreement can be amended.

It is expected that the total cost to address the geohazards and clean up the active sloughing will exceed \$100,000. However, this budget will allow Administration to commence the critical engineering work to monitor the slope stability in the areas of concern to protect the safety of the public.

As the engineering work progresses and the active sloughing stabilizes, Administration will be able to complete a more detailed assessment of the total estimated cost and impact of the escarpment geohazards.

ADMINISTRATIVE RECOMMENDATION

THAT Council amend the 2021-2024 Capital Expenditure Plan by changing the scope of the Main Street Escarpment Geohazard Mitigation Project to include geohazard mitigation for the entire Downtown escarpment.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: June 7, 2021
RE: Budget Amendment – Jumpstart Playground Site Preparation

ISSUE

An amendment to the capital budget is required for site preparation for installation of an inclusive playground at Shipyards Park.

REFERENCE

2021-2024 Capital Expenditure Program: Project 740c00420

HISTORY

In 2019 Administration began working with representatives of the Canadian Tire Jumpstart Charity (Jumpstart) on a plan to bring a universally accessible playground to Whitehorse to promote physical, social and emotional development in the community

The City entered an agreement with Jumpstart that approved the gift of a 9500 sq. ft., state of the art playground valued at \$1,000,000. The site for the playground is in Shipyard's Park within the skating oval.

Jumpstart's responsibility for the project includes the design, supply and installation of the playground equipment and surfacing. The City's responsibility includes only the site preparation and future maintenance.

Jumpstart is currently in the Western Canada construction phase of the national project and is scheduled to begin construction in Whitehorse in mid-July. Approximately three to four weeks is required ahead of that for site preparation.

ALTERNATIVES

1. Amend the capital budget and authorize the use of reserves to fund the additional cost of site preparation for the playground until an amendment to the Gas Tax Agreement has been approved.
2. Refer the proposed budget amendment back to Administration for further analysis

ANALYSIS

In 2019 Administration submitted a \$120,000 capital project submission in anticipation of the site preparation work. Administration released a Request for Tender (RFT) for the site preparation work in 2021 as the project was delayed due to the logistical challenges of the Covid-19 pandemic. No bids were received on the first or second attempt for the publicly tendered project.

Following the City's Procurement Policy, a decision was made to sole source the site preparation work to ensure that the project is completed in 2021 on the timeline established with Jumpstart.

After multiple attempts at soliciting a contractor, one local company has recently indicated they would be able to take on the project and complete it on time. The total quote received for the site preparation work is \$384,831.65 + GST

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that the 2021 to 2024 capital expenditure program be amended by increasing the 2021 Jumpstart project budget in the amount of \$264,832, funded from the capital reserve until an amended Gas Tax Transfer Payment Agreement has been approved.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: June 7, 2021
RE: 2021 Terms of Reference for Union Negotiations

ISSUE

To establish Terms of Reference for 2021 employment contract negotiations with the City of Whitehorse's PSAC locals Y022 and Y023 and IAFF local 2217.

REFERENCE

- *Municipal Act*, section 184(1)(d) [the City Manager's responsibility for employees] and section 188 [Council's authority over terms & conditions of employment]
- *Canada Labour Code*, sections 4 [application to Yukon], 49(1) [notice to bargain] and 87.2(1) [72 hr strike notice]
- Bylaw 2014-30 Collective Agreement IAFF
- Bylaw 2018-47 Collective Agreement PSAC
- Bylaw 2018-17 City Manager Bylaw (as amended)
- Appendix A – 2021 Negotiating Team Terms of Reference (PSAC)
- Appendix B – 2021 Negotiating Team Terms of Reference (IAFF)

HISTORY

The Collective Agreements between the City of Whitehorse ("the City") and PSAC locals Y022 and Y023 expire on August 31, 2021. The IAFF expires on December 31, 2021.

Like the City itself, all locals have the power to issue a "Notice to Bargain" under section 49(1) of the *Canada Labour Code*, no sooner than four months before the expiry of the Collective Agreement (i.e. by May 1, 2021 for the Y022 and Y023 Agreements).

None of the locals have yet served the City with a Notice to Bargain, but initial preparations to bargain have begun. To date, the negotiating team has been partially established, Principal Negotiators have been contracted, the current Agreements have been reviewed, City Managers have been consulted, and initial research and proposal preparation has begun.

ALTERNATIVES

1. Adopt the Terms of Reference as presented.
2. Refer the Terms of Reference back to Administration for further review.

ANALYSIS

In order for the negotiating teams to proceed it is now necessary for Council to confirm the Terms of Reference.

Each of the proposed Terms of Reference establishes the authority, powers and duties of the respective negotiation teams, including authorization to enter into a “Memorandum of Settlement” which will be subject to Council ratification.

Preparations are underway and will continue ahead of receiving formal Notice to Bargain. Once formal notice is received, timelines will be established based on the availability of the teams and negotiators. Council will receive periodic updates as negotiations unfold.

ADMINISTRATIVE RECOMMENDATION

THAT Council endorse the 2021 Negotiating Team Terms of Reference as presented.

APPENDIX “A”
City of Whitehorse
2021 Negotiating Team
PSAC Locals Y022/Y023 Collective Agreements
Terms of Reference

1.0 PURPOSE

The collective agreements between the City of Whitehorse (“the City”) and the Public Service Alliance of Canada (PSAC) Locals Y022 and Y023 expire on August 31, 2021. As per each respective agreement, either Party may, by written notice to the other, require the other party to begin bargaining collectively with a view to the conclusion, renewal, or revision of the Collective Agreement within four months preceding the termination of the agreement.

The City believes the Agreement requires certain amendments and a negotiating team needs to be established to consolidate our position and negotiate revisions, for the best interests of the City and the employees covered by the Y022 and Y023 Agreements.

2.0 AUTHORITY

Sections 188 and 184(1)(d) of the *Municipal Act* provide as follows:

188 The council shall by bylaw establish the terms and conditions of employment of the chief administrative officer, designated municipal offers, and other officers and employees, including remuneration, benefits, expenses, hours of work, and manner of appointment, promotion, discipline, dismissal and rules of conflict of interest.

184(1) The chief administrative officer

(d) except as otherwise decided by council, is responsible for directing, managing, and supervising the officers and employees of the municipality;

Section 6 of Bylaw 2018-17, being a Bylaw to establish the position of City Manager for the City, provides that the City Manager is the administrative head of the municipality and shall be responsible to the council for the proper administration of all affairs of the City, including the management of employees.

3.0 ESTABLISHMENT OF THE CITY 2021 NEGOTIATING TEAM FOR THE PSAC Y022 AND Y023 AGREEMENT NEGOTIATIONS

3.1 A Negotiating Team shall be established to advise Council on amendments to the Collective Agreements with employees represented by PSAC Local Y022 and Y023.

3.2.1 The 2021 Negotiating Team shall consist of the following members appointed by the City Manager:

Jay Sharun	National Collective Bargaining Institute	Principal Negotiator
Lindsay Schneider	Director, Corporate HR	Technical Support
Valerie Braga	Director, Corporate Services	Technical Support

Jason Bradshaw	Manager, Transit Services	Technical Support
Peter O'Blenes	Manager, Property Management	Technical Support
Krista Mroz	Manager, Recreation	Technical Support

This team is supported by a larger group that includes other department managers and external resources.

4.0 OBJECTIVE

To obtain a collective agreement which adequately remunerates and protects employees of the City of Whitehorse and provides for fair compensation, benefits and working conditions, while retaining for the corporation the rights to conduct its business in the most economical manner possible.

5.0 POWERS AND DUTIES

5.1 The Negotiating Team shall:

- Review the current agreement for errors, ambiguities, changes in conditions over the past four years, changes in legislation or changes to benefit plans.
- Consult with Managers and the Human Resources Department for current areas requiring discussion or where additions or deletions to the Agreement are required.
- Provide research and analysis on employee costs.
- Review the language of the Agreement for clarity and detail to avoid future problems.

5.2 The Negotiating Team shall, after careful consideration, bargain in good faith with the PSAC according to the direction established by Council from time to time.

5.3 The Negotiating Team shall advise Council throughout the negotiation process and ensure Council is kept informed of issues arising and progress to resolution.

5.4 The Negotiating Team shall seek Council approval if negotiations fail and/or will require a settlement value in excess of the direction provided by Council.

5.5 The Negotiating Team is authorized to enter into a memorandum of settlement with the PSAC Y022 and Y023 Bargaining Committee, which will be subject to Council ratification.

APPENDIX “B”

City of Whitehorse
2021 Negotiating Team
IAFF Local 2217 Collective Agreement
Terms of Reference

1.0 PURPOSE

The collective agreement between the City of Whitehorse (“the City”) and the International Association of Fire Fighters (IAFF) Local 2217 expires on December 31, 2021. As per the agreement, either Party may, by written notice to the other, require the other party to begin bargaining collectively with a view to the conclusion, renewal, or revision of the Collective Agreement within four months preceding the termination of the agreement.

The City believes the Agreement requires certain amendments and a negotiating team needs to be established to consolidate our position and negotiate revisions, for the best interests of the City and the employees covered by the IAFF 2217 Agreement.

6.0 AUTHORITY

Sections 188 and 184(1)(d) of the *Municipal Act* provide as follows:

188 The council shall by bylaw establish the terms and conditions of employment of the chief administrative officer, designated municipal offers, and other officers and employees, including remuneration, benefits, expenses, hours of work, and manner of appointment, promotion, discipline, dismissal and rules of conflict of interest.

184(1) The chief administrative officer

(d) except as otherwise decided by council, is responsible for directing, managing, and supervising the officers and employees of the municipality;

Section 6 of Bylaw 2018-17, being a Bylaw to establish the position of City Manager for the City, provides that the City Manager is the administrative head of the municipality and shall be responsible to the council for the proper administration of all affairs of the City, including the management of employees.

7.0 ESTABLISHMENT OF THE CITY 2021 NEGOTIATING TEAM FOR THE IAFF 2217 AGREEMENT NEGOTIATIONS

3.1 A Negotiating Team shall be established to advise Council on amendments to the Collective Agreement with employees represented by IAFF Local 2217.

3.2.2 The 2021 Negotiating Team shall consist of the following members appointed by the City Manager:

John Saunders	Hicks Morley	Principal Negotiator
Lindsay Schneider	Director, Corporate HR	Technical Support
Valerie Braga	Director, Corporate Services	Technical Support
Jason Everitt	Chief, Fire	Technical Support

TBD
TBD

TBD
TBD

Technical Support
Technical Support

This team is supported by a larger group that includes other department managers and external resources.

8.0 OBJECTIVE

To obtain a collective agreement which adequately remunerates and protects employees of the City of Whitehorse and provides for fair compensation, benefits and working conditions, while retaining for the corporation the rights to conduct its business in the most economical manner possible.

9.0 POWERS AND DUTIES

9.1 The Negotiating Team shall:

- Review the current agreement for errors, ambiguities, changes in conditions over the past four years, changes in legislation or changes to benefit plans.
- Consult with Managers and the Human Resources Department for current areas requiring discussion or where additions or deletions to the Agreement are required.
- Provide research and analysis on employee costs.
- Review the language of the Agreement for clarity and detail to avoid future problems.

9.2 The Negotiating Team shall, after careful consideration, bargain in good faith with the IAFF according to the direction established by Council from time to time.

9.3 The Negotiating Team shall advise Council throughout the negotiation process and ensure Council is kept informed of issues arising and progress to resolution.

9.4 The Negotiating Team shall seek Council approval if negotiations fail and/or will require a settlement value in excess of the direction provided by Council.

9.5 The Negotiating Team is authorized to enter into a memorandum of settlement with the IAFF 2217 Bargaining Committee, which will be subject to Council ratification.

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Samson Hartland

Vice-Chair: Laura Cabott

June 7, 2021

Meeting #2021-11

1. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Laura Cabott

Vice-Chair: Samson Hartland

June 7, 2021

Meeting #2021-11

-
1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Jan Stick

June 7, 2021

Meeting #2021-11

-
1. 2027 Whitehorse Canada Winter Games Bid
Presented by Acting City Manager Jeff O'Farrell
 2. Trail Maintenance Policy
Presented by Projects and Trail Development Coordinator Meagan Wilson
 3. New Business

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: June 7 th , 2021
RE: 2027 Whitehorse Canada Winter Games Bid

ISSUE

Council approval is required to formally declare the City of Whitehorse's intention and to advance a bid for the 2027 Canada Winter Games (2027 CWG).

REFERENCE

Bylaw 2021-03 Operating Budget

HISTORY

The Yukon Territory is on the hosting cycle to host the Canada Winter Games in 2027.

On January 13, 2021, the Yukon Minister of Community Services sent a letter to the Chair of the Canada Games Council (CGC) to authorize the CGC to administer the 2027 CWG bid process and to inform them that YG will support a non-competitive bid proposal to co-host the 2027 CWG with the City of Whitehorse.

In order to enter the bid process:

- The City needs to formally declare its intention to bid by June 30th, 2021;
- A Bid Committee also needs to be established to administer the bid;
- The co-hosts have to pay the \$60,000 bidding fee (\$30,000 each, payable in two installments).

ALTERNATIVES

1. Formally declare the intention to bid, establish a Bid Committee and amend the 2021 and 2022 operating budgets to authorize the payment of a \$30,000 bidding fee;
2. Refer the matter back to Administration.

ANALYSIS

The 2007 Whitehorse Canada Winter Games were an extremely successful event that had a lasting impact in Whitehorse's sporting infrastructure, economy and sense of community.

The Games feature more than 20 sports and over 2,000 athletes. They aim to showcase the best of Canadian Sports. The Canada Games are highest level of national competition for up and coming Canadian athletes, and often their stepping stone onto the national or the international scene, such as the Olympics.

Hosting the Canada Games would provide a rare opportunity for Yukon athletes to compete at a national level on their home territory and be cheered by their own community and families while participating in Canada's largest multi-sport event. It would also be an

incredible chance for local sports organizations to forge long-lasting relationships with partners across the country.

Furthermore, the Canada Games are an occasion to showcase Canada's True North culture, heritage and community spirit to the rest of the country. Yukon performing and visual artists, musicians, writers, including indigenous artists and performers, will have the chance to perform in front of thousands of athletes, coaches, officials, guests and spectators coming from Coast to Coast to Coast.

Reconciliation, sustainability and promoting our territory's art, culture and youth will be at the forefront of these Games.

More than an extraordinary community achievement and sporting event, the Games also bring economic vitality to their host City. In 2007, Whitehorse hosted over 7,500 visitors during the Games. Visitor spending was estimated to be \$8.7 million. Much of the visitor spending was in the hospitality industry.

The Canada Games provide significant long-term benefits to host communities such as the ability to leverage significant investments by accessing funding from Federal and Provincial Governments, as well as financial support from private donations and corporate Canada.

The total economic injection into the Yukon economy was estimated at \$94.8 million. Capital spending was responsible for \$69.1 million of that injection. This was partly due to the construction of the Canada Games Centre, the Athletes' Village and approximately \$6 million worth of upgrades to various facilities.

According to an economic assessment by the Canadian Sport Tourism Alliance, the Games contributed an estimated \$75.2 million to Yukon's gross domestic product, and generated \$176.7 million in economic activity.

Moreover, the Canada Games Centre serves as a long term legacy and a world class multi-sport venue that is one of a kind in the North.

The official bid launch should take place in fall 2021, with the technical bid being due in January 2022 and the full bid being due in July 2022. Council will be able to approve the Bid package to be submitted to the Canada Games Council by resolution. The full bid review will take place in October 2022, and the bid is expected to be awarded in November 2022.

Bidding for the Canada Games is a significant undertaking. It will require countless hours of volunteer and staff time from individuals with a variety of backgrounds from sport to marketing, from revenue generation to general accounting, from arts to infrastructure, and everything in between.

The bid package will outline all aspects of co-hosting the Canada Winter Games, including but not limited to athletes' accommodations, transportation, venues, revenue generation, volunteer recruitment as well as capital and operating funding.

Bidding also comes with financial responsibilities:

- A \$60,000 non refundable bidding fee, evenly split between YG and the City. The bidding fee is payable in two installments (\$20,000 when formally declaring intent to bid, and \$40,000 when submitting final bid);
- If the bid is successful, a \$1,080,000 hosting fee, payable in four installments from 2021 to 2024, as well as a commitment of \$3,000,000 for capital expenditures. Cost sharing arrangements between YG and the City regarding the hosting fee have yet to be negotiated.

Funding requirements – 2027 Canada Winter Games		
	Capital Funding	Operating Funding
Government of Canada	\$3M	\$13.8M
Government of Yukon	\$3M	\$8.1M
City of Whitehorse	\$3M	TBD
Total	\$9M	\$21.9M

The Yukon Government has made steps to commit to be responsible for any financial deficit associated with the Games, which was also the case for the 2007 CWG.

For reference, the table below shows the total expenditures for the 2007 Canada Winter Games held in Whitehorse.

2007 CWG Expenditures <i>(does not include capital projects such as the Canada Games Center)</i>		
	Capital Funding	Operating Funding
Government of Canada	\$2M	\$6.8M
Government of Yukon	\$0.8M	\$3.2M
City of Whitehorse	\$2M	-
Host Society and Other revenues	\$0.6	\$15M
Total	\$5.4M	\$25M

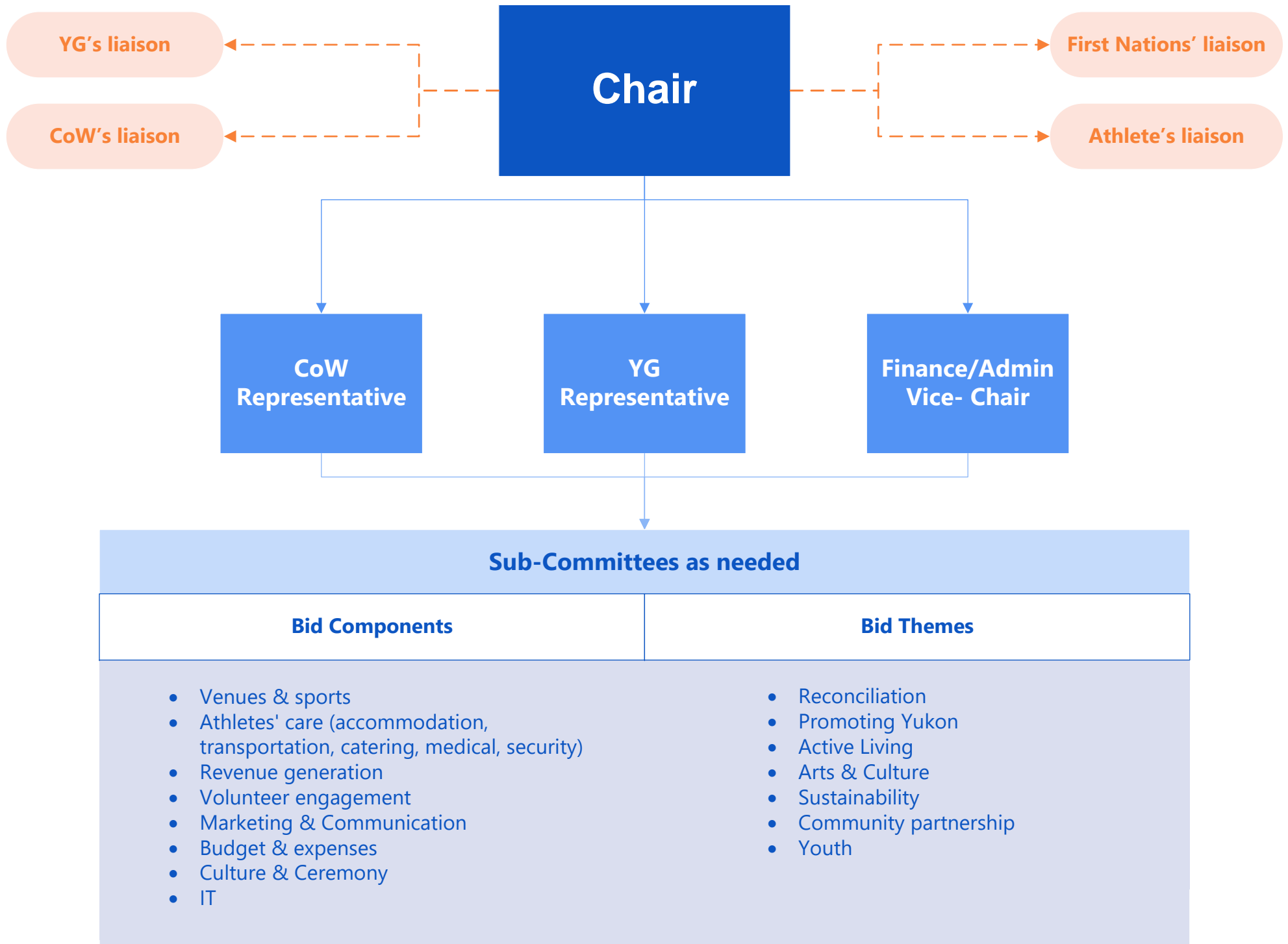
ADMINISTRATIVE RECOMMENDATION

THAT the City of Whitehorse send a letter to the Canada Games Council to formally declare its intention to bid for the 2027 Canada Winter Games with Yukon Government before June 30, 2021, with the submission of the bid dependant on the identification of funds to stage the games; and

THAT Council authorize the establishment of a Canada Winter Games Bid Committee with Yukon Government to prepare the bid to co-host the 2027 Canada Winter Games in Whitehorse; and

THAT the 2021 operating budget be increased in the amount of \$10,000, and the 2022 provisional operating budget be increased in the amount of \$20,000 both funded by the general reserve to cover the City’s share of the cost of the Canada Winter Games bid fee.

2027 CWG BID COMMITTEE



ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: June 7, 2021
RE: Trail Maintenance Policy

ISSUE

An update is required to the City's Trail Maintenance Policy to include new and adopted trails.

REFERENCE

Trail Maintenance Policy
City of Whitehorse Trail Plan (November, 2020)

HISTORY

The City's Trail Maintenance Policy was last updated in 2018. In the past three years there have been various additions made to the trail network which are not reflected in the policy. New additions to the network come from the City Trail Crew builds developed from the City's updated Trail Plan, as well as through partnerships with local trail stewards.

Trails under 500m developed or enhanced by the City Trail Crew or through community partnerships are approved by the Parks Manager and those over 500m are approved by Council, following public engagement. Enhancements to existing trails are often to connect two existing trails or divert people from ski trails.

As the City Trail Crew works through the neighbourhood trail plans they continue adding trails to each neighbourhood or enhance existing ones. Since the City of Whitehorse Trail Plan was first adopted in 2007, the City Trail Crew has constructed over 50 kms of trail.

Currently, the City has 233 km of trails included in the Trail Maintenance Policy. When trails are a part of the Policy it mandates that they are regularly inspected, and receive regular maintenance by the City. This provides trails users a consistent level of service while enjoying City infrastructure.

ALTERNATIVES

1. Approve amendments to the Trail Maintenance Policy.
2. Refer back to Administration for further analysis.

ANALYSIS

Ten trails (See Appendix A and Appendix B) are being recommended for adoption to the Trail Maintenance Policy. Seven were newly constructed in the past three years, and three were previously existing. Administration is now recommending they be adopted into the Trail Maintenance Policy as they are well used and desirable routes.

City trails are prioritized for maintenance based on a number of factors. All ten trails being recommended for adoption to the Trail Maintenance Policy are classified as Type III trails as they are unsurfaced single track trails typically used for hiking and mountain biking.

In regards to maintenance, four of the trails are priority B which contain built structures and are inspected annually, and six are priority C, which do not contain structures and are inspected every two to three years.

Costs for additional trail maintenance are anticipated to be covered by existing budget at this time.

New trail builds and trail enhancements include:

“**Birdwalk Empire**” – a trail built by the City Trail Crew from the Whistle Bend Neighbourhood Trail Plan.

“**Roadrunner**” – a trail built by the City Trail Crew from the Whistle Bend Neighbourhood Trail Plan.

“**Rock**” – an enhancement built by Contagious Mountain Bike Club.

“**Lobster**” – an enhancement built by Contagious Mountain Bike Club.

“**Aspen for It**” – an enhancement built by the City Trail Crew and Whitehorse Cross Country Ski Club.

“**Mini Trail**” – an enhancement built by the City Trail Crew and Contagious Mountain Bike Club.

“**Magnusson Pink**” – an enhancement built by Contagious Mountain Bike Club.

Pre-existing trails Administration is recommending for adoption to the Trail Maintenance Policy include:

“**Quiller**” – part of the Grey Mountain Trail Network, a connector from Blues Brothers to Cantlie Lake Road, built prior to 2015.

“**Sweat Dreams**” – part of the Grey Mountain Trail Network, a connector from Upper Riverdale to Blues Brothers, built prior to 2015.

“**Mad to the Max**” – Part of the Grey Mountain Network, a trail from Cantlie Lake Road to “Lakes Trail”, built prior to 2015.

ADMINISTRATIVE RECOMMENDATION

That Council approve the addition of ten trails to the Trail Maintenance Policy as recommended by the City Trail Crew.

Trail Maintenance Policy Amendment

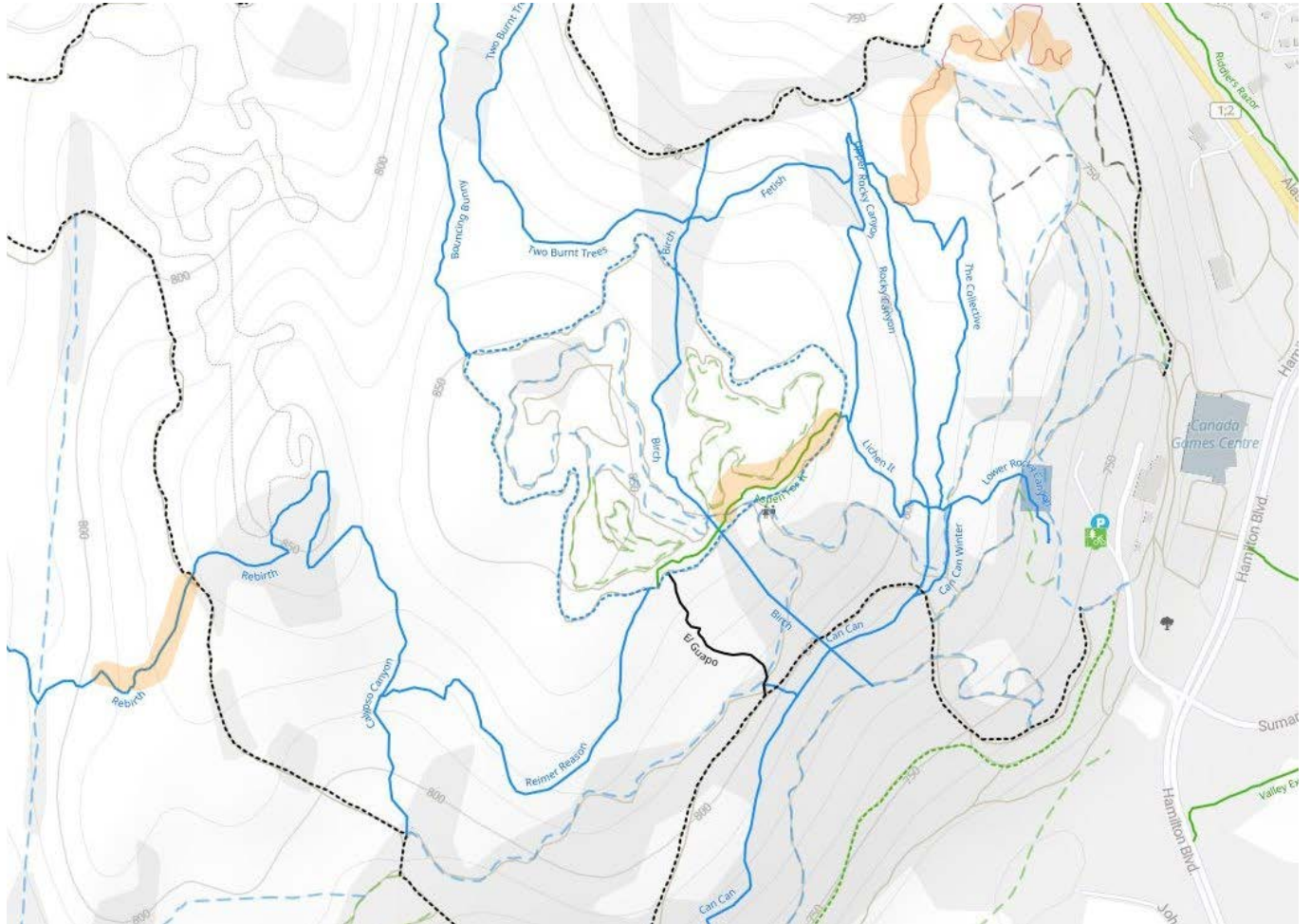
APPENDIX A

Trails to be considered for adoption:

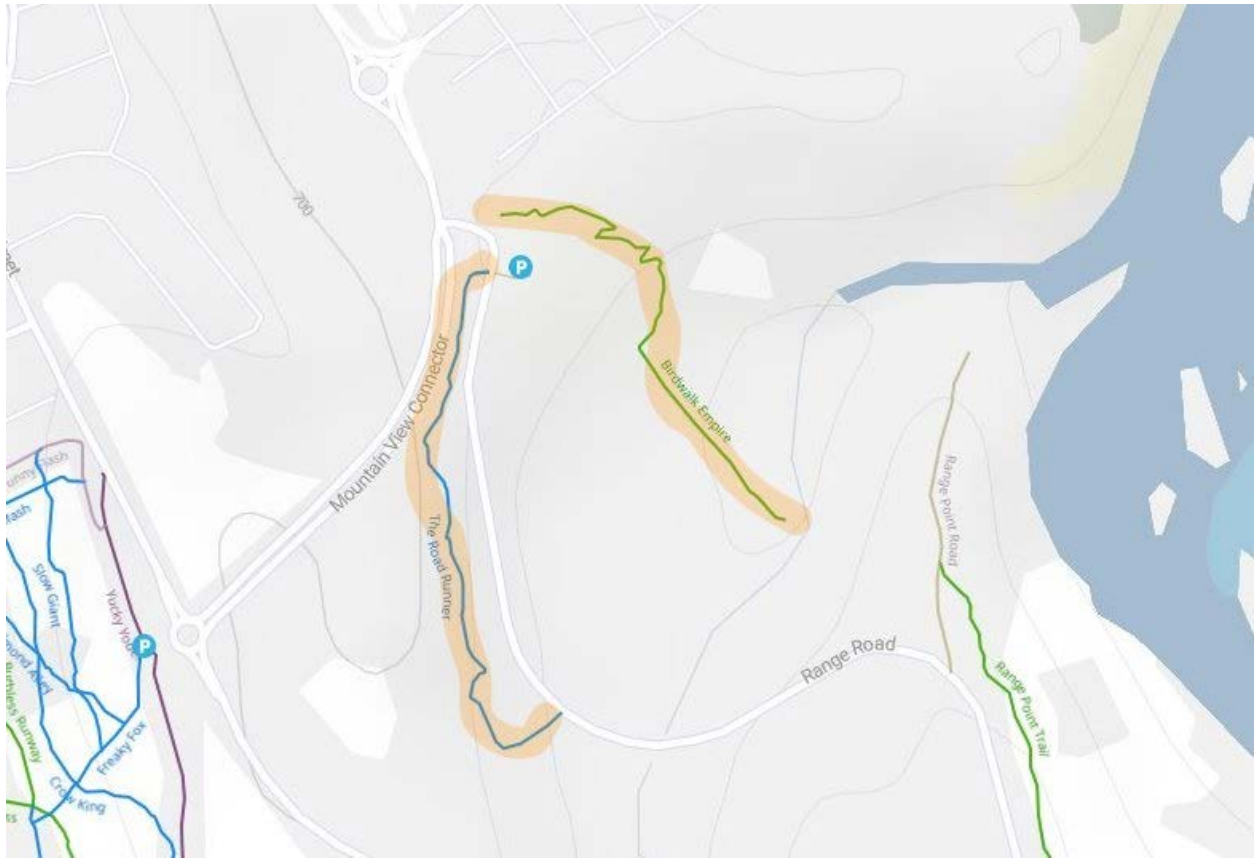
1. **Aspen For it** – Type 3, Priority C
2. **Birdwalk Empire** – Type 3 Priority B
3. **Lobster** – Type 3 Priority B
4. **Mad to the Max** – Type 3, Priority C
5. **Mini Trail** – Type 3, Priority C
6. **Magnusson Pink** – Type 3, Priority C
7. **Quiller** – Type 3, Priority C
8. **Road Runner** – Type 3 Priority B
9. **Rock** – Type 3 Priority B
10. **Sweet Dreams** – Type 3, Priority C

APPENDIX B

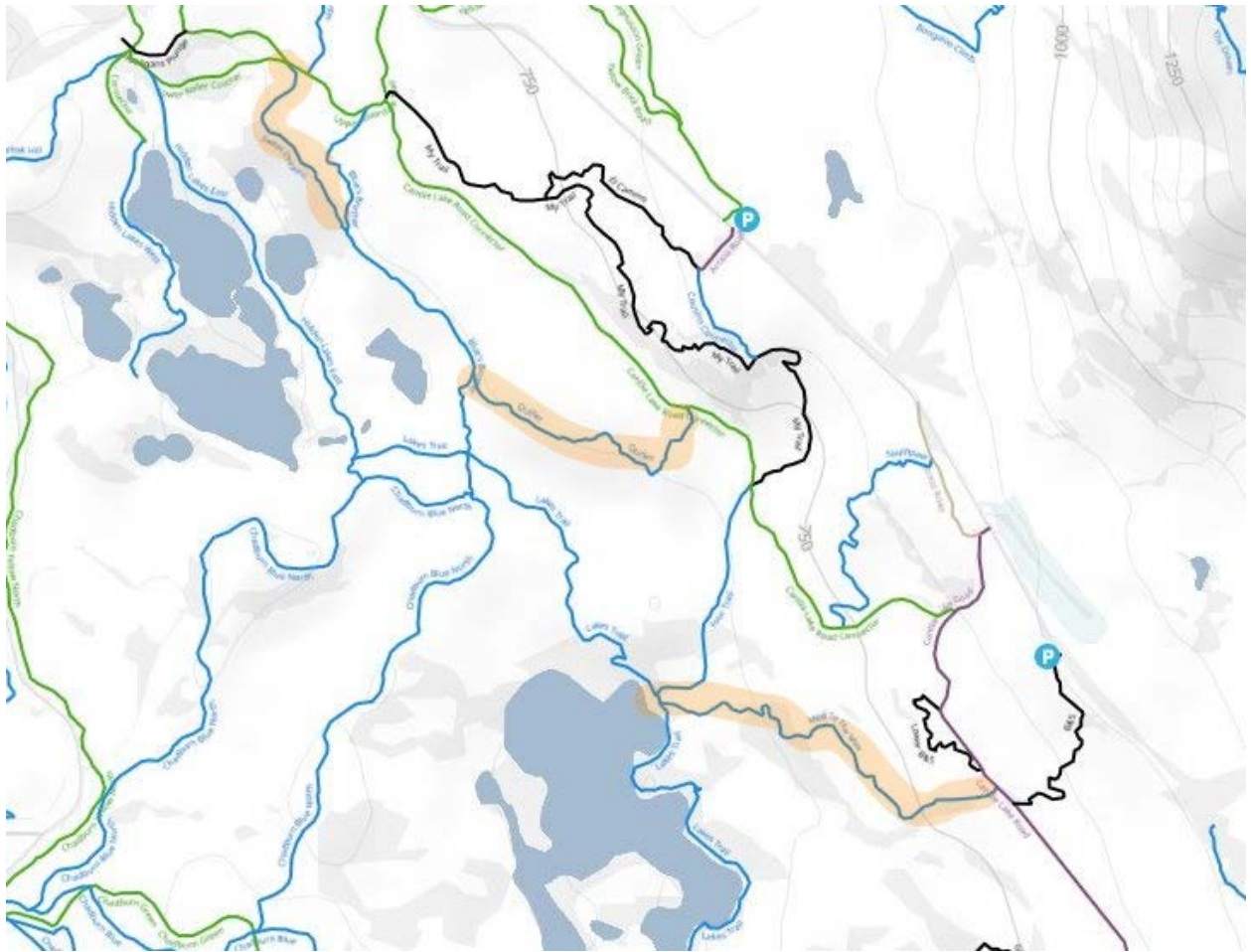
Trail Maps



“Mini Trail”, “Rock, Lobster”, “Aspen For It”



“Road Runner”, “Birdwalk Empire”



“Sweet Dreams”, “Quiller”, “Mad to the Max”



"Magnusson Pink"

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE
Council Chambers, City Hall



Chair: Jan Stick

Vice-Chair: Dan Boyd

June 7, 2021

Meeting #2021-11

1. New Business