



Minutes of the meeting of the Corporate Services Committee

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| Date | January 5, 2015 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker |
| Absent | Councillor Mike Gladish |
| Staff Present | Christine Smith, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations Valerie Anderson, Manager of Financial Services |

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

1. **2014 Umbrella Budget Amendments**

The *Municipal Act* provides that council may establish by bylaw a procedure to authorize expenditures that vary from the annual capital expenditure program and the annual operating budget. In accordance with the provisions of the budget bylaws, a number of properly authorized budget amendments occurred throughout 2014, including the re-budgeting of capital funds to allow for projects that could not be completed in the year for which funds were initially budgeted. This is primarily a reflection of timing and the short building season, with contributing factors being staff capacity and contractor availability. Amendments to both the capital and operating budgets are now being brought forward under umbrella bylaws for council approval in accordance with established procedures.

Administration confirmed that all the budget amendments being brought forward were presented to Council through specific project reports or by the second and third quarter variance reports.

Recommendation

THAT Bylaw 2015-04, a bylaw to amend the 2014 to 2017 Capital Expenditure Program with respect to budget adjustments made throughout 2014, be brought forward for due consideration under the bylaw process; and

THAT Bylaw 2015-05, a bylaw to amend the 2014 Operating and Maintenance Budget with respect to budget adjustments made throughout 2014, be brought forward for due consideration under the bylaw process

2. 2014 Umbrella Grants Bylaw

The City provides a variety of grants and donations to groups and organizations throughout the year. The *Municipal Act* requires that grants be authorized by bylaw. To facilitate the allocation of various grant funds to successful applicants, council adopted a process that allows grants to be initially approved by council resolution and subsequently authorized in an umbrella grant bylaw at year end. With the exception of municipal charges community service grants already approved by bylaw, this umbrella bylaw includes all grants and donations approved in 2014 in accordance with council policies and resolutions. Administration confirmed that the grants are consistent with previous years.

Recommendation

THAT Bylaw 2015-03, a bylaw to authorize various grants made throughout 2014, be brought forward for due consideration under the bylaw process

3. Council Travel Authorization

Council's Expense Policy requires approval by Council Resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel outside the City of Whitehorse. Councillor Streicker has indicated his intention to attend the FCM Sustainable Communities Conference to be held in London, Ontario in February, at which the City of Whitehorse will be receiving a prestigious sustainability award.

Recommendation

THAT travel and per diem expenses be authorized for Councillor Streicker to attend the Federation of Canadian Municipalities Sustainable Communities Conference to be held in London, Ontario in February, with travel expenses funded from City-representative travel and per diem expenses funded from Councillor-initiated travel.



Minutes of the meeting of the City Planning Committee

Date January 5, 2015

Location Council Chambers, City Hall

Committee Members Present Councillor Kirk Cameron – Chair
Councillor Dave Stockdale – Vice Chair
Mayor Dan Curtis
Councillor Jocelyn Curteanu
Councillor Betty Irwin
Councillor John Streicker

Absent Councillor Mike Gladish

Staff Present Christine Smith, City Manager
Robert Fendrick, Director of Corporate Services
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Brian Crist, Director of Infrastructure and Operations

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



Minutes of the meeting of the City Operations Committee

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|----------------------------------|---|
| Date | January 5, 2015 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Betty Irwin – Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Dave Stockdale Councillor John Streicker |
| Absent | Councillor Mike Gladish |
| Staff Present | Christine Smith, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations Dave Albisser, Manager of Water and Waste Services |

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

1. Contract Award – Gatekeeping Contract

The gatehouse at the Waste Management Facility requires staffing seven days a week. The gatehouse contractor opens and closes the facility each day, operates the weigh scale, and applies the Fees and Charges Bylaw and the Waste Management Bylaw by accepting or refusing loads, collecting the established rates for incoming loads, and directing customers to the appropriate areas for deposit or disposal. The contractor also records all incoming and outgoing loads, monitors and coordinates waste disposal from light vehicle traffic at the transfer station area, and completes weekly litter pick up around the weigh scale and gatehouse facility.

Three bids were received in response to a public tender issued, but the high bidder was disqualified due to a lack of tender security. The tender review committee unanimously agreed that the low bidder has the skills and ability to undertake this contract successfully.

Administration confirmed that the recommended contractor is a locally-owned company that currently operates the Yukon Blue Bin Society. The term of the contract is for five years and includes clauses that allow flexibility and re-negotiation if necessary.

Recommendation

THAT the contract for Gatekeeping Operations at the Waste Management Facility be awarded to Lanix Property Management Ltd. for the five year period from February 1, 2015 to January 31, 2020 at an annual cost of \$139,250.90.

2. Contract Award – Transfer Station Operations

The transfer station at the Waste Management Facility allows the public to separate, deposit or dispose of domestic waste, construction waste, compostable waste, and other controlled wastes at a central location away from the active landfill area. The transfer station operations contract provides for the supply, operation and maintenance of the large roll-off style waste bins located adjacent the gatehouse.

Two bids were received in response to the public tender issued. One bid was disqualified due to the lack of tender security. The sole remaining bidder met all tender conditions, and has the skills and ability to do the work successfully.

Administration confirmed that:

- solid waste services are paid for by user-pay fees and not by taxation
- the City is starting to explore options with respect to solid waste services for country residential properties;
- staff and equipment requirements will change if country residential services are added; and
- flexibility and re-negotiation clauses are included in this contract.

Recommendation

THAT the contract for Transfer Station Operations at the Waste Management Facility be awarded to General Waste Management Ltd. for the five year period from February 1, 2015 to January 31, 2020 at an annual cost of \$112,251.44.



Minutes of the meeting of the Community Services Committee

| | |
|----------------------------------|---|
| Date | January 5, 2015 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor John Streicker – Chair Councillor Betty Irwin – Vice-Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Dave Stockdale |
| Absent | Councillor Mike Gladish |
| Staff Present | Christine Smith, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations |

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

1. Community Events – For Information Only

Committee members commended various community events including the World Youth send-off and the Family First Night at the Canada Games Centre.



Minutes of the meeting of the Public Health and Safety Committee

| | |
|----------------------------------|---|
| Date | January 5, 2015 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Dave Stockdale – Chair Councillor John Streicker – Vice Chair Mayor Dan Curtis Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Betty Irwin |
| Absent | Councillor Mike Gladish |
| Staff Present | Christine Smith, City Manager Robert Fendrick, Director of Corporate Services Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations |

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

1. **Snow and Ice Control** – For Information Only

Administration confirmed that no concerns have been noted with respect to compliance with the Snow and Ice Control Policy.



**Minutes of the meeting of the
Development Services Committee**

Date January 5, 2015

Location Council Chambers, City Hall

Committee Members Present Councillor Jocelyn Curteanu – Chair
Councillor Kirk Cameron – Vice Chair
Mayor Dan Curtis
Councillor Betty Irwin
Councillor Dave Stockdale
Councillor John Streicker

Absent Councillor Mike Gladish

Staff Present Christine Smith, City Manager
Robert Fendrick, Director of Corporate Services
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Brian Crist, Director of Infrastructure and Operations

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

There being no further business, the meeting adjourned at 6:10 p.m.

Original minutes signed by:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk