



## Minutes of the meeting of the City Operations Committee

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|----------------------------------|---|
| <b>Date</b>                      | Monday, April 3, 2017   |
| <b>Location</b>                  | Council Chambers, City Hall   |
| <b>Committee Members Present</b> | Councillor Samson Hartland – Chair<br>Councillor Roslyn Woodcock – Vice Chair<br>Mayor Dan Curtis<br>Councillor Dan Boyd<br>Councillor Jocelyn Curteanu<br>Councillor Robert Fendrick – <i>Electronic Participation</i><br>Councillor Betty Irwin   |
| <b>Staff Present</b>             | Linda Rapp, Acting City Manager<br>Douglas Hnatiuk, Acting Director of Community and Recreation Services<br>Mike Gau, Director of Development Services<br>Peter O’Blenes, Director of Infrastructure and Operations<br>Valerie Braga, Chief Financial Officer<br>Jeff O’Farrell, Manager of Legislative Services<br>Wayne Tuck, Manager of Engineering Services |

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

**1. Contract Award – Operations Building Access Road Surface Works**

The 2017 Capital Budget includes funds for the construction of the access road to the proposed new Operations Building. The project will complete construction of the road base, install new storm sewers, pave the surface, and install concrete curbs, gutter and sidewalk. Four bids were received in response to the tender issued. The low bidder is familiar with the scope of the work and has the knowledge, skills and experience to complete the project successfully.

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

THAT the construction contract for the Operations Building Access Road Surface Works project be awarded to Norcope Enterprises Ltd. for a net cost to the City of \$331,688.82.

**2. City Compost Certified for Organic Use – *For Information Only***

With the adoption of the Solid Waste Action Plan in 2013, organics were highlighted for diversion from the landfill. In a landfill, organics mix with other materials and decompose in a manner that causes methane gas and toxic leachate to pollute both air and water. Methane is a greenhouse gas 20 to 25 times more potent than carbon dioxide. Therefore, reducing organics at source and diverting them to the compost facility has a tremendous environmental benefit.

The City's compost has now been approved as an Organics Materials Review Institute (OMRI) listed product. Achieving OMRI product status provides assurance that the quality and consistency of the final product is excellent and can be used in organic gardens. This improves the ability of the City to sell the product, and local food growers can use the City's compost to develop greater local food security in Yukon.



## Minutes of the meeting of the Community Services Committee

|                                  |  |
|----------------------------------|--|
| <b>Date</b>                      | Monday, April 3, 2017  |
| <b>Location</b>                  | Council Chambers, City Hall  |
|                                  | Councillor Samson Hartland – Chair<br>Mayor Dan Curtis   |
| <b>Committee Members Present</b> | Councillor Dan Boyd<br>Councillor Jocelyn Curteanu<br>Councillor Robert Fendrick – <i>Electronic Participation</i><br>Councillor Betty Irwin<br>Councillor Roslyn Woodcock   |
| <b>Staff Present</b>             | Linda Rapp, Acting City Manager<br>Douglas Hnatiuk, Acting Director of Community and Recreation Services<br>Mike Gau, Director of Development Services<br>Peter O’Blenes, Director of Infrastructure and Operations<br>Valerie Braga, Chief Financial Officer<br>Jeff O’Farrell, Manager of Legislative Services<br>Krista Mroz, Manager of Recreation and Facility Services |

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

### **1. Budget Amendment – Access4All Grant**

The City was approached by various groups and members of the community to find a solution that would reduce the manual lifting required for patrons with disabilities who wish to access the pool. With their support, the City applied for grant funds to finance the project. The City has now received confirmation of a grant in the amount of \$20,000 from the Rick Hansen Foundation Access4All program. The uplift Whitehorse project will install a permanent lift within the accessible pool change area. This lift will enable persons with disabilities to access the pool with minimal support. A budget amendment is required to accept the grant and add the project to the 2017 capital budget.

### **The recommendation of the Community Services Committee is**

THAT the 2017 to 2019 capital budget be amended by adding the Uplift Whitehorse Project in the amount of \$20,000, funded by a \$20,000 grant from the Rick Hansen Foundation Access4All program.

**2. Coy Cup Tournament – *For Information Only***

Committee members congratulated the players, coaches, organizers, families and fans involved in hosting and winning the BC Senior AA Men's Hockey Championship this past weekend at Takhini Arena.



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

|                                  |   |
|----------------------------------|---|
| <b>Date</b>                      | Monday, April 3, 2017   |
| <b>Location</b>                  | Council Chambers, City Hall   |
| <b>Committee Members Present</b> | Councillor Dan Boyd – Chair<br>Councillor Jocelyn Curteanu – Vice Chair<br>Mayor Dan Curtis<br>Councillor Robert Fendrick – <i>Electronic Participation</i><br>Councillor Samson Hartland<br>Councillor Betty Irwin<br>Councillor Roslyn Woodcock   |
| <b>Staff Present</b>             | Linda Rapp, Acting City Manager<br>Douglas Hnatiuk, Acting Director of Community and Recreation Services<br>Mike Gau, Director of Development Services<br>Peter O’Blenes, Director of Infrastructure and Operations<br>Valerie Braga, Chief Financial Officer<br>Jeff O’Farrell, Manager of Legislative Services<br>Tom Wyers, Acting Manager of Bylaw Services |

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

### 1. **Maintenance Bylaw**

During Town Hall meetings in 2016 a number of concerns were raised with respect to noise and graffiti issues. In response, administration began exploring options to address the concerns raised, and it was determined that the best option for both issues would be through amendments to the existing Maintenance Bylaw. When input was sought on proposed changes to the bylaw, the Persons with Disabilities Advisory Committee requested that the bylaw also ensure that accessible parking stalls on private property are adequately maintained.

Several housekeeping issues were also addressed during the review of the bylaw. Changes have been incorporated to ensure clarity with respect to some definitions, how orders and notices are issued, and the types of improvements permitted within boulevards. Additionally, the bylaw clearly identifies that each day a violation occurs constitutes an offence, and provides for outstanding fees and fines to be attached to property taxes.

When substantial amendments to an existing bylaw are proposed it is standard practice to bring forward a new bylaw that incorporates the changes and repeals the existing bylaw.

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

THAT Bylaw 2017-09, a bylaw to establish and enforce minimum standards relating to the cleanliness, state of repair, and maintenance of property in the City of Whitehorse, be brought forward for due consideration under the bylaw process



## Minutes of the meeting of the Development Services Committee

|                                  |  |
|----------------------------------|--|
| <b>Date</b>                      | Monday, April 3, 2017  |
| <b>Location</b>                  | Council Chambers, City Hall  |
| <b>Committee Members Present</b> | Councillor Jocelyn Curteanu – Chair<br>Councillor Betty Irwin – Vice Chair<br>Mayor Dan Curtis<br>Councillor Dan Boyd<br>Councillor Robert Fendrick – <i>Electronic Participation</i><br>Councillor Samson Hartland<br>Councillor Roslyn Woodcock  |
| <b>Staff Present</b>             | Linda Rapp, Acting City Manager<br>Douglas Hnatiuk, Acting Director of Community and Recreation Services<br>Mike Gau, Director of Development Services<br>Peter O’Blenes, Director of Infrastructure and Operations<br>Valerie Braga, Chief Financial Officer<br>Jeff O’Farrell, Manager of Legislative Services |

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



## Minutes of the meeting of the Corporate Services Committee

|                                  |  |
|----------------------------------|--|
| <b>Date</b>                      | Monday, April 3, 2017  |
| <b>Location</b>                  | Council Chambers, City Hall  |
| <b>Committee Members Present</b> | Councillor Roslyn Woodcock – Chair<br>Councillor Dan Boyd – Vice Chair<br>Mayor Dan Curtis<br>Councillor Jocelyn Curteanu<br>Councillor Robert Fendrick – <i>Electronic Participation</i><br>Councillor Samson Hartland<br>Councillor Betty Irwin  |
| <b>Staff Present</b>             | Linda Rapp, Acting City Manager<br>Douglas Hnatiuk, Acting Director of Community and Recreation Services<br>Mike Gau, Director of Development Services<br>Peter O’Blenes, Director of Infrastructure and Operations<br>Valerie Braga, Chief Financial Officer<br>Jeff O’Farrell, Manager of Legislative Services |

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

### **1. Re-budget Capital Expenditures**

Some projects included in the 2016 capital budget were not fully completed for a variety of reasons. If these projects are to be completed, funds that were set aside in 2016 have to be re-budgeted into 2017. The Management Group reviewed their outstanding capital projects and identified those that require re-budgeting. It is anticipated that most of the projects being brought forward will be completed this year, with some multi-year projects extending into 2018. The majority of the projects are funded from appropriate City reserves; the remainder are funded from outside sources such as Gas Tax and government grants. There are no requests for additional funds.

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

THAT Bylaw 2017-13, a bylaw to amend the 2017 to 2019 Capital Expenditure Program by re-budgeting 2016 capital expenditures in the amount of \$9,656,559, be brought forward for due consideration under the bylaw process.



**2. Fees and Charges Amendment – First Quarter Changes**

As part of the quarterly review, the Financial Services Department compiles a list of suggested changes to the Fees and Charges Bylaw as submitted by the management group. Changes being brought forward at this time include two new fees for the Planning Department. These new fees provide for reduced permit costs for smaller projects that require less intensive review. Additionally, the bylaw changes the implementation dates for specific facility rental charges to align the fees with the launch of new software.

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

THAT Bylaw 2017-12, a bylaw to amend the Fees and Charges Bylaw with respect to first quarter changes, be brought forward for due consideration under the bylaw process.

**3. License Renewals – Computer Operating and Productivity Software**

The City uses Microsoft products for its computer operating and productivity software. Microsoft Windows and Microsoft Office are *de facto* industry standards for the operating system and productivity software suite. They are dominant in businesses and are the most widely used. This software requires annual licensing. The City has an agreement in place with the Government of Yukon that includes the City with their licensing tier due to their higher volume, thus allowing the lowest possible pricing.

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

THAT the bidding process for the renewal of licenses for computer operating system and productivity software be waived; and

THAT the renewal of licenses with Microsoft Canada for computer operating system and productivity software be approved for a cost to the City not to exceed a total of \$196,000.00 for the years 2017 and 2018.

**4. Agreement Renewal – Fixed Telephone Line Services**

Fixed telephone lines are used by various departments throughout the City. Our existing service provider is NorthwTel since there are no other fixed telephone line service providers in Whitehorse. The agreement with NorthwTel is renewed every three years, and the only option available is a three year service term.

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

THAT the bidding process for fixed telephone line service be waived; and

THAT the renewal of an agreement with NorthwTel for fixed telephone line service be approved for a cost to the City not to exceed a total of \$756,000 for the years 2017 to 2019 inclusive.

**5. Authorize Council Travel – Various Events**

Council's Expense Policy requires prior approval by council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel by members of council outside the City. Various council members have indicated their intention to attend a variety of events in the coming months, including the annual conference of the Canadian Capital Cities Organization, the Annual General Meeting of the Association of Yukon Communities, and the Annual General Meeting of the Federation of Canadian Municipalities.

Some Committee members suggested that certain types of travel should be exempted from the requirement for approval by council resolution. The suggestion was also made that reports should be required from council members who travel on council business. Administration advised that changes could be considered as part of the upcoming review of the Remuneration Bylaw.

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

THAT travel expenses from the City-representative allocation and per diem expenses from the councillor-initiated allocation be authorized for Councillor Boyd to attend the 2017 Canadian Capital Cities Organization Annual General Meeting being held in Victoria BC in May; and

THAT travel expenses from the City-representative allocation and per diem expenses from the councillor-initiated allocation be authorized for Councillors Hartland and Irwin to attend the 2017 Annual General Meeting of the Association of Yukon Communities in Faro, and

THAT travel and per diem expenses from the councillor-initiated allocation be authorized for Councillors Curteanu and Fendrick to attend the Association of Yukon Communities annual meeting in Faro; and

THAT travel expenses be authorized for Mayor Curtis to attend the annual conference of the Federation of Canadian Municipalities being held in Ottawa in early June; and

THAT travel and per diem expenses from the councillor-initiated allocation be authorized for Councillors Boyd, Curteanu and Fendrick to attend the 2017 Annual Conference of the Federation of Canadian Municipalities in Ottawa.



## Minutes of the meeting of the City Planning Committee

**Date** Monday, April 3, 2017

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Betty Irwin – Chair  
Mayor Dan Curtis  
Councillor Dan Boyd  
Councillor Jocelyn Curteanu  
Councillor Robert Fendrick – *Electronic Participation*  
Councillor Samson Hartland  
Councillor Roslyn Woodcock

**Staff Present**  
Linda Rapp, Acting City Manager  
Douglas Hnatiuk, Acting Director of Community and Recreation Services  
Mike Gau, Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Valerie Braga, Chief Financial Officer  
Jeff O’Farrell, Manager of Legislative Services  
Patrick Ross, Manager of Planning Services

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

**1. Proposed Street Naming – Portions of McLean Lake Road**

The McLean Lake connector road was constructed in 2016 to divert heavy truck traffic to the Hamilton Boulevard extension. This realignment eliminated the existing traffic route that passed through a residential area. The project resulted in the easterly residential portion of the original McLean Lake Road being reconstructed to a cul-de-sac. This road parallels McLean Creek and is now comprised of a short thoroughfare ending in a cul-de-sac for which the name *McLean Creek Lane* is proposed. The proposed name for the new connector road is *McLean Lake Road*.

Existing house numbers will remain the same and Canada Post has indicated that postal services will not be affected. Potential costs to the City include manufacture of one new street sign and the installation of the sign post. A bylaw is required to officially assign names to streets and roads.

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

THAT Bylaw 2017-11, a bylaw to rename the cul-de-sac road "McLean Creek Lane" and the new connector road "McLean Lake Road", be brought forward for due consideration under the bylaw process.

There being no further business, the meeting adjourned at 6:40 p.m.

**Adopted** at the regular council meeting on April 10, 2017

*ORIGINAL MINUTES SIGNED BY:*

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk