



Minutes of the meeting of the Corporate Services Committee

Date	March 19, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
Staff Present	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 Michael Reyes, Manager of Business and Technology Systems Lindsay Schneider, Manager of Financial Services Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications

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

1. Re-budgeting Capital Expenditures

Some projects included in the 2017 capital budget were not fully completed for a variety of reasons. If these projects are to be completed, funds that were set aside in 2017 have to be re-budgeted into 2018. 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 2019. The majority of the projects are funded from outside sources such as Gas Tax and government grants. The remainder are funded from appropriate City reserves. There are no requests for additional funds.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-14, a bylaw to amend the 2018 to 2021 capital expenditure program by re-budgeting 2017 capital expenditures in the amount of \$62,590,176, be brought forward for consideration under the bylaw process.

2. Contract Award – Cellular Services, Devices and Support

The city's former cellular services contract expired in April 2017. Since then, the city has been in a month-to-month contract with the provider. A request for proposals was issued this year for cellular services, devices and support. Three proposals were received and evaluated by an internal committee. One proposal did not meet the minimum technical threshold. The highest rated proposal represents the best overall value for the city.

The recommendation of the Corporate Services Committee is

THAT the contract for cellular services, devices and support be awarded to Telus for a three-year term with a projected three-year base cost in the amount of \$210,852.00 plus GST.



Minutes of the meeting of the City Planning Committee

Date March 19, 2018

Location Council Chambers, City Hall

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

Staff Present
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
Patrick Ross, Manager of Land and Building Services
Catherine Constable, Manager of Legislative Services
Mélodie Simard, Manager of Planning and Sustainability Services
Myles Dolphin, Acting Manager of Strategic Communications

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

1. Proposal for Former Whitehorse Copper Site – For Information Only

Adam Greetham addressed the committee to request permission to build a heavy industrial building on an existing concrete foundation at the Whitehorse Copper mine site. He provided background information about his planned operations and advised that the building will support enhanced product development, clean technologies and long-term year round operations for a specialized mineral aggregate industry.

2. Zoning Amendment – Site Regulations

Administration is proposing a number of changes to the Zoning Bylaw with respect to site regulations for driveways, porches, yard projections, fences, landscaping and hard-surfacing. In the process of reviewing and permitting developments, staff members regularly identify potential edits to the bylaw to assist in achieving a high quality development.

The City collects securities for landscaping, hard surfacing and as-built drawings to ensure that these works are completed. In the proposed bylaw, regulations with respect to the form of securities accepted and the process for the return of securities have been amended and reorganized into one section to provide clarity and ease of use.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-18, a bylaw to amend the Zoning Bylaw with respect to a number of site development regulations, be brought forward for consideration under the bylaw process.

3. Zoning Amendment – McLean Lake Quarry Expansion

The City has been operating a gravel quarry in the McLean Lake area since 2012 under a lease agreement with the Government of Yukon. An application to renew the existing lease area and expand the quarry was submitted to the Yukon Environmental and Socio-economic Assessment Board in 2017 along with a Quarry Operation and Rehabilitation Plan. YESAB determined that the project should be allowed to proceed as it would have no significant adverse impacts.

The proposed quarry expansion area contains a portion of a Trans-Canada Trail connector that will be relocated by the City when quarry operations impact the trail and necessitate the relocation. A large area of publicly owned natural greenspace will be retained adjacent to the subject area.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-23, a bylaw to amend the zoning of a parcel of vacant Commissioner's land located adjacent to the McLean Lake Quarry Road to allow for the expansion of an existing gravel quarry, be brought forward for consideration under the bylaw process

4. Lease Agreement – McLean Lake Quarry

The City proposes to continue a lease arrangement with the Government of Yukon for the operation of a gravel quarry in the McLean Lake area. The current lease area contains limited reserves, and a larger lease area has been negotiated to allow continued aggregate extraction while maintaining existing work patterns and stockpile locations. The new lease agreement will expire in 2022 and contains a five year renewal clause. A portion of a Trans-Canada Trail connector located in the expanded lease area will be relocated by the City when quarry operations necessitate the work.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-24, a bylaw to authorize a lease agreement with the Government of Yukon respecting a gravel quarry in the McLean Lake Quarry area, be brought forward for consideration under the bylaw process.

5. Land Disposition – Mary Lake and Arkell Residential Lots

In partnership with the Yukon Government, the City identified potential new residential lots in existing neighbourhoods. Four city-owned lots, two each in the Arkell and Mary Lake neighbourhoods, are proposed for sale by public lottery. Market value appraisals were completed in February 2018. It is anticipated that the land lottery will be held in mid-August, pending completion of utility installations and land surveys. The proposed land disposition bylaw authorizes the City to enter into sale agreements for each of the residential lots identified.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-16, a bylaw to authorize the sale and transfer of four residential development lots in the Arkell and Mary Lake neighbourhoods, be brought forward for consideration under the bylaw process.

6. Budget Amendment – Lot Development and Servicing

A capital budget amendment is required to provide for the development and servicing of a number of lots in various areas of the city. The proposed work includes further study and design work prior to the potential development of residential lots on Talus Drive in the Whitehorse Copper Subdivision, and the provision of services to Lot 41 in the Motorways area and four new residential lots in Arkell and Mary Lake. The budget amendment necessary for this work is below the threshold for which a bylaw is required pursuant to Capital Budget Bylaw 2017-36.

The work planned for the Arkell site includes providing water and sanitary sewer utility services, shallow utilities, road surface restoration, and relocation of the existing community mail box. Work for the Mary Lake sites includes the installation of electrical and communication infrastructure to the property lines.

The Motorways lot was sold with a commitment that servicing would be completed at the time of development. This requires that sanitary sewer and water utility services be installed to the property line from the City's mains in Second Avenue, complete with road and surface restoration.

The recommendation of the City Planning Committee is

THAT the 2018 to 2021 capital expenditure program be amended by adding a 2018 lot development and servicing project in the amount of \$250,000.00, funded from the Land Bank Reserve.

7. Heritage Grant Allocation – Heritage Fair

The Yukon Historical and Museums Association applied for \$3,000.00 from the Heritage Fund to support the 2018 Yukon-Stikine Heritage Fair. The goals of the Heritage Fair are consistent with the awareness component of the Heritage Fund Bylaw and the City has supported the fair in previous years.

The event presents an opportunity to learn and share ideas on topics related to history and heritage, and will help to increase understanding of heritage issues within the greater Yukon community.

The Heritage Fair also provides an opportunity to showcase the excellent heritage facilities and resources located in Whitehorse. Lianne Maitland, Executive Director of the Yukon Historical and Museums Association, addressed the Committee in support of the application.

The recommendation of the City Planning Committee is

THAT \$3,000.00 from the Heritage Fund be allocated to the Yukon Historical and Museums Association to support the 2018 Yukon/Stikine Regional Heritage Fair; and

THAT the 2018 operating budget be amended by adding a heritage grant in the amount of \$3,000.00.



Minutes of the meeting of the City Operations Committee

Date	March 19, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	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, Assistant City Engineer Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications

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

1. Contract Award and Budget Amendment – McIntyre Creek Culvert Repair

There are two culverts under Mountainview Drive that convey McIntyre Creek to the Yukon River. The north culvert has uplifted at the upstream end, causing major erosion. The south culvert has become clogged with silt, making it inaccessible for fish.

Two bids were received in response to a tender issued for the repair of these culverts. The tender review committee agreed that the low bidder is familiar with the scope of the work, the prices submitted are reasonable, and the contractor has the knowledge, skills and experience to complete the work successfully.

With 2017 capital budget funds re-budgeted to 2018, sufficient funds will be available to complete this project, with partial funding coming from Gas Tax.

The recommendation of the City Operations Committee is

THAT the 2018 to 2021 capital expenditure program be amended by re-budgeting 2017 capital budget funds in the amount of \$27,950.00 and increasing capital project

#240c00416 from \$125,000.00 to \$152,950.00, funded from a combination of City reserves and Gas Tax Funding, and

THAT the construction contract for the 2018 McIntyre Creek Culvert Rehabilitation project be awarded to Ketz Construction Corp. for a net cost to the City of \$136,817.00 plus GST.

2. Contract Award and Budget Amendment – Livingstone Manhole Repair

The Livingstone Trail discharge line conveys treated wastewater to the Yukon River. The discharge line collapsed in 2016, causing the discharge to be diverted into the Pot Hole Lake exfiltration system. An engineering firm was hired to develop a repair design and Gas Tax funding was secured to complete the repair in 2018.

Two bids were received in response to a tender issued for the repair of the Livingstone Discharge Line Manhole Repair project. The low bid was significantly higher than the pre-tender estimate due to the remote location of the project for concrete work and also to a busy contracting marketplace. The low bidder is familiar with the scope of the work and has the knowledge and experience to complete the project successfully

The recommendation of the City Operations Committee is

THAT the 2018 to 2021 capital expenditure program be amended by re-budgeting 2017 capital budget funds in the amount of \$89,317.82 and increasing capital project #650c00516 from \$89,317.82 to \$170,500.00, funded from the Water and Sewer Reserve, and

THAT the construction tender for the Livingstone Discharge Line – Concrete Manhole Vault Replacement project be awarded to Castle Rock Enterprises for a net cost to the City of \$115,400.00 plus GST.

3. Contract Award and Budget Amendment – Alexander Street Reconstruction

Two bids were received in response to a tender issued for the construction of underground and surface works on a portion of Alexander Street between Second and Fourth Avenues. The review committee agreed that the low bidder is familiar with the scope of work and has the knowledge and experience to complete the work. The prices submitted are higher than estimated. This can be attributed to the large volume of civil work that is already tendered or currently being tendered in the Yukon. The fact that only two bids were received is another indicator that the capacity of the contracting companies is nearing its limits.

Due to the higher than anticipated prices, a budget amendment is required. Additional funds have been secured from the BCF Clean Water Wastewater Fund.

The recommendation of the City Operations Committee is

THAT the 2018 to 2021 capital expenditure program be amended by increasing the 2018 project #240c00317 in the amount of \$250,000.00, funded by the BCF Clean Water Wastewater Fund; and

THAT the contract for the Alexander Street reconstruction project be awarded to Castle Rock Enterprises Ltd. for a net cost to the City of \$2,899,225.00 plus GST.

4. Contract Award – Water License Renewal

The City's main water license expires in November 2018. Renewal of the water license will satisfy regulatory requirements and allow the City to continue to collect water for treatment and distribution, collect, treat and discharge waste water, and collect and discharge storm water. Three proposals were received in response to a request for proposals issued for consulting services for water license renewal. The winning proposal meets all requirements and is within budget.

The recommendation of the City Operations Committee is

THAT the consulting services contract for Water Licence Renewal be awarded to Hemmera Envirochem Inc. Engineering for a net cost to the City of \$99,795.00 plus GST.



Minutes of the meeting of the Community Services Committee

Date	March 19, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Robert Fendrick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	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

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

1. International Day to End Racial Discrimination – For Information Only

A committee member advised that March 21st is the International Day to End Racial Discrimination and the Yukon Human Rights Commission will be holding a rally at noon. All persons interested in building a more diverse community were encouraged to participate.

2. Whistle Bend Perimeter Trail – For Information Only

Keith Lay addressed the committee on behalf of Active Trails Whitehorse Association to ask why the Whistle Bend Perimeter Trail has not been signed to indicate that it is a non-motorized trail. He noted that council voted on June 12, 2017 to designate the trail as non-motorized, but their direction has not been implemented. Mr. Lay suggested that the issue relates to the way the Snowmobile Bylaw is written, and requested that the bylaw be amended if that is what is required.



Minutes of the meeting of the Public Health and Safety Committee

Date	March 19, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Roslyn Woodcock – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin
Staff Present	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

Your Worship, there is no report from the Public Health and Safety Committee



Minutes of the meeting of the Development Services Committee

Date	March 19, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick Councillor Samson Hartland Councillor Roslyn Woodcock
Staff Present	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 Mélodie Simard, Manager of Planning and Sustainability Services

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

1. Environmental Grant Allocation

The City annually allocates funds for grants to assist non-profits, community groups, and commercial organizations with environmental projects that advance the Whitehorse Strategic Sustainability Plan. The Environmental Grant Policy governs the allocation of these grants.

Unused funds not allocated at this intake will be available for use throughout the year.

An internal committee reviewed the one application received at the February intake and determined that the majority of the application meets the policy requirements. Partial funding is recommended as one proposed expense is not eligible under the policy.

The recommendation of the Development Services Committee is

THAT the allocation of an environmental grant to the Yukon Conservation Society be approved in the amount of \$2,486.21 to assist in the construction of a food garden at 302 Hawkins Street.

There being no further business, the meeting adjourned at 7:45 p.m.

Adopted at the regular council meeting on March 26, 2018

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk