



Minutes of the meeting of the Community Services Committee

Date July 2, 2019

Location Council Chambers, City Hall

Committee Members Present Councillor Jan Stick – Chair
Mayor Dan Curtis – Electronic Participation
Deputy Mayor Jocelyn Curteanu
Councillor Dan Boyd
Councillor Laura Cabott
Councillor Samson Hartland
Councillor Stephen Roddick – Electronic Participation

Staff Present Linda Rapp, City Manager
Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Taylor Eshpeter, Acting Director of Development Services
Wayne Tuck, Acting Director of Infrastructure and Operations
Jordan Lutz, Acting Manager of Strategic Communications
Norma Felker, Assistant City Clerk

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

1. Plastic-Free Month – For Information Only

The public was reminded that July is plastic-free month and everyone is invited and encouraged to participate in an effort to reduce pollution.



Minutes of the meeting of the Public Health and Safety Committee

Date July 2, 2019

Location Council Chambers, City Hall

Committee Members Present Councillor Dan Boyd – Chair
Mayor Dan Curtis – Electronic Participation
Deputy Mayor Jocelyn Curteanu
Councillor Laura Cabott
Councillor Samson Hartland
Councillor Jan Stick
Councillor Stephen Roddick – Electronic Participation

Staff Present Linda Rapp, City Manager
Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Taylor Eshpeter, Acting Director of Development Services
Wayne Tuck, Acting Director of Infrastructure and Operations
Norma Felker, Acting Manager of Legislative Services
Jordan Lutz, Acting Manager of Strategic Communications

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



Minutes of the meeting of the Development Services Committee

Date	July 2, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Laura Cabott – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis – Electronic Participation Deputy Mayor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Taylor Eshpeter, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Jordan Lutz, Acting Manager of Strategic Communications

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

1. Update on Algae Bloom Issue – For Information Only

In response to a question raised, administration advised that algae bloom on the Whistle Bend pond is an emerging issue and low cost options such as mechanical removal and dyes are being explored. The City is working with the Government of Yukon on this issue.



Minutes of the meeting of the Corporate Services Committee

Date	July 2, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice-Chair Mayor Dan Curtis – Electronic Participation Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Taylor Eshpeter, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Chris Green, Acting Fire Chief Catherine Constable, Manager of Legislative Services Jordan Lutz, Acting Manager of Strategic Communications Geoff Quinsey, Manager of Water and Waste Services Norma Felker, Assistant City Clerk

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

1. **Council and Administration Roundtable Policy**

The current Council and Senior Management Meeting Process Policy is inconsistent with municipal governance and does not conform to the *Municipal Act*. Administration is proposing that the policy be replaced with a new policy that provides for briefings and discussions on issues that will help move forward administration’s work in anticipation of eventual decision-making by council.

Such meetings are required to ensure that council is sufficiently briefed on complex issues so that informed decisions can be made, and to allow administration to receive assurances from council that its work is moving in a direction that supports council’s intentions and visions.

The key characteristics of the proposed Council and Administration Roundtable Policy are:

- Clear guidelines that govern discussions and protect the integrity of municipal governance practices;
- Meetings are internal to support frank, efficient and productive discussions; and
- Administration chairs the meetings to enable full and open participation by all members of council

The proposed new Council and Administration Roundtable Policy includes the repeal of the existing Council and Senior Management Policy.

The recommendation of the Corporate Services Committee is

THAT the Council and Administration Roundtable Policy and terms of reference dated June 2019 be approved as presented.

2. Budget Amendment and Contract Award – Fuel Abatement Project

The City's capital expenditure program identifies funding in each of three years for the reduction of wildfire fuels in priority areas. Two submissions were received in response to a tender issued, and the low bidder is familiar with the scope of the work and has the knowledge and experience to complete the work successfully. The tender value exceeds the funds budgeted in 2019, but amending the budget by transferring the budgets identified for this multi-year project from 2020 and 2021 will enable the contract to be fully executed. The work will be spread over three years and will be completed in the order of priority identified in the fuel abatement plan.

The recommendation of the Corporate Services Committee is

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 budget for the Fuel Abatement Project by reducing the 2020 budget by \$150,000 and the 2021 budget by \$200,000; and

THAT administration be authorized to award the contract for the Fuel Abatement Project to Lane's Yukon Yardworks for a net cost to the City of \$511,500.00 plus GST.

3. Budget Amendment – Water Main Improvements (Lambert & 6th)

A water main improvement project was initiated to eliminate two dead-end water mains in the downtown area. During investigations in preparation for this project a number of issues were identified. The funding for this project expires at the end of 2019 and cannot be extended. To make the best use of the available funding and increase the chances of completing construction this season, the project scope needs to be amended.

The proposed amended scope for this project is to eliminate the planned water main extension on 5th Avenue to allow more time to explore alternative solutions to that area.

Although some of the scope is being removed, there is an overall increase to the project budget as a result of the increased length of water main on 6th Avenue and more detailed information on the scope of the project as it progressed through detailed design that was not available at the time of budgetary estimating.

This project is entirely funded from the Build Canada Clean Water and Wastewater Fund. There is sufficient funding available in the current transfer payment agreement for the proposed budget increase.

The recommendation of the Corporate Services Committee is

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 Project Number 240c00211 in the amount of \$200,000 with funding from the Build Canada Clean Water and Wastewater Fund; and

THAT the scope of the 2019 Water Main Improvements – Lambert 5th & 6th Project be amended by removing the location at 5th Avenue.

4. Budget Amendment and Contract Award – Compost Facility Upgrade

An expansion and upgrade of the compost facility is required to accommodate the additional 1,000 tonnes per year expected from the expanded organics collection program.

The 2019 capital budget includes funding for this project. However, a geotechnical assessment determined that significantly more sub-excavation and imported granular material would be required than was previously anticipated. An operational assessment also determined that the site needed to be reconfigured, requiring phasing and significantly increasing the complexity of the construction project. Funding for the increased scope of the project has been approved through the Investing In Canada Infrastructure Program.

Three bids were received in response to the tender issued. The low bidder has the knowledge, skills and experience to complete the work successfully.

The recommendation of the Corporate Services Committee is

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 Compost Facility Upgrade project in the amount of \$2,070,000 for a total \$4,800,000, funded by \$400,000 from Gas Tax and \$4,400,000 from the Investing in Canada Infrastructure Program to cover the additional costs; and

THAT Administration be authorized to award the contract for the Whitehorse Compost Facility Upgrade project to Castle Rock Enterprises for a net cost to the City of \$2,993,031.43 plus GST.

5. Budget Amendment – McIntyre Creek Fuel Spill

The approved 2019 capital budget includes funds under Schedule B for the completion of a Phase II Environmental Site Assessment for the McIntyre Creek Fuel Spill Project. Administration has been advised that an application to the Federation of Canadian Municipalities Green Fund is very likely to be approved, but the process will take an additional three to six months.

In order for the project to proceed on the planned schedule, administration is recommending that the project budget be amended to allocate an additional \$25,000 from the Water and Sewer Reserve with the expectation that the reserve will be reimbursed when the Green Fund funding is secured.

The recommendation of the Corporate Services Committee is

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 McIntyre Creek Pump House Fuel Spill project in the amount of \$25,000, funded by the Water and Sewer Reserve.



Minutes of the meeting of the City Planning Committee

Date	July 2, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jan Stick – Chair Mayor Dan Curtis – Electronic Participation Deputy Mayor Jocelyn Curteanu Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick – Electronic Participation
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Taylor Eshpeter, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Jordan Lutz, Acting Manager of Strategic Communications

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

1. Building Issues – Waterfront Projects – For Information Only

Ken Bloor addressed the Committee to express concerns regarding a proposed Yukon Housing construction project at 4th and Jeckell. He advised that preliminary information regarding this project indicate that the height and size of the proposed building violate the Whitehorse South Master Plan. In addition, a building of this size raises concerns with respect to parking issues and light pollution.

Mr. Bloor suggested that a large building will block river views for existing residents, and that the minimal parking requirements for this type of building will exacerbate parking issues that are already causing difficulties for businesses and residents in the area. He explained that a mix of housing types is expected for this area, but with a number of group homes, low income housing projects and an emergency shelter already in the neighbourhood, he is concerned that ghettoization could occur.

2. Rules for Rental Accommodations – For Information Only

Dianne Williams addressed the Committee to express concerns arising from her completion of the Short Term Rental Accommodation Survey. She stated the opinion that people need the freedom to choose what to do with their empty bedrooms and the City should not be involved in how a person uses their homes. Ms. Williams questioned whether persons renting space in personal accommodations should be subject to regulations in the same manner as commercial operators, and encouraged everyone to participate in the Short Term Rental Accommodations survey.



Minutes of the meeting of the City Operations Committee

Date	July 2, 2019
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis – Electronic Participation Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick – Electronic Participation Councillor Jan Stick
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Taylor Eshpeter, Acting Director of Development Services Wayne Tuck, Acting Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Jordan Lutz, Acting Manager of Strategic Communications

Your Worship, there is no report from the City Operations Committee.

There being no further business, the meeting adjourned at 7:35 p.m.

Adopted at the regular council meeting on July 8, 2019

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk