



Minutes of the meeting of the Corporate Services Committee

Date	February 5, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Roslyn Woodcock – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick – Electronic Participation Councillor Betty Irwin
Absent	Councillor Samson Hartland
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 Corporate Services Committee respectfully submits the following report:

1. **Budget Amendment – Porter Creek Flush System Repair**

In 2017 a leak was discovered in the Porter Creek flush tank system and a consultant was hired to assess the site and develop a repair plan, conceptual design and construction cost estimate. The project cost reflects the complexity of the excavation and backfill portion of the project because the valve chamber is located adjacent to the steep riverbank. Other factors include the depth of the excavation required and the need to stabilize and maintain access to the valve chamber. The pipe repair portion of the project is also complex because of the need to reinforce the system to avoid future failures. There is also significant environmental risk due to the proximity of the river and because the extent of the effluent leak cannot be quantified prior to excavating.

A detailed cost estimate was obtained to ensure that the budget and contingency are set correctly. This will allow tendering and construction to proceed smoothly and ensure that the work is completed as soon as possible.

The recommendation of the Corporate Services Committee is:

THAT the 2018 to 2020 capital expenditure program be amended by adding a new 2018 capital project for design and construction of the Porter Creek Flush System Repair in the amount of \$850,000.00, funded by the Water and Sewer Reserve.

2. Remuneration for the 2018 to 2021 Term of Council

The current remuneration for council members was established in 2015 by applying the Consumer Price Index for Whitehorse to the salaries for the 2012 to 2015 council term, which had been determined by applying CPI to the salaries set for the 2009 to 2012 term. No other increases were applied during any of these terms, and council member salaries have failed to keep pace with inflation.

Canada Revenue Agency rules for 2019 will remove a tax free portion from the salaries for elected officials at all levels of government. In response to that change, the base annual salaries proposed for the next term of office have been adjusted upwards to keep the take-home pay for council members consistent with the current council.

To establish the remuneration for next council's term, administration reviewed comparative data from cities with similar populations in western Canada. For the next mayor, no adjustment to the initial remuneration level would be required. For incoming councillors, rationale exists to set councillor salaries at 36% of the mayor's salary.

The proposed bylaw provides for a base annual salary for the mayor and councillors in accordance with these findings. Additionally, the payment rates are proposed to be adjusted in 2020 and 2021 by applying in January of each of those years the average Consumer Price Index for Whitehorse for the most recently available previous year.

No adjustments to additional benefits or honoraria are proposed. Other changes to the bylaw include incorporating the provisions of the current council expense policy into the bylaw to eliminate overlap and duplication. The bylaw provides clarity with respect to when approval for travel outside the city or for funding or reimbursement of expenses may be provided by the mayor instead of by resolution of council. Additionally, provisions are included to simplify travel authorization within the territory for designated council representatives to the Association of Yukon Communities.

The recommendation of the Corporate Services Committee is:

THAT Bylaw 2018-11, a bylaw to provide for the remuneration to be paid to the mayor and councillors for the 2018 to 2021 term of office, be brought forward for consideration under the bylaw process.

3. Quarterly Progress Reports

Progress reports with respect to strategic priorities for the period from November 1, 2017 to January 31, 2018 were received from the Corporate Services, Development Services, Operations and Infrastructure Services, and Community and Recreation Services Divisions.

The recommendation of the Corporate Services Committee is:

THAT the quarterly progress reports for the period from November 1, 2017 to January 31, 2018 be accepted as presented, and that the strategic priorities charts be updated accordingly.

4. Council Summaries for 2017 – For Information Only

The Procedures Bylaw requires administration to annually provide summary reports on the attendance, expense claims, travel and voting records for each member of council. These reports are intended to provide a report card on the activities of council members and contribute to transparency with respect to the conduct of council.

The summary reports for the 2017 calendar year provide details for all members of council with respect to:

- their attendance record at regular and special council meetings and at standing committee meetings;
- the travel undertaken in the performance of their duties as members of council;
- the expense claims submitted with respect to travel on municipal business; and
- their voting record on issues that came before council for a vote.



Minutes of the meeting of the City Planning Committee

Date February 5, 2018

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 Roslyn Woodcock

Absent Councillor Samson Hartland

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
Mélodie Simard, Manager of Planning and Sustainability Services

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

1. Contract Award and Budget Amendment – Whistle Bend Future Planning

Two proposals were received in response to a request for proposals issued for completion of a planning and pre-design report for future development areas in Whistle Bend. The proposals were evaluated in accordance with the council policy on procedures for the selection of professional consulting services by an evaluation team consisting of city staff and representatives from the Government of Yukon and the Ta'an Kwäch'än Council.

This project was not included in the 2018 to 2021 capital budget because there was no contribution agreement in place. A contribution agreement with the Government of Yukon has now been finalized, and an amendment to the capital budget is required to allow planning and pre-design for future areas of Whistle Bend to proceed.

All eligible costs associated with this project will be recovered from the Government of Yukon through quarterly invoicing.

The recommendation of the City Planning Committee is:

THAT the 2018-2021 capital expenditure program be amended to include the 2018 Whistle Bend Future Areas Planning and Pre-Design project in the amount of \$300,000.00, funded by the Government of Yukon; and

THAT the contract for the preparation of a planning and pre-design report for the future planning areas of Whistle Bend be awarded to Williams Sale Partnership in the amount of \$243,513.00.



Minutes of the meeting of the City Operations Committee

Date	February 5, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick – Electronic Participation Councillor Betty Irwin Councillor Roslyn Woodcock
Absent	Councillor Samson Hartland
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 Richard Graham, Manager of Operations

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

1. Contract Award and Budget Amendment – Compost/Waste Packers

The 2017 capital budget included funding for a compost/waste packer required to provide compost and waste pickup services for the expanding Whistle Bend subdivision and the proposed expansion of the commercial compost program. The 2018 capital budget includes funding for a packer to replace an aging unit in accordance with the City's vehicle and equipment replacement administrative directive.

Gas Tax funding has been approved and transfer payment agreements are in place for both the 2017 and 2018 units. If the purchase is approved, the 2017 funding will have to be re-budgeted to 2018 in order for the contract to be awarded.

Eight proposals from three companies were received in response to the request for proposals issued in 2017. Four proposals were rejected as they did not meet the minimum technical requirements. The recommended proposal meets the needs of the city and is within the combined budget.

The recommendation of the City Operations Committee is:

THAT Appendix "A" of the 2018 to 2021 capital expenditure program be amended by re-budgeting \$309,797.98 in unspent funds from 2017 to 2018 in job 320c00112; and

THAT the contract for the supply of two compost/waste packers be awarded to Superior Truck Equipment Inc. in the amount of \$619,252.00.



Minutes of the meeting of the Community Services Committee

Date	February 5, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick – Electronic Participation Councillor Betty Irwin Councillor Roslyn Woodcock
Absent	Councillor Samson Hartland
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

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



Minutes of the meeting of the Public Health and Safety Committee

Date	February 5, 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 – Electronic Participation Councillor Betty Irwin
Absent	Councillor Samson Hartland
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

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



Minutes of the meeting of the Development Services Committee

Date	February 5, 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 – Electronic Participation Councillor Roslyn Woodcock
Absent	Councillor Samson Hartland
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

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

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

Adopted at the regular council meeting on February 12, 2018

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk