



Minutes of the meeting of the Corporate Services Committee

Date	January 10, 2022	2022-01
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Michelle Friesen – Chair Councillor Kirk Cameron – Vice-Chair Mayor Laura Cabott Deputy Mayor Dan Boyd Councillor Jocelyn Curteanu Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Tracy Allen, Director of Operations Brittany Dixon, Acting Manager of Financial Services Peter O’Blenes, Manager of Property Management Norma Felker, Assistant City Clerk	

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

1. Upcoming Procurements (January and February) – For Information Only

In accordance with the Procurement Policy, a list of forthcoming procurements with an anticipated value greater than \$100,000 shall be provided to Council on a bi-monthly basis. Department managers reviewed their capital projects and operating requirements and provided information on their anticipated procurements for the period of January and February 2022. Nine projects are scheduled for procurement in this time frame.

2. Semi-Annual Procurement Report for 2021 – For Information Only

The Procurement Policy requires that Council be provided with a semi-annual update on procurement projects. Administration provided a detailed listing of procurements for the second half of 2021, including emergency procurements related to the 2021 Flood, three contract renewals, and one instance of non-compliance in a non-competitive procurement.

3. Commencement Report – Supply of Fuels

Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more. The 2022 to 2024 Operating and Maintenance budget includes funds for the purchase and delivery of gasoline, diesel and heating oil. Some of the fuel will be used for heating buildings, but the bulk of the purchase is fuels for heavy equipment, buses and the City's fleet of vehicles. The current fuel supply contract expires on July 1, 2022, and Administration is seeking a five-year contract.

The pricing structure for the supply of fuels is based on the bidder's rack rate. It is anticipated that the per-litre price will fluctuate up and down as supply and demand affects the commodity. This procurement includes the installation and operational maintenance of an appropriate card lock fueling station for the Whitehorse Operations Building as well as and removal of the tanks once the contract is completed,

The recommendation of the Corporate Services Committee is

THAT Administration is hereby authorized to commence the procurement for the supply and delivery of gasoline, diesel and heating oil.

4. Commencement Report – Supply of Propane

Administration is seeking a five-year contract for the supply and delivery of propane to a number of City buildings. As with other fuels, the pricing structure for propane is based on the bidder's rack rate, and it is anticipated that the per-litre price will fluctuate up and down as supply and demand affects the commodity. Also included in this procurement is the cost to provide the appropriate tank to each facility, including the installation, operational maintenance, and removal of the tank once the contract is completed.

The recommendation of the Corporate Services Committee is

THAT Administration is hereby authorized to commence the procurement for the supply and delivery of propane.

5. Commencement Report – Parks Building Renovations

In 2021 a consultant was hired to complete detailed plans for the renovation of the former Transit Building at 139 Tlingit Street. This building is to become the new home for Parks and Community Development, allowing the existing Parks building to be repurposed or sold. The design development is now complete and the project is ready for construction tender. The project is included in the current capital budget and will be brought forward for re-budget authorization in March. Federal and Territorial funding has been secured for the majority of the project costs.

The recommendation of the Corporate Services Committee is

THAT Administration is hereby authorized to commence the procurement for the construction of the Parks Building Renovations.

6. Commencement Report – Robert Service Campground Building

In 2021 a consultant was hired to complete detailed plans for the construction of a new Robert Service Campground building. The new facility will ensure that the campground and park service levels are kept to the highest standards, and will allow the City to utilize the park throughout the year for a variety of programs. The design development is now complete and the project is ready for construction tender. The project is included in the current capital budget and will be brought forward for re-budget authorization in March. Federal funding has been secured for the full amount of the project costs.

The recommendation of the Corporate Services Committee is

THAT Administration is hereby authorized to commence the procurement for the construction of the Robert Service Campground building.

7. 2021 Umbrella Grant Bylaw

Throughout 2021 the City provided grants and donations to a variety of groups and organizations. Some grants were awarded by administration in accordance with established policies. The majority of the grants were awarded by council resolution. This process facilitates the distribution of funds to qualified and approved applicants in a timely manner. The *Municipal Act* requires that grants provided to any person, institution, association or group be authorized by bylaw. Accordingly, an umbrella bylaw is being brought forward to authorize the grants awarded throughout 2021.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2022-04, a bylaw to authorize the allocation of various grants for the year 2021, be brought forward for consideration under the bylaw process.

8. Public Input Report – 2022 to 2025 Capital Expenditure Program

Public input on the 2022-2025 Capital Expenditure Program included eleven emails submitted to the public input email address and six delegations to council.

Ten of the submissions encouraged the City to focus on the development of progressive and inclusive infrastructure to support the climate change emergency and encourage safe active transportation. The submissions requested the inclusion of cyclists in the conceptual and detailed design of infrastructure projects, a clear time line for the completion of the bicycle network plan, completion of the escarpment pathway, increased sidewalk infill in the downtown core, and projects to increase awareness of our bike-friendly City. Some submissions also requested that the maintenance of active transportation infrastructure be given a higher priority.

The proposed budget includes a number of projects with active transportation components. The Snow and Ice Control Policy will be brought forward for review in 2022, and this could lead to further policy or bylaw revisions.

Two submissions supported the construction of the new City Hall and transportation hub. One submission questioned why the new City Hall is not being built in a different location to ensure staff in the existing building do not need to relocate until the building is complete. Another submission encouraged advancing the demolition of the Municipal Services Building to allow the land to be available for housing development.

The new City Hall has been designed to repurpose as much of the existing building as possible with a focus on energy upgrades to reduce corporate greenhouse gas emissions. Disruptions to public services will be minimized through communication and optimal placement of public facing services. The risk factors associated with the demolition of the Municipal Services Building are currently being assessed, and potential demolition of the building will follow when more information regarding the condition of the property is known.

A number of other suggestions were made regarding a variety of issues. These will be reviewed by the relevant departments for possible implementation within existing budgets.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2021-42, a bylaw to adopt the 2022 to 2025 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

9. Notice of Motion – Councillor Laking

TAKE NOTICE THAT I, Councillor Ted Laking, will bring forward at the next regular meeting of Council on January 17, 2022, a motion that reads as follows:

“WHEREAS the City Hall Renovation project was originally approved in 2014 at a cost of \$9.7 million; and

WHEREAS the estimated scope and costs of this project have significantly increased since 2014 and are now at \$26.2 million; and

WHEREAS all of the funding for the project is coming from taxpayers; and

WHEREAS the City of Whitehorse has a fiduciary responsibility to the taxpayers of Whitehorse;

BE IT RESOLVED that administration be directed to halt the City Hall Renovation project and return to Council with options to reduce the estimated costs that include but are not limited to:

1. Reductions of scope;
2. Cancellation;
3. Consideration of different locations such as the Operations Building for the relocation of staff; and
4. Plans to contain and prevent future cost increases related to the project.”



Minutes of the meeting of the City Planning Committee

Date	January 10, 2022	2022-01
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Dan Boyd – Chair Councillor Ted Laking – Vice Chair Mayor Laura Cabott Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Mellisa Murray	
Staff Present	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Tracy Allen, Director of Operations Patrick Ross, Manager of Land and Building Services Norma Felker, Assistant City Clerk	

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

1. Proposed Street Re-naming – Whistle Bend Subdivision

The street-naming convention for Whistle Bend is based on the names of boats and ships that were once active in Yukon, British Columbia, and Alaska. Two of the approved names are Gypsy Queen Lane and Peep Street. In response to concerns raised that these names can be considered inappropriate, a bylaw is being brought forward to rename them. The proposed new names are the next available on the list of vessels that has been used for naming streets and lanes in Whistle Bend. If the renaming bylaw is approved, the corrected names will be used when the lots are sold, as well as in the upcoming Yukon land lottery packages.

The recommendation of the City Planning Committee is

THAT Bylaw 2022-09, a bylaw to rename two streets in the Whistle Bend Subdivision, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the Development Services Committee

Date	January 10, 2022	2022-01
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Mellisa Murray – Vice-Chair Mayor Laura Cabott Deputy Mayor Dan Boyd Councillor Kirk Cameron Councillor Michelle Friesen Councillor Ted Laking	
Staff Present	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Tracy Allen, Director of Operations Norma Felker, Assistant City Clerk	

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



Minutes of the meeting of the City Operations Committee

Date	January 10, 2022	2022-01
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Ted Laking – Chair Deputy Mayor Dan Boyd – Vice Chair Mayor Laura Cabott Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Mellisa Murray	
Staff Present	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Tracy Allen, Director of Operations Norma Felker, Assistant City Clerk	

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

1. Snow Removal Update – For Information Only

Administration provided an update on the status of snow removal throughout the City following back-to-back heavy snowfalls. Extra shifts have been working in the evenings and on weekends, supplemented by private contractors. Unfortunately, the recent period of extreme cold meant that snow removal had to be suspended due to the risks to both personnel and equipment.

Committee members noted how hard the snow removal crews have been working and thanked them for their efforts.

Committee members expressed concerns about accessibility issues, safety issues with respect to sight lines at intersections due to the height and length of windrows, and the policy of ploughing in front of driveways. Administration was encouraged increase the engagement of the private sector in snow removal.

To facilitate complete and efficient snow clearing, citizens were encouraged to ensure that vehicles are removed from the roadway when signs are posted for planned snow removal.



Minutes of the meeting of the Community Services Committee

Date	January 10, 2022	2022-01
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Mellisa Murray – Chair Councillor Michelle Friesen – Vice-Chair Mayor Laura Cabott Deputy Mayor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Ted Laking	
Staff Present	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Tracy Allen, Director of Operations Norma Felker, Assistant City Clerk	

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



Minutes of the meeting of the Public Health and Safety Committee

Date	January 10, 2022	2022-01
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Kirk Cameron – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Laura Cabott Deputy Mayor Dan Boyd Councillor Michelle Friesen Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Tracy Allen, Director of Operations Norma Felker, Assistant City Clerk	

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

1. **Taxi Safety Report** – For Information Only

A Committee member advised that the Taxi Safety Report has been released to the public. Council members and Administration were encouraged to review the report in advance of an upcoming delegate presentation from the Yukon Status of Women Council.

There being no further business, the meeting adjourned at 7:31 p.m.





Laura Cabott, Mayor



Norma L. Felker, Assistant City Clerk

ADOPTED at the regular Council meeting on January 17, 2022.