



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	January 24, 2022	2022-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	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**	
<b>Staff Present</b>	Jeff O'Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services** Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services** Tracy Allen, Director of Operations** Karen Furlong, Manager of Water and Waste Services Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

\*\*Indicates electronic participation

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

### 1. **2021 Tax Lien List**

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. The list requires the authentication of Council before being published in the local papers. Each property is levied an administrative fee and will be subject to further collection procedures if the account is not paid within 60 days. The tax lien list will be published in February, and will be updated prior to publication to remove those properties whose outstanding taxes have been paid.

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

THAT the City Seal be affixed to the 2021 Tax Lien Summary List to authenticate the list.

## **2. Umbrella Budget Amendments for 2021**

The *Municipal Act* provides that council may by bylaw establish a procedure to authorize expenditures that vary from the annual capital expenditure program and the operating budget. In accordance with the provisions of the 2021 capital and operating budget bylaws, a number of properly authorized budget amendments occurred throughout 2021. These amendments are now being brought forward under umbrella bylaws for approval under the bylaw process.

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

THAT Bylaw 2022-05, a bylaw to amend the 2021 to 2024 capital expenditure program with respect to budget adjustments made throughout 2021, be brought forward for consideration under the bylaw process; and

THAT Bylaw 2022-06, a bylaw to amend the 2021 operating and maintenance program with respect to budget adjustments made throughout 2021, be brought forward for consideration under the bylaw process.

## **3. Write-off Uncollectible Accounts**

The City levies fees and charges for goods and services that, on occasion, cannot be collected for various reasons. If these accounts are not written off, they would remain as outstanding receivable items. Generally accepted accounting practices require that receivables that are no longer realizable assets be written off against existing allowances. A bylaw is required to write off such accounts.

In all cases in the proposed bylaw, in-house collection procedures have been exhausted and it has been determined that there is little chance of recovery. In certain circumstances, an account will remain with a collection agency or credit bureau for possible further action. There is a small possibility that some collection will occur subsequent to write off. In that event the collection will be appropriately recognized in the City's financial records.

In response to questions raised, Administration confirmed that the City continues to work with the Yukon Motor Vehicles department so that residents with outstanding parking fines will be required to pay those fines before they can renew their licenses or vehicle registrations.

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

THAT Bylaw 2022-07 a bylaw to authorize the write-off of uncollectible accounts, be brought forward for consideration under the bylaw process.

## **4. Commencement Report – Livingstone Lagoon Desludging**

Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more. The primary cells at the Livingstone Lagoon serve the purpose of removing solids from the wastewater by sedimentation and flotation.

Desludging the primary cells keeps the solids load at a level that allows the wastewater treatment system to operate efficiently. An added benefit is that the removal of solids partially aids with the mitigation of odors. The Livingstone Lagoon Desludging project will hire a contractor specializing in solids dredging to remove solids from primary Cell A, pump it into geotubes to dry, and transfer existing dried bio-solids into nearby land for disposal. The execution of the work will fulfill the City's regulatory commitments in accordance with its Water Use License.

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

THAT Administration is hereby authorized to commence the procurement for the Livingstone Lagoon Desludging project.

**5. City Hall Renovations/Service Building Project – For Information Only**

A Committee member acknowledged that in the current climate there are huge challenges and risks associated with the City Hall Renovation project, and suggested that a unique management plan be developed to do everything possible to stay with the current budget.

It was also suggested that regular updates to Council should be provided, and that a technical briefing should be given to the media.

The consensus of the Committee was to direct that a Council and Administration Roundtable Meeting be scheduled in the near future to allow for further discussion on the City Hall Renovation project.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	January 24, 2022	2022-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	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**	
<b>Staff Present</b>	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services** Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services** Tracy Allen, Director of Operations** Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	January 24, 2022	2022-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	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	
<b>Staff Present</b>	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services** Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services** Tracy Allen, Director of Operations** Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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

### 1. **COVID-19 Impacts on Business** – For Information Only

A Committee member spoke of the impact that the COVID-19 pandemic has had on local businesses, and more particularly on the food and beverage sector. It was noted that the mitigation measures adopted by Council last year were for that calendar year only, and many businesses were not able to access measures such as the pop-up patio program because the application process was too onerous and the costs too steep. The suggestion was made that Council should be looking at options to mitigate the impacts of the new restrictions and allow businesses to recoup their losses.

The Mayor suggested that Council members examine the information presented to Council last year and bring forward suggestions for amendments if situations have changed.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	January 24, 2022	2022-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	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**	
<b>Staff Present</b>	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services** Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services** Tracy Allen, Director of Operations** Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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

### 1. **Amend Snow and Ice Control Policy**

The number of active transportation commuters in Whitehorse has continued to rise year after year. In response to this trend, the Whitehorse community has advocated for an increase in the level of service on popular active commuting routes. The Snow and Ice Control Policy identifies the level of service assigned to many different vehicular and pedestrian traffic routes under prevailing winter conditions.

Administration is proposing to change the level of service on two routes from compact snow surface to being plowed by the City Transportation department. The first is the lower escarpment paved path that runs on the west side of the downtown embankment from Ogilvie Street to Lambert Street. The second is a gravel surface road that is utilized as a trail connecting Granger to Hillcrest. Administration has determined that this maintenance level can be accommodated within existing budgets.

In order to add these two active transportation routes to the maintenance schedule, an amendment to the Snow and Ice Control Policy is required.

In response to questions raised, Administration advised that a proposal will be brought forward shortly to seek direction and a mandate for a comprehensive review of the Snow and Ice Control Policy, using professional services to provide the best advice.

The Committee congratulated Administration for finding ways to respond to citizen requests within existing budgets.

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

THAT the Snow and Ice Control Policy be amended by adding the Lower Escarpment paved path and the Granger-Hillcrest Connector Trail to the trails maintained in accordance with Appendix "C".



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	January 24, 2022	2022-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	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	
<b>Staff Present</b>	Jeff O'Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services** Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services** Tracy Allen, Director of Operations** Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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

**1. Bell Let's Talk Day – For Information Only**

Mayor Cabott proclaimed Wednesday, January 26<sup>th</sup>, 2022 to be ***Bell Let's Talk Day*** in the City of Whitehorse.

**2. COVID-19 Impacts on Recreation – For Information Only**

In response to questions raised, Administration advised that under current restrictions groups booking space in City facilities have been asked to cancel their bookings until the end of January. Cancellation fees are not being charged, and when access is resumed the groups will be re-booked into their original space. The booking office is maintaining frequent contact with user groups in order to get as many users into the facilities as possible.



For groups such as the curling club that operate under a lease agreement, the terms of the lease do not provide for circumstances where the group can't use the facility and therefore cannot raise the revenue necessary to meet the lease requirements. There are financial impacts for every sport and recreation organization throughout the territory, and there may be some relief offered by the Government of Yukon.

A Committee member advised that many people have expressed their appreciation for the City's ongoing maintenance of the Millennium Trail.



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

<b>Date</b>	January 24, 2022	2022-02
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	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**	
<b>Staff Present</b>	Jeff O’Farrell, Interim City Manager Krista Mroz, Acting Director of Community Services** Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services** Tracy Allen, Director of Operations** Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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

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

On behalf of the Yukon Status of Women Council and the Yukon Women’s Coalition, Aja Mason and Jonna Reaume provided a high-level summary of the Taxi Safety Report in an audio-only presentation to the Committee. The report indicates that formal channels to report violence are not adequate to present a true picture, and a way communicate to City Council regularly is needed.

To prioritize the recommendations in the report, they recommended that Council establish an advisory committee with community members who could work with the recommendations and develop a roadmap. They further recommended that such a committee should include an indigenous representative as aboriginal women are disproportionately mentioned in the report’s findings.

A Committee member noted that the current Vehicle for Hire Bylaw addresses driver safety but not passenger safety, and suggested that the bylaw be reviewed from a public

safety and passenger perspective. It was also noted that video recordings are only required to be retained for a period of seven days, and the suggestion was made that this time frame is inadequate. It was also noted that the recordings are video only, which does not capture verbal comments, and this should be considered in safety requirements.

Administration advised that a Council and Administration Roundtable meeting has been scheduled for early March to further discuss this issue.

**2. Opioid Health Emergency – For Information Only**

A Committee member noted that opioid use is killing our youth and other community members and asked what the City can do to help. Administration advised that at present the City is lending support to agencies leading the charge, and the Mayor has been participating in discussions with other agencies. In the meantime, the City can ensure that naloxone training and kits are up to date and their availability increased, along with increased signage in City facilities. The City can also regularize fire and life safety inspections at multi-tenancy buildings in conjunction with other regulatory partners, and utilize social media platforms to carry partner messages.

There being no further business, the meeting adjourned at 8:07 p.m.



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Laura Cabott, Mayor



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Norma L. Felker, Assistant City Clerk



ADOPTED at the regular Council meeting on January 31, 2022.