

MINUTES of **REGULAR** Meeting #2020-25 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, December 7, 2020, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis
Councillors Dan Boyd
Laura Cabott
Jocelyn Curteanu
Samson Hartland**
Stephen Roddick
Jan Stick

ALSO PRESENT: City Manager Linda Rapp**
Director of Community and Recreation Services Jeff O'Farrell
Director of Corporate Services Valerie Braga
Director of Development Services Mike Gau**
Acting Director of Human Resources Lindsay Schneider
Director of Infrastructure and Operations Peter O'Blenes
Manager of Legislative Services Catherine Constable

***Electronic Participation*

Mayor Curtis called the meeting to order at 5:30 p.m.

CALL TO ORDER

2020-25-01

It was duly moved and seconded
THAT the agenda be adopted as amended with the changes being the deletion of the public hearing for Zoning Amendment Bylaw 2020-34 and the addition under New and Unfinished Business of an item titled Council Donation to the Borough of Haines, Alaska.

AGENDA

Carried Unanimously

2020-25-02

It was duly moved and seconded
THAT the minutes of the regular council meeting dated November 23, 2020 be adopted as presented.

MINUTES

November 23, 2020

Carried Unanimously

DELEGATE SUBMISSIONS

A submission from Active Trails Whitehorse Association urged council to address two concerns before adopting the 2020 Trail Plan as a guiding document. The submission requested that Action 17 be dropped or changed to read, "Support trail user groups in their efforts to enhance the benefits our trail network provides" and that Action 24 be changed to read, "Ensure all policies, plans, definitions and bylaws associated with this trail plan are integrated and consistent."

ACTIVE TRAILS
WHITEHORSE
ASSOCIATION
2020 TRAIL PLAN

PUBLIC HEARING

Mayor Curtis advised that the public hearing for Bylaw 2020-34 has been postponed to the first regular council meeting in 2021.

PUBLIC HEARING
POSTPONED

COMMITTEE REPORTS

Corporate Services Committee

2020-25-03

It was duly moved and seconded THAT Bylaw 2020-36, a bylaw to adopt the 2021 to 2024 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

BRING FORWARD THE
2020-2024 CAPITAL
EXPEDITURE PROGRAM

Carried Unanimously

A council member thanked all those who provided input into the budget and recognized that it is difficult to understand the various projects based solely on the title. The hope was expressed that more details can be provided to the public in future budgets.

Discussion

2020-25-04

It was duly moved and seconded THAT amendments totalling \$117,420 be authorized to reduce the 2020 to 2023 Capital Expenditure Program:

1. Amend the completed and under budget Asphalt Surface Overlay Program project 240c00410 in the amount of \$30,175;
2. Amend the completed and under budget Black Street Stairs Drainage Project 240c00516 in the amount of \$5,000;
3. Amend the completed and under budget Recreation Activity Management System Project 300c00116 in the amount of \$9107;
4. Amend the cancelled Fire and Bylaw Computer Aided Dispatch Project 300c00314 in the amount of \$25,265;
5. Amend the completed and under budget Mobile Led Radar Speed Trailer Project 400c00120 in the amount of \$505;
6. Amend the completed and under budget Rescue Truck Replacement Project 440c00114 in the amount of \$9,817;
7. Amend the completed and under budget Technical Rescue Project 440c00210 in the amount of \$2,952;

THIRD QUARTER
CAPITAL VARIANCE
REPORT

.../continued

2020-25-04 (Continued)

8. Amend the completed and under budget Replacement Ups Batteries Project 500c00115 in the amount of \$566;
9. Amend the cancelled Public Engagement Capacity Development Project 720c00119 in the amount of \$29,059;
10. Amend the completed and under budget Shipyards Park Electrical Posts and Outlet Replacement Project 740c00417 in the amount of \$4,641; and
11. Amend the completed and under budget Programming Equipment Project 750c00115 in the amount of \$333.

THIRD QUARTER
CAPITAL VARIANCE
REPORT

(Continued)

The total amount not utilized and remaining in reserves is \$102,333.

The total amount not utilized and remaining in external funding sources is \$15,088.

Carried Unanimously

The 2020 third quarter operating variance projection shows that total revenues are expected to be under budget by \$2,359,868 and expenses will be under budget by \$1,719,767.

A tracking system was implemented to monitor direct costs incurred due to the COVID-19 pandemic. Additional costs to the City in the form of unrealized revenues have been forecasted to the end of the year based on actual losses and the current phase of reopening. Some expense reductions resulted from delaying hiring of seasonal or casual employees and through the cancellation of hosted events.

THIRD QUARTER
OPERATING VARIANCE
REPORT

For Information Only

Operating projections to December 31, 2020 as compared to the revised budget indicate an operating deficit of \$640,101. Overall department spending is controlled. Based on the total operating budget, the third quarter variance is well within 1% of the City's total operating budget.

In response to questions raised, administration advised that the deficit could increase by the end of the year due to COVID-19, as this report was prepared at the end of the third quarter, before the second wave of the pandemic began.

2020-25-05

It was duly moved and seconded

THAT Bylaw 2020-37, a bylaw to amend the City Manager Bylaw to reflect changes due to the adoption of a new Management and Confidential Exclusion Bylaw, be brought forward for consideration under the bylaw process.

BRING FORWARD
AMENDMENT TO THE
CITY MANAGER BYLAW

Carried Unanimously

2020-25-06

It was duly moved and seconded
THAT the Disposal of Assets Policy dated November 2020 be adopted
as presented; and
THAT a consequential amendment to the scope of the current Land
Disposition Policy be adopted as presented.

DISPOSAL OF ASSETS
POLICY AND LAND
DISPOSITION POLICY

Carried Unanimously

2020-25-07

It was duly moved and seconded
THAT the Asset Management Policy dated November 2020 be
adopted as presented.

ASSET MANAGEMENT
POLICY

A council member suggested that best practices are not being followed
with the proposed policy as it does not fully integrate social, economic,
environmental and sustainability considerations.

In response, administration noted that the document specifically
references sustainability and that council's strategic priorities provide
sufficient direction to ensure that all the issues are addressed.

Discussion

Another member suggested that more effort should be made to bolster
the policy and add additional clarity.

2020-25-08

It was duly moved and seconded
THAT the Asset Management Policy be referred back to administration
for further review and revision; and

THAT the policy be updated to explicitly reflect the City's social,
economic, and environmental values and clarify how the City's
sustainability goals will be integrated into asset management systems;
and

Motion to Refer Back
To Administration

THAT the policy be brought back to council in the first quarter of 2021.

Defeated (3 – 4)

IN FAVOUR Councillors Cabott, Roddick and Stick
OPPOSED Mayor Curtis, Councillors Boyd, Curteanu and Hartland

Recorded Vote

The main motion, being the adoption of the Asset Management Policy
as presented, was then voted on.

Vote on Main Motion

Carried (5 – 2)

IN FAVOUR Mayor Curtis, Councillors Boyd, Curteanu, Hartland
and Stick

Recorded Vote

OPPOSED Councillors Cabott and Roddick

2020-25-09

It was duly moved and seconded

THAT the 2020 to 2023 capital budget be amended by increasing the 2020 Marwell Lift Station Pump Replacement Project, in the amount of \$200,000, funded by the Water and Sewer Reserve; and

THAT administration be authorized to waive the public bidding process for the supply of a new standby waste water pump; and

THAT administration be authorized to award the contract for the purchase of a new standby waste water pump to Smith Cameron Process Solutions for a net cost to the city of \$114,820.00 plus GST.

BUDGET AMENDMENT
AND CONTRACT AWARD
MARWELL LIFT STATION
PUMP REPLACEMENT

Carried Unanimously

In response to questions raised, administration confirmed that issues with the pumps are not a warranty matter. The premature failures being experienced at this lift station are due to the high content of sand and grit in the water despite the use of a sand trap. Council was advised that a consultant has been hired to examine ways to improve the sand trap for this station, and a report on potential actions to address the issue is anticipated early in the new year.

Discussion

Councillor Cabott advised that, in response to the Mayor's suggestion at the previous meeting that she was in conflict of interest, she is not in a conflict regarding the Wildfire Action Plan as chair of the Yukon Environmental and Socio-economic Assessment Board (YESAB).

She explained that she takes her responsibilities seriously and had considered the legalities, including the federal legislation that established the YESAB and the Board's conflict of interest rules.

Councillor Cabott noted that most of the activities proposed in the Wildfire Action Plan don't require a YESAB assessment. The Whitehorse designated office might have to do assessments, but those would be done independently of the YESAB and therefore no potential conflict exists.

RESPONSE TO THE
SUGGESTION OF A
CONFLICT OF INTEREST
For Information Only

Mayor Curtis apologized to Councillor Cabott and stated that he had no excuses for his behaviour at the previous meeting.

City Planning Committee

2020-25-10

It was duly moved and seconded
THAT Bylaw 2020-31, a bylaw to amend the Official Community Plan to allow for the development of the area known as Whistle Bend Future Area C, be brought forward for second reading under the bylaw process.

BRING FORWARD OCP
AMENDMENT BYLAW
FOR SECOND READING
Whistle Bend Future Area

Carried Unanimously

Council members commented on the difficulty of balancing the need for housing against the desire of existing residents to maintain access to greenspace and trails.

Discussion

It was noted that these and additional concerns such as traffic issues can be addressed at subsequent development stages if this Official Community Plan amendment is approved.

City Operations Committee

2020-25-11

It was duly moved and seconded
THAT Bylaw 2020-14, a bylaw to authorize a lease agreement for additional office space, be brought forward for consideration under the bylaw process.

BRING FORWARD LEASE
FOR OFFICE SPACE

Carried Unanimously

2020-25-12

It was duly moved and seconded
THAT administration be authorized to award a three-year contract for Waste and Cardboard Removal Services with respect to four of the City's recreation facilities to PNW Waste Removal for a net cost to the City of \$ \$109,383.25 plus GST.

CONTRACT AWARD
WASTE & CARDBOARD
REMOVAL SERVICES

Carried Unanimously

Community Services Committee

2020-25-13

It was duly moved and seconded
THAT the 2020 Trail Plan be adopted as a guiding document.

2020 TRAIL PLAN

Carried Unanimously

In response to concerns raised by the submission from Active Trails Whitehorse Association, administration advised that the future of the bike park was raised by many of the participants in the public engagement process since it is at the hub of a number of trails.

No financial commitment with respect to the bike park is made by adopting the Trail Plan, and when the bike park comes to council for budget approval it is likely to be collectively funded, as it was when the park was originally established. All projects identified in the Trail Plan will be subject to the normal budget process.

Discussion

With respect to Action #24, this specific action item was included because the current Trail Maintenance Policy is inconsistent with the Trail Plan. A review of existing policies and bylaws to determine which ones need to be updated to ensure consistency with the Trail Plan has been identified as a priority for administration.

Public Health and Safety Committee

Mayor Curtis proclaimed December 1, 2020 to be World AIDS Day in the City of Whitehorse.

PROCLAMATION
World Aids Day

2020-25-14

It was duly moved and seconded
THAT administration be authorized to award the consulting services contract for a Fire Services Review to Emergency Management and Training Inc. in the amount of \$76,104.00 plus GST.

CONTRACT AWARD
CONSULTING SERVICES
FIRE SERVICES REVIEW

Carried Unanimously

2020-25-15

It was duly moved and seconded
THAT the 2020 Emergency Management Plan be adopted as a guiding document.

ADOPT EMERGENCY
MANAGEMENT PLAN

Carried Unanimously

A council member stated that the concerns raised by Mr. Gladish in his submission to the standing committee have been noted, and follow up will be done to address his concerns.

Discussion

A Committee member reminded residents and business owners of the need to keep the sidewalks adjacent to their properties cleared of snow and ice. This is important for public safety and is also a specific requirement of the Maintenance Bylaw.

SIDEWALK CLEARING
For Information Only

Development Services Committee

There was no report from the Development Services Committee.

No Report

NEW AND UNFINISHED BUSINESS

2020-25-16

It was duly moved and seconded
THAT, subject to prior City approval of a safety management plan for the proposed use of the Mount McIntyre space, a donation in the amount of \$238.10 plus GST be approved to the Whitehorse Firefighters Charitable Society for their Share the Spirit Christmas Hamper Program, funded from the council donations account.

COUNCIL DONATION
FIREFIGHTERS
CHARITABLE SOCIETY

Carried Unanimously

2020-25-17

It was duly moved and seconded
THAT a grant of \$5,000.00 be authorized to the Borough Assembly of Haines, Alaska, funded from Council's Donations Account, for use as the borough assembly sees fit as part of the reconstruction efforts required as a result of the December mudslides and flooding.

COUNCIL DONATION
BOROUGH OF HAINES

Carried Unanimously

BYLAWS

2020-25-18

It was duly moved and seconded
THAT Bylaw 2020-10, a bylaw to amend the Official Community Plan designation of a portion of the Tank Farm site from Residential–Urban to Mixed-Use–Industrial/ Commercial, having been read a first and second time, now be given third reading.

BYLAW 2020-10
OCP AMENDMENT
Tank Farm Phase 1
THIRD READING

Carried Unanimously

2020-25-19

It was duly moved and seconded
THAT Bylaw 2020-36, a bylaw to adopt a capital expenditure program for the years 2021 to 2024, be given second reading.

BYLAW 2020-36
CAPITAL BUDGET
2021 to 2024
SECOND READING

Carried Unanimously

2020-25-20

It was duly moved and seconded
THAT Bylaw 2020-36, a bylaw to adopt a capital expenditure program
for the years 2021 to 2024, having been read a first and second time,
now be given third reading

Carried Unanimously

BYLAW 2020-36
CAPITAL BUDGET
2021 to 2024
THIRD READING

Council members noted that this is the first budget to come forward
since the climate change workshop that followed the declaration of a
climate change emergency. They highlighted a number of projects
directly impacted by climate change considerations and recognized
that some people have expressed a desire to go further to set the
stage for transformative change. They expressed satisfaction with the
overall budget and acknowledged that lots of work still needs to
happen to ensure that municipal infrastructure is maintained.

Discussion

2020-25-21

It was duly moved and seconded
THAT Bylaw 2020-31, a bylaw to amend the Official Community Plan to
allow for the development of the area known as Whistle Bend Future
Area C, be given second reading.

Carried Unanimously

BYLAW 2020-31
OCP AMENDMENT
Whistle Bend Future Area
SECOND READING

2020-25-22

It was duly moved and seconded
THAT Bylaw 2020-37, a bylaw to amend the City Manager Bylaw to align
with the Management and Confidential Exclusion Bylaw, be given first
reading.

Carried Unanimously

BYLAW 2020-37
CITY MANAGER
BYLAW AMENDMENT
FIRST READING

2020-25-23

It was duly moved and seconded
THAT Bylaw 2020-37 be given second reading.

Carried Unanimously

SECOND READING

2020-25-24

It was duly moved and seconded
THAT Bylaw 2020-14, a bylaw to authorize a three-year agreement for
the lease of additional office space at 6-151 Industrial Road, be given
first reading.

Carried Unanimously

BYLAW 2020-14
LEASE AGREEMENT
Office Space
FIRST READING

On behalf of all council members, Mayor Curtis wished everyone a safe and happy holiday season. He noted that this Christmas will be like no other we have known due to the COVID-19 pandemic, and encouraged everyone to adhere to safe practices. He also encouraged all citizens to buy local and support local businesses.

HOLIDAY WISHES

Mayor Curtis advised that Whitehorse City Council will be in recess from now until the end of the year. The next scheduled meeting will be a Standing Committee meeting on January 4, 2021.

COUNCIL RECESS

There being no further business, the meeting adjourned at 7:16 p.m.

ADJOURNMENT

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk

ADOPTED by resolution at Meeting #2021-01 dated January 11, 2021